



Board of Commissioners

Senator Robert Singer, Chairman

Mayor Raymond Coles, Vice Chairman

Craig Theibault, Treasurer

Anne Fish, Assistant Secretary

Yocheved Miller, Commissioner

Samuel Flancbaum, Alt. Commissioner

Meir Lichtenstein, Alt. Commissioner

THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Regular Meeting Minutes

August 1, 2023

- I. Senator Singer opened the meeting at 10:00 A.M. in the conference room of the Lakewood Township Municipal Utilities Authority, 390 New Hampshire Avenue, Lakewood, NJ 08701
- II. It was announced that in accordance with Chapter 231, Public Law, adequate notice of this meeting was given and that a notice of this scheduled meeting was filed with the Township Clerk and posted in the Municipal Building in a place accessible to the public and by means of public notices in the Asbury Park Press on February 10, 2023 and the Lakewood Shopper on February 9, 2023.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**
On roll call the following Commissioners were present: Mrs. Fish, Mayor Coles, Mr. Theibault, Mr. S. Flancbaum, Committeeman Lichtenstein and Senator Singer.
The following professionals and key personnel were present: Mr. Adam Pfeffer, Esq., Mr. Gerwin Bauer, Auditor, Mr. Justin Flancbaum, Executive Director, Mr. Donald Sondak, Chief Financial Officer/Human Resources Director, Mr. Bob Farina, Director of Operations, Mr. Colin Farrell, CEng MIEI Director of Engineering and Mr. Adam Ponsi, P.E.
- V. **Minutes**
A **motion** to approve the minutes of the Regular Monthly Meeting held on July 11, 2023, was made by Mrs. Fish and seconded by Mayor Coles. On **roll call**, Mayor Coles abstained, all other seated members voted **“Yes.” Motion carried.**

LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

390 NEW HAMPSHIRE AVENUE, LAKEWOOD, NEW JERSEY 08701

PHONE (732) 363-4422 | FAX: (732) 905-0712 | WWW.LAKEWOODMUA.COM

VI. Chief Financial Officer Report

Given by Mr. Donald Sondak, CFO/Human Resources Director

1. **Resolution** to issue a note to the iBank for short term funding for projects GAC and GAC 1,2,3

At previous board meetings, the board passed resolutions of intent to seek short term funding reimbursement for both the GAC Buildings and the Well GAC facilities projects. Today's resolution is to approve our request for funding to the iBank for these projects. The Resolution is for \$13.5 million dollars which will ultimately be funded by long term bonds at the completion of both projects.

- Resolution No. 23-68 To issue a note to the iBank for short term funding for projects GAC and GAC treatment at Wells 1, 2, 3

Motion was made by Mayor Coles, seconded by Mr. S. Flancbaum. All Board members are required to vote on this. On **roll call**, all members voted **"Yes."** **Adopted.**

Mrs. Miller arrived and voted in the affirmative on this roll call.

2. **Motion** to increase boot allowance from \$125 to \$150 annually.

We propose increasing the Operations Staff boot reimbursement to \$150/year from \$125/year. This allowance has not been increased in several years.

Motion made by Mayor Coles and seconded by Mrs. Fish. On **roll call**, all seated members voted **"Yes."** **Motion carried.**

3. **Rules and Regulations update re: CJHIF v SHBP**

We are amending the language in the LTMUA's Rules and Regulations regarding Healthcare Benefits for retirees. This change is necessitated by us leaving the SHBP and joining the CJHIF. Previous language tied the policy to the SHBP. The new language removes that tie and clarifies the benefits as policy.. Our revised language will leave the current benefits and policy unchanged.

Motion was made by Mayor Coles and seconded by Mrs. Fish. On **roll call**, all members voted **"Yes."** **Motion carried.**

4. **Motion to Approve Operating Voucher**

The Operating Voucher in your Board Packets is \$2,492,512.42

There were no unexpected expenses incurred. The total in your packet includes \$1,024,580.98 of America Rescue Plan money for which we received Federal Funding from Lakewood Township. The remaining \$1,467,931.44 includes OCUA 3Q installment payment of \$636,142.50.

I recommend that the board approve the Operating Voucher of \$2,492,512.42, with noted abstentions.

Motion was made by Mayor Coles and seconded by Mrs. Fish. On **roll call**, all other seated members voted **“Yes.” Motion carried.**

VII. Engineer’s Report

Given by Mr. Adam Ponsi, P.E. and Mr. Colin Farrell, Director of Engineering

1. Lanes Mill Road 22 Unit Subdivision (*Owner/Developer: Arm Land Group, LLC-Aharon Mansour*)

Mr. Ponsi reported on July 2023 the Authority received an email from the applicant requesting to change the conditions of the performance guarantee release as the project is now passed the required 2 year maintenance guarantee period.

July 28, 2023 the Authority issued a letter detailing the requirements for the performance guarantees to be released for the Lanes Mill Road 22 Unit Development.

At this time the Authority may release the performance guarantees held for the Lanes Mill Road 22 Unit Development conditioned on the Authority’s letter dated July 28, 2023.

- **Resolution No. 23-69** Releasing Performance Guarantees Lanes Mill Road 22 Unit Subdivision

Motion was made by Mrs. Fish and seconded by Mayor Coles. On **roll call**, all seated members voted **“Yes”**. **Adopted.**

2. Pine Street Construction of Production Wells

Mr. Farrell reported on July 26, 2023 the Authority received one (1) bid for the for the Pine Street construction of production wells project. The one (1) bidder and price received is:

- A.C. Schultes, Inc. \$2,054,000.00

At this time the Authority may reject all bids for the Pine Street construction of production wells project due to the only bid exceeding the engineer’s estimate.

- **Resolution No. 23-70** Rejecting all bids for Pine Street construction of Production Wells

Motion was made by Mrs. Fish and seconded by Mr. S. Flancbaum. On **roll call**, all seated members voted **“Yes”**. **Adopted.**

3. OLV & LVE Irrigation Metering

July 11, 2023 Van Cleef Engineering issued a letter to the Authority regarding change order request #1 for CRJ Contracting in the amount of \$8,830.30 for modifying existing water services in order to keep 8 residential units in service during construction of the meter vaults.

At this time the Authority may approve change order #1 for CRJ Contracting in the amount of \$8,830.30 for the modification of the existing water services by Malvern Court and Dorchester Drive.

- **Resolution No. 23-71** Awarding Change Order #1 for OLV & LVE Irrigation Metering **Motion** was made by Mrs. Fish and seconded by Mr. S. Flancbaum. On **roll call**, all seated members voted **“Yes”**. **Adopted**.

4. **Bids for Chemicals and Cold Water Meters for Calendar Year 2024**

Mr. Farrell asked the board to authorize the issuance of the notice to bidders for the purchase of chemicals and cold water meters for the calendar years 2024-2025.

Motion Authorizing Issuance of Notice to Bidders was made by Mrs. Fish and seconded by Committeeman Lichtenstein. On **roll call**, all seated members voted **“Yes.”** **Motion carried**.

VIII. Attorney's Report given by Mr. Adam Pfeffer, Esq.

Business as usual.

IX. Executive Director's Report

Given by Mr. J. Flancbaum, Executive Director

1. **Tax Sale 2023**

This years tax sale will take place on October 5, 2023 and will include open balances for the year 2022. We opened this years tax sale file with approximately \$387,000 in delinquencies. We collected about 75% prior to the tax sale last year so we expect to collect most of these monies before October.

2. **Safety & Security Training**

On August 9th we will conduct a mandatory on site safety and security training which will be presented by JAMontgomery. This presentation was put together at my request and will be geared specifically towards the administration staff. The purpose is to raise awareness in the admin building that this campus, including the administrative building is a potential target for criminal and malicious activity. If something doesn't seem right or something is out of place, those things need to be reported right away.

About a month ago we received mail to the office from the DMV with the drivers license for someone that doesn't work here and we have no idea who it is. It was brought to my attention that day but also that several weeks prior, mail from a bank and an insurance company arrived here for the same person. What I thought was he was basically building a file for himself in the hopes of

establishing residency. I notified the Lakewood Chief of Police, the Ocean County Sheriff, and the Ocean County Prosecutor's office, and handed over the documents to Harrison Pfeffer the manager of the Lakewood DMV on Airport Rd.. As it turned out, after an investigation, there was a bureaucratic mess up. The person didn't speak English and went to the DMV with a water bill from the Authority and with the help of DMV personnel he filled out the form with his address as 390 New Hampshire Avenue. In this case, this turned out to be nothing but it made good sense to have this type of training session to make everyone more aware.

X. Technical Operations Report

Given by Mr. Bob Farina, Director of Operations

Operations Dept:

1. We are closely monitoring the Radium levels in Well #16 at the Shorrock St. Well field. We have learned that this contaminant can negatively affect our yet to be installed GAC filters by prematurely degrading the media thus requiring media changeouts more often. The conventional water filters currently remove between 50-60% of the contaminant passing a residual amount that is well below the regulated MCL and therefore permitted to be discharged to the distribution system for public consumption. The issue here is that once the new GAC filtration plant is in service, that filter will naturally remove the remaining contaminant and there is a possibility that will cause that media to degrade prematurely. We will know this more definitively once the new GAC plant is operational for 6+ months. The current concern is if that natural filtration causes our GAC to prematurely degrade, it will be a much larger cost to the Authority to replace those media quantities then it would be to have a separate much smaller ION exchange filtration right at the well. At the present we are conducting flow and sampling tests to ensure that the source of the Radium is in fact generated by well #16 only. If this turns out not to be the case, then we will no longer hold for consideration the need to install the separate smaller filter system and just let the GAC remove the contaminant. The best-case scenario for the Authority is that the new GAC plant medias life span will not be considerably affected, and we will need to take no further action. This is the hope of the Operations Dept. since not only will we not experience an additional filter cost and additional maintenance/operational requirements, but our facilities license level will also not have to be raised to a T-4 level by the NJDEP.

Technical Operations Dept:

2. All SCADA and Communications systems are up and running well.

IT Dept:

3. Telecom and Internet Upgrade is complete.
4. Avaya Accounting and Reporting software setup is complete, in the process of setting up the software training in two weeks.
5. Working with our SCADA outside contractor with setting up individual Operator logins.

GIS/Cyber-Security Dept:

GIS:

6. Finalized the ESRI Utility Enterprise Agreement renewal.
7. Submitted required lead service line documentation to the NJDEP.

Cyber-Security:

8. Coordinating with the NJCCIC regarding the State and Local Government Cybersecurity grant.
9. Preparing submittal for the Cyber/JIF certification.

XI. Commissioners' Report

XII. MEETING OPEN TO THE PUBLIC

XIII. MEETING CLOSED TO THE PUBLIC

XIV. ADJOURNMENT

Motion to adjourn made by Mr. Theibault and seconded by Mrs. Fish
The meeting was adjourned at 10:35 A.M.

Respectfully submitted,

Robyn Gray,
Secretary, LTMUA