

LAKWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

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THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Regular Meeting Minutes

February 5, 2013

- I. Senator Singer opened the meeting at 2:21 P.M. in the Conference Room of the Lakewood Township Municipal Utilities Authority, 390 New Hampshire Avenue, Lakewood, New Jersey immediately following the Annual Reorganization Meeting.
- 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, 2012 and The Tri Town News on February 16, 2012.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**
On the roll call the following Commissioners were present: Mr. Theibault, Mr. S. Flancbaum, Mr. Coles, Mr. Waxman, Mrs. Fish and Senator Singer. Mr. S. Flancbaum is seated as an alternate. The following professionals were present: Mr. Norman Smith, Esq. and Mr. Gerwin Bauer, Jr. Auditor. Mr. Justin Flancbaum, Executive Director, Mr. Paul Morrill, Engineer, Mrs. Nancy Lapa, Secretary and Mr. Robert Farina, Instrumentation Department Supervisor.
- V. **Minutes**
A motion to approve the minutes of the Regular Meeting on January 8, 2013, was made by Mrs. Fish and seconded by Mr. Waxman. On a **voice vote**, Mr. S. Flancbaum, Mr. Waxman, Mrs. Fish and Senator Singer voted "**Aye**". Mr. Coles abstained as he did not attend the meeting. **Motion carried.**
- VI. **Accountant's Report**
Mr. Bauer was in communication with the Department of Government Services. They had a few questions on the budget that was submitted last month. The problems were primarily with the bonding. Mr. Bauer prepared schedules and gave them the backup and explained the bonds. They signed off yesterday and will be mailing the budget to the Authority so it can be put up for adoption. The Audit is going very well. The financial aspects of the Audit are completed, now we are in the single portion of the audit. That is regarding all the monies that are

being spent on the capital projects through the bonding money. This requires a single audit this year and it is going well. Mrs. Lapa read **Resolution # 13-28 2013 Water Operation Lakewood Township Municipal Utilities Authority Adopted Budget Resolution**. Motion was made by Mr. Waxman, seconded by Mr. Coles. On **roll call**, all members present voted, "**Yes**". **Adopted**. Mrs. Lapa read **Resolution # 13-29 2013 Sewer Operation Lakewood Township Municipal Utilities Authority Adopted Budget Resolution**. Motion was made by Mr. Waxman, seconded by Mr. Coles. On **roll call**, all members present voted, "**Yes**". **Adopted**.

VII. Engineer's Report

1. New Hampshire Avenue Treatment Plant

- Resolution Awarding Professional Services Contract

In packet on page one is a letter from Remington Vernick detailing a proposal for the security and fire alarm system. The amount is for \$15,810. Mrs. Lapa read **Resolution # 13-30 Awarding Professional Services Contract Without Public Bidding Pursuant to N.J.S.A. 40A:11-4.1 Et. Seq.** Motion was made by Mr. Coles, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

2. Field Locate and Mapping of Authority Infrastructure

- Resolution Awarding Professional Services Contract LVE
- Resolution Awarding Professional Services Contract OLV

In the packet on pages three and four is the proposal for \$25,000 for Leisure Village East and \$46,757 for Original Leisure Village. Senator Singer explained the difference in amount reflects the different in the size of the communities. This mapping is needed. Leisure Village East - Mrs. Lapa read **Resolution # 13-31 Awarding Professional Services Contract Without Public Bidding Pursuant to N.J.S.A. 40A:11-4.1 Et. Seq.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted**. Original Leisure Village - Mrs. Lapa read **Resolution # 13-32 Awarding Professional Services Contract Without Public Bidding Pursuant to N.J.S.A. 40A:11-4.1 Et. Seq.** Motion was made by Mr. Waxman, seconded by Mr. Coles. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

3. Route 88 73 Unit Development

- Resolution Reducing Onsite Performance Guarantees and Releasing Offsite Performance Guarantees

There are several letters in the packet, as built drawing review, a punch list of the system on page seven and on pages eight and nine is a letter with the conditions for the release and reduction of the guarantees listed. Mrs. Lapa read **Resolution # 13-33 Reduction of Onsite Performance Guarantees and Release of Offsite Performance Guarantees – Route 88 73 Unit Development**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

4. Bureau of Safe Drinking Water Master Permit Update 2013 – Project Status

Mr. Morrill has the report. Since it is very large it was not put into the packet. Mr. Morrill had it at the meeting if anyone would like to look over the application and report.

5. Woodlake Sanitary Sewer Improvements – Project Status

In the packet there is a memo on the review. There are also two separate proposals that were received from A to Z Contractors. It went up substantially so a hold was put on the project. Mr. Flancbaum reminded the Board that the deal that was struck with the developer was that the first \$240,000 the developer would pay for. After that we would credit them connection fees. Anything above that, the Authority would contribute out of pocket. The price that was received from the contractor was higher than expected. The Authority went based on the engineer, Hatch Mott MacDonald, estimate. This estimate was not inclusive of certain items. For example it did not include dewatering. The Authority's estimate was \$375,000. The contractor's estimate was \$585,000. So we reduced the scope to a level that the Authority is comfortable with. Right now the price is around \$440,000 to \$450,000. There were certain improvements that with ultimate elimination of the Woodlake Pump Station that are not necessary because we are a lot closer to the elimination than we were a year and a half ago. Mr. Morrill said he recommended to the Executive Director to take pieces of this project out of the contract, one of the very expensive pieces. Mr. Morrill said if the Authority does not go forward with the elimination of the Woodlake Pump Station, the Authority will have to build it in the future. If nothing is done in the next year and a half toward the elimination of the pump station and building the sewer line down Route 88, then the Authority will have to put that money to put the other line in and upgrade the pump station. That would cost around another \$100,000 or more. Mr. Morrill said that the sewer line should be put in and the pump station should be abandoned. We can save the money. The Authority has to do the Route 88 sewer line. It is going to be costly. The plans were already submitted and it is being reviewed now. The last time it was analyzed it was estimated at \$550,000 and it was supposed to be a minimum of \$10,000 a year savings of manpower and electricity.

VIII. Attorney's Report

Mr. Smith thanked the Board for the appointment.

IX. Executive Director's Report

1. Snowplow Proposals

Proposals were solicited from three companies. Only one company, Concepts Inc. of Lakewood responded. The proposal is a contract for February and March in the amount of \$2,500 per month. This covers up to three occurrences or up to fifteen inches of snow. Everything has to be cleared by six o'clock in the morning. They have to start clearing once the snow accumulation is two inches. Once the threshold is reached charge varies depending on accumulation. Mrs. Lapa read **Resolution # 13-34 Awarding Contract Without Public Bidding For Snow, Sanding And Salting Services For The Administration Building**. Motion was made by Mr. Coles, seconded by Mr. S. Flancbaum. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

2. Certificate of Compliance- Lakewood Construction Department

A meeting was held last week with our Attorney, the Township Attorney and Michael Saccomanno, the Director of the Lakewood Construction Department.

The necessity of adding a water/ sewer utility sign off to the Certificate of Occupancy checklist was discussed. The Township Attorney confirmed that it is not necessary for the Township Committee to adopt an ordinance for enforcement rather the Building Department can simply require it, if it is deemed a necessity. Mr. Saccomanno is in agreement. Mr. Flancbaum drafted a boiler plate certificate which has been found acceptable by all parties involved, Mr. Smith, Mr. Jan Waters and Mr. Saccomanno. Mr. Flancbaum sent a copy of the certificate to New Jersey American Water Company because it is something that will be used across the board not just by the Authority. Mr. Flancbaum said that they can use it as well. Implementation will begin March 1st and notices of the requirement have been placed on our bulletin board and on the bulletin board in the construction department. This reason it is being started on March 1st and not right away, is to give some notice. This certificate will help the Authority tremendously.

3. Update – Credit Card Acceptance for Developers Escrow Accounts & Cash Portion of Performance Bonds

This is a great service for the developers. The developers are very happy about this. Mr. Waxman asked if the Authority will add on three percent. Mr. Flancbaum said that actually more will have to be added on in certain cases. We are working on the percentages that will be added. The overall system to accept credit cards has been set up.

4. OCUA Credit

The Authority received a credit from OCUA in the amount of \$146,739.60. OCUA estimates what the bill will be for the upcoming year for budgetary purposes. This credit will be reflected on our first quarterly payment.

5. Security Reception Window

When the Administration Building was being renovated there was a discussion about having a bullet proof glass for the receptionist window because a lot of cash comes in on a daily basis. The price that was received from the general contractor was high. It was decided that it would be done after the Authority moved back into the building. The school shooting in Connecticut reminded us of the necessity of having bullet proof glass. Mr. Flancbaum said he will have a price for the bullet proof glass window at next month's meeting. Mr. Waxman suggested that a panic button be installed also. Mr. Flancbaum said it is a very good idea. Senator Singer also thought it was a good idea. Senator Singer said that sometimes there are heated conversations taking place at the front window. Mr. Morrill said part of the reason that made them think of it was when they were at the Brick MUA for a meeting. There they have bullet proof glass and pass-throughs. It is quite a secure system. The thought was that that our Authority should have the same thing. We deal with the same type of public. Senator Singer said that this can probably be added on to the security systems being installed in the newly constructed buildings.

X. Instrumentation/IT Department Report

Mr. Farina reported that the IT Department is in the process of receiving a submittal from Meridian Microwave with regard to making the necessary repairs

needed to correct the issues with our antenna /radio system and a proposal to provide a service contract for the system as well.

The New Hampshire Avenue Water Treatment Plant filter programming is near completion with some debugging being performed on the backwash portion along with some flow issues concerning the intermediate backwash tank. When complete, the plant will be ready to assume automatic operation. To achieve one hundred percent automatic operation of the facility, it will require the completion of the Well selection programming which is still being determined. Also, having the ASR Well No. 17 chemical feeds in place and operational.

We have begun some of the initial foundation work on the Authorities website, especially the pages with heavy modifications and those that need content editing. The architecture and the design phase should begin shortly after we finish this. Senator Singer mentioned that Mr. Flancbaum liked the Township website and contacted their website company. They are a local company and the Authority hired them for the Authority website. Senator Singer is very happy to have a local company do the work. The website is important because more and more customers are using the web and the website is our face. Senator Singer wanted to know if the company will be kept on for upkeep of the website or will it be done in-house. Mr. Flancbaum said the website company proposed a service agreement with us. Mr. Flancbaum thought that maybe they should be kept on for the first few months. Senator Singer said that after the few months it should be re-assessed to see if they are needed. The IT Department is only two employees and he does not want them overtaxed. So much is dependent on them. If the IT Department feels they can do it themselves, it is fine. At a future time, a third person will be brought into the IT Department.

Mr. Farina stated that they have had several internal security meetings with the intent to put a more robust security plan in place, especially considering the changing nature of external threats. At present, we are implementing several best practices modifications in order to secure our internal network as well as e-mail and remote access. We have noticed that the majority of the threats have been from outside the country but can and do happen from within our borders as well.

XI. Commissioners' Report

The Flexible Spending Account was explained to the commissioners.

XII. MEETING OPEN TO THE PUBLIC

There was no response from the public.

XIII. MEETING CLOSED TO THE PUBLIC

XIV. MOTION TO APPROVE THE OPERATING VOUCHERS

A **motion** was made by Mr. Waxman and seconded by Mr. Coles to approve the Operating Vouchers in the amended amount of \$648,117.69 [*Further amended by deleting voucher from Measurement Specialties in the amount of \$1,059.00 for a total of \$647,058.69]. On a **Roll Call**, all members present voted, "**Yes**".
Motion passed.

XV. CLOSED SESSION

XVI. OPEN SESSION

XVII. ADJOURNMENT

A motion was made by Mr. Waxman, seconded by Mr. Coles to adjourn meeting. On a **voice vote**, all members present voted, "**Aye**". The meeting was adjourned at 2:45 P.M.

Respectfully submitted,

Nancy Lapa,
Secretary, LTMUA