



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

June 4, 2024

- I.** Senator Singer opened the meeting at 10:02 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 9, 2024 and the Lakewood Shopper on February 9, 2024.
- III. Salute to the Flag**
- IV. Roll Call of Commissioners**

On roll call the following Commissioners were present: Mrs. Fish, Mrs. Miller, Mr. Theibault, Mr. S. Flancbaum, Committeeman Lichtenstein and Senator Singer.

The following professionals and key personnel were present: Mr. Adam Pfeffer, Esq., Mr. Justin Flancbaum, Executive Director, Mr. Gerwin Bauer, Auditor, Mr. Donald Sondak, Chief Financial Officer/Human Resources Director, Mr. Colin Farrell, CEng MIEI Director of Engineering, Mr. Adam Ponsi, P.E., Mr. Bob Farina, Director of Operations, and Mr. Harry Robbins, Operations Manager
- V. Minutes**

Motion to approve the minutes of the Regular Monthly Meeting held on May 7, 2024 was made by Mr. S. Flancbaum and seconded by Mrs. Fish. On **roll call**, all seated members voted **“Yes.”**

Motion carried.

LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

390 NEW HAMPSHIRE AVENUE, LAKEWOOD, NEW JERSEY 08701

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VI. Chief Financial Officer Report

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

1. 2024 Mid-Year Financial Results Review

Mr. Sondak reported that overall, the Lakewood MUA Financial Results are good as of mid-year.

Revenue is \$475k favorable to budget, or \$169K favorable to budget excluding connection fees.

Our budget is flat line and our new rate schedule came into effect with April billing. This variance should continue to improve during the remainder of the year.

Investment Income is \$212k favorable to budget due to interest rate levels and moving our funds to higher rate vehicles (e.g. 3.85% April Lakeland Bank Sweep).

Expenses are \$835k favorable to budget – open positions and timing of other expenses.

2. Resolution Adopting Cash Management & Banking Policy

Included in your Board Packet is a copy of the Lakewood Township MUA Cash Management and Banking Policy. This document was initially created in April of 2022 and covers Regulations and Procedures in the following areas:

Bank Account Management

Cash Accounting & Bank

Reconciliations On-line

Banking

Petty Cash

Purchase

Card

Our staff have been adhering to most of these processes before the publication, and all of them since the publication and implementation of the Lakewood MUA formal program in May 2022 (e.g. P-Card process improvement).

Recently, the MEL Joint Cash Management and Investment Program (JCMI) published a JCMI/Cyber JIF Best Practices document. This document focuses on electronic/online banking. Part of the publication requires us to include specific language in our Policy and to ensure that we are compliant with the Best Practices they outline. In addition, the Cash Management Plan should be adopted by the Board (annually pursuant to NJSA 40A:5-14).

Our revised document in the Resolution today includes all required JCMI/JIF Cyber best Practices and we are compliant with these guidelines.

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

3. **Motion to Approve the Operating List**

The Operating Expense List in your Board Packets is \$1,334,673.87. Please note that the Operating Expense List is hereby amended for two invoices Levin Shea Pfeffer & Goldman for Legal Services rendered during the month of May 2024 in the amounts of \$7,150 and \$1,430.00 to a new total of \$1,343,253.87. While there are no unexpected items to discuss, the list does include \$599,891.88 for Construction Costs of which \$210,700 is for the GAC buildings, 108,043.76 is for Pine Street Wells and 102,135.60 for Well #22. I recommend that the board approve the Operating Expense List of \$1,343,253.87 as amended, with noted abstentions.

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

VII. **Engineer’s Report**

Given by Mr. Adam Ponsi, P.E.

1. **Church & Dwight Fire Service Replacement**

Owner/Developer: Church & Dwight Co., Inc – Matthew T. Farrell

May 2024 a Developer’s Agreement was drafted. There are no site specific terms to the Developer’s Agreement.

At this time the Authority may accept the terms of the Developer’s Agreement.

- **Resolution No. 24-48** Authorizing the Execution of a Developers Agreement for Church & Dwight Fire Service Replacement

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

2. **Lake Terrace Change of Use**

Developer: Albert Greens, LLC (Mordechai Eichorn)

May 2024 a Developer's Agreement was drafted. There are no site specific terms to the Developer's Agreement.

At this time the Authority may accept the terms of the Developer's Agreement.

- **Resolution No. 24-49** Authorizing the Execution of a Developers Agreement for Lake Terrace Change of Use
Motion was made by Mr. S. Flancbaum and seconded by Mr. Theibault. On **roll call**, Senator Singer abstained, all other 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. Resolution Authorizing the Purchase of Electricity Supply Services for Public Use on an Online Website

Our New Hampshire Ave. electricity supply contract, for times when we are not on solar, expires in September.

Our energy consultant reached out a couple of weeks ago to advise that they expect energy prices to rise due to a proposed increase in the JCP&L tariff and natural gas prices. They, therefore, recommend conducting a reverse auction as soon as possible to lock in rates moving forward.

The resolution we have is to authorize a reverse auction and to award a contract to the lowest bidder, subject to recommendation of our energy consultant and review by our attorney.

Resolution No. 24-50 Authorizing the Purchase of Electricity Supply Services for Public Use on an Online Website

Motion was made by Mrs. Fish and seconded by Mr. Theibault. On **roll call**, all seated members voted **"Yes."** **Adopted.**

2. Update to the Educational Assistance and Training Policy

After discussion with Mrs. Fish and Mayor Coles, the personnel committee, the following salary increases for each license were agreed upon:

T1- \$10,000
T2- \$2,500
T3- \$7,500
T4- \$7,500

W1- \$2,500
W2-\$2,500
W3- \$3,500
W4- \$3,500

C1-\$2,500
C2-\$2,500
C3- \$3,500
C4- \$3,500

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

X. Technical Operations Report

Given by Mr. Bob Farina, Operations Supervisor

Operations Dept:

1. Our flushing is moving ahead as per schedule, overall, so far, there have been only a few locations where the crews observed greater than average discoloration in the flushing streams which happened to be in one of our area’s that were reporting discolored water which is in the Somerset Walk neighborhood off Pine St. We are also taking specialized samples of residual iron to determine if iron buildup on the linings of the water mains is oxidizing under certain conditions causing the iron particulate to be carried into customers’ homes thus causing some water discoloration. If we can verify this, we would be able to mitigate the issue by raising our chlorine residuals leaving the treatment plants.
2. We have received several applicants for the position of Field Representative and having so far interviewed 4 of those applicants. We expect to make our decisions in mid-June.

Technical Operations Dept.:

3. All SACDA and Communications equipment are up and running fine.
4. With respect to the bar-coding project, I am in the process of selecting a tamper proof metal asset tag that would be affixed to each Authority asset. Once these tags have been acquired, we will proceed forward with the process of creating the asset database.
5. On May 29th Greg Briody and I met with representatives of the Army Corp of Engineers who contacted us through the NJ State Police. The Corp toured our water treatment facilities to have a look and catalog our current electrical backup infrastructure for the purpose of providing the Authority temporary electrical backup generation in the event of a major loss of said equipment due to a catastrophic weather event, an act of terrorism or any other failure other than normal equipment failures.

IT Dept:

6. Completed the Microsoft 365 office suite renewal.
7. New cameras at the NH Ave and Shorrock St. vehicle gates are up and running and recording. An additional camera in the Admin. lobby is set up to record as well. We are now proceeding to devise a plan for further video surveillance at several areas on all Authority properties.
8. Leon gave a presentation at the NJGMIS yearly conference on multifactor authentication which was received very well.
9. Working with the Operations supervisors and the Authority's outside SCADA contractor in the implementation of new individual Water Plant Operator personnel log ins.

GIS/Cyber-Security Dept:

GIS:

10. Prepared Consumer Confidence Report mailing list.
11. In the process of preparing the lead service line reporting.
12. Working on the software that will host the bar-coding asset tracking.

Cyber-Security:

13. 85% of the staff have completed the CyberJif training.
14. Latest CyberJif phishing test is under way. Staff continues to do well with no clicking on strange emails and flagging potential spams.
15. Submitted application to procure 10 hardware passkey devices from the Safe Water Drinking Cybersecurity Grant. These passkeys will be deployed along with currently used security protections to be able to access the Authority's SCADA systems.

XI. Commissioners' Report

Senator Singer asked Mr. J. Flancbaum if he had heard back from the attorneys regarding the land for the solar field. Mr. J. Flancbaum reported that the last conversation he had with the Township Attorney was that they would follow up. Senator Singer asked Mr. Pfeffer to contact the township attorney and explain that we are facing large increases and if we don't get the land and be able to do solar, this will necessitate an increase to our rate payers. Please report back at the next meeting.

XII. MEETING OPEN TO THE PUBLIC

XIII. MEETING CLOSED TO THE PUBLIC

XIV. ADJOURNMENT

Motion was made by Mr. Theibault and seconded by `Mrs. Fish. The meeting was adjourned at 10:19 AM.

Respectfully submitted,

Robyn Gray,
Secretary, LTMUA