

LAKWOOD INDUSTRIAL COMMISSION
MINUTES
OPEN SESSION • MEETING OF: JANUARY 14, 2015
REORGANIZATION

Adequate Notice of this meeting was provided in accordance with the provisions of the Open Public Meetings Act, P. L. 1975, C. 231.

1 Commissioner Neil Brooks was sworn in to begin his next 5-year term to the Industrial Commission
 2 (effective January 1, 2015) prior to taking his seat.

3

4 The meeting was called to order by Executive Director Steven Reinman at 11:38 AM in order to
 5 proceed with Elections.

6

Roll call for attendance:

<u>Commissioners</u>	Present	Absent
Brooks, Neil (NB)	x	
Flancbaum, Justin (JF)	x	
Katz, Shlomo (SK)	Arrived at 11:47AM	
Schuster, Edwin (ES)		x
Stafford-Smith, Gregory (GSS)	x	
Kirschner, Robert-Chairman (RK)	x	
Quorum Count:	5	1 ABSENT / 1 VACANT
<u>LIC Professionals and Staff</u>		
Reinman, Steven- Exec. Dir.	x	
J. Howlett, Esq. for Sean Kean – Comm Atty	Arrived at 12:37PM	
Doyle, Anita–Administrative Manager	x	
Staiger, Jeff – Comm. Engineer	x	

Also in attendance: Committeeman Michael J. D’Elia, Liaison; Herbert Massa, Interim Lakewood Municipal Manager; Frances A. Kirschner / Frantasy Enterprises Lakewood Twp/LIC Marketing and Public Relations

7

8 **ELECTION OF OFFICERS for the calendar year 2015:**

9

Mr. Reinman opened the floor to accept nominations for the following offices:

10

11 **CHAIRMAN**

12 Neil Brooks nominated **Robert Kirschner** for the seat of Chairman

13 Seconded by Justin Flancbaum

14 No other nominations were made. The floor was closed to nominations for Chairman.

15 Voice Vote: In Favor – All

16

17 **VICE CHAIRMAN**

18 Robert Kirschner nominated **Justin Flancbaum** for the seat of Vice Chairman

19 Seconded by Gregory Stafford-Smith

20 No other nominations were made. The floor was closed to new nominations.

21 Voice Vote: In Favor – All

22

23

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24 **SECRETARY**

25 Justin Flancbaum nominated **Gregory Stafford-Smith** for the seat of Secretary.

26 Seconded by Robert Kirschner

27 No other nominations were made. The floor was closed to new nominations.

28 Voice Vote: In Favor – All

29

30 **Election results for 2015:**

31 **Chairman: Robert Kirschner**

32 **Vice Chairman: Justin Flancbaum**

33 **Secretary: Gregory Stafford-Smith**

34

35 The gavel was turned over the Chairman Kirschner to resume the meeting.

36

37 Chairman Kirschner welcomed the new Industrial Commission Liaison, Lakewood Township
38 Committeeman Michael J. D’Elia and Interim Lakewood Township Municipal Manager Herbert
39 Massa.

40

41 **COMMENTS FROM THE LIAISON:**

42 Mr. D’Elia commented that it was good to be back and that he will sit back, learn and listen until he
43 gets up to speed with Industrial Commission activities.

44

45 **MINUTES OF THE DECEMBER 10, 2014 MEETING:**

46 Flancbaum/Brooks- Motion to accept the minutes of the December 10th meeting as transcribed.

47 Carried.

48

49 **STATEMENT OF ACCOUNTS:**

50 Chairman Kirschner asked Anita Doyle to review the Statement of Accounts dated
51 December 10, 014. Changes were explained as (a) land sale proceeds in the amount of \$575,000, (b)
52 bank interest earned and (c) a land lease payment received from AT&T/First Energy for the cell
53 tower on Lot 21 in Block 1609. An annual land lease of a portion of Lot 9 in Block 1606 was billed
54 and payment is anticipated to be received and banked.

55

56 Brooks/Stafford-Smith- Motion to accept the Statement of Accounts as presented. Carried.

57

58

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59 **2015 INDUSTRIAL COMMISSION PERMANENT BUDGET:**

60 The drafted 2015 Lakewood Industrial Commission budget was introduced for adoption by the
 61 Commissioners reflecting standard operations categories and addition of funding for outbound survey
 62 services in preparation of the Township/LIC's request for land release of approximately 60 acres
 63 from the FAA and addition of seed funding for industrial park entranceway improvements.
 64

65 The 2015 Budget totaling \$164,400 was proposed as follows:

OPS - OPERATIONS	
3 - PROFESSIONAL SERVICES	
6353 - Engineering Services	\$ 10,000.00
<i>63531 - Boundary Survey (Airport/60+ non aviation acres)</i>	\$ 42,500.00
6354 - Auditor / Accounting	\$ 3,000.00
6350 - Marketing & Pub Rel Adm	
63501 - Program Management M&PR	\$ 24,000.00
63502 - Lkwd Website Dev/Maintenance	\$ 5,000.00
6352 - Appraisal Services	\$ 5,000.00
6351 - Legal Services	\$ 15,000.00
Total 3 - PROFESSIONAL SERVICES	\$ 104,500.00
4 - ADMINISTRATIVE EXPENSES	
6355 - Automobile Allowance	\$ 4,800.00
7601 - Cell Phone	\$ 1,200.00
6251 - Petty Cash	\$ 900.00
6012 - Special Events & Awards	\$ 1,000.00
7110 - Office Equipment	\$ 2,000.00
6013 - Association Memberships	
<i>60131 - Lkwd Chamber of Commerce</i>	\$ 50.00
7650 - Travel & Expenses	\$ 3,000.00
<i>76502 - Staff Travel & Tickets</i>	
<i>76501 - Accommodations & Meals</i>	
7602 - Exec Dir Business Developmt	\$ 1,000.00
7120 - Reorganization Meeting Exp	\$ 600.00
7121 - LIC Exclusive Web Page	\$ 1,500.00
7122 - Marketing-ConstantContact	\$ 600.00
7123 - Meeting Registrations	\$ 250.00
7124- Legal Ads	\$ 500.00

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7125 · Admin Expenses - Other	\$ 3,000.00
<i>71251 · Meeting Expenses</i>	
<i>71252 · Office Supplies</i>	
7760 · Independent Contractor 1099	
<i>77601 · Administration Management</i>	\$ 12,500.00
<i>77602 · Data Update Project</i>	\$ 2,000.00
Total 4 · ADMINISTRATIVE EXPENSES	\$ 34,900.00

Total OPS · OPERATIONS (Professional Services + Administrative Expenses)	\$ 139,400.00
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Proposed Addition:	5. • LIC PROJECTS	
	<i>• Industrial Park Entranceway Improvement Project 2015</i>	\$ 25,000.00

Lakewood Industrial Commission 2015 PROPOSED BUDGET.....	\$ 164,400.00
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EXECUTIVE DIRECTOR'S REPORT:

Mr. Reinman reported on the following:

1. LIC RFP/RFQ for Professional Services in compliance with the NJ Fair and Open Process. Requests for Qualifications were solicited prior to the LIC changing its meeting date this year. Due to the receipt of proposals scheduled to be received after this LIC meeting, qualified vendors will be accepted and any contract awards will be awards will be formally made at the next meeting of the Industrial Commission.

2. Lakewood Airport:

A proposal was provided by the Lakewood Township Airport Engineering firm for schematic design of site improvements (excluding building structures)

No one is leaving Lakewood Airport despite the crowded conditions that was precipitated by the change of ownership and management of Monmouth Executive Airport. We have a waiting list 70-some people that would like to come and leave their planes here. A good number of people have been displaced. The demand remains very high for hangar space.

There have been a number of people coming in looking and public/private partnerships, land leases, etc. We are thinking of doing is performing some of the preliminary engineering work

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88 and laying the groundwork so that there is something to move on. Seeking LIC approval to
89 spend up to \$15,000 on this engineering work so that we can get this preliminary engineering
90 work in place so that we can motivate those people.
91

92 Mr. Katz arrived at 11:47 AM and was sworn in as Commissioner for another five-year term effective
93 January 1, 2015 (to terminate December 31, 2019).
94

95 Mr. Kirschner announced that he would like to appoint a subcommittee to address hangar and
96 storage development at Lakewood Airport.
97

98 This subcommittee is to be comprised of:

99 *Commissioner Justin Flancbaum*

100 *Commissioner Gregory Stafford-Smith*

101 *Commissioner Neil Brooks*

102 *Commission Chairman Robert Kirschner as Ex-Officio*
103

104 The subcommittee will meet with Mr. Applegate and perhaps make arrangements to do a site
105 visit at Monmouth Executive or Miller Airport to view their facility hangars and
106 configurations to prepare for the upgrading of Lakewood's facility and services.
107

108 3. Mr. Reinman reported on the land sale closing to Lakewood Equities which took place on
109 December 31, 2014. The Township of Lakewood's legal counsel coordinated the execution of
110 a quit-claim deed filing by Garzo to release his interest in an out-parcel which was part of the
111 consolidation of lands that made up the lot contracted to Lakewood Equities.
112

113 Mr. Flancbaum commended Mr. Reinman and the LIC attorney in getting the job done.
114

115 4. New Hampshire Holdings (retail project). Mr. Reinman reported that they (New Hampshire
116 Holdings) are signing a contract with a project manager to coordinate their project through the
117 approval processes. They contracted Mark Chopp to coordinate their project. We look
118 forward to seeing that contract close.
119

120 5. Update on expansion of zoning classification in the industrial park (ABCD zone criteria). The
121 Township Committee is moving forward on our latest request to change industrial park zone
122 criteria. Mr. Reinman provided an example of what has happened in the industrial park
123 recently where an out-of-town business was seeking to move to the industrial park and
124 applied for permits/certificate of occupancy to locate to Lakewood and because of the nature
125 of their business, were not permitted because of their facility's too-close proximity to a
126 school. We need to help businesses overcome similar hurdles.
127

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128 Mr. Stafford-Smith commented for Commissioners' information that the American Hotel Register
129 building on James Street is up for sale (a 156,000 SF facility on 17 acres).

130

131 **ATTORNEY'S REPORT:**

132 No report.

133

134 **CORRESPONDENCE:**

135 1. The Commission office received an emailed formal statement of resignation from
136 Commissioner Sam Rabinowitz effective immediately. The Commissioners expressed their
137 disappointment in Mr. Rabinowitz's decision to resign and wished him well in his future
138 endeavors.

139

140 **COMMITTEE REPORTS:**

141 No Committees met over the past month.

142

143 **OLD BUSINESS:**

144

145 *Billboards*

146 Mr. Staiger reported on the Township ordinances prohibiting standard billboards but they do
147 allow digital billboards in different locations. Discussion was initiated regarding the subject of
148 billboards and referenced prospective placement recommendations within the industrial park
149 either owned by the Industrial Commission and/or the Township. Discussion continued
150 regarding using LED programmable billboards to provide marketing of the Industrial Park,
151 directional data and also possible leasing of billboard space for generation of revenue. Mr.
152 Reinman clarified that the existing ordinance reflects that you cannot place advertising on a
153 billboard on your property and advertise for other entities (example: ShopRite).

154

155 Mr. Flancaum: We should identify the difficult areas of the industrial park. Consider
156 new billboard technology to advertise the Industrial Park. We should also consider re-
157 branding ourselves.

158

159 Mr. Reinman advised that money was appropriated to the 2015 LIC proposed budget to get
160 started with a signage project.

161

162 Mr. Staiger added that the Commission can do smaller LED signs instead of traditional
163 "billboard" signs.

164

165 Liaison D'Elia asked the Commissioners whether they would like the Township Committee to
166 review the ordinance wherein billboards are addressed.

167

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168 Mr. Flancbaum: Even if current ordinances do not allow for the certain use that we're
169 looking for, we could bring it up to the Township Committee if we had a good purpose and
170 good use for it. We're not looking for change. For the benefit of the town.
171

172 Mr. Kirschner added that New Hampshire Avenue should be included.
173

174 *Vegetative Buffer Extinguishment request (update):*

175 Mr. Reinman advised the Commissioners that an amended resolution is on the agenda for adoption to
176 provide an update of Lot and Block identification where the vegetative buffer easement is to be
177 extinguished by agreement (H&H LLC) as accepted at December meeting.
178

179 **NEW BUSINESS:**

180

181 Mr. Stafford-Smith: There is a need to fill the seat on the Commission vacated by Commissioner Sam
182 Rabinowitz.
183

184 Mr. Stafford-Smith offered the name of a replacement:
185

186 **Thomas Calabro**, Owner and Operator of Twin City Jewelers, a Lakewood downtown business.
187

188 Seconded by Mr. Brooks. Carried.
189

190 The Commission office was directed to write to the Township Committee requesting that Mr. Calabro
191 be considered and appointed as a replacement for Mr. Rabinowitz.
192

193 **PUBLIC COMMENT:**

194 The floor was opened to the public for comment:
195

196 *Frances Kirschner*, Marketing and Public Relations for Lakewood Township and Lakewood
197 Industrial Commission:

- 198 • On the table is a binder of all Public Relations articles developed and issued to disseminate
199 information to the public for Lakewood Township and the LIC over the past 12 months.
200

201 *Mark Chopp*, Owner of Lakewood Equities LLC and

- 202 • Is building a 60,000 SF office project and is also acting as Project Manager for New
203 Hampshire Holdings in development of their retail project on America Avenue known as *The*
204 *Avenue Shops*. This is a 65,000 SF project.
- 205 • On the Office building project there is a problem. Mr. Chopp is requesting assistance from the
206 Commissioners in getting responses from Ocean County. He stated that they (County) aren't
207 specific with what they want – either a \$24,000 road improvement or the execution of an

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- 208 agreement for a traffic light. He asked the County to identify which they wanted in order to
209 allow him to move forward. There has been no response. Mr. Reinman advised that he would
210 call Mr. Scarantino of Ocean County Engineering and ask for clear direction.
- 211 • Mr. Chopp thanked everyone for pushing things through. He also offered information on
212 incentives available to local developers from “Grow NJ” and the LEED Program. These
213 agencies help provide incentives to keep businesses growing. Also, the State has a partnership
214 with Rutgers with offering incentives.
 - 215 • The Lakewood Equities office building is ready to break ground. They’re just waiting for
216 Ocean County approvals. Looking to get under construction 3-1/2 to 4 months.

217
218 Conversation turned toward the rapid development of this new area. There is now construction of a
219 Quick Chek, residential development, an office building and new stores all underway. Comment was
220 made that it is terrifying to think of a kid running across the street and being injured (New Hampshire
221 Avenue and Cedar Bridge Avenue each having 4 busy lanes to cross). Is there any way to keep a
222 tragedy from happening?

223
224 The following resolution was offered by Stafford-Smith / Flancbaum and carried to move the meeting
225 into Closed Session under the category of Contract Negotiations:

226
227 **WHEREAS**, Section 8 of the Open Public Meetings Act, P. L. 1975, Chapter 231, permits the
228 exclusion of the public from a meeting under circumstances; and

229 **WHEREAS**, this Industrial Commission of the Township of Lakewood is of the opinion that
230 such circumstances presently exist.

231 **NOW, THEREFORE, BE IT RESOLVED** by the Industrial Commission of the Township of
232 Lakewood in the County of Ocean as follows:

233 1. The public shall be excluded from discussion of private and confidential matters
234 involving any of the nine (9) exclusions as set forth in Section 7(b) of said law and as
235 hereinafter specified.

236 2. The general nature of the subject matter to be discussed is as follows:

237 **CONTRACT NEGOTIATIONS**

238 **PERSONNEL**

239 **LITIGATION**

240 **OTHER**

241 3. It is anticipated at this time that the above stated subject matter will be made public only
242 when the reasons for discussing and acting on them in closed session no longer exists;
243 said determination to be made by further resolution adopted by the Industrial
244 Commission.

245 4. This resolution shall take effect immediately.

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The meeting moved into Closed Session at 12:13 PM

Following a motion by Stafford-Smith/Flancbaum and carried, the meeting returned to Open Session at 12:41PM.

CONSENT AGENDA RESOLUTIONS:

Resolution #

- 150101** Resolution Designating Depositories of the Lakewood Industrial Commission for the year 2015
- 150102** Official Newspapers of the Lakewood Industrial Commission- 2015
- 150104** Resolution releasing 2014 Closed Session Minutes deemed to have become suitable for release as being resolved.
- 150105** Resolution Appointing Steven Reinman as Secretary's Designee for the calendar year 2015.

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Motion by Stafford-Smith
 Second by Flancbaum
 Carried by voice vote.

NON-CONSENT AGENDA RESOLUTIONS :

Regarding The proposed 2015 budget, Mr. Stafford-Smith asked whether the budget provided enough funding to do projects that may be planned. Are we limiting improvements to signage? It was confirmed that if additional funding is needed, the budget may be amended. The LIC budget is adopted as a customary procedure and is not statutorily bound to remain static for the entire year.

150106 Resolution authorizing the Lakewood Industrial Commission's 2015 Permanent Budget in the amount of \$ 164,400

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Motion: Flancbaum
 Second: Stafford-Smith
 On Roll Call:

Commissioner	Yea	Nay	Abstain
Brooks, Neil	x		
Flancbaum, Justin	x		
Katz, Shlomo	x		
Schuster, Edwin	-		
Stafford-Smith, Greg	x		
Kirschner, Robert	x		

267

The above resolution hereby being duly adopted by the Lakewood Industrial Commission.

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**150107 2015 Appointment of LIC Attorney (Cleary Jacobbe Alfieri Jacobs LLC)
Sean T Kean, Esq.**

270 Motion: Flancbaum
271 Second: Stafford-Smith
272 On Roll Call:

Commissioner	Yea	Nay	Abstain
Brooks, Neil	x		
Flancbaum, Justin	x		
Katz, Shlomo	x		
Schuster, Edwin	-		
Stafford-Smith, Greg	x		
Kirschner, Robert	x		

273 The above resolution hereby being duly adopted by the Lakewood Industrial Commission
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275

**150108 Resolution appointing 2015 Auditing Services under Lakewood Township
contract (Holman & Frenia, PC)**

276 Motion: Flancbaum
277 Second: Stafford-Smith
278 On Roll Call:

Commissioner	Yea	Nay	Abstain
Brooks, Neil	x		
Flancbaum, Justin	x		
Katz, Shlomo	x		
Schuster, Edwin	-		
Stafford-Smith, Greg	x		
Kirschner, Robert	x		

279 The above resolution hereby being duly adopted by the Lakewood Industrial Commission
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**150109 Appointment of 2015 LIC (Interim) Engineer – Remington, Vernick & Vena
Engineers)**

282 Motion: Flancbaum
283 Second: Stafford-Smith
284 On Roll Call:

Commissioner	Yea	Nay	Abstain
Brooks, Neil	x		
Flancbaum, Justin	x		

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Katz, Shlomo	x		
Schuster, Edwin	-		
Stafford-Smith, Greg	x		
Kirschner, Robert	x		

285 The above resolution hereby being duly adopted by the Lakewood Industrial Commission

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287

150110 Resolution authorizing the maintenance of Petty Cash in 2015

288 Motion: Stafford-Smith

289 Second: Flancbaum

290 On Roll Call:

Commissioner	Yea	Nay	Abstain
Brooks, Neil	x		
Flancbaum, Justin	x		
Katz, Shlomo	x		
Schuster, Edwin	-		
Stafford-Smith, Greg	x		
Kirschner, Robert	x		

291 The above resolution hereby being duly adopted by the Lakewood Industrial Commission

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150111 Resolution authorizing funding of Executive Director's Expenses and Travel Allowance for the calendar year 2015.

294 Motion: Flancbaum

295 Second: Stafford Smith

296 On Roll Call:

Commissioner	Yea	Nay	Abstain
Brooks, Neil	x		
Flancbaum, Justin	x		
Katz, Shlomo	x		
Schuster, Edwin	-		
Stafford-Smith, Greg	x		
Kirschner, Robert	x		

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150112 Resolution authorizing retaining Anita B. Doyle for Administration Management services.

300 Motion: Stafford-Smith

301 Second: Kirschner

302 On Roll Call:

Commissioner	Yea	Nay	Abstain
Brooks, Neil	x		
Flanbaum, Justin	x		
Katz, Shlomo	x		
Schuster, Edwin	-		
Stafford-Smith, Greg	x		
Kirschner, Robert	x		

303 The above resolution hereby being duly adopted by the Lakewood Industrial Commission

304

150113 Resolution was tabled pending further discussion and clarification

305

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150114 Resolution Memorializing action - Award of Professional Service Contract to Starmark Appraisals - Appraisal of lands identified as "Northeast Parkway Acquisition Area" in the amount of \$3,800

307 Motion: Stafford-Smith

308 Second: Flanbaum

309 On Roll Call:

Commissioner	Yea	Nay	Abstain
Brooks, Neil	x		
Flanbaum, Justin	x		
Katz, Shlomo	x		
Schuster, Edwin	-		
Stafford-Smith, Greg	x		
Kirschner, Robert	x		

310 The above resolution hereby being duly adopted by the Lakewood Industrial Commission

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150115 Resolution Amending LIC Resolution #141201 (Extinguishment of Vegetative Buffer) – with an update in language and references cited.

313 Motion: Stafford-Smith
314 Second: Flancbaum
315 On Roll Call:

Commissioner	Yea	Nay	Abstain
Brooks, Neil	x		
Flancbaum, Justin	x		
Katz, Shlomo	x		
Schuster, Edwin	-		
Stafford-Smith, Greg	x		
Kirschner, Robert	x		

316 The above resolution hereby being duly adopted by the Lakewood Industrial Commission
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BILL LIST:

319 The following Bills were presented for approval to be paid through Industrial Commission funds as
320 appropriated in the Industrial Commission’s 2015 budget:
321

Num	Name	Memo	Amount
3015	Cleary Giacobbe Alfieri & Jacobs	Inv#29700 Services through 12/31/14	\$ 1,512.00
3016	Duvy's Media LLC	Inv# 13797/13924/14464/14763	\$ 395.80
3017	Anita B. Doyle	Invoice 14013 Services provided 12/1/14-12/31/	\$ 1,093.75
3018	Frantasy Enterprises, LLC	Inv#010115 Services January 2015	\$ 2,000.00
3019	Greater Media Newspapers	Legal Ads: Ref #1285266 / 1285267	\$ 112.10
3020	Israel Reinman	Exec Director Car Allowance January 2015	\$ 400.00
3021	W. B. Mason	Inv#122226467 Office Supplies	\$ 239.99
3022	Yussi's	Refreshments	\$ 317.06
Total:			\$ 6,070.70

322 Motion by Stafford-Smith/Flancbaum to approve payment of the above bills. On Roll Call:
323

Commissioner	Yea	Nay	Abstain
Brooks, Neil	x		
Flancbaum, Justin	x		
Katz, Shlomo	x		

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Schuster, Edwin	-		
Stafford-Smith, Greg	x		
Kirschner, Robert	x		Abstain from voting on Item #3018

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Mr. Staiger asked the Commissioners for confirmation as to whether the proposal to the Commission for the outbound survey and monuments for Lakewood Airport property was still considered active or will the project be canceled?

The Commissioners asked for the opportunity to review the Airport Layout Plan on file and that they will hopefully confirm the status of the project next month.

COMMENTS FROM COMMISSIONERS:

- Commissioner Brooks thanked the Board for supporting his reappointment to the Commission for another term.

ADJOURNMENT:

Motion by Stafford-Smith/Flanckbaum to adjourn the meeting.

Meeting was adjourned at 1:05 PM

Dated: February 9, 2015

by Anita B. Doyle
Administrative Manager