

LAKWOOD INDUSTRIAL COMMISSION

Regular Business Meeting

February 17, 2016

Time and Place: 11:30AM Conference Room C (Second Floor)
Lakewood Municipal Building, 231 Third Street, Lakewood, NJ 08701

Adequate notice of this meeting was provided in accordance with the Senator Byron M. Baer Open Public Meetings Act, L.1975, c.231,s.1; amended 2006, c.70, s.2.

1. **ROLL CALL:**
 - Robert Kirschner, Chairman
2. **MINUTES:**
 - December 9, 2015
 - January 13, 2016
3. **FINANCE:**
 - STATEMENT OF ACCOUNTS:** • February 17, 2016
 - BILL LIST:** • February 17, 2016
 - BUDGET TO ACTUAL REPORT:** • February 17, 2016
4. **LAKWOOD AIRPORT T-HANGARS - PLANNING - UTILITIES TO COMPLEX:** Gregory Stafford-Smith / Bob Gallo NJNG
5. **COMMENTS FROM THE PUBLIC:**
6. **CLOSED SESSION:**
 - **Contract Negotiations / Litigation**
7. **EXECUTIVE DIRECTOR'S REPORT:**
 - **Steven Reinman, Executive Director**
 - **UPDATE** regarding **Industrial Park (M-1, PS, LP) Zoning** / reclassification / permitted uses updates; SAFE Zone
8. **ATTORNEY'S REPORT:**
 - **Sean T. Kean, Esq**
9. **CORRESPONDENCE:**
 - Notice from Trident Environmental - NJDEP Application filed for development -Phase V, VI, VII (85,000 sf RETAIL and 40-unit apartment complex). Located north of Route 70 and west of GSP
10. **COMMITTEE REPORTS:**
 - **COMMITTEES**
 - No Report Site Review Committee, Justin Flanbaum, Chairman
 - No Report Finance Committee, Shlomo Katz, Chairman
 - No Report Client Review Committee, Greg Stafford-Smith, Chairman
 - No Report Park Control/Signs/Advertising/Promotion, Neil Brooks, Chairman
 - No Report Airport Mgmt/Development Committee, Greg Stafford-Smith, Chairman
 - No Report Contract Review Committee, Justin Flanbaum, Chairman
11. **OLD BUSINESS:**
 - **60 acre tract (Airport Road)** - Preparations continue for submission of request to FAA for Land Release. Need to prepare Metes and Bounds of area to be subdivided and Transferred to LIC
12. **NEW BUSINESS:**
13. **CONSENT AGENDA RESOLUTIONS:** none scheduled
14. **RESOLUTIONS (Non Consent):** **160201** Resolution amending LIC resolution #160114
15. **COMMENTS FROM THE COMMISSIONERS:**
16. **ADJOURNMENT:**

Next meeting of the LIC: March 9, 2016 11:30 AM

LAKEWOOD INDUSTRIAL COMMISSION
STATEMENT OF ACCOUNTS

February 17, 2016

Checking Account (Investors # 729905880) Interest Rate .15%	Interest Bearing		\$ 2,669,385.39
	Balance Forward:	\$ 2,642,768.12	1/1/2016
Land Lease Payment - A T & T Cell Tower	\$	529.00	1/12/2016
BlueClaws Lease Payment for 1/1/16	\$	43,750.00	1/12/2016
Approved Bill List of 1/13/16	\$	(8,758.97)	1/13/2016
Bank interest earned through 1/31/16	\$	444.94	1/31/2016
Land Lease Payment - A T & T Cell Tower	\$	529.00	2/3/2016
Proposed Bill List of 2/17/16	\$	(9,876.70)	2/17/2016
Total InvestorsBank Checking Account			\$ 2,669,385.39
REAL ESTATE - ATTORNEY TRUST Acct. -			
Held by Cleary Giacobbe Alfieri Jacobs LLC			\$ 395,000.00
LIC to Shvarzblat B 1608 L 2 BL 1609 L 28.01 #3	\$	250,000.00	2/2/2016
LIC to Shvarzblat Holdings B 1608 L 2 BL1609 L 28.01 #1	\$	72,500.00	8/8/2014
LIC to Shvarzblat Holdings LLC B 1608 L 2 BL1609 L 28.01 #2	\$	72,500.00	11/26/2014
TOTAL Held: Attorney Real Estate Trust Acct:			\$ 395,000.00
TOTAL OF ALL ACCOUNT BALANCES:			3,064,385.39
Anita B. Doyle, Administrative Manager			2/17/2016

Lakewood Industrial Commission Bill List

February 17, 2016

(Draft)

Num	Name	Memo	Amount
3134	BP Graphics	Map Copies Inv# 220341	58.50
3135	Anita B. Doyle	1/1/16-1/31/16 Administration Management Services	761.25
3136	Frantasy Enterprises, LLC	Marketing & PR Services - January + February 2016	3,636.40
3137	Remington Vernick	Engineering Services through 12/31/15 Lakewood Airport T Hangars project	2,286.25
3138	Duvy's Media LLC	Web Services: Inv#16414 / Inv# 16760	1,160.41
3139	Israel Reinman	Car Allowance February 2016	400.00
3140	Watchung Spring Water Co., Inc.	Meeting Supplies Acct#127214 Inv#6996589/Inv#7008164	134.89
3141	Cleary Giacobbe Alfieri & Jacobs	Inv# 40286 Legal Services through January 31, 2016	1,239.00
3142	Yussi's	Estimated: Meeting 2/17/16 Expenses	200.00
		(Estimated) Bill List total:	9,876.70

Lakewood Industrial Commission

Budget vs. Actual

January through December 2016

Expense	Expenditures		Balance Remaining
	2016 Budget	Jan - Dec 16	
OPS - OPERATIONS			
3.1 - Professional Services			
6353 - Engineering Services			
63533 - Airport Hngrs design/build/bid	8,000.00	4,161.25	3,838.75
63532 - Environmental Eval 1160/227	683.00	0.00	683.00
6353 - Engineering Services - Other	10,000.00	0.00	10,000.00
Total 6353 - Engineering Services	18,683.00	4,161.25	14,521.75
6354 - Auditor / Accounting	3,000.00	0.00	3,000.00
6350 - Marketing & Pub Rel Adm			
3.1.3.1 - M&PR Management Contract			
63501 - Program Management M&PR	24,000.00	3,636.40	20,363.60
63502 - Lkwd Website Dev/Maintenance	5,000.00	1,339.58	3,660.42
Total 3.1.3.1 - M&PR Management Contract	29,000.00	4,975.98	24,024.02
Total 6350 - Marketing & Pub Rel Adm	29,000.00	4,975.98	24,024.02
6352 - Appraisal Services	5,000.00	3,700.00	1,300.00
6351 - Legal Services	20,000.00	1,827.00	18,173.00
Total 3.1 - Professional Services	75,683.00	14,664.23	61,018.77
3.2 - Special Services			
6355 - Automobile Allowance	4,800.00	800.00	4,000.00
Total 3.2 - Special Services	4,800.00	800.00	4,000.00
4. - ADMINISTRATIVE EXPENSES			
7601 - Cell Phone	1,200.00	0.00	1,200.00
6251 - Petty Cash	900.00	181.98	718.02
6012 - Special Events & Awards	1,500.00	0.00	1,500.00
7110 - Office Equipment	2,000.00	0.00	2,000.00
6013 - Association Memberships			
60131 - Lkwd Chamber of Commerce	50.00	0.00	50.00
Total 6013 - Association Memberships	50.00	0.00	50.00

Lakewood Industrial Commission
Budget vs. Actual
January through December 2016

	Expenditures		Balance Remaining
	2016 Budget	Jan - Dec 16	
ADMINISTRATIVE EXPENSES (cont'd)			
7650 · Travel & Expenses	3,000.00	0.00	3,000.00
7602 · Exec Dir Business Developmt	1,000.00	0.00	1,000.00
7120 · Reorganization Meeting Exp	600.00	218.88	381.12
7125 · Admin Expenses			
71015 · LIC Exclusive Web Page	2,000.00	0.00	2,000.00
71014 · Marketing-ConstantContact	600.00	0.00	600.00
71013 · Meeting Registrations	250.00	0.00	250.00
71011 · Legal Ads	750.00	423.00	327.00
71012 · Admin Expenses - Other	3,000.00	466.33	2,533.67
Total 7125 · Admin Expenses	6,600.00	889.33	5,710.67
Total 4 · ADMINISTRATIVE EXPENSES	16,850.00	1,290.19	15,559.81
Total OPS · OPERATIONS	97,333.00	16,754.42	80,578.58
7760 · Independent Contractor 1099			
77601 · Administration Management	14,700.00	1,881.25	12,818.75
77602 · Data Update Project	2,000.00	0.00	2,000.00
Total 7760 · Independent Contractor 1099	16,700.00	1,881.25	14,818.75
5 · LIC Projects			
ARPRT · AIRPORT			
ARPRT1 · Lkwd Airport T-Hangars	2,300,000.00	0.00	2,300,000.00
Total ARPRT · AIRPORT	2,300,000.00	0.00	2,300,000.00
Ind Pk Roadway Improvements	25,000.00	0.00	25,000.00
Total 5 · LIC Projects	2,325,000.00	0.00	2,325,000.00
Total Expense	2,439,033.00	18,635.67	2,420,397.33

RESOLUTION

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

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

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

1. The public shall be excluded from discussion of private and confidential matters involving any of the nine (9) exclusions as set forth in Section 7(b) of said law and as hereinafter specified.
2. The general nature of the subject matter to be discussed is as follows:

CONTRACT NEGOTIATIONS	<input checked="" type="checkbox"/>
PERSONNEL	<input type="checkbox"/>
LITIGATION	<input type="checkbox"/>
OTHER	<input type="checkbox"/>
3. It is anticipated at this time that the above stated subject matter will be made public only when the reasons for discussing and acting on them in closed session no longer exists; said determination to be made by further resolution adopted by the Industrial Commission.
4. This resolution shall take effect immediately.

I hereby certify that the above is a true copy of a resolution duly adopted by the Industrial Commission of the Township of Lakewood in the County of Ocean, State of New Jersey, at its meeting held on the 17th day of February, 2016.

Gregory B. Stafford-Smith, Secretary

or Steven Reinman as Secretary's-Designee in the event of the Secretary's absence

RESOLUTION

160201

Resolution Amending LIC Resolution 160114 Authorizing and Awarding Industrial Commission Contract for performance of Extraordinary and Unspecifiable Services for Lakewood Township and Lakewood Industrial Commission Marketing and Public Relations Services for the period of February 1, 2016 through and including January 31, 2017.

WHEREAS, the Mayor and Committee of the Township of Lakewood have directed the entering into a Professional Services contract for the performance of extraordinary services which include preparation and administration of public relations services provided to the Township of Lakewood; and

WHEREAS, it has been determined by the Mayor and Committee that the performance of these contracted services is necessary and would enhance Lakewood Township's economic development efforts by providing professional advertising and public relations services for the purposes of promoting the benefits of living and working in Lakewood, thereby enhancing the economic base of the town; and

WHEREAS, the Lakewood Industrial Commission, by virtue of N.J.S.A. 40:55-B-1 et seq., is statutorily charged with, among other duties, promoting the economic well-being, and industrial and economic development of the Township; and

WHEREAS, in an effort to integrate and coordinate the economic development policies of the Township of Lakewood, the Township Committee is desirous of noting the economic development benefit to the Township and having the aforementioned contract be fulfilled expeditiously; and

WHEREAS, based upon the availability of funds, the Industrial Commission of the Township of Lakewood has the authority and may, by appropriate resolution, provide appropriations in the amount prescribed by the aforementioned contract; and

WHEREAS, in accordance with N.J.S.A. 19:44A-20.5 et seq., which provides for the procedure for soliciting proposals through a "fair and open process", which process the Lakewood Industrial Commission adopted on December 7, 2005, the Lakewood Industrial Commission solicited proposals by posting a RFP on the Township of Lakewood's website for such services; and

WHEREAS, Proposals and Qualifications were publicly opened in the Office of the Lakewood Industrial Commission on January 12, 2016 which were reviewed for completeness; and

WHEREAS, following review of the Qualifications and Proposals, it was determined that the responsive submission received from **FRANTASY ENTERPRISES, LLC.** for provision of Marketing and Public Relations Management services to be provided was deemed to be in order; and

WHEREAS, adequate funds for Marketing and Public Relations Administration were appropriated to the Lakewood Industrial Commission's 2016 permanent budget.

NOW THEREFORE, BE IT RESOLVED, that the Lakewood Industrial Commission hereby awards a contract for Extraordinary and Unspecifiable Services for Management of Lakewood Township's Marketing and Public Relations Program for the period from **February 1, 2016 through and including January 31, 2017 to:**

**FRANTASY ENTERPRISES, LLC
1400 West Cross Street
Lakewood, New Jersey 08701**

in an amount *not to exceed* **\$ 24,000.00** (~Twenty Four Thousand and 00/100 Dollars~)

BE IT FURTHER RESOLVED that

1. The purposes of the above mentioned contract does enhance and promote economic development in the Township and is within the statutory meaning of N.J.S.A.40:55B-1 et seq., and
2. The Lakewood Industrial Commission hereby authorizes and directs an appropriation for the purposes of direct payment of the contractual obligation, and
3. The Township Department of Industrial Development Executive Director is authorized and directed to execute such documents as may be necessary to formalize provisions of said contract on behalf of the Industrial Commission and for the benefit of the Township of Lakewood.
4. An authenticated copy of this Resolution, signed by the Chairman and Secretary be forwarded to the Mayor, Township Committee, and Township Manager for their information and records.

I hereby certify the above to be a true copy of a resolution duly adopted by the Industrial Commission of the Township of Lakewood, in the County of Ocean, and State of New Jersey at its meeting held on the 17th of February, 2016.

GREGORY B. STAFFORD-SMITH, Secretary

or

Steven Reinman as Secretary-Designee in the absence of the Secretary