

LAKEWOOD INDUSTRIAL COMMISSION

MINUTES – Reorganization Meeting

OPEN SESSION • MEETING OF: JANUARY 11, 2017

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

1 The meeting was called to order at 11:41 by Chairman Robert Kirschner.

2 On Roll Call for attendance:

<u>Commissioners</u>	Present	Absent
Brooks, Neil (NB)	x	
Calabro, Thomas (TC)	x	
Flancbaum, Justin (JF)		x
Katz, Shlomo (SK)	x	
Schuster, Edwin (ES)		x
Stafford-Smith, Gregory (GSS)	arrived at 11:49AM	
Kirschner, Robert (RK)	x	
Quorum Count:	5	2
<u>LIC Professionals and Staff</u>		
Reinman, Steven- Exec. Dir.	x	
Kean, Sean – Comm Atty	x	
Doyle, Anita, Admin Mgr	x	
Staiger, Jeff – Comm. Engineer	x	

Also in attendance:

Hon. Michael J. D’Elia, Liaison

Frances A Kirschner | Frantasy Ent.

3 At the time that the meeting was called, it was determined that elections may be delayed until the
4 next meeting due to attendance by a minimum quorum at Roll Call.

5

6 MINUTES:

7 November 2, 2016

8 December 14, 2017

9 TC/NB: Motion to approve the above Minutes as transcribed. Carried. Mr. Katz abstained
10 (absent) from voting on the minutes of December 14th.

11

12 STATEMENT OF ACCOUNTS:

13 The Statement of accounts was presented for Commissioners’ review and acceptance. Anita Doyle
14 confirmed that the Statement presented has been in proof with the bank’s statement. Lease payments
15 were received from A T & T (cell tower) and Lakewood BlueClaws.

16

17 TC/NB Motion to accept the Statement of Accounts dated January 11, 2017 as presented.

18

19 Mr. Stafford-Smith arrived at 11:49AM.

20

21 The 2017 Proposed Budget was presented for Commission consideration and comment. The
22 presented budget reflected the categories that have represented overall expenses incurred by
23 provision of contractual and standard goods and services provided to the Industrial Commission over
24 the prior 12 months. Some categories were recommended to be increased from last year’s budget.

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25 Suggested that the Commissioners be given the opportunity to view the Lakewood Airport and
26 Lakewood commercials areas by air. It was determined that a line item should be added to the budget
27 to allow for bringing utilities in to the T-Hangars project site at Lakewood Airport. Mr. Stafford-
28 Smith suggested that we get a cost estimate to drop a dry water line to the T-Hangar project site (drop
29 water line at the same time that JCP&L brings in power lines via underground conduit).
30

31 Mr. Katz asked whether there would be heat provided to the hangars. Mr. Reinman replied that this
32 was not standard. Mr. D'Elia added that Commissioners at Miller Airpark informed him that their
33 units do not have heat.
34

35 Mr. Stafford Smith suggested that on-site washing of planes would potentially create a big problem
36 with runoff (no constructed containment for runoff water).
37

38 SK: Completion of the project?

39 SR: Tentative date is March of 2017. We are currently waiting for the Fire Inspector to sign off.
40

41 SK: So, by May/June this may be done?

42 SR: Yes
43

44 TC: How many earnest deposits on hangar units have been received to date?

45 SR: About 40



46
47

48 It was determined that enough of the membership was present at this time to hold the 2017 elections
49 of officers.
50

51 The gavel was passed to Executive Director Steven Reinman for performance of the Elections of
52 Officers for the year 2017.
53

54 The floor was opened for nominations for the office of Chairman.

55 GSS/NB Nomination of **Robert Kirschner** as **Chairman**

56 No other nominations were offered.

57 Floor was closed to additional nominations.

58 Vote: All in favor. Carried.
59

60 The floor was opened for nominations for the office of Vice-Chairman.

61 SK/TC: Nomination of **Justin Flancbaum** as **Vice-Chairman**.

62 No other nominations were offered.

63 Floor was closed to additional nominations.

64 Vote: All in favor. Carried.

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65 The floor was opened for nominations for the office of Secretary
66 TC/SK: Nomination of **Gregory Stafford-Smith** as **Secretary**.
67 No other nominations were offered.
68 Floor was closed to additional nominations.
69 Vote: All in favor. Carried.
70
71 Congratulations to all Officers for the year 2017!



EXECUTIVE DIRECTOR'S REPORT:

72
73
74
75 Mr. Reinman reported on

- 76 • Lakewood Airport
 - 77 ○ Looking to get the Township Committee to work with the LIC to bring more ratables to
 - 78 the town.
 - 79 ○ Space is at a premium
 - 80 ○ Don't want to push businesses to Toms River, Jackson or Howell.
 - 81 ○ Ought to be able to do something regarding property (acquisition).
 - 82 ○ MJD advised that there will be a meeting with the Mayor whether the Township they
 - 83 can assist regarding providing additional inventory of land for commercial/industrial
 - 84 development.
 - 85 ▪ Land in the Airport Hazard Zone?
 - 86 • No permanent structures are permitted in the AHZ. The land can be used
 - 87 to satisfy land-coverage ratios or parking.
 - 88 ▪ TC: Have we ever looked at building a facility to wash planes (to handle
 - 89 runoff properly)
 - 90 • Is there a market for this service?
 - 91 ▪ GSS: Would like to see a shuttle / parking garage
 - 92 ○ Hangar Lease Agreement
 - 93 ▪ A draft was provided for review. Requested that the Commissioners review and
 - 94 comment on the current version so that we can finalize it and begin to offer the
 - 95 lease for hangar space.
 - 96 • RK: How will this be handled administratively?
 - 97 ○ SR: FBO will handle this.
 - 98 • GSS: Suggest to add language to include the prohibition - no one that
 - 99 leases a hangar will provide services on-site.
 - 100 ○ SKean: They can work on their own planes but not be
 - 101 permitted to run a repair ship as a business.
 - 102 • SR: A big issue with hangars is with personal storage, not being used
 - 103 as a plane shelter
 - 104 ○ It's up to the airport operator to handle that.

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- 105 • SK: How will we determine rent?
- 106 ○ Market demand
- 107 • SK: \$500 doesn't sound high
- 108 ○ SR: We want to stay at the high end
- 109 • SR: Ultralights are parked along the fence currently.
- 110 • NB: Is it limited to one plane per bay?
- 111 • TC: Will we allow scooter / golf cart to park in hangars?
- 112 • TC: Signage – Directional & Informational Signage is needed
- 113 • Garbage Pickup?
- 114 ○ Dumpster?
- 115 ■ RK: Against a dumpster – it invites dumping of
- 116 hazardous fluids and materials.
- 117 ○ Suggest to add language to reflect that the Tenant is responsible
- 118 for removal and proper disposal of their own garbage.
- 119 ○ SK: They should abide by the posted rules
- 120
- 121

ATTORNEY'S REPORT:

122 Mr. Kean stated that his report will take place in Closed Session.

CORRESPONDENCE:

124 None

COMMITTEE REPORTS:

125 None

REPORT ON MARKETING AND PUBLIC RELATIONS:

130 Fran Kirschner reported we are working on the next newsletter. She attended the Blackman Plumbing Grand Opening on New Hampshire Avenue. It is a beautiful facility and showroom.

131 The MODC (Monmouth Ocean Development Council) Economic Development Committee meeting is scheduled for January 27th at the New Jersey Natural Gas Company building on Wyckoff Road. The Commission holds a membership to the MODC. All Commissioners are welcome.

OLD BUSINESS:

132 None

NEW BUSINESS:

133 None

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146 **CONSENT AGENDA RESOLUTIONS:**

147 The following resolutions were presented for inclusion on the Consent Agenda:

170101 Resolution Designating Depositories of the Lakewood Industrial Commission for the year 2017

170102 Official Newspapers of the Lakewood Industrial Commission- 2017

170103 Resolution qualifying Professional Services / EUS Vendors for Public Relations Services and Appraisal Services for 2017.

170104 Resolution releasing 2016 Closed Session Minutes deemed to have become suitable for release as being resolved.

170105 Resolution Appointing Steven Reinman as Secretary's Designee for the calendar year 2017.

148 GSS/TC Motion to adopt resolutions 170101 through 170105 as presented.

149 On roll call:

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

150 Resolutions 170101 through 170105 hereby being duly adopted by unanimous vote.

151

152 **NON CONSENT RESOLUTIONS:**

153

154 The following resolution was presented for adoption by TC/SK:

170106 Resolution adopting the Lakewood Industrial Commission's 2017 Permanent Budget in the amount of \$2,153,804.34

155 On Roll Call:

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

156 The above Resolution hereby being duly adopted by unanimous vote of the Commission.

157

158

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159 The following resolution was presented for adoption by GSS/TC:

170107 2017 Appointment of Sean T. Kean, Esq. of Cleary, Giacobbe, Alfieri Jacobs, LLC as LIC Attorney

160 On Roll Call:

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

161 The above Resolution hereby being duly adopted by unanimous vote of the Commission

162

163 The following Resolution was presented for adoption by NB/TC:

170108 Resolution appointing 2017 Auditing Services under Lakewood Township contract (Holman Frenia Allison, PC).

164 On Roll Call:

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

165 The above Resolution hereby being duly adopted by unanimous vote of the Commission

166

167 The following Resolution was presented for adoption by TC/GSS:

170109 Appointment of 2017 LIC Engineer - Remington Vernick & Vena Engineers

168 On Roll Call:

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

169 The above Resolution hereby being duly adopted by unanimous vote of the Commission

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170 The following Resolution was presented for adoption by TC/SK:

170110 Resolution authorizing the maintenance of Petty Cash in 2017

171 On Roll Call:

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

172 The above Resolution hereby being duly adopted by unanimous vote of the Commission

173

174 The following Resolution was presented for adoption by GSS/TC:

170111 Resolution authorizing funding of Executive Director's Expenses and Travel Allowance for the calendar year 2017.

175 On Roll Call:

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

176 The above Resolution hereby being duly adopted by unanimous vote of the Commission

177

178 The following Resolution was presented for adoption by GSS/SK:

170112 Resolution authorizing retaining Anita B. Doyle, Sole Proprietor, for Administrative Management Services.

179 On Roll Call:

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

180 The above Resolution hereby being duly adopted by unanimous vote of the Commission

181

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182 The following Resolution was presented for adoption by GSS/TC:

170113 Resolution Awarding Marketing and Public Relations Services contract to Frantasy Enterprises, LLC (2/1/17-1/31/18)

183 On Roll Call:

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

184 The above Resolution hereby being duly adopted by majority vote of the Commission.

185

186

187

188 **BILL LIST:**

189 The following bills were presented for payment approval to be drawn from Industrial Commission b
190 budgeted funds:

191

Num	Name	Memo	Check Amount
3234	Asbury Park Press	Acct# ASB-009456 # 1811706 # 1782958	\$ 267.50
3235	Duvy's Media LLC	Inv# 18360 Services through 11/30/16 Website Maintenance and ehosting services prepaid for Dec 2016	\$ 177.08
3236	MODC	January General membership meeting registration S Reinman	\$ 40.00
3237	Israel Reinman	1/1/17-1/31/17 Executive Director's Car Allowance	\$ 400.00
3238	Cleary Giacobbe Alfieri & Jacobs	Inv#48026 (Legal Services through 12/31/16	\$ 1,006.20
3239	Anita B. Doyle	Administration Management Services Provided 12/1/16-12/31/16	\$ 1,373.75
3240	Watching Spring Water Co., Inc.	Acct#127214 Meeting Supplies (ref: #1701030204)	\$ 97.92
3241	Frantasy Enterprises, LLC	Marketing and Public Relations Services provided 1/1/17-1/31/17 (completion of current contract ...	\$ 2,000.00
3242	Yussi's	Meeting Expenses (estimated)	\$ 231.88
3243	Iorio Construction	Progress Payment #9 - Lakewood Airport Hangars Construction project	\$ 215,721.52
Bill List Total			\$ 221,315.85

192

193

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194 TC/GSS: Motion to approve bills numbered 3234-3243.

195 On Roll Call:

Commissioner	Yea	Nay	Abstain
Brooks, Neil	x		
Calabro, Thomas	x		
Flancbaum, Justin	absent		
Katz, Shlomo	x		
Schuster, Edwin	absent		
Stafford-Smith, Greg	x		
Kirschner, Robert	x		Abstained from voting on # 3241

196 The above motion succeeds by majority vote.

197

SUBCOMMITTEE APPOINTMENTS:

198

199 The roster of Subcommittees was provided for comment and renewal for 2017. Comments were
200 invited.

201

202

- Also, the LIC Office received notice as a property owner within 200 feet of a project site near the
203 baseball stadium new construction for a shopping center •

204

205

The following Resolution was offered by TC/GSS and carried to move the meeting to Closed Session
206 for the reason of CONTRACT NEGOTIATIONS:

207

208

WHEREAS, Section 7 b. of the Senator Byron M. Baer Open Public Meetings Act." L.1975,
209 c.231, s.1; amended 2006, c.70, s.2., permits the exclusion of the public from a meeting under
210 circumstances; and

211

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

213

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

215

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

218

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

219

CONTRACT NEGOTIATIONS

220

PERSONNEL

221

LITIGATION

222

OTHER

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- 223 3. It is anticipated at this time that the above stated subject matter will be made public only
224 when the reasons for discussing and acting on them in closed session no longer exists;
225 said determination to be made by further resolution adopted by the Industrial
226 Commission.
227 4. This resolution shall take effect immediately.
228
229

230 The meeting moved into Closed Session at 12:44PM
231



232
233
234 On a Motion by GSS/TC and carried, the meeting returned to Open Session at 1:10PM.
235

236 GSS/TC: Motion to adjourn. Carried.
237

238 The meeting was adjourned at 1:11 PM
239

240
241

242 Dated: January 29, 2017 by: Anita B. Doyle, Administration Manager
243

244
245
246
247
248