

LAKWOOD INDUSTRIAL COMMISSION

AGENDA - Regular Business Meeting

May 13, 2020

Time and Place: 11:30 AM Remote via Town Hall Streams
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.*

Due to constraints imposed by the State of New Jersey and the Township of Lakewood in their efforts to contain the COVID-19 pandemic, the determination has been made that the Lakewood Industrial Commission shall comply and that any meetings of the Lakewood Industrial Commission shall be conducted remotely and shall provide access to the public via electronic means until further notice.

1. **FLAG SALUTE:**
 - Flag Salute / Moment of Silence
2. **ROLL CALL:**
 - Presiding:
3. **MINUTES:**
 -
4. **FINANCE:**
 - **STATEMENT OF ACCOUNTS:** May 13, 2020
 - **BILL LIST:** May 13, 2020
 - **BUDGET TO ACTUAL REPORT:** May 13, 2020
5. **EXECUTIVE DIRECTOR'S REPORT:**
 - **Steven Reinman, Executive Director**
 - "Strand Building" Boiler Replacement Project
 - Lakewood Airport Terminal Replacement
 - Terminal Area Development Program
 - Roadway Repair Program
 - Manufacturing Council (NJ)
6. **ATTORNEY'S REPORT:**
 - **Sean T. Kean, Esq**
7. **OLD BUSINESS:**
 -
8. **NEW BUSINESS:**
 -
9. **COMMENTS FROM THE PUBLIC:**
 -
10. **CONSENT AGENDA RESOLUTIONS:**
 - None Scheduled
11. **RESOLUTIONS (Non Consent):** **200501**
 - Resolution Resolution awarding Professional Services Contract to DY Consultants for Terminal Area Development Study
12. **CLOSED SESSION:**
 - Litigation & Contract Negotiations
13. **COMMENTS FROM THE CHAIRMAN:**
14. **COMMENTS FROM THE COMMISSIONERS:**
15. **ADJOURNMENT:**

PUBLIC MEETING ACCESS Information:

Online access (link) to the meeting is as follows:

[Lakewood Industrial Commission 5/13/20 11:30AM](#)

Public Comment (during the meeting) email to:

LICComments@lakewoodnj.gov

Next scheduled meeting of the LIC: June 10, 2020

LAKEWOOD INDUSTRIAL COMMISSION
STATEMENT OF ACCOUNTS
May 13, 2020

		Total All LIC-Held Accounts	\$ 2,030,888.63
Checking Account (Investors # XXXXX5880) Interest Rate 12-31-19 APYE			
0%	Interest Bearing		
Balance Forward:	\$ 0.01	1/1/2020	
No Interest Generated . Pending Closeout			
Total InvestorsBank Checking Account:		\$ 0.01	
Checking Account (Operations) Lakeland Bank (Acct# XXXXX1404) APY .3%			
Opening Balance	\$ 569,068.04	1/1/2020	
Bill List 1/8/20	\$ (9,474.33)	1/8/2020	
Deposit: Land Lease First Energy/AT&T	\$ 608.35	1/14/2020	
Deposit: T-Hangars Leases	\$ 3,600.00	1/14/2020	
Interest Earned 1/31/20	\$ 696.02	1/31/2020	
Deposit: AT&T / First energy Land Lease Block 1609 P/O Lot 21	608.35	2/18/2020	
Deposit: I-Hangars Leases	\$ 9,050.00	2/18/2020	
Deposit: BlueClaws Lease (1/1/20-3/31/20)	\$ 46,465.06	2/18/2020	
Bill List 2/19/20	\$ (16,386.04)	2/19/2020	
Interest Earned 2/28/20	\$ 645.29	2/28/2020	
Deposit First Energy /AT&T Cell Tower Land Lease	\$ 608.35	3/9/2020	
Deposit T-Hangar Leases	\$ 3,150.00	3/9/2020	
Interest Earned 3/31/20	\$ 767.93	3/31/2020	
Bills Released / Paid BL: 3/18/20 - Meeting Canceled	\$ (10,759.48)	3/18/2020	
Bill List of 4/22/20	\$ (46,646.34)	4/22/2020	
Interest Earned 4/30/20	\$ 141.44	4/30/2020	
Deposit: T-Hangars Leases	\$ 7,200.00	5/4/2020	
Deposit- First Energy-AT&T Land Lease Payment Cell Tower	\$ 608.35	5/4/2020	
Deposit: T-Hangars Leases	\$ 3,150.00	5/12/2020	
Deposit AT&T Land Lease - Cell tower	\$ 608.35	5/12/2020	
Proposed Bill List of 5/13/20	\$ (30,753.77)	5/13/2020	
Total Lakeland Bank OPERATIONS ACCOUNT:		\$ 532,955.57	
Money Market Account (Holding) Lakeland Bank (Acct# XXXXX1390) APY .3%			
Opening Balance:	\$ 1,177,449.51	1/1/2020	
Interest Earned 1/31/20	\$ 1,450.04	1/31/2020	
Interest Earned 2/28/20	\$ 1,311.32	2/28/2020	
Interest Earned 3/31/20	\$ 1,500.32	3/31/2020	
Interest Earned 4/30/20	\$ 291.38	4/30/2020	
Total Lakeland Bank MONEY MARKET ACCOUNT:		\$ 1,182,002.57	
Checking Account (STRAND THEATER ASSET - Apartments Revenue) Lakeland Bank (Acct# XXXX4802) APY .3%			
Opening Balance:	\$ 338,484.79	1/1/2020	
Bill List 1/8/20	\$ (6,545.32)	1/8/2020	
Interest Earned 1/31/20	\$ 412.27	1/31/2020	
Deposit: Apartment Tenant Rent for January 2020	\$ 6,580.00	2/18/2020	
Bill List 2/19/20	\$ (36,646.81)	2/19/2020	
Interest Earned 2/28/20	\$ 366.41	2/28/2020	
Deposit February Rent - Apartments	\$ 7,240.00	3/9/2020	
Bills: payment released 3/18/20 - meeting Canceled	\$ (2,691.52)	3/18/2020	
Interest Earned 3/31/20	\$ 389.19	3/31/2020	
Bill List of 4/22/20	\$ (4,207.77)	4/22/2020	
Interest Earned 4/30/20	\$ 75.65	4/30/2020	
Deposit Strand Apartment Rents 5/12/20	\$ 6,450.00	5/12/2020	
Proposed Bill List of 5/13/20	\$ (3,035.11)	5/13/2020	
		\$ 306,871.78	

LAKEWOOD INDUSTRIAL COMMISSION
STATEMENT OF ACCOUNTS
May 13, 2020

Checking Account- LAKEWOOD AIRPORT REVENUE (Acct# XXXXX4810)			
Lakeland Bank APY .3%			
Opening Balance	\$ 7,026.30	1/1/2020	
FBO Rent	\$ 1,000.00	1/14/2020	
Interest Earned	\$ 9.33	1/31/2020	
FBO Rent	\$ 1,000.00	2/18/2020	
Interest Earned 2/28/20	\$ 9.34	2/28/2020	
Interest Earned 3/31/20	\$ 11.50	3/31/2020	
Interest Earned 4/30/20	\$ 2.23	4/30/2020	
	\$ 9,058.70		
REAL ESTATE - ATTORNEY TRUST Acct. -			
Held			
by Cleary Giacobbe Alfieri Jacobs LLC			
LIC to Shvarzblat / Cedarbridge Properties (Construction Escrow Held)	\$ 65,000.00	12/15/2016	\$ 65,000.00
TOTAL Held: Attorney Real Estate Trust Acct:			
	\$ 65,000.00		
TOTAL OF ALL ACCOUNT BALANCES:			2,095,888.63
Anita B. Doyle, Administrative Manager			5/13/2020

LAKWOOD INDUSTRIAL COMMISSION

BILL LIST
MAY 13, 2020

Num	Name	Memo	Amount
LAKWOOD INDUSTRIAL COMMISSION OPERATIONS			
3847	Asbury Park Press	ASB-009456 AD#4182060	\$ 57.50
3848	Neil Brooks Plumbing	Q#12340 Progress Payment- 1900 Cedar Bridge Terminal	\$ 4,275.00
3849	Wings Agency	Policy# 12001231 (Airport)	\$ 5,823.75
3850	JCP&L (Power Usage)	100 117 221 182 030520-040620 Electricity to T-Hangars	\$ 272.34
3851	Frantasy Enterprises, LLC	Res 200114 05132020 Marketing & Public Relations May 2020	\$ 2,000.00
3852	Acer Trailer Sales	Inv#1308 24 X 56 Office / Terminal Trailer	\$ 3,900.00
3853	Duvy's Media LLC	Inv#26489 Website Maintenance E Commerce / Domain	\$ 548.75
3854	Anita B. Doyle	Inv2020-4 Administration Management month of April 2020	\$ 1,630.00
3855	Constant Contact	Inv JMAC9SQAB12920	\$ 405.00
3856	Israel Reinman	Vehicle Allowance May 2020	\$ 659.83
3857	Champion Contracting Services	Mobilization - Septic Tank and Alarm System - Airport Terminal \$3,400 Req 50%	\$ 1,700.00
3858	Cleary Giacobbe Alfieri & Jacobs	Legal Services through 4/30/20 Inv# 81505	\$ 9,481.60
LIC OPERATIONS BILL LIST TOTAL 5/13/20			\$ 30,753.77
STRAND THEATER / STRAND APARTMENTS			
199	NJ American Water Company	1018-210023140661 Fire Service 400 Clifton Ave 08701	\$ 179.64
200	NJ American Water Company	1018-210023140616 Apartments and Theater Water and Sewer 031420-041620	\$ 598.05
201	Aggressive Property Maintenance	Service Calls and Contracted Maintenance as listed 100 021 180 490 Strand Commo Areas 032720-	\$ 2,055.48
202	Jersey Central Power and Light Company	042420	\$ 151.96
203	NJ American Water Company	1018-210023100311 Strand Gallery 031420-041620	\$ 49.98
STRAND APARTMENT AND THEATER BILL LIST			
TOTAL: 5/13/20			\$ 3,035.11

TOTAL BILLS PAID 5/13/20 \$ 33,788.88

Lakewood Industrial Commission
Budget vs. Actual
January through December 2020

	Budget	Expenditures Jan - May 20	Balance Remaining
Ordinary Income/Expense			
Expense			
LIC OPERATIONS			
3.1 · PROFESSIONAL SERVICES			
6353 · Engineering Services			
Eng00 · General Engineering Services	15,000.00	0.00	15,000.00
Total 6353 · Engineering Services	15,000.00	0.00	15,000.00
6354 · Auditor / Accounting	3,000.00	2,020.00	980.00
6350 · Marketing & Pub Rel Adm			
3.1.3.1 · MARKETING			
63501 · Marketing & PR Contractor	24,000.00	10,000.00	14,000.00
63502 · Website Management Contractor	10,000.00	1,124.50	8,875.50
Total 3.1.3.1 · MARKETING	34,000.00	11,124.50	22,875.50
Total 6350 · Marketing & Pub Rel Adm	34,000.00	11,124.50	22,875.50
6352 · Appraisal Services	20,000.00	6,458.75	13,541.25
6351 · Legal Services	40,000.00	28,075.40	11,924.60
Total 3.1 · PROFESSIONAL SERVICES	112,000.00	47,678.65	64,321.35
4. · ADMINISTRATIVE EXPENSES			
6355 · Automobile Allowance	6,000.00	2,500.00	3,500.00
6251 · Petty Cash	900.00	179.51	720.49
7601 · Cell Phone	1,800.00	0.00	1,800.00
6012 · Special Events & Awards	2,000.00	0.00	2,000.00
6013 · Association Memberships			
60131 · Lkwd Chamber of Commerce	400.00	0.00	400.00
60132 · Monmouth/Ocean Development Cncl	260.00	270.00	-10.00
Total 6013 · Association Memberships	660.00	270.00	390.00
7101 · Legal Ads	1,000.00	189.60	810.40
7103 · Meeting Registrations	500.00	1,233.00	-733.00
7104 · Marketing-ConstantContact	750.00	405.00	345.00
7105 · LIC Exclusive Web Page	5,000.00	0.00	5,000.00
7110 · Office Equipment	3,500.00	1,539.49	1,960.51
7111 · Office Fixtures	500.00	0.00	500.00
7112 · Software	500.00	159.83	340.17
7650 · Travel & Expenses			
76502 · Staff Travel & Tickets		23.60	-23.60
76501 · Accommodations & Meals		149.85	-149.85
7650 · Travel & Expenses - Other	3,000.00	2,755.98	244.02
Total 7650 · Travel & Expenses	3,000.00	2,929.43	70.57
7602 · Exec Dir Business Developmt	1,000.00	0.00	1,000.00
7125 · Unclassified Admin Expenses			
7120 · Reorganization Meeting Exp	500.00	268.93	231.07
71012 · Admin Expenses - Other	6,500.00	341.79	6,158.21
Total 7125 · Unclassified Admin Expenses	7,000.00	610.72	6,389.28
Total 4. · ADMINISTRATIVE EXPENSES	34,110.00	10,016.58	24,093.42
Total LIC OPERATIONS	146,110.00	57,695.23	88,414.77

Lakewood Industrial Commission
Budget vs. Actual
 January through December 2020

	Budget	Expenditures Jan - May 20	Balance Remaining
4A · Misc 1099 Contractors			
Administration Manager	16,800.00	6,360.00	10,440.00
Data Update Project	2,000.00	0.00	2,000.00
Total 4A · Misc 1099 Contractors	18,800.00	6,360.00	12,440.00
5 · LAKEWOOD AIRPORT OPERATIONS			
Professional Services - Airport	10,000.00	0.00	10,000.00
Airport Insurance		7,765.00	-7,765.00
Airport Association Expenses	500.00	0.00	500.00
Total 5 · LAKEWOOD AIRPORT OPERATIONS	10,500.00	7,765.00	2,735.00
6 · LAKEWOOD AIRPORT T-HANGARS			
Operations			
Equipment- T Hangars	500.00	0.00	500.00
Utilities			
Fire Alarm System Monitoring	3,000.00	495.00	2,505.00
Electricity	5,000.00	1,463.30	3,536.70
Total Utilities	8,000.00	1,958.30	6,041.70
Other Unspecifiable Services	500.00	745.00	-245.00
Total Operations	9,000.00	2,703.30	6,296.70
Total 6 · LAKEWOOD AIRPORT T-HANGARS	9,000.00	2,703.30	6,296.70
7 · PROJECTS			
LAKEWOOD AIRPORT	100,000.00		
Terminal Building			
Temporary Terminal (Budget increase 042220)	40,000.00	43,575.00	
LAKEWOOD AIRPORT - Other (Budget Increase 042220)	24,000.00		
Total LAKEWOOD AIRPORT	164,000.00	43,575.00	120,425.00
PARK & RIDE	100,000.00	0.00	100,000.00
ROADWAY REPAVING - Schedule C	150,000.00	0.00	150,000.00
SIGNAGE · Ind Pk Signage Project	50,000.00	0.00	50,000.00
Total 7 · PROJECTS	464,000.00	43,575.00	420,425.00
Total Expense	648,410.00	118,098.53	530,311.47

RESOLUTION

WHEREAS, Section 7 b. of the Senator Byron M. Baer Open Public Meetings Act." L.1975, c.231, s.1; amended 2006, c.70, s.2., 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 checked="" 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 13th day of May 2020.

GREGORY B. STAFFORD-SMITH, Secretary

Or Steven Reinman, Secretary's Designee

RESOLUTION 200501

Resolution of the Lakewood Industrial Commission for Award of Contract for Professional Planning, Engineering and Consulting Services for Lakewood Airport Terminal Area Development Study to DY Consultants.

WHEREAS, Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq) permits the award of a Professional Services Contract without competitive bidding; and

WHEREAS, the Lakewood Industrial Commission is the owner of Lakewood Airport and has deemed that the airport is potentially a strong economic tool in attracting businesses to the area and ultimately stimulating new job opportunities and economic growth in Lakewood's industrial park area; and

WHEREAS, there has been interest expressed in pursuing development of certain lands of Lakewood Airport to enhance the overall concept of supporting business growth ancillary to the use of the lands for aviation purposes.; and

WHEREAS, DY Consultants, 40 Wall Street, Suite 500, New York, NY 10005 has proven expertise in engineering, design and management of aviation-specific projects for Lakewood Airport;

WHEREAS, the Township of Lakewood desires to award a contract for Professional Consulting Services for the development of a plan for the long-term development of Lakewood Airport lands that would be embraced by regulatory agencies as enhancement to Lakewood Airport's uses as a transportation and business hub in the region.

NOW THEREFORE, BE IT RESOLVED that Lakewood Industrial Commission in the Township of Lakewood, County of Ocean and State of New Jersey shall award, in compliance with the dictates of N.J.S.A. 40A:11-1 et seq. and N. J. S. A. 19:44A-20.4 et seq., a Professional Services Contract to **DY Consultants**, 40 Wall Street, Suite 500, New York, NY 10005 **in an amount not to exceed \$45,000** for a period of 12 months, to complete a Terminal Area Development Study; this sum having been appropriated to line items 9-01-30-417-417-211 and to Industrial Commission Budget Line for Project / Lakewood Airport.

BE IT FURTHER RESOLVED, that the Study is to be developed in conformity with FAA acceptance standards.

I hereby certify the above to be a true copy of a resolution duly adopted by the Lakewood Industrial Commission in the Township of Lakewood, County of Ocean and State of New Jersey at its meeting held on the 13th day of May 2020

GREGORY B. STAFFORD-SMITH, Secretary
Or Steven Reinman as Secretary's-designee