

LAKWOOD INDUSTRIAL COMMISSION

Regular Business Meeting

February 14, 2018

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. **FLAG SALUTE:**
 - Flag Salute / Moment of Silence
2. **ROLL CALL:**
 - Presiding: Robert Kirschner
3. **MINUTES:**
 - January 10, 2018
4. **FINANCE:**
 - **STATEMENT OF ACCOUNTS:**
 - February 14, 2018
 - **BILL LIST:**
 - February 14, 2018
 - **BUDGET TO ACTUAL REPORT:**
 - February 14, 2018
5. **COMMENTS FROM THE PUBLIC:**
6. **EXECUTIVE DIRECTOR'S REPORT:**
 - **Steven Reinman, Executive Director**
 - **UPDATE:** Lakewood Airport T-Hangars
 - Tenants for hangars space
 - Owen Little status report of Survey of 17-acre tract
 - **DISCUSSION:** Lakewood Township conveyance of Lakewood Airport to LIC
 - **Disposition of** SAFE Zone (Master Plan has been adopted to include the ABC Zone)
 - **Sean T. Kean, Esq**
7. **ATTORNEY'S REPORT:**
8. **CORRESPONDENCE:**
9. **COMMITTEE REPORTS:**
 - **COMMITTEES**
 - **Site Review Committee,** Justin Flancbaum, Chairman
 - SP2186 Bais Reuven Kamenetz - New Parochial School two story 17,000 SF (revision) footprint
 - SP2267 640 James Street LLC 44,250 SF for new warehouse and ancillary offices
 - SP 2265 Talmud Torah - addition of a 1 story addition to an existing school of 4,640 SF
 - **Finance Committee,** Shlomo Katz, Chairman
 - **Client Review Committee,** Greg Stafford-Smith, Chairman
 - **Park Control/Signs/Advertising/Promotion,** Neil Brooks, Chairman
 - **SIGNS** - Removal of old LIC signs from Industrial Park
 - **SIGNS** - Development of New Signage Program - Progress / Meetings
 - **Airport Mgmt/Development Committee,** Greg Stafford-Smith, Chairman
 - **Contract Review Committee,** Justin Flancbaum, Chairman
10. **MARKETING AND PUBLIC RELATIONS:**
 - Report by Frances A. Kirschner / Frantasy Enterprises
11. **OLD BUSINESS:**
12. **NEW BUSINESS:**
13. **CLOSED SESSION:**
 - Litigation & Contract Negotiations
14. **CONSENT AGENDA RESOLUTIONS:**
 - None anticipated
15. **RESOLUTIONS (Non Consent):**
 - None Prepared for Adoption
16. **COMMENTS FROM THE COMMISSIONERS:**
17. **ADJOURNMENT:**

Next meeting of the LIC: March 14, 2018 at 11:30 AM

LAKEWOOD INDUSTRIAL COMMISSION
STATEMENT OF ACCOUNTS
 FEBRUARY 14, 2018

			Total All LIC-Held Accounts \$ 1,714,649.43
Checking Account (Investors # 729905880) Interest Rate 7/31/17 APYE			
1.02% Interest Bearing			
Balance Forward:	\$ 312,269.07		1/1/2018
Bank Interest Earned 12/31/17	\$ 311.10		12/31/2018
Schedule C 4th Quarter 2017 Invoice & Payment Pending (\$289,865.27)			
Cancel Check # 3317 MPT Ocean County Roads Department	\$ 48,855.69		1/16/2018
Replacement Check# 3318 MPT Township of Lakewood	\$ (48,855.69)		1/16/2018
Bank Interest Earned 1/31/18			1/31/2018
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Total InvestorsBank Checking Account: \$ 312,580.17			
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Checking Account (Operations) Lakeland Bank (Acct# 680401404) APY			
1.19%			
Opening Balance	\$ 86,807.03		1/1/2018
Deposit Airport T-Hangars Lease Payments	\$ 2,250.00		1/9/2018
Deposit Blue Claws + AT&T cell Tower	\$ 45,533.72		1/9/2018
Approved Bill List (January 10, 2018)	\$ (6,359.24)		1/10/2018
Bank Interest Earned January 2018	\$ 208.93		1/31/2018
Deposit Airport T-Hangars Lease Payments	\$ 5,250.00		2/12/2018
Deposit Land Lease A T & T Feb 2018	\$ 529.00		2/12/2018
Proposed Bill List for 2/14/18 - includes adjustment for void check # 3525 to			
lorio and replacement w check# 3562 for final payment #19 (providing a credit			
on the bill list total and adjusts bank total)			
\$ 12,287.72			2/14/2018
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Total Lakeland Bank OPERATIONS ACCOUNT: \$ 146,507.16			
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Money Market Account (Holding) Lakeland Bank (Acct# 680401390) APY			
1.19 %			
Opening Balance:	\$ 1,254,345.02		1/1/2018
Bank Interest Earned January 2018	\$ 1,217.08		
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Total Lakeland Bank MONEY MARKET ACCOUNT: \$ 1,255,562.10			
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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
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TOTAL Held: Attorney Real Estate Trust Acct: \$ 65,000.00			
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TOTAL OF ALL ACCOUNT BALANCES:			1,779,649.43
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Anita B. Doyle, Administrative Manager			2/14/2018

Lakewood Industrial Commission
Bill List
February 14, 2018

Num	Name	Memo	Amount
3553	Frantasy Enterprises, LLC	Inv# 020118 Marketing and Public Relations Services Month of February 2018	2,000.00
3554	Anita B. Doyle	1/1/18-1/31/18 Administrative Management Services to the LIC	927.50
3555	Anita B. Doyle	Reimbursement of Out of Pocket Expenses for LIC business	212.22
3556	Israel Reinman	Executive Director's Car Allowance February 2018	400.00
3557	Watchung Spring Water Co., Inc.	Office supplies	146.88
3558	Yussi's	Meeting of 2/14/18 (estimated)	200.00
3559	Anita Doyle as Agent of LIC	Replenishment of Petty Cash on hand	133.84
3560	Cleary Giacobbe Alfieri & Jacobs	Inv# 57330 Legal Services Through 1/31/18	4,978.60
3561	Duvy's Media	Inv# 20682 Website Management period ending 12-31-18	1,293.75
		Estimated Bill List for 2/14/18	10,292.79
VOID #	lorio Construction	Progress Payment #19 T-Hangars Design-Build	-82,342.23
3525			
from			
10/18/17			
3562	lorio Construction Company	Negotiated Payment #19 - Final Payment (including retainage)	59,761.72
		Estimated Bill List Total - (including adjustments for cancellation of Check # 3525 from 10/18/17 Bill List and replacement with LIC check # 3562 for final payment to lorio Construction)	-12,287.72

Lakewood Industrial Commission
Adopted Budget
January through December 2018

Jan - Dec 18

3.1 - PROFESSIONAL AND SPECIAL SERVICES

6353 - Engineering Services	
Eng 00 - General Engineering Services	10,000.00
ENG'18 - Survey Contract - Owens Little	29,500.00
6354 - Auditor / Accounting	3,000.00
6350 - Marketing & Pub Rel Adm	
3.1.3.1 - MARKETING	
63501 - Marketing & PR Contractor	24,000.00
63502 - Website Management Contractor	10,000.00
6352 - Appraisal Services	10,000.00
6351 - Legal Services	40,000.00

TOTAL PROFESSIONAL AND SPECIAL SERVICES 126,500.00

4. - ADMINISTRATIVE EXPENSES

6355 - Automobile Allowance	4,800.00
6251 - Petty Cash	900.00
7601 - Cell Phone	1,200.00
6012 - Special Events & Awards	1,500.00
6013 - Association Memberships	
60131 - Lkwd Chamber of Commerce	400.00
60132 - Monmouth/Ocean Development Cncl	260.00
7101 - Legal Ads	750.00
7103 - Meeting Registrations	500.00
7104 - Marketing-ConstantContact	750.00
7105 - LIC Exclusive Web Page	5,000.00
7110 - Office Equipment	3,500.00
7111 - Office Fixtures	500.00
7112 - Software	
711201 - Quickbooks Online	600.00
7650 - Travel & Expenses	3,000.00
7602 - Exec Dir Business Developmt	1,000.00
7125 - Unclassified Admin Expenses	
7120 - Reorganization Meeting Exp	400.00
71012 - Admin Expenses - Other	3,000.00
1099 ADMIN CONTRACTORS	
77601 - Administration Management	14,700.00
77602 - Data Update Project	2,000.00

TOTAL LIC ADMINISTRATION 44,760.00

Lakewood Industrial Commission
Adopted Budget
January through December 2018

Jan - Dec 18

LAKWOOD AIRPORT OPERATIONS		
Utilities		
Fire Alarm System Monitoring		2,000.00
Electricity		5,000.00
Total Utilities		7,000.00
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TOTAL AIRPORT OPERATIONS		7,000.00
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PROJECTS		
Schedule C - ROADWAY REPAVING		150,000.00
SIGNAGE · Ind Pk Signage Project		50,000.00
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TOTAL PROJECTS		200,000.00
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BUDGET TOTAL		378,260.00

Lakewood Industrial Commission

Budget vs. Actual

January through December 2018

	Expenditures		
	Budget	Jan - Dec 18	Balance Remaining
OPS - OPERATIONS			
3.1 - PROFESSIONAL SERVICES			
6353 · Engineering Services			
Eng00 · General ENGINEERING SERVICES	10,000.00	0.00	10,000.00
Contr18 · Survey- Owens Little	29,500.00	0.00	29,500.00
Total 6353 · Engineering Services	39,500.00	0.00	39,500.00
6354 · Auditor / Accounting	3,000.00	0.00	3,000.00
6350 · Marketing & Pub Rel Adm			
3.1.3.1 · MARKETING			
63501 · Marketing & PR Contractor	24,000.00	4,000.00	20,000.00
63502 · Website Management Contractor	10,000.00	1,487.50	8,512.50
Total 3.1.3.1 · MARKETING	34,000.00	5,487.50	28,512.50
Total 6350 · Marketing & Pub Rel Adm	34,000.00	5,487.50	28,512.50
6352 · Appraisal Services	10,000.00	0.00	10,000.00
6351 · Legal Services	40,000.00	6,055.80	33,944.20
Total 3.1 · Professional Services	126,500.00	11,543.30	114,956.70
4. - ADMINISTRATIVE EXPENSES			
6355 · Automobile Allowance	4,800.00	800.00	4,000.00
6251 · Petty Cash	900.00	133.84	766.16
7601 · Cell Phone	1,200.00	0.00	1,200.00
6012 · Special Events & Awards	1,500.00	0.00	1,500.00
6013 · Association Memberships			
60131 · Lkwd Chamber of Commerce	400.00	0.00	400.00
60132 · Monmouth/Ocean Development Cncl	260.00	260.00	0.00
Total 6013 · Association Memberships	660.00	260.00	400.00
7101 · Legal Ads	750.00	346.65	403.35
7103 · Meeting Registrations	500.00	40.00	460.00
7104 · Marketing-ConstantContact	750.00	0.00	750.00
7105 · LIC Exclusive Web Page	5,000.00	0.00	5,000.00
7110 · Office Equipment	3,500.00	0.00	3,500.00
7111 · Office Fixtures	500.00	0.00	500.00
7112 · Software			
711201 · Quickbooks Online	600.00	0.00	600.00
Total 7112 · Software	600.00	0.00	600.00
7650 · Travel & Expenses	3,000.00	0.00	3,000.00
7602 · Exec Dir Business Developmt	1,000.00	0.00	1,000.00
7125 · Unclassified Admin Expenses			
7120 · Reorganization Meeting Exp	400.00	116.62	283.38
71012 · Admin Expenses - Other	3,000.00	695.37	2,304.63
Total 7125 · Unclassified Admin Expenses	3,400.00	811.99	2,588.01
Total 4. - ADMINISTRATIVE EXPENSES	28,060.00	2,392.48	25,667.52

Lakewood Industrial Commission
Budget vs. Actual
 January through December 2018

	Expenditures		
	Budget	Jan - Dec 18	Balance Remaining
Total OPS · OPERATIONS	154,560.00	13,935.78	140,624.22
7760 · Independent Contractor 1099			
77601 · Administration Management	14,700.00	2,021.25	12,678.75
77602 · Data Update Project	2,000.00	0.00	2,000.00
Total 7760 · Independent Contractor 1099	16,700.00	2,021.25	14,678.75
8000 · LAKEWOOD AIRPORT T-Hangars			
Operations			
Utilities			
Fire Alarm System Monitoring	2,000.00	495.00	1,505.00
Electricity	5,000.00	0.00	5,000.00
Total Utilities	7,000.00	495.00	6,505.00
Total Operations	7,000.00	495.00	6,505.00
Total 8000 · LAKEWOOD AIRPORT T-Hangars	7,000.00	495.00	6,505.00
5 · LIC PROJECTS			
Schedule C - ROADWAY REPAVING	150,000.00	0.00	150,000.00
SIGNAGE · Ind Pk Signage Project	50,000.00	0.00	50,000.00
Total 5 · LIC Projects	200,000.00	0.00	200,000.00
Total Expense	378,260.00	16,452.03	361,807.97

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 14th day of February 2018.

GREGORY B. STAFFORD-SMITH, Secretary

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

Confidential

CLOSED SESSION AGENDA January 10, 2018

CLOSED SESSION MATTERS FOR DISCUSSION

CONTRACT NEGOTIATIONS

1. **60 acres – Parking Proposal - To rear of 5 Airport Road.** New office building requires additional parking and seeks to enter into an agreement with the Industrial Commission for parking (sketch and draft agreement)
2. **Shvarzblat – 60 acres adjacent to Lakewood Airport** - Koshertilla, LLC parent of Del Campo Tortillas. Factory use – baking tortillas. (Map and ALP maps as location reference). Contract draft for review by Client Review Committee. Updated Appraisals are being solicited for property valuation.
3. **17 acres Northeast Parkway Acquisition tract – New concept for consideration.**
4. **Lakewood Airport Terminal**

LITIGATION

1. **Notice of Option Exercise – (UPDATE)**
 - a. FLUID CHEMICAL Assignees filed a complaint vs LIC and Lakewood Township. S. Kean filed response. (Option to purchase lands known as “Oak Street / Bennett Landfill” a/k/a Block 1160.01 Lot 228 – Attachments (White Elephant et als.)

Steven Reinman
Lakewood Industrial Commission
231 3rd Street – Room 12
Lakewood, NJ 08701
Via mail and email (sreinman@lakewoodnj.gov)



December 20, 2017
Revised January 22, 2018

Re: Professional Design Services Proposal for:
New Airport Terminal for Lakewood Airport
1900 Cedar Bridge Avenue
Lakewood, NJ 08701

Dear Mr. Reinman:

Thank you for the opportunity to offer professional design services for your proposed project. As discussed and based on the illustrations provided, the Township of Lakewood is evaluating the potential construction of a new terminal building at Lakewood Airport. The building footprint is estimated to be approximately 2,700 square feet and will replace an existing structure.

We understand the scope of the overall project as follows:

- Demolish the existing airport terminal building
- Construct a new accessible terminal building on grade to house the following potential spaces:
 - Observation room(s) to watch takeoffs / landings which may be utilized as dining space
 - Kitchen
 - Two (2) conference rooms with a divider wall
 - Operations room with two offices
 - Support spaces as follows:
 - Stairs to the upper level observation deck
 - Elevator to the upper level observation deck
 - Barrier free toilet rooms
 - Utility / storage rooms

We have divided the proposal into three (3) phases to allow for evaluation of the project program, building aesthetics and construction costs. As discussed, we are going to presume the procurement of the contractor will be done under the provisions of public bidding laws.

Phase I: Concept plans, rendering and cost estimate: Our office will create 2d floor plans of the building and 3d illustrations of the exterior of the proposed building (2-3 perspectives). The plan will show how the rooms will be laid out to meet the program, while the renderings will allow you to visualize what the building could look like from the exterior. We will develop a cost estimate based on the approved concept plan.

Phase II: Site Plan Approval Phase: Based on conclusion of Phase 1, and with your approval, our office will create more refined design drawings of the floor plans and exterior elevations. We will engage PDS (Professional Design Services) of Lakewood, NJ to produce the necessary site/civil documents for township review. The Architectural and Engineer documents will be submitted to the township for the site plan application and courtesy review. An updated cost estimate will be produced to identify any revisions during this phase.

Phase III: Construction Document Phase: Based on successful conclusion of the site plan review, our office will prepare the construction documents necessary for the construction department plan review, bidding and construction phases.

PHASE I - SERVICES: Concept plans, rendering and cost estimate

- A. Meeting with Owner to review program
- B. Perform preliminary code review to conform to the International Building Code and other pertinent sections of the NJ Uniform Construction Code
- C. Initial selections of exterior finish materials
- D. Provide color 3D photo-realistic renderings
- E. Owner to provide any and all existing documents of the site

PHASE II - SERVICES: Site plan approval Phase

- A. Review land use ordinances with site/civil engineer
- B. Refine concept design plans and elevation with owner until approved design is achieved.
- C. AutoCAD 2D version of floor plans and elevations will be developed for site plan submission to town.
- D. Prepare Boundary and Topographic survey drawings as required for the major site plan improvements
- E. Prepare storm water report
- F. Prepare documents for potable water and sewer extension from Cedar Bridge Ave.
- G. Prepare application for Ocean County Soil Conservation District

- H. Prepare applications for Lakewood township planning board, Ocean Country Planning Board and Ocean County Board of Health
- I. Appear at site plan review meeting
- J. Prepare Resolution Compliance documents based on planning board meeting.

PHASE III - SERVICES: Construction Documents Phase (to be delineated after site plan approval is received)

TENTATIVE SCHEDULE

We can start between four and five weeks from receipt of signed proposal. Phase I is anticipated to take four to five weeks to complete.

QUALIFICATIONS

- a. Reimbursable expenses, which will be billed separately, are to include printing/plotting, reproductions and shipping. Reimbursable expenses will be billed at cost.
- b. Exterior signage will be designed for concept only. Engineered attachment details and drawings to be provided by Owner's sign vendor.
- c. Remediation and/or documentation of Hazardous materials and Biological contaminants, whether identified or not, is specifically excluded from this proposal.
- d. All Building Engineering services are excluded from this proposal (ie: HVAC, Electrical, Structural, etc.)
- e. Documents required to be submitted to any authority having jurisdiction, other than those listed above, is not included. Once site plan approval is received, and upon Owner request, we will provide a separate proposal for detailed construction documents.
- f. We have included appearance at one (1) site plan meeting. Additional meetings, if required, will be billed separately at \$650 per meeting.

We propose to perform the professional design services work indicated herein for a stipulated sum fee as follows:

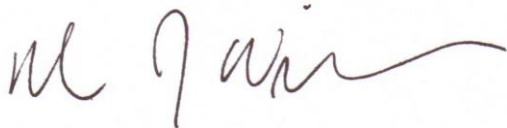
Phase I: Concept plans, rendering and construction estimate phase.....	\$2,650
Phase II: Site Plan Approval Phase.....	\$26,250
Phase III: Construction Documents Phase.....	To be determined after zoning approval is received. We would anticipate a budget of 7-9% of the building construction costs for the Construction Documents Phase design fee.

If you elect to proceed, please return a signed copy, along with the retainer, to my attention in my office. Upon receipt, we will issue an AIA – Owner Architect Agreement, which elaborates on the conditions of this proposal.

Please do not hesitate to call should there be questions regarding any aspect of this proposal. We look forward to the opportunity of providing our services to you.

Sincerely,

Tokarski Millemann Architects, LLC



Michael J. Millemann, AIA, LEED AP
Principal

cc: File

Name (Print)

Name (Authorized Signature)

Date

2017/2018 Tokarski + Millemann Architects Fee Schedule

The following Fee Schedule is for projects where Owner/Architect Agreement is on an hourly basis. Rates are applicable for calendar year plus one month of the following year. A new schedule is forwarded by February 1 for all projects where services extend beyond a single calendar year.

TITLE	Hourly Rate Billed
Principal	\$145 / hour
Project Architect	\$105 / hour
Project Manager	\$105 / hour
Architectural Designer	\$ 85 / hour
Draftsperson	\$ 70 / hour
Architectural Intern	\$ 32 / hour
Administrative	\$ 52 / hour

CONSULTANT HOURLY RATES & SPECIAL SERVICES

Hourly rates for consultants engaged by the firm (Site, Civil, Structural, Mechanical, Plumbing and Electrical Engineering, Food Service, Special Equipment, Cost Estimators and Acoustical) for projects requiring such specialized services are billed at 1.2 times direct cost.

Renderings and models when requested by Owner are billed at 1.2 times direct cost. Quotations are received on these items prior to proceeding with services and rough layouts are requested for Owner's final approval.

PROPOSALS

In order to gauge extent of services required and to identify the cost for services to be performed, a written proposal is usually prepared indicating the estimated amount of hours that may be required.

REIMBURSABLES

Expense of reproduction and express postage/handling of drawings, exhibits, reports and specifications, are billed at cost plus 20% for administration and processing.

***PROFESSIONAL LIABILITY**

Professional services on an hourly fee project are normally limited and cannot be interpreted as all-inclusive. Tokarski Millemann Architects, LLC shall not be responsible for any losses or damages Owner may sustain in connection with any claim which arises out of, relates to or is based upon the dispersal, discharge, escape, release or saturation of smoke, vapors, soot, fumes, acids, alkalis, toxic chemicals, liquids, gases or any other material, irritant, contaminant or pollutant in or into the atmosphere or on, onto, upon, in or into surface or subsurface:

- (a) Soil;
- (b) Water or watercourses;
- (c) Objects;
- (d) Any tangible or intangible matter, sudden or not.

The client, in authorizing the firm to proceed, acknowledges that the professional liability responsibility is therefore limited.