

# LAKWOOD INDUSTRIAL COMMISSION

Annual Reorganization Meeting

Dated: January 10, 2018

Time and Place: 11:30 AM or as soon as possible thereafter;

*Adequate notice of this meeting was provided in accordance with the Byron M Baer OPEN PUBLIC MEETINGS ACT*

## Flag Salute | Moment of Silence honoring Military and Law Enforcement

1. **ROLL CALL:**
  - For Attendance
2. **ELECTION OF 2018 OFFICERS:**
  - S. Reinman, Executive Director - Presiding
3. **COMMENTS FROM THE LIAISON / TOWNSHIP COMMITTEE:**
  -
4. **MINUTES:**
  - December 13, 2017
5. **FINANCE:**
  - STATEMENT OF ACCOUNTS:**
    - January 10, 2018
  - PROPOSED LIC 2018 BUDGET:**
    - Included in packet
  - BILL LIST:**
    - \$6,352.24 (estimated). Will be presented for approval AFTER Adoption of Budget (Res#180106) takes place.
6. **EXECUTIVE DIRECTOR'S REPORT:**
  - Steven Reinman, Executive Director
    - Lakewood Airport T Hangars Project
    - LIC to Ocean County (easements for installation of traffic light and sidewalk of 243SF at Cedar Bridge and Avenue of the States
7. **ATTORNEY'S REPORT:**
  - Sean T. Kean, Esq.
8. **CORRESPONDENCE:**
  - Notice of Planning Board Hearing - Lakeside Holdings LLC ref 150 Airport Road - addition of partial 3rd floor of 4,390 SF
9. **COMMITTEE REPORTS:**
  - Site Review - Justin Flancbaum, Chairman
  - Finance Committee - Shlomo Katz, Chairman
  - Client Review Committee - Greg Stafford-Smith, Chairman
  - Park Control and Signs - Neil Brooks, Chairman
  - Airport Management / Development - Greg Stafford-Smith
  - Contract Review - Justin Flancbaum, Chairman
10. **MARKETING AND PUBLIC RELATIONS:**
  - Report by Frances A. Kirschner / Frantasy Enterprises
11. **OLD BUSINESS:**
  -
12. **NEW BUSINESS:**
  -
13. **CLOSED SESSION:**
  - Client Negotiations, Litigation
14. **CONSENT AGENDA RESOLUTIONS:**
  - Resolution #
  - 180101** Resolution Designating Depositories of the Lakewood Industrial Commission for the year 2018
  - 180102** Official Newspapers of the Lakewood Industrial Commission- 2018
  - 180103** Resolution qualifying Professional Services / EUS Vendors for Public Relations Services and Appraisal Services for 2018.
  - 180104** Resolution releasing 2017 Closed Session Minutes deemed to have become suitable for release as being resolved.
  - 180105** Resolution Appointing Steven Reinman as Secretary's Designee for the calendar year 2018.

**15. NON-CONSENT RESOLUTIONS:**

(Individual - Roll Call Vote)

Resolution #

- 180106** Resolution adopting the Lakewood Industrial Commission's 2018 Permanent Budget
- 180107** 2018 Appointment of LIC Attorney
- 180108** Resolution appointing 2018 Auditing Services
- 180109** Appointment of 2018 LIC Engineer
- 180110** Resolution authorizing the maintenance of Petty Cash in 2018
- 180111** Resolution authorizing funding of Executive Director's Expenses and Travel Allowance for the calendar year 2018.
- 180112** Resolution authorizing retaining Anita B. Doyle, Sole Proprietor, for Administrative Management Services.
- 080113** Resolution awarding provision of Marketing and Public Relations Services to Frantasy Enterprises LLC for the period from 2/1/18-1/31/19.

**16. BILL LIST:**

- Dated: January 10, 2018

**17. COMMENTS FROM THE PUBLIC:**

**18. COMMENTS FROM THE COMMISSIONERS:**

**19. ADJOURNMENT:**

**NEXT MEETING OF THE LAKEWOOD INDUSTRIAL COMMISSION: February 14, 2018**

Lakewood Industrial Commission  
Statement of Accounts  
Through 12/31/17

CLOSING BALANCES FOR 2017

		Total All LIC-Held Accounts \$ 1,653,421.12
<b>Checking Account (Investors # 729905880) Interest Rate 7/31/17 APYE</b>		
	<b>1.02%</b>	Interest Bearing
	<b>Balance Forward:</b>	<b>\$ 3,346,439.75</b>
		<b>1/1/2017</b>
Land Lease Block 1609, Lot 21 (Land Lease AT&T cell tower)	\$ 529.00	1/4/2017
Lease payment - ABC / BlueClaws Stadium January 1, 2017	\$ 44,198.56	1/10/2017
Approved Bill List of 1/11/17 (adjustment check# 3243)	\$ (223,315.85)	1/11/2017
Bank Interest Earned through 1/31/17	\$ 1,332.99	1/31/2017
Lease payment - AT&T Land Lease - cell tower February 2017	\$ 529.00	2/6/2017
Approved Bill List of 2/8/17 (adjusted check#3251)	\$ (62,080.21)	2/8/2017
Bank Interest Earned through 2/28/17	\$ 1,227.94	2/28/2017
Lease payment - AT&T Land Lease - cell tower March 2017	\$ 529.00	3/7/2017
Approved Bill List of 3/8/17 final	\$ (60,511.10)	3/8/2017
Bank Interest Earned through 3/31/17	\$ 1,355.32	3/31/2017
Block 1609 PO Lot 21(Land Lease AT&T cell tower) - April 2017	\$ 529.00	4/1/2017
American Baseball Company - Lease Payment 4/1/17	\$ 44,198.56	4/1/2017
Approved Bill List for 4/5/17	\$ (4,160.10)	4/5/2017
Bank Interest Earned April 2017	\$ 1,939.90	4/30/2017
May Meeting was Canceled		
Block 1609 PO Lot 21(Land Lease AT&T cell tower) - May, 2017	\$ 529.00	5/24/2017
Land Lease Block 1606, p/o Lot 9	\$ 10,000.00	5/24/2017
Refund - Arrow Locksmith (keying systems) Office Reconfigure	\$ 907.55	5/24/2017
Bank Interest Earned May 2017	\$ 1,972.61	5/31/2017
May Bills (released 5/10/17)	\$ (92,315.84)	5/10/2017
Approved Bill List for June 14, 2017	\$ (680,064.01)	6/14/2017
Bank Interest Earned June 2017	\$ 1,675.58	6/30/2017
Block 1609, Lot 21 AT&T Cell Tower - June 2017	\$ 529.00	7/6/2017
Block 1609, Lot 21 AT&T Cell Tower - July 2017	\$ 529.00	7/6/2017
American Baseball Company - Lease Payment 7/1/17	\$ 44,198.56	7/6/2017
Adopted Bill List for 7/12/17	\$ (472,054.66)	7/12/2017
Bank Interest earned 7/31/17	\$ 1,251.31	7/31/2017
Transfer of Funds to Lakeland Bank Operations Account #680401404	\$ (100,000.00)	7/17/2017
Transfer of Funds to Lakeland Bank Money Market Account #680401390	\$ (1,800,000.00)	7/17/2017
August 2017 Meeting was canceled. No Bill List		
Bank Interest earned 8/31/17	\$ 313.22	8/31/2017
Bank Interest Earned 9/30/17	\$ 300.30	9/30/2017
Bank Interest Earned 10/31/17	\$ 310.57	10/31/2017
Bank Interest Earned 11/30/17	\$ 300.81	11/31/17
(credit) VOID CHECK # 3308 from July 2017 for Road Repaving/Milling	\$ 350,000.00	12/13/2017
Bill List Check # 3317 Ocean County Road Department	\$ (48,855.69)	12/13/2017
	<hr/>	
<b>Total InvestorsBank Checking Account:</b>	<b>\$ 312,269.07</b>	

Lakewood Industrial Commission  
Statement of Accounts  
Through 12/31/17

CLOSING BALANCES FOR 2017

<b>Checking Account (Operations) Lakeland Bank (Acct# 680401404) APY</b>			
<b>.95%</b>			
Opening Balance	\$ 100,000.00	7/17/2017	
Bank Interest Earned 7/31/17	\$ 39.04	7/31/2017	
Bank interest Earned 8/31/17	\$ 80.72	8/31/2017	
A T & T Land Lease Block 1609, Lot 21 - August 2017	\$ 529.00	9/5/2017	
A T & T Land Lease Block 1609, Lot 22 - September 2017	\$ 529.00	9/5/2017	
Adopted Bill List for 9/13/17	\$ (621,185.66)	9/13/2017	
Transfer (Deposit) from Holding Account	\$ 550,000.00	9/13/2017	
Bank Interest Earned through 9/29/17	\$ 128.44	9/29/2017	
Adopted Bill List for 10/18/17	\$ (118,617.74)	10/18/2017	
Payment- A T & T Land Lease Block 1609 PO Lot 21- October 1	\$ 529.00	10/20/2017	
Payment - American Baseball Co Lease payment due 10/1/17	\$ 44,198.56	10/20/2017	
T-Hangars Payments Received	\$ 4,950.00	10/23/2017	
Bank Interest Earned 10/31/17	\$ 33.70	10/31/2017	
T-Hangars Payments Received	\$ 3,800.00	11/8/2017	
Payment- A T & T Land Lease Block 1609 PO Lot 21- 11/1/17	\$ 529.00	11/8/2017	
Anticipated Bill List for 11/15/17	\$ (8,180.21)	11/15/2017	
Transfer from Holding Acct	\$ 120,000.00	11/22/2017	
Chargeback (Airport Lease Payment)	\$ (900.00)	11/28/2017	
Bank Interest Earned 11/30/17	\$ 81.55	11/30/2017	
Payments Airport T-Hangars	\$ 2,550.00	11/22/2017	
Payments Airport T-Hangars	\$ 3,800.00	11/22/2017	
Payment-AT&T Land Lease Block 1609 PO Lot 21 12/1/17	\$ 529.00	12/13/2017	
Replacement of check charged back (Airport Lease)	\$ 900.00	12/13/2017	
Payments Airport T-Hangars	\$ 8,250.00	12/13/2017	
Final Bill List for 12/13/17	\$ (5,890.45)	12/13/2017	
Bank Interest Earned 12/29/17	\$ 124.08	12/29/2017	
<b>Total Lakeland Bank OPERATIONS ACCOUNT:</b>			<b>\$ 86,807.03</b>
<b>Money Market Account (Holding) Lakeland Bank (Acct# 680401390) APY</b>			
Opening Balance:	\$ 1,800,000.00	7/17/2017	
Bank Interest Earned 7/31/17	\$ 702.74	7/31/2017	
Bank interest Earned 8/31/17	\$ 1,452.90	8/31/2017	
Transfer to Operations Account	\$ (550,000.00)	9/13/2017	
Bank interest earned 9/29/17	\$ 1,145.53	9/29/2017	
Bank Interest earned 10/31/17	\$ 1,043.85	10/31/2017	
Transfer to Operations Account	\$ (120,000.00)	11/22/2017	
Bank Interest Earned 11/30/17	\$ 951.31	11/30/2017	
Bank Interest Earned 12/29/17	\$ 856.92	12/29/2017	
<b>Total Lakeland Bank MONEY MARKET ACCOUNT:</b>			<b>\$ 1,254,345.02</b>
<b>REAL ESTATE - ATTORNEY TRUST Acct. -</b>			
<b>Held by Cleary Giacobbe Alfieri Jacobs LLC</b>			
LIC to Shvarzblat / Cedarbridge Properties (Construction Escrow Held)	\$ 65,000.00	12/15/2016	\$ 65,000.00
<b>TOTAL Held: Attorney Real Estate Trust Acct:</b>			<b>\$ 65,000.00</b>
<b>TOTAL OF ALL ACCOUNT BALANCES:</b>			<b>1,718,421.12</b>
Anita B. Doyle, Administrative Manager		12/31/2017	

LAKWOOD INDUSTRIAL COMMISSION

**STATEMENT OF ACCOUNTS**

January 10, 2018

New page for 2018

			<b>Total All LIC-Held Accounts \$ 1,701,204.84</b>
<b>Checking Account (Investors # 729905880) Interest Rate 7/31/17 APYE</b>			
	1.02% Interest Bearing		
	<b>Balance Forward: \$ 312,269.07</b>	1/1/2018	
	Bank Interest Earned 12/31/17	1/1/2018	
Schedule C 4th Quarter 2017 Invoice & Payment Pending (\$289,865.27)			
<b>Total InvestorsBank Checking Account: \$ 312,269.07</b>			
<b>Checking Account (Operations) Lakeland Bank (Acct# 680401404) APY</b>			
	.95%		
	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	
<b>Total Lakeland Bank OPERATIONS ACCOUNT: \$ 134,590.75</b>			
<b>Money Market Account (Holding) Lakeland Bank (Acct# 680401390) APY</b>			
	.95 %		
	Opening Balance: \$ 1,254,345.02	1/1/2018	
<b>Total Lakeland Bank MONEY MARKET ACCOUNT: \$ 1,254,345.02</b>			
<b>REAL ESTATE - ATTORNEY TRUST Acct. -</b>			
<b>Held by Cleary Giacobbe Alfieri Jacobs LLC</b>			
	LIC to Shvarzblat / Cedarbridge Properties (Construction Escrow Held) \$ 65,000.00	12/15/2016	<b>\$ 65,000.00</b>
<b>TOTAL Held: Attorney Real Estate Trust Acct: \$ 65,000.00</b>			
<b>TOTAL OF ALL ACCOUNT BALANCES:</b>			<b>1,766,204.84</b>
Anita B. Doyle, Administrative Manager			1/10/2018

# Lakewood Industrial Commission

## 2018 PROPOSED BUDGET

### OPS - OPERATIONS

#### 3.1 - Professional Services

6353 - Engineering Services	\$	10,000.00
• Contract: Owen Little - Survey NEParkway Acquisition Area	\$	29,500.00
6354 - Auditor / Accounting	\$	3,000.00
6350 - Marketing & Pub Rel Adm		
3.1.3.1 - M&PR Management Contract		
63501 - Program Management M&PR	\$	24,000.00
63502 - Website Mntnc LkwdTwp+LIC	\$	10,000.00
6352 - Appraisal Services	\$	10,000.00
6351 - Legal Services	\$	40,000.00

#### 4. - ADMINISTRATIVE EXPENSES

6355 - Automobile Allowance	\$	4,800.00
7601 - Cell Phone	\$	1,200.00
6251 - Petty Cash	\$	900.00
71011 - Legal Ads	\$	750.00
71014 - Marketing-ConstantContact	\$	750.00
71015 - LIC Exclusive Web Page	\$	5,000.00
6012 - Special Events & Awards	\$	1,500.00
7110 - Office Equipment	\$	3,500.00
Software - Quickbooks Online	\$	600.00
6013 - Association Memberships		
60132 - Monmouth/Ocean Development Cncl	\$	260.00
60131 - Lkwd Chamber of Commerce	\$	400.00
71013 - Meeting Registrations	\$	500.00
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
7111 Office Fixtures	\$	500.00
7760 - Independent Contractor 1099		
77601 - Administration Management	\$	14,700.00
77602 - Data Update Project	\$	2,000.00

#### 8000 - LAKEWOOD AIRPORT T-Hangars

##### Operations

##### Utilities

Fire Alarm System Monitoring	\$	2,000.00
Electricity (JCP&L)	\$	5,000.00

##### Total Utilities

<b>Total OPERATIONS</b>	<b>\$</b>	<b>178,260.00</b>
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Lakewood Industrial Commission

2018 PROPOSED BUDGET

5. - LIC PROJECTS

Schedule C - ROADWAY REPAVING \$ 150,000.00

ARPRT - AIRPORT \$ -

SIGNAGE - Ind Pk Signage Project \$ 50,000.00

Total PROJECTS \$ 200,000.00

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**TOTAL PERMANENT 2018 LIC BUDGET** \$ **378,260.00**

# 2018 Commission Subcommittees and Officers



\_\_\_\_\_, Chairman  
\_\_\_\_\_, Vice Chairman  
\_\_\_\_\_, Secretary

Steven Reinman, Secretary's Designee  
Hon. Michael J. D'Elia, Sr., Liaison

According to LIC By Laws, the **Chairman** serves as ex-officio on all subcommittees.

## Standing Committees:

<b>Finance Committee:</b>	<i>SHLOMO KATZ</i> <i>Justin Flancabaum</i> <i>Neil Brooks</i>	<b>Committee Chairman</b>
<b>Site Review Committee:</b>	<i>JUSTIN FLANCABAUM</i> <i>Thomas Calabro</i> <i>Greg Stafford-Smith</i>	<b>Committee Chairman</b>
<b>Client Review Committee:</b>	<i>GREG STAFFORD-SMITH</i> <i>Neil Brooks</i> <i>Shlomo Katz</i>	<b>Committee Chairman</b>
<b>Contract Review Committee:</b>	<i>JUSTIN FLANCABAUM</i> <i>Shlomo Katz</i> <i>Neil Brooks</i>	<b>Committee Chairman</b>
<b>Park Control, Signs, Advertising and Promotion</b>	<i>NEIL BROOKS</i> <i>Thomas Calabro</i> <i>Ed Schuster</i>	<b>Committee Chairman</b>
<b>Airport Management and Development</b>	<i>GREG STAFFORD-SMITH</i> <i>Thomas Calabro</i> <i>Justin Flancabaum</i>	<b>Committee Chairman</b>

## 2017 COMMISSIONERS

Robert Kirschner  
Shlomo Katz  
Justin Flancabaum

Neil Brooks  
Thomas Calabro  
Edwin Schuster  
Gregory Stafford-Smith





Nexgen Land Development  
317 Monmouth Ave  
Suite 201  
Lakewood NJ 08701

US POSTAGE AND FEES PAID

**FIRST-CLASS**  
Dec 21 2017  
Mailed from ZIP 08701  
1 oz First-Class Mail Letter



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**USPS CERTIFIED MAIL**



**9414 8106 9994 5027 7872 66**

LAKEWOOD TOWNSHIP AIRPORT AUTHORITY  
231 THIRD STREET  
Lakewood NJ 08701



FOLD ALONG THIS LINE

### Township of Lakewood Public Notice

Dear Sir/Madam,

Please take notice that on January 9<sup>th</sup>, 2018, in the Lakewood Municipal Building at 231 Third Street Lakewood, New Jersey, the Township of Lakewood Planning Board will hold a hearing on the application submitted by Lakeside Holdings LLC, at which time and place all interested parties will be given an opportunity to be heard. Said meeting will take place at 6:00 p.m. The location of the premises in question is located in the abcd and/or PS zone, Block 1160.01 Lot 2, also known as 150 Airport Dr in Lakewood, NJ.

Applicant is requesting to construct a partial 3<sup>rd</sup> floor of 4390 square feet instead of the approved mezzanine of 2428 square feet which was approved on October 3<sup>rd</sup>, 2017.

The applicant also seeks all other variances and/or waivers that may be requested.

A copy of said application and documents is on file with the Secretary of the Planning Board and may be inspected from 8:00 a.m. to 4:00 p.m. Monday through Friday, except on the day of the hearing, said documents may be inspected from 8:00 a.m. to 12:00 p.m. at 231 Third St, Lakewood, New Jersey, by all interested parties prior to said meeting.



317 Monmouth Ave, Suite 201  
Lakewood, NJ 08701  
732.987.4256  
[Land@nexgenld.com](mailto:Land@nexgenld.com)

# 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:

<b>CONTRACT NEGOTIATIONS</b>	<input checked="" type="checkbox"/>
<b>PERSONNEL</b>	<input type="checkbox"/>
<b>LITIGATION</b>	<input checked="" type="checkbox"/>
<b>OTHER</b>	<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 10th day of January 2018.

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

# RESOLUTION

**#180101**

*Resolution of the Industrial Commission of the Township of Lakewood  
Designating Depositories of the Lakewood Industrial Commission for the year 2018.*

**WHEREAS**, The Township of Lakewood in the County of Ocean and State of New Jersey, pursuant to N. J. S. A. 40A5-14, adopted Resolution No. 2018-12 designating depositories for the Township of Lakewood and the Lakewood Development Corporation for the year 2018; and

**WHEREAS**, the Lakewood Industrial Commission wishes to adopt and memorialize said list of designated depositories to be used for corporate investment purposes, daily operations and financial assistance program facilitation.

**BE IT RESOLVED**, by the Lakewood Industrial Commission that designation of the banks listed on the referenced Lakewood Township Resolution No. 2018-12 shall be memorialized as official depositories by passage of this resolution.

I hereby certify the above to be a true copy of a resolution duly adopted by the Lakewood Industrial Commission of the Township of Lakewood, County of Ocean and State of New Jersey at its meeting held on the 18th day of January, 2018.

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, Secretary

Or Steven Reinman as Secretary's Designee in the absence of the Secretary

# **RESOLUTION**

**# 180102**

*Resolution of the Lakewood Industrial Commission adopting the official newspaper(s) of the Commission for the year 2018.*

**BE IT RESOLVED**, by the Industrial Commission of the Township of Lakewood, Ocean County and State of New Jersey that the following are designated as its official Newspapers for the year 2018:

**NEWSPAPER MEDIA GROUP / TRI-TOWN NEWS - weekly**

**GANNETT (Asbury Park Press) – daily**

**ADVANCE PUBLICATIONS, INC. / The Star Ledger**

I hereby certify the above to be a true copy of a resolution duly adopted by the Industrial Commission of the Township of Lakewood, County of Ocean and State of New Jersey at its meeting held on the 10th day of January, 2018.

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, SECRETARY

Ref: Lakewood Township Resolution #2018-4

# RESOLUTION

# 180103

*Resolution Qualifying Professional Services Vendors to provide services to the Lakewood Industrial Commission for the year 2018 in conformity with the Fair and Open Act, N.J.S.A. 19:44A-20.5 et seq.*

**WHEREAS**, the Mayor and Committee of the Township of Lakewood have directed the entering into Professional Services contracts and for performance of certain unusual and extraordinary services for the Township and Lakewood Industrial Commission over the upcoming year; and

**WHEREAS**, the Lakewood Industrial Commission, incorporated on May 12, 1960, and by virtue of the passage of N.J.S.A. 40:55-B-1 et seq., is statutorily charged with, among other duties, fostering industrial and economic development and employment opportunities within the Township of Lakewood as well as promoting the economic well-being of the businesses of the Township; and

**WHEREAS**, based upon availability of funds, the Industrial Commission of the Township of Lakewood has the authority and may, by appropriate resolution, provide appropriations in the amounts prescribed by specific contracts issued to perform certain services as deemed necessary; 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 formally adopted on December 7, 2005, the Lakewood Industrial Commission solicited proposals by posting a Request for Qualifications (RFQ) for such proposals for the provision of Professional and Unspecifiable/Unusual Services as follows:

1. Commission Public Relations/Marketing Consultant;
2. Professional Real Estate Appraisal Services;
3. Professional Planning Services

**WHEREAS**, Proposals and Qualifications were publicly opened by the Executive Director of the Lakewood Industrial Commission in the Office of the Lakewood Industrial Commission on January 9, 2018 and reviewed for completeness;

**WHEREAS**, following review of the qualifications and proposals received, it was determined that the following, received from~

## **Marketing and Public Relations**

**Frantasy Enterprises**  
1400 West Cross Street  
Lakewood, NJ 08701

**Fuerza Strategy Group**  
2 Kiel Avenue, Unit 195  
Kinnelon, NJ 07405

**Real Estate Appraisal Services**

Albert M. Cerone, IFAS, FELLOW, CTA  
**Amerival**  
1410 Hooper Avenue, Suite 2  
Toms River, NJ 08753

Samuel Levi MAI  
**Starmark Appraisals LLC**  
603 W. County Line Road  
Lakewood, NJ 08701

**Professional Planning Services**

**Remington Vernick & Vena Engineers**  
9 Allen Street  
Toms River, NJ 08753

**Maser Consulting, PA**  
331 Newman Springs Road, Suite 203  
Red Bank, NJ 07701

...for their respective identified services which were deemed to be in order; and

**WHEREAS**, adequate funds will be confirmed as available in the Lakewood Industrial Commission's 2018 budget in the event of each awarded contract prior to issuance of any contract for professional and / or extraordinary and unusual services for anticipated, but-as-yet-unknown projects of the Lakewood Industrial Commission.

**NOW THEREFORE, BE IT RESOLVED**, that the Commissioners of the Lakewood Industrial Commission hereby authorize and qualify the above vendors of Professional and Unusual/Unspecifiable Services to become official vendors for the year 2018 for the Lakewood Industrial Commission.

**BE IT FURTHER RESOLVED** that

1. The purposes of any of the above mentioned contracts will 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 when encumbered; and
3. The Lakewood Township Department of Industrial Development Director is 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 10<sup>th</sup> of January, 2018.

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, Secretary  
or Steven Reinman as Secretary's Designee



# RESOLUTION

## # 180104

*Resolution of the Lakewood Industrial Commission authorizing the release of certain 2017 Closed/Executive Session minutes.*

**WHEREAS**, pursuant to N.J.S.A. 10:4-6, "Senator Byron M. Baer Open Public Meetings Act" states that "Each public body shall keep reasonably comprehensible minutes of all its meetings showing the time and place, the members present, the subjects considered, the actions taken, the vote of each member, and any other information required to be shown in the minutes by law, which shall be promptly available to the public to the extent that making such matters public shall not be inconsistent with Section 7 of this act"...; and

**WHEREAS**, the Lakewood Industrial Commission, being such a public body and being required to comply fully with the Open Public Meetings Act shall, as a policy, complete transcription of and be prepared to make public, open session minutes of meetings of the Lakewood Industrial Commission as required; and

**WHEREAS**, closed session matters, those subject matters that fall into the nine exclusions identified within N.J.S.A 10:4-12, are considered confidential until the matters are concluded by action of the Lakewood Industrial Commission, and consequently, the minutes of these matters are kept confidential until such time as the matter is resolved or acted on; and

**WHEREAS**, those subject matters, concluded, are at that time deemed matters of public record.

**NOW THEREFORE, BE IT RESOLVED**, that the Lakewood Industrial Commission shall hereby state that closed session minutes that have been reviewed and deemed public by virtue of having been formally acted upon and concluded by the Commission for the calendar year 2017, be made available for public review and dissemination. Any matters still active under their qualifications for public exception will remain an exception from those noted above and released at a later date.

I hereby certify this to be a true copy of a resolution duly adopted by the Industrial Commission of the Township of Lakewood, County of Ocean and State of New Jersey at its meeting of the 10th day of January, 2018.

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, SECRETARY

Or Steven Reinman as Secretary-Designee to the Commission in the absence of the Secretary.

# RESOLUTION

## # 180105

*Resolution of the Lakewood Industrial Commission appointing Secretary's Designee for the calendar year 2018.*

**WHEREAS**, the Lakewood Industrial Commission, created by passage of N.J.S.A. Chapter 55B entitled "Industrial Commission", established criteria for creation and operation of an industrial commission for the purposes of fostering economic stability within the Community; and

**WHEREAS**, subsequent to the creation of an Industrial Commission by the State, the Township of Lakewood adopted ordinances further creating and governing the Lakewood Industrial Commission; and

**WHEREAS**, this Industrial Commission of the Township of Lakewood, upon its formation, adopted bylaws for governance of the Commission and its activities performed as an agency of the Township of Lakewood; and

**WHEREAS**, Article III, of the bylaws duly adopted by the Lakewood Industrial Commission on June 27, 2001 and amended on January 26, 2005, reference the appointment of Secretary's Designee to perform certain duties on behalf of the Secretary to the Lakewood Industrial Commission as designated.

**NOW THEREFORE BE IT RESOLVED** that the Lakewood Industrial Commission shall appoint **Steven Reinman** to act in the capacity of *Secretary's Designee* for the year 2018, to perform duties on behalf of the Secretary as deemed necessary, at no additional compensation.

I hereby certify this to be a true copy of a resolution duly adopted by the Industrial Commission of the Township of Lakewood, County of Ocean and State of New Jersey at its meeting held on the 10<sup>th</sup> of January, 2018.

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, SECRETARY

# RESOLUTION

## # 180106

Adopting the Lakewood Industrial Commission's Permanent Budget for the year 2018 in the amount of \$348,760.00.

**WHEREAS**, the fiscal year-end of Lakewood Industrial Commission's accounting occurred on December 31, 2017; and

**WHEREAS**, pending and proposed projects and operational needs of the Lakewood Industrial Commission have been examined and evaluated for the upcoming year which list has been compiled as a budgetary component list as follows:

### OPS - OPERATIONS

#### 3.1 - Professional Services

6353 - Engineering Services	\$	10,000.00
6354 - Auditor / Accounting	\$	3,000.00
6350 - Marketing & Pub Rel Adm		
3.1.3.1 - M&PR Management Contract		
63501 - Program Management M&PR	\$	24,000.00
63502 - Website Maintenance- LkwdTwp+LIC	\$	10,000.00
6352 - Appraisal Services	\$	10,000.00
6351 - Legal Services	\$	40,000.00

#### 4. - ADMINISTRATIVE EXPENSES

6355 - Automobile Allowance	\$	4,800.00
7601 - Cell Phone	\$	1,200.00
6251 - Petty Cash	\$	900.00
71011 - Legal Ads	\$	750.00
71014 - Marketing-ConstantContact	\$	750.00
71015 - LIC Exclusive Web Page	\$	5,000.00
6012 - Special Events & Awards	\$	1,500.00
7110 - Office Equipment	\$	3,500.00
Software - Quockbooks Online	\$	600.00
6013 - Association Memberships		
60132 - Monmouth/Ocean Development Cncl	\$	260.00
60131 - Lkwd Chamber of Commerce	\$	400.00
71013 - Meeting Registrations	\$	500.00
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
7111 Office Fixtures	\$	500.00
7760 - Independent Contractor 1099		
77601 - Administration Management	\$	14,700.00
77602 - Data Update Project	\$	2,000.00

8000 · LAKEWOOD AIRPORT T-Hangars

Operations

Utilities

Fire Alarm System Monitoring \$ 2,000.00

Electricity (JCP&L) \$ 5,000.00

Total Utilities

Total OPERATIONS \$ 148,760.00

5. · LIC PROJECTS

Schedule C - ROADWAY REPAVING \$ 150,000.00

ARPRT · AIRPORT \$ -

SIGNAGE · Ind Pk Signage Project \$ 50,000.00

Total PROJECTS \$ 200,000.00

TOTAL PERMANENT 2018 LIC BUDGET \$ 348,760.00

; and

WHEREAS, current funding balances available for use by the Lakewood Industrial Commission total \$1,411,339.57 (One Million, Four Hundred Eleven Thousand, Three Hundred Thirty-Nine and 57/100 Dollars).

NOW THEREFORE, BE IT RESOLVED, that the Lakewood Industrial Commission hereby adopts its 2018 Permanent Budget in the amount of \$348,760.00.

I hereby certify the above to be a true copy of a resolution duly adopted by the Industrial Commission of the Township of Lakewood, County of Ocean, State of New Jersey at its meeting held the 10th of January, 2018.

, Secretary

Or Steven Reinman as Secretary's – Designee in the absence of the Secretary

# RESOLUTION

## # 180107

*Of the Lakewood Industrial Commission Appointing Legal Services for the year 2018.*

**WHEREAS**, the Lakewood Industrial Commission, created by passage of N.J.S.A. Chapter 55B entitled “Industrial Commission”, established criteria for creation and operation of an industrial commission for the purposes of fostering economic stability within the Community; and

**WHEREAS**, subsequent to the creation of an Industrial Commission by the State, the Township of Lakewood adopted ordinances further creating and governing Lakewood Industrial Commission; and

**WHEREAS**, the Township of Lakewood has, by adoption of Resolution # 2018-30, awarded a Professional Services contract to **SEAN T. KEAN** of the law firm of **Cleary Jacobbe Alfieri Jacobs, LLC, 955 State Route 34, Suite 200, Matawan, NJ 07747** to serve as Lakewood Industrial Commission counsel for the year 2018 on January 7, 2018 in conformity with the dictates of NJSA 19:44A-20.4 et seq., the “New Jersey Local Unit Pay to Play” Law (in the “fair and open process”); and

**NOW THEREFORE, BE IT RESOLVED** that the Lakewood Industrial Commission hereby authorizes the acceptance of the appointment of **SEAN T. KEAN, ESQ.**, as legal counsel to the Lakewood Industrial Commission for the calendar year 2018; compensation for such services to be made available in the 2018 Industrial Commission Permanent Budget.

**I HEREBY CERTIFY** that the above is 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 10th day of January, 2018.

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, SECRETARY

Or Steven Reinman as Secretary’s-Designee, in the absence of the Secretary

# RESOLUTION

## # 180108

*Resolution of the Lakewood Industrial Commission  
Adopting the 2018 Professional Services Appointment of the Township of Lakewood for the  
Auditing of Industrial Commission records.*

**WHEREAS**, the Lakewood Industrial Commission, created by passage of N.J.S.A. Chapter 55B entitled “Industrial Commission”, established criteria for creation and operation of an industrial commission for the purposes of fostering economic stability within the Community; and

**WHEREAS**, subsequent to the creation of an Industrial Commission by the State, the Township of Lakewood adopted ordinances further creating and governing the Lakewood Industrial Commission (“LIC”); and

**WHEREAS**, records of the Lakewood Industrial Commission are audited in conformity with existing dictates as provided by law; and

**WHEREAS**, the Lakewood Industrial Commission perceives that there may be a need for a Professional Services firm for the auditing and accounting needs of the Industrial Commission for records for the year ending December 31, 2017; and

**WHEREAS**, the Lakewood Department of Economic Development is a department operating under the jurisdiction of the Township of Lakewood, under which the Lakewood Industrial Commission also operates; and

**WHEREAS**, the Township of Lakewood has, by adoption of Resolution #2018-6 awarded a Professional Services contract to **Holman Frenia Allison, P.C., 680 Hooper Avenue, Building B, Suite 201, Toms River, NJ 08753** in conformity within the dictates of N.J.S.A. 19:44A-20.4 et seq., the “New Jersey Local Unit Pay to Play” Law.

**NOW, THEREFORE, BE IT RESOLVED** by the Lakewood Industrial Commission that it confirms that Auditing Services for the FYE December 31, 2016 shall be provided by the Auditor for the Township of Lakewood, **Holman Frenia Allison, P.C., 680 Hooper Avenue, Building B, Suite 201, Toms River, NJ 08753**.

**BE IT FURTHER RESOLVED** that the Lakewood Industrial Commission shall include, in its 2018 budget, funding not to exceed \$3,000.00 to be applied toward Auditing expenses as deemed necessary.

I hereby certify that the above is 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 10th of January, 2018.

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, SECRETARY

# RESOLUTION

## # 180109

*Resolution of the Lakewood Industrial Commission  
Appointing Professional General Engineering Services for the calendar year 2018.*

**WHEREAS**, the Lakewood Industrial Commission, created by passage of N.J.S.A. Chapter 55B entitled “Industrial Commission”, established criteria for creation and operation of an industrial commission for the purposes of fostering economic stability within the Community; and

**WHEREAS**, subsequent to the creation of an Industrial Commission by the State, the Township of Lakewood adopted ordinances further creating and governing Lakewood Industrial Commission; and

**WHEREAS**, pursuant to the Township of Lakewood Revised General Ordinances, 2-38.8, wherein...*The Township Engineer shall be engineer of the Commission...*; and

**WHEREAS**, the Township of Lakewood has, by adoption of Resolution #R2017-38 awarded a Professional Services contract to the firm of **Remington Vernick & Vena Engineers** as **Township Engineer** on January 7, 2017 in conformity with the dictates of NJSA 19:44A-20.4 et seq., the “New Jersey Local Unit Pay to Play” Law (in an “open and fair process”).

**NOW, THEREFORE, BE IT RESOLVED**, that the Lakewood Industrial Commission hereby authorizes the acceptance of the assignment of **Remington Vernick & Vena Engineers** for performance of general engineering services provided to the Lakewood Industrial Commission for a period to coordinate with the time frame identified in Lakewood Township Resolution #2018-38.

**I HEREBY CERTIFY** that the above is 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 10th day of January, 2018.

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, SECRETARY

# RESOLUTION

#180110

*Resolution of the Lakewood Industrial Commission  
Authorizing the maintenance of a petty cash fund for the year 2018.*

**WHEREAS**, the Lakewood Industrial Commission office operates daily; and

**WHEREAS**, the Lakewood Industrial Commission has adopted its 2018 Budget on January 10, 2018; and

**WHEREAS**, in accordance with NJ State Statues, a petty cash fund may be created and maintained as deemed necessary; and

**WHEREAS**, it is necessary to provide the office with a petty cash fund to be made available for reimbursement of unanticipated small expenditures with the stipulation of proper documentation for the reimbursement of cash layout.

**WHEREAS**, a petty cash fund was established in the year 2000, and petty cash on hand is maintained at a maximum of \$200.00 (as established and supported with receipt backup) at any one time; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Commissioners of the Lakewood Industrial Commission, that it does hereby authorize and direct the continuation of \$200.00 on-hand petty cash, encumbering a sum not to exceed \$ 900.00 under 'Administration' as the Petty Cash funding source in 2018 for said purposes from the Industrial Commission's Permanent budget when adopted.

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 10th day of January, 2018.

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, SECRETARY

Or Steven Reinman as Secretary's Designee in the absence of the Secretary



# RESOLUTION

## #180111

*Resolution of the Lakewood Industrial Commission authorizing allowance for Executive Director's Expenses and Travel for the budgetary year 2018.*

**WHEREAS**, the Lakewood Industrial Commission has adopted its 2018 Permanent Budget on January 10, 2018 by the Commission's formal action; and

**WHEREAS**, the Lakewood Industrial Commission has determined that its Executive Director should be reimbursed for normal travel expenses incurred while serving in his capacity as Director of the Lakewood Department of Economic Development and, concurrently, as Executive Director of the Lakewood Industrial Commission; and

**WHEREAS**, it has been determined that funds in the amount of **\$4,800 per annum**, shall be appropriated for such a purpose within the Lakewood Industrial Commission's Year-2017 budget.

**NOW, THEREFORE, BE IT RESOLVED**, that the Lakewood Industrial Commission does hereby authorize the award of an allowance for auto travel expenses in the amount of **\$4,800.00** (\$400.00 per monthly disbursement) for calendar year 2018 to **Steven Reinman, Executive Director**, to be paid from Industrial Commission budgeted funds from the appropriate operations expenses category.

I hereby certify this to be a true copy of a resolution duly adopted by the Industrial Commission of the Township of Lakewood, County of Ocean and State of New Jersey at its meeting held on the 10th of January, 2018.

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, SECRETARY

Or Steven Reinman as Secretary's Designee in the absence of the Secretary

# RESOLUTION

# 180112

*Resolution Authorizing and Awarding Industrial Commission Contract for Administrative Management Services provided to the Lakewood Industrial Commission for a 6-month period beginning January 1, 2018.*

**WHEREAS**, the Lakewood Industrial Commission finds it important to maintain its regular office functions, provide continued service to the public through contact with its office, and maintain updates of company files and databases of businesses located in the Lakewood Industrial Parks (M-1, PS, LP and M-2 Zones); and

**WHEREAS**, it is found that the Lakewood Industrial Commission finds that continuity of its daily functions is dependent on the assignment of a contact person to receive and manage requests, maintain physical and electronic files and provide the Industrial Commissioners with services as needed; and

**WHEREAS**, Anita B. Doyle, a Sole Proprietorship, proposes to provide administrative management services to the Lakewood Industrial Commission, which services include continued maintenance of LIC records, accounts, databases, meeting preparation, attendance, recording and transcription of LIC meetings and post-meeting activity; and

**WHEREAS**, the Lakewood Industrial Commission deems it prudent to accept the proposal submitted by Anita B. Doyle for provision of administration management services at compensation of \$35.00 per hour not to exceed an average of 35 hours per month.

**NOW, THEREFORE BE IT RESOLVED**, by the Industrial Commission of the Township of Lakewood that **Anita B. Doyle, Sole Proprietor**, be retained to provide administration management services to the Lakewood Industrial Commission to maintain the Commission's general office business matters for a six-month period or until such time as personnel may be assigned and trained to provide such services. This assignment may be extended for an additional 6-month period as deemed necessary without initiation of formal action. Further, this assignment may also be terminated by provision of a 30-day written notification of such intent by either party at any time during the term of the agreement.

I hereby certify this to be a true copy of a resolution duly adopted by the Industrial Commission of the Township of Lakewood, County of Ocean and State of New Jersey at its meeting held on the 10th day of January, 2018.

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, SECRETARY

# RESOLUTION

# 180113

*Resolution Authorizing and Awarding Industrial Commission Contract for Extraordinary and Unspecifiable Services for Lakewood Township Marketing and Public Relations Services for the period of February 1, 2018 through and including January 31, 2019.*

**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 9, 2018 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 2018 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, 2018 through and including January 31, 2019 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 10<sup>th</sup> of January, 2018.

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, Secretary

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

**Lakewood Industrial Commission**  
**Bill List**  
**January 10, 2018**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
3542	Duvy's Media LLC	Inv# 20582 + Inv 20370 Website Maintenance thru 11/30/17	\$ 193.75
3543	Cleary Giacobbe Alfieri & Jacobs	Inv# 56426 KLegal Services Through 12/31/17	\$ 1,077.20
3544	Anita B. Doyle	Inv#18001 Administration management Services Through 12/31/17	\$ 1,093.75
3545	MODC	2018 Membership dues + January General Membership Meeting	\$ 300.00
3546	Frantasy Enterprises, LLC	Inv# 010118 Marketing and Public Relations Services - January 2018	\$ 2,000.00
3547	Israel Reinman	Executive Director Car Allowance - January 2018 res# 180111	\$ 400.00
3548	Asbury Park Press	Legal Ads - Contract awarded + Public Notice RFP/RFQ + Notice of 2018 Meeting ScheduleOrder# 2629557   2607681   2611121	\$ 295.85
3549	Tri Town	Notice 2018 Meeting Schedule   Client# 84414 Ad# 300376251	\$ 50.80
3550	Garden State Fire & Security	Lakewood Airport T-Hangars Radio Monitoring 1/1/18-3/31/18 / Customer # 6398 - Inv # 217986   217987   217988	\$ 495.00
3551	Watchung Spring Water Co., Inc.	Acct 127214 (Meeting supplies)	\$ 145.89
3552	Yussi's	Meeting Expenses - estimated	\$ 300.00
		<b>Total Estimated Bill List of 1/10/18</b>	<b>\$ 6,352.24</b>