

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
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
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	
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
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
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

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