

LAKWOOD INDUSTRIAL COMMISSION

AGENDA - Regular Business Meeting

October 14, 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:**
 - September 9, 2020
4. **FINANCE:**
 - STATEMENT OF ACCOUNTS:**
 - October 14, 2020
 - BILL LIST:**
 - October 14, 2020
 - BUDGET TO ACTUAL REPORT:**
 - October 14, 2020
5. **EXECUTIVE DIRECTOR'S REPORT:**
 - **Steven Reinman, Executive Director**
NJDOT Grant Application Project 21-013: Runway 6-24 Rehabilitation Design Project estimate: \$199,503.99 / Lakewood Portion \$19,950.40

NJDOT Grant Application 21-012 Obstruction Survey Analysis Design & Permitting -Estimate \$198,852.40 / Lakewood Portion: \$19,885.24
6. **ATTORNEY'S REPORT:**
 - **Sean T. Kean, Esq**
7. **OLD BUSINESS:**
8. **NEW BUSINESS:**
9. **COMMENTS FROM THE PUBLIC:**
10. **CONSENT AGENDA RESOLUTIONS:**
11. **RESOLUTIONS (Non Consent):**
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: https://www.townhallstreams.com/towns/lakewood_twp_nj

Public Comment (during the meeting) email to: LICComments@lakewoodnj.gov

Next scheduled meeting of the LIC: November 4, 2020 - via Town Hall Streams

LAKEWOOD INDUSTRIAL COMMISSION
STATEMENT OF ACCOUNT
OCTOBER 14, 2020

		Total All LIC-Held Accounts	\$ 2,011,245.21
Checking Account (Investors # XXXXX5880) Interest Rate 12-31-19 APYE			
	Interest Bearing		
	0%		
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	
Bill List of 5/13/20	\$ (30,753.77)	5/13/2020	
Interest Earned through 5/29/20	\$ 130.56	5/29/2020	
Bill List for 6/10/20	\$ (64,933.53)	6/10/2020	
Deposit AT&T Land Lease - Cell tower	\$ 608.35	6/23/2020	
Deposit T-Hangar Leases	\$ 14,800.00	6/23/2020	
Interest earned 6/30/20	\$ 133.66	6/30/2020	
Approved Bill list of 7/8/20 (LIC Operations)	\$ (36,677.37)	7/8/2020	
Deposit T-Hangars Rent	\$ 16,050.00	8/11/2020	
Deposit AT&T Toras Menachem All Chem Land Lease Paments	\$ 50,883.36	8/11/2020	
T-Hangars Rent	\$ 769.00	8/11/2020	
Interest earned 7/31/20	\$ 117.34	7/31/2020	
Bill List of 8/12/20	\$ (68,136.87)	8/12/2020	
Interest Earned 8/31/20	\$ 117.70	8/31/2020	
Deposit Reimbursement AT&T Land Lease	\$ 1,730.35	9/8/2020	
Deposit T-Hangar Leases	\$ 6,750.00	9/8/2020	
Bill List of 9/9/20	\$ (51,784.56)	9/9/2020	
ACH Deposit - All Chem August/September 2020	\$ 21,666.66	9/30/2020	
Bank Interest Earned	\$ 115.64	9/30/2020	
Deposits (T-Hangars)	\$ 10,820.00	10/8/2020	
Deposits (Refunds Wngs & Precision Filters)	\$ 264.66	10/8/2020	
Deposits (Land Leases CGSR and AT&T)	\$ 10,608.35	10/8/2020	
ACH Deposits - All Chem Land Lease	\$ 10,333.33	10/1/2020	
Proposed Bill List 10/14/20	\$ (70,963.63)	10/14/2020	
Total Lakeland Bank OPERATIONS ACCOUNT:		\$ 386,358.57	

LAKEWOOD INDUSTRIAL COMMISSION
STATEMENT OF ACCOUNT
OCTOBER 14, 2020

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
	Interest Earned 5/29/20 \$	281.74 5/29/2020
	Interest Earned 6/30/20 \$	310.96 6/30/2020
	Interest earned through 7/31/20	301.32 7/31/2020
	Jersey Aero Club - Security Deposit \$	1,300.00 8/11/2020
	Interest Earned 8/31/20 \$	301.61 8/31/2020
	Interest Earned 9/30/20 \$	292.07 9/30/2020
Total Lakeland Bank MONEY MARKET ACCOUNT:		\$ 1,184,790.27
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 \$	6,450.00 5/12/2020
	Bill List of 5/13/20 \$	(3,035.11) 5/13/2020
	Deposit Apartments Rent- March \$	7,240.00 5/5/2020
	Interest Earned 5/29/20 \$	74.35 5/29/2020
	Bill List 6/10/20 \$	(4,233.32) 6/10/2020
	Deposit April Rents Collected \$	7,986.00 6/23/2020
	Deposit May Rents Collected \$	7,260.00 6/23/2020
	Interest earned 6/30/20 \$	83.00 6/30/2020
	Proposed Bill List - Strand Theater Expenses 7/8/20 \$	(11,315.73) 7/8/2020
	Interest Earned 7/31/20	pending
	Deposit June Rents Collected \$	7,180.00 8/11/2020
	Proposed Bill List of 8/12/20 \$	(4,877.23) 8/12/2020
	Bank Interst Earned \$	80.57 8/31/2020
	Deposit-10 Apartments Rent (July) \$	6,960.00 9/8/2020
	Bill List 9/9/20 \$	(8,566.88) 9/9/2020
	Interest Earned September 30, 2020	78.43 9/30/2020
	Deposit - 10 Apartments Rent (August 2020) \$	7,530.00 10/8/2020
	Proposed Bill List of 10/14/20 \$	(16,334.29) 10/14/2020
\$ 314,820.97		

LAKEWOOD INDUSTRIAL COMMISSION
STATEMENT OF ACCOUNT
OCTOBER 14, 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	
Interest Earned 5/29/20	\$ 2.16	5/29/2020	
Deposit Club Fuel Prepayment and Club Lease	\$ 20,575.00	6/23/2020	
Interest earned 6/30/20	\$ 3.74	6/30/2020	
Interest Earned 7/31/20	\$ 8.63	7/31/2020	
Deposit Tie Down Fees	\$ 740.00	8/11/2020	
Deposit Fuel Pre-purchases and Tie Down Fees	\$ 36,510.00	8/11/2020	
Deposit Tie Down Rent Fuel Purchases	\$ 695.24	8/11/2020	
Deposit Cash Fuel Sales	\$ 1,064.38	9/8/2020	
Deposit TieDown Club Rent Prepay Fuel	\$ 25,605.00	9/8/2020	
Interest Earned September 30, 2020	\$ 22.54	9/30/2020	
Deposits Ramp/Tie Downs	\$ 5,990.00	10/8/2020	
Deposit Club Pre-pay fuel	\$ 21,000.00	10/8/2020	
Deposit Banner Towing Fees	\$ 4,000.00	10/8/2020	
	\$ 125,275.39		
<u>REAL ESTATE - ATTORNEY TRUST Acct. -</u>			
<u>Held by Cleary Giacobbe Alfieri Jacobs LLC</u>			\$ 65,000.00
LIC to Shvarzblat / Cedarbridge Properties (Construction Escrow Held)	\$ 65,000.00	12/15/2016	
	\$ 65,000.00		
TOTAL OF ALL ACCOUNT BALANCES:			2,076,245.21
Anita B. Doyle, Administrative Manager		10/14/2020	

LAKEWOOD INDUSTRIAL COMMISSION

BILL LIST

OCTOBER 14, 2020

Check #	Payee	Memo	Amount
LIC OPERATIONS			
3936	Asbury Park Press	Legal Ad - Public Notice	\$ 71.00
3937	Ascent Aviation Group	100LL Aviation fuel purchase / Refueler electronics leasing	\$ 27,054.38
3938	BP Print Group	Airport Receipts printing	\$ 245.95
3939	Champion Contracting Services	Septic Services - Lakewood Terminal complex	\$ 250.00
3940	Sean T. Kean, Esq.	Legal Services through 9/30/20	\$ 693.80
3941	Duvy's Media	Lakewood Website Management Services	\$ 222.25
3942	Holman Frenia Allison PC	Professional Auditing Services FYE 2018 and 2019	\$ 7,980.00
3943	Israel Reinman	Automobile Allowance & Reimbursement OOP expenses - electronics for Airport	\$ 525.57
3944	JCP&L	Electrical Services - Lakewood Airport Property	\$ 2,362.73
3945	McKenzie Diversified Resources	Airport Management Services	\$ 10,139.73
3947	NJ Advance Media (Newark Star Ledger)	Publishing Legal Ad	\$ 156.65
3947	Select Security	T-Hangars Fire Alarms Monitoring - Quarterly	\$ 495.00
3948	The Hon Company	Airport Terminal Conference Furnishings	\$ 1,255.97
3949	Verizon Wireless	New Phone Service and equipment - Lakewood Industrial Commission / Lakewood Airport	\$ 284.60
3953	Frantasy Enterprises	Marketing and Public Relations Services October 2020	\$ 2,000.00
3954	NJDOT Aeronautics	Renewal License A-75 Lakewood Airport	\$ 35.00
3955	Anita B. Doye	Administration Management Services September 2020	\$ 2,066.00
3957	Acer Trailer Sales	Provide / Install access Ramp extensions in compliance with ADA	\$ 1,000.00
3958	Tokarski Millemann Architects	Conceptual Planning Services - Airport frontage	\$ 10,625.00
3959	Professional Design Services LLC	Preparation of Tract Concept Design	\$ 3,500.00
LIC OPERATIONS ACCOUNT		Bill List Subtotal:	\$ 70,963.63
Strand Apartments Revenue			
229	Aggressive Property Maintenance	Strand Theater Building Maintenance and Service calls	\$ 9,894.99
230	New Jersey Natural Gas	New Account Refundable Deposit + first month's service (estimate)	\$ 3,550.90
231	Ocean County Fire Marshal	Inspection fees - Strand	\$ 75.00
232	Ozane Termite and Pest Control	Pest Control Services - Apartments Common Areas	\$ 115.00
233	JCP&L	Electric Service Strand Theater	\$ 532.04
234	NJ American Water Company	Strand Fire Service	\$ 115.14
235	NJ American Water Company	Strand Water Sewer Service - Gallery	\$ 359.28
236	NJ American Water Company	Strand Apartments water Sewer Service	\$ 1,191.94
237	Aggressive Property Maintenance	Strand Theater Building Maintenance and Service calls	\$ 500.00
STRAND APARTMENTS REVENUE ACCOUNT		STRAND SUBTOTAL	\$ 16,334.29
		10/14/20 BILL LIST TOTAL	\$ 87,297.92

Lakewood Industrial Commission

Budget vs. Actual

January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Expense			
Real Estate Development Fees	19,864.00	none assigned- NJDEP fees - 1160/228	
<u>STRAND · Strand Theater Bldg Operations</u>			
Natural Gas	3,550.90	new- none assigned	
Water and Sewer	2,398.21	none assigned 2020	
STRAND · Strand Theater Bldg Operations - Other	91,352.00	none assigned 2020	
Total STRAND · Strand Theater Bldg Operations	97,301.11		
<u>LIC OPERATIONS</u>			
3.1 · PROFESSIONAL SERVICES			
6353 · Engineering Services			
Eng00 · General Engineering Services	0.00	15,000.00	-15,000.00
6353 · Engineering Services - Other	3,500.00		
Total 6353 · Engineering Services	3,500.00	15,000.00	-11,500.00
6354 · Auditor / Accounting	10,000.00	3,000.00	7,000.00
6350 · Marketing & Pub Rel Adm			
3.1.3.1 · MARKETING			
63501 · Marketing & PR Contractor	20,000.00	24,000.00	-4,000.00
63502 · Website Management Contractor	2,775.25	10,000.00	-7,224.75
Total 3.1.3.1 · MARKETING	22,775.25	34,000.00	-11,224.75
Total 6350 · Marketing & Pub Rel Adm	22,775.25	34,000.00	-11,224.75
6352 · Appraisal Services	12,628.75	20,000.00	-7,371.25
6351 · Legal Services	34,601.00	40,000.00	-5,399.00
Total 3.1 · PROFESSIONAL SERVICES	83,505.00	112,000.00	-28,495.00
4 · ADMINISTRATIVE EXPENSES			
6355 · Automobile Allowance	5,000.00	6,000.00	-1,000.00
6251 · Petty Cash	179.51	900.00	-720.49
7601 · Cell Phone	284.60	1,800.00	-1,515.40
6012 · Special Events & Awards	5,000.00	2,000.00	3,000.00
6013 · Association Memberships			
60131 · Lkwd Chamber of Commerce	0.00	400.00	-400.00
60132 · Monmouth/Ocean Development Cncl	270.00	260.00	10.00
Total 6013 · Association Memberships	270.00	660.00	-390.00
7101 · Legal Ads	604.15	1,000.00	-395.85
7103 · Meeting Registrations	1,558.00	500.00	1,058.00
7104 · Marketing-ConstantContact	405.00	750.00	-345.00
7105 · LIC Exclusive Web Page	0.00	5,000.00	-5,000.00
7110 · Office Equipment	1,903.43	3,500.00	-1,596.57
7111 · Office Fixtures	8,365.53	500.00	7,865.53
7112 · Software	159.83	500.00	-340.17

Lakewood Industrial Commission

Budget vs. Actual

January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget
7650 · Travel & Expenses			
76502 · Staff Travel & Tickets	23.60		
76501 · Accommodations & Meals	149.85		
7650 · Travel & Expenses - Other	2,755.98	3,000.00	-244.02
Total 7650 · Travel & Expenses	2,929.43	3,000.00	-70.57
7602 · Exec Dir Business Developmt	0.00	1,000.00	-1,000.00
7125 · Unclassified Admin Expenses			
7120 · Reorganization Meeting Exp	268.93	500.00	-231.07
71012 · Admin Expenses - Other	798.96	6,500.00	-5,701.04
Total 7125 · Unclassified Admin Expenses	1,067.89	7,000.00	-5,932.11
Total 4 · ADMINISTRATIVE EXPENSES	27,727.37	34,110.00	-6,382.63
Total LIC OPERATIONS	111,232.37	146,110.00	-34,877.63
4A · Misc 1099 Contractors			
Administration Manager	16,600.00	16,800.00	-200.00
Data Update Project	0.00	2,000.00	-2,000.00
Total 4A · Misc 1099 Contractors	16,600.00	18,800.00	-2,200.00
5 · LAKEWOOD AIRPORT OPERATIONS			
Equipment Leases	179.13	new	
Ops Supplies - Office Equipment	1,058.33	new	
Airport Management Services	29,984.51	new	
Airport Association Expenses	0.00	500.00	-500.00
FUEL purchases	107.00	new	
Insurance	7,612.00	new	
License Registrations Renewal	185.00	new	
Professional Services - Airport	10,625.00	10,000.00	625.00
AIRPORT Utilities			
Electricity	1,262.34	new	
Water / Sewer / Septic Services	965.00	new	
Total AIRPORT Utilities	2,227.34		
Total 5 · LAKEWOOD AIRPORT OPERATIONS	51,978.31	10,500.00	41,478.31
6 · LAKEWOOD AIRPORT T-HANGARS			
Operations			
Equipment- T Hangars	0.00	500.00	-500.00
Utilities			
Fire Alarm System Monitoring	2,230.00	3,000.00	-770.00
Electricity	4,548.45	5,000.00	-451.55
Total Utilities	6,778.45	8,000.00	-1,221.55
Other Unspecifiable Services	0.00	500.00	-500.00
Total Operations	6,778.45	9,000.00	-2,221.55
Total 6 · LAKEWOOD AIRPORT T-HANGARS	6,778.45	9,000.00	-2,221.55

Lakewood Industrial Commission
Budget vs. Actual
 January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget
7. · PROJECTS			
LAKEWOOD AIRPORT			
Terminal Building			
Temporary Terminal	68,252.15	40,000.00	28,252.15
Total Terminal Building	68,252.15	40,000.00	28,252.15
Equipment	29,670.00	24,000.00	5,670.00
Unanticipated Expenses	0.00	0.00	0.00
LAKEWOOD AIRPORT - Other	0.00	100,000.00	-100,000.00
Total LAKEWOOD AIRPORT	97,922.15	164,000.00	-66,077.85 OK
PARK & RIDE	0.00	100,000.00	-100,000.00
ROADWAY REPAVING - Schedule C	0.00	150,000.00	-150,000.00
SIGNAGE · Ind Pk Signage Project	0.00	50,000.00	-50,000.00
Total 7. · PROJECTS	97,922.15	464,000.00	-366,077.85
Total Expense	401,676.39	648,410.00	-246,733.61
Net Ordinary Income	-401,676.39	-648,410.00	246,733.61
Net Income	-401,676.39	-648,410.00	246,733.61

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 October 2020.

GREGORY B. STAFFORD-SMITH, Secretary

Or Steven Reinman, Secretary's Designee