

LAKWOOD INDUSTRIAL COMMISSION

Regular Business Meeting

December 13, 2017

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:**
 - November 15, 2017
4. **FINANCE:**
 - STATEMENT OF ACCOUNTS:**
 - December 13, 2017
 - BILL LIST:**
 - December 13, 2017
 - BUDGET TO ACTUAL REPORT:**
 - December 13, 2017
 - 2018 BUDGET WORKSHEET:**
 - 2018 LIC Budget Draft for review and comment
7. **COMMENTS FROM THE PUBLIC:**
8. **EXECUTIVE DIRECTOR'S REPORT:**
 - **Steven Reinman, Executive Director**
 - **UPDATE:** Lakewood Airport T-Hangars
 - Tenants for hangars space
 - **UPDATE** regarding **Industrial Park (M-1, PS, LP) Zoning** / reclassification / permitted uses updates; SAFE Zone
9. **ATTORNEY'S REPORT:**
 - **Sean T. Kean, Esq**
10. **CORRESPONDENCE:**
11. **COMMITTEE REPORTS:**
 - COMMITTEES**
 - Site Review Committee**, Justin Flanbaum, Chairman
 - 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
 - Airport Mgmt/Development Committee**, Greg Stafford-Smith, Chairman
 - Contract Review Committee**, Justin Flanbaum, Chairman
12. **MARKETING AND PUBLIC RELATIONS:**
 - Report by Frances A. Kirschner / Frantasy Enterprises
13. **OLD BUSINESS:**
14. **NEW BUSINESS:**
15. **CLOSED SESSION:**
 - Litigation & Contract Negotiations
16. **CONSENT AGENDA RESOLUTIONS:**
 - None anticipated
17. **RESOLUTIONS (Non Consent):**
 - 171201** Resolution - Setting 2018 Industrial Commission Meeting Dates.
 - 171202** Resolution - Award of Contract to Owen, Little & Associates for professional engineering services ref 17-acre "Northeast Parkway Acquisition" tract
18. **COMMENTS FROM THE COMMISSIONERS:**
19. **ADJOURNMENT:**

Next meeting of the LIC: January 10, 2017 (Reorganization) at 11:30 AM

LAKEWOOD INDUSTRIAL COMMISSION
STATEMENT OF ACCOUNTS
 December 13, 2017

		Total All LIC-Held Accounts	\$ 1,653,539.54
Checking Account (Investors # 729905880) Interest Rate 7/31/17 APYE			
	1.02%	Interest Bearing	
	Balance Forward:	\$ 3,346,439.75	1/1/2017
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
Total InvestorsBank Checking Account:		\$ 312,269.07	
Checking Account (Operations) Lakeland Bank (Acct# 680401404) APY			
	.95%		
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
Estimated Bill List for 12/13/17	\$ (5,647.95)		12/13/2017
Total Lakeland Bank OPERATIONS ACCOUNT:		\$ 86,925.45	

LAKWOOD INDUSTRIAL COMMISSION

STATEMENT OF ACCOUNTS

December 13, 2017

Money Market Account (Holding) Lakeland Bank (Acct# 680401390) APY .95 %			
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	
Interest Earned 11/30/17	\$ 951.31	11/30/2017	
Total Lakeland Bank MONEY MARKET ACCOUNT:	\$ 1,254,345.02		
REAL ESTATE - ATTORNEY TRUST Acct. -			
Held by Cleary Giacobbe Alfieri Jacobs LLC			
LIC to Shvarzblat / Cedarbridge Properties (Construction Escrow Held)	\$ 65,000.00	12/15/2016	\$ 65,000.00
TOTAL Held: Attorney Real Estate Trust Acct:	\$ 65,000.00		
TOTAL OF ALL ACCOUNT BALANCES:			1,718,539.54
Anita B. Doyle, Administrative Manager		12/13/2017	

Lakewood Industrial Commission

Bill List

December 13, 2017

Num	Name	Memo	Amount
Lakeland Bank			
3535	Duvy's Media LLC	Website Maintenance / hosting / updates thru 9/30/17 Inv# 20216	\$ 420.83
3536	Cleary Giacobbe Alfieri & Jacobs	Inv# 55767 for Legal Services through 11/30/17	\$ 1,641.20
3537	Frantasy Enterprises, LLC	Marketing and Public Relations Services - December 2017	\$ 2,000.00
3538	Israel Reinman	Executive Director's Vehicle Allowance	\$ 400.00
3539	Watchung Spring Water Co., Inc.	Meeting Supplies Invoice#8235189 Account # 127214	\$ 85.92
3540	Anita B. Doyle	Administration Management Services provided 11/1/17-11/30/17 (estimated)	\$ 900.00
3541	Yussi's	Meeting (estimated)	\$ 200.00
		Total to be drawn from Lakeland Bank:	\$ 5,647.95
Investors Bank			
3317	Ocean County Road Department***	Re-issue of check to Ocean County - 3rd Quarter 2017 Schedule C - Township of Lakewood	\$ 48,855.59
		Total to be drawn from Investors Bank:	\$ 48,855.59
		Bill List Total (estimated)	\$ 54,503.54
	*** \$350,000 was authorized by LIC for road paving / milling (LIC Res # 170701)		

Lakewood Industrial Commission

Budget vs. Actual

January through December 2017

	Budget	Expenditures Jan - Dec 17	BALANCE
OPS - OPERATIONS			
3.1 - Professional Services			
6353 - Engineering Services	10,000.00	62.50	9,937.50
6354 - Auditor / Accounting	3,000.00	0.00	3,000.00
6350 - Marketing & Pub Rel Adm			
3.1.3.1 - M&PR Management Contract			
63501 - Program Management M&PR	24,000.00	24,000.00	0.00
63502 - Website Mntnc LkwdTwp+LIC	10,000.00	2,952.01	7,047.99
Total 3.1.3.1 - M&PR Management Contract	34,000.00	26,952.01	7,047.99
Total 6350 - Marketing & Pub Rel Adm	34,000.00	26,952.01	7,047.99
6352 - Appraisal Services	5,000.00	0.00	5,000.00
6351 - Legal Services	20,000.00	13,478.60	6,521.40
Total 3.1 - Professional Services	72,000.00	40,493.11	31,506.89
4 - ADMINISTRATIVE EXPENSES			
6355 - Automobile Allowance	4,800.00	4,800.00	0.00
7601 - Cell Phone	1,200.00	0.00	1,200.00
6251 - Petty Cash	900.00	597.80	302.20
71011 - Legal Ads	750.00	317.95	432.05
71014 - Marketing-ConstantContact	750.00	405.00	345.00
71015 - LIC Exclusive Web Page	2,000.00	0.00	2,000.00
6012 - Special Events & Awards	1,500.00	605.00	895.00
7110 - Office Equipment	2,000.00	0.00	2,000.00
6013 - Association Memberships			
60132 - Monmouth/Ocean Development Cncl	260.00	260.00	0.00
60131 - Lkwd Chamber of Commerce	400.00	0.00	400.00
Total 6013 - Association Memberships	660.00	260.00	400.00
71013 - Meeting Registrations	250.00	170.00	80.00
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	600.00	231.88	368.12
71012 - Admin Expenses - Other	3,600.00	2,498.79	1,101.21
Total 7125 - Unclassified Admin Expenses	4,200.00	2,730.67	1,469.33
7111 - 2017 OFFICE RECONFIGURATION		13,377.93	-13,377.93
Total 4 - ADMINISTRATIVE EXPENSES	23,010.00	23,264.35	-254.35
Total OPS - OPERATIONS	95,010.00	63,757.46	31,252.54

Lakewood Industrial Commission
Budget vs. Actual
January through December 2017

	Budget	Expenditures Jan - Dec 17	BALANCE
7760 - Independent Contractor 1099			
77601 - Administration Management	14,700.00	10,657.50	4,042.50
77602 - Data Update Project	2,000.00	0.00	2,000.00
Total 7760 - Independent Contractor 1099	16,700.00	10,657.50	6,042.50
8000 - LAKEWOOD AIRPORT T-Hangars Regular Operations			
<u>Utilities</u>			
Fire Alarm System Monitoring		495.00	-495.00
Electricity		1,227.27	-1,227.27
Total Utilities		1,722.27	-1,722.27
Total Operations		1,722.27	-1,722.27
Total 8000 - LAKEWOOD AIRPORT T-Hangars		1,722.27	-1,722.27
5. - LIC PROJECTS			
Schedule C - ROADWAY REPAVING		48,855.69	-48,855.69
ARPRT - AIRPORT			
RWE6ACQ - UNANTICIPATED EXPENSE		53,000.00	-53,000.00
ARPRT1 - Lkwd Airport T-Hangars			
ENGINEER - Airport Hngrs design/build/bid	15,000.00	0.00	15,000.00
CONTR - Iorio Contract 01/25/16	1,802,094.34	1,843,965.43	-41,871.09
UTIL - UTILITIES - NEW Install	200,000.00	23,010.62	176,989.38
Total ARPRT1 - Lkwd Airport T-Hangars	2,017,094.34	1,866,976.05	150,118.29
Total ARPRT - AIRPORT	2,017,094.34	1,919,976.05	97,118.29
SIGNAGE - Ind Pk Signage Project	25,000.00	0.00	25,000.00
Total 5. - LIC Projects	2,042,094.34	1,968,831.74	73,262.60
Total Expense	2,153,804.34	2,044,968.97	108,835.37

**Lakewood Industrial Commission
PROPOSED BUDGET
2018**

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 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 OPS • OPERATIONS

\$ 148,760.00

**Lakewood Industrial Commission
PROPOSED BUDGET
2018**

5. - LIC PROJECTS

• Schedule C - ROADWAY REPAVING	\$ 350,000.00
• ARPRT - AIRPORT	
FAA / NJDOT Grant (Grantee Share)	\$ 100,000.00
• SIGNAGE - Ind Pk Signage Project	\$ 50,000.00

Total 5. - LIC Projects **\$ 500,000.00**

PROPOSED 2018 BUDGET TOTAL: **\$ 648,760.00**

RESOLUTION

WHEREAS, Section 7 b. of the Senator Byron M. Baer Open Public Meetings Act." L.1975, c.231, s.1; amended 2006, c.70, s.2., permits the exclusion of the public from a meeting under circumstances; and

WHEREAS, this Industrial Commission of the Township of Lakewood is of the opinion that such circumstances presently exist.

NOW, THEREFORE, BE IT RESOLVED by the Industrial Commission of the Township of Lakewood in the County of Ocean as follows:

1. The public shall be excluded from discussion of private and confidential matters involving any of the nine (9) exclusions as set forth in Section 7(b) of said law and as hereinafter specified.
2. The general nature of the subject matter to be discussed is as follows:

CONTRACT NEGOTIATIONS	<input checked="" type="checkbox"/>
PERSONNEL	<input type="checkbox"/>
LITIGATION	<input checked="" type="checkbox"/>
OTHER	<input type="checkbox"/>
3. It is anticipated at this time that the above stated subject matter will be made public only when the reasons for discussing and acting on them in closed session no longer exists; said determination to be made by further resolution adopted by the Industrial Commission.
4. This resolution shall take effect immediately.

I hereby certify that the above is a true copy of a resolution duly adopted by the Industrial Commission of the Township of Lakewood in the County of Ocean, State of New Jersey, at its meeting held on the 13th day of December, 2017.

GREGORY B. STAFFORD-SMITH, Secretary
or Steven Reinman as Secretary's-Designee

RESOLUTION

#171201

Resolution of the Lakewood Industrial Commission setting a schedule of regular business meetings for the calendar year 2018.

BE IT RESOLVED that the following is a schedule of regular meetings of the **Lakewood Industrial Commission** for the calendar year 2018.

Regular meetings of the Lakewood Industrial Commission are traditionally held on the fourth Wednesday of each month excepting conflicts with established holidays (religious and legal) and take place in the **Lakewood Municipal Building, 231 Third Street, Lakewood, NJ, Conference Room # C at 11:30 AM.**

Wednesday	January	10	2018	*
Wednesday	February	14	2018	
Wednesday	March	14	2018	
Wednesday	April	11	2018	
Wednesday	May	9	2018	
Wednesday	June	13	2018	
Wednesday	July	11	2018	
Wednesday	August	8	2018	
Wednesday	September	5	2018	
Wednesday	October	10	2018	
Wednesday	November	14	2018	
Wednesday	December	12	2018	

Meetings of the Lakewood Industrial Commission are open to the public and formal action may be taken. This Notice is being 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.

* Reorganization meeting

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 and State of New Jersey at its meeting held on December 13, 2017.

GREGORY B. STAFFORD-SMITH, Secretary
Or Steven Reinman, Secretary-Designee

RESOLUTION

171202

Resolution of the Lakewood Industrial Commission authorizing award of a Professional Services Contract for Land Survey and Land Services for the tract known as the Northeast Parkway Acquisition Area (Block 1173, 1174, 1184, 1194, 1195 and 1196), Lakewood, Ocean County, New Jersey

WHEREAS, as part of continued efforts for productive development of currently undeveloped lands and of other redevelopment areas of the Township, it has been found that there remain lands located within the tract known as the Northeast Parkway Acquisition Area that are apparently landlocked after other acquisition by the NJ Turnpike Authority for the construction of the Exit 89 interchange, and it is determined that it is prudent to prepare the remaining lands for sale and for future development; and

WHEREAS, certain lands have been deeded to the Lakewood Industrial Commission by the Township of Lakewood for such preparation for development and it is apparent that accurate boundaries need to be established and preparations for NJDEP permitting need to be performed.

WHEREAS, it is deemed prudent to obtain a professional survey and calculation of lands that are available for sale from the properties referenced above and prepare for reflagging of wetlands for delineation of the wetlands area and subsequent submission for a GP-10 Permit to the NJDEP; and

WHEREAS, **Owen, Little & Associates, Inc.**, 443 Atlantic City Boulevard, Beachwood, NJ 08722 has submitted a proposal to perform certain professional engineering services (attached and made part of this resolution) for the Lakewood Industrial Commission; and

WHEREAS, as permitted by NJ Public Purchasing Law, the service of a Professional Engineer/Surveyor is considered exempt from public bidding requirements.

NOW, THEREFORE be it resolved that the Lakewood Industrial Commission wishes to award a professional services contract for engineering services for the tract of 'remaining' lands located within the Northeast Parkway Acquisition Area of approximately 17+/- acres to **Owen, Little & Associates, Inc.**, 443 Atlantic City Boulevard, Beachwood, NJ 08722 in an amount **not to exceed \$29,500.00**.

BE IT FURTHER RESOLVED that the Executive Director of the Lakewood Industrial Commission be and is authorized to execute any and all documents on behalf of the Lakewood Industrial Commission to effect the completion of this contract and submissions to the NJDEP for permitting.

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 13th day of December, 2005.

GREGORY B. STAFFORD-SMITH
Secretary

or Steven Reinman as secretary-designee in the event that the Secretary is absent.