

LAKEWOOD INDUSTRIAL COMMISSION

Regular Business Meeting

March 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:**
 - February 14, 2018
4. **FINANCE:**
 - STATEMENT OF ACCOUNTS:**
 - March 14, 2018
 - BILL LIST:**
 - March 14, 2018
 - BUDGET TO ACTUAL REPORT:**
 - March 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
 - Ordinance First Reading: 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
 - SP 2284 - Hal Stickel / Stickel Manufacturing for 1991 Rutgers Boulevard - addition of 16,000 SF warehouse - requesting variance for sideyard setback (29.4ft where 30ft is required)
 - SP2285- JayG Enterprises - Construction of new building at the rear of 1875 Swarthmore Avenue (two story). For use as warehouse w/office space. Requesting variances from sideyard and rearyard setback.
 - 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 - drawing
 - 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):**

- 180301 Resolution awarding professional services contract under Fair and Open Process to Starmark Appraisals.

16. **COMMENTS FROM THE COMMISSIONERS:**

17. **ADJOURNMENT:**

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

LAKEWOOD INDUSTRIAL COMMISSION
STATEMENT OF ACCOUNTS

MARCH 14, 2018

			Total All LIC-Held Accounts \$ 1,302,585.60
Checking Account (Investors # 729905880) Interest Rate 7/31/17 APYE			
	1.26% 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	\$ 381.44	1/31/2018
	Bank Interest Earned through 2/28/18	\$ 306.94	2/28/2018
	Replacement Check # 3319 Bill List portion drawn from Investors Bank 3/14/18	\$ (289,865.27)	3/14/2018
Total InvestorsBank Checking Account:		\$ 23,403.28	
Checking Account (Operations) Lakeland Bank (Acct# 680401404) APY			
	1.21%		
	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
	Bill List for 2/14/18 - includes adjustment for void check # 3525 to Iorio 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
	Bill list 3/14/18 drawn from Lakeland (estimated)	\$ (5,920.41)	3/14/2018
	Bank Interest Earned February 2018	\$ 178.24	2/28/2018
Total Lakeland Bank OPERATIONS ACCOUNT:		\$ 140,764.99	
Money Market Account (Holding) Lakeland Bank (Acct# 680401390) APY			
	1.21 %		
	Opening Balance:	\$ 1,136,153.25	1/1/2018
	Bank Interest Earned January 2018	\$ 1,217.08	
	Bank interest Earned February 2018	\$ 1,047.00	2/28/2018
Total Lakeland Bank MONEY MARKET ACCOUNT:		\$ 1,138,417.33	
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	
TOTAL OF ALL ACCOUNT BALANCES:			1,367,585.60
Anita B. Doyle, Administrative Manager			3/14/2018

Lakewood Industrial Commission
Bill List
March 14, 2018

Num	Name	Memo	Original Amount
<u>LAKELAND BANK</u>			
3563	Duvy's Media LLC	Invoice # 20761 - Lakewood Website management & hosting	177.08
3564	Cleary Giacobbe Alfieri & Jacobs	Legal Services provided Inv# 57627 thru February 28, 2018	2,131.40
3565	Frantasy Enterprises, LLC	Inv# 030118 Marketing and Public Relations Services March 2018	2,000.00
3566	Anita B. Doyle	Inv#18003 Administration Management Services through 2/28/18	945.00
3567	Watchung Spring Water Co., Inc.	Office supplies order#1802270447 Acct 127214	66.93
3568	Yussi's	Meeting supplies (estimated)	200.00
3569	Israel Reinman	Executive Director's Car Allowance March 2018	400.00
Total Lakeland Bank - Main Operations			5,920.41
 <u>INVESTORS BANK</u>			
3319	Township of Lakewood	Ocean County Schedule C 4th Quarter 2017 - Lakewood Industrial Parks Repaving	289,865.27
Total Investors Bank - Roadway Improvements expenses were approved for a total of \$350,000 LIC Resolution # 170701. Total paid through 12/31/17 = \$338,720.86			

Bill List : 295,785.68

Lakewood Industrial Commission

Budget vs. Actual

January through December 2018

	Budget	Expended: Jan - Dec 18	Remaining Balances
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	6,000.00	18,000.00
63502 - Website Management Contractor	10,000.00	1,664.58	8,335.42
Total 3.1.3.1 - MARKETING	34,000.00	7,664.58	26,335.42
Total 6350 - Marketing & Pub Rel Adm	34,000.00	7,664.58	26,335.42
6352 - Appraisal Services	10,000.00	0.00	10,000.00
6351 - Legal Services	40,000.00	8,187.20	31,812.80
Total 3.1 - Professional Services	126,500.00	15,851.78	110,648.22
4. - ADMINISTRATIVE EXPENSES			
6355 - Automobile Allowance	4,800.00	1,200.00	3,600.00
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	423.62	-23.62
71012 - Admin Expenses - Other	3,000.00	655.30	2,344.70
Total 7125 - Unclassified Admin Expenses	3,400.00	1,078.92	2,321.08
Total 4. - ADMINISTRATIVE EXPENSES	28,060.00	3,059.41	25,000.59

Lakewood Industrial Commission
Budget vs. Actual
January through December 2018

	Budget	Expended: Jan - Dec 18	Remaining Balances
Total OPS - OPERATIONS	154,560.00	18,911.19	135,648.81
7760 - Independent Contractor 1099			
77601 - Administration Management	14,700.00	2,966.25	11,733.75
77602 - Data Update Project	2,000.00	0.00	2,000.00
Total 7760 - Independent Contractor 1099	16,700.00	2,966.25	13,733.75
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
Totals.	378,260.00	22,372.44	355,887.56

LAKWOOD INDUSTRIAL COMMISSION

231 Third Street, Lakewood, NJ 08701 • Telephone: (732) 364-2500
Ext. 5395



MEMORANDUM

TO: Lakewood Planning Board

FROM: Steven Reinman 
Executive Director

DATE: March 12, 2018

RE: SP 2284 Hal Stickel Inc dba Stickel Packing Supply
Block 1609, Lot 34
Lakewood, Ocean County, New Jersey

Please be advised that the Site Review Committee of the Lakewood Industrial Commission had the opportunity to review Site Plan #SP 2284 (Hal Stickel Inc dba Stickel Packing Supply) for the construction of a new addition to their existing facility of 16,000 SF in size.

Regarding the variance requested for required sideyard, the Commission will go on record in support of the granting of a waiver from the sideyard requirements as requested and will cite no exception to Planning Board approval of the Plan as prepared by Lindstrom , Diessner & Carr, dated November 13, 2017.

This memorandum is being provided to complete Planning Board files.

cc: Commissioners, Lakewood Industrial Commission

LAKWOOD INDUSTRIAL COMMISSION

231 Third Street, Lakewood, NJ 08701 • Telephone: (732) 364-2500
Ext. 5395



MEMORANDUM

TO: Lakewood Planning Board

FROM: Steven Reinman 
Executive Director

DATE: March 13, 2018

RE: SP 2285
JAYG ENTERPRISES LLC
Block 1609, Lot 11
Lakewood, Ocean County, New Jersey

Please be advised that the Site Review Committee of the Lakewood Industrial Commission had the opportunity to review Site Plan #SP 2285 (**JAYG ENTERPRISES LLC**) for the construction of a new free-standing 16,100 SF warehouse facility on the subject site.

The applicant is requesting sideyard and rearyard variances along with a request for waiver from minimum parking spaces required for this location.

The Lakewood Industrial Commission takes no exception to Planning Board approval of the project as presented, the Plan prepared by FWH Associates PA dated February 6, 2018 (with no revisions noted). Regarding emergency vehicular access and site mobility, the Lakewood Industrial Commission defers to recommendations made by the Lakewood Board of Fire Commissioners and other emergency response agencies. The Plan reviewed was prepared by FWH Associates, PA dated February 6, 2018 with no revisions noted.

This memorandum is being provided to complete Planning Board files.

cc: Commissioners, Lakewood Industrial Commission

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 March, 2018.

GREGORY B. STAFFORD-SMITH, Secretary

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

RESOLUTION

180301

Resolution of the Lakewood Industrial Commission authorizing award of a Professional Services Contract for Appraisal Services of lands known Block 1160, Lot 242 and a portion of Lot 246.

WHEREAS, as part of continued efforts for productive development of currently undeveloped lands it has been found that there exist lands adjacent to Lakewood Airport which have been designated for non-aviation uses and identified as such within the current FAA-approved Airport Layout Plan (dated February 2006) which lands are anticipated to be deeded to the Lakewood Industrial Commission to prepare for sale for commercial development; and

WHEREAS, in order to prepare these lands for such commercial development, the Township of Lakewood must apply to the FAA for land-release of this designated acreage. As part of the FAA's land-release rules for other development, appraisals to establish fair market value; and

WHEREAS, as a negotiating tool, it is deemed prudent to obtain a professional appraisal for highest and best use to establish what is considered fair market value for sale of the lands referenced above; and

WHEREAS, as permitted by NJ Public Purchasing Law, the service of Professional Real Estate Appraisal is considered exempt from public bidding requirements; and

WHEREAS, Starmark Appraisals successfully responded to a RFP issued by the Lakewood Industrial Commission to provide professional appraisal services in 2018 which subsequently qualified them in conformity with the Fair and Open Process (NJSA 19:44A-20.4 et seq.).

WHEREAS, a request for a quote for these services was sought specifying a request for appraisal to establish highest and best use and current fair market value of these lands.

NOW THEREFORE be it resolved, that the Lakewood Industrial Commission wishes to award a professional services contract for preparation and completion of an appraisal of the lands known **Block 1160, Lot 242 and a portion of Lot 246** to **STARMARK APPRAISALS, 930 East County line Road, Suite 4, Lakewood, NJ 08701**, which includes preparation and submission of a limited summary appraisal for the highest and best use to establish fair market value of the properties as identified in an amount **not to exceed \$4,000.00 (Four Thousand and 00/100 Dollars)**.

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 9th of March 14, 2018.

GREGORY B. STAFFORD-SMITH
Secretary

Or Steven Reinman as Secretary-Designee