



AGENDA

ATLANTIC COUNTY IMPROVEMENT AUTHORITY
5909 Main Street, 2nd Floor, Mays Landing, NJ 08330
Telephone (609) 645-5838 Fax (609) 645-5813
BOARD MEETING

WEDNESDAY – February 2, 2011 - 4:00 P.M.
Location: 5909 Main Street, 2nd Floor
Mays Landing, NJ 08330

I. OPENING STATEMENT & ROLL CALL

II. MINUTES

A. Minutes of the December 15, 2010 Board Meeting

Attachment #1

The Board will be asked to approve the minutes as presented or as corrected.

III. ELECTION OF OFFICERS

A. Election of Officers for the 2011 – 2012 Year

Attachment #2

The Board will be asked to elect the slate of Officers for the 2010 – 2011 Year.

IV. FINANCIAL REPORT

A. Financial Report from November 2010

Attachment #3

The Board will be asked to approve, by resolution, the expenditures contained in the Financial Report from November 2010.

B. Financial Report from December 2010

Attachment #4

The Board will be asked to approve, by resolution, the expenditures contained in the Financial Report from December 2010.

C. Approval of Depositories

Attachment #5

The Board will be asked to approve a resolution authorizing specific Banking Institutions to be used as the Authority's depositories.

D. Approval of Eligible Investments

Attachment #6

The Board will be asked to approve a resolution authorizing Eligible Investments of its various bond funds.

V. EXECUTIVE DIRECTOR'S REPORT

A. AUTHORITY UPDATE

B. CONTRACTS AWARDED - Authorized by Executive Director

There were no contracts authorized by the Executive Director for an amount under the public bidding threshold (\$17,500) as established pursuant to P.L. 1985 Chapter 469.

C. ADMINISTRATIVE

1. Check Signer Authorization

Attachment #7

The Board will be asked to approve a resolution naming the authorized check signers for the 2011-2012 year.

2. Annual Schedule of Board Meeting Dates

Attachment #8

The Board will be asked to approve a resolution adopting the annual schedule of regular meetings of the Atlantic County Improvement Authority pursuant to the Open Public Meetings Act.

3. Legal Services/Hill Wallack, LLP

Attachment #9

The Board will be asked to approve a resolution authorizing the Executive Director to execute a contract for legal services for the period of March 1, 2011 to February 28, 2012.

D. PROJECT MANAGEMENT

1. Isard Property Demolition Change Order

Attachment # 10

The Board will be asked to approve Change Order # 1 to the contract with Transformation Enterprises for \$4,040.17.

E. COMMUNITY DEVELOPMENT

1. Consultant Contract for 2011

Attachment #11

The Board will be asked to authorize the Executive Director to renew the contact with Mullin & Lonergan for consulting services for the Community Development Block Grant and HOME Programs for an amount not-to exceed \$43,000.00 for the period of March 1, 2011 to February 28, 2012.

VI. EXECUTIVE SESSION

VII. ADJOURNMENT

MEMORANDUM

Date: February 7, 2011

To: John C. Lamey, Jr., Executive Director
Atlantic County Improvement Authority

From: Honorable Dennis Levinson
Atlantic County Executive

Re: Minutes of the Regular Board Meeting on February 2, 2011

I. The Minutes of the above referenced meeting were submitted pursuant to N.J.S.A. 40:41A-37 et seq., on February 7, 2011.

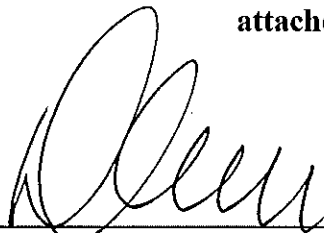
- (a) by the end of the fifth business day following the meeting.
- (b) as soon as practicable following the meeting where emergency action has been taken.
- (c) beyond the statutory period for submission.

II. I hereby return the Minutes of the above referenced meeting to the Authority and to the Board of Freeholders, on the date set forth above, which is:

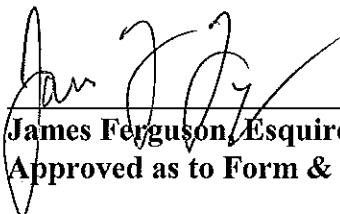
- (a) within ten days of delivery.
- (b) within twenty-four (24) hours of delivery where the action taken at the meeting was deemed by the Authority to be in response to an emergency situation.

III. The following action is taken on the Minutes:

- (a) Approved in all respects.
- (b) Vetoed in all respects. A written explanation of the reasons for the veto is attached.
- (c) Approved in part and vetoed in part. The specific items which are vetoed and a written explanation of the reasons for the veto or vetoes is attached.



Dennis Levinson
Atlantic County Executive



James Ferguson, Esquire
Approved as to Form & Entry

cc: Jim Ferguson, Atlantic County Counsel

ATTACHMENTS: Minutes
 Veto Message

ACIA

Atlantic County Improvement Authority

5909 Main Street, 2nd Floor, Mays Landing, N.J. 08330

Phone: 609-645-5838 Fax: 609-645-5813

John C. Lamey, Jr.
Executive Director

MINUTES OF THE BOARD MEETING

February 2, 2010

THE ATLANTIC COUNTY IMPROVEMENT AUTHORITY

5909 Main Street, 2nd Floor

Mays Landing, NJ 08330

In accordance with the provisions of the Open Public Meetings Act (N.J.S.A. 10:4-10) the Regular Board Meeting of the Atlantic County Improvement Authority Board of Commissioners was called to order by Chairperson Foster at 4:05 p.m. in the conference room located at 5909 Main Street, 2nd Floor, Mays Landing, New Jersey 08330

COMMISSIONERS IN ATTENDANCE

Roy M. Foster, Chairperson; Robert Tarby, Sr., Assistant Secretary; Edwin Blake, Secretary; Rev. Milton Hendricks, Commissioner; Neil McPeak, Treasurer; attended. James Robson, Commissioner; Maureen Bugdon, Asst. Chair; were absent.

STAFF IN ATTENDANCE

John C. Lamey, Jr., Executive Director; Kristin Cullinane, Senior Accountant; Jerry Cormier, Director of Projects; Kimberly Heffley, Administrative Assistant.

OTHERS IN ATTENDANCE

Rick DeLucry, ACIA Counsel (by telephone), Jane Lugo, County Treasurer

I. OPENING STATEMENT AND ROLL CALL

Chairperson Foster read the Notice of Public Meeting and the roll was called.

II. MINUTES

A. Minutes of the December 15, 2010 Board Meeting

The Board was asked to approve the minutes of the December 15, 2010, Board Meeting.

The Board was asked if there were any questions or comments and there were none.

A motion was made by Mr. Tarby to approve the minutes of the December 15, 2010 Board Meeting, seconded by Mr. Blake. By a vote of 5-0 the minutes were approved.

III. ELECTION OF OFFICERS

A. Election of Officers for the 2011-2012 Year

The Board was asked to elect the slate of Officers for the 2011-2012 year.

Mr. Tarby stated that the nomination committee consisting of Mr. Blake, Rev. Hendricks, and him, nominate the current slate of officers for re-election as follows; Chairperson: Mr. Foster, Vice-Chairperson: Ms. Bugdon, Secretary: Mr. Blake, Assistant Secretary: Mr. Tarby, and Treasurer: Mr. McPeak.

A motion was made by Mr. Blake to adopt a resolution approving the slate of Officers for the 2011-2012 year, seconded by Mr. Rev. Hendricks. By a vote of 5-0 the resolution was approved.

IV. FINANCIAL REPORT

A. Financial Report from November 2010

The Board was asked to adopt a resolution approving the Financial Report for November 2010.

Kristin Cullinane presented the November statements to the Board and there were no questions or concerns.

A motion was made by Mr. Blake to adopt a resolution approving the Financial Report for November 2010, seconded by Rev. Hendricks. By a vote of 5-0 the resolution was approved.

B. Financial Report from December 2010

The Board was asked to adopt a resolution approving the Financial Report for December 2010.

Kristin Cullinane presented the December statements to the Board. Mr. Foster asked Ms. Cullinane how many rounds of golf there were in December. She informed the Board that there were 138 rounds in the month of December. Ms. Cullinane also informed the Board that the Authority closed the year with a net income of \$617.70, the budget projected a net income of \$23.00.

A motion was made by Mr. Blake to adopt a resolution approving the Financial Report for December 2010, seconded by Rev. Hendricks. By a vote of 5-0 the resolution was approved.

C. Approval of Depositories

The Board was asked to approve a resolution authorizing specific Banking Institutions to be used as the Authority's depositories.

Executive Director Lamey informed the Board of the list includes the banks that were approved for 2010 and a bank which is new to Atlantic County; Capital Bank of New Jersey. The list was reviewed by the County Treasurer who had no concerns. There were no questions or concerns from the Board.

A motion was made by Rev. Hendricks to approve a resolution authorizing specific Banking Institutions to be used as the Authority's depositories, seconded by Mr. Blake. By a vote of 5-0 the resolution was approved.

D. Approval of Eligible Investments

The Board was asked to approve a resolution authorizing Eligible Investments of its various bond funds.

Mr. Foster asked why this is something the Board needs to vote on and Executive Director Lamey and Mr. McPeak explained that this gives the Board an opportunity to raise concerns about the criteria used to select or concerns they may have regarding any of the specific institutions listed that could make our funds less secure if we chose to invest funds with them.

A motion was made by Mr. Tarby to approve a resolution authorizing Eligible Investments of its various bond funds, seconded by Mr. McPeak. By a vote of 5-0 the resolution was approved.

V. EXECUTIVE DIRECTOR'S REPORT

A. AUTHORITY UPDATE

Executive Director Lamey mentioned that February 8, 1961 will be the 50th Anniversary of the Improvement Authority.

Executive Director Lamey also informed the Board that there was a meeting with the Golf Course Committee and County Administration to discuss the golf course for 2010 and some proposed ordinance changes. In 2010 Payroll Expenses were reduced by approximately \$140,000 by reallocating staff to reduce the number of year round employees and concentrating on full staffing of seasonal employees. In 2014 the County will no longer have to pay debt on the Golf Course, which will have a significant impact on the bottom line.

The proposed ordinance change is related to the greens fees charged at the course. Golf Course Manager John Hammer suggested that the golf rates be tiered, so that there will be a rate in the spring and fall that is in between the summer and winter rates. As currently structured the rates jump or drop significantly from winter to summer and vice versa and during the spring and fall they are out of line. The Freeholders approved the first reading of the ordinance, will have the second reading on February 8th and if approved then, they will take effect March 15th.

Executive Director Lamey informed the Board that staff will hold the Kickoff Meeting for the Community Development Block Grant (CDBG) program on February 3rd, and the level of funds for that program are currently unknown.

B. CONTRACTS AWARDED- AUTHORIZED BY EXECUTIVE DIRECTOR

There were no contracts authorized by the Executive Director for an amount under the public bidding threshold (\$17,500) as established pursuant to P.L. 1985 Chapter 469.

C. ADMINISTRATIVE

1. Check Signer Authorization

The Board was asked to approve a resolution naming the authorized check signers for the 2011-2012 year.

Executive Director Lamey explained that all checks require 3 signatures. In keeping with authority policy checks are to be signed by Mr. Foster, as Chairperson, and Mr. Blake, as Secretary. John C. Lamey, Jr., as Executive Director, may sign checks in Chairperson's absence and

alternatively but not simultaneously, as Assistant Secretary, sign checks in Secretary's absence as Secretary.

Mr. Lamey also suggested that Mr. Joseph Giraldo and Mr. Jerry Cormier also be authorized to sign. There were no further questions or comments.

A motion to approve a resolution naming the authorized check signers for the 2011-2012 year was made by Rev. Hendricks and seconded by Mr. Tarby. By a vote of 5-0 the resolution was approved.

2. Annual Schedule of Board Meeting Dates

The Board was asked to approve a resolution adopting the annual schedule of regular meetings of the Atlantic County Improvement Authority pursuant to the Open Public Meetings Act.

Executive Director Lamey presented the proposed Board Meeting Dates as follows: the first Wednesday of each month starting March 2nd 2011 through February 1st 2012, all held at 4 p.m. in the Authority conference room.

Mr. Blake requested a change of location for the March 2nd meeting to the Board Room at Sophia's located at 9314 Amherst Avenue in Margate.

A motion to approve a resolution authorizing the Executive Director to adopt an annual schedule of regular meetings of the Atlantic County Improvement Authority with the above noted change pursuant to the Open Public Meetings Act was made by Mr. Tarby and seconded by Mr. Blake. By a vote of 5-0 the resolution was approved.

3. Legal Services/ Hill Wallack, LLP

The Board was asked to authorize the Executive Director to execute a contract with Hill Wallack, LLP to serve as Authority counsel, for the period from March 1, 2011 to February 28, 2012.

Executive Director Lamey explained that this resolution is to approve Hill Wallack and Rick DeLucry as Legal Counsel with an hourly rate of \$175.00 with a cap of \$8,500.00 for Administrative Services and a cap of \$8,500.00 for all other matters with a gross contract not to exceed \$17,000.00. Executive Director Lamey noted that the fees for Hill Wallack have not changed for several years and there are certain advantages and efficiencies brought forth by Mr. Delucry based on his institutional knowledge of the Authority that would be difficult to secure elsewhere.

A motion to approve a resolution authorizing the Executive Director to execute a contract with Hill Wallack, LLP to serve as Authority counsel, for the period from March 1, 2011 to February 28, 2012, was made by Mr. Blake and seconded by Rev. Hendricks. By a vote of 5-0 the resolution was approved.

D. Project Management

1. Isard Property Demolition Change Order

The Board was asked to authorize the Executive Director to execute Change Order #1 with Transformation Enterprises, Inc of Egg Harbor City, NJ in the additive sum of \$4,040.17 thus increasing the contract amount to \$48,540.17.

Mr. Cormier explained to the Board that the current demolition contract at the Isard Property on Somers Point Mays Landing Road is close to completion. The first part of this change order was necessitated by the discovery of an artesian well on the site. The cost of closing this well totaled \$1,800.00.

The second part of this change order was anticipated and consisted of the cost of clean fill dirt at \$9.25 per ton as included in the original contract. The exact amount of fill that was needed totaled 242.18 tons for a cost of \$2,240.17.

The total amount of the change order is \$4,040.17 which brings the total contract price to \$48,540.17.

A motion to approve a resolution authorizing the Executive Director to execute Change Order #1 with Transformation Enterprises, Inc of Egg Harbor City, NJ in the additive sum of \$4,040.17 thus increasing the contract amount to \$48,540.17, was made by Rev. Hendricks and seconded by Mr. McPeak. By a vote of 5-0 the resolution was approved.

E. COMMUNITY DEVELOPMENT

1. Consultant Contract for 2011

The Board was asked to approve a resolution authorizing the Executive Director to renew the contract with Mullin & Lonergan for consulting services for the Community Development Block Grant and HOME Programs for an amount not-to-exceed \$43,000.00 for the period of March 1, 2011 to February 28, 2012.

Executive Director Lamey informed the board that in 2009 the Authority issued an RFP for these services for a one year period with the option to renew for two successive years. The Board renewed last year and this would be the second and final renewal.

The scope of services includes the preparation of the Annual Action Plan, the Environmental Review Record, the Home Investment Partnership Program, the Consolidated Annual year-end report as well as providing technical assistance to help ensure the Authority is in compliance with HUD regulations for the CDBG and HOME programs. This year there is additional work involved related to the preparation of the five year Consolidated Plan.

A motion to approve a resolution authorizing the Executive Director to renew the contract with Mullin & Lonergan for consulting services for the Community Development Block Grant and HOME Programs for an amount not-to-exceed \$43,000.00 for the period of March 1, 2011 to February 28, 2012, was made by Mr. Tarby and seconded by Mr. Blake. By a vote of 5-0 the resolution was approved.

VI. EXECUTIVE SESSION

An executive session was not required.

VII. ADJOURNMENT

A motion was made by Mr. Blake and seconded by Mr. Tarby to adjourn the meeting at 4:35 p.m. All were in favor.

Respectfully,



Edwin Blake
Secretary