



Atlantic County Improvement Authority
1333 Atlantic Avenue, Suite 700 · Atlantic City, NJ 08401
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John C. Lamey, Jr.
Executive Director

MINUTES OF THE BOARD MEETING

Thursday, May 10, 2018

THE ATLANTIC COUNTY IMPROVEMENT AUTHORITY
1333 Atlantic Avenue, Suite 700
Atlantic City, NJ 08401

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 Vice-Chairperson, Robert J. Tarby, at 4:00 p.m. in the 7th Floor Conference Room at the Atlantic County Improvement Authority, 1333 Atlantic Avenue, Suite 700, Atlantic City, New Jersey 08401.

COMMISSIONERS IN ATTENDANCE

Roy M. Foster, Chairperson (*via telephonically*); Robert J. Tarby, Sr., Vice-Chairperson; Edwin G. Blake, Secretary; Rev. Milton Hendricks, Asst. Secretary; Mayor John Armstrong, Commissioner; Christopher Fallon, Commissioner; Donald Guardian, Commissioner (*arrived late to the meeting @ 4:28 p.m.*); and Robert P. Gross, Commissioner.

Neil McPeak, Treasurer, was absent from the meeting.

STAFF IN ATTENDANCE

John C. Lamey, Jr., Executive Director; Timothy Edmunds, Director of Projects; Lori Riggs, Program Manager; Joseph Giraldo, Program Administrator; Dianilda Torres, Finance Manager; and Ellen Hiltner, Administrative Assistant.

OTHERS IN ATTENDANCE

Randolph Lafferty, Esquire, Cooper Levenson.

I. OPENING STATEMENT AND ROLL CALL

Vice-Chairperson Tarby read the Notice of Public Meeting and the roll was called.

II. MINUTES

A. **Minutes of the April 19th, 2018, Board Meeting** Attachment #1

The Board was asked to approve the Minutes of the April 19th, 2018, Board Meeting.

A motion was made by Mr. Blake, and seconded by Mr. Gross, to approve the Minutes of the April 19th, 2018, Board Meeting. By a roll-call vote of 7-0-0, the Minutes were approved.

III. FINANCIAL REPORT

A. **Financial Report from March 2018** Attachment #2

The Board was asked to approve, by resolution, the expenditures contained in the March 2018 Financial Report.

A motion was made by Mr. Blake, and seconded by Rev. Hendricks, to approve the resolution. By a roll-call vote of 7-0-0, the resolution was approved.

B. **ACIA Annual Audit/Audit Review Certification** Attachments #3 & 3A

The Board was asked to certify to the Local Finance Board that they reviewed the 2017 Audit.

A motion was made by Mr. Gross, and seconded by Mayor Armstrong, to approve the resolution. By a roll-call vote of 7-0-0, the resolution was approved.

IV. EXECUTIVE DIRECTOR'S REPORT

A. **AUTHORITY UPDATE**

Mr. Lamey addressed the Board

B. **CONTRACTS AWARDED – Authorized by the 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.

V. RESOLUTIONS

A. **ECONOMIC DEVELOPMENT/REDEVELOPMENT**

1. **Consultant – Section 108 and Other Business Loan Programs** Attachment #4

The Board was asked to authorize the Executive Director to execute an agreement with Community Initiatives Development Corporation (CIDC) for technical advice and

assistance in the Implementation of the Section 108 Loan Fund for Businesses and packaging financing packages for Atlantic County Businesses for an amount not to exceed \$60,000 for a one year period.

Bill Lowenstein (principle of CIDC) has been instrumental in providing the technical assistance necessary to the Authority in structuring financing packages to Atlantic County Businesses. We have five Atlantic County Section 108 loans which have been closed on for a total of \$590,000. One Atlantic City Loan has closed for \$19,000. Two other loans are approved one in Atlantic City for \$440,000 and one in the County for \$400,000, we anticipate closings on in the near future. Two other open applications are in the process for another approximately \$235,000. If all close, the total of nearly \$1.7 million will generate up-front fees of approximately \$50,000.00 to the Authority. For the three in the pipeline, Mr. Lowenstein is evaluating the applications and supporting documentation, recommending approval or denial to staff and preparing the underwriting packages for submission to the Loan Review Committee.

Part or all of CIDC's fees will be offset by the income that is generated from the Authority's Authority's application and processing fees. In addition to his assistance with the Section 108 Loan Program, Bill is also providing advice and information in our business assistance efforts in terms of identifying other potential financing sources.

A motion was made by Mr. Blake, and seconded by Rev. Hendricks, to approve the resolution. By a roll-call vote of 7-0-0, the resolution was approved.

B. PROJECT MANAGEMENT

1. ACIT Parking Lot – Shared Services Agreement

Attachment #5

Mr. Lamey asked Timothy Edmunds, ACIA's Director of Projects, to address the Board next regarding the ACIT Parking Lot project.

On December 17, 2017 the Board of Commissioners authorized a Shared Services Agreement with the Atlantic County Institute of Technology for the Authority to provide Project Management Services for the Design Development and Bid phases of the Parking Lot Improvement Project for an initial amount of \$19,500.00 that consisted of the Authority's Project Management Fee in an amount not to exceed \$1,500.00, reimbursement in the amount of \$500.00 to cover the costs of the core samples plus funds necessary to cover the cost of a professional services contract for design services in an amount not to exceed \$17,500.00.

That resolution further authorized the Authority to execute a professional services agreement with Marathon Engineering and Design Consultants to provide the required Design and Bid Phase Services for the project an amount not to exceed \$17,500.00.

Upon completion of the specifications the authority issued a Request for Bids for the Construction Phase of the Project and, on May 4, 2018, the bids were received as follows:

Bidders Name & Address	Base Bid Parking Lot	Alternate #1 East Parking Lot	Alternate #2 North Parking Lot	Alternate #3 Basketball Court	TOTAL
Jersey Construction	\$396,500.00	\$259,500.00	\$45,500.00	\$26,500.00	\$728,000.00
GWP Enterprises	\$348,000.00	\$344,500.00	\$38,822.00	\$31,940.00	\$763,262.00
Command Company	\$339,000.00	\$220,000.00	\$44,000.00	\$27,000.00	\$630,000.00
Diamond Construction	\$428,000.00	\$649,000.00	\$57,000.00	\$37,000.00	\$1,171,000.00

Upon review of the submissions, the Authority recommended Command Company as the lowest responsible bidder should the school decide to accept any combination of base bid and alternates. It is anticipated that prior to our Board meeting the ACIT staff will determine what combination they will recommend to their Board for approval. At that time we will be able to determine the cost of the contract and the amount necessary for the amendment.

In addition the Authority proposed Project Management Fees for the construction phase as follows:

An hourly Project Management Fee of \$45.00/hour capped at an amount not to exceed \$14,400.00. We anticipate the actual final total fee will come in at less than that, the not to exceed number is a worst case scenario assuming an 8 week construction period and an 8 hour per day on-site presence.

We expect that a six week construction period is more likely and do not believe that our inspector will be required to be on-site 8 hours per day every day in order to effectively and efficiently monitor the project.

The Board was requested to authorize an amendment to the shared services agreement for an amount \$630,000.00 to cover the cost of the construction contract plus a not-to-exceed amount of \$ 14,400 (billed on actual hours at \$45.00/hour) for the Authority's Project Management Construction Phase Services for total amended contract of \$\$663,900.00 upon approval by ACIT.

A motion was made by Mr. Fallon, and seconded by Mr. Gross, to approve the resolution. By a roll-call vote of 7-0-0, the resolution was approved.

2. ACIT Parking Lot Contract Award

Attachment #6

As specified above, the Authority issued Bids for the Repaving of the Parking Lots at ACIT in accordance with previously approved authorizations.

Upon completion of the specifications, the Authority issued a Request for Bids for the Construction Phase of the Project and, on May 4, 2018, the bids were received as follows:

<u>Bidders Name & Address</u>	<u>Base Bid Parking Lot</u>	<u>Alternate #1 East Parking Lot</u>	<u>Alternate #2 North Parking Lot</u>	<u>Alternate #3 Basketball Court</u>	<u>TOTAL</u>
<u>Jersey Construction</u>	<u>\$396,500.00</u>	<u>\$259,500.00</u>	<u>\$45,500.00</u>	<u>\$26,500.00</u>	<u>\$728,000.00</u>
<u>GWP Enterprises</u>	<u>\$348,000.00</u>	<u>\$344,500.00</u>	<u>\$38,822.00</u>	<u>\$31,940.00</u>	<u>\$763,262.00</u>
<u>Command Company</u>	<u>\$339,000.00</u>	<u>\$220,000.00</u>	<u>\$44,000.00</u>	<u>\$27,000.00</u>	<u>\$630,000.00</u>
<u>Diamond Construction</u>	<u>\$428,000.00</u>	<u>\$649,000.00</u>	<u>\$57,000.00</u>	<u>\$37,000.00</u>	<u>\$1,171,000.00</u>

Upon review of the submissions, the Authority recommended Command Company as the lowest responsible bidder should the school decide to accept any combination of base bid and alternates. ACIT staff determined that they will recommend the base bids, plus all alternates to Command Company for a total amount of \$630,000.00.

The Board was asked to authorize an award to Command Company in the amount of \$630,000.00.

A motion was made by Rev. Hendricks, and seconded by Mayor Armstrong, to approve the resolution. By a roll-call vote of 7-0-0, the resolution was approved.

3. Green Tree Golf Course Resolution Amendment

Attachment #7

The Board was asked to authorize the amendment to Resolution #13 of December 14th, 2017, which authorized the renewal agreement with Atlantic County for the operation of the John F. Gaffney Green Tree Golf Course, approving changing the renewal term from one (1) year to five (5) years.

A motion was made by Mayor Armstrong, and seconded by Mr. Gross, to approve the resolution. By a roll-call vote of 7-0-0, the resolution was approved.

VII. EXECUTIVE SESSION – None.

VIII. OTHER BUSINESS – None.

XI. OPEN SESSION – There was no one from the public who attended today's meeting.

XIII. ADJOURNMENT

A motion was made by Mr. Guardian, and seconded by Mayor Armstrong, to adjourn the meeting at 4:29 p.m. By a roll-call vote of 7-0-0, the meeting was adjourned.

Respectfully,



Edwin G. Blake
Secretary