



Atlantic County Improvement Authority  
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John C. Lomey, Jr.  
Executive Director

## MINUTES OF THE BOARD MEETING

June 9, 2016

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 Chairperson Foster at 4:05 p.m. in the 7<sup>th</sup> 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; Neil McPeak, Treasurer; Edwin G. Blake, Secretary; Mayor John Armstrong, Commissioner; Mayor Don Guardian, Commissioner; Robert P. Gross, Commissioner; and Joseph Ingemi, Commissioner (via telephone).

Robert J. Tarby, Sr., Vice Chairperson; and Rev. Milton Hendricks, Asst. Secretary were absent from the meeting.

### STAFF IN ATTENDANCE

John C. Lomey, Jr., Executive Director; Max Slusher, Director of Economic Development; Lori Riggs, Program Manager; Mily Torres, Senior Accountant; Bob McGuigan, Community Development Program Coordinator; and Lisa Duffner, Administrative Assistant.

### OTHERS IN ATTENDANCE

Randolph Lafferty, Esquire, Cooper Levenson; Bonnie Lindaw, Atlantic County Treasurer; Joseph P. Baumann, Jr., Esquire, McManimon, Scotland & Baumann; and Brian J. Waldron, Audit Manager, Holman, Frenia & Allison, Certified Public Accountants.

### 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 May 11, 2016, Board Meeting Attachment #1**

The Board was asked to approve the Minutes of the May 11, 2016, Board Meeting.

A motion was made by Mr. Gross, and seconded by Mayor Armstrong, to approve the Minutes of the May 11, 2016, Board Meeting. By a roll-call vote of 7-0-0, the Minutes were approved.

**III. FINANCIAL REPORT**

**A. Financial Report from April 2016 Attachment #2**

The Board was asked to approve, by resolution, the expenditures contained in the April 2016 Financial Report.

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.

**B. ACIA Annual Audit/Audit Review Certification Attachment #3**

Mr. Lamey stated that Mr. Robert Allison, Partner and Brian Waldron Audit Manager, of Holman, Frenia & Allison provided a detailed summary of the 2015 Audit to the Audit Committee which consisted of Chairman Foster, Treasurer McPeak and Secretary Blake. He then introduced Mr. Waldron who directed the Board Members' attention to the 2015 Audit Report, which was handed out at the Board Meeting. Mr. Waldron presented highlights of the audit and the impact of new requirements under GASB 68 and provided a brief summary of the document and their work. He stated that they issued an unmodified opinion with no findings or recommendations and no concerns regarding compliance issues.

The Board was then asked to certify to the Local Finance Board that they have reviewed the 2015 Audit. A motion was made by Mr. Blake, and seconded by Mr. Gross, that the Board certifies to the Local Finance Board that they reviewed the 2015 Audit. By a roll-call vote of 7-0-0, certification was approved.

**IV. STOCKTON AVIATION RESEARCH AND TECHNOLOGY PARK Attachment #7**

Mr. Lamey then introduced Joseph P. Baumann, Esquire, of McManimon, Scotland & Baumann. Mr. Baumann provided an update to the Board on the progress of the Lease Assignment and Cooperative Agreement regarding the SARTP and provided a summary of the deal points contained in the documents and minor outstanding issues.

The Board was asked to authorize the Executive Director to finalize terms and execute the Lease Assignment with the SARTP of New Jersey, Inc., and the Cooperative Agreement between the SARTP of New Jersey, Inc., Atlantic County, and the ACIA in order to allow the ACIA to finance and construct the first building at the park.

A motion was made by Mayor Armstrong, and seconded by Mr. Gross, to approve a resolution authorizing the execution of certain agreements related to the development of the SARTP. By a roll-call vote of 6-0-1, with Mr. Ingemi recusing himself, the resolution was approved.

**V. EXECUTIVE DIRECTOR'S REPORT**

**A. 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.

**B. ADMINISTRATIVE**

**1. Shared Service Agreement - ACUA Attachment #4**

The Board was asked to authorize a SSA with the ACUA for them to provide certain administrative services to the ACIA for an amount not to exceed \$6,500.

A motion was made by Mr. Gross, and seconded by Mayor Armstrong, to approve a resolution authorizing the ACIA Executive Director to renew the SSA with the ACUA to provide certain administrative services to the ACIA. By a roll-call vote of 7-0-0, the Board approved the resolution.

**2. Consulting Services - Rutala Associates Attachment #5**

The Board was asked to authorize and extend the agreement with Rutala Associates, LLC, for Planning, Energy and Economic Development consulting services for an amount not to exceed for a period of one (1) year until July 1, 2017. (Balance remaining: \$12,146.75.)

A motion was made by Mayor Guardian, and seconded by Mr. Gross, to approve a resolution authorizing a consulting services contract for Planning, Energy and Economic Development with Rutala Associates, LLC. By a roll-call vote of 7-0-0, the Board approved the resolution.

**3. Financial Advisor Services - NW Financial Attachment #6**

The Board was asked to authorize an agreement for NW Financial for Financial Advisory Services for the structuring of certain Debt Instruments by the ACIA and additional services as needed, including the Pooled Financing Program and continued implementation of the ACIA's "Action Plan-Economic Development/Redevelopment Initiative" for a period of one (1) year to July 1, 2017, for a total amount not-to-exceed agreement of \$35,000.

A motion was made by Mayor Armstrong, and seconded by Mayor Guardian, to approve a resolution authorizing an amendment to the agreement with NW Financial to serve as the ACIA's financial advisor. By a roll-call vote of 7-0-0, the Board approved the resolution.

**VI. PROJECT MANAGEMENT**

**A. LAKE LENAPE WEST SHORE DEVELOPMENT - SSA Attachment #8**

The Board was asked to authorize the Executive Director to execute a SSA with Atlantic County for the ACIA to provide project management services for the Lake Lenape West Shore Development Project for a fee of \$52,500 (revenue producing).

A motion was made by Mr. McPeak, and seconded by Mayor Armstrong, to approve a resolution authorizing the Executive Director to execute a SSA with Atlantic County for the ACIA to provide project management services for the Lake Lenape West Shore Development Project. By a roll-call vote of 7-0-0, the resolution was approved.

**VII. COMMUNITY DEVELOPMENT**

**A. Housing Rehabilitation Shared Services Agreement Attachment #9**

The Board was asked to authorize the Executive Director to execute Shared Services Agreements with various municipalities to administer housing rehabilitation programs in their jurisdictions funded by the municipalities in accordance with an approved fee schedule (revenue producing).

A motion was made by Mr. Gross, and seconded by Mr. McPeak, to approve a resolution authorizing the Executive Director to enter into agreements with various municipalities to administer recaptured funds for housing rehabilitation activities. By a roll-call vote of 6-0-1, with Mayor Armstrong recusing himself, the resolution was approved.

**VIII. EXECUTIVE SESSION**

Mr. Lamey requested that the Board enter into Executive Session to discuss personnel matters.

A motion was made by Mr. Blake, and seconded by Mr. McPeak, to enter into Executive Session. All were in favor. The Board entered into Executive Session at 4:38 p.m.

The Board returned from Executive Session at 4:54 p.m.

Mr. Lamey then requested that a motion be made to hire Jerry Cormier as a part-time Project Manager (up to 32 hours per week), at \$30 per hour, on an as-needed basis for the ACIA.

A motion was made by Mr. Blake, and seconded by Mayor Armstrong. By a roll-call vote of 7-0-0, the Board approved the hiring of Jerry Cormier on a part-time, as-needed basis.

Next, Mr. Lafferty requested that a motion be made to change Dianilda Torres' title from Senior Accountant to Manager of Finance.

A motion was made by Mr. Blake, and seconded by Mr. McPeak. By a roll-call vote of 7-0-0, the Board approved Dianilda Torres' title change.

**IX. PUBLIC COMMENTS**

None.

**X. ADJOURNMENT**

A motion was made by Mayor Armstrong, and seconded by Mr. Gross, to adjourn the Board Meeting at 4:55 p.m. By a roll-call vote of 7-0-0, the meeting was adjourned.

Respectfully,

A handwritten signature in black ink, appearing to read 'Edwin G. Blake', written over a horizontal line.

Edwin G. Blake  
Secretary