

MEMORANDUM

A. C. I. A.  
JUN 14 2013  
RESERVED

Date: June 7, 2013

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 June 5, 2013

I. The Minutes of the above referenced meeting were submitted pursuant to N.J.S.A. 40:41A-37 et seq., on June 7, 2013.

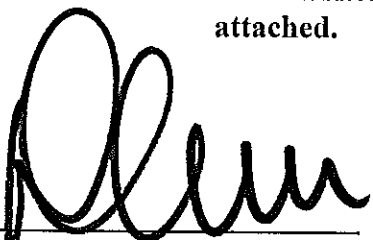
- (a)  by the end of the fifth business day following the meeting.
- (b)  as soon as practicable following the meeting where emergency action has been taken.
- (c)  beyond the statutory period for submission.

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:

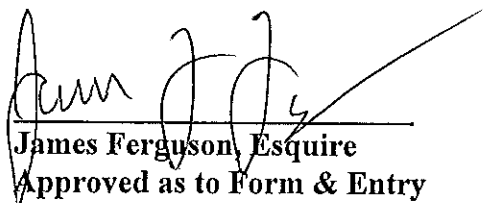
- (a)  within ten days of delivery.
- (b)  within twenty-four (24) hours of delivery where the action taken at the meeting was deemed by the Authority to be in response to an emergency situation.

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



Atlantic County Improvement Authority  
5909 Main Street, 2nd Floor, Mays Landing, N.J. 08330  
Phone: 609-645-5838 Fax: 609-645-5813

## MINUTES OF THE BOARD MEETING

June 5<sup>th</sup>, 2013

John C. Lamey, Jr.  
Executive Director

THE ATLANTIC COUNTY IMPROVEMENT AUTHORITY  
5909 Main Street, 2<sup>nd</sup> 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 4:11 pm in the Conference Room at the Atlantic County Improvement Authority, 5909 Main Street, Mays Landing, NJ 08330.

### COMMISSIONERS IN ATTENDANCE

Roy M. Foster, Chairperson; Robert Tarby, Sr., Secretary; Maureen Bugdon, Asst. Chair (by phone); Joseph Ingemi, Commissioner attended. Rev. Milton Hendricks, Commissioner; Edwin G. Blake, Secretary; and Neil McPeak, Treasurer; were absent.

### STAFF IN ATTENDANCE

John C. Lamey, Jr., Executive Director; Kimberly Quigley, Administrative Assistant; and Kristin Cullinane, Director of Finance

### OTHERS IN ATTENDANCE

Jim Franklin, ACIA Counsel; Julie Sharkey, Comptroller

## 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 1, 2013 Board Meeting

The Board was asked to approve the minutes of the May 1, 2013 Board Meeting.

A motion was made by Mr. Ingemi to approve the minutes of the May 1, 2013 Board Meeting, seconded by Mr. Tarby. By a vote of 4-0 the minutes were approved.

III. FINANCIAL REPORT

A. **Financial Report from April 2013**

The Board was asked to adopt a resolution approving the Financial Report for April 2013.

A motion was made by Mr. Ingemi to adopt the resolution and seconded by Mr. Tarby. By a vote of 4-0 the resolution was approved.

IV. EXECUTIVE DIRECTORS REPORT

A. **AUTHORITY UPDATE**

Executive Director Lamey provided the Board with a brief update on projects the Authority is currently working on. He also informed the board of future project prospects.

B. **CONTRACTS AWARDED- Authorized by Executive Director**

There was one contract authorized by the Executive Director for an amount under the public bidding threshold (\$17,500) as established pursuant to P.L. 1985 Chapter 469 for a Ricoh Copier contract. The award was made based on the state contract for a 48 month contract with Ricoh for \$153.03/month for a total of \$7,345.44, plus 12 cents for additional copies over 7,500.

V. ADMINISTRATIVE

A. **Amend Policy and Procedure Manual**

The Board was asked to amend Section 3.03 – Compensatory Time and 5.03 – Flexible Working Hours of the Authority's Policy and Procedure Manual.

The purpose is to clarify the sections of the Policy and Procedure Manual as follows:

In regard to Compensatory Time; Section 3.03 is clarified to specify that Comp time can only be used after all accrued vacation and personal time has been exhausted. In regard to Flex Time; Section 5.03 is changed to specify that flex time hours can be utilized before the end of the next pay period.

A motion was made by Mr. Tarby to amend Section 3.03- Compensatory Time of the Authority's Policy and Procedure Manual, seconded by Mr. Ingemi. By a vote of 4-0 the resolution was approved.

**VI. PROJECT MANAGEMENT**

**A. Lenape West Shore Development**

The Board was asked to authorize the Executive Director to execute a shared service agreement with Atlantic County to provide Project Management Services for the Lake Lenape West Project through the Construction Document Phase for an amount of \$14,800.00.

A motion was made by Mr. Tarby to authorize the Executive Director to execute a shared service agreement with Atlantic County to provide Project Management Services for the Lake Lenape West Project through the Construction Document Phase for an amount of \$14,800.00. amend Section 3.03- Compensatory Time of the Authority's Policy and Procedure Manual, seconded by Mr. Ingemi. By a vote of 4-0 the resolution was approved.

**B. ADA Improvements County CDBG Project**

The Board was asked to authorize the Executive Director to execute a shared service agreement with Atlantic County to provide Project Management Services for the Community Development Block Grant ADA Renovations Project for an amount of \$25,000.00.

A motion was made by Mr. Ingemi to authorize the Executive Director to execute a shared service agreement with Atlantic County to provide Project Management Services for the Community Development Block Grant ADA Renovations Project for an amount of \$25,000.00, seconded by Mr. Tarby. By a vote of 4-0 the resolution was approved.

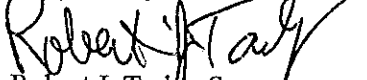
**VII. EXECUTIVE SESSION**

A motion to enter into Executive Session at 4:41 pm was made by Mr. Foster and seconded by Mr. Ingemi. The Board returned to regular session at 5:18 pm.

**VIII. ADJOURNMENT**

A motion was made by Mr. Ingemi and seconded by Mr. Foster to adjourn the meeting at 5:20 p.m. All were in favor.

Respectfully,



Robert J. Tarby, Sr.  
Assistant Secretary