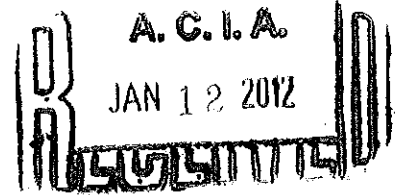


MEMORANDUMDate: January 9, 2012To: John C. Lamey, Jr., Executive Director
Atlantic County Improvement AuthorityFrom: Honorable Dennis Levinson
Atlantic County Executive

Re: Minutes of the Regular Board Meeting on January 4, 2012



I. The Minutes of the above referenced meeting were submitted pursuant to N.J.S.A. 40:41A-37 et seq., on January 9, 2012.

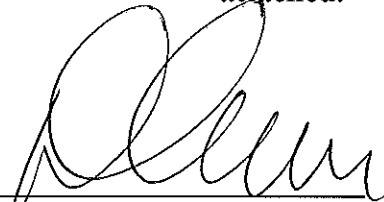
- (a) by the end of the fifth business day following the meeting.
 (b) _____ as soon as practicable following the meeting where emergency action has been taken.
 (c) _____ beyond the statutory period for submission.

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:

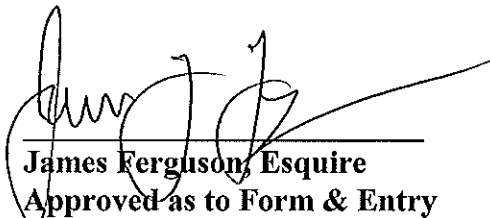
- (a) within ten days of delivery.
 (b) _____ within twenty-four (24) hours of delivery where the action taken at the meeting was deemed by the Authority to be in response to an emergency situation.

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

John C. Lamey, Jr.
Executive Director

MINUTES OF THE BOARD MEETING

January 4, 2012

**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 4:08 p.m. in the conference room at the Atlantic County Improvement Authority, 5909 Main Street, 2nd Floor, Mays Landing, NJ 08330.

COMMISSIONERS IN ATTENDANCE

Roy M. Foster, Chairperson; Maureen Bugdon, Asst. Chair (arrived at 4:19pm); Edwin Blake, Assistant Secretary; Joseph Ingemi, Commissioner; Robert Tarby, Sr., Secretary; Rev. Milton Hendricks, Commissioner; attended. Neil McPeak, Treasurer, was absent.

STAFF IN ATTENDANCE

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

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 7, 2011 Board Meeting

The Board was asked to approve the minutes of the December 7, 2011 Board Meeting.

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

A motion was made by Rev. Hendricks to approve the minutes of the December 7, 2011 Board Meeting, seconded by Mr. Blake. By a vote of 4-0-1 the minutes were approved.

III. FINANCIAL REPORT

A. Financial Report from November 2011

The Board was asked to adopt a resolution approving the Financial Report for November 2011.

Kristin Cullinane explained that November was a good month for the Authority. There were no large expenses and there was a profit for November. Green Tree had a good month there were over 1,400 rounds due to the good weather. There were no questions or comments.

A motion was made by Mr. Ingemi to adopt a resolution approving the Financial Report for November 2011, seconded by Mr. Blake. By a vote of 5-0 the resolution was approved.

IV. EXECUTIVE DIRECTOR'S REPORT

A. AUTHORITY UPDATE

Executive Director Lamey informed the Board the Authority started the year with two less employees. Chrisy Torti and Darrell Ingram left the Authority as of December 31, 2011. He asked the Board if they knew of any positions available to pass them along to Chrisy Torti.

Executive Director Lamey also informed the Board that a new Superintendent was hired at the Green Tree Golf Course due to Robert Miller taking an early retirement as of December 31, 2011.

The Authority advertised the position in the Atlantic City Press, on the Golf Course Superintendents Association Website and on the ACIA Website. There were approximately 20 responses received and from those resumes received, Golf Course Manager John Hammer and Executive Director Lamey interviewed the 5 they felt were most qualified.

Executive Director Lamey informed the Board that after the interviews, he and John Hammer, along with Bob Miller narrowed it to two applicants and interviewed those two individuals a second time. That in depth interview included a tour of the course and facilities (maintenance center, equipment, irrigation pump house and the course in general). Based on demonstrated initiative, knowledge, innovation and the quality of the responses to their questions they determined that Juan Casiano was the best candidate for the position.

The Authority intends to have Juan start on February 1, 2012. Based on the approved wages in the ACIA budget and industry standard they offered him a starting salary of \$50,000 per year.

Mr. Ingemi asked what the difference between a Golf Course Superintendent and a Golf Course Manager was. Executive Director Lamey informed him that a Golf Course Superintendent is required to have certifications in pesticide applications and fertilizer applications to comply with DEP requirements. Superintendents are also responsible for the grounds, as well as turf management, equipment maintenance, and irrigation. Golf Course Managers are in charge of the general operation of the pro shop, and the golf course revenues and staffing. Mr. Ingemi also asked if a Golf Pro was a separate position. Executive Director Lamey informed him that it can be a separate position but in the Authority's case, it just happened by chance that John Hammer was a Golf Pro, as the Authority had no advertised for a Golf Pro. John Hammer is allowed to give lessons on his own time which he is compensated for.

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.

That contract is with FP Mailing Systems for the rental of a Postage Meter w/5lb. interfaced scale for the period of January 3, 2012 to February 2, 2013 for an amount not to exceed \$239.40.

The previous contract with TMC/COMPCO was due for renewal. ACIA staff solicited additional formal quotes from FP Mailing Systems and Neopost. The quotes received were:

TMC/COMPCO	\$46.95/Month - 12 Months
Neopost	\$29.95/Month - 36 Months
FP Mailing Systems	\$19.95/Month - 12 Months (1 month free)

V. ADMINISTRATION

A. Assignment of the Agreement for Legal Services

The Board was asked to approve a resolution authorizing the Executive Director to assignment of the contract for legal services dated March 1, 2011 (the "Contract") for the provision of legal services through February 28, 2012 from the firm of Hill Wallack, LLP to the firm of Cooper Levenson, April, Niedelman, & Wagenheim, P.A.

Executive Director Lamey informed the Board that Hill Wallack closed their Atlantic City office. The Authority had an agreement with Hill Wallack LLP, dated March 1, 2011 for the provision of legal services through February 28, 2012. Hill Wallack's work pursuant to the Contract had been principally performed by Richard F. DeLucry. Effective December 12, 2011, Mr. DeLucry left Hill Wallack and assumed employment with the firm of Cooper Levenson.

Hill Wallack provided the ACIA with 3 options. One of those options was the cancel the contract all together. The second option was to allow Mr. DeLucry to take the files with him and assign the contract from Hill Wallack to Cooper Levenson. The third option was to continue with Hill Wallack and be serviced from their Princeton Office.

The Authority staff contended that it was in the best interest of the Authority to continue using the services of Richard DeLucry for the balance of the Contract term and recommended assigning the agreement from Hill Wallack to Cooper Levenson. Then, prior to the expiration of the term (February 28, 2012) a request for proposal will be issued to initiate a competitive process for legal services going forward.

A motion was made by Mr. Tarby to authorize the Executive Director to execute an assignment of the contract for legal services dated March 1, 2011 (the "Contract") for the provision of legal services through February 28, 2012 from the firm of Hill Wallack, LLP to the firm of Cooper Levenson, April, Niedelman, & Wagenheim, P.A., seconded by Rev. Hendricks. By a vote of 6-0 the resolution was approved.

VI. PROJECT MANAGEMENT

A. Atlantic County Extension Services Building Construction Contract

The Board was asked to authorize the Executive Director to execute a construction contract with R. Maxwell Construction Company, the lowest responsible bidder, for the County's ADA Improvements Project to 6260 Old Harding Highway, Mays Landing, NJ for an amount not to exceed \$101,775.60.

Jerry Cormier informed the Board that the Authority put a bid out for renovations to the County owned Extension Services Building. On December 6th there was a bid opening and there were nine bidders. The three lowest bidders, Northeast Construction, R. Maxell Construction, and Aliano Brothers, were forwarded to Mr. DeLucry for review. There were deficiencies found with the low bid submission received from Northeast Construction. As a result, their bid was rejected, making the second low bidder, R. Maxwell Construction Company the new low bidder for an amount of \$101,775.60.

A motion was made by Ms. Bugdon to authorize the Executive Director to execute a construction contract with R. Maxwell Construction Company, the lowest responsible bidder, for the County's ADA Improvements Project to 6260 Old Harding Highway, Mays Landing, NJ for an amount not to exceed \$101,775.60, seconded by Rev. Hendricks. By a vote of 6-0 the resolution was approved.

B. Amendment to the Shared Service Agreement with ACIT

The Board was asked to approve a resolution authorizing the Executive Director to execute an amendment to the Shared Service Agreement with the Atlantic County Institute of Technology to extend the term and modify the budget for Construction Management Services for the Campus Expansion Project.

The term of the agreement expires as of December 31, 2011. However project completion and closeout were yet to be achieved and it was anticipated that ACIA's services would be required through June 30, 2012.

Based upon recent discussions with the school's Business Administrator, meetings with Superintendent Dr. Phil Guenther, and the ACIA's on-site management staff, it was agreed upon the following levels of service and fees for the periods January – February – March would be a total of \$80,537.86 and April – May – June would be a total of \$30,006.60.

These totals will be billed in equal monthly amounts over the three month periods, plus a reimbursable of a not to exceed amount of \$370 per month. The September, 2012 post occupancy inspection will be included within these totals. Therefore monthly invoices will be for \$26,845.00 for the first 3 month period and \$10,000 for the second three month period for a total of \$110,535.00.

A motion was made by Ms. Bugdon to approve a resolution authorizing the Executive Director to execute an amendment to the Shared Service Agreement with the Atlantic County Institute of Technology to extend the term and modify the budget for Construction Management Services for the Campus Expansion Project, seconded by Mr. Blake. By a vote of 5-0-1 the resolution was approved.

VII. OTHER BUSINESS

Mr. Ingemi made a proposal to the Board to about two ideas he had been thinking about over Christmas break. One of those ideas was to have the Authority host a state-wide conference of Improvement Authority directors and board members, during the summer at Green Tree Golf Course. The purpose would be to discuss best practices, obstacles being faced, and adapting improvement authorities to the future. Mr. Ingemi suggested that speakers from the federal, state and local/county levels be present. Executive Director Lamey suggested that a good time for the event would be during the League of Municipalities, and said he would look into it.

Another idea was that the Authority would offer a new service of economic analysis of projects. Mr. Ingemi informed the board that this would help the Authority's clients answer the question: what is the impact of the project, should they proceed and if so, how? This is actually part of the pre-planning phases of project management. It was in the opinion of Mr. Ingemi that most local governments do not do economic analysis very well. Chairmen Foster asked who would be performing the economic analysis but Mr. Ingemi informed him that it was just in the conceptual phase and he had not yet explored that yet.

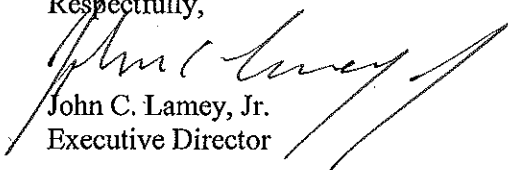
VIII. EXECUTIVE SESSION

A motion to enter into Executive Session at 4:49 pm was made by Rev. Hendricks and seconded by Mr. Blake. The Board returned to regular session at 5:17 pm.

IX. ADJOURNMENT

A motion was made by Mr. Blake and seconded by Mr. Ingemi to adjourn the meeting at 5:18 p.m. All were in favor.

Respectfully,


John C. Lamey, Jr.
Executive Director