



**Atlantic County Improvement Authority**

600 Aviation Research Boulevard · Egg Harbor Township, NJ 08234

Phone: 609-343-2390 Fax: 609-343-2188

Timothy D. Edmunds, P.E.  
Executive Director

**MINUTES OF THE BOARD MEETING**

**Thursday, January 16, 2025**

**THE ATLANTIC COUNTY IMPROVEMENT AUTHORITY**

**600 Aviation Research Blvd**

**Egg Harbor Township, NJ 08234**

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 Randolph C. Lafferty, Esquire, General Counsel to ACIA, at 4:05 p.m. The Board of Commissioners held their public meetings as designated below both in-person and via Teams conference on January 16, 2025, at the Atlantic County Improvement Authority in the Thunder Room of Building 3, National Aerospace Research & Technology Park, 600 Aviation Research Boulevard, Egg Harbor Township, New Jersey.

**Teams Meeting Time:**

January 16, 2025, 04:00 PM Eastern Time

Meeting ID: 246 116 739 955

Passcode: 3TT7ts3b

**COMMISSIONERS PARTICIPATING IN THE MEETING**

Robert J. Tarby, Sr, Vice Chairperson; Edwin G. Blake, Secretary; Rev. Milton Hendricks, Assistant Secretary; Joseph J. Giraldo, Treasurer; Don Guardian, Commissioner; Robert Gross, Commissioner; and Wendy Barlett, Commissioner.

Roy Foster, Chairperson and India Still, Commissioner were unable to attend.

**STAFF PARTICIPATING IN THE MEETING**

Timothy D. Edmunds, Executive Director; Jessica Wheeley, Comptroller; Edward Perkins, Director of Projects; Bob McGuigan, CDBG Director; Ellen Hiltner, HOME Program Manager; and Jessica Parada, Financial Specialist.

**OTHERS IN ATTENDANCE**

Randolph C. Lafferty, Esquire, General Counsel to ACIA; Bonnie Lindaw, Atlantic County Treasurer; and Arthur Murray, Atlantic County Counsel.

**I. OPENING STATEMENT AND ROLL CALL**

Randolph C. Lafferty, Esquire, General Counsel to ACIA appointed Joseph J. Giraldo as acting Chairperson. A motion was made by Mr. Blake and seconded by Rev. Hendricks.

Mr. Edmunds read the Notice of Public Meeting, and the roll was called.

## II. MINUTES

### A. Minutes of the December 12<sup>th</sup>, 2024, Board Meeting Attachment #1

The Board was asked to approve the Minutes of the December 12th, 2024, Regular Board Meeting as presented or as corrected.

A motion was made by Mr. Giraldo and seconded by Rev. Hendricks to approve the Minutes of the December 12th, 2024, Regular Board Meeting. By a roll-call vote of 6-0-1, the Minutes were approved.

## III. FINANCIAL REPORT

### A. Financial Report from November 2024 Attachment #2

The Board was presented a preliminary Financial Report of November 2024 and was requested to approve by resolution, the expenditures contained therein.

A motion was made by Mr. Blake and seconded by Mr. Tarby to approve the expenditures contained therein. By a roll-call vote of 7-0-0, the Board agreed to approve the resolution.

## EXECUTIVE DIRECTOR'S REPORT

There were no contracts awarded under the public bidding threshold of \$17,500.

## IV. ADMINISTRATIVE

### A. Atlantic County Joint Insurance Fund Commission Attachment #3

The Board was asked to approve a resolution authorizing the Executive Director to execute documents required to continue its participation in the Atlantic County Joint Insurance Commission for 2025 for an amount not-to-exceed \$126,728.

A motion was made by Mr. Tarby and seconded by Mr. Blake, to approve the resolution. By a roll-call vote of 6-0-1, the resolution was approved.

### B. ACIA Annual Audit Contract Attachment #4

The Board was asked to approve a resolution authorizing the Executive Director to execute a professional services agreement with Holman Frenia Allison, P.C. to perform an accounting audit for the years ending December 31, 2024, December 31, 2025, and December 31, 2026, in the amounts of \$42,050, \$44,100 and \$46,300 respectively.

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

### C. Atlantic County Web Hosting LEAP Grant Attachment #5

The Board was asked to approve a resolution supporting the submission of a LEAP Implementation Grant by Atlantic County Government for web hosting and design based in a Content Management System.

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

## V. Golf Course Operations

### A. Ground Supplies Award Attachment #6



The Board was asked to authorize the purchase of certain fertilizers, pesticides, seed and other grounds supplies in amounts as needed in accordance with the bid responses and the recommendations of the Director of Golf and the Golf Course Superintendent and identified on the attached list of vendors and products in amounts not to exceed the respective approved Golf Course Budgets.

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

**VI. NATIONAL AEROSPACE RESEARCH AND TECHNOLOGY PARK**

**A. ACEA Inter-Agency Agreement**

**Attachment #7**

The Board was asked to authorize an amendment to the Inter-Agency Agreement with ACEA for Project Management Services for NARTP Building #2 construction in the amount of \$15,258,946.

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

**VII. PROJECT MANAGEMENT**

**A. Mainland Regional School District**

**Attachment #8**

The Board was asked to authorize the execution of a Shared Services Agreement with the Mainland Regional School District to provide Project Management services through the bidding for renovations to the Mainland Regional School in the amount of \$12,000.

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.

**VIII. COMMUNITY DEVELOPMENT**

**A. Mullica Township Inter-Local Services Agreement**

**Attachment #9**

The Board was asked to authorize the Executive Director to execute an Inter-Local Agreement with Mullica Township to administer their housing rehabilitation program.

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

**IX. OPEN SESSION** - none

**X. OTHER BUSINESS** - none

**XI. EXECUTIVE SESSION** - none

**XII. ADJOURNMENT** - A motion was made by Mr. Blake and seconded by Mr. Tarby, to adjourn the meeting. By a unanimous vote, the meeting adjourned at 4:28 p.m.

Respectfully,



Edwin G. Blake  
Secretary



