



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, April 11, 2024

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 Vice Chairperson Robert J. Tarby, at 4:03 p.m. The Board of Commissioners held their public meetings as designated below both in-person and via Zoom conference on April 11, 2024, at the "Thunder Room" located on the first floor of Building 3, National Aerospace Research & Technology Park, 600 Aviation Research Boulevard, Egg Harbor Township, New Jersey.

*Zoom Meeting Time: April 11, 2024, 04:00 PM Eastern Time (US and Canada)*

*Join Zoom Meeting at the following link:*

<https://zoom.us/j/94339550541?pwd=MVJnR29YM2tiUk1YdVltK3lGNHOrdz09>

*Meeting ID: 943 3955 0541*

*Passcode: 275363*

*Or Dial by your location +1 929 205 6099 US (New York)*

### COMMISSIONERS PARTICIPATING IN THE MEETING

Roy M. Foster, Chairperson; Robert J. Tarby, Sr, Vice Chairperson; Edwin G. Blake, Secretary; Rev. Milton Hendricks, Assistant Secretary; Don Guardian; and Robert Gross, Commissioner.

India Still, Commissioner and Joseph J. Giraldo, Treasurer were unable to attend.

### STAFF PARTICIPATING IN THE MEETING

Timothy D. Edmunds, Executive Director; Jessica Wheeley, Comptroller; Edward Perkins, Director of Projects; Robert McGuigan, Director of Community Development; and Jessica Parada, Financial Specialist.

### OTHERS IN ATTENDANCE

Randolph C. Lafferty, Esquire, Cooper Levenson and Todd Reitzel, Atlantic County Comptroller.

#### I. OPENING STATEMENT AND ROLL CALL

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

## II. MINUTES

### A. Minutes of the March 14th, 2024, Board Meeting

Attachment #1

The Board was asked to approve the Minutes of the March 14, 2024, Regular Board Meeting as presented or as corrected.

A motion was made by Mr. Guardian and seconded by Mr. Gross to approve the Minutes of the March 14, 2024, Regular Board Meeting. By a roll-call vote of 6-0-0, the Minutes were approved.

## III. FINANCIAL REPORT

### A. Financial Report from February 2024

Attachment #2

The Board was asked to approve, by resolution, the expenditures contained in the February 2024 Financial Report.

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

## IV. 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.

## V. ADMINISTRATION

### A. ACIA Annual Audit/Audit Review Certification

Attachment #3

Holman Frenia Allison, PC gave a brief presentation on the Atlantic County Improvement Authority's 2021 Audit. The Board was asked to certify to the Local Finance Board that they have reviewed the 2021 Audit.

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.

## VI. PROJECT MANAGEMENT

### A. Demolition Contractor Pool

Attachment #4

The Board was asked to adopt resolution appointing a pool of qualified contractors for emergency demolitions for the Atlantic City Demolition Program.

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.

### B. ACIT Multipurpose Athletic Field

Attachment #5

The Board was asked to authorize the Executive Director to execute a Shared Services Agreement with ACIT for Project Management services for ACIT's Multipurpose Athletic Field.

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

**C. Signature Science Fit-Out**

**Attachment #6**

The Board was asked to authorize the Executive Director to execute an Agreement with R. Maxwell Construction for fit-out construction of Signature Science's space in Building #3 at NARTP.

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

**D. Absecon Lighthouse**

**Attachment #7**

The Board was asked to authorize the Executive Director to execute a Project Management Agreement with IPPA and a construction contract with Shore Building Contractors for improvements to the Keepers Cottage at Absecon Lighthouse

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

**E. Atlantic County Animal Shelter Generator Project**

**Attachment #8**

The Board was asked to authorize the Executive Director to execute a construction contract with Hughes Electric for installation of a generator at the County's Animal Shelter Generator project.

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

**F. Atlantic County Animal Shelter Interior Alterations Project**

**Attachment #9**

The Board was asked to authorize the Executive Director to execute a Shared Services Agreement with Atlantic County for Project Management services for the County's Animal Shelter Interior Alterations project.

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

**G. Atlantic County Stillwater Phase III Paving**

**Attachment #10**

The Board was asked to authorize the Executive Director to execute a Shared Services Agreement with Atlantic County for Project Management services for the County's Stillwater Phase III Paving Project.

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

**H. Mullica Township P.D. Professional Services**

**Attachment #11**

The Board was asked to authorize the Executive Director to execute a Professional Services Agreement with Adams Rehmann and Hagen to provide site/civil engineering and permitting services for the Mullica Township Police Department Building.

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

**VII. COMMUNITY/ ECONOMIC DEVELOPMENT**

**A. CHDO Funding- Habitat for Humanity**

**Attachment #12**

The Board was asked to authorize the Executive Director to execute agreements with Habitat for Humanity of Southern Central NJ for funding two (2) housing projects.

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.

**VIII. NARTP BUILDING #2**

**A. Authorize Application to the Local Finance Board**

**Attachment #13**

The Board was asked to adopt a resolution authorizing an application to the Local Finance Board related to the funding for the construction of Building #2 at NARTP.

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.

**B. NEWCO, LLC**

**Attachment #14**

The Board was asked to authorize the creation of a subsidiary of ACIA to be known as NEWCO, LLC for purposes of receiving funding from NJEDA through NARTP for construction of Building #2 at NARTP.

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

**IX. EXECUTIVE SESSION** - none

**X. OTHER BUSINESS** - none

**XI. OPEN SESSION** - none

**XII. ADJOURNMENT** - A motion was made by Mr. Blake and seconded by Mr. Guardian, to adjourn the meeting. By a unanimous vote, the meeting adjourned at 4:41 p.m.

Respectfully,



Edwin G. Blake  
Secretary

**MEMORANDUM**

**Date:** April 12, 2024

**To:** Timothy D. Edmunds, Executive Director  
Atlantic County Improvement Authority

**From:** Honorable Dennis Levinson  
Atlantic County Executive

**Re:** Minutes of the Regular Board Meeting of the April 11, 2024.

**I.** The Minutes of the above-referenced meeting were submitted pursuant to N.J.S.A. 40:41A-37 et seq., on April 12, 2024.

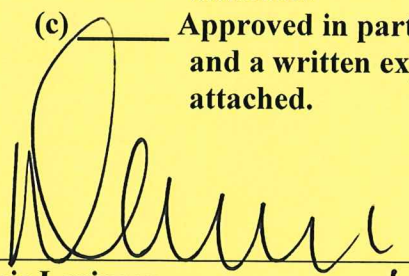
- (a)  by the end of the fifth business day following the meeting.
- (b) \_\_\_\_\_ as soon as practicable following the meeting where emergency action has been taken.
- (c) \_\_\_\_\_ beyond the statutory period for submission.

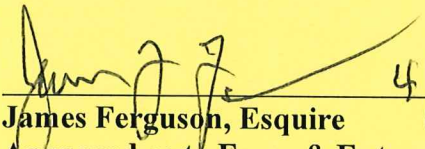
**II.** I hereby return the Minutes of the above referenced meeting to the Authority and to the Board of Freeholders, on the date set forth above, which is:

- (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

 4/12/2024  
\_\_\_\_\_  
James Ferguson, Esquire  
Approved as to Form & Entry

**cc:** Jim Ferguson, Atlantic County Counsel

**ATTACHMENTS:** \_\_\_\_\_ Minutes  
                          \_\_\_\_\_ Veto Message