



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, September 12, 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 Tarby, at 4:04 p.m. The Board of Commissioners held their public meetings as designated below both in-person and via Teams conference on September 12, 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.

### **Teams Meeting Time:**

September 12, 2024, 04:00 PM Eastern Time

**Meeting ID:** 296 038 106 683

**Passcode:** NLjQKV

### **COMMISSIONERS PARTICIPATING IN THE MEETING**

Roy Foster, Chairperson; Robert J. Tarby, Sr, Vice Chairperson; and Don Guardian, Commissioner; Robert Gross, Commissioner; and India Still, Commissioner.

Edwin G. Blake, Secretary; Rev. Milton Hendricks, Assistant Secretary; 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; Bob McGuigan, CDBG Director; and Jessica Parada, Financial Specialist.

### **OTHERS IN ATTENDANCE**

Randolph C. Lafferty, Esquire, General Counsel to ACIA and Todd Reitzel, Atlantic County Comptroller.

#### **I. OPENING STATEMENT AND ROLL CALL**

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

## II. MINUTES

### A. Minutes of the August 8, 2024, Board Meeting

Attachment #1

The Board was asked to approve the Minutes of the August 8, 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 August 8, 2024, Regular Board Meeting. By a roll-call vote of 4-1-0, the Minutes were approved.

## III. FINANCIAL REPORT

### A. Financial Report from July 2024

Attachment #2

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

A motion was made by Mr. Gross and seconded by Mr. Guardian to approve the expenditures contained therein. By a roll-call vote of 5-0-0, the Board agreed to approve the resolution.

## IV. EXECUTIVE DIRECTOR'S REPORT

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

## V. ADMINISTRATIVE

### A. Project Manager

Attachment #3

The Board was asked to authorize the creation of an additional Project Manager position of at a salary of \$66,000.00 per year effective October 14, 2024, and to further authorize filling that position with a qualified individual as determined by the Executive Director and the Director of Projects.

A motion was made by Mr. Gross and seconded by Mr. Guardian, to approve the resolution. By a roll-call vote of 5-0-0, the resolution was approved.

### B. Policy and Procedures Manual

Attachment #4

The Board was asked to approve changes to Section 3.03- Compensatory Time in Policy and Procedures Manual.

A motion was made by Mr. Guardian and seconded by Mr. Foster, to approve the resolution. By a roll-call vote of 4-0-1, the resolution was approved.

### C. USDA Intermediary Relending Program (IRP) Bank Accounts

Attachment #5

The Board was asked to authorize the Executive Director and Comptroller to open two (2) banks to support the USDA Intermediary Relending Program (IRP).

A motion was made by Mr. Gross and seconded by Mr. Gurdian, to approve the resolution. By a roll-call vote of 5-0-, the resolution was approved.

**VI. COMMUNITY DEVELOPMENT PROGRAM**

**A. LFB Application: Atlantic City Homebuyers Program Attachment #6**

The Board was asked to approve a resolution authorizing an application to the Local Finance Board for its approval to request an additional \$1 Million from the Development Fund to refund the Atlantic City Homebuyers Assistance program administered by the Authority.

A motion was made by Mr. Guardian and seconded by Ms. Still, to approve the resolution. By a roll-call vote of 5-0-0, the resolution was approved.

**B. Inlet CDC 2024 Home Rehab and Façade Program Attachment #7**

The Board was asked to authorize the Executive Director to execute an Agreement with the Inlet Community Development Corporation (CDC) for the Authority to administer the Inlet CDC's 2024 Home Rehab Façade Program.

A motion was made by Mr. Gross and seconded by Mr. Guardian, to approve the resolution. By a roll-call vote of 5-0-0, the resolution was approved.

**C. Atlantic City Homebuyer Lottery Program Attachment #8**

The Board was asked to authorize the Executive Director to execute an Agreement with the City of Atlantic City concerning funding and administration of the City's first time Homebuyer Lottery Program.

A motion was made by Ms. Still and seconded by Mr. Gross, to approve the resolution. By a roll-call vote of 5-0-0, the resolution was approved.

**VII. PROJECT MANAGEMENT**

**A. NARTP Building #2 Attachment #9**

The Board was asked to authorize the Executive Director to execute a contract with TN Ward in the amount of \$14,317,567.00 for the construction of Building #2 at NARTP, authorize a contingency fund of \$715,728.52 and further authorize a professional services agreement for third party testing with Colliers in the amount of \$43,000.00.

A motion was made by Mr. Foster and seconded by Mr. Gross, to approve the resolution. By a roll-call vote of 4-0-1, the resolution was approved.

**B. Cape May Government Services District Attachment #10**

The Board was asked to authorize the Executive Director to execute an Additional Services Request (ASR) in the amount of \$3,718.00 to Clarke Caton Hintz (CCH) for additional work associated with undocumented site conditions.

A motion was made by Mr. Gross and seconded by Mr. Guardian, to approve the resolution. By a roll-call vote of 5-0-0, the resolution was approved.

**C. NARTP Building #2- Clarke Caton Hintz ASR**

**Attachment #11**

The Board was asked to authorize the Executive Director to execute an Additional Services Request (ASR) in the amount of \$4,950.00 to Clarke Caton Hintz (CCH) for reselection, specification and engineering of RTU units for new refrigerant type requirements.

A motion was made by Mr. Gross and seconded by Mr. Foster, to approve the resolution. By a roll-call vote of 5-0-0, the resolution was approved.

**D. NARTP Building #2 Revenue Bonds**

**Attachment #12**

The Board was asked to authorize the issuance of County guaranteed Revenue Bonds and/or project notes for construction of Building #2 at NARTP as needed.

A motion was made by Ms. Still and seconded by Mr. Guardian, to approve the resolution. By a roll-call vote of 4-0-1, the resolution was approved.

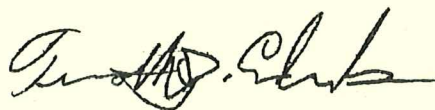
**VIII. OPEN SESSION**

**IX. OTHER BUSINESS**

**X. EXECUTIVE SESSION**

**XI. ADJOURNMENT - A motion was made by Mr. Guardian and seconded by Mr. Gross, to adjourn the meeting. By a unanimous vote, the meeting adjourned at 4:57 p.m.**

Respectfully,



Timothy D. Edmunds  
Assistant Secretary

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SEP 18 2024

A.C.I.A.

MEMORANDUM

Date: September 16, 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 September 12, 2024.

I. The Minutes of the above-referenced meeting were submitted pursuant to N.J.S.A. 40:41A-37 et seq., on September 16, 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

  
N. Lynne Hughes, Esquire  
Approved as to Form & Entry

cc: N. Lynne Hughes, Esquire, Acting Counsel

ATTACHMENTS:  Minutes  
 Veto Message