

South Jersey Economic Development District, Inc.
Regular Meeting Minutes
April 3, 2023

The April 3, 2023 regular meeting of the SJEDD was called to order at 6:45 PM by Chairman Risley. Commissioner Risley led the Flag salute. Mr. Joyce indicated the meeting was properly advertised as required in by laws.

Roll call:

Cape May County

Commissioner Will Morey

Atlantic County

Commissioner John Risley

Francis Kuhn (AC WDB)

Salem County

Commissioner Edward Ramsay

M. Jay Einstein

Fred Young

Cumberland County

Commissioner Douglas Albrecht

Anthony Stanzione

Jerry Velazquez

Sandra Forosisky

Christy DiLeonardo (C/S/CM WDB)

Absent: Leslie Gimeno, Carey Italiano, Max Slusher

Staff: Louis C. Joyce, Executive Director, John Carr, Esq, Counsel.

Public participant: Nancy Ridgway

Approval of Minutes: January 9, 2023 Regular Meeting

Motion by Ms. DiLeonardo, 2nd by Mr. Einstein to approve passed unanimously.

March 31, 2023 Executive Committee Notes

Moved by Ms. Forosisky, 2nd by Mr. Kuhn and approved unanimously.

Chairman's Report:

Chairman Risley reported that the job ad and job description have been completed and ready to proceed. The salary range was agreed to be posted at \$55,000 to \$65,000 depending on qualifications and experience. The position is offered with no benefits, except the statutory sick time accrual of 1 hour per 30 hours worked. Mr. Joyce indicated he has accumulated 150 hours of sick time since the law was enacted. Mr. Joyce will stay on until the new director is on board and provide mentoring and be available for the July meeting. Members suggested advertising on LinkedIn, Indeed and the Workforce Boards in addition to the official papers.

Executive Director Report:

Mr. Joyce reported that the CARES Act Grant final report will be due by April 30 and he has an expenditure summary report indicating that \$348,076 was expended and all the various county projects were completed. He indicated that he had prepared and submitted the FY2023 Planning

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Grant application and was expecting to hear about approval of year two shortly. He will prepare the year end reports for FY2022 by the end of April.

Treasurer's Report

- Treasurer's Report: The March report was given by CFO Springer. The adjusted bank balance on March 31, 2022 was \$258,517.62. Interest from the CD was included. It was suggested to investigate using the NJ Cash Management fund for operation account balances.
- Authorization to pay bills: January and February bills of \$4,703.69 and \$44,329.32 previously authorized by Executive Committee, and the March bills of \$6,533.97 were presented.

Motion to ratify the payment of bills made by Commissioner Ramsay, 2nd by Ms. DiLeonardo and approved unanimously.

Public Comment on Forthcoming Resolutions:

No comments.

Resolutions:

01 - 23 RESOLUTION ADOPTING FY 2023 BUDGET

Moved by Ms. DiLeonardo, 2nd by Mr. Stanzione;

Discussion proceeded on the administration costs which account for director and staff; suggestions were made concerning uses for funds remaining after operations including matching funding to counties for specific economic projects or seed money for small businesses.

Resolution adopted by unanimous vote.

02-23 RESOLUTION AUTHORIZING FORD SCOTT & ASSOCIATES TO PERFORM THE ANNUAL AUDIT FOR FISCAL YEAR ENDING MARCH 31, 2023

Moved by Commissioner Morey, 2nd by Mr. Velazquez;

Discussion indicated the cost of \$8,000 is same as previous years and members are satisfied with past performance of the auditor.

Resolution adopted by unanimous vote.

03-23 RESOLUTION AWARDING COMPETITIVE CONTRACT FOR GRANT WRITING, ADMINISTRATIVE AND MISCELLANEOUS SERVICES TO TRIAD ASSOCIATES OF VINELAND, N.J.

Moved by Mr. Einstein, 2nd by Ms. Forosisky;

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Mr. Joyce referred to the memo accompanying the resolution describing the RFP process for soliciting proposals for the contract. Triad was the only proposal received out of the four RFP's taken out, and their scope is consistent with past work that they have performed for the District. Resolution adopted by unanimous vote.

04-23 RESOLUTION ACCEPTING FY2023 USED A PARTNERSHIP PLANNING GRANT

Moved by Ms. DiLeonardo, 2nd by Ms. Forosisky;
Mr. Joyce indicated this is in anticipation of receiving the year two (FY2023) Planning Grant. He indicated he will include the authorization to accept the grant with next year's resolution authorizing the application for the grant.
Resolution passed with a unanimous vote.

05-23 RESOLUTION ADOPTING MARCH 2023 UPDATE TO THE 2020 -2025 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDs)

Moved by Ms. Forosisky, 2nd by Mr. Kuhn;
It was indicated by Mr. Joyce that the final version of the FY22 update was provided along with an executive summary with a March 2023 date. The draft was published in July and comments were received from the Counties in January. The annual update is required by USED A.
Resolution approved by unanimous vote.

Old Business: None.

New Business:

County activity updates were discussed.

Public Comment:

No public comments.

Next Regular Meeting is scheduled for July 10, 2023 at the CCIA Training room.

Adjournment: Meeting was adjourned at 7:58PM on motion by Ms. DiLeonardo, 2nd by Ms. Forosisky, unanimously approved.

Edward Ramsay
Secretary

APPROVED: July 10, 2023