

**South Jersey Economic Development District, Inc.**  
**Regular Meeting Minutes**  
**October 2, 2023**

The October 2, 2023 regular meeting of the SJEDD was called to order at 6:35 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  
Leslie Gimeno

**Salem County**

Commissioner Edward Ramsay  
M. Jay Einstein  
Fred Young  
Carey Italiano

**Atlantic County**

Commissioner John Risley  
Max Slusher  
Francis Kuhn (ACWDB)

**Cumberland County**

Commissioner Douglas Albrecht  
Anthony Stanzione  
Jerry Velazquez  
Christy DiLeonardo (C/S/CM WDB)

Absent: Sandra Forosisky

**Staff:** Louis C. Joyce, Executive Director, Francine Springer, CFO, John Carr, Esq, Counsel (online).

Public participant: Nancy Ridgway

**Approval of Minutes:** July 10, 2023 Regular Meeting  
July 10, 2023 Executive Session

Motion by Ms. DiLeonardo, 2<sup>nd</sup> by Ms. Italiano to approve both sets of minutes passed unanimously.

**Chairman's Report:**

Chairman Risley reported on results of the search committee review of applications to select a new executive director. He reported that they have interviewed four candidates and recommend inviting three back for a second interview. He also asked Commissioners Ramsay and Albrecht to participate in the next round of interviews. Board discussion concluded with agreement to meet in full to hire a candidate upon a recommendation of the search committee.

**Executive Director Report:**

Mr. Joyce reported that he is working with Triad on the 2023 CEDS update. Part of the update was to circulate a survey to the District mailing list for responses, which to date had only received six responses. Triad will be reaching out to get a better response. The work to update the Economic Resources Guide is completed.

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Mr. Joyce reported on the move to the new office at 2745 S. Delsea Drive. He acquired a storage site for the archived files and a District cell phone (856-538-1074) for use. He has arranged for Verizon to provide internet and phone services and with PCS for IT services. PCS will provide a firewall, VPN capability and Wi-Fi in the office and estimated the cost of \$2,613 for equipment and labor. Additionally, we have to move the email service to Microsoft 365 and there will be other IT costs associated with setting up the office. He said we will also need another website host by year end as Atlantic County, our current host, is migrating to a new platform.

Finally, he reported that our long time USEDAs representative, Ed Hummel, has retired and we are awaiting our new person to be assigned to the District.

The Board indicated to Mr. Joyce to have the District insurance agent, Gallagher, shop the liability policy and others for competitive pricing.

**Treasurer's Report:** The September report was presented by Ms. Springer. Total receipts for September were \$1,022.25, disbursements were \$14,650.59 and the operating fund balance was \$235,779.37. The balance of the CD is \$102,305.07 including interest received for the month of \$329.40.

Authorization to pay bills: July (\$2,604.98), August (\$13,594.31) and September (\$1,375.14) bill lists were presented.

Motion to ratify the payment of bills made by Mr. Einstein, 2<sup>nd</sup> by Ms. Italiano and approved unanimously.

**Public Comment on Forthcoming Resolutions:** No comments.

**Resolutions:**

**09-23 RESOLUTION ADOPTING UPDATE TO ACCOUNTING POLICIES AND PROCEDURES** Moved by Commissioner Albrecht, 2<sup>nd</sup> by Mr. Kuhn. It was explained that the policy document was updated with inclusion of the debit card policy and other edits to reflect current conditions. No new policy or procedures were included. Approved by unanimous vote.

**10-23 RESOLUTION NAMING DEPOSITORY OF FUNDS AND SIGNATORIES ON THE SJEDD BANK and INVESTMENT ACCOUNTS** Moved by Commissioner Ramsay, 2<sup>nd</sup> by Ms. Italiano. The staff researched competitive investment rates and presented a summary of responses. The resolution lists additional depositories for District use. Approved by unanimous vote.

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**11-23 RESOLUTION AUTHORIZING INVESTMENT OF FUNDS AND DESIGNATING SIGNATORIES ON THE SJEDD BANK ACCOUNTS** Moved by Mr. Einstein, 2<sup>nd</sup> by Commissioner Albrecht. Mr. Joyce requested that the Board grant approval to invest up to \$150,000 from the Operating account for 6 months at the best rate. Approved unanimously.

**12-23 RESOLUTION AUTHORIZING THE BOARD TO PROCEED INTO A CLOSED SESSION TO DISCUSS PERSONNEL MATTERS** Moved by Commissioner Ramsay, 2<sup>nd</sup> by Ms. Italiano. The purpose is to discuss personnel matters relative to hiring. Approved unanimously.

**Old Business:** None.

**New Business:**

County activity updates were discussed.

**Public Comment:**  
No public comments.

**Executive Session.** On motion by Commissioner Ramsay, 2<sup>nd</sup> by Ms. Italiano the Board entered closed session at 8:07 PM. on motion by Commissioner Morey, 2<sup>nd</sup> by Ms. Italiano the Board re-entered open session at 8:19 PM. Both votes were unanimous.

Next Regular Meeting and Reorganization is scheduled for January 8, 2024 location to be announced.

**Adjournment:** Meeting was adjourned at 8:20 PM on motion by Mr. Morey, 2<sup>nd</sup> by Mr.. Ramsay, unanimously approved.

Edward Ramsay  
Secretary

APPROVED: January 8, 2024