

**South Jersey Economic Development District  
Regular Meeting Minutes  
January 11, 2021**

The Reorganization and regular January meeting of the SJEDD was held on-line via Zoom conference call hosted from the SJEDD offices. The meeting was called to order at 6:08 P.M by Chairman Morey. Mr. Joyce led the Flag salute.

**Roll call:** all members attended via conference call number which was advertised:

**Cape May County**

Commissioner Will Morey  
Leslie Gimeno

**Atlantic County**

Commissioner John Risley  
Max Slusher  
Francis Kuhn, (AC WDB)

**Salem County**

Commissioner Edward Ramsay  
Carey Italiano

**Cumberland County**

Commissioner James Quinn  
Jeannine MacDonald  
Anthony Stanzione  
Christy DiLeonardo (C/S/CM WDB)

Absent: John Bobbitt, Sandra Forosisky, Robert Zuest

**Staff:** Louis C. Joyce, Executive Director, Francine Springer, CFO, County Counsel John Carr,  
Public participant: Nancy Ridgway attended via phone.

**Reorganization:** Solicitor Carr convened the reorganization meeting with call for nomination for Chair. Chairman Morey reviewed the recent history of the current officers; he noted that he has been Chair for a number of years and offered his support to any others interested in assuming the position; the other executive committee members expressed satisfaction with the current slate.

Will Morey was nominated for Chair by Mr. Risley with 2<sup>nd</sup> by Mr. Ramsay.

Nomination was approved by unanimous Roll call vote. John Risley was nominated for Vice-Chair by Mr. Quinn, 2<sup>nd</sup> Ms. DiLeonardo; Mr. Quinn was nominated for Treasurer on motion by Mr. Risley, seconded by Ms. DiLeonardo; Mr. Ramsay was nominated for Secretary on motion by Mr. Risley and 2<sup>nd</sup> by Ms. DiLeonardo. The three nominations were approved together on unanimous roll call vote.

**Approval of Minutes:** The Regular Meeting Minutes of the October 5, 2020 meeting and the Executive Committee meeting of December 18, 2020 were approved unanimously on motion by Ms. DiLeonardo, 2<sup>nd</sup> by Mr. Risley. Ms. Italiano abstained.

**Chairman's Report:**

Chairman Morey indicated that the District has been busy and needs to continue to grow and be able to offer more services. He said the CARES Act Grant will provide more opportunities to serve the member counties. He raised the question are we meeting the District's goals.

**South Jersey Economic Development District  
Regular Meeting Minutes  
January 11, 2021**

**Executive Director Report:**

Mr. Joyce indicated that he has circulated his monthly report and filled in additional details on other projects, then referred to the listed resolutions on the agenda. He indicated that he has received the 2021 appointment resolution from Cumberland County and is awaiting official notice from the other members.

- Redevelopment report is being prepared for the Wildwood Pacific Avenue corridor;
- Have consulted with USED A grant management staff on contents of grant admin plan, sub-award conditions and agreement formats and procurement regulations;
- Have worked with SJEDD counsel John Carr on grant subaward contract contents and forms
- Updating CEDS for 2020-2021 looking at different perspective and updated format including initiation of the CEDS strategic planning committee;
- Provided support letters for grant applications that were submitted
- Continuing to work with Atlantic Cape Community College on implementation of the Cape May County bizHub grant as a member of the steering committed.
- Provided direction to Salem County Economic Advisory Committee on format and scope for economic consultant proposal;
- Participated in the CCIA economic plan strategy planning session;
- Discussed with Board possible need for additional office space and staffing needs.

**Treasurer's Report:**

Mr. Quinn reviewed the Treasurer's Report for the month of December. The beginning balance on December 1, 2020 was \$244,549.82. Receipts for the month totaled \$2,550.01 from technical assistance and interest. Disbursements for the month totaled \$15,381.031 leaving an operating account balance of \$231,718.8. The account balance in the ACIA loan account was \$5,587.84. Outstanding loan balances were reported as \$17,072.43 owed on the USDA IRP loan, and \$127,206.26 balance on the ACIA loan. He indicated that the USDA IRP loan will be retired with the April 2021 payment.

Bill lists were presented. The bill lists for October 805.98 and November 12,303.20 were presented for ratification as being previously approved by the Executive Committee. The December bill list of \$33,005.38 was presented for approval.

Motion to ratify the October and November bills and approve the December bills made by Mr. Risley and 2<sup>nd</sup> by Ms. Italiano. Noted was that payment on December list to CCIA was pending approval of Resolution 11-20. Bills were approved by unanimous voice vote.

**Public Comment on Forthcoming Resolutions:**

**South Jersey Economic Development District  
Regular Meeting Minutes  
January 11, 2021**

No Comments were received.

**Resolutions:**

**09 – 20 RESOLUTION AUTHORIZING SUBRECIPIENT AND CONTRACTUAL STATUS FOR CARES ACT SUPPLEMENTAL GRANT PROGRAM IMPLEMENTATION**

Motion to approve by Mr. Quinn, 2<sup>nd</sup> by Ms. DiLeonardo. Discussion regarding the proposed projects to be funded as listed in the attached Grant Administration Plan proceeded. Board decided on need for additional information. Motion to table by Mr. Risley, 2<sup>nd</sup> by Mr. Slusher, passed unanimously.

**09 – 20 RESOLUTION AUTHORIZING SUBRECIPIENT AND CONTRACTUAL AGREEMENTS FOR CARES ACT SUPPLEMENTAL GRANT PROGRAM IMPLEMENTATION**

Motion to take from Table by Mr. Slusher, 2<sup>nd</sup> by Ms. Gimeno approved. Motion made to approve by Mr. Slusher with 2<sup>nd</sup> by Ms. Gimeno. Discussion proceeded with Mr. Joyce explaining the contents of the attached Grant Administration Plan the individual project to be funded. Mr. Morey indicated that the Executive Committee had reviewed and concurred with the Plan at its December meeting. Motion approved unanimously.

**10 – 20 RESOLUTION AUTHORIZING AGREEMENT WITH THE ATLANTIC COUNTY ECONOMIC ALLIANCE FOR STRATEGIC COVID-19 RECOVERY PLAN**

Motion to approve by Mr. Quinn, 2<sup>nd</sup> by Ms. Italiano. Approved by unanimous vote with Mr. Slusher abstaining.

**11 – 20 RESOLUTION AUTHORIZING AGREEMENT WITH THE CUMBERLAND COUNTY IMPROVEMENT AUTHORITY FOR STRATEGIC ECONOMIC DEVELOPMENT PLAN AND COVID RECOVERY AND RESILIENCY PLANNING**

Motion to approve by Mr. Risley, 2<sup>nd</sup> by Ms. Italiano. Approved by unanimous vote with Ms. McDonald abstaining.

**12 – 20 RESOLUTION AUTHORIZING AGREEMENT WITH THE CUMBERLAND SALEM CAPE MAY WDB & BUSINESS SERVICES – CUMBERLAND FOR PROVISION OF BUSINESS DEVELOPMENT INITIATIVE PLAN**

Motion to approve by Mr. Risley, 2<sup>nd</sup> by Ms. Italiano, approved by unanimous vote with Ms. DiLeonardo abstaining.

**13 – 20 RESOLUTION REQUEST FOR QUALIFICATIONS FOR CARES ACT RECOVERY AND RESILIENCY PLANNING PROPOSALS**

Motion to approve by Ms. DiLeonardo with 2<sup>nd</sup> by Ms. Italiano. Discussion about the status of contracts referred to authority to approve contracts granted by Resolution 09-20. Approved by unanimous vote.

**14 – 20 RESOLUTION NAMING OFFICERS OF THE SOUTH JERSEY ECONOMIC DISTRICT FOR THE YEAR 2021**

**South Jersey Economic Development District  
Regular Meeting Minutes  
January 11, 2021**

**15 – 20 RESOLUTION SETTING THE SJEDD’S REGULAR MEETING DATES FOR THE CALENDAR YEAR 2021**

**16 – 20 RESOLUTION NAMING DEPOSITORY OF FUNDS AND SIGNATORIES ON THE SJEDD BANK ACCOUNTS**

Resolutions 14-20, 15-20 and 16-20 were moved for approval by Mr. Risley with 2<sup>nd</sup> by Mr. Ramsay. Approved by unanimous vote.

**17 – 20 RESOLUTION AUTHORIZING PREPARATION AND SUBMISSION OF FY2021 PARTNERSHIP PLANNING GRANT APPLICATION TO USED A**

Moved by Ms. DiLeonardo, 2<sup>nd</sup> by Ms. Italiano. Mr. Joyce explained this would be year three of the Planning Partnership Grant. It was approved unanimously.

**18 – 20 RESOLUTION EXERCISING OPTION TO EXTEND CONTRACT OF TRIAD ASSOCIATES FOR AN ADDITIONAL ONE (1) YEAR TERM**

Moved by Ms. DiLeonardo, 2<sup>nd</sup> by Ms. Italiano. Mr. Joyce explained that the contract for Grant Management and Miscellaneous services was approved last year and provide for up to two extension of one year each. Members indicated satisfaction with the services. Approved by unanimous vote.

**19 – 20 RESOLUTION AUTHORIZING AMENDMENT No.4 TO THE AGREEMENT FOR SOUTH JERSEY ECONOMIC DEVELOPMENT DISTRICT TO PROVIDE TECHNICAL ASSISTANCE FOR COOPERATIVE BUSINESS ASSISTANCE CORP.**

Moved by Ms. DiLeonardo with 2<sup>nd</sup> by Ms. Italiano. The amendment continues the technical assistance portion of the contract and provides for \$10,000 annual fee paid to SJEDD. Approved unanimously.

**20 – 20 RESOLUTION AMENDING REFERENCES TO “CHOSEN FREEHOLDERS” OR “FREEHOLDER(S)” IN THE BY-LAWS TO “BOARD OF COUNTY COMMISSIONERS” AND TO “COMMISSIONER(S)” AND “COUNTY COMMISSIONER(S)”**

Motion by Ms. Italiano, 2<sup>nd</sup> by Ms. DiLeonardo and approved unanimously.

**21– 20 RESOLUTION AUTHORIZING THE BOARD TO PROCEED INTO A CLOSED SESSION TO DISCUSS PERSONNEL AND CONTRACT MATTERS**

Motion made at 7:10 PM by Ms. DiLeonardo and 2<sup>nd</sup> by Ms. Italiano. Board re-entered open session at 7:27 PM.

**Old Business:** None

**New Business:** County activity updates were discussed.

**Public Comment:**

Ms. Ridgway wished members a Happy New Year.

Next Meeting is scheduled for April 5, 2021.

**South Jersey Economic Development District  
Regular Meeting Minutes  
January 11, 2021**

**Adjournment:** Meeting was adjourned at 7:49 PM on motion by Ms. DiLeonardo, 2<sup>nd</sup> by Ms. Italiano and was unanimously approved.

Edward Ramsay  
Secretary

APPROVED: DRAFT – subject to approval at next regular meeting.