

**South Jersey Economic Development District
Regular Meeting Agenda
April 4, 2022**

6:30 pm

Location -The Authority, 745 Lebanon Road, Millville, NJ 08312

Open Public Meetings Act Statement

Roll Call

Pledge of Allegiance

Approval of Minutes: January 10, 2022 Regular Meeting
 March 3, 2022 Special Meeting

Chairman's Report

Executive Director Report

- Technical Assistance activities
- ACIA Loan Status

Treasurer Report

- Treasurer's Report
- Authorization to pay bills: January, Feb, March, 2022 Bills

Public Comment on Forthcoming Resolutions

Resolutions

01 – 22 ADOPTING FY2022 BUDGET

02 – 22 ADOPTING 2022-27 SOUTH JERSEY CEDS REPORT

03 – 22 ACCEPTING FY2022 USED A PLANNING GRANT

**04 – 22 AUTHORIZING FORD SCOTT & ASSOCIATES TO PERFORM THE ANNUAL
AUDIT FOR FISCAL YEAR ENDING MARCH 31, 2022**

05 – 22 CARES ACT SUB AWARD TO SALEM COUNTY

06 – 22 AUTHORIZING CARES ACT CONTRACTS BY EXECUTIVE BOARD

07 – 22 BY LAWS AMENDMENT

08 – 22 ECONSULT SOLUTIONS INCORPORATED CHANGE ORDER

**09 - 22 AUTHORIZING GRANT MANAGEMENT AGREEMENT WITH TRIAD
ASSOCIATES, INCORPORATED**

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10 – 22 ANNUAL RENEWAL OF CONTRACT AND SALARY ADJUSTMENT FOR EXECUTIVE DIRECTOR

11 – 22 EXECUTIVE SESSION - PERSONNEL

Old Business:

Gazelle AI Business platform

New Business:

County Update Reports

Executive Session (if required)

Public Comment

Adjourn

Next Regular Meeting: July 11, 2022 6:30PM, CCIA

SOUTH JERSEY ECONOMIC DEVELOPMENT DISTRICT

RESOLUTION

RESOLUTION ADOPTING FY 2022 BUDGET

WHEREAS, the Board has reviewed the proposed FY 2022 Budget for the fiscal year beginning 04-01-2022 through 03-31-2023, and

WHEREAS, after discussion and review of revenue and expense projections finds that the proposed budget is appropriate to guide the operations and debt service of the District for the fiscal year;

NOW, THEREFORE BE IT RESOLVED, by the **SOUTH JERSEY ECONOMIC DEVELOPMENT DISTRICT**, that it hereby adopts the FY2022 Budget attached hereto.

I certify that this Resolution was formally adopted by the Board of Directors of the South Jersey Economic Development District at a meeting duly held on April 4, 2022.

Edward Ramsay, Secretary

SOUTH JERSEY ECONOMIC DEVELOPMENT DISTRICT

RESOLUTION

RESOLUTION ADOPTING THE 2022 -2027 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDs)

WHEREAS, the SJEDD is required by the USEDAs to annually review and update its Comprehensive Economic Development Strategy (CEDs); and

WHEREAS, through the efforts of staff, consultants and the CEDs committee there was prepared an annual update for the District's fiscal year 2021 and dated March 2022;

WHEREAS, considering the significant developments to the region's economy, altering the District's strategic approach to its economic development goals and objectives, this new 2022-2027 version of the CEDs has been developed to address those changes; and

WHEREAS, this 2022-2027 CEDs reflects the vision of the District, its constituent municipalities, and counties, and is used by those members as a vehicle through which project priorities, economic development, and redevelopment initiatives may be identified and funded.

NOW, THEREFORE BE IT RESOLVED, by the **SOUTH JERSEY ECONOMIC DEVELOPMENT DISTRICT**, that the "2022 – 2027 Southern New Jersey Comprehensive Economic Development Strategy" that has been prepared and is dated March 2022 is hereby approved and adopted and shall be submitted to USEDAs as required in the work plan for the FY2021 EDA Planning Partnership Grant.

I certify that this Resolution was formally adopted by the Board of Directors of the South Jersey Economic Development District at a meeting duly held on April 4, 2.

Edward Ramsay, Secretary

SOUTH JERSEY ECONOMIC DEVELOPMENT DISTRICT

RESOLUTION

**RESOLUTION ACCEPTING FY2022 USED
PARTNERSHIP PLANNING GRANT**

WHEREAS, the South Jersey Economic Development District, Inc. receives funding from the United States Economic Development Administration to provide planning and technical assistance to the Economic Development District; and,

WHEREAS, the matching Grant funds are received annually in support of the SJEDD planning and technical assistance programs; and,

WHEREAS, SJEDD submitted an application to the USED for the FY2022 Public Works and Economic Adjustment Planning Grant Program and is anticipating approval;

NOW, THEREFORE BE IT RESOLVED, by the **SOUTH JERSEY ECONOMIC DEVELOPMENT DISTRICT**, that it hereby authorizing acceptance of the Partnership Planning Grant for the FY2022 grant and upon formal notification from the USED of the grant award, authorizes the appropriate District officials to execute the grant documents.

I certify that this Resolution was formally adopted by the Board of Directors of the South Jersey Economic Development District at a meeting duly held on April 4, 2022.

Edward Ramsay, Secretary

SOUTH JERSEY ECONOMIC DEVELOPMENT DISTRICT

RESOLUTION

RESOLUTION AUTHORIZING FORD SCOTT & ASSOCIATES TO PERFORM THE ANNUAL AUDIT FOR FISCAL YEAR ENDING MARCH 31, 2022

WHEREAS, the South Jersey Economic Development District requires an appointment for the annual audit of the District for the Fiscal Year 2021; and

WHEREAS, past audit services by Ford Scott and Associates in their preparation of the annual audit have been performed to the satisfaction of the Directors;

NOW, THEREFORE BE IT RESOLVED, by the **SOUTH JERSEY ECONOMIC DEVELOPMENT DISTRICT**, that it hereby formally authorizes its approval for a contract with Ford Scott and Associates to perform the annual audit of the District for the Fiscal Year 2021 which ended March 31, 2022 to be billed at the normal hourly rates not to exceed \$8,000.00 and hereby authorizes the Executive Director to execute the letter of authorization for said services.

I certify that this Resolution was formally adopted by the Board of Directors of the South Jersey Economic Development District at a meeting duly held on April 4, 2022.

Edward Ramsay, Secretary

SOUTH JERSEY ECONOMIC DEVELOPMENT DISTRICT

RESOLUTION

**RESOLUTION AUTHORIZING AGREEMENT WITH THE SALEM COUNTY
BOARD OF COMMISSIONERS FOR ECONOMIC DEVELOPMENT
IMPLEMENTATION**

WHEREAS, the USEDA has awarded a grant from the CARES Act funds to be applied specifically to addressing the impacts to county and local governments and local businesses resulting from the COVID19 pandemic; and,

WHEREAS, the economic disruptions from policy restrictions caused by the COVID19 pandemic have direct impacts on the viability and vitality of the business community in the District that need to be addressed in order to provide the basis for effective economic recovery and resiliency; and,

WHEREAS, there exists the need in Salem County to provide dedicated staff to act in the capacity of an Economic Development Division; and

WHEREAS, an Economic Development Director will work with Salem County Chamber of Commerce, Salem County Community College, local municipalities, existing businesses, potential new business and various partners in the local Workforce Development system to enhance services to the business community;

NOW, THEREFORE BE IT RESOLVED, by the **SOUTH JERSEY ECONOMIC DEVELOPMENT DISTRICT**, that it hereby authorizes a contract with the Salem County Board of Commissioner in an amount not to exceed \$42,000 from CARES Act Supplemental Grant funds for the provision of Economic Development Services for Salem County consistent with the adopted Salem County Economic Development Vision and Action Plan;

BE IT FURTHER RESOLVED, that the Chairman and Executive Director are authorized to execute the Contract in a form and with content as reviewed and approved by the Board Attorney.

I certify that this Resolution was formally adopted by the Board of Directors of the South Jersey Economic Development District at a meeting duly held on April 4, 2022.

Edward Ramsay, Secretary

SOUTH JERSEY ECONOMIC DEVELOPMENT DISTRICT

RESOLUTION

RESOLUTION AUTHORIZING SUBRECIPIENT AND CONTRACTUAL AGREEMENTS FOR CARES ACT SUPPLEMENTAL GRANT PROGRAM IMPLEMENTATION

WHEREAS, the South Jersey Economic Development District has received a CARES Act Supplemental Planning Grant from the USEDA to be applied specifically to addressing the economic impacts to county and local governments and local businesses resulting from the COVID19 pandemic; and,

WHEREAS, the economic disruptions caused by the COVID19 pandemic have direct impacts on the viability and vitality of the business community in the District that need to be addressed to provide the basis for effective economic recovery and resiliency; and,

WHEREAS, there exists the need in the Member Counties to provide dedicated staff to act in the capacity of business recovery specialists and other direct services for assisting in the recovery from COVID pandemic economic disruption; and,

WHEREAS, The SJEDD (District) has determined to provide business development assistance and Recovery and Resiliency planning and implementation services; and,

WHEREAS, a Grant Administration Plan (GAP) identifies projects and proposed expenditures including contracts and grant sub-awards for work to be funded from the Grant which Plan requires amending to identify the County of Salem as sub-recipient;

NOW, THEREFORE BE IT RESOLVED, by the **SOUTH JERSEY ECONOMIC DEVELOPMENT DISTRICT**, that it hereby authorizes the Executive Committee to execute sub-recipient agreements as defined in 2CFR200.331a.

BE IT FURTHER RESOLVED, that the Chairman and Executive Director are authorized to execute the contracts as reviewed by the Executive Committee and in a form and with content approved by the Board Attorney.

I certify that this Resolution was formally adopted by the Board of Directors of the South Jersey Economic Development District at a meeting duly held on April 4, 2022.

Edward Ramsay, Secretary

SOUTH JERSEY ECONOMIC DEVELOPMENT DISTRICT

RESOLUTION

**RESOLUTION AMENDING SECTIONS 605 EXECUTIVE BOARD AND
1001 OFFICERS OF THE BYLAWS OF THE SJEDD**

WHEREAS, in recognition of current practice of the composition of the Executive Board; and

WHEREAS, an amendment to by the By-Laws having been proposed at a regular meeting of the District at least 30 days prior to any special or regular meeting at which any proposed action to amend the By-Laws has been made in compliance with Article 12 Section 12.01 of the By-Laws of the SJEDD;

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the South Jersey Economic Development District that the By-Laws of the South Jersey Economic Development District are hereafter updated to read as follows in all pertinent sections:

Section 605 to read "The Executive Board shall consist of four (4) Members being each of the four (4) County Commissioner Members" and Section 1001 to delete "and the First Past Chairman. If the First Past Chairman is no longer a member of the Board of Directors, the position will be filled by the majority vote of the current Board of Directors. " in reference to the composition of the Executive Board

BE IT FURTHER RESOLVED, that other than as specifically referenced herein there are no changes being undertaken as to the By-Laws of the SJEDD.

I certify that this Resolution was formally adopted by the Board of Directors of the South Jersey Economic Development District at a meeting duly held on April 4, 2022.

Edward Ramsay, Secretary

SOUTH JERSEY ECONOMIC DEVELOPMENT DISTRICT

RESOLUTION

**RESOLUTION APPROVING CHANGE ORDER WITH ECONSULT SOLUTIONS, INC. FOR
CAPE MAY COUNTY ECONOMIC RECOVERY REPORT AND RESILIENCY PLAN**

WHEREAS, the Cape May County Board of Commissioners have requested the assistance of SJEDD in furthering the County and regional economic development capacity; and

WHEREAS, Econsult Solutions, Inc. (ESI) received the highest ranking of proposals submitted and has provided the Scope of Services and contract for preparation and completion of an Economic Recovery Report and Resiliency Plan for Cape County; and

WHEREAS, funding for the preparation of specific economic recovery and resiliency planning has been granted to SJEDD from USEDA through the CARES Act Supplemental Planning Grant;

WHEREAS, the County has requested that ESI produce the plan in the style and brand standards that the County recently developed, a task that was not included in the original RFP and contract;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the South Jersey Economic Development District that the proper officers of the Board, to wit, the Chairman and the Executive Director, be and they are hereby authorized and directed to execute a change order for additional services with Econsult Solutions, Inc. in the amount of \$4,500.00 with the new total contract amount to become \$80,540.00 for the preparation and completion of an Economic Recovery Report and Resiliency Plan for Cape May County.

BE IT FURTHER RESOLVED that notice of this change order be published in the newspapers of record in accordance with provisions of NJ contracting statutes.

I certify that this Resolution was formally adopted by the Board of Directors of the South Jersey Economic Development District at a meeting duly held on April 4, 2022.

Edward Ramsay, Secretary

SOUTH JERSEY ECONOMIC DEVELOPMENT DISTRICT

RESOLUTION

**RESOLUTION APPROVING AGREEMENT WITH TRIAD ASSOCIATES OF VINELAND, N.J
FOR GRANT ADMINISTRATION SERVICES FOR CAPE MAY TECH VILLAGE PHASE II**

WHEREAS, the District and Triad Associates Incorporated have an existing contractual agreement for Grant management and Administrative Services; and

WHEREAS, Triad Associates has provided a Letter of Authorization (LOA) for USEDA Grant Administration in relative to the USEDA funded Cape May County Tech Village Phase II project; and

WHEREAS, the SJEDD agrees to provide technical and administrative services according the scope of services provided in the LOA for a fee of \$10,000;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the South Jersey Economic Development District that the proper officers of the Board, to wit, the Chairman and the Executive Director, be and they are hereby authorized and directed to execute a Letter of Authorization for \$10,000.00 with TRIAD ASSOCIATES of Vineland} N.J. for the Technical and Administrative services for the Cape May County Tech Village – Phase II project..

I certify that this Resolution was formally adopted by the Board of Directors of the South Jersey Economic Development District at a meeting duly held on April 4, 2022.

Edward Ramsay

Secretary

SOUTH JERSEY ECONOMIC DEVELOPMENT DISTRICT

RESOLUTION

**AUTHORIZING RENEWAL OF EMPLOYMENT AGREEMENT
WITH LOUIS C. JOYCE, PP, AICP**

WHEREAS, the SJEDD would like to continue to employ Louis C. Joyce, PP, AICP to provide services as Executive Director; and

WHEREAS, the SJEDD, by Resolution 7-21, set forth the increase in compensation for said services through March 31, 2022, to comport with the SJEDD fiscal year; and

WHEREAS, the SJEDD wishes to renew its contract with Louis C. Joyce, PP, AICP, for a period of one year to commence on April 1, 2022, to be effective through March 31, 2023, to comport with its fiscal year;; and

NOW, THEREFORE, BE IT RESOLVED, by the **SOUTH JERSEY ECONOMIC DEVELOPMENT DISTRICT** that it hereby authorizes an amendment to the Employment Agreement with Louis C. Joyce to serve as its Executive Director under the conditions contained therein extending through March 31, 2023, according to the terms thereof and at the rate of pay determined under SJEDD Resolution 6-21. The agreement shall be in form satisfactory to the Chairman of the SJEDD; and

NOW BE IT FURTHER RESOLVED that other than as modified by Resolution of this body all terms and conditions of the underlying Agreement shall remain in full force and effect.

I hereby certify that this Resolution was duly approved by the Board of Directors of the South Jersey Economic Development District at a meeting duly held on April 4, 2022.

Edward Ramsay, Secretary

SOUTH JERSEY ECONOMIC DEVELOPMENT DISTRICT

RESOLUTION

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

WHEREAS, it is necessary for the Board Members of the South Jersey Economic Development District to conduct an executive session closed to the public in order to discuss matters related to Personnel and Contract Negotiations;

NOW, THEREFORE, BE IT RESOLVED, by the **SOUTH JERSEY ECONOMIC DEVELOPMENT DISTRICT** that it hereby moves to executive closed session in accordance with the provisions of the Open Public Meetings Act, N.J.S.A. 10:4-6 et. seq., for the purpose of discussing matters falling within the Personnel and Contract Negotiation exceptions.

BE IT FURTHER RESOLVED, the matters discussed and the minutes of the closed session shall be disclosed to the public when the reason for confidentiality no longer exists.

I hereby certify that this Resolution was duly approved by the Board of Directors of the South Jersey Economic Development District at a meeting duly held on April 4, 2022.

Edward Ramsay, Secretary