

**South Jersey Economic Development District  
Regular Meeting Minutes  
April 12, 2021**

The Regular April 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  
Robert Zuest

**Cumberland County**

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

Absent: John Bobbitt, Sandra Forosisky, Jeannine MacDonald

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

**Approval of Minutes:** The Regular Meeting Minutes of the January 11, 2021, the Closed Session on January 11, 2021, and Executive Committee meeting of February 23, 2021 were approved unanimously on motion by Ms. DiLeonardo, 2<sup>nd</sup> by Ms. Italiano.

**Chairman's Report:**

Chairman Morey reported that the District is pleased to have received the FY2021 USED A Planning Grant of \$70,000. He reported that he is a member of the US Department of Commerce Travel and Tourism Advisory Board. He attended a meeting where it was indicated that additional funding will be channeled through the Economic Development Districts for asset based projects on resiliency.

**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.

- Providing continued management of Redevelopment vision report and redevelopment area study for the Wildwood Pacific Avenue corridor;
- Provided input to Salem County USDA RBDG grant application;
- Have completed grant subaward contract contents and forms with guidance from Mr. Carr;

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- Updated CEDS for 2020-2021 with updated format including initiation of the CEDS strategic planning committee and published to website;
- Provided support letters for grant applications that were submitted;
- Finalized scope with Cumberland Department of Workforce Development;
- Awaiting final rfp format from Atlantic County Economic Alliance;
- Continuing to work with Atlantic Cape Community College on implementation of the Cape May County bizHub grant as a member of the steering committee;
- Provided direction to Salem County Economic Advisory Council on Triad contract scope and schedule;
- Participated on NJEDA Windport diversity and local engagement committee;
- Made notes at an Executive Board pre-meeting to review agenda items.

**Treasurer's Report:**

Mr. Quinn reviewed the Treasurer's Report for the month of March. The beginning balance on March 1, 2021 was \$236,561.52. Receipts for the month totaled \$67,523.80 from interest, CARES Act and dues and assessments. Disbursements for the month totaled \$71,298.56 leaving an operating account balance of \$232,786.76. The account balance in the ACIA loan account was \$58,613.57.

Outstanding loan balances were reported as \$0.00 owed on the USDA IRP loan and \$120,162.44 balance on the ACIA loan. He indicated that the USDA IRP loan was retired with the April 2021 payment which was made in March.

Bill lists were presented. The bill lists of January for \$5,700.45 and February for \$14,231.65 were presented for ratification as being previously approved by the Executive Committee. The March bill list of \$22,972.42 was presented for approval.

Motion to ratify the January and February bills and approve the March bills made by Ms. DiLeonardo and 2<sup>nd</sup> by Ms. Italiano. Bills were approved by unanimous voice vote.

**Public Comment on Forthcoming Resolutions:**

No Comments were received.

**Resolutions:**

**1– 21 RESOLUTION APPROVING SCOPE AND CONTRACT WITH TRIAD ASSOCIATES OF VINELAND, N.J FOR SALEM COUNTY ECONOMIC RECOVERY AND RESILIENCY STRATEGY** Moved by Commissioner Ramsay, 2<sup>nd</sup> by Ms. DiLeonardo Mr. Joyce explained that based on Resolution 09-20 the Executive Committee is empowered to review and approve contracts for CARES Act projects. The Committee reviewed proposals for the Salem County

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plan, of the two received, Triad was selected and contract executed. Solicitor Carr explained this resolution ratifies the award of the contract by the Executive Committee.

Vote to approve was unanimous.

**2 – 21 RESOLUTION ADOPTING FY2021 BUDGET** Moved by Ms. Italiano, 2<sup>nd</sup> by Ms. DiLeonardo

The items of revenue and expenses were reviewed, showing a positive year end result. Mr. Joyce explained the item of miscellaneous income is based on technical assistance fees from CBAC and others. The expense budget is projected to be similar to past years, and the cost share with USEDA was detailed. Vote to approve resolution and adopt budget was unanimous.

**3 – 21 RESOLUTION ADOPTING 2020-25 SOUTH JERSEY CEDS REPORT**

Moved by Ms. DiLeonardo, 2<sup>nd</sup> by Commissioner Quinn.

The 2021 report has been completed and reviewed by the steering committee and posted on the District website for public review and comment.

Approved by unanimous vote.

**4 – 21 RESOLUTION ACCEPTING AMENDMENT #2 TO ED19PHI3020025 USEDA PARTNERSHIP PLANNING GRANT** Moved by Ms. Italiano, 2<sup>nd</sup> by Mr. Kuhn.

Mr. Joyce explained that the Planning Partnership Grant for year three of the current grant cycle has been approved by USEDA. It provides \$70,000 in matching funds for District function.

Vote to approve was unanimous.

**5 – 21 RESOLUTION AUTHORIZING FORD SCOTT & ASSOCIATES TO PERFORM THE ANNUAL AUDIT FOR FISCAL YEAR ENDING MARCH 31, 2021** Moved by

Commissioner Ramsay, 2<sup>nd</sup> by Mr. Stanzione.

The auditor's Letter of engagement dated April 5, 2021 maintains the same fee as previous, not to exceed \$8,000.

Approved by unanimous vote.

**6 – 21 RESOLUTION PROVIDING RETROACTIVE AND PROSPECTIVE SALARY ADJUSTMENT FOR EXECUTIVE DIRECTOR** Moved by Commissioner Ramsay, 2<sup>nd</sup> by Ms. DiLeonardo

Chairman Morey indicated that the resolution memorializes the salary adjustment approved at the previous meeting and also sets the date of current and future salary consideration to coincide with the fiscal year. The approval is for 2.5% retroactive to April 1, 2020 and 2.5% increase starting April 1, 2021.

Approved by unanimous vote.

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**Old Business:** There is need to modify the published meeting schedule to reflect the change in meeting start time from 6:00 PM to 6:30 PM. On motion by Ms. Italiano with 2<sup>nd</sup> by Mr. Risley the meeting time for future meetings was established as 6:30 PM and to be published.  
Approved by unanimous vote.

Motion by Mr. Ramsay, 2<sup>nd</sup> by Ms. Italiano to modify the schedule of meetings adopted by Resolution 15-20. The meeting date of July 5 will change to become July 12, 2021.  
Approved by unanimous vote.

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

**Public Comment:**

Ms. Ridgway offered no formal comment.

Next Meeting is scheduled for July 12, 2021.

**Adjournment:** Meeting was adjourned at 7:45 PM on motion by Commissioner Ramsay, 2<sup>nd</sup> by Ms. DiLeonardo and was unanimously approved.

Edward Ramsay  
Secretary

APPROVED: July 12, 2021.