

**South Jersey Economic Development District  
Regular Meeting Minutes  
January 10, 2022**

The 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 6:30 P.M by Vice Chairman Risley. Mr. Risley led the Flag salute.

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

**Cape May County**

Commissioner Will Morey (joined late)  
Leslie Gimeno

**Atlantic County**

Commissioner John Risley  
Max Slusher

**Salem County**

Commissioner Edward Ramsay  
Carey Italiano

**Cumberland County**

Commissioner (vacant)  
Sandra Forosisky  
Anthony Stanzione

Christy DiLeonardo (C/S/CM WDB)

Francis Kuhn (AC WDB)

Absent: John Bobbitt, Jeannine MacDonald, Robert Zuest,

**Staff:** Louis C. Joyce, Executive Director, Francine Springer, CFO,

Public participant: Nancy Ridgway attended via phone.

**Reorganization:** Commissioner Risley noted that due to the unfilled Commissioner appointment for Cumberland County the Executive committee recommends postponing reorganization until after the position is filled. On motion by Mr. Risley, with 2<sup>nd</sup> by Ms. Italiano the reorganization is to be rescheduled to a later date to be determined after Cumberland County's 2022 appointments are confirmed. Approved by unanimous vote.

**Approval of Minutes:** The Regular Meeting Minutes of the October 4, 2021 were approved on motion by Ms. Forosisky, 2<sup>nd</sup> by Mr. Ramsay. Executive Committee meeting notes of January 7, 2022 were noted as submitted.

**Chairman's Report:**

No report.

**Executive Director Report:**

Mr. Joyce indicated that his monthly report is included in the meeting packet; he filled in additional details on other projects;

- Prepared quarterly grant draws for Planning and CARES Act grants;
- Worked with Cape May County planners to implement the Resiliency plan
- Continued work of SGA/CCLR on Technical Assistance;

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- Continued to work with Salem County on Economic strategy and implementation of the Triad report;
- Will look to update the CEDS with current data, and do and RFP for the website;

**Treasurer's Report:**

Mr. Joyce reviewed the Treasurer's Report for the month of December. The beginning balance on December 1, 2021 was \$256,561.60. Receipts for the month totaled \$5,520.95 from interest, and CBAC Technical Assistance. Disbursements for the month totaled \$35,528.48 leaving an operating account balance of \$224,554.07 (accounting for outstanding checks). The account balance in the ACIA loan account was \$8,632.11.

Outstanding balance on the ACIA loan was reported as \$40,136.27, not counting for accrued interest.

Bill lists were presented. The bill lists for October of \$12,813.32 and November of \$25,606.27 were presented for ratification as being previously approved by the Executive Committee. The December bill list of \$31,569.81 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. Forosisky. Discussion question raised by Ms. DiLeonardo if the expense by Econsult for rental car is allowed by the Grant. Mr. Joyce will research and report back. If the charge is disallowed their future bill will be adjusted. Bills were approved by unanimous voice vote.

**Public Comment on Forthcoming Resolutions:**

No Comments were received.

**Resolutions:**

**16 - 21 RESOLUTION SETTING THE SJEDD'S REGULAR MEETING DATES FOR THE CALENDAR YEAR 2022**

Approved on motion by Mr. Stanzione, 2<sup>nd</sup> by Mr. Kuhn by unanimous vote.

**17 - 21 RESOLUTION NAMING DEPOSITORY OF FUNDS AND SIGNATORIES ON THE SJEDD BANK ACCOUNTS**

Mr. Joyce indicated that the accounts continue to reside at OceanFirst bank who will enforce the dual signature policy of the District per the Accounting Policies and Procedures. Motion to approve by Mr. Ramsay, 2<sup>nd</sup> by Ms. DiLeonardo unanimously approved.

**18 - 21 RESOLUTION AUTHORIZING PREPARATION AND SUBMISSION OF FY2022 PARTNERSHIP PLANNING GRANT APPLICATION TO USEDA**

The resolution authorizes the Executive Director to prepare and submit the application for the annual USEDA Partnership Planning Grant. Moved by Ms. DiLeonardo, 2<sup>nd</sup> by Ms. Italiano and approved by unanimous vote.

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**19 – 21 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. Forosisky; Mr. Joyce explained that Triad has a professional services contract that was approved through standard procurement in 2020; the contract was for one year with option for two one year extensions. This resolution will approve the second extension. He said that Triad's performance has been satisfactory and in compliance with contract terms and scope.

Approved by unanimous vote.

**20 – 21 RESOLUTION APPROVING SCOPE AND LETTER OF AUTHORIZATION WITH TRIAD ASSOCIATES OF VINELAND, N.J FOR FY2021 CEDS UPDATE**

Moved by Ms. DiLeonardo, 2<sup>nd</sup> by Mr. Risley; Mr. Joyce explained that under the contract, each project is authorized by scope and fee; this provides for the annual update to the CEDS; this was previously reviewed and approved by the Executive Committee so the work could proceed in a timely fashion. Approved by unanimous vote.

**Old Business:** Ms. DiLeonardo questioned if there are any additional funds coming from the CARES Act Grant. Further discussion centered on any uncommitted funds in the current grant that can be allocated to county projects. Mr. Joyce indicated that he is in discussion with USED staff on uses of remaining funds, and the possibility of a time extension beyond June 30, 2022.

Mr. Slusher raised the question about subscribing to the Gazelle AI business search platform. Mr. Joyce will research if that is an eligible expense for CARES Act funds. The annual cost would be \$13,000 for a single license.

Mr. Joyce indicated he had contact with Mr. Stone at CBAC about attending the meeting. Due to personal issue Mr. Stone will attend a later meeting to update the RLF activities.

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

**Public Comment:**

Ms. Ridgway offered no formal comment.

Next Regular Meeting is scheduled for April 4, 2022

**Adjournment:** Meeting was adjourned at 7:35 PM on motion by Ms. Forosisky, 2<sup>nd</sup> by Mr. Stanzione and was unanimously approved.

Edward Ramsay  
Secretary

APPROVED: April 4, 2022