

CAMDEN COUNTY IMPROVEMENT AUTHORITY  
BOARD MEETING  
August 11, 2016

The meeting of the Camden County Improvement Authority was held on August 11, 2016 at the offices of the Authority, 2220 Voorhees Town Center, Voorhees New Jersey at 8:00 a.m. Ms. Rohrer presided over the meeting, and Maria Mamas recorded the minutes thereof:

Vice Chair Ms. Rohrer called the meeting to order at 8:00 a.m. and began the meeting with the Pledge of Allegiance.

Ms. Mamas called the roll:

Ms. Rohrer  
Mr. Schooley  
Mr. Spearman  
Mr. Stevenson  
Chairman Hosey

PRESENT: Ms. Rohrer  
Mr. Spearman  
Mr. Stevenson

ABSENT: Chairman Hosey  
Mr. Schooley

ALSO PRESENT: Mr. James Blanda, Executive Director  
Mr. David Patterson, Solicitor  
Mr. James Lex, Chief Operating Officer  
Mr. Patrick Shuttleworth, Director of Administration  
Mr. David McCollum, Chief Financial Officer  
Ms. Carol McAllister, Partner, Bowman & Company, LLP  
Mr. Ralph Condo, Financial & Operational Analyst  
Mr. Robert Klaus, Program Manager  
Ms. Tracy Wilson, Executive Assistant

---

Ms. Mamas read the Notice in accordance with the open public meetings law. Public Notice of the Time and Date for this meeting appeared in Resolution #187-15 dated December 10, 2015. This notice was mailed to the Courier Post and the South Jersey Times newspaper as a legal notice in compliance with the Open Public Meetings Act. It is also posted on the Authority bulletin board and filed with the Camden County Clerk.

---

Before voting on the July minutes, Mr. Patterson told the Commissioners that the minutes were sent to the County Freeholder Board for review as required by law and no veto of the minutes was received within the 10 day time period. Therefore, the minutes may be approved as submitted.

---

Motion was made by **Mr. Spearman**, seconded by **Mr. Stevenson**, with three ayes to approve the minutes from the July 14, 2016 Board Meeting:

AYES:	Ms. Rohrer Mr. Spearman Mr. Stevenson	ABSENT:	Chairman Hosey Mr. Schooley
-------	---	---------	--------------------------------

NAYS:	None	ABSTAIN:	None
-------	------	----------	------

---

Motion was made by **Mr. Stevenson**, seconded by **Mr. Spearman**, with three ayes to approve the closed session minutes from the July 14, 2016 Board Meeting:

AYES:	Ms. Rohrer Mr. Spearman Mr. Stevenson	ABSENT:	Chairman Hosey Mr. Schooley
-------	---	---------	--------------------------------

NAYS:	None	ABSTAIN:	None
-------	------	----------	------

---

Mr. Blanda presented his Executive Director's Report. A copy is on file at the Authority's office.

---

After review and discussion and upon motion by **Mr. Spearman**, seconded by **Mr. Stevenson**, with three ayes, the following Resolution was adopted:

**RESOLUTION 130-16**

RESOLUTION OF THE CAMDEN COUNTY IMPROVEMENT AUTHORITY  
AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE NEW JERSEY  
LOCAL FINANCE BOARD PURSUANT TO N.J.S.A. 40A:5A-6

AYES:	Ms. Rohrer Mr. Spearman Mr. Stevenson	ABSENT:	Chairman Hosey Mr. Schooley
-------	---	---------	--------------------------------

NAYES:	None	ABSTAIN:	None
--------	------	----------	------

*Authorizing the submission of an application to the New Jersey Local Finance Board for purchase of equipment and capital improvements by the County.*

---

After review and discussion and upon motion by **Mr. Spearman**, seconded by **Mr. Stevenson**, with three ayes, the following Resolution was adopted:

**RESOLUTION 131-16**

RESOLUTION OF THE CAMDEN COUNTY IMPROVEMENT AUTHORITY  
APPROVING EXTENSION OF A CONTRACTUAL AGREEMENT BETWEEN THE  
CAMDEN COUNTY IMPROVEMENT AUTHORITY AND THE CITY OF CAMDEN  
TO PROVIDE PROFESSIONAL SUPPORT SERVICES TO THE CAMDEN CITY  
HOUSING PROGRAM

AYES:	Ms. Rohrer Mr. Spearman Mr. Stevenson	ABSENT:	Chairman Hosey Mr. Schooley
-------	---	---------	--------------------------------

NAYES:	None	ABSTAIN:	None
--------	------	----------	------

*Amending said contract to provide additional professional support services through June 30, 2018 to the Camden City Housing Program*

---

After review and discussion and upon motion by **Mr. Spearman**, seconded by **Mr. Stevenson**, with three ayes, the following Resolution was adopted:

**RESOLUTION 132-16**

RESOLUTION OF THE CAMDEN COUNTY IMPROVEMENT AUTHORITY  
APPROVING AN EXTENSION OF THE MEMORANDUM OF UNDERSTANDING  
BETWEEN THE COUNTY OF CAMDEN AND THE AUTHORITY RELATED TO  
ADMINISTRATION OF THE CDBG MUNICIPAL AND SOCIAL SERVICES  
PROGRAMS AND THE HOME PROGRAM

AYES:	Ms. Rohrer Mr. Spearman Mr. Stevenson	ABSENT:	Chairman Hosey Mr. Schooley
-------	---	---------	--------------------------------

NAYES:	None	ABSTAIN:	None
--------	------	----------	------

*Approving an extension of the termination date of the MOU to extend to September 30, 2016, between the County of Camden and the Authority related to the CDBG and the HOME Programs.*

---

After review and discussion, and upon motion by **Mr. Spearman**, seconded by **Mr. Stevenson**, with three ayes, the following Resolution was adopted:

**RESOLUTION 133-16**

RESOLUTION OF THE CAMDEN COUNTY IMPROVEMENT AUTHORITY  
ACCEPTING THE 2015 ANNUAL AUDIT REPORT AND THAT EACH  
AUTHORITY MEMBER HAS PERSONALLY REVIEWED THE AUDIT AND THE  
SCHEDULE OF FINDINGS AND RECOMMENDATIONS

AYES:	Ms. Rohrer Mr. Spearman Mr. Stevenson	ABSENT:	Chairman Hosey Mr. Schooley
-------	---	---------	--------------------------------

NAYES:	None	ABSTAIN:	
--------	------	----------	--

*Ms. Carol McAllister from Bowman & Company, LLP auditors for the Authority, went through the 2015 Annual Audit Report with commissioners and answered any questions.*

---

After review and discussion, and upon motion by **Mr. Spearman**, seconded by **Mr. Stevenson**, with three ayes, the following Resolution was adopted:

**RESOLUTION 134-16**

RESOLUTION OF THE CAMDEN COUNTY IMPROVEMENT AUTHORITY  
APPROVING A RENEWAL CONTRACT WITH SAFETY MATTERS, INC. FOR  
WEB BASED EMPLOYMENT TRAINING SERVICES

AYES: Ms. Rohrer ABSENT: Chairman Hosey  
Mr. Spearman Mr. Schooley  
Mr. Stevenson

NAYES: None ABSTAIN: None

*Approving the renewal of a contract with Safety Matters, Inc. for web based employee training services for an annual amount of \$784.00*

---

After review and discussion, and upon motion by **Mr. Spearman**, seconded by **Mr. Stevenson**, with three ayes, the following Resolution was adopted:

**RESOLUTION 135-16**

RESOLUTION OF THE CAMDEN COUNTY IMPROVEMENT AUTHORITY  
APPROVING A THIRD YEAR OPTION WITH SECURED DOCUMENT  
DESTRUCTION, LLC PURSUANT TO THE CAMDEN COUNTY COOPERATIVE  
PRICING SYSTEM FOR RECORDS SHREDDING SERVICES

AYES: Ms. Rohrer ABSENT: Chairman Hosey  
Mr. Spearman Mr. Schooley  
Mr. Stevenson

NAYES: None ABSTAIN: None

*Approving a third year option with Secured Document Destruction, LLC for record destruction services on an "as needed basis" pursuant to the Camden County/Cooperative Pricing System #57-CCCPS*

---

After review and discussion, and upon motion by **Mr. Spearman**, seconded by **Mr. Stevenson**, with three ayes, the following Resolution was adopted:

**RESOLUTION 136-16**

RESOLUTION OF THE CAMDEN COUNTY IMPROVEMENT AUTHORITY  
AUTHORIZING AWARD OF CONTRACT BY AND BETWEEN THE AUTHORITY  
AND VARIOUS VENDORS FOR JANITORIAL SERVICES AND PAPER  
PRODUCTS PURUSANT TO THE COUNTY COOPERATIVE PRICING SYSTEM,  
ID#57-CCCPS

AYES: Ms. Rohrer ABSENT: Chairman Hosey  
Mr. Spearman Mr. Schooley  
Mr. Stevenson

NAYS: None ABSTAIN: None

*Approving an award of Contract by and between the Authority and various vendors for janitorial services and paper products pursuant to the Camden County Cooperative Pricing System #57-CCCPS*

---

After review and discussion, and upon motion by **Mr. Spearman**, seconded by **Mr. Stevenson**, with three ayes, the following Resolution was adopted:

**RESOLUTION 137-16**

RESOLUTION OF THE CAMDEN COUNTY IMPROVEMENT AUTHORITY  
AWARDING APPRAISAL CONTRACT TO RENWICK & ASSOCIATES FOR THE  
JOINT BOARD PROJECT

AYES: Ms. Rohrer ABSENT: Chairman Hosey  
Mr. Spearman Mr. Schooley  
Mr. Stevenson

NAYS: None ABSTAIN: None

*Authorizing an award of contract to Renwick & Associates to provide Appraisal Services for the Joint Board Project on Broadway in the City of Camden*

---

After review and discussion, and upon motion by **Mr. Spearman**, seconded by **Mr. Stevenson**, with three ayes, the following Resolution was adopted:

**RESOLUTION 138-16**

RESOLUTION OF THE CAMDEN COUNTY IMPROVEMENT AUTHORITY  
AUTHORIZING AN AWARD OF CONTRACT FOR ENGINEERING SERVICES AT  
THE CCIA PARKING CENTER

AYES:	Ms. Rohrer Mr. Spearman Mr. Stevenson	ABSENT:	Chairman Hosey Mr. Schooley
-------	---	---------	--------------------------------

NAYES:	None	ABSTAIN:	None
--------	------	----------	------

*Authorizing an award of contract to Becica Associates LLC to provide professional engineering services at the CCIA Parking Center in the City of Camden for needed repairs.*

---

After review and discussion, and upon motion by **Mr. Spearman**, second by **Mr. Stevenson**, with two ayes and one abstention, the following Resolution was adopted:

**RESOLUTION 139-16**

RESOLUTION OF THE CAMDEN COUNTY IMPROVEMENT AUTHORITY  
AMENDING A PARKING LICENSE AGREEMENT WITH ROWAN UNIVERSITY

AYES:	Mr. Spearman Mr. Stevenson	ABSENT:	Chairman Hosey Mr. Schooley
-------	-------------------------------	---------	--------------------------------

NAYES:	None	ABSTAIN:	Ms. Rohrer
--------	------	----------	------------

*Amending a Parking License Agreement with Rowan University to provide an additional 20 parking spaces at the CCIA Parking Center in the City of Camden at the rate of \$7.71 per space per day.*

---

After review and discussion, and upon motion by **Mr. Spearman**, second by **Mr. Stevenson**, with three ayes, the following Resolution was adopted:

**RESOLUTION 140-16**

RESOLUTION OF THE CAMDEN COUNTY IMPROVEMENT AUTHORITY  
AMENDING THE COMMUNITY DEVELOPMENT FIRST-TIME HOME BUYER  
POLICY

AYES:	Ms. Rohrer Mr. Spearman Mr. Stevenson	ABSENT:	Chairman Hosey Mr. Schooley
-------	---	---------	--------------------------------

NAYES:	None	ABSTAIN:	None
--------	------	----------	------

*Amending an amount of eligible costs being provided to a first-time home buyer in an amount not to exceed \$10,000.00 in the Community Development First Time Home Buyer Program*

---

After review and discussion, and upon motion by **Mr. Spearman**, second by **Mr. Stevenson**, with three ayes, the following Resolution was adopted:

**RESOLUTION 141-16**

RESOLUTION OF THE CAMDEN COUNTY IMPROVEMENT AUTHORITY  
APPROVING OR RATIFYING THE AUTHORITY OPERATING AND PROJECT  
EXPENDITURES

AYES:	Ms. Rohrer Mr. Spearman Mr. Stevenson	ABSENT:	Chairman Hosey Mr. Schooley
NAYES:	None	ABSTAIN:	Ms. Rohrer on Cooper Medical School of Rowan University

*After review of the Operating and Project expenditures, Vice Chair Ms. Rohrer asked if all expenses were in budget to which Mr. McCollum confirmed.*

