

PASSAIC COUNTY IMPROVEMENT AUTHORITY  
LIST OF AGENDA ITEMS

Meeting to be held on Wednesday, April 24, 2019 at 6:00 PM at 930 Riverview Drive,  
Suite 250, Totowa, NJ.

1. Call to order.
2. Pledge of Allegiance.
3. Roll Call.
4. Open Public Meetings Notice.
5. Approval of the Minutes of the February 27, 2019 Board Meeting.
6. Public Comment.
7. Executive Session.
8. Official Action
  - a. R 19-018 Resolution of the Passaic County Improvement Authority Authorizing Payment of Bills and Reimbursements
  - b. R 19-019 Resolution of the Passaic County Improvement Authority Authorizing Payment of Bills and Reimbursements from the Escrow Account Established in Connection with the Application Submitted by Paterson Parking Authority
  - c. R 19-020 Resolution of the Passaic County Improvement Authority Establishing Rates for Reimbursement of Travel and For Reimbursement of Cellular Telephone and Data Services
  - d. R 19-021 Resolution of the Passaic County Improvement Authority Awarding Contract for Surety Bond
9. Further Official Action – Resolution of Commissioners.
10. Old Business/New Business
11. Adjournment.

**PASSAIC COUNTY IMPROVEMENT AUTHORITY**

**MINUTES OF THE BOARD MEETING OF FEBRUARY 27, 2019**

The meeting was called to order at approximately 6:00 p.m. Pledge of Allegiance was said. Roll was taken. Commissioners Alston, Bradley, Petriello and Marco were present. Also present were Nicole S. Fox, Executive Director, Heather Litzebauer, Financial Advisor, and Peter A. Tucci, Jr., Esq. Mr. Tucci read the notice, pursuant to the Open Public Meetings Act.

Election of Officers

Commissioner Marco asked for a nomination for chairman. Commissioner Alston nominated Dennis F. Marco and Commissioner Petriello seconded the motion. All were in favor.

Chairman Marco nominated Joseph Petriello for Vice Chairman. Commissioner Alston seconded the motion. All were in favor.

Chairman Marco nominated Michael R.F. Bradley for Secretary/Treasurer. Commissioner Alston seconded the motion. All were in favor.

Chairman Marco nominated Commissioner Alston for Deputy Secretary. Commissioner Bradley seconded the motion. All were in favor.

Minutes

Motion was made by Commissioner Alston and seconded by Commissioner Bradley to approve the minutes of the public portion of the meeting from January 23, 2019. Motion carried unanimously.

Seeing no public present, Chairman Marco asked for a motion to go into Executive Session. Commissioner Bradley moved and Commissioner Alston seconded the motion. Motion carried.

Chairman Marco noted that official action would be taken after Executive Session.

Commissioner Alston moved to close Executive Session and Commissioner Petriello seconded the motion. All were in favor.

Official Action

The Commissioners then considered the following resolutions:

R 19-003 Resolution of the Passaic County Improvement Authority Authorizing Payment of Bills and Reimbursements	<b>Commissioners</b>	<b>M/S</b>	<b>Y</b>	<b>N</b>	<b>No Vote</b>
	Bradley	M	X		
	Cotroneo				
	Petriello		X		
	Alston	S	X		
Marco		X			

R 19-004 Resolution of the Passaic County Improvement Authority Authorizing Depositories	<b>Commissioners</b>	<b>M/S</b>	<b>Y</b>	<b>N</b>	<b>No Vote</b>
	Bradley	S	X		
	Cotroneo				
	Petriello		X		
	Alston	M	X		
	Marco		X		

R 19-005 Resolution of the Passaic County Improvement Authority Adopting its Cash Management Plan	<b>Commissioners</b>	<b>M/S</b>	<b>Y</b>	<b>N</b>	<b>No Vote</b>
	Bradley		X		
	Cotroneo				
	Petriello	S	X		
	Alston	M	X		
	Marco		X		

R 19-006 Resolution of the Passaic County Improvement Authority Authorizing Signatories	<b>Commissioners</b>	<b>M/S</b>	<b>Y</b>	<b>N</b>	<b>No Vote</b>
	Bradley	M	X		
	Cotroneo				
	Petriello		X		
	Alston	S	X		
	Marco		X		

R 19-007 Resolution of the Passaic County Improvement Authority Designating Authorized Newspapers	<b>Commissioners</b>	<b>M/S</b>	<b>Y</b>	<b>N</b>	<b>No Vote</b>
	Bradley	S	X		
	Cotroneo				
	Petriello	M	X		
	Alston		X		
	Marco		X		

R 19-008 Resolution of the Passaic County Improvement Authority Appointing Legal Counsel – General Operations	<b>Commissioners</b>	<b>M/S</b>	<b>Y</b>	<b>N</b>	<b>No Vote</b>
	Bradley	S	X		
	Cotroneo				
	Petriello	M	X		
	Alston		X		
	Marco		X		

R 19-009 Resolution of the Passaic County Improvement Authority Appointing Financial Advisor	<b>Commissioners</b>	<b>M/S</b>	<b>Y</b>	<b>N</b>	<b>No Vote</b>
	Bradley	S	X		
	Cotroneo				
	Petriello	M	X		
	Alston		X		
	Marco		X		

R 19-010 Resolution of the Passaic County Improvement Authority Appointing Auditor	<b>Commissioners</b>	<b>M/S</b>	<b>Y</b>	<b>N</b>	<b>No Vote</b>
	Bradley	M	X		
	Cotroneo				
	Petriello		X		
	Alston	S	X		
	Marco		X		

R 19-011 Resolution of the Passaic County Improvement Authority Accepting the Qualifications of Certain Entities to Perform the Necessary Services as Legal Counsel – Bond Counsel	<b>Commissioners</b>	<b>M/S</b>	<b>Y</b>	<b>N</b>	<b>No Vote</b>
	Bradley		X		
	Cotroneo				
	Petriello	M	X		
	Alston	S	X		
	Marco		X		

R 19-012 Resolution of the Passaic County Improvement Authority Accepting the Qualifications of Certain Entities to Perform the Necessary Services as Trustee	<b>Commissioners</b>	<b>M/S</b>	<b>Y</b>	<b>N</b>	<b>No Vote</b>
	Bradley		X		
	Cotroneo				
	Petriello	M	X		
	Alston	S	X		
	Marco		X		

R 19-013 Resolution of the Passaic County Improvement Authority Accepting the Qualifications of Certain Entities to Perform the Necessary Services as Underwriter	<b>Commissioners</b>	<b>M/S</b>	<b>Y</b>	<b>N</b>	<b>No Vote</b>
	Bradley	M	X		
	Cotroneo				
	Petriello		X		
	Alston	S	X		
	Marco		X		

R 19-014 Resolution of the Passaic County Improvement Authority Awarding Contract for Arbitrage Report Services	<b>Commissioners</b>	<b>M/S</b>	<b>Y</b>	<b>N</b>	<b>No Vote</b>
	Bradley		X		
	Cotroneo				
	Petriello	M	X		
	Alston	S	X		
	Marco		X		

R 19-015 Resolution of the Passaic County Improvement Authority Setting of Meeting Dates from March 2018 through February 2019	<b>Commissioners</b>	<b>M/S</b>	<b>Y</b>	<b>N</b>	<b>No Vote</b>
	Bradley	M	X		
	Cotroneo				
	Petriello	S	X		
	Alston		X		
	Marco		X		

*It was noted that the May meeting falls on Commissioners Alston's Birthday.*

R 19-016 Resolution Authorizing the Incurrence of Lease Purchase Obligations and the Execution and Delivery of a Lease Agreement, Sublease Agreement(s), Assignment Agreement and Related Documents of the Passaic County Improvement Authority in Connection with the 2019-2020 County Guaranteed Capital Equipment Lease Program	<b>Commissioners</b>	<b>M/S</b>	<b>Y</b>	<b>N</b>	<b>No Vote</b>
	Bradley	S	X		
	Cotroneo				
	Petriello	M	X		
	Alston		X		
	Marco		X		

R 19-017 Resolution of the Passaic County Improvement Authority Appointing Certain Professionals and Authorizing Certain Fees in Connection with the Paterson Parking Authority Project Application, 2019	<b>Commissioners</b>	<b>M/S</b>	<b>Y</b>	<b>N</b>	<b>No Vote</b>
	Bradley	M	X		
	Cotroneo				
	Petriello	S	X		
	Alston		X		
	Marco		X		

New Business / Old Business

None.

Commissioner Petriello made a motion to adjourn the meeting, seconded by Commissioner Bradley. Motion carried unanimously.

19-018

**RESOLUTION OF THE  
PASSAIC COUNTY IMPROVEMENT AUTHORITY AUTHORIZING  
PAYMENT OF BILLS AND REIMBURSEMENTS**

**WHEREAS**, a regular meeting of the Passaic County Improvement Authority (the "Authority") was held on April 24, 2019;

**WHEREAS**, the Authority has previously approved agreements for the provision of goods and services;


**WHEREAS**, the Authority has also authorized reimbursements for certain items, either through prior resolution or agreement; and

**WHEREAS**, the Authority desires to authorize payment for the aforementioned items.

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE MEMBERS OF THE PASSAIC COUNTY IMPROVEMENT AUTHORITY AS FOLLOWS:**

1. The Authority hereby authorizes the payment of the items as listed in the attached schedule.
2. The Executive Director is authorized and directed to take all appropriate action to effectuate payment of the items listed in the attached schedule.

I hereby certify the foregoing to be a true copy of a resolution adopted by the Passaic County Improvement Authority at a meeting held on April 24, 2019.

  
\_\_\_\_\_  
Michael R. F. Bradley,  
Secretary

<u>Recorded Vote:</u>	<u>Aye</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Wayne Alston				✓
Michael Bradley	✓			
Ronda Casson Cotroneo				✓
Joseph Petriello, Vice Chairman	✓			
Dennis Marco, Chairman	✓			

19-019

**RESOLUTION OF THE  
PASSAIC COUNTY IMPROVEMENT AUTHORITY AUTHORIZING  
PAYMENT OF BILLS AND REIMBURSEMENTS FROM THE ESCROW  
ACCOUNT ESTABLISHED IN CONNECTION WITH THE APPLICATION  
SUBMITTED BY PATERSON PARKING AUTHORITY**

**WHEREAS**, a regular meeting of the Passaic County Improvement Authority (the “Authority”) was held on April 24 2019;

**WHEREAS**, Paterson Parking Authority (the “Applicant”) has delivered to the Authority an application for the financing of the Project, dated January 19, 2019 (the “Application”);

**WHEREAS**, the Authority has acknowledged receipt of the Application and has determined to review the Application;

**WHEREAS**, the Authority has determined that the Applicant shall establish and maintain an escrow fund to be used to pay the cost of the review of the Application by the Authority and its professionals and consultants, which the Applicant has done;

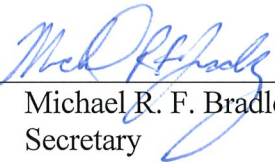
**WHEREAS**, the Applicant and the Authority have entered into an Escrow Agreement, which more specifically sets forth the administration of the escrow fund; and

**WHEREAS**, the Authority has incurred expenses in connection with the review of the Application which are reimbursable to the Authority from the escrow fund, pursuant to the Escrow Agreement.

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE MEMBERS  
OF THE PASSAIC COUNTY IMPROVEMENT AUTHORITY AS FOLLOWS:**

1. The Authority hereby authorizes the payment of the items as listed in the attached schedule from the escrow fund established by the Applicant, pursuant to the terms of the Escrow Agreement.
2. The Executive Director is authorized and directed to take all appropriate action to effectuate payment of the items listed in the attached schedule.

I hereby certify the foregoing to be a true copy of a resolution adopted by the Passaic County Improvement Authority at a meeting held on April 24, 2019.

  
 \_\_\_\_\_  
 Michael R. F. Bradley,  
 Secretary

<u>Recorded Vote:</u>	<u>Aye</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Wayne Alston				✓
Michael Bradley	✓			
Ronda Casson Cotroneo				✓
Joseph Petriello, Vice Chairman	✓			
Dennis Marco, Chairman	✓			



**RESOLUTION OF THE  
PASSAIC COUNTY IMPROVEMENT AUTHORITY ESTABLISHING RATES  
FOR REIMBURSEMENT OF TRAVEL AND FOR REIMBURSEMENT OF  
CELLULAR TELEPHONE AND DATA SERVICES**

**WHEREAS**, a regular meeting of the Passaic County Improvement Authority (the “Authority”) was held on April 24, 2019;


**WHEREAS**, the Authority desires to set the rates for reimbursement of travel in accordance with the rates for reimbursement of travel set by the United States General Services Administration; and

**WHEREAS**, the Authority desires to provide its Executive Director with the use of a cellular telephone and related data services, in the form of reimbursement for the cost of those services, in order to foster the effective and efficient operation of the Authority.

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE MEMBERS OF THE PASSAIC COUNTY IMPROVEMENT AUTHORITY AS FOLLOWS:**

1. The Authority hereby sets as its rates for reimbursement of travel expenses as the rates set by the United States General Services Administration.
  
2. Prior to any employee or agent incurring travel expenses in excess of \$200, the Authority must first approve such travel expense. Regardless of the amount, appropriate documentation of the travel expenses must be submitted to the Authority, prior to reimbursement.
  
3. The Authority hereby approves a monthly reimbursement in the amount of \$65 to the Executive Directory for cellular telephone and data services.

I hereby certify the foregoing to be a true copy of a resolution adopted by the Passaic County Improvement Authority at a meeting held on April 24, 2019.

  
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 Michael R. F. Bradley, Secretary

Recorded Vote:	Aye	No	Abstain	Absent
Wayne Alston				✓
Michael Bradley	✓			
Ronda Casson Cotroneo				✓
Joseph Petriello, Vice Chairman	✓			
Dennis Marco, Chairman	✓			

**RESOLUTION OF THE PASSAIC COUNTY IMPROVEMENT AUTHORITY  
AWARDING CONTRACT FOR SURETY BOND**

**WHEREAS**, a regular meeting of the Passaic County Improvement Authority (the “Authority”) was held on April 24, 2019;

**WHEREAS**, the Authority has determined that it is necessary, convenient, and desirable to achieve its purposes to contract for a surety bond to cover its Executive Director;

**WHEREAS**, N.J.S.A. 40:37A-55 permits the Authority to enter into such agreement for professional services, subject to the requirements of the Local Public Contracts Law;

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for “Professional Services” without competitive bids and the agreement itself must be available for public inspection;

**WHEREAS**, the New Jersey Election Law, specifically N.J.S.A. 19:44A-20.4, permits, but does not require, a contract with an anticipated value in excess of \$17,500, to be awarded through a “fair and open” process;

**WHEREAS**, the proposed contract is not expected to exceed \$17,500; and

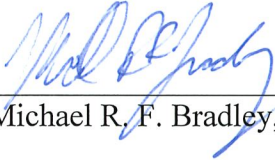
**WHEREAS**, the Authority desires to award a contract for a surety bond as outlined above, pursuant to a contract with CNA Surety.

NOW, THEREFORE, BE IT RESOLVED by the Passaic County Improvement Authority as follows:

1. The Authority hereby awards a contract for the provision of a surety bond to CNA Surety, with the surety bond running from June 17, 2019 to June 16, 2020 and hereby authorizes the Chairman to negotiate and execute an appropriate professional services agreement substantially in the form of the agreement attached hereto.
2. This contract is awarded without competitive bidding as a “Professional Service” in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.

3. A notice of the award of this contract shall be printed once in the Official Newspaper of the Authority to satisfy the requirement of the publication of legal notices and a copy of the contract shall be made available for public inspection.

I hereby certify the foregoing to be a true copy of a resolution adopted by the Passaic County Improvement Authority at a meeting held on April 24, 2019.

  
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 Michael R. F. Bradley, Secretary

<u>Recorded Vote:</u>	<u>Aye</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Wayne Alston				✓
Michael Bradley	✓			
Ronda Casson Cotroneo				✓
Joseph Petriello, Vice Chairman	✓			
Dennis Marco, Chairman	✓			