

**SAYREVILLE ECONOMIC & REDEVELOPMENT AGENCY
"SERA"**

MINUTES OF July 18, 2024

The meeting of the Sayreville Economic & Redevelopment Agency was called to order by Chairman Zebrowski and opened with salute to the flag. Chairman Zebrowski announced that the meeting was being conducted in accordance with the Open Public Meeting Law P.L. 1975, c231, Public Law, 1975.

SERA Commissioners that were present were: Mr. Davis, Mr. DeWise, Ms. Duffy, Ms. Fischer, Mr. Grillo, Mr. Parikh, Councilperson Roberts, Mr. Scott and Chairman Zebrowski

Absent Commissioners:

Also present were: Mr. Shah, Mr. Baker, Esq., Mr. Samuel, Mr. Cornell, Ms. Sawant and Mr. Kronowski

AT THIS TIME, THE MEETING WAS OPENED:

Chairman Zebrowski asked the Board Secretary if the board meeting was being conducted under the Sunshine Law and if all publications were notified, the secretary had stated, yes.

MINUTES:

Mr. Scott made a motion to approve the minutes from June 13, 2024; seconded by Mr. Davis.

ROLL CALL:

YES: Mr. Davis, Mr. DeWise, Ms. Duffy, Mr. Grillo, Councilperson Roberts, Mr. Scott and Chairman Zebrowski

NO: n/a

ABSTAIN: n/a

Chairman Zebrowski takes the time to recognize two (2) members that have moved on from working on SERA. Ms. Joan Kemble, was the secretary for the last thirteen (13) years. Ms. Kemble has provided dedication and service to SERA and her town. Chairman and Commissioners provided Ms. Kemble with a plaque and their appreciation of her years of service as the SERA secretary.

Mr. Joseph Ambrosio was absent today, but Mr. Ambrosio was recognized for his service as Executive Director for fifteen (15) years.

ATTORNEY REPORT:

Mr. Baker, Esq stated he has approx. five (5) items to discuss later this meeting under the resolution portion. No further comment.

ENGINEER REPORT:

Mr. Cornell provided a brief update on Riverton.

Kevin Polston, Project Executive of Riverton for seven (7) year on the Sayreville project with his team. Mr. Polston provided an update regarding the site. Bass Pro – they continue to work on the revision of the Lease that is necessary to have the project moving forward. The building permit for the building shell will be issued tentative next week. The foundation permits are in hand. Since your last meeting, they have satisfied all the conditions and resolution compliance for the Bass Pro Site Plan approval that was issued in 2023.

Currently a lot of concrete is in the ground and you will see vertical steel by the end of the year.

The largest project that was tackled the last five (5) years, is the sanitary sewer system. The construction started two (2) years ago on that and we are down to the final steps. The foundation systems are complete and by next week start the vertical components on the building. On the other end where it connects to the MCUA, SSA has applied for a permit for the last connection piece and that work is schedule to start in September. Riverton expects the first tenant to be open later next year, before Bass Pro. These building are smaller in structure. One lease is signed and another one there is a lease out and plans are designed.

Mr. Samuel states a lot of work that supports all of these buildings has been placed into the ground for the past two and half (2 1/2) years. He also mentions that it is a very active site, below ground it's been busy.

Mr. Polston explained the EDA Tax Credit financing, with five (5) phases of development that are projected to be completed over ten (10) years. It's a twenty (20) year program that will create revenue stream, to reimburse the developer for funds that come out of the private developer's pocket.

Since SSA's December EDA approval, we have bi-weekly meetings with our team and EDA. There is a lot of detail to resolve on a \$400M tax credit program. In late June, Riverton received their EDA approval letter, which basically forms the agreement with the EDA. This agreement must be completed prior to starting.

Mr. Cornell stated, no further comment.

EXECUTIVE DIRECTORS REPORT:

Mr. Shah didn't provide a written report for this meeting and will have a formal report for September. A few items that are in review, one mixed used interest around Route 9 & Perrine Road area. Also, he had a meeting with Red Oak regarding an expansion project and the developers to discuss the area of Crossman and Main Street corner. It looks like Quick chek will be moving to Riverton and possible WAWA on the corner.

SERA would like to start working on a plan for Crossman/Main on both sides. There is additional land behind the current project, that they would like to expand. Everything would come to the commissioners for review and approval. Another positive possible item he has been hearing, is a data center, which would be a benefit to the Borough. Data Center could provide very good revenue and low traffic impact. The new SERA financial system is in place and in this packet is the bill list and financial statements. Mr. Shah and Mr. Kronowski have the bank reconciliation completed. The grant application process will take six (6) to eight (8) months and they are currently in progress. Next week, a BDA meeting is scheduled and the committee will be present.

Mr. Shah stated, no further comment.

2023 AUDIT CORRECTIVE ACTION PLAN "CAP":

Mr. Kronowski advised that the 2023 CAP mirrors the 2022 CAP that was discuss at the last meeting.

- The pension bills are up to date as of January of this year.
- All prior year outstanding checks and cancellation of outstanding checks that were paid out to a vendor years ago that did not clear.
- All agreed upon administration fees should be paid each anniversary of the agreement. Mr. Kronowski stated they are about 70%/80% up to date on this. Schedules are prepared each year to be reviewed to ensure the fees are paid at the time due.

- Expenditure be properly submitted for reimbursement on a timely matter. We try to keep on top of it and acted on quickly. Mr. Shah and himself have procedures in places now.
- Escrow accounts have sufficient funds, and as seen on the report only one (1) escrow account has a negative balance and we have cleared up all other and in process of receiving funds in the approx. amount of \$5,000.00.

Mr. Shah added, with regard to the negative escrow account, the new system and procedures in place will eliminate this issue moving forward. Also, the outstanding reimbursement checks that have not been posted are from the prior Executive Director handling the SERA packets. These checks will be canceled and one (1) check for the entire amount will be issued to Mr. Ambrosio.

Ms. Duffy asked about the NW Financial invoices from 2022 through 2023, they were just old and were not paid? Mr. Kronowski stated, that is correct and we will need to pay them. Ms. Duffy stated, maybe in the future NW Financial can provide more detail in their invoices.

Mr. Scott made a motion to accept the 2023 Audit “CAP”; seconded by Councilperson Roberts.

ROLL CALL

YES: Mr. Davis, Mr. DeWise, Ms. Duffy, Mr. Fischer, Mr. Grillo, Mr. Parikh, Councilperson Roberts, Mr. Scott and Chairman Zebrowski

NO:

ABSTAIN:

AUTHORIZATION FOR PAYMENT BILLS:

Operating Expenses Total \$143,098.62

- Operating Expenses - \$128,798.62
- Escrow - \$14,300.00

Councilperson Roberts made a recommendation for the new accounting system, and we still have previous invoices that reference project number, I think we should have a standard project number that we are involved in and with a summary of how much we spent in each type of category. Maybe mirror CME and Hoagland’s invoices.

The system currently uses an account number/project number that refers to the budget and by vendor.

Mr. Scott made a motion to accept the bills as listed, seconded by Mr. Davis.

ROLL CALL:

YES: Mr. Davis, Mr. DeWise, Ms. Duffy, Mr. Fischer, Mr. Grillo, Mr. Parikh, Councilperson Roberts, Mr. Scott and Chairman Zebrowski

NO:

ABSTAIN:

MEMORIALIZATION OF RESOLUTIONS:

Resolution A – resolution to qualify all professionals submitting requirements for professionals under Fair and Open Process NJSA 10:44A-20.1; please refer to attached resolution.

Mr. Scott made a motion to accept; seconded by Councilperson Roberts:

ROLL CALL

YES: Mr. Davis, Mr. DeWise, Ms. Duffy, Mr. Fischer, Mr. Grillo, Mr. Parikh, Councilperson Roberts, Mr. Scott and Chairman Zebrowski

NO:

ABSTAIN:

Resolution B – a resolution of SERA awarding professional service Contracts from July 1, 2024 through June 30, 2025 pursuant to “Fair and Open Process,” NJSA 19:44A-20; please refer to the attached resolution.

Mr. Scott made a motion to accepted; seconded by Councilperson Roberts.

ROLL CALL

YES: Mr. Davis, Mr. DeWise, Ms. Duffy, Mr. Fischer, Mr. Grillo, Mr. Parikh, Councilperson Roberts, Mr. Scott and Chairman Zebrowski

NO:

ABSTAIN:

Resolution C – a resolution of SERA approving a certain recognition agreement by and among Sayreville Seaport Associates Urban Renewal LP, Bass Pro Outdoor World, LLC and Sayreville Economic & Redevelopment Agency.

Councilperson Roberts made a motion to accept; seconded by Mr. Davis.

ROLL CALL

YES: Mr. Davis, Mr. DeWise, Ms. Duffy, Mr. Fischer, Mr. Grillo, Mr. Parikh,

Councilperson Roberts, Mr. Scott and Chairman Zebrowski

NO:

ABSTAIN:

Resolution D – a resolution of SERA approving a certain recognition agreement by and among Sayreville Seaport Associates Urban Renewal LP, QuickChek Corp., and Sayreville Economic & Redevelopment Agency.

Councilperson Roberts made a motion to accept; seconded by Mr. Davis.

ROLL CALL

YES: Mr. Davis, Mr. DeWise, Ms. Duffy, Mr. Fischer, Mr. Grillo, Mr. Parikh,

Councilperson Roberts, Mr. Scott and Chairman Zebrowski

NO:

ABSTAIN:

Resolution E – a resolution of SERA authorizing contract with Claro, Ventures for the consulting services regarding Main Street, Sayreville, not to exceed \$7,500. Mr. Grillo recused himself.

Councilperson Roberts made a motion to accept; seconded by Ms. Duffy.

ROLL CALL

YES: Mr. Davis, Mr. DeWise, Ms. Duffy, Mr. Fischer, Mr. Parikh, Councilperson Roberts, and Chairman Zebrowski

NO: Mr. Scott

ABSTAIN:

Resolution F – a resolution of SERA authorizing renewal of the memorandum of the understanding with the New Jersey DEP in the connection with the Sayreville Brownfield Development Area program.

Mr. Scott made a motion to accept; seconded by Councilperson Roberts.

ROLL CALL

YES: Mr. Davis, Mr. DeWise, Ms. Duffy, Mr. Fischer, Mr. Grillo, Mr. Parikh,

Councilperson Roberts, Mr. Scott and Chairman Zebrowski

NO:

ABSTAIN:

Resolution G – a resolution supporting requests for additional state aid and grants for the remediation of the former National Lead site and authorizing the agency Chairman and Executive Director to take such steps and actions as may be necessary to obtain such state grants and aid

Mr. Davis made motion to accept; seconded by Councilperson Roberts.

ROLL CALL

YES: Mr. Davis, Mr. DeWise, Ms. Duffy, Mr. Fischer, Mr. Grillo, Mr. Parikh, Councilperson Roberts, Mr. Scott and Chairman Zebrowski

NO:

ABSTAIN:

Resolution H - a resolution of SERA authorizing the filing of applications with the Federal Transit Administration “FTA”, an operating administration of the United States DOT, for federal transportation assistance authorized by 49 USC Chapter 53 and for the title 23 United States code and other federal statues administered by the FTA.

Mr. Scott made a motion to accept; Councilperson Roberts.

ROLL CALL

YES: Mr. Davis, Mr. DeWise, Ms. Duffy, Mr. Fischer, Mr. Grillo, Mr. Parikh, Councilperson Roberts, Mr. Scott and Chairman Zebrowski

NO:

ABSTAIN:

CLOSED SESSION:

Ms. Magnani, recording secretary read the required closed session resolution into record.

Councilperson Roberts made a motion to accept; seconded by Mr. Davis.

ROLL CALL

YES: Mr. Davis, Mr. DeWise, Ms. Duffy, Mr. Fischer, Mr. Grillo, Mr. Parikh, Councilperson Roberts, Mr. Scott and Chairman Zebrowski

NO:

ABSTAIN:

Chairman Zebrowski made a motion to return to regular session; seconded by Mr. Davis. Motion carried.

CON'T MEMORIALIZATION OF RESOLUTIONS:

Resolution I - a resolution of SERA appointing Zachariah Schlichte as Assistant Executive Director of the Agency, under the shared service agreement with the Borough of Sayreville.

The last meeting a committee was form to interview a possible hire as an Asst. Executive Director. This position was posted on the website for seven (7) to ten (10) days. This position has a salary of \$19,500 for fifteen (15) hours a week.

Mr. Scott made a motion to accept; seconded by Councilperson Roberts.

ROLL CALL

YES: Mr. Davis, Mr. DeWise, Mr. Fischer, Mr. Grillo, Mr. Parikh, Councilperson Roberts, Mr. Scott and Chairman Zebrowski

NO: Ms. Duffy

ABSTAIN:

COMMISSIONERS' COMMENTS:

Public portion was opened and closed; no public attended.

Councilperson Roberts made a motion to adjourned; seconded by Mr. Davis.

Respectfully submitted,

**Beth Magnani
SERA Recording Secretary**

**A RESOLUTION OF THE SAYREVILLE ECONOMIC AND REDEVELOPMENT
AGENCY ACKNOWLEDGING QUALIFIED PROFESSIONALS UNDER
“FAIR AND OPEN PROCESS,” N.J.S.A. 19:44A-20.1**

WHEREAS, on June 1, 2024, the Sayreville Economic and Redevelopment Agency (the “Agency”) advertised for Requests for Qualifications (“RFQ”) for various professionals pursuant to a “Fair and Open Process,” N.J.S.A. 19:44A-20.1 et. seq.; and

WHEREAS, on or before June 19, 2024, the Agency received sealed proposals for the provision of professional services to the Agency; and

WHEREAS, in accordance with the “Fair and Open Process,” N.J.S.A. 19:44A-20.1 et. seq. and the criteria set forth in the above RFQ, the Agency commissioners evaluated the above sealed proposals by considering the following criteria: (a) experience and reputation in the field, (b) knowledge of the Agency in relation to the subject matter to be addressed under the contract; (c) availability to accommodate any required meetings; (d) number of years practicing in the field; (e) familiarity with the Agency; (f) availability of personnel, facilities, equipment and other resources; and (g) other factors to be in the Agency’s best interests; and

WHEREAS, after thorough analysis of the sealed proposals received, the Agency commissioners determined that the respondents listed below have satisfied the requirements of the RFQ and, therefore, recommend that said Respondents be qualified for professional services as follows:

Agency Attorney:	Hoagland Longo Moran Dunst & Doukas, LLP Hibinski Law, LLC
Special Counsel:	McManimon, Scotland & Baumann, LLC Hibinski Law, LLC
Agency Engineer:	CME Associates NSS engineering, LLC
Agency Auditor:	Samuel Klein & Company, LLP
Financial Consultant:	Phoenix NW Capital Markets, Inc
Appraiser:	Sockler Realty Services Group, Inc Wade Appraisal, LLC
Bond Counsel:	McManimon, Scotland & Baumann, LLC

Bond Underwriter: NW Capital Markets, Inc.

Agency Planner VMS Planning, LLC

OFFERED BY: Ken Scott

SECONDED BY: Donna Roberts

Governing Body Recorded Vote:

Members:	Aye	Nay	Abstain	Absent
1. Robert Davis	✓	—	—	—
2. Robert DeWise	✓	—	—	—
3. Paula Duffy	✓	—	—	—
4. Rosetta Fisher	✓	—	—	—
5. Steve Grillo	✓	—	—	—
6. Donna Roberts	✓	—	—	—
7. Ken Scott	✓	—	—	—
8. John Zebrowski	✓	—	—	—
9. Trushar Parikh	✓	—	—	—

I, Himanshu Shah, Secretary and certifying agent of the Sayreville Economic and Redevelopment Agency, hereby certify that the foregoing Resolution was adopted at the Reorganization meeting of the Agency held on July 18, 2024.

Himanshu Shah
Himanshu Shah
Secretary and Executive Director

**A RESOLUTION OF THE SAYREVILLE ECONOMIC AND REDEVELOPMENT
AGENCY AWARDING PROFESSIONAL SERVICE CONTRACTS
FROM JULY 1, 2024 THROUGH JUNE 30, 2025 PURSUANT TO
“FAIR AND OPEN PROCESS,” N.J.S.A. 19:44A-20.1**

WHEREAS, on June 1, 2024, the Sayreville Economic and Redevelopment Agency (the “Agency”) advertised for Requests for Qualifications (“RFQ”) for various professionals pursuant to a “Fair and Open Process,” N.J.S.A. 19:44A-20.1 et. seq.; and

WHEREAS, on or before June 19, 2024, the Agency received sealed proposals for the provision of professional services to the Agency; and

WHEREAS, in accordance with the “Fair and Open Process,” N.J.S.A. 19:44A-20.1 et. seq. and the criteria set forth in the above RFQ, the Agency commissioners evaluated the above sealed proposals by considering the following criteria: (a) experience and reputation in the field, (b) knowledge of the Agency in relation to the subject matter to be addressed under the contract; (c) availability to accommodate any required meetings; (d) number of years practicing in the field; (e) familiarity with the Agency; (f) availability of personnel, facilities, equipment and other resources; and (g) other factors to be in the Agency’s best interests; and

WHEREAS, after thorough analysis of the sealed proposals received, the Agency commissioners determined that the respondents listed below have satisfied the requirements of the RFQ and, therefore, recommend that said Respondents be qualified for professional services as follows:

Agency Attorney: Hoagland Longo Moran Dunst & Doukas, LLP
Hibinski Law, LLC

Special Counsel: McManimon, Scotland & Baumann, LLC
Hibinski Law, LLC

Agency Engineer: CME Associates
NSS engineering, LLC

Agency Auditor: Samuel Klein & Company, LLP

Financial Consultant: Phoenix
NW Capital Markets, Inc

Appraiser: Sockler Realty Services Group, Inc
Wade Appraisal, LLC

Bond Counsel: McManimon, Scotland & Baumann, LLC

Bond Underwriter: NW Capital Markets, Inc.

Agency Planner VMS Planning, LLC

NOW, THEREFORE, BE IT RESOLVED by the Sayreville Economic and Redevelopment Agency that, in accordance with "Fair and Open Process," N.J.S.A. 19:44A-20.1 et. seq. and the requirements set forth in the RFQ, it hereby appoints and awards one (1) year contracts (July 1, 2024 to June 30, 2025) to the following professionals as follows:

Agency Attorney: Hoagland Longo Moran Dunst + Doukas LLP
not to exceed \$25,000 (thru 12/31/2024) charged to SERA Operating Account, unless further approved by the Agency.

Special Counsel Hibinko Law, LLC
not to exceed \$0.00 charged to SERA Operating Account, unless further approved by the Agency. An authorization will be issued by Executive Director if service is required.

Agency Engineer: CME Associates
not to exceed \$25,000.00 (thru 12/31/2024) charged to SERA Operating Account, unless further approved by the Agency.

Agency Auditor: Samuel Klein + Company, LLP
not to exceed \$9,675.00 charged to SERA Operating Account, unless further approved by the Agency.

Financial Consultant: Phoenix
not to exceed \$0.00 charged to SERA Operating Account, unless further approved by the Agency. An authorization will be issued by Executive Director if service is required.

Appraiser: Scottler Realty Services
not to exceed \$0.00 charged to SERA Operating Account, unless further approved by the Agency. An authorization will be issued by Executive Director if service is required.

Bond Counsel: McCannimon, Scotland & Baumann, LLC
not to exceed \$0.00 charged to SERA Operating Account, unless further approved by the Agency. An authorization will be issued by Executive Director if service is required

Bond Underwriter: NW Capital Markets, Inc
not to exceed \$0.00 charged to SERA Operating Account, unless further approved by the Agency. An authorization will be issued by Executive Director if service is required

Agency Planner: VMS Planning, LLC
not to exceed \$9,000.00 (thru 12/31/2024) charged to SERA Operating Account, unless further approved by the Agency.

BE IT FURTHER RESOLVED, any and all professional work billed to the Agency's Operating Account shall be authorized by Resolution and a purchase order which shall contain a *not to exceed* amount. Professional work which is be billed to redeveloper escrow accounts shall be approved through purchase order issued by the Executive Director; and

BE IT FURTHER RESOLOVED, If the authorized "Not to Exceed" amount is exhausted, additional authorization will be awarded by resolution; and

BE IT FURTHER RESOLVED, CFO & Executive director is authorized to issue same "Not to Exceed" amount of authorization from 2025 budget; and

BE IT FURTHER RESOLOVED, Professionals are authorized to be billed developer's escrow based on the hourly rate as submitted in the proposal; (CFO will issue a PO for each active developer project from available funds from the escrow deposit; and

BE IT FURTHER RESOLVED, that all professional billing shall be based on tenths of one hour as follows:

Minutes	Time
1-6	.1
7-12	.2
13-18	.3
19-24	.4
25-30	.5
31-36	.6
37-42	.7
43-48	.8
49-54	.9
55-60	1.0

[Note: Bond Counsel services related to issuance of bonds, shall be billed based on the size of the issuance of bonds. Millage rates for Bond Counsel on Bond issuances shall be as set forth in

Bond Counsel's RFQ response]

When billing reaches 80% of a professional's *not to exceed* amount, the Agency Chief Financial Officer will notify the Agency Executive Director and the designated professional so that an increase may be put before the Agency Commissioners for approval; and

BE IT FURTHER RESOLVED, within ninety (60) days of the date hereof, each professional shall execute an agreement, acceptable to the Agency, which shall incorporate the aforementioned terms and professional's rate schedule as same is set forth in the professionals RFQ response; and

BE IT FURTHER RESOLVED that the Chairperson and Agency Professionals are hereby authorized and directed to take any action and to execute any documents as may be necessary to effectuate this Resolution and the Agency Recording Secretary is authorized to publish these contract awards as required by law


OFFERED BY: Ken Scott

SECONDED BY: Donna Roberts

Governing Body Recorded Vote:

Members:	Aye	Nay	Abstain	Absent
1. Robert Davis	/	—	—	—
2. Robert DeWise	/	—	—	—
3. Paula Duffy	/	—	—	—
4. Rosetta Fisher	/	—	—	—
5. Steve Grillo	/	—	—	—
6. Donna Roberts	/	—	—	—
7. Ken Scott	/	—	—	—
8. John Zebrowski	/	—	—	—
9. Trushar Parikh	/	—	—	—

I, Himanshu Shah, Secretary and certifying agent of the Sayreville Economic and Redevelopment Agency, hereby certify that the foregoing Resolution was adopted at the Reorganization meeting of the Agency held on July 18, 2024.


Himanshu Shah
Secretary and Executive Director