

CITY OF CAMDEN REDEVELOPMENT AGENCY
RESOLUTION SUMMARY

Executive Office

Resolution No.: **12-11-13A**

Resolution Title:

**Resolution Authorizing the Camden Redevelopment Agency to Accept
the Board of Commissioners' Meeting Schedule for 2014**

Project Summary:

This is the yearly resolution in which the Camden Redevelopment Agency sets the agenda for its monthly Board of Commissioners meetings.

January 15, 2014
February 12, 2014
March 12, 2014
April 9, 2014
May 14, 2014
June 11, 2014
July 16, 2014
August 13, 2014
September 10, 2014
October 8, 2014
November 12, 2014
December 10, 2014

Purpose of Resolution:

The purpose of this resolution is to set the meeting agenda for the upcoming year; 2014.

Award Process:

N/A

Cost Not to Exceed:

N/A

Total Project Cost:

N/A

12-11-13A

**Resolution Authorizing the Camden Redevelopment Agency
to Accept the Board of Commissioners' Meeting Schedule for 2014**

WHEREAS, the City of Camden Redevelopment Agency ("CRA") is charged with the duty of redevelopment throughout the City of Camden; and

WHEREAS, the CRA holds regularly scheduled Board of Commissioners' Meetings; and

WHEREAS, the dates for the meetings are formally approved prior to the start of the year; and

WHEREAS, the CRA therefore submits the following dates for approval:

January 15, 2014
February 12, 2014
March 12, 2014
April 9, 2014
May 14, 2014
June 11, 2014
July 16, 2014
August 13, 2014
September 10, 2014
October 8, 2014
November 12, 2014
December 10, 2014

12-11-13A (cont'd)

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Camden Redevelopment Agency that the Executive Director of the Agency, a duly authorized representative of the Camden Redevelopment Agency, is hereby authorized to accept the above-delineated dates for the Board of Commissioners Meetings for 2013.

ON MOTION OF:

SECONDED BY:

COMMISSIONER	AYES	NAYS	ABSTENTIONS
Gloria Pena			
Vance Bowman			
Kenwood Hagamin, Jr.			
Bryan Morton			
Louis Quinones			
Melinda Sanchez			
Jose Vazquez			

Gloria Pena
Chairperson

ATTEST: _____
Saundra Ross Johnson
Executive Director

The above has been reviewed and approved as to form.

Mark P. Asselta, Esq.
Board Counsel

CITY OF CAMDEN REDEVELOPMENT AGENCY
RESOLUTION SUMMARY

Finance

Resolution No.: 12-11-13B

Resolution Title:

**Resolution Authorizing the City of Camden Redevelopment Agency
to Adopt the Camden Redevelopment Agency's Budget
for the Fiscal Year Ending 2014**

Project Summary:

New Jersey Administrative Code 5:31-2.3 Section (g) requires that the budget shall be adopted not later than the beginning of the authority's fiscal year.

The CRA's fiscal year end is December 31, 2013.

Purpose of Resolution:

To seek authorization to adopt the Camden Redevelopment Agency Fiscal Year Ending 2014 budget.

Award Process:

N/A

Cost Not To Exceed:

N/A

Source of Funds:

N/A

Total Project Cost:

N/A

12-11-13B

2014 ADOPTED BUDGET RESOLUTION

Camden Redevelopment Agency

FISCAL YEAR: FROM January 1, 2014 TO December 31, 2014

WHEREAS, the Annual Budget and Capital Budget/Program for the Camden Redevelopment Agency for the fiscal year beginning January 1, 2014, and ending, December 31, 2014 has been presented for adoption before the governing body of the Camden Redevelopment Agency at its open public meeting of December 11, 2013; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 2,431,882, Total Appropriations, including any Accumulated Deficit, if any, of \$2,431,882 and Total Unrestricted Net Assets utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$ 0 and Total Unrestricted Net Assets planned to be utilized of \$ 0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Camden Redevelopment Agency, at an open public meeting held on December 11, 2013 that the Annual Budget and Capital Budget/Program of the Camden Redevelopment Agency for the fiscal year beginning, January 1, 2014 and, ending, December 31, 2014 is hereby adopted and shall constitute appropriations for the purposes stated; and

12-11-13B (cont'd)

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

(Board Secretary's Signature)

(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Gloria Pena				
Vance Bowman				
Kenwood Hagamin, Jr.				
Bryan Morton				
Louis Quinones				
Melinda Sanchez				

CITY OF CAMDEN REDEVELOPMENT AGENCY
RESOLUTION SUMMARY

Board Counsel

Resolution No.: 12-11-13C

Resolution Title:

**Resolution Adopting Revised Bylaws for
the City of Camden Redevelopment Agency**

Project Summary:

The CRA desires to revise its Bylaws to reflect updates to and compliance with applicable laws and regulations.

Purpose of Resolution:

To adopt revisions to the Bylaws, so as to be in compliance with applicable laws and regulations.

Award Process:

N/A

Cost Not To Exceed:

N/A

Total Project Cost:

N/A

12-11-13C

**Resolution Adopting Revised Bylaws
for the City of Camden Redevelopment Agency**

WHEREAS, the Camden Redevelopment Agency (the CRA) has adopted Bylaws for the purpose of governing the CRA and conducting its affairs; and

WHEREAS, the Bylaws have not been revised for several years; and

WHEREAS, the Board of Commissioners sought to examine the Bylaws to determine whether they were in compliance with recent updates to the Local Redevelopment and Housing Law, Camden City ordinances and other applicable laws; and

WHEREAS, a sub-committee of the Board of Commissioners was appointed and tasked with reviewing the current Bylaws and suggesting revisions to same (the “Bylaws Sub-Committee”); and

WHEREAS, the Bylaws Sub-Committee reviewed the applicable laws and regulations, including but not limited to the Local Redevelopment and Housing Law and Camden City Ordinances; and

12-11-13C (cont'd)

WHEREAS, the Bylaws Sub-Committee in consultation with counsel for the CRA determined that updates and amendments to the Bylaws were necessary to comply with the applicable laws and regulations; and

WHEREAS, the revisions to the Bylaws are intended to better reflect the structure of the CRA, clarify the scope and applicability of the Bylaws as they relate to governing the CRA and managing its affairs, and to comply with all applicable laws and regulations; and

WHEREAS, the Bylaws Sub-Committee in coordination with counsel for the CRA prepared proposed revised Bylaws for the CRA which are attached as Exhibit A.

WHEREAS, the CRA believes that the proposed revisions to the Bylaws will benefit the entire Agency and strengthen and improve the operation of the Agency.

NOW, THEREFORE, BE IT RESOLVED that the City of Camden Redevelopment Agency hereby adopts the revised Bylaws attached as Exhibit A, and that the Executive Director of the Agency is to distribute the revised Bylaws to all employees and officers of the CRA; and

12-11-13C (cont'd)

BE IT FUTHER RESOLVED that the Executive Director, or her designee, is hereby authorized and directed to take all actions and execute all documents necessary to carry out the purposes of this resolution.

ON MOTION OF:

SECONDED BY:

COMMISSIONER	AYES	NAYS	ABSTENTIONS
Gloria Pena			
Vance Bowman			
Kenwood Hagamin, Jr.			
Bryan Morton			
Louis Quinones			
Melinda Sanchez			
Jose Vazquez			

Gloria Pena
Chair

ATTEST:

Saundra Ross Johnson
Executive Director

The above has been reviewed and approved as to form.

Mark P. Asselta, Esq.
Board Counsel

12-11-13C

Exhibit A

By-Laws of the City of Camden Redevelopment Agency

TABLE OF CONTENTS

(To format upon final review)

ARTICLE 1 - THE AGENCY

SECTION 1. Name of the Agency

The name of the Agency shall be the City of Camden Redevelopment Agency (“CRA” or the “Agency”).

SECTION 2. Seal of the Agency

The seal of the Agency shall be in the form of a circle and shall bear the name of the Agency.

SECTION 3. Office of the Agency

The office of the Agency shall be located at 520 Market Street, Suite 1300, in the City of Camden, State of New Jersey, or at such different location as determined by the CRA in the future. CRA shall hold its meetings at such place(s) as determined by the Executive Director of the Agency upon the approval of the Chairperson of the Board.

SECTION 4. General Powers

The CRA is established pursuant to the New Jersey Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-11, and Chapter 95 of the Camden City Code. The Agency shall be vested with all powers and privileges conferred upon redevelopment agencies by the Laws of the State of New Jersey and by the United States of America, including the power and authority to participate in any State or Federal program for redevelopment and rehabilitation, together with the power to enter into all agreements, issue its obligations, and exercise all rights and duties necessary for complete participation in any program available to it under relevant laws.

ARTICLE II - BOARD OF COMMISSIONERS

SECTION 1. Appointment

The powers of the Agency shall be vested in a Board of Commissioners (hereinafter referred to as “the Board”). Pursuant to the Local Redevelopment and Housing Law, specifically N.J.S.A. 40A:12A-11, each of the Commissioners shall be appointed by the governing body of the City of Camden, in accordance with the procedure set forth in Article II, Section 5-9(M) of the Camden City Code.

SECTION 2. Number & Composition

Pursuant to N.J.S.A. 40A:12A-11, the CRA's Board of Commissioners) shall consist of seven (7) persons (hereinafter referred to as "Commissioners"). No more than two (2) Commissioners shall be officers or employees of the City of Camden. Additionally, not more than two (2) of the Commissioners of the Camden Redevelopment Agency shall be members of the governing body of the City of Camden.

The composition of the Board of Commissioners of the Redevelopment Agency shall fairly reflect the City's population.

SECTION 3. Terms of Office

Commissioners shall each serve for a term of five (5) years; except that the first of these appointees shall be designated to serve for the following terms: one for a term of one (1) year; one for a term of two (2) years, two for terms of three (3) years, one for a term of four (4) years, and two for terms of five (5) years. Each Commissioner shall hold office for the term of his appointment and until his successor shall have been appointed and qualified.

A Commissioner who is a member of the governing body shall serve for a term of one (1) year. The term of the initial agency Commissioner(s) who is a member of the governing body shall commence upon the filling of any vacancy occurring in the office of commissioner, from any cause, and said Commissioner(s) shall serve for an initial term of one year regardless of the unexpired term, if any, remaining for the replaced Commissioner. Thereafter, an agency commissioner(s) who is a member of the governing body shall be appointed or reappointed to serve a one-year term.

SECTION 4. Vacancies

Any vacancy occurring in the office of commissioner, for any cause, shall be filled in the same manner as the original appointment, but for the unexpired term.

SECTION 5. Resignation & Removal

A Commissioner may resign at any time by submitting his or her resignation in writing to the Chairperson of the Board of Commissioners or to any Officer of the Agency. Acceptance of such resignation is not necessary to make the resignation effective. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Board of Commissioners or such Officer.

Pursuant to N.J.S.A. 40A:12A-11, for inefficiency or neglect of duty or misconduct in office, a Commissioner may be removed by the governing body of the City of Camden; but a Commissioner may be removed only after s/he has been given a copy of the charges at least ten (10) days prior to the hearing thereon and has had the opportunity to be heard in person or by counsel. In the event of a removal of a Commissioner, a record of the proceedings, together with the charges and findings thereon, shall be filed in the office of the clerk of the municipality.

SECTION 6. Attendance at Meetings

Pursuant to Camden City Code Section 68-2, the Agency is required to make reports of Commissioner attendance to the City Council within three (3) business days of each regular and special meeting of the Agency. Pursuant to Camden City Code Section 68-1 three (3) consecutive absences or three (3) absences within a series of six (6) meetings, including regular and special meetings, for reasons other than an acute medical problem, may be considered grounds for removal for cause upon written charges, and shall trigger a public hearing before City Counsel, if requested by the person whom charges are brought against. The foregoing provisions shall not limit other grounds for removal for cause pursuant to Article II, Section 5 of these bylaws.

ARTICLE III - OFFICERS

SECTION 1. Officers and Duties

The officers of the Agency shall be a Chairperson, a Vice-Chairperson, a Treasurer, a Secretary and an Executive Director. The duties and authority of the Officers shall be determined from time to time by the Board. Subject to any future determination by the Board, the Officers shall have the following duties and authority:

- (a) The Chairperson of the Board shall preside at all meetings of the Board. Unless otherwise directed by the Board, all other Officers shall be subject to the authority and supervision of the Chairperson of the Board. The Chairperson of the Board may enter into and execute in the name of the Agency contracts or other instruments, which are authorized, either generally or specifically, by the Board. The Chairperson of the Board may delegate from time to time to any other officer, any or all of such duties and authority.
- (b) The Vice Chair shall have such duties and possess such authority as may be delegated to the Vice Chairperson by the Chairperson. The Vice Chair shall also function as the Chairperson in those instances

where the Chairperson is absent or is otherwise not able to preside over a matter.

- (c) The Treasurer shall have the custody of the funds and securities of the Agency and shall keep regular books of account for the corporation. The Treasurer shall also function as the Chairperson in those instances where both the Chairperson and Vice Chair are absent or are otherwise not able to preside over a matter.
- (d) The Secretary shall prepare and serve all notices of the Agency including all notices of meetings in accordance with applicable law. The Secretary shall also be custodian of the records and seal of the Agency, and affix same when so required. The Secretary shall keep at the office of the Agency correct books of accounts of all its business and transactions and such other books and records as the Commissioners may require. The Secretary shall attend all meetings of the Commissioners of the Agency, shall record all the proceedings at such meetings, shall keep written minutes of each meeting and shall maintain the minutes in the Record and Minute Book of the Agency. The Secretary may utilize the services of a Clerk to the Board to assist with the duties of the Secretary at Board meetings and otherwise however the Secretary shall ultimately be accountable for the performance of all of the obligations of the Secretary as set forth in these bylaws.
- (e) The Executive Director, a non-voting member of the Board, shall under the direction and supervision of the Chairperson and the Commissioners, be the Chief Executive Officer of the Agency. The Executive Director shall have general charge and supervision over the affairs of the Agency. The Executive Director shall also have general powers and duties of the management of the Agency, and is authorized to take certain actions as may be required to conduct daily operations efficiently. The Executive Director may enter into and execute in the name of the Agency contracts or other instruments, which are authorized, either generally or specifically, by the Board. The Executive Director shall present to the Commissioners at their stated meetings all communications addressed to the Agency, and bring to their attention all matters pertaining to its affairs and of his/her activities with respect thereto.

The Executive Director shall render a statement of the condition of the finances of the Agency, and shall prepare and submit a complete list of bills and accounts payable for the approval of the Commissioners at each Regular and Special Meeting; and at such other times as may be required of him/her. Such list shall contain explanatory notes with respect to each item.

The Executive Director may employ such additional employees and/or third party consultants as deemed necessary and proper to perform the duties set forth herein and as necessary for the proper operation and activities of the Agency.

The Executive Director shall be required to give the Agency such Security as the Commissioners may decide, if any, for the faithful discharge of his/her duties which provision shall be included in the written contract of employment between the Agency and the Executive Director.

In addition to the above the Executive Director, he/she shall do and perform such further duties as may be required of him/ her by the Commissioners from time to time.

SECTION 2. Handling of Funds

The Secretary shall have the care and custody and be responsible for all the funds and securities of the Agency and deposit all such funds in the name of the Agency in such bank, or banks, trust company or trust companies, or safe deposit vaults as the Commissioners may designate.

The Secretary shall sign and endorse in the name of the Agency all checks, drafts, warrants and orders for payment of monies payable to or by the Agency. All such checks, drafts, warrants and orders made payable to the Agency shall in all cases, be deposited in the Agency's bank or banks, to its credit. All checks, drafts, warrants and orders for payment of money by the Agency shall, except as may otherwise be noted, be signed by him/her, or in his absence, by the (Finance Director) and countersigned by the Chairperson or Vice Chairperson of the Agency. No such funds of the Agency shall be disposed of unless same shall be signed and approved by the Chairperson or Vice Chairperson.

SECTION 3. Election/Appointment and Term of Office

The Chairperson, Vice-Chairperson, and Treasurer shall be elected at the annual meeting of the Agency, or as soon thereafter as possible, from among the Commissioners of the Agency, and shall hold office for one year or until their successors are elected and qualified. Unless otherwise determined by the Board on the basis of extraordinary circumstances, in order to qualify for election as an officer of the Board, Commissioners must verify completion of coursework required by the State of New Jersey's Department of Community Affairs at Rutgers Center for Government Services. Officers shall not serve more than two (2) consecutive terms in the same office. Any two or more offices may be held by the same person, but no officer shall execute, acknowledge, or verify any

instrument in more than one capacity if such instrument is required by law or by these by-laws to be executed, acknowledged or verified by two or more Officers

Pursuant to N.J.S.A. 40A:12A-11, the Secretary of the Agency shall be the same person as the Executive Director of the Agency.

The Executive Director of the Agency shall be selected by the Board. The Executive Director shall possess, at a minimum, the qualifications contained in N.J.S.A. 40A:12A-1 et seq. The Board may require additional qualifications for the Executive Director. For the purposes of the determination of contract renewal, non-renewal and /termination, the Executive Director shall be subject to an annual performance review, AND SUBJECT TO THE PROVISIONS OF ANY WRITTEN CONTRACT OF EMPLOYMENT SHALL SERVE AT THE PLEASURE OF THE BOARD.

SECTION 4. Resignation and Removal

An Officer may resign by submitting his or her resignation in writing to the Chairperson of the Board of Commissioners. An Officer may be removed with or without cause by the affirmative vote of two-thirds of the full Board of Commissioners. An Officer whose removal is to be considered shall receive at least two-weeks' notice of such proposed action and shall have the opportunity to address the Board regarding such action prior to any vote on such removal.

SECTION 5. Vacancies

Should the office of Chairperson, Vice-Chairperson or Treasurer become vacant, the Agency shall elect a successor from its membership at its next regular meeting, and such election shall be for the unexpired term of the said office. IF the office of Executive Director/ Secretary becomes vacant, the Agency shall appoint a successor as described herein.

ARTICLE IV - COMMITTEES OF THE BOARD

SECTION 1. Standing Committees

There shall be two (2) standing committees of the Board of Commissioners as follows:

- A) Executive Committee
 - Chair: Board Chairperson
 - Vice-Chairperson
 - Treasurer
 - Executive Director/Secretary

Focus: Agency Operations, Development & Management
External Affairs/Inter-agency/governmental relations
Agency Mission
Business Plan
Set meeting agendas

- B) Finance/Audit Committee
Chair: Board Treasurer
Second Member: Appointed by the Board
Third Member: Appointed by the Board

Focus: Sources of Revenue
Debt Control
Audits/Budgets
Project Funding/Financing
Uses of Revenue

The Second and Third Members of the Finance/Audit Committee shall be appointed by the Board from its members.

SECTION 2. Other Committees

The Board, by resolution adopted by a majority of the full Board, may appoint from among its members or one or more other Committees, each of which shall have no fewer than two (2), but no more than three (3) members. Committees other than the standing committees may have both Board and Non-Board members on the Committee. Each committee other than a standing committee shall appoint from among its members a chairperson, unless the resolution of the Board establishing such committee designates the chairpersons, in which case, in the event of a vacancy in the chairperson, the Board shall fill the vacancy.

SECTION 3. Action by Committees/ Vacancies

The actions and recommendations of both the standing committees and any other committees of the Board shall be advisory, and shall not bind the Board or the Agency unless authority for a specific action has been expressly delegated to the Committee by a written resolution of the Board. A majority of each committee shall constitute a quorum for the transaction of business and the act of the majority of the committee members present at a meeting in which a quorum is present shall be the act of such committee. Actions taken at a meeting of any such committee shall be kept in a record of its proceedings which shall be reported to the Board at its next meeting following such committee meeting, except that, when the meeting of the Board is held within two (2) days after the committee meeting, such report shall, if not made at the first meeting, be made to the Board at its second meeting following such committee meeting. The Board may, by resolution adopted by a majority of the full Board; abolish, fill any vacancy in,

appoint alternate members to, and/or remove a Commissioner from any standing or other committee.

ARTICLE VI - MEETINGS

SECTION 1. Reorganization (a/k/a Annual Meeting)

The annual meeting of the Agency shall be held at 6:00PM on the first Wednesday of January of each year or on such other date that is determined by the Executive Director upon approval by the Chairperson of the Board. In addition to matters of reorganization the Board may also conduct regular Board business and take binding actions at the Reorganization meeting although the reorganization of the Board shall take place before any such additional business of the Board is conducted.

SECTION 2. Regular Meetings

Regular Meetings of the Agency shall be held monthly on the first Wednesday of each month at 6:00 p.m. or on such other date and time that is determined by the Executive Director upon approval by the Chairperson of the Board. Regular Meetings shall be advertised pursuant to the New Jersey Open Public Meetings Act. The Board may take binding action on matters presented at Regular Meetings.

SECTION 3. Caucus Meetings

Caucus Meetings of the Agency shall be held monthly on the last Thursday of each month at 6:00 p.m. or on such other date and time that is determined by the Executive Director upon approval by the Chairperson of the Board. The general purpose of each Caucus Meeting is to review the matters that will be presented at the next Regular Meeting of the Board. Caucus Meetings of the Board shall be advertised pursuant to the New Jersey Open Public Meetings Act and shall be open to the public and shall permit public comment as to agenda items. The Board may but shall not be required to take binding action on matters presented at Caucus Meetings

SECTION 4. Special Meetings

The Chairperson of the Agency may, when he or s/he deems it necessary and proper call a special meeting of the Agency for the purpose of transacting the business of the Agency. Any such Special Meetings shall be advertised pursuant to the terms of the New Jersey Open Public Meetings Act. Notice of any such Special Meeting shall also be provided to each of the Commissioners as soon as possible by hand-delivery, e-mail, telephone or by United States mail if no other method of communication is available.

SECTION 5. Quorum

Pursuant to the Local Redevelopment and Housing Law, specifically N.J.S.A. 40A:12A-11, the powers of the Agency shall be vested in the Commissioners. Four (4) Commissioners shall constitute a quorum for the purpose of conducting business and exercising powers, and for all other purposes. Action may be taken by the Agency upon the affirmative vote of the majority, but not less than four (4) of the Commissioners present.

SECTION 6. Procedure

All Agency meetings shall be conducted in accordance with Section 68-4 of the Camden City Code, except as modified by these bylaws.

SECTION 7. Order of Business

At the Regular Meetings of the Agency, the following shall be the regular order of

business:

- a. Call to Order
- b. Roll Call;
- c. Statement of Compliance with Open Public Meetings Act
- d. Review of Minutes;
- e. Review of Executive Director's Report
- f. Review of Resolutions;
- g. Public Comment;
- h. Chairperson's Remarks
- i. Old Business;
- j. New Business;
- k. Executive Session; and
- l. Adjournment

The chairperson of the Board, or other chair of the meeting in the chairperson's absence, shall have the right to change the order of business before the Board at any time. All meeting minutes and resolutions of the Agency shall be in writing and shall be saved electronically by the Agency.

SECTION 8. Manner of Voting

The voting on all proposed resolutions coming before the Agency shall be made upon a motion and second, and shall be by roll call. The yeas and nays shall be recorded for each resolution and included in the minutes of each Meeting. At the discretion of the chair of the meeting, actions of the Board on matters other than resolutions may be taken by voice vote upon a motion and second.

SECTION 9. Attendance & Participation by Telephone or Electronic Communications

All Commissioners are encouraged to attend all Annual, Regular, Caucus and Special Meetings in person. In those limited circumstances when a Commissioner may be unable to attend in person due to illness, disability, emergent work schedule or commuter delays, participation is permitted via telephone or video

conferencing provided all persons participating in the meeting are able to hear each other at the same time. In the event that a Commissioner must participate by telephone or video conference, such Commissioner shall make every effort to advise the Secretary of the Board at least twenty-four (24) hours in advance, so that the necessary logistical arrangements may be made for his/her participation.

SECTION 10. Public Comment

Pursuant to Camden City Code Section 68-4(b)(4), an individual has a time limit of five (5) minutes per person for discussion on any single matter or resolution that may come before the Board. This limit may be extended at the pleasure of the Chairperson at any time.

ARTICLE VII - ETHICS

Pursuant to N.J.S.A. 40A:12A-11, no Commissioner or employee of the Agency shall acquire any interest, direct or indirect, in a redevelopment project or in any property included or planned to be included in a project, nor shall s/he have any interest, direct or indirect, in any contract or proposed contract for materials and services to be furnished or used in connection with a project. If any Commissioner or employee of the Agency owns or controls an interest, direct or indirect, in any property included or planned to be included in a project, s/he shall immediately disclose the same in writing to the Agency, and the disclosure shall be entered upon the minutes of the Agency. Failure so to disclose such interest shall constitute misconduct in office. A Commissioner or employee of the Agency required to make a disclosure pursuant to N.J.S.A. 40A; 12A-11 shall not participate in any action by the Agency affecting the property with respect to which disclosure is required.

In carrying out their duties for the Agency all Commissioners shall be bound by the rules and regulations set forth by the City of Camden and the State of New Jersey Local Government Ethics Law.

ARTICLE VIII - AMENDMENTS TO BY-LAWS

These By-Laws may be amended, changed, or repealed by two-thirds (2/3) vote of the members of the Board at the time, provided that the Board has received, or been notified of, in writing, the proposed amendment, revision, or request to repeal at least thirty (30) days in advance of the meeting at which such action is proposed.

ARTICLE IX - SCOPE OF BY-LAWS

The intent of these By-Laws is to vest in the Camden Redevelopment Agency all of those powers which have been or may be delegated to it by the City of Camden, State of New Jersey and United States of America pertaining to public housing, redevelopment, rehabilitation and/or any other construction program in which the Agency may lawfully participate.

CITY OF CAMDEN REDEVELOPMENT AGENCY
RESOLUTION SUMMARY

Personnel

Resolution No.: 12-11-13D

Resolution Title:

Resolution Adopting a Revised Grievance Procedure to be Included as Revised Section XXI of the Administrative Policies and Procedures of the City of Camden Redevelopment Agency

Project Summary:

The CRA desires to revise its Grievance Procedure to better reflect the size and structure of the CRA, to clarify the scope and applicability of the Grievance Procedure, to streamline the process for handling employee grievances and to involve the Board of Commissioners in unresolved grievance disputes.

Purpose of Resolution:

To adopt revisions to the Grievance Procedure that is contained in the Administrative Policies and Procedures, which were last revised in May, 2010.

Award Process:

N/A

Cost Not To Exceed:

N/A

Total Project Cost:

N/A

12-11-13D

Resolution Adopting a Revised Grievance Procedure to be Included as Revised Section XXI of the Administrative Policies and Procedures of the City of Camden Redevelopment Agency

WHEREAS, the City of Camden Redevelopment Agency (the CRA) has adopted Administrative Policies and Procedures which serve as a guide for the handling of employment matters within the CRA; and

WHEREAS the Administrative Policies and Procedures include, at section XXI, procedures to address employee grievances; and

WHEREAS, the Administrative Policies and Procedures were last revised in May, 2010; and

WHEREAS, the CRA believes that revisions to the Grievance Procedure are needed to better reflect the size and structure of the CRA, to clarify the scope and applicability of the Grievance Procedure, to streamline the process for handling employee grievances and to involve the Board of Commissioners in unresolved grievances; and

WHEREAS, the proposed revised Grievance Procedure that is to be included as revised section XXI of the Administrative Policies and Procedures is attached as Exhibit A;

12-11-13D (cont'd)

WHEREAS, the CRA believes that the proposed revisions to the Grievance Procedure will benefit the staff of the CRA by clarifying the scope and applicability of the Grievance Procedure.

NOW, THEREFORE, BE IT RESOLVED that the City of Camden Redevelopment Agency hereby adopts the revised Grievance Procedure attached as Exhibit A, which is to be included as revised section XXI in the CRA's, Administrative Policies and Procedures and that the Executive Director of the Agency is to distribute the revised Administrative Policies and Procedures to all employees of the CRA; and

BE IT FUTHER RESOLVED that the Executive Director, or her designee, is hereby authorized and directed to take all actions and execute all documents necessary to carry out the purposes of this resolution.

12-11-13D (cont'd)

ON MOTION OF:

SECONDED BY:

COMMISSIONER	AYES	NAYS	ABSTENTIONS
Gloria Pena			
Vance Bowman			
Kenwood Hagamin, Jr.			
Bryan Morton			
Louis Quinones			
Melinda Sanchez			
Jose Vazquez			

Gloria Pena
Chair

ATTEST:

Saundra Ross Johnson
Executive Director

The above has been reviewed and approved as to form.

Mark P. Asselta, Esq.
Board Counsel

Exhibit A

XXI. Grievance Procedure – Revised

- A. The procedure set forth below is intended to bring about the quick resolution of disputes arising out the terms and conditions of a person's employment with the Camden Redevelopment Agency. This procedure shall not apply to disciplinary matters, which are to be handled in accordance with civil service regulations where applicable. Furthermore, this procedure shall not apply to employees who are subject to collective bargaining agreements. Instead, those employees are to follow the policies and procedures set forth in the applicable collective bargaining agreement(s).
1. An aggrieved employee (an employee who has a dispute regarding the interpretation of or adherence to the terms and conditions set forth in the Administrative Policies and Procedures) must follow each step as set forth below.
 2. An aggrieved employee must institute action under the provisions of these policies within fifteen (15) days of the action or matter in dispute.
 3. A description of the action or matter in dispute is to be submitted in writing by the aggrieved employee to the aggrieved employee's immediate supervisor. An earnest attempt shall be made by the aggrieved employee and his or her supervisor to resolve the dispute. The immediate supervisor shall render a decision in writing within fifteen (15) days after receipt of the grievance.
 4. In the event the aggrieved employee does not accept the decision of the immediate supervisor, the aggrieved employee shall notify the immediate supervisor within five (5) days of the employee's receipt of the written decision and upon receipt of said notice the immediate supervisor shall immediately forward the original written grievance and the written decision of the immediate supervisor to the Executive Director.
 5. The Executive Director shall within five (5) days of receipt of the supervisor's determination schedule a

conference with the aggrieved employee and the supervisor in order to resolve the dispute. The Executive Director shall render a decision in writing within fifteen (15) days from the date of the conference.

6. In the event the aggrieved employee or the immediate supervisor does not accept the decision of the Executive Director, the party disagreeing with the decision shall notify the Executive Director within five (5) days of that party's receipt of the written decision and upon receipt of said notice the Executive Director shall forward the original written grievance, the written decision of the immediate supervisor and the Executive Director's written decision to the Board of Commissioners for final determination. The Board of Commissioners shall make a written decision on the matter within thirty (30) days of the Board's receipt of the materials from the Executive Director which deadline may be extended by the Board for good cause.

7. If a grievance involves the Executive Director, the grievance shall be reduced to writing, and forwarded to the Grievance Representative, who shall be an official appointed by the Board. The Grievance Representative shall within five (5) days of receipt of the grievance schedule a conference with the aggrieved employee and the Executive Director in order to resolve the dispute. The Grievance Representative shall render a decision in writing within fifteen (15) days from the date of the conference. In the event the aggrieved employee or the Executive Director does not accept the decision of the Grievance Representative, the party not agreeing with the decision shall notify the Grievance Representative within five (5) days of that party's receipt of the written decision and upon receipt of said notice the Grievance Representative shall forward the original written grievance and the Grievance Representative's written decision to the Board of Commissioners for final determination. The Board of Commissioners shall make a written decision on the matter within thirty (30) days of the transfer of the materials from the Grievance Representative which deadline may be extended by the Board for good cause.

CITY OF CAMDEN REDEVELOPMENT AGENCY
RESOLUTION SUMMARY

Economic Development

Resolution No.: 12-11-13E

Resolution Title:

Resolution Authorizing the City of Camden Redevelopment Agency to Enter into a Professional Services Agreement with Brownfield Redevelopment Solutions, Inc. for the Provision of Environmental Management Services on an Hourly Rate Basis

Project Summary:

- The CRA operates and manages the City of Camden Brownfield Program
- For this program CRA needs professional assistance with the planning of brownfield projects, management of environmental consultants, the development of technical specifications and support in grant proposal development and compliance.
- As the result of a Request for Proposals issued by the CRA, Brownfield Redevelopment Solutions Inc. (BRS) was determined to be the most qualified to provide the services and offered the lowest price
- Work assignments will be given to BRS for specific tasks which will be billed on an hourly rate at the rates set forth in the work proposal provided by BRS
- Most services to be provided by BRS under this contract will be paid for by third party funds such as grant monies. The term of the proposed contract is one (1) year from the date of the execution of the contract

Purpose of Resolution: To authorize a professional service agreement.

Award Process: RFP

Cost: Services Billed on an Hourly Basis Not To Exceed: \$150,000 for the entire contract.

Source: EPA Assessment Grants, EPA Clean-up Grant ERB Grants and HDSRF grants.

Total Project Cost: N/A

12-11-13E

Resolution Authorizing the City of Camden Redevelopment Agency to Enter into a Professional Services Agreement with Brownfield Redevelopment Solutions, Inc. for the Provision of Environmental Management Services on an Hourly Rate Basis

WHEREAS. The City of Camden Redevelopment Agency (CRA) is charged with the duty of redevelopment throughout the City of Camden; and

WHEREAS, to this end, the CRA administers the City's Brownfield Program under a Shared Services Agreement which includes planning for the reuse of vacant or underutilized former commercial or industrial properties and the environmental investigation and remediation of lands slated for redevelopment; and

WHEREAS, the work associated the Brownfield Program, such as the supervision of environmental contractors, the review of technical documents, the preparation of grant applications and the compliance with reporting requirements, is highly specialized and requires distinct and specific training and experience; and

WHEREAS, the CRA requires the services of a professional firm specializing in these areas of expertise to assist in the administration of the Brownfield Program; and

12-11-13E (cont'd)

WHEREAS, in order to procure these services, the CRA posted on its web site a Request for Proposals for a firm to provide Environmental Management Services for the Agency in accordance with the “fair and open” process and procedures established under the regulations and amendments to N.J.S.A.19:44A-20.4 et seq.; and

WHEREAS, the CRA, through this process, did determine through this process that Brownfield Redevelopment Solutions, Inc. is the most qualified firm, , to provide these services and offered the lowest price.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the City of Camden Redevelopment Agency that the Executive Director of the Agency, a duly authorized representative of the City of Camden Redevelopment Agency, is hereby authorized to enter into a professional services agreement with Brownfield Redevelopment Solutions, Inc to provide environmental management services to the CRA for a term of one (1) year from the execution of the contract with services to be billed on an hourly basis at the hourly rates set forth in the work proposal submitted to CRA with the total cost of services provided under the contract not to exceed \$150,000.00.

BE IT FUTHER RESOLVED that the Executive Director, or her designee, is hereby authorized and directed to take all actions and execute all documents necessary to carry out the purposes of this resolution.

12-11-13E (cont'd)

ON MOTION OF:

SECONDED BY:

COMMISSIONER	AYES	NAYS	ABSTENTIONS
Gloria Pena			
Vance Bowman			
Kenwood Hagamin, Jr.			
Bryan Morton			
Louis Quinones			
Melinda Sanchez			
Jose Vazquez			

Gloria Pena
Chairperson

ATTEST:

Saundra Ross Johnson
Executive Director

The above has been reviewed and approved as to form.

Mark P. Asselta, Esq.
Board Counsel