



State of New Jersey

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Executive Director

MEMORANDUM

TO: Municipal Average Sub-Committee

FROM: Lisa J. Plevin, Executive Director

SUBJECT: Committee Meeting Minutes – November 4, 2021

DATE: November 12, 2021

A Municipal Average Sub-Committee meeting was held on Thursday, November 4, 2021, at 4:00pm via Zoom video conference.

Committee Members present were: Highlands Development Credit (HDC) Bank Chair Holtaway and Bank Board Directors Davis and Payne.

Also present: Jeffry Nielsen, Associate Counsel, Governor's Authority Unit

Staff Members present: Lisa J. Plevin, Gabrielle Gallagher, James Humphries, and Annette Tagliareni.

HDC Bank Chair Holtaway opened the meeting at 4:01PM.

HDC Bank Chair Holtaway asked Ms. Plevin to provide a summary since the committee last met in July when it was determined that the initial revisions submitted by Integra were insufficient.

Summary

Ms. Plevin noted that in August staff had a phone call with Integra where it was agreed that they would provide an updated scope of services, however no updated scope of services had been submitted. On October 28, 2021, Ms. Plevin and Mr. Humphries had a conference call with Integra and it was determined that they were still interested in this project and apologized for the delay. Integra provided an amended introductory letter and Section III – Proposed Fee Schedule. Mr. Humphries shared the proposed language to the Committee via Zoom video conference.

Although the committee questioned the term “Farmland Preservation Program” and that it is missing the year 2004, it was decided that this can be further discussed as the project is underway and as the interpretation of the statutory language will likely change.

Ms. Plevin asked the Committee if the latest information alters the contract award. The Committee agreed to move forward “as is” with amended scope of services.

Chief Counsel Gallagher added that Council staff can add points that are needed in the contract to address any concerns, if approved by HDC Bank.

The committee discussed next steps:

- Schedule a Special Bank meeting
 - Recommendation for Approval of Contract

HDC Bank Chair Holtaway adjourned the meeting at 4:13PM.