

**SOUTH JERSEY TRANSPORTATION AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
MAY 17, 2017**

This regularly scheduled Board of Commissioners Meeting of the South Jersey Transportation Authority was held on May 17, 2017, commencing at 9:04 a.m. at the South Jersey Transportation Authority Administration Building, Farley Service Plaza, Atlantic City Expressway, Milepost 21.3 in Elwood, New Jersey 08217.

**Present**

Chairman Richard T. Hammer  
 Vice Chairman Jeffery A. April, Esq.  
 Commissioner Maurice B. Hill, Jr., DMD  
 Commissioner James J. McCullough  
 Commissioner C. Robert McDevitt  
 Commissioner Joseph Ripa  
 Commissioner Donna T. Sullivan  
 Labinot Berlajolli, Governor’s Authorities Unit (via teleconference)  
 Robert M. Damminger, Deputy Executive Director  
 Lauren R. Staiger, Esq., General Counsel  
 Susan Lubrano, Board Secretary

**Absent**

All Commissioners participated in this meeting.

**Statement of Public Notice**

The meeting of the Board of Commissioners was opened advising the Commissioners and public that notice of the meeting was duly advertised in the Press of Atlantic City, Camden Courier Post, Newark Star Ledger and with the Secretary of the State of New Jersey as to the time, date and place of convening. Notice was also posted at the Farley Service Plaza, the Atlantic City International Airport, the Atlantic City Office and Blackwood Office as prescribed by law.

**Roll Call**

<b>Commissioner</b>	<b>Present</b>	<b>Absent</b>
Chairman Richard T. Hammer	X	
Vice Chairman Jeffery A. April, Esq.	X	
Commissioner Maurice B. Hill, Jr., DMD	X	
Commissioner James J. McCullough	X	
Commissioner C. Robert McDevitt		X*
Commissioner Joseph Ripa	X	
Commissioner Donna T. Sullivan	X	

Two (2) members of the public attended this meeting.  
 \*Commissioner McDevitt arrived at 9:06 a.m. following the initial roll call.

**Approval of the Agenda**

Chairman Hammer called for a motion to approve the May 17, 2017 agenda. Whereupon, a motion was made by Vice Chairman April and seconded by Commissioner Hill, approving said agenda. Chairman Hammer asked for questions on the motion. No questions were asked. A unanimous vote was taken adopting and approving the agenda. A copy of the agenda is attached hereto and made a permanent part of these official Authority minutes.

**Approval of Meeting Minutes**

Chairman Hammer called for a motion to approve the April 19, 2017 meeting minutes. Whereupon, a motion was made by Commissioner Hill and seconded by Vice Chairman April approving the April 19, 2017 meeting minutes. Chairman Hammer asked for questions on the motion. No questions were asked. All Commissioners in attendance voted, approving and adopting the minutes.

**Executive Session**

Chairman Hammer asked General Counsel if an Executive Session was needed, to which General Counsel responded affirmatively.

Mr. Damminger presented Resolution 2017-37 to the Chairman and Commissioners for the exclusion of the public to discuss personnel matters pertaining to the “amended” Schedule “A” associated with Resolution 2017-30 and a litigation matter; specifically, Wireless Edge Westchester Group, LLC v. SJTA. Chairman Hammer called for a motion to move into Executive Session.

Whereupon, the motion was made by Commissioner Ripa and seconded by Commissioner Hill approving Resolution 2017-37. A unanimous vote was taken approving the resolution, adjourning the open portion of the meeting at 9:06 a.m. The public was advised the minutes of this Executive Session would be disclosed to the public in accordance with State Law. At this time, the public and staff exited the Board room. A copy of Resolution 2017-37 is attached hereto and made a permanent part of these official Authority minutes.

At the close of Executive Session, Chairman Hammer called for a motion to return to the open portion of the meeting. Whereupon, a motion was made by Commissioner Hill and seconded by Commissioner McDevitt. The open portion of the meeting reconvened at 9:12 a.m. Once the public returned to the meeting room, Chairman Hammer then requested the Secretary call the roll.

**Roll Call**

<b>Commissioner</b>	<b>Present</b>	<b>Absent</b>
Chairman Richard T. Hammer	X	
Commissioner Jeffery A. April, Esq.	X	
Commissioner Maurice B. Hill	X	
Commissioner James J. McCullough		X*
Commissioner C. Robert McDevitt	X	
Commissioner Joseph Ripa	X	
Commissioner Donna T. Sullivan	X	

*\*Commissioner McCullough stepped out of the room at 9:10 a.m., during the closed portion of the meeting, returning to the open portion of the meeting at 9:16 a.m., following roll call.*

**Executive Report**

Chairman Hammer asked for the presentation of the Executive Report. Mr. Damminger presented the May 17, 2017 Executive Report; a copy of which is attached hereto and made a permanent part of these official Authority minutes.

**Committee Reports**

Chairman Hammer asked Mr. Damminger to present the Committee Reports. Mr. Damminger reported all Committees met on May 3, 2017. During these meetings, briefings were provided on the resolutions being presented this morning, as well as upcoming ethics requirements and first quarter financial results. Commissioners were provided with the schedule of upcoming projects, the EO-8 Report, and Airport statistics.

**Public Response to Agenda Items**

Chairman Hammer asked the public for comments on any of the agenda items. No comments were made.

**Approval of Bills**

Chairman Hammer asked Mr. Damminger for the presentation of bills. Mr. Damminger stated the bills have been sent to the Commissioners previously for their review and are being recommended for approval. Chairman Hammer called for a motion to approve the bill list. Whereupon the motion was made by Commissioner McCullough and seconded by Commissioner Hill, approving said bill list. Chairman Hammer asked the Commissioners for questions on the motion. Being none, Chairman Hammer requested the Secretary call the roll.

**Roll Call**

<b>Commissioner</b>	<b>Motion</b>	<b>2<sup>nd</sup></b>	<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>	<b>Recused</b>	<b>Absent</b>
Chairman Richard T. Hammer			X				
Vice Chairman Jeffery A. April, Esq.			X*				
Commissioner Maurice B. Hill, Jr., DMD		X	X				
Commissioner James J. McCullough	X		X				
Commissioner C. Robert McDevitt			X				
Commissioner Joseph Ripa			X				

*\*Vice Chairman April approved all bills; however, abstained from voting on the bills from the firm Cooper Levenson.*

**Resolutions and Motions:**

Chairman Hammer asked Mr. Damminger to present the resolutions. Mr. Damminger advised the Chairman and Commissioners he would be presenting a total of eight (8) resolutions for their consideration. Mr. Damminger presented Resolutions 2017-29, 2017-30, as amended, and 2017-31 through 2017-36. Chairman Hammer called for a motion to approve said resolutions. The motion as presented, was moved by Commissioner McDevitt and seconded by Vice Chairman April, approving said resolutions. Chairman Hammer asked for questions on the motion. There being no comments or discussion, Chairman Hammer asked the Secretary to call the roll.

**Roll Call**

<b>Commissioner</b>	<b>Motion</b>	<b>2<sup>nd</sup></b>	<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>	<b>Recused</b>	<b>Absent</b>
Chairman Hammer			X				
Vice Chairman Jeffery A. April, Esq.		X	X				
Commissioner Maurice B. Hill, Jr., DMD			X				
Commissioner James J. McCullough			X				
Commissioner C. Robert McDevitt	X		X				
Commissioner Joseph Ripa			X				

Copies of Resolutions 2017-29 through 2017-36 are attached hereto and made a permanent part of these official Authority minutes.

**RESOLUTION 2017-29 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE EXTENSION OF A CONTRACT FOR CASH AND CREDIT CARD PROCESSING, BANKING AND ARMORED CAR SERVICES WITH WELLS FARGO BANK, N.A., OF TOMS RIVER, NEW JERSEY**

The purpose of this resolution is to authorize the extension of the contract with Wells Fargo Bank, N.A., of Toms River, New Jersey for the provision of Cash and Credit Card Processing, Banking and Armored Car Service. On October 23<sup>rd</sup> and 24<sup>th</sup>, 2014 the Authority advertised a Request for Proposals (RFP) for the aforementioned services. On December 2, 2014, two proposals were received. Based on the selection criteria outlined in the RFP, it was determined Wells Fargo Bank, N.A., of Toms River, New Jersey submitted the proposal that best suited the needs of the Authority. Resolution 2015-01 approved the entrance into negotiations and the subsequent entrance into a contract with Wells Fargo Bank, which was executed on July 2, 2015. The term of this contract was one year with three one-year renewal options by mutual agreement. The Authority exercised the first renewal option via Resolution 2016-47. The Authority and Bank now desire to exercise the second one-year renewal option at the same pricing, terms and conditions as the current term.

**RESOLUTION 2017-30 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING CERTAIN PERSONNEL ACTIONS**

Pursuant to the Authority By-Laws, the Personnel Committee shall advise the Board on issues related to organization structure, equal employment opportunity, labor negotiations, employment practices and personnel actions affecting an individual’s employment status or compensation. This resolution seeks Board approval for personnel actions as specified in the “Schedule A” attached to said resolution.

**RESOLUTION 2017-31 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE AWARD OF A CONTRACT TO ATLANTICARE PHYSICIAN GROUP, PA., OF EGG HARBOR TOWNSHIP, NEW JERSEY TO PROVIDE PRE-EMPLOYMENT PHYSICALS, CDL TESTING AND HAZMAT TESTING**

The Authority is seeking a qualified healthcare provider to perform occupational medical testing for the Authority, including, but not limited to, Pre-Employment Physicals, CDL Testing and Hazmat Testing for Authority employees including firefighters. On March 8<sup>th</sup> and 9<sup>th</sup> 2017, the Authority advertised a Request for Proposals (RFP) for this service. In response to said advertising, on April 5, 2017, one Proposal was received. On April 11, 2017, the Consultant Selection Committee (CSC) met to review the proposal to determine if same met all the requirements of the specifications and instructions to proposers. The CSC determined that AtlantiCare Physician Group, PA., of Egg Harbor Township, New Jersey submitted the sole responsive, responsible proposal and recommends the award of a contract to AtlantiCare Physician Group, PA. for a term of two years with two additional one year renewal options.

**RESOLUTION 2017-32 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE ADOPTION OF THE 2016 ANNUAL REPORT OUTLINING THE AUTHORITY’S PROJECTS AND ACHIEVEMENTS FOR THE YEAR 2016**

The SJTA Annual Report narrative section outlines Authority projects and achievements for calendar year 2016 and incorporates the official Financial Report of Audit, which is supplied by the Finance Department and audited by an independent auditor. The creation, writing and development elements of the SJTA Annual Report are done in-house by the Marketing and Communications Division. The technical development aspects, such as the layout/design, transferring the report to a PDF flash format, and up-loading to the Authority’s website, were procured via quotes at a minimal cost.

**RESOLUTION 2017-33 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING AN AMENDMENT EXTENDING THE COOPERATIVE RESEARCH AND DEVELOPMENT AGREEMENT BETWEEN THE UNITED STATES OF AMERICA, DEPARTMENT OF HOMELAND SECURITY AND THE SOUTH JERSEY TRANSPORTATION AUTHORITY**

The Authority, via Resolution 2008-43, entered into a Cooperative Research and Development Agreement with the United States of America as represented by the Transportation Security Laboratory (TSL), a Federal Laboratory within the Department of Homeland Security, Science and Technology Directorate, whereby the TSL assisted the Authority in developing and becoming a test bed for the development, assessment, testing and evaluation of various security technologies. This agreement was for a term of five years, beginning July 15, 2008 through July 14, 2013. Resolution 2013-85 authorized the first two-year extension to the agreement, which expired on July 14, 2015. Resolution 2015-47, authorized an additional two-year extension, which is set to expire on or about July 14, 2017. Both parties now desire to extend the agreement for an additional two-year period, through July 14, 2019. As part of the proposed agreement, SJTA will make facilities available to test the most recent advances in security technologies related to all appropriate modes of travel.

**RESOLUTION 2017-34 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING A PERMIT AGREEMENT WITH GATE SERVE, LLC OF RESTON, VIRGINIA FOR AIRCRAFT IN-FLIGHT CABIN SERVICES AT THE ATLANTIC CITY INTERNATIONAL AIRPORT**

It is necessary for airlines occupying the Airport to secure certain services for cleaning and to stock their aircrafts with snacks. The Authority must grant a permit to any company involved in providing such services to Airlines. The Authority, pursuant to Resolution 2012-27, authorized a permit to Gate Serve, LLC of Reston, Virginia to provide in-flight cabin services to Spirit Airlines, including, but not limited to, cleaning and providing and stocking the aircrafts with snacks, beverages and food. The term of this agreement was three years, with two mutually agreeable one-year renewal options. As the second and final renewal option is set to expire on or about June 30, 2017, both parties desire to enter into a new permit agreement for the same terms and conditions. The agreement shall begin on or about July 1, 2017, for a three year term, with two mutually agreeable one year renewal options. In exchange for the services permit, Gate Serve will pay the Airport 3% of its monthly gross receipts up to \$800,000.00 and 4% of monthly gross receipts over \$800,000.00.

**RESOLUTION 2017-35 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE AWARD OF A CONTRACT TO MASTERMINDS, INC., OF EGG HARBOR TOWNSHIP, NEW JERSEY, TO PROVIDE MARKETING AND ADVERTISING SERVICES FOR THE ATLANTIC CITY INTERNATIONAL AIRPORT**

On March 9<sup>th</sup> and March 10<sup>th</sup>, 2017, the Authority publicly advertised a Request for Proposals (“RFP”) for Marketing and Advertising Services for the Atlantic City International Airport. In response to said advertising, on April 6, 2017, seventeen proposals were received by the Authority and opened and reviewed to determine if same met all the requirements of the RFP. On April 18, 2017, a Consultant Selection Committee met to rank the reviewed proposals. It was determined that Masterminds, Inc., of Egg Harbor Township, New Jersey submitted the highest ranked proposal. The Authority wishes to enter into an agreement with Masterminds, Inc., of Egg Harbor Township, New Jersey and will negotiate and agree to a final fee proposal for the provision of such services. The Deputy Airport Director recommends entering into a contract with Masterminds, Inc. for Marketing and Advertising Services for the Atlantic City International Airport, and believes contracting with the firm will be beneficial to the Airport. The scope of services includes, but is not limited to, graphic creation, social media monitoring and promotion, creating, placing and implementing advertising campaigns and tracking the advertising campaign’s effectiveness for a term of three years expiring on December 31<sup>st</sup> of the third year, with two one-year renewals options at the sole discretion of the Authority.

**RESOLUTION 2017-36 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE AWARD OF A CONTRACT TO ALTEC INDUSTRIES, INC., OF ELIZABETHTOWN, KENTUCKY FOR THE PURCHASE AND DELIVERY OF A 2017 OR CURRENT PRODUCTION YEAR BUCKET TRUCK**

On March 23<sup>rd</sup> and March 24<sup>th</sup>, 2017, the Authority publicly advertised for bids for the Purchase and Delivery of a 2017 or Current Production Year Bucket Truck. On April 13, 2017, three bids were received, opened and tabulated. Altec Industries, Inc., of Elizabethtown, Kentucky was deemed the lowest responsive, responsible bidder in an amount not to exceed \$107,949.00 per unit. As the number of units to be purchased is contingent upon the availability of funds, the Authority desires to enter into a contract with Altec Industries, Inc. of Elizabethtown, Kentucky for the purchase and delivery of one 2017 or Current Production Year Bucket Truck, in an amount not to exceed \$107,949.00. This truck will be utilized by the Toll Repair Division and will replace an older truck that has outlived its useful life.

**Petitions or Communications, Unfinished Business and New Business**

Chairman Hammer asked if there were any petitions or communications, unfinished or new business. Mr. Damminger responded all petitions and communications were mailed prior to the meeting or are at the Commissioners’ place. He further stated he has no new or unfinished business to discuss.

### **General Comment**

Chairman Hammer asked the public for any general comments. Vice Chairman April commented on the TSA “PreCheck” program and the locations available for the interview process. No additional comments were made.

### **Adjournment**

There being no further business, Chairman Hammer called for a motion to adjourn the meeting. Whereupon, the motion was made by Commissioner McDevitt and seconded by Vice Chairman April to adjourn the meeting. A unanimous voice vote was taken adjourning the meeting at 9:23 a.m.

Following adjournment, a member of the public expressed he was unsure of when to speak, but had come specifically to address the Board on a personnel matter. At this point, the Chairman called for a motion to reopen the meeting. The motion as presented was made by Vice Chairman April and seconded by Commissioner Ripa, reconvening the open portion of the meeting at 9:25 a.m. General Counsel asked the member of the public to stand and state his name and his address. Mr. Charles Goodman introduced himself, stating he resides in Mays Landing, New Jersey. He advised he understood the Board of Commissioners could not speak on a personnel matter in open session; however, his intent was to solely provide details on a termination matter relating to a family member, Nichol Beck. He proceeded to advise of the details of her employment, including her personnel records, length of employment, performance agreement history and termination. He discussed several venues Ms. Beck has sought for assistance in her case, which she has paid for personally. He stated his primary request was for the Board of Commissioners to review the facts, discuss them during executive session and make a determination based on the complete facts. Further, the Board’s findings would determine Ms. Beck’s next steps. General Counsel thanked Mr. Goodman for his comments, advising she would reach out to labor counsel to apprise him of the matter.

Chairman Hammer made a motion to adjourn the meeting. The motion, as presented, was made by Commissioner McCullough and seconded by Commissioner Hill, with a final adjournment at 9:31 a.m.

Submitted by:

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Susan Lubrano, Board Secretary

**Note: An Executive Session was held during this meeting.**