

**SOUTH JERSEY TRANSPORTATION AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
JUNE 20, 2018**

This regularly scheduled Board of Commissioners Meeting of the South Jersey Transportation Authority was held on June 20, 2018, commencing at 9:02 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**

Chair Diane Gutierrez-Scaccetti  
 Commissioner Bryan J. Bush (called in via teleconference at 9:18)\*  
 Commissioner James J. McCullough (via teleconference)  
 Commissioner C. Robert McDevitt (via teleconference)  
 Commissioner Maurice B. Hill, Jr., DMD  
 Commissioner Joseph Ripa  
 Commissioner Donna T. Sullivan  
 Adam Sternbach, Esq. Governor's Authorities Unit  
 Stephen F. Dougherty, Executive Director  
 Lauren R. Staiger, Esq., General Counsel  
 Cynthia Blasberg, Board Secretary  
 Davi Nicholson, Assistant Board Secretary

**Absent**

Vice Chairman Jeffery A. April, Esq.  
 Commissioner Christopher M. Milam

**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> |
|--|----------------|---------------|
| Chair Diane Gutierrez-Scaccetti        | X              |               |
| Vice Chairman Jeffery A. April, Esq.   |                | X             |
| Commissioner Bryan J. Bush*            |                | X             |
| Commissioner Maurice B. Hill, Jr., DMD | X              |               |
| Commissioner James J. McCullough       | X              |               |
| Commissioner C. Robert McDevitt        | X              |               |
| Commissioner Christopher M. Milam      |                | X             |
| Commissioner Joseph Ripa               | X              |               |
| Commissioner Donna T. Sullivan         | X              |               |

*\*Commissioner Bush called in at 9:18*  
 One (1) member of the public attended this meeting.

**Approval of the Agenda**

Chair Gutierrez-Scaccetti called for a motion to approve the June 20, 2018 agenda. Whereupon, a motion was made by Commissioner Ripa and seconded by Commissioner Hill approving said agenda. Chair Gutierrez-Scaccetti 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**

Chair Gutierrez-Scaccetti called for a motion to approve the May 16, 2018 meeting minutes. Whereupon, a motion was made by Commissioner Ripa and seconded by Commissioner Hill approving the May 16, 2018 meeting minutes. Chair Gutierrez-Scaccetti asked for questions on the motion. No questions were asked. All Commissioners in attendance voted, approving and adopting the minutes.

### **Executive Session**

Chair Gutierrez-Scaccetti asked General Counsel if an Executive Session was needed, to which General Counsel responded affirmatively.

Mr. Dougherty presented Resolution 2018-47 to the Chair and Commissioners for the exclusion of the public to discuss a contractual matter concerning the New Jersey Pinelands Commission, a personnel matter related to Shuttle Operations and personnel matters pertaining to the Schedule "A," associated with Resolution 2018-39.

Whereupon, the motion was made by Commissioner Ripa and seconded by Commissioner Hill approving Resolution 2018-47. A unanimous vote was taken approving the resolution, adjourning the open portion of the meeting at 9:05 a.m. The public was advised the minutes of this Executive Session would be disclosed to the public in accordance with State Law. A copy of Resolution 2018-47 is attached hereto and made a permanent part of these official Authority minutes.

At the close of Executive Session, Chair Gutierrez-Scaccetti called for a motion to return to the open portion of the meeting. Whereupon, a motion was made by Commissioner Ripa and seconded by Commissioner Hill. The open portion of the meeting reconvened at 9:15 a.m. Chair Gutierrez-Scaccetti then requested the Secretary call the roll.

### **Roll Call**

| <b>Commissioner</b>                  | <b>Present</b> | <b>Absent</b> |
|--------------------------------------|----------------|---------------|
| Chair Diane Gutierrez-Scaccetti      | X              |               |
| Vice Chairman Jeffery A. April, Esq. |                | X             |
| Commissioner Bryan J. Bush*          |                | X             |
| Commissioner Maurice B. Hill         | X              |               |
| Commissioner James J. McCullough     | X              |               |
| Commissioner C. Robert McDevitt      | X              |               |
| Commissioner Christopher M. Milam    |                | X             |
| Commissioner Joseph Ripa             | X              |               |
| Commissioner Donna T. Sullivan       | X              |               |

*\*Commissioner Bush called in at 9:18 during the Executive Report*

### **Executive Report**

Chair Gutierrez-Scaccetti asked for the presentation of the Executive Report. Mr. Dougherty presented the June 20, 2018 Executive Report: a copy of which is attached hereto and made a permanent part of these official Authority minutes.

### **Committee Reports**

Chair Gutierrez-Scaccetti asked Mr. Dougherty to present the Committee Reports. Mr. Dougherty reported all Committees met on June 6, 2018. During these meetings, Commissioners were briefed on the resolutions being presented this morning as well as a briefing on the status of rating agencies' reports, the right of way power service to SJTA/FAA traffic light and the Pinelands Bird Mitigation Project. Commissioners received the schedule of upcoming projects, the EO-8 Report, and Airport statistics.

### **Public Response to Agenda Items**

Chair Gutierrez-Scaccetti asked the public for comments on any of the agenda items. No comments were made.

### **Approval of Bills**

Chair Gutierrez-Scaccetti asked Mr. Dougherty for the presentation of bills. Mr. Dougherty stated the bills have been sent to the Commissioners previously for their review and are being recommended for approval.

Chair Gutierrez-Scaccetti called for a motion to approve the bill list. Whereupon the motion was made by Commissioner Ripa and seconded by Commissioner Hill, approving said bill list. Chair Gutierrez-Scaccetti asked the Commissioners for questions on the motion. Being none, Chair Gutierrez-Scaccetti requested the Secretary call the roll.

**Roll Call**

| Commissioner                           | Motion | 2 <sup>nd</sup> | Yea | Nay | Abstain | Recused | Absent |
|--|--------|-----------------|-----|-----|---------|---------|--------|
| Chair Diane Gutierrez-Scaccetti        |        |                 | X   |     |         |         |        |
| Vice Chairman Jeffery A. April, Esq.   |        |                 |     |     |         |         | X      |
| Commissioner Bryan J. Bush             |        |                 | X   |     |         |         |        |
| Commissioner Maurice B. Hill, Jr., DMD |        | X               | X   |     |         |         |        |
| Commissioner James J. McCullough       |        |                 | X   |     |         |         |        |
| Commissioner C. Robert McDevitt        |        |                 | X   |     |         |         |        |
| Commissioner Christopher M. Milam      |        |                 |     |     |         |         | X      |
| Commissioner Joseph Ripa               | X      |                 | X   |     |         |         |        |

**Resolutions and Motions:**

Chair Gutierrez-Scaccetti asked Mr. Dougherty to present the resolutions. Mr. Dougherty advised the Chair and Commissioners he would be presenting a total of eight (8) resolutions for their consideration. Mr. Dougherty presented Resolutions 2018-39 through 2018-46. Chair Gutierrez-Scaccetti called for a motion to approve said resolutions. The motion as presented, was moved by Commissioner Ripa and seconded by Commissioner Hill, approving said resolutions.

Chair Gutierrez-Scaccetti asked for questions on the motion. There being no comments or discussion, Chair Gutierrez-Scaccetti asked the Secretary to call the roll.

**Roll Call**

| Commissioner                           | Motion | 2 <sup>nd</sup> | Yea | Nay | Abstain | Recused | Absent |
|--|--------|-----------------|-----|-----|---------|---------|--------|
| Chair Diane Gutierrez-Scaccetti        |        |                 | X   |     |         |         |        |
| Vice Chairman Jeffery A. April, Esq.   |        |                 |     |     |         |         | X      |
| Commissioner Bryan J. Bush             |        |                 | X   |     |         |         |        |
| Commissioner Maurice B. Hill, Jr., DMD |        | X               | X   |     |         |         |        |
| Commissioner James J. McCullough       |        |                 | X   |     |         |         |        |
| Commissioner C. Robert McDevitt        |        |                 | X   |     |         |         |        |
| Commissioner Christopher M. Milam      |        |                 |     |     |         |         | X      |
| Commissioner Joseph Ripa               | X      |                 | X   |     |         |         |        |

**RESOLUTION 2018-39 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 this resolution.

**RESOLUTION 2018-40 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE ADOPTION OF REVISIONS TO THE PERSONNEL POLICIES MANUAL**

The Authority has established by-laws, policies and procedures governing its employment actions. Pursuant to Resolution 1993-02, the Authority adopted a Personnel Policy Manual establishing employee policies and procedures. Article II, Section 13(e) of the by-laws require changes to employment practices and personnel actions be approved by the Board of Commissioners in order to take effect. In accordance with such by-laws and personnel policies, the Authority has determined the need to revise certain policies within the Personnel Policy Manual so to comply with federal and state laws. The Authority desires to adopt the revised policies within the Personnel Policy Manual as outlined in the attached Fact Sheet entitled Exhibit “A.” The Director of Business Administration recommends adopting the revisions, of which copies of the revised policies in their entirety are attached to the resolution entitled Exhibit “B.”

**RESOLUTION 2018-41 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE AWARD OF A CONTRACT TO COMMAND CO. INC. OF EGG HARBOR CITY, NEW JERSEY FOR THE ATLANTIC CITY INTERNATIONAL AIRPORT AMELIA EARHART BOULEVARD LANDSCAPING IMPROVEMENT PROJECT**

On April 18<sup>th</sup> and 19<sup>th</sup>, 2018, the Authority publicly advertised for bids for the Atlantic City International Airport Amelia Earhart Boulevard Landscaping Improvements project. Work associated with this project involves the installation of landscaping improvements along the outer edges of Amelia Earhart Boulevard from the intersection with Airport Terminal Road to the traffic circle at Delilah Road. The work primarily involves planting trees and shrubs and constructing vegetative landscaping beds adjacent to the roadway. Major work items for Landscaping Improvements include but are not limited to: 136 Large Deciduous Trees and 16 Evergreen Trees. On May 17, 2018, one bid (1) bid was received, opened and tabulated to determine if same met all the requirements of the Specifications and Instructions to Bidders. Command Co. Inc. of Egg Harbor City, New Jersey was deemed to have submitted the sole responsive, responsible bid in an amount not to exceed \$180,518.00.

**RESOLUTION 2018-42 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE AWARD OF A CONTRACT TO SOUTH STATE, INC. OF BRIDGETON, NEW JERSEY FOR THE ATLANTIC CITY INTERNATIONAL AIRPORT AMELIA EARHART BOULEVARD TO TILTON ROAD (CR 563) RAMP**

On April 18<sup>th</sup> and 19<sup>th</sup>, 2018, the Authority publicly advertised for bids for the Atlantic City International Airport Amelia Earhart Boulevard to Tilton Road (CR 563) Ramp. Work associated with this project involves ramp construction, asphalt paving, pavement marking, earthwork, seeding, drainage installation, concrete curb, highway lighting and electrical wiring. Major work items include but are not limited to: 1,173 tons of asphalt pavement (base and surface HMA courses), 3,651 CY of unclassified excavation, 3,022 SY of dense-graded aggregate base course. Also included are temporary and permanent pavement markings, concrete curb, installation of drainage facilities, highway lighting, and general site grading and seeding. On May 17, 2018, nine (9) bids were received, opened and tabulated. South State, Inc. of Bridgeton, New Jersey was deemed the lowest responsive, responsible bidder in an amount not to exceed \$668,437.81.

**RESOLUTION 2018-43 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE EMERGENCY PURCHASE AND INSTALLATION OF AN UNINTERRUPTED POWER SUPPLY (UPS) FOR EXPRESSWAY CONNECTOR (TUNNEL) CONTROL BUILDING (CONFIRMING)**

Upon the 2018 Tunnel Inspection performed by the Authority's general engineering consultant, WSP, USA, Inc., it was determined that the Uninterrupted Power Supply (UPS) located in the Tunnel Control Building was not functional and that by FHWA standards, was a life safety issue that required immediate "EMERGENCY REPAIR". The existing Uninterrupted Power Supply (UPS) Unit has outlived its useful life and is not functioning. Based on the aforementioned, the Director of Operations and Chief Engineer deemed it in the best interest of the Authority and the traveling public to immediately secure a quote for the purchase and installation of a replacement UPS for the Tunnel Control Building. On May 21, 2018 the Authority solicited quotes from GenServe, Inc., of Pennsauken, New Jersey for the replacement UPS for the Tunnel Control Building in an amount not to exceed \$65,034.00. In the interest of safety for the traveling public, and in accordance with N.J.A.C. 19:2-7.7, the Executive Director authorized GenServe, to conduct the Purchase and Installation of the UPS located in the Tunnel Control Building (confirming) in an amount of \$65,034.00.

**RESOLUTION 2018-44 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY SUPPORTING THE 8<sup>TH</sup> ANNUAL DELMOSPORTS ATLANTIC CITY TRIATHLON**

DelMoSports, LLC has requested permission from the Authority to utilize portions of the Atlantic City Expressway for the 8<sup>th</sup> Annual Atlantic City Triathlon which will be held on August 11<sup>th</sup>, 2018, from 6:00 a.m. to 11:00 a.m. The Atlantic City Triathlon is a well-known Olympic event that promotes a positive image and showcases the region's many tourist attractions, as well as brings Atlantic City and its surroundings a healthful, non-gaming, family-friendly event. The Authority is keenly interested in supporting events that promote tourism and provide economic stimulation to the region. The Authority

will be reimbursed by DelMoSports, LLC for documented Authority related expenses in connection with its support of the event and all participants of the Triathlon shall be required to sign an application which discharges the Authority, sponsors of this event, their agents, officers, employees, volunteers, event directors and event holders and anyone associated in any way with the event, from all liabilities, actions, claims, demands and damages. It is estimated the Atlantic City Triathlon will have a significant economic impact to the region, as participation in 2018 is estimated to be 1500 to 2000 registered athletes.

**RESOLUTION 2018-45 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE AUTHORITY TO ENTER INTO A SHARED SERVICES AGREEMENT WITH ROWAN UNIVERSITY TO OPERATE A SHUTTLE SERVICE FOR THE UNIVERSITY**

The Authority currently provides Glassboro to Camden, Campus-to-Campus shuttle service for Rowan University which is set to expire on or about August 31, 2018. Rowan University has requested continued transportation services for its Glassboro to Camden Campus to Campus Shuttle as well as the provision of additional shuttle services including the Internal Glassboro Campus Shuttle and Temporary Shuttle, as needed, for a term of three (3) academic years, including summer sessions, or until the University provides formal notice of termination. The Authority will receive payment from the University for services provided for the 2018-2019 academic year, including the summer session (if necessary) in the amount of \$48,800.00 per month for 9 months, for a total of \$439,200.00. For the subsequent academic years, including the summer sessions (if necessary) the Authority will receive payment from the University in the amount of \$460,800.00 and \$483,300.00, respectively excluding any requests for temporary shuttle services. The Director of Transportation Services believes it is in the best interest of the Authority to continue providing shuttle services to the University.

**RESOLUTION 2018-46 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE AND EXECUTE PROJECT PROPOSALS, AWARDS, GRANTS, COOPERATIVE AGREEMENTS AND RELATED DOCUMENTS FOR NJ TRANSIT ON BEHALF OF THE AUTHORITY WITH RESPECT TO THE AUTHORITY'S TRANSPORTATION SERVICES DEPARTMENT**

The Federal Transit Administration (FTA) and the State of New Jersey have been delegated authority to award Federal Financial Assistance and State Assistance for Transportation Projects. NJ Transit serves as the administrator of FTA and State of New Jersey funding programs such as the Job Access and Reverse Commute or "JARC" and "NJ-JARC". The Grants or Cooperative Agreements for Federal Financial Assistance will impose certain obligations upon the NJ Transit which will, in turn, be imposed upon all subrecipients. The Authority is responsible to match 50% of the NJ-JARC applications with other sources of revenue. The Authority is submitting three (3) NJ-JARC applications (JARC Camden, JARC English Creek and JARC NextGen) for Rounds 5 and 6, which the term will be July 1, 2018-June 30, 2020. SJTA, as a subrecipient, will provide all annual certifications and assurances for the awarded projects to NJ Transit, as required by the FTA and the State of New Jersey's policies governing pass through agreements. This resolution authorizes the Executive Director to approve and execute grant proposals, awards, certifications and assurances, cooperative agreements and other related documents with respect to the Transportation Services Department during the period of July 1, 2018 – June 30, 2020.

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

Chair Gutierrez-Scaccetti asked if there were any petitions or communications, unfinished or new business. Mr. Dougherty responded all petitions and communications were mailed prior to the meeting or are at the Commissioners' place. He congratulated Chair Gutierrez-Scaccetti on her being sworn in as Commissioner of the New Jersey Department of Transportation

**General Comment**

Chair Gutierrez-Scaccetti asked the public for any general comments. No comments were made by the public.

**Adjournment**

There being no further business, Chair Gutierrez-Scaccetti called for a motion to adjourn the meeting. Whereupon, the motion was made by Commissioner Ripa and seconded by Commissioner Hill to adjourn the meeting. A unanimous voice vote was taken adjourning the meeting at 9:27 a.m.

Submitted by:

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Cynthia A. Blasberg, Board Secretary

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