

**SOUTH JERSEY TRANSPORTATION AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
JANUARY 17, 2012**

The scheduled Board of Commissioners Meeting of the South Jersey Transportation Authority was held on January 17, 2012, commencing at 10:00 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**

Commissioner Joseph W. Devine (via teleconference)  
 Commissioner Maurice B. Hill  
 Commissioner Joseph Ripa  
 Commissioner Dianne Solomon  
 Deputy Commissioner Joseph Mrozek (via video conference)  
 Brandon Minde, Governors Authorities Unit (via video conference)  
 Jean Cipriani, Esq., General Counsel  
 Mary McCudden, Esq., General Counsel  
 Susan Lubrano, Authority Board Secretary

**Absent**

Chairman James S. Simpson  
 Commissioner Jeffery A. April, Esq.  
 Commissioner C. Robert McDevitt  
 Commissioner Louis Toscano  
 Commissioner Timothy J. Lizura  
 Bart R. Mueller, Executive Director

As Chairman Simpson was not present, the Secretary requested a motion nominating another member of the Board to chair the meeting. Whereupon, Commissioner Ripa was nominated to chair the meeting by motion of Commissioner Hill, which motion was seconded by Commissioner Devine, with all Commissioners present being in favor.

**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 of the time, date and place of convening. Notice was posted at the Farley Service Plaza, the Atlantic City International Airport and the Authority's Atlantic City, New Jersey office as prescribed by law.

**Roll Call**

<b>Commissioner</b>	<b>Present</b>	<b>Absent</b>
Chairman James S. Simpson		X
Commissioner Jeffery A. April, Esq.		X
Commissioner Joseph W. Devine	X	
Commissioner Maurice B. Hill	X	
Commissioner Timothy J. Lizura		X
Commissioner C. Robert McDevitt		X
Deputy Commissioner Joseph Mrozek	X	
Commissioner Joseph Ripa	X	
Commissioner Dianne Solomon	X	
Commissioner Louis Toscano		X

One member of the public attended this meeting.

**Approval of the Agenda**

Commissioner Ripa called for a motion to approve the January 17, 2012 Agenda. Whereupon, motion was moved by Commissioner Devine, seconded by Commissioner Solomon, approving the January 17, 2012 agenda. Commissioner Ripa 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**

Commissioner Ripa called for a motion to approve the December 20, 2011 Meeting Minutes. Whereupon, a motion was moved by Commissioner Solomon and seconded by Commissioner Hill, approving December 20, 2011 minutes. Commissioner Ripa asked for questions on the motion. No questions were asked. A unanimous vote was taken adopting and approving the minutes.

### **Employee Awards**

Ms. Teresa Terzian, of the Engineering and Operations Department was honored as the January 2012 Employee of the Month.

### **Executive Session**

Commissioner Ripa asked General Counsel if there was a need for an Executive Session. Ms. Cipriani responded affirmatively.

Mr. Donelson then presented Resolution 2012-04 to the Commissioners for the exclusion of the public to discuss pending personnel matters, specifically personnel actions contained in Resolution 2012-01 and a litigation matter, Loose vs. SJTA. The public was advised that the minutes of this Executive Session will be disclosed to the public in accordance with State law. Commissioner Ripa called for a motion to move into Executive Session.

Whereupon, the motion was moved by Commissioner Hill and seconded by Commissioner Devine, approving Resolution 2012-04. A unanimous vote was taken approving the resolution, adjourning the open portion of the meeting at 10:08 a.m. A copy of Resolution 2012-04 is attached hereto and made a permanent part of these official Authority minutes. At the close of Executive Session, Commissioner Ripa called for a motion to return to the open portion of the meeting.

Whereupon, motion was moved by Commissioner Hill and seconded by Commissioner Solomon. The open portion of the meeting reconvened at 10:20 a.m. Commissioner Ripa requested the Secretary call the roll.

### **Roll Call**

<b>Commissioner</b>	<b>Present</b>	<b>Absent</b>
Chairman James S. Simpson		X
Commissioner Jeffery A. April, Esq.		X
Commissioner Joseph W. Devine	X	
Commissioner Maurice B. Hill	X	
Commissioner Timothy Lizura		X
Commissioner C. Robert McDevitt		X
Deputy Commissioner Joseph Mrozek	X	
Commissioner Joseph Ripa	X	
Commissioner Dianne Solomon	X	
Commissioner Louis Toscano		X

### **Executive Report**

Commissioner Ripa asked for the presentation of the Executive Report. Mr. Donelson presented the January 2012 Executive Report. A copy of the January 2012 Executive Report is attached hereto and made a permanent part of these official Authority minutes.

### **Committee Reports**

Commissioner Ripa asked Mr. Donelson to present the Committee Reports. Mr. Donelson reported that all committees met on January 3, 2012. During these meetings Commissioners were briefed on the resolutions being presented this morning, as well as the Capital Budget, the Health Care Insurance Fund, SJTPO, and ground transportation at the Airport. Mr. Donelson advised that the Commissioners were also provided the schedule of upcoming projects, the EO-8 Report and Airport statistics.

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

Commissioner Ripa asked the public for comments on any of the agenda items. No comments were made.

### **Approval of Bills**

Commissioner Ripa asked Mr. Donelson for the presentation of bills. Mr. Donelson stated that the bills

had been mailed to the Commissioners previously for their review and are being presented for their approval. Commissioner Ripa called for a motion to approve the bills. Whereupon, the motion was moved by Commissioner Devine and seconded by Commissioner Solomon approving said bills. Commissioner Ripa asked the Commissioners for questions on the motion. There being none, Commissioner Ripa requested that the Secretary call the roll.

**Roll Call**

Commissioner	Motion	2 <sup>nd</sup>	Yea	Nay	Abstain	Recused	Absent
Chairman James S. Simpson							X
Commissioner Jeffery A. April							X
Commissioner Joseph Devine	X		X				
Commissioner Maurice B. Hill			X				
Commissioner C. Robert McDevitt							X
Deputy Commissioner Joseph Mrozek			X				
Commissioner Joseph Ripa			X				
Commissioner Dianne Solomon		X	X				
Commissioner Louis Toscano							X

**Resolutions and Motions:**

Commissioner Ripa asked Mr. Donelson to present the resolutions. Mr. Donelson presented three (3) resolutions to the Commissioners for approval, Resolutions 2012-01 through 2012-03, with modification to Schedule A of Resolution 2012-01. Commissioner Ripa called for a motion to approve Resolutions 2012-01 through 2012-03, the motion as presented, was moved by Commissioner Hill and seconded by Commissioner Devine, approving said resolutions. Commissioner Ripa asked for questions on the motion. There being none, Commissioner Ripa asked the Secretary to call the roll.

**Roll Call**

Commissioner	Motion	2 <sup>nd</sup>	Yea	Nay	Abstain	Recused	Absent
Chairman James S. Simpson							X
Commissioner Jeffery A. April							X
Commissioner Joseph Devine		X	X				
Commissioner Maurice B. Hill	X		X				
Commissioner C. Robert McDevitt							X
Deputy Commissioner Joseph Mrozek			X				
Commissioner Joseph Ripa			X				
Commissioner Dianne Solomon			X				
Commissioner Louis Toscano							X

A copy of Resolutions 2012-01 through 2012-03 are attached hereto and made a permanent part of these official Authority minutes.

**RESOLUTION 2012-01 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 2012-02 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY ACCEPTING THE FINDINGS OF THE 2011 MANAGEMENT AUDIT**

The Authority is required by N.J.S.A. 27:25A-36(b) to cause the performance of a management audit of its operational effectiveness and efficiency by an independent consulting firm once every five years. The management audit consultant, TransTech Management, Inc. of Greensboro, North Carolina, performed a comprehensive management operations review, which included assessments of the following: general management effectiveness; employee productivity; personnel policies and procedures; procurement policy effectiveness; administrative and organizational functions including: goals and objectives setting, organizational structure effectiveness, planning and decision-making processes, human resource program effectiveness, policy and procedures assessment and marketing and promotional responsibilities; and operations management functions including: performance monitoring and measurement, risk management

practices, material management, inventory control practices, Management Information System performance, labor utilization, staffing and equipment utilization; and equipment acquisition inventory and assignment. Authority Senior Staff has reviewed the findings and recommendations with the Commissioners and determined that said findings and recommendations may be implemented in the future, at the prerogative of the Board of Commissioners and the Authority's Executive Leadership in light of feasibility, managerial concerns and fiscal prudence.

**RESOLUTION 2012-03 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING AWARD OF CERTAIN SOLE SOURCE CONTRACT TO TOZOUR-TRANE, OF KING OF PRUSSIA, PENNSYLVANIA FOR THE PURCHASE AND DELIVERY OF TWO (2) SEVENTY-FIVE TON ROOFTOP HVAC UNITS AT THE ATLANTIC CITY INTERNATIONAL AIRPORT**

It has been determined that there is a need to replace two (2) (AC1 and AC2) Seventy-Five Ton Rooftop HVAC Units at the Atlantic City International Airport as they have outlived their useful life span and have become unreliable. The Atlantic City International Airport currently has thirty-seven (37) existing Rooftop HVAC Units which are Tozour-Trane units. The replacement units must also be Tozour-Trane units as they will be tied into the existing Tozour-Trane Computer Control System which controls all of the HVAC units at the Atlantic City International Airport. Resolution 2011-12, confirmed Tozour-Trane, of King of Prussia, as a sole source manufacturer of the HVAC units currently in use at the Atlantic City International Airport as they have proprietary rights to supply parts and control systems. The Director of Engineering and Operations deems it necessary to enter into a contract for said Rooftop HVAC Units in an amount not to exceed One-Hundred and Sixty-Eight Thousand and Three Hundred Dollars (\$168,300.00). Installation of said rooftop units will be procured through the advertised bid process.

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

Commissioner Ripa asked if there were any petitions or communications, unfinished or new business. Mr. Donelson responded that all previous petitions and communications were either mailed to the Commissioners prior to the meeting or are at their place. He advised that there was no unfinished business; however, under new business, he would like to brief the Commissioners and the public on the Authority's Americans with Disabilities Act (ADA) Transition Plan. Mr. Donelson stated that the SJTA has always maintained a steadfast commitment to ensuring all of its facilities and buildings are fully accessible and useable to people with disabilities. Mr. Donelson advised that over the course of the past year, the SJTA has conducted a self-evaluation of its facilities and buildings to determine how it can make them more accessible and usable to people with disabilities in accordance with the Americans with Disabilities Act's Accessibility Guidelines. Mr. Donelson stated that as a result of this evaluation, the SJTA has already made changes at the Atlantic City Welcome Center, the Casino Employee Parking Area and the Frank S. Farley Service Plaza and further that a Transition Plan has been developed that identifies additional modifications that will be made over the course of the next 2 years to the Atlantic City Welcome Center, Atlantic City Service Plaza, Casino Employee Parking Lot, Toll Plazas, and the Frank S. Fraley Service Plaza to make SJTA facilities more accessible and usable to people with disabilities. Mr. Donelson further advised that the Transition Plan will be scheduled for adoption at the February 21, 2012 Board Meeting and that copies of the Transition Plan can be obtained by members of the public, beginning January 23rd, at the Office of the Secretary of the Board of Commissioners and that the plan will also be available, on January 23<sup>rd</sup>, on the SJTA web site at [www.sjta.com](http://www.sjta.com) under the "Public Notices" link. Mr. Donelson also advised that members of the public will be invited to comment on the Transition Plan during our February 21, 2012 Board Meeting.

**General Comment**

Commissioner Ripa asked for general comments. No comments were made.

**Adjournment**

There being no further business, Commissioner Ripa called for a motion to adjourn the meeting. Whereupon, the motion was moved by Commissioner Hill and seconded by Commissioner Solomon to adjourn the meeting. A unanimous voice vote was taken adjourning the meeting at 10:36 a.m.

Submitted by:

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Susan Lubrano, Authority Board Secretary

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