

**SOUTH JERSEY TRANSPORTATION AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
JANUARY 18, 2011**

The scheduled Board of Commissioners Meeting of the South Jersey Transportation Authority was held on January 18, 2011 commencing at 10:07a.m. at the South Jersey Transportation Authority Administration Building, Farley Service Plaza, Atlantic City Expressway, Milepost 21.3 in Elwood, New Jersey 08217.

As neither Chairman Simpson nor Vice-Chairman Summerville was present at this meeting, the Secretary requested a motion nominating another member of the Board to chair the meeting. Whereupon, Commissioner April was nominated to chair today's meeting by motion of Commissioner Devine, which motion was seconded by Commissioner McDevitt, with all Commissioners present being in favor.

**Present**

Commissioner Jeffery A. April, Esq.  
Commissioner Joseph W. Devine  
Commissioner Maurice B. Hill  
Commissioner C. Robert McDevitt  
Commissioner Louis Toscano (participated via conference call)  
Commissioner Joseph Mrozek (participated via video conferencing)  
Samuel L. Donelson, Deputy Executive Director  
Maura Tully, Governor's Authorities Unit  
Jean Cipriani, General Counsel  
Lauren Staiger, General Counsel  
Susan Lubrano, Authority Board Secretary

**Absent**

Chairman James S. Simpson  
Vice-Chairman Mark A. Summerville  
Commissioner Joseph Ripa  
Commissioner Timothy J. Lizura  
Bart R. Mueller, Executive Director

Commissioner April began the meeting by welcoming, on behalf of the Chairman and Commissioners, newly appointed Commissioner Maurice B. Hill to the Board.

**Statement of Public Notice**

The meeting of the Board of Commissioners was opened advising the Commissioners and the 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
Vice-Chairman Mark Summerville		X
Commissioner Jeffery A. April, Esq.	X	
Commissioner Joseph W. Devine	X	
Commissioner Maurice B. Hill	X	
Commissioner C. Robert McDevitt	X	
Commissioner Joseph Mrozek	X	
Commissioner Joseph Ripa		X
Commissioner Louis Toscano		*X
Commissioner Timothy J. Lizura		X

\*Commissioner Toscano called in at 10:08; however, during the period that roll was called, the connection was lost. The Commissioner called back into the meeting at 10:12 and participated through adjournment.

A total of six (6) members of the public attended this meeting.

### **Approval of the Agenda**

Commissioner April called for a motion to approve the January 18, 2011 Agenda. Whereupon, motion was moved by Commissioner Devine and seconded by Commissioner McDevitt, approving the agenda. Commissioner April 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 to and made a permanent part of these official Authority minutes.

### **Approval of Meeting Minutes**

Commissioner April called for a motion to approve the December 21, 2011 Meeting Minutes. Whereupon, a motion was moved by Commissioner Devine and seconded by Commissioner McDevitt, approving the minutes. Commissioner Hill abstained. Commissioner April asked for questions on the motion. No questions were asked. A vote was taken adopting and approving the minutes.

### **Employee Awards**

William Pisarchik, of the Engineering & Operations Department was honored as the January 2011 Employee of the Month. Mr. Donelson presented Mr. Pisarchik with a plaque. He then publically commended Guy DeFrabites, also of the Engineering & Operations Department, for placing first in the Engineering & Operation 2<sup>nd</sup> Annual Winter Roadeo. Mr. Donelson presented a trophy to Mr. DeFrabites.

### **Executive Session**

Commissioner April asked General Counsel if an Executive Session was needed. General Counsel responded affirmatively.

General Counsel presented Resolution 2011-11 to the Commissioners for the exclusion of the public to discuss pending personnel matters with action to be taken following the Executive Session. The public was advised that the minutes of this Executive Session will be disclosed to the public as and when required by law. Commissioner April called for a motion to move into Executive Session.

Whereupon, motion was moved by Commissioner Devine and seconded by Commissioner McDevitt, approving Resolution 2011-11. A unanimous vote was taken approving the resolution, adjourning the open portion of the meeting at 10:15a.m. A copy of Resolution 2011-11 is attached to and made a permanent part of these official Authority minutes. The open portion of the meeting reconvened at 10:20a.m. Commissioner April requested the Secretary call the roll.

### **Roll Call**

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

### **Executive Report**

Commissioner April asked for the presentation of the Executive Report. Mr. Donelson presented the January 2011 Executive Report. A copy of Executive Report for January 2011 is attached to and made a permanent part of these official Authority minutes.

At the close of Mr. Donelson's report, Commissioner Devine lauded the Authority for the increased passenger traffic at ACY. The Commissioner remarked about the effectiveness of the marketing and branding of ACY. He also expressed appreciation for the number of visitors to the Authority website and stated that he is encouraged as he looks forward to 2011 data. Commissioner Hill seconded his comment, in mentioning an article in the Asbury Park Press regarding the nearly eight percent increase in total passengers over the previous high achieved in 2007. He discussed lengthy waits at neighboring airports and other circumstances that make flying from ACY a smart choice.

### **Committee Reports**

Commissioner April asked Mr. Donelson to present the Committee Reports. Mr. Donelson reported that all committees met on January 4, 2011. He stated that the Commissioners were briefed on the resolutions being presented for approval this morning as well as the 2010 Audit.

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

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

### **Approval of Bills**

Commissioner April asked Mr. Donelson for the presentation of bills. Mr. Donelson stated that the bills had been mailed to the Commissioners for review prior to this meeting and are being presented for approval. Commissioner April called for a motion to approve the bills. Whereupon, the motion was moved by Commissioner McDevitt and seconded by Commissioner Devine, approving the bills. Commissioner April asked to comment. He requested a process be implemented to initiate a monthly review of all legal bills submitted for payment on the monthly voucher. He requested this task be accomplished by an attorney and a report/comments be provided on a monthly basis. Commissioner Devine discussed an existing internal process that provides this same service and advised that it is vetted through the Audit Committee. Commissioner April stated that the initial review and comments should be provide monthly and reported monthly; however he had no objections to the report being submitted to the Audit Committee.

The Chief of Staff, along with the Regulatory Specialist (an on-staff attorney), and the Compliance Officer will coordinate this process. Commissioner April then asked the Commissioners for questions on the motion. No questions were asked. Commissioner April requested 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 James S. Simpson							X
Vice-Chairman Mark Summerville							X
Commissioner Jeffery A. April			X				
Commissioner Joseph Devine		X	X				
Commissioner Maurice B. Hill			X				
Commissioner C. Robert McDevitt	X		X				
Commissioner Joseph Mrozek			X				
Commissioner Joseph Ripa							X
Commissioner Louis Toscano			X				

### **Resolutions and Motions:**

Commissioner April asked Mr. Donelson to present the resolutions. Mr. Donelson presented Resolution 2011-01 through 2011-09 to the Commissioners for approval. Commissioner April called for a motion to approve Resolution 2011-01 through 2011-09, whereupon, the motion as presented, was moved by Commissioner Devine and seconded by Commissioner McDevitt, approving said resolutions. Commissioner April asked for questions on the motion. Commissioner Devine requested to comment on Resolution 2011-04. He stated that this resolution was discussed during the January 4, 2011 Committee meeting and during this discussion he had asked that the Airport rather than SJTA partner with the Aviation Research and Technology Park for marketing/naming purposes. Dennis Culnan, Director of Business Administration advised the Agreement would be with the SJTA but for recognition purposes, the ACY logo would be used and all print publications would read the Atlantic City International Airport. Commissioner Devine accepted this response. Commissioner April then requested 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 James S. Simpson							X
Vice-Chairman Mark Summerville							X
Commissioner Jeffery A. April			X				
Commissioner Joseph Devine	X		X				
Commissioner Maurice B. Hill			X				
Commissioner C. Robert McDevitt		X	X				
Commissioner Joseph Mrozek			X				
Commissioner Joseph Ripa							X
Commissioner Louis Toscano			X				

A copy of Resolutions 2011-01, 2011-02, 2011-03, 2011-04, 2011-05, 2011-06, 2011-07, 2011-08 and 2011-09 are attached to and made a permanent part of these official Authority minutes. Resolution 2011-10 was intentionally not assigned.

**RESOLUTION 2011-01 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY ADOPTING THE 2011 CAPITAL BUDGET AND THE TEN YEAR CAPITAL PLAN**

Resolution authorizing the adoption of the 2011 Capital Budget necessary for planning and implementing future projects. The Capital Program Committee has presented to the Board of the Authority a Capital Budget for the fiscal year 2011. At the end of 2010, all open commitments payable and encumbered resources will be carried forward to the 2011 Capital Budget.

**RESOLUTION 2011-02 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY APPROVING THE FILLING OF A VACANT POSITION**

This resolution seeks Board approval to fill a vacant position within the Finance Department. 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. The Authority has determined that, in compliance with the changes in its by-laws, approved on January 12, 2010, a resolution confirming Board approval of full and part-time hires is required. On December 30, 2010, January 10, 2011 and January 13, 2011, the Comptroller interviewed four candidates who had applied for the position of Accountant III. Based on the interview process, the Comptroller has made a recommendation to the Director of Finance to offer the position of Accountant III to Michael Strickland. This position was previously held by Genaya Hines. Ms. Hines will be transferred to the Executive Department under the assignment of front desk receptionist.

**RESOLUTION 2011-03 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY RECOGNIZING THE CONTRIBUTIONS TO THE AUTHORITY BY JAMES U. GAYMON, JR. AS COMMISSIONER OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY**

This resolution serves to recognize the commitment and dedication shown by Commissioner James U. Gaymon, Jr. during his service to the Authority.

**RESOLUTION 2011-04 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH THE AVIATION RESEARCH AND TECHNOLOGY PARK OF NEW JERSEY, INC. TO BECOME A CORNERSTONE MEMBER OF THE NEXT GENERATION AVIATION RESEARCH AND TECHNOLOGY PARK**

The Aviation Research and Technology Park, Inc., (the “ARTP”) is a not-for-profit corporation of the State of New Jersey that operates the Next Generation Aviation Research and Technology Park (the “NGARTP” or “Park”). The Park is a high-technology, integrated, dynamic aviation facility that provides the infrastructure for national and international leadership in aviation research and technologies. The MOU between SJTA the ARTP is a five (5) year agreement which requires annual membership dues. The annual cost of membership is \$25,000.00. SJTA has the right to terminate this agreement any contract year by written notice to ARTP at least three months prior to the anniversary of the Agreement.

**RESOLUTION 2011-05 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE AVIATION RESEARCH AND TECHNOLOGY PARK OF NEW JERSEY AND THE SOUTH JERSEY TRANSPORTATION AUTHORITY**

The proposed Memorandum of Understanding (MOU) is a five (5) year agreement between the SJTA and the ARTP to support the conduct of aviation research activities that require the expertise, personnel, and/or facilities and operations of the SJTA. The objective of the proposed MOU is to establish an open collaborative, working relationship between the SJTA and the ARTP and to provide a mechanism for effective use of limited resources in supporting aviation research.

**RESOLUTION 2011-06 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICE AGREEMENT WITH TRANSTECH MANAGEMENT, INC. OF GREENSBORO, NORTH CAROLINA TO PERFORM MANAGEMENT AUDITING SERVICES**

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 will perform a comprehensive management operations review, which would include assessments of general management effectiveness, employee productivity, personnel policies and procedures and procurement policy effectiveness. Also administrative and organizational functions such as 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 lastly operations management functions such as performance monitoring and measurement, risk management practices, material management and inventory control practices, Management Information System performance, labor utilization and staffing and equipment utilization and equipment acquisition inventory and assignment.

**RESOLUTION 2011-07 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE ADOPTION OF THE AUTHORITY’S ENERGY POLICY AND ENERGY MANAGEMENT PLAN**

Pursuant to the South Jersey Transportation Authority’s Energy Savings Program launched in 2008, the Authority caused the performance of an energy audit of its facilities to establish a proper baseline to help support the goals of the New Jersey Energy Master Plan. Upon the completion of its Audit, the Authority took the next logical step in establishing a formal Energy Policy and supporting Energy Management Plan (“EMP”). Both the Energy Policy and EMP will guide the development of the Authority’s Capital Program in Authority investment in energy conservation measures that are directly in support of the goals of the State of New Jersey.

**RESOLUTION 2011-08 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING A CHANGE ORDER TO THE CONTRACT WITH DIEHL ELECTRIC CO., INC. OF HAMMONTON, NEW JERSEY, FOR THE TWO (2) ROADWAY WEATHER INFORMATION SYSTEMS AT MP 38.7 AND MP 5.3**

Resolution 2009-64 awarded a contract to Diehl Electric Co., Inc., of Hammonton, New Jersey for the two (2) Roadway Weather Information Systems at MP 38.7 and MP 5.3. The purpose of this resolution is

to authorize Change Order #1, in an amount of \$29,342.63 to this contract for the purpose of upgrading roadway sensors from wireless to wired and connecting to the Remote Processing Unit (RPU) in order to furnish data needed for winter operation. The Director of Engineering and Operations recommends the award of this change order.

**RESOLUTION 2011-09 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING ADDITIONAL CONSTRUCTION UNDER THE EXISTING LEASE WITH MARINA ENERGY, LLC**

Pursuant to Resolution 2001-40, the Authority executed an agreement with Marina Energy, LLC for the Construction and Leasing of a Utility Services Facility on Block 583, Lot 2, in Atlantic City. Marina Energy, LLC now requests to install additional Tri-Generation Equipment on this site. This Resolution will authorize these improvements subject to approval of the design by the Authority's Chief Engineer.

**RESOLUTION 2011-10 WAS INTENTIONALLY NOT ASSIGNED**

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

Commissioner April 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 places and there was no unfinished or new business.

**General Comment**

Commissioner April asked for any general comments. No comments were made.

**Adjournment**

There being no further business, Commissioner April called for a motion to adjourn the meeting. Whereupon, the motion was moved by Commissioner McDevitt and seconded by Commissioner Devine to adjourn the meeting. A unanimous voice vote was taken adjourning the meeting at 10:30a.m.

Submitted by:

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Susan Lubrano, Authority Board Secretary

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