

**MINUTES OF MEETING
THE DELAWARE RIVER AND BAY AUTHORITY
Wednesday, January 21, 2015
James Julian Boardroom
Delaware Memorial Bridge Plaza
New Castle, Delaware 19720**

The meeting convened at 11:50 a.m. with Chairperson Hogan presiding.

The opening prayer was given by Rev. Dorn, followed by the Pledge of Allegiance led by the Executive Director.

Chairperson Hogan called on the Authority Assistant Secretary to read the meeting notice and take roll.

The Assistant Secretary announced that a notice of the meeting had been distributed to the offices of the Governor of New Jersey and the Governor of Delaware, to appropriate staff members and consultants, to the press in both States and to any other individuals who had indicated an interest in receiving a copy of the meeting notice.

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Commissioners from New Jersey

Commissioners from Delaware

PRESENT

James N. Hogan, Chairperson
Edward W. Dorn
Ceil Smith
Douglas Van Sant

William E. Lowe, Vice-Chairperson
Richard Downes
James L. Ford, III
Sam Lathem
Terri C. Murphy (via phone)

ABSENT

Shirley R. Wilson

Gary Traynor

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Chairperson Hogan called for the acceptance of the Agenda.

Commissioner Smith motioned to accept the Agenda, seconded by Commissioner Dorn, and the motion carried by a voice vote of 9-0.

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10904. APPROVAL OF THE DECEMBER 16, 2014 MINUTES

Commissioner Downes motioned to approve the December 16, 2014 meeting minutes, seconded by Commissioner Smith, and unanimously approved by a voice vote of 9-0.

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10905. DELAWARE RIVER AND BAY AUTHORITY – TRAFFIC AND REVENUE SUMMARY.

The Director of Finance (DOF) presented charts showing Actual versus Projected Revenues for the Delaware Memorial Bridge, the Cape May-Lewes Ferry, Airports, Delaware City-Salem Ferry Crossing, and Food Services for the month of December.

Without objection, the charts were ordered filed with the permanent records of the Authority.

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10906. DELAWARE RIVER AND BAY AUTHORITY – STATEMENT OF INCOME AND EXPENSE.

The DOF presented charts showing statements of income and expenses for the month of December with comparisons to the same period last year.

Without objection, the charts were ordered filed with the permanent records of the Authority.

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10907. DELAWARE RIVER AND BAY AUTHORITY – OPERATING EXPENSE BY DIVISION.

The DOF presented a chart for December showing expenses by division for the quarter to date vs. the projected quarter and for year to date vs. total budget.

Without objection, the charts were ordered filed with the permanent records of the Authority.

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10908. DELAWARE RIVER AND BAY AUTHORITY – CAPITAL IMPROVEMENT PROGRAM.

The DOF presented a chart for the month of December showing the capital budget for crossing and economic development projects and dollars committed to date for the projects. The chart also included cash expenditures spent to date for the committed projects.

Without objection, the charts were ordered filed with the permanent records of the Authority.

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10909. DELAWARE RIVER AND BAY AUTHORITY – CASH POSITION (MARKET VALUE) AS OF DECEMBER, 2014.

The DOF presented charts indicating the cash fund balances for the entire Authority.

Without objection, the charts were ordered filed with the permanent records of the Authority.

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10910. AUTHORITY CUSTOMER TRENDS (ACT) REPORT

The Authority Customer Trends (ACT) Report included in the financials allows management to view on a month-to-date basis trends in areas such as traffic, customer service, aircraft landings, and workplace incidents. Copies are distributed daily to employees via email and posted on bulletin boards for those without computers.

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10911. PUBLIC COMMENT ON ACTION ITEMS

Chairperson Hogan noted that there is one (1) Resolution and three (3) contract close-outs to be considered today. All action items have been reviewed and recommended for consideration during today's Committee meetings. He then called for public comments.

There were no public comments.

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10912. CLOSE-OUT CONTRACT #DMB-12-03, SPOT REPAIR & 100% OVERCOAT CENTER AND SIDE SUSPENDED SPANS, SECOND STRUCTURE

On October 15, 2013 Contract No. DMB-12-03, Spot Repair and 100% Overcoat Center and Side Suspended Spans, Second Structure, was awarded to Allied Painting, Inc., of Cherry Hill, New Jersey for the bid price of \$6,900,200.00.

During the contract period Change Order No's. 1 & 2 were approved for the project.
Add: \$103,098.00.

It is recommended that the Authority accept the project and make final payment to the contractor. The total price for this project is \$7,003,298.00.

A motion to close-out Contract #DMB-12-03 was made by Commissioner Lowe, seconded by Commissioner Smith, and approved by a voice vote of 9-0.

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10913. CLOSE-OUT CONTRACT #CMLF-06, DREDGING DISPOSAL FERRY TERMINAL CAPE MAY TERMINAL

On October 7, 2014 Contract No. CMLF-14-06, Dredge Disposal Cape May Terminal, was awarded to Barnegat Bay Dredging Company Inc., of Harvey Cedars, New Jersey for the bid price of \$515,000.00.

During the contract period Change Order No. 1 was approved for the project.
Subtract: \$21,456.00.

It is recommended that the Authority accept the project and make final payment to the contractor. The total price for this project is \$493,544.00

A motion to close-out Contract #CMLF-06 was made by Commissioner Downes, seconded by Commissioner Van Sant, and approved by a voice vote of 9-0.

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10914. CLOSE-OUT CONTRACT #NCA-06-01, SECURITY IMPROVEMENT NEW CASTLE AIRPORT

On October 11, 2012 Contract No. NCA-06-01, Security Improvements – New Castle Airport, was awarded to Able Fence LLC., of Wilmington, Delaware for the bid price of \$1,418,431.64.

During the contract period Change Order No's. 1-4 were approved for the project.
Subtract: \$239,404.18.

It is recommended that the Authority accept the project and make final payment to the contractor. The total price for this project is \$1,179,027.46.

A motion to close-out Contract #NCA-06-01 was made by Commissioner Van Sant, seconded by Commissioner Murphy, and approved by a voice vote of 9-0.

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10915. CHAIRPERSON’S CALL FOR RESOLUTIONS BEFORE THE
BOARD

**RESOLUTION 15-01 - AUTHORIZING AUTHORITY EXPENDITURES
PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2015
THROUGH DECEMBER 31, 2015**

WHEREAS, The Delaware River and Bay Authority (the “Authority”) adopted Resolution 01-84 requiring Commissioner review and approval of all Authority expenditures in excess of \$25,000; and

WHEREAS, the Authority anticipates expenditures at or over the \$25,000 amount to the following vendors:

DELAWARE RIVER & BAY AUTHORITY
PROJECTED VENDORS TO BE PAID OVER \$25,000
OPERATION EXPENDITURES
FOR THE PERIOD 1/1/15 THROUGH 12/31/15

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
Versatech Products, Inc.	Replacement Boom and Reel for Cape May Terminal	Quotes	\$35,000

NOW, THEREFORE, BE IT RESOLVED, that the Authority authorizes expenditures to the above-listed vendor for the described purpose and authorizes payment.

A motion to approve Resolution 15-01 was made by Commissioner Lowe, seconded by Commissioner Smith, and approved by a roll call vote of 9-0.

Resolution 15-01 Executive Summary Sheet

Resolution: Authorizing Authority Expenditures Pursuant to Resolution 01-84 for the period January 1, 2015 through December 31, 2015.

Committee: Budget & Finance

Committee and Board Date: January 21, 2015

Purpose of Resolution:

Authorizes the expenditure of \$25,000 or greater with the identified vendor(s) for the calendar year.

Background for Resolution:

The proposed Resolution meets the requirements of Resolution 01-84, whereby the Authority shall not enter into any contract committing the Authority to spend or make any other expenditures relating to services, material and supplies in the amount of \$25,000 or more unless it has first been approved by a vote of Commissioners.

Background for the specific purchases:

Versatech Products: Replacement Boom and Reel for Cape May Terminal

The Authority is replacing the oil spill response boom and reel system used at the Cape May Terminal. The purchase includes a portable hydraulic boom reel with electric motor, one-thousand feet of boom, reel cover, tow bridle, floats and ballast. The Authority solicited quotes from three (3) vendors: Versatech Products, Abasco, and Elastec. Versatech submitted the lowest quote.

Classification Definition:

Quotes. A purchase of equipment, manual labor, supplies, construction management, or construction work that is anticipated to cost between \$25,000 and \$49,999 during a calendar year and for which the Authority has solicited written quotes. *“Contracts for materiel and supplies and non-professional services, awarded to any [vendor for an amount of] more than \$25,000 but less than \$50,000 in the aggregate require the solicitation of three written quotes or all available sources, whichever is less...”* (DRBA Resolution 98-31, Part 4)

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10916. EXECUTIVE DIRECTOR’S COMMENTS

Executive Director Green reminded the Commissioners of the parking spaces available for their use on Board meeting days. He then briefed the Board on the activities in and around the Authority including the first drone flight test to be held on January 27th at the CMA Training Center; Lewes Electric charging station testing over the weekend; Commissioners Dorn and Smith, NJDEP and DNREC are working to bring changes to the DE/Salem ferry; May 8th & 9th CMA will host a celebration of the second Coast Guard Community event and MIV and the NASW will host the Thunderbirds at the airport; June 8th CMLF will host a fundraising event for the Beebe hospital; Also a reminder that next month’s meeting will be held on Wednesday, February 18, 2015; The Maintenance Director wants to remind everyone to drive safely in today’s snow storm; Lewes Holiday Breakfast was well attended; 350 people enjoyed an evening at Longwood Gardens; The CMLF held a car show in October and the proceeds went to Cape Regional Cancer Services in Cape May and Beebe’s Tunnell Center in Lewes; CM Chamber Tourism held a meeting at the CMLF terminal; on January 16th the Sunset lounge hosted the first Beer pairing Dinner.

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10917. COMMISSIONERS PUBLIC FORUM

Chairperson Hogan called for comments from the public and the Commissioners.

Frank Bankard, Local 542 and MEBA representative, spoke on the arbitration as it related to the DRBA painters. He said he received a letter from DRBA counsel and he is requesting the Commissioners to reconsider the Authority’s position on the matter.

Chairperson Hogan thanked Mr. Bankard for his comments.

Commissioner Lathem thanked the Executive Director and the maintenance staff for keeping the bridge opened during the recent snow/freezing rain storm.

Commissioner Van Sant apologized for his absences during 2014 meetings and promised to be better this year.

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10918. ELECTION OF 2015 OFFICERS

Chairperson Hogan called on the Executive Director to conduct the elections of Chairperson and Vice-Chairperson for 2015 and 2016.

The Executive Director called for election of the Chairperson and Vice-Chairperson in accordance with Article II, 2.2 of the Authority By-Laws. He stated that the election of officers are to take place in January at a Board of Commissioners meeting held during an odd numbered year with each two (2) year term to commence at the Commissioners February meeting held during the odd numbered year. The offices of Chair and Vice-Chair shall alternate every two years between States.

Executive Director Green called for nominations for Chairperson and Vice-Chairperson.

Commissioner Ford nominated Commissioner Lowe for Chairperson and Commissioner Hogan for Vice-Chairperson, seconded by Commissioner Downes.

Executive Director Green called for other nominations. There were none.

The nominations were closed and the motion to elect Commissioner Lowe as Chairperson and Commissioner Hogan as Vice-Chairperson for the 2015 and 2016 was approved by a roll call vote of 9-0.

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There being no further business, a motion to adjourn was made by Commissioner Downes, seconded by Commissioner Lowe, and unanimously carried by a voice vote of 9-0.

The meeting was adjourned at 12:20 p.m.

Respectfully submitted,

THE DELAWARE RIVER AND BAY AUTHORITY

Frank W. Minor
Assistant Secretary