

MINUTES OF MEETING
THE DELAWARE RIVER AND BAY AUTHORITY
Wednesday, January 18, 2017
James Julian Boardroom
Delaware Memorial Bridge Plaza
New Castle, Delaware 19720

The meeting convened at 12:23 pm. with Chairperson Lowe presiding.

Chairperson Lowe called upon Commissioner Lathem to give the opening prayer.

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

Chairperson Lowe called on the Authority Assistant Secretary to read the meeting notice. 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.

Chairperson Lowe called on the Assistant Secretary to take the roll.

* * * * *

Commissioners from Delaware

Commissioners from New Jersey

PRESENT

William E. Lowe, Chairperson
Crystal L. Carey
Richard W. Downes
James L. Ford III
Samuel E. Lathem

James N. Hogan, Vice-Chairperson
James Bennett
Douglas Van Sant
Shirley R. Wilson
Ceil Smith
VACANT

ABSENT

Terry C. Murphy

* * * * *

Chairperson Lowe called for the acceptance of the Agenda.

Commissioner Downes motioned to accept the Agenda, seconded by Commissioner Lathem, and the motion carried by a voice vote of 10-0.

* * * * *

11200. APPROVAL OF THE DECEMBER 20, 2016 MINUTES

Commissioner Downes motioned to approve the December 20, 2016 meeting minutes, seconded by Commissioner Lathem, and unanimously approved by a voice vote of 10-0.

* * * * *

11201. DELAWARE RIVER AND BAY AUTHORITY – TRAFFIC AND REVENUE SUMMARY.

The Chief Financial Officer (CFO) presented a chart 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 2016.

Without objection, the chart was ordered filed with the permanent records of the Authority.

* * * * *

11202. DELAWARE RIVER AND BAY AUTHORITY – STATEMENT OF INCOME AND EXPENSE.

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

Without objection, the chart was ordered filed with the permanent records of the Authority.

* * * * *

11203. DELAWARE RIVER AND BAY AUTHORITY – OPERATING EXPENSE BY DIVISION.

The CFO 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 chart was ordered filed with the permanent records of the Authority.

* * * * *

11204. DELAWARE RIVER AND BAY AUTHORITY – CAPITAL IMPROVEMENT PROGRAM.

The CFO 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 chart was ordered filed with the permanent records of the Authority.

* * * * *

11205. DELAWARE RIVER AND BAY AUTHORITY – CASH POSITION (MARKET VALUE) AS OF JANUARY 19, 2017.

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

Without objection, the chart was ordered filed with the permanent records of the Authority.

* * * * *

11206. 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.

* * * * *

11207. PUBLIC COMMENT ON ACTION ITEMS

Chairperson Lowe noted that there are two (2) Contract Awards, two (2) Contract Close-out, and seven (7) Resolutions.

All action items have been reviewed and recommended for consideration during today's Committee meetings. He then called for public comment.

There were no public comments.

* * * * *

11208. AWARD OF CONTRACT #CMLF-16-06 FENDERS REPLACEMENT – FENDER REPLACEMENT – CAPE MAY TERMINAL

The Chief Operations Officer (COO) noted that a public bid opening was held on December 16, 2016 and five (5) bids were received. The COO and the Projects committee recommended awarding the contract to the lowest responsible bidder, Agate Construction Company, Inc, 1030 Route 83, Clermont, NJ 08210, in the amount of \$579,032.87.

A motion to award CONTRACT #CMLF-16-06 to the aforementioned firm was made by Commissioner Downes, seconded by Commissioner Ford, and unanimously approved by a voice vote of 10-0.

11209. AWARD OF CONTRACT #DMB-16-06 ANCHORAGE REPAIRS – ANCHORAGE REPAIRS – DELAWARE MEMORIAL BRIDGE

The Chief Operations Officer (COO) noted that a public bid opening was held on December 16, 2016 and five (5) bids were received. The COO and the Projects committee recommended awarding the contract to the lowest responsible bidder, Platinum Scaffolding Services, 171 Jefferson Rd, Sewell, NJ 08085, in the amount of \$1,488,932.40.

A motion to award CONTRACT #DMB-16-06 to the aforementioned firm was made by Commissioner Downes, seconded by Commissioner Smith, and unanimously approved by a voice vote of 10-0.

11210. CLOSE-OUT CONTRACT #SP-15-01 AUTHORITY WIDE AIRPORT PAVEMENT MARKING

On July 19, 2016 Contract No. SP-15-01, AUTHORITY WIDE AIRPORT PAVEMENT MARKING, was awarded to Zone Striping, Inc., of Glassboro, New Jersey for the bid price of \$637,333.77.

It is recommended that the Authority accept the project and make final payment to the contractor. The final cost of this project is \$630,550.02.

A motion to close-out Contract SP-15-01 was made by Commissioner Van Sant, seconded by Commissioner Smith, and approved by a voice vote of 10-0.

11211. CLOSE-OUT CONTRACT #DMB-13-02R, MISCELLANEOUS STEEL REPAIRS – FIRST AND SECOND STRUCTURE

On October 15, 2013 Contract No. DMB-13-02R, MISCELLANEOUS STEEL REPAIRS – FIRST AND SECOND STRUCTURE, was awarded to Cornell and Company, Inc. of Woodbury, New Jersey for the bid price of \$2,250,000.

It is recommended that the Authority accept the project and make final payment to the contractor. The final cost of this project is \$3,346,738.05.

A motion to close-out Contract DBM-13-02R was made by Commissioner Downes, seconded by Commissioner Ford, and approved by a voice vote of 10-0.

* * * * *

11212. CHAIRPERSON’S CALL FOR RESOLUTIONS BEFORE THE BOARD

RESOLUTION 17-02 – AUTHORIZES A LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND PAUL LATORRE d/b/a SRL FLOOR COVERING AT THE CAPE MAY AIRPORT

WHEREAS, the Delaware River and Bay Authority (the “Authority”), is the operator of the Cape May Airport (the “Airport”), Cape May, New Jersey; and

WHEREAS, Paul Latorre desires to lease approximately 3,000 square feet of warehouse/store front space located in 250 Ranger Road at the Cape May Airport; and

WHEREAS, Paul Latorre has agreed to pay the Authority annual rent in the amount of Twenty-Four Thousand dollars (\$24,000.00); and

WHEREAS, the initial term of the Lease (“Lease Agreement”) shall be for three (3) years; and

WHEREAS, Paul Latorre shall have the option of renewing this Lease Agreement for two (2) additional one (1) year terms; and

WHEREAS, rent shall adjust in the first renewal term to Twenty-Six Thousand Seven Hundred Dollars (\$26,700.00) annually, and to Thirty Thousand Dollars (\$30,000.00) annually during the second renewal term; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Lease Agreement with Paul Latorre d/b/a SRL Floor Covering and, with the advice and consent of counsel, to have such agreement executed by the Chairperson, Vice Chairperson and the Executive Director.

A motion to approve Resolution 17-02 was made by Commissioner Downes, seconded by Commissioner Wilson, and approved by a roll call vote of 10-0.

Resolution 17-02 Executive Summary

Resolution:	Authorizing the Execution of a Lease Agreement between the Delaware River and Bay Authority and Paul Latorre d/b/a SRL Floor Covering, regarding the Cape May Airport
Committee:	Economic Development
Committee Date:	January 18, 2017
Board Date:	January 18, 2017
Purpose of Resolution:	To permit the Executive Director, Chairman and Vice Chairman to execute and deliver a lease agreement for space at the Cape May Airport.
Background for Resolution:	The Delaware River and Bay Authority recently constructed a new light industrial building located at 250 Ranger Rd. in the Cape May Airport Industrial Park. Paul Latorre currently occupies 1,500 sq.ft. of space in Building 96 and wishes to lease 3,000 sq.ft. in the new building. This is also a benefit for the industrial park as it allows for the separation of more industrial uses from retail uses. Paul has been a tenant at the airport since 2012. The lease rate is reflective of the FMV for similar units in Building 96.

* * * * *

**RESOLUTION 17-03 – AUTHORIZES A LEASE AGREEMENT
BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND AMERICAN WIRE
GROUP AT THE MILLVILL AIRPORT**

WHEREAS, the Delaware River and Bay Authority (the “Authority”), is the operator of the Millville Airport (the “Airport”), Millville, New Jersey; and

WHEREAS, American Wire Group (“American Wire”) desires to lease approximately 23,500 square feet of warehouse space located in warehouse building 7, 8 and 9 at the Millville Airport; and

WHEREAS, American Wire has agreed to pay the Authority annual rent in the amount of Fifty One Thousand Seven Hundred and Fifty dollars (\$51,750.00); and

WHEREAS, the initial term of the Lease (“Lease Agreement”) shall be for one (1) year; and

WHEREAS, American Wire, with the consent of the Authority, shall have the option of renewing this Lease Agreement for three (3) additional one (1) year terms; and

WHEREAS, rent shall be adjusted annually by the Annual Consumer Price Index (CPI); and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Lease Agreement with American Wire Group and, with the advice and consent of counsel, to have such agreement executed by the Chairperson, Vice Chairperson and the Executive Director.

A motion to approve Resolution 17-03 was made by Commissioner Ford, seconded by Commissioner Smith, and approved by a roll call vote of 10-0.

Resolution 17-03 Executive Summary

Resolution:	Authorizing the Execution of a Lease Agreement between the Delaware River and Bay Authority and American Wire Group, regarding the Millville Airport
Committee:	Economic Development
Committee Date:	January 18, 2017
Board Date:	January 18, 2017
Purpose of Resolution:	To permit the Executive Director, Chairman and Vice Chairman to execute and deliver a lease agreement for space at the Millville Airport.
Background for Resolution:	The Delaware River and Bay Authority operates warehouses 7, 8 and 9 and the old Dallas Airmotive complex located at the Millville Airport. American Wire Group wishes to lease this warehouse space in order to supplement and grow their existing business located in the Millville Airport Industrial Park. The space has been empty since Dallas ceased operations in 2005. They will be doing some modifications and improvements to the facility. The lease rate is reflective of the FMV for the property

* * * * *

RESOLUTION 17-04 – AUTHORIZES A LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND SUSAN INGERSOLL AT THE CAPE MAY AIRPORT

WHEREAS, the Delaware River and Bay Authority (the “Authority”), is the operator of the Cape May Airport (the “Airport”), Cape May, New Jersey; and

WHEREAS, Susan Ingersoll (“George’s”) desires to lease approximately 1,500 square feet of space located in 250 Ranger Road in order to operate an auto repair shop at the Cape May Airport; and

WHEREAS, George’s has agreed to pay the Authority annual rent in the amount of Nine Thousand dollars (\$9,000.00); and

WHEREAS, the initial term of the Lease (“Lease Agreement”) shall be for three (3) years; and

WHEREAS, rent shall adjust in year two of the initial term to Nine Thousand Seven Hundred and Fifty Dollars (\$9,750.00) annually and in year three of the initial term to Ten Thousand Five Hundred Dollars (\$10,500.00) annually; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Lease Agreement with Susan Ingersoll and, with the advice and consent of counsel, to have such agreement executed by the Chairperson, Vice Chairperson and the Executive Director.

A motion to approve Resolution 17-04 was made by Commissioner Wilson seconded by Commissioner Downes, and approved by a roll call vote of 10-0.

Resolution 17-04 Executive Summary

Resolution: Authorizing the Execution of a Lease Agreement between the Delaware River and Bay Authority and Susan Ingersoll, regarding the Cape May Airport

Committee: Economic Development

Committee Date: January 18, 2017

Board Date: January 18, 2017

Purpose of Resolution: To permit the Executive Director, Chairman and Vice Chairman to execute and deliver a lease agreement for space at the Cape May Airport.

Background for Resolution:

The Delaware River and Bay Authority recently constructed a new light industrial building located at 250 Ranger Rd. in the Cape May Airport Industrial Park. George’s, which currently occupies 1,500 sq. ft. in Building 96, will be transitioned to similar space in the new building. This is a benefit for the industrial park as it allows for the separation of more industrial uses from retail uses. George’s has been a tenant at the airport since 2011. The lease rate is reflective of the FMV for similar units in Building 96.

* * * * *

RESOLUTION 17-05 – AUTHORIZES A LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND MIKE HANLEY AT THE CAPE MAY AIRPORT

WHEREAS, the Delaware River and Bay Authority (the “Authority”), is the operator of the Cape May Airport (the “Airport”), Cape May, New Jersey; and

WHEREAS, Mike Hanley desires to lease approximately 1,500 square feet of space located in 250 Ranger Road in order to operate a gym and a personal training facility at the Cape May Airport; and

WHEREAS, Mike Hanley has agreed to pay the Authority annual rent in the amount of Fourteen Thousand Seven Hundred dollars (\$14,700.00); and

WHEREAS, the initial term of the Lease (“Lease Agreement”) shall be for three (3) years; and

WHEREAS, Mike Hanley shall have the option of renewing this Lease Agreement for two (2) additional one (1) year terms; and

WHEREAS, rent shall adjust annually by the Consumer Price Index (CPI); and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Lease Agreement with Mike Hanley and, with the advice and consent of counsel, to have such agreement executed by the Chairperson, Vice Chairperson and the Executive Director.

A motion to approve Resolution 17-05 was made by Commissioner Ford, seconded by Commissioner Downes, and approved by a roll call vote of 10-0.

Resolution 17-05 Executive Summary

Resolution:	Authorizing the Execution of a Lease Agreement between the Delaware River and Bay Authority and Mike Hanley, regarding the Cape May Airport
Committee:	Economic Development
Committee Date:	January 18, 2017
Board Date:	January 18, 2017
Purpose of Resolution:	To permit the Executive Director, Chairman and Vice Chairman to execute and deliver a lease agreement for space at the Cape May Airport.
Background for Resolution:	The Delaware River and Bay Authority recently constructed a new light industrial building located at 250 Ranger Rd. in the Cape May Airport Industrial Park. Mike Hanley would like to lease 1,500 sq.ft. of space in the new building. He is a personal trainer and recently sold a gym in North Jersey and relocated to Cape May County. He plans of opening and operating a gym/training facility at this location. The lease rate is reflective of our current asking price to include fit out expenses.

* * * * *

RESOLUTION 17-06 -AUTHORIZES A LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND SURFSIDE CUSTOM MARINE CANVAS AT THE CAPE MAY AIRPORT

WHEREAS, the Delaware River and Bay Authority (the “Authority”), is the operator of the Cape May Airport (the “Airport”), Cape May, New Jersey; and

WHEREAS, Surfside Custom Marine Canvas (“Surfside”) desires to lease approximately 1,500 square feet of space located in 250 Ranger Road in order to operate canvas and upholstery fabrication shop at the Cape May Airport; and

WHEREAS, Surfside has agreed to pay the Authority annual rent in the amount of Fourteen Thousand Seven Hundred dollars (\$14,700.00); and

WHEREAS, the initial term of the Lease (“Lease Agreement”) shall be for three (3) years; and

WHEREAS, Surfside shall have the option of renewing this Lease Agreement for two (2) additional one (1) year terms; and

WHEREAS, rent shall adjust annually by the Consumer Price Index (CPI); and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Lease Agreement with Surfside Custom Marine Canvas and, with the advice and consent of counsel, to have such agreement executed by the Chairperson, Vice Chairperson and the Executive Director.

A motion to approve Resolution 17-06 was made by Commissioner Smith, seconded by Commissioner Van Sant, and approved by a roll call vote of 10-0.

Resolution 17-06 Executive Summary

Resolution: Authorizing the Execution of a Lease Agreement between the Delaware River and Bay Authority and Surfside Custom Marine Canvas, regarding the Cape May Airport

Committee: Economic Development

Committee Date: January 18, 2017

Board Date: January 18, 2017

Purpose of Resolution: To permit the Executive Director, Chairman and Vice Chairman to execute and deliver a lease agreement for space at the Cape May Airport.

Background for Resolution: The Delaware River and Bay Authority recently constructed a new light industrial building located at 250 Ranger Rd. in the Cape May Airport Industrial Park. Surfside would like to lease 1,500 sq.ft. of space the new building. The owner currently works out of a shop at his residence and is looking to expand and grow his operation. He plans on opening and operating a canvas and upholstery fabrication shop at this location. The lease rate is reflective of our current asking price to include fit out expenses.

* * * * *

RESOLUTION 17-07 – RESOLUTION BY THE DELAWARE RIVER AND BAY AUTHORITY TO REVISE THE AUTHORITY-WIDE ALCOHOL AND DRUG POLICY SECTION OF THE PERSONNEL MANUAL

WHEREAS, the Delaware River and Bay Authority (the “Authority”) Personnel Manual (the “manual”) was established in 1965 and last revised in March 2000, sets forth certain terms and conditions of employment and provides general descriptions and guidelines concerning the Authority’s personnel policies and practices; and

WHEREAS, a draft of the manual proposing significant revisions to the Authority’s Drug and Alcohol Policy to include pre-employment drug testing for all prospective employees and to include post-accident/incident testing and reasonable suspicion testing for all employees was presented to the Personnel Committee of the Authority’s Board of Commissioners on January 18, 2017, by the Executive Director and Chief Human Resources Officer, is intended to replace in its entirety the current **Section XVII Drug and Alcohol Policy** with the attached **Exhibit A**; and

WHEREAS, the Personnel Committee of the Authority's Board of Commissioners recommends the acceptance of these revisions to **Section XVII Drug and Alcohol Policy** of the Personnel Manual; and

NOW, THEREFORE, BE IT RESOLVED that the Delaware River and Bay Authority hereby amends the Personnel Manual as approved by the Personnel Committee and incorporates without limitations the provisions as set forth below:

SECTION XVII: Alcohol and Drug Policy revisions to include:

- Changing policy title to Drug-free Workplace Policy;
- Add pre-employment drug testing for prospective employees in select positions that are considered safety sensitive;
- Add post-accident/incident drug testing for all employees;
- Add reasonable suspicion drug testing for all employees; and
- Update language throughout policy to incorporate best practices in this field.

A motion to approve Resolution 17-07 was made by Commissioner Van Sant, seconded by Commissioner Smith, and approved by a roll call vote of 10-0.

Resolution 17-07 Executive Summary Sheet

Resolution: Revise the Authority-wide Alcohol and Drug Policy and the Employee Classifications Sections of the Personnel Manual

Committee: Personnel Committee

Committee Date: January 18, 2017

Board Date: January 18, 2017

Purpose of Resolution:

To approve recommended revisions to the Personnel Manual (significant revisions summary attached) as presented by the Executive Director and Chief Human Resources Officer.

Background for Resolution:

The Authority's Personnel Manual has been in existence since 1965; this manual was last revised in March 2000.

The Personnel Manual provides general descriptions and guidelines concerning the Authority's personnel policies and practices. The provisions in the Personnel Manual are subject to change by the Authority at any time.

The Delaware River and Bay Authority has a vital interest in establishing and maintaining a safe, healthy work environment for its employees and the public it serves. It is the goal of the Authority to establish and maintain safety at all of our facilities, reduce the number of safety incidents to persons and property, as well as comply with applicable Federal and state laws and regulations governing

drug and alcohol abuse programs. The Authority is recommending significant revisions to the current Alcohol and Drug Policy to implement best practices in the workplace.

Exhibit A

Definition of Controlled Substance Schedules

The drugs and other substances that are considered controlled substances under the CSA are divided into five (5) schedules. A listing of the substances and their schedules is found in the [DEA regulations, 21 C.F.R. Sections 1308.11 through 1308.15](#). A controlled substance is placed in its respective schedule based on whether it has a currently accepted medical use in treatment in the United States and its relative abuse potential and likelihood of causing dependence. Some examples of controlled substances in each schedule are outlined below.

NOTE: Drugs listed in Schedule I have no currently accepted medical use in treatment in the United States and, therefore, may not be prescribed, administered, or dispensed for medical use. In contrast, drugs listed in Schedules II-V have some accepted medical use and may be prescribed, administered, or dispensed for medical use.

Schedule I Controlled Substances

Substances in this schedule have a high potential for abuse, have no currently accepted medical use in treatment in the United States, and there is a lack of accepted safety for use of the drug or other substance under medical supervision.

Some examples of substances listed in Schedule I are: heroin, lysergic acid diethylamide (LSD), marijuana (cannabis), peyote, methaqualone, and 3,4-methylenedioxymethamphetamine (“ecstasy”).

Schedule II Controlled Substances

Substances in this schedule have a high potential for abuse which may lead to severe psychological or physical dependence.

Examples of single entity Schedule II narcotics include morphine and opium. Other Schedule II narcotic substances and their common name brand products include: hydromorphone (Dilaudid®), methadone (Dolophine®), meperidine (Demerol®), oxycodone (OxyContin®), and fentanyl (Sublimaze® or Duragesic®).

Examples of Schedule II stimulants include: amphetamine (Dexedrine®, Adderall®), methamphetamine (Desoxyn®), and methylphenidate (Ritalin®). Other Schedule II substances include: cocaine, amobarbital, glutethimide, and pentobarbital.

Schedule III Controlled Substances

Substances in this schedule have a potential for abuse less than substances in Schedules I or II and abuse may lead to moderate or low physical dependence or high psychological dependence.

Examples of Schedule III narcotics include combination products containing less than 15 milligrams of hydrocodone per dosage unit

(Vicodin®) and products containing not more than 90 milligrams of codeine per dosage unit (Tylenol with codeine®). Also included are buprenorphine products (Suboxone® and Subutex®) used to treat opioid addiction.

Examples of Schedule III non-narcotics include benzphetamine (Didrex®), phendimetrazine, ketamine, and anabolic steroids such as oxandrolone (Oxandrin®).

Schedule IV Controlled Substances

Substances in this schedule have a low potential for abuse relative to substances in Schedule III.

An example of a Schedule IV narcotic is propoxyphene (Darvon® and Darvocet-N 100®).

Other Schedule IV substances include: alprazolam (Xanax®), clonazepam (Klonopin®), clorazepate (Tranxene®), diazepam (Valium®), lorazepam (Ativan®), midazolam (Versed®), temazepam (Restoril®), and triazolam (Halcion®).

Schedule V Controlled Substances

Substances in this schedule have a low potential for abuse relative to substances listed in Schedule IV and consist primarily of preparations containing limited quantities of certain narcotics. These are generally used for antitussive, antidiarrheal, and analgesic purposes.

Examples include cough preparations containing not more than 200 milligrams of codeine per 100 milliliters or per 100 grams (Robitussin AC® and Phenergan with Codeine®).

EXHIBIT B

Delaware River and Bay Authority

PRE-EMPLOYMENT - DRUG AND ALCOHOL NOTICE

AGREEMENT AND CONSENT TO DRUG AND/OR ALCOHOL TESTING

All candidates for employment shall be provided a copy of this notice and required to execute the consent and release below.

I understand it is the policy of the Delaware River and Bay Authority (Authority) to conduct drug and/or alcohol tests of job candidates for the purpose of detecting drug and/or alcohol abuse, and that this is one of the requirements for consideration of employment with the Authority.

For the purpose of further consideration for employment, I hereby agree to submit to a drug and/or alcohol test and give consent to the testing agency to release to the Authority the results of the test.

I understand that favorable test results will not necessarily guarantee that I will be employed by the Authority.

If accepted for employment:

- ✓ I agree to take drug and/or alcohol tests as communicated in the Authority’s Drug-free Workplace Policy.

- ✓ I understand that taking such tests is a condition of my continued employment.
- ✓ I give consent to the testing agency to release to the Authority the results of my tests.

I release and hold harmless the Authority from any liability whatsoever arising from the request to furnish urine samples, the testing of such samples, and decisions made concerning my application for employment based upon the result(s) of the test(s).

Name: (Print) _____

Signature: _____

Date Signed: _____

Witness Name: _____

Witness Signature & Date: _____

EXHIBIT C

Delaware River and Bay Authority

POST ACCIDENT/INCIDENT

EMPLOYEE AGREEMENT AND CONSENT TO DRUG AND/OR ALCOHOL TESTING

All employees who are required to submit to a post accident/incident testing shall be provided a copy of this notice and required to execute the consent and release below.

I hereby agree, upon a request made under the Drug-free Workplace Policy of the Delaware River and Bay Authority (Authority), to submit to a drug and/or alcohol test and to furnish a sample of my urine, breath, and/or blood for analysis. I understand and agree that if I at any time refuse to submit to a drug and/or alcohol test under Authority policy, or if I otherwise fail to cooperate with the testing procedures, I will be subject to immediate termination. I further authorize and give full permission to have the Authority and/or its physician send the specimen or specimens so collected to a laboratory for a screening test for the presence of any prohibited substances under the policy, and for the laboratory or other testing facility to release any and all documentation relating to such test to the Authority and/or to any governmental entity involved in a legal proceeding or investigation connected with the test.

I will hold harmless the Authority, its physician, and any testing laboratory the Authority might use, meaning that I will not sue or hold responsible such parties for any alleged harm to me that might result from such testing, including loss of employment or any other kind of adverse job action that might arise as a result of the drug and/or alcohol test, even if an Authority or laboratory representative makes an error in the administration or analysis of the test or the reporting of the results. I will further hold harmless the Authority, its physician, and any testing laboratory the Authority might use for any alleged harm to me that might result from the release or use of information or documentation relating to the drug and/or alcohol test, as long as the release or use of the information is within the scope of this policy and the procedures as explained in the paragraph above.

This policy and authorization have been explained to me, and I have been told that if I have any questions about the test or the policy, those questions will be answered.

I UNDERSTAND THAT THE AUTHORITY WILL REQUIRE A DRUG SCREEN TEST UNDER THE DRUG-FREE WORKPLACE POLICY WHENEVER I AM INVOLVED IN A SERIOUS JOB-RELATED ACCIDENT/INCIDENT UNDER CIRCUMSTANCES THAT SUGGEST POSSIBLE INVOLVEMENT OR INFLUENCE OF DRUGS AND/OR ALCOHOL IN THE ACCIDENT/INCIDENT OR INJURY EVENT.

Employee’s Name: (Print) _____

Employee’s Signature: _____

Date Signed: _____

Witness Name: _____

Witness Signature & Date:_____

EXHIBIT D

Delaware River and Bay Authority

DRUG AND ALCOHOL NOTICE

REASONABLE SUSPICION OBSERVATION FORM

Employee's Name: _____

Department: _____

Date(s): _____

A. KNOWING THE SIGNS

POSSIBLE “warning signs” of drug and/or alcohol abuse include, but are not limited to:

Moods:

- ☐ Depressed
- ☐ Anxious
- ☐ Irritable
- ☐ Suspicious
- ☐ Complains about others
- ☐ Emotional unsteadiness (e.g., outbursts of crying)
- ☐ Mood changes after lunch or break

Actions:

- ☐ Withdrawn or improperly talkative
- ☐ Spends excessive amount of time on the telephone
- ☐ Argumentative
- ☐ Has exaggerated sense of self-importance
- ☐ Displays violent behavior
- ☐ Avoids talking with supervisor regarding work issues

Absenteeism:

-) Acceleration of absenteeism and tardiness, especially Mondays, Fridays, before and after holidays
-) Frequent unreported absences, later explained as "emergencies"
-) Unusually high incidence of colds, flus, upset stomach, headaches that cannot be explained or related to a diagnosed medical condition
-) Frequent use of unscheduled annual leave time
-) Leaving work area more than necessary (e.g., frequent trips to water fountain and bathroom)
-) Unexplained disappearances from the job with difficulty in locating employee
-) Requesting to leave work early for various reasons

Accidents:

-) Taking of needless risks
-) Disregard for safety of others
-) Higher than average accident rate on and off the job

Work Patterns:

-) Inconsistency in quality of work
-) High and low periods of productivity
-) Poor judgment/more mistakes than usual and general carelessness
-) Lapses in concentration
-) Difficulty in recalling instructions
-) Difficulty in remembering own mistakes
-) Using more time to complete work/missing deadlines
-) Increased difficulty in handling complex situations

Relationship to Others on the Job:

-) Overreaction to real or imagined criticism (paranoid)
-) Avoiding and withdrawing from peers
-) Complaints from co-workers
-) Borrowing money from fellow employees
-) Persistent job transfer requests
-) Complaints of problems at home such as separation, divorce and child discipline problems

B. OBSERVING AND DOCUMENTING CURRENT INDICATORS

Patterns of any of the above conduct or combinations of conduct may occur but must be accompanied by indicators of impairment in order to establish "reasonable cause." Please check all indicators listed below that are **currently** present:

- | | |
|-------------------------------|------------------------------|
| ___ Constricted pupils | ___ Drowsiness |
| ___ Dilated pupils | ___ Odor of alcohol |
| ___ Scratching | ___ Nasal secretion |
| ___ Red or watering eyes | ___ Dizziness |
| ___ Involuntary eye movements | ___ Muscular incoordination |
| ___ Sniffles | ___ Unconsciousness |
| ___ Excessively active | ___ Inability to verbalize |
| ___ Nausea or vomiting | ___ Irritable |
| ___ Flushed skin | ___ Argumentative |
| ___ Sweating | ___ Difficulty concentrating |

- _____ Yawning

_____ Twitching

_____ Violent behavior

_____ Possession of paraphernalia (such as syringe, bent spoon, metal bottle cap, medicine dropper, glassine bag, paint can, glue tube, nitrite bulb, or aerosol can)

_____ Possession of substance that appears to possibly be a drug or alcohol

_____ Other _____

_____ Slurred speech

_____ Bizarre behavior

_____ Needle marks

C. DETERMINING REASONABLE CAUSE

If you are able to document one or more of the indicators above, ask yourself these questions to establish reasonable cause:

- Y

N
- []

[]

Has some form of impairment been shown in the employee's appearance, actions or work performance?

[]

[]

Do you believe the impairment results from the possible use of drugs or alcohol?

[]

[]

Are the facts reliable? Did you witness the situation personally, or are you sure that the witness/es is/are reliable and have provided firsthand information?

[]

[]

Are the facts capable of explanation by you?

[]

[]

Are the facts capable of documentation by you?

[]

[]

Is the impairment current, today, now?

Do NOT proceed with reasonable cause testing unless all of the above questions are answered with a YES.

D. TAKING ACTION

- _____ Reasonable cause established

_____ Reasonable cause NOT established

Prepared by:

Supervisor's/Manager's Signature & Date: _____

Department Head Signature & Date: _____

Functional Chief Officer Signature & Date: _____

Chief Operations Officer Signature & Date: _____

EMPLOYEE AGREEMENT AND CONSENT TO DRUG AND/OR ALCOHOL TESTING

All employees who are required to submit to reasonable suspicion testing shall be provided a copy of this notice and required to execute the consent and release below.

I hereby agree, upon a request made under the Drug-free Workplace Policy of the Delaware River and Bay Authority (Authority), to submit to a drug and/or alcohol test and to furnish a sample of my urine, breath, and/or blood for analysis. I understand and agree that if I at any time refuse to submit to a drug and/or alcohol test under Authority policy, or if I otherwise fail to cooperate with the testing procedures, I will be subject to immediate termination. I further authorize and give full permission to have the Authority and/or its physician send the specimen or specimens so collected to a laboratory for a screening test for the presence of any prohibited substances under the policy, and for the laboratory or other testing facility to release any and all documentation relating to such test to the Authority and/or to any governmental entity involved in a legal proceeding or investigation connected with the test.

I will hold harmless the Authority, its physician, and any testing laboratory the Authority might use, meaning that I will not sue or hold responsible such parties for any alleged harm to me that might result from such testing, including loss of employment or any other kind of adverse job action that might arise as a result of the drug and/or alcohol test, even if an Authority or laboratory representative makes an error in the administration or analysis of the test or the reporting of the results. I will further hold harmless the Authority, its physician, and any testing laboratory the Authority might use for any alleged harm to me that might result from the release or use of information or documentation relating to the drug and/or alcohol test, as long as the release or use of the information is within the scope of this policy and the procedures as explained in the paragraph above.

This policy and authorization have been explained to me, and I have been told that if I have any questions about the test or the policy, those questions will be answered.

I UNDERSTAND THAT THE AUTHORITY WILL REQUIRE A DRUG TEST UNDER THE DRUG-FREE WORKPLACE POLICY WHENEVER I AM REASONABLY SUSPECTED OF BEING UNDER THE INFLUENCE OF DRUGS AND/OR ALCOHOL.

Employee’s Name: (Print) _____

Employee’s Signature: _____

Date Signed: _____

Witness Name: _____

Witness Signature & Date:_____

EXHIBIT F

**LISTING OF POSITIONS SUBJECT TO POST-OFFER,
PRE-EMPLOYMENT DRUG TESTING**

	POSITION/GRADE
1.	ABLE-BODIED SEAMAN, FIRST CLASS (UNION)
2.	ABLE-BODIED SEAMAN, SECOND CLASS (UNION)
3.	ACCOUNTANT (K)
4.	ACCOUNTING MANAGER (I)
5.	ACCOUNTING SPEC (M)
6.	ADMINISTRATIVE SUPPORT SUPERVISOR (M)
7.	ADMINISTRATIVE ASSISTANT (M)
8.	ADMINISTRATIVE COORDINATOR - POLICE (K)
9.	AIRPORT MAINT SUPERVISOR(K)
10.	AIRPORT OPERATIONS COORDINATOR (UNION)
11.	AIRPORT OPERATIONS SPECIALIST (UNION)
12.	APPLICATIONS ADMINISTRATOR (K)
13.	APPLICATIONS MANAGER (I)
14.	ASSISTANT F & R MANAGER (K)
15.	ASSISTANT AIRPORT OPS MGR (J)
16.	ASSISTANT ENGINEER (FIRST) (UNION)
17.	ASSISTANT ENGINEER (THIRD) (UNION)
18.	ASSISTANT CHIEF ENGINEER (G)

19.	ASSISTANT DIRECTOR-MAINT (G)
20.	ASSISTANT DIR. FERRY OPERATIONS (G)
21.	ASSISTANT PORT CAPTAIN (H)
22.	ASSISTANT PORT ENGINEER (H)
23.	ASSISTANT SUPERINTENDENT FOOD&RETAIL (H)
24.	BID AND CONTRACT ADMIN (L)
25.	BUILDING MAINTENANCE SUPERVISOR (K)
26.	BUSINESS MANAGER (I)
27.	BUSINESS OPERATIONS MANAGER (I)
28.	CATERING & BANQ EVNTS MGR (I)
29.	CHEF/CULINARY MANAGER-CMLF (J)
30.	CHIEF ENGINEER (F)
31.	CHIEF ENGINEER (UNION)
32.	CHIEF FINANCIAL OFFICER (E)
33.	CHIEF HR OFFICER (E)
34.	CHIEF INFORMATION OFFICER (E)
35.	CHIEF OPERATIONS OFFICER (E)
36.	CONTROLLER (G)
37.	CORPORAL (UNION)
38.	CULINARY CHEF/SALES MANAGER-LEWES (I)
39.	CUSTODIAL SVCS SUPERVISOR (M)
40.	CUSTOMER SERV REP (N)
41.	CUSTOMER SERVICE MANAGER (I)
42.	CUSTOMER SERVICE SUPERVISOR(K)
43.	DECK MAINTENANCE SUPERVISOR (L)
44.	DEPUTY EXECUTIVE DIRECTOR (E)
45.	DEPUTY POLICE ADMINISTRATOR(G)
46.	DIRECTOR AIRPORT OPERATION (F)
47.	DIRECTOR ENV CMPL & SFTY (G)
48.	DIRECTOR FERRY OPERATIONS (F)
49.	DIRECTOR OF FINANCE (F)
50.	DIRECTOR OF INFO TECH (G)
51.	DIRECTOR OF MAINT OPS (F)
52.	DIRECTOR OF TECHNICAL OPERATIONS (G)
53.	DIRECTOR OF MARKETING (G)
54.	DISPATCHER (M)
55.	ELECTRONIC SYSTEMS MANAGER (I)
56.	ELECTRONIC SYSTEMS TECH APPRENTICE (UNION)
57.	ELECTRONIC SYSTEMS TECHNICIAN (UNION)
58.	EMPLOYEE RELATIONS AND COMPLIANCE MANAGER (H)
59.	EMPLOYEE RELATIONS SPECIALIST (BUSINESS PARTNER) (K)
60.	ENGINEERING TECHNICIAN (L)
61.	ENVIRONMENTAL & SFTY MGR(I)
62.	EXECUTIVE DIRECTOR (E)
63.	EXECUTIVE SECRETARY (L)
64.	F/R SUPERVISOR (M)
65.	F/R WAREHOUSE SUPERVISOR-CMLF (L)
66.	F/R WAREHOUSE SUPERVISOR-LEWES (M)
67.	FACILITIES MANAGER (H)
68.	FERRY CAPTAIN (H)
69.	FERRY MARKETING MANAGER (J)
70.	FOOD SERVICE SPECIALIST (UNION)
71.	HELP DESK SPECIALIST (L)
72.	HR ADMINISTRATOR (L)
73.	HR GENERALIST & QC ANALYST (K)
74.	HR SUPERVISOR (J)
75.	HUMAN RESOURCES SPECIALIST (K)
76.	INTEGRATED DIGITAL STRAT MG (I)
77.	LANDSCAPING MAINTENANCE SUPERVISOR (K)
78.	LEGAL ASSISTANT/PARALEGAL (L)
79.	LIEUTENANT (I)
80.	MAINTENANCE JOURNEYMAN (UNION)
81.	MAINTENANCE SENIOR JOURNEYMAN (UNION)
82.	MAINTENANCE SPECIALIST (UNION)
83.	MAINT TECH SUPERV-ELECT (J)
84.	MAINT TECH SUPERVISOR-FLEET(J)
85.	MAINT TECH SUPERVISOR-HVAC (J)
86.	MANAGER-AIRPORTS (J)
87.	MANAGER FOOD & RETAIL (I)
88.	MARINE ELECTRICIAN (UNION)
89.	MARINE ELECTRONICS TECHNICIAN (UNION)

90.	MARINE MECHANIC, FIRST CLASS (UNION)
91.	MARINE MECHANIC, SECOND CLASS (UNION)
92.	MARKETING & GOVERNANCE ADMINISTRATOR (J)
93.	MASTER CORPORAL (UNION)
94.	MATE (UNION)
95.	MECHANIC ASSISTANT (UNION)
96.	MGR-MKTG,GRNTS,CULTRL PROG(I)
97.	NETWORK ENGINEER (H)
98.	OILER (UNION)
99.	OPERATIONS CLERK (UNION)
100.	ORDINARY SEAMAN (UNION)
101.	PILOT (UNION)
102.	POLICE ADMINISTRATOR (F)
103.	POLICE CAPTAIN (H)
104.	PATROL OFFICER (UNION)
105.	PATROL OFFICER FIRST CLASS (UNION)
106.	PORT CAPTAIN (G)
107.	PORT ENGINEER (G)
108.	PROCUREMENT COORDINATOR (J)
109.	PROCUREMENT MANAGER (H)
110.	PROJECT ENGINEER I (J)
111.	PROJECT ENGINEER II (H)
112.	PROJECT ENGINEER III (G)
113.	PROPERTY MANAGER (H)
114.	PUBLIC SERVICE AIDE (O)
115.	PURCHASING AGENT (L)
116.	QMED (UNION)
117.	ROADS MAINT SUPERVISOR (K)
118.	SAFETY & ENVIRON SPEC (K)
119.	SENIOR MANAGER-AIRPORTS (H)
120.	SERGEANT (J)
121.	SR ACCOUNTANT (J)
122.	SR CORPORAL (UNION)
123.	SR CUSTOMER SERV REP-CMLF (M)
124.	SR HR BUSINESS PARTNER (I)
125.	SR MANAGER-MAINT NORTH (H)
126.	SR MGR-MAINTENANCE SOUTH (H)
127.	SR MGR-MARINE MECHANICS (H)
128.	SR TOLL COLLECTOR (UNION)
129.	STAFF ATTORNEY (G)
130.	STRUCTURAL PROJECT ENGINEER III (G)
131.	STAFF SERGEANT (J)
132.	STRUCTURES MAINTENANCE SUPERVISOR (K)
133.	SUPERINTENDENT FOOD&RETAIL (G)
134.	SUPERINTENDENT TOLL OPS (H)
135.	SUPERVISOR-MAINT SOUTH (K)
136.	SUPPLIER DIVERSITY MANAGER (I)
137.	SYSTEMS MANAGER - SERVER (I)
138.	TALENT ACQUISITION MANAGER (I)
139.	TECHNICAL PRODUCT MANAGER (H)
140.	TERMINAL MANAGER (I)
141.	TOLL COLLECTOR (UNION)
142.	TOLL SUPERVISOR (K)
143.	TRAFFIC MAINTENANCE SUPERVISOR (K)
144.	WAREHOUSE AND PURCHASING MGR-CMLF (K)
145.	WAREHOUSE SUPERVISOR-DMB (K)
146.	WELDER (UNION)

**RESOLUTION 17-08 – AUTHORIZING AUTHORITY EXPENDITURES
PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2017 THROUGH
DECEMBER 31, 2017**

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 1/1/17 THROUGH 12/31/17

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
Convergint Technologies, LLC	New and Replacement Security Cameras	State Contract	\$65,000
Icom America, Inc.	Replacement hand held and mobile VHF radios	State Contract	\$50,000
New Jersey Outboards	Replacement Outboard Motors for CMLF Rescue Boats	Quotes	\$38,000
Siemens Building Technologies	Fire Detection System Programming Upgrades, Software and Hardware Modifications	Proprietary	\$45,000

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

A motion to approve Resolution 17-08 was made by Commissioner Wilson, seconded by Commissioner Lathem, and approved by a roll call vote of 10-0.

Resolution 17-08 Executive Summary Sheet

Resolution: Authorizing Authority Expenditures Pursuant to Resolution 01-84 for the period January 1, 2017 through December 31, 2017.

Committee: Budget & Finance

Committee and Board Date: January 18, 2017

Purpose of Resolution:

Authorizes expenditures of \$25,000 or greater with the identified vendors during the 2017 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:

Convergent Technologies, LLC: Replacement Security Cameras

The Authority will be expanding the use of and replacing approximately 75 antiquated analog security cameras with Axis IP-based cameras at all locations, to be purchased from Convergent Technologies, LLC at prices pursuant to the firm's state contract for Building Access Security Services (GSS15599).

Icom America, Inc.: Replacement hand held and mobile VHF radios

The Authority will be replacing the bulk of its marine and avionic hand held and mobile VHF radio units, on account of the age and inefficiency of the current equipment, to be purchased from Icom America at prices pursuant to the firm's state contract for Public Safety Communication Equipment (GSS15676).

New Jersey Outboards: Replacement Outboard Motors for CMLF Rescue Boats

For purposes of increased safety and reliability for our passengers and Crew, the Authority will be purchasing new outboard motors for all CMLF rescue vessels. The current motors are 2008 carbureted models and require an excessive amount of resources to keep in running order. The equipment will be used to repower six (6) rescue boats and leave an active spare in the event of a breakdown (same as current setup). Quotes for the equipment were solicited and received from three (3) businesses, with New Jersey Outboards quoting the lowest cost to supply the motors as specified by the Authority. The retired equipment will be sold at public auction.

Siemens Building Technologies: Fire Detection System Programming Upgrades, Software and Hardware Modifications

The Authority utilizes fire alarm system equipment manufactured by Siemens Building Technologies at all Delaware Memorial Bridge and Cape May-Lewes Ferry facilities and requires the proprietary programming services of the original equipment manufacturer to update the system at each facility to reflect changes to building infrastructure. Better system programming will result in more intuitive fire detection equipment, allowing fire personnel to accurately locate problematic components or establish the root cause of a fire alarm. The Authority will also be utilizing Siemens for general deficiency resolution that will require hardware and software modifications.

Classification Definitions:

Proprietary. A purchase necessary to support or maintain existing Authority equipment for which a vendor has the right to prohibit an equivalent product from being supplied. Similar products or services may be available, however the Authority must purchase from the original equipment manufacturer or service provider to uphold a contract, warranty, etc. A proprietary specification

typically restricts the acceptable product or service to one manufacturer or vendor; although the product or service may be available from more than one distributor.

Quotes. A purchase of equipment, supplies or non-professional services or a contract for construction or construction management 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...Construction management contracts or construction contracts...which are less than \$50,000 do not require formal solicitation of competitive prices and, if more than \$25,000 but less than \$50,000 require the solicitation of three written quotes or all available sources, whichever is less...”* (DRBA Resolution 98-31 Part 4).

State Contract. A purchase of equipment, supplies or non-professional services which, under normal circumstances, would require competitive bidding, however the vendor has agreed to provide the goods or services to the Authority at fees less than or equal to that vendor’s respective contract as awarded by the State of Delaware or New Jersey. *“Any contract for the purchase of materiel and supplies and non-professional services...which contract individually exceeds \$50,000, or in the combination with other contracts, exceeds \$50,000 in any one calendar year shall be pursuant to a contract entered into by the Authority after competitive bidding. This provision shall not apply to purchases by the Authority from suppliers in cases where the Authority is purchasing at prices pursuant to contracts awarded by the States of Delaware or New Jersey for state agencies.”* (DRBA Resolution 11-36 Part 2.a.)

* * * * *

11213. EXECUTIVE DIRECTOR’S COMMENTS

The Executive Director reported it was his last meeting and highlighted some of the events from during his tenure as Executive Director:

DMB 1 Billionth Customer * Family Fun Day-CM Zoo * Frontier Ribbon Cutting * NASW Historic District Announcement * Escape the Zoo * CMLF 50th Anniversary- Markell * CMLF 50 Anniversary – Time Capsule * Family Fun Day- Blue Rocks * Veterans Day * Family Fun Event-Longwood *

The Executive Director thanks the Commissioners for their support and wished them well.

* * * * *

11214. COMMISSIONERS PUBLIC FORUM

Chairperson Lowe opened the public forum.

Chairperson Lowe called for any comments from the public. There were no public comments.

* * * * *

11215. ELECTION OF 2017 OFFICERS

Chairperson Lowe called on the Executive Director to conduct the elections of Chairperson and Vice-Chairperson for 2017 and 2018.

The Executive Director called for the 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.

Commissioner Smith made a Motion to nominate Commissioner Hogan as Chairperson, seconded by Commissioner Wilson.

Commissioner Wilson made a Motion to close the nomination, seconded by Commissioner Van Sant, approved by a roll call vote of 10-0.

Executive Director Green called nomination of Vice-Chairperson.

Commissioner Ford made a Motion to nominate Commissioner Lowe as Vice-Chairperson, seconded by Commissioner Lathem.

Commissioner Lathem made a Motion to close the nomination, seconded by Commissioner Carey, approved by a roll call vote of 10-0.

The nominations were closed and the motion to elect Commissioner Hogan as Chairperson and Commissioner Lowe as Vice-Chairperson for the 2017 and 2018 was approved by a roll call vote of 10-0.

* * * * *

There being no further business, a motion to adjourn was made by Commissioner Downes, seconded by Commissioner Lathem, and unanimously carried by a voice vote of 10-0.

The meeting was adjourned at 12:45 pm.

Respectfully submitted,

THE DELAWARE RIVER AND BAY AUTHORITY

Frank W. Minor
Assistant Secretary