

**MINUTES OF MEETING  
THE DELAWARE RIVER AND BAY AUTHORITY  
James Julian Board Room  
Tuesday, March 18, 2025**

The meeting convened at 10:00 a.m. at the James Julian Board Room, with Chairperson Ransome presiding.

Chairperson Ransome 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.

The opening prayer was given by Vice-Chairperson Lathem, followed by the Pledge of Allegiance.

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

Commissioners from Delaware

Samuel Lathem, Vice-Chairperson  
Crystal L. Carey\*  
James Collins  
Veronica O. Faust  
Michael Houghton  
Michael Ratchford

Commissioners from New Jersey

M. Earl Ransome, Jr., Chairperson  
Heather Baldini – Absent  
Debra Behnke – VIA: TEAMS  
Sheila McCann  
James Mehaffey  
Shirley R. Wilson – VIA: TEAMS

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Chairperson Ransome called for the acceptance of the Agenda.

Commissioner McCann made a motion to accept the agenda, seconded by Commissioner Ransome, and the motion was carried out by a voice vote of 10-0.

Chairperson Ransome opened the meeting for public comments on any matters of interest.

There were no comments from the public.

Chairperson Ransome called for a motion to move to the Executive Session. Commissioner Ratchford made a motion, seconded by Commissioner Faust, and the motion was carried by voice vote of 10-0.

Members of the public and certain staff were excused from the room during the Executive Session.

\*Commissioner Carey arrived at 10:07 a.m.

The Executive Session started at 10:05 a.m. At 11:26 a.m. Chairperson Ransome called for a motion to close the Executive Session, and recess to conduct Committee Meetings. Commissioner McCann made a motion, seconded by Commissioner Mehaffey, and the motion was carried by a voice vote of 11-0.

The Committee meetings began at 11:27 a.m. and ended at 11:51 a.m. During that time, the following Committee meetings were held:

- Budget and Finance
Economic Development
Projects

At the conclusion of the Committee meetings, Chairperson Ransome called the Board meeting back to order at 11:51 a.m.

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12406. APPROVAL OF THE FEBRUARY MINUTES

Commissioner Collins made a motion to approve meeting minutes for February 19, 2025, and February 28, 2025, seconded by Commissioner Houghton, and approved by a voice vote of 11-0.

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12407. DELAWARE RIVER AND BAY AUTHORITY – TRAFFIC AND REVENUE SUMMARY.

The Chief Financial Officer (CFO) 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 Service for February 2025. Without objection, the charts were ordered filed with the permanent records of the Authority.

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12408. DELAWARE RIVER AND BAY AUTHORITY – STATEMENT OF INCOME AND EXPENSE.

The CFO presented charts showing statements of income and expense for February 2025 with comparisons to the same periods last year.

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

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12409. DELAWARE RIVER AND BAY AUTHORITY – OPERATING EXPENSE BY DIVISION.

The CFO presented charts for February 2025 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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12410. DELAWARE RIVER AND BAY AUTHORITY – CAPITAL IMPROVEMENT PROGRAM.

The CFO presented charts for February 2025 showing the capital budgets for crossings and economic development projects and dollars committed to date for the projects. The charts 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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12411. DELAWARE RIVER AND BAY AUTHORITY – CASH POSITION (MARKET VALUE) FOR FEBRUARY 28, 2025.

The CFO presented charts showing the cash fund balances for the entire Authority for February 2025.

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

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12412. PUBLIC COMMENT ON ACTION ITEMS

Chairperson Ransome noted that two (2) Close-Out Contracts, and five (5) Resolutions, were being considered at today’s meeting.

All items requiring committee action have been reviewed and recommended for consideration during today’s Committee meetings. He then called for public comments on any action items.

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12413. CLOSE-OUT CONTRACT #DMB-21-09R – LIFELINE FALL PROTECTION SYSTEM LADDERS

CONTRACT #DMB-21-09R – LIFELINE FALL PROTECTION SYSTEM LADDERS to Agate Construction Company, Inc. of Egg Harbor Township, New Jersey.

It is recommended that the Authority accept this project and make the final payment to the contractor. The final cost of this project is \$998,013.00.

A motion to Close-Out Contract #DMB-21-03R was made by Commissioner Mehaffey, seconded by Commissioner Faust, and approved by a voice vote of 11-0.

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12414. CLOSE-OUT CONTRACT #DMB-24-03 – MISCELLANEOUS ROADWAY IMPROVEMENTS 2024

CONTRACT #DMB-24-03 – MISCELLANEOUS ROADWAY IMPROVEMENTS 2024 to JPC Group Inc. of Blackwood, New Jersey.

It is recommended that the Authority accept this project and make the final payment to the contractor. The final cost of this project is \$2,381,585.65.

A motion to Close-Out Contract #DMB-24-03 was made by Commissioner Mehaffey, seconded by Commissioner Houghton, and approved by a voice vote of 11-0.

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12415. CHAIRPERSON’S CALL FOR RESOLUTIONS BEFORE THE BOARD

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**RESOLUTION 25-12 - AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 24-17 FOR THE PERIOD, JANUARY 1, 2025, THROUGH DECEMBER 31, 2025**

WHEREAS, The Delaware River and Bay Authority (the “Authority”) adopted Resolution 24-17 requiring Commissioner review and approval of any professional service contract, non-professional service contract, materiel contract, or supply contract valued at \$50,000 or above and any construction management or construction contract valued at \$200,000 or above; and

WHEREAS, the Authority anticipates expenditures at or above the aforementioned thresholds to the following vendors:

DELAWARE RIVER & BAY AUTHORITY  
 VENDORS PROJECTED BE AWARDED  
 A MATERIEL, SUPPLY, PROFESSIONAL SERVICE, OR NON-PROFESSIONAL SERVICE CONTRACT  
 VALUED \$50,000 OR ABOVE  
 OR  
 A CONSTRUCTION MANAGEMENT/CONSTRUCTION CONTRACT  
 VALUED \$200,000 OR ABOVE  
 DURING THE PERIOD 1/1/25 THROUGH 12/31/25

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
General Recreation, Inc.	Shade Sail Materials & Engineered Drawings	State Contract	\$57,000

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

Resolution 25-12 was moved by Commissioner Mehaffey, seconded by Commissioner Ratchford, and was approved by a roll call vote of 11-0.

**Resolution 25-12 - Executive Summary Sheet**

**Resolution:** Authorizing Authority Expenditures Pursuant to Resolution 24-17 for the period January 1, 2025, through December 31, 2025.

**Committee:** Budget & Finance

**Committee and Board Date:** March 18, 2024

**Purpose of Resolution:**

To receive Commissioner approval of the identified vendors and expenditures for those specific professional service contracts, non-professional service contracts, materiel, and supply contracts valued at \$50,000 or above, and for those specific construction management or construction contracts valued at \$200,000 or above, that otherwise would require a public competitive process per Resolution 24-17.

**Background for Resolution:**

The proposed Resolution meets the requirements of Resolution 24-17, 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 \$50,000 or

more, or a construction management or construction contract in the amount of \$200,000 or more, unless it has first been approved by a vote of Commissioners.

**Purchase Detail:**

General Recreation, Inc.: Shade Sail Materials & Engineered Drawings

The Authority plans to purchase customized multi-panel hexagonal shade sails for the Cape May Ferry Terminal. The installation of the shade sails will be near slip one and completed by a separate contractor. The purchase includes the materials and engineered drawings at prices pursuant to the state contract (GSS24641).

**Classification Definitions:**

**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 24-17 Part 2.a.).

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**RESOLUTION 25-13 - AUTHORIZES A LEASE TERMINATION BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND DELMOPRO, LLC 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, Delmopro, LLC (“Delmo”) currently leases approximately 1,609 square feet of space located in a building commonly referred to as the old airport terminal building #505 at the Cape May Airport; and

WHEREAS, Delmo’s lease for Building #505 is due to expire January 31, 2026; and

WHEREAS, Delmo would like to terminate this agreement effective April 1, 2025 due to consolidating their business and preparing to lease space in the new light industrial building; and

WHEREAS, the Authority and Delmo agree that the lease shall expire on March 31, 2025; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Lease Termination with Delmopro, LLC and, with the advice and

consent of counsel, to have such agreement executed by the Chairperson, Vice Chairperson and the Executive Director.

Resolution 25-13 was moved by Commissioner Houghton, seconded by Commissioner Mehaffey, and was approved by a roll call vote of 11-0.

**Resolution 25-13 - Executive Summary**

**Resolution:** Authorizing the Execution of a Lease Termination between the Delaware River and Bay Authority and Delmopro, LLC, regarding the Cape May Airport

**Committee:** Economic Development

**Committee Date:** March 18, 2025

**Board Date:** March 18, 2025

**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 owns a building commonly referred to as the old airport terminal building #505 on the Cape May Airport. Delmopro, LLC occupies 2 units in one of the Ranger Rd buildings in addition to this terminal space. This move will allow them to prepare to relocate into units in the new building under construction.

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**RESOLUTION NO. 25-14 - AUTHORIZING A STORMWATER DRAINAGE EASEMENT AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND GIBBS COMPANY, INC.**

WHEREAS, the Delaware River and Bay Authority (the “Authority”), is the fee simple owner of a parcel of land located in Sussex County in the State of Delaware being known as Tax Parcel No. 335-9.00-302.00 and referred to as the Theodore C. Freeman Highway Right-of-Way (the “Freeman Highway ROW”); and

WHEREAS, Gibbs Company, Inc. (“Gibbs Company”) is the owner of a certain parcel of property located along the Freeman Highway ROW consisting of approximately 2.89± acres at the corner lot northwest of the intersection at Monroe Avenue and the Freeman Highway ROW being known as 209 Monroe Avenue, Lewes, DE 19958 and being generally identified as Tax Parcel Number 335-8.12-80.00 (the “Gibbs Company’s Property”); and

WHEREAS, the Authority’s Freeman Highway ROW has a drainage swale (the “Drainage Swale”) that runs parallel between the roadbed of Freeman Highway and the side of the Gibbs Company’s Property that is contiguous with the Freeman Highway ROW; and

WHEREAS, the Authority previously constructed a stormwater management system that collects and discharges stormwater which is generated by and discharged from the Freeman Highway ROW into the Drainage Swale (the “Authority’s Existing System”); and

WHEREAS, pursuant to an informal agreement between the Authority and Gibbs Company, Gibbs Company has previously utilized an underground 15” pipe (the “Existing Pipe”) from the Gibbs Company’s Property to the Drainage Swale for a portion of the stormwater run-off from the Gibbs Company’s Property; and

WHEREAS, the Existing Pipe runs underground, including under the Freeman Highway Trail, which is located on the Freeman Highway ROW; and

WHEREAS, Gibbs Company intends to develop the Gibbs Company’s Property, a portion of which will minimally increase the stormwater drainage that currently flows through the Existing Pipe into the Drainage Swale; and

WHEREAS, additional improvements to the stormwater management infrastructure on the Gibbs Company’s Property will be required in connection with the improvements on the Gibbs Company’s Property, but no changes to the Existing Pipe are contemplated; and

WHEREAS, Gibbs Company is desirous of obtaining a non-exclusive stormwater drainage easement, permitting stormwater discharge not materially more than the stormwater discharge that currently flows from a portion of Gibbs Company’s Property through the Existing Pipe into the Drainage Swale located in the Freeman Highway ROW.

NOW THEREFORE BE IT RESOLVED that the Executive Director is hereby authorized, with the advice and consent of counsel, to finalize the terms and conditions of a Stormwater Drainage Easement Agreement with Gibbs Company and, with the advice and consent of counsel, to have such Stormwater Drainage Easement Agreement executed by the Chairperson, Vice Chairperson, and the Executive Director.

Resolution 25-14 was moved by Commissioner Collins, seconded by Commissioner Houghton, and was approved by a roll call vote of 10-0-1. Commissioner Faust Abstained from Voting.

**Resolution 25-14 - Executive Summary Sheet**

**Resolution:** Authorizing the execution of a Stormwater Drainage Easement Agreement at the Theodore C. Freeman Highway Right-of-Way (the “Freeman Highway ROW”) with Gibbs Company, Inc. (“Gibbs Company”).

**Committee:** Economic Development

**Committee/**



**Commission Date:** March 18, 2025

**Purpose of Resolution:** To authorize the Executive Director, Chairperson and Vice Chairperson to execute and deliver a Stormwater Drainage Easement Agreement.

**Background for Resolution:** Gibbs Company intends to develop its property adjacent to the Freeman Highway ROW, a portion of which will increase stormwater drainage through the Authority’s pipe and drainage swale on the Freeman Highway ROW that Gibbs Company has previously utilized. Gibbs Company has represented that the increase to stormwater runoff from the improvements on its property will only cause minimal increases to the stormwater runoff that currently flows through the existing pipe. Gibbs Company would like to obtain a non-exclusive stormwater drainage easement on the Freeman Highway ROW, permitting stormwater discharge not materially more than current discharge from its property to the Freeman Highway ROW.

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**RESOLUTION 25-15 APPROVING A MEMORANDUM OF AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND THE TOWNSHIP OF LOWER CONCERNING THE WIDENING OF BEACH DRIVE BETWEEN LINCOLN BOULEVARD AND THE DAVID DOUGLASS, SR. MEMORIAL PARK AND THE CONSTRUCTION OF A PEDESTRIAN WALKWAY ALONG BEACH DRIVE**

**WHEREAS**, the Delaware River and Bay Authority (the “Authority”) is a bi-state Authority of the State of Delaware and the State of New Jersey, created by compact, that operates and maintains the Cape May-Lewes Ferry, including approaches and appurtenances thereto; and

**WHEREAS**, the Township of Lower (the “Township”) is in the process of renovating David Douglass, Sr. Memorial Park which is located adjacent to the Delaware Bay and accessed by Beach Drive; and

**WHEREAS**, as part of its ongoing Capital Improvement Program, the Authority intends to widen Beach Drive and create a pedestrian walkway adjacent to Beach Drive to connect Lincoln Boulevard directly with David Douglass, Sr. Memorial Park; and

**WHEREAS**, both projects will benefit from relocating existing utility poles located along the east side of the roadway to the west side of the roadway; and

**WHEREAS**, the Township has agreed to remove utility poles on the east side of Beach Drive and install underground utility services on the west side of same, including laterals and handholes necessary to accommodate streetlights; and

**WHEREAS**, the Authority will install streetlights and a guardrail between the pedestrian walkway and the roadway after the widening and repaving of Beach Drive.

**NOW, THEREFORE, BE IT RESOLVED**, that the Chairperson, Vice Chairperson and Executive Director, with the advice and consent of counsel are hereby authorized to execute and deliver the Memorandum of Agreement attached hereto as Exhibit A.

Resolution 25-15 was moved by Commissioner Mehaffey, seconded by Commissioner Houghton, and was approved by a roll call vote of 11-0.

**Resolution 25- 15 - Executive Summary**

**Resolution:** Approving a Memorandum of Agreement between the Delaware River and Bay Authority and the Township of Lower Concerning the Widening of Beach Drive Between Lincoln Boulevard and the David Douglass, Sr. Memorial Park and the Construction of a Pedestrian Walkway Along Beach Drive.

**Committee:** Projects

**Committee/  
Board Date:** March 18, 2025

**Purpose and Background for Resolution:**

Lower Township is in the process of renovating David Douglass, Sr. Memorial Park. The Authority has plans to widen and repave a portion of Beach Drive. The relocation of underground utility lines would be beneficial to both the Authority and Lower Township. Subject to both parties receiving necessary funding and permits, the MOA outlines the responsibilities of each party for completing portions of the work necessary to relocate utilities and install streetlights. All work is anticipated to be completed by the end of 2028.

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**RESOLUTION 25-16 – APPOINTMENT OF EXECUTIVE DIRECTOR OF THE DELAWARE RIVER AND BAY AUTHORITY**

WHEREAS, Rashad Taylor, currently Deputy Chief of Staff for Governor Matt Meyer, has been recommended for the position of Executive Director of the Authority; and

WHEREAS, the Commissioners of the Authority have determined Mr. Taylor is fully qualified to serve as Executive Director of the Authority.

NOW, THEREFORE, BE IT RESOLVED that Rashad Taylor is hereby appointed Executive Director of the Authority effective as of April 2, 2025, and in that regard is authorized, on behalf of the Authority, to exercise all of the powers and fulfill all of the duties of the Executive Director as of that date.

Resolution 25-16 was moved by Commissioner Houghton, seconded by Commissioner Ratchford, and was approved by a roll call vote of 11-0. Chairman Ransome congratulated Mr. Rashad Taylor as newly appointed Executive Director of the Authority.

**Resolution 25-16 – Executive Summary Sheet**

**Resolutions:** Authorizing an Offer of Employment  
**Committee:** None  
**Committee Date:** None  
**Board Date:** March 18, 2025  
**Purpose of Resolution:** Resolution 25-16 formally authorizes the Board of Commissioners to appoint a new Executive Director of the Authority.

**Background for Resolution:** In accordance with Authority By-Laws, Article II, Subsection 2, the Commissioners shall have the authority for the appointment of the Executive Director. Employment action for Executive Director is authorized by Resolution of the Commissioners.

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12416. EXECUTIVE DIRECTOR’S COMMENTS

The Executive Director discussed the emotional event at Calvary Church. The ED displayed a picture of the honoree Trinity Ransome and discussed her impressive resume. The next picture presented Captain Theresa Claiborne, the first black female pilot in the United State Air Force. The Event took place at Del-State University Ms. Claiborne retold her story of determination, excellence and achievement to an audience of students and community leaders. The next picture Commissioner “Becki” Wilson was honored with the Lois Smith Tribute Award at the NAACP Cape May County 5<sup>th</sup> Annual Freedom Fund Gala at the Wildwood Convention Center.

Upcoming Events

Employee Appreciation Luncheon Kevin Hogan Café, Julia Building  
Tues, April 15, 2025 – Board of Commissioners Meeting, 10 am – James Julian Board Room

The Executive Director thanked everyone and discussed the accomplishments of the Authority for the past 8 years. He stated it has truly been an honor to be part of the DRBA family and never worked with so many talented and professional individuals. The Executive Director looks forward to witnessing the new and exciting accomplishments in the future that Rashad Taylor will bring the DRBA. The Executive Director is thankful for Rashad Taylor carrying the torch and working with outstanding people.

Chairperson Ransome thanked Mr. Cook for his leadership as Executive Director during the past eight years. He recognized Mr. Cook's contributions to the Authority and enjoyed working with him. Chairperson Ransome wished Tom Cook the best of luck going forward. Deputy Executive Director Ceil Smith acknowledged Mr. Cook's leadership and commitment to the DRBA. Commissioners Carey and Faust thanked Mr. Cook for his leadership, friendship, and his many positive attributes. Commissioner Ratchford expressed his appreciation for the boundless energy and integrity exhibited by Mr. Cook during his many years of public service for the State of Delaware. Commissioner Houghton acknowledged Mr. Cook's approach to public policy and thanked him for his long-term friendship. Commissioner Wilson thanked Mr. Cook for all his contributions to the DRBA. Commissioner Collins characterized Mr. Cook as an unflappable, humorous and servant leader. The Vice-Chairperson thanked Mr. Cook and mentioned his appreciation to Commissioner Wilson for her leadership regarding Cape May Airport.

Upcoming Events

Employee Appreciation Luncheon Kevin Hogan Café, Julia Building

Tues, April 15, 2025 – Board of Commissioners Meeting, 10 am – James Julian Board Room

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12417. COMMISSIONERS PUBLIC FORUM

Chairperson Ransome called for comments from the Commissioners.

With no additional forthcoming comments, a motion to adjourn the Board meeting at 12:19 p.m. was made by Commissioner Mehaffey, seconded by Commissioner Collins, and approved by a voice vote of 11-0.

Respectfully submitted,

**THE DELAWARE RIVER AND BAY AUTHORITY**

James Salmon  
Assistant Secretary