

DELAWARE RIVER AND BAY AUTHORITY

ECONOMIC DEVELOPMENT COMMITTEE MEETING

Tuesday, March 16, 2021

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Economic Development Committee Meeting was conducted via Zoom on Tuesday, March 16, 2021 from the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners of Delaware

Committee Chair Ford
Commissioner Carey, Comm. Member
Commissioner Ratchford, Comm. Member
Commissioner Decker
Commissioner Faust

Vice-Chairperson Lathem

Michael Houghton – DE

Governors' Representatives

Albert Shields, Delaware

Staff

Tom Cook
Steve Williams
Victor Ferzetti
Steve Williams
Vince Meconi
Charlotte Crowell
Gerry Owens
Jim Salmon
TJ Murray
Michelle Griscom
Tara Donofrio
Michele Pyle
Rhona Bronson
Heath Gehrke

Commissioners of New Jersey

Committee Vice-Chair Ransome
Commissioner Wilson, Comm. Member
Vacant
Commissioner McCann
Commissioner Smith

Chairperson Hogan

Phillip Norcross - NJ

Governors' Representatives

Rudy Rodas, New Jersey

Guests

George Chmael II from Council Fire LLC
Michael Shuman from Council Fire LLC
Katherine Betterly, Esq.
Morris, Nichols, Arsht & Tunnell

1. Vice-Chair Ransome opened the Economic Development Committee meeting at approximately 11:25 a.m. The Deputy Executive Director (DED) reported that the public meeting of the Economic Development Committee had been duly noticed in accordance with the Authority's Freedom of Information Regulations, read the Statement of Notice, and called the roll.

2. Vice-Chair Ransome called for a motion to accept the Economic Development Committee Minutes from February 16, 2021. Commissioner Ratchford made a motion, Commissioner Faust seconded, and the Committee Minutes were accepted.

3. Resolutions:

RESOLUTION 21-07 - LEASE AMENDMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND CAPE MAY BREWING LLC

After discussions, Commissioner Carey made a motion, Commissioner Wilson, seconded, and the Economic Development Committee recommended forwarding Resolution 21-07 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the meeting later today.

RESOLUTION 21-08 - AUTHORIZES A LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND SMITH & JACKSON MILITARY ANTIQUES AND FIREARMS, LLC AT THE MILLVILLE AIRPORT

After discussions, Commissioner McCann made a motion, Commissioner Wilson, seconded, and the Economic Development Committee recommended forwarding Resolution 21-08 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the meeting later today.

3. Discussion Items:

- CMLF Economic Impact Presentation (Attached) Staff/Council Fire

4. Meeting Adjournment Chairperson Ford

With no further business to discuss, Vice-Chair Ransome adjourned the Economic Development Committee at 11:46 a.m.

DELAWARE RIVER AND BAY AUTHORITY

BUDGET & FINANCE COMMITTEE MEETING

Tuesday, March 16, 2021

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Budget & Finance Committee Meeting was conducted via Zoom on Tuesday, March 16, 2021 from the Delaware Memorial Bridge Complex, New Castle, Delaware

Commissioners of New Jersey

Committee Chair McCann
Commissioner Smith, Committee Member
Commissioner Wilson, Committee Member
Commissioner Ransome
Vacant

Chairperson Hogan

Phil Norcross - NJ

Governors' Representatives

Rudy Rodas – New Jersey

Staff

Tom Cook
Steve Williams
Victor Ferzetti
Vince Meconi
Charlotte Crowell
Gerry Owens
Jim Salmon
TJ
Murray
Tara Donofrio
Michelle Pyle
Heath Gehrke

Commissioners of Delaware

Committee Vice-Chair Decker
Commissioner Ford, Committee Member
Commissioner Ratchford, Committee Member
Commissioner Faust
Commissioner Carey

Vice-Chairperson Lathem

Michael Houghton - DE

Governor's Representatives

Albert Shields - Delaware

Guests

1. Committee Chair McCann opened the Budget & Finance Committee meeting at approximately 11:46 a.m. The Deputy Executive Director (DED) reported that the public meeting of the Budget & Finance Committee had been duly noticed in accordance with the Authority's Freedom of Information Regulations, read the Statement of Notice, and called the roll.
2. Committee Chair McCann called for a motion to accept the Budget & Finance Committee Minutes from February 17, 2021. Commissioner Smith made a motion, Commissioner Wilson seconded, and the Committee Minutes were accepted.

3. Action Items:

RESOLUTION 21-06 - LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND EXIT ZERO HOSPITALITY, LLC AT THE CAPE MAY FERRY TERMINAL

The COO reviewed the terms of the agreement with the new food service vendor at the Cape May terminal. There were no questions or concerns with the proposed agreement, Commissioner Decker made a motion, Commissioner Ratchford seconded, and the Budget & Finance Committee recommended forwarding Resolution 21-06 to the full Board. The Resolution will be presented to the full Board for consideration at the meeting later today.

RESOLUTION 21-05 - AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2021 THROUGH DECEMBER 31, 2021

The CFO discussed the new items and vendors on the list and explained the various needs for each. The CFO noted that the Mobile Kitchen Rental was a six (6) month rental of a mobile kitchen to service food on the vessels since Exit Zero will be utilizing the existing kitchen per the previous resolution. After a brief discussion, Commissioner Decker made a motion, Commissioner Faust seconded, and the Budget & Finance Committee recommended forwarding Resolution 21-05 to the full Board. The Resolution will be presented to the full Board for consideration at the meeting later today.

4. Discussion Items:

- Bond Market/Refunding Update

The Chief Financial Officer (CFO) Victor Ferzetti reminding the Board of the discussions held January 2021, regarding a potential refinancing using taxable debt. Since that time interest rates have risen 60 basis points or about a 60% increase from around 100 bps in January. Staff members will start evaluating the next earliest option using a Forward Delivery in the Fall of 2021 and the CFO will return to the Board should this develop.

With no further business to discuss, Committee Chair McCann adjourned the Budget and Finance Committee at 11:50 a.m.

DELAWARE RIVER AND BAY AUTHORITY

PERSONNEL COMMITTEE MEETING

Tuesday March 16, 2021

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Personnel Committee Meeting was conducted via Zoom on Tuesday March 16, 2021 at the Delaware Memorial Bridge Complex, New Castle, Delaware.

New Jersey Commissioners

Committee Chair Smith
Commissioner Ransome, Committee Member
Commissioner McCann, Committee Member
Commissioner Wilson
Vacant

Chairman Hogan

Legal Counsel

Phil Norcross- NJ

Governors' Representatives

Rudy Rodas - NJ

Staff

Tom Cook
Steve Williams
Victor Ferzetti
Vince Meconi
Charlotte Crowell
Gerry Owens
Jim Salmon
Michele Pyle
Tara Donofrio
TJ Murray
Michelle Griscom
Rhona Bronson
Heath Gehrke

Delaware Commissioners

Committee Vice-Chair Carey
Commissioner Decker, Committee Member
Commissioner Faust, Committee Member
Commissioner Ratchford
Commissioner Ford

Vice Chairman Lathem

Mike Houghton - DE

Albert Shields -DE

Guests

Katherine Betterly, Esq.
Morris, Nichols, Arsht & Tunnell

1. Committee Chair Smith opened the Personnel Committee meeting at approximately 11:50 a.m. The Deputy Executive Director (DED) reported that the public meeting of the Personnel Committee had been duly noticed in accordance with the Authority’s Freedom of Information Regulations, read the Statement of Notice, and called the roll.
2. Committee Chair Smith called for a motion to accept the Personnel Committee Minutes from December 22, 2020. Committee Vice-Chair Carey made a motion, Commissioner Faust seconded, and the Committee Minutes were accepted.
3. Discussion Items
 - Executive Director reviewed Resolution 17-59

This resolution allows for the rehiring of experienced retirees as casual employees, when appropriate, without jeopardizing their retirement benefits. With its more seasonal operations, the Authority finds it difficult to attract a sufficient number of applicants leading to a risk of being under-staffed during peak periods. This shortage is most noticeable in the Marine Division where specialized licenses are required. The Executive Director presented an update on how rehiring retirees as casuals in the peak season has benefited the Authority in cost savings.

<u>Year</u>	<u># of Employees</u>	<u>Hours</u>	<u>Cost</u>	<u>Est. Outside Vendor Cost</u>	<u>Savings Realized</u>
2020	10	1,353	\$56,543	\$81,438	\$24,895
2019	8	1,905	\$88,922	\$112,330	\$23,408
2018	3	825	\$33,780	\$49,650	\$15,870
				Total Savings	\$64,173

- **Summary of the Organization**

The CHRO noted, as always, the HR Demographics are available for the Board’s individual review.

4. With no further business to discuss, Committee Chair Smith called for a motion to adjourn; Commissioner Decker made a motion, Commissioner McCann seconded and the Personnel Committee adjourned at 11:54 a.m.

DELAWARE RIVER AND BAY AUTHORITY

PROJECTS COMMITTEE MEETING

Tuesday, March 16, 2021

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Projects Committee Meeting was conducted via Zoom on Tuesday, March 16, 2021 from the Delaware Memorial Bridge Complex, New Castle, Delaware.

New Jersey Commissioners

Committee Chair Ransome

Commissioner McCann, Committee Member

Commissioner Wilson

Commissioner Smith

Vacant

Chairman Hogan

Legal Counsel

Phil Norcross– NJ

Governors' Representatives

Rudy Rodas – NJ

Staff

Tom Cook

Steve Williams

Victor Ferzetti

Vince Meconi

Charlotte Crowell

Gerry Owens

Michelle Warner

Jim Salmon

TJ Murray

Tara Donofrio

Michelle Griscom

Rhona Bronson

Heath Gehrke

Delaware Commissioners

Committee Vice-Chair Ratchford

Commissioner Ford, Committee Member

Commissioner Faust, Committee Member

Commissioner Decker

Commissioner Carey

Vice Chairman Lathem

Mike Houghton – DE

Albert Shields – DE

Guests

Katherine Betterly, Esq.

Morris, Nichols, Arsht & Tunnell

1. Committee Chair Ransome opened the Projects Committee meeting at 11:54 a.m.
2. Committee Chair Ransome called for a motion to accept the Projects Committee Minutes from January 21, 2021. Committee Vice Chair Ratchford made a motion, Commissioner Faust seconded, and the Committee Minutes were accepted.
3. Bid Openings:

) **CMLF-L21-01 – DRBA Lewes Ferry Terminal Signing Improvements**

A public bid opening was held on February 23, 2021, in which (2) bids were submitted.

The COO recommended awarding the contract, in the amount of \$207,777 to Collinson, Inc. of Glenmore, PA.

Committee Chair Ransome called for a motion to accept, to which Commissioner McCann made a motion, seconded by Commissioner Decker and the Projects Committee concurred with the recommendation to accept and authorized the action to be presented to the full Board at the March meeting later today.

) **DMB-19-22 – Weld Shop Ventilation Upgrades**

A public bid opening was held on February 23, 2021, in which (3) bids were submitted.

The COO recommended awarding the contract, in the amount of \$120,200 to Gaudelli Bros, Inc. of Millville, NJ.

Committee Chair Ransome called for a motion to accept, to which Commissioner Ford made a motion, seconded by Commissioner McCann and the Projects Committee concurred with the recommendation to accept and authorized the action to be presented to the full Board at the March meeting later today.

) **DMB-21-01 – Administration Building Chiller Pump Replacement**

A public bid opening was held on February 23, 2021, in which (5) bids were submitted.

The COO recommended awarding the contract, in the amount of \$260,000 to Gaudelli Bros, Inc. of Millville, NJ.

Committee Chair Ransome called for a motion to accept, to which Commissioner Ford made a motion, seconded by Commissioner McCann and the Projects Committee concurred with the recommendation to accept and authorized the action to be presented to the full Board at the March meeting later today.

4. Contractor Payment Reviews:

The COO reviewed for the Committee the monthly construction contractor payments to be made for the work completed through February, 2021. The DRBA had (9) payments totaling approximately \$4.8 million for projects at the bridge, ferry, and airports.

5. Discussion Items

) **Construction Projects Progress**

The monthly construction highlights report was previously presented via email to the Commissioners to which no discussion, nor questions, were raised at this time. Commissioner Wilson noted her appreciation to the COO for the monthly reports to which Chairman Ransome agreed the COO and his team due an excellent job of keeping the board informed.

6. With no further business to discuss, Committee Chair Ransome called for a motion to adjourn; Commissioner Faust made a motion and Commissioner McCann seconded, and the Projects Committee adjourned at 11:58 a.m.