

DELAWARE RIVER AND BAY AUTHORITY

PERSONNEL COMMITTEE MEETING

Tuesday, October 16, 2018

Gallery of the Cape May Terminal

Cape May, New Jersey

A public meeting of The Delaware River and Bay Authority's Personnel Committee Meeting was held on Tuesday, October 16, 2018 at the Gallery of the Cape May Terminal, Cape May, New Jersey.

Commissioner of New Jersey

Committee Chair Smith

Commissioner Ransome, Committee Member

Commissioner McCann, Committee Member

Commissioner Wilson

Commissioner Bennett

Commissioners of Delaware

Committee Vice-Chair Lathem

Commissioner Decker, Committee Member

Commissioner Carey, Committee Member

Commissioner Ratchford

Commissioner Ford

Legal Counsel

John Devlin – NJ

Mike Houghton – DE

Governors' Representatives

Craig Ambrose – NJ

Staff

Tom Cook

Steve Williams

Victor Ferzetti

Vince Meconi

Charlotte Crowell

Gerry Owens

Jim Salmon

TJ Murray

Michelle Hammel

Caroline Walker

Michele Pyle

Tara Donofrio

Alyona Stakhovskaya

Sergio Ferraro

Heath Gehrke

Guests

William Cook, Esq., Brown & Connery, LLC

Ed Ramsey

Randolf Brolo

1. Committee Chair Smith opened the Personnel Committee meeting at approximately 10:16am. 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 September 18, 2018. Commissioner Lathem made a motion, Commissioner Decker seconded, and the Committee Minutes were accepted.
3. Committee Chair Smith requested an Executive Session closed to the public to discuss matters of a confidential nature. A motion was made by Commissioner Lathem seconded by Commissioner McCann, and the Session was closed.

The following matters of a confidential nature were discussed:

- LITIGATION MATTERS
- PERSONNEL MATTERS

With no further business to discuss in Executive Session, a motion to open the meeting to the public was made by Commissioner Ransome, seconded by Commissioner Carey and the Session was opened to the public.

4. The Personnel Committee returned to public session and the following discussion item was considered:

- **Resignation of Chief Engineer**

Commissioner McCann made a motion, Commissioner Decker seconded, for the DRBA to proceed with the recruiting process for the Chief Engineer due to the resignation of the current Chief Engineer, effective January, 2019.

5. Action Items:

- **RESOLUTION 18-40 - AUTHORIZES MODIFICATIONS TO THE BENEFITS PLAN DESIGN**

After discussion, Commissioner Lathem made a motion, Commissioner Ransome seconded, and the Personnel Committee recommended forwarding the Resolution to the full Board for approval. The Resolution will be presented to the full Board for consideration at the October meeting later today.

5. With no further business to discuss, Commissioner Decker made a motion to adjourn seconded by Commissioner Lathem and the Personnel Committee adjourned at 11:07am.

DELAWARE RIVER AND BAY AUTHORITY

BUDGET & FINANCE COMMITTEE MEETING

Tuesday, October 16, 2018

Gallery of the Cape May Terminal

Cape May, New Jersey

A public meeting of The Delaware River and Bay Authority's Budget & Finance Committee Meeting was held on Tuesday, October 16, 2018 in the Gallery at the Cape May Terminal, Cape May, New Jersey

Commissioner of New Jersey

Committee Chair Bennett

Commissioner Smith, Committee Member

Commissioner Wilson, Committee Member

Commissioner Ransome

Commissioner McCann

Commissioners of Delaware

Committee Vice-Chair Decker

Commissioner Ratchford, Committee Member

Commissioner Ford, Committee Member

Commissioner Lathem

Commissioner Carey

Chairperson Hogan

Vice-Chairperson Lowe

Legal Counsel

John Devlin – NJ

Mike Houghton – DE

Governors' Representatives

Craig Ambrose – NJ

Staff

Tom Cook

Steve Williams

Victor Ferzetti

Vince Meconi

Charlotte Crowell

Gerry Owens

Jim Salmon

TJ Murray

Michelle Hammel

Caroline Walker

Tara Donofrio

Michele Pyle

Heath Gehrke

Sergio Ferrero

Alyona Stakhovskaya

Guests

Ed Ramsey

Randolf Brolo

1. Committee Chair Bennett opened the Budget & Finance Committee meeting at approximately 11:08 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 Bennett called for a motion to accept the Budget & Finance Committee Minutes from September 18, 2018. Commissioner Smith made a motion, Commissioner Ford seconded, and the Committee Minutes were accepted.
3. Action Items:
 - **RESOLUTION 18-38 – AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2018 THROUGH DECEMBER 31, 2018**

The Chief Financial Officer (CFO) presented and reported on the Over \$25,000 list highlighting several vendors. The Authority will be utilizing a professional auditor and tax specialist, Grant Thornton, to perform a full Payroll Operational review as well as deliver general tax consulting services. The Authority will be utilizing a temporary staffing firm, Integrity Staffing Services, on as-needed basis to supply HR personnel. Due to both unforeseen circumstances and employee retirements, several positions are currently vacant. Temporary staffing is occasionally used to bridge the gap during these times. The Authority stores and dispenses gasoline at the DMB Complex for use in Authority-owned vehicles and equipment. The price-per-gallon of gasoline is competitively awarded according to the county and the capacity of the tank in which the fuel will be stored. PAPCO holds the state contract to provide reformulated gasoline to 5,000+ gallon tanks within New Castle County.

After a brief discussion, Commissioner Decker made a motion, Commissioner Ratchford seconded, and the Budget & Finance Committee recommended forwarding the Resolution to the full Board for approval. The Resolution will be presented to the full Board for consideration at the October meeting later today.

4. Discussion Items:

- Preliminary 2019 Operating Budget

The CFO presented and reported on the 2019 Preliminary Operating Budget highlighting increases and decreases for 2019. The CFO reported that the 3.7% increase in Full Time Wage is comprised of 1.1% for under budgeted 2018 wage and shift differential costs, plus an increase of 2.6% for wage increases in 2019. The 1.1% increase in the All Other Wage category is primarily due to police OT costs for special events at the ferry. The CFO noted vessel fuel has increased \$640,000 due to higher fuel cost. The CFO also advised of OPEB benefits increasing 2.2% without assumption changes. The CFO noted the advice of Dave Boomershine, actuarial consultant for the

Authority, is to implement the changes. Vice-Chairperson Lowe requested presence of the actuaries and auditors at the November meeting to discuss the matter further. The CFO highlighted the purposes of the other areas of increase as well as the decreases within the operating budget such as insurance and the dental plan. The CFO reported the Preliminary Operating Budget for 2019 of \$89,202,160 reflects an increase of 3% over the 2018 Adopted Budget without OPEB assumption changes and 4.1% or \$90.1MM with assumption changes.

- 2018 Nine Month Review of Traffic, Revenue & Expenditures

The CFO reported that overall commercial traffic at the bridge has increased just under 6% and non-commercial had a decrease of 1%. The CFO also reported Ferry traffic has decreased 2%. The CFO noted overall traffic for the month of September likely reflects the impact of hurricane and excessive rain conditions. Regarding revenue, the CFO reported revenue projects are in line for all operations for the exception of Other Income due to E-ZPass fee income associated with the new contract.

5. Committee Chair Bennett requested an Executive Session closed to the public to discuss matters of a confidential nature. A motion was made by Commissioner Wilson, seconded by Commissioner Ford, and the Session was closed.

The following matters of a confidential nature were discussed:

- LONG RANGE PLANNING ALTERNATIVES

With no further business to discuss in Executive Session, a motion to open the meeting to the public was made by Commissioner Decker, seconded by Commissioner Smith, and the Session was opened to the public.

6. Additional Discussion Item:

- Toll Structure

Commissioner Decker raised several issues pertaining to capital improvements being delayed due to the need for a new toll structure. Commissioner Decker requested the CFO to provide a cost analysis regarding tariffs and interest rates due to the delay. The ED provided the committee with a history of toll rates at the DRBA noting the last increase occurred in 2011. After a brief discussion, the Commissioners decided to request staff to provide them with possible public meeting dates in both Delaware and New Jersey the week of December 3rd to receive the proper feedback from the public regarding any proposed changes. The ED advised the Commissioners that a presentation will be shown at the November meeting outlining what would be shown to the public if those meeting dates are agreed upon by the Commissioners.

7. With no further business to discuss, Committee Chair Bennett made a motion to adjourn and the Budget & Finance Committee adjourned at 12:24 p.m.

DELAWARE RIVER AND BAY AUTHORITY

ECONOMIC DEVELOPMENT COMMITTEE MEETING

Tuesday, October 16, 2018

Gallery of the Cape May Terminal

Cape May, New Jersey

A public meeting of The Delaware River and Bay Authority's Economic Development Committee Meeting was held on Tuesday, October 16, 2018 at the Gallery of the Cape May Terminal, Cape May, New Jersey.

Commissioner of New Jersey

Committee Vice-Chair Ransome

Commissioner Bennett, Committee Member

Commissioner Wilson, Committee Member

Commissioner McCann

Commissioner Smith

Commissioners of Delaware

Committee Chair Ford, Chair

Commissioner Ratchford, Committee Member

Commissioner Carey, Committee Member

Commissioner Lathem

Commissioner Decker

Legal Counsel

Phil Norcross – NJ

Mike Houghton – DE

Governors' Representatives

John Devlin – NJ

Staff

Tom Cook

Steve Williams

Victor Ferzetti

Vince Meconi

Charlotte Crowell

Gerry Owens

Jim Salmon

TJ Murray

Michelle Hammel

Caroline Walker

Michele Pyle

Tara Donofrio

Alyona Stakhovskaya

Sergio Ferraro

Heath Gehrke

Guests

Ed Ramsey

Randolf Brolo

1. Committee Chair Ford opened the Economic Development Committee meeting at approximately 12:23pm. 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. Committee Chair Ford called for a motion to accept the Economic Development Committee Minutes from September 18, 2018. Commissioner Ransome made a motion, Commissioner Ratchford seconded, and the Committee Minutes were accepted.

3. Action Items:

- **RESOLUTION 18-39 - LEASE TERMINATION AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND BILL STERRITT NJ LIMITED LIABILITY COMPANY. D/B/A AERODOME.**

The Deputy Executive Director (DED) presented the lease termination with Bill Sterritt D/B/A Aerodome at Cape May Airport Industrial Park. It is a 1500 square foot space in which Mr. Sterritt would like to terminate on November 30, 2018. The DED does not feel this would be a hardship to the Delaware River and Bay Authority due to the waiting list to occupy this space. The CFO noted there is one prospect in particular that is highly interested. Commissioner Ratchford inquired if this would create a financial loss to the DRBA; CFO does not suspect it would do so.

Commissioner Ransome made a motion, Commissioner Ratchford seconded, and the Economic Development Committee recommended forwarding the Resolution to the full Board for approval. The Resolution will be presented to the full Board for consideration at the Oct meeting later today.

4. Committee Chair Ford requested an Executive Session closed to the public to discuss matters of a confidential nature. A motion was made by Commissioner Wilson seconded by Commissioner Ransome, and the Session was closed.

The following matters of a confidential nature were discussed:

- **Lease Negotiations**

With no further business to discuss in Executive Session, a motion to open the meeting to the public was made by Commissioner Carey, seconded by Commissioner Ransome and the Session was opened to the public

5. With no further business to discuss, Commissioner Ford made a motion to adjourn and the Economic Development Committee adjourned at 12:40 pm.

DELAWARE RIVER AND BAY AUTHORITY

PROJECTS COMMITTEE MEETING - PUBLIC SESSION

Tuesday, October 16, 2018

Gallery of the Cape May Terminal
North Cape May, NJ

A public meeting of The Delaware River and Bay Authority's Projects Committee Meeting was held on Tuesday, October 16, 2018 at the Gallery on the Cape May Terminal, North Cape May, NJ.

Commissioner of New Jersey

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

Chairman Hogan

Legal Counsel

John Devlin – NJ

Governors' Representatives

Craig Ambrose – NJ

Staff

Tom Cook
Steve Williams
Victor Ferzetti
Vince Meconi
Charlotte Crowell
Gerry Owens
Jim Salmon
Heath Gehrke
TJ Murray
Michelle Hammel
Sergio Ferraro
Caroline Walker
Tara Donofrio
Michele Pyle
Alyona Stakhovskaya

Commissioners of Delaware

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

Vice Chairman Lowe

Mike Houghton – DE

Guests

Ed Ramsey
Randolf Brolo

1. Committee Chair Ransome opened the Projects Committee meeting at 12:40 p.m.
2. Committee Chair Ransome called for a motion to accept the Projects Committee Minutes from September 18, 2018. Commissioner Ratchford made a motion, Commissioner Lathem seconded, and the Committee Minutes were accepted.
3. Resolutions: NONE
4. Bid Opening: NONE
5. Contract Close-Out Actions:
 - CMLF-18-01 DRY-DOCKING AND REPAIRS M/V NEW JERSEY

The title of the close-out describes what work was performed for the Authority. The final contract amount is \$3,390,441.37. The COO recommended close-out of the contract and final payment to GMD Shipyard of Brooklyn, N.Y.

Committee Chair Ransome called for a motion, Commissioner McCann made a motion, seconded by Commissioner Bennett and the Projects Committee concurred with the recommendation and authorized the close-out actions to be presented to the full board at the October meeting later today.
6. Contractor Payment (through September): The COO reviewed for the Committee the monthly construction contractor payments to be made for the work completed through September.
7. Miscellaneous Items/Updates: NONE
8. With no further business to discuss, Committee Chair Ransome made a motion to adjourn seconded by Commissioner Ratchford and the Projects Committee adjourned at 12:43 p.m.