

# **DELAWARE RIVER AND BAY AUTHORITY**

## **BUDGET & FINANCE COMMITTEE MEETING**

Wednesday, June 22, 2022

Delaware Memorial Bridge Complex

New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Budget & Finance Committee Meeting was held on Wednesday, June 22, 2022, from the Delaware Memorial Bridge Complex, New Castle, Delaware.

### **Commissioners of New Jersey**

Committee Chair McCann - absent

Commissioner Smith, Comm. Member

Commissioner Wilson, Comm. Member via: Zoom

Commissioner Ransome

Commissioner Baldini

Chairperson Hogan

Phillip Norcross – NJ

### **Governors' Representatives**

Janice Venables – New Jersey

### **Staff**

Tom Cook

Steve Williams

Victor Ferzetti

Vince Meconi

Charlotte Crowell

Gerry Owens

Michelle Warner

Jim Salmon

TJ Murray

Tara Donofrio

Michelle Griscom

Michelle Pyle

### **Commissioners of Delaware**

Committee Vice-Chair Decker via: Zoom

Commissioner Ratchford, Comm. Member

Commissioner Becker, Comm. Member

Commissioner Faust

Commissioner Carey via: Zoom

Vice-Chairperson Lathem

Michael Houghton - DE

### **Governor's Representatives**

### **Guests**

1. Committee Member Smith opened the Budget & Finance Committee meeting at approximately 11:25 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 Information Regulations, read the Statement of Notice, and called the roll.

2. Committee Member Smith called for a motion to accept the Budget & Finance Committee Minutes from May 17, 2022. Commissioner Ratchford made a motion, Commissioner Wilson, seconded, and the Committee Minutes were accepted.

3. Action Items:

**Resolution 22-24 – Authorizing Authority Expenditures Pursuant to Resolution 01-84 for the Period, January 1, 2022 through December 31, 2022**

The CFO presented the Resolution with no questions, Commissioner Ratchford made a motion, Commissioner Wilson seconded, and the Budget & Finance Committee recommended forwarding Resolution 22-24 to the full Board. The Resolution will be presented to the full Board for consideration at the June meeting later today.

**Resolution 22-25 – Authorizes Acceptance of Funds from the Federal Transit Administration American Rescue Plan Additional Assistance Funding Grant Program**

The CFO commended CMLF Director Heath Gehrke for his part in obtaining this grant to help address Covid related operating losses at the Ferry. The Resolution acknowledges acceptance of the grant award and with no questions, Commissioner Ratchford made a motion, Commissioner Decker seconded, and the Budget & Finance Committee recommended forwarding Resolution 22-25 to the full Board. The Resolution will be presented to the full Board for consideration at the June meeting later today.

With no further business to discuss, Committee Member Smith adjourned the Budget and Finance Committee 11:31 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**ECONOMIC DEVELOPMENT COMMITTEE MEETING**

**Wednesday, June 22, 2022**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority’s Economic Development Committee Meeting was held on Wednesday, June 22, 2022, from the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners of Delaware

Committee Chair Ratchford  
Commissioner Carey, Comm. Member  
via: Zoom  
Commissioner Becker, Comm. Member  
Commissioner Decker – via: Zoom  
Commissioner Faust

Vice-Chairperson Lathem

Michael Houghton – DE

Governors’ Representatives

Staff

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

Commissioners of New Jersey

Committee Vice-Chair Baldini  
Commissioner Wilson, Comm. Member  
via: Zoom  
Commissioner Ransome, Comm. Member  
Commissioner McCann - absent  
Commissioner Smith

Chairperson Hogan

Phillip Norcross - NJ

Governors’ Representatives

Janice Venables, New Jersey

Guests

1. Committee Chair Ratchford opened the Economic Development Committee meeting at approximately 11:31 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. Committee Chair Ratchford called for a motion to accept the Economic Development Committee Minutes from May 17, 2022. Commissioner Carey made a motion, Commissioner Wilson seconded, and the Committee Minutes were accepted.

3. Resolutions:

**RESOLUTION 22-26 – LEASE AMENDMENT WITH PENTURBO AVIATION, INC. AT THE CAPE MAY AIRPORT**

The Deputy Executive Director presented the Resolution. With no further questions, Commissioner Becker made a motion, Commissioner Ransome, seconded, and the Economic Development Committee recommended forwarding Resolution 22- 26 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the June meeting later today.

**RESOLUTION 22-27 – LEASE AND EASEMENT AGREEMENTS WITH AT&T COMMUNICATIONS, INC., AND ITS AFFILIATES AT THE DELAWARE MEMORIAL BRIDGE**

The Deputy Executive Director presented the Resolution. With no further questions, Commissioner Becker made a motion, Commissioner Ransome, seconded, and the Economic Development Committee recommended forwarding Resolution 22- 27 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the June meeting later today.

Committee Chair Ratchford adjourned the Economic Development Committee at 11:41 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**PERSONNEL COMMITTEE MEETING**

**Wednesday, June 22, 2022**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority’s Personnel Committee Meeting was held on Wednesday June 22, 2022, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

New Jersey Commissioners

Committee Chair Smith  
Commissioner Ransome, Committee Member

Commissioner McCann, Committee Member absent

Commissioner Wilson via: Zoom  
Commissioner Baldini

Chairman Hogan

Legal Counsel

Phil Norcross– NJ

Governors’ Representatives

Janice Venables – NJ

Staff

Tom Cook  
Steve Williams  
Victor Ferzetti  
Vince Meconi  
Charlotte Crowell  
Gerry Owens  
Jim Salmon  
Michelle Warner  
Michele Pyle  
Tara Donofrio  
TJ Murray  
Andy Houghton  
Kyle Bickhart

Delaware Commissioners

Committee Vice-Chair Carey via: Zoom  
Commissioner Decker, Committee Member via  
Zoom

Commissioner Faust, Committee Member  
Commissioner Becker  
Commissioner Ratchford

Vice Chairman Lathem

Mike Houghton – DE

Guests

1. Committee Chair Smith opened the Personnel Committee meeting at approximately 11:42 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 February 15, 2022. Commissioner Faust made a motion, Commissioner Wilson seconded, and the Committee Minutes were accepted.

3. Resolution

- **RESOLUTION 22-28** – Authorizes the Amendment to the Restated Delaware River and Bay Authority Employees' Retirement Plan, for Permanent Full-Time Employees hired on or after January 1, 2015.

After discussions, Committee Chair Smith called for a motion, Commissioner Decker made a motion, Committee Vice Chair Carey seconded, and the Personnel Committee recommended forwarding Resolution 22- 28 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the June meeting later today.

4. Discussion Items

The Chief Human Resources Officer (CHRO) noted the agenda item of a pilot program for a formal telework policy

- **Formal Telework Policy – Pilot Program**  
Consensus to proceed; it is to be noted that the Commission Chairman Hogan opposes this pilot program.
- **Staff Recommendations to Address Total Compensation for the Police Department**  
Commissioner Decker motioned for the Pension Plan Review Subcommittee of the Personnel Committee's recommendations report to be shared with the full board and the negotiating committee for their consideration and use; seconded by Commissioner Faust to which all were in favor.
- **Summary of the Organization**  
The CHRO noted, as always, the HR Demographics are available for the Board's individual review.

5. With no further business to discuss, Committee Chair Smith called for a motion to adjourn; Commissioner Decker made a motion, Commissioner Faust seconded, and the Personnel Committee adjourned at 11:48 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**PROJECTS COMMITTEE MEETING**

**Wednesday, June 22, 2022**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Projects Committee Meeting was conducted on Wednesday, June 22, 2022, from the Delaware Memorial Bridge Complex, New Castle, Delaware.

New Jersey Commissioners

Committee Chair Ransome  
Commissioner McCann, Comm. Member - absent  
Commissioner Baldini, Committee Member  
Commissioner Smith  
Commissioner Wilson via: Zoom

Chairman Hogan

Legal Counsel

Phil Norcross- NJ

Governors' Representatives

Janice Venables- NJ

Staff

Tom Cook  
Steve Williams  
Victor Ferzetti  
Vince Meconi  
Charlotte Crowell  
Gerry Owens  
Michelle Warner  
Michele Pyle  
Jim Salmon  
TJ Murray  
Tara Donofrio  
Andy Houghton  
Kyle Bickhart

Delaware Commissioners

Committee Vice-Chair Ratchford  
Commissioner Faust, Committee Member  
Commissioner Becker, Committee Member  
Commissioner Decker via: Zoom  
Commissioner Carey via: Zoom

Vice Chairman Lathem

Mike Houghton - DE

Guests

1. Committee Chair Ransome opened the Projects Committee meeting at 11:48 a.m.
2. Committee Chair Ransome called for a motion to accept the Projects Committee Minutes from May 17, 2022. Vice-Chair Ratchford made a motion, Commissioner Faust seconded, and the Committee Minutes were accepted.
3. Resolution
  - **RESOLUTION 22-29** – Authorizing the Execution of an Easement Agreement between the Delaware River and Bay Authority and the Lower Township Municipal Utility Authority (LTMUA).

After discussions, Committee Chair Ransome called for a motion, Commissioner Faust made a motion, Committee Vice Chair Ratchford seconded, and the Projects Committee recommended forwarding Resolution 22- 29 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the June meeting later today.

#### 4. Bid Openings

- **CMLF-L22-04 Toll Plaza Canopy Roof and Signage Rehabilitation at the Lewes Ferry Terminal**

A public bid opening was held on May 25, 2022, in which (2) bids were submitted.

The COO recommended awarding the contract, in the amount of \$927,745.00 to Noble Roofing & Sheet Metal, Inc.

- **CMLF-C22-04 Toll Plaza Canopy Roof and Signage Rehabilitation at the Cape May Ferry Terminal**

A public bid opening was held on May 25, 2022, in which (2) bids were submitted.

The COO recommended awarding the contract, in the amount of \$927,745.00 to Noble Roofing & Sheet Metal, Inc.

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- **DMB-21-23 Julia Building Roof Replacement & Atrium Skylight Structural Glass Roof Repair**

A public bid opening was held on May 25, 2022, in which (2) bids were submitted.

The COO recommended awarding the contract, in the amount of \$858,650.00 to Detwiler Roofing.

- **DMB-21-08 Lane Signal Indicators Replacement**

A public bid opening was held on May 24, 2022, in which (2) bids were submitted.

The COO recommended awarding the contract, in the amount of \$1,299,850.00 to McLean Contracting Co.

- **MIV-21-07 Building M-17 Roof Improvements**

A public bid opening was held on May 25, 2022, in which (3) bids were submitted.

The COO recommended awarding the contract, in the amount of \$524,745.00 to Noble Roofing & Sheet Metal Inc.

- **ILG-21-08 Building I-6000 Upgrades**

A public bid opening was held on May 24, 2022, in which (3) bids were submitted.

The COO recommended awarding the contract, in the amount of \$168,567.00 to L.J. Paolella Construction, Inc.

- **ILG-21-09 Building I-1011 Roof Improvements**

A public bid opening was held on June 2, 2022, in which (2) bids were submitted.

The COO recommended awarding the contract, in the amount of \$171,200.00 to Detwiler Roofing.

Committee Chair Ransome called for a motion to accept the (7) awards, to which Commissioner Becker made a motion, seconded by Commissioner Faust and Projects Committee concurred with the recommendation to accept and authorize the action to be presented to the full Board at the June meeting later today.

## 5. Contractor Payment Reviews:

The COO reviewed for the Committee the monthly construction contractor payment summary to be made for the work completed through May 2021 for (14) payments totaling approximately \$6 million for projects at the bridge, ferry, and airports.

## 6. Discussion Items

- **New Ferry Vessels**

Committee Chair Ransome reviewed the Committee's findings on the purchase of new ferry vessels. At this time, the Committee feels more research on finances and the objectives of the DRBA is needed. Therefore, no decision has been made. The initial recommendation for five 55-vehicle does not appear to be financially feasible. In addition, the pilots are not supporting the smaller vessels; they recommend the two 75/100 vehicle. A survey was conducted to which it was determined, 95% of the travelers do exit their vehicles while on the Ferry; therefore, the size is important. Finances are the deciding factor. Committee Chair feels two 75-vehicle ferries are the viable option.

Chairman Hogan expressed concern with ridership with the near-by New Jersey counties population declining. Co-Chair noted since most are vacationers, this should not affect it. The CFO reviewed the effects on the DRBA's credit rating with a diversion of funds from the bridges to the ferries; yet, if grants are obtained, this will soften the financial stress of the bridge itself. Commissioner Baldini inquired as to how much time is given to utilize the grants to which the COO noted 5 years. She also inquired if there is a fuel alternative to which the COO noted at this time, electric and solar are not an option as our facilities do not generate enough of neither. Commissioner Wilson inquired of the length of time to construct the ferries to which the COO noted 18 months for design plus 24 months for actual construction.

- **Construction Projects Progress**

The monthly construction highlights report was previously presented via email to the Commissioners. The COO asked if there were any questions on that report. There were none. The COO presented to the Board an informational handout on the DMB Deck Overlay Project. This will be shared with the public at the EZ Pass customer service desks, electronically to EZPass holders in addition to the various media outlets.

7. With no further business to discuss, Committee Chair Ransome called for a motion to adjourn; Commissioner Becker made a motion and Vice-Chair Ratchford seconded, and the Projects Committee adjourned at 12:36 p.m.