

**DELAWARE RIVER AND BAY AUTHORITY**

**BUDGET & FINANCE COMMITTEE MEETING**

**Wednesday, February 20, 2019**

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, February 20, 2019 at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioner of New Jersey

Committee Chair Bennett

Commissioner Smith, Committee Member

Commissioner Wilson, Committee Member – via phone

Commissioner Ransome

Commissioner McCann – via phone

Commissioners of Delaware

Committee Vice-Chair Decker – via phone

Commissioner Ratchford, Committee Member

Commissioner Ford, Committee Member – absent

Commissioner Lathem

Commissioner Carey – via phone

Chairperson Lowe

Vice-Chairperson Hogan

Phil Norcross – NJ

Mike Houghton – DE

Governors' Representatives

Brian Wilton, Deputy Chief Counsel-Director – NJ

Staff

Tom Cook

Steve Williams

Victor Ferzetti

Vince Meconi

Charlotte Crowell

Gerry Owens

Jim Salmon

Rick Arroyo

TJ Murray

Michelle Hammel

Caroline Walker

Tara Donofrio

Michele Pyle

John Sarro

Heath Gehrke

Joe Larotonda

Dave Hoppenjans

Guests

Jonathan Atwood – Chief of Staff for

Sen. Bob Andrzejczak

1. Committee Chair Bennett opened the Budget & Finance Committee meeting at approximately 9:02 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 January 15, 2019. Commissioner Ratchford made a motion, Commissioner Smith seconded, and the Committee Minutes were accepted.
3. Action Items:

- **RESOLUTION 19-01 – ADOPTS A REVISED TOLL SCHEDULE FOR THE DELWARE MEMORIAL BRIDGE**

The Chief Financial Officer (CFO) presented and highlighted the proposed toll rate structure including the creation of the E-ZPass passenger vehicle rate of \$4.75 and revision to the frequent traveler rate of \$2.25. The CFO noted an estimated impact of \$1.25 million reduced revenue from the last toll proposal for home agency E-Zpass transactions and \$350,000 impact for the Frequent Traveler rate adjustment. The CFO noted that the \$1.6 million loss in potential revenue triggered a modified CIP which Mr. Meconi will review in the Projects Committee. Overall, the revised toll structure will generate \$32 million in new revenue for the Authority.

Commissioner Ratchford made a motion, Commissioner Smith 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 February meeting later today.

- **RESOLUTION 19-02 – AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2019 THROUGH DECEMBER 31, 2019**

The CFO advised US Foods is no longer under state contract. The CFO discussed temporarily waiving procurement threshold for immediate purchases placing US Foods on the over 25 resolution. Staff will begin evaluating and identifying primary food sourcing needs and recommended creating a modified publicly bid criteria that will consider factors beyond the lowest bid by incorporating factors such as quality and ability to deliver food services. In addition, the CFO noted the desire of the food service department to identify local sourcing alternatives for items such as fresh produce, meats and other products. Commissioner Bennett noted his support for creating an approved list of alternative food sources. Staff will return with these action items for committee review as soon as possible.

Commissioner Smith 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 February meeting later today.

- **RESOLUTION 19-03 – ADOPTION OF A REVISED FARE SCHEDULE FOR THE CAPE MAY-LEWES FERRY TO INCREASE VEHICLE FARES, DECREASE PASSENGER FARES, AND TO INTRODUCE OTHER FARES SUCH AS” A “BLUE & RED” DISCOUNT FARE FOR FIRST RESPONDERS**

Commissioner Smith 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 February meeting later today.

4. With no further business to discuss, Committee Chair Bennett made a motion to adjourn and the Budget & Finance Committee adjourned at 9:12 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**PROJECTS COMMITTEE MEETING - PUBLIC SESSION**

**Wednesday, February 20, 2019**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Projects Committee Meeting was held on Wednesday, February 20, 2019 at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioner of New Jersey

Committee Chair Ransome  
Commissioner Bennett, Committee Member  
Commissioner McCann, Committee Member  
- via teleconference  
Commissioner Smith  
Commissioner Wilson – via teleconference

Commissioners of Delaware

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

Vice Chairman Hogan

Chairman Lowe

Legal Counsel

Phil Norcross – NJ

Mike Houghton – DE

Governors' Representatives

Brian Wilton, Deputy Chief Counsel-Director – NJ

Staff

Tom Cook  
Steve Williams  
Victor Ferzetti  
Vince Meconi  
Charlotte Crowell  
Gerry Owens  
Jim Salmon  
Rick Arroyo  
TJ Murray  
Michelle Hammel  
Michele Pyle  
Tara Donofrio  
Caroline Walker  
John Sarro  
Heath Gehrke  
Dave Hoppenjans

Guests

Jonathan Atwood – Chief of Staff for  
Sen. Bob Andrzejczak

1. Committee Chair Ransome opened the Projects Committee meeting at 9:37 a.m.
2. Committee Chair Ransome called for a motion to accept the Projects Committee Minutes from January 15, 2019. Commissioner Lathem made a motion, Commissioner Ratchford seconded, and the Committee Minutes were accepted.
3. Resolutions:

- **RESOLUTION 19-06 – Authorizes an Agreement between the Delaware River and Bay Authority and S.T. Hudson Engineers, Inc. to provide general engineering consulting services for Cape May Lewes Ferry and Forts Ferry Crossing.**

The purpose of this Resolution is to authorize an agreement between the Authority and S.T. Hudson Engineers, Inc. of Cherry Hill, NJ for detailed engineering design. S.T. Hudson was the higher ranked of the two applicants. The contract will be for 4 years with an option to renew for 1 additional year.

After discussion, Committee Vice Chair Ratchford made a motion, Commissioner Bennett seconded, and the Committee recommended forwarding the Resolution to the full Board for approval. The Resolution will be presented to the full Board for consideration at the February meeting later today.

- **RESOLUTION 19-07 – Replacing resolution 18-52 and modifying the Delaware River and Bay Authority's 2019 Capital Improvement Program (CIP)**

The purpose of this Resolution is to repeal Resolution 18-52 and authorize adoption of a modified Delaware River and Bay Authority 2019 Capital Improvement Program (CIP) investment proposal, in the amount of \$84,810,000.00 in Authority Funds and \$19,265,000.00 in external funds, for a total of \$104,075,000.00.

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

4. Bid Openings: NONE

5. Contract Close-Out Actions: NONE

6. Contractor Payment Review:

The COO reviewed for the Committee the monthly construction contractor payments to be made for the work completed through January 2019. DRBA had 8 payments totaling approximately \$1.5 million for projects at the bridge, ferry and four airports.

7. Discussion Items:

8. With no further business to discuss, Committee Chair Bennett made a motion to adjourn, Commissioner Lathem seconded, and the Projects Committee adjourned at 9:40 am.

**DELAWARE RIVER AND BAY AUTHORITY**

**PERSONNEL COMMITTEE MEETING**

**Wednesday, February 20, 2019**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Personnel Committee Meeting was held on Tuesday, February 20, 2019 at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioner of New Jersey

Committee Chair Smith

Commissioner Ransome, Committee Member

Commissioner McCann, Committee Member  
- via teleconference

Commissioner Wilson - via teleconference

Commissioner Bennett

Chairman Hogan

Legal Counsel

Phil Norcross – NJ

Commissioners of Delaware

Committee Vice-Chair Lathem

Commissioner Decker, Committee Member  
via - teleconference

Commissioner Carey, Committee Member  
- via teleconference

Commissioner Ratchford

Commissioner Ford - absent

Vice Chairman Lowe

Mike Houghton – DE

Governors' Representatives

Brian Wilton, Deputy Chief Counsel-Director – NJ

Staff

Tom Cook

Steve Williams

Victor Ferzetti

Vince Meconi

Charlotte Crowell

Gerry Owens

Jim Salmon

TJ Murray

Rick Arroyo

Michelle Hammel

Caroline Walker

Michele Pyle

Tara Donofrio

Heath Gehrke

John Sarro

Dave Hoppenjans

Guests

Jonathan Atwood – Chief of Staff for

Sen. Bob Andrzejczak

Randolf Brolo

1. Committee Chair Smith opened the Personnel Committee meeting at approximately 9:40 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 January 15, 2019. Commissioner Lathem made a motion, Commissioner Carey 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 Ransome, 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 Lathem, seconded by Commissioner McCann and the Session was opened to the public

4. Action Items:

- **RESOLUTION 19-05 – ADOPTS REVISIONS to the Police Department's Rules and Regulations Manual**  
The purpose of these additions and revisions is to align with the Police Department's business operations and administration procedures as well as with the Delaware Policeman's Bill of Rights and CALEA standards. This resolution includes the recommendation for future regulations to be presented to the Personnel Committee, approved by the consensus of the Board and not through a resolution. CHRO presented a summary of the revisions to the manual.

After discussion, Commissioner McCann made a motion, Commissioner Carey 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 February meeting later today.

5. Discussion Items: NONE

6. With no further business to discuss, Committee Chair Ransome made a motion to adjourn, Commissioner Lathem seconded, and the Personnel Committee adjourned at 9:50 am.



**DELAWARE RIVER AND BAY AUTHORITY**

**ECONOMIC DEVELOPMENT COMMITTEE MEETING**

**Wednesday, February 20, 2019**

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 Tuesday, February 20, 2019 at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioner of New Jersey

Committee Vice-Chair Ransome

Commissioner Bennett, Committee Member

Commissioner Wilson, Comm. Member - telephone

Commissioner McCann - telephone

Commissioner Smith - telephone

Vice-Chairperson Hogan

Legal Counsel

Phil Norcross – NJ

Commissioners of Delaware

Committee Chair Ford, Chair - absent

Commissioner Ratchford, Committee Member

Commissioner Carey, Comm. Member - telephone

Commissioner Lathem

Commissioner Decker - telephone

Chairperson Lowe

Mike Houghton – DE

Governors' Representatives

Brian Wilton, Deputy Chief Counsel-Director – 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

John Sarro

Dave Hoppenjans

Joe Laratonda

Heath Gehrke

Guests

Jonathan Atwood – Chief of Staff for

Bob Andrzejczak

1. Committee Vice-Chairperson Ransome opened the Economic Development Committee meeting at approximately 9:50 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. Commissioner Vice-Chair Ransome called for a motion to accept the Economic Development Committee Minutes from January 15, 2019. Commissioner Lowe made a motion, Commissioner Bennett seconded, and the Committee Minutes were accepted.
3. Action Items:

- **RESOLUTION 19-04 AMEND THE GROUND LEASE BETWEEN THE COUNTY OF NEW CASTLE AND THE DELAWARE RIVER & BAY AUTHORITY RELATING TO THE NEW CASTLE AIRPORT**

Committee Vice-Chair Ransome made a motion, Commissioner Bennett, seconded, and the Economic Development Committee recommended forwarding Resolution 19-04 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the February meeting later today.

With no further business to discuss, Committee Vice-Chair Ransome adjourned the Economic Development Committee at 9:53 a.m.