

**MINUTES OF MEETING  
THE DELAWARE RIVER AND BAY AUTHORITY  
James Julian Board Room  
New Castle, Delaware  
Tuesday, January 15, 2019**

The meeting convened at 11:50 a.m. with Chairperson Hogan presiding.

Chairperson Hogan called upon Commissioner Lathem to give the opening prayer. The opening prayer was given by Commissioner Lathem, followed by the Pledge of Allegiance.

Chairperson Hogan 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.

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

Commissioners from Delaware

William E. Lowe, Vice-Chairperson  
Crystal L. Carey  
Henry J. Decker - absent  
James L. Ford III  
Samuel E. Lathem  
Michael Ratchford

Commissioners from New Jersey

James N. Hogan, Chairperson  
James Bennett  
Sheila McCann  
Shirley R. Wilson - absent  
Ceil Smith  
M. Earl Ransome, Jr.

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Chairperson Hogan called for the acceptance of the Agenda.

Vice-Chairperson Lowe made a motion to accept the Agenda, seconded by Commissioner Ratchford and the motion carried by a voice vote of 10-0.

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11461.           APPROVAL OF THE DECEMBER 18, 2018 MINUTES

Commissioner Smith made a motion to approve the December 2018 meeting minutes, seconded by Commissioner Lathem and approved by a voice vote of 9-0-1, with Chairperson Hogan abstaining.

Without objection, a copy of Governor Murphy’s January 2, 2018 veto letter will be attached to the December 18, 2018 minutes and filed with the permanent records of the Authority.

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11462. DELAWARE RIVER AND BAY AUTHORITY – TRAFFIC AND REVENUE SUMMARY.

The Chief Financial Officer (CFO) presented a chart showing Actual versus Projected Revenues for the Delaware Memorial Bridge, the Cape May-Lewes Ferry, Airports, Delaware City-Salem Ferry Crossing, and Food Services for the month of December 2018.

Without objection, the chart was ordered filed with the permanent records of the Authority.

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11463. DELAWARE RIVER AND BAY AUTHORITY – STATEMENT OF INCOME AND EXPENSES.

The CFO presented a chart showing statements of income and expenses for the month of December with comparisons to the same period last year.

Without objection, the chart was ordered filed with the permanent records of the Authority.

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11464. DELAWARE RIVER AND BAY AUTHORITY – OPERATING EXPENSE BY DIVISION.

The CFO presented a chart for December showing expenses by division for the quarter to date vs. the projected quarter and for year to date vs. total budget.

Without objection, the chart was ordered filed with the permanent records of the Authority.

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11465. DELAWARE RIVER AND BAY AUTHORITY – CAPITAL IMPROVEMENT PROGRAM.

The CFO presented a chart for the month of December showing the capital budget for crossing and economic development projects and dollars committed to date for the projects. The chart also included cash expenditures spent to date for the committed projects.

Without objection, the chart was ordered filed with the permanent records of the Authority.

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11466. DELAWARE RIVER AND BAY AUTHORITY – CASH POSITION (MARKET VALUE) AS OF DECEMBER 31, 2018.

The CFO presented charts indicating the cash fund balances for the entire Authority.

Without objection, the chart was ordered filed with the permanent records of the Authority.

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11467. PUBLIC COMMENT ON ACTION ITEMS

Chairperson Hogan noted that there are No Contract Awards, (1) Contract Close-Out, and No Resolutions to be considered today. All action items have been reviewed and recommended for consideration during today’s Committee meetings. He then called for public comment.

There were no public comments.

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11468. CLOSE-OUT CONTRACT #WWD-17-B, RUNWAY 1028 DEER FENCE, CAPE MAY AIRPORT

On July 19, 2017 Contract No. #WWD-17-B – RUNWAY 1028 DEER FENCE, CAPE MAY AIRPORT was awarded to **NINSA LLC of Hammonton, New Jersey for the bid price of \$679,796.00.**

It is recommended that the Authority accept the project and make final payment to the contractor. The final cost of this project is \$717,908.00.

A motion to Close-Out Contract #WWD-17-B, was made by Vice-Chairperson Lowe, seconded by Commissioner Ratchford and approved by a voice vote of 10-0.

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11469. EXECUTIVE DIRECTOR’S COMMENTS

The Executive Director reported on events in and around the Authority as follows:  
Executive Director Cook spoke about the dedication at the DRBA which included the following:

Three DRBA employees retired last week, with a combined 61 years of service and dedication: Earl Baker worked 18 years in the maintenance department, Grace Davis worked 30 years as an EZ Pass Customer Service Representative and Rich Frassetto worked as the Tolls Superintendent for 13 years.

The Executive Director displayed pictures from this past weekend's snow event showing a small part of the work done to keep our facilities safe. It takes a lot of coordination to ensure that all five airports, the Ferry and the Bridge are safe and ready to serve the customers. We are operational 365 days a year and have to be ready for any event.

Executive Director Cook reminded the Commissioners of the following upcoming events:

Monday, January 21, 2019 at 7:30 a.m. – Dr. Martin Luther King, Jr. Prayer Breakfast – Commissioner Sam Lathem will be honored at the event.

Commission Meeting – Wednesday, February 20, 2019 – James Julian Board Room.

Senator Andrzejczak reached out to Chairperson Hogan and asked for assistance in to provide Coast Guard families in both Cape May and Lewes with meals during this difficult time with the Federal Government shutdown. Plans to give back to the community in this way are underway.

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11470. COMMISSIONERS PUBLIC FORUM

Chairperson Hogan called for comments from the public and the Commissioners.

There were no public comments.

Chairperson Hogan met with newly appointed NJ 1<sup>st</sup> Legislative District Senator Andrzejczak. He was appointed to fill the remainder of now Congressman Van Drew's term. Senator Andrzejczak is a disabled Iraq War Veteran whose father retired from the Coast Guard and then worked at the Ferry. Senator Andrzejczak pressed some concerns regarding Cape May and Cumberland Counties and is looking forward to working with the Authority as he works on those issues. Chairperson Hogan suggested inviting Senator Andrzejczak to the next Board meeting so he gets a better understanding of our operations.

Chairperson Lowe stated Cape May County is very important to the Coast Guard. The Coast Guard had two basic training facilities one in California and one in Cape May, New Jersey. The Coast Guard closed the training facility in California and every enlisted member in the Coast Guard comes to Cape May to go through boot camp. Talk to any Coast Guard member and they know Cape May and the important connection.

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11471. ELECTION OF 2019 and 2020 OFFICERS

Chairperson Hogan called on the Executive Director to conduct the elections of Chairperson and Vice-Chairperson for 2019 and 2020.

The Executive Director called for the election of the Chairperson and Vice-Chairperson in accordance with Article II, 2.2 of the Authority By-laws. He stated that the election of officers are to take place in January at the Board of Commissioners meeting held during an odd numbered year with each two (2) year term to commence at the Commissioners February meeting held during the odd numbered year. The offices of Chair and Vice-Chair shall alternate every two years between States.

**Executive Director Cook called for nomination for Chairperson.**

Commissioner Ford made a Motion to nominate Commissioner Lowe as Chairperson, seconded by Commissioner Carey.

**Executive Director Cook called for nomination of Vice-Chairperson**

Commissioner Smith made a Motion to nominate Commissioner Hogan as Vice-Chairperson, seconded by Commissioner Bennett.

The nominations were closed and the motion to elect Commissioner Lowe as Chairperson and Commissioner Hogan as Vice-Chairperson for 2019 and 2020 was approved by a roll call vote of 10-0.

There being no further business, Chairperson Hogan adjourned the meeting at 12:05 p.m.

Respectfully submitted,

**THE DELAWARE RIVER AND BAY AUTHORITY**

Stephen D. Williams  
Assistant Secretary