

**DELAWARE RIVER AND BAY AUTHORITY**  
**BUDGET & FINANCE COMMITTEE MEETING**  
**Tuesday, January 17, 2012**  
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 Tuesday, January 17, 2012, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from Delaware

PRESENT

Committee Chair Traynor  
Commissioner Downes, Committee Member-arrived  
after roll call  
Commissioner Murphy, Committee Member  
Commissioner Green  
Commissioner Lathem  
Chairperson Lowe

Commissioners from New Jersey

Committee Vice-Chair Favre  
Commissioner Van Sant, Committee Member  
  
Commissioner Dorn  
Commissioner Smith  
  
Vice-Chairperson Hogan

Legal Counsel

Mike Houghton - DE

Phil Norcross - NJ

Governors' Representatives

Johanna Jones - DE

Staff

Jim Johnson  
Frank Minor  
Victor Ferzetti  
Jim Walls  
Gerry Owens  
Charlotte Crowell  
Joe Larotonda  
Kelly Phillips Parker  
John Sarro  
Joe Bryant  
Steve Williams  
Greg Suchanoff  
Anna Marie Gonnella Rosato

1. Committee Chair Traynor opened the Budget & Finance Committee meeting at approximately 9:07 a.m. The Deputy Executive Director 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 Traynor called for a motion to accept the Budget & Finance Committee Minutes from November 15, 2012. Commissioner Van Sant made a motion, Commissioner Murphy seconded, and the Committee Minutes were accepted.

3. Resolutions:

a. RESOLUTION 12-01 – AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD JANUARY 1, 2012 THROUGH DECEMBER 31, 2012 -

The Chief Financial Officer (CFO) presented the Over \$25,000 Vendor List which includes Utilities, Benefits, State Contract, Government, Sole Source and Proprietary items of recurring vendors. The CFO pointed out and reviewed the new vendors included in the list.

- Bon Appetit – Provides baked goods for re-sale at the Cape May-Lewes Ferry. This vendor was determined to be a Sole Source determination based on the inability to identify another vendor that provided product popularity as well as the willingness to sell the product on consignment with the Authority receiving credit for any unused baked goods returned. Authority Vice-Chair Hogan questioned whether there was a better classification in that sole source is an issue with New Jersey. Commissioner Downes stated that the sole source determination has been an issue in the past and questioned how staff verified to make the determination that that this vendor was sole source and how would the Authority protect itself against other vendors coming forward since you by-passed a process. The CFO reported that the only way to protect the Authority would be to conduct an RFP and have the same products and business terms. Commissioner Murphy questioned how any food service vendor sells products to the Authority. The CFO reported that the vast majority of products go through the RFP process; however, common sense is used in finding a product customers want to purchase. Committee Chair Traynor noted that the Authority must be sensitive to sole source issues and asked the difference between sole source vs. proprietary. The CFO reported that an example of proprietary would be purchasing the Johnson Controls system for the HVAC in that any software purchased would be proprietary to that system. An example of sole source would be a vendor licensed for a certain territory as in a liquor distributor.

- Comcast – The CFO reported that Comcast is the cable network in the Cape May area and any cable advertising must be with Comcast.

- CVS Caremark, Delta Dental, HighMark – All based on quotes received by Kelly Benefits as part of the process to reduce benefit costs by unbundling services from Blue Cross Blue Shield.

Committee Vice-Chair Van Sant questioned whether the format met with approval from the New Jersey Governor's Office. The CFO reported that the enhanced format and inclusion of background for determination categories had been sent to the New Jersey Governor's Office last year for review which was deemed acceptable. Commissioner Downes questioned whether this

Resolution was approving the entire 2012 Operating Budget and the CFO reported that it did not, this Resolution authorizes Vendors Over \$25,000 and is a requirement of the procurement Resolution 01-84 for greater transparency. Commissioner Lathem stressed that if the New Jersey Governor's Office has an issue with any particular item please indicate such so as to avoid veto of the entire Resolution.

After discussion, Commissioner Van Sant made a motion, Commissioner Downes seconded and the Budget & Finance Committee unanimously recommended forwarding the Resolution to the full Board for approval. The Resolution will be presented to the full Board at the January meeting later today.

4. Discussion Items:

a. 2012 Operating Budget

The CFO reported that the New Jersey Governor's Office submitted questions regarding the proposed 2012 Operating Budget as well as questions with the 2011 Budget year end projections. The 2011 Operating Budget finished the year over \$500,000 under budget. In order to provide the most accurate information, the Authority's response was not sent until last week. At this time we are waiting for the Governor's Office to review.

5. Miscellaneous:

a. Bond Issue

The CFO reported that the markets are very favorable at this time and he will be working toward conducting a Bond Issue in 2012. He will present a schedule with timeframes and other relevant information at the next Budget & Finance Committee meeting. Some of the 2003 Bonds are candidates for refunding and would be included as part of the next issuance. The proposed debt will fund the upcoming Capital Improvements which will be discussed in the Projects Committee.

With no further business to discuss, a motion to adjourn was made by Commissioner Van Sant, and the Budget & Finance Committee adjourned at 9:27 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**ECONOMIC DEVELOPMENT COMMITTEE MEETING**

**Tuesday, January 17, 2012**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Economic Development Committee was held on Tuesday, January 17, 2012, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from Delaware

PRESENT

Committee Vice-Chair Downes  
Commissioner Green, Committee Member  
Commissioner  
Commissioner Lathem  
Commissioner Murphy  
Chairperson Lowe

Commissioners from New Jersey

Committee Chair Smith  
Commissioner Dorn, Committee Member  
Commissioner Van Sant

Vice-Chairperson Hogan

Legal Counsel

Mike Houghton - DE

Phil Norcross - NJ

Governors' Representatives

Johanna Jones – NJ

Staff

Jim Johnson  
Frank Minor  
Victor Ferzetti  
Jim Walls  
Gerry Owens  
Charlotte Crowell  
Anna Marie Gonnella Rosato  
Jim Salmon  
Michelle Griscom-Collins  
John Sarro  
Steve Williams  
Joe Bryant  
Greg Suchanoff  
Joel Leidy  
Kelly Phillips Parker

1. Committee Chair Smith welcomed the Economic Development Committee and opened the meeting at approximately 9:28 a.m. The Deputy Executive Director 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 Smith called for a motion to accept the Economic Development Committee Minutes from December 20, 2011. Commissioner Dorn made a motion, Commissioner Downes, seconded and the Committee Minutes were accepted.

3. Action Items:

Airports

a. RESOLUTION 12-02 – RECOGNIZES THE SIGNIFICANCE AND OUTSTANDING CONTRIBUTIONS OF LEWIS B FINCH, JR. TO GROWTH OF MILLVILLE AIRPORT AND DESIGNATES THE MILLVILLE AIRPORT ADMINISTRATION BUILDING IN HIS HONOR -

Commissioner Van Sant reported that the family of Lewis B. Finch, Jr., as well as officials from the City of Millville, approached him with regard to designating the Millville Airport Administration Building in honor of Mr. Finch as a way to pay tribute to his dedication to taking the fledgling Millville Airport under his wing to help it grow and develop. Mr. Finch worked tirelessly to see through the making of the partnership between the City of Millville and the Delaware River and Bay Authority and became known as “the father of Millville Airport”. The Public Information Officer reported that there will be a public ceremony in the spring. Commissioner Van Sant presented the Resolution and, after discussion, Commissioner Dorn made a motion, Commissioner Downes 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 January meeting later today.

With no further business to discuss, a motion to adjourn was made by Commissioner Dorn, and the Economic Development Committee adjourned at 9:32 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**PERSONNEL COMMITTEE MEETING**

**Tuesday, January 17, 2012**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Personnel Committee was held on Tuesday, January 17, 2012, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from Delaware  
PRESENT

Committee Chair Lathem  
Commissioner Murphy, Committee Member  
Commissioner Traynor, Committee Member  
Commissioner Downes  
Commissioner Green  
Chairperson Lowe

Legal Counsel  
Mike Houghton - DE

Governors' Representatives  
Johanna Jones - NJ

Staff  
Jim Johnson, Jr.  
Frank Minor  
Victor Ferzetti  
Jim Walls  
Gerry Owens  
Charlotte Crowell

Commissioners from New Jersey

Committee Vice-Chair Dorn  
Commissioner Smith, Committee Member  
Commissioner Van Sant

Vice-Chairperson Hogan

Phil Norcross - NJ

1. Committee Chair Lathem welcomed the Personnel Committee and opened the meeting at 9:33 a.m. The Deputy Executive Director reported that the public meeting of the Personnel Committee had been duly noticed in accordance with the Authority's Freedom of Information Regulations, and read the Statement of Notice, and called the roll.

2. Committee Chair Lathem called for a motion to accept the Personnel Committee Minutes from December 20, 2011. Commissioner Dorn made a motion, Commissioner Traynor seconded and the Committee Minutes were accepted.

3. Committee Chair Lathem requested an Executive Session, closed to the public to discuss matters of a confidential nature. A motion was made by Commissioner Dorn, seconded by Commissioner Traynor, and the Session was closed.

The following matters of a confidential nature were discussed.

- PERSONNEL MATTERS

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

**Supplier Diversity Position:**

The Chief Human Resource Officer (CHRO) reported that five (5) candidates for the Supplier Diversity position were interviewed last Thursday, January 12, 2012. An update on the selection will be provided next month.

5. With no further business to discuss, Commissioner Murphy made a motion to adjourn, and the Personnel Committee adjourned at 10:05 a.m.

# THE DELAWARE RIVER AND BAY AUTHORITY

## PROJECTS COMMITTEE

January 17, 2012

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Projects Committee was held on Tuesday, January 17, 2012, at the Delaware Memorial Bridge Administration Building, New Castle, Delaware.

### Commissioners from Delaware

#### PRESENT

Commissioner Murphy, Committee Chair  
Commissioner Lathem, Committee Member  
Commissioner Downes  
Chairperson Lowe  
Commissioner Green, Committee Member

### Commissioners from New Jersey

Commissioner Dorn, Committee Member  
Committee Vice-Chair Van Sant  
Vice Chairperson Hogan  
Commissioner Smith, Committee Member

### Legal Counsel

Michael Houghton - DE

Phil Norcross - NJ

### Governors' Representative

Johanna Jones – NJ

### Staff

Jim Johnson  
Frank Minor  
Jim Walls  
Victor Ferzetti  
Charlotte Crowell  
Gerry DiNicola-Owens  
Joel Leidy  
Steve Williams  
Anna Marie Gonnella-Rosato  
John Sarro  
Jim Salmon  
Kelly Phillips-Parker  
Joe Bryant  
Joe Volk  
Dave Hoppenjans

1. Committee Chair Murphy welcomed the Projects Committee and opened the meeting at approximately 10:05 a.m. Committee Chair Murphy reported that the public meeting of the



Projects Committee had been duly noticed in accordance with the Authority's Freedom of Information Regulations, and reported there was a quorum.

2. Committee Chair Murphy called for a motion to accept the Projects Committee Minutes from December 20, 2011. Committee Vice-Chair Van Sant made a motion, Commissioner Lathem seconded, and the Committee Minutes were approved. Those in attendance were provided an informational package consisting of an agenda, one (1) close-out letter, and one (1) monthly contractor payment chart (through December).

3. Contract Close-Out Actions:

- a. Contract No. DMB-10-03 – Miscellaneous Steelwork, Delaware Memorial Bridge. The scope of the work on this contract consisted of installation of pier level security fencing located on the outside of the piers at the water level of the four towers of the Delaware Memorial Bridge. The final contract amount is \$401,052.21. The COO recommended close-out of the contract and final payment to Abel Fence, LLC of Wilmington, Delaware. A motion to move the close-out action to the full Board was made by Commissioner Lathem, seconded by Committee Vice-Chair Van Sant, and the Projects Committee unanimously approved the close-out action to be presented at the January meeting.

4. Contract Payment Review (through December): The COO informed the Committee of the monthly construction contractor payments to be made for the work completed through December.

5. Miscellaneous Items/Updates:

The COO turned the meeting over to the Chief Engineer who provided the Commissioners with a copy of the Five Year (2012-2016) Strategic Plan and 2012 Capital Improvement Program. The Chief Engineer explained the format of the new document including the individual tabs for each location and two summary charts. Committee Chair Murphy asked which projects were removed from 2012. The Chief Engineer stated the maintenance equipment building at the Delaware Memorial Bridge was deleted and the purchase of the new ferries was proposed for construction beginning in 2017. Chairperson Lowe asked where the deleted projects could be found. The Executive Director explained that comparing the current document to the previous document would indicate which projects had been revised. The Executive Director advised that the equipment storage building at the Delaware Memorial Bridge was deleted after staff evaluated the necessity for it this year. Staff will continue to evaluate the need for storage space in the coming year. Chairperson Lowe requested a brief summary indicating which projects had been removed from the 2012 Capital Improvement Program or placed in future years. He also inquired why funding wasn't included this year for ferry design. The Executive Director explained that we have not heard back from New Jersey DOT regarding grant approval for design. Committee Chair Murphy inquired on the status of the new vessel design and the COO replied the RFP is being prepared.

Commissioner Downes complimented staff on presenting an improved Capital Improvement Plan document. Commissioner Downes questioned the need for a consultant to determine planned maintenance on the bridge. The Executive Director explained the consultant has evaluated and developed a thirty (30) year program for such maintenance. Committee Chair Murphy inquired about the status of the ferry vessel replacements. The Chief Engineer stated the funding for design is planned for 2013.

Commissioner Lathem asked for an update on the 3-Forts Ferry. Vice-Chairperson Hogan questioned the status of discussions with the New Jersey DEP and the Executive Director answered that we have had no recent contact from them. Vice-Chairperson Hogan said if there is no contract, there should be no crossing. Chair Lowe said there is a Delaware contract that will end in 2013. The Executive Director explained that a one-year notice to end the contract with Delaware would be required this year, if the decision were made not to renew it. NJ Counsel advised that we can continue to land in New Jersey without explicit authority. Commissioner Green said the Authority needed to determine the appropriate direction to take with the 3-Forts Ferry.

The Police Administrator made a presentation about Authority's Police Dispatch Centers' operations. In addition to providing information about Police Dispatch scope and responsibilities, the operational need for workstation upgrades for the dispatch centers in Cape May and New Castle was identified. The COO said funding is included in the proposed 2012 CIP for this work. Commissioner Green asked if our police computers are connected to NJ and DE DOTs. The Police Administrator said we are working toward that goal. The CIO explained that discussions are being held as to which cameras should be accessible to the public. Vice-Chair Hogan asked if our police have in-vehicle computers and the Police Administrator confirmed that there are.

6. Committee Vice-Chair Van Sant 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 Smith, and the Session was closed.

The following matters of a confidential nature were discussed.

- LONG RANGE PLANNING MATTERS

7. 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 Dorn, and the Projects Committee was opened to the public.

8. Open Discussion/Other Issues: The COO advised the Commissioners that the prevailing wage resolution will expire at the end of March. Committee Chair Murphy stated we will discuss this at the next meeting.

9. With no further business to discuss, Commissioner Lathem made a motion to adjourn, seconded by Commissioner Green, and the Projects Committee adjourned at 11:10 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**ENERGY AD HOC COMMITTEE MEETING**

**Tuesday, January 17, 2012**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Energy Ad Hoc Committee was held on Tuesday, January 17, 2012, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from Delaware

**PRESENT**

Committee Chair Green  
Commissioner Traynor, Committee Member  
Commissioner Downes  
Commissioner Lathem  
Commissioner Murphy  
Chairperson Lowe

Legal Counsel

Mike Houghton - DE

Governors' Representatives

Johanna Jones - NJ

Staff

Jim Johnson, Jr.  
Frank Minor  
Victor Ferzetti  
Jim Walls  
Gerry Owens  
Charlotte Crowell

Commissioners from New Jersey

Committee Vice-Chair Smith  
Commissioner Van Sant, Committee Member  
Commissioner Dorn

Vice-Chairperson Hogan

Phil Norcross - NJ

Authority Chair Lowe reported that, due to no Action/Discussion items, the Energy Ad Hoc Committee would not meet today.