

**DELAWARE RIVER AND BAY AUTHORITY**  
**BUDGET & FINANCE COMMITTEE MEETING**  
**Monday, September 20, 2021**  
Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority’s Budget & Finance Committee Meeting was conducted via Zoom on Monday, September 20, 2021 from the Delaware Memorial Bridge Complex, New Castle, Delaware

**Commissioners of New Jersey**

Committee Chair McCann- absent  
Commissioner Smith, Committee Member  
Commissioner Wilson, Committee Member  
Commissioner Ransome  
Commissioner Baldini

Chairperson Hogan

Phil Norcross - NJ

**Governors’ Representatives**

Rudy Rodas – New Jersey

**Staff**

Tom Cook  
Steve Williams  
Victor Ferzetti  
Vince Meconi  
Charlotte Crowell  
Gerry Owens  
Michelle Warner  
Jim Salmon  
John Sarro  
TJ Murray  
Tara Donofrio  
Michelle Pyle  
Michelle Griscom  
Heath Gehrke

**Commissioners of Delaware**

Committee Vice-Chair Decker  
Commissioner Ratchford, Committee Member  
Vacant  
Commissioner Faust  
Commissioner Carey

Vice-Chairperson Lathem

Michael Houghton - DE

**Governor’s Representatives**

**Guests**

1. Vice-Chair Decker opened the Budget & Finance Committee meeting at approximately 11:25 a.m. The Deputy Executive Director (DED) reported that the public meeting of the & 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. Vice-Chair Decker called for a motion to accept the Budget & Finance Committee Minutes from July 29, 2021. Commissioner Ratchford made a motion, Commissioner Smith, seconded, and the Committee Minutes were accepted.

3. Discussion Items:

#### 2022 Operating Budget Preview and Timeline

The Chief Financial Officer reviewed the timing associated with the 2022 Budget process, noting that a Preliminary Operating Budget will be presented in October with the committee's review and recommendation to the Board in November. The CFO noted that he anticipates increases in the areas of wages, vessel fuel, insurance and E-ZPass, as well as potential reductions in pension, OPEB and food service expense lines.

4. Action Items:

#### **Resolution 21-35 – Authorizing Authority Expenditures Pursuant to Resolution 01-84 for the Period, January 1, 2021 through December 31, 2021**

The CFO presented and reviewed the Resolution and with no further questions, Commissioner Ratchford made a motion, Commissioner Smith, and the Budget & Finance Committee recommended forwarding Resolution 21-35 to the full Board. The Resolution will be presented to the full Board for consideration at the September meeting later today.

#### **Resolution 21-36 – Lease Amendment with Ferry Park, LLC at the Cape May Ferry Terminal**

The CFO deferred the discussion to the COO to review the situation and circumstances for recommending a modification of the existing Ferry Park, LLC lease, pending the authorization of the Lessee's liquor license. With no further questions, Commissioner Wilson made a motion, Commissioner Smith, and the Budget & Finance Committee recommended forwarding Resolution 21-36 to the full Board. The Resolution will be presented to the full Board for consideration at the September meeting later today.

With no further business to discuss, Committee Vic-Chair Decker adjourned the Budget and Finance Committee 11:36 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**ECONOMIC DEVELOPMENT COMMITTEE MEETING**

**Monday, September 20, 2021**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority’s Economic Development Committee Meeting was conducted via Zoom on Monday, September 20, 2021, from the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners of Delaware

Committee Chair Ratchford  
Commissioner Carey, Comm. Member  
Vacant  
Commissioner Decker  
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  
John Sarro  
TJ Murray  
Michelle Griscom  
Tara Donofrio  
Michele Pyle  
Heath Gehrke

Commissioners of New Jersey

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

Chairperson Hogan

Phillip Norcross - NJ

Governors’ Representatives

Rudy Rodas, New Jersey

Guests

Pete Davisson

1. Committee Chair Ratchford opened the Economic Development Committee meeting at approximately 11:36 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 July 29, 2021. Commissioner Ransome made a motion, Commissioner Wilson seconded, and the Committee Minutes were accepted.
  
3. Resolutions:

**RESOLUTION 21-37 - AUTHORIZES A LEASE AMENDMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND LASIRENA77, LLC. AT THE CAPE MAY AIRPORT**

After discussions, Commissioner Carey made a motion, Commissioner Ransome, seconded, and the Economic Development Committee recommended forwarding Resolution 21-37 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the September meeting later today.

**RESOLUTION 21-38 - LEASE AMENDMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND MAVERICK AIR, LLC.**

After discussions, Commissioner Ransome made a motion, Commissioner Carey, seconded, and the Economic Development Committee recommended forwarding Resolution 21-38 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the September meeting later today.

**RESOLUTION 21-39 - LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND VELOCITY MAINTENANCE SOLUTIONS, LLC.**

After discussions, Commissioner Wilson made a motion, Commissioner Ransome, seconded, and the Economic Development Committee recommended forwarding Resolution 21-39 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the September meeting later today.

Committee Chair Ratchford adjourned the Economic Development Committee at 11:50 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**PERSONNEL COMMITTEE MEETING**

**Monday September 20, 2021**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority’s Personnel Committee Meeting was conducted via Zoom on Monday September 20, 2021, 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

Commissioner Baldini

Chairman Hogan

Legal Counsel

Phil Norcross– NJ

Governors’ Representatives

Rudy Rodas - NJ

Staff

Tom Cook

Steve Williams

Victor Ferzetti

Vince Meconi

Charlotte Crowell

Gerry Owens

Jim Salmon

Michelle Warner

Michele Pyle

Tara Donofrio

TJ Murray

Michelle Griscom

Tara Donofrio

John Sarro

Andy Houghton

Kyle Bickhart

Rick Arroyo

Delaware Commissioners

Committee Vice-Chair Carey

Commissioner Decker, Committee Member

Commissioner Faust, Committee Member

Commissioner Ratchford

*Vacant*

Vice Chairman Lathem

Mike Houghton – DE

Albert Shields –DE absent

Guests

1. Committee Chair Smith opened the Personnel Committee meeting at approximately 11:50 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 March 16, 2021. Commissioner Decker made a motion, Committee Vice-Chair Carey seconded, and the Committee Minutes were accepted.
3. Action Item

**Resolution 21-40 – Authorizing an amendment to the Delaware River and Bay Authority's Personnel Manual – Revision to the Holiday Schedule**

On June 17, 2021, President Biden signed Pub. L. 117-17, recognizing June 19<sup>th</sup>, known as Juneteenth National Independence Day, as a federal holiday. The Executive Director and Chief Human Resources Officer have recommended adding *Juneteenth* as a holiday for all employees and revising the holiday schedule set forth in the Personnel Manual; and

The CHRO presented and reviewed the Resolution and with no further questions, Commissioner Decker made a motion, all present Commissioners seconded the motion, and the Personnel Committee recommended forwarding Resolution 21-40 to the full Board. The Resolution will be presented to the full Board for consideration at the September meeting later today.

4. Discussion Items

The Chief Human Resources Officer (CHRO) noted the agenda item of Police Body Camera to be presented by the DRBA's Colonel Rick Arroyo.

- **Police Body Camera Briefing**

The Colonel presented a bodycam with the below details:

- Bodycams are a V300 Series. WatchGuard cameras have been used in the DRBA police cars for over 20 years enabling the two to pair perfectly.
- Each officer is assigned his/her own camera. Supervisors will issue a spare camera if one becomes inoperable; the Information Technology Department of the DRBA will install the officer's ID into the spare.
- WatchGuard states 10 hours of battery life; DRBA works a 12-hour shift, yet the battery life is averaging 6 hours; therefore, each officer is given 2 batteries per shift. The battery can be docked in the patrol car for recharging while on duty.
- Unique feature: once it is on the body, always recording which enables DRBA's IT to retrieve the information at any time.

- Per the Colonel's directive can only be turned off at end of shift, except for personal restroom use, at which time stored in safe location while still on, eliminating odds of forgetting to be turned back on.
- Previously, officers on the Ferry did not have cameras, as they do not have a patrol car; bodycam enables them to have a camera as well. During a hospital visit, while in the building the cameras cannot be turned off. Due to the HIPAA laws, they will be tagged as private.
- 19 pre-programmed events such as a car accident, which permits it to be tagged on the film. If there is an event not pre-programmed, IT is informed to tag it appropriately.
- End of shift, each Troop has a docking station at which time the information is uploaded to the Cloud.
- Retention of video is for five (5) years based on NJ's mandate which is stricter than DE's.
- Funding provided by SLEF (Special Law Enforcement Special Fund) – DRBA applied for the grant in 2017, awarded in December 2020 in which 66 cameras for \$78,690 were received in March 2021.
- Colonel noted this is a major tool that has assisted him in his career, prior to the DRBA, to which he has found it to be a major asset for clarification and training.
- Supervisors must randomly review two (2) events per month per officer.
- Events involving use of force, domestic violence or pursuit require a mandatory review.

Chairman Hogan inquired if NJ law still requires, during a major incident, that only the Prosecutor can authorize the shut-down of the cameras by the officers present on the scene to which the Colonel confirmed this is the correct procedure.

Vice-Chair Lathem inquired if the DRBA would edit the film for any reason, to which the Colonel vehemently noted, there is no editing for an actual call.

Personnel Committee Chair Smith noted how proud the Commissioners are of the Colonel's leadership of the DRBA's Police Department over the years.

- **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 Ransome seconded, and the Personnel Committee adjourned at 12:08 p.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**PROJECTS COMMITTEE MEETING**

**Monday, September 20, 2021**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority’s Projects Committee Meeting was conducted via Zoom on Monday, September 20, 2021, from the Delaware Memorial Bridge Complex, New Castle, Delaware.

New Jersey Commissioners

Committee Chair Ransome  
Commissioner McCann, Committee Member - absent

Commissioner Baldini, Committee Member  
Commissioner Smith  
Commissioner Wilson

Chairman Hogan

Legal Counsel

Phil Norcross– NJ

Governors’ Representatives

Rudy Rodas – NJ

Staff

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

Delaware Commissioners

Committee Vice-Chair Ratchford

Commissioner Faust, Committee Member

*Vacant*, Committee Member

Commissioner Decker

Commissioner Carey

Vice Chairman Lathem

Mike Houghton – DE

Albert Shields – DE absent

Guests



1. Committee Chair Ransome opened the Projects Committee meeting at 12:09 p.m.
2. Committee Chair Ransome called for a motion to accept the Projects Committee Minutes from July 29, 2021. Committee Vice-Chair Ratchford made a motion, Commissioner Faust seconded, and the Committee Minutes were accepted.
3. Bid Openings:

) **ILG-21-11 Air Traffic Control Tower Painting and Carpet Replacement**

A public bid opening was held on August 17, 2021, in which (3) bids were submitted.

The COO recommended awarding the contract, in the amount of \$73,015.00 to Lawrence C. Bathon Builders, Inc of Elkton, MD 21921

Committee Chair Ransome called for a motion to accept the award, to which Committee Vice-Chair Ratchford made a motion, seconded by Commissioner Baldini, Commissioner Faust abstained, and Projects Committee concurred with the recommendation to accept and authorize the actions to be presented to the full Board at the September meeting later today.

) **33N-21-02 Obstruction Removal**

A public bid opening was held on September 01, 2021, in which (2) bids were submitted.

The COO recommended awarding the contract, in the amount of \$369,160.00 to Peter Downes & Son, Inc of West Milford, NJ 07480

Committee Chair Ransome called for a motion to accept the award, to which Commissioner Faust made a motion, seconded by Commissioner Decker, and Projects Committee concurred with the recommendation to accept and authorize the actions to be presented to the full Board at the September meeting later today.

4. Contract Closeouts

) **DMB-18-03 – Miscellaneous Steel Repairs, First and Second Structures**

The COO recommended close-out of the contract and final payment to Cornell & Company of Woodberry, NJ with a final contract amount of \$6,567,632.42.

Committee Chair Ransome called for a motion to approve the contract closeout, to which Commissioner Decker made a motion, seconded by Commissioner Faust and the Projects Committee concurred with the recommendation and authorized the close-out action to be presented to the full board at the September meeting later today.

5. Contractor Payment Reviews:

The COO reviewed for the Committee the two monthly construction contractor payment summaries to be made for the work completed through July 2021 for (11) payments totaling approximately \$2.7 million and for August 2021 (13) payments totaling approximately \$3.4 million for projects at the bridge, ferry, and airports.

6. Discussion Items

) **Construction Projects Progress**

The monthly construction highlights report was previously presented via email to the Commissioners.

Commissioner Faust noted the report as always, was very informative and much appreciated. She asked whether only conducting crossings with two ferries, instead of three will cause those vessels to need extra maintenance. The COO explained that the scheduled routine maintenance is sufficient. Vice Chairman Lathem asked what Ferry projects are upcoming. The COO noted routine maintenance on the MV Cape Henlopen is scheduled for this winter and is expected to take six weeks. Therefore, all three ferries should be operating for the 2022 season.

Chairman Ransome inquired if the loss of one vessel reduced the number of seasonal ferry employees. The COO confirmed, fewer crossings resulted in utilizing fewer seasonal employees.

7. With no further business to discuss, Committee Chair Ransome called for a motion to adjourn; Commissioner Faust made a motion and Committee Vice-Chair Ratchford seconded, and the Projects Committee adjourned at 12:16 p.m.