

MINUTES OF MEETING
THE DELAWARE RIVER AND BAY AUTHORITY
Wednesday, February 21, 2017
James Julian Boardroom
Delaware Memorial Bridge Plaza
New Castle, Delaware 19720

The meeting convened at 11:35 a.m. with Vice-Chairperson Lowe presiding.

Vice-Chairperson Lowe 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.

Vice-Chairperson Lowe called on the Assistant Secretary to take the roll.

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Commissioners from Delaware

Commissioners from New Jersey

PRESENT

William E. Lowe, Vice-Chairperson
Crystal L. Carey
Richard W. Downes
James L. Ford III
Samuel E. Lathem
Michael Ratchford

James N. Hogan, Chairperson – **Absent**
James Bennett
Sheila McCann
Shirley R. Wilson
Ceil Smith
M. Earl Ransome, Jr.

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Vice-Chairperson Lowe called upon Commissioner Lathem to give the opening prayer.

The opening prayer was given by Commissioner Lathem, followed by the Pledge of Allegiance led by the Executive Director.

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Vice-Chairperson Lowe called for the acceptance of the Agenda.

Commissioner Lathem made a motion to accept the Agenda, seconded by Commissioner McCann, and the motion carried by a voice vote of 11-0.

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11347. APPROVAL OF THE JANUARY 17, 2018 MINUTES

Commissioner Carey made a motion to approve the January 17, 2018 meeting minutes, seconded by Commissioner Lathem, and unanimously approved by a voice vote of 11-0.

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11348. 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 January 2018.

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

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11349. DELAWARE RIVER AND BAY AUTHORITY – STATEMENT OF INCOME AND EXPENSE.

The CFO presented a chart showing statements of income and expenses for the month of January 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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11350. DELAWARE RIVER AND BAY AUTHORITY – OPERATING EXPENSE BY DIVISION.

The CFO presented a chart for January 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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11351. DELAWARE RIVER AND BAY AUTHORITY – CAPITAL IMPROVEMENT PROGRAM.

The CFO presented a chart for the month of January 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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11352. DELAWARE RIVER AND BAY AUTHORITY – CASH POSITION (MARKET VALUE) AS OF JANUARY 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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11353. PUBLIC COMMENT ON ACTION ITEMS

Vice-Chairperson Lowe noted that there is one (1) Contract Award, and two resolutions (2) Resolutions for consideration.

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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11354. AWARD OF CONTRACT #CMLF-18-03 2018 ANNUAL VESSEL MAINTENANCE & DRY DOCKING - PAINTING AND REPAIRS M/V CAPE HENLOPEN

The Chief Operations Officer (COO) noted that a public bid opening was held on February 7, 2018 and two (2) bids were received. The COO and the Projects Committee recommended awarding the contract to the lowest responsible bidder, GMD Shipyard Corp., 63 Flushing Avenue, Brooklyn, NY 11205, in the amount of \$841,061.00.

A motion to award CONTRACT #CMLF-18-03 to the aforementioned firm was made by Commissioner Bennett, seconded by Commissioner Decker, and unanimously approved by a voice vote of 11-0.

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11355. CHAIRPERSON’S CALL FOR RESOLUTIONS BEFORE THE BOARD

RESOLUTION 18-04 - AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2018 THROUGH DECEMBER 31, 2018

WHEREAS, The Delaware River and Bay Authority (the “Authority”) adopted Resolution 01-84 requiring Commissioner review and approval of all Authority expenditures in excess of \$25,000; and

WHEREAS, the Authority anticipates expenditures at or over the \$25,000 amount to the following vendors:

**DELAWARE RIVER & BAY AUTHORITY
PROJECTED VENDORS TO BE PAID OVER \$25,000
OPERATION EXPENDITURES
FOR THE PERIOD 1/1/18 THROUGH 12/31/18**

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED
Bayshore Ford Truck Sales	Replacement Cargo Van and Vehicle Parts	State Contract	\$40,000
Hetrich Fleet Services, Inc.	Replacement Passenger Vehicles	State Contract	\$111,000
Kubota Tractor Corporation, c/o Burke Equipment Co.	Replacement Front-Mount Mowers	State Contract	\$70,000

NOW, THEREFORE, BE IT RESOLVED, that the Authority authorizes expenditures to the above-listed vendors for the described purposes and authorizes payment.

A motion to approve Resolution 18-04 was made by Commissioner Smith, seconded by Commissioner Lathem, and approved by a roll call vote of 11-0.

Resolution 18-04 Executive Summary Sheet

The Authority is replacing five passenger vehicles that have exceeded their useful life and meet the vehicle replacement criteria in place for the Authority. Each of the five replacement vehicles will be a 2018 Chevrolet Equinox AWD 4-Door LS. The pricing at which the Authority will purchase the vehicles is pursuant to the vendor’s state contract (#GSS17560 - Trucks and Vans - Model Year 2018 or Later). The retired vehicles will be sold at public auction.

Kubota Tractor Corporation, c/o Burke Equipment: Replacement Front-Mount Mowers

The Authority is replacing three Kubota front-mount mowers that have exceeded their useful life and meet the equipment replacement criteria in place. The purchase will be made via an authorized equipment dealer (Burke Equipment) at the competitively-bid state contract price (#GSS13673-GRND_MAINT Ground Maintenance with Related Equipment, Accessories & Supplies). The replaced equipment will be sold at public auction.

Classification Definitions:

State Contract. A purchase of equipment, supplies or non-professional services which, under normal circumstances, would require competitive bidding, however the vendor has agreed to provide the goods or services to the Authority at fees less than or equal to that vendor’s respective contract as awarded by the

State of Delaware or New Jersey. “Any contract for the purchase of materiel and supplies and non-professional services...which contract individually exceeds \$50,000, or in the combination with other contracts, exceeds \$50,000 in any one calendar year shall be pursuant to a contract entered into by the Authority after competitive bidding. This provision shall not apply to purchases by the Authority from suppliers in cases where the Authority is purchasing at prices pursuant to contracts awarded by the States of Delaware or New Jersey for state agencies.” (DRBA Resolution 11-36 Part 2.a.)

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RESOLUTION 18-05 – LEASE AMENDMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND LASSONDE PAPPAS AND COMPANY, INC. (FORMERLY KNOWN AS CLEMENT PAPPAS AND COMPANY, INC.) AT THE SALEM BUSINESS CENTRE

WHEREAS, The Delaware River and Bay Authority (the “Authority”), is the owner-operator of an approximately 80,000 square foot building in the Salem Business Centre (“SBC”), Carney’s Point, New Jersey; and

WHEREAS, Lassonde Pappas and Company Inc. (“Lassonde”) currently leases Forty-six Thousand Four Hundred and Eighty-Three (46,483) square feet of space in the Salem Business Centre; and

WHEREAS, Lassonde desires to lease an additional Seven Thousand Eight Hundred and Thirty-Four (7,834) square feet of space in the building; and

WHEREAS, the term of this Lease Amendment shall run concurrent with the original lease and expire on August 6, 2022; and

WHEREAS, Lassonde has agreed to pay the Authority annual rent of be Twenty-One Dollars 25/100 (\$21.25) per square foot during the initial year of the lease term and rent shall increase each year by Fifty Cents (\$0.50) per square foot; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive *Director* is hereby authorized to finalize the terms and conditions of the Lease Amendment with Lassonde Pappas and Company, LLC and, with the advice and motion to approve Resolution 18-05 was made by Commissioner Decker, seconded by Commissioner Bennett, and approved by a roll call vote of 11-0.

Resolution 18-05 Executive Summary Sheet

Resolution: Authorizing the Executive Director to execute a Lease Amendment with Lassonde Pappas and Company, LLC

Committee: Economic Development

Committee Date: February 21, 2018

Board Date: February 21, 2018

Purpose and Background for Resolution:

Lassonde Pappas and Company, LLC is currently a tenant in the Salem Business Centre located at 1 Collins Drive. They began leasing space in 2006. Lassonde’s business has been growing and they would like to amend their lease to add an additional 7,834 sq.ft. of space in the building. The initial rental rate is \$21.25/sq.ft. This space was previously occupied by NAES and they vacated the space in 2011. Most recently Alliant RX leased approximately 2,000 sq.ft. on a short term basis. With this agreement, less than 6,500 sq.ft. remain unoccupied in the building.

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11357. EXECUTIVE DIRECTOR’S COMMENTS

Executive Director Cook reflected on his first year with the Authority, noting that while there were some challenges (the loss of three employees during his first six weeks on the job, a fire under the bridge, a meteor strike at a New Jersey Airport, and ice preventing operation of the ferries), he recognized that the staff here really is like a family who works hard and produces great results. Executive Director Cook highlighted several of those success stories- employees recycling 1.5 tons of electronic waste, our police officers successfully stopping suicide attempts on the bridge, a 61% reduction in deficiencies noted on routine Coast Guard inspections of the vessels; a 58% reduction in the number of work days lost to illness or injury and a 51% reduction in emissions. Executive Director Cook expressed his gratitude at being part of such a wonderful organization.

Executive Director Cook noted that 7 patrol officer recruits (5 men, 2 women) just graduated from the Academy. He recognized recruit Kathryn Bennett for being named as both the commencement speaker and outstanding Municipal Class Recruit.

Mr. Cook reminded the Board that next meeting is on March 20, 2018 with a return to the regular Tuesday schedule. September 12, 2018 is the 50th Anniversary of the opening of the second span of the Delaware Memorial Bridge. More details about the Authority’s plans to mark the occasion will be forthcoming.

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11358. COMMISSIONERS PUBLIC FORUM

Vice-Chairperson Lowe opened the public forum.

Vice-Chairperson Lowe called for any comments from the public. There were no public comments.

Vice-Chairperson Lowe called for any comments from Commissioners.

The Commissioners, led by Commissioners Smith and Lathem congratulated and thanked Executive Director Cook on a great job during his first year.

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There being no further business, Vice-Chairperson Lowe adjourned the meeting at 11:55 a.m.

Respectfully Submitted,

THE DELAWARE RIVER AND BAY AUTHORITY

Stephen D. Williams
Assistant Secretary