

DELAWARE RIVER AND BAY AUTHORITY

BUDGET & FINANCE COMMITTEE MEETING

Tuesday, October 18, 2022
Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Budget & Finance Committee Meeting was conducted on Tuesday, October 18, 2022, from the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners of New Jersey

Committee Chair McCann via: Zoom
Commissioner Smith, Comm. Member
Commissioner Wilson, Comm. Member via: Zoom
Commissioner Ransome
Commissioner Baldini

Chairperson Hogan

Phillip Norcross – NJ

Governors' Representatives

Janice Venables – New Jersey
Robert Dovidow – New Jersey

Staff

Tom Cook
Steve Williams
Victor Ferzetti
Vince Meconi
Charlotte Crowell
Gerry Owens
Michelle Warner
TJ Murray
James Salmon
Tara Donofrio
Michelle Pyle

Commissioners of Delaware

Committee Vice-Chair Decker
Commissioner Ratchford, Comm. Member
Commissioner Becker, Comm. Member - absent
Commissioner Faust - absent
Commissioner Carey

Vice-Chairperson Lathem

Michael Houghton – DE

Governor's Representatives

Guests

1. Vice-Chairperson Decker opened the Budget & Finance Committee meeting at approximately 11:06 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 Information Regulations, read the Statement of Notice, and called the roll.

2. Committee Vice-Chairperson Decker called for a motion to accept the Budget & Finance Committee Minutes from September 20, 2022. Commissioner Ratchford made a motion, Committee Chairperson McCann, seconded, and the Committee Minutes were accepted.

3. Discussion Items:

- **2023 Preliminary Operating Budget**

The Chief Financial Officer noted that CPI growth has averaged 2% the last 5 years averaged, which is closely aligned to historical salary adjustments. However, in 2021 and y-t-d 2022 the CPI grew at 7% and 8.2% YTD, dramatically outpacing annual wage adjustments. The CFO shared the short-term forecast year is pushing 6% for 2023, with a longer-term projection of 3% annually. Staff is recommending a 2-part approach to addressing wage and cost increases for 2022 and then 2023. For 2022 the CFO recommended the transfer of approximately \$3.3 million of surplus Pension/OPEB funds within to current budget to address potential wages/retro pay of \$1.4 million, \$900,000 for vessel fuel expenses, \$500,000 for Airline Marketing, \$300,000 in Vehicle Leasing, \$131,738 for other fuels and \$107,100 for FICA/Medicare. These transfers would position the budget to address 2022 needs without increasing the adopted \$92.1 million existing operating budget. The CFO inquired if there were any questions or concerns with the proposed revisions to the budget and the committee had no questions or concerns.

The CFO reviewed the Preliminary requests for the FY2023 Operating Budget beginning with Full Time Wages which mirror some the current contract negotiation discussions of a 2% increase for 2023. The CFO noted this could be adjusted as needed. Temp wages have been partially reviewed and with known increase of the minimum wage going from \$13 to \$14 per hour in New Jersey. There is an increase in E-ZPass costs associated with a higher number of traffic and revenue associated with such transactions. The CFO reviewed other areas of potential increase noting that they are still under review. The budget reflects a decrease in the Economic Development budget of ½ year for Business Centre with the anticipated sale of the close of 2022. The CFO reminded the committee that the Pension/OPEB ARC funding will be decreasing in FY23 and therefore a portion of the revised \$10.5 million funding lines will be available to offset 2023 increases.

- **Review of 2022 3rd Quarter Operating Revenue & Expense Report**

The CFO discussed third quarter YTD traffic increased just shy of 3% increase in transactions with 60,000 in commercial vehicles driving a large portion of the increase in actual revenue dollars. Revenue YTD 2022 v. 2021 is driven by a \$3 million increase at the bridge, CMLF of \$1.4 million dollars. Other income has increased, which includes E-ZPass and expired discounted trips. Expenditures increased from 63% of budget in 2021 to 65% in 2022. Much of the increase is at CMLF with vessel fuel increasing \$1.7 million dollars compared to last year. Lastly, various airport operations better than expected year to date.

4. Action Items:

- **RESOLUTION 22-52 – AUTHORIZING EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD OF JANUARY 1, 2022, THROUGH DECEMBER 31, 2022**

The CFO presented and reviewed the Resolution highlighting various vendors on the list. With no questions, Commissioner Ratchford made a motion, Commissioner Wilson seconded, and the Budget & Finance Committee recommended forwarding Resolution to the full Board. The Resolution will be presented to the full Board for consideration at the October meeting later today.

- **RESOLUTION 22-53 – AUTHORIZING AN AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND PARKER McCAY TO SERVE AS GENERAL LEGAL COUNSEL REPRESENTING THE AUTHORITY'S INTERESTS IN THE STATE OF NEW JERSEY**

The CFO presented reviewed the Resolution noting that Phil Norcross, Esquire recused himself from the Budget and Finance Committee meeting. The CFO shared that staff found the proposed rates to be reasonable and with no further questions, Commissioner Smith made a motion, Commissioner Ratchford seconded, and the Budget & Finance Committee recommended forwarding Resolution 22-53 to the full Board.

With no further business to discuss, Vice-Chairperson Decker adjourned the Budget and Finance Committee 11:37 a.m.

DELAWARE RIVER AND BAY AUTHORITY

ECONOMIC DEVELOPMENT COMMITTEE MEETING

Tuesday, October 18, 2022

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority’s Economic Development Committee Meeting was conducted on Tuesday, October 18, 2022, from the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners of Delaware

Committee Chair Ratchford
Commissioner Carey, Comm. Member
Commissioner Becker, Comm. Member - absent
Commissioner Decker
Commissioner Faust - absent

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
TJ Murray
Tara Donofrio
Michele Pyle

Commissioners of New Jersey

Committee Vice-Chair Baldini
Commissioner Wilson, Comm. Member via Zoom
Commissioner Ransome, Comm. Member
Commissioner McCann via: Zoom
Commissioner Smith

Chairperson Hogan

Phillip Norcross - NJ

Governors’ Representatives

Janice Venables, New Jersey
Robert Dovidow, New Jersey

Guests

1. Committee Chair Ratchford opened the Economic Development Committee meeting at approximately 11:37 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 September 20, 2022. Commissioner Ransome made a motion, Commissioner Carey seconded, and the Committee Minutes were accepted.

3. Resolutions:

RESOLUTION 22-54 - AUTHORIZES A LEASE TERMINATION BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND GLASSTOWN BREWING, LLC AT THE MILLVILLE AIRPORT

The Deputy Executive Director presented the Resolution. With no further questions, Commissioner Ransome made a motion, Commissioner Wilson, seconded, and the Economic Development Committee recommended forwarding Resolution 22-54 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the October meeting later today.

4. Discussion Items:

- **Update on Commercial Airline Service**

The Deputy Executive Director provided an update on Avelo Airlines. A press conference will take place Thursday, October 2022 beginning at 10:30 a.m. at Wilmington Airport. This event will include Governor John Carney and Avelo Airline officials.

- **Update on Salem Business Center**

The Deputy Executive Director updated members on the sale of Salem Business Center. A walk through with prospective buyer D2 Corp. recently took place for financing purposes. The expected sale closing date is no later than December 31, 2022.

Committee Chair Ratchford adjourned Economic Development Committee at 11:42 a.m.

DELAWARE RIVER AND BAY AUTHORITY

PERSONNEL COMMITTEE MEETING

Tuesday, October 18, 2022

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 October 18, 2022, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

New Jersey Commissioners

Committee Chair Smith
Commissioner Ransome, Committee Member
Commissioner McCann, Committee Member – zoom
Commissioner Wilson via zoom
Commissioner Baldini

Delaware Commissioners

Committee Vice-Chair Carey
Commissioner Decker, Committee Member
Commissioner Faust, Committee Member- absent
Commissioner Becker - absent
Commissioner Ratchford

Chairman Hogan

Vice Chairman Lathem

Legal Counsel

Phil Norcross– NJ

Mike Houghton – DE

Governors’ Representatives

Janice Venables – NJ

Jon Sheehan –DE absent

Staff

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

Guests

Robert Davidow

1. Committee Chair Smith opened the Personnel Committee meeting at approximately 11:43 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 June 22, 2022. Commissioner McCann made a motion, Commissioner Ransome seconded, and the Committee Minutes were accepted.

3. Resolution

RESOLUTION 22-55 – Authorizing the Approval of a Collective Bargaining Agreement between the DRBA and the International Union of Operating Engineers, Local 542, for Certain Employees.

After discussions, Committee Chair Smith called for a motion, Commissioner Ransome made a motion, Committee Vice Chair Carey seconded, Commissioner Decker abstained, and the Personnel Committee recommended forwarding Resolution 22- 55 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the October meeting later today.

4. Discussion Items

- **Police Administrator Selection**

Commissioners approved the selection of Lt. Col Wayne E. McFadden as Police Administrator effective October 23, 2022. He has been serving in an Acting capacity since August 31, 2022.

- **Health Care Premiums**

- No plan design changes in 2023
- No increase in employee contributions to health care premiums in 2023

- **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 McCann seconded, and the Personnel Committee adjourned at 11:47 a.m.

DELAWARE RIVER AND BAY AUTHORITY

PROJECTS COMMITTEE MEETING

Tuesday, October 18, 2022

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority’s Projects Committee Meeting was conducted on Tuesday, October 18, 2022, from the Delaware Memorial Bridge Complex, New Castle, Delaware.

New Jersey Commissioners

Committee Chair Ransome
Commissioner McCann, Committee Member - zoom
Commissioner Baldini, Committee Member
Commissioner Smith
Commissioner Wilson via zoom

Chairman Hogan

Legal Counsel

Phil Norcross– NJ

Governors’ Representatives

Janice Venables– NJ via zoom

Staff

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

Delaware Commissioners

Committee Vice-Chair Ratchford
Commissioner Faust, Committee Member - absent
Commissioner Becker, Committee Member absent
Commissioner Decker
Commissioner Carey

Vice Chairman Lathem

Mike Houghton – DE

Jon Sheehan – DE absent

Guests

Robert Davidow

1. Committee Chair Ransome opened the Projects Committee meeting at 11:47 am
2. Committee Chair Ransome called for a motion to accept the Projects Committee Minutes from September 20, 2022. Commissioner McCann made a motion, Vice-Chair Ratchford seconded, and the Committee Minutes were accepted.

3. Contract Closeout

- **CMLF-C21-12R Cape May Paint Shop Demolition and Construction**

The COO recommended close-out of the contract and final payment to Ocean Construction LLC with a final contract amount of \$285,501.26

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

- **CMLF-L21-04 Freeman Highway Rehabilitation**

The COO recommended close-out of the contract and final payment to Allen Myers MD, Inc. with a final contract amount of \$1,342,531.01.

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

4. Contractor Payment Reviews:

The COO reviewed for the Committee the monthly construction contractor payment summary to be made for the work completed through September 2022 for (20) payments totaling approximately \$4.7 million for projects at the bridge, ferry, and airports.

5. Discussion Items

- **Construction Highlights Report**

Executive Director acknowledged the great teamwork of the COO's department during the UHPC project.

6. With no further business to discuss, Committee Chair Ransome called for a motion to adjourn; Committee Vice-Chair Ratchford made a motion and Commissioner Baldini seconded, and the Projects Committee adjourned at 11:54 a.m.