

**MINUTES OF MEETING  
THE DELAWARE RIVER AND BAY AUTHORITY  
Delaware Memorial Bridge Complex  
Tuesday, March 19, 2024**

The meeting convened at 10:03 a.m. at the Delaware Memorial Bridge Complex, with Chairperson Lathem presiding.

Chairperson Lathem 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.

The opening prayer was given by Chairperson Lathem, followed by the Pledge of Allegiance.

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

Commissioners from Delaware

Samuel Lathem, Chairperson  
Crystal L. Carey – via Zoom  
Henry J. Decker - Absent  
Michael Ratchford  
Veronica O. Faust  
Theodore Becker – via Zoom

Commissioners from New Jersey

James N. Hogan, Vice-Chairperson  
Shirley R. Wilson – via Zoom  
Ceil Smith  
Sheila McCann - via Zoom  
M. Earl Ransome, Jr.  
Heather Baldini – via Zoom

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Chairperson Lathem called for the acceptance of the Agenda.

Commissioner Smith made a motion to accept the agenda, seconded by Commissioner Ratchford, and the motion was carried by a voice vote of 11-0.

Chairperson Lathem opened the meeting for public comment on any matters of interest.

Colonel McFadden administered then administered the Oath to Office to (6) new Delaware River and Bay Authority police officers - Officer Jeremy Bass, Officer Tyler Maikisch, Officer Donald Carruth, Officer Herbert Foster, Officer Chante Fisher, and Officer Ashley Holland.

Colonel McFadden discussed the state of the DRBA Police Department. Last time Colonel McFadden spoke to the Board the police department had 13 vacancies, and as of today there are only 4 vacancies. He discussed the DRBA police labor contract (FOP) is very competitive with counterparts in both NJ and DE which offers more varied opportunities for Police careers. The DRBA police department has brought back specialized units including Marine Division which sent 4 DRBA officers to training. Colonel

McFadden introduced the new Lt. Colonel - Christopher Fields; he has been with the DRBA for 22 years. Lt. Colonel Fields is an astounding leader and oversees daily operations dealing with many issues. Lt. Colonel Fields stated that he looks forward to working with Colonel McFadden. Colonel McFadden further discussed recruitment and retention of police officers. This includes training, technology, and career advancement for officers. The DRBA police attended 14 events this year in conjunction with Human Resources. The support from Human Resources has been incredible and greatly appreciated. To date 12 new cameras have been installed at both the Cape May and Lewes Ferry Terminals and grounds. These cameras read license plates in conjunction with the National Crime Information Center (NCIC) database and allow us to capture information in real time. This makes us aware of any suspicious vehicle activity before boarding the vessels. Two DRBA police officers are nationally certified drug recognition experts and have been called 13 times to support other agencies. Community policing was a huge success last year and our moto is service with a smile. Last year we partnered with NCC Night Out and Trunk/Treat and Shop with a Cop. Our officers are focused on victim services along with mental health awareness. We had 9 suicide interventions on the Delaware Memorial Bridge last year. From the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA), last year we received a 100% compliance rating,

The COO stated that he has been impressed with the CMLF vessel maintenance team for the past 3 years. It is a constant challenge to keep our vessels properly maintained and running. They must repair the vessels in a timely manner either before the next crossing, or overnight. In 2021 and 2022 CMLF had zero cancellations and last year we had less than 1% cancellations during our peak season. This is truly a remarkable accomplishment. The COO recognized and introduced the CMLF vessel maintenance team. He thanked them for all their hard work.

Chairperson Lathem again called for any public comment on any matters of interest to the Board.

There were no comments from the public, and the comment period was closed.

The Committee meetings began at 10:33 a.m. and ended at 11:06 a.m. During that time, the following Committee meetings were held:

Budget & Finance  
Projects

At the conclusion of the Committee meetings, Chairperson Lathem called the Board meeting back to order at 11:06 a.m.

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12267.            APPROVAL OF THE FEBRUARY MINUTES

Commissioner Becker made a motion to approve meeting minutes for February 21, 2024, seconded by Commissioner Ransome, and approved by a voice vote of 11-0.

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12268. DELAWARE RIVER AND BAY AUTHORITY – TRAFFIC AND REVENUE SUMMARY.

The Chief Financial Officer (CFO) presented charts showing Actual versus Projected Revenues for the Delaware Memorial Bridge, the Cape May-Lewes Ferry, Airports, Delaware City-Salem Ferry Crossing and Food Service for February without objection charts were ordered filed with the permanent records of the Authority.

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12269. DELAWARE RIVER AND BAY AUTHORITY – STATEMENT OF INCOME AND EXPENSE.

The CFO presented charts showing statements of income and expense for February 2024 with comparisons to the same periods last year.

Without objection, the charts were ordered filed with the permanent records of the Authority.

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12270. DELAWARE RIVER AND BAY AUTHORITY – OPERATING EXPENSE BY DIVISION.

The CFO presented charts for February 2024 showing expenses by division for the quarter to date vs. the projected quarter and for year to date vs. total budget.

Without objection, the charts were ordered filed with the permanent records of the Authority.

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12271. DELAWARE RIVER AND BAY AUTHORITY – CAPITAL IMPROVEMENT PROGRAM.

The CFO presented charts for February 2024 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 charts were ordered filed with the permanent records of the Authority.

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12272. DELAWARE RIVER AND BAY AUTHORITY – CASH POSITION (MARKET VALUE) FOR FEBRUARY 29, 2024.

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

Without objection, the charts were ordered filed with the permanent records of the Authority.

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12273. PUBLIC COMMENT ON ACTION ITEMS

Chairperson Lathem noted one Contract Award, No Contract Close-Outs, and one Resolution were being considered at today’s meeting.

All action items requiring committee action have been reviewed and recommended for consideration during today’s Committee meetings. He then called for public comment on any action items.

There was no public comment on action items before the Board.

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12274. AWARD OF CONTRACT #DMB-23-17 – BUILDING MAINTENANCE GARAGE HVAC IMPROVEMENTS

The Chief Operations Officer (COO) noted that a public bid opening was held on February 28, 2024. The COO and Projects Committee recommended awarding the contract to the lowest responsible bidder, Gaudelli Bros., Inc. of Millville, New Jersey in the amount of \$169,300.00.

A motion to award CONTRACT #DMB-23-17 to the aforementioned firm was made by Commissioner Ratchford, seconded by Commissioner Ransome, and approved by a voice vote of 11-0.

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12275. CHAIRPERSON’S CALL FOR RESOLUTIONS BEFORE THE BOARD

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**RESOLUTION 24-11 - AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 23-28 FOR THE PERIOD, JANUARY 1, 2024, THROUGH DECEMBER 31, 2024**

WHEREAS, The Delaware River and Bay Authority (the “Authority”) adopted Resolution 23-28 requiring Commissioner review and approval of all Authority expenditures in excess of \$50,000; and

WHEREAS, the Authority anticipates expenditures at or over the \$50,000 amount to the following vendors:

DELAWARE RIVER & BAY AUTHORITY  
 VENDORS PROJECTED TO BE PAID OVER \$50,000  
 FOR THE PERIOD 1/1/24 THROUGH 12/31/24

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
Advance Aviation	Outbound Digital Advertising Associated with Commercial Air Service at ILG	Committee Waiver	\$200,000
Bruce Industrial Company, Inc.	Davit Crane 3 and 5 Repairs	Proprietary	\$316,000
DVL Group, Inc.	Julia Building Liebert UPS Replacement	Proprietary	\$260,000

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

Resolution 24-11 was moved by Commissioner Ratchford, seconded by Commissioner Ransome, and was approved by a roll call vote of 11-0.

**Resolution 24-11 - Executive Summary Sheet**

**Resolution:** Authorizing Authority Expenditures Pursuant to Resolution 23-28 for the period January 1, 2024, through December 31, 2024.

**Committee:** Budget & Finance

**Committee and Board Date:** March 19, 2024

**Purpose of Resolution:**

Authorizes expenditures of \$50,000 or greater with the identified vendors during the 2024 calendar year.

**Background for Resolution:**

The proposed Resolution meets the requirements of Resolution 23-28, whereby the Authority shall not enter into any contract committing the Authority to spend or make any other expenditures relating to services, material and supplies in the amount of \$50,000 or more unless it has first been approved by a vote of Commissioners.

**Purchase Detail:**

Advance Aviation: Outbound Digital Advertising Associated with Commercial Air Service at ILG

The Authority plans to contract with Advance Aviation to provide digital advertising for outbound flight destinations related to the Air Service Incentive Agreement and the airport marketing associated with commercial air service at ILG.

Bruce Industrial Company, Inc.: Davit Crane 3 and 5 Repairs

In January 2024, Commissioners approved Bruce Industrial to repair davit crane 3 located at the Cape May Ferry Terminal in the amount of \$146,000. To reduce operational impact time and shipping/mobilization costs, Marine Operations staff recommends that davit crane 5 be repaired at the same time. Repairing both cranes at once mitigates risk in case one of the cranes is condemned due to possible stress cracks. The Authority is seeking authorization to repair davit crane 3 and 5 in the amount of \$316,000 as the scope of work for each crane has expanded to include replacement of additional parts and testing.

DVL Group, Inc.: Julia Building Liebert UPS Replacement

The Julia Building Uninterruptible Power Supply (UPS) has reached the end of its service life and requires replacement. UPS systems are necessary for the protection of Authority hardware (computers, data centers, telecommunication or other electrical equipment) where an unexpected power disruption could cause injuries, fatalities, serious business disruption or data loss. **Note:** This purchase represents the first of several turnkey UPS replacement projects that the Authority has planned for the immediate future as shown in the 2024 CIP. As part of the replacement plan, Authority staff have investigated all currently available UPS systems and have opted to continue to use DVL Group as our proprietary provider of Liebert Uninterruptible Power Supply (UPS) systems and services.

**Classification Definitions:**

**Committee Waiver.** The Budget and Finance Committee, in consideration of the overall procurement process, may increase or waive the thresholds established in paragraphs 1 and 2 of Resolution 98-31 for the following reasons: operational needs and issues, a need for uniformity and continuity in materiel and services required by the Authority, and unique or special needs of the Authority including, but not limited to, the desirability of owner furnished materiel and supplies in vessel repair, maintenance, renovation and rehabilitation (DRBA Resolution 98-31 Part 3)

**Proprietary.** A purchase necessary to support or maintain existing Authority equipment for which a vendor has the right to prohibit an equivalent product from being supplied. Similar products or services may be available; however, the Authority must purchase from the original equipment manufacturer or service provider to uphold a contract, warranty, etc. A proprietary specification typically restricts the acceptable product or service to one manufacturer or vendor, although the product or service may be available from more than one distributor. In another typical example of this classification, a purchase of closed-source commercial software would be categorized as proprietary because the software remains the property of its owner/creator and is utilized by end-users (such as the Authority) under predefined conditions.

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12276.            EXECUTIVE DIRECTOR’S COMMENTS

The Executive Director showed a picture displaying 2 DRBA police recruits graduating from Dover Police Academy on March 1, 2024.

The next slide displayed an aerial view of the on-going construction progress at the new Cape May Airport Terminal site with a tentative opening in June of 2024.

The last slide displayed a picture of Commissioner Wilson along with DRBA talent acquisition manager Darryl Anderson attending the recent NAACP awards event.

Upcoming DRBA Events:

- Friday, April 12, 2024
  - Employee Appreciation Banquet, 6 pm; Chase Center  
Wilmington, DE
- Tuesday, April 16, 2024
  - Board of Commissioners Meeting, 10 am; James Julian  
Board Room

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12277.            COMMISSIONERS PUBLIC FORUM

Chairperson Lathem called for any comments from Commissioners.

There were no additional comments.

Chairperson Lathem called for a motion to move to Executive Session. Commissioner Smith made a motion, seconded by Commissioner Faust, and the motion was carried by voice vote of 11-0.

Members of the public and certain staff were excused from the room during the Executive Session.

The Executive Session started at 11:18 a.m. At 12:29 p.m. Chairperson Lathem called for a motion to close the Executive Session. Commissioner Faust made a motion, seconded by Commissioner Smith, and the motion was carried by a voice vote of 11-0.

A motion to adjourn the Board meeting at 12:30 p.m. was made by Commissioner Ratchford, seconded by Commissioner Smith, and approved by a voice vote of 11-0.

Respectfully submitted,

**THE DELAWARE RIVER AND BAY AUTHORITY**

Stephen D. Williams, A.A.E.  
Assistant Secretary