

**SPECIAL MEETING OF THE BOARD OF COMMISSIONERS
THE DELAWARE RIVER AND BAY AUTHORITY
James Julian Board Room
Friday, February 28, 2025**

The meeting convened at 2:00 p.m. at the James Julian Board Room, with Chairperson Ransome presiding.

Chairman Ransome called on the Authority Assistant Secretary to read the special meeting notice. The Assistant Secretary announced that a notice of the special 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 Vice-Chairperson Lathem, followed by the Pledge of Allegiance.

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

NEW JERSEY COMMISSIONERS

M. Earl Ransome, Jr., Chairperson
Shirley R. Wilson – via: TEAMS
Sheila McCann – via: TEAMS
Heather Baldini – via: TEAMS
Debra Behnke
James Mehaffey – via: TEAMS

DELAWARE COMMISSIONERS

Samuel Lathem, Vice-Chairperson
Cystal L. Carey – via: TEAMS
Michael Ratchford
Veronica O. Faust – via: TEAMS
James Collins – via: TEAMS
Michael Houghton – via: TEAMS

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Chairperson Ransome called for the acceptance of the Agenda.

Commissioner Ratchford made a motion to accept the Agenda, seconded by Commissioner Behnke, and the motion was carried out by a voice vote of 12-0.

The Committee meeting started at 2:03 p.m. and ended at 2:07 p.m. During that time, the following Committee meetings were held:

Projects

At the conclusion of the Committee meetings, Chairperson Ransome called the Board meeting back to order at 2:08 p.m.

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12401. **PUBLIC COMMENT ON ACTION ITEMS**

Chairperson Ransome noted two (2) Project Close-outs, and two (2) Resolution were being considered at today's meeting.

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

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12402. CLOSE-OUT CONTRACT #CAT-22-01 – STORAGE SHED
EXTENSION

CONTRACT #CAT-22-01 – STORAGE SHED EXTENSION to BSS Contractors, LLC of West Grove, Pennsylvania.

It is recommended that the Authority accept this project and make the final payment to the contractor. The final cost of this project is \$167,000.00.

A motion to Close-Out Contract #CAT-22-01 was made by Commissioner Ratchford, seconded by Commissioner Collins, and approved by a voice vote of 12-0.

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12403. CLOSE-OUT CONTRACT #DMB-23-11 – INTERSTATE 295
MISCELLANEOUS ROADWAY IMPROVEMENTS

CONTRACT #DMB-23-11 – INTERSTATE 295 MISCELLANEOUS ROADWAY IMPROVEMENTS to Mumford & Miller Concrete of Middletown, Delaware.

It is recommended that the Authority accept this project and make the final payment to the contractor. The final cost of this project is \$2,378,042.55.

A motion to Close-Out Contract #DMB-22-04 was made by Commissioner Ratchford, seconded by Commissioner Collins, and approved by a voice vote of 12-0.

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12404. CHAIRPERSON'S CALL FOR RESOLUTIONS BEFORE THE BOARD

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**RESOLUTION 25-10 - LICENSE AGREEMENT BETWEEN THE DELAWARE RIVER AND
BAY AUTHORITY AND SEAHORSE CHARTERS LLC, DELAWARE ADVENTURES, INC.,
AND THE DELAWARE RIVER AND BAY LIGHTHOUSE FOUNDATION**

WHEREAS, The Delaware River and Bay Authority (the “Authority”), is the operator of the Cape May Lewes Ferry Terminal (“Terminal”); and

WHEREAS, Seahorse Charters LLC, Delaware Adventures, Inc., and the Delaware River and Bay Lighthouse Foundation wish to use dock space at the terminal; and

WHEREAS, Seahorse Charters and Delaware Adventures have agreed to pay the Authority the monthly rate of One Thousand Dollars (\$1,000.00); and

WHEREAS, the Delaware River and Bay Lighthouse Foundation has agreed to pay the Authority the annual rate of Ten Dollars (\$10.00); and

WHEREAS, the initial term of each License Agreement is for three (3) years; and

WHEREAS, each operator shall have the right to renew the agreement for two (2) additional one (1) year periods; and WHEREAS, rent during each renewal period shall increase annually by the Consumer Price Index (CPI); and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of License Agreements with Seahorse Charters LLC, Delaware Adventures, Inc., and the Delaware River and Bay Lighthouse Foundation, and, with the advice and consent of counsel, to have such Agreement executed by the Chairperson, Vice Chairperson and the Executive Director.

Resolution 25-10 was moved by Commissioner Behnke, seconded by Commissioner Wilson, and was approved by a roll call vote of 12-0.

Resolution 25-10 - Executive Summary

Resolution: Authorizing the Execution of a License Agreements between the Delaware River and Bay Authority and Seahorse Charters LLC, Delaware Adventures, Inc., and the Delaware River and Bay Lighthouse Foundation regarding the floating docks at the Lewes Ferry Terminal.

Committee: Projects

Committee Date: February 28, 2025

Board Date: February 28, 2025

Purpose of Resolution: To permit the Executive Director, Chairman and Vice Chairman to execute and deliver a License Agreement for dock space at the Lewes Ferry Terminal.

Background for Resolution:

The Delaware River and Bay Authority owns a floating dock located at 43 Cape Henlopen Drive at the Lewes Ferry Terminal. Seahorse Charters LLC, Delaware Adventures, Inc., and the Delaware River and Bay Lighthouse Foundation wish to license dock space for the use of their vessels

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RESOLUTION 25-11 – AMENDMENT TO 2025 OPERATING BUDGET

WHEREAS, the Delaware River and Bay Authority (the “Authority”) adopted its 2025 Operating Budget (the “Budget”) pursuant to Resolution 24-53; and

WHEREAS, the Authority Funded Positions identified in the Budget include a vacant full-time position at the Administration level; and

WHEREAS, based on recent Executive Orders issued by the President of the United States, the certainty of federal funding that the Authority has relied on in connection with proposed projects and contracts has been called into question; and

WHEREAS, the Authority has determined that there is a critical need to begin succession planning for various officer positions at the Authority to ensure in the future that there will be a seamless handover of roles and responsibilities from incumbents to their successors; and

WHEREAS, given these recent changes, there is a desire to designate the current vacant full-time position to a Director of Strategic Initiatives; and

WHEREAS, the Director of Strategic Initiatives will, among other responsibilities, focus on maximizing Authority efficiency and productivity and assist with succession planning; and

WHEREAS, a job description has been developed outlining the duties and responsibilities for the position of Director of Strategic Initiatives by the Chief Human Resource Officer, and the Chair and Vice Chair have reviewed and approved the posting for the position to be filled.

NOW, THEREFORE, BE IT RESOLVED, that 2025 Operating Budget of the Authority shall be amended to reflect the designation of this position as set forth above.

Resolution 25-11 was moved by Commissioner Collins, seconded by Commissioner Ratchford, and was approved by a roll call vote of 11-1-0. Commissioner Baldini Voted No.

Commissioner Baldini expressed serious concerns regarding Resolution 25-11 and indicated her continued opposition to the Resolution. Chairperson Ransome appreciated the time and effort of Commissioners to work through a solution. Commissioner Mehaffey noted that he was pleased the Commissioners had created a process for this position and thought the DRBA had done its due diligence in this matter.

Resolution 25-11 - Executive Summary Sheet

Resolution: Resolution 25-11 – Amendment to 2025 Operating Budget

Committee: N/A

Committee Date: N/A

Board Date: February 28, 2025

Purpose of Resolution:

Resolution 25-11 authorizes the re-designation of a current vacant full-time position at the Administration level to a newly created position called “Director of Strategic Initiatives.”

Background for Resolution:

Given unexpected changes from the new President and his administration and the need for succession planning within the Authority, the Board is creating a position to focus on these new unexpected challenges and improving DRBA efficiency and productivity.

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12405. COMMISSIONERS PUBLIC FORUM

Chairperson Ransome called for comments from Commissioners.

Commissioner Houghton thanked the Commissioners for their hard work and patience and tenacity to work collectively to reach this point.

With no additional forthcoming comments, a motion to adjourn the Board meeting at 2:15 p.m. was made by Commissioner Ratchford, seconded by Commissioner Collins, and approved by a voice vote of 12-0.

Respectfully submitted,

THE DELAWARE RIVER AND BAY AUTHORITY

James Salmon
Assistant Secretary