

MINUTES OF THE REGULAR MEETING
OF THE MEMBERS OF THE
CAPE MAY COUNTY BRIDGE COMMISSION

March 16, 2023

The regular meeting of the members of the Cape May County Bridge Commission was held on the sixteenth day of March 2023 in the County Administration Building, Cape May Court House, New Jersey.

The meeting was called to order by Chairman Carol Brand with the announcement that the meeting was being conducted pursuant to the requirements of the “Open Public Meeting Act.”

Mrs. Brand then led everyone in the Pledge of Allegiance.

The following answered “present” as their names were called:

Carol Brand, Chairman
Scott Halliday, Vice Chairman
Maryanne K. Murphy, Secretary/Treasurer via telephone

Also present were Karen Coughlin, Executive Director, Antonio Colón, and Jeffrey Lindsay, Commission Counsel.

A motion to approve the minutes of the February 16, 2023 Regular Monthly Meeting was moved by Mrs. Murphy, seconded by Mr. Halliday, and unanimously approved.

Ms. Coughlin reported the cash analysis for the month of February 2023, which indicated an increase in total monthly revenue in the amount of \$20,989 compared to February 2022.

	FY 2023	FY 2022	Change from 2022
Middle Thorofare	\$35,244	\$31,223	\$4,021
Grassy Sound	\$ 7,262	\$ 6,547	\$ 715
Townsend's Inlet	\$24,004	\$19,171	\$ 4,833
Corsons Inlet	\$15,528	\$13,232	\$ 2,297
Ocean City Longport	\$52,587	\$43,463	\$ 9,123
MONTHLY CASH TOTALS	\$134,625	\$113,636	\$20,989

The E-ZPass percentage rate for the month was 85.2%.

The next topic of the meeting was the resolutions.

The following resolution numbers 23-3596 through 23-3598 were part of the Consent Agenda:

RESOLUTION AUTHORIZING THE CHAIRMAN TO SIGN THE OFFICER’S CERTIFICATE

BE IT RESOLVED, by the **CAPE MAY COUNTY BRIDGE COMMISSION**, that the Chairman be and is hereby authorized to sign the Officer’s Certificate certifying that all expenditures made by the Commission from the Operating Fund during February 2023 were for operating expenses and were in accordance with the terms of the annual budget.

BE IT FURTHER RESOLVED, that said certification be filed with the Trustee, in accordance with Article V, Section 505, item (3), of the General Bond Resolution adopted December 11, 1990.

RESOLUTION CERTIFYING MONTHLY DEPOSITS IN THE REVENUE ACCOUNT FOR FEBRUARY 2023

BE IT RESOLVED, by the **CAPE MAY COUNTY BRIDGE COMMISSION**, that the revenue deposited, prior to full reconciliation, in our in-house revenue account at the Sturdy Savings Bank, located in Cape May Court House, New Jersey, amounted to \$169,992.88 for the month of February 2023.

BE IT FURTHER RESOLVED, that said Resolution be filed with the Trustee, in compliance with Article V, Section 503, of the General Bond Resolution adopted December 11, 1990.

RESOLUTION APPROVING A CEILING AMOUNT FOR HEALTH BENEFITS AND PAYROLL EXPENSES IN BETWEEN BRIDGE COMMISSION MEETINGS

WHEREAS, the Cape May County Bridge Commission (hereinafter referred to as “Commission”) must approve the payment of Health Benefits for its active and retired employees in addition to all payroll expenses for periods in between Commission meetings; and

WHEREAS, the precise amount of this payment is not known until after the Commission meeting each month and cannot wait until the subsequent monthly meeting; and

WHEREAS, the most practical solution to this problem is to allow the Commission to endorse and approve payment for these items at a ceiling amount, and be informed of the precise amount at the following monthly meeting;

NOW, THEREFORE, BE IT RESOLVED, that the **CAPE MAY COUNTY BRIDGE COMMISSION**, hereby approves payment for Health Benefits for Retirees not to exceed \$40,000,

payment for Health Benefits for Active Employees not to exceed \$30,000, and monthly payroll expenses not to exceed \$300,000.

BE IT FURTHER RESOLVED, that the Commission acknowledges that the precise amount of the payment will be recorded on next month's bill list.

Resolutions 23-3596 through 23-3598 were moved by Mrs. Murphy, seconded by Mr. Halliday, and unanimously approved.

RESOLUTION CERTIFYING TO THE LOCAL FINANCE BOARD THAT EACH COMMISSIONER HAS REVIEWED THE ANNUAL AUDIT REPORT

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the Annual Audit Report for the fiscal year ended December 31, 2021 has been completed and filed with the Division of Local Government Services pursuant to N.J.S.A. 40A:5A-15; and

WHEREAS, N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments", "Recommendations"; "Schedule of Findings and Questioned Costs", and has evidenced that review by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the audit report entitled "General Comments", "Recommendations"; "Schedule of Findings and Questioned Costs", in accordance with N.J.S.A. 40A:5A-17.

NOW, THEREFORE, BE IT RESOLVED, that the **CAPE MAY COUNTY BRIDGE COMMISSION** hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2021, and specifically has reviewed the sections of the audit report entitled "General Comments", "Recommendations"; "Schedule of Findings and Questioned Costs" and has evidenced that review by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

Resolution 23-3599 was moved by Mrs. Murphy, seconded by Mr. Halliday, and unanimously approved.

RESOLUTION AUTHORIZING ADVERTISEMENT FOR TOWNSENDS INLET BRIDGE TOLL BOOTH ROOF REPLACEMENT AND AC UNIT INSTALLATION

WHEREAS, the Townsends Inlet Bridge toll booth roof is in need of replacement along with the installation of a ceiling air conditioning unit; and

WHEREAS, Remington & Vernick Engineers has designed specifications and plans for the necessary repairs in accordance with generally accepted principles; and

WHEREAS, the Commission has reviewed the specifications and plans and find they meet their approval; and

WHEREAS, it is the desire of the Commission to authorize the Contracting Agent to advertise and take sealed bids for the “Townsends Inlet Bridge Toll Booth Roof Replacement and AC Unit Installation” project;

NOW, THEREFORE, BE IT RESOLVED, that the Commission authorizes the Contracting Agent to advertise for the receipt of bids for “Townsends Inlet Bridge Toll Booth Roof Replacement and AC Unit Installation” project, said advertisement to appear in The Herald Newspaper and/or The Press of Atlantic City.

Resolution 23-3600 was moved by Mrs. Murphy, seconded by Mr. Halliday, and unanimously approved.

RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT BETWEEN THE CAPE MAY COUNTY BRIDGE COMMISSION AND SCIBAL ASSOCIATES, INC. DBA QUAL-LYNX FOR CLAIMS ADMINISTRATION

WHEREAS, the Cape May County Bridge Commission requires the regular services of a Claims Service Company for claims administration; and

WHEREAS, Scibal Associates, Inc., a corporation of the State of New Jersey, doing business as Qual-Lynx, having its principal place of business at 100 Decadon Drive, Egg Harbor Township, New Jersey, 08234 is experienced in the administration of claims;

NOW, THEREFORE, BE IT RESOLVED, by the **CAPE MAY COUNTY BRIDGE COMMISSION** that the proper officers of the Commission, to wit the Chairman and Executive Director are hereby authorized and directed to execute said contract with **SCIBAL ASSOCIATES, INC. DBA QUAL-LYNX** for a term of three years commencing September 5, 2020, a copy attached hereto and by this reference made a part hereof as Schedule “A”.

Resolution 23-3601 was moved by Mrs. Murphy, seconded by Mr. Halliday, and unanimously approved.

Update on Capital Projects:

Mr. Colón provided updates on capital improvement projects for the month to the Commissioners. A copy of the report is attached to the minutes.

There was no correspondence to discuss.

Under old business, Ms. Coughlin provided to the Commissioners the 2023 Capital Plan for the Bridge Commission.

There was no new business to discuss.

Public comments:

Robert Boyle – Plane Network: Provides internet and phone services. Discussed bringing fiber over the Ocean City – Longport Bridge.


Juliette Schlucter – 14 Randolph Ave., Strathmere, NJ – resident of Strathmere requesting free passage over Corsons Inlet Bridge.

There was no need for an Executive Session.

A motion to pay the bills was moved by Mrs. Murphy, seconded by Mr. Halliday and unanimously approved.

A motion to adjourn was moved by Mrs. Murphy, seconded by Mr. Halliday, and unanimously approved.

Respectfully submitted,



Karen Coughlin, Executive Director