The regular meeting of the members of the Cape May County Bridge Commission was held on the seventeenth day of March 2022 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

Also present were Karen Coughlin, Executive Director, Lewis Donofrio, Commission Engineer and Jeffrey Lindsay, Commission Counsel.

Ms. Coughlin reported the cash analysis for the month of February 2022, which indicated an increase in total monthly revenue in the amount of $27,262 compared to February 2021.

<table>
<thead>
<tr>
<th>Location</th>
<th>FY 2022</th>
<th>FY 2021</th>
<th>Change from 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle Thorofare</td>
<td>$31,223</td>
<td>$ 7,541</td>
<td>$23,682</td>
</tr>
<tr>
<td>Grassy Sound</td>
<td>$ 6,547</td>
<td>$10,647</td>
<td>- $ 4,100</td>
</tr>
<tr>
<td>Townsend Inlet</td>
<td>$19,171</td>
<td>$19,383</td>
<td>- $ 212</td>
</tr>
<tr>
<td>Corsons Inlet</td>
<td>$13,232</td>
<td>$10,976</td>
<td>$ 2,256</td>
</tr>
<tr>
<td>Ocean City Longport</td>
<td>$43,463</td>
<td>$37,827</td>
<td>$ 5,637</td>
</tr>
<tr>
<td><strong>MONTHLY CASH TOTALS</strong></td>
<td><strong>$113,636</strong></td>
<td><strong>$ 86,374</strong></td>
<td><strong>$27,262</strong></td>
</tr>
</tbody>
</table>

The E-ZPass percentage rate for the month was 84%.

The next topic of the meeting was the resolutions.
The following resolution numbers 22-3512 through 22-3514 were part of the Consent Agenda:

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN THE OFFICER’S CERTIFICATE**

**BE IT RESOLVED,** by the CAPE MAY COUNTY BRIDGE COMMISSION, that the Executive Director 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 2022 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.

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**RESOLUTION CERTIFYING MONTHLY DEPOSITS IN THE REVENUE ACCOUNT FOR FEBRUARY 2022**

**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 $94,177.63 for the month of February 2022.

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

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**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 22-3512 through 22-3514 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, 2020 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, 2020, 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 22-3515 was moved by Mrs. Murphy, seconded by Mr. Halliday, and unanimously approved.

Update on Capital Projects:

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

There was no correspondence received to be discussed.
There was no old business to discuss.

Under new business, Mrs. Brand asked about the status of the garage at Middle Thorofare Bridge. Mr. Donofrio stated that he will ask for quotes again to find a contractor who will do the work and follow prevailing wage laws. Prevailing wages need to be paid by a contractor for any work done over $2,000 on a public building.

Mrs. Brand also inquired about the status of the Shared Services Agreement with the County that expired at the end of 2021. Ms. Coughlin will have a mark-up of changes to be circulated at the next Commission meeting.

Mr. Halliday stated that he has a scheduled call with Haddon from Senator Van Drew’s office and Will Morey to get an update on the grant process for the Ocean Drive (CR621) Upgrades and Bridge Improvements project.

Ms. Coughlin informed the Commissioners that Ted Greenberg from NBC10 interviewed her that morning regarding the toll increase.

There were no Public Comments.

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
Memorandum

DATE: March 15, 2022

TO: Carol Brand, Chairman
Scott Halliday, Vice-Chairman
Maryanne K. Murphy, Secretary/Treasurer

CC: Karen Coughlin, Executive Director, CMC Bridge Commission

FROM: Lewis T. Donofrio Jr., P.E., Chief Engineer, CMC Bridge Commission

RE: Monthly Engineer’s Report March 2022

E-Z Pass System:
- **Ocean City Lane 2:** On 12/8/21 the entry loop began to experience problems and 12/14/21 SJTA inspected and tested the loop finding an open circuit. Berenato Construction was issued a purchase order to perform saw cutting and sealing of the loop, while SJTA will install loop wire, test, and make connections. Work should be completed within the next 4 weeks.

- **2022 Toll Adjustment:** Gannet Fleming completed lane controller software changes the week of 2/28 and system went live Tuesday, 3/15/22 at 12:01 a.m. Sign decals made by SJTA were installed by County Public Works on 3/14.

- **Grassy Sound power problems (1/29 to 2/4):** On 2/4 the lane controller computer was replaced and a spare camera installed on 2/17. The defective camera was shipped to the manufacturer (JAI, San Jose CA) on 3/11 for repair.

- **Townsend’s Inlet:** On 3/10 the lane controller computer stopped working due to suspected failed wire insulation. SJTA replaced the unit on 3/11. On 3/12 a separate problem was found with the loop detectors which was traced to a loose wire connection. Due to the wire insulation failure at TI the remaining lane controller cabinets will be checked for similar conditions and wiring replaced for this connection.

Ocean City-Longport Bridge:
- **Emergency Generator (Project #11):** No Change in Status. Final report received 8/19 and recommendation is for 45kW single phase generator within existing building along with building improvements.

- **Fishing Pier (Project #6):** No Change in Status. RVE reviewing existing documentation and revising preliminary cost estimate. Looking at replacement of handrail system and additional ADA compliant railing, joint seals, benches, trash cans, dumpster fencing.

- **Toll Booth Repairs (Project #9):** RVE conducted field inspection in the summer to identify the replacement of the metal flooring and replace the door and window seals within the 2 booths. 1/8 RVE submitted quote package which is currently under review.

Corson’s Inlet Bridge:
- **Corson’s Inlet Bridge Rehabilitation (Project #1):** Contract Plans, Specifications and Estimate to be forwarded to Executive Director Coughlin for funding and advertisement.
to bid. Total State Aid (LBFN FY19 & FY21) is at $1,664,165.00. Project funding through a County bond ordinance is still needed to fund the construction phase. Project construction will likely extend into late 2023.

- **Deck Patching Project (Project #8):** This project addresses the numerous concrete deck spalls on several spans and will require daily lane closings affecting toll collections to some degree. This contract was advertised on 3/2 and a pre-bid meeting was held on 3/8 with 3 contractors in attendance. Bids are due 3/23 with anticipated award at the 4/12 County Commissioners meeting. Contract will use single lane alternating traffic pattern and tolls will be collected when feasible. Work to be completed before Memorial Day.

- **Deauville Inn /Commission Parking:** No change in Status. 10/18 County surveyor completed field work and has prepared draft base map. Easement description completed. Draft resolution to be prepared.

- **Bascule Span Operations:** No change in status. Resolution 21-3477 was approved which begins the process to permanently cease bascule operations. Currently working on Project Initiation Request (PIR) with USCG.

- **South Abutment Beach Access (Project #8):** No change in status. 10/18 County surveyor has completed field work identifying topography and physical features. Base map will be used to for conceptual plan for safety fence mounted on bridge approach spans. Next step, secure consultant from engineering pool.

**Townsend Bridge:**

- **Submarine Cable Replacement:** No change in status. Delta Line Construction’s inspection diver re-inspected the cables within the channel on 11/19. DLC to coordinate with marine contractor to install additional sandbags to obtain required coverage of the cable. NBIS dive inspection 2/22 show about 8 ft of cable exposed from the south fender.

- **Spans 1-7 Replacement:** No change in status. County’s legal team continues to address Agate’s complaint. Mediation with Agate Construction was held 10/14 ending in no resolution. RVE provided Agate with the final quantity tabulation on 11/8/21. Agate responded on 11/27 denying any responsibility for further punch list work at the bridge and is in disagreement with the final quantity values sent by RVE on 11/8. Punch list field work still remains as well as contract closeout documents.

- **Townsend Inlet Grounding (Project #4):** No Change in Status. On 11/8 RVE submitted an updated construction estimate. Goal to advertise and complete before summer 2022.

- **New Emergency Generator (Project #4):** No change in status. Final report received 8/19 and recommendation is for 40 kW 3 phase standalone natural gas generator on concrete pad at north approach. This also includes replacement of the power feed along the north approach beneath the east safety walk.

- **Substructure Graffiti (Project #8):** No change in status. Solicit local contractor for use of graffiti removal product on piers. Fund project with Clean Communities Grant administered by the County.

- **Bridge Replacement Local Concept Development:** No change in status. The County is still on track to advertise, within the next couple of months, an RFP for engineering services to prepare a Local Concept Development plan for replacement of the Townsend Bridge. The County has already bonded for this first step in the bridge’s replacement.

- **North Approach Piers Beach Erosion:** JMT’s dive inspection on 2/23 revealed no significant changes in the mudline elevations at the caissons on the Sea Isle City side.
The NJDEP and Army Corp of Engineers are looking into the Sea Isle City beach erosion pattern which is impacting Sea Isle’s park and the condominium complex at the south end of SIC. These agencies have reached out to us for any data showing past sand movement at our bridge.

- **Span Locks**: Total Control System replaced the electrical contactors 3/17.

**Grassy Sound Bridge**:

- **Submarine Cable Replacement**: No change in status. Delta Line Construction awaiting availability of their diver to obtain exact location of cable for as-built plan. Awaiting final cable plan from DLC.

- **Old Garage and Carpenter Shop Buildings (Project #9)**: No change in status.
  
  Recommendation to demolish the structures then covering the area with stones creating parking for Commission employee’s and future contractor staging.

- **Superstructure Rehabilitation (Project #3)**: Design meeting was held on 3/8 with Michael Baker reviewing project repair areas, traffic controls, and proposed bid items/costs. MBI actively working on design details and plans have been advanced to about 60%-70%. Project construction costs are currently unfunded and will need to be bonded by the County. Construction will require single lane closures affecting toll collection activities and overnight closures maybe required for certain aspects of the project.

- **Misc. Priority Bridge Repairs**: No Change in Status. RVE submitted draft as-built drawings in December for review. Final payment to be prepared and close out construction contract.

- **Motor Drive Control and PLC Upgrades (Project #7)**: TCS finally received the rotary cam switch on 3/6 which is the last of the parts on backorder. Install will be scheduled for the upcoming 3-4 week period. Total Control Systems completed PLC testing on 11/4 and successfully completed safety interlock testing on 11/9. Final work to complete; install span indicator on console and install new resolver. System is operational.

**Middle Thorofare Bridge**:

- **2020 Middle Thorofare Bridge Rehabilitation**: SSI will need to return to the bascule span to replace some existing rivets on the rail post connections. This will be done under a single lane closure; however, the bascule span will remain operational for vessel openings. Toll collection will be impacted to some extent. SSI scheduled to work 3/23-3/25 & 3/28, 3/29. Final contract quantities and Change Order No. 2 (final) was approved at the 2/22 County Commission meeting. Contract closeout should be completed in the next month or two.

- **Toll Booth Rehabilitation**: Need to do closing resolution for MJJ Construction. As-Built drawings received from RVE 3/15 and returned with comments.

- **Ocean Drive (CR621) Improvements and Bridge Replacements**: On 2/9 the County issued a Request for Qualifications as the first step in securing a design team to complete the preliminary engineering phase of this major project. Qualification packages are due 3/23 and tentative selection of the 5 top teams on 4/13. Final design team selection should occur about mid to late summer 2022.

- **Garage Repairs (Project #9)**: Engage RVE to prepare a few drawings to have roof, garage door, and man-door replaced.
- Emergency Generator Repairs/Replacement (Project #7): No Change in Status. County’s service contractor completed inspection on 12/6. RVE’s final report recommendation is for 40kW 3-phase diesel generator with custom enclosure in the same location.

- Emergency Sinkhole Repair at S. Abutment (2/18/21): On 2/17 we received WSP’s final derivable package. Recommend closing resolutions for contractor and 2 consultants.

- North Approach Traffic Warning Gates (Project #7): No change in status. The existing 2 warning gates on the toll span are severely deteriorated and need to be replaced. Evaluate if lighter duty gates can be used that meet AASHTO Movable Bridge Requirements and possibly procure using quotes.

- Motor Drive Control, PLC Upgrade, and motor repair (Project #7): Total Control Systems was issued Task Order 2020-9 in December 2021 and continues to receive equipment for the drive control and PLC upgrades similar to Townsends Inlet and Grassy Sound Bridges. The 25 hp motor which operates the bascule span was repaired on 2/22 as scheduled. The problem was a failed electrical connection in the secondary winding withing the motor.

Bridge Commission Office Building:

- Office Building at 153 Crest Haven Road (Project #9): Easter Seals NJ (ESNJ) contracted with Fenwick Architects of Linwood NJ for a feasibility study to convert the building into use under a lease agreement with the Commission. Steve Fenwick has visited the site 2 times with 3/10 the last visit. The Bridge Commission will have some expense associated with a new exterior entry door into the room which has access to the bank style safe. Fenwick is preparing estimated construction costs in which ESNJ will make a decision to move forward with project.

NBIS Biennial Inspections

- 2021-22 NBIS Bridge Inspection contract: JMT complete underwater inspections at the 4 bridges the week of 2/21 of 2/21 2/24. Ocean City Longport is not due until October 2022. The first-round mechanical & electrical inspections began on 2/15 at Grassy Sound and ended at Townsends Inlet bridge on 3/3. JMT’s subconsultant, WJE, will return to finish up the mechanical portions in the next 3-4 weeks. Preliminary reports for the 4 lower bridges are due in April 2022.

- 2019-20 NBIS inspection contract: Michael Baker International is being paid their final invoice at this month’s meeting. Closing resolution to be done next month.

Bridge Commission 2 Year Capital Project Plan

- The 2022-23 2 Year plan was distributed on 3/9 for review.
- Continued work with South Jersey Transportation Authority’s engineering department on a Job Order Contract program with GORDian of Greenville, SC. Meeting with SJTA held 3/22. The Bridge Commission would utilize SJTA’s contract on a cost reimbursement basis through a shared services agreement and memorandum of understanding similar to the tolling equipment MOU.
Bridge Plan

- The draft 2022 Bridge Plan updates were forwarded to the County Engineer, Executive Director, and Bridge Commission Commissioners on 1/24. County to distribute after review by the County Engineer.
Location: Townsend Inlet Bridge, north side of toll booth, looking south bound.

Description: Toll adjustment effective 3/15/22. New dollar amount decals installed. Typical for all toll booths on the 4 lower bridges.

Location: Ocean Drive (CR 619), Sea Isle City. Looking south bound.

Description: Toll adjustment effective 3/15/22. New dollar amount decals installed. Typical for roadway signs.
<table>
<thead>
<tr>
<th>Photo No: 3</th>
<th>Location: Middle Thorofare Bridge, 25 HP motor, internal electrical connection.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: Broken electrical connection on secondary winding causing high amperage spikes.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Photo No: 4</th>
<th>Location: Middle Thorofare Bridge, 25 HP motor, internal electrical connection.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: Comparison of similar motor connection shown intact on no. 1 or no.3 winding.</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Townsends Inlet Bridge toll</td>
<td>Lane controller computer, field device wire insulation failed. Note exposed</td>
</tr>
<tr>
<td>booth, inside lane controller</td>
<td>copper.</td>
</tr>
<tr>
<td>cabinet at rear of booth.</td>
<td></td>
</tr>
<tr>
<td>Grassy Sound Bridge, west</td>
<td>Corrosion of the steel plates to be addressed by Rehabilitation contract</td>
</tr>
<tr>
<td>bascule girder, looking west.</td>
<td>being prepared by Michael Baker International. Note, toll span girder is in</td>
</tr>
<tr>
<td></td>
<td>the background.</td>
</tr>
</tbody>
</table>

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**Photo No: 5**

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**Photo No: 6**

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