

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

March 19, 2020

The regular meeting of the members of the Cape May County Bridge Commission was held on the nineteenth day of March 2020 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 Kyle Weinberg, Commission Counsel.

Due to the COVID-19 outbreak, this meeting was held by a conference call, which was made open to the public.

Ms. Coughlin reported the cash analysis/traffic for the month of February 2020, which indicated an increase in revenue in the amount of \$40,826 compared to February 2019. The Ocean City-Longport Bridge had an increase in revenue by \$4,947. The revenue at Townsends Inlet Bridge was up compared to the previous year by \$20,879. The Middle Thorofare Bridge had an increase of \$11,534 in revenue. The Corsons Inlet Bridge showed an increase in revenue by \$3,467. The Grassy Sound Bridge was closed for the season.

There were 1,561 tickets used in the month at the bridges. The E-ZPass percentage rate was 79%, up from February 2018 at 75%.

For the month of February, the revenue at each bridge was as follows: Ocean City-Longport - \$42,724; Middle Thorofare - \$39,840; Corsons Inlet - \$11,894; Townsends Inlet - \$20,879; Grassy Sound - \$0. The total revenue for the month for all bridges was \$115,337. These figures reflect an increase of \$72,178 for the current fiscal year over 2019.

The next topic of the meeting was the resolutions.

The following resolution numbers 20-3372 through 20-3374 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 2020 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 2020

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 \$61,878.79 for the month of February 2020.

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.

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 20-3372 through 20-3374 were moved by Mrs. Murphy, seconded by Mr. Halliday, and unanimously approved.

RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR ARMORED CAR SERVICES

WHEREAS, the Cape May County Bridge Commission (hereinafter referred to as “Commission”) is in need of armored car service for the collection of toll revenues at the Commission’s five bridges, as well as the processing of revenue and the depositing of funds; and

WHEREAS, it is the desire of the Commission to authorize the Contracting Agent to advertise and take sealed bids for the armored car services;

NOW, THEREFORE, BE IT RESOLVED, that the Commission authorizes the Contracting Agent to advertise for the receipt of bids for armored car services, said advertisement to appear in The Herald Newspaper and/or The Press of Atlantic City.

Resolution 20-3375 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 to discuss.

There was no old business to discuss.

For new business, Ms. Coughlin stated that we had two requests for filming on two of our bridges, however due to the COVID-19 virus those projects have both been put on hold. The Commission audit was to begin on March 30, 2020 but will now continue as best as possible solely through email of documents. All in-office training has been cancelled.

We have been providing as much personal safety protection and cleaning supplies as we are able to obtain to the toll collectors in the booths. This includes gloves, Lysol disinfectant spray and wipes, disinfectant cleaners and hand sanitizer. Small baskets for collectors to be able to take money without contact have been provided to the booths.

There was no need for an Executive Session.

The following were Public Comments:

Donald Witkowski, seaislenews.com, ocnjdaily.com: Mr. Witkowski asked what precautions were being taken to protect the Commission's toll collectors from COVID-19. Ms. Coughlin responded that the collectors were being provided ample cleaning supplies, disinfectants, gloves, and hand sanitizer. Baskets were also issued at each booth for the toll collector to collect cash. He asked what motorists can do to protect themselves. Mrs. Murphy responded that getting E-ZPass would be the best way for motorists to protect themselves as they would have no contact with the toll collectors.

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.

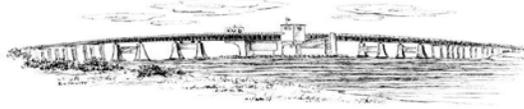
Respectfully submitted,



Karen Coughlin, Executive Director

CAPE MAY COUNTY BRIDGE COMMISSION

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



Karen Coughlin, *Executive Director*
Lewis T. Donofrio, Jr., PE, *Chief Engineer*

Memorandum

DATE: March 19, 2020
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 2020

*YTD
e-sign*

COVID-19 Pandemic:

- Commission's on-call engineer RVE, and NBIS inspection engineer Michael Baker International have both confirmed availability of staffing should an emergency arise with the Commissions Bridges. The situation is fluid and can change based on health based restrictions and workmen health.
- Executive director Coughlin will give report on field measures instituted for the safety of our employees and the traveling public.

E-Z Pass System:

- System operations stable.

Townsend Inlet Bridge:

- *Submarine Cable Replacement:* Field commissioning was completed on 2/3/2020. Work to complete: repair of H-piles at south fender, in water cable shields need to be installed and final burial depth needs to be achieved. Submarine cables have been in operation since December 2019, however the contractor has not been issued Substantial Completion to date and DLC is still responsible for maintaining the cables. Contractor awaiting fabricated cable sleeve for TI fender repair and securing alternate diver to inspect cable status at both Grassy and Townsends.
- *Spans 1-7 Replacement:* Agate Construction was issued substantial completion effective 11/14/19. Final Punchlist issued to Agate Construction dated 1/16/2020, with no response from contractor on when items will be addressed. The County Engineer and County Law Department are lead on the claim resolution process which is on-going.
- *Atlantic City Electric (ACE) Transformer Failure:* RVE contract documents are currently under review and contract specifications front end being coordinated with County Department of Law and Purchasing Department. A funding source from existing bonds or requested 2020 bonding will need to be utilized to cover project cost which is currently budgeted at under \$200,000.



- *Bascule Span Bicycle Plate Coating Failure:* On 2/14/2020 a letter was sent to Thomas Barry Marine Construction notify them of coating failure. TBMC contacted plate coating manufacturer (SlipNot), which responded with coating repair method for the field. TMBC coordinating with manufacturer for materials and schedule to complete before summer season. Single lane alternating traffic will be required to complete repairs.
- *Bascule & Toll Span Rehabilitation (2013-16):* Coordinating with County Department of Law regarding Mugrose Construction litigation.

Grassy Sound Bridge:

- *Submarine Cable Replacement:* Field commissioning was completed on 2/3/2020. Same status, see Townsends Inlet notes above.
- *Machinery Brake:* New machinery brake was ordered for a cost of approximately \$7,800. Delivery approximately 2-3 weeks. County T & E will perform installation.
- *Old Garage and Carpenter Shop Buildings:* The buildings were former storage garage and carpentry shop for the Bridge Commission likely constructed in the 1940's with the bridge and the Commission retained title to the structures. The structures pre-date the 1970 Wetland Act and it is recommend to demolish the structures then covering the area with stones to create parking for Commission employee's and contractor staging use during construction projects. Need to complete memorandum to County Administrator and Facilities & Services.
- *Stone Harbor Vol. Fire Company Permit Request:* On 2/10/2020, the Commission received a letter requesting permission use Grassy Sound Bridge for mutual aid response to North Wildwood. Their new Engine 13 weighs 16.2 Tons. After consulting with our NBIS consultant Michael Baker International and on call consultant RVE, this specific fire truck can safely use Grassy Sound Bridge. I confirmed NJDOT does not need notification of the permit. Next step to issue Routine Permit for the fire truck. Need to pass resolution at April Commission meeting.
- *Superstructure Strengthening Contract:* Design consultant Michael Baker International has submitted contract modification no.1 to complete load ratings, design, finish contract plans and specifications, perform basic engineering services during construction. This contract will strengthen the approach spans of the bridge to a minimum AASHTO H-15 truck at inventory rating levels. Currently these rating values have fallen below 15 Tons at this service level. Contract modification is being advanced to the next available Freeholder meeting. Design 2020 with construction 2021.

Middle Thorofare Bridge:

- *2019 Middle Thorofare Bridge Rehabilitation:* An internal meeting was held with County Law Department and Purchasing Department to clarify front end of the contract specifications which will be used for this contract as well as all future Bridge Commission contracts moving forward. After consulting with design consultant WSP, decision was made to update specification from NJDOT 2007 to new 2019 Specification for Road and Bridge Construction. Currently reviewing specification and marking up for executive director and county council. Re-advertisement is anticipated in end of the month. The bulk of the construction work will have to be started in September 2020.



- *Ocean Drive (CR621) Concept Development:* In February the County received notice that this project will be one of the featured projects at the May 20, 2020 NJDOT Design Summit sponsored by FHWA, NJDOT, and American Council of Engineering Companies (AEEC). The Value Engineering (VE) Alternative Designs and Workshop Design Comments were received 3/13/2020 and the design engineer (Michael Baker) will have to reply with advantages and disadvantages. These rebuttal comments will be incorporated into the final VE report subsequently issued by NJDOT. No status on funding.
- *Vessel Allision: FV- OCEANS PRIDE struck pier 10 (8/16/19):* Insurance claim is being coordinated with Marine Safety Consultants, Inc., Farehaven, MA. Summary cost estimate \$92,381.14 was mailed out 3/3/2020 to Marine Safety. Awaiting insurance carrier's response.

Corsons Inlet Bridge:

- *Bascule Trunnion Columns and Span 32 Deck Rehabilitation:* Contract Modification no. 1 was received from design consultant Michael Baker International (MBI). This project addresses two long standing Priority 1 repairs at the bridge. Full depth deck replacement at Span 32 and bascule span support column rehabilitation. Construction work would be scheduled from September 2020 through April 2021 and involve single lane alternating traffic and some limited road closures. Complete design June, bid late summer, construct 2020-21.
- *Slow Speed/ No Wake Signage:* Sign was made by County Public Works Department. Need to order hardware for PW then have sign installed.

2019-20 NBIS Biennial Inspections

- Engineering Consultant Michael Baker International (MBI) has completed inspection of 4 of 5 Commission bridges. We are awaiting submission of preliminary reports for Townsends, Grassy, and Middle Thorofare bridges. Corsons Inlet preliminary report was received in February. Ocean City Longport Bridge and the OC Fishing pier inspections are scheduled for October 2020.
- *2020 Miscellaneous Priority Bridge Repairs:* Staff augmentation engineer, RVE, has prepared contract plans and specifications to address specific priority repair notices identified during NBIS inspections. The plans are at 90 % complete and under review. Specifications will be the NJDOT 2019 Standard Specifications as coordinated with County's Department of Law and County Purchasing. Advertisement is expected within next 30 days. Repairs include concrete safety walk patching, railing repairs, deck repairs, and bascule span stringer repairs at Grassy Sound bridge. Estimated construction cost are about \$300,000-\$600,000 dollars which include some interim fender repairs at Townsends Inlet bridge. Funding source needs to be identified.

Procurement

- *County/Commission Bridge Engineering Pool RFP:* I evaluated 11 proposals submitted in January 2020 for the bridge engineering pool. Submitted evaluations and recommendations to County Purchasing Department on 3/6/2020. Anticipated award at next Tuesday's Freeholder meeting. This RFP creates a pool of engineering firms to



address repairs / rehabilitation of County and Commission bridges. The size of the pool will be announced with the awarding resolution. Term is 1 year with two 1 year options.

- *2020 Electrical Engineering Services for Movable Bridges*: This RFP is for specialty electrical engineering consultant to address bridge controls, electro-mechanical systems, bridge operational safety systems, motor and drive controls, specifically for movable bridges. This contract, that both the County and Commission can utilize, is currently being prepared based on similar contracts used by other Counties with movable bridges. Anticipate advertisement April 2020.

Overweight/Oversize Vehicles

- In January 2020, I met with Resensys, LLC a manufacturer of bridge monitoring equipment for the purpose of installing weight a strain gage based weight detection system at Grassy Sound Bridge. Bridge information was forwarded to the manufacturer and we are awaiting proposal plan from the consulting engineer.

2 Year Capital Project Plan / County Bridge Plan

- The County/Commission’s Comprehensive Bridge Replacement and Improvement Plan. Awaiting plan finalization and implementation.
- Awaiting the County’s decision on our 2020 bonding request for repair/rehabilitation projects.

CMC Bridge Commission March 2020 Construction Summary							
Projects Financed by the Cape May County Board of Chosen Freeholders							
Updated 3-19-2020	Contract	Contractor	Original Contract	Approved Change Orders (2)	Revised Contract Amount	Total Approved Payments to Date (1)	% Complete by \$\$\$
	TI/GS Submarine Cable Replacements	Delta Line Construction	\$1,156,333.00	\$31,253.07	\$1,187,586.07	\$1,010,547.65	85.1%
	TI Spans 1-7 Replacement	Agate Construction, Inc.	\$8,567,647.20	\$229,334.36	\$8,796,981.56	\$8,441,828.59	96.0%
	2017 Overhead Support Structures	ML Ruberton	\$190,871.00	\$0.00	\$190,871.00	\$188,962.29	99.0%
	2017 Utility Improvements	Diehl Electric, Inc.	\$557,759.80	\$6,020.20	\$563,780.00	\$512,456.05	90.9%
Notes:							
(1) Does not include payments for approval presented at this Bridge Commission meeting.							
(2) Sum of all approved change orders. Note additional change orders may be pending.							





Photo No: 1

Location:	Corsons Inlet Bridge, Span 7, underside of concrete deck.
Description:	Example of repairs to be completed with <i>2020 Priority Repair Contract</i> . Exposed & corroded reinforcing steel.



Photo No: 2

Location:	Townsend's Inlet Bridge, Span 7, west gate supports.
Description:	Example of repairs to be completed with <i>2020 Priority Repair Contract</i> . Deteriorated web of steel support beams for traffic waring gates above.



Photo No: 3

Location:	Grassy Sound Bridge, Span 12, east side hand railing at control house .
Description:	Example of repairs to be completed with <i>2020 Priority Repair Contract</i> . Deteriorated hand railing sections to be replaced.

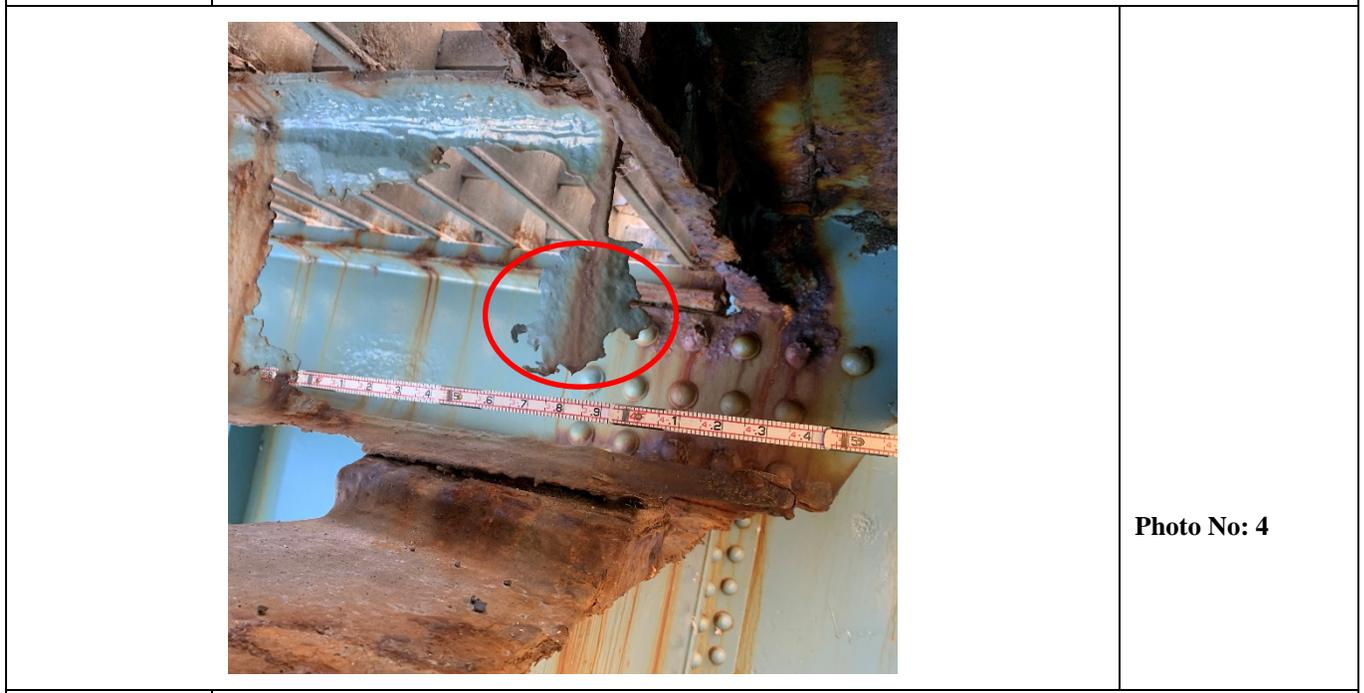


Photo No: 4

Location:	Grassy Sound Bridge, Bascule Span (Span 13), Stringers supporting grid deck.
Description:	Example of repairs to be completed with <i>2020 Priority Repair Contract</i> . Severe deterioration of web of steel stringers. Note hole in member.