

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

May 11, 2023

The regular meeting of the members of the Cape May County Bridge Commission was held on the eleventh day of May 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

Also present were Karen Coughlin, Executive Director, Antonio Colón, Project Manager, Jeffrey Lindsay, Commission Counsel, and Frank Seney, RVE.

A motion to approve the minutes of the April 20, 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 April 2023, which indicated an increase in total monthly revenue in the amount of \$25,469 compared to April 2022.

	FY 2023	FY 2022	Change from 2022
Middle Thorofare	\$68,157	\$65,641	\$65,641
Grassy Sound	\$11,317	\$22,295	\$9,904
Townsend's Inlet	\$47,506	\$40,116	\$4,639
Corsons Inlet	\$18,823	\$21,406	\$2,763
Ocean City Longport	\$104,699	\$75,574	\$16,408
MONTHLY CASH TOTALS	\$250,501	\$225,032	\$25,469

The E-ZPass percentage rate for the month was 87.4%.

The next topic of the meeting was the resolutions.

RESOLUTION APPOINTING CAROL BRAND AS CHAIRMAN FOR A TERM OF ONE YEAR

BE IT RESOLVED, by the **CAPE MAY COUNTY BRIDGE COMMISSION**, that Carol Brand be and is hereby appointed Chairman of said Commission for a term of one year, retroactive from May 1, 2023 and ending April 30, 2024, or until such time as her successor may be chosen, or until such time that the Commission ceases to exist in its present structure, whichever may come sooner.

Resolution 23-3608 was moved by Mrs. Murphy, seconded by Mr. Halliday, and was unanimously approved.

RESOLUTION APPOINTING SCOTT HALLIDAY AS VICE-CHAIRMAN FOR A TERM OF ONE YEAR

BE IT RESOLVED, by the **CAPE MAY COUNTY BRIDGE COMMISSION**, that Scott Halliday be and is hereby appointed Vice-Chairman of said Commission for a term of one year, retroactive from May 1, 2023 and ending April 30, 2024, or until such time as his successor may be chosen, or until such time that the Commission ceases to exist in its present structure, whichever may come sooner.

Resolution 23-3609 was moved by Mrs. Murphy, seconded by Mrs. Brand, and was unanimously approved.

RESOLUTION APPOINTING MARYANNE K. MURPHY AS SECRETARY/TREASURER FOR A TERM OF ONE YEAR

BE IT RESOLVED, by the **CAPE MAY COUNTY BRIDGE COMMISSION**, that Maryanne K. Murphy be and is hereby appointed Secretary/Treasurer of said Commission for a term of one year, retroactive from May 1, 2023 and ending April 30, 2024, or until such time as her successor may be chosen, or until such time that the Commission ceases to exist in its present structure, whichever may come sooner.

Resolution 23-3610 was moved by Mr. Halliday, seconded by Mrs. Brand, and was unanimously approved.

The following resolution numbers 23-3611 through 23-3613 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 April 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 APRIL 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 \$41,205.91 for the month of April 2023.

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 23-3611 through 23-3613 were moved by Mrs. Murphy, seconded by Mr. Halliday, and unanimously approved.

RESOLUTION EXTENDING THE COMMISSION'S CASH MANAGEMENT PLAN FOR A PERIOD OF ONE YEAR

WHEREAS, R.S. 40A:5-14 (as amended) states that each “local unit” shall adopt a Cash Management Plan; and

WHEREAS, the **CAPE MAY COUNTY BRIDGE COMMISSION** adopted a Cash Management Plan by Resolution 03-2001, dated August 12, 2003; and

WHEREAS, there exists a bank account referred to as the Cape May County Bridge Commission Account;

NOW, THEREFORE, BE IT RESOLVED, by the **CAPE MAY COUNTY BRIDGE COMMISSION**, that the Commission hereby authorizes extending the Cash Management Plan for a period of one year, beginning May 1, 2023 and ending April 30, 2024; and

BE IT FURTHER RESOLVED, that Karen Coughlin, Executive Director, be and she is hereby designated Custodian of said account; and

BE IT FURTHER RESOLVED, that all disbursements from the Cape May County Bridge Commission Account shall be made by checks and signed by any two of the following: Carol Brand, Vice Chairman; Maryanne K. Murphy, Secretary/Treasurer; or Karen Coughlin, Executive Director; and payroll checks shall be signed by either one of the following: Carol Brand, Chairman; Karen Coughlin, Executive Director; or Maryanne K. Murphy, Secretary/Treasurer.

Resolution 23-3614 was moved by Mrs. Murphy, seconded by Mr. Halliday, and unanimously approved.

RESOLUTION NAMING THE HERALD NEWSPAPERS AND THE PRESS OF ATLANTIC CITY AS THE COMMISSION’S OFFICIAL NEWSPAPERS FOR LEGAL ADVERTISING

WHEREAS, by law, under certain circumstances, it is required that there be published, by printing and publishing in a newspaper or newspapers, ordinances, resolutions and/or notices of advertisements of all sorts, kinds or character by an Authority as provided by R.S. 35:1-2.2; and

WHEREAS, it is desired to designate a newspaper or newspapers to be the official medium for legal advertising for the period of one year commencing May 1, 2023 and ending April 30, 2024;

NOW, THEREFORE, BE IT RESOLVED, by the **CAPE MAY COUNTY BRIDGE COMMISSION** that the Herald Newspaper be and it is hereby designated as the primary official newspaper for the printing of legal advertisements for the Cape May County Bridge Commission for a period of one year, commencing May 1, 2023 and ending April 30, 2024; and

BE IT FURTHER RESOLVED, that in the event a special statute or statutes require a legal advertisement to be printed in a newspaper other than the Herald Newspaper or requires the legal advertisement to be advertised in two newspapers, then and in that event the said advertisement shall also be printed in the Press of Atlantic City.

Resolution 23-3615 was moved by Mrs. Murphy, seconded by Mr. Halliday, and unanimously approved.

RESOLUTION ESTABLISHING THE MILEAGE RATE FOR EMPLOYEES USING THEIR OWN VEHICLES FOR BRIDGE COMMISSION BRIDGES

WHEREAS, it has been the practice to reimburse employees of the Cape May County Bridge Commission (hereinafter referred to as “Commission”) engaged in Bridge Commission business and using his or her own vehicle while on official business, upon proper authorization; and

WHEREAS, it is the desire of the Commission to fix the rate for reimbursable mileage payments at sixty-five and one-half cents (\$0.655) per mile as set by the Internal Revenue Service;

NOW, THEREFORE, BE IT RESOLVED, by the **CAPE MAY COUNTY BRIDGE COMMISSION**, that effective May 1, 2023, all employees engaged in Bridge Commission business using his or her own vehicle on said business shall be paid mileage at the rate of sixty-five and one-half cents (\$0.655) per mile, which shall be in lieu of any and all other expenses with reference to said transportation; and

BE IT FURTHER RESOLVED, that said payments shall not be made unless use of one’s personal vehicle has been properly authorized by Bridge Commission management.

Resolution 23-3616 was moved by Mrs. Murphy, seconded by Mr. Halliday, and unanimously approved.

RESOLUTION ESTABLISHING ADJUSTED PER DIEM RATES FOR EMPLOYEES INVOLVED IN TRAVELING FOR BRIDGE COMMISSION BUSINESS

WHEREAS, the Cape May County Bridge Commission (hereinafter referred to as “Commission”), adopted Resolution No. 92-1052 on June 9, 1992, establishing a per diem rate for employees involved in Bridge Commission business; and

WHEREAS, the Commission’s policy is to duplicate the same per diem rate for its employees as provided to Cape May County employees; and

WHEREAS, under Resolution No. 38-23, dated January 5, 2023, the Cape May County Board of County Commissioners amended their original per diem rate; and

WHEREAS, the Cape May County Bridge Commission wishes to continue mirroring the County’s per diem rate;

NOW, THEREFORE, BE IT RESOLVED, by the **CAPE MAY COUNTY BRIDGE COMMISSION**, that per diem rates shall be established as follows:

Breakfast	\$14.04
Lunch	15.20
<u>Dinner</u>	<u>31.32</u>
Total:	\$60.56

BE IT FURTHER RESOLVED, that the following exceptions shall apply to the above:

- a. When a meal is an integral part of a convention or conference, the full cost of the meal is reimbursable.
- b. If a meal is included in a registration fee, the allowance for that meal is to be deducted from the daily allowance.
- c. No allowance is made for meals served as part of transportation accommodations when the cost is included in the transportation charge.
- d. Alcoholic beverages are not reimbursable.
- e. Meals provided to family members are not reimbursable.

BE IT FURTHER RESOLVED, that this per diem rate include both daily and overnight travel, and all requests for reimbursements must be submitted in writing and approved by the Commissioners.

Resolution 23-3617 was moved by Mrs. Murphy, seconded by Mr. Halliday, and unanimously approved.

RESOLUTION ESTABLISHING ANNUAL SALARIES FOR VARIOUS POSITIONS FOR THE YEAR MAY 1, 2022 TO APRIL 30, 2023

Resolution 23-3618 was tabled.

RESOLUTION AWARDING CONTRACT NO. BC23-03 TO MJJ CONSTRUCTION LLC FOR REHABILITATION OF ADMINISTRATION BUILDING, 153 CREST HAVEN ROAD

Resolution 23-3619 was tabled.

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT BETWEEN THE COMMISSION AND INTERNATIONAL FEDERATION OF PROFESSIONAL AND TECHNICAL ENGINEERS, LOCAL 196, TERM OF MAY 1, 2023 THROUGH APRIL 30, 2027

WHEREAS, the Cape May County Bridge Commission reached an agreement between the Commission representatives and its bargaining unit employees represented by Chapter 6, Local 196, International Federation of Professional and Technical Engineers (IFPTE), and it is desired to authorize the execution of a formal written contract; and

WHEREAS, the draft of this four-year labor agreement has been reviewed by the Commission's representatives;

NOW, THEREFORE, BE IT RESOLVED, by the **CAPE MAY COUNTY BRIDGE COMMISSION**, that the proper officers of the Commission, to wit, the Chairman and

Secretary/Treasurer, be and they are hereby authorized and directed to execute a contract between the Commission and IFPTE for the period of May 1, 2023 through April 30, 2027.

Resolution 23-3620 was moved by Mrs. Murphy, seconded by Mr. Halliday, and unanimously approved.

**RESOLUTION AUTHORIZING EXECUTION OF PROFESSIONAL SERVICES
AGREEMENT FOR GRANT MANAGEMENT AND IMPLEMENTATION SERVICES
WITH TRIAD ASSOCIATES**

WHEREAS, the Cape May County Bridge Commission wishes to enter into a Professional Services Agreement with Triad Associates for Grant Management and Project Implementation Services for the Cape May County Bridge Commission’s Bridge Replacement and Improvement Plan; and

WHEREAS, it is in the best interest of the Bridge Commission to have said services provided by professionals who are experienced in the grant management field; and

WHEREAS, Triad Associates has been determined to have the necessary expertise and ability to perform said work; and

WHEREAS, Local Public Contracts Law provides for entering into a contract for professional services without advertising for competitive bidding pursuant to N.J.S.A. 40A:11-5(1)(a) and has chosen to designate Triad Associates as the non-fair, non-open recipient of this Professional Services Agreement; and

NOW, THEREFORE, BE IT RESOLVED, that the **CAPE MAY COUNTY BRIDGE COMMISSION** as follows:

1. All of the above recitals are incorporated herein by reference as if repeated at length.
2. Triad Associates is hereby retained to provide specialized professional services grant management and project implementation services.
3. The proper officers, to wit, the Chairman and Executive Director, are hereby authorized to enter into an agreement with Triad Associates, a copy of which is attached hereto and made a part hereof for said services for a term commencing May 11, 2023 through May 10, 2024, which contract shall provide for payment as outlined in Schedule A in an amount not to exceed \$100,000.00.
4. Pursuant to Local Public Contract Law this contract is awarded without competitive bidding as a professional service and designate Triad Associate as the non-fair, non-open recipient of this professional service agreement.
5. Notice of award of this contract shall be published in The Herald Newspaper, pursuant to the requirements of N.J.S.A. 40A:11-5(1)(a) (ii), including therein a statement that the Resolution and Agreement are on file and available for public inspection in the Commission’s Administrative Office.
6. It is hereby certified that a certificate showing the availability of funds required has been carefully completed and the line-item appropriation to which the funds may be properly charged is: Operating Fund in the amount of \$100,000.00.

Resolution 23-3621 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 Project Manager's report is attached to the minutes.

There was no correspondence to discuss.

There was no old business to discuss.

There was no new business to discuss.

There were no public comments.

Mr. Lindsay stated that there was a matter to discuss in Executive Session in accordance with N.J.S.A. 10:4-12(b)(8). A motion to proceed to Executive Session to discuss personnel matters was moved by Mrs. Murphy, seconded by Mr. Halliday and unanimously approved.

The minutes of the Executive Session will be made available only at which time the confidential nature of the matter discussed is no longer confidential.

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

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*
Antonio Colón, *Project Manager*

Memorandum

DATE: May 11, 2023
TO: Carol Brand, Chairman
Scott Halliday, Vice-Chairman
Maryanne K. Murphy, Secretary/Treasurer
CC: Karen Coughlin, Executive Director, CMC Bridge Commission
FROM: Antonio Colón, Project Manager, CMC Bridge Commission
RE: Monthly Project Manager's Report May 2023

Bridge Commission Consultants:

- *Engineering Consultant:* Awarded to RVE
- *Electrical Engineer:* RFP will be advertised in the coming weeks.
- *NBIS Re-Evaluation Services:* RFP will be advertised in Early to Mid-Summer 2023.
- *Bridge Engineering Pool:* BC evaluated all bids and gave said evaluations to County Purchasing.

Ocean City-Longport Bridge:

- *Fishing Pier:* Project Cost estimate provided by RVE, awaiting finalized drawings and specs.
- *Toll Booth Repairs:* Project will be reviewed and prepared to go out for bid.
- *Internet Connectivity Issues:* Running at 100% with no issue for last few weeks.

Corson's Inlet Bridge:

- *Corson's Inlet Bridge Rehabilitation:* Construction bids opened by the County on 05/10/2023, project estimated to be awarded at the 05/23/23 meeting, South State Inc. was the lowest bid at \$2,696,767.00. Design Engineer's Estimate for the project was 4.5 million dollars. The BC is also currently evaluating bids for CE services on this project.

Townsend's Inlet Bridge:

- *Toll Booth Roof Replacement/HVAC Installation:* Work commenced on 05/10/2023. No major issue and expected to be completed by COB today.

Grassy Sound Bridge:

- *Superstructure Rehabilitation:* Received notification on 12/27/2022 that we were not awarded the grants, met with Design Consultant. Project engineered to 75%, consultant will finish engineering portion and BC will move forward with acquiring bonding for construction.
- *Motor Drive Control and PLC Upgrades:* Span-Indicator calibration installation completed April of 2023.

Middle Thorofare Bridge:

- *Ocean Drive (CR621) Improvements and Bridge Replacements:* The Bridge Commission reviewed RFP, made additional comments and changes, and sent them to the County. RFP currently with County Purchasing.
- *Motor Drive Control, PLC Upgrade, and motor repair:* Equipment has all been received, TCS expects to commence work within the next few weeks. While the work is ongoing, it will not affect Bridge or Tolling operations.
- *Piers 14-16:* Currently under review with consulting engineer.

Multiple Bridges:

- *Grassy Sound/Middle Thorofare Scour Abatement (Project #2):* NJDEP determined that some additional permitting is necessary for the work being performed at GS. GPI has resubmitted all necessary documentation and it should not affect our timeline significantly if at all.
- *Fender Rehabilitation Program OCLP/CI/TI/GS:* WSP was having minimal slowdown verifying some of the documentation before contacting permitting agencies as of 05/04/23. However, they fully expected to have documentation buttoned up very soon and will initiate contact with NJDEP. Permit applications expected to be submitted by the end of the month.
- *Gate Motor Control TI/GS:* Currently ongoing with GS being completed next week and TI the following week.
- *Bridge Replacement Local Concept Development:* The representative from the State who will be administering our Grant has been in contact with us. Our kickoff meeting happened on 04/18/2023. Triad was present as well.



Bridge Commission Office Building:

- *Office Building at 153 Crest Haven Road:* Bids received on 04/26/2023. MJJ Construction had the lowest bid at \$253,700.00.

NBIS Biennial Inspections

- *2021-22 NBIS Bridge Inspection contract:* Reviewing Fishing Pier Preliminary Reports and OC/LP Bridge Preliminary Reports.

Bridge Plan/ Federal Grants/ NJDEP/ Job Order Contracting

