

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

May 21, 2020

The regular meeting of the members of the Cape May County Bridge Commission was held on the twenty-first day of May 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 a Moment of Silence.

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 Marc Karavan, 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 April 2020, which indicated a decrease in revenue in the amount of \$46,749 compared to April 2019. The Ocean City-Longport Bridge had a decrease in revenue by \$30,509. The revenue at Townsends Inlet Bridge was up compared to the previous year by \$16,607. The Middle Thorofare Bridge had a decrease of \$28,611 in revenue. The Corsons Inlet Bridge showed an increase in revenue by \$4,236. The Grassy Sound Bridge was closed for the season.

The E-ZPass percentage rate was 100% due to cashless tolling for COVID-19, up from April 2019 at 74.6%.

For the month of April, the revenue at each bridge was as follows: Ocean City-Longport - \$22,639; Middle Thorofare - \$20,421; Corsons Inlet - \$9,309; Townsends Inlet - \$16,607; Grassy Sound - \$0. The total revenue for the month for all bridges was \$68,976. These figures reflect an increase of \$30,984 for the current fiscal year over 2019.

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, 2020 and ending April 30, 2021, 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 20-3379 was moved by Mrs. Murphy, seconded by Mr. Halliday, and was approved by same. Mrs. Brand abstained.

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, 2020 and ending April 30, 2021, 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 20-3380 was moved by Mrs. Murphy, seconded by Mrs. Brand, and was approved by same. Mr. Halliday abstained.

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, 2020 and ending April 30, 2021, 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 20-3381 was moved by Mr. Halliday, seconded by Mrs. Brand, and was approved by same. Mrs. Murphy abstained.

The following resolution numbers 20-3382 through 20-3384 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 April 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 APRIL 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 \$48,021.49 for the month of April 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 20-3382 through 20-3384 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, 2020 and ending April 30, 2021; 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 20-3385 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, 2018 and ending April 30, 2019;

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, 2020 and ending April 30, 2021; 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 20-3386 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 fifty-seven and one-half cents (\$0.575) 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, 2020, all employees engaged in Bridge Commission business using his or her own vehicle on said business shall be paid mileage at the rate of fifty-seven and one-half cents (\$0.575) 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 20-3387 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. 1097-19, dated November 26, 2019, the Cape May County Board of Chosen Freeholders 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	\$13.00
Lunch	15.00
<u>Dinner</u>	<u>29.00</u>
Total:	\$57.00

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 20-3388 was moved by Mrs. Murphy, seconded by Mr. Halliday, and unanimously approved.

RESOLUTION EXTENDING THE PROFESSIONAL SERVICES AGREEMENT FOR SOLICITOR AND GENERAL LITIGATION COUNSEL SERVICES WITH BLANEY & KARAVAN, PC FOR A PERIOD OF ONE YEAR

WHEREAS, the Professional Services Agreement for Solicitor and General Litigation Counsel for the **CAPE MAY COUNTY BRIDGE COMMISSION** (hereinafter referred to as "Commission"), which was awarded to Blaney & Karavan, PC on May 17, 2018 is for a period of one year, with the option of two one-year extensions at the discretion of the Commission; and

WHEREAS, the first option year of the contract expired on April 30, 2020; and

WHEREAS, the Commission wishes to extend the contract with Blaney & Karavan, PC for a period of one year beginning May 1, 2020 and ending April 30, 2021; and

WHEREAS, the annual retainer of \$24,000 plus an hourly fee of \$145.00 per hour for General Litigation will remain the same;

NOW, THEREFORE, BE IT RESOLVED, by the **CAPE MAY COUNTY BRIDGE COMMISSION**, that the contract with Blaney & Karavan, PC for Solicitor and General Litigation Counsel be extended for a period of one (1) year beginning May 1, 2020 and ending April 30, 2021, with the option of an additional one-year extension at the discretion of the Bridge Commission.

BE IT FURTHER RESOLVED, that the same terms and conditions will apply.

BE IT FURTHER RESOLVED, that a notice of this resolution shall be published in the official newspaper of the Commission within ten days of its passage.

Resolution 20-3389 was moved by Mrs. Murphy, seconded by Mr. Halliday, and unanimously approved.

**RESOLUTION ESTABLISHING ANNUAL SALARIES FOR VARIOUS POSITIONS FOR
THE YEAR MAY 1, 2020 TO APRIL 30, 2021**

WHEREAS, the Commission desires to provide the exact salary of officers and salaried employees by resolution on an annual basis and as needed from time to time during the year;

NOW, THEREFORE, BE IT RESOLVED, by the Cape May County Bridge Commission, that the annual salaries for the following positions are hereby established for the year May 1, 2018 to April 30, 2019:

TITLE	SALARY
Commissioner	\$ 8,500.00
Executive Director	\$ 72,753.13
Staff Structural Engineer	\$122,400.00
Administrative Clerk	\$ 22,276.80 (part-time, no benefits)

Resolution 20-3390 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 only correspondence received was a letter from Atlantic City Electric regarding possibility of attaching power cable to the Ocean City – Longport Bridge. Mr. Donofrio discussed this letter in his report to the Commission.

There was no old business to discuss.

There was no new business to discuss.

There was no need for an Executive Session.

The were no Public Comments.

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: May 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 May 2020

YTD
e-sign

COVID-19 Pandemic:

- Executive Order No. 142 (effective 5/13/2020 and 5/18/2020): Paragraphs 1-3 concern construction activities and paragraph 2 states specific policies that are to be adopted by construction businesses. Policies address specific requirements for jobsite social distancing, cleaning, and working environment. This would apply to Contractors working for the Commission.
- Executive Order No. 122 (effective 4/10/2020) : Sections concerning construction activities are superseded by Executive Order 142 above.

E-Z Pass System:

- Resumed manual cash and ticket collection Tuesday 5/19/2020. Gannet Flemming (formerly TTI) changed lane controller programming.

Ocean City-Longport Bridge:

- *Atlantic City Electric Power Ahead Project:* On 4/29/2020 a conference call was held with representatives from ACE to discuss ACE's Power Ahead project which includes tying in the barrier islands with alternate power feeds. The program initiated in 2017 is intended to improve storm resiliency and hardening. The meeting discussion focused on ACE's preliminary request to install a 12KV feeder line attached to the OCLP bridge beneath the concrete roadway within an existing utility bay. On May 15, 2020 we received a letter from ACE requesting approval to attach conduits to the Ocean City-Longport Bridge and bury conduits within property owned by the Commission. ACE is looking to go to construction in the fall 2021.

Townsend Inlet Bridge:

- *Submarine Cable Replacement:* Field commissioning was completed on 2/3/2020. Delta Line Construction has not been issued Substantial Completion to date and is still responsible for maintaining the cables. A letter was sent to Delta Line Construction on



5/1/2020 requesting a schedule update. We received a schedule on 5/13/2020 proposing to place protective sleeve at Townsends Inlet and check cables depths at both bridges in June. Also periodically check cables over the summer. Installation of cable shields, H-pile repair, and additional burial from mid August to October 6, 2020.

- *Spans 1-7 Replacement*: Status unchanged. Agate Construction was issued substantial completion effective 11/14/19. Final Punchlist dated 1/16/2020 issued and some items were addressed on 4/2/2020 by Agate. Additional punchlist items pending with some being disputed by Contractor. 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 under review and 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. Awaiting special provision review by County Department of Law before finalizing contract documents.
- *Bascule Span Bicycle Plate Coating Failure*: Thomas Barry Marine Construction completed field repairs to coating on 4/22/2020. Work was inspected by RVE.
- *Bascule & Toll Span Rehabilitation (2013-16)*: Mediation held April 14, 2020 and Freeholder's approved 4/12/2020. Department of Law indicated the County Engineer was closing out construction contract.

Grassy Sound Bridge:

- *Submarine Cable Replacement*: Field commissioning was completed on 2/3/2020. See Townsends Inlet Bridge notes above.
- *Machinery Brake*: New brake delivered 4/27/2020, however a metal arm was damaged but has since been replaced. Brake installed last Thursday, 5/14/2020 by County's Traffic & Electric Department.
- *Old Garage and Carpenter Shop Buildings*: Status unchanged. Completing memorandum to County Administrator and Facilities & Services with recommendation to demolish the structures then covering the area with stones creating parking for Commission employee's and future contractor staging. Recommend Commission formalize in a resolution.
- *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. Letter will be sent to fire company after passage of Bridge Commission Resolution authorizing Executive Director to issue permits.
- *Superstructure Strengthening Contract*: Design scheduled to restart at the end of May coincident when Corson's Inlet Rehabilitation is submitted to NJDOT for review. Scheduled for 75% plan set by mid June and 90 % plans, specifications and estimate by the end of July. Then possibly send to NJDOT for technical review if the County wants to use NJDOT LBFN grant money. This project is to strengthen all spans, except bascule span, where needed in order to increase inventory load rating values for H15 truck.
- *ACE Power Outage (4/13/2020)*: Due to heavy winds a single phase of the power supply at the south end of the bridge was lost and all power was temporarily shut down at the bridge. ACE crews repaired the broken line and power was restored the following day.



Middle Thorofare Bridge:

- *2019 Middle Thorofare Bridge Rehabilitation:* A thorough review of the County's pre-existing Special Provisions (specs) was conducted and merged into the NJDOT new 2019 Standard Specifications and State Aid requirements and forwarded to the Executive Director and County Department of Law on 4/8/2020. Re-advertisement date is unknown at this time. The bulk of the construction work will have to be started in September 2020. On 5/5/2020 the County's Traffic & Electric Department completed installation and testing of the detection system on the portable traffic signals which will be used for this project. This traffic signal system integrates movable bridge operations and interconnects with tolling system to permit toll collection during construction.
- *Ocean Drive (CR621) Concept Development:* Design Comments were received from NJDOT value engineering group on 3/13/2020. Design engineer (Michael Baker), SJTPO, the County and Commission representatives reviewed NJDOT five value engineering alternatives in which 4 of 5 were not deemed acceptable for various reasons. The County requested further analysis on VE alternative 3 to possibly save construction costs. MBI requested a contract modification from SJTPO to perform the alternative analysis on NJDOT VE alternative 3 and required approximately 6 weeks to complete. Once analysis is completed and costs determined then decision to be made if new Preliminary Preferred Alternative (PPA) is warranted. No status update on funding sources.
- *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 on March 3, 2020. MSC forwarded onto insurance carrier located on the west coast. Contacted MSC 5/19/2020 for status update. Insurance company was deciding whether to pay claim based on estimated cost or wait until final construction done for actual cost of repairs.
- *Maintenance:* County PW's completed installing a new door between electrical room and machinery room. Traffic & Electric's electrician completed new wiring connections at far side submarine cable junction box and mapping out temporary/permanent wiring for the bridge.

Corsons Inlet Bridge:

- *Bascule Trunnion Columns and Span 32 Deck Rehabilitation:* Project addresses two long standing priority repairs at the bridge. Michael Baker International is currently in design phase and on 5/4/2020 submitted progress drawings for review and comment. MBI presently working on Span 32 re-decking design. 90 % submission set is scheduled for submission at the end of May. Design progress meeting scheduled for 5/20/2020.
- *Slow Speed/ No Wake Signage:* Sign is made. Public works awaiting for opportunity to install with boat and crew.

2019-20 NBIS Biennial Inspections

- Engineering Consultant Michael Baker International (MBI) has completed inspection of 4 of 5 Commission bridges. Ocean City Longport Bridge, OC Fishing pier, and interim inspections are scheduled for October 2020. Received preliminary reports for Middle Thorofare and Townsends Inlet on 5/1/2020 without mechanical reports. Mechanical



inspector had COVID19 but has since recovered and will submit in June. All 4 lower bridges (CI, TI, GS, and MT) preliminary reports have been received and are currently under review.

- *2020 Miscellaneous Priority Bridge Repairs*: Plans are at 90 % complete and specifications are pending County's Department of Law review. Memorandum issued 5/11/2020 discussing funding with bid schedule determined based on funding and finalization of contract documents.
- Submitted 1st quarter Priority report to NJDOT on 5/1/2020.

Procurement

- *2020 Electrical Engineering Services for Movable Bridges*: This RFP is for specialty electrical engineering consultant to address bridge controls, electrical power systems, bridge operational safety systems, motor and drive controls, specifically for movable bridges. Draft technical specifications were forwarded to Executive Director Coughlin and County's Purchasing Agent on 4/29/2020 for review and comment. County Purchasing Department scheduled to advertise 5/27/2020.

Overweight/Oversize Vehicles

- Resensys, LLC proposed a demonstration vehicle weight monitoring system which we would install at Grassy Sound Bridge to alert the Commission when overweight vehicles cross the bridge. We are working out the details for system attachment, cost, and ownership with Remington and Vernick Engineers and Resensys LLC.

2 Year Capital Project Plan / County Bridge Plan

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



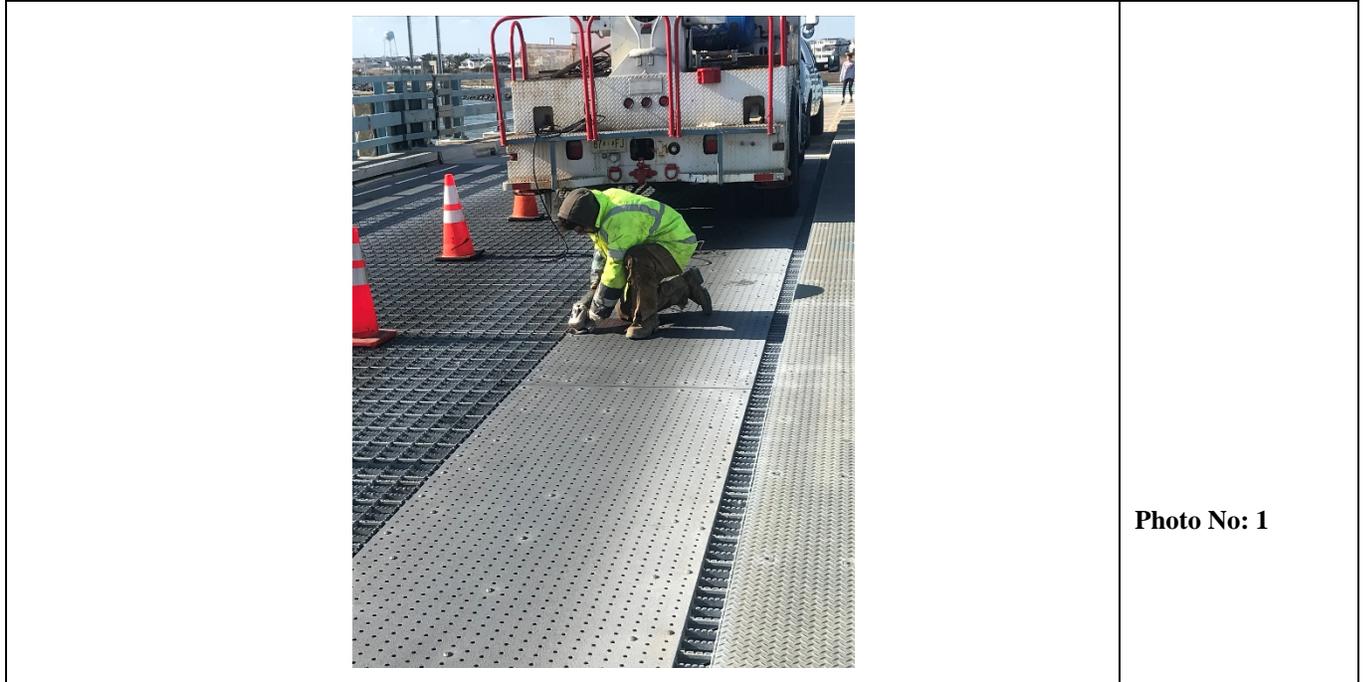


Photo No: 1

Location:	Townsend's Inlet Bridge, bascule span, looking south toward Avalon.
Description:	Thomas Barry Marine Construction repairing bicycle plate coating damage.



Photo No: 2

Location:	Grassy Sound Bridge, machinery room below roadway level
Description:	New machinery brake installed by County Traffic & Electric Department