

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

July 16, 2020

The regular meeting of the members of the Cape May County Bridge Commission was held on the sixteenth day of July 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 Flag Salute.

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 in person and via conference call, which was made open to the public.

\*\*\*\*\*

Ms. Coughlin reported the cash analysis/traffic for the month of June 2020, which indicated an increase in revenue in the amount of \$65,313 compared to June 2019. The Ocean City-Longport Bridge had a decrease in revenue by \$9,189. The revenue at Townsends Inlet Bridge was up compared to the previous year by \$81,094. The Middle Thorofare Bridge had a decrease of \$18,422 in revenue. The Corsons Inlet Bridge showed an increase in revenue by \$6,248. The Grassy Sound Bridge revenue for the month was up by \$5,581 compared to 2019.

The E-ZPass percentage rate was 80.5%, up from May 2019 at 75.5%.

For the month of June, the revenue at each bridge was as follows: Ocean City-Longport - \$92,094; Middle Thorofare - \$98,205; Corsons Inlet - \$67,022; Townsends Inlet - \$81,094; Grassy Sound - \$52,232. The total revenue for the month for all bridges was \$390,647. These figures reflect an increase of \$65,313 for the current fiscal year over 2019.

\*\*\*\*\*

The next topic of the meeting was the resolutions.

The following resolution numbers 20-3401 through 20-3403 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 June 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 JUNE 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 \$396,223.71 for the month of June 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 20-3401 through 20-3403 were moved by Mrs. Murphy, seconded by Mr. Halliday, and unanimously approved.

\*\*\*\*\*

**RESOLUTION AUTHORIZING EXECUTION OF INDEMNIFICATION AGREEMENT  
WITH PR RACING FOR THE NJ TEN MILER ON SEPTEMBER 19, 2020**

**WHEREAS**, PR Racing is sponsoring the NJ Ten Miler on September 19, 2020 to benefit the Egg Harbor Township Police Explorers, Post #94, a non-profit organization; and

**WHEREAS**, as part of the race, PR Racing has requested permission for participants in this event to cross over the Ocean City – Longport Bridge, which is owned and operated by the Cape May County Bridge Commission; and

**WHEREAS**, the Cape May County Bridge Commission has imposed a condition on such permission to the effect that PR Racing must enter into an Indemnification Agreement; and

**WHEREAS**, PR Racing through its duly authorized representatives have signed the required Indemnification Agreement, a copy of which is attached as Exhibit “A” and provided proof of insurance.

**NOW THEREFORE BE IT RESOLVED**, by the **CAPE MAY COUNTY BRIDGE COMMISSION** that the presiding officers, to wit, the Chairman and Executive Director, be and they are hereby authorized and directed to execute an Indemnification Agreement for the NJ Ten Miler to be held on September 19, 2020.

Resolution 20-3404 was 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, 2019 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 and Recommendations” and has evidenced same 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 and Recommendations” 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, 2019, and specifically has reviewed the sections of the audit report entitled “General Comments and Recommendations” and has evidenced same 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 20-3405 was moved by Mrs. Murphy, seconded by Mr. Halliday, and unanimously approved.

\*\*\*\*\*

**RESOLUTION AUTHORIZING EXECUTION OF AMENDED E-ZPASS OPERATIONS AGREEMENT TERMS AND CONDITIONS OF SPONSORED AFFILIATE MEMBER AGREEMENT**

**WHEREAS**, the Cape May County Bridge Commission installed E-ZPass on all of its toll plazas in May 2018; and

**WHEREAS**, in order to offer interoperability to our customers to the full extent, it is the desire of the Commission to become a Sponsored Affiliate Member of the E-ZPass Interagency Group (IAG) and sponsored by the New Jersey Turnpike Authority; and

**WHEREAS**, an E-ZPass Operations Interagency Agreement, Terms and Conditions of Sponsored Affiliate Member Agreement is required to be executed and filed with the IAG for approval of said membership;

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

1. The recitals set forth above are incorporated as if set forth in full herein.
2. The Executive Director is hereby authorized to execute, acknowledge and deliver the E-ZPass Operations Interagency Agreement, Terms and Conditions of Sponsored Affiliate Member Agreement, attached hereto as Schedule “A”.

Resolution 20-3406 was moved by Mrs. Murphy, seconded by Mr. Halliday, and unanimously approved.

\*\*\*\*\*

**RESOLUTION AWARDING CONTRACT TO TOTAL CONTROL SYSTEMS, LLC FOR ELECTRICAL ENGINEERING SERVICES FOR A NOT TO EXCEED AMOUNT OF \$150,000**

**WHEREAS**, the Cape May County Bridge Commission advertised and sought Proposals for Competitive Contracting in accordance with N.J.S.A. 40A:11-4.1 et seq. and N.J.A.C. 5:344-4.1.5 *et seq* under the Fair and Open process for “Electrical Engineering Services on an As-Needed Basis”; and

**WHEREAS**, Competitive Contracting may be used in lieu of public bidding pursuant to N.J.S.A. 40A:11-4.i, at the option of the governing body of the contracting unit, any good or service that is exempt from bidding pursuant to section 5 of P.L. 1971, c. 198 (C.40A:11-5); and

**WHEREAS**, on July 1, 2020 the County of Cape May on behalf of the Commission received and evaluated five (5) proposals and based on evaluations conducted in accordance with N.J.S.A. 40A:11-4.1 *et seq* it has been determined that **TOTAL CONTROL SYSTEMS, LLC** is the best qualified to provide said service.

**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 **TOTAL CONTROL SYSTEMS, LLC** for a term of one year commencing July 16, 2020 with two one-year options, a copy attached hereto and by this reference made a part hereof as Schedule "A".

**BE IT FURTHER RESOLVED**, pursuant to the rules of the Local Finance Board of the State of New Jersey, that no amount of these contracts shall be chargeable until such time as services are ordered of otherwise called for prior to placing the order. The certification of availability of funds shall be made by the Cape May County Treasurer and attached to the file copy of the purchase order. It shall be the responsibility of the official responsible for issuing the purchase order to notify and seek the certification of availability of funds from the County Treasurer and the department and line item appropriation to which the funds may be properly charged is: **C.900.09260.1030.9000.201**.

**BE IT FURTHER RESOLVED**, that inasmuch as this contract is awarded pursuant to the Fair and Open Process, a notice of this Resolution shall be published in the Cape May County Herald.

Resolution 20-3407 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.

\*\*\*\*\*

There was no new business to discuss.

\*\*\*\*\*

There was no need for an Executive Session.

\*\*\*\*\*

Public Comments:

There was no one from the public present.

\*\*\*\*\*

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,

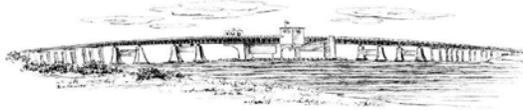


---

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:** July 16, 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 July 2020

*LTD*  
*e-sign*

### COVID-19 Pandemic:

- Executive Order No. 142 (effective 5/13/2020 and 5/18/2020): Policies address specific requirements for jobsite social distancing, cleaning, and working environment. This would apply to Contractors working for the Commission and is still in effect per executive order 162 (7/2/2020).

### E-Z Pass System:

- Ocean City Longport booth 2 lane controller continues to have brief (1-2 second) power outages. County T&E check power feed all ok and SJTA investigated the lane controller connections. Suspected problem may lie with UPS unit. Trouble shooting will continue. Brief interruptions are experienced by our customers.

### Ocean City-Longport Bridge:

- *Atlantic City Electric Power Ahead Project:* In May 2020 ACE requested approval to attach conduits to the Ocean City-Longport Bridge and bury conduits within property owned by the Commission. At last month's Commission meeting conceptual approval was granted with the conditions that no work can begin until an acceptable agreement is reached between ACE and the Bridge Commission. ACE representative indicated they have begun reviewing feasibility and will give us a status update at the end of the month.
- *Parking at Fishing Pier and at North Approach Roadway Shoulders:* Last month the Commission was notified by County PW Department and Ocean City PD of heavy weekend traffic and illegal parking along the roadway and bridge shoulders. The Commission declared the bridge shoulder as a tow away zone. The County installed several additional no parking signs along both shoulders of the roadway.
- *City of Ocean City Proposed Paving:* On 7/6/2020 we received notice from Ocean City's Engineering & Operations that local street paving project would begin in the fall 2020. W. New Castle road is scheduled to be paved, which is the access road to the Commission's parking area for toll collectors and access to generator and administrative building. Ocean City E&O will forward details of the project and also stated paving would not likely occur until Spring 2021.
- *Emergency Generator:* On 7/14/2020 the County's generator service contractor, Foley, discovered the generator would not turn over with the starter nor by hand and appeared to

be ceased or hydraulically locked. Removal and diagnostic of the filter revealed rust particles and metal shavings likely from the bearings. The coolant fluid sample had evidence of exhaust with discoloration possibly indicating a back cylinder head gasket. The generator was declared OUT OF SERVICE immediately. Foley's is giving the Commission a price to remove the failed engine and install the engine from the Commission's portable generator housed at the T & E Departments shop. This generator provides backup power for entire bridge; navigation lights, toll booth power, toll collection, and bridge lighting.

#### Corsons Inlet Bridge:

- *Bascule Trunnion Columns and Span 32 Deck Rehabilitation:* On 6/15/2020 Michael Baker submitted progress set for review. Formal comments were returned on 6/20/2020 and 7/1/2020. MBI performed a field inspection 7/9/2020 and a design teleconference was held on 7/14/2020 to wrap up final design questions. Final drawings and specifications are scheduled for 7/24/2020 submission which will in-turn be submitted to NJDOT for technical review. This project is receiving a \$918,652 grant from the Local Bridge Future Needs Program. Project advertisement pushed to August 2020.
- *Slow Speed/ No Wake Signage:* Today, 7/16/2020, Public Works to installed 2 signs attached to the column faces at Pier 30. The Strathmere Environmental & Fishing club were very appreciative.
- *Deauville Inn / Commission Parking:* Deauville Inn property manager has been in contact with the County Engineer regarding fence placement on County property. The Commission will need to formalize a parking agreement with the County for our toll collectors sometime in the future. Parking along the approach roadway shoulders continues with beach goers accessing the waterway in the vicinity of the south abutment.
- *Transformer Vault Inspection-* Coordination continues with ACE to have existing electric transformers inspected in August 2020 by Atlantic City Electric crews. The bridge's main power feed 4160 V cable terminates at the bascule pier and ACE's transformers are housed within a concrete vault on the east side of Pier 29.

#### Townsend Inlet Bridge:

- *Submarine Cable Replacement:* Status unchanged. Field commissioning was completed on 2/3/2020. Delta Line Construction performed an inspection dive on 6/10/2020 and awaiting divers report. Contractor has expressed concern with cable location between H pilings and may relocate. Substantial Completion has not been issued to date.
- *Spans 1-7 Replacement:* Agate Construction was issued substantial completion effective 11/14/19. The County Engineer and County Law Department are lead on the claim resolution process which has now been advanced to mediation in the fall 2020.
- *Atlantic City Electric (ACE) Transformer Failure:* RVE contract plans and specifications are essentially complete with a few minor editorial changes. Finalize contract Specification then advertise for bid in August.

#### Grassy Sound Bridge:

- *Submarine Cable Replacement:* Status unchanged. Delta Line Construction performed an inspection dive on 6/12/2020. Primary field report indicated the cable is exposed at some



areas with the channel. Upon DLC's receipt of the final report from their diving inspector a meeting is planned to determine when and what remedial action shall be taken. Also see Townsends Inlet Bridge notes above.

- *Old Garage and Carpenter Shop Buildings:* Status unchanged. Recommendation to demolish the structures then covering the area with stones creating parking for Commission employee's and future contractor staging.
- *Superstructure Strengthening Contract:* This project is to strengthen all spans, except bascule span, where needed in order to increase inventory load rating values for an H15 truck. Michael Baker is scheduled to resume design the week of July 27, 2020. Construction slated for 2021.
- *Transformer Vault Inspection-* Coordinating with ACE to have existing electric transformers inspected in August 2020 by Atlantic City Electric crews. Project is concurrent with Corons Inlet Bridge vault inspection.

#### Middle Thorofare Bridge:

- *2019 Middle Thorofare Bridge Rehabilitation:* On 6/30/2020 Karen and I met with the County' Department of Law's to review of specification front end (Special Provisions) to clarify some questions and ensure the document met the needs of both the County and Commission. Re-advertisement date possibly at the end of the month.
- *Ocean Drive (CR621) Concept Development:* Design engineer (Michael Baker) continuing engineering analysis on NJDOT Value Engineering alternative 3. Once this analysis is completed and costs determined, then a decision will be made if a new Preliminary Preferred Alternative (PPA) is warranted. No known change 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. On 6/25/2020 checks in the amount of \$15,000.00 and \$25,549.05 were received for Commission incurred expenses related to the allision. The balance of claim will be paid when repairs are completed under the Railing/Fender Rehabilitation project.

#### 2019-20 NBIS Biennial Inspections

- Ocean City Longport Bridge, OC Fishing pier, and interim inspections are scheduled for October 2020. All 4 lower bridges (CI, TI, GS, and MT) preliminary reports are submitted and under review. Status unchanged.
- *2020 Miscellaneous Priority Bridge Repairs:* Plans are at 90 % complete and specifications are pending completion of County's Department of Law review of the front end. In order to fund these repairs a proposed transfer of 2018 bond fund from a Grassy Sound project will be requested. This Contract has been moved to the no. 2 position in the Commission's capital project 2 year plan.

#### Procurement

- *2020 Electrical Engineering Services for Movable Bridges:* Five(5) proposal were received by the County on 7/1/2020 and evaluation completed on 7/14/2020. All firms submitting have past experience with the Commission's bridges. However Total Control Systems was recommended for award of the contract. A resolution awarding this contract for a not to exceed cost of \$150,000 for the first contract year is on today's agenda.



Overweight/Oversize Vehicles

- On 6/15/2020 Remington and Vernick Engineers in association with Resensys, LLC (manufacturer of the sensor system) proposed a 3 month demonstration project for a vehicle weight monitoring system to install at Grassy Sound Bridge. A formal 3 way agreement is being prepared by the Commission and will be presented at the August 2020 Commission meeting.

2 Year Capital Project Plan / County Bridge Plan

- The County/Commission's Comprehensive Bridge Replacement and Improvement Plan. The draft plan was updated by the County and Commission to reflect current projects and future project time frames.
- Awaiting the County's decision on 2020 bonding request for repair/rehabilitation projects. The Commission's 2021-2022 Capital Project 2 year plan has been drafted and distributed to the Commissioners for review and comment.

