

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

July 20, 2023

The regular meeting of the members of the Cape May County Bridge Commission was held on the twentieth day of July 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 via telephone

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

A motion to approve the minutes of the June 15, 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 June 2023, which indicated an increase in total monthly revenue in the amount of \$105,289 compared to June 2022.

	FY 2023	FY 2022	Change from 2022
Middle Thorofare	\$177,770	\$156,889	\$20,881
Grassy Sound	\$ 80,012	\$ 70,581	\$ 9,431
Townsend's Inlet	\$133,881	\$111,198	\$22,683
Corsons Inlet	\$ 90,351	\$ 59,524	\$30,826
Ocean City Longport	\$163,507	\$142,039	\$21,468
MONTHLY CASH TOTALS	\$654,520	\$540,231	\$105,289

The E-ZPass percentage rate for the month was 87.0%.

The next topic of the meeting was the resolutions.

The following resolution numbers 23-3631 through 23-3634 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 June 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 JUNE 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 \$1,525,368.73 for the month of June 2023.

BE IT FURTHER RESOLVED, that said Resolution be filed with the Trustee, in compliance 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.

RESOLUTION AUTHORIZING THE COMMISSION TO RECESS AND ENTER EXECUTIVE SESSION EXCLUDING THE PUBLIC ON JULY 20, 2023 AT 2:30 PM OR AS SOON THEREAFTER AS POSSIBLE OR PRACTICABLE

WHEREAS, the Cape May County Bridge Commission (hereinafter referred to as "Commission") desires to hold a meeting excluding the public, pursuant to guidelines established for the purpose of discussing matters involving attorney-client privilege and personnel matters; and

WHEREAS, said matters may be discussed at a private meeting of the Commission pursuant to the provisions of N.J.S.A. 10:4-12;

NOW, THEREFORE BE IT RESOLVED, by the Cape May County Bridge Commission that the Commission shall hold a meeting excluding the public, in the Caucus Room of the County Administration Building, Cape May Court House, New Jersey on July 20, 2023 at 2:30 p.m. or as soon thereafter as possible or as practicable, said meeting to be held for the purpose of discussing the following:

1. Matters falling within attorney-client privilege, pursuant to N.J.S.A. 10:4-12(b)(7); and
2. Matters involving terms and conditions of employment of personnel employed by the Commission, pursuant to N.J.S.A. 10:4-12(b)(8); and

BE IT FURTHER RESOLVED, that in accordance with N.J.S.A. 10:4-13, the time when the circumstances under which the discussion conducted in the meeting excluding the general public can be disclosed to the general public are as follows:

1. As to the discussion relating to matters falling within attorney-client privilege, when a final resolution has been reached with regard to subject matter discussed herein.
2. As to the discussion relating to matters involving terms and conditions of employment of personnel employed by the Commission, when a final resolution has been reached with regard to subject matter discussed herein.

Resolutions 23-3631 through 23-3634 were moved by Mrs. Murphy, seconded by Mr. Halliday, and unanimously approved.

The Commissioners entered Executive Session at 2:35 pm to discuss matters falling within attorney-client privilege and matters involving terms and conditions of employment of personnel.

Upon the close of the Executive Session, a motion was made by Mr. Halliday to close the Executive Session and return to open session. The motion was moved by Mrs. Murphy and unanimously approved.

Returned to Open Session at 3:00 pm.

RESOLUTION AUTHORIZING CHANGE ORDER NO. 2-FINAL, ACCEPTING WORK AND CLOSING CONTRACT WITH R.A. WALTERS & SON, INC. FOR 2009 GRASSY SOUND BRIDGE FENDER REPAIRS

WHEREAS, under Resolution No. 09-2573 the Commission entered into a contract with **R.A. Walters & Son, Inc.** of Cape May Court House, NJ for “2009 Grassy Sound Fender Repairs”; and

WHEREAS, during the work of the contract with **R.A. Walters & Son, Inc.** for “2009 Grassy Sound Fender Repairs” it was found necessary to reduce certain items of construction in order to complete the project in a satisfactory manner; and

WHEREAS, **R.A. Walters & Son, Inc.** has satisfactorily completed the work under the contract for “2009 Grassy Sound Fender Repairs”; and

WHEREAS, a final payment is due to **R.A. Walters & Son, Inc.** in the amount of **\$13,656.43** for work under this contract.

NOW THEREFORE BE IT RESOLVED, by the **CAPE MAY COUNTY BRIDGE COMMISSION** that the Commission Chairman and Executive Director are hereby authorized to execute Change Order No. 2-Final for said contract of with **R.A. Walters & Son, Inc.** for 2009 Grassy Sound Fender Repairs for a decreased amount of **\$51,203.25**; and

BE IT FURTHER RESOLVED, by the Cape May County Bridge Commission, that the work for said contract of **R.A. Walters & Son, Inc.** be and is hereby accepted and that final payment in the amount of **\$13,656.43** be made thereon **June 15, 2023** from **Construction Fund**.

BE IT FURTHER RESOLVED, by the Cape May County Bridge Commission, that the work for the said contract of **R.A. Walters & Son, Inc.** be and is hereby closed.

Resolution 23-3635 was moved by Mrs. Murphy, seconded by Mr. Halliday, and unanimously approved.

RESOLUTION AUTHORIZING DELETIONS FROM FIXED ASSETS INVENTORY

WHEREAS, the Cape May County Bridge Commission (hereinafter referred to as “Commission”) maintains a physical inventory of fixed assets; and

WHEREAS, it has been determined that the fixed assets listed on the attached Schedule A have expended their useful life for the Commission; and

WHEREAS, it is the desire of the Commission to delete the items on the attached Schedule A from the fixed asset inventory;

NOW, THEREFORE BE IT RESOLVED, that the **CAPE MAY COUNTY BRIDGE COMMISSION** hereby authorizes the deletions of the fixed asset inventory items listed on attached Schedule A.

BE IT FURTHER RESOLVED, that the Commission’s fixed asset list shall be updated to accurately reflect the current inventory.

Resolution 23-3636 was moved by Mrs. Murphy, seconded by Mr. Halliday, and unanimously approved.

RESOLUTION ESTABLISHING ANNUAL SALARIES FOR VARIOUS POSITIONS FOR THE YEAR MAY 1, 2023 TO APRIL 30, 2024

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, 2023 to April 30, 2024:

TITLE	SALARY
Commissioner	\$ 8,500.0000
Executive Director	\$ 83,920.0508
Project Manager	\$ 72,800.0000

Resolution 23-3637 was moved by Mrs. Murphy, seconded by Mr. Halliday, and unanimously approved.

RESOLUTION AUTHORIZING EXECUTION OF INDEMNIFICATION AGREEMENT WITH CITY OF OCEAN CITY AQUATIC & FITNESS CENTER FOR THE OCNJ HALF MARATHON, 5K & 10 MILE WALK/RUN ON SEPTEMBER 24, 2023

WHEREAS, the City of Ocean City Aquatic & Fitness Center’s “OCNJ Half Marathon, 5K & 10 Mile Non-Competitive Walk/Run” to be held on September 24, 2023; and

WHEREAS, as part of the walk/run the City of Ocean City 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 the City of Ocean City must enter into an Indemnification Agreement; and

WHEREAS, the City of Ocean City through its duly authorized representatives have signed the required Indemnification Agreement, a copy of which is attached as Exhibit “A”.

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 “OCNJ Half Marathon, 5K & 10 Mile Non-Competitive Walk/Run” to be held on September 24, 2023.

Resolution 23-3638 was moved by Mrs. Murphy, seconded by Mr. Halliday, and unanimously approved.

RESOLUTION AUTHORIZING EXECUTION OF CERTIFICATE OF COMPLETION FOR THE 2005 ISSUANCE OF REVENUE BONDS

WHEREAS, on September 15, 2005 the Cape May County Bridge Commission adopted a supplemental resolution entitled “Supplemental Resolution Authorizing the Issuance of not Exceeding \$17,000,000 Principal Amount of County Guaranteed Revenue Bonds, Series 2005 of the Cape May County Bridge Commission” for the purpose of providing for the costs of Capital Improvements; and

WHEREAS, the bond proceeds from the Series 2005 County Guaranteed Revenue Bonds were deposited in the 2005 Construction Fund; and

WHEREAS, the projects for which the bond proceeds were deposited have been completed in accordance with the plans and specifications and there are no items which, as of the date of the Certificate of Completion, remain unpaid and no amounts are due and owing to any contractor relating to services provided or equipment or material purchased for or with respect to the Projects;

NOW THEREFORE BE IT RESOLVED, by the **CAPE MAY COUNTY BRIDGE COMMISSION** that the Executive Director, be and is hereby authorized and directed to execute the Certificate of Completion for the Series 2005 Revenue Bonds.

BE IT FURTHER RESOLVED, that upon receipt of the Certificate of Completion, the Trustee shall apply the balance from the bonds held in the 2005 Construction Fund into the Bond Service Fund for the payment of debt service on the Bonds.

BE IT FURTHER RESOLVED, that following the transfer of the balance of the 2005 Construction Funds into the Bond Service Fund, the 2005 Construction account shall be closed by the Trustee.

Resolution 23-3639 was moved by Mrs. Murphy, seconded by Mr. Halliday, and unanimously approved.

RESOLUTION AUTHORIZING THE ADVERTISEMENT FOR OCEAN CITY – LONGPORT BRIDGE FISHING PIER IMPROVEMENTS

WHEREAS, the Ocean City – Longport Bridge Fishing Pier is in need of repairs and improvements; and

WHEREAS, Remington & Vernick Engineers has designed specifications and plans for the necessary improvements in accordance with generally accepted principles; and

WHEREAS, the Commission has reviewed the specifications and plans and find they meet their approval;

WHEREAS, it is the desire of the Commission to authorize the Contracting Agent to advertise and take sealed bids for the Ocean City – Longport Bridge Fishing Pier Improvements project;

NOW, THEREFORE, BE IT RESOLVED, that the Commission authorizes the Contracting Agent to advertise for the receipt of bids for Ocean City – Longport Bridge Fishing Pier Improvements project, said advertisement to appear in The Herald Newspaper and/or The Press of Atlantic City.

Resolution 23-3640 was moved by Mrs. Murphy, seconded by Mr. Halliday, and unanimously approved.

A motion was made by Ms. Coughlin to add Resolution No. 23-3641:

RESOLUTION AUTHORIZING THE USE OF COMPETITIVE CONTRACTING FOR PROVISION OF BROKER OF RECORD SERVICES

WHEREAS, the Cape May County Bridge Commission is in need of Broker of Record Services (property insurance brokerage and medical); and

WHEREAS, Local Public Contracts Law N.J.S.A. 40A:11-4.3(a) requires the governing body to pass a resolution authorizing the use of competitive contracting each time specialized goods or services are desired to be contracted; and

WHEREAS, competitive contracting may be used in lieu of public bidding pursuant to N.J.S.A. 40A:11-4.1.i, at the option of the governing body of the contracting unit, any good or service that is exempt from bidding; and

WHEREAS, professional services are exempt from bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i);

NOW, THEREFORE, BE IT RESOLVED, by the **CAPE MAY COUNTY BRIDGE COMMISSION** that the Commission hereby authorizes the use of competitive contracting for Broker of Record Services (property insurance and medical).

Resolution 23-3641 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 was no 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*
Antonio Colón, *Project Manager*

Memorandum

DATE: July 20, 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 July 2023

Bridge Commission Consultants:

- *Electrical Engineer:* RFP will be advertised in the coming weeks.
- *NBIS Re-Evaluation Services:* Finalizing specs for bid advertisement estimated to occur early - mid August 2023.

Ocean City-Longport Bridge:

- *Fishing Pier:* Documents are being finalized to 100% completion. Estimate to advertise Construction bid August-September of 2023.
- *Toll Booth Repairs:* Project will be reviewed and prepared to go out for bid.

Corson's Inlet Bridge:

- *Corson's Inlet Bridge Rehabilitation:* Awaiting concurrence from the State on project with regard to funding, once given NTP will be issued.

Townsend's Inlet Bridge:

- *Toll Booth Roof Replacement/HVAC Installation:* Job completed to 100%, A/C unit is fully operational.

Grassy Sound Bridge:

- *Superstructure Rehabilitation:* Monthly update meetings have resumed. Design Consultant estimates 90% document submittal Dec 2023. Estimate to advertise construction bid Spring 2024.

Middle Thorofare Bridge:

- *Ocean Drive (CR621) Improvements and Bridge Replacements:* RFP currently with County Purchasing.
- *Motor Drive Control, PLC Upgrade, and motor repair:* Work to begin next week. While the work is ongoing, it will not affect Bridge or Tolling operations. Work will commence at night.
- *Piers 14-16:* RVE has finalized several options for a program to monitor scour progression, they have also given their recommendation on what methods the Bridge Commission should pursue.

Multiple Bridges:

- *Grassy Sound/Middle Thorofare Scour Abatement:* 1 of 4 permits have been received, once all have been received design consultant will give updated scheduling/timelines and initial stages of construction bid advertisement will commence.
- *Fender Rehabilitation Program OCLP/CI/TI/GS:* Documentation for permitting is in submission stage and awaiting approvals.
- *Gate Motor Control TI/GS:* TI ongoing currently, completion expected next 1-2 weeks.
- *Bridge Replacement Local Concept Development:* Our submittal for the Grant Agreement in process of being sent to our representative at FHWA who is administering the grant. This as of 6/9/2023.

NBIS Biennial Inspections

- *2021-22 NBIS Bridge Inspection contract:* Reviewing Fishing Pier Preliminary Reports and OC/LP Bridge Preliminary Reports. Currently with RVE for review.

