

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

August 19, 2021

The regular meeting of the members of the Cape May County Bridge Commission was held on the nineteenth day of August 2021 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 Jeffrey Lindsay, Commission Counsel.

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Ms. Coughlin reported the cash analysis for the month of July 2021, which indicated an increase in total monthly revenue in the amount of \$151,242 compared to July 2020.

	FY 2021	FY 2020	Change from 2020
Middle Thorofare	\$173,640	\$149,747	\$23,892
Grassy Sound	\$75,246	\$60,518	\$14,728
Townsend's Inlet	\$134,460	\$103,292	\$31,168
Corsons Inlet	\$101,960	\$87,975	\$13,985
Ocean City Longport	\$183,462	\$115,994	\$67,469
<b>MONTHLY CASH TOTALS</b>	<b>\$668,768</b>	<b>\$517,526</b>	<b>\$151,242</b>

The E-ZPass percentage rate for the month was 84.2%.

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The next topic of the meeting was the resolutions.

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The following resolution numbers 21-3478 through 21-3480 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 July 2021 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.

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**RESOLUTION CERTIFYING MONTHLY DEPOSITS IN THE REVENUE ACCOUNT FOR JULY 2021**

**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 \$285,778.16 for the month of July 2021.

**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.

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**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 21-3478 through 21-3480 were moved by Mrs. Murphy, seconded by Mr. Halliday, and unanimously approved.

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**RESOLUTION AMENDING RESOLUTION 21-3451 AUTHORIZING INDEMNIFICATION AGREEMENT WITH POLICE UNITY TOUR, INC. FOR A BIKE TOUR**

**WHEREAS**, the Cape May County Bridge Commission adopted Resolution No. 21-3451 on March 18, 2021 authorizing execution of an Indemnification Agreement with Police Unity Tour, Inc. for a bike tour on May 10, 2021; and

**WHEREAS**, Police Unity Tour, Inc. decided to postpone their bike ride from May 10, 2021 to October 11, 2021; and

**WHEREAS**, it is the desire of the Commission to amend Resolution No. 21-3451 insofar as to change the bike tour date to October 11, 2021:

**NOW, THEREFORE, BE IT RESOLVED**, by the Cape May County Bridge Commission, that:

1. The above recitals are incorporated herein by reference as if set forth in full.
2. Resolution No. 21-3451 is amended to reflect a revised date of tour from May 10, 2021 to October 11, 2021.
3. All other aspects of Resolution No. 21-3451 remain in full force and effect.

Resolution 21-3481 was moved by Mrs. Murphy, seconded by Mrs. Brand, and unanimously approved.

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**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 26, 2021**

**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 26, 2021; 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 26, 2021.

Resolution 21-3482 was moved by Mrs. Murphy, seconded by Mrs. Brand, and unanimously approved.

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**RESOLUTION AUTHORIZING EXECUTION OF INDEMNIFICATION AGREEMENT WITH NJ RUN FOR THE FALLEN, INC. FOR THEIR EVENT ON SEPTEMBER 23, 2021**

**WHEREAS**, NJ Run for the Fallen, Inc., a non-profit charitable corporation, is sponsoring its annual event on September 23, 2021 to honor and remember New Jersey service members who have died in support of our nation’s freedoms; and

**WHEREAS**, as part of the event, NJ Run for the Fallen, Inc. has requested permission for participants in this event to cross over the Corsons Inlet, Townsends Inlet, Grassy Sound, and Middle Thorofare Bridges, which are 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 NJ Run for the Fallen, Inc. must enter into an Indemnification Agreement; and

**WHEREAS**, NJ Run for the Fallen, Inc., 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 the NJ Run for the Fallen to be held on September 23, 2021.

Resolution 21-3483 was moved by Mrs. Murphy, seconded by Mrs. Brand, and unanimously approved.

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**RESOLUTION APPROVING CHANGE ORDER NO. 1 TO CONTRACT NO. CO-00197 WITH PENNONI ASSOCIATES, INC. FOR CONSTRUCTION ENGINEERING SERVICES FOR 2020 OCEAN DRIVE (CR621) BRIDGE OVER MIDDLE THOROFARE REHABILITATION NOT TO EXCEED \$27,728.90**

**WHEREAS**, by Cape May County Bridge Commission Resolution No. 20-3428 the Cape May County Bridge Commission entered into a professional services agreement with **PENNONI ASSOCIATES, INC.** for Construction Engineering Services for 2020 Ocean Drive (CR621) Bridge over Middle Thorofare Rehabilitation; and

**WHEREAS**, during the work of said contract with **PENNONI ASSOCIATES, INC.** it was found necessary to include additional work for services to the rehabilitation of Middle Thorofare Bridge;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of the County of Cape May, that the agreement with **PENNONI ASSOCIATES, INC.** be and is hereby modified by \$27,728.90 to address the increase in the scope of work.

**BE IT FURTHER RESOLVED** pursuant to the rules of the Local Finance Board of the State of New Jersey, it is hereby certified that a certificate showing the availability of the funds required has been completed by the County Treasurer and filed in the office of the Clerk of the Board and the department and line item appropriation to which the funds may be properly charged is: C.900.09260.1050.9000.201 shall be charged to BOND ORDINANCE 1-18B in the amount of \$27,728.90.

**BE IT FURTHER RESOLVED** that as a condition of approval **PENNONI ASSOCIATES, INC.** shall submit a written plan of engineering cost monitoring controls to the contract administrator (Bridge Commission) within fourteen days of this approval.

Resolution 21-3484 was moved by Mrs. Murphy, seconded by Mrs. Brand, and unanimously approved.

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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.

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There was no correspondence received to be discussed.

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There was no old business to discuss.

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There was no new business to discuss.

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There were no public comments.

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

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Upon returning to Open Session, Mrs. Brand announced that the only matter discussed in Executive Session was that which was announced at the close of the Open Session. 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.

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A motion to pay the bills was moved by Mrs. Murphy, seconded by Mr. Halliday and unanimously approved.

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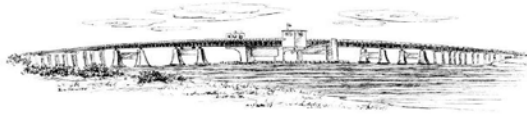
A motion to adjourn was moved by Mrs. Murphy, seconded by Mr. Halliday, and unanimously approved.

Respectfully submitted,

  
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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:** August 17, 2021  
**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 August 2021

YTD  
e-sign

### E-Z Pass System:

- *Middle Thorofare Bridge:* Camera power problems developed on 7/24/21 with intermittent failures and eventually removed 8/5/21 by SJTA. Shipped unit back to manufacturer JAI in California for repairs. In addition, Corson's old camera was shipped for repairs too.

### Ocean City-Longport Bridge:

- *Emergency Generator (Project #9):* Commission's consultant RVE working submitted draft report on 7/29/21. Final report due for this August Commission Meeting.
- *Administration & Generator Building Dune Encroachment (Project#9):* The County Public Works Department is assessing the situation to see if they get equipment into the area to remove the sand from against the building.
- *Fishing Pier (Project#10):* No change in status. Working with RVE over the next couple months to develop repair plans for early winter construction to include handrail replacement and electrical conduit replacement.
- *Toll Booth Repairs (Project#9):* RVE conducted field inspection 7/22/21 and will formulate quote package to replace the metal flooring and repair or replace the door and window seals within the 2 booths.
- *Misc. Priority Repairs (Project #2):* South State has some minor punchlist fieldwork to complete after Labor Day.

### Corson's Inlet Bridge:

- *Corson's Inlet Bridge Rehabilitation (Project #3):* Michael Baker's change order no.2 was approved at the County Commissioner's 7/27/21 meeting. Services include preparing the individual Waterfront Development permit for pier 28 caisson repairs below the mean high waterline. Total State Aid (LBFN FY19 & FY21) is at \$1,664,165.00 however construction funding is still needed prior to advertisement for bids. Targeting September re-submission for final NJDOT approval to advertise.
- *Deauville Inn /Commission Parking:* Draft easement description and survey plan completed and forwarded to County Engineer & Law Department. Awaiting County surveyor to add additional topographic details for pervious hardscaping of parking spaces and further discussion of beach access matter.

- *Severe Thunderstorm (8/7/2020)*: No change in status. Commission's consultant RVE developing plan to procure an outside contractor to retrieve broken traffic light from the waterway.
- *Misc. Priority Repairs (Project #2)*: South State Inc. has completed all work at this bridge.
- *Bascule Span Operations*: During the July 2021 Bridge Commission resolution 21-3477 was approved which begins the process to permanently cease bascule operations. On 7/26/21 the USCG replied via email and requested a Project Initiation Request (PIR) to establish a permitting project in which a USCG officer will be assigned. Submission targeted for September 2021.
- *South Abutment Beach Access*: Awaiting response to the 6/25/21 correspondence sent to Strathmere Vol. Fire Dept. requesting documentation of specific injuries and events at the beach access area. An informal budget quote from a local contractor was \$30,000-\$40,000 to install 250 LF of 5' high temporary fencing along the south approach spans to prohibit diving/jumping into the water from the bridge. Lead time 2-3 weeks. One additional report was received from toll collector Voegtlin of a person who attempted to jump from the bridge since July 4, 2021 incident. A consultant will be brought in to evaluate permanent fence types and installation costs. Researching Commissioner Halliday's suggestion of installing audible alarm and camera.

#### Townsend Inlet Bridge:

- *Submarine Cable Replacement*: Delta Line Construction has run into existing wooden pilings preventing the cable from being buried at one section for about 8 lineal feet within the channel. On 8/3/21 DLC inquired about returning in August to complete cable burial and as-built plan. Cable operational since December 2019.
- *Spans 1-7 Replacement*: No change in status. Mediation has been delayed due to Covid19 and summer scheduling. Some punch list field work still remains as well as contract closeout documents from the Contractor.
- *Townsend Inlet Grounding (Project #5)*: No change in status. Plans and technical specifications completed by RVE. Commission preparing front end of specifications, once complete, advertise if funding is available, fall 2021 construction.
- *Portable Emergency Generator (Project #9)*: Commission's consultant RVE working submitted draft report on 7/29/21. Final report due for this August Commission Meeting.
- *Substructure Graffiti (Project #9)*: No change in status. A local Boy Scout group is still interested in doing a litter cleanup, but the timeframe is presently unknown. Need to set up a local contractor for use of graffiti removal product on piers. Fund project with Clean Communities Grant administered by the County. Recommend waiting until September/October when summer crowds are gone.
- *Bridge Replacement (Project #13)*: No change in status. County Engineering Department working on draft RFP for engineering services to prepare a Local Concept Development plan. Time frame start LCD is 2022.
- *Misc. Priority Bridge Repairs (Project #2)*: Field punchlist work needs to be completed at the toll span east girder trunnion support which will be done sometime after Labor Day. Change Order no. 1 scheduled for the 8/24/21 County Commissioner meeting will extend contract Completion to October 29, 2021.
- *Traffic Gate Electrical Fuse Problem (Project A2)*: This problem resurfaced in mid-July and consultant TCS visited the site on 7/20/21 and found gate no. 1 brake circuit board





was originally configured for the wrong voltage range. Board was repaired onsite and no problems thus far.

- *West Span Lock Repair*: Three quotes were obtained from bridge contractors to repair the draw bar which is frozen. Work will be completed with minimal disruption to traffic.

#### Grassy Sound Bridge:

- *Submarine Cable Replacement*: Delta Line Construction submitted as-built drawing on 3/18/21 for cable location. Drawing was returned to DLC for additional information and resubmission. On 8/3/21 DLC inquired about returning in August to complete as-built plan. Cables have been in operation since December 2019.
- *Old Garage and Carpenter Shop Buildings (Project #9)*: No change in status. Recommendation to demolish the structures then covering the area with stones creating parking for Commission employee's and future contractor staging.
- *Superstructure Rehabilitation (Project #6)*: 8/4/21 a design progress meeting was held with Michael Baker as a follow-up to their field inspection on 6/22/21. Rehabilitation details were discussed at length to ensure project accomplishes sufficient strengthening to extend the useful life of the bridge. Scheduled monthly progress meetings. Mid October 70% contract plans, and construction estimate due for review. October boat inspection to coincide with NBIS inspection for last look at repair areas. 95% plans due mid December 2021.
- *Misc. Priority Bridge Repairs (Project #2)*: Recommendation for Change Order No. 1 to South State's contract will be advanced to the 8/24/21 County Commissioners meeting for approval. This change order includes the MPT/Snooper services for Michael Baker's 6/22/21 inspection, additional handrail repairs at the control house and repair to the power feed messenger cable. The change order also extends contract Completion date to 10/29/21. SSI will be back after Labor Day for about a week to complete punchlist work and change order work. Lane closures and toll collection disruptions will be necessary.
- *Motor Drive Control and PLC Upgrades*: Total Control Systems began drive control installation on 7/26/21 and continued the process over the last 2-3-week period. Operational testing was cancelled the night of 8/12/21 due to high ambient temperatures which insufficient clearance between the bascule span and adjacent span prevented the draw from opening. On 8/13/21 TCS began installation of the new Programable Logic Controller (ie bridge's computer system) to replace the vintage 1995 computer system. Installation and testing to resume this Thursday.

#### Middle Thorofare Bridge:

- *2020 Middle Thorofare Bridge Rehabilitation (Project #1)*: On 8/6/21 SSI's subcontractor, Dayton, completed a walkthrough inspection as part of the vibration and movement monitoring requirements of the contract. Remaining contract work includes; paving at both approaches, steel repair at Span 5 pin & hanger, permanent support of the electric and telephone cables, and final punchlist. This contract work and final punchlist will be completed in the fall. Change Order no. 1 will be advanced to the County Commissioner's 8/24/21 meeting for approval. This change order includes extra work for the toll booth gate cabinet, cleanup and painting of the concrete pylons and matching LED lighting for the east cheek wall.



- *Toll Booth Rehabilitation (Project 1A)*: MJJ Construction's change order no.1 was approved at the 8/10/21 County Commissioners meeting. This change order was for additional work items for the toll booth anchorage, electrical wiring, and millwork. On 7/20/21 MJJ installed additional weather striping at the toll booth doors and adjusted the AC unit's roof mounting. An ongoing problem with the AC unit forming condensation within the duct and dripping out of the cover is currently being investigated by MJJ, their subcontractor, RVE, and the Commission. Awaiting additional closeout paperwork from MJJ; O&M manuals, warranty items.
- *Ocean Drive (CR621) Improvements and Bridge Replacements*: No change in status. The first draft for the RFP for Preliminary Engineering services has been drafted and awaiting initial review by the County Engineer. The Commission, as well as, other agencies will have an opportunity for input prior to release. Target fall 2021 advertisement with 2022 start.
- *Garage Repairs (Project #9)*: No change in status. Additional quotes are needed, or alternative procurement needs to be pursued. Contractor suggested doing work in the fall due to summertime traffic congestion. In addition, material prices are very high at the moment due to supply chain disruptions.
- *Emergency Generator Repairs (Project #9)*: Commission's consultant RVE working submitted draft report on 7/29/21. Final report due for this August Commission Meeting.
- *Emergency Sinkhole Repair at S. Abutment (2/18/21)*: South State's final payment scheduled for approval at the 8/24/21 County Commissioners meeting. Pennoni Associates and WSP will be active until the project is closed out with the contractor.
- *North Approach Traffic Warning Gates (Project #8)*: No change in status. The existing 2 warning gate cabinets and internal mechanisms are severely deteriorated and need to be replaced. Advertise equipment replacement contract fall 2021. Evaluate if lighter duty gates can be used that meet AASHTO Movable Bridge Requirements.
- *Motor High Amperage Spikes*: TCS system has determined these spikes are due to a broken contact within the bridge's motor winding. TCS will repair in the field this fall before installing the new drive controls and PLC.
- *MV Accident (8/5/21)*: 2 cars involved one striking the other vehicle pulling a trailer, no reported injuries, no damage to the bridge. One driver left the scene prior to police arriving.

#### Bridge Commission Office Building:

- *Office Building at 153 Crest Haven Road (Project #9)*: Discussion was held with the County on County's intention to discontinue use of the building by the Public Works Department. Bridge Commission to decide long term plan for building to possibly include property. Until decisions are finalized, I recommend building AC wall units remain operational for de-humification and prevention of mold growth. Heating system should be checked for upcoming winter season, caulking of the roof capstone, and gutter should be cleaned.

#### NBIS Biennial Inspections

- 2021-22 NBIS RFP was advertised on the County's procurement portal on 8/11/21 with proposals due 9/8/21. Michael Baker's contract is nearing completion with final reports submitted. MBI is being asked to update the bridge ratings for Grassy Sound Bridge due



to increased deterioration of the superstructure and to take advantage of analysis during the strengthening project. This re-rating will be a good indicator of how soon the strengthening project needs to be completed.

Bridge Commission 2 Year Capital Project Plan

- Beginning 2022-23 project planning.

