

**SOUTH JERSEY TRANSPORTATION AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
DECEMBER 21, 2016**

This regularly scheduled Board of Commissioners Meeting of the South Jersey Transportation Authority was held on December 21, 2016, commencing at 9:06 a.m. at the South Jersey Transportation Authority Administration Building, Farley Service Plaza, Atlantic City Expressway, Milepost 21.3 in Elwood, New Jersey 08217.

**Present**

Chairman Richard T. Hammer  
 Vice Chairman Jeffery A. April, Esq.  
 Commissioner Maurice B. Hill, Jr., DMD  
 Commissioner James J. McCullough (via teleconference)  
 Commissioner C. Robert McDevitt\*  
 Commissioner Joseph Ripa  
 Commissioner Donna T. Sullivan  
 Mary Maples, Governor’s Authorities Unit  
 Stephen F. Dougherty, Executive Director  
 Lauren Staiger, Esq., General Counsel  
 Susan Lubrano, Authority Board Secretary

**Absent**

All Commissioners participated in this meeting.

**Statement of Public Notice**

The meeting of the Board of Commissioners was opened advising the Commissioners and public that notice of the meeting was duly advertised in the Press of Atlantic City, Camden Courier Post, Newark Star Ledger and with the Secretary of the State of New Jersey as to the time, date and place of convening. Notice was also posted at the Farley Service Plaza, the Atlantic City International Airport, the Atlantic City Office and Blackwood Office as prescribed by law.

**Roll Call**

<b>Commissioner</b>	<b>Present</b>	<b>Absent</b>
Chairman Richard T. Hammer	X	
Vice Chairman Jeffery A. April, Esq.	X	
Commissioner Maurice B. Hill, Jr., DMD	X	
Commissioner James J. McCullough	X	
Commissioner C. Robert McDevitt		X*
Commissioner Joseph Ripa	X	
Commissioner Donna T. Sullivan	X	

Two (2) members of the public attended this meeting.

\*Commissioner McDevitt arrived at 9:09 a.m.

**Approval of the Agenda**

Chairman Hammer called for a motion to approve the December 21, 2016 agenda. Whereupon, a motion was made by Commissioner Ripa and seconded by Vice Chairman April, approving said agenda. Chairman Hammer asked for questions on the motion. No questions were asked. A unanimous vote was taken adopting and approving the agenda. A copy of the agenda is attached hereto and made a permanent part of these official Authority minutes.

**Approval of Meeting Minutes**

Chairman Hammer called for a motion to approve the November 16, 2016 meeting minutes. Whereupon, a motion was made by Commissioner Hill and seconded by Vice Chairman April approving the November 16, 2016 meeting minutes. Chairman Hammer asked for questions on the motion. No questions were asked. All Commissioners in attendance voted, approving and adopting the minutes.

**Executive Session**

Chairman Hammer asked General Counsel if an Executive Session was needed, to which General Counsel responded affirmatively.

Mr. Dougherty presented Resolution 2016-135 to the Chairman and Commissioners for the exclusion of the public to discuss personnel matters pertaining to Schedule “A” associated with Resolution 2016-127. The public was advised that the minutes of this Executive Session would be disclosed to the public in accordance with State Law. Chairman Hammer called for a motion to move into Executive Session.

Whereupon, the motion was made by Vice Chairman April and seconded by Commissioner Ripa approving Resolution 2016-135. A unanimous vote was taken approving the resolution, adjourning the open portion of the meeting at 9:08 a.m. At this time, the public and staff exited the Board room. Commissioner McDevitt joined the Executive Session at 9:09 a.m. A copy of Resolution 2016-135 is attached hereto and made a permanent part of these official Authority minutes.

At the close of Executive Session, Chairman Hammer called for a motion to return to the open portion of the meeting. Whereupon, a motion was made by Vice Chairman April and seconded by Commissioner McDevitt. The open portion of the meeting reconvened at 9:14 a.m. Once the public returned to the meeting room, Chairman Hammer then requested the Secretary call the roll.

**Roll Call**

<b>Commissioner</b>	<b>Present</b>	<b>Absent</b>
Chairman Richard T. Hammer	X	
Commissioner Jeffery A. April, Esq.	X	
Commissioner Maurice B. Hill	X	
Commissioner James J. McCullough	X	
Commissioner C. Robert McDevitt	X	
Commissioner Joseph Ripa	X	
Commissioner Donna T. Sullivan	X	

**Executive Report**

Chairman Hammer asked for the presentation of the Executive Report. Mr. Dougherty presented the December 21, 2016 Executive Report, a copy of which is attached hereto and made a permanent part of these official Authority minutes.

**Committee Reports**

Chairman Hammer asked Mr. Dougherty to present the Committee Reports. Mr. Dougherty reported all Committees met on December 7, 2016. During these meetings Commissioners were briefed on the resolutions being presented this morning as well as Joint Insurance Funds, the Crown Castle extension and TSA privatization. Commissioners were also provided with the schedule of upcoming projects, the EO-8 Report and Airport statistics.

**Public Response to Agenda Items**

Chairman Hammer asked the public for comments on any of the agenda items. No comments were made.

**Approval of Bills**

Chairman Hammer asked Mr. Dougherty for the presentation of bills. Mr. Dougherty stated the bills were sent to the Commissioners previously for their review and are being recommended for approval. Chairman Hammer called for a motion to approve the bill list. Whereupon the motion was made by Commissioner Ripa and seconded by Commissioner McDevitt, approving said bill list. Chairman Hammer asked the Commissioners for questions on the motion. Commissioner McCullough questioned if any bills for Airport advertising were included on the bill list. Chairman Hammer responded there were not. Chairman Hammer requested the Secretary call the roll.

**Roll Call**

<b>Commissioner</b>	<b>Motion</b>	<b>2<sup>nd</sup></b>	<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>	<b>Recused</b>	<b>Absent</b>
Chairman Richard T. Hammer			X				
Vice Chairman Jeffery A. April, Esq.			X				
Commissioner Maurice B. Hill, Jr., DMD			X				
Commissioner James J. McCullough			X				
Commissioner C. Robert McDevitt		X	X				
Commissioner Joseph Ripa	X		X				

\*Vice Chairman April approved all bills; however, abstained from voting on the bills from the firm Cooper Levenson.

**Resolutions and Motions:**

Chairman Hammer asked Mr. Dougherty to present the resolutions. Mr. Dougherty advised the Chairman and Commissioners he would be presenting a total of eight (8) resolutions for their consideration. Mr. Dougherty presented Resolutions 2016-127 through 2016-134. Chairman Hammer called for a motion to approve said resolutions. The motion as presented, was moved by Commissioner McDevitt and seconded by Vice Chairman April, approving said resolutions. Chairman Hammer asked for questions on the motion. There being no comments or discussion, Chairman Hammer asked the Secretary to call the roll.

## Roll Call

Commissioner	Motion	2 <sup>nd</sup>	Yea	Nay	Abstain	Recused	Absent
Chairman Hammer			X				
Vice Chairman Jeffery A. April, Esq.		X	X				
Commissioner Maurice B. Hill, Jr., DMD			X				
Commissioner James J. McCullough			X				
Commissioner C. Robert McDevitt	X		X				
Commissioner Joseph Ripa			X				

Copies of Resolutions 2016-127 through 2016-134 are attached hereto and made a permanent part of these official Authority minutes.

### **RESOLUTION 2016-127 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING CERTAIN PERSONNEL ACTIONS**

Pursuant to the Authority By-Laws, the Personnel Committee shall advise the Board on issues related to organization structure, equal employment opportunity, labor negotiations, employment practices and personnel actions affecting an individual's employment status or compensation. This resolution seeks Board approval for personnel actions as specified in the "Schedule A" attached to this resolution.

### **RESOLUTION 2016-128 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE AND EXECUTE DOCUMENTS ON BEHALF OF THE AUTHORITY WITH RESPECT TO THE SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION (SJTPO)**

As host agency to the SJTPO, the Authority regularly enters into agreements to accept funding on their behalf. This resolution designates the Executive Director to approve, on behalf of the Authority, each Federal Aid Agreement issued, to request reimbursement of eligible costs under each Federal Aid Agreement, to accept reimbursement thereof and execute sub-contracts with sub-regions, consultants or other parties as may be provided for in an approved Federal Aid Agreement for the period of January 1, 2017 through December 31, 2017. The Executive Director's execution of any documents required in connection therewith is conclusive evidence of such authorization and approval.

### **RESOLUTION 2016-129 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE ENTRANCE INTO AN AGREEMENT WITH PC NETWORK, INC., OF PHILADELPHIA, PA., AND PRO COMPUTER SERVICES, OF MOORESTOWN, NEW JERSEY FOR INFORMATION TECHNOLOGY SYSTEMS & NETWORK SUPPORT SERVICES**

On October 13<sup>th</sup> and 14<sup>th</sup>, 2016 the Authority publicly advertised a Request for Proposals (RFP) for Information Technology Systems & Network Support Services. In response to said advertising, on November 10, 2016 the Authority received three proposals. On November 18, 2016, said proposals were reviewed by the Consultant Selection Committee. PC Network, Inc., of Philadelphia, Pennsylvania and Pro Computer Services, of Moorestown, New Jersey were deemed the highest ranked proposers, each scoring similarly and significantly higher than the other proposer. Both firms demonstrated an understanding of the fundamental services being requested through the solicitation, as well as provided competitive rates for regular and off hour emergency service efforts. Due to the complex nature of the work, the Authority desires to award a contract to both PC Network, Inc. and Pro Computer Services for Information Technology Systems & Network Support Services. This will position the Authority to seek competitive task proposals. It will also allow the Authority to continue its mission despite any conflicts in schedule, interest or otherwise that may arise. The Authority desires to enter into an Agreement with PC Network, Inc. and Pro Computer Services for a term of three years with two mutually agreeable one-year extensions in accordance with the fee schedules set forth in each respective proposal. Work shall be on an as needed and task order basis with no minimum guarantee.

### **RESOLUTION 2016-130 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING AN INCENTIVE PROGRAM FOR AIR SERVICE DEVELOPMENT AT THE ATLANTIC CITY INTERNATIONAL AIRPORT**

The Authority, via Resolution 2013-172, 2015-05 and 2016-05 revised its former Airline Incentive Program, with a new Airline Incentive Program. The program was developed in conjunction with the Port Authority of New York and New Jersey with the goal of mitigating start up risks for domestic & international service and provide a realistic outbound per seat marketing support. The Authority seeks approval to offer incentives as outlined in the Air Service Incentive Program attached to the resolution entitled Exhibit "A" and Exhibit "B." The Incentive Program enrollment is open to airlines for a period of one year beginning January 1, 2017 through December 31, 2017. However, once an airline is enrolled, the incentives themselves as outlined in the exhibits will be provided for a period of two years.

**RESOLUTION 2016-131 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE EXECUTION OF A LEASE AGREEMENT WITH STOCKTON AVIATION RESEARCH & TECHNOLOGY PARK OF NEW JERSEY FOR OFFICE SPACE AT THE ATLANTIC CITY INTERNATIONAL AIRPORT**

Pursuant to *N.J.A.C. 19:2-7.1* (b) a purchase, contract, or agreement may be made, negotiated, or awarded by the Authority without public bid or advertising for the lease of office space, or real property as may be required by the Authority. The Authority, via Resolution 2011-05 and 2016-03, formally established a collaborative Memorandum of Understanding with Stockton Aviation Research & Technology Park of New Jersey (SARTP) with respect to the conduct of aviation research involving the Atlantic City International Airport and the Next Generation Air Transportation System (NextGen). The MOU includes all of the activities required to support the conduct of aviation research activities that require the expertise, personnel, and/or facilities and operations of the Authority. The SARTP has expressed an interest in leasing office space located in the Airport Administration offices, during the construction of their new facility, located on the Airport campus. The Authority has office space available and desires to enter into an agreement for the lease of 464 square feet of office space to the SARTP, commencing on or about February 1, 2017. The term of this lease shall be one year with a one-year option to renew by mutual agreement at a rate of \$32.15 per sq. ft.

**RESOLUTION 2016-132 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE AWARD OF A CONTRACT TO ALLRISK PROPERTY DAMAGE EXPERTS, OF SOMERDALE, NEW JERSEY FOR THE MANAGEMENT OF EMERGENCY MAINTENANCE AND EMERGENCY STANDBY SERVICES**

On October 13<sup>th</sup> and 14<sup>th</sup>, 2016, the Authority issued a Request for Proposals (RFP) seeking pre-need, pre-event proposals from qualified firms for the Management of Emergency Maintenance and Emergency Standby Services to support the Authority's efforts in the event of future emergencies which could potentially affect the safety and operations of the Atlantic City Expressway, Atlantic City International Airport or any other Authority facility. On November 10<sup>th</sup>, 2016, in response to said advertising, the Authority received one proposal. On November 16<sup>th</sup>, 2016, the Authority's Consultant Selection Committee met to review and ensure the received proposal met all of the requirements of the RFP. Based on the review, it was determined that the sole proposal, submitted by AllRisk Property Damage Experts, of Somerdale, New Jersey met all of the requirements of RFP. The Authority desires to enter into a contract with AllRisk Property Damage Experts, of Somerdale, New Jersey for the Management of Emergency Maintenance and Emergency Standby Services for a term of two years with a one-year extension option in accordance with the fee schedule set forth in their proposal. Work shall be on an as needed and task order basis with no minimum guarantee.

**RESOLUTION 2016-133 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING AN AMENDMENT TO THE SHARED SERVICES AGREEMENT WITH THE COUNTY OF CAMDEN FOR THE PROVISION OF CERTAIN TRANSPORTATION SERVICES**

The Transportation Services Division is currently operating a comprehensive transportation system acquired from the Camden County Improvement Authority. Pursuant to Resolutions 2014-46 and 2015-57, the Authority provides transportation services for residents of the County of Camden (the "County") through Shared Services Agreements. Such services meet the needs of the Work Force New Jersey and Temporary Assistance to Needy Families ("TANF") recipients, post TANF recipients, welfare clients, low-income individuals, and other transit dependents for whom public transit services are otherwise unavailable, as well as providing additional transportation services to County residents through the Department of Health and Senior Services. The County has now expressed the need for additional transportation services to meet the needs of its residents through the Department of Health and Senior Services, requesting that the Authority operate the County's Meals on Wheels program. The Authority wishes to provide such services and to enter into an amended Shared Services Agreement with the County to provide transportation services for this program. The County has agreed to pay the Authority \$36.00 per vehicle per hour, which shall run coterminous with the original Agreement. The Director of Transportation Services believes it to be in the best interest of the Authority and the public within its jurisdiction to amend the Shared Services Agreement as such.

**RESOLUTION 2016-134 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE AND EXECUTE PROJECT PROPOSALS, AWARDS, GRANTS, COOPERATIVE AGREEMENTS AND RELATED DOCUMENTS FOR NJ TRANSIT ON BEHALF OF THE AUTHORITY WITH RESPECT TO THE AUTHORITY'S TRANSPORTATION SERVICES DEPARTMENT**

The Federal Transit Administration (FTA) and the State of New Jersey have been delegated authority to award Federal Financial Assistance and State Assistance for Transportation Projects. NJ Transit serves as the administrator of FTA and State of New Jersey funding programs such as the Job Access and Reverse Commute or "JARC". The Grants or Cooperative Agreements for Federal Financial Assistance will impose certain obligations

upon the NJ Transit, which will in turn, be imposed upon all subrecipients. SJTA, as a subrecipient, will provide all annual certifications and assurances for the awarded projects to NJ Transit, as required by the FTA and the State of New Jersey's policies governing pass through agreements. This resolution authorizes the Executive Director to approve and execute grant proposals, awards, certifications and assurances, cooperative agreements and other related documents with respect to the Transportation Services Department during the period of January 1, 2017 through December 31, 2017.

**Petitions or Communications, Unfinished Business and New Business**

Chairman Hammer asked if there were any petitions or communications, unfinished or new business. Mr. Dougherty responded that all petitions and communications were either mailed prior to the meeting or are at the Commissioners' place. Mr. Dougherty advised that he has no new or unfinished business to discuss.

**General Comment**

Chairman Hammer asked the public for any general comments. Vice Chairman April asked Chairman Hammer if a document could be prepared showing Authority revenues over the past ten (10) years. He indicated it appears the region is rebounding, specifically as it relates to traffic. He believes it would be important to see. Chairman Hammer concurred and deferred to Mr. Dougherty. Mr. Dougherty stated he will have the document prepared for discussion at the January 4, 2017 Committees.

**Adjournment**

There being no further business, Chairman Hammer called for a motion to adjourn the meeting. Whereupon, the motion was made by Vice Chairman April and seconded by Commissioner McDevitt to adjourn the meeting. A unanimous voice vote was taken adjourning the meeting at 9:24 a.m.

Submitted by:

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Susan Lubrano, Authority Board Secretary

**Note: An Executive Session was held during this meeting.**