

BURLINGTON COUNTY BRIDGE COMMISSION

MEETING MINUTES

September 18, 2018

Chairman Comegno called the meeting to order. The Compliance Statement was read by the Commission Secretary:

"This meeting is to be conducted in accordance with notice requirements of P.L. 1975, CH. 231. A 'Notice of Meeting' was posted in a public place on November 16, 2017 at the entrance to the Administration Building, Headquarters of this Commission, with copies of such notice being delivered to the *Camden Courier Post* and *Burlington County Times* for publication and posted on the Burlington County Bridge Commission Website."

Commissioners Present: Chairman John B. Comegno II
Vice-Chairman James D. Fattorini
Commissioner Troy E. Singleton

Others Present: John D. Jeffers, Executive Director
Christine J. Nociti, Chief Financial Officer
Kathleen M. Wiseman, Secretary/Office Mgr/Mgr of Records
Anthony T. Drollas Jr., Solicitor
Elizabeth Verna, Chief of Staff
Patrick Reilly, Director of Public Safety and Security
James Fletcher, Director, Projects & Engineering
Phillip Adams, Director, Burlington-Bristol Bridge & Tacony-Palmyra Bridge
John Moore, Director, Palmyra Cove Nature Park
Michael McCarron, Director of Tolls and Tower Operations
Ronald Cesaretti, Manager, Information Systems
Michelle Chiemiego, Purchasing Agent
Ellen Brennan, Manager, HR/Health Benefits
Jeffrey Kish, Assistant to Director, Tolls & Tower Operations
Al Ziegler, Director of Maintenance
Dennis Stewart, Assistant Manager, Burlington-Bristol Bridge
John Zarsky, Pennoni Engineering
Sascha Harding, Pennoni Engineering

Chairman Comegno led the flag salute followed by a moment of silence.

APPROVAL OF THE MINUTES

Commissioner Singleton moved to approve the minutes from the August 28, 2018 Commission Meeting. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

ACCEPTANCE OF ECONOMIC DEVELOPMENT MINUTES

Vice-Chairman Fattorini moved to accept the minutes of the August 2018

Economic Development Meeting. Commissioner Singleton seconded the acceptance. Acceptance passed unanimously.

DISBURSEMENTS LIST

Commissioner Singleton moved to approve disbursements made from August 29, 2018 through September 18, 2018 as included in the list as presented. Vice-Chairman Fattorini seconded the motion. The motion passed with the following abstentions:

Vice-Chairman Fattorini abstained from Voucher Numbers 18-01704 and 18-01797. Commissioner Singleton abstained from Voucher Numbers 18-01704; 18-01797; 18-01796; 18-00220; 18-00240 and 18-00221.

Chairman Comegno invoked the Doctrine of Necessity for Voucher Numbers 18-01704 and 18-01797. Chairman Comegno moved to approve and affirm Voucher Numbers 18-01704 and 18-01797.

| | | |
|--------------|------------------|------------------|
| VOTE: | Yeas - | Comegno |
| | Abstain - | Fattorini |
| | | Singleton |

EXECUTIVE DIRECTOR'S REPORT

Executive Director Jeffers asked the Commission to consider the following resolutions:

RESOLUTION NO. 2018-63

RESOLUTION ADOPTING THE 2019 BUDGET FOR THE FISCAL YEAR PERIOD: OCTOBER 1, 2018 TO SEPTEMBER 30, 2019.

WHEREAS, the Annual Budget and Capital Budget Program for the Burlington County Bridge Commission ("Commission") for the fiscal year period beginning October 1, 2018 and ending September 30, 2019 has been presented for adoption before the governing body of the Commission at its meeting of September 18, 2018; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$36,617,700, Total Appropriations, including any Accumulated Deficit, if any, of \$36,617,700 and Total Unrestricted Net Position utilized of \$-0-; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital

Appropriations of \$48,283,000 and Total Unrestricted Net Position planned to be utilized of \$18,883,000.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Commission, at an open public meeting held on September 18, 2018, that the Annual Budget and Capital Budget Program of the Commission for the fiscal year period beginning October 1, 2018 and ending September 30, 2019, is hereby adopted and shall constitute an appropriation for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

Kathleen M. Wiseman, Secretary

(date)

Recorded Vote

| Member | Aye | Nay | Abstain | Absent |
|--------------------|-----|-----|---------|--------|
| John B. Comegno II | x | | | |
| James D. Fattorini | x | | | |
| Troy E. Singleton | x | | | |

Commissioner Singleton moved to approve. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2018-64

**RESOLUTION AMENDING THE CONTRACT WITH WSP,
USA, INC. FOR THE TRAFFIC STUDY IN THE NORTHERN
PART OF BURLINGTON COUNTY.**

WHEREAS, the Burlington County Bridge Commission ("Commission") has determined that it requires the services of an engineering/architectural firm in assisting the County's Planning Department to perform an in-depth traffic review and analysis of the current and future commercial development in the northern part of Burlington County; and

WHEREAS, pursuant to Resolution No. 2017-117, the Commission entered into

a contract with WSP, USA, Inc. ("WSP") to provide those professional engineering services; and

WHEREAS, WSP's research into the DVRPC's computer model, which is serving as the basis of the traffic review and analysis, determined that additional research is needed to provide more accurate origins and destinations to be inserted into the computer model to provide a more accurate analysis; and it is therefore necessary to increase the appropriation for the provision of such services by WSP by an additional Ten Thousand Dollars (\$10,000.00).

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Bridge Commission as follows:

1. The terms, conditions and duties outlined in Resolution No. 2017-117 appointing WSP are incorporated herein by reference, and for the reasons hereinabove expressed, an additional sum of Ten Thousand Dollars (\$10,000.00) be and hereby is appropriated to pay the fees, expenses and costs pursuant to the existing contract between the Commission and WSP.

2. Sufficient funds are available for payment for those services as evidenced by the Certificate of Availability of Funds, attached hereto.

Vice-Chairman Fattorini moved to approve. Commissioner Singleton seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2018-65

**RESOLUTION AMENDING THE CONTRACT WITH WSP
USA, INC. FOR THE TACONY-PALMYRA BRIDGE
BASCULE SPAN MECHANICAL SYSTEM UPRGRADE
PROJECT.**

WHEREAS, the Burlington County Bridge Commission ("Commission") determined that it requires the services of an engineering/architectural firm capable of performing an in-depth inspection and construction management for the Tacony-Palmyra Bridge bascule span mechanical system upgrades; and

WHEREAS, pursuant to Resolution No. 2015-69, the Commission entered into a contract with WSP USA, Inc. ("WSP") to provide those professional engineering services; and

WHEREAS, additional construction management and inspection services are required to cover the additional construction time granted to the contractor for the installation of the air buffers and close out of project, and it is therefore necessary to increase the appropriation for such services by an additional Seventy-Nine Thousand,

One Hundred Forty-Nine Dollars and Seventy Cents (\$79,149.70).

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Bridge Commission as follows:

1. The terms, conditions and duties outlined in Resolution No. 2015-69 appointing WSP are incorporated herein by reference, and for the reasons hereinabove expressed, an additional sum of Seventy-Nine Thousand, One Hundred Forty-Nine Dollars and Seventy Cents (\$79,149.70) be and hereby is appropriated to pay the fees, expenses and costs pursuant to the existing contract between the Commission and WSP.

2. Sufficient funds are available for payment for those services as evidenced by the Certificate of Availability of Funds, attached hereto.

Commissioner Singleton moved to approve. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2018-66

**RESOLUTION REJECTING THE BIDS RECEIVED FOR
THE TACONY-PALMYRA BRIDGE RIB LIGHT REWIRING
PROJECT (BCBC-201806).**

WHEREAS, the Burlington County Bridge Commission ("Commission") solicited bids to procure services for the Tacony-Palmyra Bridge Rib Light Rewiring Project (BCBC-201806); and

WHEREAS, three (3) bids were received for this project on August 28, 2018 at 11:00 A.M., at which time the bids were opened and reviewed by Commission staff and the consulting engineer; and

WHEREAS, MJF Electrical Contracting and Maintenance, Inc. ("MJF") was the lowest bidder at \$754,100.00 but does not possess the required NJDOT Prequalified Work Classification 7 Electrical; and

WHEREAS, all three (3) bids were more than the 20 percent above the engineer's estimate of \$416,770.00; and

WHEREAS, it is the desire and determination of the Commission to reject all bids which were received for the aforesaid project, based upon the recommendations of the Commission staff and its consulting engineer for the reasons set forth above.

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Bridge Commission that for the reasons hereinabove expressed, the Commission hereby rejects the bid received on August 28, 2018 for the project titled "Tacony-Palmyra Bridge Rib

Light Rewiring (BCBC-201806)" and authorizes the Executive Director to rebid the services.

Vice-Chairman Fattorini moved to approve. Commissioner Singleton seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2018-67

RESOLUTION APPROVING THE EXTENSION OF YEAR THREE OF THE CONTRACT FOR MAINTENANCE AND REPAIRS OF ELECTRICAL EQUIPMENT AND SYSTEMS (BCBC-201502) (NO ADDITIONAL APPROPRIATION).

WHEREAS, pursuant to Resolution No. 2017-76, the Burlington County Bridge Commission ("Commission") awarded Year Three (3) of a contract to Carr & Duff, Inc. ("Carr & Duff") for the project titled "Maintenance and Repairs of Electrical Equipment and Systems (BCBC-201502)"; and

WHEREAS, by memorandum dated September 14, 2018, the Project Engineer recommended that an extension of time be approved for the contract, in order to compensate for problems encountered with the generator supplier and for delays by Public Service Electric & Gas ("PSE&G") in energizing the service; and

WHEREAS, since PSE&G plans to energize the new service on September 26, 2018, it is necessary to extend the current contract a total of 60 calendar days, bringing the new contract completion date to November 30, 2018.

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Bridge Commission that, based upon the recommendation of its engineer, and after a thorough review of this matter, the Commission hereby approves extension of time for Carr & Duff for the project titled "Maintenance and Repairs of Electrical Equipment and Systems (BCBC-201502)".

Commissioner Singleton moved to approve. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2018-68

RESOLUTION AWARDING A CONTRACT TO WSP USA INC. TO PERFORM A TRANSPORTATION AND CIRCULATION PLAN FOR COUNTY ROUTE 541 IN THE COUNTY OF BURLINGTON, NEW JERSEY.

WHEREAS, the Burlington County Bridge Commission ("Commission") has determined that it requires the services of an engineering/architectural firm in assisting

the Burlington County Planning Department to perform a transportation and circulation plan for County Route 541; and

WHEREAS, upon receipt and review of the proposals submitted in response to the RFP, it was determined that WSP USA, Inc. ("WSP") submitted a proposal that provided the best contract terms and conditions for the Commission; and

WHEREAS, the Commission is satisfied that WSP has the required knowledge and expertise to perform such services on behalf of the Commission; and

WHEREAS, this contract is being awarded through a fair and open process, pursuant to N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, the maximum amount of this contract shall be One Hundred Fifty Thousand Dollars (\$150,000.00), and sufficient funds are available for payment for those services as evidenced by the Certificate of Availability of Funds, attached hereto; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the Resolution authorizing the award of contracts for such services and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Bridge Commission as follows:

1. The Commission hereby awards a contract for the services as set forth above to WSP, and the Executive Director and the Secretary of the Commission are hereby authorized to execute an Agreement with WSP.

2. This contract is awarded through a fair and open process, pursuant to N.J.S.A. 19:44A-20.4 et seq.

3. The amount of this contract shall not exceed One Hundred Fifty Thousand Dollars (\$150,000.00), and the contract shall extend from September 18, 2018 to and until the end of the project.

4. Notice of adoption of this Resolution shall be published in the Burlington County Times, as required by law.

Vice-Chairman Fattorini moved to approve. Commissioner Singleton seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2018-69
**RESOLUTION TRANSFERRING OWNERSHIP OF A
VEHICLE TO THE BURLINGTON CITY OFFICE OF
EMERGENCY MANAGEMENT.**

WHEREAS, the Burlington County Bridge Commission (“Commission”) is the owner of a 2007 Dodge Durango, VIN #1D8HB38P27F559977; and

WHEREAS, it has been determined by the Commission that said vehicle is no longer needed for Commission purposes; and

WHEREAS, the Commission has been advised that the Burlington City Office of Emergency Management has a need for said vehicle.

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Bridge Commission that title to said vehicle shall be transferred to the Burlington City Office of Emergency Management, and that the insurance agent for the Commission shall be advised that the Commission no longer owns said vehicle.

Commissioner Singleton moved to approve. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

HUMAN RESOURCES

Director Constance Borman reported on the following personnel issues for Commission approval:

| <u>NEW HIRES – Requires Commission Approval</u> | | <u>Effective</u> |
|--|----------------|-------------------------|
| Stephen Wiseman | PT Maintenance | 09/10/18 |
| Brisa Mosley | FT Police | 09/24/18 |
| <u>PROBATION – Requires Commission Approval</u> | | <u>Effective</u> |
| Eric Brennan | PT Tolls | 07/16/18 |
| Michael Ciemnlonski | PT Dispatcher | 09/01/18 |

Chairman Comegno requested to approve by block. Vice-Chairman Fattorini moved to approve. Commissioner Singleton seconded the motion. The motion passed unanimously.

OLD BUSINESS

Chairman Comegno called for any old business to come before the Commission.

NEW BUSINESS

Chairman Comegno called for any new business to come before the Commission.

PUBLIC COMMENT

Chairman Comegno called for any public comment to come before the Commission.

Executive Director Jeffers asked for permissions to: (1) attend Eastern States

Transportation Network Meeting on 11/16/18; (2) for Patrick Reilly to travel to International Association of Emergency Managers, Grand Rapids MI from 10/19-10/25, 2018 and (3) to attend the State of the County Dinner on 9/24/18.

Commissioner Singleton moved to approve. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

Chairman Comegno asked for any further business to come before the Commission. Hearing none, Vice-Chairman Fattorini moved to adjourn the meeting. Commissioner Singleton seconded the motion. The motion passed unanimously.

Respectfully submitted,



Kathleen M. Wiseman
Kathleen M. Wiseman
Secretary