

BURLINGTON COUNTY BRIDGE COMMISSION
MEETING MINUTES
NOVEMBER 9, 2022

Meeting held via phone conference due to the COVID-19 crisis.

Chairman Riggins 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 17, 2021 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 Matthew J. Riggins
Vice-Chairwoman Sandra Nunes
Commissioner Latham Tiver

Others Present: Joseph Andl, Executive Director
Christine J. Nociti, Chief Financial Officer
Kathleen M. Wiseman, Secretary/Office Mgr/Mgr of Records
Anthony T. Drollas Jr., Solicitor
Constance Borman, Human Resources Director
Patrick Reilly, Director of Public Safety and Security
Frederick Gabriele, Director of Maintenance
John Moore, Director, Palmyra Cove Nature Park/Institute
for Earth Observations
Rob Wells, Director, Economic Development &
Regional Planning
Sascha Harding, Director of Engineering
Michael McCarron,
Director of Tolls and Tower Operations
Ronald Cesaretti, Director/IT & ETC
Jay Springer, Jr., Manager, Burlington-Bristol Bridge
Stephanie Brandt, Accounting Manager
Geneva Rijs, Assistant Director, HR

Commissioner Tiver led the flag salute followed by a moment of silence.

Commission Secretary Kathleen M. Wiseman announced it was the Commission's annual reorganization meeting and opened the floor for nominations for position of Chairman. Vice-Chairwoman Nunes nominated Matthew J. Riggins for the position of Chairman; Commissioner Tiver second; Chairman Riggins accepted the nomination. There being no further nominations, Vice-Chairwoman Nunes closed the nominations; Commissioner Tiver second.

Solicitor Anthony Drollas administered the Oath of Office to Chairman Matthew J. Riggins.

Chairman Riggins respectfully accepted his appointment and noted that he considers it to be a privilege to serve another year as Chairman. Chairman Riggins also thanked all of the staff at the Commission for their continued hard work and dedication on a daily basis.

Chairman Riggins opened the floor for nominations for position of Vice-Chairwoman. Chairman Riggins nominated Sandra Nunes for the position of Vice-Chairwoman; Commissioner Tiver second; Vice-Chairwoman accepted the nomination. There being no further nominations, Chairman Riggins closed the nominations; Commissioner Tiver second.

Solicitor Drollas administered the Oath of Office to Vice-Chairwoman Nunes.

Vice-Chairwoman Nunes accepted her nomination, noting it was a continued privilege to serve with the Commission. Vice-Chairwoman further echoed the comments of Chairman Riggins regarding the loyalty and dedication of the Commission's staff.

Solicitor Drollas asked that the minutes reflect the election of Chairman and Vice-Chairwoman.

RESOLUTION NO. 2022-76

RESOLUTION APPOINTING CHAIRMAN

BE IT RESOLVED by the Burlington County Bridge Commission ("Commission") that Matthew J. Riggins is elected Chairman of the Commission to serve for a term of one year, with the appointment expiring at the Reorganization Meeting in November, 2023.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2022-77

RESOLUTION APPOINTING VICE-CHAIRWOMAN

BE IT RESOLVED by the Burlington County Bridge Commission (“Commission”) that Sandra Nunes is appointed Vice-Chairwoman of the Commission to serve for a term of one year, with the appointment expiring at the Reorganization Meeting in November, 2023.

Chairman Riggins moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

APPROVAL OF THE MINUTES

Vice-Chairwoman Nunes moved to approve the minutes of the September 20, 2022 Commission Meeting. Commissioner Tiver seconded the motion. The motion passed unanimously.

DISBURSEMENTS LIST

Vice-Chairwoman Nunes moved to approve disbursements made from September 21, 2022 through November 9, 2022 as included in the list as presented. Commissioner Tiver seconded the motion. The motion passed with the following abstentions:

Commissioner Tiver abstained from Voucher Number 22-00837 and 22-00878.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Andl asked the Commission to consider the following resolutions. Chairman Riggins suggested that they move Resolutions 2022-78 through 2022-102 by block. For those resolutions, Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

The Commission considered the following resolutions:

RESOLUTION NO. 2022-78

RESOLUTION APPOINTING TREASURER

BE IT RESOLVED by the Burlington County Bridge Commission (“Commission”) that Christine J. Nociti be and is hereby appointed Treasurer, with the appointment expiring at the Reorganization Meeting in November, 2023; and

BE IT FURTHER RESOLVED that a bond shall be acquired for the said Christine J. Nociti in the sum of \$500,000.00, the premium shall be paid by the Commission.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2022-79

RESOLUTION APPOINTING SECRETARY

BE IT RESOLVED by the Burlington County Bridge Commission (“Commission”) that Kathleen M. Wiseman is appointed Secretary of the Commission to serve for a term of one year, with the appointment expiring at the Reorganization Meeting in November, 2023.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2022-80

**RESOLUTION DESIGNATING THE OFFICIAL NEWSPAPERS
FOR PUBLIC NOTICES**

BE IT RESOLVED by the Burlington County Bridge Commission (“Commission”) that the BURLINGTON COUNTY TIMES of Willingboro, New Jersey, shall be the official newspaper for public notices of the Commission for the period November 9, 2022 to and until the Reorganization Meeting to be held in November 2023; and

BE IT FURTHER RESOLVED by the Commission, that the COURIER POST of Cherry Hill, New Jersey, shall be the second official newspaper for public notices of the Commission for the period November 9, 2022 to and until the Reorganization Meeting to be held in November 2023.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2022-81

RESOLUTION DESIGNATING ANNUAL NOTICE OF MEETINGS

WHEREAS, the Open Public Meetings Act permits a public body at its Reorganization Meeting to adopt and disseminate an “Annual Notice” of the regular meetings to be held by the public body during the coming year showing the time, date and location, to the extent known, of each meeting to be held during that forthcoming year:

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Bridge Commission (“Commission”) that the regular meetings of the Commission shall be held at the Administration Building, headquarters of this Commission, 1300 Route 73 North, Palmyra, New Jersey on the following dates:

January 10, 2023 @ 12:30 p.m.	July 11, 2023 @ 12:30 p.m.
February 14, 2023 @ 12:30 p.m.	August 8, 2023 @ 12:30 p.m.
March 14, 2023 @ 12:30 p.m.	September 12, 2023 @ 12:30 p.m.
April 11, 2023 @ 12:30 p.m.	October 11, 2023 @ 12:30 p.m.
May 9, 2023 @ 12:30 p.m.	November 14, 2023 @ 12:30 p.m.
June 13, 2023 @ 12:30 p.m.	[NO DECEMBER MEETING]

BE IT FURTHER RESOLVED that the annual Reorganization Meeting will be at 12:30 p.m. on Tuesday, November 14, 2023.

FORMAL ACTION MAY BE TAKEN at all of the above listed meetings on any and all business involving the Commission.

BE IT FURTHER RESOLVED that copies of this “Annual Notice” Resolution be sent to the offices of the Burlington County Times and the Courier Post, to the Burlington County Clerk to be posted, and shall be posted on the bulletin board and website of the Commission, as required by law.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2022-82

RESOLUTION AUTHORIZING THE ADOPTION OF A CASH MANAGEMENT PLAN

WHEREAS, pursuant to the provisions of N.J.S.A. 40A:5-14 et seq., a public entity such as the Burlington County Bridge Commission (“Commission”) is authorized to establish a cash management plan to facilitate cash management and accountability; and

WHEREAS, the Commission auditor has advised the Commission that it is both desirable and prudent to adopt a cash management plan which has been developed by the auditor with the assistance of the administrative staff:

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Bridge Commission that for the reasons set forth above the Commission hereby authorizes the adoption of a cash management plan for the Commission, to facilitate Commission cash management and accountability, in accordance with the recommendation of the Commission auditor.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2022-83

**RESOLUTION APPOINTING THE CUSTODIAN OF
GOVERNMENT RECORDS**

WHEREAS, the Open Public Records Act, P.L. 2001, Ch. 404, N.J.S.A. 47:1A-1 et seq. provides that certain Government Records shall be accessible for inspection, copying, or examination by citizens of this State, with certain exceptions, and also provides that in the case of a public agency, a “Custodian of Government Records” may be officially designated by formal action of the agency’s director or governing body, as the case may be; and

WHEREAS, the Burlington County Bridge Commission (“Commission”) is satisfied that Kathleen M. Wiseman is both knowledgeable and capable of performing the duties required of a Custodian of Government Records for the Commission pursuant to the Open Public Records Act:

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Bridge Commission that Kathleen M. Wiseman shall serve as the Commission’s Custodian of Government Records with the appointment expiring at the Reorganization Meeting in November 2023.

BE IT FURTHER RESOLVED that the Commission is hereby authorized, empowered, and directed to defend, indemnify, and hold harmless the Custodian of Government Records from and against any and all claims, demands, judgments, causes of action, costs, and expenses, of any kind whatsoever, arising from or relating to the Custodian of Government Records fulfilling her responsibilities under the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2022-84

**RESOLUTION APPOINTING THE PUBLIC AGENCY
COMPLIANCE OFFICER**

WHEREAS, the Burlington County Bridge Commission (“Commission”) desires to appoint a Public Agency Compliance Officer (“PACO”) for the Commission who shall have the responsibility to review and enforce public contract affirmative action requirements of Federal and State law; and

WHEREAS, the Commission is satisfied that Stephanie Brandt, Procurement Officer, is both knowledgeable and capable of performing the duties required of a PACO for the Commission:

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Bridge Commission that Stephanie Brandt shall serve as the Commission PACO with the appointment expiring at the Reorganization Meeting in November 2023.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2022-85

RESOLUTION AWARDING A CONTRACT FOR COMPUTER CONSULTING SERVICES TO CONSULTING IMS

WHEREAS, the Burlington County Bridge Commission ("Commission") has determined that it requires certain computer consulting services, specifically analyzing and integrating hardware and software programming systems with LAN platforms and other computer consulting services; and

WHEREAS, upon receipt and review of proposals submitted in response to the Commission's Request for Proposals ("RFP"), it was determined that Consulting IMS ("IMS") submitted a proposal that provided favorable contract terms and conditions for 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 Commission is satisfied that IMS has the required knowledge and expertise to perform the requisite computer consulting services; and

WHEREAS, the maximum amount of this contract is One Hundred Thousand Dollars (\$100,000.00), 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 such services and the contract itself must be made available for public inspection.

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

1. The Executive Director and Secretary of the Commission are hereby authorized to execute an Agreement with IMS.

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 the contract shall not exceed One Hundred Thousand Dollars (\$100,000.00), and the contract shall extend for the period of one year, from December 1, 2022 to and until November 30, 2023.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2022-86

**RESOLUTION AWARDING A CONTRACT FOR THE
SUPPORT AND MAINTENANCE OF THE COMMISSION'S
COMPUTERIZED ELECTRONIC TOLL COLLECTION
SYSTEM TO PARSONS TRANSPORTATION GROUP, INC.**

WHEREAS, the Burlington County Bridge Commission ("Commission") has determined that it requires the services of a consulting engineer with expertise in matters involving the support and maintenance of network, hardware and software of the Commission's computerized electronic toll collection system; and

WHEREAS, upon receipt and review of the proposal submitted in response to the Commission's Request for Proposals, ("RFP"), it was determined that Parsons Transportation Group, Inc. ("Parsons") submitted a proposal that provided the best contract terms and conditions for the Commission; and

WHEREAS, the Commission is satisfied that Parsons 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 Two Hundred Twenty-Five Thousand Dollars (\$225,000.00), and sufficient funds are available for payment for those services as evidenced by the Certificate of Availability of Funds, attached hereto.

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

1. The Commission hereby awards a contract for computerized electronic toll collections system support and maintenance as set forth above to Parsons, and the Executive Director and the Secretary of the Commission are hereby authorized to execute an Agreement with Parsons.

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 the contract shall not exceed Two Hundred Twenty-Five Thousand Dollars (\$225,000.00), and the contract shall extend from December 1, 2022 through November 30, 2023.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2022-87

**RESOLUTION AWARDING A CONTRACT FOR
PROFESSIONAL DESIGN SERVICES FOR COMMISSION
FACILITY RENOVATIONS TO TRI-STATE ARCHITECTS**

WHEREAS, the Burlington County Bridge Commission (“Commission”) requires the services of an engineering firm with expertise in professional design services for Tacony-Palmyra Bridge Toll Administration Building, Burlington-Bristol Bridge Toll Administration Building, and the Burlington Bristol Bridge Maintenance Building facility renovations including mechanical, structural, and electrical components (the “Commission Facility Renovations”); and

WHEREAS, by way of a fair and open process authorized by N.J.S.A. 19:44A-20.4 et seq., and upon receipt and review of a proposal submitted in response to the Commission’s Request for Proposals, (“RFP”) for specialized architectural services, the Commission determined that Tri-State Architects, PC (“Tri-State”) was qualified to serve the Commission, and

WHEREAS, the Commission also determined that Tri-State submitted a proposal for that provided favorable contract terms and conditions for the Commission;

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

1. The Executive Director and Secretary of the Commission are hereby authorized to execute an Agreement with Tri-State for the performance of professional design services for Commission Facility Renovations.

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 the contract shall not exceed One Hundred and Twenty-One Thousand Dollars (\$121,000.00), and the contract shall extend for the period from November 9, 2022 to and until the project is completed.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2022-88

**RESOLUTION AWARDING A CONTRACT FOR
ELECTRONIC TOLL SYSTEMS CONSULTING SERVICES TO
GANNETT FLEMING, INC.**

WHEREAS, the Burlington County Bridge Commission (“Commission”) has determined that it requires a firm to provide consulting services in assisting Commission staff in evaluating the array of operational, technical, business and financial issues involved in the upkeep and sustainability of the Commission’s current electronic toll system; and

WHEREAS, upon receipt and review of the proposals submitted in response to the Commission’s Request for Proposals, (“RFP”), it was determined that Gannett Fleming, Inc. (“Gannett Fleming”) submitted a proposal that provided favorable contract terms and conditions for 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 Commission is satisfied that Gannett Fleming has the required knowledge and expertise to perform the requisite database consulting services; and

WHEREAS, the maximum amount of this contract is One Hundred Thousand Dollars (\$100,000.00), 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 such services and the contract itself must be made available for public inspection.

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

1. The Executive Director and Secretary of the Commission are hereby authorized to execute an Agreement with Gannett Fleming.
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 the contract shall not exceed One Hundred Thousand Dollars (\$100,000.00), and the contract shall extend for the period of one year, from December 1, 2022 to and until November 30, 2023.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2022-89

**RESOLUTION AWARDING A CONTRACT FOR
ELECTRONIC TOLL SYSTEMS CONSULTING SERVICES TO
RUMMEL KLEPPER & KAHL**

WHEREAS, the Burlington County Bridge Commission (“Commission”) has determined that it requires a firm to provide consulting services in assisting Commission staff in evaluating the array of operational, technical, business and financial issues involved in the upkeep and sustainability of the Commission’s current electronic toll system; and

WHEREAS, upon receipt and review of the proposals submitted in response to the Commission’s Request for Proposals, (“RFP”), it was determined that Rummel Klepper & Kahl (“RK&K”) submitted a proposal that provided favorable contract terms and conditions for 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 Commission is satisfied that RK&K has the required knowledge and expertise to perform the requisite database consulting services; and

WHEREAS, the maximum amount of this contract is Eighty-Five Thousand Dollars (\$85,000.00), 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 such services and the contract itself must be made available for public inspection.

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

1. The Executive Director and Secretary of the Commission are hereby authorized to execute an Agreement with RK&K.

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 the contract shall not exceed Eighty-Five Thousand Dollars (\$85,000.00), and the contract shall extend for the period of one year, from December 1, 2022 to and until November 30, 2023.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2022-90

RESOLUTION AWARDING A CONTRACT FOR BANKING SERVICES TO COLUMBIA SAVINGS

WHEREAS, the Burlington County Bridge Commission (“Commission”) requires the services of a banking institution that is capable of supplying various financial instruments of deposit and various financial banking services including, but not limited to, certificates of deposit, interest bearing checking, automated clearing house services, armored motor services, direct deposit, and wire transfers as may be required by or be prudent for a public agency; and

WHEREAS, upon receipt and review of the proposals submitted in response to the Commission’s Request for Proposals, (“RFP”), it was determined that Columbia Savings submitted a proposal that provided favorable contract terms and conditions for the Commission; and

WHEREAS, the Commission is satisfied that Columbia Savings has the required knowledge and expertise to perform the requisite banking services; 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 Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of such services and the contract itself must be made available for public inspection.

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

1. The Executive Director and Secretary of the Commission are hereby authorized to execute an Agreement with Columbia Savings.

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 contract shall extend for the period of one year, from December 1, 2022 to and until November 30, 2023.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2022-91

**RESOLUTION AWARDING A CONTRACT TO PROVIDE
HEALTHCARE SERVICES TO WORKNET**

WHEREAS, the Burlington County Bridge Commission (“Commission”) has determined that it is in the public interest to retain the services of a medical group to provide pre-employment, annual, drug screen and workers’ compensation physical examinations and testing of its employees, as well as other health services as required by the Commission; and

WHEREAS, upon receipt and review of the proposal submitted in response to the Commission’s Request for Proposals, (“RFP”), it was determined that Worknet submitted a proposal that provided favorable contract terms and conditions for 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 Commission is satisfied that Worknet has the required knowledge and expertise to perform the requisite professional healthcare services; and

WHEREAS, the maximum amount of this contract is Seventy-Five Thousand Dollars (\$75,000.00), 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 such professional services and the contract itself must be made available for public inspection.

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

1. The Executive Director and Secretary of the Commission are hereby authorized to execute an Agreement with Worknet.

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 the contract shall not exceed Seventy-Five Thousand Dollars (\$75,000.00), and the contract shall extend for the period of one year, from December 1, 2022 to and until November 30, 2023.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2022-92

**RESOLUTION AWARDING A CONTRACT TO FAIRVIEW
INSURANCE AGENCY ASSOCIATES, INC. TO SERVE AS
THE COMMISSION'S HEALTHCARE INSURANCE BROKER**

WHEREAS, the Burlington County Bridge Commission ("Commission") requires the services of an Insurance Broker with expertise in healthcare and other insurance policies as may be required by or be prudent for a public agency; and

WHEREAS, upon receipt and review of the proposals submitted in response to the Commission's Request for Proposals, ("RFP"), it was determined that Fairview Insurance Agency Associates, Inc. ("Fairview") submitted a proposal that provided favorable contract terms and conditions for 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 Commission is satisfied that the firm Fairview has the required knowledge and expertise to perform the requisite insurance services; and

WHEREAS, the Commission has determined to appoint Fairview as its Healthcare Insurance Broker for medical/hospitalization, dental and prescription services; and

WHEREAS, Fairview shall be entitled to receive consideration directly from insurance providers based on a percentage of the premiums paid by the Commission for certain policies obtained on its behalf by Fairview as shall be determined; 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 healthcare insurance 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 Executive Director and Secretary of the Commission are hereby authorized to execute an Agreement with Fairview for the services hereinabove expressed.

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 contract shall extend for the term of one (1) year from December 1, 2022 to and until November 30, 2023.

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

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2022-93

RESOLUTION AWARDING A CONTRACT TO CONNER STRONG & BUCKELEW TO SERVE AS THE COMMISSION'S INSURANCE BROKER

WHEREAS, the Burlington County Bridge Commission ("Commission") requires the services of an Insurance Broker with expertise in general liability, property, and other insurance policies as may be required by or be prudent for a public agency; and

WHEREAS, upon receipt and review of the proposals submitted in response to the Commission's Request for Proposals, ("RFP"), it was determined that Conner Strong & Buckelew ("Conner Strong") submitted a proposal that provided favorable contract terms and conditions for the Commission; and

WHEREAS, the Commission is satisfied that Conner Strong has the required knowledge and expertise to perform the requisite insurance services; 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, as consideration Conner Strong shall receive a percentage of the premiums paid by the Commission for all new policies obtained on its behalf by Conner Strong as shall be determined by the insurer and Conner Strong; and

WHEREAS, based upon estimates provided by Conner Strong, the premiums for such policies as described above shall not exceed Three Million, Eight Hundred Thirty-Six Thousand Eight Hundred Forty-Three Dollars (\$3,836,843.00), and sufficient funds

are available for payment for those premiums as evidenced by the Certificate of Availability of Funds, attached; 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 insurance 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 Executive Director and Secretary of the Commission are hereby authorized to execute an Agreement with Conner Strong.

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 the contract shall not exceed the estimated premiums as indicated above, and the contract shall extend for the period of one year, from December 1, 2022 to and until November 30, 2023.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2022-94

**RESOLUTION AWARDING A CONTRACT FOR FINANCIAL
ADVISORY SERVICES TO ACACIA FINANCIAL GROUP,
INC.**

WHEREAS, the Burlington County Bridge Commission (“Commission”) has determined that it requires the services of a financial advisory/consulting firm to provide financial advisory and consulting services to include, but not be limited to, consultation and advice to the Commission regarding its economic development and improvement authority initiatives; pooled lease, loan, and other financial transactions; Commission investments; and other financial advisory services which may be requested by the Commission; and

WHEREAS, upon receipt and review of the proposal submitted in response to the Commission’s Request for Proposals, (“RFP”), it was determined that Acacia Financial Group, Inc. (“Acacia”) submitted a proposal that provided favorable contract terms and conditions for 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 Commission is satisfied that Acacia has the required knowledge and expertise to perform the requisite professional financial services; and

WHEREAS, the maximum amount of this contract is Fifty Thousand Dollars (\$50,000.00), 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 such services and the contract itself must be made available for public inspection.

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

1. The Executive Director and Secretary of the Commission are hereby authorized to execute an Agreement with Acacia.

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 the contract shall not exceed Fifty Thousand Dollars (\$50,000.00), and the contract shall extend for the period of one year, from December 1, 2022 to and until November 30, 2023.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2022-95

**RESOLUTION AWARDING A CONTRACT FOR POLICE
PSYCHOLOGICAL TESTING SERVICES TO THE INSTITUTE
FOR FORENSIC PSYCHOLOGY**

WHEREAS, the Burlington County Bridge Commission (“Commission”) requires the services of a mental health professional with expertise in working with police departments to provide psychiatric consultations and evaluations as required by the Commission; and

WHEREAS, upon receipt and review of the proposals submitted in response to the Commission’s Request for Proposals, (“RFP”), it was determined that The Institute for Forensic Psychology (“IFP”) submitted a proposal that provided favorable contract terms and conditions for 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 Commission is satisfied that IFP has the required knowledge and expertise to perform the requisite professional psychological testing services; and

WHEREAS, the maximum amount of this contract is Seven Thousand Five Hundred Dollars (\$7,500.00), 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 such professional services and the contract itself must be made available for public inspection.

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

1. The Executive Director and Secretary of the Commission are hereby authorized to execute an Agreement with IFP.

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 the contract shall not exceed Seven Thousand Five Hundred Dollars (\$7,500.00), and the contract shall extend for the period of one year, from December 1, 2022 to and until November 30, 2023.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2022-96

**RESOLUTION AWARDING A CONTRACT TO MALAMUT
& ASSOCIATES LLC TO ACT AS SOLICITOR AND GENERAL
COUNSEL AND BOND COUNSEL**

WHEREAS, the Burlington County Bridge Commission ("Commission") has determined that it requires the services of a solicitor to provide legal services to the Commission including general supervision over the problems of law which concern the Commission; attendance at official Commission meetings; furnishing of such legal opinions and the rendering of such legal advice as may be requested pertaining to Commission business; providing advice and representation on matters involving: administrative, governmental, and regulatory issues, contractual and personnel matters; employment-related matters including workers' compensation, labor negotiations and collective bargaining issues; litigation matters; real estate and related matters; insurance matters; the examination of certain contracts to which the Commission is or may become a party when that shall be necessary; the oversight of litigation to which the Commission

may become a party; expertise in certain legal matters involving the Commission's economic development authority and initiatives, including serving as bond counsel, and such other matters as shall be assigned by the Commission; and

WHEREAS, upon receipt and review of the proposals submitted in response to the Commission's Request for Proposals, ("RFP"), it was determined that Malamut & Associates LLC. ("Malamut") submitted a proposal that provided favorable contract terms and conditions for 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 Commission is satisfied that Malamut has the required knowledge and expertise to perform the requisite professional legal services; and

WHEREAS, the maximum amount of this contract is Eight Hundred Thousand Dollars (\$800,000.00), 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 such professional services and the contract itself must be made available for public inspection.

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

1. The Executive Director and Secretary of the Commission are hereby authorized to execute an Agreement with Malamut.
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 the contract shall not exceed Eight Hundred Thousand Dollars (\$800,000.00), and the contract shall extend for the period of one year, from December 1, 2022 to and until November 30, 2023.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2022-97

**RESOLUTION AWARDING A CONTRACT FOR ACCOUNTING
AND AUDITING SERVICES TO BOWMAN & COMPANY**

WHEREAS, the Burlington County Bridge Commission (“Commission”) requires the services of an auditor with expertise in public sector accounting and auditing for a public agency which may include providing financial advisory and other services and support relevant to the Commission’s economic development initiatives; and

WHEREAS, upon receipt and review of the proposal submitted in response to the Commission’s Request for Proposals, (“RFP”), it was determined that Bowman & Company (“Bowman”) submitted a proposal that provided favorable contract terms and conditions for 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 Commission is satisfied that Bowman has the required knowledge and expertise to perform the requisite professional auditing/accounting services; and

WHEREAS, the maximum amount of this contract is One Hundred Twenty-Five Thousand Dollars (\$125,000.00), 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 such “Professional Services” and the contract itself must be made available for public inspection.

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

1. The Executive Director and Secretary of the Commission are hereby authorized to execute an Agreement with Bowman.
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 the contract shall not exceed One Hundred Twenty-Five Thousand Dollars (\$125,000.00), and the contract shall extend for the period of one year, from December 1, 2022 to and until November 30, 2023.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2022-98

**RESOLUTION AWARDING A CONTRACT FOR
EMPLOYEE ASSISTANCE SERVICES TO COOPER
UNIVERSITY HOSPITAL EMPLOYEE ASSISTANCE
PROGRAM**

WHEREAS, the Burlington County Bridge Commission (“Commission”) has determined that it requires the services of a mental health professional capable of providing employee assistance professional services for the Bridge Commission employees and their families; and

WHEREAS, upon receipt and review of the proposal submitted in response to the Commission’s Request for Proposals, (“RFP”), it was determined that Cooper University Hospital Employee Assistance Program (“Cooper EAP”) submitted a proposal that provided favorable contract terms and conditions for 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 Commission is satisfied that Cooper EAP has the required knowledge and expertise to perform the requisite employee assistance services; and

WHEREAS, the maximum amount of this contract is Six Thousand, Seventy Dollars (\$6,070.00), 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 such services and the contract itself must be made available for public inspection.

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

1. The Executive Director and Secretary of the Commission are hereby authorized to execute an Agreement with Cooper EAP.
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 the contract shall not exceed Six Thousand, Seventy Dollars (\$6,070.00), and the contract shall extend for the period of one year, from December 1, 2022 to and until November 30, 2023.

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

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2022-99

RESOLUTION AWARDING A CONTRACT TO BRIDGE INTELLIGENCE LLC FOR SOFTWARE DEVELOPMENT FOR ASSET MANAGEMENT/STRUCTURAL HEALTH MONITORING (iCOMPASS)

WHEREAS, the Burlington County Bridge Commission (“Commission”) has determined that it requires the services of a qualified consulting engineering firm to perform support of the Commission’s iCOMPASS Program and Structural Health Monitoring (“SHM”) System Development for the Burlington-Bristol, Tacony-Palmyra, and Riverside-Delanco Bridges; and

WHEREAS, upon receipt and review of the proposals submitted in response to the RFP, it was determined that Bridge Intelligence LLC (“Bridge Intelligence”) submitted a proposal that provided favorable contract terms and conditions for 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 Commission is satisfied that Bridge Intelligence has the required knowledge and expertise to perform the requisite iCOMPASS SHM system development; and

WHEREAS, the maximum amount of this contract shall be Three Hundred Thousand Dollars (\$300,000.00), 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 CME, and the Executive Director and the Secretary of the Commission are hereby authorized to execute an Agreement with Bridge Intelligence.

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 Three Hundred Thousand Dollars (\$300,000.00), and the contract shall extend from December 1, 2022 to and until November 30, 2023.

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

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2022-100

RESOLUTION AMENDING THE CONTRACT TO PENNONI FOR ENGINEERING AND TECHNICAL DESIGN CONSTRUCTION SERVICES FOR THE BURLINGTON BRISTOL BRIDGE LIFT AND TOWER SPANS MISCELLANEOUS REPAIRS PROJECT

WHEREAS, the Burlington County Bridge Commission (“Commission”) requires the services of an engineering firm capable of performing engineering and technical design construction services for the Burlington Bristol Bridge (“BBB”) Lift and Tower Spans Miscellaneous Repairs Project; and

WHEREAS, pursuant to Resolution No. 2022-64 the Commission entered into a contract with Pennoni Associates, Inc. (“Pennoni”) to provide these professional engineering services; and

WHEREAS, the Commission has determined that it is necessary to increase the appropriation for Pennoni’s services by an additional sum of Twelve Thousand Dollars (\$12,000.00), to cover the remainder of the construction consultation work.

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

1. The terms, conditions and duties outlined in Resolution No. 2022-64 appointing Pennoni, are incorporated herein by reference, and for the reasons hereinabove expressed, an additional sum of Twelve Thousand Dollars (\$12,000.00) be and hereby is appropriated to pay the fees, expenses and costs pursuant to the existing contract between the Commission and Pennoni.

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

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

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2022-101

**RESOLUTION AWARDING A CONTRACT TO REMINGTON
AND VERNICK FOR CONSTRUCTION MANAGEMENT AND
CONSTRUCTION INSPECTION SERVICES FOR
REPLACEMENT OF THE LIGHTING CONDUCTORS AT THE
ROUTE 73 OVERPASS AND PENNSAUKEN CREEK BRIDGE**

WHEREAS, the Burlington County Bridge Commission (“Commission”) requires the services of an engineering firm with expertise to provide Construction Management and Inspection Services for the replacement of the lighting conductors at the Route 73 overpass and Pennsauken Creek Bridge; and

WHEREAS, by way of a fair and open process authorized by N.J.S.A. 19:44A-20.4 et seq., and upon receipt and review of a proposal submitted in response to the Commission’s RFP for specialized engineering services, pursuant to Resolution No. 2020-78 the Commission determined that the Remington Vernick firm (“R&V”) was qualified to serve the Commission, and

WHEREAS, the Commission also determined that R&V submitted a price proposal for specialized engineering services, which they have identified as Task 27, that provided favorable contract terms and conditions for the Commission; and

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

1. The Executive Director and Secretary of the Commission are hereby authorized to execute an Agreement with R&V for Construction Management and Inspection Services for the replacement of the lighting conductors at the Route 73 overpass and Pennsauken Creek Bridge.

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 the contract shall not exceed Ninety-Nine Thousand Seven Hundred and Seventy-Five Dollars (\$99,775.00), and the contract shall extend for the time period from October 17, 2022 until the project is completed.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2022-102

**RESOLUTION AMENDING THE CONTRACT WITH
PENNONI FOR STRUCTURAL ENGINEERING
CONSULTING SERVICES**

WHEREAS, the Burlington County Bridge Commission (“Commission”) has determined that it requires the services of an engineering firm with expertise in structural engineering consulting matters; and

WHEREAS, pursuant to Resolution No. 2022-11, as amended by Resolution No. 2022-52, the Commission entered into a contract with Pennoni Associates, Inc. (“Pennoni”) to provide these professional engineering services; and

WHEREAS, the Commission has determined that it is necessary to increase the appropriation for Pennoni’s services by an additional sum of One Hundred Twenty-Five Thousand Dollars (\$125,000.00), with such services including but not limited to Tacony-Palmyra Bridge (“TPB”) Gusset Plate Evaluation, TPB Structural Steel Repairs, and TPB Control Console Plan oversight.

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

1. The terms, conditions and duties outlined in Resolution No. 2022-11 appointing Pennoni, as amended by Resolution No. 2022-52 are incorporated herein by reference, and for the reasons hereinabove expressed, an additional sum of One Hundred Twenty-Five Thousand Dollars (\$125,000.00) be and hereby is appropriated to pay the fees, expenses and costs pursuant to the existing contract between the Commission and Pennoni.
2. Sufficient funds are available for payment of those services as evidenced by the Certificate of Availability of Funds, attached hereto.
3. Notice of adoption of this Resolution shall be published in the Burlington County Times, as required by law.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2022-103

**RESOLUTION APPROVING CHANGE ORDER NO. 1 TO IEW
CONSTRUCTION GROUP, INC. FOR MAINTENANCE OF
ELECTRICAL EQUIPMENT AND SYSTEMS**

WHEREAS, pursuant to Resolution 2021-55, as amended by Resolution 2022-73 the Commission entered into a contract with IEW Construction Group, Inc. ("IEW"), to provide for the maintenance and repairs of electrical equipment and systems of the Commission's bridges, equipment and other facilities; and

WHEREAS, IEW has proposed a 3% increase for existing labor pay Item Nos. 4.705 and 5.705 ("Labor Pay") effective October 3, 2022 for a total increase in the amount of Five Thousand One Hundred and Twenty Nine and 10/100 Dollars (Change Order No. 1); and

WHEREAS, the Commission has determined that it is necessary to have maintenance and repairs of electrical equipment and systems of the Commission's bridges, equipment and other facilities services available for the safe operation of the bridges while providing time to issue and approve the second solicitation for bids; and

WHEREAS, the Commission has determined the Labor Pay increase proposed as Change Order No. 1 is reasonable.

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

1. The terms, conditions and duties outlined in Resolution 2021-55, as amended by Resolution 2022-73, and the contract executed pursuant thereto, are incorporated herein by reference, and for the reasons herein above expressed, Change Order No. 1 for the increase in Labor Pay is authorized, and an additional sum of Five Thousand One Hundred and Twenty Nine and 10/100 Dollars (\$5,129.10) be and hereby is appropriated.
2. The total maximum extension period authorized by this Resolution if each monthly extension is authorized and approved as set forth herein shall be December 31, 2022.
3. Sufficient funds are available for payment for the above services provided under the contract, as evidenced by the Certificate of Availability of Funds, attached.

Chairman Riggins moved to approve. Vice-Chairwoman Nunes seconded the motion.

VOTE: **Yeas - Riggins**
 Nunes
 Abstain - Tiver

HUMAN RESOURCES

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

<u>PROBATION — Requires Commission Approval</u>		<u>Effective</u>
Rob T. Wells	Economic Development Director	11/02/2022

<u>RESIGNATION — Requires Commission Approval</u>		<u>Effective</u>
Kimberly R. Beard	P/T Tolls	09/23/2022

<u>TERMINATION – Requires Commission Approval</u>		<u>Effective</u>
Taylor R. Curren	P/T Tolls	10/21/2022

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

OLD BUSINESS

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

NEW BUSINESS


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

PUBLIC COMMENT

Chairman Riggins called for any public comment to come before the Commission. The Commission received no public comment, and the Chairman closed the public comment portion of the meeting accordingly.

Chairman Riggins asked for any further business to come before the Commission. Hearing none, Vice-Chairwoman Nunes moved to adjourn the meeting. Commissioner Tiver seconded the motion. The motion passed unanimously.

Respectfully submitted,


Kathleen M. Wiseman
Secretary