

BURLINGTON COUNTY BRIDGE COMMISSION
MEETING MINUTES
January 13, 2017

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 22, 2016 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
Constance Borman, Human Resources Director
Patrick Reilly, Director of Public Safety and Security
Clara Ruvolo, Director, Palmyra Cove Nature Park
James Fletcher, Director, Projects & Engineering
Stanley Ozalis, Manager, Technical Operations
Phillip Adams, Director, Burlington-Bristol Bridge & Tacony-Palmyra Bridge
Ellen Brennan, Health and Benefits Coordinator
Dave Leh, Accountant
Al Ziegler, Director of Maintenance
Michael McCarron, Director of Tolls and Tower Operations
Michelle Chiemiego, Purchasing Agent
Marie Ozalis, Administrative Assistant
John Zarsky, Pennoni Engineering
Sascha Harding, Pennoni Engineering
Brian Woods, *Burlington County Times*

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

APPROVAL OF THE MINUTES

Commissioner Singleton moved to approve the minutes of December 13, 2016. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

DISBURSEMENTS LIST

Vice-Chairman Fattorini moved to approve disbursements made from December 14, 2016 through January 13, 2017 as included in the list as presented. Commissioner Singleton seconded the motion. The motion passed with the following abstentions:

Vice-Chairman Fattorini abstained from Voucher Number 17-00017, and 17-00285; and Commissioner Singleton abstained from Voucher Numbers 17-00343, 17-00344, 17-00341, 17-00342, 17-00026, 17-00024, 17-00022, 17-00443, 17-00459, 17-00451, and 17-00452.

EXECUTIVE DIRECTOR'S REPORT

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

RESOLUTION NO. 2017-1

RESOLUTION APPROVING CHANGE ORDER NO. 2 FOR YEAR TWO OF THE STRUCTURAL IMPROVEMENTS CONTRACT BCBC-201407.

WHEREAS, pursuant to Resolution No. 2015-60, the Burlington County Bridge Commission ("Commission") awarded Year Two of a contract to A.P. Construction, Inc. ("AP") for the project titled "Structural Improvements (BCBC-201407)"; and

WHEREAS, the Project Engineer recommended by memorandum dated December 19, 2016 that Change Order No. 2 be approved, and providing for an increase in additional repairs needed on the Burlington-Bristol and Tacony-Palmyra Toll Booths in preparation of the painting project; and

WHEREAS, this Change Order No. 2 requires an increase of \$500,000.00 in the contract price, bringing the new contract total to \$3,413,997.60.

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 Change Order No. 2 for AP for the project titled "Structural Improvements (BCBC-201407)".

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

RESOLUTION NO. 2017-2

**RESOLUTION APPROVING CHANGE ORDER NO. 8 FOR
THE BURLINGTON-BRISTOL BRIDGE BRIDGE
MOUNTED STRUCTURES REHABILITATION PROJECT.**

WHEREAS, pursuant to Resolution No. 2013-2, the Burlington County Bridge Commission (“Commission”) awarded a contract to A.P. Construction, Inc. (“AP”) for the project titled “Burlington-Bristol Bridge Bridge Mounted Structures Rehabilitation Project (BCBC-201220)”; and

WHEREAS, the Project Engineer recommended by memorandum dated January 5, 2017 that Change Order No. 8 be approved, providing for an extension of time of 306 calendar days bringing the new contract completion date to May 31, 2017 due to the authorized extra work for the new prefabricated operator’s building with associated accessories approved in Change Order No. 7 and the anticipated maintenance access ladder and transverse balance counterweights extra work which shall be included in a future change order.

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 Change Order No. 8 for AP for the project titled “Burlington-Bristol Bridge Bridge Mounted Structures Rehabilitation (BCBC-201220)”.

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

RESOLUTION NO. 2017-3

**RESOLUTION AMENDING THE CONTRACT WITH
WINDSTREAM CORPORATION.**

WHEREAS, the Burlington County Bridge Commission (“Commission”) has determined that it requires the services of a firm to provide various voice communication services for the Commission; and

WHEREAS, pursuant to Resolution No. 2016-156, the Commission entered into a contract with Windstream Corporation (“Windstream”) to provide these voice communication services; and

WHEREAS, because third party service rates for voice communication services under this contract have increased, it is necessary to increase the appropriation for such services by an additional Twenty-Five Thousand Dollars (\$25,000.00).

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

1. The terms, conditions and duties outlined in Resolution No. 2016-156 appointing Windstream are incorporated herein by reference, and for the reasons hereinabove expressed, an additional sum of Twenty-Five Thousand Dollars (\$25,000.00) be and hereby is appropriated to pay the fees, expenses and costs pursuant to the existing contract between the Commission and Windstream.

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. 2017-4

RESOLUTION AMENDING THE CONTRACT WITH T & M ASSOCIATES FOR ASSOCIATE RESIDENT ENGINEERING SERVICES.

WHEREAS, the Burlington County Bridge Commission ("Commission") has determined that it requires the services of an engineering firm with expertise in matters involving operation and maintenance of the bridges under the jurisdiction of the Commission, and is capable of providing services as associate resident engineer and is also capable of providing services relating to structural and other repairs involving the Commission's bridges, construction inspection and monitoring relating to the Burlington-Bristol Bridge operating ropes replacement project, and engineering services relating to the Commission's yearly and in-depth inspection programs, among other projects as may be requested by the Commission; and

WHEREAS, pursuant to Resolution No. 2015-103, the Commission entered into a contract with T & M Associates ("T & M") to provide those professional engineering services; and

WHEREAS, additional engineering services under this contract are required for the construction inspection services for the Riverside-Delanco Bridge Fender System Repair Project; and it is necessary to increase the appropriation for such services by an additional Eight Thousand, Three Hundred Eighty-Seven Dollars and Forty-Eight Cents (\$8,387.48).

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

1. The terms, conditions and duties outlined in Resolution No. 2015-103 appointing T & M are incorporated herein by reference, and for the reasons hereinabove expressed, an additional sum of Eight Thousand, Three Hundred Eighty-Seven Dollars and Forty-Eight Cents (\$8,387.48) be and hereby is appropriated to pay the fees, expenses and costs pursuant to the existing contract between the Commission and T & M.

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. 2017-5

RESOLUTION AMENDING THE CONTRACT WITH CONTROL POINT ASSOCIATES, INC.

WHEREAS, the Burlington County Bridge Commission ("Commission") has determined that it requires the services of an engineering/architectural firm capable of performing on-call comprehensive surveying and other engineering related services; and

WHEREAS, pursuant to Resolution No. 2016-35, the Commission entered into a contract with Control Point Associates, Inc. ("CPA") to provide those professional engineering services; and

WHEREAS, modifications to the AutoCAD/Revit program are recommended for the 3D Model of the Burlington-Bristol Bridge Lift Span; and it is necessary to increase the appropriation for such modifications by an additional Thirty Thousand Dollars (\$30,000.00).

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

1. The terms, conditions and duties outlined in Resolution No. 2016-35 appointing CPA are incorporated herein by reference, and for the reasons hereinabove expressed, an additional sum of Thirty Thousand Dollars (\$30,000.00) be and hereby is appropriated to pay the fees, expenses and costs pursuant to the existing contract between the Commission and CPA.

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

Chairman Comegno moved to approve. Commissioner Singleton seconded the

WHEREAS, the recommendations of the Bridge Commission's staff and professionals are reasonable, and entry into the proposed Second Addendum is advantageous to the Bridge Commission;

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

1. The Commission is hereby authorized to enter into an appropriate Second Addendum to the Services Contract between the New Jersey EZ Pass Group and Xerox State and Local Solutions, Inc. in support of the operation of the New Jersey EZ Pass Customer Service Center.

2. The Authority's Executive Director is hereby authorized to execute all written agreements and documents on behalf of the Bridge Commission in this matter, and to do all things appropriate to facilitate the Bridge Commission's entry into the Second Addendum to the Services Contract.

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

HUMAN RESOURCES

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

<u>PROBATION — Requires Commission Approval</u>		<u>Effective</u>
Mary Lallo	FT Tolls	12/20/16
Patrick Tobin	PT Tolls	12/28/16
Steven Wambach	PT Tolls	01/06/17

<u>LEAVE OF ABSENCE — Requires Commission Approval</u>		<u>Effective</u>
William DiMartino (Additional 12 weeks)	FT Administration	01/07/17

<u>PROMOTIONS – Requires Commission Approval</u>		<u>Effective</u>
John Shinske	Police Lieutenant	01/15/17
Timothy Ryan	Police Lieutenant	01/15/17
Dan Lutcavage	First Sergeant	01/15/17
Keith Mohrmann	Sergeant	01/15/17
Sean Handy	Sergeant	01/15/17
Brian Laudenslager	Detective Sergeant	01/15/17

Chairman Comegno requested to approve by block with the exception of John Shinske. Vice-Chairman Fattorini moved to approve. Commissioner Singleton seconded

- (3) Matters Involving Individual Privacy: Any material, the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to, information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.
- (4) Matters Relating to Collective Bargaining Agreements: Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.
- (5) Matters Relating to the Purchase, Lease of Acquisition of Real Property or the Investment of Public Funds: Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.
- (6) Matters Relating to Public Safety and Property: Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigations of violations of possible violations of the law.
- (7) Matters Relating to Litigation, Negotiations and the Attorney-Client Privileges. Any pending or anticipated litigation or contract negotiation in which the public body is, or may become, a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.
- (8) Matters Relating to the Employment Relationship: Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.

- (9) Matters Relating to Potential Imposition of a Penalty: Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party bears responsibility.

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Bridge Commission, County of Burlington, State of New Jersey, assembled in public session, that an Executive Session executive to the public shall be held in the Administration Building of the Commission, 1300 Route 73 North, Palmyra, New Jersey, for the discussion of matters relating to the specific items designated above.

It is anticipated that the deliberations conducted in executive session may be disclosed to the public upon the determination of the Commission that the public interest will no longer be served by such confidentiality.

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

MOTION TO RETURN TO PUBLIC SESSION


Vice-Chairman Fattorini moved to return to public session. Commissioner Singleton seconded the motion. The motion passed unanimously.

Executive Director Jeffers asked for the following permissions: 1) to ratify participation in the Burlington County Chamber of Commerce's Installation Dinner on January 23, 2017; 2) for Mark Remsa and Edward Fox to travel to the National American Planning Association Conference in New York City from May 6-9, 2017; 3) for Stanley Ozalis to travel to the Xerox CSC User Acceptance Testing in Germantown, MD to be held January 31-February 10, 2017 (will not attend entire time); 4) to attend the Annual 200 Club Dinner on February 17, 2017; and 5) to update the Employee Policy Manual as discussed in Executive Session.

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
Secretary