

BURLINGTON COUNTY BRIDGE COMMISSION

MEETING MINUTES

JULY 16, 2020

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

Chairman Singleton 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 14, 2019 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 Troy E. Singleton
Vice-Chairman Matthew J. Riggins
Commissioner John B. Comegno II

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
Stanley Ozalis, Manager, Technical Operations
Sascha Harding, Director of Engineering
Michael McCarron, Director of Tolls and Tower Operations
Elizabeth Verna, Director of Communications
Ronald Cesaretti, Deputy Director/IT
Stephanie Brandt, Accounting Manager

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

APPROVAL OF THE MINUTES

Vice-Chairman Riggins moved to approve the minutes of May 12, 2020. Commissioner Comegno seconded the motion. The motion passed unanimously.

DISBURSEMENTS LIST

Vice-Chairman Riggins moved to approve disbursements made from May 13, 2020 through July 16, 2020 as included in the list as presented. Commissioner Comegno seconded the motion. The motion passed with the following abstentions:

Chairman Singleton abstained from Voucher Numbers 20-01163, 20-01351, 20-

00050, 20-00047, 20-00049, 20-00048, 20-01174, 20-01255, 20-01379, 20-01219, 20-01220, 20-01159, 20-01165, 20-01325, 20-01153 and 20-01324.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Joseph Andl asked the Commission to consider the following resolutions:

RESOLUTION NO. 2020-34

RESOLUTION INTRODUCING THE 2021 BUDGET FOR THE FISCAL YEAR PERIOD: OCTOBER 1, 2020 TO SEPTEMBER 30, 2021

WHEREAS, the Annual Budget and Capital Budget Program (together, the "Budget") for the Burlington County Bridge Commission ("Commission") for the fiscal year period beginning October 1, 2020 and ending September 30, 2021 has been introduced before the governing body of the Commission at its meeting of July 16, 2020; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$39,026,907; Total Appropriations of \$39,026,907; and

WHEREAS, the Capital Budget Program as introduced reflects Total Appropriations of \$15,980,000 and Total Unrestricted Net Assets planned to be utilized as funding thereof, of \$12,960,000; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Commission, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Commission's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget must be granted elsewhere; by bond resolution, by project financing agreement, by resolution appropriating funds from the Renewal and Replacement reserve or other means provided by law; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Commission, at an open public meeting held on July 16, 2020, that the Annual Budget and Capital Budget Program of the Commission for the fiscal year period beginning October 1, 2020 and ending September 30, 2021, is hereby introduced; and

BE IT FURTHER RESOLVED, that the revenues as reflected in the Annual Budget and Capital Budget Program are of sufficient amount to meet anticipated appropriations and all covenants as stipulated in the Commission's outstanding debt obligations, capital lease arrangements, service agreements and other pledged agreements; and

BE IT FURTHER RESOLVED, that the schedule for introduction of the 2020-2021 Budget has supported the Commission’s goal of providing the new administration with sufficient time for fiscal analysis and review; and

BE IT FURTHER RESOLVED, that the members of the Commission will consider the Annual Budget and Capital Budget Program for Adoption on August 11, 2020.

 Kathleen M. Wiseman, Secretary

 (date)

Member	Recorded Vote			
	Aye	Nay	Abstain	Absent
Troy E. Singleton	x			
Matthew Riggins	x			
John B. Comegno II	x			

Vice-Chairman Riggins moved to approve. Commissioner Comegno seconded the motion. The motion passed unanimously.

Chairman Singleton extended praise to Executive Director Andl, CFO Christine Nociti and the entire finance team for their work in putting the Budget together while experiencing the uncertainty of COVID-19, which is truly an unprecedented crisis that the Commission, along with State, Local and Federal Government, must work through. Chairman Singleton noted that agility, decisiveness and optionality are all vitally important to the ability to continue the Commission’s good work. The Chairman stated that he feels truly confident in saying that the record speaks for itself; every step of the way the Commission has met difficult challenges head on and the collective hard work have made it possible to navigate COVID. Chairman Singleton further noted that the operating budget as presented has a zero increase which illustrates a responsible approach to the drastic and undefined revenue drop resulting from the pandemic. Chairman Singleton once again noted that it is a credit to the skill and acumen of both Executive Director Andl and CFO Christine Nociti, and their entire team, to bring the Commission to this point. Chairman Singleton further noted that the Budget includes a financial plan that maintains cash liquidity and defers discretionary spending. On the capital side, Chairman Singleton stated that he is confident that a decreased budget is the best approach for the next year; the proposed decrease is sufficient to maintain scheduling for our priority projects and inspections while simultaneously modifying the time line for other construction projects.

Chairman Singleton further noted that overall this Budget reflects the continued commitment by the Commission to continue safe and fiscally efficient operations of the Bridges.

CFO Nociti expressed thanks to the Commissioners for their guidance and support, noting that their leadership has allowed the Commission to remain on the path of moving in the right direction.

Vice-Chairman Riggins echoed Chairman Singleton's comments and expressed his pleasure that the Commission is able to remain fiscally responsible; while also maintaining the mission of the Commission to provide safe and reliable infrastructures to the citizens and to the general public.

Commissioner Comegno echoed Chairman Singleton's comments and stated that the Commission has a Budget that is going to accomplish the Commission's mission, all while balancing what are certainly extraordinary and unfortunate fiscal considerations and reality. Commissioner Comegno thanked and congratulated Executive Director Andl, CFO Christine Nociti, the finance team and all of the department heads, for having the Commission's operations in competent hands.

Executive Director Andl thanked CFO Christine Nociti, the finance team and the department heads, noting that he is pleased to report that next month the Commission will be approving another clean audit with no findings.

Commissioner Comegno congratulated CFO Nociti on her leadership and noted that it is remarkable when you look at the breadth of the Commission's operations that the Commission continues to maintain clean audits. Commissioner Comegno noted it is a testament to every single employee of the Commission who is involved with accounting operations within the organization.

RESOLUTION NO. 2020-35

RESOLUTION APPROVING CLOSE OUT OF EXPIRED EMPLOYEE COBRA ACCOUNTS

WHEREAS, the Burlington County Bridge Commission ("Commission") offers COBRA benefits for continued health insurance coverage for eligible employees and their dependents; and

WHEREAS, the Commission's health insurance broker, Fairview Insurance Agency Associates, Inc., is a qualified third-party administrator (the "TPA") and provides COBRA administration at no additional cost as submitted in their proposal awarded by Resolution 2019-84; and

WHEREAS, the Commission has determined that reassigning this function to the

TPA in lieu of the administration of COBRA by a Commission employee is consistent with the goal of realizing both administrative efficiencies and cost savings; and

WHEREAS, in connection with the intention to reassign COBRA administration to the TPA, the Commission's administration performed an in-depth analysis of the inactive accounts; and

WHEREAS, the analysis revealed that a net adjustment to the inactive COBRA accounts totaling \$8,936.47 is warranted and administration recommends the amount be charged to prior period expense to zero out the inactive accounts; and

WHEREAS, the goal of administration is to transfer the COBRA account balances to the TPA for administration in reconciled form.

NOW, THEREFORE, BE IT RESOLVED that the Commission authorizes the TPA to administer COBRA on behalf of the organization effective as of the date the Executive Director shall determine and within the authorized contract period; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Commission approves of the \$8,936.47 book entry to the financial statements which will collectively adjust the balances for inactive COBRA accounts to zero and facilitate a smooth transfer of the COBRA administration function to the TPA.

Vice-Chairman Riggins moved to approve. Commissioner Comegno seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2020-36

**RESOLUTION APPROVING A JOINT PURCHASE TO EQUIP
AND INSTALL A VIOLATION ENFORCEMENT CAMERA
SYSTEM**

WHEREAS, the New Jersey Turnpike Authority ("NJ Turnpike Authority") solicited bids ("RFB") for installation and equipment related to a violation enforcement camera system ("Violation Enforcement System") numbered RM# 141714 under the authority of N.J.S.A. 27:23-6.1 and Executive Order Number 37 (Corzine 2006) and the regulations and policies of the Authority with regard to public bid procurement; and

WHEREAS, upon receipt and review of the bids submitted in response to the RFB, the NJ Turnpike Authority determined that JAI, Inc. ("JAI Traffic Solutions") submitted a proposal that provided favorable terms and conditions; and

WHEREAS, the Burlington County Bridge Commission (the "Commission") has encountered an immediate need to procure a Violation Enforcement System with a smaller scope in response to guidelines set forth by the Center for Disease Control and

Prevention (“CDC”) and Governor Murphy of the State of New Jersey (“Governor Murphy”) in response to the COVID-19 pandemic; and

WHEREAS, a “Joint Purchase” was approved by JAI Traffic Solutions with pricing for certain Violation Enforcement System equipment and installation as identified in the pricing summary QUS200105_RevC for a total cost of \$246,070.00 (“BCBC VES Pricing”).

NOW, THEREFORE, BE IT RESOLVED, that the efficient and timely installation of Violation Enforcement Systems at the Tacony-Palmyra and Burlington Bristol bridges is consistent with the goals set forth by the CDC and Governor Murphy in response to the COVID-19 pandemic; and

NOW, THEREFORE BE IT FURTHER RESOLVED, that Commission’s management has confirmed that BCBC VES Pricing for the Violation Enforcement System will generate meaningful and significant savings; and

NOW, THEREFORE BE IT FURTHER RESOLVED that the Commission approves the BCBC VES Pricing and retroactively approves the Joint Purchase for a Violation Enforcement System identified by the June, 2020 Purchase Order numbered 20-01235 dated June 10, 2020.

EFFECTIVE DATE

This Resolution shall take effect immediately upon passage.

Vice-Chairman Riggins moved to approve. Commissioner Comegno seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2020-37

RESOLUTION AWARDING OPTION YEAR THREE OF CONTRACT NO. BCBC-201805 FOR MAINTENANCE AND REPAIRS OF ELECTRICAL EQUIPMENT AND SYSTEMS TO IEW CONSTRUCTION GROUP

WHEREAS, the Burlington County Bridge Commission (“Commission”) requires an electrical contractor to provide maintenance and repairs of electrical equipment and systems on all bridges and facilities; and

WHEREAS, bids were solicited by the Purchasing Agent for a contract entitled “Maintenance and Repairs of Electrical Equipment and Systems (BCBC-201805)” for the first year ending September 30, 2019, with options for the periods October 1, 2019 to September 30, 2020 (“Option Year Two”) and October 1, 2020 to September 30, 2021 (“Option Year Three”), pursuant to N.J.S.A. 40A:11-15(6); and the Commission accepted

and opened said bids on July 10, 2018 and awarded the contract to IEW Construction Group ("IEW") as the lowest responsible bidder; and

WHEREAS, the Consulting Engineer has recommended that the Commission award the contract for Option Year Three to IEW, conditioned upon satisfactory performance by the firm during the previous contract year; and

WHEREAS, the Chief Financial Officer of the Commission has determined that sufficient funds are available for payment for said services, as evidenced by the Certificate of Availability of Funds attached hereto and made a part hereof:

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

1. The Burlington County Bridge Commission hereby awards Option Year Three of this contract for Maintenance and Repairs of Electrical Equipment and Systems as set forth above to IEW, and the Executive Director and the Secretary of the Commission are hereby authorized to execute a contract with IEW; and

2. The maximum amount of this contract shall not exceed Two Million, Two Hundred Thirty-Five Thousand, Five Hundred Forty-Seven Dollars and Twenty Cents (\$2,235,547.20), and the contract shall extend from October 1, 2020 to and until September 30, 2021.

Vice-Chairman Riggins moved to approve. Commissioner Comegno seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2020-38

**RESOLUTION FOR BRIDGE COMMISSION PARTICIPATION IN THE
ESCNJ COOPERATIVE PRICING SYSTEM**

WHEREAS, N.J.S.A. 40a:11-11(5) authorizes government contracting units to establish a Cooperative Pricing System, and to enter into related Cooperative Pricing Agreements with other contracting units for the administration of that system; and

WHEREAS, the Educational Services Commission of New Jersey, ("ESCNJ"), serves as a "Lead Agency" in a Cooperative Pricing System for the purchase of certain goods and services, including maintenance supplies and equipment, technology, document management, and uniforms;

WHEREAS, the Burlington County Bridge Commission has reviewed the benefits of participating in the ESCNJ Cooperative Pricing System for the purchase of those goods, and has determined the ESCNJ Cooperative Pricing System is advantageous to the Commission's purchasing needs;

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

1. The Burlington County Bridge Commission shall participate in the ESCNJ Cooperative Pricing System for the purchase of goods including maintenance supplies and equipment, technology, document management, and uniforms, with the ESCNJ serving as the Lead Agency.

2. The Bridge Commission is hereby authorized to enter into an appropriate agreement with the ESCNJ over the Commission's participation in the ESCNJ Cooperative Pricing System for the purchase of those goods, with the terms of the agreement to include those matters as required by N.J.A.C. 5:34-7.4(b).

Vice-Chairman Riggins moved to approve. Commissioner Comegno seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2020-39

**RESOLUTION APPROVING LEASE AGREEMENT FOR LAND
RENTAL ADJACENT TO TACONY PALMYRA BRIDGE**

WHEREAS, the Burlington County Bridge Commission (the "**Commission**") is the owner of the Tacony-Palmyra Bridge which includes a certain of real property located in Pennsylvania at 5201 Levick Street, Philadelphia, Pennsylvania; and

WHEREAS, H & K Group, Inc. ("**H&K**") has entered into a contract with the Commonwealth of Pennsylvania Department of Transportation to perform certain work on Interstate I-95 (the "**Project**");

WHEREAS, in connection with the Project, H&K and the Commission (the "**Parties**") entered into negotiations for the lease of certain Commission property (the "**Premises**") for purposes of establishing H&K offices, parking, a staging and laydown area and a materials storage area for the Project; and

WHEREAS, the Parties entered a certain "Lease Agreement" dated June 5, 2020 wherein certain mutual agreements and covenants are described; and

WHEREAS, such Lease Agreement is for a three-year period (the "**Lease Term**") represented by consideration in the amount of One Dollar (\$1.00); and

NOW, THEREFORE, BE IT RESOLVED the Commission hereby ratifies and authorizes execution of that certain Lease Agreement for the Premises, and such easements and rights-of-way as are reasonably necessary for the activities contemplated by the Parties to the Lease pursuant to such mutual agreements and covenants as described in particular therein.

Vice-Chairman Riggins moved to approve. Commissioner Comegno 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>
Danielle Garcia	FT Tolls	05/03/2020
Michael Ciemnomolonski	FT Dispatcher	05/17/2020
Michael Sapp	PT Police	07/14/2020
Manuel Feliciano III	PT Tolls	07/14/2020

<u>RETIREMENT – Requires Commission Approval</u>		<u>Effective</u>
Jesse L. Estlow	FT Maintenance	09/01/2020

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

OLD BUSINESS

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

NEW BUSINESS

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

Commissioner Comegno thanked Chairman Singleton for his kind words during the moment of silence on the loss of his beloved Mother, Judith Ann Comegno. Commissioner Comegno also expressed his thanks to each and every employee of the Commission who reached out to him, both collective and individual, for their love, support, sympathy and prayers. Commissioner Comegno noted they continue to be felt and appreciated by the Commissioner and his family.

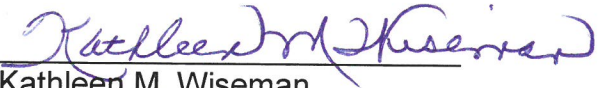
PUBLIC COMMENT

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

Chairman Singleton asked for any further business to come before the Commission. Hearing none, Vice-Chairman Riggins moved to adjourn the meeting.

Commissioner Comegno seconded the motion. The motion passed unanimously.

Respectfully submitted,


Kathleen M. Wiseman
Secretary