

**BURLINGTON COUNTY BRIDGE COMMISSION**  
**MEETING MINUTES**  
**MAY 9, 2023**

*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 14, 2022 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 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  
Frederick Gabriele, Director of Maintenance  
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  
Manvir S. Pandher, Information Technician  
Jay Springer, Jr., Manager, Burlington-Bristol Bridge  
Stephanie Brandt, Accounting Manager  
Geneva Rijs, Assistant Director, HR  
Harry A. Lewis, Economic Development Specialist  
Kathleen Hanuscin, Senior Administrative Assistant  
Mary K. Norman, Dispatcher  
Felicia Hopson, Burlington County Commissioner Director

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

### **APPROVAL OF MINUTES**

Vice-Chairwoman Nunes moved to approve the minutes of the April 18, 2023 Commission Meeting. Commissioner Tiver seconded the motion. The motion passed unanimously.

### **DISBURSEMENTS LIST**

Vice-Chairwoman Nunes moved to approve disbursements made from April 19, 2023 through May 9, 2023 as included in the list as presented. Commissioner Tiver seconded the motion. The motion passed with the following abstentions:

Commissioner Tiver abstained from Voucher Numbers 23-00544 and 23-00475.

### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Andl asked the Commission to consider the following resolutions. Chairman Riggins suggested that they move Resolutions 2023-30 through 2023-35 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. 2023-30**

#### **RESOLUTION AMENDING CONTRACT FOR STRUCTURAL ENGINEERING CONSULTING SERVICES WITH PENNONI ASSOCIATES**

**WHEREAS**, pursuant to Resolution 2022-11, the Commission entered into a contract with Pennoni Associates, Inc. ("Pennoni") structural engineering consulting services; and

**WHEREAS**, the Commission has determined that it is necessary to extend the time period for that contract for a period of six months, so that the contract is effective until May 31, 2023, and with no additional compensation.

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

1. The terms and conditions of the Commission's contract with Pennoni that was awarded pursuant Resolution 2022-11 be and are hereby revised so that the time period for the contract is extended for a period of six months and will expire on May 31, 2023, and with no additional compensation to be paid to the vendor.

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

**RESOLUTION NO. 2023-31**

**RESOLUTION AWARDING A CONTRACT TO PENNONI ASSOCIATES TO PERFORM BRIDGE INSPECTIONS**

**WHEREAS**, the Burlington County Bridge Commission (“Commission”) requires the services of a consulting engineer with expertise in the performance of bridge inspections; 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 engineering services, the Commission determined that Pennoni Associates (“Pennoni”) was qualified to serve the Commission, and

**WHEREAS**, the Commission also determined that Pennoni submitted a proposal 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 Pennoni Associates for the performance of bridge inspections.
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-Nine Thousand Eight Hundred Ninety-Six Dollars (\$59,896.00), and the contract shall extend for the time period from May 9, 2023 to and until the completion of work on the project.

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

**RESOLUTION NO. 2023-32**

**RESOLUTION AWARDING A CONTRACT FOR IT/ETC ELECTRICAL PARTS AND SUPPLIES TO THE FRANKLIN-GRIFFITH COMPANY**

**WHEREAS**, the Burlington County Bridge Commission ("Commission") requires the purchase of electronic information technology equipment and toll collection parts and supplies to be used to facilitate operations on all bridges and facilities; and

**WHEREAS**, bids were solicited by the Purchasing Agent for a contract entitled "IT/ETC Electrical Parts & Supplies (BCBC-202301)", for the time period May 1, 2023 to April 30, 2024, with an option of a one (1) year time extension expiring on April 30, 2025, pursuant to N.J.S.A. 40A:11-16(6); and

**WHEREAS**, the Commission staff have received and reviewed one bid for the contract, for the Franklin-Griffith Company, and Commission staff recommends that the Commission award the contract to Franklin-Griffith; and

**WHEREAS**, the maximum amount of contract shall be One Hundred Thousand Dollars, (\$100,000.00), and sufficient funds are available for payment for this commodity as evidenced by the Certificate of Availability of Funds, attached hereto.

**NOW, THEREFORE, BE IT RESOLVED** by the Commission as follows:

1. The Commission hereby awards the above-referenced Contract to the Franklin-Griffith Company, and the Executive Director and the Secretary of the Commission are hereby authorized to execute an appropriate form of contract with Franklin-Griffith.
2. The maximum amount of this contract shall not exceed One Hundred Thousand Dollars (\$100,000.00), and the contract shall be effective for the time period from May 1, 2023 through April 30, 2024, with the option of a one (1) year time extension expiring on April 30, 2025.

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

**RESOLUTION NO. 2023-33**

**RESOLUTION AUTHORIZING APPROVAL OF LAND ACCESS EASEMENTS, LICENSE AGREEMENTS AND RELATED AGREEMENTS FOR THE TAC-PAL SUBDIVISION AND PROJECT IN THE BOROUGH OF PALMYRA**

**WHEREAS**, the Burlington County Bridge Commission ("Commission") owns its own real property, and/or manages other real property that is owned by the State of Jersey, in an around land that is commonly known as the Palmyra Cove Nature Park (hereinafter, the Property), located in the Borough of Palmyra; and

**WHEREAS**, development on nearby property in the Borough of Palmyra has been approved for subdivision and for development as a warehouse, (hereinafter the "TAC-

PAL Subdivision”, and the “TAC-PAL Project”), and as conditions of municipal approvals for that Subdivision and Project, the developer has proposed to the Commission that it approve certain agreements related to a establishing public access to the Property, including: 1) an Osprey Nest Access & Maintenance Agreement; and 2) a Pavilions Access & Temporary Construction License Agreement; and 3) a Connector to Walking Trails Temporary Construction Agreement, and 4) a Walking Trails Limited Access Easement & Maintenance Agreement (hereinafter collectively the “Agreements”); and

**WHEREAS**, the Commission has determined that approval of appropriate and mutually acceptable forms of those Agreements is in the interest of the Commission.

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

1. The Commission hereby authorizes the Executive Director to execute appropriate and mutually acceptable forms of the above-referenced Agreements, subject to their approval by the Commission’s executive management and by the Commission Solicitor.

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

**RESOLUTION NO. 2023-34**

**RESOLUTION AUTHORIZING THE BURLINGTON COUNTY BRIDGE COMMISSION TO ENTER INTO A SHARED SERVICES AGREEMENT WITH THE BURLINGTON COUNTY BOARD OF COMMISSIONERS IN ORDER TO SUPPORT THE PARTICIPATION OF BURLINGTON COUNTY IN THE SOUTH JERSEY REGIONAL FILM COMMISSION (SJRFC)**

**WHEREAS**, the Counties of Gloucester and Camden, through their respective Departments of Economic Development, created the “South Jersey Regional Film Commission”, (hereinafter “SJRFC”), which is available to other Counties who wish to join and participate; and

**WHEREAS**, the County of Burlington wishes to join the SJRFC, with Burlington County’s participation and contribution in the SJRFC to be managed by the Bridge Commission, by way of entry into an appropriate Shared Services Agreement with the Burlington County Board of Commissioners; and

**WHEREAS**, the Bridge Commission has determined that supporting Burlington County’s participation in the SJRFC is consistent with the Bridge Commission’s objectives of supporting the surrounding community, and supporting the local and regional

economies, and ultimately promoting the public use of Bridge Commission bridges and resources; and

**WHEREAS**, Burlington County's access to and participation in the SJRFC can be facilitated through a shared service agreement with Burlington County.

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

1. The Commission authorizes the Executive Director to take all steps and to make all appropriate arrangements with the Burlington County Board of Commissioners to participate in SJRFC, including by entry into an appropriate form of Shared Services Agreement with Burlington County, with the form of the Shared Services Agreement to be approved by the Bridge Commission's executive management and the Commission Solicitor.

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

**RESOLUTION NO. 2023-35**

**RESOLUTION AUTHORIZING THE BURLINGTON COUNTY BRIDGE COMMISSION TO ENTER INTO A SHARED SERVICES AGREEMENT WITH ROWAN COLLEGE AT BURLINGTON COUNTY (RCBC) FOR CONTRACT PROCUREMENT SERVICES FOR THE PLANNED RCBC SOLAR FACILITY PROJECT**

**WHEREAS**, Rowan College at Burlington County, ("RCBC"), is planning for the procurement of a solar energy facility, by way of a power purchase agreement, which must be procured through the use of a competitive contracting process; and

**WHEREAS**, RCBC is not authorized to engage in a competitive contracting procurement process, but the Burlington County Bridge Commission is so authorized, and

**WHEREAS**, the Bridge Commission intends to promote the establishment of renewable energy resources throughout Burlington County wherever possible, and the Commission is authorized, by way of its powers of economic development, and to act as an improvement authority, and is willing to undertake the competitive procurement process on behalf of RCBC; and

**WHEREAS**, RCBC and the Bridge Commission intend to execute an appropriate form of mutually agreeable Shared Services Agreement that will set forth each party's responsibilities and obligations as it relates to that procurement process.

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

1. The Commission authorizes the Executive Director to take all steps and to make all appropriate arrangements with RCBC to enter into an appropriate form of Shared Services Agreement with RCBC for contract procurement services related to its planned solar energy facility, with the form of the Shared Services Agreement to be approved by the Bridge Commission's executive management and the Commission Solicitor.

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

**RESOLUTION NO. 2023-36**

**RESOLUTION APPROVING CHANGE ORDER NO. 2 TO CONTRACT WITH SOUTH STATE, INC. FOR THE TACONY-PALMYRA BRIDGE AND THE BURLINGTON-BRISTOL BRIDGE MILLING AND RESURFACING PROJECT (BCBC-202107)**

**WHEREAS**, pursuant to Resolution 2022-19, the Burlington County Bridge Commission ("Commission") awarded a contract to South State, Inc. for the "Tacony-Palmyra Bridge and the Burlington-Bristol Bridge Milling and Resurfacing Project (BCBC-202107)"; and

**WHEREAS**, by memorandum dated May 2, 2023, the Commission Engineer recommended that Change Order No. 2 be approved, providing for an adjusted contract price for as-built pay item adjustments in the amount of Three Hundred Twenty-Nine Thousand Seven Hundred Twenty Dollars and Seventy-Three Cents, (\$329,720.73), and for an extension of time of the contract, from February 28, 2023 through the completion of work on the project.

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

1. Change Order No. 2 for the above-referenced contract is authorized, and an additional sum of Three Hundred Twenty-Nine Thousand Seven Hundred Twenty Dollars and Seventy-Three Cents, (\$329,720.73), be and hereby is appropriated, for the reasons set forth above, and for an extension of time of the contract from February 28, 2023 through the completion of work on the project.

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





Respectfully submitted,



Kathleen M. Wiseman  
Kathleen M. Wiseman  
Secretary