

**BURLINGTON COUNTY BRIDGE COMMISSION**

**MEETING MINUTES**

**August 11, 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  
John Moore, Director, Palmyra Cove Nature Park  
James Fletcher, Director, Projects & Engineering  
Stanley Ozalis, Manager, Technical Operations  
Phillip Adams, Director, Burlington-Bristol Bridge & Tacony-Palmyra Bridge  
Mark Remsa, Director of Economic Development  
Michael McCarron, Director of Tolls and Tower Operations  
Dave Leh, Accounting Manager  
Al Ziegler, Director of Maintenance  
Michelle Chiemiego, Purchasing Agent  
Jeffrey Kish, Assistant to Director, Tolls & Tower Operations  
Frank Harris, Pennoni Engineering  
Sascha Harding, Pennoni Engineering  
Laura Baird, Resident of Mount Holly

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

**APPROVAL OF THE MINUTES**

Commissioner Singleton moved to approve the minutes of July 19, 2017. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

**ACCEPTANCE OF ECONOMIC DEVELOPMENT MINUTES**

Vice-Chairman Fattorini moved to accept the minutes of the July 2017 Economic Development Meeting. Commissioner Singleton seconded the acceptance. Acceptance passed unanimously.

**DISBURSEMENTS LIST**

Commissioner Singleton moved to approve disbursements made from July 20, 2017 through August 11, 2017 as included in the list as presented. Vice-Chairman Fattorini seconded the motion. The motion passed with the following abstentions:

Commissioner Singleton abstained from Voucher Numbers 17-01537, 17-01567, 17-00022, 17-00024, 17-00026, 17-01518, 17-01568, 17-01530 and 17-01524.

**EXECUTIVE DIRECTOR'S REPORT**

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

**RESOLUTION NO. 2017-67**

**RESOLUTION APPROVING CHANGE ORDER NO. 1 FOR YEAR TWO OF THE ANNUAL MAINTENANCE AND REPAIR OF ELECTRICAL EQUIPMENT AND SYSTEMS (BCBC-201502).**

**WHEREAS**, pursuant to Resolution No. 2016-86, the Burlington County Bridge Commission ("Commission") awarded a contract to Carr & Duff, Inc. ("Carr & Duff") for the project titled "Maintenance and Repairs of Electrical Equipment and Systems (BCBC-201502)"; and

**WHEREAS**, the Project Engineer recommended by memorandum dated July 11, 2017, that Change Order No. 1 be approved, providing for the following: additional materials and services to be performed by specialty sub-contractors, primarily rigging and scaffolding, required to complete assigned task/work order; and

**WHEREAS**, this Change Order No. 1 requires an increase of \$200,000.00 in the contract price, bringing the new contract total to \$1,269,335.80.

**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. 1 for Carr & Duff for the project titled "Maintenance and Repairs of Electrical Equipment and Systems (BCBC-201502)".

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

**RESOLUTION NO. 2017-68**

**RESOLUTION AMENDING THE CONTRACT WITH WSP, USA, INC. FOR THE IN-DEPTH INSPECTION FOR THE BURLINGTON-BRISTOL BRIDGE LIFT SPAN MECHANICAL SYSTEM.**

**WHEREAS**, the Burlington County Bridge Commission ("Commission") determined that it requires the services of an engineering/architectural firm capable of performing an in-depth inspection and preparation of repair design documents for the Burlington-Bristol Bridge lift span mechanical system; and

**WHEREAS**, pursuant to Resolution No. 2016-54, the Commission entered into a contract with WSP, USA, Inc. ("WSP") to provide those professional engineering services; and

**WHEREAS**, additional design and support services are required for the emergency East Motor Coupling Replacement during construction, it is necessary to increase the appropriation for such services by an additional One Hundred Nine Thousand, Three Hundred Twenty Dollars (\$109,320.00).

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

1. The terms, conditions and duties outlined in Resolution No. 2016-54 appointing WSP are incorporated herein by reference, and for the reasons hereinabove expressed, an additional sum of One Hundred Nine Thousand, Three Hundred Twenty Dollars (\$109,320.00) be and hereby is appropriated to pay the fees, expenses and costs pursuant to the existing contract between the Commission and WSP.

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

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

**RESOLUTION NO. 2017-69**

**RESOLUTION AWARDED YEAR TWO OF THE ELECTRONIC PARTS AND SUPPLIES CONTRACT TO FRANKLIN ELECTRIC CO.**

**WHEREAS**, the Burlington County Bridge Commission ("Commission") requires

an electrical supply house to provide various electronic parts and supplies to be used for maintenance on all bridges and facilities; and

**WHEREAS**, bids were solicited by the Purchasing Agent for a contract entitled "Electronic Parts & Supplies (BCBC-201605)" for the period September 1, 2016 to August 31, 2017 with an option of a one (1) year extension expiring on August 31, 2018 pursuant to N.J.S.A. 40A:11-16(6); and

**WHEREAS**, Commission staff recommended that the Commission award the contract for Year One (September 1, 2016 through August 31, 2017) to Franklin Electric Co. ("Franklin") in the amount of \$100,000.00 with the option to award the contract to Franklin for year Two (September 1, 2017 through August 31, 2018); and

**WHEREAS**, Commission staff has recommended to the Commission that the Commission award the contract for Option Year Two to Franklin in the amount not to exceed \$100,000.00, based upon satisfactory performance during the previous 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 a contract for electronic parts and supplies as set forth above to Franklin, and the Executive Director and the Secretary of the Commission are hereby authorized to execute a contract with Franklin.
2. The maximum amount of this contract shall not exceed One Hundred Thousand Dollars (\$100,000.00), and the contract shall extend for the period September 1, 2017 through August 31, 2018.

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

**RESOLUTION NO. 2017-70**

**RESOLUTION APPROVING CHANGE ORDER NO. 3 FOR  
THE STRUCTURAL IMPROVEMENTS CONTRACT BCBC-  
201402.**

**WHEREAS**, pursuant to Resolution No. 2015-61, the Burlington County Bridge Commission ("Commission") awarded Year Three of a contract to A.P. Construction, Inc. ("AP") for the project titled "Structural Improvements (BCBC-201402)"; and

**WHEREAS**, the Project Engineer recommended by memorandum dated on August 9, 2017, that Change Order No. 3 be approved, providing for additional repairs identified during ongoing construction on the Pine Street Bridge, Mount Holly, pursuant to the Burlington County Shared Services Agreement; and

**WHEREAS**, this Change Order No. 3 requires an increase of \$300,000.00 in the contract price, bringing the new contract total to \$1,756,074.80.

**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. 3 for AP for the project titled "Structural Improvements (BCBC-201402)".

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

**RESOLUTION NO. 2017-71**

**RESOLUTION AUTHORIZING THE BURLINGTON COUNTY BRIDGE COMMISSION TO RENEW ITS MEMBERSHIP IN THE BURLINGTON COUNTY INSURANCE FUND COMMISSION.**

**WHEREAS**, on August 11, 2017 the Board of Chosen Freeholders of the County of Burlington ("County") established a Burlington County Insurance Fund Commission for the purposes provided by law; and

**WHEREAS**, the existence of the Burlington County Insurance Fund Commission is intended to provide Burlington County's various boards, agencies, authorities and commissions with the opportunity to combine resources to manage their liability and casualty risks and employee health insurance, as may be authorized; and

**WHEREAS**, pursuant to N.J.S.A. 40A:10:8 et seq. the County appointed three County officials to serve as Commissioners of the Burlington County Insurance Fund Commission; and

**WHEREAS**, pursuant to the rules and regulations adopted by the Burlington County Insurance Fund Commission, the commissioners shall be officials of the County and are authorized to perform all the duties as set forth in N.J.S.A. 40A:10-10 and all applicable rules and regulations; and

**WHEREAS**, the various County boards, agencies, authorities and commissions shall have representation on the safety committee and the advisory committee established by the Burlington County Insurance Fund Commission; and

**WHEREAS**, the Burlington County Bridge Commission ("Commission") has determined it is in the best interest of the residents of Burlington County for the Commission to renew its membership in the Burlington County Insurance Fund Commission; and

**WHEREAS**, membership in the Burlington County Insurance Fund Commission shall be for a period not to exceed three (3) years.

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

1. The Commission hereby accepts the finding that participation in the Burlington County Insurance Fund Commission will continue to result in cost savings and administrative efficiencies in the management of its liability and casualty risks, and as may be authorized, its employee health insurance to the benefit of the residents of Burlington County.
2. The Commission agrees to renew its membership in the Burlington County Insurance Fund Commission.
3. The Clerk/Secretary is hereby authorized and directed to publish and/or file any notices that may be required by applicable law.
4. The Executive Director or his designee is hereby authorized to execute any agreement, including an indemnity and trust agreement, or other documents required by the Burlington County Insurance Fund Commission to effect the purposes of this resolution.
5. This resolution shall take effect immediately upon the adoption and shall be published in the Burlington County Times, as required by law.

BURLINGTON COUNTY BRIDGE COMMISSION

BY: \_\_\_\_\_  
John D. Jeffers, Executive Director

ATTEST: \_\_\_\_\_

DATED: \_\_\_\_\_

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:

<b><u>NEW HIRES – Requires Commission Approval</u></b>		<b><u>Effective</u></b>
Jason Willitts	PT Tolls	08/14/17
<b><u>PROMOTION – Requires Commission Approval</u></b>		<b><u>Effective</u></b>
Robert Petrowicz	FT Tolls/Tower Operator	08/01/17
Elisa Zimmerman	FT Tolls/Tower Operator	08/02/17
<b><u>RESIGNATION – Requires Commission Approval</u></b>		<b><u>Effective</u></b>
Paula Ellington	FT Tolls	08/07/17
Dorian DeLorenzo	FT Tolls	08/10/17
<b><u>RETIREMENT – Requires Commission Approval</u></b>		<b><u>Effective</u></b>
Vincent Preto, Jr.	FT Tower Operator	02/01/18

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

### PALMYRA COVE NATURE PARK

John Moore, Director of Palmyra Cove Nature Park, spoke briefly about the upcoming total solar eclipse on August 21, 2017. Mr. Moore noted that PCNP will be hosting approximately 150 people to witness the rare event.

Executive Director Jeffers requested permission for Michael McCarron and Philip Adams to travel to Virginia for review and observation of tower operations. Vice-Chairman Fattorini moved to approve. Commission Singleton seconded the motion. The motion passed unanimously.

Chairman Comegno expressed his gratitude to the Bridge Commission family for their support during the recent loss of his Father. Vice-Chairman Fattorini echoed his comments on the recent loss of his Mother.

### OLD BUSINESS

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

### NEW BUSINESS

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

**PUBLIC COMMENT**

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

Ms. Laura Baird, a resident of Mount Holly, expressed her concern with the Route 130 Corridor plan and the traffic problems it may cause. Solicitor Drollas relayed to Ms. Baird that both the Freeholders of Burlington County and the Bridge Commission are very sensitive to the issue and that the project will be getting the attention needed.

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