

BURLINGTON COUNTY BRIDGE COMMISSION

MEETING MINUTES

March 25, 2014

Chairman Comegno called the meeting to order. The Compliance Statement was read by the 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 March 7, 2014 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 Singleton

Others Present: John D. Jeffers, Executive Director
Christine J. Nociti, Chief Financial Officer
Kathleen M. Wiseman, Secretary
Anthony T. Drollas Jr., Solicitor
Elizabeth Verna, Director of Communications
Stanley Ozalis, Manager, Technical Operations
Clara Ruvolo, Director, Palmyra Cove Nature Park
James Fletcher, Manager, Tacony-Palmyra Bridge
Phillip Adams, Manager, Burlington-Bristol Bridge
Constance Borman, Human Resources Director
Dave Leh, Accountant
Michelle Chiemiego, Procurement Officer
Ellen Brennan, Health and Benefits Coordinator
Nancy Johnson, Payroll Clerk
Marie Ozalis, Administrative Assistant
Sascha Harding, Pennoni Engineering
Frank Harris, Pennoni Engineering
Russell Adams, Maintenance Superintendent
Robert Rein, Director of Tolls

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

APPROVAL OF THE MINUTES

Commissioner Singleton moved to adopt the minutes of February 21, 2014. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

DISBURSEMENTS LIST

Vice-Chairman Fattorini moved to approve disbursements made from February 22, 2014 through March 25, 2014 as included in the list as presented. Commissioner Singleton seconded the motion. The motion passed with the following abstentions:

Chairman Comegno abstained from Voucher Number 14-00083; Vice-Chairman Fattorini abstained from Voucher Numbers 14-00092, 14-01054, and 14-01074; and Commissioner Singleton abstained from Voucher Numbers 14-01012, 14-01013, 14-01014, 14-01022, 14-00090, 14-01088, 14-01090, 14-01072, 14-01073, 14-00653, 14-00946, 14-01002, 14-01003, 14-01018, 14-01069, 14-01070 and 14-01071.

EXECUTIVE DIRECTOR'S REPORT

Christine Nociti, CFO, acknowledged that for the fifth consecutive year the Commission has received a clean audit, with no findings or recommendations, and that the auditors from Bowman & Company praised the Commission for its "model" records. Ms. Nociti also acknowledged that this could not be accomplished without the hard work, dedication and support of the department heads and staff of the Commission.

The Commissioners commended the Commission on their audit and indicated that the day-to-day operations at the Commission are very impressive, as duly noted in the audit.

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

RESOLUTION NO. 2014-19

RESOLUTION ACKNOWLEDGING RECEIPT AND REVIEW OF COMMISSION'S AUDIT FOR THE YEAR ENDING SEPTEMBER 30, 2013.

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual audit report of the Burlington County Bridge Commission ("Commission") for the fiscal year ending September 30, 2013, has been completed and filed with the Commission pursuant to N.J.S.A. 40A:5A-15; and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled Reportable Conditions and Other

Findings and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the Commission have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled Reportable Conditions and Other Findings in accordance with N.J.S.A. 40A:5A-17:

NOW, THEREFORE, BE IT RESOLVED, by the Burlington County Bridge Commission that the Commission hereby certifies to the Local Finance Board of the State of New Jersey that each Commission member has personally reviewed the annual audit report for the fiscal year ending September 30, 2013, and specifically has reviewed the sections of the audit report entitled Reportable Conditions and Other Findings and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

BE IT FURTHER RESOLVED, that the secretary of the Bridge Commission is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by certified true copy of this Resolution.

IT IS HEREBY CERTIFIED that this
is a true copy of the Resolution adopted
at the Bridge Commission meeting held on
March 25, 2014

Kathleen M. Wiseman, Secretary

LOCAL AUTHORITIES
GROUP AFFIDAVIT FORM

PRESCRIBED BY

THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of the BURLINGTON COUNTY BRIDGE COMMISSION being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly appointments of the BURLINGTON COUNTY BRIDGE COMMISSION.

2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended September 30, 2013, and specifically the sections of the audit report entitled Reportable Conditions and Other Findings.

(PRINT NAME)

(SIGNATURE)

Chairman John B. Comegno II

Vice-Chairman James D. Fattorini

Commissioner Troy E. Singleton

SWORN to and subscribed before me

this 25th day of March, 2014

Notary Public of New Jersey

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

RESOLUTION NO. 2014-20

**RESOLUTION APPROVING CHANGE ORDER NO. 1 FOR THE
TACONY-PALMYRA BRIDGE WALKWAY, RAILING AND LADDER
REHABILITATION.**

WHEREAS, pursuant to Resolution No. 2013-43, the Burlington County Bridge Commission ("Commission") awarded a contract to Cornell & Company, Inc. ("Cornell") for the project titled "Tacony-Palmyra Bridge Walkway, Railing and Ladder Rehabilitation (BCBC-201305)"; and

WHEREAS, the Project Engineer recommended by memorandum on March 17, 2014, that Change Order No. 1 be approved providing for the following: adjustment to various pay item quantities based upon as-built conditions; and

WHEREAS, this Change Order No. 1 requires both an increase of \$126,456.45 in the contract price, bringing the new contract total to \$2,443,721.45, and an increase in the contract time of 90 days.

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 Cornell for the project titled "Tacony-Palmyra Bridge Walkway, Railing and Ladder Rehabilitation (BCBC-201305)".

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

RESOLUTION NO. 2014-21

RESOLUTION AWARDING A CONTRACT TO IEW CONSTRUCTION, INC. FOR THE BURLINGTON - BRISTOL BRIDGE COUNTERWEIGHT REPAIRS.

WHEREAS, the Burlington County Bridge Commission ("Commission") has determined that it requires the services of a construction firm to provide for the Burlington - Bristol Bridge Counterweight repairs; and

WHEREAS, the Commission solicited and accepted bids from such construction firms and opened said bids on March 4, 2014; and

WHEREAS, the Commission is satisfied that IEW Construction Group ("IEW") was the lowest of three bidders and has submitted a satisfactory and responsive bid, and has the required knowledge and expertise to perform such services; and

WHEREAS, the maximum amount of this contract with IEW shall be Two Million, Two Hundred Twenty-Three Thousand, Five Hundred Thirty-Two Dollars (\$2,223,532.00), and sufficient funds are available for payment for such 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 the Burlington - Bristol Bridge Counterweight Repairs 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.

2. The maximum amount of this contract shall not exceed Two Million, Two Hundred Twenty-Three Thousand, Five Hundred Thirty-Two Dollars (\$2,223,532.00), and the contract provides that work shall be substantially completed within 150 Days of the Notice to Proceed and completed within 210 calendar days of the Notice to Proceed.

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

RESOLUTION NO. 2014-22

RESOLUTION AWARDING A CONTRACT FOR ENGINEERING SERVICES FOR CONSTRUCTION INSPECTION FOR THE BURLINGTON-BRISTOL BRIDGE COUNTERWEIGHT REPAIRS TO ENVIRONMENTAL RESOLUTIONS, INC.

WHEREAS, the Burlington County Bridge Commission ("Commission") has determined that it requires the services of a pre-qualified engineer to perform construction inspection services for the counterweight repairs for the Burlington-Bristol Bridge; and

WHEREAS, upon receipt and review of the proposal submitted in response to the RFP, it was determined that Environmental Resolutions, Inc. ("ERI") 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 ERI has the required knowledge and expertise to perform the requisite professional engineering services; and

WHEREAS, the maximum amount of this contract is Two Hundred Thousand One Hundred Thirty-Four Dollars (\$200,134.00), and sufficient funds are available for payment for such 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 ERI.

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 Thousand One Hundred Thirty-Four Dollars (\$200,134.00), and the contract shall extend from March 25, 2014 to the end of the project pursuant to N.J.S.A. 40A:11-15 (9).

Chairman Comegno moved to approve. Commissioner Singleton abstained. Vice-Chairman Fattorini abstained. Solicitor Drollas stated that pursuant to the Doctrine of Necessity the Chairman could also second the motion. Chairman Comegno seconded the motion and voted in the affirmative noting his fellow Commissioner's abstentions.

VOTE:	Yeas	Comegno
	Abstain	Singleton
		Fattorini

RESOLUTION NO. 2014-23

RESOLUTION AWARDING A CONTRACT ACT ENGINEERS, INC. FOR ENGINEERING SERVICES FOR THE PALMYRA COVE NATURE PARK.

WHEREAS, the Burlington County Bridge Commission ("Commission") has determined that it requires the services of a pre-qualified engineering firm capable of performing professional engineering services for the Commission related to Palmyra Cove Nature Park projects as well as other engineering related services; and

WHEREAS, upon receipt and review of the proposal submitted by ACT Engineers, Inc. ("ACT"), it was determined that the proposal provided acceptable and appropriate 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 maximum amount of this contract shall be 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 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 ACT, and the Executive Director and the Secretary of the Commission are hereby authorized to execute an Agreement with ACT.

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 Fifty Thousand Dollars (\$50,000.00), and the contract shall extend from May 10, 2014 to and until May 9, 2015.

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

RESOLUTION NO. 2014-24

RESOLUTION EXTENDING THE CONTRACT WITH THE VAUGHN COLLABORATIVE (NO ADDITIONAL APPROPRIATION).

WHEREAS, the Burlington County Bridge Commission ("Commission") has determined that it requires the services of an architectural firm capable of designing a library concept to meet the needs of the 21st century as requested by and in cooperation with the Burlington County Board of Chosen Freeholders and the Burlington County Library Commission; and

WHEREAS, pursuant to Resolution No. 2013-33, the Commission entered into a contract with The Vaughn Collaborative ("TVC") to provide these professional architectural services; and

WHEREAS, additional architectural services under this contract are required and it is therefore necessary to extend the contract to and until April 8, 2015.

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

1. The terms, conditions and duties outlined in Resolution No. 2013-33 appointing TVC are incorporated herein by reference, and for the reasons hereinabove expressed,

the existing contract between the Commission and TVC is hereby extended to and until April 8, 2015.

2. Notice of adoption of this Resolution shall be published in the Courier Post, as required by law.

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

RESOLUTION NO. 2014-25

RESOLUTION AUTHORIZING APPROPRIATIONS TOTALING \$3,000,000 TO ASSIST BURLINGTON COUNTY IN BUDGETARY MATTERS IN CALENDAR YEAR 2014.

WHEREAS, the Burlington County Bridge Commission ("Commission") received correspondence from Burlington County Freeholder-Director Arter requesting assistance consistent with N.J.S.A. 27:19-26; and

WHEREAS, N.J.S.A. 27:19-26 authorizes the Commission to provide assistance for the maintenance, improvement and/or repair of the county's bridges, approaches, roads and connecting highways; and

WHEREAS, the Commission recognizes that the specifics of the payments and uses of funds are to be incorporated in a Memorandum of Understanding.

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

1. The Commission shall make an appropriation of \$1,600,000.00 from Operations – Other Expenses and \$1,400,000.00 from Total Unrestricted Net Assets Utilized for a total amount of \$3,000,000 ("Appropriation") to be remitted to Burlington County ("County") in calendar year 2014.

2. The Appropriation shall be consistent with N.J.S.A. 27:19-26 and such other statutory authority that may apply.

3. The specifics of the payments and uses of funds shall be incorporated in a Memorandum of Understanding to be executed by the Executive Director upon review and approval by the Commission Solicitor.

PALMYRA COVE NATURE PARK

Ms. Ruvolo reported that the PCNP hosted their first environmental science field trip of the spring session with Moorestown Friends School visiting on March 21st; approximately 3,800 students are scheduled to participate in the educational field trips up until mid-June. Ms. Ruvolo also reported that Peter Dorofy has been teaching an afterschool program for the Southampton School District on Monday, funded through Southampton District Township's Creative Team. Lastly, Ms. Ruvolo reported that the Family Hike and Beginning Birding for Adults are back and being offered on the first and third Saturdays of the month.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Jeffers requested permission for the Commission to attend the NJ League of Municipalities Conference in Atlantic City from 11/17/14 thru 11/24/14; permission to attend the IBTTA Maintenance Conference in Jersey City, New Jersey from 4/6/14 thru 4/8/14; permission to attend the IBTTA Electronic Tolling Conference in San Diego, California from 7/20/14 thru 7/22/14; permission to attend the IBTTA Conference in Austin, Texas from 9/14/14 thru 9/17/14; and permission to participate in the Burlington County Chamber's Voice of Business Dinner on April 28, 2014.

Chairman Comegno moved by block all of the above permissions. Vice-Chairman Fattorini moved to approve. Commissioner Singleton seconded the motion. The motion passed unanimously.

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 additional public comment to come before the Commission.

Chairman Comegno asked for a motion to adjourn the meeting. Commissioner Singleton moved to approve. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Kathleen M. Wiseman". The signature is written in black ink and is positioned above a horizontal line.

Kathleen M. Wiseman
Secretary