

BURLINGTON COUNTY BRIDGE COMMISSION

MEETING MINUTES

August 27, 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 July 30, 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
Clara Ruvolo, Director of Palmyra Cove Nature Park
Mark Remsa, Director of Economic Development
Patrick Reilly, Director of Public Safety and Security
Constance Borman, Human Resource Director
Robert Rein, Director of Tolls
James Fletcher, Manager, Tacony-Palmyra Bridge
Stanley Ozalis, Manager, Technical Operations
Russell Adams, Maintenance Superintendent
Ellen Brennan, Health and Benefits Coordinator
Sascha Harding, Pennoni Engineering
Frank Harris, Pennoni Engineering
John Zarsky, Pennoni Engineering

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

APPROVAL OF THE MINUTES

Commissioner Singleton moved to adopt the minutes of July 17, 2014. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

DISBURSEMENTS LIST

Vice-Chairman Fattorini moved to approve disbursements made from July 18, 2014 through August 27, 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 Number 14-00092; and Commissioner Singleton abstained from Voucher Numbers 14-00090, 14-00278, 14-01944, 14-02055, 14-02114, 14-02161, and 14-02106.

EXECUTIVE DIRECTOR'S REPORT

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

RESOLUTION NO. 2014-64

RESOLUTION AWARDING A CONTRACT TO THE VAUGHN COLLABORATIVE FOR THE ANNUAL FACILITY INSPECTION SERVICES FOR PROPERTY CONDITION ASSESSMENT.

WHEREAS, the Burlington County Bridge Commission ("Commission") has determined that it requires the services of a qualified consulting firm capable of performing an in-depth annual facility inspection for a property condition assessment on various Commission facilities; and

WHEREAS, upon receipt and review of the proposal submitted by The Vaughn Collaborative ("TVC"), 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 Thirty-Three Thousand, One Hundred Thirty Dollars (\$33,130.00), 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 TVC, and the Executive Director and the Secretary of the Commission are hereby authorized to execute an Agreement with TVC.

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 Thirty-Three Thousand, One Hundred Thirty Dollars (\$33,130.00), and the contract shall extend from September 10, 2014 to and until September 9, 2015.

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

RESOLUTION NO. 2014-65

RESOLUTION AWARDING A CONTRACT TO BACH ASSOCIATES, PC TO PERFORM THE ANNUAL IN-DEPTH INSPECTION OF THE APPROACH PORTIONS OF THE TACONY-PALMYRA BRIDGE.

WHEREAS, the Burlington County Bridge Commission (“Commission”) has determined that it requires the services of an engineering firm capable of performing an in-depth annual inspection of the Approach Portions of the Tacony-Palmyra Bridge; and

WHEREAS, upon receipt and review of the proposal submitted by BACH Associates, PC (“BACH”), 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 Seventy-Nine Thousand, Eight Hundred Twenty-Five Dollars (\$79,825.00), 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 professional engineering services as set forth above to BACH, and the Executive Director and the Secretary of the Commission are hereby authorized to execute an Agreement with BACH.

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 Seventy-Nine Thousand, Eight Hundred Twenty-Five Dollars (\$79,825.00), and the contract shall extend from September 10, 2014 to and until September 9, 2015.

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

RESOLUTION NO. 2014-66

RESOLUTION AWARDING A CONTRACT TO AMMANN & WHITNEY TO PERFORM THE ANNUAL IN-DEPTH BRIDGE INSPECTION OF THE ARCH SPAN OF THE TACONY-PALMYRA BRIDGE.

WHEREAS, the Burlington County Bridge Commission (“Commission”) has determined that it requires the services of an engineering firm capable of performing an in-depth annual inspection of the Arch Span of the Tacony-Palmyra Bridge; and

WHEREAS, upon receipt and review of the proposal submitted by Ammann & Whitney (“A & W”), 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 Sixty-Four Thousand, Six Hundred Sixty Dollars (\$64,660.00), 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 professional engineering services as set forth above to A & W, and the Executive Director and the Secretary of the Commission are hereby authorized to execute an Agreement with A & W.

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 Sixty-Four Thousand, Six Hundred Sixty Dollars (\$64,660.00), and the contract shall extend from September 10, 2014 to and until September 9, 2015.

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

RESOLUTION NO. 2014-67

RESOLUTION AWARDING A CONTRACT TO THE DESIGN COLLABORATIVE FOR THE IN-DEPTH PROPERTY CONDITION ASSESSMENT OF VARIOUS COMMISSION FACILITIES.

WHEREAS, the Burlington County Bridge Commission (“Commission”) has determined that it requires the services of an architectural firm capable of performing an in-depth property condition assessment of mechanical, electrical and plumbing systems for various Commission facilities; and

WHEREAS, upon receipt and review of the proposal submitted by The Design Collaborative (“TDC”), 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 Twenty- Four Thousand, Nine Hundred Ninety-Seven Dollars and Fifty Cents (\$24,997.50), 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 TDC, and the Executive Director and the Secretary of the Commission are hereby authorized to execute an Agreement with TDC.

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 Twenty-Four Thousand, Nine Hundred Ninety-Seven Dollars and Fifty Cents (\$24,997.50), and the contract shall extend from September 10, 2014 to and until September 9, 2015.

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

RESOLUTION NO. 2014-68

RESOLUTION AWARDING A CONTRACT TO REMINGTON, VERNICK & ARANGO ENGINEERS TO PERFORM THE ANNUAL IN-DEPTH BRIDGE INSPECTION OF THE APPROACH PORTIONS OF THE BURLINGTON-BRISTOL BRIDGE.

WHEREAS, the Burlington County Bridge Commission (“Commission”) has determined that it requires the services of an engineering firm capable of performing an in-depth annual inspection of the Approach Portions of the Burlington-Bristol Bridge; and

WHEREAS, upon receipt and review of the proposal submitted by Remington, Vernick & Arango Engineers (“RVA”), 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-Three Thousand, Six Hundred Dollars (\$53,600.00), 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:

2. Commission staff shall be responsible for publishing and for making said RFP available at no cost to firms that provide the required services detailed herein, and for publishing notice of the Commission's issuance of, and the availability of said RFP.

3. The Commission's established Review Committee shall meet following the receipt of proposals to review the submissions and to report to the Commission with recommendations as to which firm shall be awarded a contract for the required services.

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

RESOLUTION NO. 2014-71

RESOLUTION TO REQUEST QUALIFICATIONS TO CREATE A POOL OF QUALIFIED ENGINEERING AND ARCHITECTURAL PROFESSIONALS.

WHEREAS, the Burlington County Bridge Commission ("Commission") places the public trust above all else, and remains steadfast in its commitment to adhering to the highest ethical standards in the conduct of its business on behalf of its users, toll payers, and the taxpayers of Burlington County; and

WHEREAS, in furtherance of those standards, the Commission utilizes a competitive, quality-based, fair and open process for soliciting qualifications and/or proposals for the award of professional services contracts; and

WHEREAS, the Commission adopted Resolution No. 2005-01, which establishes policies and procedures for obtaining said qualifications and/or proposals; and

WHEREAS, the Commission has significant recurring needs for one or more engineers and/or architects, duly licensed in the State of New Jersey, to provide specialized engineering and architectural services to the Commission in the pursuit of its business; and

WHEREAS, the Commission desires to utilize a publicly advertised Request for Qualifications ("RFQ") to create a pool of qualified engineering and architectural professionals for the required professional services for the time period from October 8, 2014 to and until the Commission's meeting in October, 2015, with the selected professionals serving pursuant to an open-ended contract, and at a price for the required services that is deemed acceptable and advantageous by the Commission; and

WHEREAS, the Commission seeks to publicly advertise the RFQ in order to establish a pool of qualified engineers and architects.

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

1. Commission staff are authorized to prepare an RFQ to create a pool of qualified engineers and architects to provide required engineering and architectural services to the Commission for the time period from October 8, 2014 to and until the Commission's meeting in October, 2015, pursuant to an open-ended contract, and at a price for the required services that is deemed acceptable and advantageous by the Commission.

2. Commission staff shall be responsible for publishing and for making said RFQ available at no cost to firms that provide the required engineering and architectural services detailed herein, and for publishing notice of the Commission's issuance of, and the availability of said RFQ.

3. The Commission's established Review Committee shall meet following the receipt of qualifications to review the submissions and to report to the Commission with recommendations as to which engineers and architects shall be included in the pool of qualified service providers for the needs of the Commission.

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

RESOLUTION NO. 2014-72

RESOLUTION TO REQUEST PROPOSALS TO PROVIDE VARIOUS PROFESSIONAL SERVICES.

WHEREAS, the Burlington County Bridge Commission ("Commission") places the public trust above all else, and remains steadfast in its commitment to adhering to the highest ethical standards in the conduct of its business on behalf of its users, toll payers, and the taxpayers of Burlington County; and

WHEREAS, in furtherance of those standards, the Commission utilizes a competitive, quality-based, fair and open process for soliciting qualifications and/or proposals for the award of professional services contracts; and

WHEREAS, the Commission adopted Resolution No. 2005-01, which establishes policies and procedures for obtaining said qualifications and/or proposals; and

WHEREAS, the Commission requires the services of various firms with expertise in matters involving Appraisals, Auditing, Banking Services, Bond Counsel, Computer Consulting, Database Consulting, Employee Assistance Services, Economic

Development and Grant Writing, Employee Psychological Testing, Financial Services, Health Insurance Broker, Healthcare Services, Insurance Broker, Legal Services, Police Psychological Testing, Resident and Associate Resident Engineering, and Web Maintenance; and

WHEREAS, the Commission seeks to publicly advertise these RFPs in order to solicit proposals from such aforementioned firms.

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

1. Commission staff is authorized to prepare separate and individual RFPs to solicit proposals for the services list above, and at a price for the required services that is deemed acceptable and advantageous by the Commission.

2. Commission staff shall be responsible for publishing and for making said RFPs available at no cost to firms that provide the required services detailed herein, and for publishing notice of the Commission's issuance of, and the availability of said RFPs.

3. The Commission's established Review Committee shall meet following the receipt of proposals to review the submissions and to report to the Commission with recommendations as to which firms shall be awarded a contract for the required services.

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.

NEW HIRES – Requires Commission Approval

| | | <u>Effective</u> |
|-------------------|------------|-------------------------|
| Theodore Santucci | F/T Police | 8/5/14 |
| Marsha Kemmerle | P/T Tolls | 8/6/14 |
| Timothy Howard | P/T Tolls | 8/11/14 |

RETIREMENTS – Requires Commission Approval

| | | <u>Effective</u> |
|-----------------|-----------------|-------------------------|
| Marilyn Yacona | F/T Tolls | 9/1/14 |
| Frank Genovese | F/T Maintenance | 10/1/14 |
| William DeGross | F/T Police | 9/1/17 |

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

WHEREAS, it is necessary for the Commission to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

- (1) Matters Required by Law to be Confidential: Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.
- (2) Matters Where the Release of Information Would Impair the Right to Receive Funds: Any matter in which the release of information would impair a right to receive funds from the Government of the United States.
- (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 closed 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

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

PALMYRA COVE NATURE PARK

Ms. Ruvolo reported that ten students attended the Engineering Camp led by Micah Wenker during the week of August 4th, which provided a hands-on interactive experience for students entering third through sixth grades. In addition, the weeks of August 11th and 18th were filled with photographers attending PCNP's Summer Digital Photo Camp. Ms. Ruvolo also reported that staff from PCNP attended Community Science Day on August 14th at Burlington County College's Mt. Laurel campus. Lastly, on August 26th PCNP hosted the first-ever two-day Earth SySTEM Summer Academy for approximately 15 Master Teachers from the area.

ECONOMIC DEVELOPMENT & REGIONAL PLANNING

Mark Remsa reported on the *Shop Burlington County First* buy-local program's participation in the Burlington County Farm Fair from July 15th through July 20th, noting that it was very successful in promoting the initiative. Additionally, Mr. Remsa reported that public service announcements for *Shop Burlington County First* are in the works and should be aired over the course of the next month. Lastly, a seminar on the New Jersey Economic Opportunity Act held July 24th was well received by the 43 people who attended.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Jeffers asked permission to bid a new maintenance contract; permission to attend the annual Burlington County Military Affairs Appreciation Dinner on October 2, 2014; permission to attend the Burlington County Chamber of Commerce State of the County dinner on September 30, 2014; permission to donate surplus vehicle to Palmyra Borough; permission for a rate increase for part-time police officers as discussed; and permission to settle the worker's compensation claim as discussed.

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

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

Respectfully submitted,

Kathleen M. Wiseman
Secretary