

# **BURLINGTON COUNTY BRIDGE COMMISSION**

## **MEETING MINUTES**

**January 10, 2012**

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 January 3, 2012 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  
Carmen Saginario Jr., Solicitor  
Elizabeth Verna, Director of Communications  
Clara Ruvolo, Director, Palmyra Cove Nature Park  
Stanley Ozalis, Manager, Technical Operations  
James Fletcher, Manager, Tacony-Palmyra Bridge  
Phillip Adams, Manager, Burlington-Bristol Bridge  
Patrick Reilly, Director of Public Safety and Security  
Mark Remsa, Director Economic Development  
Constance Borman, Human Resource Director  
Ellen Blau, Human Resources Assistant  
Scott Greenwald, Contract Officer/QPA  
Michelle Chiemiego, Procurement Officer  
Marie Ozalis, Executive Secretary  
Dave Leh, Accountant  
Nancy Johnson, Payroll  
Dave Lowdermilk, Pennoni Engineering  
Sascha Harding, Pennoni Engineering  
Larry Egan, Pennoni Engineering  
Diane Wolf, Lead Toll Auditor  
Russell Adams, Maintenance Superintendent  
Al Ziegler, Maintenance Supervisor  
Otha Crowder, Sergeant, Police Department  
Kendall Collins, First Assistant Solicitor, Burlington County

Mike Anderson, IXP

Chairman Comegno led the flag salute.

Commissioner Singleton spoke on the sudden loss of his friend and colleague, Assemblyman Alex DeCroce, and noted that we lost a "giant in the community." Commissioner Singleton asked that Mr. DeCroce's family be kept in our prayers and the moment of silence be held in his honor.

Chairman Comegno led the moment of silence.

Chairman Comegno provided the Commission's "Safety in Numbers" report, highlighting the Commission's accomplishments of the past year. Comegno's "Safety in Numbers" report included the following figures for 2011:

- **14.1 million:** number of vehicles that crossed the Tacony-Palmyra and Burlington-Bristol Bridges
- **\$15.4 million dollars:** total amount saved Burlco taxpayers since 2002 on pooled-lease and pooled loan financing to benefit local governments and nonprofits
- **\$1.4 million dollars:** amount saved by the County, Burlington City, Evesham, Maple Shade and Pemberton by refunding a \$37.8 million dollar loan from 2002.
- **\$929,000:** total in small business loans written for Burlco businesses that resulted in **46** jobs.
- **\$618,000:** amount saved by the County and Delanco Sewerage Authority on the refunding of a \$9.5 million pooled governmental lease financing
- **\$562,155:** amount of grants awarded to 11 Burlco municipalities (applications sponsored by Commission, so at no cost to towns) — another \$509,108 in grant applications still pending (for 9 Burlco towns)
- **\$150,000:** amount saved by purchasing products from approved vendors on the state contract
- **4,000:** number of students who visited Palmyra Cove Nature Park
- **1,500:** number of motorists assisted by Commission Police each year
- **0.01%** (one one-hundredth of one percent): percentage of EZ-Pass violations (\$2,400) out of \$13.5 million dollars in revenue — a figure that's unmatched in the industry
- **211:** number of tickets issued by Commission Police during the "Click it or ticket" initiative, a seat belt enforcement campaign of the National Highway Traffic Safety Administration

Chairman Comegno noted that bridge safety, maintenance and tax relief will continue to be the Commission's focus, and as always, our goal will be safe and affordable spans.

Chairman Comegno also noted that despite the economic challenges of 2011, the Commission improved our landmark bridges, provided safe and efficient travel for

our loyal customers, and gave property tax relief to the people of Burlington County while, for the 11<sup>th</sup> consecutive year, having no toll increase at the Bridge Commission's bridges. This by far, was the most impressive of the statistics, and he indicated "we're still the best bargain around."

Vice-Chairman Fattorini and Commissioner Singleton echoed the Chairman's remarks.

### **APPROVAL OF THE MINUTES**

Commissioner Singleton moved to adopt the minutes of December 13, 2011. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

### **DISBURSEMENTS LIST**

Vice-Chairman Fattorini moved to approve disbursements made from December 14, 2011 through January 10, 2012 as included in the list as presented. Commissioner Singleton seconded the motion. The motion passed with the following abstentions:

Chairman Comegno abstained from Voucher Numbers 12-00143 and 12-00411; Commissioner Singleton abstained from Voucher Numbers 11-02982 and 12-00619; Vice-Chairman Fattorini abstained from Voucher Numbers 12-00423; 12-00541; 12-00409 and 12-00556.

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

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

### **RESOLUTION NO. 2012-1**

#### **RESOLUTION AMENDING THE CONTRACT WITH SELF INSURANCE MANAGEMENT AGENCY, INC.**

**WHEREAS**, the Burlington County Bridge Commission ("Commission") requires the services of an insurance administrator with expertise in administering worker's compensation self-insured and reinsurance programs funded and operated by a public agency and risk management or other insurance services; and

**WHEREAS**, pursuant to Resolution 2008-92, the Commission entered into a contract with Self Insurance Management Agency, Inc. for the above services; and

**WHEREAS**, because of unforeseen additional insurance administration services, the Commission has determined that it is necessary to increase the contract by an additional Thirty Five Thousand Dollars (\$35,000.00) and to extend the contract to and until February 29, 2012:

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

1. The terms, conditions and duties outlined in Resolution 2008-92 and the contract executed pursuant thereto, are incorporated herein by reference, and for the reasons hereinabove expressed, an additional sum of Thirty Five Thousand Dollars (\$35,000.00) be and hereby is authorized and appropriated to pay Self Insurance Management Agency, Inc. under its 2008-92 contract, and the contract is extended to and until February 29, 2012.

2. Sufficient funds are available for payment for the above services provided under the contract, as evidenced by the Certificate of Availability of Funds, attached.

3. 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.

**VOTE:**

<b>Yeas</b>	<b>-- Singleton</b>
	<b>Fattorini</b>
<b>Abstain</b>	<b>Comegno</b>

**RESOLUTION NO. 2012-2**

**RESOLUTION AWARDING A CONTRACT TO PSx, INC. FOR THE MARITIME DOMAIN AWARENESS AND SECURITY INFRASTRUCTURE PROJECT RELATED TO PORT SECURITY GRANTS.**

**WHEREAS**, the Burlington County Bridge Commission ("Commission") has entered into an agreement with the Maritime Exchange for the Delaware River and Bay ("Maritime Exchange") effective July 13, 2010 to participate in the 2007 Port Security Grant Program ("FY07 PSGP"), Award Number 2007-GB-T7-0323 in the amount of Two Hundred Thirteen Thousand, Seven Hundred Fifty Dollars (\$213,750.00) for the Bridge Infrastructure project with the Commission providing a matching amount of Seventy One Thousand, Two Hundred Fifty Dollars (\$71,250.00); and

**WHEREAS**, the Commission has also entered into an agreement with the Maritime Exchange effective June 8, 2011 to participate in the 2008 Port Security Grant Program ("FY08 PSGP"), Award Number 2008-GB-T8-K003 in the amount of Four Hundred Eighty Thousand Dollars (\$480,000.00) for the Maritime Domain Awareness project with the Commission providing a matching amount of One Hundred Sixty Thousand Dollars (\$160,000.00); and

**WHEREAS**, the Commission has determined to combine the FY07 PSGP and the FY08 PSGP into one bid titled "Tacony Palmyra & Burlington Bristol Bridges Maritime Domain Awareness & Security Infrastructure (BCBC-201126)" which would take advantage of similar and related work in order to realize lower overall pricing; and

**WHEREAS**, the Commission has determined that it requires the services of a general contracting firm capable of providing certain specialized contracting services for the Commission to including services for the aforementioned project; and

**WHEREAS**, the Commission solicited and accepted bids from such contracting firms and opened said bids on January 4, 2011; and

**WHEREAS**, the Commission is satisfied that PSx, Inc. ("PSx") was the lowest of two bidders and has submitted a responsive and responsible bid, and has the required knowledge and expertise to perform such services; and

**WHEREAS**, the maximum amount of this contract with PSx shall be Nine Hundred Twenty Five Thousand Dollars (\$925,000.00), and sufficient funds are available for payment for those services as evidenced by the Certificate of Availability of Funds, attached hereto; and

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

1. The Commission hereby awards a contract for specialized contracting services as set forth above to PSx, and the Executive Director and the Secretary of the Bridge Commission are hereby authorized to execute a contract with PSx.

2. The maximum amount of this contract shall not exceed Nine Hundred Twenty Five Thousand Dollars (\$925,000.00), and the contract shall be completed by March 31, 2012 for the Bridge Infrastructure project and July 31, 2012 for the Maritime Domain Awareness Project.

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

**RESOLUTION NO. 2012-3**

**RESOLUTION AWARDING A CONTRACT TO THE DESIGN COLLABORATIVE FOR CONSULTING SERVICES TO DESIGN THE REPLACEMENT OF ROOFS FOR VARIOUS COMMISSION-OWNED BUILDINGS.**

**WHEREAS**, the Burlington County Bridge Commission ("Commission") has determined that it requires the services of a firm capable of providing consulting services to design replacement roofs for various Commission-owned buildings, including the Palmyra and Burlington Administration buildings ; 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 Sixty Thousand Dollars (\$60,000.00), 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 design of replacement roofs for Commission-owned buildings 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 Sixty Thousand Dollars (\$60,000.00), and the contract shall extend from January 10, 2012 to the end of the project pursuant to N.J.S.A. 40A11-15 (9).

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

**RESOLUTION NO. 2012-4**

**RESOLUTION APPROVING CHANGE ORDER #1 FOR THE  
BURLINGTON BRISTOL BRIDGE FESTOON CABLE PROJECT.**

**WHEREAS**, pursuant to Resolution #2010-77, the Burlington County Bridge Commission ("Commission") awarded a contract to Carr & Duff, Inc. ("Carr & Duff") for the project titled "Burlington Bristol Bridge Replacement and Addition of Festoon Cables (BCBC-201009)"; and

**WHEREAS**, the Project Engineer recommended by memorandum on January 5, 2012, that Change Order #1 be approved providing for the following: additional required work due to unforeseen field conditions exposed by the required demolition work and the effects of an anticipated future project including: replacement of deteriorated wiring that feeds essential components located on the bridge and replacement of existing rigid metal conduit with new PVC coated rigid metal conduit; and

**WHEREAS**, this Change Order #1 requires an increase of \$52,560.85 in the contract price, bringing the new contract total to \$1,136,560.85, and an increase of ninety (90) calendar days, bringing the work completion date to February 26, 2012; and

**WHEREAS**, sufficient funds are available for payment for those services as evidenced by the Certificate of Availability of Funds, attached hereto:

**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 #1 for Carr & Duff for the project titled "Burlington Bristol Bridge Replacement and Addition of Festoon Cables (BCBC-201009)".

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

**RESOLUTION NO. 2012-5**

**RESOLUTION APPROVING CHANGE ORDER #4 FOR  
CORNELL & CO. FOR THE REPLACEMENT OF THE  
BURLINGTON BRISTOL BRIDGE OPERATING ROPES.**

**WHEREAS**, pursuant to Resolution 2009-68, the Burlington County Bridge Commission ("Commission") awarded a contract to Cornell & Co. ("Cornell") for the Burlington Bristol Bridge Operating Rope Replacement project (BCBC-200909); and

**WHEREAS**, the total amount of that contract was \$4,810,500.00; and



**WHEREAS**, this Change Order #1 requires an increase of \$55,445.00 in the contract price, bringing the new contract total to \$699,515.00; and

**WHEREAS**, sufficient funds are available for payment for those services as evidenced by the Certificate of Availability of Funds, attached hereto:

**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 #1 for Sparwick for the project titled "Tacony Palmyra Bridge Pier Rehabilitation (BCBC-201118)".

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

**RESOLUTION NO. 2012-7**

**RESOLUTION REGARDING THE RETIREMENT OF  
OTHA W. CROWDER.**

**WHEREAS**, after retiring from the City of Camden Police Department, Otha W. Crowder has been a regular employee of the Burlington County Bridge Commission for sixteen (16) years and eight (8) months, during which time he has served in the Police Department, first as a Patrol Officer and then as a Sergeant; and

**WHEREAS**, Otha W. Crowder has been a good, loyal and faithful employee of the Bridge Commission; and

**WHEREAS**, Otha W. Crowder has requested the Burlington County Bridge Commission for permission to retire effective February 1, 2012:

**NOW, THEREFORE, BE IT RESOLVED** that the retirement of Otha W. Crowder be granted at the January 10, 2012 meeting effective February 1, 2012 with the benefits requested by Mr. Crowder and which may be allowed by law and Bridge Commission policies and procedures; and

**BE IT FURTHER RESOLVED** that each Commissioner and member of the Bridge Commission staff joins in wishing Mr. Crowder a safe, healthy, and prosperous retirement and the best in all future endeavors.

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

Director Reilly commended Sergeant Crowder on his outstanding police work and noted that he always was impressed with Sergeant Crowder's quiet confidence. All

of the Commissioners, along with the Executive Director, echoed Director Reilly's comments, and congratulated Sergeant Crowder on his retirement and wished him the best. Sgt. Crowder was presented with a watch which was purchased by the Fraternal Order of Police.

### Palmyra Cove Nature Park

Ms. Ruvolo reported that PCNP's Director for Geoscience/STEM, John Moore, will facilitate two 12-week courses to science teachers and will also promote PCNP at an annual meeting of the American Meteorological Society. She noted upcoming events, including PCNP's annual fundraiser, Frost & Feathers, to be held February 4th.

### Human Resources

Director Constance Borman reported on the following personnel issues for Commission approval:

<u>Name</u>	<u>Removal from Probation</u> <u>Position</u>	<u>Effective</u>
Albert Ziegler	Administration	December 13, 2011

### Request for Extended Leave

Kristina Merola, PCNP, is requesting 12 additional weeks unpaid leave from December 22, 2011 to March 12, 2012.

<u>Name</u>	<u>Resignation</u> <u>Position</u>	<u>Effective</u>
Deborah Kappler	P/T Police Officer	December 27, 2011

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

Executive Director Jeffers informed the Commissioners that we will be soliciting an RFQ for administration of a 125 cafeteria plan, flexible spending account and dependent care.

Chairman Comegno requested a Motion authorizing certain officers of the Commission, John Jeffers, Executive Director; Christine J. Nociti, Treasurer; and Kathleen M. Wiseman, Secretary to execute a Corporate Authorization detailing certain duties and powers associated with a Burlington County Bridge Commission investment deposit held with Susquehanna Bank.

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**

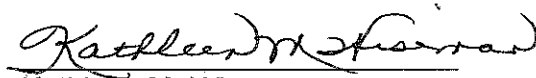
Chairman Comegno called for any additional public comment to come before the Commission.

**RESOLUTION REGARDING EXECUTIVE SESSION**

No Executive Session was required for the January meeting.

Chairman Comegno asked for any further business to come before the Commission. There being none, 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