

# **BURLINGTON COUNTY BRIDGE COMMISSION**

## **MEETING MINUTES**

**July 12, 2011**

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 November 9, 2010 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 Nociti, CFO/Compliance Officer, Treasurer  
Marie Ozalis, Secretary  
Carmen Saginario Jr., Solicitor  
Elizabeth Verna, Director of Communications  
Clara Ruvolo, Director, Palmyra Cove Nature Park  
Stanley Ozalis, Manager, Technical Operations  
Phillip Adams, Manager, Burlington-Bristol Bridge  
Patrick Reilly, Director of Public Safety and Security  
Constance Borman, Human Resource Director  
Mark Remsa, Director of Economic Development and  
Regional Planning  
Robert Rein, Director of Tolls & Tower Operations  
Ellen Blau, Human Resources Assistant  
Scott Greenwald, Contract Officer/QPA  
Michelle Chiemiego, Procurement Officer  
Kathleen Wiseman, Executive Secretary  
Dave Leh, Accountant  
Nancy Johnson, Payroll  
Russell Adams, Maintenance Superintendent  
Albert P. Ziegler, Maintenance Supervisor  
Diane Wolf, Auditor  
Terri Zinn, Assistant to the Director of Tolls & Tower  
Operations/Toll Auditor  
Lieutenant John Stefanoni, Police Department

Dave Lowdermilk, Pennoni Engineering  
Sascha Harding, Pennoni Engineering  
Larry Egan, Pennoni Engineering

Freeholder Mary Anne Reinhart  
Kendall Collins, Senior Special Counsel, Burlington County

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

### **APPROVAL OF THE MINUTES**

Commissioner Singleton moved to adopt the minutes of June 14, 2011. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

### **DISBURSEMENTS LIST**

Vice-Chairman Fattorini moved to approve disbursements made from June 14, 2011 through July 12, 2011 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 11-01811, 11-01813, 11-01899 and 11-01860. Commissioner Singleton abstained from Voucher Numbers 11-02028, 11-02052 and 11-02053.

#### Chairman Comments:

Chairman Comegno was pleased to announce that today he and his fellow Commissioners would be introducing the Commission's 2012 budget which includes bridge maintenance programs and smart technology but does *not* include a toll increase. He said the Commission is giving its toll payers a financial break in comparison to other agencies and authorities that are raising their fares. In addition, tolls on our bridges have remained flat for eleven consecutive years since the year 2000. Chairman Comegno extended his thanks to the finance team and the entire Commission staff for their continued sacrifice and team spirit.

Vice-Chairman Fattorini echoed the Chairman's sentiments thanking Executive Director Jeffers and Commission staff. He applauded the Commission's ability to hold tolls stable since 2000, a benefit for our loyal existing customers and any new customers. Vice-Chairman Fattorini said it was impressive that the Commission can offer motorists a \$2.00 toll versus \$5.00 with close access to Interstate 95, continue its capital maintenance programs to continually improve our historically significant bridges, and help County taxpayers.

Commissioner Singleton credited the Commission on its long streak of eleven years without a toll increase, which he said was an accomplishment that on a bi-partisan basis, we can be proud of. He applauded every member of the Commission staff for working as a team, acknowledged the sacrifices made by all, and appreciated the staff's hard work.

Executive Director Jeffers thanked the Commissioners for their kind words and extended praise to Christine Nociti, CFO, and all department heads for making sacrifices in their budgets. He added that the Commission remains focused on maintaining the structural integrity of its bridges with the assistance of our professionals, who he thanked for keeping their bills in line.

### **RESOLUTION No. 2011-66**

#### **RESOLUTION OF THE BURLINGTON COUNTY BRIDGE COMMISSION INTRODUCING THE 2012 BUDGET FOR THE FISCAL YEAR PERIOD: OCTOBER 1, 2011 TO SEPTEMBER 30, 2012.**

**WHEREAS**, the Annual Budget and Capital Budget Program for the Burlington County Bridge Commission ("Commission") for the fiscal year period beginning October 1, 2011 and ending September 30, 2012 has been introduced before the governing body of the Commission at its meeting of July 12, 2011; and

**WHEREAS**, the Annual Budget as introduced reflects Total Revenues of \$29,652,731; Total Appropriations of \$29,652,731 and Total Unrestricted Net Assets utilized of \$0; and

**WHEREAS**, the Capital Budget Program as introduced reflects Total Appropriations of \$43,248,000 and Total Unrestricted Net Assets utilized of \$43,248,000; and

**WHEREAS**, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Commission, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

**WHEREAS**, the Capital Budget Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Commission's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget must be granted elsewhere; by bond resolution, by project financing agreement, by resolution appropriating funds from the Renewal and Replacement reserve or other means provided by law:

**NOW, THEREFORE BE IT RESOLVED**, by the governing body of the Burlington County Bridge Commission, at an open public meeting held on July 12, 2011, that the Annual Budget and Capital Budget Program of the Commission for the fiscal year period beginning October 1, 2011 and ending September 30, 2012, is hereby introduced; and

**BE IT FURTHER RESOLVED**, that the revenues as reflected in the Annual Budget and Capital Budget Program are of sufficient amount to meet anticipated appropriations and all covenants as stipulated in the Commission's outstanding debt obligations, capital lease arrangements, service agreements and other pledged agreements; and

**BE IT FURTHER RESOLVED**, that the members of the Commission will consider the Annual Budget and Capital Budget Program for Adoption on September 13, 2011: and

**BE IT FURTHER RESOLVED**, that in furtherance of its ongoing commitment to continue to provide safe, affordable, and efficient bridges and facilities, the Commission hereby declares there will be no toll increase during this fiscal year period.

\_\_\_\_\_  
(Secretary)

\_\_\_\_\_  
(date)

Recorded Vote

Member	Aye	Nay	Abstain	Absent
John B. Comegno II	X			
James D. Fattorini	X			
Troy E. Singleton	X			

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

**EXECUTIVE DIRECTOR'S REPORT**

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

**RESOLUTION NO. 2011-67**

**RESOLUTION OF THE BURLINGTON COUNTY BRIDGE COMMISSION  
SUPPLEMENTING THE COMMISSION'S RESOLUTION ENTITLED  
"RESOLUTION OF THE BURLINGTON COUNTY BRIDGE  
COMMISSION AUTHORIZING THE ISSUANCE OF COUNTY-  
GUARANTEED LEASE REVENUE BONDS (GOVERNMENTAL  
LEASING PROGRAM), SERIES 2003 DULY ADOPTED APRIL 22, 2003,  
AS AMENDED AND SUPPLEMENTED  
(RESULTING IN AGGREGATE SAVINGS OF \$382,000)."**

(20 page document available upon request)

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

**RESOLUTION NO. 2011-68**

**RESOLUTION OF THE BURLINGTON COUNTY BRIDGE COMMISSION  
AUTHORIZING THE ISSUANCE OF COUNTY-GUARANTEED POOLED  
LOAN REVENUE REFUNDING BONDS (GOVERNMENTAL LOAN  
PROGRAM), SERIES 2011  
(RESULTING IN AGGREGATE SAVINGS OF \$441,000).**

(68 page document available upon request)

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

**RESOLUTION NO. 2011-69**

**RESOLUTION OF THE BURLINGTON COUNTY BRIDGE COMMISSION  
AMENDING THE CONTRACT BETWEEN THE BURLINGTON COUNTY  
BRIDGE COMMISSION AND T & M ASSOCIATES.**

**WHEREAS**, the Burlington County Bridge Commission ("Commission") has determined that it requires the services of an engineering firm with expertise in matters involving operation and maintenance of the bridges under the jurisdiction of the Commission, and who is capable of providing services as associate resident engineer and which is also capable of providing services relating to structural and other repairs involving the Commission's bridges, construction inspection and monitoring relating to the Burlington Bristol Bridge operating ropes replacement project, and engineering

services relating to the Commission's yearly and in-depth inspection programs, among other projects; and

**WHEREAS**, pursuant to Resolution 2010-113, the Commission entered in a contract with T & M Associates ("T & M") to provide those professional engineering services; and

**WHEREAS**, additional engineering services under this contract are required by the Commission including: completion of engineering design for the rehabilitation of the Burlington Bristol Bridge operator's and machinery rooms and continued construction inspection for the Burlington Bristol Bridge operating ropes replacement, and it is necessary to increase the appropriation for such services by an additional One Hundred Eighty Thousand Dollars (\$180,000.00):

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

1. The terms, conditions and duties outlined in Resolution 2010-113 appointing T & M are incorporated herein by reference, and for the reasons hereinabove expressed, an additional sum of One Hundred Eighty Thousand Dollars (\$180,000.00) be and hereby is appropriated to pay the fees, expenses and costs pursuant to the existing contract between the Commission and T & M.
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. 2011-70**

#### **RESOLUTION OF THE BURLINGTON COUNTY BRIDGE COMMISSION AMENDING THE CONTRACT BETWEEN THE BURLINGTON COUNTY BRIDGE COMMISSION AND REMINGTON, VERNICK & ARANGO RELATED TO THE INSTALLATION OF SECURITY CAMERAS.**

**WHEREAS**, the Burlington County Bridge Commission ("Commission") has determined that it requires the services of an engineering firm capable of performing professional engineering services for the Commission related to engineering evaluation and design for the installation of security cameras and related infrastructure for the Tacony Palmyra Bridge as well as other engineering related services; and

**WHEREAS**, pursuant to Resolution 2006-63, the Commission entered into a contract with Remington, Vernick & Arango ("RVA") to provide those professional engineering services; and



**WHEREAS**, pursuant to Resolution 2010-102, the Commission entered in a contract with Capehart & Scatchard, P.A. (“Capehart”) to provide those professional legal services; and

**WHEREAS**, additional legal services and representation under this contract are required by the Commission, and it is necessary to increase the appropriation for such services by an additional Four Hundred Thousand Dollars (\$400,000.00):

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

1. The terms, conditions and duties outlined in Resolution 2010-102 appointing Capehart are incorporated herein by reference, and for the reasons hereinabove expressed, an additional sum of Four Hundred Thousand Dollars (\$400,000.00) be and hereby is appropriated to pay the fees, expenses and costs pursuant to the existing contract between the Commission and Capehart.
2. Sufficient funds are available for payment for those services as evidenced by the Certificate of Availability of Funds, attached hereto.

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

### **RESOLUTION NO. 2011-72**

#### **RESOLUTION OF THE BURLINGTON COUNTY BRIDGE COMMISSION AMENDING THE CONTRACT BETWEEN THE BURLINGTON COUNTY BRIDGE COMMISSION AND BIRDSALL SERVICES GROUP, INC.**

**WHEREAS**, the Burlington County Bridge Commission (“Commission”) has determined that it requires the services of a firm capable of performing certain specialized engineering design tasks for the Commission related to the replacement of the Pennsylvania power house and associated infrastructure for the Tacony Palmyra Bridge as well as other engineering services as may be required by the Commission; and

**WHEREAS**, pursuant to Resolution 2010-58, the Bridge Commission entered into a contract with Birdsall Services Group, Inc. (“Birdsall”) to provide those professional engineering services; and

**WHEREAS**, additional engineering services under this contract are required (including a revised design to include reuse of the majority of the existing 5KV feeders in lieu of replacing them with new 480V feeders to significantly reduce the cost of construction for the power house replacement), and it is necessary to increase the

appropriation for such services by an additional Forty Four Thousand, Five Hundred Twenty Five Dollars (\$44,525.00):

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

1. The terms, conditions and duties outlined in Resolution 2010-58 appointing Birdsall are incorporated herein by reference, and for the reasons hereinabove expressed, an additional sum of Forty Four Thousand, Five Hundred Twenty Five Dollars (\$44,525.00) be and hereby is appropriated to pay the fees, expenses and costs pursuant to the existing contract between the Bridge Commission and Birdsall.
2. Sufficient funds are available for payment for those services as evidenced by the Certificate of Availability of Funds, attached hereto.

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

**RESOLUTION NO. 2011-73**

**RESOLUTION OF THE BURLINGTON COUNTY BRIDGE COMMISSION APPROVING CHANGE ORDER #1 TO TRMI SYSTEMS INTEGRATION, INC. FOR ELECTRONIC TOLL SYSTEM AND VIDEO CCTV COMPONENTS (NO ADDITIONAL APPROPRIATION).**

**WHEREAS**, pursuant to Resolution #2010-80, the Burlington County Bridge Commission (“Commission”) awarded a contract to TRMI Systems Integration, Inc. (“TRMI”) for certain components for the Commission’s toll and video surveillance systems; and

**WHEREAS**, based upon conditions unforeseen by the Commission at the time of the award of the contract to TRMI, Commission staff has recommended that Change Order No. 1 be approved providing for additional quantities of the awarded components; and

**WHEREAS**, this Change Order No. 1 requires no increase in price since several of the originally awarded components have been discontinued and are no longer available:

**NOW, THEREFORE, BE IT RESOLVED** by the Burlington County Bridge Commission that, based upon the recommendation of Commission staff, and after a thorough review of this matter, the Bridge Commission hereby approves Change Order No. 1 as hereinabove expressed to TRMI for the bid titled “Electronic Toll System and Video CCTV Components (BCBC-201010)”.

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

**RESOLUTION NO. 2011-74**

**RESOLUTION OF THE BURLINGTON COUNTY BRIDGE COMMISSION  
AWARDING A CONTRACT TO DITSCHMAN/FLEMINGTON FORD  
LINCOLN MERCURY FOR THE PURCHASE OF A 2012 FORD F250  
PICKUP TRUCK.**

**WHEREAS**, the Burlington County Bridge Commission desires to purchase a 2012 Ford F250 Pickup truck for the Commission's use; and

**WHEREAS**, the purchase of such goods by contracting units, including the Commission, is authorized by the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.; and

**WHEREAS**, based upon the two bids received by the Commission on June 30, 2011, the Commission's Procurement Officer has recommended that the Commission award this contract to:

Ditschman/Flemington Ford Lincoln Mercury  
215 Hwy 202 & 31  
Flemington, NJ 08822 ; and

**WHEREAS**, the total amount of this contract shall be Twenty Five Thousand Dollars (\$25,000.00), and 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 as follows:

1. The Burlington County Bridge Commission hereby awards a contract entitled "Medium Duty Pickup Truck (BCBC-201115)" as set forth above to Ditschman/Flemington Ford Lincoln Mercury.
2. Ditschman/Flemington Ford Lincoln Mercury shall receive a sum not to exceed Twenty Five Thousand Dollars (\$25,000.00) for the Ford F250 Pickup Truck as required by and in accordance with the awarded contract.
3. Sufficient funds are available for payment for the above purchase provided under the contract, as evidenced by the Certificate of Availability of Funds, attached.

4. The Bridge Commission hereby authorizes payment in accordance with the contract when the ordered vehicle has been delivered and accepted by the Bridge Commission.

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

**RESOLUTION No. 2011-75**

**RESOLUTION OF THE BURLINGTON COUNTY BRIDGE COMMISSION  
AMENDING THE FISCAL YEAR 2011 BUDGET.**

**WHEREAS**, the Commission budget for the year ending September 30, 2011 was adopted on the 14th day of September 2010; and

**WHEREAS**, the Commission has agreed to remit \$3,000,000 to the County of Burlington (the "County") for the calendar year 2011 pursuant to an interlocal agreement executed by the Commission and the County; and

**WHEREAS**, the Commission must and desires to amend said budget consistent with the purposes set forth above; and

**WHEREAS**, N.J.A.C. 5:31-2.8 provides that all amendments to the budget shall be approved and adopted by resolution of the Commission, passed by not less than a majority of the full membership:

**NOW, THEREFORE BE IT RESOLVED**, by the governing body of the Burlington County Bridge Commission, at an open public meeting held on July 12, 2011, that the following amendments be made to the adopted Operating Budget of the Burlington County Bridge Commission for its fiscal year ending September 30, 2011:

	<b><u>From</u></b>	<b><u>To</u></b>
Operating Revenues:		
Service Fees (Tolls)	\$27,102,731	\$28,802,731
Total Operating Revenues	<u>\$27,152,731</u>	<u>\$28,852,731</u>
Total Anticipated Revenues	<u>\$27,952,731</u>	<u>\$29,652,731</u>
Operating Appropriations:		
Cost of Providing Service:		
Other Expenses	\$ <u>6,337,865</u>	\$ <u>7,407,865</u>
Total Cost of Providing Service	<u>\$18,700,623</u>	<u>\$19,770,623</u>

Total Operating Appropriations	\$ <u>26,874,656</u>	\$ <u>27,944,656</u>
Other Non-Operating Appropriations: Municipality/County Appropriation	\$ <u>710,000</u>	\$ <u>1,340,000</u>
Total Non-Operating Appropriations	\$ <u>1,078,075</u>	\$ <u>1,708,075</u>
Total Operating & Non-Operating Appropriations	\$27,952,731	\$29,652,731
Total Appropriations & Unreserved Retained Earnings	\$ <u>27,952,731</u>	\$ <u>29,652,731</u>
Unrestricted Net Assets Utilized:		
Municipality/County Appropriation	\$ -0-	\$ 630,000
Other	\$ <u>-0-</u>	\$ <u>1,070,000</u>
Total Unrestricted Net Assets Utilized	\$ <u>-0-</u>	\$ <u>1,700,000</u>
Net Total Appropriations	\$ <u>27,952,731</u>	\$ <u>29,652,731</u> ;

and

**BE IT FURTHER RESOLVED**, that two certified copies of this complete amendment and resolution and a revised budget form SS-9 be filed forthwith with the Director of the Division of Local Government Services for certification of the Authority budget so amended.

It is hereby certified that this is a true copy of a resolution amending the budget, adopted by the governing body on the 12th day of July, 2011.

\_\_\_\_\_  
(Secretary)

\_\_\_\_\_  
7/12/2011  
(date)

Recorded Vote

Member	Aye	Nay	Abstain	Absent
John B. Comegno II	X			
James D. Fattorini	X			
Troy E. Singleton	X			

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

Executive Director Jeffers introduced Director of Public Safety and Security Patrick Reilly to present commendations for members of the Police Department as follows:

Sgt. Jason Bowen for lifesaving actions while off duty by performing CPR skills and utilizing an automated external defibrillator for an unconscious heart attack victim at a local shopping center until an ambulance could arrive. Through Sgt. Bowen's heroic, quick and decisive actions during a crisis and chaotic situation the individual survived. Sgt. Bowen's fine service has reflected great credit upon himself as well as the Commission's police department. Chairman Comegno presented Sgt. Bowen with a Certificate of Commendation thanking him for reflecting the best we can be.

Officer Joseph Covaleski and Officer Brian Laudenslager was selected by New Jersey's Division of Highway Traffic Safety as 2010 DWI Top Guns for the Burlington County Bridge Police Department by leading the department in DUI arrests during the calendar year of 2010 which made our bridges safer as a result. Chairman Comegno proceeded to recognize both officers with Certificates of Commendation emphasizing the importance of this type of patrol and thanked both officers for their good work and continued diligence in this area.

**Economic Development**

Economic Development and Regional Planning Director Mark Remsa reported on his Second Quarter report which summarizes the planning division's work. The department has eleven primary programs consisting of thirty different initiatives, some relative to individual communities and others encompassing the entire County such as the 2010 census. Taxpayers save money through shared services efforts provided to municipalities through this department.

## Palmyra Cove Nature Park

Ms. Ruvolo reported on activities at PCNP including Summer Photography Camp from 6/27 to 7/8, Cove Campers Summer Day Camp from 7/11 to 7/29, and Engineers of Tomorrow Camp from 8/8 to 8/12, which will introduce elementary school children to careers in all fields of engineering. This month's art show features watercolor paintings and prints by local artist, Maureen Gass-Brown. Mrs. Ruvolo acknowledged to Vice-Chairman Fattorini the hours for various camp programs.

## Human Resources

Director Constance Borman reported on the following personnel issues:

	<u>New Hires</u>	
Michael Jackson	P/T Tolls	Effective 07/11/11

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

Chairman Comegno indicated no Executive Session was needed. Executive Director Jeffers requested permission for Stan Ozalis to travel to New York City and Maine for IAG meetings. Commissioner Singleton moved to grant permission for travel. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

Executive Director Jeffers requested permission for Commission employees to participate and attend the New Jersey League of Municipalities Conference. Chairman Comegno disclosed his intention to attend. Commissioner Singleton moved to grant permission. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

Executive Director Jeffers requested permission to attend the October IBTTA Conference in Nashville. Vice-Chairman Fattorini moved to grant permission. Commissioner Singleton seconded the motion.

**VOTE:**

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

## 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. Freeholder Reinhart had questions on various resolution amendments and change orders to which the Commission addressed appropriately.

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

Respectfully submitted,

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Marie J. Ozalis  
Secretary