

## **BURLINGTON COUNTY BRIDGE COMMISSION**

### **MEETING MINUTES**

**November 10, 2015**

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 December 5, 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 E. 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  
Constance Borman, Human Resource Director  
James Fletcher, Manager, Tacony-Palmyra Bridge  
Phillip Adams, Manager, Burlington-Bristol Bridge  
Patrick Reilly, Director of Public Safety and Security  
Clara Ruvolo, Director, Palmyra Cove Nature Park  
Ellen Brennan, Health and Benefits Coordinator  
Dave Leh, Accountant  
Russell Adams, Maintenance Supervisor  
Michael McCarron, Assistant to Director of Tolls and Tower Operations  
Sascha Harding, Pennoni Engineering  
John Zarsky, Pennoni Engineering  
David Levinsky, Burlington County Times

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

Solicitor Drollas then announced it was the Commission’s annual reorganization meeting and opened the floor for nominations for position of Chairman. Vice-Chairman Fattorini nominated John B. Comegno II for the position of Chairman; Commissioner Singleton seconded and Chairman Comegno



of one year, with the appointment expiring at the Reorganization Meeting in November, 2016.

Commissioner Singleton moved to approve. Chairman Comegno seconded the motion. The motion passed unanimously.

### **APPROVAL OF THE MINUTES**

Commissioner Singleton moved to adopt the minutes of October 14, 2015. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

### **DISBURSEMENTS LIST**

Vice-Chairman Fattorini moved to approve disbursements made from October 15, 2015 through November 10, 2015 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 15-00125; Vice-Chairman Fattorini abstained from Voucher Number 16-00026; and Commissioner Singleton abstained from Voucher Numbers 15-02311, 15-02308, 15-02319, 15-02309, 15-02310 and 15-02321.

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

Executive Director Jeffers asked the Commission to consider the following resolutions. Chairman Comegno suggested that they move Resolutions 2015-87 through 2015-105 by block. For those resolutions, Commissioner Singleton moved to approve. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

The Commission considered the following resolutions:

### **RESOLUTION NO. 2015-87**

#### **RESOLUTION APPOINTING TREASURER**

**BE IT RESOLVED** by the Burlington County Bridge Commission ("Commission") that Christine J. Nociti be and is hereby appointed Treasurer, with the appointment expiring at the Reorganization Meeting in November, 2016; and

**BE IT FURTHER RESOLVED** that a bond shall be acquired for the said Christine J. Nociti in the sum of \$500,000.00, the premium shall be paid by the Commission.

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

**RESOLUTION NO. 2015-88**

**RESOLUTION APPOINTING SECRETARY**

**BE IT RESOLVED** by the Burlington County Bridge Commission (“Commission”) that Kathleen M. Wiseman is appointed Secretary of the Commission to serve for a term of one year, with the appointment expiring at the Reorganization Meeting in November, 2016.

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

**RESOLUTION NO. 2015-89**

**RESOLUTION DESIGNATING THE OFFICIAL NEWSPAPERS FOR PUBLIC NOTICES**

**BE IT RESOLVED** by the Burlington County Bridge Commission (“Commission”) that the BURLINGTON COUNTY TIMES of Willingboro, New Jersey, shall be the official newspaper for public notices of the Commission for the period November, 2015 to and until the Reorganization Meeting to be held in November, 2016; and

**BE IT FURTHER RESOLVED** by the Commission, that the COURIER POST of Cherry Hill, New Jersey, shall be the second official newspaper for public notices of the Commission for the period November, 2015 to and until the Reorganization Meeting to be held in November, 2016.

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

**RESOLUTION NO. 2015-90**

**RESOLUTION DESIGNATING ANNUAL NOTICE OF MEETINGS**

**WHEREAS**, the Open Public Meetings Act permits a public body at its Reorganization Meeting to adopt and disseminate an “Annual Notice” of the regular meetings to be held by the public body during the coming year showing the time, date and location, to the extent known, of each meeting to be held during that forthcoming year:

**NOW, THEREFORE, BE IT RESOLVED** by the Burlington County Bridge Commission (“Commission”) that the regular meetings of the Commission shall be held at the Administration Building, headquarters of this Commission, 1300 Route 73 North, Palmyra, New Jersey on the following dates:

December 8, 2015 @ 6:00 p.m.	June 14, 2016 @ 6:00 p.m.
January 12, 2016 @ 6:00 p.m.	July 12, 2015 @ 12:30 p.m.
February 9, 2016 @ 6:00 p.m.	August 9, 2016 @ 6:00 p.m.
March 15, 2016 @ 12:30 p.m.	September 13, 2016 @ 12:30 pm
April 12, 2016 @ 6:00 p.m.	October 12, 2016 @ 6:00 p.m.
May 10, 2016 @ 6:00 p.m.	November 9, 2016 @ 12:30 p.m.

**BE IT FURTHER RESOLVED** that the annual Reorganization Meeting will be at 12:30 p.m. on Tuesday, November 9, 2016.

**FORMAL ACTION MAY BE TAKEN** at all of the above listed meetings on any and all business involving the Commission.

**BE IT FURTHER RESOLVED** that copies of this “Annual Notice” Resolution be sent to the offices of the Burlington County Times and the Courier Post, to the Burlington County Clerk to be posted, and shall be posted on the bulletin board and website of the Commission, as required by law.

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

### **RESOLUTION NO. 2015-91**

#### **RESOLUTION APPOINTING THE AFFIRMATIVE ACTION PUBLIC AGENCY COMPLIANCE OFFICER**

**WHEREAS**, the Burlington County Bridge Commission (“Commission”) desires to appoint an Affirmative Action Public Agency Compliance Officer (“PACO”) for the Commission who shall have the responsibility to review and enforce public contract affirmative action requirements of Federal and State law; and

**WHEREAS**, the Commission is satisfied that Michelle L. Chiemiego, Procurement Officer, is both knowledgeable and capable of performing the duties required of a PACO for the Commission:

**NOW, THEREFORE, BE IT RESOLVED** by the Burlington County Bridge Commission that Michelle L. Chiemiego shall serve as the Commission PACO with the appointment expiring at the Reorganization Meeting in November, 2016.

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

**RESOLUTION NO. 2015-92**

**RESOLUTION AUTHORIZING THE ADOPTION OF A CASH  
MANAGEMENT PLAN**

**WHEREAS**, pursuant to the provisions of N.J.S.A. 40A:5-14 et seq., a public entity such as the Burlington County Bridge Commission (“Commission”) is authorized to establish a cash management plan to facilitate cash management and accountability; and

**WHEREAS**, the Commission auditor has advised the Commission that it is both desirable and prudent to adopt a cash management plan which has been developed by the auditor with the assistance of the administrative staff:

**NOW, THEREFORE, BE IT RESOLVED** by the Burlington County Bridge Commission that for the reasons set forth above the Commission hereby authorizes the adoption of a cash management plan for the Commission, to facilitate Commission cash management and accountability, in accordance with the recommendation of the Commission auditor.

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

**RESOLUTION NO. 2015-93**

**RESOLUTION APPOINTING THE CUSTODIAN OF GOVERNMENT  
RECORDS**

**WHEREAS**, the Open Public Records Act, P.L. 2001, Ch. 404, N.J.S.A. 47:1A-1 et seq. provides that certain Government Records shall be accessible for inspection, copying, or examination by citizens of this State, with certain exceptions, and also provides that in the case of a public agency, a “Custodian of Government Records” may be officially designated by formal action of the agency’s director or governing body, as the case may be; and

**WHEREAS**, the Burlington County Bridge Commission (“Commission”) is satisfied that Kathleen M. Wiseman is both knowledgeable and capable of performing the duties required of a Custodian of Government Records for the Commission pursuant to the Open Public Records Act:

**NOW, THEREFORE, BE IT RESOLVED** by the Burlington County Bridge Commission that Kathleen M. Wiseman shall serve as the Commission's Custodian of Government Records with the appointment expiring at the Reorganization Meeting in November, 2016.

**BE IT FURTHER RESOLVED** that the Commission is hereby authorized, empowered, and directed to defend, indemnify, and hold harmless the Custodian of Government Records from and against any and all claims, demands, judgments, causes of action, costs, and expenses, of any kind whatsoever, arising from or relating to the Custodian of Government Records fulfilling her responsibilities under the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

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

#### **RESOLUTION NO. 2015-94**

#### **RESOLUTION AWARDING A CONTRACT FOR BANKING SERVICES TO REPUBLIC BANK**

**WHEREAS**, the Burlington County Bridge Commission ("Commission") requires the services of a banking institution that is capable of supplying various financial instruments of deposit and various financial banking services including, but not limited to, certificates of deposit, interest bearing checking, automated clearing house services, armored motor services, direct deposit, and wire transfers as may be required by or be prudent for a public agency; and

**WHEREAS**, upon receipt and review of the proposals submitted in response to the RFP, it was determined that Republic Bank 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 Republic Bank has the required knowledge and expertise to perform the requisite banking services; 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 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 Republic Bank.

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 contract shall extend for the period of one year, from December 1, 2015 to and until November 30, 2016.

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

### **RESOLUTION NO. 2015-95**

#### **RESOLUTION AWARDING A CONTRACT FOR COMPUTER CONSULTING SERVICES TO CONSULTING IMS**

**WHEREAS**, the Burlington County Bridge Commission (“Commission”) has determined that it requires certain computer consulting services, specifically analyzing and integrating hardware and software programming systems with LAN platforms and other computer consulting services; and

**WHEREAS**, upon receipt and review of the proposals submitted in response to the RFP, it was determined that Consulting IMS (“IMS”) 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 IMS has the required knowledge and expertise to perform the requisite computer consulting services; and

**WHEREAS**, the maximum amount of this contract is Seventy-Five Thousand Dollars (\$75,000.00), 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 such 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 IMS.

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 Seventy-Five Thousand Dollars (\$75,000.00), and the contract shall extend for the period of one year, from December 1, 2015 to and until November 30, 2016.

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

### **RESOLUTION NO. 2015-96**

#### **RESOLUTION AWARDING A CONTRACT FOR DATABASE CONSULTING SERVICES TO CAS SYSTEMS, INC.**

**WHEREAS**, the Burlington County Bridge Commission (“Commission”) has determined that it requires certain database consulting services, specifically for network, hardware and software support services, and enhancement of EZ-Pass and electronic toll collection systems and other database consulting services; and

**WHEREAS**, upon receipt and review of the proposals submitted in response to the RFP, it was determined that CAS Systems, Inc. (“CAS”) 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 CAS has the required knowledge and expertise to perform the requisite database consulting services; and

**WHEREAS**, the maximum amount of this contract is Seventy-Five Thousand Dollars (\$75,000.00), 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 such 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 CAS.

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 Seventy-Five Thousand Dollars (\$75,000.00), and the contract shall extend for the period of one year, from December 1, 2015 to and until November 30, 2016.

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

### **RESOLUTION NO. 2015-97**

#### **RESOLUTION AWARDING A CONTRACT FOR ECONOMIC DEVELOPMENT, REDEVELOPMENT, PLANNING & GRANT-WRITING SERVICES TO COMMUNITY GRANTS, PLANNING & HOUSING, LLC**

**WHEREAS**, the Burlington County Bridge Commission (“Commission”) has determined that it requires the services of a firm capable of assisting the Commission in its economic development and redevelopment initiatives and projects which may entail, among other things: providing research, advice and consultation to the Commission regarding local, regional, and statewide economic development and/or redevelopment initiatives, planning, grant-writing, and shared services; attending scheduled and/or other meetings as requested by the Commission and/or its economic development committee; updating the Commission regarding the status of proposed and pending legislation, regulations, or orders which may involve and/or affect the Commission; scheduling and/or attending meetings by or on behalf of the Commission (with local, regional, or state representatives or officials) as such meetings may relate to the economic development, shared services, or other activities of the Commission; and

**WHEREAS**, upon receipt and review of the proposals submitted in response to the RFP, it was determined that CGP&H, LLC (“CGP&H”) submitted a proposal that provided favorable 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 the firm CGP&H has the required knowledge and expertise to perform the requisite services; and

**WHEREAS**, the maximum amount of this contract is Three Hundred Fifty Thousand Dollars (\$350,000.00), and sufficient funds are available for payment for the aforementioned services as evidenced by the Certificate of Availability of Funds, attached; 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 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 CGP&H.
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 Three Hundred Fifty Thousand Dollars (\$350,000.00), and the contract shall extend for the period of one year, from December 1, 2015 to and until November 30, 2016.

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

**RESOLUTION NO. 2015-98**

**RESOLUTION AWARDING A CONTRACT FOR THE SUPPORT AND MAINTENANCE OF THE COMMISSION'S COMPUTERIZED ELECTRONIC TOLL COLLECTION SYSTEM TO PARSONS ENVIRONMENT & INFRASTRUCTURE GROUP INC.**

**WHEREAS**, the Burlington County Bridge Commission ("Commission") has determined that it requires the services of a consulting engineer with expertise in matters involving the support and maintenance of network, hardware and software of the Commission's computerized electronic toll collection system; and

**WHEREAS**, upon receipt and review of the proposal submitted in response to the RFP, it was determined that Parsons Environment & Infrastructure Group, Inc. ("Parsons") submitted a proposal that provided the best contract terms and conditions for the Commission; and

**WHEREAS**, the Commission is satisfied that Parsons has the required knowledge and expertise to perform such services on behalf of 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 Two Hundred Fifty Thousand Dollars (\$250,000.00), 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 Commission hereby awards a contract for computerized electronic toll collections system support and maintenance as set forth above to Parsons, and the Executive Director and the Secretary of the Commission are hereby authorized to execute an Agreement with Parsons.

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 Fifty Thousand Dollars (\$250,000.00), and the contract shall extend from December 1, 2015 through November 30, 2016.

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

### **RESOLUTION NO. 2015-99**

#### **RESOLUTION AWARDING A CONTRACT FOR FINANCIAL ADVISORY SERVICES TO ACACIA FINANCIAL GROUP, INC.**

**WHEREAS**, the Burlington County Bridge Commission (“Commission”) has determined that it requires the services of a financial advisory/consulting firm to provide financial advisory and consulting services to include, but not be limited to, consultation and advice to the Commission regarding its economic development and improvement authority initiatives; pooled lease, loan, and other financial transactions; Commission investments; and other financial advisory services which may be requested by the Commission; and

**WHEREAS**, upon receipt and review of the proposal submitted in response to the RFP, it was determined that Acacia Financial Group, Inc. (“Acacia”) 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 Acacia has the required knowledge and expertise to perform the requisite professional financial services; and

**WHEREAS**, the maximum amount of this contract is 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 such 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 Acacia.

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 Fifty Thousand Dollars (\$50,000.00), and the contract shall extend for the period of one year, from December 1, 2015 to and until November 30, 2016.

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

### **RESOLUTION NO. 2015-100**

#### **RESOLUTION AWARDING A CONTRACT TO PROVIDE HEALTHCARE SERVICES TO WORKNET**

**WHEREAS**, the Burlington County Bridge Commission (“Commission”) has determined that it is in the public interest to retain the services of a medical group to provide pre-employment, annual, drug screen and workers’ compensation physical examinations and testing of its employees, as well as other health services as required by the Commission; and

**WHEREAS**, upon receipt and review of the proposal submitted in response to the RFP, it was determined that Worknet 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 Worknet has the required knowledge and expertise to perform the requisite professional healthcare services; and

**WHEREAS**, the maximum amount of this contract is Seventy Five Thousand Dollars (\$75,000.00), 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 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 Worknet.
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 Seventy Five Thousand Dollars (\$75,000.00), and the contract shall extend for the period of one year, from December 1, 2015 to and until November 30, 2016.

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

**RESOLUTION NO. 2015-101**

**RESOLUTION AWARDING A CONTRACT TO CONNER STRONG & BUCKELEW TO SERVE AS THE COMMISSION'S INSURANCE BROKER**

**WHEREAS**, the Burlington County Bridge Commission ("Commission") requires the services of an Insurance Broker with expertise in general liability, property, and other insurance policies as may be required by or be prudent for a public agency; and

**WHEREAS**, upon receipt and review of the proposals submitted in response to the RFP, it was determined that Conner Strong & Buckelew ("Conner Strong") submitted a proposal that provided favorable contract terms and conditions for the Commission; and

**WHEREAS**, the Commission is satisfied that Conner Strong has the required knowledge and expertise to perform the requisite insurance services; 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**, as consideration Conner Strong shall receive a percentage of the premiums paid by the Commission for all new policies obtained on its behalf by Conner Strong as shall be determined by the insurer and Conner Strong; and

**WHEREAS**, based upon estimates provided by Conner Strong, the premiums for such policies as described above shall not exceed Three Million Dollars (\$3,000,000.00), and sufficient funds are available for payment for those premiums as evidenced by the Certificate of Availability of Funds, attached; 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 insurance 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 Executive Director and Secretary of the Commission are hereby authorized to execute an Agreement with Conner Strong.
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 the estimated premiums as indicated above, and the contract shall extend for the period of one year, from December 1, 2015 to and until November 30, 2016.

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

**RESOLUTION NO. 2015-102**

**RESOLUTION AWARDING A CONTRACT FOR POLICE  
PSYCHOLOGICAL TESTING SERVICES TO THE INSTITUTE FOR  
FORENSIC PSYCHOLOGY**

**WHEREAS**, the Burlington County Bridge Commission (“Commission”) requires the services of a mental health professional with expertise in working with police

departments to provide psychiatric consultations and evaluations as required by the Commission; and

**WHEREAS**, upon receipt and review of the proposals submitted in response to the RFP, it was determined that The Institute for Forensic Psychology (“IFP”) 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 IFP has the required knowledge and expertise to perform the requisite professional psychological testing services; and

**WHEREAS**, the maximum amount of this contract is Seven Thousand Five Hundred Dollars (\$7,500.00), 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 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 IFP.
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 Seven Thousand Five Hundred Dollars (\$7,500.00), and the contract shall extend for the period of one year, from December 1, 2015 to and until November 30, 2016.

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

**RESOLUTION NO. 2015-103**

**RESOLUTION AWARDING A CONTRACT FOR ASSOCIATE  
RESIDENT ENGINEERING SERVICES TO T & M ASSOCIATES**

**WHEREAS**, the Burlington County Bridge Commission (“Commission”) 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 as may be requested by the Commission; and

**WHEREAS**, upon receipt and review of the proposals submitted in response to the advertisement, it has been determined that T & M Associates ("T & M") submitted qualifications and other information satisfying the Commission that the firm is qualified to provide the above-noted services for the Commission at favorable terms and conditions; 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 is One Hundred Seventy-Five Thousand Dollars (\$175,000.00), and sufficient funds are available for payment for those services as associate resident engineer as evidenced by the Certificate of Availability of Funds, attached; 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 professional 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 Executive Director and Secretary of the Commission are hereby authorized to execute an Agreement with T & M.
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 One Hundred Seventy-Five Thousand Dollars (\$175,000.00), and the contract shall extend for a period of one year, from December 1, 2015 to and until November 30, 2016.

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

**RESOLUTION NO. 2015-104**

**RESOLUTION AWARDING A CONTRACT FOR ASSOCIATE  
RESIDENT ENGINEERING SERVICES TO MASER CONSULTING,  
P.A.**

**WHEREAS**, the Burlington County Bridge Commission (“Commission”) 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 as may be requested by the Commission; and

**WHEREAS**, upon receipt and review of the proposals submitted in response to the advertisement, it has been determined that Maser Consulting, P.A. (“Maser”) submitted qualifications and other information satisfying the Commission that the firm is qualified to provide the above-noted services for the Commission at favorable terms and conditions; 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 is One Hundred Seventy-Five Thousand Dollars (\$175,000.00), and sufficient funds are available for payment for those services as associate resident engineer as evidenced by the Certificate of Availability of Funds, attached; 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 professional 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 Executive Director and Secretary of the Commission are hereby authorized to execute an Agreement with Maser.
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 One Hundred Seventy-Five Thousand Dollars (\$175,000.00), and the contract shall extend for a period of one year, from December 1, 2015 to and until November 30, 2016.

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

**RESOLUTION NO. 2015-105**

**RESOLUTION AWARDING A CONTRACT FOR WEB MAINTENANCE  
AND ADMINISTRATION SERVICES TO CONSULTING IMS**

**WHEREAS**, the Burlington County Bridge Commission (“Commission”) has determined that it requires certain technical consulting services, specifically website hosting and administration; and

**WHEREAS**, upon receipt and review of the proposal submitted in response to the RFP, it was determined that Consulting IMS (“IMS”) 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 IMS has the required knowledge and expertise to perform the requisite web maintenance services; and

**WHEREAS**, the maximum amount of this contract is Seventy-Five Thousand Dollars (\$75,000.00), 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 such 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 IMS.
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 Seventy-Five Thousand Dollars (\$75,000.00), and the contract shall extend for the period of one year, from December 1, 2015 to and until November 30, 2016.

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

**RESOLUTION NO. 2015-106**

**RESOLUTION AWARDING A CONTRACT TO CAPEHART  
SCATCHARD TO ACT AS SOLICITOR AND GENERAL COUNSEL**

**WHEREAS**, the Burlington County Bridge Commission (“Commission”) has determined that it requires the services of a solicitor to provide legal services to the Commission including general supervision over the problems of law which concern the Commission; attendance at official Commission meetings; furnishing of such legal opinions and the rendering of such legal advice as may be requested pertaining to Commission business; the examination of certain contracts to which the Commission is or may become a party when that shall be necessary; the oversight of litigation to which the Commission may become a party; and such other matters as shall be assigned by the Commission; and

**WHEREAS**, the Commission has determined that it requires the legal advice and services of a law firm with expertise in certain legal matters involving the Commission in the areas primarily consisting of serving as the Commission’s general counsel to include general representation of the Commission in matters involving its economic development authority and initiatives; providing advice and representation on matters involving: administrative, governmental, and regulatory issues; contractual and personnel matters; employment-related matters including workers’ compensation, labor negotiations and collective bargaining issues; litigation matters; real estate and related matters; and insurance and related matters; and

**WHEREAS**, upon receipt and review of the proposals submitted in response to the RFP, it was determined that Capehart Scatchard (“Capehart”) 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 Capehart has the required knowledge and expertise to perform the requisite professional legal services; and

**WHEREAS**, the maximum amount of this contract is Eight Hundred Thousand Dollars (\$800,000.00), and sufficient funds are available for payment for those services as evidenced by the Certificate of Availability of Funds, attached hereto; and







**WHEREAS**, 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 Bowman has the required knowledge and expertise to perform the requisite professional auditing/accounting services; and

**WHEREAS**, the maximum amount of this contract is One Hundred Fifteen Thousand Dollars (\$115,000.00), 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 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 Bowman.
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 One Hundred Fifteen Thousand Dollars (\$115,000.00), and the contract shall extend for the period of one year, from December 1, 2015 to and until November 30, 2016.

Vice-Chairman Fattorini moved to approve. Chairman Comegno seconded the motion.

**VOTE:**

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

Chairman Comegno further suggested that they move Resolutions 2015-110 through 2015-118 by block. For those resolutions, Commissioner Singleton moved to approve. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

**RESOLUTION NO. 2015-110**

**RESOLUTION AMENDING THE CONTRACT WITH AON  
HEWITT FOR ACCOUNTING AND ACTUARIAL SERVICES**



**WHEREAS**, the Burlington County Bridge Commission (“Commission”) has determined that it requires the services of a firm to provide accounting and actuarial services to measure and report the liabilities associated with postemployment benefits (or OPEB) that satisfy the requirements of GASB 45 for a public agency as well as other consulting services which may be required by the Commission; and

**WHEREAS**, pursuant to Resolution No. 2011-105, the Commission entered into a contract with Aon Hewitt to provide these actuarial and accounting services; and

**WHEREAS**, additional accounting and actuarial services under this contract are required, it is necessary to increase the appropriation for such services by an additional Ten Thousand Dollars (\$10,000.00) and extend the contract to and until October 31, 2016.

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

1. The terms, conditions and duties outlined in Resolution No. 2011-105 appointing Aon Hewitt are incorporated herein by reference, and for the reasons hereinabove expressed, the contract is hereby extended to and until October 31, 2016 and an additional sum of Ten Thousand Dollars (\$10,000.00) be and hereby is appropriated to pay the fees, expenses and costs pursuant to the existing contract between the Commission and Aon Hewitt.

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

3. Notice of adoption of this Resolution shall be published in the Burlington County Times, as required by law.

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

**RESOLUTION NO. 2015-111**

**RESOLUTION AUTHORIZING THE USE OF A THIRD PARTY PAYROLL SERVICE PROVIDER**

**WHEREAS**, the Burlington County Bridge Commission (“Commission”) has determined that it would benefit from the use of a third-party payroll service organization (“Payroll Service”) which would generate financial efficiencies in the administrative function; and

**WHEREAS**, the appointment of a Payroll Service shall be pursuant to the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and shall be required to do the following: data collection, agency report preparation, calculation of withholding, direct deposit of payroll disbursements, and/or facilitate or prompt the transfer of Commission, as applicable, to account for subsequent disbursement of payment; and

**WHEREAS**, consistent with the requirements of N.J.S.A. 52:27D-20.1 and N.J.A.C. 5:30-17.1 et seq., governing electronic disbursement controls for payroll purposes, the Payroll Service selected by the Commission shall adhere to such regulations and any other applicable law; and

**WHEREAS**, the Commission appoints the Chief Financial Officer as the approval officer who shall be responsible for authorizing and supervising the activities of the Payroll Service and shall further be charged to perform the reconciliation and analysis of all general ledger accounts affected by the activities of the disbursing organization or to delegate and supervise these tasks; and

**WHEREAS**, if required by the contract between the Commission and the Payroll Service, the Payroll Service is permitted to hold Commission funds pending transmittal to a payee; and

**WHEREAS**, the Payroll Service must meet the requirements of N.J.A.C. 5:30-17.5, requiring that the approval officer be assured that the servicer has its own internal controls and appropriately guard against theft and other adverse conditions; and

**WHEREAS**, upon adoption of these regulations the Purchasing Agent and Executive Director are authorized and directed, as applicable, to enter into a contract for Payroll Service in accordance with all local public contracting laws and N.J.A.C. 5:30-17; and

**WHEREAS**, all contracts entered into pursuant to these regulations and the laws authorizing the same shall comply with the requirements of N.J.A.C. 5:30-17.6, which sets out a series of mandatory contractual terms and conditions.

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

1. A Payroll Service is authorized to do the following on behalf of the Commission: data collection, agency report preparation, calculation of withholding, direct deposit of payroll disbursements, and/or facilitate or prompt the transfer of Commission, as applicable, to account for subsequent disbursement of payments.

2. The Chief Financial Officer is hereby appointed the approval officer and shall be responsible for authorizing and supervision the activities of the Payroll Service with respect to the disbursement of Commission funds, and shall further be charged with the

reconciliation and analysis of all Commission general ledger accounts affected by the activities of the disbursing organization.

3. Payroll Service shall comply with the requirements of N.J.A.C. 5:30-17.5 by providing documentation on an annual basis that Payroll Service has its own internal controls and appropriately safeguards against theft and other adverse conditions.

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

### **RESOLUTION NO. 2015-112**

#### **RESOLUTION APPOINTING PAYROLL RESOURCES, INC. AS THIRD PARTY PAYROLL SERVICE PROVIDER**

**WHEREAS**, the Burlington County Bridge Commission (“Commission”) has determined that it would benefit from the use of a third-party payroll service organization (“Payroll Service”) which would generate financial efficiencies in the administrative function; and

**WHEREAS**, the Commission formally approved a resolution authorizing third party payroll disbursements by a Payroll Service provider as permitted by N.J.S.A. 52:27D-20.1 and N.J.A.C. 5:30-17.1; and

**WHEREAS**, due to circumstances beyond the Commission’s control, the Commission has become temporarily unstaffed in payroll requiring the immediate need for a Payroll Service company; and

**WHEREAS**, the Commission is satisfied that Complete Payroll Resources, Inc. (“Payroll Resources”) has the required knowledge and expertise to provide Payroll Services.

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

1. Payroll Resources is authorized to prepare any necessary payment documentation and make payroll and payroll agency disbursements on behalf of the Commission.

2. Payroll Resources shall use its own customized programming process to execute disbursements for the Commission.

3. The Chief Financial Officer is hereby appointed the approval officer and shall be responsible for authorizing and supervising the activities of the payroll service with

respect to the disbursement of Commission funds, and shall further be charged with the reconciliation and analysis of all Commission general ledger accounts affected by the activities of the disbursing organization.

4. Payroll Resources shall be required to report any irregularities that may indicate potential fraud, noncompliance with appropriate laws, dishonesty or gross incompetence on the part of any approval officer.

5. Payroll Resources shall report circumstances that could jeopardize its ability to continue operations or otherwise interrupt the service provided to the Commission.

6. Payroll Resources shall comply with the requirements of N.J.A.C. 5:30-17.5 by providing documentation on an annual basis that Payroll Resources has its own internal controls and appropriately safeguards against theft and other adverse conditions.

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

#### **RESOLUTION NO. 2015-113**

#### **RESOLUTION RATIFYING CERTAIN PURCHASES THROUGH THE STATE OF NEW JERSEY COOPERATIVE PURCHASING PROGRAM DURING FISCAL YEAR 2015**

**WHEREAS**, THE Burlington County Bridge Commission (“Commission”) has purchased certain equipment, supplies, and services during Fiscal Year 2015 (October 1, 2014 to September 30, 2015) through the State of New Jersey Cooperative Purchasing Program; and

**WHEREAS**, the Contracting Officer and/or the Procurement Officer recommended certain purchases through the State of New Jersey Cooperative Purchasing Program during the Fiscal Year 2015; and

**WHEREAS**, those purchases on the list attached hereto and made a part hereof were made from the listed vendor(s) under the New Jersey State Contract at the time of the issuance of the purchase order(s); and

**WHEREAS**, purchase orders issued in lieu of the Certification of Funds totaling \$1,032,152.25 which were signed by the Purchasing Agent indicated that funds were available for these purchases:

**NOW, THEREFORE, BE IT RESOLVED** by the Commission that for the reasons set forth above the purchases of goods and services made from the vendors set forth on the list attached during the Fiscal Year 2015 are recognized by the Commission as made

in accordance with the terms and conditions of the Local Public Contracts Law, as authorized by law and said purchases are accordingly hereby ratified by the Commission.

### FY 2015 NJ State Contract Purchases

Name	Amount	Contract Number
American Asphalt Co., Inc.	\$ 840.00	82250
Apple Computer Inc.	19,997.80	70259
Continental Resources, Inc.	21,280.99	70258
Dell Marketing LP	100,527.82	77003
Eplus Technology, Inc.	77,093.68	87720
Fleetcard Inc., dba Impac Fleet	9,189.69	87676
Fyr-Fyter Sales & Service	635.42	81286
Goodyear Wholesale Tire Center	7,088.48	82527
Gulf Oil LP	96,000.00	58885
Hewlett Packard Co.	235,417.75	70262
Hoover Truck Centers, Inc.	13,580.83	73513
Ikon Office Solutions	2,030.40	64039
Konica Minolta	20,214.08	52046
Kyocera Mita America, Inc.	1,836.00	53090
Lawmen Supply Company of NJ	5,642.58	81295
Majestic Oil Co.	13,325.02	80912/82767
Motorola Solutions, Inc.	3,984.48	83909
Pitney Bowes	2,624.42	75237
Quaker City Motor Parts	18,274.16	80071
Safran Morphotrak	299.24	81520
Sherwin Williams	1,054.37	73153/82236
Software House International	145,275.71	77560
Staples Advantage	12,811.77	77249
Tri-County Termite & Pest Control	1,725.00	81119
Tyco Integrated Security	57,560.00	77349
United Parcel Service	411.81	82676
Waste Management Of NJ, Inc.	11,786.83	77549
W.B. Mason Co.	10,516.59	88839
Chas. S. Winner, Inc.	75,274.70	82925/83576
W.W. Grainger, Inc.	14,284.34	79875
Windstream Communications, Inc.	51,568.29	80802
<b>Total</b>	<b>\$1,032,152.25</b>	

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

**RESOLUTION NO. 2015-114**

**RESOLUTION EXTENDING THE CONTRACT WITH MASER CONSULTING P.A. (NO ADDITIONAL APPROPRIATION)**

**WHEREAS**, the Burlington County Bridge Commission (“Commission”) has determined that it requires the services of a qualified consulting engineer to perform design services for the operational support equipment and associated infrastructure for the Burlington-Bristol Bridge and Tacony-Palmyra Bridge; and

**WHEREAS**, pursuant to Resolution No. 2014-123, the Commission entered into a contract with Maser Consulting P.A. (“Maser”) to provide those professional engineering services; and

**WHEREAS**, additional design services under this contract are required for the evaluation of subsurface conditions for the completion of the project, it is necessary to extend the contract from November 30, 2015 to June 1, 2016.

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

1. The terms, conditions and duties outlined in Resolution No. 2014-123 appointing Maser are incorporated herein by reference, and for the reasons hereinabove expressed, the existing contract between the Commission and Maser is hereby extended from November 30, 2015 to June 1, 2016.

2. Notice of adoption of this Resolution shall be published in the Burlington County Times, as required by law.

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

**RESOLUTION NO. 2015-115**

**RESOLUTION EXTENDING THE CONTRACT WITH THE BURLINGTON CENTER FOR HUMAN GROWTH, INC. (NO ADDITIONAL APPROPRIATION)**

**WHEREAS**, the Burlington County Bridge Commission (“Commission”) has determined that it requires the services of a mental health professional to provide

comprehensive clinical interview and assessment services for applicants for employment by the Commission; and

**WHEREAS**, pursuant to Resolution No. 2014-106, the Commission entered into a contract with The Burlington Center For Human Growth, Inc. ("BCHG") to provide those professional services; and

**WHEREAS**, on October 8, 2015, the Commission advertised Request For Proposals to provide Employee Psychological Testing Services with a receipt date of October 28, 2015; and

**WHEREAS**, on the receipt date of October 28, 2015, the Commission did not receive any proposals for Employee Psychological Testing Services; and

**WHEREAS**, employee psychological testing services are required to assess applicants for employment by the Commission, it is necessary to extend the contract from December 1, 2015 to June 1, 2016.

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

1. The terms, conditions and duties outlined in Resolution No. 2014-106 appointing BCHG are incorporated herein by reference, and for the reasons hereinabove expressed, the existing contract between the Commission and BCHG is hereby extended from December 1, 2015 to June 1, 2016.

2. Notice of adoption of this Resolution shall be published in the Burlington County Times, as required by law.

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

**RESOLUTION NO. 2015-116**

**RESOLUTION EXTENDING THE CONTRACT WITH  
COOPER UNIVERSITY HOSPITAL (NO ADDITIONAL  
APPROPRIATION)**

**WHEREAS**, the Burlington County Bridge Commission ("Commission") has determined that it requires the services of a mental health professional to provide employee assistance professional services for Commission employees and their families; and

**WHEREAS**, pursuant to Resolution No. 2014-105, the Commission entered into a contract with Cooper University Hospital Employee Assistance Program (“Cooper EAP”) to provide those professional services; and

**WHEREAS**, on October 8, 2015, the Commission advertised Request For Proposals to provide Employee Assistance Services with a receipt date of October 28, 2015; and

**WHEREAS**, on the receipt date of October 28, 2015, the Commission did not receive any proposals for Employee Assistance Services; and

**WHEREAS**, the Commission requires the services of a mental health professional to provide Commission employees and their families employee assistance services as a benefit, it is necessary to extend the contract from December 1, 2015 to June 1, 2016.

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

1. The terms, conditions and duties outlined in Resolution No. 2014-105 appointing Cooper EAP are incorporated herein by reference, and for the reasons hereinabove expressed, the existing contract between the Commission and Cooper EAP is hereby extended from December 1, 2015 to June 1, 2016.

2. Notice of adoption of this Resolution shall be published in the Burlington County Times, as required by law.

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

**RESOLUTION NO. 2015-117**

**RESOLUTION APPROVING CHANGE ORDER NO. 6 FOR THE  
BURLINGTON-BRISTOL BRIDGE COUNTERWEIGHT  
REPAIRS**

**WHEREAS**, pursuant to Resolution No. 2014-21, the Burlington County Bridge Commission (“Commission”) awarded a contract to IEW Construction Group (“IEW”) for the project titled “Burlington-Bristol Bridge Counterweight Repairs (BCBC-201403)”; and

**WHEREAS**, modifications were needed to the existing steel counterweight guides on both counterweights, additional repairs are determined to be required, the Project Engineer recommended on September 16, 2015 that Change Order No. 6 be approved; and



**WHEREAS**, this Change Order No. 6 requires an increase of \$291,968.40 in the contract price, bringing the new contract total to \$3,573,408.90.

**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. 6 for IEW for the project titled "Burlington-Bristol Bridge Counterweight Repairs (BCBC-201403)".

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

**RESOLUTION NO. 2015-118**

**RESOLUTION AMENDING THE CONTRACT WITH T & M ASSOCIATES FOR THE REPLACEMENT OF THE POMPESTON CREEK BRIDGE**

**WHEREAS**, the Burlington County Bridge Commission ("Commission") has determined that it requires the services of an engineering firm capable of performing professional engineering services, including construction consulting services and final design, with reference to the replacement of the Pompeston Creek Bridge; and

**WHEREAS**, pursuant to Resolution No. 2006-16, the Commission entered into a contract with T & M Associates ("T & M") to provide those professional engineering services; and

**WHEREAS**, additional engineering services under this contract are required for the design services and construction management of the Pompeston Creek Bridge Replacement, therefore it is necessary to increase the appropriation for such services by an additional One Hundred Twenty-Four Thousand, Eight Hundred Fifteen Dollars (\$124,815.00).

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

1. The terms, conditions and duties outlined in Resolution No. 2006-16 appointing T & M are incorporated herein by reference, and for the reasons hereinabove expressed, the additional sum of One Hundred Twenty-Four Thousand, Eight Hundred Fifteen Dollars (\$124,815.00) 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.

### **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>
Edward Sanderson	P/T Cove	10/17/15
Eric Viereck	P/T Tolls	10/19/15
Christopher Cannon	P/T Tolls	10/27/15
<b><u>PROBATION – Requires Commission Approval</u></b>		<b><u>Effective</u></b>
Michael Painter	F/T Maintenance	10/13/15
Vanessa VanSciver	P/T Cove	10/28/15
<b><u>RESIGNATION - Requires Commission Approval</u></b>		<b><u>Effective</u></b>
Kathleen Melke	P/T Tolls	10/29/15
<b><u>PROMOTION – Requires Commission Approval</u></b>		<b><u>Effective</u></b>
Jeffrey Parente	F/T Police	11/08/15
<b><u>LEAVE OF ABSENCE – Requires Commission Approval</u></b>		
Terri Zinn	F/T Administration	

Chairman Comegno requested to approve by block. 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.

Executive Director Jeffers asked for permission to bid toll and maintenance uniforms. Commissioner Singleton moved to approve. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

Chairman Comegno asked for any further business to come before the Commission.

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