

BURLINGTON COUNTY BRIDGE COMMISSION

MEETING MINUTES

January 21, 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
Patrick Reilly, Director of Public Safety and Security
Clara Ruvolo, Director, Palmyra Cove Nature Park
Robert Rein, Director of Tolls and Tower Operations
Mark Remsa, Dir. Economic Development & Regional Planning
Edward Fox, Regional Planning Coordinator
James Fletcher, Manager, Tacony-Palmyra Bridge
Phillip Adams, Manager, Burlington-Bristol Bridge
Stanley Ozalis, Manager, Technical Operations
Michael McCarron, Asst. to Dir. of Tolls & Tower Operations
Michelle Chiemiego, Procurement Officer
Ellen Brennan, Health and Benefits Coordinator
Russell Adams, Maintenance Superintendent
Sascha Harding, Pennoni Engineering
John Zarsky, Pennoni Engineering

Chairman Comegno led the flag salute followed by a moment of silence in honor of both Eva Weiss, former Commissioner for the Burlington County Bridge Commission who also held the impressive distinction of being the first female Bridge Commissioner

in the United States; and Judith Seiss, former Secretary of the Burlington County Bridge Commission, both of whom passed away this month.

APPROVAL OF THE MINUTES

Vice-Chairman Fattorini moved to adopt the minutes of December 10, 2014. Commissioner Singleton seconded the motion. The motion passed unanimously.

DISBURSEMENTS LIST

Commissioner Singleton moved to approve disbursements made from December 11, 2014 through January 21, 2015 as included in the list as presented. Vice-Chairman Fattorini seconded the motion. The motion passed with the following abstentions:

Chairman Comegno abstained from Voucher Number 15-00125; Vice-Chairman Fattorini abstained from Voucher Numbers 15-00117 and 15-00458; and Commissioner Singleton abstained from Voucher Numbers 15-00409, 15-00121, 15-00464, 14-00589, 15-00500, 15-00498, 15-00499, 15-00474, 15-00475, 15-00476, 15-00519, 15-00520 and 15-00521

EXECUTIVE DIRECTOR'S REPORT

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

RESOLUTION NO. 2015-1

RESOLUTION AWARDING A CONTRACT TO LAWREN SUPPLY COMPANY FOR POLICE UNIFORMS & ACCESSORIES.

WHEREAS, the Burlington County Bridge Commission ("Commission") requires a vendor to provide uniforms for its police department employees; and

WHEREAS, bids were solicited by the Purchasing Agent for a contract entitled "Police Uniforms & Accessories (BCBC-201501)" for the period February 1, 2015 to January 31, 2016 with an option of a one (1) year extension expiring on January 31, 2017 pursuant to N.J.S.A. 40A:11-16(6) (the "Extension Option"); and

WHEREAS, a recommendation from Commission staff identifies the lowest responsive, responsible bidder based on line item grouping, resulting in multiple awards from this solicitation in order for the Commission to receive the lowest price per line item group, awards for which are contained in other resolutions for the Commission's consideration; and

WHEREAS, the Commission is satisfied that Lawmen Supply Company (“Lawmen”) was the lowest of two (2) bidders for the line items indicated in the bid tabulation sheet in the amount of Fifty-Four Thousand, Two Hundred Eighty-One Dollars and Sixty-Five Cents (\$54,281.65), and sufficient funds are available for payment for those items 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 Police Uniforms & Accessories (BCBC-201501) to Lawmen, and the Executive Director and the Secretary of the Commission are hereby authorized to execute a contract with Lawmen.

2. The maximum amount of this contract shall not exceed Fifty-Four Thousand, Two Hundred Eighty-One Dollars and Sixty-Five Cents (\$54,281.65), and the contract shall extend for the period February 1, 2015 through January 31, 2016 with the Extension Option for the line items as identified above and provided in accordance with the awarded contract.

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

RESOLUTION NO. 2015-2

RESOLUTION AWARDING A CONTRACT TO RED THE UNIFORM TAILOR, INC. FOR POLICE UNIFORMS & ACCESSORIES.

WHEREAS, the Burlington County Bridge Commission (“Commission”) requires a vendor to provide uniforms for its police department employees; and

WHEREAS, bids were solicited by the Purchasing Agent for a contract entitled “Police Uniforms & Accessories (BCBC-201501)” for the period February 1, 2015 to January 31, 2016 with an option of a one (1) year extension expiring on January 31, 2017 pursuant to N.J.S.A. 40A:11-16(6) (the “Extension Option”); and

WHEREAS, a recommendation from Commission staff identifies the lowest responsive, responsible bidder based on line item grouping, resulting in multiple awards from this solicitation in order for the Commission to receive the lowest price per line item group, awards for which are contained in other resolutions for the Commission’s consideration; and

WHEREAS, the Commission is satisfied that Red The Uniform Tailor Inc. (“Red The Uniform Tailor”) was the lowest of two (2) bidders for the line items indicated in the bid tabulation sheet in the amount of Eighteen Thousand, Five Hundred Seventy-Five Dollars

(\$18,575.00), and sufficient funds are available for payment for those items 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 Police Uniforms & Accessories (BCBC-201501) to Red The Uniform Tailor, and the Executive Director and the Secretary of the Commission are hereby authorized to execute a contract with Red The Uniform Tailor.

2. The maximum amount of this contract shall not exceed Eighteen Thousand, Five Hundred Seventy-Five Dollars (\$18,575.00), and the contract shall extend for the period February 1, 2015 through January 31, 2016 with the Extension Option for the line items as identified above and provided in accordance with the awarded contract.

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

RESOLUTION NO. 2015-3

**RESOLUTION AWARDING A CONTRACT TO W.J. CASTLE, P.E.
& ASSOCIATES, P.C. TO PERFORM THE UNDERWATER
INSPECTION SERVICES OF THE COMMISSION'S STRUCTURES.**

WHEREAS, the Burlington County Bridge Commission ("Commission") has determined that it requires the services of an engineering firm capable of performing underwater inspection services of the Commission's structures; and

WHEREAS, upon receipt and review of the proposal submitted by W.J. Castle, P.E. & Associates, P.C. ("W.J. Castle"), 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 One Hundred Three Thousand, Five Hundred Dollars (\$103,500.00), 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 contracts for such services and the contract itself must be available for public inspection.

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

1. The Commission hereby awards a contract for professional engineering services as set forth above to W.J. Castle, and the Executive Director and the Secretary of the Commission are hereby authorized to execute an Agreement with W.J. Castle.

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 One Hundred Three Thousand, Five Hundred Dollars (\$103,500.00), and the contract shall extend from February 1, 2015 to and until January 31, 2016.

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

Commissioner Singleton voiced his agreement with New Jersey Department of Transportation's requirements for bridge inspections every two years, and remarked that the Commission awarding contracts like this for inspections is imperative and the investment is worthwhile, improves our commerce and infrastructure.

RESOLUTION NO. 2015-4

RESOLUTION APPROVING CHANGE ORDER NO. 4 FOR THE TACONY-PALMYRA BRIDGE WALKWAY, RAILING AND LADDER REHABILITATION (NO ADDITIONAL APPROPRIATION).

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

WHEREAS, due to additional work tasks approved in Change Order No. 3, the Project Engineer recommended on January 9, 2015 that Change Order No. 4 be approved; and

WHEREAS, this Change Order No. 4 requires an increase in the contract time of 28 calendar days.

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Bridge Commission that, based upon the recommendation of its engineer, and after a thorough

review of this matter, the Commission hereby approves Change Order No. 4 for Cornell for the project titled "Tacony-Palmyra Bridge Walkway, Railing And Ladder Rehabilitation (BCBC-201305)".

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

RESOLUTION NO. 2015-5

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 continued final design services in assisting the County of Burlington with the advertisement of the project and to perform the construction consulting services, 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.

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

RESOLUTION NO. 2015-6

RESOLUTION EXTENDING THE CONTRACT WITH NETCARRIER (NO ADDITIONAL APPROPRIATION).

WHEREAS, the Burlington County Bridge Commission (“Commission”) has determined that it requires the services of a firm to provide various voice communication services for the Commission; and

WHEREAS, pursuant to Resolution No. 2011-60, the Commission entered into a contract with NetCarrier to provide these voice communication services; and

WHEREAS, additional voice communication services under this contract are required for the transition of services to the new voice communications carrier and it is therefore necessary to extend the contract to and until February 28, 2015.

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

1. The terms, conditions and duties outlined in Resolution No. 2011-60 appointing NetCarrier are incorporated herein by reference, and for the reasons hereinabove expressed, the existing contract between the Commission and NetCarrier is hereby extended to and until February 28, 2015.

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.

ECONOMIC DEVELOPMENT & REGIONAL PLANNING

Mr. Fox provided an update on last year’s Economic Development & Regional Planning (EDRP) projects, including the River Route Region Revitalization Program; Farmbelt Burlington Region Smart Growth Program; Suburban Region Smart Growth Program; Pinelands Region Smart Growth Program; Joint Base McGuire-Dix-Lakehurst Civilian Area; Intergovernmental Planning Coordination Program; and County Agency Support/Assistance. Planning efforts include assisting municipalities with visioning, imaging their futures, balancing their redevelopment needs, assisting with redevelopment planning, and implementation. In addition, EDRP also assisted in Information Management and Analysis, supporting the areas of Mapping and Cartography Program and Data and Information Analysis, which provides municipalities with qualitative information they can use for decision making.

PALMYRA COVE NATURE PARK

Ms. Ruvolo reported that Kristina Merola, John Moore and Peter Dorofy of PCNP’s education staff have been accepted by GLOBE as international scientists, providing PCNP with the distinction of having on-site GLOBE scientists, trainers, and educators. In addition, Ms. Ruvolo applauded John Moore’s role as Chair of the American Meteorological Society (AMS)’s Board on Outreach and Pre-College Education, as author of AMS’ policy statement on Earth System STEM, and influence on national policy on Earth System STEM Education through visits with Congressional delegations in February. She also shared about the GLOBE-TO-GO program, which uses the remote mobile sensing lab contained within an RV from Burlington County College.

HUMAN RESOURCES

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

<u>PROBATION – Requires Commission Approval</u>		<u>Effective</u>
Joseph Lowden	P/T Tolls	7/29/14
Paul Barnes	P/T Tolls	12/3/14
Gary Beaver	F/T Police	12/8/14
Glen McManus, Sr.	F/T Maintenance	12/30/14
Kenneth Lallo	F/T Maintenance	12/30/14
Glen McManus, Jr.	F/T Maintenance	12/30/14
Ricky Metivier	F/T Maintenance	12/30/14
Joseph Ryder	F/T Maintenance	12/30/14
<u>RETIREMENT–REVISED Requires Commission Approval</u>		<u>Effective</u>
Warren “Skip” Lamon	F/T Tolls	3/1/15
<u>RESIGNATION - Requires Commission Approval</u>		<u>Effective</u>
Lisa Walker	P/T Police	11/25/14
Kimberly Kokser	F/T Delanco Bridge Operator	12/15/14
Patrick Tobin	P/T Tolls	1/24/15

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 to ratify decision to attend the Burlington County Regional Chamber of Commerce's Installation dinner on January 26, 2015; permission to travel to the 2015 IBTTA meetings; and permission to attend the 2015 League of Municipalities Conference in November in Atlantic City, NJ.

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