

# **BURLINGTON COUNTY BRIDGE COMMISSION**

## **MEETING MINUTES**

**April 15, 2014**

Chairman Comegno called the meeting to order. The Compliance Statement was read by the Secretary.

“This meeting is to be conducted in accordance with notice requirements of P.L. 1975, CH. 231. A ‘Notice of Meeting’ was posted in a public place on March 31, 2014 at the entrance to the Administration Building, Headquarters of this Commission, with copies of such notice being delivered to the Camden Courier Post and Burlington County Times for publication and posted on the Burlington County Bridge Commission Website.”

Commissioners Present: Chairman John B. Comegno II  
Vice-Chairman James D. Fattorini  
Commissioner Troy Singleton

Others Present: John D. Jeffers, Executive Director  
Christine J. Nociti, Chief Financial Officer  
Kathleen M. Wiseman, Secretary  
Anthony T. Drollas Jr., Solicitor  
Elizabeth Verna, Director of Communications  
Stanley Ozalis, Manager, Technical Operations  
Clara Ruvolo, Director, Palmyra Cove Nature Park  
James Fletcher, Manager, Tacony-Palmyra Bridge  
Phillip Adams, Manager, Burlington-Bristol Bridge  
Patrick Reilly, Director of Public Safety and Security  
Constance Borman, Human Resource Director  
Mark Remsa, Director Economic Development & Regional Planning  
Dave Leh, Accountant  
Nancy Johnson, Payroll Clerk  
Michelle Chiemiego, Procurement Officer  
Dave Lowdermilk, Pennoni Engineering  
Sascha Harding, Pennoni Engineering  
Al Ziegler, Maintenance Superintendent  
Robert Rein, Director of Tolls  
Paul H. Mandilian  
Carol (guest of Paul H. Mandilian)  
Thomas F. Ryder  
Trish Ryder  
Donna A. Norcross  
Butch Norcross

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

### **APPROVAL OF THE MINUTES**

Commissioner Singleton moved to adopt the minutes of March 25, 2014. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

### **DISBURSEMENTS LIST**

Vice-Chairman Fattorini moved to approve disbursements made from March 26, 2014 through April 15, 2014 as included in the list as presented. Commissioner Singleton seconded the motion. The motion passed with the following abstentions:

Chairman Comegno abstained from Voucher Number 14-00083; Vice-Chairman Fattorini abstained from Voucher Numbers 14-00092 and 14-01230; and Commissioner Singleton abstained from Voucher Numbers 14-01265, 14-01266, 14-01267, 14-01340, 14-00090, 14-00278, 14-01269, 14-01282 and 14-01341.

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

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

#### **RESOLUTION NO. 2014-26**

#### **RESOLUTION EXTENDING THE CONTRACT WITH COMCAST (NO ADDITIONAL APPROPRIATION).**

**WHEREAS**, the Burlington County Bridge Commission ("Commission") has determined that it requires the services of a firm to provide various data and internet communication services for the Commission; and

**WHEREAS**, pursuant to Resolution No. 2011-61, the Commission entered into a contract with Comcast to provide data and internet communication services; and

**WHEREAS**, additional data and internet communication services under this contract are required and it is therefore necessary to extend the contract to and until September 30, 2014.

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

1. The terms, conditions and duties outlined in Resolution No. 2011-61 appointing Comcast are incorporated herein by reference, and for the reasons hereinabove



Robert Rein, Director of Tolls, read Resolutions 2014-28 and 2014-30 in their entirety. Mr. Rein spoke about what a privilege it was to work with Paul H. Mandilian and Donna A. Norcross and commended them on their years of service.

**RESOLUTION NO. 2014-28**

**RESOLUTION REGARDING THE RETIREMENT OF  
PAUL H. MANDILIAN**

**WHEREAS**, Paul H. Mandilian has been a regular employee of the Burlington County Bridge Commission (“Commission”) for eleven (11) years during which time he has served in the Toll Department as a Toll Collector at both the Tacony Palmyra and Burlington Bristol Bridges; and

**WHEREAS**, Paul H. Mandilian has been a good, loyal and faithful employee of the Commission; and

**WHEREAS**, Paul H. Mandilian has requested the Burlington Commission for permission to retire effective July 1, 2014.

**NOW, THEREFORE, BE IT RESOLVED** that the retirement of Paul H. Mandilian be granted at the April 15, 2014 meeting effective July 1, 2014 with the benefits requested by Mr. Mandilian and which may be allowed by law and Commission policies and procedures; and

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

Chairman John B. Comegno, II \_\_\_\_\_

Vice-Chairman James D. Fattorini \_\_\_\_\_

Commissioner Troy E. Singleton \_\_\_\_\_

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

Phillip Adams, Manager, Burlington-Bristol Bridge, read Resolution 2014-29 in its entirety. Mr. Adams thanked Thomas F. Ryder for his many years of loyal service and recognized the knowledge and expertise he exhibited in all capacities while working at the Commission.

**RESOLUTION NO. 2014-29**

**RESOLUTION REGARDING THE RETIREMENT OF  
THOMAS F. RYDER**

**WHEREAS**, Thomas F. Ryder has been a regular employee of the Burlington County Bridge Commission (“Commission”) for twenty (20) years, during which time he has served in the Maintenance Department as a Maintenance Person at both the Tacony Palmyra and Burlington Bristol Bridges and in Administration as an Administrative Supervisor; and

**WHEREAS**, Thomas F. Ryder has been a good, loyal and faithful employee of the Commission who has performed his duties with integrity, diligence and professionalism; and

**WHEREAS**, Thomas F. Ryder has requested the Commission for permission to retire effective July 1, 2014.

**NOW, THEREFORE, BE IT RESOLVED** that the retirement of Thomas F. Ryder be granted at the April 15, 2014 meeting effective July 1, 2014 with the benefits requested by Mr. Ryder and which may be allowed by law and Commission policies and procedures; and

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

Chairman John B. Comegno, II \_\_\_\_\_

Vice-Chairman James D. Fattorini \_\_\_\_\_

Commissioner Troy E. Singleton \_\_\_\_\_

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

**RESOLUTION NO. 2014-30**

**RESOLUTION REGARDING THE RETIREMENT OF  
DONNA A. NORCROSS**

**WHEREAS**, Donna A. Norcross has been a regular employee of the Burlington County Bridge Commission (“Commission”) for thirty-one (31) years during which time she has served in the Toll Department as a Toll Collector and Bascule Operator at both the Tacony Palmyra and Burlington Bristol Bridges; and

**WHEREAS**, Donna Norcross has been a good, loyal and faithful employee of the Commission; and

**WHEREAS**, Donna Norcross has requested the Burlington Commission for permission to retire effective July 1, 2014.

**NOW, THEREFORE, BE IT RESOLVED** that the retirement of Donna Norcross be granted at the April 15, 2014 meeting effective July 1, 2014 with the benefits requested by Ms. Norcross and which may be allowed by law and Commission policies and procedures; and

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

Chairman John B. Comegno, II \_\_\_\_\_

Vice-Chairman James D. Fattorini \_\_\_\_\_

Commissioner Troy E. Singleton \_\_\_\_\_

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

### **PALMYRA COVE NATURE PARK**

Ms. Ruvolo reported that Director John Moore was the keynote speaker earlier this month at a summit for STEM educators at Bismark State College in North Dakota. She explained that PCNP’s environmental science education programs are evolving to meet the needs of the next generation of science standards; the science content currently being proposed at the national level and being discussed around the country, GeoSTEM and Remote Sensing, is already part of PCNP’s curriculum.

PCNP continues to offer preschool programs and class field trips; and Kim Lee, a Rowan University senior, is fulfilling her 100-hour volunteer requirement at PCNP to obtain her degree in Environmental Science and Geography. Lastly, Ms. Ruvolo reported that Adopt-A-Beach cleanup is scheduled for April 19<sup>th</sup> which annually attracts over 100 volunteers to help clean the shoreline.

## **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>
Kathleen Melke	P/T Tolls	3/31/14
Steven Cupani	P/T Police	4/8/14
<b><u>PROBATION – Requires Commission Approval</u></b>		<b><u>Effective</u></b>
Patricia Feriozzi	P/T Cove	4/3/14
John Moore	F/T Director/Cove	4/9/14
<b><u>PROMOTION – Requires Commission Approval</u></b>		<b><u>Effective</u></b>
Phillip Landell	F/T Police	3/30/14
<b><u>RESIGNATIONS – Requires Commission Approval</u></b>		<b><u>Effective</u></b>
Matthew Lloyd	F/T Police	5/2/14

Chairman Comegno moved by block all of the above personnel issues. Commissioner Singleton moved to approve. Vice-Chairman Fattorini 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.

Chairman Comegno asked for a motion to convene executive session.

## **RESOLUTION NO. 2014-31**

### **RESOLUTION TO CONVENE EXECUTIVE SESSION MEETING**

**WHEREAS**, the Burlington County Bridge Commission (“Commission”) is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq.; and

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

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

- (1) Matters Required by Law to be Confidential: Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.
- (2) Matters Where the Release of Information Would Impair the Right to Receive Funds: Any matter in which the release of information would impair a right to receive funds from the Government of the United States.
- (3) Matters Involving Individual Privacy: Any material, the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to, information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.
- (4) Matters Relating to Collective Bargaining Agreements: Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.
- (5) Matters Relating to the Purchase, Lease of Acquisition of Real Property or the Investment of Public Funds: Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.

- (6) Matters Relating to Public Safety and Property: Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigations of violations of possible violations of the law.
- (7) Matters Relating to Litigation, Negotiations and the Attorney-Client Privileges. Any pending or anticipated litigation or contract negotiation in which the public body is, or may become, a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.
- (8) Matters Relating to the Employment Relationship: Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.
- (9) Matters Relating to Potential Imposition of a Penalty: Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party bears responsibility.

**NOW, THEREFORE, BE IT RESOLVED** by the Burlington County Bridge Commission, County of Burlington, State of New Jersey, assembled in public session, that an Executive Session executive to the public shall be held in the Administration Building of the Commission, 1300 Route 73 North, Palmyra, New Jersey, for the discussion of matters relating to the specific items designated above.

It is anticipated that the deliberations conducted in executive session may be disclosed to the public upon the determination of the Commission that the public interest will no longer be served by such confidentiality.

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

#### **MOTION TO RETURN TO PUBLIC SESSION**

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

**RESOLUTION NO. 2014-32**

**RESOLUTION EXTENDING THE CONTRACT WITH DREXEL UNIVERSITY  
(NO ADDITIONAL APPROPRIATION).**

**WHEREAS**, the Burlington County Bridge Commission (“Commission”) has determined that it requires the services of an organization at the forefront of engineering research and education related to transportation infrastructure systems, capable of designing and implementing smart bridge technologies for the Commission related to maintaining the safety and enhancing the serviceability and affordability of the Commission’s bridges, as well as other engineering-related research and assistance; and

**WHEREAS**, pursuant to Resolution No. 2010-33, the Commission entered into a contract with Drexel University (“Drexel”) to provide those engineering services; and

**WHEREAS**, due to the Commission’s desire to continue with its partnership with Drexel which will enable the Commission to better maintain and inspect its bridges and facilities, the Commission has determined to extend its agreement with Drexel by one year to May 12, 2015.

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

1. The terms, conditions and duties outlined in Resolution No. 2010-33 appointing Drexel are incorporated herein by reference, and for the reasons hereinabove expressed, the contract is hereby extended to and until May 12, 2015.

2. Notice of adoption of this Resolution shall be published in the Courier Post, as required by law.

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

**RESOLUTION NO. 2014-33**

**RESOLUTION AUTHORIZING A BAN ON SMOKING OR USE OF  
TOBACCO PRODUCTS ON PALMYRA COVE NATURE PARK  
PROPERTY.**

**WHEREAS**, the Burlington County Bridge Commission (“Commission”) desires to establish a Smoke and Tobacco Free Policy regarding smoking and tobacco products in and around Palmyra Cove Nature Park (“PCNP”) buildings and property; and

**WHEREAS**, pursuant to the “New Jersey Smoke Free Air Act”, N.J.S.A. 26:3D-56, the New Jersey Legislature has found that tobacco is the leading cause of preventable disease and death in the State and the nation and tobacco smoke constitutes a substantial health hazard to the nonsmoking majority of the public; and

**WHEREAS**, the Commission desires to promote and enhance a healthy environment and to reduce tobacco smoke and other harmful byproducts of the use of tobacco by prohibiting smoking and all other tobacco products on Palmyra Cove Nature Park property; and

**WHEREAS**, this policy is consistent with the Burlington County Parks Systems Rules and Regulations (“Regulations”) authorized and approved by the Burlington County Board of Chosen Freeholders, which prohibits smoking and the use of tobacco on all Burlington County Parks property; and

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

1. The Commission hereby establishes a Smoke and Tobacco Free Policy regarding smoking and tobacco products in and around Palmyra Cove Nature Park buildings and property, so that smoking and the use of tobacco is prohibited on all Palmyra Cove Nature Park property, indoors or outdoors, including but not limited to parking lots, trails, buildings, exhibits, programs or festivals.
2. The Smoke and Tobacco Free Policy shall be adopted effective April, 15, 2014.
3. The adopted Smoke and Tobacco Free Policy shall remain in force and effect until such time that the Commission finds it necessary to amend, revoke or in any way modify.

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

**RESOLUTION NO. 2014-34**

**RESOLUTION AUTHORIZING AMENDMENT TO EXISTING SHARED SERVICES AGREEMENT BETWEEN THE COMMISSION AND THE COUNTY OF BURLINGTON.**

**WHEREAS**, the Burlington County Bridge Commission (“Commission”), as part of its economic development and shared services initiatives, is committed to continuing to assist the County of Burlington (“County”) and the County’s municipalities and other entities in tax relief and other programs; and

**WHEREAS**, the Commission has undertaken, as a shared service with the County, the removal of debris and vegetation from the Rancocas Creek; a County-wide Greenbacks-to-Go-Green energy savings program; various shared services with the Burlington County Institute of Technology and the Special Services School District; and supporting the County in completion of certain emergent maintenance projects for certain County bridges and road, and other projects; and

**WHEREAS**, the Commission and the County have entered into shared services agreements over time which memorialize the Commission's support for providing shared services to the County and the terms by which those services will be carried out; and

**WHEREAS**, following harsh weather conditions during the winter months of 2013 and 2014, emergent and an unusually large amount of road and bridge maintenance issues arose throughout the County, which created potholes, spalling and other dangerous conditions on County roads and which exceeded the County's ability to perform timely repairs using its own forces and materials; and

**WHEREAS**, previous shared service repair work provided to the County on certain bridges and roads, referenced above, was performed by the commission's vendor for road repair work, and the County and the Commission agree that utilizing the same vendor to perform the required road repair work now, given the large amount of work involved and the short time within which it needs to be performed, is the most time and cost-effective process for providing the required shared services; and

**WHEREAS**, the County and the Commission intend to maintain their mutual responsibilities that are detailed in their existing shared service agreements, and in particular to extend the terms of the shared service agreement that the commission and the county entered into by Commission Resolution No. 2012-32, to include the scope of the required additional road repair work and to extend the term of that agreement until July 31, 2016.

**NOW, THEREFORE, BE IT RESOLVED** by the Burlington County Bridge Commission that the Executive Director of the Commission is hereby authorized to enter into an amended shared services agreement with the County, which provides for the Commission's assistance in additional road repair work, through the Commission's road repair vendor, and which extends the term of the shared services agreement that was entered into pursuant to Commission Resolution No. 2012-32 until July 31, 2016.

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

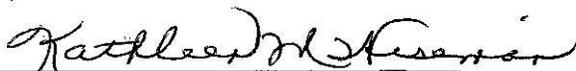
**EXECUTIVE DIRECTOR'S REPORT**

Executive Director Jeffers asked for a motion to approve the settlement with IFPTE Local 94 as discussed in Executive Session.

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

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