

BURLINGTON COUNTY BRIDGE COMMISSION

MEETING MINUTES

September 13, 2016

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

"This meeting is to be conducted in accordance with notice requirements of P.L. 1975, CH. 231. A 'Notice of Meeting' was posted in a public place on November 18, 2015 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/Office Mgr/Mgr of Records
Anthony T. Drollas Jr., Solicitor
Elizabeth Verna, Chief of Staff
Constance Borman, Human Resources Director
Patrick Reilly, Director of Public Safety and Security
Clara Ruvolo, Director, Palmyra Cove Nature Park
James Fletcher, Manager, Tacony-Palmyra Bridge
Stanley Ozalis, Manager, Technical Operations
Phillip Adams, Manager, Burlington-Bristol Bridge
Ellen Brennan, Health and Benefits Coordinator
Dave Leh, Accountant
Al Ziegler, Director of Maintenance
Michael McCarron, Director of Tolls and Tower Operations
Michelle Chiemiego, Purchasing Agent
Larry Egan, Pennoni Engineering
Sascha Harding, Pennoni Engineering
Brian Woods, *Burlington County Times*

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

APPROVAL OF THE MINUTES

Commissioner Singleton moved to approve the minutes of August 16, 2016. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

DISBURSEMENTS LIST

Vice-Chairman Fattorini moved to approve disbursements made from July 15, 2016 through September 13, 2016 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 16-00123; Vice-Chairman Fattorini abstained from Voucher Number 16-00026, 16-01543 and 16-01769; and Commissioner Singleton abstained from Voucher Numbers 16-01607, 16-01608, 16-01612, 16-01716, 16-01680, 16-01709, 16-00025, 16-00236, 16-00235, 16-01706, 16-01707, 16-01728, 16-01705, 16-01606, 16-01715, 16-01723, and 16-01725.

EXECUTIVE DIRECTOR'S REPORT

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

RESOLUTION NO. 2016-95

RESOLUTION AWARDING A CONTRACT FOR DEICING PRODUCT TO CARGILL, INC.

WHEREAS, the Burlington County Bridge Commission ("Commission") requires a vendor to provide deicing product with corrosion/scaling inhibitors for use in inclement weather; and

WHEREAS, bids were received and opened by the Purchasing Agent on September 8, 2016; and

WHEREAS, the only bid received for this solicitation was from Cargill, Inc. ("Cargill") in the amount of Two Hundred Nine Dollars and Thirteen Cents (\$209.13) per ton, and it has been determined that Cargill's product meets all technical characteristics and criteria of the required product; and

WHEREAS, the maximum amount of this contract shall be One Hundred Twenty-Five Thousand Dollars (\$125,000.00), and sufficient funds are available for payment for this commodity 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 Deicing Product with Corrosion/Scaling Inhibitors (BCBC-201608) to Cargill, and the Executive Director and the Secretary of the Commission are hereby authorized to execute a contract with Cargill.

2. The maximum amount of this contract shall not exceed One Hundred Twenty-Five Thousand Dollars (\$125,000.00) for deicing product with corrosion/scaling inhibitors provided in accordance with the awarded contract.

3. The contract shall extend from October 1, 2016 to and until September 30, 2017.

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

RESOLUTION NO. 2016-96

RESOLUTION AMENDING THE CONTRACT WITH INTELLIGENT INFRASTRUCTURE SYSTEMS, LLC.

WHEREAS, the Burlington County Bridge Commission ("Commission") has determined that it requires the services of a firm capable of designing and developing an asset management system with implementation tools; and

WHEREAS, pursuant to Resolution No. 2012-93, the Commission entered into a contract with Intelligent Infrastructure Systems, LLC ("IIS") to provide those professional engineering services, with the work to be performed in an orderly series of phases; and

WHEREAS, the Commission approved at its October 14, 2015 meeting to proceed with the work contemplated in Phase 5 of the project and it is necessary to increase the contract by an additional Seventy-Five Thousand Dollars (\$75,000.00), and it is necessary to extend the contract with IIS to the end of the Phase 5 work project pursuant to N.J.S.A. 40A:11-15(9).

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

1. The terms, conditions and duties outlined in Resolution No. 2012-93 appointing IIS are incorporated herein by reference, and for the reasons hereinabove expressed, the sum of Seventy-Five Thousand Dollars (\$75,000.00) be and hereby is appropriated to pay the fees, expenses and costs for the work associated with Phase 5 of the contract, and the contract between the Commission and IIS is hereby extended to the date of completion of the Phase 5 work project pursuant to N.J.S.A. 40A:11-15(9).

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. 2016-97

**RESOLUTION AWARDING A CONTRACT TO THE
VAUGHN COLLABORATIVE FOR ARCHITECTURAL
SERVICES.**

WHEREAS, the Burlington County Bridge Commission (“Commission”) has entered into a Shared Services Agreement with the Burlington County Board of Chosen Freeholders (“County”), Rowan College at Burlington County, Burlington County Institute of Technology/Special Services School and Burlington County Library Commission (“Shared Services Entities”) whereby those entities agreed to share services as agreed to by the parties; and

WHEREAS, pursuant to that agreement, the Commission utilizes a shared, publicly-advertised Request for Qualifications (“RFQ”) and a shared pool of qualified professionals for the years 2015-2016, with the County acting as the lead agency for the issuance of the RFQ and the creation of the pool; and

WHEREAS, the Commission and each Shared Service Entity, solicits proposals and enters into contracts for specified project assignments, as needed; and

WHEREAS, the Commission has determined that it requires the services of an architecture firm to prepare design plans and architectural renderings for renovations to be completed within various Commission facilities; and

WHEREAS, The Vaughn Collaborative (“TVC”) has been approved as a qualified professional and is a member of the shared pool; and

WHEREAS, upon receipt and review of the proposal submitted by TVC 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 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 contracts for such services and the contract itself must be available for public inspection.

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

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

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 Fifty Thousand Dollars (\$50,000.00), and the contract shall extend from October 1, 2016 to and until September 30, 2017.

4. 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. 2016-98

RESOLUTION ADOPTING THE 2017 BUDGET FOR THE FISCAL YEAR PERIOD: OCTOBER 1, 2016 TO SEPTEMBER 30, 2017.

WHEREAS, the Annual Budget and Capital Budget Program for the Burlington County Bridge Commission ("Commission") for the fiscal year period beginning October 1, 2016 and ending September 30, 2017 has been presented for adoption before the governing body of the Commission at its meeting of September 13, 2016; and

WHEREAS, the Annual Budget and Capital Budget Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$33,723,000; Total Appropriations of \$33,723,000 and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget Program as presented for adoption reflects Total Appropriations of \$24,800,000 and Total Unrestricted Net Position planned to be utilized as funding of \$10,000,000.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Commission, at an open public meeting held on September 13, 2016, that the Annual Budget and Capital Budget Program of the Commission for the fiscal year period

beginning October 1, 2016 and ending September 30, 2017, is hereby adopted and shall constitute an appropriation for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

Kathleen M. Wiseman, Secretary

September 13, 2016

(date)

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

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

HUMAN RESOURCES

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

NEW HIRES — Requires Commission Approval

	<u>Effective</u>
Christopher Howe FT Police	8/18/16
Shane Dorsey PT Tolls	9/6/16
Steve Barone PT Police	9/12/16

PROBATION — Requires Commission Approval

Leslie Dobbs FT Tolls	<u>Effective</u> 8/29/16
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RESIGNATIONS — Requires Commission Approval

James Jeffers	FT Maintenance	<u>Effective</u> 8/15/16
Michelle Ptaszenski	PT Tolls	8/18/16

TERMINATION – Requires Commission Approval

Aaron Nixon	PT Tolls	<u>Effective</u> 8/17/16
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Chairman Comegno requested to approve by block with the exception of Leslie Dobbs. Commissioner Singleton moved to approve. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

Chairman Comegno moved to approve removal of probation of Leslie Dobbs. Vice-Chairman Fattorini seconded the motion.

VOTE:

Yeas	-- Comegno
	Fattorini
Abstain	Singleton

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 requested permission to bid the project titled Burlington-Bristol Bridge Counterweight Rope Tensioning; permission to request proposals for professional services; and permission to attend the annual Burlington County Military Dinner on October 6, 2016. Vice-Chairman Fattorini moved to approve. Commissioner Singleton seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2016-99

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 or 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.

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


MOTION TO RETURN TO PUBLIC SESSION

Vice-Chairman Fattorini moved to return to public session. Commissioner Singleton seconded the motion. The motion passed unanimously.

Chairman Comegno moved to approve the hearing officer's decision to terminate Garry Church effective September 13, 2016. Commissioner Singleton seconded the motion. The motion passed unanimously.

Chairman Comegno asked for any further business to come before the Commission. Hearing none, Commissioner Singleton moved to adjourn the meeting. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

Respectfully submitted,


Kathleen M. Wiseman
Secretary