

BURLINGTON COUNTY BRIDGE COMMISSION
MEETING MINUTES
October 12, 2017

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 22, 2016 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 (via phone conference)

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
John Moore, Director, Palmyra Cove Nature Park
James Fletcher, Director, Projects & Engineering
Phillip Adams, Director, Burlington-Bristol Bridge & Tacony-Palmyra Bridge
Michael McCarron, Director of Tolls and Tower Operations
Ellen Brennan, Manager, HR/Health Benefits
Dave Leh, Accounting Manager
Al Ziegler, Director of Maintenance
Michelle Chiemiego, Purchasing Agent
Jeffrey Kish, Assistant to Director, Tolls & Tower Operations
Frank Harris, Pennoni Engineering
Sascha Harding, Pennoni Engineering

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

APPROVAL OF THE MINUTES

Commissioner Singleton moved to approve the minutes from the September 18, 2017 Commission Meeting. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

DISBURSEMENTS LIST

Vice-Chairman Fattorini moved to approve disbursements made from September 19, 2017 through October 12, 2017 as included in the list as presented. Commissioner Singleton seconded the motion. The motion passed with the following abstentions:

Commissioner Singleton abstained from Voucher Numbers 17-01910, 17-01911, 17-01919, 17-01923, 17-00022, 17-00024, 17-00026, 17-01924, 17-01908, 17-01851 and 17-01852.

EXECUTIVE DIRECTOR'S REPORT

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

RESOLUTION NO. 2017-86

RESOLUTION AMENDING THE CONTRACT WITH COMMUNITY GRANTS, PLANNING & HOUSING, LLC FOR ECONOMIC DEVELOPMENT, REDEVELOPMENT, PLANNING & GRANT WRITING SERVICES.

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, pursuant to Resolution No. 2016-126, the Commission entered into a contract with Community Grants, Planning & Housing, LLC ("CGP&H") to provide those professional services; and

WHEREAS, additional professional services under this contract are required for assisting Burlington County municipalities with ongoing affordable housing work performing on behalf of a number of Burlington County municipalities, and an increase in the amount of Master Planning work authorized to perform in partnership with the Department of Economic Development and Regional Planning; and it is necessary to increase the appropriation for such services by an additional Sixty-Eight Thousand Dollars (\$68,000.00).

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

1. The terms, conditions and duties outlined in Resolution No. 2016-126 appointing CGP&H are incorporated herein by reference, and for the reasons hereinabove expressed, an additional sum of Sixty-Eight Thousand Dollars (\$68,000.00) be and hereby is appropriated to pay the fees, expenses and costs pursuant to the existing contract between the Commission and CGP&H.

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

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

RESOLUTION NO. 2017-87

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 Forty-One Thousand, One Hundred Sixty-Five Dollars (\$141,165.00).

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 Forty-One Thousand, One Hundred Sixty-Five Dollars (\$141,165.00) 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. 2017-88

RESOLUTION AMENDING THE CONTRACT WITH MASER CONSULTING, P.A. FOR ASSOCIATE RESIDENT ENGINEERING SERVICES.

WHEREAS, the Burlington County Bridge Commission ("Commission") has determined that it requires the services of an engineering firm with expertise in matters involving operation and maintenance of the bridges under the jurisdiction of the Commission, and is capable of providing services as associate resident engineer and 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, pursuant to Resolution No. 2016-135, the Commission entered into a contract with Maser Consulting, P.A. ("Maser") to provide those professional engineering services; and

WHEREAS, additional engineering services under this contract are required to perform design and inspections services on the Burlington-Bristol Bridge Concrete Repair project and the Burlington-Bristol Bridge and Tacony-Palmyra Bridge Operational Support Equipment project; and it is necessary to increase the appropriation for such services by an additional Thirty Thousand Dollars (\$30,000.00).

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

1. The terms, conditions and duties outlined in Resolution No. 2016-135 appointing Maser are incorporated herein by reference, and for the reasons hereinabove expressed, an additional sum of Thirty Thousand Dollars (\$30,000.00) be and hereby is appropriated to pay the fees, expenses and costs pursuant to the existing contract between the Commission and Maser.

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

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

RESOLUTION NO. 2017-89

RESOLUTION APPROVING CHANGE ORDER NO. 3 FOR THE TACONY-PALMYRA BRIDGE BASCULE SPAN MECHANICAL SYSTEMS REHABILITATION PROJECT (BCBC-201604).

WHEREAS, pursuant to Resolution No. 2016-105, the Burlington County Bridge Commission ("Commission") awarded a contract to American Bridge Company ("American Bridge") for the project titled "Tacony-Palmyra Bridge Bascule Span Mechanical Systems Rehabilitation Project (BCBC-201604)"; and

WHEREAS, the Project Engineer recommended by memorandum dated October 9, 2017 that Change Order No. 3 be approved, providing for the following: the redesign of fourteen (14) Gear Covers and the retrofit of fourteen (14) B2 and B3 bearing bushings; and

WHEREAS, this Change Order No. 3 requires an increase of \$20,571.00 in the contract price, bringing the new contract total to \$2,635,853.00.

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. 3 for American Bridge for the project titled "Tacony-Palmyra Bridge Bascule Span Mechanical Systems Rehabilitation Project (BCBC-201604)".

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:

<u>NEW HIRE – Requires Commission Approval</u>	<u>Effective</u>
Joshua Jones PT Tolls	09/26/17
<u>PROBATION – Requires Commission Approval</u>	<u>Effective</u>
William O’Connell PT Police	09/13/17
<u>RETIREMENT – Requires Commission Approval</u>	<u>Effective</u>
Vincent Pretro FT Tower Operator	01/01/18

Chairman Comegno requested to approve by block. 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 public comment to come before the Commission.

Vice-Chairman Fattorini said a few words about the recent passing of former Commissioner James Logan; Commissioner Singleton echoed his remarks.

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

Respectfully submitted,


Kathleen M. Wiseman
Secretary