

**BURLINGTON COUNTY BRIDGE COMMISSION**

**MEETING MINUTES**

**April 25, 2018**

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 16, 2017 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  
Patrick Reilly, Director of Public Safety and Security  
James Fletcher, Director, Projects & Engineering  
John Moore, Director, Palmyra Cove Nature Park  
Stanley Ozalis, Manager, Technical Operations  
Michael McCarron, Director of Tolls and Tower Operations  
Dave Leh, Accounting Manager  
Al Ziegler, Director of Maintenance  
Ellen Brennan, Manager, HR/Health Benefits  
Michelle Chiemiego, Purchasing Agent  
John Zarsky, Pennoni Engineering  
Sascha Harding, Pennoni Engineering  
Lawrence Egan, 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 March 13, 2018 Commission Meeting. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

**ACCEPTANCE OF ECONOMIC DEVELOPMENT MINUTES**

Vice-Chairman Fattorini moved to accept the minutes of the February, March and April 2018 Economic Development Meetings. Commissioner Singleton seconded the acceptance. Acceptance passed unanimously.

### DISBURSEMENTS LIST

Commissioner Singleton moved to approve disbursements made from March 14, 2018 through April 25, 2018 as included in the list as presented. Vice-Chairman Fattorini seconded the motion. The motion passed with the following abstentions:

Vice-Chairman Fattorini abstained from Voucher Number 18-00846; Commissioner Singleton abstained from Voucher Numbers 16-00886; 18-00854; 18-01007; 18-01029; 18-00856; 18-00220; 18-00240, 18-00221, 18-00860 and 18-01009.

### EXECUTIVE DIRECTOR'S REPORT

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

#### RESOLUTION NO. 2018-20

#### **RESOLUTION AWARDING THE ANNUAL CONTRACT FOR MAINTENANCE OF BRIDGES, EQUIPMENT AND OTHER FACILITIES TO A. P. CONSTRUCTION, INC.**

**WHEREAS**, the Burlington County Bridge Commission ("Commission") requires a contractor to provide for the regular maintenance of the Commission's bridges, equipment and other facilities; and

**WHEREAS**, bids were solicited by the Purchasing Agent for a contract entitled "Maintenance of Bridges, Equipment and Other Facilities (BCBC-201802)" for the period ending September 30, 2018 with options for the periods October 1, 2018 to September 30, 2019 and October 1, 2019 to September 30, 2020 pursuant to N.J.S.A. 40A:11-15(6); and accepted and opened said bids on April 3, 2018; and

**WHEREAS**, the Commission is satisfied that A. P. Construction, Inc. ("A.P.") was the lowest of three bidders and has submitted a satisfactory and responsive bid, and has the required knowledge and expertise to perform such services; and

**WHEREAS**, the maximum amount of this contract shall be Two Million, One Hundred Twelve Thousand, Four Dollars (\$2,112,004.00) for Year 1, Two Million, Five Hundred Twenty-One Thousand, Eight Hundred Eighteen Dollars (\$2,521,818.00) for Year 2, and Two Million, Eight Hundred Fifty-Eight Thousand, Seven Hundred Seventy-Eight Dollars (\$2,858,778.00) for Year 3, totaling Seven Million, Four Hundred Ninety-Two Thousand, Six Hundred Dollars (\$7,492,600.00); and

**WHEREAS**, sufficient funds are available for payment for those services as evidenced by the Certificate of Availability of Funds, attached hereto; and

**WHEREAS**, the Purchasing Agent and the Resident Engineer have reviewed and made recommendations for the award of the contract, and A.P. has indicated that it will



**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 engineering/architectural firm in assisting the County's Planning Department to perform a regional transportation plan for the northern Route 130 region, which includes portions of Burlington City, Burlington Township, Florence Township and Mansfield Township in the County of Burlington, New Jersey; and

**WHEREAS**, WSP USA ("WSP") 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 WSP 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 Thousand Dollars (\$100,000.00), 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 WSP, and the Executive Director and the Secretary of the Commission are hereby authorized to execute an Agreement with WSP.
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 Thousand Dollars (\$100,000.00), and the contract shall extend from April 25, 2018 to and until the end of the project.
4. Notice of adoption of this Resolution shall be published in the Burlington County Times, as required by law.

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

motion. The motion passed unanimously.

### **HUMAN RESOURCES**

Executive Director John Jeffers reported on the following personnel issues for Commission approval:

<b><u>NEW HIRES – Requires Commission Approval</u></b>		<b><u>Effective</u></b>
Vincent Anderson	PT Police	04/10/18
Joseph Wagner	PT Tolls	04/23/18
Robert Rickus	PT Tolls	04/24/18
<b><u>PROBATION – Requires Commission Approval</u></b>		<b><u>Effective</u></b>
Alexander Gross	PT Tolls	03/18/18
Melissa Bohn	PT Tolls	03/25/18
Joshua Jones	PT Tolls	03/26/18
Jason Willitts	PT Tolls	04/14/18
<b><u>RESIGNATION – Requires Commission Approval</u></b>		<b><u>Effective</u></b>
Matthew Fields	PT Police	04/07/18
Valeri J. Gillis	PT PCNP Receptionist	04/23/18
June Kalinowski	FT Administration	04/27/18

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**

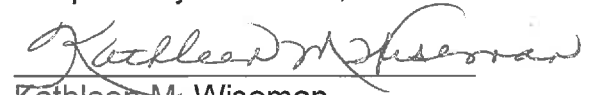
Chairman Comegno called for any public comment to come before the Commission.

Executive Director Jeffers asked for the following permissions: to advertise the 2019-2021 Electrical Maintenance Contract; to advertise the Tacony-Palmyra Bridge Painting Contract; and to advertise the Tacony-Palmyra Bridge Coating Installation Project.

Vice-Chairman Fattorini moved to approve. 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,

A handwritten signature in cursive script, appearing to read "Kathleen M. Wiseman", written over a horizontal line.

Kathleen M. Wiseman  
Secretary