

**BURLINGTON COUNTY BRIDGE COMMISSION**  
**MEETING MINUTES**  
**August 28, 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  
Stanley Ozalis, Manager, Technical Operations  
Phillip Adams, Director, Burlington-Bristol Bridge & Tacony-Palmyra Bridge  
Mark Remsa, Director of Economic Development  
John Moore, Director, Palmyra Cove Nature Park  
Michael McCarron, Director of Tolls and Tower Operations  
Dave Leh, Accounting Manager  
Michelle Chiemiego, Purchasing Agent  
Ellen Brennan, Manager, HR/Health Benefits  
Jeffrey Kish, Assistant to Director, Tolls & Tower Operations  
Al Ziegler, Director of Maintenance  
Dennis Stewart, Assistant Manager, Burlington-Bristol Bridge  
John Zarsky, 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 July 30, 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 July 2018 Economic Development Meeting. Commissioner Singleton seconded the acceptance. Acceptance passed unanimously.

**DISBURSEMENTS LIST**

Commissioner Singleton moved to approve disbursements made from July 31, 2018 through August 28, 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 Numbers 18-01642; 18-01643; 18-01685 and 18-01691. Commissioner Singleton abstained from Voucher Numbers 18-01642; 18-01643; 18-01685; 18-01691; 18-01593; 18-00220; 18-00240; 18-00221; 18-01551; 18-01693; 18-01684; 18-01689 and 18-01690.

Chairman Comegno invoked the Doctrine of Necessity for Voucher Numbers 18-01642; 18-01643; 18-01685 and 18-01691. Chairman Comegno moved to approve and affirm Voucher Numbers 18-01642; 18-01643; 18-01685 and 18-01691.

**VOTE:        Yeas -        Comegno  
                 Abstain -      Fattorini  
                                      Singleton**

**EXECUTIVE DIRECTOR'S REPORT**

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

**RESOLUTION NO. 2018-57**

**RESOLUTION OF ACCEPTANCE FOR THE PREPARATION  
OF A TRANSPORTATION AND CIRCULATION PLANNING  
STUDY FOR THE RIVER ROUTE CORRIDOR.**

**WHEREAS**, the Delaware Valley Regional Planning Commission ("DVRPC") provides sound and integrated land use and transportation planning and coordination of planning at all levels of government to:

1. Support local planning projects that will lead to more residential, employment or commercial opportunities in areas designated for growth or redevelopment;
2. Improve the overall character and quality of life within the region to retain and attract businesses and residents;

3. Enhance and utilize the existing transportation infrastructure capacity to reduce demands on the region's transportation network;
4. Reduce congestion and improve the transportation system's efficiency by promoting the use of transit, bike, and pedestrian transportation modes;
5. Build capacity in our older suburbs and neighborhoods;
6. Reinforce and implement improvements in designated centers;
7. Protect our environment through growth management and land preservation; and

**WHEREAS**, in 2016 DVRPC awarded the Burlington County Bridge Commission ("BCBC") with a Transportation and Community Development Initiative ("TCDI") grant in the amount of one hundred seventy-five thousand dollars and zero cents ("\$175,000.00") for the preparation of a Transportation and Circulation Planning Study for the River Route Corridor ("Study"); and

**WHEREAS**, in 2017 DVRPC and BCBC entered into an agreement to perform certain obligations vis-à-vis the TCDI grant for the preparation of the study; and

**WHEREAS**, while work on the Study was completed June 30, 2018 in accordance with the agreement, BCBC recognizes the Study is a guidance document for Burlington County and the municipalities that participated in the planning process and that additional planning analyses and design work will be necessary to implement the recommendations of the Study; and

**WHEREAS**, DVRPC developed an acceptance of project process to assure compliance with local, county and regional agencies and policies that address the goals of DVRPC's long-range plan, known as *Connections 2045*.

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

1. The Commissioners accept the Transportation and Circulation Planning Study for the River Route Corridor.
2. The Commissioners direct their Department of Economic Development and Regional Planning to work with Burlington County and participating municipalities, as well as DVRPC and the New Jersey Department of Transportation, to implement the recommendations of the study to address circulation and transportation issues within the corridor, achieve sustainability within the region and address the goals of *Connections 2045*.

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

**RESOLUTION NO. 2018-58**

**RESOLUTION OF ACCEPTANCE FOR THE PREPARATION  
OF A CONCEPTUAL DESIGN PLAN FOR THE U.S. ROUTE  
130 – BRIDGEBORO ROAD/CREEK ROAD INTERSECTION.**

**WHEREAS**, the Delaware Valley Regional Planning Commission (“DVRPC”) provides sound and integrated land use and transportation planning and coordination of planning at all levels of government to:

1. Support local planning projects that will lead to more residential, employment or commercial opportunities in areas designated for growth or redevelopment;
2. Improve the overall character and quality of life within the region to retain and attract businesses and residents;
3. Enhance and utilize the existing transportation infrastructure capacity to reduce demands on the region’s transportation network;
4. Reduce congestion and improve the transportation system’s efficiency by promoting the use of transit, bike, and pedestrian transportation modes;
5. Build capacity in our older suburbs and neighborhoods;
6. Reinforce and implement improvements in designated centers;
7. Protect our environment through growth management and land preservation; and

**WHEREAS**, in 2016 DVRPC awarded the Burlington County Bridge Commission (“BCBC”) with a Transportation and Community Development Initiative (“TCDI”) grant in the amount of one hundred twenty-five thousand dollars and zero cents (“\$125,000.00”) for the preparation of a Conceptual Design Plan for the U.S. Route 130 – Bridgeboro Rd/Creek Road Intersection (“Plan”); and

**WHEREAS**, in 2017 DVRPC and BCBC entered into an agreement to perform certain obligations vis-à-vis the TCDI grant for the preparation of the study; and

**WHEREAS**, while work on the Plan was completed June 30, 2018 in accordance with the agreement, BCBC recognizes the Plan is a guidance document for Burlington

County and the municipalities that participated in the planning process and that additional planning analyses and design work will be necessary to implement the recommendations of the Plan; and

**WHEREAS**, DVRPC developed and acceptance of project process to assure compliance with local, county and regional agencies and policies that address the goals of DVRPC's long-range plan, known as *Connections 2045*.

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

1. The Commissioners accept the Conceptual Design Plan for the U.S. Route 130 – Bridgeboro Rd/Creek Road Intersection for the River Route Corridor.
2. The Commissioners direct their Department of Economic Development and Regional Planning to work with Burlington County and participating municipalities, as well as DVRPC and the New Jersey Department of Transportation, to implement the recommendations of the Plan to address circulation and transportation issues associated with the intersection, achieve sustainability within the region and address the goals of *Connections 2045*.

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

**RESOLUTION NO. 2018-59**

**RESOLUTION AMENDING THE CONTRACT WITH  
WINDSTREAM CORPORATION TO PROVIDE VOICE  
COMMUNICATION SERVICES.**

**WHEREAS**, the Burlington County Bridge Commission ("Commission") requires the services of a firm to provide various voice communication services for the Commission; and

**WHEREAS**, pursuant to Resolution No. 2016-156, the Commission entered into a contract with Windstream Corporation ("Windstream") to provide these voice communication services; and

**WHEREAS**, Commission staff is currently reviewing its options for providing voice, data and internet communication services, and finds it necessary to extend and increase the contract with Windstream for the continuation to provide voice communication services.

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

1. The terms, conditions and duties outlined in Resolution No. 2016-156 appointing Windstream are incorporated herein by reference, and for the reasons hereinabove expressed, the existing contract between the Commission and Windstream is hereby extended to and until January 30, 2019 and 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 Windstream.

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. 2018-60**

#### **RESOLUTION AWARDING A CONTRACT TO CONSULTING ENGINEER SERVICES FOR ON-CALL PROFESSIONAL ENGINEERING SERVICES FOR THE BURLINGTON COUNTY BRIDGE COMMISSION CAPITAL IMPROVEMENTS AND MAINTENANCE PROJECTS.**

**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 2017-2018, 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 engineering firm capable of performing on-call engineering services for the Commission's capital improvements and maintenance projects; and

**WHEREAS**, Consulting Engineer Services ("CES") 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 CES, 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 Fifty Thousand Dollars (\$150,000.00), 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 CES, and the Executive Director and the Secretary of the Commission are hereby authorized to execute an Agreement with CES.

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 Fifty Thousand Dollars (\$150,000.00), and the contract shall extend from August 28, 2018 to and until August 28, 2019.

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. 2018-61**

**RESOLUTION EXTENDING YEAR TWO OF THE ELECTRONIC PARTS AND SUPPLIES CONTRACT TO FRANKLIN ELECTRIC CO. (NO ADDITIONAL APPROPRIATION).**

**WHEREAS**, the Burlington County Bridge Commission ("Commission") requires an electrical supply house to provide various electronic parts and supplies to be used for maintenance on all bridges and facilities; and

**WHEREAS**, bids were solicited by the Purchasing Agent for a contract entitled

“Electronic Parts & Supplies (BCBC-201605)” for the period September 1, 2016 to August 31, 2017, with an option of a one (1) year extension expiring on August 31, 2018 pursuant to N.J.S.A. 40A:11-16(6); and

**WHEREAS**, Commission staff recommended that the Commission award a contract for Option Year Two to Franklin in the amount not to exceed \$100,000.00, based upon satisfactory performance during the previous year; and

**WHEREAS**, pursuant to Resolution No. 2017-69, the Commission entered into Year Two of a contract with Franklin, for the period September 1, 2017 through August 31, 2018; and

**WHEREAS**, Commission staff is currently reviewing Electronic Parts and Supplies specifications for bid solicitation of a new contract, and finds it necessary to extend Year Two of the contract for an additional two (2) months, until a new solicitation has been advertised and recommended for award.

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

1. The terms, conditions and duties outlined in Resolution No. 2017-69 appointing Franklin are incorporated herein by reference, and for the reasons hereinabove expressed, the existing contract between the Commission and Franklin is hereby extended to and until October 31, 2018.

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

#### **HUMAN RESOURCES**

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

| <b><u>RETIREMENT – Requires Commission Approval</u></b> |          | <b><u>Effective</u></b> |
|---|----------|-------------------------|
| Bruce Jacobs  | FT Tolls | 09/01/18                |
| Darlene Vencius   | FT Tolls | 01/01/19*               |

*\*(change of previously approved effective retirement date of 11/01/18)*

| <b><u>RESIGNATIONS – Requires Commission Approval</u></b> |                           | <b><u>Effective</u></b> |
|---|---------------------------|-------------------------|
| James Boettger  | PT Police                 | 07/24/18                |
| Kyle Greening   | PT Tolls                  | 09/08/18                |
| Gary Lang   | Seasonal Delanco Operator | 10/15/18                |

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.

**RESOLUTION NO. 2018-62**

**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 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**

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

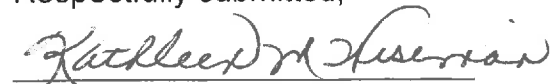
Chairman Comegno asked for a motion to approve the MOU reached with the Commission's Police Department Union. Vice-Chairman Fattorini moved to approve. Commissioner Singleton seconded the motion. The motion passed unanimously.

Chairman Comegno expressed his thanks and gratitude to the hard work and dedication of the Commission's Police Department.

Executive Director Jeffers asked for permissions to: (1) advertise for voice, data, and internet communication services; (2) request proposals for outdoor advertising; (3) attend Burlington County Military Affairs Dinner on October 4, 2018; (4) ratify permission for Stanley Ozalis to travel to Plano, TX from August 22, 2018 through August 23, 2018 for the National Interoperability Meeting; (5) ratify permission for Christine Nociti to travel to Pittsburgh, PA from August 14, 2018 through August 15, 2018 for CLE & CPE credits; and (6) request proposals for an appraisal for the property on the Pennsylvania side of the Tacony-Palmyra Bridge.

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