

BURLINGTON COUNTY BRIDGE COMMISSION
MEETING MINUTES
FEBRUARY 1, 2019

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 December 14, 2018 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
James Fletcher, Director, Projects & Engineering
Stanley Ozalis, Manager, Technical Operations
John Moore, Director, Palmyra Cove Nature Park
Michael McCarron, Director of Tolls and Tower Operations
Michelle Chiemiego, Purchasing Agent
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 of January 4, 2019. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

ACCEPTANCE OF ECONOMIC DEVELOPMENT MEETING MINUTES

Vice-Chairman Fattorini moved to accept the minutes of the January 2019 Economic Development Meeting. Commissioner Singleton seconded the acceptance. Acceptance passed unanimously.

DISBURSEMENTS LIST

Commissioner Singleton moved to approve disbursements made from January 5, 2019 through February 1, 2019 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 16-00886, 19-00554, 19-00354 and 19-00520; Commissioner Singleton abstained from Voucher Numbers 16-00886, 19-00554, 19-00143, 19-00144, 19-00145 and 19-00597.

Chairman Comegno invoked the Doctrine of Necessity for Voucher Numbers 16-00886 and 19-00554. Chairman Comegno moved to approve and affirm Voucher Numbers 16-00886 and 19-00554.

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

EXECUTIVE DIRECTOR'S REPORT

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

RESOLUTION NO. 2019-14

RESOLUTION AWARDING YEAR TWO OF A CONTRACT FOR MAINTENANCE AND TOLL UNIFORMS TO GRAVES UNIFORMS, LLC.

WHEREAS, the Burlington County Bridge Commission ("Commission") requires a vendor to provide uniforms for its maintenance and toll department employees; and

WHEREAS, bids were solicited by the Purchasing Agent for a contract entitled "Maintenance and Toll Uniforms (BCBC-201804)" for the period March 1, 2018 to February 28, 2019 with an option of a one (1) year extension expiring on February 28, 2020 pursuant to N.J.S.A. 40A:11-16(6); and

WHEREAS, Commission staff reviewed the received bids, and staff prepared a recommendation that identifies the lowest responsive, responsible bidder based on line item grouping, resulting in two (2) awards from this solicitation in order for the Commission to receive the lowest price per line item group, which awards are contained in other resolutions for the Commission's consideration; and

WHEREAS, the Commission is satisfied that Graves Uniforms, LLC. ("Graves Uniforms") was the lowest of two (2) bidders for line items: I1, I2, J, K, L, M, N, O, P, Q, R, S, T, U and V; and

WHEREAS, Commission staff recommended that the Commission award a contract for Year One (March 1, 2018 through February 28, 2019) to Graves Uniforms in the amount of \$36,312.65 with the option to award the contract to Graves Uniforms for Year Two in the amount of \$37,730.85; and

WHEREAS, Commission staff has recommended that the Commission award the contract for option Year Two to Graves Uniforms, based upon satisfactory performance during the previous year; and

WHEREAS, the Chief Financial Officer of the Commission has determined that sufficient funds are available for payment for said services, as evidenced by the Certificate of Availability of Funds attached hereto and made a part thereof.

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

1. The Commission hereby awards Year Two of the contract titled "Maintenance and Toll Uniforms (BCBC-201804)" to Graves Uniforms, and the Executive Director and the Secretary of the Commission are hereby authorized to execute a contract with Graves Uniforms.

2. The maximum amount of this contract shall not exceed Thirty-Seven Thousand, Seven Hundred Thirty Dollars and Eighty-Five Cents (\$37,730.85) and the contract shall extend for the period March 1, 2019 through February 28, 2020.

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

RESOLUTION NO. 2019-15
**RESOLUTION AWARDED YEAR TWO OF A CONTRACT FOR
MAINTENANCE AND TOLL UNIFORMS TO SPECIALTY
GRAPHICS, LLC.**

WHEREAS, the Burlington County Bridge Commission ("Commission") requires a vendor to provide uniforms for its maintenance and toll department employees; and

WHEREAS, bids were solicited by the Purchasing Agent for a contract entitled "Maintenance and Toll Uniforms (BCBC-201804)" for the period March 1, 2018 to February 28, 2019 with an option of a one (1) year extension expiring on February 28, 2020 pursuant to N.J.S.A. 40A:11-16(6); and

WHEREAS, Commission staff reviewed the received bids, and staff prepared a recommendation that identifies the lowest responsive, responsible bidder based on line item grouping, resulting in two (2) awards from this solicitation in order for the Commission to receive the lowest price per line item group, which awards are contained in other resolutions

for the Commission's consideration; and

WHEREAS, the Commission is satisfied that Specialty Graphics, LLC. (Specialty Graphics") was the lowest of two (2) bidders for line items: A1, A2, A3, A4, B1, B2, B3, B4, B5, B6, C, D, E1, E2, E3, E4, E5, F1, F2, G1, G2, G3, H1, H2, H3 and I3; and

WHEREAS, Commission staff recommended that the Commission award a contract for Year One (March 1, 2018 through February 28, 2019) to Specialty Graphics in the amount of \$21,450.00 with the option to award the contract to Specialty Graphics for Year Two in the amount of \$20,950.00; and

WHEREAS, Commission staff has recommended that the Commission award the contract for option Year Two to Specialty Graphics, based upon satisfactory performance during the previous year; and

WHEREAS, the Chief Financial Officer of the Commission has determined that sufficient funds are available for payment for said services, as evidenced by the Certificate of Availability of Funds attached hereto and made a part thereof.

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

1. The Commission hereby awards Year Two of the contract titled "Maintenance and Toll Uniforms (BCBC-201804)" to Specialty Graphics, and the Executive Director and the Secretary of the Commission are hereby authorized to execute a contract with Specialty Graphics.

2. The maximum amount of this contract shall not exceed Twenty Thousand, Nine Hundred Fifty Dollars (\$20,950.00) and the contract shall extend for the period March 1, 2019 through February 28, 2020.

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

RESOLUTION NO. 2019-16
**RESOLUTION AWARDED YEAR TWO FOR ELECTRICAL PARTS &
SUPPLIES TO FRANKLIN ELECTRIC CO.**

WHEREAS, the Burlington County Bridge Commission ("Commission") requires an electrical supply house to provide various electrical 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 "Electrical Parts & Supplies (BCBC-201803)" for the period March 1, 2018 to February 28, 2019 with an option of a one (1) year extension expiring on February 28, 2020

pursuant to N.J.S.A. 40A:11-16(6); and

WHEREAS, Commission staff recommended that the Commission award the contract for Year One (March 1, 2018 through February 28, 2019) to Franklin Electric Co. ("Franklin") in the amount of \$100,000.00 with the option to award the contract to Franklin for year Two (March 1, 2019 through February 28, 2020) in the amount of \$100,000.00; and

WHEREAS, Commission staff has recommended to the Commission that the Commission award the contract for Option Year Two to Franklin, based upon satisfactory performance during the previous year; and

WHEREAS, the Chief Financial Officer of the Commission has determined that sufficient funds are available for payment for said services, as evidenced by the Certificate of Availability of Funds attached hereto and made a part hereof.

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

1. The Burlington County Bridge Commission hereby awards Year Two of a contract for electrical parts and supplies as set forth above to Franklin, and the Executive Director and the Secretary of the Commission are hereby authorized to execute a contract with Franklin.

2. The maximum amount of this contract shall not exceed One Hundred Thousand Dollars (\$100,000.00), and the contract shall extend for the period March 1, 2018 through February 28, 2020.

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

RESOLUTION NO. 2019-17

RESOLUTION AMENDING THE CONTRACT WITH RGI INC. FOR THE PURCHASE OF A TOPOBOX EDUCATIONAL EXHIBIT FOR PALMYRA COVE.

WHEREAS, there exists the need for the purchase of a TopoBox, an educational exhibit, for use at the Palmyra Cove; and

WHEREAS, the award of such contract is permissible without public advertising for bids upon the adoption of a resolution by the Commission pursuant to N.J.S.A. 40A:11-5(q); and

WHEREAS, RGI Inc. ("RGI") submitted a proposal for the product that provided favorable contract terms and conditions for the Commission and the Commission is

satisfied that RGI has the required knowledge and expertise to develop and deliver the educational exhibit; and

WHEREAS, the Commission entered into a contract with RGI to develop and deliver the TopoBox educational exhibit in the amount of Sixty-Two Thousand Dollars (\$62,000.00); and

WHEREAS, additional funds in the amount of \$17,850.00 are required to complete the delivery and full operation of the TopoBox exhibit bringing the total contract amount to \$79,850.00.

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

1. The terms, conditions and duties outlined in Resolution No. 2018-55 appointing RGI are incorporated herein by reference, and for the reasons hereinabove expressed, an additional sum of Seventeen Thousand, Eight Hundred Fifty Dollars (\$17,850.00) be and hereby is appropriated to pay the fees, expenses and costs pursuant to the existing contract between the Commission and RGI.

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. 2019-18
**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 in the process of switching voice, data and internet communication services carrier, and finds it necessary to extend and increase the contract with Windstream to prevent the interruption of voice communication services while the changeover of carriers takes place.

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 April 30, 2019, and an additional sum of Ten Thousand Dollars (\$10,000.00) be and hereby is appropriated to pay the fees, expenses and costs pursuant to the extended 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. 2019-19

RESOLUTION CANCELLING THE ACCOUNT BALANCE OF THE BURLINGTON BUCKS PROGRAM AND PROVIDING FOR PAYMENT OF FUTURE PROGRAM CLAIMS FROM THE COMMISSION'S OPERATING BUDGET.

WHEREAS, the Burlington County Bridge Commission ("Commission"), in conjunction with the Board of Chosen Freeholders, established the Burlington Bucks Program, ("Burlington Bucks"), as part of the Shop Burlington County First initiative, in order to promote businesses in Burlington County; and

WHEREAS, during the course of the Burlington Bucks program, the project generated a monetary fund, to be utilized with Burlington Bucks Gift Card transactions, where local businesses can be reimbursed for their acceptance of the gift cards from consumers; and

WHEREAS, as of February 1, 2019, the account balance of the Burlington Bucks fund is \$1,930.00; and

WHEREAS, the Commission has requested that several municipalities assume the operation of the Burlington Bucks program, without success; and

WHEREAS, for efficiency and for budgeting purposes, the Commission has determined to cancel the account balance for the Burlington Bucks program from the Commission's budget, as additional claims against the fund appear to be unlikely, and

WHEREAS, the Commission has also determined that if there are any future claims against the Burlington Bucks program, those claims will be paid from the Commission's Operating Budget.

NEW BUSINESS

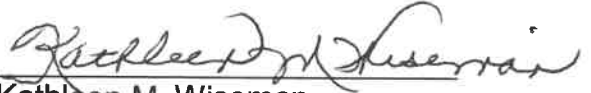
Chairman Comegno called for any new business to come before the Commission.

PUBLIC COMMENT

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

Chairman Comegno asked for 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