

BURLINGTON COUNTY BRIDGE COMMISSION
MEETING MINUTES
January 11, 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
Constance Borman, Human Resources Director
Patrick Reilly, Director of Public Safety and Security
James Fletcher, Director, Projects & Engineering
Phillip Adams, Director, Burlington-Bristol Bridge & Tacony-Palmyra Bridge
Mark Remsa, Director of Economic Development
Michael McCarron, Director of Tolls and Tower Operations
Dave Leh, Accounting Manager
Al Ziegler, Director of Maintenance
Michelle Chiemiego, Purchasing Agent
John Zarsky, Pennoni Engineering

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

The Oath of Allegiance was recited by Commissioner Singleton, administered by Chairman Comegno.

Chairman Comegno congratulated Commissioner Singleton on his reappointment and noted how proud he was to continue to serve with him on the Commission and commended the bipartisan manner in which they all work. Vice-Chairman Fattorini echoed the Chairman’s remarks.

Commissioner Singleton thanked all the members of the Commission "family" acknowledged that his work with the Commission is meaningful, impactful, and important.

APPROVAL OF THE MINUTES

Commissioner Singleton moved to approve the minutes from the December 12, 2017 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 December 2017 Economic Development Meeting. Commissioner Singleton seconded the acceptance. Acceptance passed unanimously.

DISBURSEMENTS LIST

Commissioner Singleton moved to approve disbursements made from December 13, 2017 through January 11, 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 18-00306; Commissioner Singleton abstained from Voucher Numbers 18-00446, 18-00457, 18-00324, 18-00325, 18-00327, 18-00022, 18-00240, 18-00221, 18-00256, 18-00319, 18-00453, 18-00440 and 18-00441..

EXECUTIVE DIRECTOR'S REPORT

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

RESOLUTION NO. 2018-01

RESOLUTION AMENDING THE CONTRACT WITH REMINGTON & VERNICK ENGINEERS FOR ON-CALL CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES.

WHEREAS, the Burlington County Bridge Commission ("Commission") has determined that it requires the services of an engineering firm capable of performing on-call construction management and inspection services for the Commission's capital improvements and maintenance projects; and

WHEREAS, pursuant to Resolution No. 2016-102, the Commission entered into a contract with Remington & Vernick Engineers ("R&V") to provide those professional engineering services; and

WHEREAS, additional construction inspection services for various ongoing electrical projects at both the Tacony-Palmyra and Burlington-Bristol Bridges are required, and it is therefore necessary to increase the appropriation for such services by

an additional Two Hundred Twenty-Five Thousand Dollars (\$225,000.00).

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

1. The terms, conditions and duties outlined in Resolution No. 2016-102 appointing R&V are incorporated herein by reference, and for the reasons hereinabove expressed, an additional sum of Two Hundred Twenty-Five Thousand Dollars (\$225,000.00) be and hereby is appropriated to pay the fees, expenses and costs pursuant to the existing contract between the Commission and R&V.

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

Chairman Comegno moved to approve. Vice-Chairman Fattorini seconded the motion.

VOTE:	Yeas -	Comegno
		Fattorini
	Abstain -	Singleton

RESOLUTION NO. 2018-02

RESOLUTION EXTENDING YEAR THREE OF THE DATA AND INTERNET COMMUNICATIONS SERVICES CONTRACT TO COMCAST BUSINESS COMMUNICATIONS, LLC (NO ADDITIONAL APPROPRIATION).

WHEREAS, the Burlington County Bridge Commission (“Commission”) requires the services of a firm to provide various data and internet communication services for the Commission; and

WHEREAS, proposals were solicited by the Purchasing Agent for a contract entitled “Data and Internet Communications Services” for the period January 1, 2015 to December 31, 2016 with an option of two (2) one (1) year extensions pursuant to N.J.S.A. 40A:11-16(6); and

WHEREAS, Commission staff recommended that the Commission award a contract for Year One (January 1, 2015 through December 31, 2016) to Comcast Business Communications, LLC (“Comcast”) with the option to award the contract to Comcast for Years Two and Three; and

WHEREAS, pursuant to Resolution No. 2016-145, the Commission entered into Year Three of a contract with Comcast for the period January 1, 2017 through December 31, 2017; and

WHEREAS, Commission staff is currently reviewing proposals submitted for the solicitation of Voice, Data and Internet Services received on December 7, 2017, and finds it necessary to extend Year Three of the contract an additional two (2) months until all proposals have been evaluated and a recommendation to award is made.

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

1. The terms, conditions and duties outlined in Resolution No. 2016-145 appointing Comcast are incorporated herein by reference, and for the reasons hereinabove expressed, the existing contract between the Commission and Comcast is hereby extended to and until February 27, 2018.

2. Notice of adoption of this Resolution shall be published in the Burlington County Times, as required by law.

Chairman Comegno moved to approve. Vice-Chairman Fattorini seconded the motion.

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

RESOLUTION NO. 2018-03

**RESOLUTION EXTENDING YEAR THREE OF THE VOICE
COMMUNICATION SERVICES CONTRACT TO WINDSTREAM
CORPORATION (NO ADDITIONAL APPROPRIATION).**

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

WHEREAS, proposals were solicited by the Purchasing Agent for a contract entitled "Voice Communication Services" for the period January 1, 2015 to December 31, 2016 with an option of two (2) one (1) year extensions pursuant to N.J.S.A. 40A:11-16(6); and

WHEREAS, Commission staff recommended that the Commission award a contract for Year One (January 1, 2015 through December 31, 2016) to Windstream Corporation ("Windstream"), with the option to award the contract to Windstream for Years Two and Three; and

WHEREAS, pursuant to Resolution No. 2016-156, the Commission entered into

Year Three of a contract with Windstream for the period January 1, 2017 through December 31, 2017; and

WHEREAS, Commission staff is currently reviewing proposals submitted for the solicitation of Voice, Data and Internet Services received on December 7, 2017, and finds it necessary to extend Year Three of the contract an additional two (2) months until all proposals have been evaluated and a recommendation to award is made.

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 February 27, 2018.

2. 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.

RESOLUTION NO. 2018-04

RESOLUTION EXTENDING YEAR TWO OF THE ELECTRICAL PARTS & SUPPLIES CONTRACT TO FRANKLIN ELECTRIC CO. (NO ADDITIONAL APPROPRIATION).

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-201504)" for the period January 1, 2016 to December 31, 2016 with an option of a one (1) year extension expiring on December 31, 2017 pursuant to N.J.S.A. 40A:11-16(6); and

WHEREAS, Commission staff recommended that the Commission award a contract for Year One (January 1, 2016 through December 31, 2016) to Franklin Electric Co. ("Franklin") with the option to award the contract to Franklin for Year Two; and

WHEREAS, pursuant to Resolution No. 2016-150, the Commission entered into Year Two of a contract with Franklin, for the period January 1, 2017 through December 31, 2017; and

WHEREAS, Commission staff is currently reviewing electrical parts and supplies specifications for bid solicitations 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. 2016-150 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 February 27, 2018.

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

RESOLUTION NO. 2018-05

**RESOLUTION AMENDING THE CONTRACT WITH WSP, USA, INC.
FOR THE IN-DEPTH INSPECTION FOR THE BURLINGTON-
BRISTOL BRIDGE LIFT SPAN MECHANICAL SYSTEM.**

WHEREAS, the Burlington County Bridge Commission ("Commission") determined that it requires the services of an engineering/architectural firm capable of performing an in-depth inspection and preparation of repair design documents for the Burlington-Bristol Bridge lift span mechanical system; and

WHEREAS, pursuant to Resolution No. 2016-54, the Commission entered into a contract with WSP, USA, Inc. ("WSP") to provide those professional engineering services; and

WHEREAS, additional design and support services are required for the in-depth inspection of the main counterweight ropes, and to produce existing bearing and shaft As-Built plans, it therefore is necessary to increase the appropriation for such services by an additional Three Hundred Nine Thousand, Two Hundred Sixty-Four Dollars (\$309,264.00).

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

1. The terms, conditions and duties outlined in Resolution No. 2016-54 appointing WSP are incorporated herein by reference, and for the reasons hereinabove expressed, an additional sum of Three Hundred Nine Thousand, Two Hundred Sixty-Four Dollars (\$309,264.00) be and hereby is appropriated to pay the fees, expenses and costs pursuant to the existing contract between the Commission and WSP.

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. 2018-06

RESOLUTION APPROVING CHANGE ORDER NO. 4 FOR THE TACONY-PALMYRA BRIDGE BASCULE SPAN MECHANICAL SYSTEMS REHABILITATION PROJECT (NO ADDITIONAL APPROPRIATION).

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 has recommended, by memorandum dated January 9, 2018, that Change Order No. 4 be approved, for an increase in the contract duration by 120 calendar days, to accommodate work schedule delays that are related to USCG-approved marine traffic outages which extend beyond the original contract duration, resulting in additional time for American Bridge to perform; and

WHEREAS, this Change Order No. 4 will bring the new work completion date to April 27, 2018; and

WHEREAS, this Change Order No. 4, which the Commission's engineer has recommended be approved as submitted, requires no increase in the amount of the contract award.

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. 4 for American Bridge for the Tacony-Palmyra Bridge Mechanical Rehabilitation Project (BCBC-201604) for the reasons herein above expressed.

Commissioner Singleton moved to approve. Vice-Chairman Fattorini 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>
Beth Bresnahan	PT Cove Receptionist	12/19/17
<u>PROBATION – Requires Commission Approval</u>		<u>Effective</u>
Katherine Forte	PT Tolls	12/12/17
Samuel Esaia	PT Tolls	12/13/17
<u>PROMOTION – Requires Commission Approval</u>		<u>Effective</u>
Suzanne Lynch	FT Tolls	12/17/17
<u>RETIREMENT – Requires Commission Approval</u>		<u>Effective</u>
Edward E. Fox III	FT Admin	09/01/18

Chairman Comegno requested to approve by block; Vice-Chairman Fattorini moved to approve. Commissioner Singleton seconded the motion. The motion passed unanimously.

Executive Director Jeffers requested permission (1) to donate \$100 to the Palmyra Ambulance Association; (2) to participate in the NJLOM for 2018; (3) to attend IBTTA meetings in 2018; (4) to attend Burlington County Regional chamber of Commerce's Installation Dinner on Jan. 29, 2018; (5) for Stan Ozalis to attend IAG meeting in Orlando, FL in February 2018; and (6) for Mark Remsa and Jason Miller to attend National American Planning Association 2018 conference in New Orleans April 21-24.

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.

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