

**BURLINGTON COUNTY BRIDGE COMMISSION**  
**MEETING MINUTES**  
**APRIL 12, 2022**

*Meeting held via phone conference due to the COVID-19 crisis.*

Chairman Riggins 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 17, 2021 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 Matthew J. Riggins  
Vice-Chairwoman Sandra Nunes  
Commissioner Latham Tiver

Others Present: Joseph Andl, Executive Director  
Christine J. Nociti, Chief Financial Officer  
Kathleen M. Wiseman, Secretary/Office Mgr/Mgr of Records  
Anthony T. Drollas Jr., Solicitor  
Constance Borman, Human Resources Director  
Patrick Reilly, Director of Public Safety and Security  
John Moore, Director, Palmyra Cove Nature Park/Institute  
for Earth Observations  
Dennis Stewart, Assistant Manager,  
Burlington-Bristol Bridge  
Sascha Harding, Director of Engineering  
Michael McCarron,  
Director of Tolls and Tower Operations  
Ronald Cesaretti, Director/IT & ETC  
Stephanie Brandt, Accounting Manager  
Geneva Rijs, Assistant Director, HR  
Kathleen Hanuscin, Senior Administrative Assistant

Vice-Chairwoman Nunes led the flag salute followed by a moment of silence.

**APPROVAL OF MINUTES**

Vice-Chairwoman Nunes moved to approve the minutes of the March 8, 2022 Commission Meeting. Commissioner Tiver seconded the motion. The motion passed unanimously.

### **DISBURSEMENTS LIST**

Vice-Chairwoman Nunes moved to approve disbursements made from March 9, 2022 through April 12, 2022 as included in the list as presented. Commissioner Tiver seconded the motion. The motion passed with the following abstentions:

Commissioner Tiver abstained from Voucher Numbers 22-00461.

### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Andl asked the Commission to consider the following resolutions. Chairman Riggins suggested that they move Resolutions 2022-31 through 2022-36 by block. For those resolutions, Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

The Commission considered the following resolutions:

#### **RESOLUTION NO. 2022-31**

#### **RESOLUTION AMENDING A CONTRACT WITH PENNONI FOR DESIGN SERVICES AND THE PREPARATION OF BID DOCUMENTS FOR THE BURLINGTON BRISTOL BRIDGE TOWER SPANS DECK REPLACEMENT PROJECT**

**WHEREAS**, pursuant to Resolution 2022-09, the Burlington County Bridge Commission ("Commission") entered into a contract with Pennoni Associates, Inc. ("Pennoni") to perform design services and the preparation of bid documents for the Burlington Bristol Bridge ("BBB") Tower Spans Deck Replacement Project; and

**WHEREAS**, the Commission has determined that it is necessary to authorize the performance of additional inspection services work under the contract, and to increase the contract amount by an additional Three Hundred and Thirty Thousand Eight Hundred and Eighty Dollars (\$330,880.00).

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

1. The terms, conditions and duties outlined in Resolution 2022-09, and the contract executed pursuant thereto, are incorporated herein by reference, and for the reasons hereinabove expressed, the required additional services are hereby authorized, and an additional sum of Three Hundred and Thirty Thousand Eight Hundred and Eighty Dollars (\$330,880.00).

2. Sufficient funds are available for payment for the above services provided under the contract, as evidenced by the Certificate of Availability of Funds, attached.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

**RESOLUTION NO. 2022-32**

**RESOLUTION AUTHORIZING THE ADOPTION OF A CASH  
MANAGEMENT PLAN**

**WHEREAS**, pursuant to the provisions of N.J.S.A. 40A:5-14 et seq., a public entity such as the Burlington County Bridge Commission (“Commission”) is authorized to establish a cash management plan to facilitate cash management and accountability; and

**WHEREAS**, the Commission auditor has advised the Commission that it is both desirable and prudent to adopt a cash management plan which has been developed by the auditor with the assistance of the administrative staff:

**NOW, THEREFORE, BE IT RESOLVED** by the Burlington County Bridge Commission that for the reasons set forth above the Commission hereby authorizes the adoption of a cash management plan for the Commission, to facilitate Commission cash management and accountability, in accordance with the recommendation of the Commission auditor.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

**RESOLUTION NO. 2022-33**

**RESOLUTION APPROVING THE BURLINGTON COUNTY  
BRIDGE COMMISSION’S ADVISORY AND PAYMENT  
REQUEST FORM AND FEE FOR TOLL VIOLATIONS**

**WHEREAS**, the Burlington County Bridge Commission (“Commission”) has installed E-ZPass toll collection equipment on both the Tacony-Palmyra and the Burlington Bristol toll bridges; and

**WHEREAS**, pursuant to N.J.S.A. 27:19-29, the Commission is authorized to demand tolls from any motorist who shall pass over its bridges and approaches, at such rate of toll that has been established by the Commission; and

**WHEREAS**, N.J.S.A. 27-36.5 establishes the Penalties for violations; and

**WHEREAS**, the Commission has developed the “Advisory and Payment Request Form” (attached hereto) that will be issued to toll violators by the Commission or its authorized agent for the collection of toll violations through Commission toll plazas.

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

1. The recitals set forth above are incorporated as if set forth in full herein.
2. Within thirty (30) days from the date that a toll violation is recorded by the monitoring system, the Commission or its agent may send by mail to the owner of the violating vehicle an Advisory and Payment Request Form, for which the format of same is hereby approved with such additions, deletions, and or other modifications as may be necessary, from time to time.
3. Upon receipt of the Advisory and Payment Request Form, the owner of the violating vehicle shall pay to the Authority or its agent the proper toll and a violation fee of \$25.00 per violation.
4. If the owner of the vehicle with the toll violation offense fails to pay the required toll and violation fee within sixty (60) days of the date on which the Advisory and Payment Request Form was sent, the owner shall be subject to penalties authorized by N.J.S.A. 27-36.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

**RESOLUTION NO. 2022-34**

**RESOLUTION AWARDING A CONTRACT TO REMINGTON  
AND VERNICK FOR ENGINEERING SERVICES FOR THE  
INFORMATION TECHNOLOGY DEPARTMENT INCLUDING  
UPGRADING BRIDGE GATE CONTROL SYSTEM  
COMMUNICATION HARDWARE AND OTHER TASKS**

**WHEREAS**, the Burlington County Bridge Commission ("Commission") requires the services of an engineering firm with expertise to provide engineering support for various Information Technology ("IT") Tasks at the Tacony-Palmyra Bridge and Burlington Bristol Bridge locations; and

**WHEREAS**, by way of a fair and open process authorized by N.J.S.A. 19:44A-20.4 et seq., and upon receipt and review of a proposal submitted in response to the Commission's RFP for specialized engineering services, pursuant to Resolution No. 2020-78 the Commission determined that the Remington Vernick firm ("R&V") was qualified to serve the Commission, and

**WHEREAS**, the Commission also determined that R&V submitted a price proposal for specialized engineering services, which they have identified as Task 22, that provided

favorable contract terms and conditions for the Commission; and

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

1. The Executive Director and Secretary of the Commission are hereby authorized to execute an Agreement with R&V for engineering support for various IT Tasks at the Tacony-Palmyra and Burlington Bristol Bridge locations.

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 the contract shall not exceed Thirty Two Thousand Six Hundred Dollars (\$32,600.00), and the contract shall extend for the time period from April 12, 2022 until the projects are completed.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

**RESOLUTION NO. 2022-35**

**RESOLUTION AWARDING A CONTRACT TO REMINGTON  
AND VERNICK FOR CONSTRUCTION INSPECTION  
SERVICES FOR BURLINGTON BRISTOL BRIDGE  
ROADWAY LIGHTING WIRE TESTING AND RIVERSIDE-  
DELANCO WARNING GATE POWER WIRING AND TRAFFIC  
SIGNAL CONTROL CIRCUIT REVISIONS**

**WHEREAS**, the Burlington County Bridge Commission ("Commission") requires the services of an engineering firm with expertise to provide construction inspection services for Burlington Bristol Bridge roadway wiring testing, and for and Riverside-Delanco Bridge warning gate power wiring and traffic signal control circuit revisions; and

**WHEREAS**, by way of a fair and open process authorized by N.J.S.A. 19:44A-20.4 et seq., and upon receipt and review of a proposal submitted in response to the Commission's RFP for specialized engineering services, pursuant to Resolution No. 2020-78 the Commission determined that the Remington Vernick firm ("R&V") was qualified to serve the Commission, and

**WHEREAS**, the Commission also determined that R&V submitted a price proposal for specialized engineering services, which they have identified as Task 23, that provided favorable contract terms and conditions for the Commission; and

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

1. The Executive Director and Secretary of the Commission are hereby authorized to execute an Agreement with R&V for construction inspection services for Burlington Bristol Bridge roadway wiring testing, and for and Riverside-Delanco Bridge warning gate power wiring and traffic signal control circuit revisions.

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 the contract shall not exceed Thirty Thousand Two Hundred Dollars (\$30,200.00), and the contract shall extend for the time period from April 12, 2022 until the projects are completed.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

### RESOLUTION NO. 2022-36

#### **RESOLUTION APPROVING THE PURCHASE OF UP TO 100 TREES TO PROMOTE SUSTAINABILITY IN BURLINGTON COUNTY COMMUNITIES**

**WHEREAS**, the Burlington County Bridge Commission (“Commission”) has identified Sustainability as a desirable goal which can benefit Burlington County residents and Commission toll payers; and

**WHEREAS**, the Commission is committed to using its economic development and improvement authority powers for efforts that are consistent with the goals of the Commission; and

**WHEREAS**, the Commission has identified planting trees as one way to promote Sustainability, and also to generate environmental, economic, and communal benefits for Burlington County residents; and

**WHEREAS**, the Commission has determined that Thirty Thousand Dollars (\$30,000.00) will provide funding to purchase up to One Hundred (100) trees in Burlington County communities (the “Sustainability Trees”).

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

1. The Commission authorizes the Executive Director to establish and oversee a Sustainability Trees project, which shall include the purchase and subsequent distribution of up to One Hundred (100) trees, at a total cost not to exceed Thirty Thousand Dollars (\$30,000.00), to Burlington County communities.

2. The Executive Director shall administer the Sustainability Trees project according to Commission purchasing policies and in compliance with all applicable laws.

3. Sufficient funds are available for the purchase of the Sustainability Trees, as evidenced by the Certificate of Availability of Funds, attached.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

### **HUMAN RESOURCES**

Director Constance Borman reported on the following personnel issues for Commission approval:

#### **RESIGNATIONS — Requires Commission Approval**

		<b><u>Effective</u></b>
Elizabeth Verna	Director of Economic Development	04/01/2022
Anthony S. Perry	F/T Toll Collector	05/01/2022

#### **NEW HIRES – Requires Commission Approval**

		<b><u>Effective</u></b>
Taylor L. Curran	P/T Toll Collector	04/04/2022
Rob T. Wells	Director of Economic Development	05/02/2022
Peter R. Taylor	Small Business Loan Administrator	05/16/2022

Chairman Riggins requested to approve by block. Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

### **OLD BUSINESS**

Chairman Riggins called for any old business to come before the Commission.

### **NEW BUSINESS**

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


### **PUBLIC COMMENT**

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

Philadelphia resident Ted Zellers inquired as to the Tacony-Palmyra Bridge being opened for pedestrians and bicyclists. Chairman Riggins advised Mr. Zellers that a response would be sent to him.

Chairman Riggins asked for any further business to come before the Commission. Hearing none, Vice-Chairwoman Nunes moved to adjourn the meeting. Commissioner Tiver seconded the motion. The motion passed unanimously.

Respectfully submitted,

  
Kathleen M. Wiseman  
Secretary