

BURLINGTON COUNTY BRIDGE COMMISSION
MEETING MINUTES
AUGUST 8, 2023

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 14, 2022 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 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
Frederick Gabriele, Director of Maintenance
John Moore, Director, Palmyra Cove Nature Park/Institute
for Earth Observations
Rob Wells, Director, Economic Development &
Regional Planning
Michael McCarron,
Director of Tolls and Tower Operations
Ronald Cesaretti, Director/IT & ETC
Manvir S. Pandher, Information Technician
Jay Springer, Jr., Manager, Burlington-Bristol Bridge
Stephanie Brandt, Accounting Manager
Geneva Rijs, Assistant Director, HR
Harry A. Lewis, Economic Development Specialist
Kathleen Hanuscin, Senior Administrative Assistant
Mary Norman, 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 July 11, 2023 Commission Meeting. Commissioner Tiver seconded the motion. The motion passed unanimously.

DISBURSEMENTS LIST

Vice-Chairwoman Nunes moved to approve disbursements made from July 12, 2023 through August 8, 2023 as included in the list as presented. Commissioner Tiver seconded the motion. The motion passed unanimously.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Andl asked the Commission to consider the following resolutions. Chairman Riggins suggested that they move Resolutions 2023-47 through 2023-54 by block. For those resolutions, Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

Chairman Riggins expressed his appreciation to the finance team for providing a responsible and forward-thinking budget for the upcoming year. Chairman Riggins further stated that he was happy to report that the Commission has a budget that keeps tolls flat but also makes the necessary investments in our Bridges, so they remain safe and reliable to the motoring public.

Chairman Riggins noted that the Commission also has a Resolution for consideration awarding a contract to U.S. Facilities, Inc. which will make some changes to the workforce at the Bridge Commission for our toll collectors and bridge operators. Chairman Riggins stated that all three Commissioners' top priority is their collective commitment to the Commission's employees. Chairman Riggins stated that the Commissioners believed that this contract delivers on that commitment for three reasons: 1) all current employees will be offered a job and can continue being represented by their Union; 2) the Commission will work with U.S. Facilities to make sure that each employee maintains their current rate of pay in their new role; and 3) this change will provide longer term job stability in a rapidly changing tolling industry, as well as potentially opening up new career pathways for those who want it. Chairman Riggins acknowledged that change like this can be difficult, but he stated that his fellow Commissioners and he are committed to not only the long-term fiscal health of the Commission, but also to all of the employees at the Bridge Commission.

The Commission considered the following resolutions:

RESOLUTION NO. 2023-47

**RESOLUTION INTRODUCING THE 2024 BUDGET FOR THE
FISCAL YEAR PERIOD: OCTOBER 1, 2023 TO SEPTEMBER
30, 2024**

WHEREAS, the annual budget for Burlington County Bridge Commission for the fiscal year beginning October 1, 2023 and ending September 30, 2024 has been presented before the governing body of the Burlington County Bridge Commission at its open public meeting of August 8, 2023; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$41,264,000.00, Total Appropriations including any Accumulated Deficit, if any, of \$43,214,000.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$1,950,000.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$21,735,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$21,735,000.00; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Commission, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Commission's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Burlington County Bridge Commission, at an open public meeting held on August 8, 2023 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Burlington County Bridge Commission for the fiscal year beginning October 01, 2023 and ending September 30, 2024, is hereby approved.

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Commission's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Burlington County Bridge Commission will consider the Annual Budget and Capital Budget/Program for Adoption on September 12, 2023.

Kathleen M. Wiseman, Secretary

(date)

Recorded Vote

Member	Aye	Nay	Abstain	Absent
Matthew Riggins	x			
Sandra Nunes	x			
Latham Tiver	x			

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

RESOLUTION NO. 2023-48

**RESOLUTION ENTRY INTO LICENSE AGREEMENT WITH
JAMES J. ANDERSON CONSTRUCTION CO. INC. FOR
USE OF COMMISSION PROPERTY**

WHEREAS, the Burlington County Bridge Commission owns property located in the City of Philadelphia along Levick Street, at the foot of the Tacony Palmyra Bridge (hereinafter “the Property”); and

WHEREAS, the James J. Anderson Construction Co., (“the Contractor”), a heavy construction contractor, is performing work under a contract with PennDOT in Pennsylvania, for a construction project along Interstate Route 95, and related to the work on that project, the Contractor desires to utilize the Property for purposes of storing equipment, and for the temporary outdoor placement of a mobile office trailer, and for outdoor parking; and

WHEREAS, the Commission’s staff and professional have discussed with the Contractor the terms of a License Agreement, which would permit the Contractor to utilize the Property on certain terms and conditions, and

WHEREAS, the terms of the referenced License Agreement are recited in the

attached form, which has been recommended for acceptance by the Commission by its staff and professionals; and

WHEREAS, entering into the proposed License Agreement is appropriate and is advantageous to the Bridge Commission.

NOW THEREFORE, on this 8th day of August, 2023, **BE IT RESOLVED THAT**:

1. The Board of Commissioners of the Burlington County Bridge Commission approves entry into and execution of the above-referenced License Agreement, consistent with the terms and conditions as set forth above in this Resolution.

2. The Commission's Executive Director is hereby authorized to execute the subject License Agreement, along with all other documents and records as may be required in order to effectuate the Commission's entry into the License Agreement.

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

RESOLUTION NO. 2023-49

RESOLUTION AWARDING A CONTRACT FOR MAINTENANCE AND TOLL UNIFORMS (CONTRACT YEAR 2) TO SMART STITCH, 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-202205)", for the time period from June 15, 2022 to June 14, 2023 with an optional one (1) year extension, expiring on June 14, 2024, pursuant to N.J.S.A. 40A:11-16(6); and

WHEREAS, by Resolution #2022-50, the Commission awarded the contract to Smart Stitch, LLC, with the option to extend the contract with Smart Stitch, LLC for Contract Year Two in the amount of Thirty-Five Thousand Three Hundred Seventy-Five Dollars, (\$35,375.00); and

WHEREAS, based on the vendor's satisfactory performance in Contract Year One, the Purchasing Agent has recommended that the Commission extend the contract and award Contract Year Two to Smart Stitch, LLC; and

WHEREAS, the Chief Financial Officer of the Commission has determined that sufficient funds are available for payment of 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 Commission hereby extends the contract with Smart Stitch, LLC, for Maintenance and Toll Uniforms (BCBC-202205), and awards Contract Year Two to Smart Stitch, LLC, and the Executive Director and the Secretary of the Commission are hereby authorized to execute a contract with Smart Stitch.

2. The maximum amount of this contract shall not exceed Thirty-Five Thousand Three Hundred Seventy-Five Dollars (\$35,375.00), and the time period of the contract shall extend for the period from June 15, 2023 through June 14, 2024.

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

RESOLUTION NO. 2023-50

**RESOLUTION APPROVING CHANGE ORDER NO. 3 TO
THE CONTRACT WITH CARR & DUFF, INC. TO EXTEND
THE CONTRACT TIME FOR THE BURLINGTON-BRISTOL
BRIDGE AND THE TACONY-PALMYRA BRIDGE
STRUCTURAL HEALTH MONITORING SYSTEM
PROJECT**

WHEREAS, pursuant to Resolution 2022-39, as amended by Resolution 2023-07, which approved Contract Change Order No. 1, and Resolution 2023-38, which approved Contract Change Order No. 2, the Commission entered into a contract with Carr & Duff, Inc. ("Carr & Duff"), to provide certain specialized construction services for the Bridge Commission for the project titled "Burlington-Bristol Bridge and Tacony-Palmyra Bridge Structural Health Monitoring System (BCBC-202203)"; and

WHEREAS, by way of requested Change Order No. 3, Carr & Duff has requested a time extension of the contract as a result of supply chain issues with their suppliers; specifically: the vendor proposes a new substantial completion date of October 31, 2023, and a contract completion date of January 1, 2024; and

WHEREAS, the proposed Change Order No. 3 has been recommended by the Commission's engineer, and the Commission is satisfied that proposed Change Order No. 3 is reasonable and appropriate, under the circumstances, and in the best interests of the Commission.

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Bridge Commission that the above-referenced Change Order No. 3 for the project titled "Burlington-Bristol Bridge and Tacony-Palmyra Bridge Structural Health Monitoring

System (BCBC-202203)" be and is hereby approved.

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

RESOLUTION NO. 2023-51

**RESOLUTION AMENDING CONTRACT FOR STRUCTURAL
ENGINEERING CONSULTING SERVICES TO PENNONI
ASSOCIATES, INC.**

WHEREAS, the Burlington County Bridge Commission ("Commission") requires the services of an engineering firm with expertise in structural engineering consulting matters; and

WHEREAS, pursuant to Resolution No. 2023-08, the Commission determined that Pennoni Associates, Inc. ("Pennoni") was qualified to perform structural engineering consulting matters for the Commission, at contract prices that were deemed advantageous to the Commission, and the Commission awarded a contract for those services to Pennoni; and

WHEREAS, pursuant to Resolution No. 2023-08 the Commission entered into a contract with Pennoni to provide these professional structural engineering consulting matters; and

WHEREAS, as a result of additional services that are required under that contract, the Commission has determined that it is necessary to increase the appropriation for Pennoni's services by the additional sum of Two Hundred Thousand Dollars (\$200,000.00).

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 amendment to the Commission's Agreement with Pennoni for structural engineering consulting matters, consistent with the terms of this Resolution.

2. The terms, conditions and duties outlined in Resolution No. 2023-08 appointing Pennoni are incorporated herein by reference, and for the reasons hereinabove expressed, an additional sum of Two Hundred Thousand Dollars (\$200,000.00) be and hereby is appropriated to pay the fees, expenses and costs pursuant to the existing contract between the Commission and Pennoni.

3. This contract is awarded through a fair and open process, pursuant to N.J.S.A. 19:44A-20.4 et seq.

4. The amount of the contract shall not exceed Two Hundred Thousand Dollars (\$200,000.00), and the contract shall extend for the time period from December 1, 2022 to and until November 30, 2023.

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

RESOLUTION NO. 2023-52

RESOLUTION AMENDING CONTRACT WITH PENNONI ASSOCIATES FOR CONSULTING SERVICES FOR CONSTRUCTION MANAGEMENT AND INSPECTION OF THE COMMISSION'S STRUCTURAL HEALTH MONITORING SYSTEM PROJECT

WHEREAS, requires the services of an engineering firm with expertise in construction management and inspection service in support of the Commission's Structural Health Monitoring System ("SHMS") project; and

WHEREAS, pursuant to Resolution No. 2020-72, the Commission determined that the Pennoni Associates firm, ("Pennoni"), is qualified to perform those specialized engineering services for the Commission, at prices that were deemed advantageous, and pursuant to Resolutions Nos. 2022-59 and 2023-27, the Commission awarded a Contract to Pennoni to provide those services; and

WHEREAS, Pennoni has performed those construction management and inspection services for the Commission, and the Commission has determined that it is necessary to increase the appropriation for Pennoni's services for that Contract by an additional sum of Two Hundred Thousand Dollars (\$200,000.00), due to changes in the baseline construction schedule for startup, installation, and testing on the project.

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 amendment to the Commission's Contract with Pennoni for the required engineering consulting services for the Commission's SHMS project, consistent with the terms of this Resolution.

2. The terms and conditions of Resolutions Nos. 2022-59 and 2023-27 are incorporated herein by reference, and for the reasons hereinabove expressed, an additional sum of Two Hundred Thousand Dollars (\$200,000.00) be and is hereby appropriated to pay the fees, expenses and costs of the Contract.

3. This contract is awarded through a fair and open process, pursuant to N.J.S.A. 19:44A-20.4 et seq.

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

RESOLUTION NO. 2023-53

RESOLUTION AMENDING A CONTRACT WITH CONSULTING IMS TO PERFORM COMPUTER CONSULTING SERVICES

WHEREAS, the Burlington County Bridge Commission (“Commission”) determined that it requires certain computer consulting services; specifically, analyzing and integrating hardware and software programming systems with LAN platforms and other computer consulting services, and pursuant to Resolution 2022-85, the Commission entered into a contract with Consulting IMS (“IMS”) to provide those services; and

WHEREAS, the Commission has determined that it is necessary to increase the contract amount with IMS in order to pay for additional services that are required under the contract, in the amount of Sixty-Five Thousand Dollars (\$65,000.00).

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

1. The terms and conditions of Resolution 2022-85, and the contract executed pursuant thereto, are incorporated herein by reference, and the additional sum of Sixty-Five Thousand Dollars, (\$65,000.00), be and hereby is appropriated in order to pay for the vendor’s services under the contract.

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. 2023-54

RESOLUTION AWARDING A CONTRACT TO U.S. FACILITIES, INC. TO PROVIDE BRIDGE OPERATORS (FULL-TIME, AND PART-TIME), AND TEMPORARY TOLL COLLECTION SERVICES TO THE BURLINGTON COUNTY BRIDGE COMMISSION

WHEREAS, the Burlington County Bridge Commission has determined that it

requires the services of a qualified firm to provide the Commission with Bridge Operators, (full-time and part-time), and Temporary Toll Collection Services; and

WHEREAS, the Commission proposals for entry into a contract with a qualified firm to provide the required services, and on July 18, 2023, the Commission received one proposal for the contract, from the U.S. Facilities, Inc. firm, for a three-year time period, beginning on October 1, 2023; and

WHEREAS, Commission staff has determined that the proposal that was submitted by the U.S. Facilities, Inc. was responsive to the Commission's advertisement, and that the firm is qualified to provide the required services under the contract, and staff recommends that the proposal from the U.S. Facilities Inc. firm, for a three-year contract, commencing on October 1, 2023, and at a total annual cost not exceeding \$3.6 million, should be accepted; and

WHEREAS, the recommendations of the Commission's staff appear to be reasonable, and in the best interests of the Commission.

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

1. The proposal that was submitted by the U.S. Facilities, Inc. firm for the above-referenced contract be and is hereby accepted, and the Commission awards the contract to the U.S. Facilities, Inc., firm.

2. The Executive Director, in consultation with Commission staff and professionals, be and is hereby authorized to execute an appropriate form of contract with the U.S. Facilities, Inc. firm for the above-referenced contract.

3. The amount of the contract shall not exceed the total sum of \$3.6 million annually, and the term of the contract shall be for three years, commencing on October 1, 2023.

4. This contract is awarded through a fair and open process, pursuant to N.J.S.A. 19:44A-20.4 et seq.

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:

<u>NEW HIRES – Requires Commission Approval</u>		<u>Effective</u>
Angel A. Bermeo-Guncay	P/T Tolls	07/17/2023
Mason D. Kramer	Naturalist-PCNP	08/07/2023
<u>PROMOTIONS - Requires Commission Approval</u>		<u>Effective</u>
Jaime L. Welcher	F/T Tolls	07/09/2023
<u>RESIGNATIONS – Requires Commission Approval</u>		<u>Effective</u>
Sara R. Smyth	College/Toll Collector	07/26/2023
Kevin P. McGill	Maintenance	07/28/2023
William W. Conaway	P/T Tolls	07/30/2023
Susanne C. Lynch	Tower Operator	07/30/2023
Camille D. Wells	College/Toll Collector	08/06/2023
Logan F. McTaggart	College/Toll Collector	08/26/2023

Chairman Riggins welcomed all new hires and wished the retirees well.

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. There was no old business reported to the Commission.

NEW BUSINESS

Chairman Riggins called for any new business to come before the Commission. There was no new business reported to the Commission.

PUBLIC COMMENT

Chairman Riggins called for any public comment to come before the Commission. The Commission received no public comment, and Chairman Riggins closed the public comment portion of the meeting accordingly.

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