

BURLINGTON COUNTY BRIDGE COMMISSION

MEETING MINUTES

OCTOBER 11, 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
Rob Wells, Director, Economic Development &
Regional Planning
Michael McCarron,
Director of Tolls and Tower Operations
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 September 12, 2023 Commission Meeting. Commissioner Tiver seconded the motion. The motion passed unanimously.

DISBURSEMENTS LIST

Vice-Chairwoman Nunes moved to approve disbursements made from September 13, 2023 through October 11, 2023 as included in the list as presented. Commissioner Tiver seconded the motion. The motion passed with the following abstentions:

Commissioner Tiver abstained from Voucher Number 23-00835.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Andl asked the Commission to consider the following resolutions. Chairman Riggins suggested that they move Resolutions 2023-64 through 2023-67 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. 2023-64

RESOLUTION EXTENDING THE TIME PERIOD OF THE CONTRACT AWARDED TO ALAIMO GROUP FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES RELATED TO MILLING AND RESURFACING PROJECT AT THE TACONY-PALMYRA BRIDGE AND THE BURLINGTON-BRISTOL BRIDGE, PROJECT NO. BCBC-202107

WHEREAS, the Burlington County Bridge Commission ("Commission") determined that it required the services of an engineering firm capable of performing construction management and inspection services for the Commission's capital improvements and maintenance project for milling and resurfacing at the Tacony-Palmyra and the Burlington-Bristol Bridges, Project No. BCBC-202107; and

WHEREAS, by way of a fair and open process, pursuant to N.J.S.A. 19:44A-20.4 et seq., and pursuant to Resolution No. 2022-37, the Commission approved Alaimo Group ("Alaimo") to provide the required engineering services; and

WHEREAS, pursuant to Resolution No. 2022-37, the Commission also determined

that a contract proposal that was submitted by Alaimo provided acceptable and appropriate contract terms and conditions for the Commission; and

WHEREAS, pursuant to Resolution No. 2022-37, the maximum amount of the contract was Five Hundred Fifty Thousand Dollars (\$550,000.00); and

WHEREAS, the Commission has since determined that it is necessary to extend the time period of the contract from April 21, 2023 through and until the date of completion of work on the project.

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

1. The Commission hereby extends the date of its engineering services contract with Alaimo from April 21, 2023 through and until the completion of work on the project, and without an increase in the total dollar amount of the contract.

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

RESOLUTION NO. 2023-65

RESOLUTION AWARDING A CONTRACT TO PENNONI ASSOCIATES, INC. FOR DESIGN AND ENGINEERING SERVICES AND THE PREPARATION OF BID DOCUMENTS FOR THE RIVERSIDE-DELANCO BRIDGE STEEL REPAIRS AND PAINTING PROJECT

WHEREAS, the Burlington County Bridge Commission ("Commission") requires the services of an engineering firm capable of performing design and engineering services and the preparation of bid documents for the Riverside-Delanco Bridge Steel Repair and Painting Project; 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 Request for Proposals, ("RFP"), for specialized engineering services, the Commission determined that Pennoni Associates, Inc., ("Pennoni"), was qualified to serve the Commission, and

WHEREAS, the Commission also determined that Pennoni submitted a proposal that provided favorable contract terms and conditions for the Commission.

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 Pennoni for design and engineering services and the preparation of bid documents for the Riverside-Delanco Bridge Steel Repair and Painting Project.

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 Two Hundred Forty-Two Thousand Two Hundred and Sixty-Six Dollars and Fifty Cents (\$242,266.50), and the contract shall extend for the time period from October 11, 2023 to and until the completion of the design work on the project.

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

RESOLUTION NO. 2023-66

RESOLUTION AWARDING A CONTRACT TO PENNONI ASSOCIATES, INC. FOR PRELIMINARY AND FINAL DESIGN AND ENGINEERING SERVICES FOR THE RIVERSIDE-DELANCO BRIDGE FENDER REHABILITATION PROJECT

WHEREAS, the Burlington County Bridge Commission (“Commission”) requires the services of an engineering firm capable of performing preliminary and final design and engineering services for the Riverside-Delanco Bridge Fender Rehabilitation Project; 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 Request for Proposals, (“RFP”), for specialized engineering services, the Commission determined that Pennoni Associates, Inc., (“Pennoni”), was qualified to serve the Commission, and

WHEREAS, the Commission also determined that Pennoni submitted a proposal that provided favorable contract terms and conditions for the Commission.

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 Pennoni for preliminary and final design and engineering services for the Riverside-Delanco Bridge Fender Rehabilitation Project.

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 Two Hundred Fifty-Three Thousand Two Hundred and Eighty-Nine Dollars and Ninety Cents (\$253,289.90), and the contract shall extend for the time period from October 11, 2023 to and until the completion of the design work on the project.

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

RESOLUTION NO. 2023-67

RESOLUTION APPROVING CHANGE ORDER NO. 1 TO CONTRACT FOR MAINTENANCE AND REPAIRS OF ELECTRICAL EQUIPMENT AND SYSTEMS WITH CHAMMINGS ELECTRIC, INC.

WHEREAS, pursuant to Resolution 2023-57, the Commission entered into a contract with Chamblings Electric, Inc. (“Chamblings”), to provide for the maintenance and repairs of electrical equipment and systems of the Commission’s bridges, equipment, and other facilities; and

WHEREAS, in order to complete required work on its contract with the Commission, Chamblings has identified unanticipated labor rate categories for the performance of work on the project and, by way of proposed Change Order No. 1, Chamblings has proposed additional labor pay categories for the project, as follows: for Apprentice (straight time), Apprentice (over-time), and Apprentice (double-time), (hereinafter, the “Labor Pay Rates”), with such revised labor rate categories scheduled to take effect on October 10, 2023, and with a corresponding increase in the total contract amount of Sixteen Thousand Four Hundred and Eight Dollars and Twenty Cents (\$16,408.20); and

WHEREAS, the Commission has determined the Labor Pay Rates proposed for Change Order No. 1 are reasonable and appropriate.

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

1. The terms, conditions and duties outlined in Resolution 2023-57, and the contract executed pursuant thereto, are incorporated herein by reference, and for the reasons herein above expressed, Change Order No. 1, for revised Labor Pay Rates, is authorized, and an additional sum of Sixteen Thousand Four Hundred and Eight Dollars and Twenty Cents (\$16,408.20) be and is hereby appropriated.

HUMAN RESOURCES

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

<u>RETIREMENTS - Requires Commission Approval</u>		<u>Effective</u>
Linda L. Alburger	F/T Tolls	09/30/2023
Gilbert P. Barner	F/T Tolls	09/30/2023
Susan J. Lung	F/T Tolls	09/30/2023
Linda M. Thomson	F/T Tolls	09/30/2023

<u>PROMOTIONS – Requires Commission Approval</u>		<u>Effective</u>
Michael P. McCarron	Director of Operations	10/15/2023

<u>RESIGNATIONS – Requires Commission Approval</u>		<u>Effective</u>
Gary A. Beaver	F/T Police	10/01/2023

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

Chairman Riggins congratulated Michael McCarron on his promotion and wished him the best in his new role.

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