

BURLINGTON COUNTY BRIDGE COMMISSION
MEETING MINUTES
SEPTEMBER 12, 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
Kathleen Hanuscin, Senior Administrative Assistant
Joyce Gavio, Senior Administrative Assistant

Commissioner Tiver led the flag salute followed by a moment of silence.

APPROVAL OF MINUTES

Vice-Chairwoman Nunes moved to approve the minutes of the August 8, 2023 Commission Meeting. Commissioner Tiver seconded the motion. The motion passed unanimously.

DISBURSEMENTS LIST

Vice-Chairwoman Nunes moved to approve disbursements made from August 9, 2023 through September 12, 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 2023-55 through 2023-62 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. 2023-55

RESOLUTION ACKNOWLEDGING RECEIPT AND REVIEW OF COMMISSION'S AUDIT FOR THE YEAR ENDING SEPTEMBER 30, 2022

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual audit report of the Burlington County Bridge Commission ("Commission") for the fiscal year ending September 30, 2022, has been completed and filed with the Commission pursuant to N.J.S.A. 40A:5A-15; and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual report of audit, and specifically the section entitled "Schedule of Findings and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have received the annual report of audit and have personally reviewed the annual audit and, have specifically reviewed the sections of the annual audit report entitled "Schedule of Findings and

Recommendations”, in accordance with N.J.S.A. 40A:5A-17.

NOW, THEREFORE, BE IT RESOLVED, the governing body of the Burlington County Bridge Commission, County of Burlington, hereby certifies to the Local Finance Board of the State of New Jersey that each Commission board member has personally reviewed the annual report of audit for the year ended September 30, 2022 and specifically has reviewed the sections of the report of audit entitled “Schedule of Findings and Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED, that the secretary of the Bridge Commission is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by certified true copy of this Resolution.

IT IS HEREBY CERTIFIED that this is a true copy of the Resolution adopted at the Bridge Commission meeting held on September 12, 2023.

Kathleen M. Wiseman, Secretary

LOCAL AUTHORITIES
GROUP AFFIDAVIT FORM

PRESCRIBED BY

THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of the BURLINGTON COUNTY BRIDGE COMMISSION being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed members of the BURLINGTON COUNTY BRIDGE COMMISSION.

2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended September 30, 2022, and specifically the sections of the audit report entitled Reportable Conditions and Other Findings.

(PRINT NAME)

(SIGNATURE)

Chairman Matthew J. Riggins

Vice-Chairman Sandra Nunes

Commissioner Latham Tiver

SWORN to and subscribed before me
this 12th day of September, 2023.

Notary Public of New Jersey

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

RESOLUTION NO. 2023-56

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

WHEREAS, the Annual Budget and Capital Budget Program for the Burlington County Bridge Commission (“Commission”) for the fiscal year period beginning October 1, 2023 and ending September 30, 2024 has been presented for adoption before the governing body of the Commission at its meeting of September 12, 2023; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$41,264,000.00 and Total Appropriations of \$43,214,000.00; and

WHEREAS, the Capital Budget Program as presented for adoption 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, Resolution 2023-47 anticipated that the Commission would consider the Annual Budget and Capital Budget for Adoption on September 12, 2023.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Commission, at an open public meeting held on September 12, 2023, that the Annual Budget and Capital Budget Program of the Commission for the fiscal year period beginning October 1, 2023 and ending September 30, 2024, is hereby adopted and shall constitute an appropriation for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

Kathleen M. Wiseman, Secretary

(date)

Recorded Vote

Member	Aye	Nay	Abstain	Absent
Matthew J. 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. 2023-57

RESOLUTION AWARDING THE ANNUAL CONTRACT FOR MAINTENANCE REPAIRS OF ELECTRICAL EQUIPMENT AND SYSTEMS TO CHAMMINGS ELECTRIC, INC.

WHEREAS, the Burlington County Bridge Commission ("Commission") requires a contractor to provide for the maintenance and repairs of electrical equipment and systems of the Commission's bridges, equipment and other facilities; and

WHEREAS, bids were solicited by the Commission for the award of a contract entitled "Maintenance and Repairs of Electrical Equipment and Systems (BCBC-202304)"; and

WHEREAS, the Commission is satisfied that Chamblings Electric, Inc. ("Chamblings"), the only bidder, has submitted a satisfactory and responsive bid, and that Chamblings has the required knowledge and expertise to perform such services; and

WHEREAS, the maximum amount of this contract shall be Three Million Two Hundred Sixty-One Thousand Thirty-One Dollars and Forty Cents (\$3,261,031.40); and

WHEREAS, sufficient funds are available for payment for those services as evidenced by the Certificate of Availability of Funds, attached hereto; and

WHEREAS, the Director of Engineering has reviewed and made a recommendation for the award of the contract, and Chamblings has indicated that it will honor the bid prices that the firm submitted on September 6, 2023.

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

1. The Commission hereby awards the above-referenced Contract to Chamblings, and the Executive Director and the Secretary of the Bridge Commission are hereby authorized to execute a contract with Chamblings.

2. The maximum amount of this contract shall not exceed Three Million Two Hundred Sixty-One Thousand Thirty-One Dollars and Forty Cents (\$3,261,031.40), and the contract shall commence on October 1, 2023 and end on September 30, 2024.

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

RESOLUTION NO. 2023-58

**RESOLUTION AWARDING A CONTRACT FOR DEICING
PRODUCT WITH CORROSION/SCALING INHIBITORS TO
CARGILL, INC. (BCBC202302)**

WHEREAS, the Burlington County Bridge Commission ("Commission") requires a deicing product with corrosion/scaling inhibitors for use in inclement weather; and

WHEREAS, bids for a contract to procure the required product were received and opened by the Purchasing Agent on September 6, 2023; and

WHEREAS, the Commission received one responsive bid, from Cargill, Inc. ("Cargill"),

in the amount of Three Hundred Seven Dollars and Eighty-Six Cents (\$307.86) per ton, and the Commission has determined that Cargill has proposed to provide a product that meets all of the technical characteristics and the criteria for the product that the Commission requires; and

WHEREAS, the maximum amount of this contract shall be Three Hundred Seven Thousand Eight Hundred Sixty Dollars (\$307,860.00), and sufficient funds are available for payment for this commodity as evidenced by the Certificate of Availability of Funds, attached hereto.

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

1. The Commission hereby awards a contract for Deicing Product with Corrosion/Scaling Inhibitors (BCBC-202302) to Cargill, Inc., and the Executive Director and the Secretary of the Commission are hereby authorized to execute an appropriate contract with Cargill.

2. The maximum amount of this contract shall not exceed Three Hundred Seven Thousand Eight Hundred Sixty Dollars (\$307,860.00).

3. The contract shall extend from September 1, 2023 to and until August 31, 2024.

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

RESOLUTION NO. 2023-59

RESOLUTION AUTHORIZING THE BURLINGTON COUNTY BRIDGE COMMISSION TO RENEW ITS MEMBERSHIP IN THE BURLINGTON COUNTY INSURANCE FUND COMMISSION

WHEREAS, on July 13, 2021 the Board of County Commissioners of the County of Burlington established a County Insurance Fund Commission, for the purposes provided by law; and

WHEREAS, the County Insurance Fund Commission is intended to provide Burlington County's various boards, agencies, authorities and commissions with the opportunity to combine resources to manage their liability and casualty risks and employee health insurance, as may be authorized; and

WHEREAS, on September 6, 2021, the Burlington County Bridge Commission (hereinafter, "the Bridge Commission") executed an Indemnity and Trust Agreement for purposes of commencing membership in the County Insurance Fund Commission whereby, among other things, the Bridge Commission agreed to renew its membership in the

Insurance Fund Commission for a period of three years, commencing on January 1, 2024;
and

WHEREAS, the Bridge Commission has determined it is in the Bridge Commission's best interests to renew its membership in the Burlington County Insurance Fund Commission, for the renewal term set forth above.

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

Section 1. The Bridge Commission hereby finds that participation in the Burlington County Insurance Fund Commission will continue to result in cost savings and administrative efficiencies in the management of its liability and casualty risks, and as may be authorized, its employee health insurance to the benefit of the residents of Burlington County.

Section 2. The Governing Body agrees to renew its membership in the Burlington County Insurance Fund Commission, for a three-year period commencing on January 1, 2024.

Section 3. The Bridge Commission Secretary is hereby authorized and directed to publish and/or file any notices that may be required by applicable law.

Section 4. The Executive Director or his designee is hereby authorized to execute any agreement, including an indemnity and trust agreement, or other documents that are required by the Burlington County Insurance Fund Commission to effect the purposes of this resolution.

Section 5. This resolution shall take effect immediately upon the adoption and publication as required by law.

BURLINGTON COUNTY BRIDGE COMMISSION

Name: Joseph Andl
Title: Executive Director

Attest: _____
Kathleen M. Wiseman
Secretary

Dated: September 12, 2023

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

RESOLUTION NO. 2023-60

RESOLUTION AUTHORIZING ENTRY INTO SANITARY SEWER UTILITY EASEMENT AGREEMENT WITH THE BOROUGH OF PALMYRA FOR THE INSTALLATION OF SANITARY SEWER UTILITY IMPROVEMENTS TO BE UTILIZED BY SANSONE URBAN RENEWAL ENTITY I, LLC FOR AN APPROVED DEVELOPMENT PROJECT

WHEREAS, the Burlington County Bridge Commission (“Commission”) owns the land that is identified as Souder Street, an undedicated roadway that is controlled, operated, and maintained by the Commission, which is located in the Borough of Palmyra and is generally situated west of Market Street to Temple Boulevard; and

WHEREAS, the Borough of Palmyra owns, operates and maintains sanitary sewer infrastructure, including a gravity sewer main, which has been installed and constructed within Temple Boulevard, in the Borough of Palmyra, in the vicinity of Souder Street; and

WHEREAS, for the benefit of Sansone Urban Renewal Entity I, the developer of an approved project located at 201 Route 73 North in the Borough of Palmyra, the Borough of Palmyra seeks to extend its existing sewer utility infrastructure from the developer’s approved project site, across certain adjacent lands, under Route 73 to Souder Street, and then on, over above, through and/or within Souder Street in and around the intersection of Souder Street, Market Street, and Temple Boulevard, in order to permit and accommodate sewer service for the developer’s approved development project; and

WHEREAS, the Borough and the developer desire to acquire a permanent easement in and/or to a portion of Souder Street for purposes of the installation and maintenance of a sanitary sewer force main extension and other related sanitary sewer facilities, all as described and depicted in a proposed Sanitary Sewer Utility Easement agreement, and the plans and drawings that are attached thereto, a copy of which is attached to this Resolution as Exhibit “A”, and which the Borough and the developer have requested that the Commission execute; and

WHEREAS, the Commission’s staff and professionals have reviewed the proposed Sanitary Sewer Utility Easement agreement and they recommend that the Commission execute the proposed agreement, in the best interests of the Commission; and

WHEREAS, the Commission accepts the recommendations of its staff and professionals and wishes to execute the proposed agreement.

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Bridge

Commission as follows:

1. The Commission hereby authorizes the Executive Director to execute the above referenced Sanitary Sewer Utility Easement agreement, and to execute all related documents and to do all things necessary in order to effectuate the Commission's approval of the proposed Easement over Commission property.

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

RESOLUTION NO. 2023-61

**RESOLUTION REJECTING THE BIDS RECEIVED FOR THE
AWARD OF THE MAINTENANCE OF BRIDGES, STRUCTURES
AND FACILITIES PROJECTS CONTRACT (BCBC-202303)**

WHEREAS, the Burlington County Bridge Commission ("Commission") solicited bids to procure services for the Maintenance of Bridges, Structures and Facilities Projects (BCBC-202303); and

WHEREAS, two (2) bids were received for this project on September 6, 2023 at 11:00 A.M., at which time the bids were opened and reviewed by Commission staff and the consulting engineer; and

WHEREAS, the bid received from the Agate Construction Co. was \$3,174,020.00, and the bid received from the AP Construction Co. was \$2,853,517.60; and

WHEREAS, each bid was more than seventy percent (70%) above the engineer's estimate of \$1,636,579.80; and

WHEREAS, pursuant to the requirements of N.J.S.A. 40A:11-13.2, it is the desire and determination of the Commission to reject all bids that were received for the contract, based upon the recommendations of the Commission staff and its consulting engineer for the reasons set forth above.

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Bridge Commission that for the reasons hereinabove expressed, the Commission hereby rejects the bids that were received for the Maintenance of Bridges, Structures and Facilities Projects Contract (BCBC-202303).

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

RESOLUTION NO. 2023-62

RESOLUTION AUTHORIZING THE BURLINGTON COUNTY BRIDGE COMMISSION TO ADVERTISE FOR THE RECEIPT OF PROPOSALS FROM QUALIFIED VENDORS FOR THE AWARD OF PROFESSIONAL SERVICE CONTRACTS CONSISTENT WITH PAY TO PLAY LAWS AND THE COMMISSION'S FAIR AND OPEN PROCESS

WHEREAS, consistent with N.J.S.A. 19:44A-20.4 et seq., the Burlington County Bridge Commission complies with laws governing the award of professional service contracts, and pursuant to rules governing a fair and open process for the award of such contracts; and

WHEREAS, the Board of Commissioners of the Burlington County Bridge Commission, (the "Commission") wishes to receive and consider proposals for the award of professional service contracts as may be needed by the Commission, with the award of such contracts intended to take place at the Commission's annual reorganization during the month of November, 2023.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Burlington County Bridge Commission, in the County of Burlington, State of New Jersey, as follows:

1. The Commission's Executive Director and staff are authorized and directed to publish and advertise Requests for Proposals for the award of contracts for professional services, as may be needed by the Commission, as set forth above.

2. The Requests for Proposals shall be published and advertised in accordance with the Commission's standard Fair and Open Process, with the receipt of proposals due at least ten (10) days in advance of the opening of the submitted proposals, and which is intended to take place prior to the Commission's award of professional service contracts at its annual reorganization meeting during the month of November, 2023.

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

RESOLUTION NO. 2023-63

**RESOLUTION APPROVING CHANGE ORDER NO. 3 TO
CONTRACT WITH SOUTH STATE, INC. FOR THE
TACONY-PALMYRA BRIDGE AND THE BURLINGTON-
BRISTOL BRIDGE MILLING AND RESURFACING
PROJECT (BCBC-202107)**

WHEREAS, pursuant to Resolution 2022-19, the Burlington County Bridge Commission (“Commission”) awarded a contract to South State, Inc. for the “Tacony-Palmyra Bridge and the Burlington-Bristol Bridge Milling and Resurfacing Project (BCBC-202107)”; and

WHEREAS, by memorandum dated August 8, 2023, the Commission Engineer recommended that Change Order No. 3 be approved, providing for an adjusted contract price for as-built pay item adjustments in the amount of One Hundred Twenty-Two Thousand Six Hundred Sixty Dollars and Eight Cents, (\$122,660.08), and for an extension of time of the contract, from February 28, 2023 through the date of completion of work on the project.

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

1. Change Order No. 3 for the above-referenced contract is authorized, and an additional sum of One Hundred Twenty-Two Thousand Six Hundred Sixty Dollars and Eight Cents, (\$122,660.08), be and hereby is appropriated, for the reasons set forth above, and an extension of time of the contract from February 28, 2023 through the date of completion of work on the project, is approved.

Chairman Riggins moved to approve. Vice-Chairwoman Nunes seconded the motion.

VOTE: **Yeas - Riggins**
 Nunes
 Abstain - Tiver

HUMAN RESOURCES

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

NEW HIRES – Requires Commission Approval

Gerard J. Slavin	P/T Tolls	<u>Effective</u> 08/14/2023
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RETIREMENTS - Requires Commission Approval

John J. Michael	P/T Tolls	<u>Effective</u> 09/01/2023
William R. DiMartino	Manager, Electronic Tolls	10/01/2023
Jeffrey M. Kish	Asst Director, Tolls & Tower	10/01/2023

RESIGNATIONS – Requires Commission Approval

Danielle L. Cubas	P/T Tolls	<u>Effective</u> 09/12/2023
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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