

**BURLINGTON COUNTY BRIDGE COMMISSION**  
**SPECIAL COMMISSION MEETING**  
**MEETING MINUTES**  
**April 29, 2020**

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

Chairman Singleton 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 April 24, 2020 at 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 Troy E. Singleton  
Vice-Chairman Matthew J. Riggins  
Commissioner John B. Comegno II

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  
Elizabeth Verna, Director of Communications  
Constance Borman, Human Resources Director  
Patrick Reilly, Director of Public Safety and Security  
James Fletcher, Director, Projects & Engineering  
Stanley Ozalis, Manager, Technical Operations  
Sascha Harding, Director of Engineering  
Michael McCarron, Director of Tolls and Tower Operations  
Dennis Stewart, Assistant Manager, Burlington-Bristol Bridge  
Ellen Brennan, Manager, HR/Health Benefits  
Al Ziegler, Director of Maintenance  
Ronald Cesaretti, Deputy Director/IT  
Michelle Chiemiego, Purchasing Agent  
Stephanie Brandt, Accounting Manager  
James R. Augustine, Technical Systems Coordinator  
Manvir Pandher, IT Assistant  
Richard J. Minuto, Toll Collector  
Joseph B. Adamczyk, Toll Collector  
Denise M. Westenberger, Toll Collector  
John J. Michael, Toll Collector  
James Katz, Esquire

David Levinsky, Burlington County Times  
Paula Ritchey, Secretary, Local 194A

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

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

Executive Director Andl asked the Commission to consider the following resolutions.

#### **RESOLUTION NO. 2020-30**

#### **RESOLUTION APPROVING EXECUTIVE DIRECTOR'S COVID-19 BUDGET MITIGATION PLAN AND AUTHORIZING THE EXECUTIVE DIRECTOR TO TAKE ALL ACTIONS NECESSARY TO EFFECT THE PLAN**

**WHEREAS**, the Burlington County Bridge Commission (hereinafter "Commission") is a statutorily created body pursuant to N.J.S.A. 27:19-33 and charged with the responsibility of ownership, maintenance and oversight of certain roads and bridges providing transportation between the State of New Jersey and Pennsylvania for the benefit of the traveling public; and

**WHEREAS**, due to the COVID-19 pandemic and the resultant Federal, New Jersey and Pennsylvania Business Closures and Stay at Home Orders which have been issued to protect the public from further spread of COVID-19 the Commission now faces dramatically reduced revenues from tolls which impact directly on the Commission's financial condition and ability to meet the costs and expenses necessary for continued operation; and

**WHEREAS**, in response to the reduced revenues the Commission directed its Executive Director to review the Commission's present financial and operational obligations and status, and prepare a COVID-19 Mitigation plan to assess and make recommendations as to what measures could be taken to mitigate the economic impacts of COVID-19 pandemic; and

**WHEREAS**, the Executive Director has conducted a comprehensive review of the Commission's present financial condition/obligations, operations and status, and has prepared a COVID-19 Mitigation Plan which assesses the loss in revenue related to COVID-19 and makes certain recommendations including the consolidation of operations, the pursuit of shared services initiatives, the implementation of operating and expense plan savings measures, and employee layoffs; and

**WHEREAS**, the Commission has considered the recommendations of the Executive Director contained in the COVID-19 Mitigation Plan and determined that the recommendations contained therein, including those pertaining to consolidation of operations, shared services, operating and expense plan savings measures, and layoffs

are necessary and appropriate measures which should be implemented in order to safeguard and protect the Commission's financial condition and ability to meet the obligations and expenses necessary for continued operation of the bridges and roads under its authority for the benefit of the traveling public;

**NOW THEREFORE, BE IT RESOLVED** by the Burlington County Bridge Commission that the Executive Director's COVID-10 Budget Mitigation Plan is hereby APPROVED; and

**BE IT FURTHER RESOLVED** that the Executive Director is authorized and directed to take all actions necessary to implement the plan.

Vice-Chairman Riggins moved to approve. Chairman Singleton seconded the motion.

<b>VOTE:</b>	<b>Yeas -</b>	<b>Singleton</b>
		<b>Riggins</b>
	<b>No -</b>	<b>Comegno</b>

**RESOLUTION NO. 2020-31**

**RESOLUTION IMPLEMENTING CERTAIN PERSONNEL ACTIONS AS PART OF THE COVID-19 BUDGET MITIGATION PLAN**

**WHEREAS**, the Burlington County Bridge Commission (hereinafter "Commission") is a statutorily created body pursuant to N.J.S.A. 27:19-33 and charged with the responsibility of ownership, maintenance and oversight of certain roads and bridges providing transportation between the State of New Jersey and Pennsylvania for the benefit of the traveling public; and

**WHEREAS**, in the furtherance and performance of its duties and obligations pursuant to N.J.S.A. 27:19-34 the Commission employs certain individuals to provide services necessary to perform its statutory functions; and

**WHEREAS**, due to the COVID-19 pandemic and the resultant Federal, New Jersey and Pennsylvania Business Closures and Stay at Home Orders which have been issued to protect the public from further spread of COVID-19 the Commission now faces dramatically reduced revenues from tolls which impact directly on the Commission's financial condition and ability to meet the costs and expenses necessary for continued operation; and

**WHEREAS**, in response to the reduced revenues the Commission directed its Executive Director to review the Commission's present financial and operational obligations and status, and prepare a COVID-19 Mitigation plan to assess and make

recommendations as to what measures could be taken to mitigate the economic impacts of COVID-19 pandemic; and

**WHEREAS**, the Executive Director has conducted a comprehensive review of the Commission's present financial condition/obligations, operations and status, and has prepared a COVID-19 Mitigation Plan which assesses the loss in revenue related to COVID-19 and makes certain recommendations including the consolidation of operations, the pursuit of shared services initiatives, the implementation of operating and expense plan savings measures, and employee layoffs; and

**WHEREAS**, the Commission has considered the recommendations of the Executive Director contained in the COVID-19 Mitigation Plan and determined that the recommendations contained therein, including those pertaining to consolidation of operations, shared services, operating and expense plan savings measures, and layoffs are necessary and appropriate measures which should be implemented in order to safeguard and protect the Commission's financial condition and ability to meet the obligations and expenses necessary for continued operation of the bridges and roads under its authority for the benefit of the traveling public;

**NOW THEREFORE, BE IT RESOLVED** by the Burlington County Bridge Commission that it hereby approves and authorizes the layoff of the employees as listed on the attached Exhibit A, effective April 29, 2020; and

**BE IT FURTHER RESOLVED** that the Executive Director is authorized and directed to take any and all actions necessary to implement the layoff of the listed employees.

**EXHIBIT "A"**

Michelle Chiemiego  
Tracy L. Franecki  
Annette Gibbs  
Jason M. Miller  
James R. Augustine  
Peter T. Dorofy  
Barbara Farnsworth  
Kristina M. Merola  
Claire R. Adair  
Brianna Dubois  
John Trunkwalter  
Wendi L. Wence  
Manvir S. Pandher  
John J. Michael  
Alva J. Pons  
Samuel Esaia  
Denise M. Westenberger

Daniel J. Mackafee  
Pamela L. Geary  
Joseph B. Adamczyk

Vice-Chairman Riggins moved to approve. Chairman Singleton seconded the motion.

**VOTE:**      **Yeas -      Singleton**  
                 **Riggins**  
                 **No -      Comegno**


**PUBLIC COMMENT**

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

Solicitor Drollas stated that for the purposes of the record, and reflection in the minutes, the Commission has received applications for retirement from Ellen Brennan, David Wyche and Denise Conrey. Solicitor Drollas acknowledged the retirements and noted they would be addressed at a future meeting.

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

Respectfully submitted,

  
Kathleen M. Wiseman  
Secretary