

BURLINGTON COUNTY BRIDGE COMMISSION

MEETING MINUTES

APRIL 18, 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
Patrick Reilly, Director of Public Safety and Security
Frederick Gabriele, Director of Maintenance
Rob Wells, Director, Economic Development &
Regional Planning
Sascha Harding, Director of Engineering
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
Felicia Hopson, Burlington County Commissioner Director

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

1. The Commission hereby authorizes travel for the Commissioners, the Executive Director and/or other employees or Executive Director designee(s) to attend IBTTA and EMC conferences in 2023.

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

RESOLUTION NO. 2023-25

**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-Five Thousand Dollars (\$35,000.00) 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-Five Thousand Dollars (\$35,000.00), 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.

RESOLUTION NO. 2023-26

**RESOLUTION AWARDING A CONTRACT TO REMINGTON
AND VERNICK ENGINEERS TO PROVIDE CONSTRUCTION
MANAGEMENT AND INSPECTION SUPPORT SERVICES
AND UNSPECIFIED TASK OVERSIGHT & CMCI (TASK 32)**

WHEREAS, the Burlington County Bridge Commission (“Commission”) requires the services of an engineering firm with consulting support expertise to provide construction management and inspection support services for the Commission’s Contract No. BCBC-202209 (Task 32, including sub-tasks 32(a) through 32(g)); 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, pursuant to Resolution No. 2020-78 the Commission determined that the Remington Vernick Engineers 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 the Commission has identified as Task 32 in Contract No. BCBC-202209, which 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 to provide construction management and inspection support services for the Commission’s Contract No. BCBC-202209 (Task 32).

2. For engineering construction management and inspection support services work, and for unspecified task oversight and CMCI work that was performed by R&V during the months of January and February, 2023, pursuant to R&V’s invoices Nos. BCBCX067-1, in the amount of \$20,877.38, and BCBCX067-2, in the amount of \$37,689.99, respectively, payment to R&V for that work performed, pursuant to the above-referenced invoices, be and is hereby authorized under Task 32 of Contract No. BCBC-202209.

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 Three Hundred Thousand Dollars (\$300,000.00), and the contract shall extend for the time period January 3, 2023 to and until completion of work on the project.

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

RESOLUTION NO. 2023-27

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 services related to the Structural Health Monitoring System project ("SHMS"); and

WHEREAS, pursuant to Resolution No. 2020-72, the Commission determined that the Pennoni Associates firm ("Pennoni") was qualified to perform specialized engineering services 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. 2022-59 the Commission entered into a contract with Pennoni to provide these professional engineering services; and

WHEREAS, Pennoni has performed construction management and inspection services related to the SHMA project pursuant to that contract; and

WHEREAS, 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 Fourteen Thousand Six Hundred Sixty Dollars (\$214,660.00), due to changes in the baseline construction schedule for startup, installation, and testing.

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 engineering consulting services for the Commission's SHMS project, consistent with the terms of this Resolution.

2. The terms, conditions and duties outlined in Resolution No. 2022-59 appointing Pennoni are incorporated herein by reference, and for the reasons hereinabove expressed, an additional sum of Two Hundred and Fourteen Thousand Six Hundred and Sixty Dollars (\$214,660.00) 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 and Fourteen Thousand Six Hundred and Sixty Dollars (\$214,660.00), and the contract shall extend for the time period from April 18, 2023 to and until the completion of work on the project.

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

RESOLUTION NO. 2023-28

**RESOLUTION AWARDING A CONTRACT FOR
UNDERWATER INSPECTION AND EVALUATION OF THE
BURLINGTON COUNTY BRIDGE COMMISSION BRIDGES
TO W.J. CASTLE PE & ASSOCIATES**

WHEREAS, the Burlington County Bridge Commission (“Commission”) requires the services of an engineering firm with expertise in underwater inspection and the evaluation of bridges; 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 W.J. Castle PE & Associates (“W.J. Castle”) was qualified to serve the Commission, and

WHEREAS, the Commission also determined that W.J. Castle 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 W.J. Castle for the performance of underwater inspection and the evaluation of bridges for the Commission.

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 One Hundred Seventy Thousand Three Hundred Dollars (\$170,300.00), and the contract shall extend for the time period from April 18, 2023 to and until the project is completed.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the

motion. The motion passed unanimously.

RESOLUTION NO. 2023-29

RESOLUTION AWARDING A CONTRACT TO CME ASSOCIATES, INC. FOR TRAFFIC ENGINEERING SERVICES AND THE PREPARATION OF STANDARD TRAFFIC CONTROL DRAWINGS FOR ALL COMMISSION BRIDGES

WHEREAS, the Burlington County Bridge Commission (“Commission”) determined that it requires the services of an engineering firm capable of providing traffic engineering services and the preparation of standard traffic control drawings for all Commission bridges; 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 CME Associates, Inc. (“CME”) was qualified to serve the Commission; and

WHEREAS, the Commission also determined that CME submitted a price proposal for specialized engineering services 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 CME for specialized engineering services for traffic engineering and the preparation of standard traffic control drawings for all Commission bridges.

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 Sixty-Two Thousand Five Hundred and Thirty-Three Dollars (\$62,533.00), and the contract shall extend for the time period from April 18, 2023 to and until the completion of work on the project.

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>
Harry A. Lewis	Economic Development Specialist	04/03/2023
Jamie L. Welcher	P/T Tolls	04/17/2023
<u>TRANSFERS – Requires Commission Approval</u>		<u>Effective</u>
Thomas J. Stanuikynas	County of Burlington	04/17/2023
Linda Wong	County of Burlington	04/17/2023
<u>RESIGNATION – Requires Commission Approval</u>		<u>Effective</u>
Velma D. Howard	P/T Tolls	01/12/2023
<u>TERMINATION – Requires Commission Approval</u>		<u>Effective</u>
Antoinette Primo	P/T Tolls	03/04/2023
<u>SEASONAL – Requires Commission Approval</u>		<u>Effective</u>
Steven J. Demofonte	Delanco Bridge Operator	04/15/2023
James J. Hughes	Delanco Bridge Operator	04/15/2023
Joseph Conrey	Delanco Bridge Operator	04/15/2023

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.

Director Patrick Reilly acknowledged that last week was National Public Safety Telecommunications Week and as such, Director Reilly wanted to recognize and thank the Bridge Commission Dispatchers for a job well done.

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