

BURLINGTON COUNTY BRIDGE COMMISSION
MEETING MINUTES
JULY 9, 2019

Chairman Comegno 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 December 14, 2018 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 John B. Comegno II
Vice-Chairman James D. Fattorini
Commissioner Troy E. Singleton (*via phone conference*)

Others Present: John D. Jeffers, Executive Director
Joseph Andl, Deputy Executive Director
Christine J. Nociti, Chief Financial Officer
Kathleen M. Wiseman, Secretary/Office Mgr/Mgr of Records
Anthony T. Drollas Jr., Solicitor
Elizabeth Verna, Chief of Staff
Constance Borman, Human Resources Director
Patrick Reilly, Director of Public Safety and Security
James Fletcher, Director, Projects & Engineering
Stanley Ozalis, Manager, Technical Operations
John Moore, Director, Palmyra Cove Nature Park
Michael McCarron, Director of Tolls and Tower Operations
Ellen Brennan, Manager, HR/Health Benefits
Dennis Stewart, Assistant Manager, Burlington-Bristol Bridge
Michelle Chiemiego, Purchasing Agent
Stephanie Brandt, Accounting Manager
Marie Ozalis, Administrative Assistant
Jeffrey Kish, Assistant to Director of Tolls
John Zarsky, Pennoni Engineering
Sascha Harding, Pennoni Engineering
Tom Pullion, Burlington County Freeholder-Director
Nicholas Gangemi, Burlington County PIO
George Nyikita, Pennoni Engineering
Jill Jeffers
Phil Adams
Michelle Adams

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

Chairman Comegno welcomed Jill Jeffers, Phil Adams, Michelle Adams and Freeholder-Director Tom Pullion.

APPROVAL OF THE MINUTES

Commissioner Singleton moved to approve the minutes of June 11, 2019. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

ACCEPTANCE OF ECONOMIC DEVELOPMENT MEETING MINUTES

Vice-Chairman Fattorini moved to accept the minutes of the May and June 2019 Economic Development Meetings. Commissioner Singleton seconded the acceptance. Acceptance passed unanimously.

DISBURSEMENTS LIST

Commissioner Singleton moved to approve disbursements made from June 12, 2019 through July 9, 2019 as included in the list as presented. Vice-Chairman Fattorini seconded the motion. The motion passed with the following abstentions:

Vice-Chairman Fattorini abstained from Voucher Numbers 19-01386, 19-01279, 19-01280 and 19-00307; Commissioner Singleton abstained from Voucher Numbers 19-01547, 19-01549, 19-01532, 19-01534, 19-00143, 19-00144, 19-00145, 19-00730, 19-01531, 19-01567, 19-01533 and 19-01536.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Jeffers asked the Commission to consider the following resolution:

Chairman Comegno, Vice-Chairman Fattorini and Commissioner Singleton each acknowledged Executive Director Jeffers' incredible loyalty and leadership during his 36 years of service at the Bridge Commission; noting that Executive Director Jeffers was a "quiet" leader always taking the blame and never taking the credit. All of the Commissioners agreed that it was with a heavy heart to approve the Retirement of Executive Director Jeffers but nevertheless wished him all the best in his role of husband, father and grandfather!

RESOLUTION NO. 2019-42
RESOLUTION REGARDING THE RETIREMENT
OF JOHN D. JEFFERS

WHEREAS, John Jeffers has been a regular employee of the Burlington County Bridge Commission ("Commission") for Thirty-Six (36) years during which time he has served in the Maintenance Department and Administration as both the Deputy-Executive Director and Executive Director; and

WHEREAS, John Jeffers has been a good, loyal and faithful employee of the Commission; and

WHEREAS, John Jeffers has requested the Commission for permission to retire effective August 1, 2019.

NOW, THEREFORE, BE IT RESOLVED that the retirement of John Jeffers be granted at the July 9, 2019 meeting effective August 1, 2019 with the benefits requested by Mr. Jeffers and which may be allowed by law and Commission policies and procedures; and

BE IT FURTHER RESOLVED that each Commissioner and member of the Commission staff joins in wishing Mr. Jeffers a safe, healthy, and prosperous retirement and the best in all future endeavors.

Chairman John B. Comegno, II _____

Vice-Chairman James D. Fattorini _____

Commissioner Troy E. Singleton _____

Vice-Chairman Fattorini moved to approve. Commissioner Singleton seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2019-43
**RESOLUTION AMENDING THE CONTRACT WITH WSP,
USA, INC. FOR THE TRAFFIC STUDY IN THE NORTHERN
PART OF BURLINGTON COUNTY.**

WHEREAS, the Burlington County Bridge Commission (“Commission”) has determined that it requires the services of an engineering/architectural firm in assisting the County’s Planning Department to perform an in-depth traffic review and analysis of the current and future commercial development in the northern part of Burlington County; and

WHEREAS, pursuant to Resolution No. 2018-21, the Commission entered into a contract with WSP, USA, Inc. (“WSP”) to provide those professional engineering services; and

WHEREAS, WSP’s research into the DVRPC’s computer model, which is serving as the basis of the traffic review and analysis, determined that further development of the design concept for Dulty’s Lane, analysis of Neck Road closure, and review of NJDOT concept for Route 130/Florence-Columbus Road is needed; and it is therefore necessary to increase the appropriation for the provision of such services by WSP by an additional One Hundred Thousand Dollars (\$100,000.00).

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

1. The terms, conditions and duties outlined in Resolution No. 2018-21 appointing WSP are incorporated herein by reference, and for the reasons hereinabove expressed, an additional sum of One Hundred Thousand Dollars (\$100,000.00) be and hereby is appropriated to pay the fees, expenses and costs pursuant to the existing contract between the Commission and WSP.

2. Sufficient funds are available for payment for those services as evidenced by the Certificate of Availability of Funds, attached hereto.

Commissioner Singleton moved to approve. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2019-44
**RESOLUTION AUTHORIZING APPLICATION TO THE
LOCAL FINANCE BOARD PURSUANT TO N.J.S.A.
40A:5A-6.**

WHEREAS, pursuant to the Local Authorities Fiscal Control Law, P.L. 1983, ch. 313 approved August 26, 1982, as amended (N.J.S.A. 40A:5A-1, et seq.) ("Act"), the Burlington County Bridge commission ("Commission") submitted to the Local Finance Board for review a project to be financed by the issuance of the Commission's Guaranteed Subordinated Bridge Revenue Bonds or Notes, Series 2018 in an amount not to exceed \$12,500,000 ("Obligations") to fund certain capital improvement projects on the roads and interchanges that support the Commission's Burlington Bristol Bridge; and

WHEREAS, in accordance with the Act, the Local Finance Board held a public hearing on July 11, 2018, to review the proposed project and financing; and

WHEREAS, the Local Finance Board adopted a resolution incorporating its findings and recommendations with respect to the proposed Bonds, a summary of which has been presented at this meeting; and

WHEREAS, the project remains under the review of the New Jersey Department of Transportation and the Obligations have not been issued; and

WHEREAS, the Commission desires to keep the project viable and prior findings of the Local Finance Board active to provide the flexibility to issue the Obligations if and when the project is finally approved; and

WHEREAS, the Commission believes that:

- (a) it is in the public interest to accomplish such purpose;

- (b) said purpose or improvements are for the health, welfare, convenience or betterment of the inhabitants of the County;
- (c) the amounts to be expended for said purpose or improvements are not unreasonable or exorbitant; and
- (d) the proposal is an efficient and feasible means of providing services for the needs of the inhabitants of the County and will not create an undue financial burden to be placed upon the County:

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

Section 1. The Executive Director of the Commission is hereby directed to prepare and file a copy of this resolution requesting that the previous findings of the Local Finance Board issued on July 11, 2018 remain in place and in effect.

Section 2. The Local Finance Board is hereby respectfully requested to consider such request and to record its findings, recommendations and/or approvals as provided by the applicable New Jersey Statute.'

Section 4. This Resolution shall take effect immediately.

RECORDED VOTE

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
John B. Comegno II	x			
James D. Fattorini	x			
Troy E. Singleton	x			

The foregoing is a true copy of a resolution adopted by the governing body of the Burlington County Bridge Commission on July 9, 2019.

Kathleen M Wiseman, Secretary

07/09/2019

Date

[SEAL]

Vice-Chairman Fattorini moved to approve. Commissioner Singleton seconded the motion. The motion passed unanimously.

RESOLUTION No. 2019-45
**RESOLUTION OF THE BURLINGTON COUNTY BRIDGE
 COMMISSION AMENDING THE APPROVED FISCAL YEAR
 2019 BUDGET.**

WHEREAS, the Commission budget for the year ending September 30, 2019 was approved on the 18th day of September; and

WHEREAS, the Commission finds it necessary to amend the 2019 approved Authority Budget, as follows:

	<u>From</u>	<u>To</u>
Operating Revenues:		
Service Charges (Tolls)	\$36,457,700	\$38,132,700
Total Operating Revenues	<u>\$36,577,700</u>	<u>\$38,252,700</u>
Total Anticipated Revenues	<u>\$36,617,700</u>	<u>\$38,292,700</u>
Operating Appropriations:		
Cost of Providing Services – Personnel		
Salaries & Wages	\$8,691,640	\$8,866,640
Cost of Providing Services – Other		
Operations – Other	\$1,500,000	\$3,000,000
Total Operating Appropriations	\$32,999,907	\$34,674,907
Non-Operating Appropriations:		
Total Interest Payments on Debt	\$ 3,617,793	\$ 3,617,793
Total Non-Operating Appropriations	<u>\$ 3,617,793</u>	<u>\$ 3,617,793</u>
Total Appropriations	<u>\$36,617,700</u>	<u>\$38,292,700</u>
Total Appropriations & Accumulated Deficit	<u>\$36,617,700</u>	<u>\$38,292,700</u>
Net Total Appropriations	<u>\$36,617,700</u>	<u>\$38,292,700</u>
ANTICIPATED SURPLUS/DEFICIT	<u>\$ -0-</u>	<u>\$ -0-</u>

NOW, THEREFORE BE IT RESOLVED, by the Commissioners of the Burlington County Bridge Commission that the approved FY 2019 Budget is hereby amended as detailed above, and

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 said Commission's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED that two certified copies of this complete amendment and resolution and revised budget forms be filed forthwith with the Director of the Division of Local Government Services for certification of the Authority budget so amended.

RECORDED VOTE

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
John B. Comegno II	x			
James D. Fattorini	x			
Troy E. Singleton	x			

It is hereby certified that this is a true copy of a resolution amending the budget approved by the governing body on the 9th day of July, 2019.

Kathleen M Wiseman, Secretary

Date

[SEAL]

Commissioner Singleton moved to approve. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2019-46
RESOLUTION CONFIRMING JOSEPH ANDL AS
THE ACTING EXECUTIVE DIRECTOR.

WHEREAS, the Burlington County Bridge Commission ("Commission") has established the position of Deputy Executive Director, within the Commission's Department of Administration, who reports directly to the Executive Director, who works directly with the Executive Director, and who serves as the Acting Executive Director in the absence of the Executive Director, with all of the powers and duties of the Executive Director, including serving as signatory for the Commission, when necessary; and

with the City for those purposes, with the form of the Agreement and other related documents to be drafted and finalized by the staff and professionals for the City and for the Commission;

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

1. The Commission approves its entry into an appropriate and mutually-acceptable form of Agreement with the City of Burlington for purposes of confirming the Commission's ability to maintain access to the City's land that is the subject of this Resolution, and for the purposes of the Commission's contract with Allied Painting Co., Inc., as set forth above.

2. Sufficient funds are available for payments to the City of Burlington of consideration for the City's entry into the subject Agreement, which is expected to include the Commission's payment of the sum of \$400.00 per month for the time period from September 1, 2017 through December 31, 2019, as evidenced by the Certificate of Availability of Funds, attached hereto.

Commissioner Singleton moved to approve. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2019-48
**RESOLUTION APPROVING ENTRY INTO LAND ACCESS
AGREEMENT WITH THE CITY OF BURLINGTON FOR THE
PERFORMANCE OF WORK RELATED TO THE
COMMISSION'S BRIDGE REDECKING AND
RESURFACING PROJECT**

WHEREAS, the Burlington County Bridge Commission requires access to land that is owned by the City of Burlington and is located near the Burlington-Bristol Bridge, in the vicinity of Reed Street, for purposes of the Commission's performance of work, through a contractor, on the Commission's Bridge Re-decking and Resurfacing Project; and

WHEREAS, the Commission and the City wish to memorialize the terms of the Commission's ability to utilize that land by way of a formal written Agreement, which includes the Commission's consent to the payment of consideration to the City for its entry into a land access Agreement, in the form of a \$1000.00 monthly payment, commencing on August 1, 2019 and continuing through January 31, 2020, or for such other time period as the Commission and the City mutually agree; and

WHEREAS, the Commission wishes to endorse its entry into a written Agreement with the City for those purposes, with the form of the Agreement and other related documents to be drafted and finalized by the staff and professionals for the City and for

the Commission;

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

1. The Commission approves its entry into an appropriate and mutually-acceptable form of Agreement with the City of Burlington for purposes of confirming the Commission's ability to maintain access to the City's land that is the subject of this Resolution, and for the purposes of the Commission's Bridge Re-decking and Resurfacing Project, as set forth above.

2. Sufficient funds are available for payments to the City of Burlington of consideration for the City's entry into the subject Agreement, which is expected to include the Commission's payment of the sum of \$1000.00 per month for the time period from August 1, 2019 through January 31, 2020, as evidenced by the Certificate of Availability of Funds, attached hereto.

Vice-Chairman Fattorini moved to approve. Commissioner Singleton seconded the motion. The motion passed unanimously.

HUMAN RESOURCES

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

<u>PROBATION – Requires Commission Approval</u>		<u>Effective</u>
Kevin McGill	PT Maintenance	5/19/19
Annette Gibbs	FT Economic Development	6/16/19
<u>RETIREMENT – Requires Commission Approval</u>		<u>Effective</u>
Dennis Stewart	FT Administration	6/1/22

Chairman Comegno requested to approve by block with the exception of probation removal of Kevin McGill; Commissioner Singleton moved to approve. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

Chairman Comegno moved to approve the probation removal of Kevin McGill. Commissioner Singleton seconded the motion.

**VOTE: Yeas - Comegno
 Singleton
 Fattorini
 Abstain -**

Executive Director Jeffers requested permissions to: 1) advertise for Executive Director position; 2) for John Moore to travel to Cal State in Los Angeles, CA from August 1, 2019 to August 3, 2019 as Mr. Moore is an invited presenter and travel support is provided

through the IEEE grant previously awarded to Palmyra Cove Environmental Education Foundation; and 3) to accept the terms of the Union negotiations as expressed in the MOA.

Chairman Comegno requested to approve by block; Vice-Chairman Fattorini moved to approve. Commissioner Singleton seconded the motion. The motion passed unanimously.

OLD BUSINESS

Chairman Comegno called for any old business to come before the Commission.

NEW BUSINESS


Chairman Comegno called for any new business to come before the Commission.

PUBLIC COMMENT

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

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

Respectfully submitted,


Kathleen M. Wiseman
Secretary