

BURLINGTON COUNTY BRIDGE COMMISSION
MEETING MINUTES
FEBRUARY 11, 2020

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 November 14, 2019 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 Troy E. Singleton
Vice-Chairman Matthew J. Riggins
Commissioner John B. Comegno II (*via phone conference*)

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, Chief of Staff
Constance Borman, Human Resources Director
Patrick Reilly, Director of Public Safety and Security
James Fletcher, Director, Projects & Engineering
John Moore, Director, Palmyra Cove Nature Park/Institute
for Earth Observations
Michael McCarron, Director of Tolls and Tower Operations
Ellen Brennan, Manager, HR/Health Benefits
Al Ziegler, Director of Maintenance
Dennis Stewart, Assistant Manager, Burlington-Bristol Bridge
Ronald Cesaretti, Deputy Director/IT
Michelle Chiemiego, Purchasing Agent
Stephanie Brandt, Accounting Manager
Jeffrey Kish, Assistant to Director of Tolls
Kathleen Hanuscin, Senior Administrative Assistant
Clara Ruvolo, Past President PCEEF
John Zarsky, Pennoni Engineering
Sascha Harding, Pennoni Engineering

Vice-Chairman Riggins led the flag salute followed by a moment of silence.

APPROVAL OF THE MINUTES

Vice-Chairman Riggins moved to approve the minutes of January 21, 2020. Commissioner Comegno seconded the motion. The motion passed unanimously.

ACCEPTANCE OF ECONOMIC DEVELOPMENT MEETING MINUTES

Vice-Chairman Riggins moved to accept the minutes of the January 2020 Economic Development Meeting. Commissioner Comegno seconded the acceptance. Acceptance passed unanimously.

DISBURSEMENTS LIST

Vice-Chairman Riggins moved to approve disbursements made from January 22, 2020 through February 11, 2020 as included in the list as presented. Commissioner Comegno seconded the motion. The motion passed with the following abstentions:

Chairman Singleton abstained from Voucher Numbers 20-00676, 20-00674, 20-00050, 20-00047, 20-00049, 20-00048 and 20-00680.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Joseph Andl asked the Commission to consider the following resolution:

RESOLUTION NO. 2020-16

RESOLUTION AMENDING THE CONTRACT WITH COMMUNITY GRANTS, PLANNING & HOUSING, LLC FOR ECONOMIC DEVELOPMENT, REDEVELOPMENT, PLANNING & GRANT WRITING SERVICES.

WHEREAS, the Burlington County Bridge Commission ("Commission") has determined that it requires the services of a firm capable of assisting the Commission in its economic development and redevelopment initiatives and projects which may entail, among other things: providing research, advice and consultation to the Commission regarding local, regional, and statewide economic development and/or redevelopment initiatives, planning, grant writing, and shared services; attending scheduled and/or other meetings as requested by the Commission and/or its economic development committee; updating the Commission regarding the status of proposed and pending legislation, regulations, or orders which may involve and/or affect the Commission; scheduling and/or attending meetings by or on behalf of the Commission (with local, regional, or state representatives or officials) as such meetings may relate to the economic development, shared services, or other activities of the Commission; and

WHEREAS, pursuant to Resolution No. 2018-83, the Commission entered into a contract with Community Grants, Planning & Housing, LLC ("CGP&H") to provide those

professional services; and

WHEREAS, additional professional services under this contract are required for assisting Burlington County municipalities with ongoing affordable housing work performing on behalf of a number of Burlington County municipalities, and for an increased amount of Master Planning work in partnership with the Department of Economic Development and Regional Planning; and it is necessary to increase the appropriation for such services by an additional Fifty Thousand Dollars (\$50,000.00) and extend the contract to and until March 31, 2020.

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

1. The terms, conditions and duties outlined in Resolution No. 2018-83 appointing CGP&H are incorporated herein by reference, and for the reasons hereinabove expressed, an additional sum of Fifty Thousand Dollars (\$50,000.00) be and hereby is appropriated to pay the fees, expenses and costs pursuant to the existing contract between the Commission and CGP&H, and the contract is hereby extended to and until March 31, 2020.

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

3. Notice of adoption of this Resolution shall be published in the Burlington County Times, as required by law.

Vice-Chairman Riggins moved to approve. Commissioner Comegno seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2020-17

RESOLUTION AMENDING THE CONTRACT WITH INTELLIGENT INFRASTRUCTURE SYSTEMS, LLC FOR THE ASSET MANAGEMENT SYSTEM.

WHEREAS, the Burlington County Bridge Commission ("Commission") has determined that it requires the services of a firm capable of designing and developing an asset management system with implementation tools; and

WHEREAS, pursuant to Resolution No. 2012-93, the Commission entered into a contract with Intelligent Infrastructure Systems, LLC ("IIS") to provide those professional engineering services, with the work to be performed in an orderly series of phases; and

WHEREAS, IIS has proposed a five task proposal for modifications, upgrades, and integration of the Performance Health Monitoring System within the iCOMPASS platform

to the existing structural health monitoring system of the Tacony-Palmyra, Burlington-Bristol, and Riverside-Delanco Bridges, and it is therefore necessary to increase the contract by an additional Three Hundred Sixty-Three Thousand, Three Hundred Sixty-Nine Dollars (\$363,369.00) and to extend the contract by an twelve months to and until January 31, 2021.

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

1. The terms, conditions and duties outlined in Resolution No. 2012-93 appointing IIS are incorporated herein by reference, and for the reasons hereinabove expressed, the sum of Three Hundred Sixty-Three Thousand, Three Hundred Sixty-Nine Dollars (\$363,369.00) be and hereby is appropriated to pay the fees, expenses and costs pursuant to the existing contract between the Commission and IIS, and the contract is hereby extended for an additional twelve months until January 31, 2021.

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

3. Notice of adoption of this Resolution shall be published in the Burlington County Times, as required by law.

Vice-Chairman Riggins moved to approve. Commissioner Comegno seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2020-18

RESOLUTION AWARDING A CONTRACT FOR MAINTENANCE AND TOLL UNIFORMS TO GRAVES UNIFORMS, LLC.

WHEREAS, the Burlington County Bridge Commission (“Commission”) requires a vendor to provide uniforms for its maintenance and toll department employees; and

WHEREAS, bids were solicited by the Purchasing Agent for a contract entitled “Maintenance and Toll Uniforms (BCBC-202002)” for the period March 1, 2020 to February 28, 2021 with an option of a one (1) year extension expiring on February 28, 2022 pursuant to N.J.S.A. 40A:11-16(6); and

WHEREAS, Commission staff reviewed the received bids, and staff prepared a recommendation that identifies the lowest responsive, responsible bidder based on line item grouping, resulting in two (2) awards from this solicitation in order for the Commission to receive the lowest price per line item group, which awards are contained in other resolutions for the Commission’s consideration; and

WHEREAS, the Commission is satisfied that Graves Uniforms, LLC (“Graves”)

was the lowest of two (2) bidders for line items: J, K, L, M, N, O, P, Q, R, S, T, U, and V, in the amount of Thirty-Eight Thousand, Six Hundred Sixty-Three Dollars and Fifty-Five Cents (\$38,663.55), and sufficient funds are available for payment for those items 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 Maintenance and Toll Uniforms (BCBC-202002) to Graves, and the Executive Director and the Secretary of the Commission are hereby authorized to execute a contract with Graves.

2. The maximum amount of this contract shall not exceed Thirty-Eight Thousand, Six Hundred Sixty-Three Dollars and Fifty-Five Cents (\$38,663.55), and the contract shall extend for the period March 1, 2020 through February 28, 2021 with the Extension Option for the line items as identified above and provided in accordance with the awarded contract.

Vice-Chairman Riggins moved to approve. Commissioner Comegno seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2020-19

RESOLUTION AWARDING A CONTRACT FOR MAINTENANCE AND TOLL UNIFORMS TO SPECIALTY GRAPHICS, LLC.

WHEREAS, the Burlington County Bridge Commission ("Commission") requires a vendor to provide uniforms for its maintenance and toll department employees; and

WHEREAS, bids were solicited by the Purchasing Agent for a contract entitled "Maintenance and Toll Uniforms (BCBC-202002)" for the period March 1, 2020 to February 28, 2021 with an option of a one (1) year extension expiring on February 28, 2022 pursuant to N.J.S.A. 40A:11-16(6); and

WHEREAS, Commission staff reviewed the received bids, and staff prepared a recommendation that identifies the lowest responsive, responsible bidder based on line item grouping, resulting in two (2) awards from this solicitation in order for the Commission to receive the lowest price per line item group, which awards are contained in other resolutions for the Commission's consideration; and

WHEREAS, the Commission is satisfied that Specialty Graphics, LLC. (Specialty Graphics") was the lowest of two (2) bidders for line items: A1, A2, A3, A4, B1, B2, B3, B4, B5, B6, C, D, E1, E2, E3, E4, E5, E6, F1, F2, G1, G2, G3, H1, H2, H3, I1, I2, I3, and W; and

WHEREAS, Commission staff recommended that the Commission award a contract for Year One (March 1, 2020 through February 28, 2021) to Specialty Graphics in the amount of Twenty-Six Thousand, Eight Hundred Eighty-Five Dollars (\$26,885.00) with the option to award the contract to Specialty Graphics for Year Two in the amount of \$26,885.00; and

WHEREAS, the Chief Financial Officer of the Commission has determined that sufficient funds are available for payment for said services, as evidenced by the Certificate of Availability of Funds attached hereto and made a part thereof.

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

1. The Commission hereby awards Year One of the contract titled "Maintenance and Toll Uniforms (BCBC-202002)" to Specialty Graphics, and the Executive Director and the Secretary of the Commission are hereby authorized to execute a contract with Specialty Graphics.

2. The maximum amount of this contract shall not exceed Twenty-Six Thousand, Eight Hundred Eighty-Five Dollars (\$26,885.00) and the contract shall extend for the period March 1, 2020 through February 28, 2021.

Vice-Chairman Riggins moved to approve. Commissioner Comegno seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2020-20

RESOLUTION AWARDING A CONTRACT FOR WEB MAINTENANCE AND ADMINISTRATION SERVICES TO CONSULTING IMS.

WHEREAS, the Burlington County Bridge Commission ("Commission") has determined that it requires certain technical consulting services, specifically website hosting and administration; and

WHEREAS, upon receipt and review of the proposal submitted in response to the RFP, it was determined that Consulting IMS ("IMS") submitted a proposal that provided favorable contract terms and conditions for the Commission; and

WHEREAS, this contract is being awarded through a fair and open process, pursuant to N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, the Commission is satisfied that IMS has the required knowledge and expertise to perform the requisite web maintenance services; and

WHEREAS, the maximum amount of this contract is Fifty Thousand Dollars (\$50,000.00), and sufficient funds are available for payment for those services as evidenced by the Certificate of Availability of Funds, attached hereto; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of such services and the contract itself must be made available for public inspection.

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 IMS.

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 Fifty Thousand Dollars (\$50,000.00), and the contract shall extend for the period of one year, from February 11, 2020 to and until November 30, 2020.

Vice-Chairman Riggins moved to approve. Commissioner Comegno seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2020-21

RESOLUTION AWARDING A CONTRACT FOR ELECTRICAL PARTS AND SUPPLIES TO BILLOWS ELECTRIC SUPPLY CO., INC.

WHEREAS, the Burlington County Bridge Commission ("Commission") requires an electrical supply house to provide various electrical parts and supplies to be used for maintenance on all bridges and facilities; and

WHEREAS, bids were solicited by the Purchasing Agent for a contract entitled "Electrical Parts & Supplies (BCBC-202003)" for the period March 1, 2020 to February 28, 2021 with an option of a one (1) year extension expiring on February 28, 2022 pursuant to N.J.S.A. 40A:11-16(6); and

WHEREAS, Commission staff have received and reviewed two (2) bids, and have recommended that the Commission award a contract to Billows Electric Supply Co., Inc. ("Billows"); and

WHEREAS, the maximum amount of this contract shall be One Hundred Thousand Dollars (\$100,000.00), 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 Commission as follows:

1. The Commission hereby awards a contract for electrical parts and supplies as set forth above to Billows, and the Executive Director and the Secretary of the Commission are hereby authorized to execute a contract with Billows.

2. The maximum amount of this contract shall not exceed One Hundred Thousand Dollars (\$100,000.00), and the contract shall extend for the period March 1, 2020 through February 28, 2021 with the option of one (1) year extension expiring February 28, 2022.

Vice-Chairman Riggins moved to approve. Commissioner Comegno seconded the motion. The motion passed unanimously.

HUMAN RESOURCES

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

NEW HIRE – Requires Commission Approval

Timothy P. O'Hanlon

PT Police

Effective

01/27/2020

PROMOTIONS – Requires Commission Approval

Joshua J. Jones

FT Tolls

Kevin P. McGill

FT Maintenance

Effective

02/09/2020

02/10/2020

PROBATION – Requires Commission Approval

Janet Williams

PT Tolls

Effective

01/29/2020

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

OLD BUSINESS

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

NEW BUSINESS

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

PUBLIC COMMENT

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

Executive Director Joseph Andl requested permissions: 1) participation for the 200 Club Honor Valor Awards Dinner on February 28, 2020; 2) changing the Commission's Vehicle Policy and 3) Joseph Andl to attend IBTTA Technology Summit in San Diego, CA from April 2nd to April 4th, 2020.

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

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