

BURLINGTON COUNTY BRIDGE COMMISSION
MEETING MINUTES
MAY 14, 2024

Meeting held via phone conference.

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 20, 2023 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
Rob Wells, Director, Economic Development &
Regional Planning
Michael Ott, Director of Projects and Engineering
Michael McCarron,
Director of Tolls and Tower Operations
Ronald Cesaretti, Director/IT & ETC
Sean P. Hasson, Manager, Shared Services
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
Peter Taylor, Economic Development Analyst
Mary Norman, Administrative Assistant

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

APPROVAL OF MINUTES

Vice-Chairwoman Nunes moved to approve the minutes of the April 9, 2024 Commission Meeting. Commissioner Tiver seconded the motion. The motion passed unanimously.

DISBURSEMENTS LIST

Vice-Chairwoman Nunes moved to approve disbursements made from April 10, 2024 through May 14, 2024 as included in the list as presented. Commissioner Tiver seconded the motion. The motion passed with the following abstentions:

Commissioner Tiver abstained from Voucher Number 24-00570.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Andl asked the Commission to consider the following resolutions. Chairman Riggins suggested that they move Resolutions 2024-25 through 2024-29 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. 2024-25

RESOLUTION AMENDING CONTRACT FOR STRUCTURAL ENGINEERING CONSULTING SERVICES WITH PENNONI ASSOCIATES, INC.

WHEREAS, pursuant to Resolution 2023-100, the Commission entered into a contract with Pennoni Associates, Inc. ("Pennoni") for structural engineering consulting services; 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 One Hundred Fifty Thousand Dollars (\$150,000.00), due to additional engineering services required; and

WHEREAS, the Commission also determined that Pennoni 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 amendment to the Commission's Agreement with Pennoni for structural engineering consulting services, consistent with the terms of this Resolution.

2. The terms, conditions and duties outlined in Resolution 2023-100 appointing Pennoni are incorporated herein by reference, and for the reasons hereinabove expressed, an additional sum of One Hundred Fifty Thousand Dollars (\$150,000.00) be and hereby is appropriated to pay the fees, expenses, and costs pursuant to the existing contract between the Commission and Pennoni.

3. The amount of the contract shall not exceed One Hundred Fifty Thousand Dollars (\$150,000.00), and the contract shall extend for the period of one year, from December 1, 2023 to and until November 30, 2024.

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

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

RESOLUTION NO. 2024-26

RESOLUTION AWARDING A CONTRACT TO PENNONI TO PERFORM THE COMMISSION'S 2024 IN-DEPTH AND NSTM BRIDGE INSPECTIONS OF COMMISSION BRIDGES

WHEREAS, the Burlington County Bridge Commission ("Commission") has determined that it requires the services of a consulting engineer with expertise for the performance of the Commission's 2024 In-Depth and Nonredundant Steel Tension Member ("NSTM") Bridge Inspections Project, (hereinafter "In-Depth Inspections"); 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, the Commission determined that Pennoni Associates ("Pennoni") was qualified to serve the Commission; and

WHEREAS, the Commission also determined that Pennoni submitted a proposal to provide specialized engineering services for the In-Depth Inspections Project which 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 Pennoni for the performance of the In-Depth Inspections Project of the Commission's 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 Six Hundred Seventeen Thousand Eight Hundred and Forty Dollars (\$617,840.00), and the contract shall extend the time period of the contract from May 17, 2024 through and until the completion of the project.

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

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

RESOLUTION NO. 2024-27

RESOLUTION AWARDING A CONTRACT TO MODJESKI AND MASTERS TO PERFORM 2024 MODIFIED IN-DEPTH BRIDGE INSPECTIONS OF MECHANICAL AND ELECTRICAL COMPONENTS FOR THREE MOVEABLE BURLINGTON COUNTY BRIDGE COMMISSION BRIDGES

WHEREAS, the Burlington County Bridge Commission ("Commission") has determined that it requires the services of a consulting engineer with expertise in the performance of in-depth bridge inspections for moveable 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, the Commission determined that Modjeski and Masters ("Modjeski") was qualified to serve the Commission; and

WHEREAS, Modjeski also submitted a proposal for the performance of services in support of the Commission's 2024 Modified In-Depth Inspections of Mechanical and Electrical Components for Three Moveable Commission Bridge Project, and that proposal 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 Modjeski for the performance of services in support of the Commission's 2024 Modified In-Depth Inspections of Mechanical and Electrical Components for Three Moveable Commission Bridge Project, consistent with the terms of the proposal that was submitted by Modjeski.

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 Two Hundred Thirty-Seven Thousand Eight Hundred Dollars (\$237,800.00), and the contract shall extend the time period of the contract from May 17, 2024 through and until the completion of the project.

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

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

RESOLUTION NO. 2024-28

RESOLUTION AWARDING A CONTRACT TO CME ASSOCIATES TO PROVIDE SPECIALIZED ENGINEERING SERVICES IN SUPPORT OF THE PERFORMANCE OF 2024 IN-DEPTH BRIDGE INSPECTIONS OF THE BURLINGTON COUNTY BRIDGE COMMISSION'S FOUR MINOR BRIDGES (ROUTE 543 OVER ROUTE 73, ROUTE 543 OVER SWEDES RUN, ROUTE 543 OVER TWIN PIPE CULVERT, ROUTE 543 OVER PENNSAUKEN CREEK) AND THE RIVERSIDE-DELANCO BRIDGE

WHEREAS, the Burlington County Bridge Commission ("Commission") has determined that it requires the services of a consulting engineer with expertise in the performance of in-depth bridge inspections; 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, the Commission determined that CME Associates ("CME") was qualified to serve the Commission; and

WHEREAS, CME also submitted a proposal to provide specialized engineering services in support of the performance of in-depth bridge inspections of the Burlington County Bridge Commission's four minor bridges (Route 543 over Route 73, Route 543

over Swedes Run, Route 543 over Twin Pipe Culvert, Route 543 over Pennsauken Creek) and the Riverside-Delanco Bridge; and

WHEREAS, the Commission determined that CME's proposal 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 to provide specialized engineering services in support of the performance of in-depth bridge inspections of the Burlington County Bridge Commission's four minor bridges (Route 543 over Route 73, Route 543 over Swedes Run, Route 543 over Twin Pipe Culvert, Route 543 over Pennsauken Creek) and the Riverside-Delanco Bridge.

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-One Thousand Eight Hundred (\$171,800.00), and the contract shall extend from May 14, 2024 until the completion of the project.

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

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

RESOLUTION NO. 2024-29

**RESOLUTION REJECTING THE BIDS RECEIVED FOR THE
AWARD OF COMPUTERS, SOFTWARE AND SUPPLIES
CONTRACT (BCBC-202405)**

WHEREAS, the Burlington County Bridge Commission ("Commission") solicited bids in order to procure goods and services for the Commission's Computers, Software and Supplies Contract (BCBC-202405); and

WHEREAS, the Commission received four bids for the Contract, on April 11, 2024 at 11:00 A.M., at which time the bids were opened and reviewed by Commission staff; and

WHEREAS, pursuant to the requirements of N.J.S.A. 40A:11-13.2(f), the Commission's staff has recommended that the Commission reject all of the bids that were submitted, and to exercise the Commission's right to use an available State-authorized contract to procure the required goods and services; and

WHEREAS, the recommendations of the Commission's staff are reasonable and appropriate, and for the reasons set forth above.

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Bridge Commission that the Commission hereby rejects all of bids that were received for the Computers, Software and Supplies Contract (BCBC-202405), and that the Commission will utilize an available State contract to procure the required goods and services of Contract BCBC-202405.

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>PROMOTIONS - Requires Commission Approval</u>		<u>Effective</u>
Deborah A. Viggiano	F/T Administrative Assistant	05/01/2024
Thomas J. Coughlin	F/T Electronic Toll Specialist	05/13/2024
Sean P. Hasson	Director of Public Safety	05/20/2024
<u>RESIGNATIONS – Requires Commission Approval</u>		<u>Effective</u>
Steven E. Rathgeb	Sustainability Coordinator	04/26/2024
Maxwell L. Friedman	F/T Intern PCNP	05/10/2024

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