

**BURLINGTON COUNTY BRIDGE COMMISSION**  
**MEETING MINUTES**  
**JULY 8, 2025**

*Meeting held via phone conference.*

Chairwoman Nunes 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 22, 2024 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: Chairwoman Sandra Nunes  
Vice-Chairwoman Jaclyn Veasy  
Commissioner Brian Woods

Others Present: Joseph Andl, Executive Director  
Christine J. Nociti, Chief Financial Officer  
Tracey A. Jobes, Secretary/Office Mgr/Mgr of Records  
Anthony T. Drollas Jr., Solicitor  
Constance Borman, Human Resources Director  
Frederick Gabriele, Director of Maintenance  
Michael Ott, Director of Projects and Engineering  
Ronald Cesaretti, Director/IT & ETC  
John Moore, Director, Palmyra Cove Nature Park/Institute for  
Earth Observations  
Sean P. Hasson, Director of Public Safety  
Manvir S. Pandher, Information Technician  
Jay Springer, Jr., Manager, Burlington-Bristol Bridge  
Stephanie Reinhardt, Accounting Manager  
Geneva Rijs, Assistant Director, HR  
Peter Taylor, Economic Development Analyst  
Nicole Tavares, Director of Improvement Authority  
Harry Lewis, Economic Development Specialist

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

### **APPROVAL OF MINUTES**

Vice-Chairwoman Veasy moved to approve the minutes of the June 10, 2025 Commission Meeting. Commissioner Woods seconded the motion. The motion passed unanimously.

### **DISBURSEMENTS LIST**

Vice-Chairwoman Veasy moved to approve disbursements made from June 11, 2025 through July 8, 2025 as included in the list as presented. Commissioner Woods seconded the motion. The motion passed unanimously.

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

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

#### **RESOLUTION NO. 2025-26**

#### **RESOLUTION AWARING CONTRACT TO ALAIMO GROUP FOR PROFESSIONAL SERVICES RELATED TO AN INVESTIGATION OF THE STORMWATER DRAINAGE SYSTEM NEAR THE TACONY-PALMYRA BRIDGE**

**WHEREAS**, the Burlington County Bridge Commission ("Commission") determined that it requires the services of an engineering firm capable of providing stormwater drainage system investigation and analysis; and

**WHEREAS**, by way of a fair and open process, pursuant to N.J.S.A. 19:44A-20.4 et seq., the Commission approved the Alaimo Group ("Alaimo") to provide the required engineering services; and

**WHEREAS**, the Commission also determined that a contract proposal that was submitted by Alaimo for professional engineering services related to an investigation and analysis of the stormwater drainage system on property near the Tacony-Palmyra Bridge, including the Market Street parking lot and surrounding areas, provided acceptable and appropriate contract terms and conditions for the Commission; and

**WHEREAS**, the maximum amount of the contract is \$30,000.00;

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

1. The Commission hereby approves the award of the above-referenced contract to the Alaimo Group, with the maximum dollar amount of \$30,000.00, and the contract shall extend to and until the completion of work on the project.

Vice-Chairwoman Veasy moved to approve. Commissioner Woods seconded the motion. The motion passed unanimously.

**RESOLUTION NO. 2025-27**

**RESOLUTION AMENDING THE CONTRACT WITH PENNONI FOR 2024  
BIENNIAL IN DEPTH BRIDGE INSPECTIONS PROJECT**

**WHEREAS**, pursuant to Resolution No. 2024-26, the Commission awarded a professional services contract to the Pennoni firm for work on the 2024 Biennial In-Depth Bridge Inspections Project; and

**WHEREAS**, vendors who provided support services to Pennoni on the project, including the All Access Rigging Co. and the Sixsense firm, require payment for the services, and the total contract amount with Pennoni does not contain sufficient funds to pay for those services, so that Pennoni and Commission staff recommend the payment of supplemental funds to Pennoni on the project in order to close the project; and

**WHEREAS**, Pennoni and Commission staff believe that the costs of the Pennoni contract should be increased by the sum of \$22,950.00; and

**WHEREAS**, the Commission staff has determined that the proposed increase in the cost of the contract is reasonable, under the circumstances;

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

1. The total cost of the Commission's contract with Pennoni, as described above, in the amount of an additional \$22,950.00, be and is hereby approved.

Vice-Chairwoman Veasy moved to approve. Commissioner Woods seconded the motion. The motion passed unanimously.

**RESOLUTION NO. 2025-28**

**RESOLUTION AMENDING THE CONTRACT WITH PENNONI FOR FINAL  
DESIGN SERVICES RELATED TO THE BURLINGTON-BRISTOL BRIDGE  
TOWER SPANS DECK REPLACEMENT PROJECT**

**WHEREAS**, pursuant to Resolutions Nos. 2022-09 and -31, the Commission awarded a professional services contract to the Pennoni firm for final design services related to the Burlington-Bristol Bridge Tower Spans Deck Replacement Project; and

**WHEREAS**, consistent with an approved revision of the project, requiring the development of additional details regarding the relocation of the utility conduits that are mounted on the bridge railing, the Commission required additional professional services from Pennoni in order to develop a revised bid package for the construction contract; and

**WHEREAS**, Pennoni and the Commission expect that additional professional services will be required from Pennoni in order to complete work on the project and to achieve project advertisement

and contract award by October, 2025, including the preparation of revised bid documents, and for contract bidding support services; and

**WHEREAS**, Pennoni and Commission staff believe that the costs of the Pennoni contract should be increased by the sum of \$100,000; and

**WHEREAS**, the Commission staff has determined that the proposed increase in the cost of the contract is reasonable, under the circumstances;

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

1. The total cost of the Commission's contract with Pennoni, as described above, in the amount of an additional \$100,000.00, be and is hereby approved.

Vice-Chairwoman Veasy moved to approve. Commissioner Woods seconded the motion. The motion passed unanimously.

#### **RESOLUTION NO. 2025-29**

#### **RESOLUTION EXTENDING THE EXPIRATION DATE FOR THE CONTRACT WITH THE BRIDGE INTELLIGENCE FIRM**

**WHEREAS**, pursuant to Resolution No. 2023-89, the Commission awarded a contract to the Bridge Intelligence firm ("Bridge Intelligence") for the development of computer software for use with the Commission's facilities; and

**WHEREAS**, the vendor requires additional time to complete work on the contract, in order to finalize system software, and to develop, test, and implement an alert notification module during the project warranty period; and

**WHEREAS**, the vendor has completed work on the project, and the Commission and the vendor have agreed to extend the contract expiration date until May 31, 2025, and with no additional financial compensation to be paid to the vendor for the project; and

**WHEREAS**, the Commission staff has determined that the proposed extension of the contract expiration date is reasonable, under the circumstances;

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

1. The expiration date for the Commission's contract with Bridge Intelligence, as described above, be and is hereby extended until May 31, 2025, with no additional financial compensation to be paid to the vendor for their services under the contract.

2. The remaining terms of the subject contract are unchanged.

Vice-Chairwoman Veasy moved to approve. Commissioner Woods seconded the motion. The motion passed unanimously.

**RESOLUTION NO. 2025-30**

**RESOLUTION AMENDING THE CONTRACT WITH PENNONI FOR FINAL  
DESIGN SERVICES RELATED TO THE TACONY-PALMYRA BRIDGE  
SUBMARINE CABLE PROJECT**

**WHEREAS**, pursuant to Resolution No. 2024-13, the Commission awarded a professional services contract to the Pennoni firm for final design services related to the Tacony-Palmyra Bridge Submarine Cable Project; and

**WHEREAS**, consistent with an approved expansion of the scope of the project, the Commission required additional professional services from Pennoni, related to obtaining extensions of regulatory permitting times, revisions to the depth of the submarine cable, and the development of single-line diagrams of the control and power cables; and

**WHEREAS**, Pennoni and the Commission expect that additional professional services will be required from Pennoni in order to complete work on the project and to achieve project advertisement and contract award by October, 2025, including the incorporation of electrical diagrams into the project plans, the development of construction contract bid items and an engineer's estimate, as well as the preparation of final revision for the contract's supplemental specifications, and for contract bidding support services; and

**WHEREAS**, Pennoni and Commission staff believe that the costs of the Pennoni contract should be increased by the sum of \$50,000; and

**WHEREAS**, the Commission staff has determined that the proposed increase in the cost of the contract is reasonable, under the circumstances;

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

1. The total cost of the Commission's contract with Pennoni, as described above, in the amount of an additional \$50,000.00, be and is hereby approved.

Vice-Chairwoman Veasy moved to approve. Commissioner Woods seconded the motion. The motion passed unanimously.

**RESOLUTION NO. 2025-31**

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO  
ESTABLISH AN EMPLOYEE POLICY MANUAL**

**WHEREAS**, the Burlington County Bridge Commission has, from time to time, approved an Employee Policy Manual, which is intended to establish policies and rules governing employee conduct, employee leave and benefit time, employee disciplinary rules, and related workplace and personnel matters; and

**WHEREAS**, the Commission's Executive Director, in consultation with Commission staff and Commission professionals, intends to update the Commission's existing Employee Policy Manual to reflect current rules governing those matters, and to establish an updated Employee Policy Manual for use going forward; and

**WHEREAS**, the Board of Commissioners wishes to authorize the Executive Director to establish that updated Employee Policy Manual, as appropriate;

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

1. The Commission's Executive Director, in consultation with Commission staff and professionals, be and is hereby authorized to establish and enforce an Employee Policy Manual, which shall take effect upon the Executive Director's approval.

Vice-Chairwoman Veasy moved to approve. Commissioner Woods seconded the motion. The motion passed unanimously.

### **HUMAN RESOURCES**

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

<b><u>New Hires – Requires Commission Approval</u></b>	<b><u>Effective</u></b>
William J. Baskay                      P/T Police Officer	07/01/2025

### **OLD BUSINESS**

Chairwoman Nunes called for any old business to come before the Commission. There was no old business reported to the Commission.

### **NEW BUSINESS**

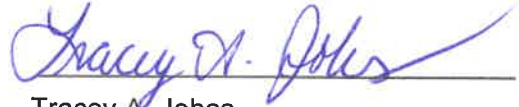
Chairwoman Nunes called for any new business to come before the Commission. There was no new business reported to the Commission.

### **PUBLIC COMMENT**

Chairwoman Nunes called for any public comment to come before the Commission. The Commission received no public comment and Chairwoman Nunes closed the public comment portion of the meeting accordingly.

Chairwoman Nunes asked for any further business to come before the Commission. Hearing none, Vice-Chairwoman Veasy moved to adjourn the meeting. Commissioner Woods seconded the motion. The motion passed unanimously.

Respectfully submitted,

A handwritten signature in blue ink, reading "Tracey A. Jobes", is written over a horizontal line.

Tracey A. Jobes  
Secretary