

BURLINGTON COUNTY BRIDGE COMMISSION

MEETING MINUTES

May 2, 2017

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 November 22, 2016 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

Others Present: John D. Jeffers, 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
Clara Ruvolo, Director, Palmyra Cove Nature Park
James Fletcher, Director, Projects & Engineering
Phillip Adams, Director, Burlington-Bristol Bridge & Tacony-Palmyra Bridge
Mark Remsa, Director of Economic Development
Ellen Brennan, Health and Benefits Coordinator
Dave Leh, Accountant
Al Ziegler, Director of Maintenance
Michael McCarron, Director of Tolls and Tower Operations
Michelle Chiemiego, Purchasing Agent
Jeffrey Kish, Administrative Assistant/Tolls
Frank Harris, Pennoni Engineering
Sascha Harding, Pennoni Engineering
Brian Woods, *Burlington County Times*

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

APPROVAL OF THE MINUTES

Commissioner Singleton moved to approve the minutes of April 11, 2017. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

ACCEPTANCE OF ECONOMIC DEVELOPMENT MINUTES

Vice-Chairman Fattorini moved to accept the minutes of the April 2017 Economic Development Meeting. Commissioner Singleton seconded the acceptance. Acceptance passed unanimously.

DISBURSEMENTS LIST

Vice-Chairman Fattorini moved to approve disbursements made from April 12, 2017 through May 2, 2017 as included in the list as presented. Commissioner Singleton seconded the motion. The motion passed with the following abstentions:

Commissioner Singleton abstained from Voucher Numbers 16-00886, 17-01069, 17-01074, 17-00024 and 17-01072.

EXECUTIVE DIRECTOR'S REPORT

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

RESOLUTION NO. 2017-33

RESOLUTION AWARDING YEAR TWO OF A CONTRACT FOR SECURITY CONSULTING SERVICES TO iXP CORPORATION.

WHEREAS, the Burlington County Bridge Commission ("Commission") requires the services of a qualified firm to assist in the evaluation of various security measures for Commission facilities; and

WHEREAS, proposals were solicited by the Commission for a contract entitled "Security Consulting Services" for Year one ending May 11, 2017; and

WHEREAS, a contract for Year One was awarded to iXP Corporation ("iXP") in the amount of Sixty-Five Thousand Dollars (\$65,000.00) with the option to award Years Two through Five of the contract pursuant to N.J.S.A. 40A:11-15(6); and

WHEREAS, Commission staff has recommended that the Commission award the contract for Option Year Two (May 12, 2017 through May 11, 2018) to iXP in the amount of Sixty-Five Thousand Dollars (\$65,000.00), based upon satisfactory performance during the previous year; 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 hereof.

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

1. The Burlington County Bridge Commission hereby awards Year Two of a contract for Security Consulting Services as set forth above to iXP, and the Executive Director and the Secretary of the Commission are hereby authorized to execute a contract with iXP.

2. The maximum amount of this contract shall not exceed Sixty-Five Thousand Dollars (\$65,000.00), and the contract shall extend from May 12, 2017 to and until May 11, 2018.

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

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

RESOLUTION NO. 2017-34

RESOLUTION EXTENDING THE CONTRACT WITH MASER CONSULTING P.A. FOR CONSTRUCTION INSPECTION SERVICES FOR THE BURLINGTON-BRISTOL (BRIDGE AND TOLL PLAZA) AND THE TACONY-PALMYRA BRIDGE (TOLL PLAZA) COMMERCIAL COATING REMOVAL, REHABILITATION AND PAINTING PROJECT (NO ADDITIONAL APPROPRIATION).

WHEREAS, the Burlington County Bridge Commission ("Commission") determined that it requires the services of an engineering firm capable of performing construction inspection services of the Burlington-Bristol Bridge (Bridge and Toll Plaza) and the Tacony-Palmyra Bridge (Toll Plaza) Commercial Coating Removal, Rehabilitation and Painting Project; and

WHEREAS, pursuant to Resolution No. 2016-53, the Commission entered into a contract with Maser Consulting P.A. ("Maser") to provide those professional engineering services; and

WHEREAS, in-depth construction inspection services are required during the project, it is necessary to extend the contract with Maser to the end of the Burlington-Bristol Bridge (Bridge and Toll Plaza) and the Tacony-Palmyra Bridge (Toll Plaza) Commercial Coating Removal, Rehabilitation and Painting Project pursuant to N.J.S.A. 40A::11-15(9).

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

1. The terms, conditions and duties outlined in Resolution No. 2016-53 appointing Maser are incorporated herein by reference, and for the reasons hereinabove expressed, the contract between the Commission and Maser is hereby extended to the date of completion of the Burlington-Bristol Bridge (Bridge and Toll Plaza) and the Tacony-Palmyra Bridge (Toll Plaza) Commercial Coating Removal, Rehabilitation and Painting Project pursuant to N.J.S.A. 40A:11-15(9).

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

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

RESOLUTION NO. 2017-35

RESOLUTION AMENDING THE CONTRACT WITH CONSULTING ENGINEER SERVICES FOR ON-CALL PROFESSIONAL ENGINEERING SERVICES.

WHEREAS, the Burlington County Bridge Commission (“Commission”) has determined that it requires the services of an engineering/architectural firm capable of performing on-call professional engineering services pertaining to the Commission’s capital improvements and maintenance projects; and

WHEREAS, pursuant to Resolution No. 2016-103, the Commission entered into a contract with Consulting Engineer Services (“CES”) to provide those professional engineering services; and

WHEREAS, additional construction inspection services for the Burlington County Bridge H8.1, over Wading River is required under this contract, and it is therefore necessary to increase the appropriation for such services by an additional Fifty Thousand Dollars (\$50,000.00).

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

1. The terms, conditions and duties outlined in Resolution No. 2016-103 appointing CES 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 CES.

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.

HUMAN RESOURCES

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

<u>PROBATION — Requires Commission Approval</u>		<u>Effective</u>
Albert Ziegler	FT Administration	02/14/17
Brandon Smith	PT Tolls	03/27/17
Jeffrey Parente	FT Police	04/13/17
Aimee Ilarraza	FT Tolls	04/25/17
<u>RETIREMENT – Requires Commission Approval</u>		<u>Effective</u>
Thomas M. Murphy	PT Tolls	05/01/17
Clara A. Ruvolo	FT Administration	07/01/17

Chairman Comegno requested to approve by block with the exception of Clara A. Ruvolo. Commissioner Singleton moved to approve. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

Chairman Comegno regretfully asked for Motion to Approve the Retirement of Clara A. Ruvolo. Commissioner Singleton moved to approve. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

Executive Director Jeffers requested a motion to approve title changes and compensation for employees. 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
Kathleen M. Wiseman
Secretary