

**BURLINGTON COUNTY BRIDGE COMMISSION**  
**MEETING MINUTES**  
**AUGUST 13, 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

Others Present: Joseph Andl, Acting 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/Institute  
for Earth Observations  
Ellen Brennan, Manager, HR/Health Benefits  
Al Ziegler, Director of Maintenance  
Dennis Stewart, Assistant Manager, Burlington-Bristol Bridge  
Michelle Chiemiego, Purchasing Agent  
Stephanie Brandt, Accounting Manager  
Jeffrey Kish, Assistant to Director of Tolls  
Marc Krassan, Deputy Director, Economic Development &  
Regional Planning  
John Zarsky, Pennoni Engineering  
Sascha Harding, Pennoni Engineering  
Tom Pullion, Burlington County Freeholder-Director  
David Levinsky, *Burlington County Times*  
Mark Hollern, Florence Township

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

**APPROVAL OF THE MINUTES`**

Commissioner Singleton moved to approve the minutes of July 9, 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 July 2019 Economic Development Meeting. Commissioner Singleton seconded the acceptance. Acceptance passed unanimously.

**DISBURSEMENTS LIST**

Commissioner Singleton moved to approve disbursements made from July 9, 2019 through August 13, 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 Number 19-01770; Commissioner Singleton abstained from Voucher Numbers 19-01770, 19-01620, 19-01640, 19-01663, 19-01670, 19-01671, 19-01672, 19-00143, 19-00144, 19-00145, 19-00730, 19-01688, 19-01641, 19-01676, 19-01668 and 19-01673.

Chairman Comegno invoked the Doctrine of Necessity for Voucher Number 19-01770. Chairman Comegno moved to approve and affirm Voucher Numbers 19-01770.

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

**EXECUTIVE DIRECTOR'S REPORT**

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

Chairman Comegno requested to hold Resolution No. 2019-49 until after Executive Session.

**RESOLUTION NO. 2019-50**

**RESOLUTION ACKNOWLEDGING RECEIPT AND REVIEW OF COMMISSION'S AUDIT FOR THE YEAR ENDING SEPTEMBER 30, 2018.**

**WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and**

**WHEREAS, the annual audit report of the Burlington County Bridge Commission ("Commission") for the fiscal year ending September 30, 2018, has been completed and filed with the Commission pursuant to N.J.S.A. 40A:5A-15; and**

**WHEREAS**, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual report of audit, and specifically the section entitled "Schedule of Findings and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

**WHEREAS**, the members of the governing body have received the annual report of audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "Schedule of Findings and Recommendations", in accordance with N.J.S.A. 40A:5A-17.

**NOW, THEREFORE, BE IT RESOLVED**, the governing body of the Burlington County Bridge Commission, County of Burlington, hereby certifies to the Local Finance Board of the State of New Jersey that each Commission board member has personally reviewed the annual report of audit for the year ended September 30, 2018 and specifically has reviewed the sections of the report of audit entitled "Schedule of Findings and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

**BE IT FURTHER RESOLVED**, that the secretary of the Bridge Commission is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by certified true copy of this Resolution.

IT IS HEREBY CERTIFIED that this  
is a true copy of the Resolution adopted  
at the Bridge Commission meeting held on  
August 13, 2019

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Kathleen M. Wiseman, Secretary

LOCAL AUTHORITIES  
GROUP AFFIDAVIT FORM

PRESCRIBED BY

THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of the BURLINGTON COUNTY BRIDGE COMMISSION being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed members of the BURLINGTON COUNTY BRIDGE COMMISSION.

2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended September 30, 2018, and specifically the sections of the audit report entitled Reportable Conditions and Other Findings.

(PRINT NAME)

(SIGNATURE)

Chairman John B. Comegno II

Vice-Chairman James D. Fattorini

Commissioner Troy E. Singleton

SWORN to and subscribed before me

this 13th day of August, 2019

\_\_\_\_\_  
Notary Public of New Jersey

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

**RESOLUTION NO. 2019-51**  
**RESOLUTION AWARDING A CONTRACT FOR FOUR CONTACT TREADLES TO THE REVENUE MARKETS, INC.**

**WHEREAS**, the Burlington County Bridge Commission ("Commission") requires a vendor to provide barrier gates, associated spare parts and four contact treadles to be installed at the Tacony-Palmyra and Burlington-Bristol toll plazas; and

**WHEREAS**, bids were solicited by the Purchasing Agent for a contract entitled "Barrier Gates, Associated Spare Parts and Four Contact Treadles (BCBC-201901)"; and

**WHEREAS**, Commission staff have received and reviewed two (2) 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, which award are contained in other resolutions for the Commission's consideration; and

**WHEREAS**, the Commission is satisfied that The Revenue Markets, Inc. ("Revenue Markets") was the lowest of two (2) bidders for line items: 21 thorough 22



consecutively; and

**WHEREAS**, the maximum amount of this contract shall be Thirty-Four Thousand, Two Hundred Dollars (\$34,200.00), 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 four contact treads as set forth above to Revenue Markets, and the Executive Director and the Secretary of the Commission are hereby authorized to execute a contract with Revenue Markets.

2. The maximum amount of this contract shall not exceed Thirty-Four Thousand, Two Hundred Dollars (\$34,200.00).

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

**RESOLUTION NO. 2019-52**  
**RESOLUTION AWARDING A CONTRACT FOR BARRIER GATES  
AND ASSOCIATED SPARE PARTS TO FRANKLIN ELECTRIC CO.**

**WHEREAS**, the Burlington County Bridge Commission ("Commission") requires a vendor to provide barrier gates, associated spare parts and four contact treads to be installed at the Tacony-Palmyra and Burlington-Bristol toll plazas; and

**WHEREAS**, bids were solicited by the Purchasing Agent for a contract entitled "Barrier Gates, Associated Spare Parts, and Four Contact Treads (BCBC-201901)"; and

**WHEREAS**, Commission staff have received and reviewed two (2) 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 award are contained in other resolutions for the Commission's consideration; and

**WHEREAS**, the Commission is satisfied that Franklin Electric Co. ("Franklin") was the lowest of two (2) bidders for line items: 1 through 20 consecutively; and

**WHEREAS**, the maximum amount of this contract shall be Two Hundred Seventeen Thousand, Eight Hundred Seventy-Eight Dollars and Thirty Cents (\$217,878.30), 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 Barrier Gates and Associated Spare Parts as set forth above to Franklin, and the Executive Director and the Secretary of the Commission are hereby authorized to execute a contract with Franklin.

2. The maximum amount of this contract shall not exceed Two Hundred Seventeen Thousand, Eight Hundred Seventy-Eight Dollars and Thirty Cents (\$217,878.30).

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

**RESOLUTION NO. 2019-53**  
**RESOLUTION APPROVING ENTRY INTO LAND ACCESS  
AGREEMENT WITH THE CITY OF BURLINGTON FOR THE  
PERFORMANCE OF WORK RELATED TO THE  
COMMISSION'S CONTRACT WITH CORNELL &  
COMPANY INC.**

**WHEREAS**, the Burlington County Bridge Commission ("Commission") awarded a contract to the Cornell & Company Inc. ("Cornell") in 2019 to perform bridge re-decking and resurfacing on the Burlington-Bristol Bridge, which requires access to land that is owned by the City of Burlington ("City") and is located near the Burlington-Bristol Bridge, in the vicinity of Reed Street; 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 \$1,000.00 monthly payment, commencing on August 1, 2019 and continuing through January 31, 2020, or for such other time period as the Commission and 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 contract with Cornell & Company Inc. as set forth above.



**RETIREMENT – Requires Commission Approval**

Michael McDonough FT Cashier/Finance

**Effective**

9/1/19

**RESIGNATION – Requires Commission Approval**

Brandon M. Robinson PT Tolls

**Effective**

8/1/19

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

**PUBLIC COMMENT**

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

Mr. Hollern addressed the Commissioners with his concerns regarding the traffic patterns and congestion in Florence Township. Senator Singleton responded that those concerns were not in the jurisdiction of the Bridge Commission and advised that his office would provide the necessary information regarding the current projects that are in place to help alleviate the traffic concerns.

**RESOLUTION NO. 2019-55**

**RESOLUTION TO CONVENE EXECUTIVE SESSION MEETING**

**WHEREAS**, the Burlington County Bridge Commission (“Commission”) is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq.; and

**WHEREAS**, the Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

**WHEREAS**, it is necessary for the Commission to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

- (1) Matters Required by Law to be Confidential: Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.
- (2) Matters Where the Release of Information Would Impair the Right to Receive Funds: Any matter in which the release of information would impair a right to receive funds from the Government of the United States.
- (3) Matters Involving Individual Privacy: Any material, the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any

educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to, information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.

- (4) Matters Relating to Collective Bargaining Agreements: Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.
- (5) Matters Relating to the Purchase, Lease or Acquisition of Real Property or the Investment of Public Funds: Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.
- (6) Matters Relating to Public Safety and Property: Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigations of violations of possible violations of the law.
- (7) Matters Relating to Litigation, Negotiations and the Attorney-Client Privileges. Any pending or anticipated litigation or contract negotiation in which the public body is, or may become, a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.
- (8) Matters Relating to the Employment Relationship: Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.
- (9) Matters Relating to Potential Imposition of a Penalty: Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss

of a license or permit belonging to the responding party bears responsibility.

**NOW, THEREFORE, BE IT RESOLVED** by the Burlington County Bridge Commission, County of Burlington, State of New Jersey, assembled in public session, that an Executive Session executive to the public shall be held in the Administration Building of the Commission, 1300 Route 73 North, Palmyra, New Jersey, for the discussion of matters relating to the specific items designated above.

It is anticipated that the deliberations conducted in executive session may be disclosed to the public upon the determination of the Commission that the public interest will no longer be served by such confidentiality.

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

**MOTION TO RETURN TO PUBLIC SESSION**

Commissioner Singleton moved to return to public session. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

**RESOLUTION NO. 2019-49**

**RESOLUTION INTRODUCING THE 2020 BUDGET FOR THE FISCAL  
YEAR PERIOD: OCTOBER 1, 2019 TO SEPTEMBER 30, 2020**

**WHEREAS**, the Annual Budget and Capital Budget Program (together, the "Budget") for the Burlington County Bridge Commission ("Commission") for the fiscal year period beginning October 1, 2019 and ending September 30, 2020 has been introduced before the governing body of the Commission at its meeting of August 13, 2019; and

**WHEREAS**, the Annual Budget as introduced reflects Total Revenues of \$39,026,907; Total Appropriations of \$39,026,907; and

**WHEREAS**, the Capital Budget Program as introduced reflects Total Appropriations of \$40,587,658 and Total Unrestricted Net Assets planned to be utilized as funding thereof, of \$0; and

**WHEREAS**, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Commission, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

**WHEREAS**, the Capital Budget Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Commission's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget



must be granted elsewhere; by bond resolution, by project financing agreement, by resolution appropriating funds from the Renewal and Replacement reserve or other means provided by law; and

**WHEREAS**, the Commission has structured and approved the timing of the introduction of the Budget with consideration for the retirement of the former Executive Director on August 1, 2019; the two-week delay has been determined to be a sufficient period to afford the new administration a reasonable period for fiscal analysis, and review of the 2019-2020 Budget as introduced;

**NOW, THEREFORE BE IT RESOLVED**, by the governing body of the Commission, at an open public meeting held on August 13, 2019, that the Annual Budget and Capital Budget Program of the Commission for the fiscal year period beginning October 1, 2019 and ending September 30, 2020, is hereby introduced; and

**BE IT FURTHER RESOLVED**, that the revenues as reflected in the Annual Budget and Capital Budget Program are of sufficient amount to meet anticipated appropriations and all covenants as stipulated in the Commission's outstanding debt obligations, capital lease arrangements, service agreements and other pledged agreements; and

**BE IT FURTHER RESOLVED**, that the schedule for introduction of the 2019-2020 Budget has supported the Commission's goal of providing the new administration with sufficient time for fiscal analysis and review; and

**BE IT FURTHER RESOLVED**, that the members of the Commission will consider the Annual Budget and Capital Budget Program for Adoption on September 10, 2019.

\_\_\_\_\_  
Kathleen M. Wiseman, Secretary

\_\_\_\_\_  
(date)

Recorded Vote

Member	Aye	Nay	Abstain	Absent
John B. Comegno II	x			
James D. Fattorini	x			
Troy E. Singleton	x			



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

Executive Director Joseph Andl requested permissions: 1) Joseph Andl and Stanley Ozalis to attend IBTTA's 87th annual meeting and exhibition in Halifax, Canada from 9/15-9/17, 2019; 2) Stanley Ozalis and Stephanie Brandt to attend the Indiana Toll Road Concession Company for the 10/9-10/10, 2019 meetings of the EZPass executive management committee; 3) Pat Reilly to attend the Annual International Association of Chiefs of Police in Chicago 10/26-10/30, 2019; 4) to attend/sponsor the Burlington County Chamber of Commerce's "State of the County" dinner on 9/23/19; 5) to advertise the 2019-2022 Structural Improvement contract; and 6) to grant request from the City of Burlington Office of Emergency Management for light towers, variable message board and arrow board for their festival of lights on 8/24/19.

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

**OLD BUSINESS**

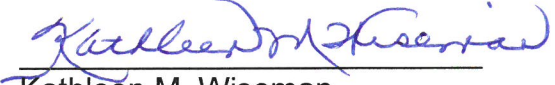
Chairman Comegno called for any old business to come before the Commission.

**NEW BUSINESS**

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

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

Respectfully submitted,

  
\_\_\_\_\_  
Kathleen M. Wiseman  
Secretary