

BURLINGTON COUNTY BRIDGE COMMISSION
MEETING MINUTES
OCTOBER 14, 2020

Meeting held via phone conference due to the COVID-19 crisis.

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

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
Patrick Reilly, Director of Public Safety and Security
John Moore, Director, Palmyra Cove Nature Park/Institute
for Earth Observations
Stanley Ozalis, Manager, Technical Operations
Dennis Stewart, Assistant Manager, Burlington-Bristol Bridge
Sascha Harding, Director of Engineering
Michael McCarron, Director of Tolls and Tower Operations
Elizabeth Verna, Acting Director Economic Development
Ronald Cesaretti, Deputy Director/IT
Stephanie Brandt, Accounting Manager
Thomas J. Stanuikynas, Manager, Regional Planning
Kathleen Hanuscin, Senior Administrative Assistant
Susan Duffield
Sandra Nunes

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 September 10, 2020. Commissioner Comegno seconded the motion. The motion passed unanimously.

DISBURSEMENTS LIST

Vice-Chairman Riggins moved to approve disbursements made from September 11, 2020 through October 14, 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 20-01642, 20-01638, 20-01598, 20-00047, 20-00048, 20-00049, 20-01612, 20-01616, 20-01618, 20-01648, 20-01649, 20-01584, 20-01597, 20-01622, 20-01624, 20-01605, 20-01617, 20-01651 and 20-01652.

EXECUTIVE DIRECTOR'S REPORT

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

RESOLUTION NO. 2020-53

RESOLUTION APPOINTING A TEMPORARY PURCHASING AGENT

WHEREAS, the Burlington County Bridge Commission ("Commission") is a governmental entity in the State of New Jersey which follows the provisions of N.J.S.A. 40A:11-1 et seq., also known as the Local Public Contracts Law; and

WHEREAS, N.J.A.C. 5:34-5 et seq. establishes the qualifying criteria for the Qualified Purchasing Agent ("QPA"); and

WHEREAS, N.J.S.A. 40A:11-3a permits an entity to set a higher bid threshold if a QPA is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, effective May 1st, 2020 the position at the Commission for the purchasing agent, who held the QPA certification, became vacant; and

WHEREAS, pursuant to N.J.A.C. 5:32-4.4(a), the circumstances of the purchasing agent and QPA vacancy authorized the Commission to appoint a qualified individual, who does not hold a QPA certification, as a Temporary Purchasing Agent ("TPA"), for an initial period of one year; and

WHEREAS, pursuant to Resolution 2020-43, on August 12, 2020, the Commission appointed Stephanie Brandt to serve as the TPA for the period from May 1st, 2020 through September 30th; and

WHEREAS, the Commission has since determined that Accounting Manager Stephanie M. Brandt has satisfactorily performed the duties of TPA, and is qualified to continue in that role for the Commission for the time period beginning October 1st, 2020 and continuing through April 30, 2021; and

WHEREAS, pursuant to N.J.A.C. 5:32-4.4(b), during the term of appointment of a temporary purchasing agent, a contracting unit's bid threshold may remain at the maximum allowed, so long as the governing body has adopted a Resolution authorizing such amount; and

WHEREAS, the Commission has maintained its desire to support the purchasing function and TPA role by furnishing access to guidance and instruction, as may be applicable, and the assistance of a mentor; and

WHEREAS, Brenda Sprigman, is a New Jersey resident and holds a purchasing agent certificate issued by the State of New Jersey and is qualified to provide professional guidance to the TPA in the capacity of a mentor ("Purchasing Mentor"), and who has served as Purchasing Mentor to Stephanie Brandt since the date of her initial appointment;

NOW, THEREFORE, BE IT RESOLVED, that the Commission, in the County of Burlington, in the State of New Jersey, pursuant to N.J.A.C. 5:32-4.4, hereby affirms and appoints Stephanie M. Brandt as the TPA for the time period from October 1, 2020 through April 30, 2021, to exercise the duties of a purchasing agent for the Commission, consistent with law; and

BE IT FURTHER RESOLVED the Commission hereby appoints Brenda Sprigman as Purchasing Mentor, for the time period from October 1, 2020 through April 30, 2021, for a cost not to exceed \$6,000, to provide professional guidance and instruction to the TPA for matters related to the purchasing function, as the Commission requires.

I, Kathleen M. Wiseman, Secretary of the Burlington County Bridge Commission, in the County of Burlington, State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Commissioners of the Burlington County Bridge Commission, County of Burlington, State of New Jersey at a regular meeting of said governing body held on October 14, 2020.

Kathleen M. Wiseman
Secretary

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

RESOLUTION NO. 2020-54

**RESOLUTION AUTHORIZING AN INCREASE TO THE
COMMISSION'S BID THRESHOLD**

WHEREAS, pursuant Local Finance Notice 2020-14, and pursuant to N.J.S.A. 40A:11-3(c), the State Treasurer authorized an adjustment to the bid threshold, effective July 1, 2020, for contracting units subject to the Local Public Contracts Law ("Bid Threshold Increase"); and

WHEREAS, the Bid Threshold Increase allows local contracting units with an appointed Qualified Purchasing Agent to increase their bid threshold to a maximum of \$44,000; and

WHEREAS, pursuant to Resolution No. 2020-53, adopted on October 14, 2020, the Burlington County Bridge Commission ("Commission") designated Stephanie M. Brandt as the Temporary Purchasing Agent for the Commission from October 1, 2020 through April 30, 2021.

NOW, THEREFORE, BE IT RESOLVED that pursuant to Local Finance Notice 2020-14 and N.J.S.A. 40A:11-3, the Commission's bid threshold for award of public contracts is hereby increased to \$44,000; and

BE IT FURTHER RESOLVED that pursuant to Local Finance Notice 2020-14 and N.J.S.A. 40A:11-6.1(a) the threshold for the informal receipt of quotations, shall be increased to \$6,600, or 15% of the bid threshold; and

I, Kathleen M. Wiseman, Secretary of the Burlington County Bridge Commission, in the County of Burlington, State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Commissioners of the Burlington County Bridge Commission, County of Burlington, State of New Jersey at a regular meeting of said governing body held on October 14, 2020.

Kathleen M. Wiseman
Secretary

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:

<u>PROMOTION – Requires Commission Approval</u>	<u>Effective</u>
Elizabeth Verna Director, Economic Development and Regional Planning	10/14/2020

<u>TERMINATION – Requires Commission Approval</u>	<u>Effective</u>
Susan Duffield FT Tolls “Affirming Hearing Officer’s decision terminating employment.”	09/18/2020

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.

Director Patrick Reilly commended toll collector Suzanne Lynch, Sergeant Sean Handy, Officer Michael Sapp and Officer Roberto Sanchez for their quick response to a motorist who was in dire need for medical assistance upon approaching the toll lane at the Tacony-Palmyra Bridge on October 5, 2020. Director Reilly noted that their immediate aid likely saved the woman’s life.

PUBLIC COMMENT

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

Susan Duffield expressed her disagreement with the Commission’s decision to terminate her employment.

Chairman Singleton noted that it has been an honor and privilege of a lifetime to serve as a Commissioner with the Bridge Commission. Chairman Singleton further noted that due to his time constraints, both with the State’s Senate and his employer, he would not be seeking reappointment as a Commissioner. Chairman Singleton expressed his confidence with his fellow Commissioners, that the Bridge Commission will continue to

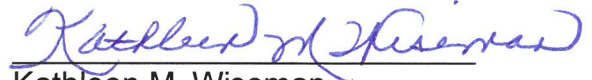
serve the public well and will do what is necessary to make sure the safety of our motoring public stays paramount in the forefront of everyone's mind.

Commissioner Comegno acknowledged and thanked Chairman Singleton for his true friendship and the opportunity and privilege to have worked with him for many years. Commissioner Comegno further stated that Chairman Singleton is the definition of a Statesman; always putting others first.

Vice-Chairman Riggins echoed Commissioner Comegno's comments and thanked Chairman Singleton for the opportunity to serve with him and for his mentorship and leadership as Chairman.

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
Kathleen M. Wiseman
Secretary