

**BURLINGTON COUNTY BRIDGE COMMISSION**  
**MEETING MINUTES**  
**AUGUST 12, 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  
Elizabeth Verna, Acting Director Economic Development  
Ronald Cesaretti, Deputy Director/IT  
Stephanie Brandt, Accounting Manager

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

**APPROVAL OF THE MINUTES**

Vice-Chairman Riggins moved to approve the minutes of July 16, 2020. Commissioner Comegno seconded the motion. The motion passed unanimously.

**DISBURSEMENTS LIST**

Vice-Chairman Riggins moved to approve disbursements made from July 17, 2020 through August 12, 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 20-01431, 20-00050, 20-00047, 20-00048 and 20-00049.

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

Executive Director Andl noted, that for purposes of the minutes, the Commission wants to authorize and acknowledge the July submission of the Continuing Disclosure Report for the Fiscal Year Ending September 30, 2019 as required by the SEC.

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

### **RESOLUTION NO. 2020-40**

#### **RESOLUTION OF ACCEPTANCE FOR THE PREPARATON OF THE FINAL ROUTE 541 CORRIDOR TRANSPORTATION AND CIRCULATION PLANNING STUDY**

**WHEREAS**, the Delaware Valley Regional Planning Commission ("DVRPC") provides sound and integrated land use and transportation planning and coordination of planning at all levels of government to:

1. Support local planning projects that will lead to more residential, employment or commercial opportunities in areas designated for growth or redevelopment;
2. Improve the overall character and quality of life within the region to retain and attract businesses and residents;
3. Enhance and utilize the existing transportation infrastructure capacity to reduce demands on the region's transportation network;
4. Reduce congestion and improve the transportation system's efficiency by promoting the use of transit, bike, and pedestrian transportation modes;
5. Build capacity in our older suburbs and neighborhoods;
6. Reinforce and implement improvements in designated centers;
7. Protect our environment through growth management and land preservation; and

**WHEREAS**, in 2018 DVRPC awarded the Burlington County Bridge Commission (“BCBC”) with a Transportation and Community Development Initiative (“TCDI”) grant in the amount of one hundred fifty thousand dollars and zero cents (“\$150,000.00”) for the preparation of a Transportation and Circulation Planning Study for the Route 541 Corridor (“Study”); and

**WHEREAS**, in 2019 DVRPC and BCBC entered into an agreement to perform certain obligations vis-à-vis the TCDI grant for the preparation of the study; and

**WHEREAS**, while work on the Study was completed by June 30, 2020 in accordance with the agreement, BCBC recognizes the Study is a guidance document for Burlington County and the four municipalities that participated in the planning process (Burlington City, Burlington Township, Mount Holly Township and Westampton Township) and that additional planning analyses and design work will be necessary to implement the recommendations of the Study; and

**WHEREAS**, DVRPC developed an acceptance of project process to assure compliance with local, county and regional agencies and policies that address the goals of DVRPC’s long-range plan, known as *Connections 2045*.

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

1. The Commissioners accept the final Route 541 Corridor Transportation and Circulation Planning Study.
2. The Commissioners direct their Department of Economic Development and Regional Planning to work with Burlington County and participating municipalities, as well as DVRPC and the New Jersey Department of Transportation, to implement the recommendations of the study to address circulation and transportation issues within the corridor, achieve sustainability within the region and address the goals of *Connections 2045*.

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

**RESOLUTION NO. 2020-41**

**RESOLUTION AMENDING THE CONTRACT WITH COMMUNITY GRANTS, PLANNING & HOUSING, LLC FOR ECONOMIC DEVELOPMENT, REDEVELOPMENT, PLANNING & GRANT WRITING SERVICES**

**WHEREAS**, the Burlington County Bridge Commission (“Commission”) has

determined that it requires the services of a firm capable of assisting the Commission in its economic development and redevelopment initiatives and projects which may entail, among other things: providing research, advice and consultation to the Commission regarding local, regional, and statewide economic development and/or redevelopment initiatives, planning, grant writing, and shared services; attending scheduled and/or other meetings as requested by the Commission and/or its economic development committee; updating the Commission regarding the status of proposed and pending legislation, regulations, or orders which may involve and/or affect the Commission; scheduling and/or attending meetings by or on behalf of the Commission (with local, regional, or state representatives or officials) as such meetings may relate to the economic development, shared services, or other activities of the Commission; and

**WHEREAS**, pursuant to Resolution No. 2018-83, as amended by Resolution 2020-16, the Commission entered into a contract with Community Grants, Planning & Housing, LLC ("CGP&H") to provide those professional services; and

**WHEREAS**, additional professional services under this contract are required for assisting Burlington County municipalities with ongoing affordable housing work performing on behalf of a number of Burlington County municipalities, and for an increased amount of Master Planning work in partnership with the Department of Economic Development and Regional Planning; and it is necessary to increase the appropriation for such services by an additional Fifty-Two Thousand Dollars (\$52,000.00).

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

1. The terms, conditions and duties outlined in Resolution No. 2018-83, as amended by Resolution 2020-16, appointing CGP&H are incorporated herein by reference, and for the reasons hereinabove expressed, an additional sum of Fifty-Two Thousand Dollars (\$52,000.00) be and hereby is appropriated to pay the fees, expenses and costs pursuant to the existing contract between the Commission and CGP&H.

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

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

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

**RESOLUTION NO. 2020-42**

**RESOLUTION AWARDING A CONTRACT FOR  
EMPLOYEE ASSISTANCE SERVICES TO COOPER  
UNIVERSITY HOSPITAL EMPLOYEE ASSISTANCE  
PROGRAM**

**WHEREAS**, the Burlington County Bridge Commission (“Commission”) has determined that it requires the services of a mental health professional capable of providing employee assistance professional services for the Bridge Commission employees and their families; and

**WHEREAS**, pursuant to Resolution 2020-09, the Commission authorized the execution of a contract with Cooper University Hospital Employee Assistance Program (“Cooper EAP”) for those services for the period January 1, 2020 to November 30, 2020; and

**WHEREAS**, the Commission intended to authorize the contract with Cooper EAP for the period of one year commencing December 1, 2019 through November 30, 2020.

**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 Cooper EAP for the period December 1, 2019 through November 30, 2020.

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

**RESOLUTION NO. 2020-43**

**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 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 1<sup>st</sup>, 2020 the purchasing agent holding the QPA certification position became vacant; and

**WHEREAS**, the from May 1<sup>st</sup>, 2020 through the present date, the Commission has not awarded any bid above \$17,500, the maximum bid threshold for a contracting unit operating without an appointed QPA; and

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

**WHEREAS**, the Commission desires to maintain the higher bid threshold permitted with an appointed QPA in accordance with N.J.A.C. 40A:11-3; and accordingly desires to appoint a temporary purchasing agent ("TPA"); and

**WHEREAS**, the Commission has deemed that Commission employee Stephanie M. Brandt is qualified to assume the duties of the designation of TPA for the period beginning May 1<sup>st</sup>, 2020 through September 30, 2020; and

**WHEREAS**, the Commission desires 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 Burlington County resident and holds a valid qualified purchasing agent certificate in the State of New Jersey and has offered to provide professional guidance related to the Commission's purchasing function in the capacity of a mentor ("Purchasing Mentor") to the TPA and/or finance department at no cost to the Commission through September 30, 2020.

**NOW, THEREFORE, BE IT RESOLVED**, that the Commission, in the County of Burlington, in the State of New Jersey hereby affirms and appoints Stephanie M. Brandt as the TPA from May 1, 2020 through September 30, 2020 pursuant to N.J.A.C. 5:32-4.4 to exercise the duties of a purchasing agent with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Commission pursuant to N.J.A.C. 5:32-4.4; and

**BE IT FURTHER RESOLVED** the Commission hereby appoints Brenda Sprigman as the finance department's Purchasing Mentor to provide, at no cost, and as the Commission requires, professional guidance and instruction for matters related to the purchasing function, as may be applicable, effective now through September 30, 2020.

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 August 12, 2020.

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Kathleen M. Wiseman  
Secretary

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

**RESOLUTION NO. 2020-44**

**RESOLUTION AUTHORIZING APPLICATION TO THE LOCAL  
FINANCE BOARD PURSUANT TO N.J.S.A. 40A:5A-6 AND  
40A:5A-24**

**WHEREAS**, the Burlington County Bridge Commission ("Commission") desires to make application to the Local Finance Board for its review, pursuant to N.J.S.A. 40A:5A-6 and N.J.S.A. 40A:5A-24, the proposed issuance of General Obligation Lease Revenue Bonds and the renewal of General Obligation Lease Revenue Notes initially issued to finance certain capital improvements undertaken by the County of Burlington pursuant to its 2015 and 2017 capital programs; and

**WHEREAS**, the Commission believes that:

- (a) it is in the public interest to accomplish such purpose;
- (b) said purpose or improvements are for the health, welfare, convenience or betterment of the inhabitants of the County of Burlington, New Jersey ("County");
- (c) the amounts to be expended for said purpose or improvements are not unreasonable or exorbitant; and
- (d) the proposal is an efficient and feasible means of providing services for the needs of the inhabitants of the County and will not create an undue financial burden to be placed upon the County;

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

**Section 1.** The application to the Local Finance Board is hereby approved, and the Commission's bond counsel and financial advisor, along with other representatives of the commission, are hereby authorized to file such application and to represent the commission in matters pertaining thereto;

**Section 2.** The Executive Director of the Commission is hereby directed to prepare and file a copy of the proposed resolution authorizing the issuance of the bonds with the Local Finance Board as part of such application.

**Section 3.** The Local Finance Board is hereby respectfully requested to consider such application and to record its findings, recommendations and/or approvals as provided by the applicable New Jersey Statute.

**Section 4.** This Resolution shall take effect immediately.

RECORDED VOTE

NAME	AYE	NO	ABSTAIN	ABSENT
Troy E. Singleton	x			
Matthew Riggins	x			
John B. Comegno II	x			

The foregoing is a true copy of a resolution adopted by the governing body of the Burlington County Bridge Commission on August 12, 2020.

[SEAL] \_\_\_\_\_  
Kathleen M. Wiseman  
8/12/2020

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

**RESOLUTION NO. 2020-45**

**RESOLUTION ADOPTING THE 2021 BUDGET FOR THE  
FISCAL YEAR PERIOD: OCTOBER 1, 2020 TO SEPTEMBER  
30, 2021**

**WHEREAS**, the Annual Budget and Capital Budget Program for the Burlington



County Bridge Commission ("Commission") for the fiscal year period beginning October 1, 2020 and ending September 30, 2021 has been presented for adoption before the governing body of the Commission at its meeting of August 12, 2020; and

**WHEREAS**, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

**WHEREAS**, the Annual Budget as presented for adoption reflects Total Revenues of \$39,026,907, Total Appropriations, including any Accumulated Deficit, if any, of \$39,026,907; and

**WHEREAS**, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$15,980,000 and Total Unrestricted Net Position planned to be utilized in the Capital Budget was omitted in the introduced budget resolution, but is here presented for adoption in the amount of \$12,960,000.

**NOW, THEREFORE BE IT RESOLVED**, by the governing body of the Commission, at an open public meeting held on August 12, 2020, that the Annual Budget and Capital Budget Program of the Commission for the fiscal year period beginning October 1, 2020 and ending September 30, 2021, is hereby adopted and shall constitute an appropriation for the purposes stated; and

**BE IT FURTHER RESOLVED**, that the Annual Budget and Capital Budget Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

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

\_\_\_\_\_  
August 12, 2020  
(date)

Recorded Vote

Member	Aye	Nay	Abstain	Absent
Troy E. Singleton	x			
Matthew J. Riggins	x			
John B. Comegno II	x			

Vice-Chairman Riggins moved to approve. Commissioner Comegno seconded

the motion. The motion passed unanimously.

**RESOLUTION NO. 2020-46**

**RESOLUTION ACKNOWLEDGING RECEIPT AND REVIEW OF  
COMMISSION'S AUDIT FOR THE YEAR ENDING SEPTEMBER  
30, 2019**

**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, 2019, 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, 2019 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 12, 2020.

\_\_\_\_\_  
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, 2019, and specifically the sections of the audit report entitled Reportable Conditions and Other Findings.

(PRINT NAME)

(SIGNATURE)

Chairman Troy E. Singleton

\_\_\_\_\_

Vice-Chairman Matthew J. Riggins

\_\_\_\_\_

Commissioner John B. Comegno II

\_\_\_\_\_

SWORN to and subscribed before me  
this 12th day of August, 2020.

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

Chairman Singleton expressed his thanks to Executive Director Andl, CFO Christine Nociti and Account Manager Stephanie Brandt for their stellar accomplishment on their 11<sup>th</sup> consecutive audit report with “no findings.” Chairman Singleton noted that during this trying time, the need for collaboration and working together has been

paramount and thanked each and every department of the Commission for operating and contributing to the success which is a reflection of how the Commission operates collectively.

Commissioner Comegno thanked Executive Director Andl and CFO Christine Nociti for their leadership and noted that 11 consecutive years with “no findings” is extraordinary. Commissioner Comegno further noted that the finance team continues to push themselves, with this kind of result, for which the Commission is proud of.

Vice-Chairman Riggins echoed his fellow Commissioner’s comments and thanked Executive Director Andl and the entire finance team for their phenomenal work.

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:

#### **PROBATION – Requires Commission Approval**

		<b><u>Effective</u></b>
Timothy P. O’Hanlon	PT Police	07/27/2020
Joshua J. Jones	PT Tolls	08/09/2020
Kevin P. McGill	FT Maintenance	08/10/2020

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 the actions of his Police Officers for their outstanding service in two recent emergency response incidents, as well as their performance on a daily basis.

**PUBLIC COMMENT**

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

Executive Director Andl expressed his thanks and appreciation to all of his co-workers and the Commission for their condolences, prayers and support on the recent loss of his father, Engelbert A. Andl.

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  
Secretary