

**BURLINGTON COUNTY BRIDGE COMMISSION**  
**MEETING MINUTES**  
**MAY 11, 2021**

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

Chairman Riggins 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 19, 2020 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 Matthew J. Riggins  
Vice-Chairwoman Sandra Nunes

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  
James Fletcher, Director of Maintenance  
John Moore, Director, Palmyra Cove Nature Park/Institute  
for Earth Observations  
Sascha Harding, Director of Engineering  
Michael McCarron,  
Director of Tolls and Tower Operations  
Ronald Cesaretti, Acting Director/IT & ETC  
Stephanie Brandt, Accounting Manager  
Kathleen Hanuscin, Senior Administrative Assistant

Vice-Chairwoman Nunes led the flag salute followed by a moment of silence.

**APPROVAL OF THE MINUTES**

Vice-Chairwoman Nunes moved to approve the minutes of the April 13, 2021 Commission Meeting. Chairman Riggins seconded the motion. The motion passed unanimously.

**DISBURSEMENTS LIST**

Vice-Chairwoman Nunes moved to approve disbursements made from April 14, 2021 through May 11, 2021 as included in the list as presented. Chairman Riggins

seconded the motion. The motion passed unanimously.

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

Executive Director Andl asked the Commission to consider the following resolutions. Chairman Riggins suggested that they move Resolutions 2021-38 through 2021-40 by block. For those resolutions, Vice-Chairwoman Nunes moved to approve. Chairman Riggins seconded the motion. The motion passed unanimously.

The Commission considered the following resolutions:

#### **RESOLUTION NO. 2021-38**

#### **RESOLUTION APPOINTING BRENDA SPRIGMAN AS QUALIFIED 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**, pursuant to N.J.A.C. 5:32-4.4(a), the circumstances of the QPA vacancy authorized the Commission to appoint a person a Temporary Purchasing Agent ("TPA") for a period of up to one year; and

**WHEREAS**, pursuant to Resolution No. 2020-43, the Commission appointed Stephanie Brandt as the Commission's TPA, for the period from May 1<sup>st</sup>, 2020 through September 30<sup>th</sup>; and by Resolution No. 2020-53 the Commission extended that appointment until April 30, 2021; and

**WHEREAS**, Stephanie Brandt served as the Commission's TPA under the supervision of Brenda Sprigman, a New Jersey resident who is a certified QPA, and who served as a Purchasing Mentor to Stephanie Brandt, and who provided her with required professional guidance in her role as TPA; and

**WHEREAS**, while Stephanie Brandt continues to qualify to serve as the

Commission's QPA, the Commission has determined that Brenda Sprigman is qualified to serve as the Commission's QPA, and that Brenda Sprigman should do so until December 31, 2021;

**NOW, THEREFORE, BE IT RESOLVED**, that the Commission, in the County of Burlington, in the State of New Jersey hereby affirms and appoints Brenda Sprigman as the Commission's Qualified Purchasing Agent, for the time period from May 1, 2021 through December 31, 2021.

**BE IT FURTHER RESOLVED** that the Commission hereby appoints Brenda Sprigman as Qualified Purchasing Agent for a cost not to exceed \$8,000.

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 May 11, 2021.

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Kathleen M. Wiseman

Vice-Chairwoman Nunes moved to approve. Chairman Riggins seconded the motion. The motion passed unanimously.

**RESOLUTION NO. 2021-39**

**RESOLUTION OF THE BURLINGTON COUNTY BRIDGE  
COMMISSION AUTHORIZING THE SUBMISSION OF A  
GRANT APPLICATION TO THE NEW JERSEY OFFICE OF  
THE ATTORNEY GENERAL**

**WHEREAS**, the New Jersey Office of Attorney General (NJOAG) is seeking grant applications to address the need for Body-Worn Cameras (BWC) to be implemented within the Commission's Police Department; and

**WHEREAS**, the State of New Jersey has mandated all law enforcement departments throughout the State be operational with this BWC technology by June 1, 2021; and

**WHEREAS**, currently the Commission's Police Department does not utilize BWC technology; and

**WHEREAS**, the NJOAG has created a funding program to support the purchase, implementation and maintenance of a BWC program to be paid over five (5) year

installments; and

**WHEREAS**, the Bridge Commission believes it is in the best interests of the citizens of Burlington County and the State of New Jersey that the BWC program become a regular part of the Police Department's daily operation; and

**WHEREAS**, the State of New Jersey Department of Law and Public Safety Office of the Attorney General SFY21 Body-Worn Camera Grant Program, authorizes this grant. The Commission's Director of Public Safety with the CFO will prepare the grant application and adhere to the authorized guidelines set forth by the NJOAG's said grant:

**NOW, THEREFORE, BE IT RESOLVED** by the Burlington County Bridge Commission that the Commission is authorized to submit the grant application to the NJOAG and to sign all necessary documents relating thereto.

Vice-Chairwoman Nunes moved to approve. Chairman Riggins seconded the motion. The motion passed unanimously.

**RESOLUTION NO. 2021-40**

**RESOLUTION AUTHORIZING PARTICIPATION IN THE  
NATIONAL COOPERATIVE CONTRACT WITH  
SOURCEWELL**

**WHEREAS**, N.J.S.A. 52:34-6.2 (b) (P.L. 2011, c.139) permits local government agencies like the Burlington County Bridge Commission, ("the Commission"), to utilize national purchasing cooperatives in order to efficiently obtain goods and services in the most economical manner; and

**WHEREAS**, the Commission desires to participate in National Cooperative Contracts established by the Sourcewell firm ("Sourcewell") in order to effect substantial economies in the purchase of materials, supplies and services; and

**WHEREAS**, Sourcewell has contracted with various vendors and suppliers for a wide variety of goods and services; and

**WHEREAS**, it is the Commission's intent to utilize the services of the Sourcewell cooperative on as needed basis; and

**WHEREAS**, through the authorization of this Resolution, the Commission intends to enter into contractual agreements with Sourcewell and its vendors and supplies, subject to the applicable provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.;

**NOW, THEREFORE BE IT RESOLVED**, by the Burlington County Bridge

Commission as follows:

1. The Commission’s Purchasing Agent is authorized to purchase, as needed, those goods or services from approved Sourcewell vendors, consistent with the rules of the purchasing cooperative and the applicable provisions of the Local Public Contracts Law; and

2. Where the identity of Sourcewell vendors, and the goods or services that they can provide, may change during the Commission’s participation in the cooperative, the Commission’s Purchasing Agent is authorized to make all necessary adjustments for the Commission to continue its procurement practices in the cooperative; and

3. Pursuant to N.J.A.C. 5:30-5.5(b), a certification of available funds will be approved, and no contract amount shall be chargeable or certified, until such times as the goods or services are ordered or otherwise called for, prior to placing the order, and the certification of available funds shall be made by the Commission’s Chief Financial Officer; and,

4. The duration of the contracts between the Commission and Sourcewell shall be for the time period awarded for each approved Sourcewell vendor’s contract.

Vice-Chairwoman Nunes moved to approve. Chairman Riggins seconded the motion. The motion passed unanimously.

**HUMAN RESOURCES**

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

<b><u>RESIGNATION – Requires Commission Approval</u></b>	<b><u>Effective</u></b>
Manuel Feliciano III                      P/T Tolls	05/13/2021
<b><u>PROBATION - Requires Commission Approval</u></b>	<b><u>Effective</u></b>
Robert E. Settimio                      F/T Police	04/22/2021

Chairman Riggins requested to approve by block. Vice-Chairwoman Nunes moved to approve. Chairman Riggins seconded the motion. The motion passed unanimously.

**OLD BUSINESS**

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

**NEW BUSINESS**

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

Executive Director Andl requested permission for Director Patrick Reilly to attend the FBINAA National Training Conference in Orlando, FL from July 7<sup>th</sup> thru July 10<sup>th</sup>, 2021.

Vice-Chairwoman Nunes moved to approve. Chairman Riggins seconded the motion. The motion passed unanimously.

**PUBLIC COMMENT**

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

Chairman Riggins asked for any further business to come before the Commission. Hearing none, Vice-Chairwoman Nunes moved to approve. Chairman Riggins seconded the motion. The motion passed unanimously.

Respectfully submitted,



Kathleen M. Wiseman  
Secretary