

BURLINGTON COUNTY BRIDGE COMMISSION

MEETING MINUTES

April 11, 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
Kathleen M. Wiseman, Secretary/Office Mgr/Mgr of Records
Anthony T. Drollas Jr., Solicitor
Elizabeth Verna, Chief of Staff
Constance Borman, Human Resources Director
James Fletcher, Director, Projects & Engineering
Phillip Adams, Director, Burlington-Bristol Bridge & Tacony-Palmyra Bridge
Ellen Brennan, Health and Benefits Coordinator
Al Ziegler, Director of Maintenance
Michael McCarron, Director of Tolls and Tower Operations
Michelle Chiemiego, Purchasing Agent
Jeffrey Kish, Administrative Assistant/Tolls
Tracy Franecki, Cashier/Administrative Assistant
John Zarsky, Pennoni Engineering
Sascha Harding, Pennoni Engineering

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

APPROVAL OF THE MINUTES

Commissioner Singleton moved to approve the minutes of March 17, 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 March 2017 Economic Development Meeting. Commissioner Singleton seconded the acceptance. Acceptance passed unanimously.

DISBURSEMENTS LIST

Vice-Chairman Fattorini moved to approve disbursements made from March 18, 2017 through April 11, 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 17-00746, 17-00962, 17-00026, 17-00024, 17-00022, 17-00758, 17-01006, 17-00754 and 17-01013.

EXECUTIVE DIRECTOR'S REPORT

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

RESOLUTION NO. 2017-28

RESOLUTION TRANSFERRING OWNERSHIP OF EQUIPMENT TO ROWAN COLLEGE AT BURLINGTON COUNTY.

WHEREAS, the Burlington County Bridge Commission ("Commission") is the owner of a 1996 Komatsu Dresser W120 Wheel Loader, VIN #: A20335; and

WHEREAS, it has been determined by the Commission that said equipment is no longer needed for Commission use; and

WHEREAS, the Commission has been advised that Rowan College at Burlington County has a need for said equipment.

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Bridge Commission that title to said equipment shall be transferred to Rowan College at Burlington County, and that the insurance agent for the Commission shall be advised that the Commission no longer owns said equipment.

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

RESOLUTION NO. 2017-29

RESOLUTION AMENDING THE CONTRACT WITH NETCARRIER FOR VOICE SERVICES.

WHEREAS, the Burlington County Bridge Commission ("Commission") has determined that it requires the services of a firm to provide various voice communication services for the Commission; and

WHEREAS, pursuant to Resolution No. 2011-60, the Commission entered into a contract with NetCarrier to provide these voice communication services; and

WHEREAS, because additional voice communication services under this contract are required for the transition of services to the new voice communications carrier, it is necessary to increase the appropriation for such services by an additional Ten Thousand Dollars (\$10,000.00) and extend the contract to and until August 30, 2017.

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

1. The terms, conditions and duties outlined in Resolution No. 2011-60 appointing NetCarrier are incorporated herein by reference, and for the reasons hereinabove expressed, the contract is hereby extended to and until August 30, 2017 and an additional sum of Ten Thousand Dollars (\$10,000.00) be and hereby is appropriated to pay the fees, expenses and costs pursuant to the existing contract between the Commission and NetCarrier.

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

RESOLUTION NO. 2017-30

RESOLUTION EXTENDING YEAR TWO OF THE POLICE UNIFORMS AND ACCESSORIES CONTRACT TO LAWMEN SUPPLY COMPANY (NO ADDITIONAL APPROPRIATION).

WHEREAS, the Burlington County Bridge Commission ("Commission") requires a vendor to provide uniforms for its police department employees; and

WHEREAS, bids were solicited by the Purchasing Agent for a contract entitled "Police Uniforms and Accessories (BCBC-201501)" for the period February 1, 2015 to January 31, 2016 with an option of a one (1) year extension expiring on January 31, 2017 pursuant to N.J.S.A. 40A:11-16(6); and

WHEREAS, Commission staff recommended that the Commission award a contract for Year One (February 1, 2015 through January 31, 2016) to Lawmen Supply Company ("Lawmen") with the option to award the contract to Lawmen for Year Two; and

WHEREAS, pursuant to Resolution No. 2016-9, the Commission entered into Year Two of a contract with Lawmen for the period February 1, 2016 through January 31, 2017; and

WHEREAS, pursuant to Resolution No. 2017-12, the Commission extended Year Two of the contract with Lawmen for a period of three (3) months to and until April 30, 2017 to review specifications for uniform bid solicitations; and

WHEREAS, Commission staff is currently reviewing specifications for uniform bid solicitations and specifications have not been finalized, it is therefore necessary to extend Year Two of the contract an additional three (3) months, to an until July 31, 2017.

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

1. The terms, conditions and duties outlined in Resolution No. 2016-9 appointing Lawmen are incorporated herein by reference, and for the reasons hereinabove expressed, the existing contract between the Commission and Lawmen is hereby extended to and until July 31, 2017.

2. 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. 2017-31

RESOLUTION EXTENDING THE CONTRACT WITH CONTROL POINT ASSOCIATES, INC. (NO ADDITIONAL APPROPRIATION).

WHEREAS, the Burlington County Bridge Commission ("Commission") has determined that it requires the services of an engineering/architectural firm capable of performing on-call comprehensive surveying and other engineering/architectural related services; and

WHEREAS, pursuant to Resolution No. 2016-35, the Commission entered into a contract with Control Point Associates, Inc. ("Control Point") to provide those professional engineering/architectural services; and

WHEREAS, modifications to the AutoCAD/Revit program are recommended for the 3D Model of the Burlington-Bristol Bridge Lift Span, and it is therefore necessary to extend the contract to and until April 11, 2018.

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

1. The terms, conditions and duties outlined in Resolution No. 2016-35 appointing Control Point are incorporated herein by reference, and for the reasons hereinabove expressed, the existing contract between the Commission and Control Point is hereby extended to and until April 11, 2018.

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

Commissioner Singleton moved to approve. Chairman Comegno seconded the motion.

VOTE:	Yeas -	Comegno
		Singleton
	Abstain -	Fattorini

RESOLUTION NO. 2017-32

RESOLUTION EXTENDING THE CONTRACT WITH PARSONS BRINCKERHOFF FOR THE IN-DEPTH INSPECTION FOR THE BURLINGTON-BRISTOL BRIDGE LIFT SPAN MECHANICAL SYSTEM (NO ADDITIONAL APPROPRIATION).

WHEREAS, the Burlington County Bridge Commission ("Commission") determined that it requires the services of an engineering/architectural firm capable of performing an in-depth inspection for the Burlington-Bristol Bridge lift span mechanical system; and

WHEREAS, pursuant to Resolution No. 2016-54, the Commission entered into a contract with Parsons Brinckerhoff ("Parsons") 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 Parsons to the end of the lift span mechanical system upgrade project pursuant to N.J.S.A. 40A11-15(9).

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

1. The terms, conditions and duties outlined in Resolution No. 2016-54 appointing Parsons are incorporated herein by reference, and for the reasons hereinabove expressed, the contract between the Commission and Parsons is hereby extended to the date of the completion of the lift span mechanical system upgrade 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.

HUMAN RESOURCES

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

<u>NEW HIRES – Requires Commission Approval</u>	<u>Effective</u>
Christopher Williams FT Police	04/17/17
<u>PROBATION — Requires Commission Approval</u>	<u>Effective</u>
Anthony Perry PT Tolls	03/19/17
<u>RETIREMENT – Requires Commission Approval</u>	<u>Effective</u>
Clara A. Ruvolo FT Administration	07/01/17
<u>MEDICAL LEAVE – Requires Commission Approval</u>	<u>Effective</u>
Janelle Jones PT Tolls	04/13/17 through 06/08/17

Chairman Comegno moved to table the retirement request of Clara A. Ruvolo until the next Commission Meeting. Chairman Comegno requested to approve the remainder 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.

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, Vice-Chairman Fattorini moved to adjourn the meeting. Commissioner Singleton seconded the motion. The motion passed unanimously.

Respectfully submitted,



Kathleen M. Wiseman
Secretary