

BURLINGTON COUNTY BRIDGE COMMISSION

MEETING MINUTES

JANUARY 9, 2024

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 20, 2023 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 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
Frederick Gabriele, Director of Maintenance
Rob Wells, Director, Economic Development &
Regional Planning
Michael Ott, Director of Projects and Engineering
Michael McCarron,
Director of Tolls and Tower Operations
Ronald Cesaretti, Director/IT & ETC
John Moore, Director, Palmyra Cove Nature Park/Institute
for Earth Observations
Sean P. Hasson, Manager, Shared Services
Manvir S. Pandher, Information Technician
Jay Springer, Jr., Manager, Burlington-Bristol Bridge
Geneva Rijs, Assistant Director, HR
Harry A. Lewis, Economic Development Specialist
Peter Taylor, Economic Development Analyst
Mary Norman, Administrative Assistant

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

APPROVAL OF MINUTES

Vice-Chairwoman Nunes moved to approve the minutes of the November 14, 2023 Commission Meeting. Chairman Riggins seconded the motion. The motion passed unanimously.

DISBURSEMENTS LIST

Vice-Chairwoman Nunes moved to approve disbursements made from November 15, 2023 through January 9, 2024 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 2024-01 through 2024-06 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. 2024-01

RESOLUTION AWARDING A CONTRACT FOR BANKING SERVICES TO COLUMBIA BANK

WHEREAS, the Burlington County Bridge Commission ("Commission") requires the services of a banking institution that is capable of supplying various financial instruments of deposit and various financial banking services including, but not limited to, certificates of deposit, interest bearing checking, automated clearing house services, armored motor services, direct deposit, and wire transfers as may be required by or be prudent for a public agency; and

WHEREAS, upon receipt and review of the proposals submitted in response to the Commission's Request for Proposals, ("RFP"), it was determined that Columbia Bank submitted a proposal that provided favorable contract terms and conditions for the Commission; and

WHEREAS, the Commission is satisfied that Columbia Bank has the required knowledge and expertise to perform the requisite banking services; and

WHEREAS, this contract is being awarded through a fair and open process, pursuant to N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of such services and the contract itself must be made available for public inspection.

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 Columbia Bank.
2. This contract is awarded through a fair and open process, pursuant to N.J.S.A. 19:44A-20.4 et seq.
3. The contract shall extend for the period of one year, from December 1, 2023 to and until November 30, 2024.

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

RESOLUTION NO. 2024-02

**RESOLUTION AWARDING A CONTRACT FOR POLICE
PSYCHOLOGICAL TESTING SERVICES TO THE INSTITUTE
FOR FORENSIC PSYCHOLOGY**

WHEREAS, the Burlington County Bridge Commission (“Commission”) requires the services of a mental health professional with expertise in working with police departments to provide psychiatric consultations and evaluations as required by the Commission; and

WHEREAS, upon receipt and review of the proposals submitted in response to the Commission’s Request for Proposals, (“RFP”), it was determined that The Institute for Forensic Psychology (“IFP”) submitted a proposal that provided favorable contract terms and conditions for the Commission; and

WHEREAS, this contract is being awarded through a fair and open process, pursuant to N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, the Commission is satisfied that IFP has the required knowledge and expertise to perform the requisite professional psychological testing services; and

WHEREAS, the maximum amount of this contract is Seven Thousand Five

Hundred Dollars (\$7,500.00), and sufficient funds are available for payment for those services as evidenced by the Certificate of Availability of Funds, attached hereto; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of such professional services and the contract itself must be made available for public inspection.

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 IFP.
2. This contract is awarded through a fair and open process, pursuant to N.J.S.A. 19:44A-20.4 et seq.
3. The amount of the contract shall not exceed Seven Thousand Five Hundred Dollars (\$7,500.00), and the contract shall extend for the period of one year, from December 1, 2023 to and until November 30, 2024.

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

RESOLUTION NO. 2024-03

RESOLUTION AUTHORIZING 2024 TRAVEL FOR IBTTA AND EZ PASS GROUP EMC MEETINGS AND CONFERENCES

WHEREAS, the Burlington County Bridge Commission ("Commission") is a member of both the International Bridge, Tunnel and Turnpike Association ("IBTTA") and the EZ Pass Group, Executive Management Committee ("EMC") organizations; and

WHEREAS, the Commission provides a policy for Commissioners and Commission employees to travel and attend work-related conferences and meetings; and

WHEREAS, the Commission has determined that travel for attendance at IBTTA and EMC conferences and meetings is consistent with this policy.

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

1. The Commission hereby authorizes travel for the Commissioners, the Executive Director and/or other employees or Executive Director designee(s) to attend IBTTA and EMC conferences in 2024.

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

RESOLUTION NO. 2024-04

**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.

RESOLUTION NO. 2024-05

RESOLUTION APPROVING CHANGE ORDER NO. 4 TO THE CONTRACT WITH CARR & DUFF, INC. TO EXTEND THE CONTRACT TIME FOR THE BURLINGTON-BRISTOL BRIDGE AND THE TACONY-PALMYRA BRIDGE STRUCTURAL HEALTH MONITORING SYSTEM PROJECT

WHEREAS, pursuant to Resolution 2022-39, as amended by Resolution 2023-07, which approved Contract Change Order No. 1, and Resolution 2023-38, which approved Contract Change Order No. 2, and Resolution 2023-50, which approved Changed Order No. 3, the Commission entered into a contract with Carr & Duff, Inc. ("Carr & Duff"), to provide certain specialized construction services for the Bridge Commission for the project titled "Burlington-Bristol Bridge and Tacony-Palmyra Bridge Structural Health Monitoring System (BCBC-202203)"; and

WHEREAS, by way of requested Change Order No. 4, Carr & Duff has requested a time extension of the contract as a result of supply chain issues with their suppliers; specifically: the vendor proposes a new substantial completion date of January 31, 2024, and a contract completion date of February 29, 2024; and

WHEREAS, the proposed Change Order No. 4 has been recommended by the Commission's engineer, and the Commission is satisfied that proposed Change Order No. 4 is reasonable and appropriate, under the circumstances, and in the best interests of the Commission.

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

Commission that the above-referenced Change Order No. 4 for the project titled "Burlington-Bristol Bridge and Tacony-Palmyra Bridge Structural Health Monitoring System (BCBC-202203)" be and is hereby approved.

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

RESOLUTION NO. 2024-06

**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 renewal of Lease Revenue Notes initially issued to finance certain capital improvements undertaken by the County of Burlington pursuant to its 2018 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
Matthew Riggins	x			
Sandra Nunes	x			
Latham Tiver				x

The foregoing is a true copy of a resolution adopted by the governing body of the Burlington County Bridge Commission on January 9, 2024.

[SEAL]

Kathleen M. Wiseman
1/9/2024

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:

<u>NEW HIRES - Requires Commission Approval</u>	<u>Effective</u>
Sean P. Hasson Manager, Shared Services	01/08/2024
<u>OFF PROBATION – Requires Commission Approval</u>	<u>Effective</u>
Mark K. Norman Administrative Assistant	12/12/2023

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. There was no old business reported to the Commission.

NEW BUSINESS

Chairman Riggins called for any new business to come before the Commission. There was no new business reported to the Commission.

PUBLIC COMMENT

Chairman Riggins called for any public comment to come before the Commission. The Commission received no public comment, and Chairman Riggins closed the public comment portion of the meeting accordingly.

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

Respectfully submitted,



Kathleen M. Wiseman
Secretary