

**BURLINGTON COUNTY BRIDGE COMMISSION**  
**MEETING MINUTES**  
**MARCH 12, 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  
Commissioner Latham Tiver

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  
Sean P. Hasson, Manager, Shared Services  
Manvir S. Pandher, Information Technician  
Jay Springer, Jr., Manager, Burlington-Bristol Bridge  
Stephanie Brandt, Accounting Manager  
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 February 13, 2024 Commission Meeting. Commissioner Tiver seconded the motion. The motion passed unanimously.

### **DISBURSEMENTS LIST**

Vice-Chairwoman Nunes moved to approve disbursements made from February 14, 2024 through March 12, 2024 as included in the list as presented. Commissioner Tiver seconded the motion. The motion passed with the following abstentions:

Commissioner Tiver abstained from Voucher Number 23-00938.

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

Executive Director Andl asked the Commission to consider the following resolutions. Chairman Riggins suggested that they move Resolutions 2024-13 through 2024-17 by block. For those resolutions, Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

The Commission considered the following resolutions:

### **RESOLUTION NO. 2024-13**

#### **RESOLUTION AWARDING A CONTRACT TO PENNONI ASSOCIATES TO PERFORM PROJECT MANAGEMENT AND DESIGN SERVICES FOR THE CONSTRUCTION OF TACONY-PALMYRA BRIDGE SUBMARINE CABLES**

**WHEREAS**, the Burlington County Bridge Commission ("Commission") requires the services of a consulting engineer with expertise in the performance of project management and design services for the construction of Tacony-Palmyra Bridge submarine cables; and

**WHEREAS**, by way of a fair and open process authorized by N.J.S.A. 19:44A-20.4 et seq., and upon receipt and review of a proposal submitted in response to the Commission's Request for Proposals, ("RFP"), for specialized engineering services, the Commission determined that Pennoni Associates ("Pennoni") was qualified to serve the Commission, and

**WHEREAS**, the Commission also determined that Pennoni submitted a proposal that provided favorable contract terms and conditions for the Commission.

**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 Pennoni Associates for the performance of project management and design services for the construction of Tacony-Palmyra Bridge submarine cables.

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 Two Hundred and Two Thousand Three Hundred and Seven Dollars and Twenty Cents (\$202,307.20), and the contract shall extend to and until the completion of work on the project.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

**RESOLUTION NO. 2024-14**

**RESOLUTION AMENDING A CONTRACT WITH PENNONI FOR DESIGN SERVICES AND THE PREPARATION OF BID DOCUMENTS FOR THE BURLINGTON BRISTOL BRIDGE TOWER SPANS DECK REPLACEMENT PROJECT**

**WHEREAS**, pursuant to Resolution 2022-09, and amended in Resolution 2022-31, the Burlington County Bridge Commission (“Commission”) entered into a contract with Pennoni Associates, Inc. (“Pennoni”) to perform design services and the preparation of bid documents for the Burlington Bristol Bridge (“BBB”) Tower Spans Deck Replacement Project; and

**WHEREAS**, the Commission has determined that it is necessary to authorize the performance of additional design services work under the contract, and to increase the contract amount by an additional One Hundred Thousand Seven Hundred and Fifteen Dollars (\$100,715.00).

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

1. The terms, conditions and duties outlined in Resolution 2022-09, and amended in Resolution 2022-31, and the contract executed pursuant thereto, are incorporated herein by reference, and for the reasons hereinabove expressed, the required additional

services are hereby authorized, and an additional sum of One Hundred Thousand Seven Hundred and Fifteen Dollars (\$100,715.00).

2. Sufficient funds are available for payment for the above services provided under the contract, as evidenced by the Certificate of Availability of Funds attached.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

**RESOLUTION NO. 2024-15**

**RESOLUTION AWARDING A CONTRACT TO U.S. MUNICIPAL FOR THE PROCUREMENT OF SWEEPER**

**WHEREAS**, pursuant to N.J.S.A. 52:34-6.2b(3), and as authorized by the New Jersey Department of Community Affairs pursuant to Local Finance Notice No. 2012-10, local contracting units such as the Burlington County Bridge Commission ("Commission") may purchase goods and services without formal bidding by entering into a contract with a nationally-recognized and accepted cooperative, which is located within the State of New Jersey or in another state, and who has developed an appropriate cooperative purchasing agreement to provide goods and services to interested purchasers; and

**WHEREAS**, Sourcewell, a regional organization of governments operating under the laws of the State of Minnesota, and which is a political subdivision of the State of Minnesota, is one such cooperative; and

**WHEREAS**, the Commission has determined that procurement of Commission sweeper through a national cooperative such as Sourcewell will result in cost savings, after all factors, including charges for service, materials, and delivery, have been considered, and that it is otherwise advantageous to the Commission; and

**WHEREAS**, the Commission is aware that the Sourcewell cooperative has awarded a contract to U.S. Municipal, 10583 Raystown Road, Huntingdon, PA 16652, to provide equipment described as a Bucher V65T Sweeper with JCB 74 HP Tier IV Auxiliary Engine Mounted On a 2022/2023 Freightliner M2 Conventional Chassis through the above-referenced cooperative, and whose sales services are available to the Commission pursuant to a cooperative purchasing agreement; and

**WHEREAS**, the Chief Financial Officer has certified that sufficient funds are available for this purchase.

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

Commission, as follows:

1. A contract for the purchase of sweeper equipment for the Commission, as described above, be and is hereby awarded to the U.S. Municipal Co., pursuant to the Sourcewell cooperative, without public bidding, and as permitted by law.

2. The Executive Director is hereby authorized and directed to execute an appropriate Agreement and any other forms necessary for the fulfillment of this contract with U.S. Municipal, consistent with the terms of this Resolution and subject to the approval of the Commission's Solicitor.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

**RESOLUTION NO. 2024-16**

**RESOLUTION AWARDING A CONTRACT TO CHAMMINGS ELECTRIC FOR THE INSTALLATION OF ELECTRIC VEHICLE (EV) CHARGING STATIONS AT THE BURLINGTON COUNTY BRIDGE COMMISSION ADMINISTRATION BUILDING AND THE PALMYRA COVE NATURE PARK FACILITIES**

**WHEREAS**, the Burlington County Bridge Commission ("Commission") requires the services of an electrical firm with the expertise to perform services for the installation of Electric Vehicle ("EV") Charging Stations at the Administration Building and the Palmyra Cove Nature Park facilities; and

**WHEREAS**, proposals were solicited by the Commission for a contract entitled "EV Charging Stations (BCBC-202401)", by way of a fair and open process authorized by N.J.S.A. 19:44A-20.4 et seq., and upon receipt and review of a proposal submitted in response to the Commission's Request for Proposals, the Commission determined that Chamming's Electric ("Chamming's") was qualified to serve the Commission, and

**WHEREAS**, the Commission also determined that Chamming's submitted a price proposal for specialized electrical services that provided favorable contract terms and conditions for the Commission.

**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 Chamming's for the installation of Electric Vehicle ("EV")

Charging Stations at the Administration Building and the Palmyra Cove Nature Park facilities.

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 Five Hundred Sixty-Two Thousand Ninety-Six Dollars and Eighty Cents (\$562,096.80), and the contract shall extend for the time period March 22, 2024 to and until November 30, 2024.

Vice-Chairwoman Nunes moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

#### **RESOLUTION NO. 2024-17**

#### **RESOLUTION APPROVING CHANGE ORDER NO. 5 TO THE CONTRACT WITH CARR & DUFF, INC. 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, and Resolution 2024-05, which approved Change Order No. 4, 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 memorandum dated March 6, 2024, the Project Engineer recommended that Change Order No. 5 be approved, providing for payment for the following goods and services: adjustments to material quantities, splicing costs, MPT and Safety Board Costs, and additional crew lost time; and

**WHEREAS**, this Change Order No. 5 requires an increase of \$744,320.76 in the contract price, bringing the new contract total to \$3,375,041.46; and

**WHEREAS**, the Commission staff accepts the recommendations of the Project Engineer, and endorses the approval of Change Order No. 5.

**NOW, THEREFORE, BE IT RESOLVED** by the Burlington County Bridge Commission that the above-referenced Change Order No. 5 for the project titled



## **HUMAN RESOURCES**

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

<b><u>NEW HIRE — Requires Commission Approval</u></b>	<b><u>Effective</u></b>
Michael J. Kaupp                      Cashier/Administrative Support	03/04/2024
<b><u>RETIREMENT — Requires Commission Approval</u></b>	<b><u>Effective</u></b>
Maxwell N. Dorsey                      Maintenance	06/01/2024
<b><u>PROMOTION - Requires Commission Approval</u></b>	<b><u>Effective</u></b>
Deborah A. Viggiano                      PCNP/Administrative Assistant	03/04/2024
<b><u>PROBATION – Requires Commission Approval</u></b>	<b><u>Effective</u></b>
Mason D. Kramer                      Naturalist	02/02/2024

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

Respectfully submitted,



Kathleen M. Wiseman  
Secretary