

BURLINGTON COUNTY BRIDGE COMMISSION

MEETING MINUTES

OCTOBER 8, 2024

Meeting held via phone conference.

Chairwoman Nunes 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: Chairwoman Sandra Nunes
Vice-Chairwoman Jaclyn Veasy
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
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
Stephanie Reinhardt, Accounting Manager
Geneva Rijs, Assistant Director, HR

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

APPROVAL OF MINUTES

Vice-Chairwoman Veasy moved to approve the minutes of the September 10, 2024 Commission Meeting. Commissioner Tiver seconded the motion. The motion passed unanimously.

DISBURSEMENTS LIST

Vice-Chairwoman Veasy moved to approve disbursements made from September 11, 2024 through October 8, 2024 as included in the list as presented. Commissioner Tiver seconded the motion. The motion passed unanimously.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Andl asked the Commission to consider the following resolution.

RESOLUTION NO. 2024-56

RESOLUTION AWARDING A CONTRACT FOR MAINTENANCE AND ADMINISTRATION CLOTHING TO SMART STITCH, LLC

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

WHEREAS, bids were solicited by the Purchasing Agent for a contract entitled "Maintenance and Administration Clothing (BCBC-202411)", for the time period from October 1, 2024 to September 30, 2025 with an optional one (1) year extension, expiring on September 30, 2026, pursuant to N.J.S.A. 40A:11-16(6); and

WHEREAS, Commission staff received one bid, and staff prepared a recommendation that identifies the responsive and responsible bidder for the contract; and

WHEREAS, the Commission is satisfied that Smart Stitch, LLC ("Smart Stitch"), the sole responsive and responsible bidder, should be awarded the contract, in the amount of Twenty-Four Thousand Three Hundred Forty-Eight Dollars and Seventy-Five Cents (\$24,348.75), and sufficient funds are available for payment for those items as evidenced by the Certificate of Availability of Funds, attached hereto.

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

1. The Commission hereby awards a contract for Maintenance and Administration Clothing (BCBC-202411) to Smart Stitch, LLC, and the Executive Director and the Secretary of the Commission are hereby authorized to execute a contract with Smart Stitch.

2. The maximum amount of this contract shall not exceed Twenty-Four Thousand Three Hundred Forty-Eight Dollars and Seventy-Five Cents (\$24,348.75), and the contract shall extend for the period October 1, 2024 through September 30, 2025 with the Extension Option for described above and provided in accordance with the awarded contract.

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

HUMAN RESOURCES

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

<u>NEW HIRE – Requires Commission Approval</u>	<u>Effective</u>
Herbert C. Conaway, III Laborer	09/16/2024
<u>RESIGNATION – Requires Commission Approval</u>	<u>Effective</u>
Michael A. Jones P/T Police	09/20/2024
<u>PROBATION – Requires Commission Approval</u>	<u>Effective</u>
Michael P. Kaupp F/T Cashier/Admin Support	09/04/2024

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

OLD BUSINESS

Chairwoman Nunes called for any old business to come before the Commission. There was no old business reported to the Commission.

NEW BUSINESS

Chairwoman Nunes called for any new business to come before the Commission.

Commissioner Tiver announced that he would no longer be serving as a Board Commissioner. Chairwoman Nunes thanked Commissioner Tiver for his service with the Bridge Commission, and noted it was a pleasure serving with him. Vice-Chairwoman Veasy echoed Chairwoman Nune's remarks and also wished Commissioner Tiver the best in his future endeavors.

Director Andl thanked Commissioner Tiver on behalf of the Bridge Commission staff and noted his appreciation to Commissioner Tiver for the hard work and time he contributed to the Commission.


Commissioner Tiver thanked everyone for their kind words and acknowledged that it was truly an honor and a privilege to serve the Commission, and stated it was an absolute pleasure working with everyone.

PUBLIC COMMENT

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

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

Respectfully submitted,


Kathleen M. Wiseman
Secretary