

BURLINGTON COUNTY BRIDGE COMMISSION

MEETING MINUTES

AUGUST 13, 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
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
Mary Norman, Administrative Assistant

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

APPROVAL OF MINUTES

Vice-Chairwoman Veasy moved to approve the minutes of the July 9, 2024 Commission Meeting. Commissioner Tiver seconded the motion. The motion passed unanimously.

DISBURSEMENTS LIST

Vice-Chairwoman Veasy moved to approve disbursements made from July 10, 2024 through August 13, 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 resolutions and also thanked CFO Christine Nociti, the Finance Department and all of the Directors for another clean audit this year.

Chairwoman Nunes suggested that they move Resolutions 2024-39 through 2024-47 by block. For those resolutions, Vice-Chairwoman Veasy moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

The Commission considered the following resolutions:

RESOLUTION NO. 2024-39

RESOLUTION AUTHORIZING THE BURLINGTON COUNTY BRIDGE COMMISSION TO PARTICIPATE IN THE BURLINGTON COUNTY AUCTION FOR THE SALE OF SURPLUS PROPERTY NO LONGER NEEDED FOR PUBLIC USE

WHEREAS, the Burlington County Bridge Commission ("Commission") has determined that it is in possession of personal property that it considers to be surplus items that are no longer needed for public use; and

WHEREAS, the Commission's Purchasing Agent has the authority to take action to sell such items which have become unsuitable for public use to the highest bidder in accordance with the applicable statute, including but not limited to N.J.S.A. 40A:12-13(a), which authorizes local units such as Burlington County and the Burlington County Bridge Commission to sell personal property not needed for public use by an open public sale at auction; and

WHEREAS, the Commission desires to sell the surplus vehicles and equipment listed in "Schedule A" through a public auction to be conducted through the Burlington County Board of Commissioners; and

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

1. The Commission, through its Purchasing Agent, is authorized to take all steps and to make all appropriate arrangements with the Burlington County Board of Commissioners to facilitate the sale of the above-referenced surplus vehicles and equipment.

SCHEDULE "A"

2007 Ford F-450 4x4 Dump Truck W/ Plow & Salt Spreader

John Deere 4x2 Gators

Genie GS-5390 Scissor Lift

John Deere 1445 4x4 Front Mower

2003 Yale 5000lb Forklift

2018 Chevy Tahoe (Not Running)

Lot of 3 STHIL WEEDWACKERS

MUTOH large format printer/plotter

Fridge used needs parts

HONDA HRC216 Lawn mower

HONDA HRC216 Lawn mower

filing cabinets lot

Furniture Office Desks

Billy goat K-Series self-propelled vacuum

Mobile lift

Spreader and rototiller

3 Stihl weed whackers

Stick edger and hedger
Honda 216 Lawn mower
Honda 216 Lawn mower
Lot of 4 goodyear eagle rsa p235 55 r17 tires
Pallet of office equipment
Hotsy hot water pressure
Demco Water Wagon
Assorted PVC PIPES lot
John Deere X485 Mower
Server Rack
Miscellaneous Computer Electronics
Buddha Engine Back Up for Bridge
10FT PVC Coated Rigid Galvanized Conduit
(5) Bird-B-Gone Stainless Steel Bird Spike System
Lot of 5 assorted printers
Large assorted electronic lot
Large miscellaneous IT equipment
Lot of 8 various printers
Various IT equipment
Various monitors
Various boxes of pipe connectors
Large pipe connectors
Lot of 5 printers and parts
Lot of miscellaneous IT Equipment
1 lg tv with multiple monitors

Pallet of Dell Monitors

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

RESOLUTION NO. 2024-40

**RESOLUTION RATIFYING CERTAIN PURCHASES
THROUGH THE STATE OF NEW JERSEY COOPERATIVE
PURCHASING PROGRAM DURING FISCAL YEAR 2022**

WHEREAS, the Burlington County Bridge Commission, (“Commission”), upon the recommendation of the Commission’s Contracting Officer and/or Purchasing Agent, has purchased certain equipment, supplies, and services during Fiscal Year 2022 (October 1, 2021 to September 30, 2022) through the State of New Jersey Cooperative Purchasing Program; and

WHEREAS, those purchases, as set forth on the attached list, were made from the listed vendor(s) under the New Jersey State Contract at the time of the issuance of the purchase order(s); and

WHEREAS, purchase orders issued in lieu of the Certification of Funds totaling \$645,149.68, which were signed by the Purchasing Agent, indicated that funds were available for these purchases.

NOW, THEREFORE, BE IT RESOLVED by the Commission that, for the reasons set forth above, the purchases of goods and services made from the vendors set forth on the attached list during the Fiscal Year 2022 are recognized by the Commission as made in accordance with the terms and conditions of the Local Public Contracts Law and all applicable law, and said purchases are accordingly hereby ratified by the Commission.

FY 2022 NJ State Contract Purchases

Name	Amount
Dell Marketing, LP	53,430.54
Eplus Technology, Inc.	230,897.63
Fleetcard Inc., dba Impac Fleet	80,348.95
Software House International	280,472.56
Total	\$ 645,149.68

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

RESOLUTION NO. 2024-41

**RESOLUTION RATIFYING CERTAIN PURCHASES
THROUGH THE STATE OF NEW JERSEY COOPERATIVE
PURCHASING PROGRAM DURING FISCAL YEAR 2023**

WHEREAS, the Burlington County Bridge Commission, (“Commission”), upon the recommendation of the Commission’s Contracting Officer and/or Purchasing Agent, has purchased certain equipment, supplies, and services during Fiscal Year 2023 (October 1, 2022 to September 30, 2023) through the State of New Jersey Cooperative Purchasing Program; and

WHEREAS, those purchases, as set forth on the attached list, were made from the listed vendor(s) under the New Jersey State Contract at the time of the issuance of the purchase order(s); and

WHEREAS, purchase orders issued in lieu of the Certification of Funds totaling \$1,144,808.54, which were signed by the Purchasing Agent, indicated that funds were available for these purchases.

NOW, THEREFORE, BE IT RESOLVED by the Commission that, for the reasons set forth above, the purchases of goods and services made from the vendors set forth on the attached list during the Fiscal Year 2023 are recognized by the Commission as made in accordance with the terms and conditions of the Local Public Contracts Law and all applicable law, and said purchases are accordingly hereby ratified by the Commission.

FY 2023 NJ State Contract Purchases

Name	Amount
Dell Marketing, LP	58,692.16
Eplus Technology, Inc.	657,903.88
Fleetcard Inc., dba Impac Fleet	54,455.86
Software House International	318,799.64
Wireless Communications	54,957.00
Total	\$ 1,144,808.54

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

RESOLUTION NO. 2024-42

**RESOLUTION AMENDING THE CONTRACT FOR
DATABASE CONSULTING SERVICES TO CAS SYSTEMS,
INC.**

WHEREAS, the Burlington County Bridge Commission (“Commission”) has determined that it requires certain database consulting services, specifically for network hardware and software support services, and enhancement of EZ-Pass and electronic toll collection systems and other database consulting services; and

WHEREAS, pursuant to Resolution 2023-91, the Commission entered into a contract with CAS Systems, Inc. (“CAS”) for the above services; and

WHEREAS, because of unforeseen additional services required by the Commission, the Bridge Commission has determined that it is necessary to increase the contract by Seventy-Five Thousand Dollars (\$75,000.00).

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

1. The terms, conditions and duties outlined in Resolution 2023-91 and the contract executed pursuant thereto, are incorporated herein by reference, and for the reasons hereinabove expressed, an additional sum of Seventy-Five Thousand Dollars (\$75,000.00) be and hereby is authorized and appropriated to CAS under its current contract.
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 Veasy moved to approve. Commissioner Tiver seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2024-43

**RESOLUTION AMENDING A CONTRACT WITH
CONSULTING IMS TO PERFORM COMPUTER
CONSULTING SERVICES**

WHEREAS, the Burlington County Bridge Commission (“Commission”) determined that it requires certain computer consulting services; specifically, analyzing and integrating hardware and software programming systems with LAN platforms and other computer consulting services, and pursuant to Resolution 2023-78, the Commission

entered into a contract with Consulting IMS ("IMS") to provide those services; and

WHEREAS, the Commission has determined that it is necessary to increase the contract amount with IMS in order to pay for additional services that are required under the contract, in the amount of Fifty Thousand Dollars (\$50,000.00).

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

1. The terms and conditions of Resolution 2023-78, and the contract executed pursuant thereto, are incorporated herein by reference, and the additional sum of Fifty Thousand Dollars, (\$50,000.00), be and hereby is appropriated in order to pay for the vendor's services under the contract.

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

RESOLUTION NO. 2024-44

RESOLUTION ACKNOWLEDGING RECEIPT AND REVIEW OF COMMISSION'S AUDIT FOR THE YEAR ENDING SEPTEMBER 30, 2023

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual audit report of the Burlington County Bridge Commission ("Commission") for the fiscal year ending September 30, 2023, has been completed and filed with the Commission pursuant to N.J.S.A. 40A:5A-15; and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual report of audit, and specifically the section entitled "Schedule of Findings and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have received the annual report of audit and have personally reviewed the annual audit and, have specifically reviewed the sections of the annual audit report entitled "Schedule of Findings and

Recommendations”, in accordance with N.J.S.A. 40A:5A-17.

NOW, THEREFORE, BE IT RESOLVED, the governing body of the Burlington County Bridge Commission, County of Burlington, hereby certifies to the Local Finance Board of the State of New Jersey that each Commission board member has personally reviewed the annual report of audit for the year ended September 30, 2023 and specifically has reviewed the sections of the report of audit entitled “Schedule of Findings and Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the Bridge Commission is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this Resolution.

IT IS HEREBY CERTIFIED that this is a true copy of the Resolution adopted at the Bridge Commission meeting held on August 13, 2024.

Kathleen M. Wiseman, Secretary

LOCAL AUTHORITIES
GROUP AFFIDAVIT FORM

PRESCRIBED BY

THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of the BURLINGTON COUNTY BRIDGE COMMISSION being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed members of the BURLINGTON COUNTY BRIDGE COMMISSION.

2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended September 30, 2023, and specifically the sections of the audit report entitled Reportable Conditions and Other Findings.

(PRINT NAME)

(SIGNATURE)

Chairwoman Sandra Nunes

Vice-Chairwoman Jaclyn Veasy

Commissioner Latham Tiver

SWORN to and subscribed before me
this 13th day of August, 2024.

Notary Public of New Jersey

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

RESOLUTION NO. 2024-45

**RESOLUTION AWARDING A CONTRACT TO EILEEN FAHEY,
ESQUIRE TO ACT AS SOLICITOR AND GENERAL COUNSEL
AND BOND COUNSEL**

WHEREAS, the Burlington County Bridge Commission (“Commission”) has determined that it requires the services of a solicitor to provide legal services to the Commission including general supervision over the problems of law which concern the Commission; attendance at official Commission meetings; furnishing of such legal opinions and the rendering of such legal advice as may be requested pertaining to Commission business; providing advice and representation on matters involving: administrative, governmental, and regulatory issues, contractual and personnel matters; employment-related matters including workers’ compensation, labor negotiations and collective bargaining issues; litigation matters; real estate and related matters; insurance matters; the examination of certain contracts to which the Commission is or may become a party when that shall be necessary; the oversight of litigation to which the Commission

may become a party; expertise in certain legal matters involving the Commission's economic development authority and initiatives, including serving as bond counsel, and such other matters as shall be assigned 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 Eileen Fahey, Esquire ("Attorney Fahey") 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 Attorney Fahey has the required knowledge and expertise to perform the requisite professional legal services; and

WHEREAS, the maximum amount of this contract is Two Hundred Thousand Dollars (\$200,000.00), 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 Attorney Fahey.

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 Thousand Dollars (\$200,000.00), and the contract shall extend to and until November 30, 2024.

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

RESOLUTION NO. 2024-46

RESOLUTION OF THE BURLINGTON COUNTY BRIDGE COMMISSION AND STATE OF NEW JERSEY, AUTHORIZING COMPETITIVE CONTRACTING PURSUANT TO N.J.S.A. 40A:11-4.1 ET SEQ., FOR PURCHASES AND SERVICES

WHEREAS, the Burlington County Bridge Commission is interested in soliciting proposals from qualified firms and vendors to provide for purchases and services; and

WHEREAS, pursuant to N.J.S.A. 40A:11-4.1 et seq., the Burlington County Bridge Commission may use competitive contracting in lieu of public bidding for the procurement of specialized goods and services, the price of which exceeds the bid threshold, including but not limited to all purchases and services; and

WHEREAS, N.J.S.A. 40A:11-4.3.b permits the Burlington County Bridge Commission to administer the process for the purchase pursuant to the statutes governing the competitive contracting process; and

WHEREAS, the Burlington County Bridge Commission desires to conduct the contracting process for the aforesaid goods and services, pursuant to the competitive contracting process as set forth by N.J.S.A. 40A:11-4.1 et seq.

NOW, THEREFORE, BE IT RESOLVED that the Burlington County Bridge Commission is hereby authorized to utilize and administer the competitive contracting process as set forth in N.J.S.A. 40A:11-4.1 et seq., to solicit proposals from qualified vendors to provide purchases and services, pursuant to the statutes governing the competitive contracting process.

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

RESOLUTION NO. 2024-47

RESOLUTION AWARDING A CONTRACT FOR POLICE UNIFORMS TO HERO OUTFITTERS, LLC

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 titled "Police Uniforms & Accessories (BCBC-202407)" for the period September 1, 2024 to August 31, 2025 pursuant to N.J.S.A. 40A:11-16(6); and

WHEREAS, the Commission is satisfied that HERO Outfitters, LLC ("HERO") was the only bid received, and staff recommended that the Commission award a contract to HERO in the amount of One Hundred Seven Thousand Six Hundred Eighty Dollars (\$107,680.00); and

WHEREAS, the Chief Financial Officer of the Commission has determined that sufficient funds are available for payment for said services, as evidenced by the Certificate of Availability of Funds attached hereto and made a part thereof.

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

1. The Commission hereby awards the contract titled "Police Uniforms & Accessories (BCBC-202407)" to HERO, and the Executive Director and the Secretary of the Commission are hereby authorized to execute a contract with HERO.

2. The maximum amount of this contract shall not exceed One Hundred Seven Thousand Six Hundred Eighty Dollars (\$107,680.00) and the contract shall extend for the period September 1, 2024 through August 31, 2025.

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:

RETIREMENT – Requires Commission Approval

Jason Bowen F/T Police

Effective
08/01/2027

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. There was no new business reported to the Commission.

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, Vice-Chairwoman Veasy moved to adjourn the meeting. Commissioner Tiver seconded the motion. The motion passed unanimously.

Respectfully submitted,



Kathleen M. Wiseman
Secretary