

SOUTH JERSEY PORT CORPORATION



BOARD OF DIRECTORS MEETING JULY 28, 2015

THE CHAIRMAN COMMENCES MEETING WITH PLEDGE OF ALLEGIANCE AND ROLL CALL:

- 1. APPROVAL OF MINUTES**
Regular Meeting June 16, 2015
Closed Meeting June 16, 2015
Special Meeting July 15, 2015
- 2. APPROVAL OF OPERATING BILLS
RESOLUTION 2015-7-0060**
- 3. APPROVAL OF ADVANCE PAYMENT BILL LIST
RESOLUTION 2015-7-0061**
- 4. APPROVAL OF CREDITS
RESOLUTION 2015-7-0062**
- 5. APPROVAL OF CHANGE ORDERS – None**
- 6. APPROVAL OF CONSTRUCTION FUND REQUISITIONS
RESOLUTION 2015-7-0063**
- 7. RECEIPT OF TREASURER’S REPORT**
- 8. RECEIPT OF COUNSEL’S REPORT**
- 9. RECEIPT OF EXECUTIVE DIRECTOR’S REPORT**



10. ADDITIONAL AGENDA ITEMS REQUIRING BOARD ACTION

- A. RESOLUTION 2015-7-0064: APPROVAL OF CONSTRUCTION MANAGEMENT FIRM FOR INDUSTRIAL SIDETRACK PROJECT**
- B. RESOLUTION 2015-7-0065: AUTHORIZATION TO PURCHASE KOCKS CRANE POWER CABLE**
- C. RESOLUTION 2015-6-0066: RENEWAL OF SUPPORT FOR THE DELAWARE RIVER OCEANIC ATMOSPHERIC ADMINISTRATION (NOAA) PHYSICAL OCEANOGRAPHIC REAL TIME SYSTEM (PORTS®)**
- D. RESOLUTION 2015-7-0067: RESOLUTION COMMEMORATING HANK D'ANDREA'S SERVICE TO SOUTH JERSEY PORT CORPORATION**

11. SUPPLEMENTAL BOARD INFORMATION

- E. MARKETING COMMITTEE REPORT & PHOENIX/ARTLIP COMMUNICATIONS REPORT**
- F. PORT SECURITY UPDATE**
- G. PAULSBORO MARINE TERMINAL PROJECT UPDATE**
- H. FINANCIAL MANAGEMENT SYSTEM**
- I. ANNUAL BOARD ETHICS TRAINING**

PUBLIC SESSION FOR QUESTIONS / COMMENTS

12. CLOSED SESSION AND/OR ADJOURNMENT



ACTION ITEM:

A. RESOLUTION 2015-7-0064: APPROVAL OF CONSTRUCTION MANAGEMENT FIRM FOR INDUSTRIAL SIDETRACK PROJECT

Following the award of the bid to Railroad Construction of South Jersey for the Industrial Sidetrack Project at the Broadway Terminal at a special SJPC Board meeting held on July 15, 2015, SJPC is requesting approval to hire T&M Associates to provide construction management services for the project. The project will be managed by SJPC staff and T&M Associates would provide additional support on an hourly basis for a cost not-to-exceed \$45,000, which is 3% of the cost of the overall project. The project timeline is accelerated due to the schedule of the Holtec Technology Center leasehold development. Currently, all rail service for the port and its tenants is through a rail sidetrack that runs through the Holtec leasehold. Hence, it is critical to install the new rail line, before the current rail line is eliminated and on a schedule that does not overly impact the Holtec development schedule.

Description of the project: The proposed Conrail industrial sidetrack will service the South Jersey Port Corporation – Broadway Terminal from an existing track within Conrail's Bulson Street Yard north of the port property. The proposed industrial sidetrack begins at a new turnout (Sta. 0+0) just north of the Jefferson Street right of way and traverses the Bulson Street Yard in a southeasterly direction for approximately 1,300 linear feet where it will enter the South Jersey Port Property and crosses an existing asphalt driveway. The sidetrack then continues in a southerly direction within the port property for an additional 683 linear feet where it ties into the existing sidetrack. Continuing south along the existing track approximately 987 linear feet, the new sidetrack will then continue for approximately 780 linear feet within the proposed Holtec manufacturing building.

RECOMMENDATION:

Staff recommends Board approval to hire T&M Associates to provide construction management services for the Industrial Sidetrack Project on an hourly basis, not-to-exceed \$45,000.



ACTION ITEM:

B. RESOLUTION 2015-7-0065: AUTHORIZATION TO PURCHASE
KOCKS CRANE POWER CABLE

Through extensive evaluation by staff, our engineering services and the manufacturer of the Kocks Crane at the Broadway Terminal, it has been determined that the power cable needs to be replaced. Kocks Krane of Germany has provided the necessary quotation for 310 meters of the specialized power cable for the electric crane. The cost is \$51,187.20. The current cable has extended past its expected lifespan of 10 years.

RECOMMENDATION:

Staff recommends Board approval of Resolution 2015-7-64 authorizing purchase of the Kocks Crane power cable from Kocks Krane, the manufacturer of the crane.



ACTION ITEM:

C. RESOLUTION 2015-7-0066: RENEWAL OF SUPPORT FOR THE DELAWARE RIVER NATIONAL OCEANIC ATMOSPHERIC PHYSICAL OCEANOGRAPHIC REAL TIME SYSTEM (PORTS®)

For the past two years, the Pilots Association for the Bay and River Delaware, the Mariners Advisory Committee for the Bay and River Delaware, the Maritime Exchange for the Delaware River and Bay and the U.S. Coast Guard requested assistance in the operations and maintenance of the regional National Oceanic Atmospheric Administration (NOAA) Physical Oceanographic Real Time System (PORTS®). There are currently 18 PORTS® systems in operation throughout the U.S. This tool is essential in the safety and efficiency of maritime commerce and coastal resource management through the integration of real-time environmental observations, forecasts and other geospatial information.

The PORTS® System in the Delaware River was established in 2005 through direct financial support solely from Pennsylvania. Following the expiration of that funded maintenance program in 2013, the SJPC, along with the Philadelphia Regional Port Authority and the Port of Wilmington, Delaware, each contributed \$100,000 each to provide gap funding for the proceeding year until a federal grant or funding source is acquired for the long term. SJPC approved the funding at our Board meeting in April last year and in June in 2013.

The \$300,000 is critical to sustain one of the most important components of the Delaware River maritime infrastructure for the coming year. A cooperative effort is being made to secure full federal funding of the PORTS® operating and maintenance costs. However, gap funding is required for the FY2015 operating and maintenance costs. The Port of Wilmington Delaware has already gained approval and has extended their \$100,000 contribution and the Philadelphia Regional Port Authority is in process to seek approval.

RECOMMENDATION:

Staff recommends the Board to approve the New Jersey contribution to support the Delaware River National Oceanic Atmospheric Administration (NOAA) Physical Oceanographic Real Time System (PORTS®) in the amount of \$100,000. Funding source for this expenditure will be the operating account. We will earmark unallocated maintenance and repair funds for this expenditure.



ACTION ITEM:

D. RESOLUTION 2015-7-0067: COMMEMORATING HANK D'ANDREA'S SERVICE TO SJPC

A Board Resolution commemorating Hank D'Andrea's 23 years of service to South Jersey Port Corporation in the position of Facilities Engineer on eve of retirement will be presented.

RECOMMENDATION:

Staff recommends Board approval of the resolution.



INFORMATION ITEM:

E. MARKETING COMMITTEE REPORT & PHOENIX/ARTLIP COMMUNICATIONS REPORT

PHOENIX STRATEGIES/ARTLIP COMMUNICATIONS REPORT ATTACHED.



INFORMATION ITEM:

F. SECURITY UPDATE

The security update is prepared by Mr. Jay Jones.

FIVE YEAR FACILITY SECURITY PLAN: SJPC requested and was granted a six month extension to June 2015 to submit a new, five-year, Facility Security Plan by the U.S. Coast Guard Sector Delaware Bay COTP. On May 13, 2015, SJPC's FSO submitted to the U.S. Coast Guard Sector Delaware Bay the five year Facility Security Plan which includes a previously submitted amendment, as well as a new Threat Assessment Report. The USCG provided a sixty day extension for the current FSP to provide them with sufficient time to complete the review. Once approved by the local COPT, the FSP will be valid for five years from the date of approval.

CURRENT FACILITY SECURITY PLAN AMENDMENTS: On July 8, 2015, SJPC submitted amendments to the current Facility Security Plan for the changes at the Broadway Terminal that include the relocation of the main gate and the re-alignment of the restricted area. On July 23, 2015, we received the approval for both the Balzano Terminal and the Broadway Terminal amendments that address the Camden Iron & Metal leasehold at the Balzano Terminal and the Holtec impacts to the overall facility and main gate for the Broadway Terminal

DHS COMPUTER BASED ASSESSMENT TOOL: Mr. Jones has made arrangements with the Department of Homeland Security to perform a Computer Based Assessment Tool (CBAT) to be conducted in August.

CBAT is a data collection and presentation medium designed to support critical infrastructure security, special event planning, and response operations. CBAT imagery captures provide immersive video, geospatial, and hypermedia data of critical facilities, surrounding areas, transportation routes, etc. and integrate assessment data from the Enhanced Critical Infrastructure Protection security surveys, Site Assistance Visits, and other relevant materials. The data is used to support the Regional Resiliency Assessment Program.

The CBAT team consists of collection and production specialists who conduct CBAT imagery captures. During a CBAT imagery capture, the CBAT team considers two viewpoints: hostile target and civil response. For the hostile target viewpoint, in which a facility/building is viewed as a tactical objective, the team collects multimedia data to document approach and exit routes, use of lighting, visible and hidden entrances, loading docks, and parking garages. In considering the civil response viewpoint, the team collects data on obstructions/restrictions that would affect the approach of emergency response vehicles and equipment to the site, and street/parking accessibility in proximity to building access points. Additional collected data include significant area assets such as exterior and interior critical support equipment (water valves, electrical shut-off panels, back-up generators, etc.), personnel emergency marshaling points, and control centers. The assessment will be kept confidential.



INFORMATION ITEM:

G. PAULSBORO MARINE TERMINAL PROJECT UPDATES

The Paulsboro Marine Terminal Project updates are provided by the Gloucester County Improvement Authority. See the attached monthly report.



INFORMATION ITEM:

H. FINANCIAL MANAGEMENT SYSTEM

Staff will begin an assessment of alternative financial management systems. The current solution, Traverse, an Open Systems product, is an Enterprise resource planning (ERP) business process management software that allows us to use a system of integrated applications to manage the business and automate many back office functions. The current product's local support is limited. Over the years in deploying Traverse, we have many custom modifications in the application to meet certain specific needs of the Port Corporation. These requirements will be party of the overall definitions requirement to be referenced for whether there is a more efficient product and more responsive local support.

Following our internal assessment, we will recommend either expanding the Open Systems support or going to the marketplace to replace the current software.



INFORMATION ITEM:

I. ANNUAL BOARD ETHICS TRAINING

The New Jersey State Ethics Commission (SEC) has requested to perform in-person training for SJPC Board members to satisfy the annual mandatory training requirement under E.O. 41. The SEC would like to hold the training prior to the Tuesday, September 29, 2015 SJPC Board of Directors meeting at 11:00 a.m. at the SJPC boardroom. The training will be provided in coordination with and oversight by the Governor's Authorities Unit.



MATTERS INVOLVING LITIGATION, PERSONNEL & SPECIAL MATTERS

The subject matter is covered by one or more of the following legal exemptions:

- Matters made confidential by state, federal law or rule by court.
- Disclosure would result in an unwarranted invasion of individual privacy, unless the person affected consents in writing.
- Disclosure would impair the body's right to receive federal or state funds.
- Collective bargaining.
- Lease or acquisition of property, setting of banking rates, investment of public funds if disclosure would harm the public interest.
- Investigations into violations of law.
- Strategies to protect public security.
- Pending, ongoing or anticipated litigation or contract negotiation, including attorney-client privilege. The threat of litigation must be more than theoretical for this exemption to apply.
- Personnel matters affecting employees of the public bodies, unless all parties request or consent to a public hearing. Prior to discussion of personnel, affected employees must be given notice, known as a Rice notice, which gives the employee the right to request a public hearing.
- Proceedings that could result in a suspension, civil penalty, or loss of a license or permit.

1. COUNSEL'S REPORT

2. PERSONNEL

- a. Office/Supervisory Personnel Communication Workers of America (supervisory and non-supervisory)**
- b. Local 18, IFPTE Proposal (Port Labor)**
- c. Local 169, Teamsters Proposal (Security Guards)**

3. BROADWAY SPRINKLER SYSTEM

4. MAINTENANCE DREDGING