

SOUTH JERSEY PORT CORPORATION



BOARD OF DIRECTORS MEETING December 10, 2019

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

- 1. APPROVAL OF MINUTES**
Regular Open Meeting October 29, 2019
Closed Session Meeting October 29, 2019
- 2. APPROVAL OF OPERATING BILLS**
RESOLUTION 2019-12-0084
- 3. APPROVAL OF ADVANCE PAYMENT BILL LIST**
RESOLUTION 2019-12-0085
- 4. APPROVAL OF CREDITS**
RESOLUTION 2019-12-0086
- 5. APPROVAL OF CHANGE ORDERS - NONE**
- 6. APPROVAL OF CONSTRUCTION FUND REQUISITIONS**
RESOLUTION 2019-12-0087
- 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 2019-12-0088: 2020 BOARD OF DIRECTORS MEETING SCHEDULE**
- B. RESOLUTION 2019-12-0089: 2020 SJPC HOLIDAY SCHEDULE**
- C. RESOLUTION 2019-12-0090: 2020 PILOT AGREEMENTS WITH CITY OF CAMDEN, CAMDEN COUNTY & CITY OF SALEM**
- D. RESOLUTION 2019-12-0091: 2020/21 SALEM PORT AUTHORITY BUDGET**
- E. RESOLUTION 2019-12-0092: APPROVAL OF REPLACEMENT OF THE C-1 CONVEYOR BELT**
- F. RESOLUTION 2019-12-0093: LEASE RENEWAL HARRY WILSON**
- G. RESOLUTION 2019-12-0094: LEASE RENEWAL CENTRAL METALS**
- H. RESOLUTION 2019-12-0095: LEASE RENEWAL CHAMPION SERVICES, INC**
- I. RESOLUTION 2019-12-0096: APPROVAL OF SUPPORT OF THE NATIONAL OCEANIC ATMOSPHERIC ADMINISTRATION PHYSICAL OCEANOGRAPHIC REAL TIME SYSTEM (PORTS®) FOR THE DELAWARE RIVER AND BAY**
- J. RESOLUTION 2019-12-0097: APPROVAL OF THE ACQUISITION OF TWO 4WD FORD F-450 TRUCKS EQUIPPED WITH RUGBY DUMP BODIES, NINE FOOT PLOWS AND TOW HITCHES**
- K. RESOLUTION 2019-12-0098: APPROVAL OF THE PURCHASE OF FORKLIFTS**

11. SUPPLEMENTAL BOARD INFORMATION:

- L. MARKETING COMMITTEE REPORT & PHOENIX/ARTLIP COMMUNICATIONS REPORT**

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M. PORT SECURITY UPDATE

N. PAULSBORO MARINE TERMINAL PROJECT UPDATES

PUBLIC SESSION FOR QUESTIONS / COMMENTS

12. CLOSED SESSION AND/OR ADJOURNMENT



ACTION ITEM:

A. RESOLUTION 2019-12-0088 : 2020 BOARD OF DIRECTORS MEETING SCHEDULE

DATE	MEETING	TIME
Tuesday, January 28, 2020	Regular	12:30 P.M.
Tuesday, February 25, 2020	Regular	12:30 P.M.
Tuesday, March 31, 2020	Regular	12:30 P.M.
Tuesday, April 28, 2020	Regular	12:30 P.M.
Tuesday, June 16, 2020	Regular	12:30 P.M.
Tuesday, July 28, 2020	Regular	12:30 P.M.
Tuesday, August 25, 2020	Regular	12:30 P.M.
Tuesday, September 29 , 2020	Regular	12:30 P.M.
Tuesday, October 27, 2020	Regular	12:30 P.M.
Tuesday, December 8, 2020	Regular	12:30 P.M.

RECOMMENDATION:

Staff recommends Board approval of the 2020 SJPC Board of Directors Meeting Schedule.



ACTION ITEM:

B. RESOLUTION 2019-12-0089 : 2020 SJPC HOLIDAY SCHEDULE

HOLIDAY	DATE
New Year's Day	Wednesday, January 1, 2020
Martin Luther King Day	Monday, January 20, 2020
President's Day	Monday, February 17, 2020
Good Friday	Friday, April 10, 2020
Memorial Day	Monday, May 25, 2020
Independence Day	Friday, July 3, 2020
Labor Day	Monday, September 7, 2020
Veteran's Day	Wednesday, November 11, 2020
Thanksgiving Day	Thursday, November 26, 2020
Day After Thanksgiving Day	Friday, November 27, 2020
Christmas Eve	Thursday, December 24, 2020
Christmas Day	Friday, December 25, 2020

RECOMMENDATION:

Staff recommends Board approval of the 2020 SJPC Holiday Schedule.



ACTION ITEM:

C. RESOLUTION 2019-12-0090 : 2020 PILOT AGREEMENTS WITH CITY OF CAMDEN, CAMDEN COUNTY & CITY OF SALEM

SJPC's General Counsel will present the 2020 Pilot agreements.

The **Camden County 2020 calendar year PILOT agreement** is the same amount as last years pilot payment at \$419,000.00.

The **City of Salem 2020 calendar year PILOT agreement** is the same amount as last years pilot payment at \$31,224.37.

They **City of Camden 2020 fiscal year PILOT agreement** is the same amount as last years pilot payment at \$4,000,000.00.

RECOMMENDATION:

Staff recommends Board approval for the 2020 Pilot Agreements with the County of Camden, City of Salem, and the City of Camden.



ACTION ITEM:

D. RESOLUTION 2019-12-0091 : 2020/2021 SALEM PORT
AUTHORITY BUDGET

The 2020/2021 Salem Port Authority Budget is presented for approval. In summary, the proposed budget for 2020/2021 totals \$62,265.00 as compared to last year's total of \$59,781.00.

- Increase of \$574 to salaries and wages (2%)
- Increase of \$44 to social security/medicare expense
- Increase of \$5 to unemployment expense
- Increase of \$1,703 to health insurance
- Increase of \$158 to pension expenses

The net effect is an increase to last year's budget in the amount of \$2,484.00

RECOMMENDATION:

Staff recommends Board approval of the Salem Port Authority 2020-2021 Budget as presented.



ACTION ITEM:

E. RESOLUTION 2019-12-0092 : APPROVAL OF REPLACEMENT OF C-1 CONVEYOR BELT

Staff is requesting authorization for the immediate replacement of the C-1 Conveyor belt. The C-1 belt project was advertised twice. No bids were received.

Due to the urgent necessity for the belt replacement, staff is recommending that the Port attempt to secure competitive pricing to immediately order the required belt so operations are not disrupted. Product delivery is estimated at twelve to fourteen weeks.

The cost is estimated to be approximately \$65,000 to be paid out of operations.

RECOMMENDATION:

Staff is therefore requesting authorization to have this C-1 belt immediately replaced.



ACTION ITEM:

F. RESOLUTION 2019-12-0093 : LEASE RENEWAL - HARRY WILSON WELDING

Harry Wilson Welding has requested a one (1) year lease renewal for a small storage shed located at the Broadway Terminal. A 2.88% CPI increase was applied to the new monthly billing rate of \$48.00, resulting in annual revenue of \$576.00. The new one-year lease will commence on February 1, 2020.

RECOMMENDATION:

Staff recommends Board approval of the lease renewal with Harry Wilson Welding.



ACTION ITEM:

G. RESOLUTION 2019-12-0094 : LEASE RENEWAL -
CENTRAL METALS

Central Metals has requested to renew their lease which will duplicate the existing lease for a period of one (1) year and expire on January 31, 2021. The leasehold comprises 7,850 sq. ft. of open ground and generates a monthly revenue income of \$381.00 with an annual revenue stream of \$4,572.00 which includes a 2.88 % CPI increase.

RECOMMENDATION:

Staff recommends Board approval of the lease renewal with Central Metals.



ACTION ITEM:

H. RESOLUTION 2019-12-0095 : LEASE RENEWAL WITH CHAMPION SERVICE, INC.

Champion Service Inc. has requested a one (1) year lease renewal for the current 16,000 sq. ft. garage type building located on Second Street and for the month-to-month lease agreement for the 3 acres of open ground commencing on February 1, 2020. Both rental rates will increase due to a 2.88% increase in the CPI index, and combined will generate \$72,066.00 in annual revenue.

RECOMMENDATION:

Staff recommends Board approval of the lease renewal with Champion Service, Inc. as presented.



ACTION ITEM:

I. RESOLUTION 2019-12-0096 : APPROVAL OF SUPPORT OF THE NATIONAL OCEANIC ATMOSPHERIC ADMINISTRATION PHYSICAL OCEANOGRAPHIC REAL TIME SYSTEM (PORTS®) FOR THE DELAWARE RIVER AND BAY

Staff is requesting approval of the continued funding for the Delaware River and Bay National Oceanic Atmospheric Administration (NOAA) Physical Oceanographic Real Time (PORTS®) system in the amount of \$78,655.67. SJPC has provided the NJ funding share of the PORTS® since 2013. SJPC provided \$100,000 each year from 2013-2016. No funding was needed in 2017. In 2018, SJPC provided \$27,113.33. Pennsylvania, Delaware and NJ share the cost to support this vital system.

PORTS® is a critical tool for vessel navigation, which affects both the safety of our tri-state waterway and the economic health of the commercial port. PORTS® is a decision support tool that improves the safety and efficiency of maritime commerce and coastal resource management through the integration of real-time environment observations, forecasts and other geospatial information.

Further, though initially installed to assist with safe navigation of commercial cargo ships, PORTS® is also critical in the preparation for and response to natural man- made disasters, environmental protection, recreational boating, and all manner and means of scientific research. PORTS® is also vital for coastal resource protection, emergency preparedness and response for both natural and man- made disasters, as well as municipal and county waterway planning and the monitoring of municipal drinking water resources.

Funding for this project is available from the Operating Fund.

RECOMMENDATION:

Staff recommends Board approval of the PORTS® funding in the amount of \$78,655.67



ACTION ITEM:

J. RESOLUTION 2019-12-0097 : APPROVAL OF THE ACQUISITION OF TWO 4WD FORD F-450 TRUCKS EQUIPPED WITH RUGBY DUMP BODIES, NINE FOOT PLOWS AND TOW HITCHES

Staff is requesting approval to purchase two (2) new trucks. The specification for each unit is as follows:

- Ford F-450
- Four wheel drive
- 9 foot snow plow
- Towing hitch

Each unit amounts to \$44,750.00. The total for this purchase will be \$89,500.00 as we are purchasing two units. The purchase will be made through the State of New Jersey Cooperative Purchasing Program.

As has been discussed previously, the Port does not have adequate snow removal equipment. This purchase is critical to the effective, efficient and safe operation of the Port. One truck will be stationed at the Balzano Terminal and the other at the Broadway Terminal.

The funding for this purchase is available per the October 29, 2019 Board Resolution 2019-10-0081 that approved the Substitution of Projects Pursuant to Section 208 of the Bond Resolution from 2008 Bond Series O-3.

RECOMMENDATION:

Staff recommends Board approval to purchase equipment outlined above in the total amount of \$89,500.00.



ACTION ITEM:

K. RESOLUTION 2019-12-0098 : APPROVAL OF THE PURCHASE OF FORKLIFTS

Pursuant to the Board’s authorization, staff released a Request for Proposals for the purchase of nine (9) lift trucks which are vital to the operation of the Port. The funding for this acquisition is being provided by the New Jersey DEP through a CMAQ Grant. The deadline to submit proposals was Monday, November 25, 2019 at 3:00 p.m. EST.

The RFP is for the following nine (9) lift trucks:

Acquisition

Minimum of nine (9) Forklifts as follows:

	55K Lift Qty: 1	36K Lift Qty: 1	15K Lifts Qty: 3	10K Lifts Qty: 4
Mast Height	134"	12'	125"	107"
Coil Ram Size	89"	89"	NA	NA
Fork Size	101"	98"	50"	50"
Solid Tires	yes	yes	yes	yes
Parts Manual	yes	yes	yes	yes
Service Manual	yes	yes	yes	yes
Tier 4 Engine	yes	yes	yes	yes

We received two proposals. The bid from Octane was not all inclusive. They are not able to provide the trucks by the January 31, 2020 deadline and there is a charge for shipping. The bid from Eastern Lift Truck Co., Inc. is all inclusive. In addition, Eastern is able to meet our deadline for purchase and for grant purposes.

The total price for the purchase of all nine trucks in compliance with the CMAQ grant is \$1,013,739.70. The CMAQ grant is providing \$950,000.00 in funding. The remaining amount of \$63,739.70 is being provided via the funding available per the October 29, 2019 Board Resolution 2019-10-0081 that approved the Substitution of Projects Pursuant to Section 208 of the Bond Resolution from 2008 Bond Series O-3.

Please note that two of the forklifts are replacing two forklifts that we currently rent. The annual savings that result from removing the rentals from the fleet is \$140,400.00.

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In summary, Eastern Lift Truck Co., Inc. meets the specifications and the needs of the South Jersey Port Corporation.

RECOMMENDATION:

Staff recommends Board consideration to approve the purchase from Eastern Lift Truck Co., Inc. as presented.



INFORMATION ITEM:

L. MARKETING COMMITTEE REPORT & PHOENIX/ARTLIP COMMUNICATIONS REPORT

PHOENIX STRATEGIES/ARTLIP COMMUNICATIONS REPORT ATTACHED.

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INFORMATION ITEM:

M. SECURITY UPDATE:



INFORMATION ITEM:

N. PAULSBORO MARINE TERMINAL PROJECT UPDATES

The Paulsboro Marine Terminal Project updates are provided by the Gloucester County Improvement Authority.



MATTERS INVOLVING LITIGATION, PERSONNEL MATTERS & 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.
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1. COUNSEL'S REPORT