



**SOUTH JERSEY PORT CORPORATION**  
**OFFICIAL BOARD OF DIRECTORS MEETING MINUTES**  
**BALZANO MARINE TERMINAL**  
**CAMDEN, NEW JERSEY**  
**December 10, 2019**  
**10:00 a.m.**

<b>Directors Present:</b>	Richard Alaimo	Chairman
	Chad Bruner	Director
	Christopher Chianese	State Treasurer Designee
	Robert DeAngelo	Director
	Jonathan Gershen	Director ☎
	Sheila Roberts	Director

<b>Directors Absent:</b>	Joseph Maressa	Director
	Eric Martins	Director
	Carl Styles	Director

<b>In Attendance:</b>	Craig Ambrose	Governor's Authorities Unit
	Raymond Zane, Esq.	General Counsel – Zane & Assoc.
	Andrew Saporito	Executive Director & CEO
	Bruno Cellucci	AssistantED/CFO/Acting Board Sec.
	George Englehardt	Facilities Engineer
	Neil Grossman	GB Associates – FA
	Dan Bontempo	Stantec
	Mario Christina	Gloucester County Imp. Authority
	Chuck O'Leary	Security Manager/FSO
	Victoria D'Amico	Senior Executive Assistant
	Edward Ramsay	Salem County
	Rick Alaimo	Alaimo Group Associate

**The Acting Board Secretary opened the meeting at 10:00 a.m. with the following statement:** Pursuant to the provisions of the Open Public Meetings Act, Chapter 231, Public laws of 1975, adequate notice of this meeting has been provided. On January 17, 2019, the Secretary of the Corporation sent a legal notice with a schedule of Regular Meetings to be held by the South Jersey Port Corporation's Board of Directors, during the calendar year 2019, indicating the time and place to the County Clerks within the seven counties of the Port District and the Secretary of

State. A legal notice was sent to the following newspapers: Courier-Post, South Jersey Times and the Burlington County Times.

In addition, the meeting schedule was posted at the Port Corporation’s designated Bulletin Board at the main entrance to the Broadway Terminal, its official place for posting and maintaining a schedule of the monthly Board of Director’s Meetings for 2019. The meeting schedule was also placed on the Port Corporation’s website at www.southjerseyport.com.

Roll call was taken and recorded. **PLEDGE OF ALLEGIANCE RECITED.**

**PRESENTATION OF REGULAR MEETING MINUTES – October 29, 2019**

The minutes for the South Jersey Port Corporation Board of Directors regular session meeting held on October 29, 2019 were presented for approval.

*A motion was made to approve the October 29, 2019 Board of Directors Regular Open Session Meeting Minutes as presented.*

**Moved by:** C. Chianese  
**Seconded by:** S. Roberts

**Voting for motion:** All  
**Voting against motion:** None  
**Abstaining:** None

**PRESENTATION OF CLOSED MEETING MINUTES – October 29, 2019**

The minutes for the South Jersey Port Corporation Board of Directors closed session meeting held on October 29, 2019 were presented for approval.

*A motion was made to approve the October 29, 2019 Board of Directors Closed Meeting Minutes, as presented, with the condition that any matters contained in the closed session minutes may be withheld and not disclosed to the public until the need for the closed session has passed.*

**Moved by:** C. Chianese  
**Seconded by:** S. Roberts

**Voting for motion:** All  
**Voting against motion:** None  
**Abstaining:** None

**OPERATING BILLS**

The Operating Unpaid Bill list for the period 10/15/2019 – 11/26/2019 were presented for approval.

*A motion was made to adopt Resolution 2019-12-0084 for the approval of the Operating Unpaid Bill list for the period 10/15/2019 – 11/26/2019.*

**Moved by:** C. Bruner

**Seconded by:** C. Chianese

**Voting for motion:** All  
**Voting against motion:** None

### ADVANCE PAYMENT LIST

The Advance Payment Bill List for the period 10/15/2019 – 11/26/2019 was presented for approval. The AMEX statement was reviewed by the Audit Committee and signed by the Chairman.

*A motion was made to adopt Resolution 2019-12-0085 for the approval of the Advance Payment Bills for the period 10/15/2019 – 11/26/2019.*

**Moved by:** C. Bruner  
**Seconded by:** C. Chianese

**Voting for motion:** All  
**Voting against motion:** None

### CREDIT LIST

The Credit List for the period ending December 10, 2019 was presented. The list provides one (1) credit in the amount of \$16.38.

*A motion was made to adopt Resolution 2019-12-0086 for the approval of the Credit List for the period ending December 10, 2019.*

**Moved by:** C. Chianese  
**Seconded by:** R. DeAngelo

**Voting for motion:** All  
**Voting against motion:** None

### CHANGE ORDERS

No change orders were presented.

### CONSTRUCTION FUND REQUISITIONS

Staff presented one (1) advance construction fund requisition in the amount of \$100,000.00 and three (3) unpaid construction fund requisitions in the amount of \$27,432.92.

*A motion was made to adopt Resolution 2019-12-0087 for the approval of Construction Fund Requisitions presented for the period ending December 10, 2019*

**Moved by:** C. Bruner  
**Seconded by:** C. Chianese

**Voting for motion:** All  
**Voting against motion:** None

**TREASURER'S REPORT**

The Assistant Executive Director / CFO presented the Treasurer's Report for the period ending October 31, 2019. Net income from operations before interest, depreciation and amortization for the month of October 2019 is \$169,271, versus the budget for the same period of \$212,584. Year to date net income from operations before interest, depreciation and amortization compared to the actual budget is higher by \$1,571,013 compared to our YTD budget figure of \$2,125,837. Income on investments for the month of October 2019 is \$155,898.17 and the YTD Total is \$1,480,960.06. The accounts receivable aging reports, which include tenant and trade customers, are attached for review.

**COUNSEL'S REPORT**

The Counsel's Report will be discussed in closed session.

**EXECUTIVE DIRECTOR'S REPORT**

The Executive Director for the South Jersey Port Corporation reports total tonnage for October and November 2019. Year-to-date tonnage through November 2019 is down 9.3% compared to the same period during 2018. Breakbulk tonnage through November 2019 is down 11.2% and steel is down 7.9% for the year. Steel tariffs are affecting the industry. Export Grancem increased 3.4% versus 2018. SJPC's marine terminals handled 12 ships in November down from 19 in November of 2018. YTD we have handled 617 ship days as compared to 716 days in 2018.

The Executive Director also informed the Board of the following highlights:

- The Port's 50<sup>th</sup> Anniversary Event;
- Ongoing negotiations with all Unions;
- NJDEP grant opportunity meeting;
- Offshore wind discussion as it relates to the Paulsboro Marine Terminal;
- Meetings with Conrail and DOT;
- AIIS Annual Dinner and Meeting.

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

Staff presented the official schedule of Board meetings for the calendar year 2020. The schedule below will be placed in the three designated newspapers, posted on the bulletin board at the Broadway Terminal and sent to the County Clerks in all seven Port District Counties and the NJ Secretary of State via certified mail.

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.

*A motion was made to adopt Resolution 2019-12-0088 approving the 2020 Board of Directors meeting schedule.*

**Moved by:** C. Chianese  
**Seconded by:** R. Bruner  
  
**Voting for Motion:** All  
**Voting Against Motion:** None

**RESOLUTION 2019-12-0089:2020 SJPC HOLIDAY SCHEDULE**

Staff presented the 2020 SJPC Holiday Schedule for all employees

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

*A motion was made to adopt Resolution 2019-12-0089 to approve the 2020 holiday schedule as presented.*

**Moved by:** C. Chianese  
**Seconded by:** R. Bruner  
  
**Voting for Motion:** All  
**Voting Against Motion:** None

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

Staff presented the 2020 PILOT agreements. The Camden County 2020 calendar year pilot agreement is the same amount as last year's pilot payment at \$419,000.00. The City of Salem 2020 calendar year pilot agreement is the same amount as last year's pilot payment at \$31,224.37. The City of Camden 2020 fiscal year pilot agreement is the same amount as last year's pilot payment at \$4,000,000.00

*A motion was made to adopt Resolution 2019-12-0090 approving the 2020 Pilot agreement with Camden County in the amount of \$419,000.00; the 2020 Pilot agreement with the City of Salem in the amount of \$31,224.37; the 2020 Pilot agreement with the City of Camden in the amount of \$4,000,000.00*

**Moved by:** C. Chianese  
**Seconded by:** S. Roberts  
**Voting for Motion:** All  
**Voting Against Motion:** None

### **RESOLUTION 2019-12-0091:2020/2021 SALEM PORT AUTHORITY BUDGET**

The 2020/2021 Salem Port Authority Budget was 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

*A motion was made to adopt Resolution 2019-12-0091 approving the 2020/2021 Salem Port Authority Budget*

**Moved by:** C. Chianese  
**Seconded by:** R. DeAngelo  
**Voting for Motion:** All  
**Voting Against Motion:** None

### **RESOLUTION 2019-12-0092: APPROVAL OF REPLACEMENT OF C-1 CONVEYOR BELT**

Staff presented the 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.

*A motion was made to adopt Resolution 2019-12-0092 approving the replacement of the C-1 Conveyor Belt*

**Moved by:** R. DeAngelo  
**Seconded by:** C. Chianese

**Voting for Motion:** All  
**Voting Against Motion:** None

**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.

*A motion was made to approve Resolution 2019-12-0093 to approve the lease renewal with Harry Wilson Welding*

**Moved by:** C. Chianese  
**Seconded by:** R. DeAngelo

**Voting for Motion:** All  
**Voting Against Motion:** None

**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.

*A motion was made to adopt Resolution 2019-12-0094 to approve the lease renewal with Central Metals*

**Moved by:** C. Bruner  
**Seconded by:** C. Chianese

**Voting for Motion:** All  
**Voting Against Motion:** None

**RESOLUTION 2019-12-0095: LEASE RENEWAL CHAMPION SERVICES**

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.

*A motion was made to adopt Resolution 2019-12-0095 to approve the lease renewal with Champion Services*

**Moved by:** R. DeAngelo

**Seconded by:** C. Chianese

**Voting for Motion:** All

**Voting Against Motion:** None

**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 requested 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.

*A motion was made to adopt Resolution 2019-12-0096 to approve the PORTS® funding in the amount of \$78,655.67*

**Moved by:** C. Bruner

**Seconded by:** R. DeAngelo



**Voting for Motion:** All  
**Voting Against Motion:** None

**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 requested 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.

*A motion was made to adopt Resolution 2019-12-0097 to approve the acquisition of two 4wd Ford F-450 trucks equipped with Rugby Dump Bodies, nine foot plows and tow hitches*

**Moved by:** C. Bruner  
**Seconded by:** C. Chianese

**Voting for Motion:** All  
**Voting Against Motion:** None

**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:

	<b>55K Lift Qty: 1</b>	<b>36K Lift Qty: 1</b>	<b>15K Lifts Qty: 3</b>	<b>10K Lifts Qty: 4</b>
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.

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

*A motion was made to adopt Resolution 2019-12-0098 to approve the purchase of Forklifts*

**Moved by:** C. Chianese  
**Seconded by:** C. Bruner

**Voting for Motion:** All  
**Voting Against Motion:** None

**MARKETING COMMITTEE REPORT & PHOENIX/ARTLIP COMMUNICATIONS REPORT**

The report was received and filed.

**PORT SECURITY UPDATE**

Mr. Chuck O'Leary presented the security report. The report was received and filed.

**PAULSBORO MARINE TERMINAL PROJECT UPDATE**

Mr. Dan Bontempo, Stantec Services, presented the update on the Paulsboro Marine Terminal project. The Paulsboro Wharf Phase II Construction shall continue for the next year, with completion anticipated by no later than December 2021. The Spine Road Project is complete and in punch list mode. The water main design work is complete with bidding and construction slated for the first quarter of 2020.

The report was received and filed.

**PUBLIC COMMENTS**

The Chairman asked if there were any public comments.

Hearing none, the Acting Chairman asked for a motion to adjourn the regular session meeting and enter closed session.

*A motion was made to adjourn the Regular Open Meeting.*

**Moved by:** S. Roberts  
**Seconded by:** C. Chianese

**Voting for motion:** All  
**Voting against motion:** None

At 10:31 a.m. the regular open session was adjourned.

Following closed session, the Regular Session was reopened at 10:45 AM.

*A motion was made to adjourn the Regular Open Meeting at 10:45 AM.*

**Moved by:** C. Chianese  
**Seconded by:** R. DeAngelo

**Voting for motion:** All  
**Voting against motion:** None

I certify that this is a true copy of the Minutes of the South Jersey Port Corporation's Regular Open Session of the Board of Director's Meeting held Tuesday, December 10, 2019.

Bruno Cellucci  
Acting Board Secretary