



**SOUTH JERSEY PORT CORPORATION**  
**OFFICIAL BOARD OF DIRECTORS MEETING MINUTES**  
**BROADWAY MARINE TERMINAL**  
**CAMDEN, NEW JERSEY**  
**February 25, 2020**  
**11 a.m.**

<b>Directors Present:</b>	* Richard Alaimo * Chad Bruner * Christopher Chianese * Robert DeAngelo * Joseph Maressa * Sheila Roberts * Carl Styles	Chairman Director ☎ State Treasurer Designee Director ☎ Director ☎ Director Director
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<b>Directors Absent:</b>	Jonathan Gershen Eric Martins	Director Director
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<b>In Attendance:</b>	* Craig Ambrose * Raymond Zane, Esq. * Andrew Saporito * Bruno Cellucci * George Englehardt * Neil Grossman Dan Bontempo Mario Christina * Chuck O'Leary Victoria D'Amico Dennis Culnan, Sr. * Jonathan Atwood Edward Ramsay	Governor's Authorities Unit ☎ General Counsel – Zane & Assoc. Executive Director & CEO Assistant ED/CFO/Acting Board Sec. Facilities Engineer GB Associates – FA Stantec Gloucester County Imp. Authority Security Manager/FSO Senior Administrative Assistant Phoenix Strategies Chief of Staff and External Affairs Salem County
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\* **Present for Closed Session**  
 \* **Present for portion of Closed Session**

**The Acting Board Secretary opened the meeting at 11:00 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 10, 2020, 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 2020, 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 2020. The meeting schedule was also placed on the Port Corporation's website at [www.southjerseyport.com](http://www.southjerseyport.com).

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

*At 11:04 am a motion was made to go into closed session.*

<b>Moved by:</b>	<b>C. Styles</b>
<b>Seconded by:</b>	<b>S. Roberts</b>
<b>Voting for motion:</b>	<b>All</b>
<b>Voting against motion:</b>	<b>None</b>

*At 11:46 am a motion was made to adjourn closed session.*

<b>Moved by:</b>	<b>S. Roberts</b>
<b>Seconded by:</b>	<b>C. Styles</b>
<b>Voting for motion:</b>	<b>All</b>
<b>Voting against motion:</b>	<b>None</b>

*At 11:47 am a motion was made to go into open session.*

<b>Moved by:</b>	<b>S. Roberts</b>
<b>Seconded by:</b>	<b>C. Styles</b>
<b>Voting for motion:</b>	<b>All</b>
<b>Voting against motion:</b>	<b>None</b>

*A motion was made to appoint Michael J. Geraghty of the law firm Sills Cummins & Gross P.C. to represent the South Jersey Port Corporation in the arbitration case with Camden Waterfront Development/Holt over the Broadway Terminal Pier 5 lease.*

**Moved by:** J. Maressa  
**Seconded by:** C. Chianese

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

#### PRESENTATION OF REGULAR MEETING MINUTES – January 28, 2020

The minutes for the South Jersey Port Corporation Board of Directors regular session meeting held on January 28, 2020 were presented for approval.

*A motion was made to approve the January 28, 2020 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:**

#### PRESENTATION OF CLOSED MEETING MINUTES – January 28, 2020

The minutes for the South Jersey Port Corporation Board of Directors closed session meeting held on January 28, 2020 were presented for approval.

*A motion was made to approve the January 28, 2020 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:**

#### OPERATING BILLS

The Operating Unpaid Bill list for the period 1/16/2020 - 2/11/2020 were presented for approval.



*A motion was made to adopt Resolution 2020-02-0013 for the approval of the Operating Unpaid Bill list for the period 1/16/2020 – 2/11/2020.*

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

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

#### **ADVANCE PAYMENT LIST**

The Advance Payment Bill List for the period 1/16/2020 – 2/11/2020 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 2020-02-0014 for the approval of the Advance Payment Bills for the period 1/16/2020 – 2/11/2020.*

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

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

#### **CREDIT LIST**

The Credit List for the period ending February 25, 2020 was presented. The list provides one (1) credit in the amount of \$339.51.

*A motion was made to adopt Resolution 2020-02-0015 for the approval of the Credit List for the period ending February 25, 2020.*

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

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

#### **CHANGE ORDERS**

##### **ABJ SPRINKLER- SHED 2 ROOF EAVE SPRINKLER PIPE REPLACEMENT**

##### ***Change order #1***

Pursuant to the Board's approval for the ongoing Balzano Marine Terminal sprinkler system repairs, staff requested approval to submit a Change Order to an existing and open contract to repair a DCA violation within the eaves of Shed 2. The value of the open contract is approximately \$250,000.00 and the cost of the change order is \$29,000.00. Funding for this project is available in the 2016S Proceeds account. This has been vetted with the financial advisor.

*A motion was made to adopt Resolution 2020-02-0016 for the approval of Change Order #1 to the Balzano Marine Terminal sprinkler system repair project.*

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

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

### **CONSTRUCTION FUND REQUISITIONS**

Staff presented one (1) advance construction fund requisition in the amount of \$121,066.00 and one (1) unpaid construction fund requisition in the amount of \$3,334.68.

*A motion was made to adopt Resolution 2020-02-0017 for the approval of Construction Fund Requisitions for the period ending February 25, 2020 as presented.*

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

**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 January 31, 2020. Net income from operations before interest, depreciation and amortization for the month of January 2020 is \$484,902.00, versus the budget for the same period of \$176,466.62. Year to date net income from operations before interest, depreciation and amortization compared to the actual budget is higher by \$308,435.00 compared to our YTD budget figure of \$176,466.62. Income on investments for the month of January 2020 is \$105,388.73 and the YTD Total is \$105,388.73. 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 and CEO for the South Jersey Port Corporation reported total tonnage for January 2020 of 385,393 short tons which represents a 56% increase over January 2019. Breakbulk tonnage for January 2020 increased 27% over January 2019. Bulk activity for January 2020 reached 170,521 short tons, an increase of 63% compared to January 2019. Exports of recycled metals in January increased 270% compared to January 2019. Our marine terminals handled 23 ships in January 2020 as compared to just 17 ships in January 2019.

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



- Staff met with two solar energy firms as a first step in determining the viability of placing solar panels on the roofs of our buildings. We believe this may be a good way to cover the replacement cost of the roofs and enhance revenue.;
- In February, we hosted senior representatives from Liberty Woods and ThyssenKrupp North America. The discussions were good and revolved around continued use of the Port for their products.;
- As of January 31, 2020, we have accepted the delivery of all nine new fork lifts through the CMAQ grant.;
- The CEO met with the Executive Director of the DRPA on February 10, 2020 to introduce himself and to learn about the DRPA.

**RESOLUTION 2020-02-0018 APPROVAL OF BERTH 4 TOP DECK PAVEMENT REPLACEMENT PROJECT AT BALZANO MARINE TERMINAL**

Staff evaluated proposals from the Pre-Qualified Marine Engineering Community to perform an evaluation of the Berth #4 top-deck pavement replacement project at the Balzano Marine Terminal and to provide for remedial recommendations.

A variety of unknown fill materials was used to construct the in-shore area of the berth and, as a result, the load-bearing integrity is severely degraded and not well understood. Therefore, an investigation of the options for improving the stability for a lasting pavement surface repair is necessary. Funding for this project is available in the 2017A Capital Projects account. This has been vetted with the financial advisor.

Eight (8) Proposals were received and criteria accepted with the following fee submissions:

Urban Engineers	\$ 86,490.00
Advanced Geo-Services	\$ 32,500.00
W.J. Castle & Associates	\$ 55,000.00
WBCM	\$ 67,115.00
Mid-Atlantic Engineers	\$ 44,150.00
Jacobs	\$ 69,455.00
Hudson Engineers	\$ 29,500.00
Aecom	\$ 113,128.00

***A motion was made to approve Resolution 2020-02-0018 to award Hudson Engineers the contract to evaluate the replacement options available to the Port for the Berth 4 Top Deck Pavement Replacement Project at Balzano Marine Terminal.***

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

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

**RESOLUTION 2020-02-0019 APPROVAL OF KOCKS CRANE MODERNIZATION PROJECT**

Per the Board's authorization to request lump-sum quotations for the complete modernization of the Kocks crane's control systems, staff prepared a request for proposal. The RFP resulted in three (3) firms attending the mandatory pre-bid meeting on January 7, 2020. Those firms were Reading Crane & Engineering Company, Reading, PA, ALATAS Americas, Chesapeake, VA, and the JPC Group from Philadelphia, PA.

Reading Crane & Engineering Company was the only respondent with an acceptable bid, within budget, of \$1,434,795.00. Legal Counsel has since reviewed and approved the bid submission. Funding for this project is available in the 2017A Capital Projects account. This has been vetted with the financial advisor.

*A motion was made to approve Resolution 2020-02-0019 to approve the Kocks Crane Modernization Project.*

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

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

**RESOLUTION 2020-02-0020 APPROVAL OF PRE-QUALIFIED ENGINEERING FIRMS TO THE LIST FOR MARINE, CIVIL, CONSTRUCTION MANAGEMENT, GEO-TECHNICAL AND CERTIFIED DIVERS**

Per the Board's annual re-authorization, staff released a Request for Qualifications (RFQ) for Engineering Services for each of the categories of *Civil Engineer; Certified Diver; Construction Management; Geo-technical Engineering Services; and Marine Engineer.*

The RFQ sought qualification proposals from specialized and discipline specific engineering firms in accordance with the terms, conditions, and specifications contained in the RFQ, and to be reviewed and considered pre-qualified for this initial full three (3) year offering to submit cost proposals for future projects.



For this new three (3) year commencement period, a total of 27 engineering firms submitted discipline specific proposals, with three (3) new firms submitting qualifications for review and consideration by the five (5) member review committee:

For the Construction Management category the recommendation is to add the firms of Stantec from Philadelphia, Pa, and TRC from Mt. Laurel, NJ. For the Civil Engineering category, the recommendation is to add the firms of TRC from Mt. Laurel, NJ, and Avakian Engineers from Neptune, NJ. For the Geo-Tech category, the recommendation is to add the Firm of TRC from Mt. Laurel, NJ.

The Board Review Committee evaluated the three new proposals and thus presented the following recommendation to add the three new firms to the total pre-qualified candidate listings through February 28, 2023.

*A motion was made to approve Resolution 2020-02-0020 to approve three new firms to be added to the Pre-Qualified Engineers List.*

<b>Moved by:</b>	<b>R. DeAngelo</b>
<b>Seconded by:</b>	<b>C. Styles</b>

<b>Voting for Motion:</b>	<b>All</b>
<b>Voting Against Motion:</b>	<b>None</b>

**RESOLUTION 2020-02-0021 APPROVAL TO TABLE PHASE II OF THE BROADWAY  
TERMINAL DRY-PIPE FIRE PROTECTION SPRINKLER SYSTEMS  
REPLACEMENT PROJECT**

As previously authorized by the Board, Phase II of the Broadway Terminal Dry-Pipe Fire Protection Sprinkler Systems replacement project was designed, vetted and advertised for buildings A-4, C and N with bid specifications distributed at the mandatory pre-bid conference and site walk on December 12, 2019. Seven (7) contractors were in attendance.

One (1) bid was received from Harring Fire Protection Services Company. Due to the complexity of the arrangement, this Resolution was tabled.

*A motion was made to table Resolution 2020-02-0021.*

<b>Moved by:</b>	<b>C. Chianese</b>
<b>Seconded by:</b>	<b>J. Maressa</b>

<b>Voting for Motion:</b>	<b>All</b>
<b>Voting Against Motion:</b>	<b>None</b>



**RESOLUTION 2020-02-0022 APPROVAL OF BALZANO TERMINAL LED LIGHTING AND EMERGENCY LIGHTING PROJECT**

On December 12, 2019, twelve (12) contractors attended a mandatory Pre-Bid Meeting for the re-bid of the Balzano Terminal LED Lighting retrofit, and for the installation of new LED Emergency Lighting throughout the existing 10 warehouse buildings at the Balzano Terminal. The project consists of the demolition of the few remaining incandescent, fluorescent, and HID lighting fixtures for the complete retrofit installation of LED Warehouse Lighting, install LED Emergency Lighting in all ten warehouses.

The entire project and new fixture installation requires a comprehensive component review and photometric evaluation for DCA Code compliance and permit acceptance. An appreciable enhancement is that the new components will also qualify for available energy incentives, further reducing the Port's initial financial outlay. This is in conjunction with reduced energy consumption and will significantly lower overall maintenance costs.

Sealed Proposals were received on January 14, 2020, with six (6) contractor submissions received. The two lowest proposals were all reviewed by the design engineer, legal counsel, and staff for bid compliance and bid acceptance, and ranged in price from a high of \$748,460.00, to a low of \$565,999.00. Funding for this project is available in the 2017A Capital Projects account. This has been vetted with the financial advisor.

*A motion was made to approve Resolution 2020-02-0022 to approve the Balzano Terminal LED Lighting and Emergency Lighting Project*

<b>Moved by:</b>	<b>C. Styles</b>
<b>Seconded by:</b>	<b>S. Roberts</b>
<b>Voting for Motion:</b>	<b>All</b>
<b>Voting Against Motion:</b>	<b>None</b>

**RESOLUTION 2020-02-0023 APPROVAL OF LEASE RENEWAL WITH TRI-STATE BULK HANDLING**

Tri-State Bulk Handling, Inc. has requested the Port's consideration for granting a new Lease. A two (2) year renewal offering was presented to the Tenant for consideration to renew their five (5) parcel Leasehold.

As presented, the annual revenue income will increase \$12,118 to \$55,018.00, which includes the annual CPI pricing adjustment, and is due on each successive renewal anniversary date.

*A motion was made to approve Resolution 2020-02-0023 to approve the Lease with Tri-State Bulk Handling*

<b>Moved by:</b>	<b>C. Chianese</b>
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**Seconded by:****C. Styles****Voting for Motion:****All****Voting Against Motion:****None****INFORMATION ITEM – PLANNING CONSULTANT**

A successful, modern port facility plans for the long-term, anticipates future capacity and growth, and efficiently brings together complex technologies, diverse operations, and multiagency coordination for future market opportunities.

South Jersey Port Corporation (SJPC) envisions the role of Planning Consultant to provide strategic planning guidance and assistance and to act as program manager on port requested multi-functional studies. This role is critical to integrating services that support port infrastructure and encompasses all facets of strategic planning and development—including land-use planning and design, economic impact, construction services, and multi-project management to achieve optimal port planning and development success. The Consultant should also have experience performing market analysis based on cargo type and industry trends.

It is Staff's intent to issue an RFP to hire a Planning Consultant.

**INFORMATION ITEM – EMERGENCY ELECTRICAL REPAIRS**

On February 6, 2020, it was discovered that one (1) of the two (2) High Voltage Electric Circuit Breakers supplying 26KV to the Broadway Terminal was found to be emitting a "tracking" noise along with the odor detection of ozone. PSE&G was called to investigate and found the breaker to be in a serious pre-fault condition, and prudently isolated the affected incoming high voltage circuit for further inspection.

The substation is owned by SJPC, so the decision was made to contact the breaker manufacturer, Schneider Electric, for removal and further investigation. The breaker was subsequently removed and transported by Schneider Electric to East Haven, CT, where it was determined that it could be refurbished, but this style of HV Circuit Breaker is specific to the sub-station equipment design and is no longer available.

Due to the age and suspected condition of this equipment, and to avoid potential catastrophic consequences, it was recommended and decided to refurbish the other breaker when the original and refurbished breaker is re-installed with a combined Schneider & PSE&G anticipated and total budget cost not to exceed \$100,000.00.

**INFORMATION ITEM – ACQUISITION OF TWO NEW PORT VEHICLES**

Staff intends to purchase two (2) new vehicles, a Chevrolet Malibu sedan and a Chevrolet Express cargo van.

The Malibu will cost approximately \$18,000 and the Express will cost approximately \$28,000, for an approximate total of \$46,000. The purchase will be made through the State of New Jersey Cooperative Purchasing Program.



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.

### **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 water main design is wrapping up and has an estimated budget of \$7,500,000.00. The wharf construction for phase II shall continue with completion anticipated by August 2021. The construction is proceeding without issue and our insurance claims continue to be very low.

The report was received and filed.

### **PUBLIC COMMENTS**

The Chairman asked if there were any public comments.

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

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

<b>Moved by:</b>	<b>C. Styles</b>
<b>Seconded by:</b>	<b>S. Roberts</b>

<b>Voting for motion:</b>	<b>All</b>
<b>Voting against motion:</b>	<b>None</b>

At 1:10 p.m. the regular open session was adjourned.

Following closed session, the Regular Session was reopened at 1:54 p.m.

*A motion was made to adjourn the Regular Open Meeting at 1:55 p.m.*

<b>Moved by:</b>	<b>C. Chianese</b>
<b>Seconded by:</b>	<b>C. Styles</b>

<b>Voting for motion:</b>	<b>All</b>
<b>Voting against motion:</b>	<b>None</b>

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, February 25, 2020.

A handwritten signature in blue ink, appearing to read 'Bruno Cellucci', with a large, stylized flourish extending from the end of the signature.

Bruno Cellucci  
Acting Board Secretary

