



**SOUTH JERSEY PORT CORPORATION**  
**OFFICIAL BOARD OF DIRECTORS MEETING MINUTES**  
**BROADWAY MARINE TERMINAL**  
**CAMDEN, NEW JERSEY**  
**March 31, 2020**  
**12:30 p.m.**

<b>Directors Present:</b>	Richard Alaimo	Chairman ☎
	Chad Bruner	Director ☎
	Robert Tighue	State Treasurer Designee ☎
	Robert DeAngelo	Director ☎
	Joseph Maressa	Director ☎
	Sheila Roberts	Director ☎
	Carl Styles	Director ☎
	William Higgins	Director ☎
	Jonathan Gershen	Director ☎
	Eric Martins	Director ☎

**Directors Absent:**

<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/ActingBoardSec
	Neil Grossman	GB Associates – FA ☎
	Chuck O'Leary	Security Manager/FSO
	Jonathan Atwood	Chief of Staff & External Affairs

**The Acting Board Secretary opened the meeting at 12:30 p.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.](#)

#### **PRESENTATION OF REGULAR MEETING MINUTES – February 25, 2020**

The minutes for the South Jersey Port Corporation Board of Directors regular session meeting held on February 25, 2020 were presented for approval.

*A motion was made to approve the February 25, 2020 Board of Directors Regular Open Session Meeting Minutes as presented.*

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

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

#### **PRESENTATION OF CLOSED MEETING MINUTES – February 25, 2020**

The minutes for the South Jersey Port Corporation Board of Directors closed session meeting held on February 25, 2020 were presented for approval.

*A motion was made to approve the February 25, 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:** J. Maressa  
**Seconded by:** C. Bruner

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

**OPERATING BILLS**

The Operating Unpaid Bill list for the period 2/12/2020 - 3/16/2020 was presented for approval.

*A motion was made to adopt Resolution 2020-03-0024 for the approval of the Operating Unpaid Bill list for the period 2/12/2020 –3/16/2020.*

**Moved by:** R. DeAngelo  
**Seconded by:** S. Roberts

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

**ADVANCE PAYMENT LIST**

The Advance Payment Bill List for the period 2/12/2020 – 3/16/2020 was presented for approval. The AMEX statement was reviewed by the Audit Committee and will be signed by the Chairman at a future date after the COVID-19 Pandemic.

*A motion was made to adopt Resolution 2020-03-0025 for the approval of the Advance Payment Bills for the period 2/12/2020 – 3/16/2020.*

**Moved by:** J. Maressa  
**Seconded by:** R. DeAngelo

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

**CREDIT LIST**

There is no Credit List for the month of March.

**CHANGE ORDERS**

There are no Change Orders for the month of March.

**CONSTRUCTION FUND REQUISITIONS**

Staff presented one (1) advance construction fund requisition in the amount of \$1,013,739.70 and five (5) unpaid construction fund requisitions in the amount of \$10,152,293.08.

*A motion was made to adopt Resolution 2020-03-0026 for the approval of Construction Fund Requisitions for the period ending March 31, 2020 as presented.*

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

**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 February 29, 2020. Net income from operations before interest, depreciation and amortization for the month of February 2020 is \$238,716.00, 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 \$335,558.00 compared to our YTD budget figure of \$352,933.24. Income on investments for the month of February 2020 is \$119,247.68 and the YTD Total is \$224,636.41. 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 February 2020 of 258,497 short tons which represents a 31.7% increase over February 2019. Scrap, cement and sand are up compared to last year. On a year-to-date basis we are higher by one ship as compared to this same period in 2019. Cocoa has rebounded strongly. We have serviced three (3) cocoa ships so far and are planning for two (2) more for a total of 40,000 metric tons moving through the Port this season.

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

- The CEO attended the Cocoa Merchants Association of America (CMAA) annual Board of Directors meeting and reception in New York City.
- We have held a few meetings with the Columbia Group to discuss the feasibility of adding the Balzano Terminal to a barge rotation that currently services Norfolk, VA, Baltimore, MD and Philadelphia, PA.
- John Lawrie is a new Port customer that has leased the former Liedtka property on Broadway. This new piece of business will provide us with work year round.
- TATA has undergone some staff restructuring and the CEO has met with TATA's current representative a couple of times over the past few months. TATA values its relationship with SJPC and continues to use the level of service it receives here at SJPC as the benchmark for other Ports. TATA had been working with the previous Executive Director to develop a Service Contract which we had our Maritime Counsel review. Based on counsel's recommendation, we sent a proposed revised agreement back to TATA. We will have further discussions with TATA next month regarding the agreement and the Board will be apprised of developments.
- We continued to have discussions over the past month with Orsted, Siemens-Gamesa and EEW about potential locations in South Jersey to support the Offshore Wind initiative. Discussion have since slowed since there is no travel between Europe and the US.
- COVID-19: the Board was updated on March 23, 2020 as to the measures we have taken to protect our employees. We continue to implement more work from home assignments where possible and have increased cleaning and sanitizing of employee work areas and visitor check-in areas through the use of an outside cleaning contractor in addition to in-house staff. The Port continues to do good despite the ongoing Pandemic.

At the conclusion of the Executive Director’s report, Director William Higgins was sworn-in by Raymond Zane, General Counsel of the South Jersey Board Corporation.

**RESOLUTION 2020-03-0027 APPROVAL TO EXECUTE LEASE AGREEMENT WITH JOHN LAWRIE, INC., HOUSTON, TEXAS**

Staff is requesting Board approval to lease the former Liedtka Property, 1535 Broadway, Camden, NJ, to John Lawrie Incorporated (John Lawrie) from Houston, Texas, for an initial three (3) year term lease with an option for an additional two (2) years effective May 1, 2020. John Lawrie will have a one-time option to terminate the lease after one year in the event the premises are not suitable for its permitted use. The site will be used for the storage and distribution of various sizes of metal pipe. The tenant will import pipe through the Port of Camden as well as by container for distribution to its customers.

John Lawrie will lease approximately 5.753 acres (250,600 sq. ft.), which includes 225,400 sq. ft. of open area, a garage totaling 4,000 sq. ft., with an option to lease a warehouse building with associate office space totaling 21,200 sq. ft. during year one of the agreement.

The tenant will pay \$222,864 the first year in rent, \$18,572.00 per month. The rent for open area and the garage will escalate annually based on CPI.

If John Lawrie exercises the option for the warehouse, the rent for the warehouse will follow the schedule below and will increase on May 1st of each year:

Year	Annual	Monthly
1	73,500	6,125.00
2	86,520	7,210.00
3	89,115	7,426.00
4	91,789	7,649.00
5	94,542	7,878.00

*A motion was made to approve Resolution 2020-03-0027 to approve the Lease Agreement with John Lawrie, Inc., Houston, Texas.*

<b>Moved by:</b>	<b>R. DeAngelo</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 2020-03-0028 APPROVAL OF ANNUAL SCI SUPPORT FOR SERVICES**

The Seamen’s Church Institute (SCI) provides services to seafarers who visit the ports along the Delaware River, including SJPC’s facilities. SCI visits every ship that calls both the Balzano Marine Terminal and the Broadway Terminal. Those services include hospitality, transportation, telephone, computer, spiritual, and many other necessary and vital services. SCI has requested

\$8,000 for services rendered at our terminals. This is the same amount as SJPC contributed last year.

*A motion was made to approve Resolution 2020-03-0028 to approve the Annual payment to SCI in the amount requested.*

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

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

**RESOLUTION 2020-03-0029 APPROVAL TO ISSUE AN RFP FOR BALZANO MARINE TERMINAL FENDER PILE REPAIR**

At the conclusion of the dredging activities in 2019, a vessel-borne dive inspection was conducted at all of the Balzano Terminal berths: #2, #3, #4, and #4 extension.

The inspected area entailed observations from the ordinance rail to the mud line, and found an estimated 251 crushed, damaged, or missing fender piles, an estimated nine (9) damaged or missing arch fenders, and many of the assorted attachments and cabling structure being damaged or missing. It is also suspected that the condition of the four known storm sewer ‘duck-bill’ flapper intrusion devices to be defective due to ongoing flooding during some high tide cycles.

Subsequently, and following the guidelines in accordance with the ASCE Waterfront Facilities inspection Manual No. 130, the overall Berthing Facilities Condition as observed and recorded noted a “Major” to “Severe” damage assessment, and indicated a rating of “Poor” in accordance with ASCE’s Condition Assessment Rating System.

*A motion was made to approve Resolution 2020-03-0029 to approve the solicitation of an RFP to repair and/or replace the assessed and necessary damaged or missing berthing components noting a preliminary analysis and cost estimate of approximately \$1,400,000.00.*

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

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

**RESOLUTION 2020-03-0030 APPROVAL TO ISSUE AND RFP TO COMPLETE THE HOLTEC/CWD SITE REMEDIATION PLAN**

As part of the Holtec /CWD Site Remediation Plan, the South Jersey Port Corporation has an obligation to pave approximately 23,000 sq. ft. of open area at Pier 5. The pavement in this area has deteriorated and needs to be replaced. Estimated costs to complete this repaving remediation were conservatively estimated at approximately \$96,000.00, dependent on the probability for some required milling work and pricing escalation.

*A motion was made to approve Resolution 2020-03-0030 to issue an RFP to complete the work as part of the site remediation plan.*

**Moved by:** J. Maressa  
**Seconded by:** S. Roberts

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

**RESOLUTION 2020-03-0031 APPROVAL TO AWARD THE CONTRACT FOR PIER ONE SINKHOLE REPAIR**

Pursuant to the Board’s authorization to request quotations for contractor services for the Pier 1 sinkhole repairs, nine (9) contractors attended a mandatory pre-bid meeting with six (6) bids received for consideration. Proposals received ranged in price from a high of \$678,400.00, to the lowest at \$153,616.00.

Mount Construction	\$678,400.00
D’Angelo Bros.	\$567,575.00
Atlantic Sub-Sea	\$391,108.00
JPC Group	\$390,000.00
Kyle Conti Construction	\$275,730.00
GWP Construction Services	\$153,616.00

Staff, along with the project Engineer, Legal Counsel, and our Insurance Broker, Conner Strong & Buckelew, reviewed the two lowest Proposals (\$153,616.00 and \$275,730.00) for compliance. The lowest bidder was found to be technically and legally compliant. Funding for this project is available in the 2017A Capital Projects account.

*A motion was made to approve Resolution 2020-03-0031 to approve awarding this contract to GWP Asphalt and Construction Services from Franklinville, NJ in the amount of \$153,616.00.*

**Moved by:** J. Maressa  
**Seconded by:** R. DeAngelo

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

**RESOLUTION 2020-03-0032 APPROVAL TO AWARD THE BROADWAY  
SUBSTATION RFP**

Four (4) bids were received on February 20th, for the Broadway High Voltage Electrical Sub-Station Maintenance RFP.

Representatives from 10 electrical contractors attended the mandatory pre-bid meeting on February 6, 2020.

A lump sum ‘Weekend’ labor and equipment price submission was requested, as well as an additional and separate time and equipment hourly rate for emergency ‘On Call’ high voltage repair work.

Proposals received for the sub-station maintenance base submission were respectively:

\$49,382.00 - EPST Technologies

\$32,810.00 - Eastern High Voltage

\$29,554.00 - ENERGEN Test

\$26,505.00 - NCE Electric Co.

The budgeted cost for this contractor labor and equipment to perform this weekend maintenance work is \$56,000.00. Funding for this project is available in the 2017A Capital Projects account.

*A motion was made to approve Resolution 2020-03-0032 to approve awarding the contract to North Central Electric in the amount of \$26,505.00.*

**Moved by:** J. Maressa  
**Seconded by:** S. Roberts

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

**RESOLUTION 2020-03-0033 APPROVAL OF PHASE II OF THE BROADWAY  
TERMINAL DRY-PIPE FIRE PROTECTION SPRINKLER SYSTEMS  
REPLACEMENT PROJECT**

Per the Board’s prior authorization, 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 down held in the Broadway Terminal Board Room on December 12, 2019 @ 1:00 PM.

Seven (7) contractors were in attendance and each paid \$75.00 for the complete set of plans and specifications with proposals due on January 14, 2020 @ 3:30 PM.

Only one (1) bid was received, from Haring Fire Protection Services Co., for \$926,852.00.

The bid received was from the previously hired contractor and within the anticipated and budgeted costs of \$1,500,00.00. Funding for this project is available in the 2016S Proceeds account.

*A motion was made to approve Resolution 2020-03-0033 to award Haring Fire Protection Services Co. Phase II of the Broadway Fire Sprinkler Replacement Project*

<b>Moved by:</b>	<b>R. DeAngelo</b>
<b>Seconded by:</b>	<b>C. Bruner</b>
<b>Voting for Motion:</b>	<b>All</b>
<b>Voting Against Motion:</b>	<b>None</b>

**INFORMATION ITEM – NJDOT FY 2020 RAIL FREIGHT ASSISTANCE PROGRAM FOR BALZANO MARINE TERMINAL**

South Jersey Port Corporation has been awarded a grant of \$6,010,650.00 from the New Jersey Department of Transportation’s (NJDOT’s) FY 2020 Rail Freight Assistance Program (RFAP) for the Balzano Marine Terminal Rail Improvements project. NJDOT believes the successful completion of this project will help achieve their goal of providing assistance to New Jersey’s freight railroads for improvements to and the preservation of its rail transportation network. These improvements will allow us to provide safer and improved service to our customers who rely on rail as an integral part their supply chain

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

The report was received and filed.

**PORT SECURITY UPDATE**

Nothing to report.

**PAULSBORO MARINE TERMINAL PROJECT UPDATE**

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.*

**Moved by:** S. Roberts  
**Seconded by:** R. DeAngelo

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

At 1:11 p.m. the regular open session was adjourned.

Following closed session, the Regular Session was reopened at 1:23 p.m.

*A motion was made to adjourn the Regular Open Meeting at 1:24 p.m.*

**Moved by:** S. Roberts  
**Seconded by:** J. Maressa

**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, March 31, 2020.

Bruno Cellucci  
Acting Board Secretary