



**SOUTH JERSEY PORT CORPORATION**  
**OFFICIAL BOARD OF DIRECTORS MEETING MINUTES**  
**TELECONFERENCE**  
**CAMDEN, NEW JERSEY**  
**April 28, 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 ☎

<b>Directors Absent:</b>	Eric Martins	Director
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<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
	George Englehardt	Facilities Engineer ☎

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.

Roll call was taken and recorded. [PLEDGE OF ALLEGIANCE RECITED.](#)

**PRESENTATION OF REGULAR MEETING MINUTES – March 31, 2020**

The minutes for the South Jersey Port Corporation Board of Directors regular session meeting held on March 31, 2020 were presented for approval.

*A motion was made to approve the March 31, 2020 Board of Directors Regular Open Session Meeting Minutes as presented.*

<b>Moved by:</b>	<b>C. Bruner</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>
<b>Abstaining:</b>	<b>None</b>

**PRESENTATION OF CLOSED MEETING MINUTES – March 31, 2020**

The minutes for the South Jersey Port Corporation Board of Directors closed session meeting held on March 31, 2020 were presented for approval.

*A motion was made to approve the March 31, 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.*

<b>Moved by:</b>	<b>C. Bruner</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>
<b>Abstaining:</b>	<b>None</b>

**OPERATING BILLS**

The Operating Unpaid Bill list for the period 3/16/2020 - 4/13/2020 was presented for approval.

*A motion was made to adopt Resolution 2020-04-0035 for the approval of the Operating Unpaid Bill list for the period 3/16/2020 –4/13/2020.*

<b>Moved by:</b>	<b>J. Gershen</b>
<b>Seconded by:</b>	<b>R. DeAngelo</b>
<b>Voting for motion:</b>	<b>All</b>
<b>Voting against motion:</b>	<b>None</b>

**ADVANCE PAYMENT LIST**

The Advance Payment Bill List for the period 3/16/2020 – 4/13/2020 was presented for approval.

*A motion was made to adopt Resolution 2020-04-0036 for the approval of the Advance Payment Bills for the period 3/16/2020 – 4/13/2020.*

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

**CREDIT LIST**

The Credit List for the period ending April 28, 2020 was presented. The list provides one (1) credit in the amount of \$55.43.

*A motion was made to adopt Resolution 2020-04-0037 for the approval of the Credit List for the period ending April 28, 2020.*

<b>Moved by:</b>	<b>J. Gershen</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>

**CHANGE ORDERS**

There are no Change Orders for the month of April.

**CONSTRUCTION FUND REQUISITIONS**

Staff presented one (1) unpaid construction fund requisition in the amount of \$10,000,000.00.

*A motion was made to adopt Resolution 2020-04-0038 for the approval of Construction Fund Requisitions for the period ending April 28, 2020 as presented.*

<b>Moved by:</b>	<b>C. Bruner</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>

**TREASURER'S REPORT**

The Assistant Executive Director / CFO presented the Treasurer's Report for the period ending March 31, 2020. Net income from operations before interest, depreciation and amortization for the month of March 2020 is \$216,050.00, 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 \$369,081.00 compared to our YTD budget figure of \$529,399.86. Income on investments for the month of March 2020 is \$101,212.70 and the YTD total is \$325,849.11. 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 March 2020 of 337,186 short tons which represents a 21% decrease compared to March 2019. Year to date tonnage through March totaled 981,076 short tons, a 9% decrease compared to the same period in 2019. Scrap, cement, sand, cocoa and wood products are up.

The Executive Director also updated the Board on the many steps and measures the Port has taken in response to COVID-19 to protect our employees. We continue to implement more work from home assignments. All work areas have been fogged and we 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. We have spared no expense to keep the Port in full operation and all employees, visitors and other stakeholders safe. The Port continues to do well despite the ongoing Pandemic.

The Executive Director reported that steel is down due to global automobile production shutdowns. Overall demand for steel is weakening due to COVID-19. As a result, there is a massive oversupply of steel on the market.

**RESOLUTION 2020-04-0039: APPROVAL TO ISSUE AND RFP FOR DESIGN SERVICES TO REPLACE THE BALZANO SECURITY PERIMETER PROTECTION**

The security perimeter protection at the Balzano Terminal is in very poor condition and is in need of replacement per US Coast Guard (USCG) regulations. The design services include one project for replacement of 2,400 linear feet of perimeter security fence, and a second project for replacement of 1,120 linear feet of security fence with a strengthened barrier type security perimeter protection, including two (2) 60' openings for security gates to adequately secure the Balzano Marine Terminal in accordance with USCG Port Security regulations and guidelines. Estimated costs to complete this project are approximately \$900,000.00. SJPC was awarded \$647,172.00 through a Department of Homeland Security 2019 Port Security Grant. The remaining costs will be funded through the 2017A Capital Projects account.

*A motion was made to approve Resolution 2020-04-0039 to approve the RFP for design services to replace the Balzano Security Perimeter Protection.*

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

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

**RESOLUTION 2020-04-0040: APPROVAL TO SOLICIT A QUOTE FROM OUR PRE QUALIFIED ENGINEERS FOR AN RFP FOR A SOLAR LEASE**

The Port has a few buildings that require significant repairs to their roofs. Additionally, the Port has continued to be an advocate of and participant in environmentally sustainable programs. In anticipation of the New Jersey Board of Public Utilities (BPU) enhancing the Clean Energy Community Solar Programs, the Port has been exploring various opportunities for the installation of solar panels on available building roofs at the Broadway and Balzano Terminals. Given the current need to replace some roofs at the Broadway Terminal, our preliminary focus will be on Broadway.

Based on discussions with a few outside firms, staff believes that a solar lease would provide the Port with a new source of revenue by leasing the individual rooftops to a solar energy firm. In exchange, the Port would expect the solar company, at their expense, to install brand new roofs before installing the solar panels.

*A motion was made to approve Resolution 2020-04-0040 to approve the solicitation of a quote from our pre-qualified engineers for an RFP for a Solar Lease.*

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

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

**INFORMATION ITEMS**

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

The report was received and filed.

**PORT SECURITY UPDATE**

Nothing to report.

**PAULSBORO MARINE TERMINAL PROJECT UPDATE**

Nothing to report.

**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 12:49 p.m. the regular open session was adjourned.

Following closed session, the Regular Session was reopened at 1:10 p.m.

*A motion was made to adjourn the Regular Open Meeting at 1:11 p.m.*

**Moved by:** R. DeAngelo  
**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, April 28, 2020.

Bruno Cellucci  
Acting Board Secretary