



**SOUTH JERSEY PORT CORPORATION**  
**OFFICIAL BOARD OF DIRECTORS MEETING MINUTES**  
**TELECONFERENCE**  
**CAMDEN, NEW JERSEY**  
**June 16, 2020**  
**12:30 p.m.**

**Directors Present:**

Richard Alaimo  
Chad Bruner  
Robert Tighue  
Robert DeAngelo  
Joseph Maressa  
Sheila Roberts  
Carl Styles  
William Higgins  
Jonathan Gershen  
Eric Martins

Chairman 📞  
Director 📞  
State Treasurer Designee 📞  
Director 📞  
Director 📞  
Director 📞  
Director 📞  
Director 📞  
Director 📞  
Director 📞

**Directors Absent:**

**In Attendance:**

Craig Ambrose  
Raymond Zane, Esq.  
Andrew Saporito  
Bruno Cellucci  
Neil Grossman  
Chuck O’Leary  
Jonathan Atwood  
George Englehardt

Governor’s Authorities Unit 📞  
General Counsel– Zane & Assoc. 📞  
Executive Director & CEO  
AssistantED/CFO/ActingBoardSec  
GB Associates – FA 📞  
Security Manager/FSO 📞  
Chief of Staff & External Affairs  
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 – April 28, 2020**

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

*A motion was made to approve the April 28, 2020 Board of Directors Regular Open Session Meeting Minutes as presented.*

<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>
<b>Abstaining:</b>	<b>None</b>

**PRESENTATION OF CLOSED MEETING MINUTES – April 28, 2020**

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

*A motion was made to approve the April 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.*

<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>
<b>Abstaining:</b>	<b>None</b>

**OPERATING BILLS**

The Operating Unpaid Bill list for the period 4/14/2020 -5/28/2020 was presented for approval.

*A motion was made to adopt Resolution 2020-06-0041 for the approval of the Operating Unpaid Bill list for the period 4/14/2020 –5/28/2020.*

<b>Moved by:</b>	<b>J. Maressa</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 4/14/2020 – 5/28/2020 was presented for approval.

*A motion was made to adopt Resolution 2020-06-0042 for the approval of the Advance Payment Bills for the period 4/14/2020 – 5/28/2020.*

<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>

**CREDIT LIST**

The Credit List for the period ending June 16, 2020 was presented. The list provides for three (3) credits in the total amount of \$40,604.30.

*A motion was made to adopt Resolution 2020-06-0043 for the approval of the Credit List for the period ending June 16, 2020.*

<b>Moved by:</b>	<b>W. Higgins</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>

**CHANGE ORDERS**

There are no Change Orders for the month of June.

**CONSTRUCTION FUND REQUISITIONS**

Staff presented one (1) advance construction fund requisition in the amount of \$502,178.25 and three (3) unpaid construction fund requisitions in the amount of \$630,275.81.

*A motion was made to adopt Resolution 2020-06-0044 for the approval of Construction Fund Requisitions for the period ending June 16, 2020 as presented.*

**Moved by:** J. Maressa  
**Seconded by:** J. Gershen

**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 April 30, 2020. Net income from operations before interest, depreciation and amortization for the month of April 2020 is \$191,747.00, 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 \$314,535.00 compared to our YTD budget figure of \$705,866.48. Income on investments for the month of April 2020 is \$46,373.10 and the YTD total is \$372,222.21. The accounts receivable aging reports, which include tenant and trade customers, were 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 April 2020 was 227,200 short tons which represents a 33% decrease compared to April 2019. Year to date tonnage through April totaled 1,208,276 short tons, a 15% decrease compared to the same period in 2019. Steel overall is down 36%. Overall breakbulk cargo is down 33%. Cocoa beans and wood products both continue to be positive. Recycled metals are 18% ahead of 2019 YTD. Imported cement YTD increased 44% compared to 2019.

All SJPC terminals handled 13 ships in April 2020, down from 26 ships in April 2019. On a YTD basis, the Port handled 74 ships, compared to 89 YTD 2019.

The Executive Director also provided an economic context summary to the Board with plans to provide this summary on a monthly basis. All ports are experiencing the same impacts from COVID-19. We are increasing business and are aggressively seeking new business.

Director Roberts asked a variety of questions about cargo statistics, the COVID-19 situation and business activity in general. Answers were provided and a discussion occurred between the Board and staff as to how the Port is successfully managing and responding to the current business climate. The Executive Director stated that he is planning to provide the Board with cargo reports on a recurring basis.

The Executive Director also updated the Board on the below topics as well:

### **COVID-19 Update**

Two of the three SJPC employees who contracted the virus have returned to work. The third employee is still in the Hospital but, constantly improving. Three (3) DRS employees tested positive for the virus. SJPC employees who may have been in contact with the DRS employees have been tested and we are pleased to report that the SJPC employees' tests came back negative.

On June 5<sup>th</sup> the Port received 8,000 cloth masks from MARAD and FEMA which we are distributing to our employees and port tenants. We are also making preparations for our office employees to return to work by reconfiguring work areas and installing partitions to separate workers. We plan on bringing office employees back on a staggered basis in early July. The Port has also purchased a Temperature Monitoring Kiosk which will replace the contract service currently conducting morning temperature scans at the Balzano Terminal.

Additionally we have purchased tables with glass shields for our employee breakrooms to provide social distancing for employees when they take daily breaks.

### **Offshore Wind**

It is our understanding that a Letter of Intent has been signed for approximately 30 acres at the Paulsboro Marine Terminal for a manufacturing facility to support Offshore Wind projects. We will share additional information with the Board as we receive it.

### **Camden Container Barge Service**

We continue to work on the development of a container barge service into the Balzano Terminal. Over the past month, we were able to identify inbound and outbound cargo to support the weekly service. We continue to work on the overall financial analysis of this potential new business activity.

### **NJ DEP Volkswagen Funding Opportunity**

We plan to submit a grant application for the replacement of gas powered equipment at the Broadway Terminal with new electric models. If approved, this will reduce the overall emissions that the gas powered machines generate. We have designated the Broadway Terminal as a test facility and have developed a phased approach to replace the equipment. The Grant Package is due on June 22<sup>nd</sup>.

### **Community Service**

On June 10<sup>th</sup> and June 15<sup>th</sup> SJPC staff volunteered to help package and distribute food and diapers at the Heart of Camden in conjunction with the Hearty Writers. We also donated 500 face masks to the organization for distribution. We will continue to seek opportunities to assist and work with the local community and our neighbors.

**RESOLUTION 2020-06-0045: APPROVAL OF AMENDMENT #4 WITH EPORTATION FOR THE PASS & STOW BARCODE CARGOO TRACKING SYSTEM**

Staff presented addendum number four (4) to the agreement with ePortation for the Pass & Stow Barcode Cargo Tracking System. The amendment would extend the current annual rate for the system and services through June 15, 2021 at the current rate of \$155,352.68 per annum. The system provides real-time cargo data to principal cargo customers to support their necessary logistics data. The addendum has been reviewed by General Counsel and the expense has been budgeted in the Operating Budget. This service will go out for RFP next year.

*A motion was made to approve Resolution 2020-06-0045 to approve the one year extension for the ePortation Pass & Stow barcode Cargo Tracking System.*

<b>Moved by:</b>	<b>R. DeAngelo</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 2020-06-0046: APPROVAL TO SOLICIT AN RFP FOR A ROOFING CONTRACTOR TO SPRAY A RUBBERIZED MEMBRANE COATING ON THE ROOFS OF THE BROADWAY TERMINAL “C” AND “P” BUILDINGS AND THE BALZANO TERMINAL MAINTENANCE GARAGE**

Staff requested Board authorization to solicit an RFP for a roofing contractor to spray a rubberized membrane coating on the roofs of the Broadway Terminal "C" and "P" buildings, and the Balzano Terminal's Maintenance Garage, totaling approximately 70,000 square feet.

The roofs of both of these buildings have exceeded their anticipated life cycle. The rubberized spray is intended to mitigate the roofing material degradation and stop the water leaks while protecting the stored plywood cargo with "C" Building from potential damage at a considerably lower cost than a new roof, which we hope to be part of the solar lease program proposals.

The total estimated cost for both structures is approximately \$150,000.00. Funding for this project is available in the 2017A Capital Projects account.

*A motion was made to approve Resolution 2020-06-0046 to approve the solicitation of an RFP for a roofing contractor to spray a rubberized membrane coating on the roofs of the Broadway Terminal “C” and “P” buildings and the Balzano Terminal maintenance garage.*

<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 2020-06-0047: APPROVAL TO ISSUE AN RFP FOR DESIGN SERVICES TO INSPECT MARINE WATERFRONT STRUCTURES AT BALZANO AND BROADWAY TERMINALS**

Staff requested Board authorization to issue an RFP to the Marine Engineer list of prequalified design firms to perform condition survey inspections of the waterfront structures at Balzano Berths 2, 3, 4 and 4 Extension, and Broadway Terminal Piers 1, 1A and 5.

The marine waterfront structures at the Balzano and Broadway Marine Terminals include piers, berths and bulkhead wall structures, all of which should be inspected on a three-year basis. These structures are impacted by ship berthing, river debris, and general deterioration due to weather and aging of the structures. Inspections of the underside and along the outside face of the structures, both above and below the waterline, will reveal any structural deficiencies that may need to be address either on an immediate or priority basis. Estimated costs to complete the condition survey inspections and develop the reports are approximately \$100,000.00. The last condition survey inspections at the Balzano Terminal were performed in 2016.

*A motion was made to approve Resolution 2020-06-0047 to approve the issuing an RFP to the Marine Engineer list of Prequalified design firms to perform condition survey inspections and provide of marine waterfront structures at Balzano and Broadway Terminals.*

<b>Moved by:</b>	<b>R. DeAngelo</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 2020-06-0048: APPROVAL TO SOLICIT AN RFP FOR THE PURCHASE AND INSTALLATION OF NEW SECURITY BOOTHS AT THE BALZANO AND BROADWAY TERMINALS**

Staff requested Board authorization to solicit an RFP for the purchase and installation of new security booths at the Balzano and Broadway terminals.

In light of the COVID-19 coronavirus pandemic, South Jersey Port Corporation (SJPC) staff has taken numerous measures to ensure the safety of our employees, customers, and tenants. Recent guidance from the CDC indicates that the likelihood of contracting the virus is directly related to degree and length of exposure, particularly in enclosed areas. The current guard booths at both the Balzano and Broadway terminals do not allow for proper social distancing requirements, and the guard booth at Balzano is in dire need of replacement.

The new booths would securely separate the guards, ensuring proper social distancing, in addition to modernizing the booths with necessary technology access.

The budget for this project would not exceed \$125,000.00. Funding for this project is available in 2017A Capital Projects account.

*A motion was made to approve Resolution 2020-06-0048 to approve the solicitation of an RFP for the purchase and installation of new security booths at the Balzano and Broadway Terminals*

**Moved by:** R. DeAngelo  
**Seconded by:** W. Higgins

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

**RESOLUTION 2020-06-0049: APPROVAL TO ISSUE AN RFP TO SECURE PIER AND BERTH DREDGING, MAINTENANCE REPAIR, AND CONSTRUCTION PERMITTING INCLUDING ASSOCIATED ENGINEERING DESIGN SERVICES REQUIRED FOR GRANT FUNDING CONSIDERSTION AT THE BALZANO, BROADWAY AND SALEM TERMINALS**

Staff requested Board approval to issue an RFP to the Pre-Qualified Marine Engineering community to provide for engineering services to secure the riparian permitting for the necessary dredging, maintenance repairs, and construction, at the Balzano Terminal Berths 1, 2, 3, 4 and Berth 4 extension; Broadway Terminal Piers 1, 1A and 5; and the Salem Terminal Berthing facility.

The existing and “partial” Permits for only the Broadway and Balzano Terminals were secured in 2016 and will expire in 2021 after a five (5) year-imposed limitation.

Securing these dredging and waterfront permits entails a lengthy process estimated at one (1) year. Having permits in place together with preliminary engineering under way will better position the Port as being “construction ready” for grant funding consideration of a number of planned capital projects at all three terminals.

Another advantage to applying for an “all-inclusive” five (5) year permitting structure is the Port will receive a significant cost advantage. The anticipated actual permitting cost including the “preliminary engineering services” as necessary is estimated at \$250,000.00. Funding for this project is available in the 2017A Capital Projects Account.

The Chairman asked for a narrative of this solicitation be distributed to the Board shortly.

*A motion was made to approve Resolution 2020-06-0049 to approve the issuing an RFP to the Prequalified Marine Engineering Community to provide for engineering services to secure the riparian permitting for the necessary*



*dredging, maintenance repairs, and construction at the Balzano Terminal Berths 1,2,3,4 and Berth 4 extension; Broadway Terminal Piers 1,1A and 5; and the Salem Terminal Berthing Facility*

**Moved by:** J. Maressa  
**Seconded by:** R. DeAngelo  
**Voting for Motion:** All  
**Voting Against Motion:** None

**RESOLUTION 2020-06-0050: APPROVAL TO ISSUE AN RFP FOR DESIGN SERVICES TO REHABILITATE THE SHED 1 RAIL LOADING PLATFORM, RESET THE RAIL TRACK, AND DESIGN A NEW ALTERNATE RAIL SPUR AT THE BALZANO TERMINAL**

Staff requested Board approval to issue an RFP to the Civil Engineering list of prequalified design firms to perform design services for the rehabilitation of the Balzano Terminal Shed 1 rail loading platform, reset the rail track, and for an optional and alternate new rail track spur design to provide access for Building “B.”

Shed 1 and the accompanying rail track and loading platform constructed in the late 1920s. The concrete has deteriorated in many areas and sections of the rail loading platform concrete slab have deflected. In addition, the rail track has also settled and needs to be reset to proper elevation with respect to the top elevation of the rehabilitated rail loading platform.

Shed 1 is the only rail loading platform for steel coil materials leaving the Port by rail. This rail siding needs to be maintained in a state of good repair.

As rail shipping represents an increased year-round opportunity for additional revenue, the design firm will also evaluate additional rail track placement to be constructed while the Shed 1 platform and adjacent rail track are out of service for construction.

A new rail spur has been suggested as a fast construction alternative to the east side of Building “B” and was included within the approved \$6.4 million Rail Grant award received by the Port.

Estimated costs for design services are anticipated to be \$100,000.00. Construction costs, to be verified during the design effort, are anticipated to be \$600,000.00. Funding for this project is available in the 2017A Capital Projects Account.

It was requested that we obtain at least three (3) responses and to share all of the received information with the Board.

*A motion was made to approve Resolution 2020-06-00 to approve an RFP to the Civil Engineering list of prequalified design firms to perform design services for the rehabilitation of the Balzano Terminal Shed 1 rail loading*

*platform, reset the rail track, and for an optional and alternate new rail track spur design to provide access for Building “B.”*

**Moved by:** R. DeAngelo  
**Seconded by:** S. Roberts  
**Voting for Motion:** All  
**Voting Against Motion:** None

**RESOLUTION 2020-06-0051: APPROVAL TO SOLICIT AN RFP FOR GRANT WRITING, MANAGEMENT, AND ADMINISTRATIVE SERVICES, AND TO APPROVE A FOUR MONTH CONTRACT WITH TRIAD ASSOCIATES, WITH THE SAME TERMS AND CONDITIONS**

Staff requested Board approval to solicit an RFP for grant writing, management, and administrative services. Staff is also requesting Board approval for a five-month contract extension with Triad Associates, with the same terms and conditions.

Triad’s current contract expired on May 31, 2020, resulting in the need to issue a new grant writing RFP. However, Triad is currently administering two grants (NJDOT Rail grant and FEMA perimeter security grant) and working with Staff on completing a number of additional grant applications, including the NJDEP Volkswagen Settlement grant due on June 22, 2020.

The extension agreement has been reviewed by General Counsel and the expense has been budgeted in the Operating Budget.

*A motion was made to approve Resolution 2020-06-0051 to approve the solicitation of an RFP for grant writing, management, and administrative services, and to approve a five-month contract extension with Triad Associates, with the same terms and conditions.*

**Moved by:** J. Maressa  
**Seconded by:** C. Bruner  
**Voting for Motion:** All  
**Voting Against Motion:** None

**RESOLUTION 2020-06-0052: APPROVAL OF PROFESSIONAL SERVICES INCUMBENTS TO END OF CALENDAR YEAR 2020**

The South Jersey Port Corporation has six (6) professional services disciplines that are currently in a month-to-month status as their original service agreements have expired. Those categories are:

- Marketing Consultant
- Financial Advisor
- General Legal Counsel
- Labor Counsel
- Maritime Counsel
- Insurance Broker

Given the current COVID-19 climate, it is advised that the above incumbents continue to be retained by the SJPC on a month-to-month basis until the end of calendar year 2020.

RFPs have been issued and responses have been received and recorded for all of the above disciplines. Evaluations and interviews and final recommendations will be deferred until the third or fourth quarter of 2020 when interviews can be safely conducted adhering to appropriate social distancing criteria and guidance. We have set a target date having new incumbents onboarded effective January 1, 2021.

*A motion was made to approve Resolution 2020-06-0052 to approve the above process for the six (6) professional services contracts that have yet to be reappointed.*

<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>

**INFORMATION ITEMS****I. HOLTEC RAIL EXTENSION**

On Wednesday, May 6th, Holtec International informed the Port of their acceptance of the proposed costs to complete the Phase II Broadway Rail Track extension. This portion of the initial project was delayed due to a design change to the new building during the construction phase, which resulted in a new rail track design.

As a result of the design change, Holtec is now responsible for an additional \$118,810.64 cost to the remaining original project cost of \$691,413.64. This meets and exceeds the NJDOT grant's gross spending requirement of \$572,603.00.

The grant reimburses the Port at 90% whereby the Port must absorb the remaining 10% or \$57,260.00. Therefore, the total reimbursed portion is \$515,342.99, which is 90% of the remaining and available grant funding if the Project is completed by August 30,2020.

General Counsel has subsequently prepared an MOU for Holtec's signature to protect the Port's financial interests.

**J. HOLTEC SHED COLLAPSE**

As an information item only, Staff felt it important to inform the Board that during mid-morning on Tuesday, May 26th, the old Broadway pump house totally collapsed into the Delaware River.

Originally slated for demolition during the Holtec site construction, the building was saved from being demolished based on the intent for conversion into an outside employee gathering and luncheon area.

Upon noticing the formation of cracks within the adjoining asphalt roadway, Holtec subsequently commissioned a Marine Engineering site-inspection in April of 2018 to evaluate potential remediation with findings that the old wooden piles and bents required replacement.

Although being designated as a Historic building, no further action was taken which resulted with the complete collapse of the structure.

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

The report was received and filed.

**PORT SECURITY UPDATE**

The report was received and filed.

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

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

At 1:22 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 appoint Michael J. Geraghty of the law firm Sills Cummins & Gross P.C. to perform professional services for the South Jersey Port Corporation as agreed.*

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

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

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

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

**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, June 16, 2020.

Bruno Cellucci  
Acting Board Secretary

