



**SOUTH JERSEY PORT CORPORATION**  
**OFFICIAL BOARD OF DIRECTORS MEETING MINUTES**  
**TELECONFERENCE**  
**CAMDEN, NEW JERSEY**  
**July 27, 2021**  
**12:30 p.m.**

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

**Directors Absent:**

<b>In Attendance:</b>	Janice Venables	Governor's Authorities Unit 🗣️
	Andrew Saporito	Executive Director & CEO 🗣️
	Raymond Zane, Esq.	General Counsel– Zane & Assoc. 🗣️
	Bruno Cellucci	AssistantED/CFO/ActingBoardSec🗣️
	Brendan Dugan	AssistantED/Bus. Development🗣️
	Jonathan Atwood	Chief of Staff & External Affairs🗣️
	Neil Grossman	GB Associates – FA 🗣️
	Kevin Duffy	Assistant ED/COO 🗣️
	Chuck O'Leary	Security Manager/FSO 🗣️
	George Englehardt	Facilities Engineer 🗣️
	Dennis Culnan, Jr.	Phoenix Strategies 🗣️
	Dan Bontempo	Stantec 🗣️

**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 – JUNE 15, 2021**

The minutes for the South Jersey Port Corporation Board of Directors regular session meeting held on June 15, 2021 were presented for approval.

*A motion was made to approve the June 15, 2021 Board of Directors Regular Open Session Meeting Minutes as presented.*

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

#### **PRESENTATION OF CLOSED MEETING MINUTES – JUNE 15, 2021**

The minutes for the South Jersey Port Corporation Board of Directors closed session meeting held on June 15, 2021 were presented for approval.

*A motion was made to approve the June 15, 2021 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>J. Maressa</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>	

**OPERATING BILLS**

The Operating Unpaid Bill list for the period 5/27/2021– 7/13//2021 was presented for approval.

*A motion was made to adopt Resolution 2021-07-0065 for the approval of the Operating Unpaid Bill list for the period 5/27/2021 – 7/13/2021.*

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

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

**ADVANCE PAYMENT LIST**

The Advance Payment Bill List for the period 5/27/2021– 7/13/2021 was presented for approval.

*A motion was made to adopt Resolution 2021-07-0066 for the approval of the Advance Payment Bills for the period 5/27 /2021 –7/13 /2021.*

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

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

**CREDIT LIST**

The Credit List for the period ending July 27, 2021 was presented. The list provides for one (1) credit in the total amount of \$16.79

*A motion was made to adopt Resolution 2021-07-0067 for the approval of the Credit List for the period ending July 27, 2021*

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

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

**CHANGE ORDERS**

No Change Orders

**CONSTRUCTION FUND REQUISITIONS**

Staff presented (10) advance construction fund requests in the amount of \$634,753.33 and (8) unpaid construction fund requisitions in the amount of \$162,770.54

*A motion was made to adopt Resolution 2021-07-0068 for the approval of*



*Construction Fund Requisitions for the period ending July 27, 2021 as presented.*

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

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

### **TREASURER'S REPORT**

For the month of June 2021, the SJPC generated net income before non-operating interest expense and depreciation and amortization of \$57,982.00, which is under budget by \$122,014.00 for the month. On a year-to-date basis through the end of June, we are ahead of budget by \$331,422.00 or approximately 31%. If we added back extraordinary expenses (i.e. recurring COVID-19 costs and our final installment to the City of Camden) the SJPC would have generated an additional \$42,000 plus in net income before non-operating interest expense and depreciation and amortization.

The summer ship schedule is off to a good start. There are more ship calls scheduled in July than in previous years. This is a good sign as the summer season has traditionally been our slower period. Our outreach and marketing efforts are helping to stimulate new business and retain current customers.

Our terminals are busy and staff is working more cohesively as a team where we are all involved in brainstorming revenue generating ideas as well as monitoring and controlling expenses.

The Port is still waiting to learn if its request for a FEMA grant to offset certain COVID-19 expenses will be approved. We contacted FEMA for a status update but they were not able to provide us with an estimate as to when they will be considering our request.

On another positive note, Moody's Investors Service upgraded our bond rating from stable to positive on Tuesday, July 13, 2021. In a statement, Moody's said: "The state has responded to a brightening revenue and liquidity picture with several actions reflecting a recent commitment to addressing more aggressively its liability burdens, demonstrating improved fiscal governance and management. These actions include debt reduction and avoidance and acceleration of pension contributions."

**COUNSEL'S REPORT**

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

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director and CEO for the South Jersey Port Corporation reported total tonnage for July 2021 was 384,630 short tons, which represents a 108% increase compared to June 2020. Year to date tonnage June totaled 2,230,727 short tons, a 29% increase compared to the same period in 2020. Camden steels cargoes increased by 105% compared to June 2020. Overall breakbulk cargo has increased 82.7%. June 2021 YTD cocoa beans totaled 70,979 tons, a 76.3% increase compared to June 2020 YTD. June YTD plywood was 46.2% ahead of June 2020 YTD. Recycled metals incresed 120% compared to 2020 YTD. Imported cement YTD increased 8.7% compared to 2020.

All SJPC terminals handled 19 ships in June 2021, compared to 15 ships in June 2020. On a YTD basis, the Port handled 109 ships, compared to 107 YTD 2020.

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

**COVID 19 Update**

We have no new cases to report at this time. Approximately 45 employees have been vaccinated, which is 40 percent of our workforce. We continue to encourage employees to get vaccinated. Temperature scans and other protocols continue at our terminals.

All Office and administrative employees will be returning to the office full time on September 7<sup>th</sup> in accordance guidance from the Governor's office.

We still await guidance on public meetings and when we can restart them.

**Paulsboro Update**

On Tuesday July 13<sup>th</sup> I toured the EEW project site with EEW America CEO Lee Laurendeau. EEW has poured the slab for the first building and has begun erecting steel. EEW is making good progress. A tour for the Board will be scheduled for late summer.

**Outreach**

On Wednesday June 16<sup>th</sup>, we had a virtual meeting with Congressman Van Drew to brief him on our plans for the Port of Salem. He requested that we continue to maintain a dialogue on the Port of Salem and any assistance that he can provide to us.

On Thursday July 15th we hosted State Senator Cruz- Perez, Assemblyman Spearman, Assemblyman Moen and Camden City Councilman Fuentes on a tour of the Balzano and Broadway terminals. We also provided them with an overview of the port and the various initiatives and projects that we would like to advance to improve our terminals and increase cargo activity at the port.

**Grants**

The port has been successful in obtaining two grants, a \$9 million Infra Grant for the Port of Salem and a \$349,000 Port Security Grant to upgrade our CCTV System at the Balzano and Broadway Terminals. Staff is working with TRIAD Associates on both grant applications. We are currently preparing a Port



Infrastructure Development Grant for the replacement of underground utilities at the Broadway Terminal estimated to be approximately \$14 million.

### ACTION ITEMS:

#### RESOLUTION 2021-07-0069: APPROVAL TO AWARD BID FOR CONSTRUCTION SERVICES TO REPLACE THE ROOF ON "I" BUILDING

##### **REQUEST**

Staff is requesting Board approval to award the bid for construction services to replace the roof on "I" Building, which State Metals currently occupies. Under the lease, the responsibility for maintaining the roof is the responsibility of the SJPC.

##### **BACKGROUND**

As noted in the Info Item in February, the State Metals "I" Building roof has been severely compromised, thus requiring the Port to initiate an emergency investigation to repair or replace as needed.

A conditional roofing assessment together with a Professional Engineering overview was recommended by the Board.

On an Emergency basis, Hudson Engineers was asked to provide this assessment and provide the remedial design to issue a roofing construction RFP. An estimated cost of approximately \$900,000 was established, dependent on the extent of the migration of the existing roof decking corrosion.

A pre-Bid site meeting was conducted on June 17<sup>th</sup> with Eleven (11) roofing Contractors attending.

On July 1<sup>st</sup>, 2021 the following Bids were received:

Mak Group LLC	40 Summit Ave, Clifton, NJ	\$697,758.00
DDS Services LLC	221 County House Rd., Sewell, NJ	\$702,252.00
Jottan, Inc.	1 Underwood Court, Delran, NJ	\$710,471.00
Noble Roofing	276 Duke Drive, Furlong, PA	\$727,745.00
Northeast Roof Maintenance	649 Catherine St, Perth Amboy, NJ	\$749,000.00
"A Woman Owned Contractor"	3217 Collins St, Philadelphia, PA	\$796,500.00
Union Roofing Contractors	12260 Townsend Rd., Philadelphia, PA	\$837,000.00
USA General Contractors	167 Route 33, Manalapan, NJ	\$924,000.00
D.A. Nolt Inc.	53 Cross Keys Road, Berlin, NJ	\$996,566.00

Munn Roofing Corp.	3413 Unionville Pike, Hatfield, PA	\$998,400.00
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General Counsel reviewed all bids. It was determined that Mak Group LLC's proposal for the lump sum amount of \$697,758.00 was the best value and met all requirements of the RFP.

Funding for this project would come from the 2017A Capital Projects Account and is available.

*A motion was made to approve Resolution 2021-07-0069 with Counsel's review and subsequent approval, Staff is recommending Board approval to award the "I" Building roof replacement bid to Mak Group LLC of Clinton, NJ in the lump sum amount of \$697,758.00.*

**Moved by:** W. Higgins  
**Seconded by:** J. Maressa

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

**RESOLUTION 2021-07-0070: APPROVAL TO AWARD BID FOR THE PURCHASE AND INSTALLATION OF NEW SECURITY BOOTHS AT THE BALZANO AND BROADWAY TERMINALS**

**REQUEST**

Staff is requesting Board approval to award the bid for the purchase and installation of new security booths at the Balzano and Broadway Terminals.

**BACKGROUND**

The current guard booths at 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, ensure proper social distancing, and modernize the booths with necessary technology access.

Based on a design and engineer's cost estimate submitted by French and Parrello Engineers, an on-site pre-bid meeting was conducted on June 16<sup>th</sup>, 2021, with three (3) attendees present.

On July 1<sup>st</sup>, 2021, the following bids were received:

Levy Construction Company, Inc.	800 Newton Ave, Oaklyn, NJ	\$220,300.00
MJJ Construction LLC	471 White Horse Pike, Atco, NJ	\$208,000.00



General Counsel reviewed all bids. It was determined that MJJ Construction LLC's proposal for the lump sum amount of \$208,000.00 was the best value and met all requirements of the RFP.

Funding for this project would come from the 2017A Capital Projects Account and is available.

*A motion was made to approve Resolution 2021-07-0070 with Legal Counsel's review and subsequent approval, Staff is recommending Board approval to Award the Security Booth replacement Bid to MJJ Construction LLC of ATCO, NJ in the LUMP SUM BID amount of \$208,000.00.*

<b>Moved by:</b>	<b>W. Higgins</b>
<b>Seconded by:</b>	<b>C. Chianese</b>

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

#### **RESOLUTION 2021-07-0071: APPROVAL TO ISSUE RFP FOR ASPHALT PAVING AT BALZANO AND BROADWAY TERMINALS**

##### **REQUEST**

Staff is requesting Board approval to issue an RFP for asphalt repair services for all areas requiring asphalt paving remediation throughout the Balzano and Broadway Marine Terminals.

##### **BACKGROUND**

There are a number of areas at both Camden terminals in need of asphalt paving. Based on a comparison of the amount of material purchased in previous years, it is estimated that the Port's annual consumption will be approximately 1,000 tons of asphalt and materials at an estimated finished grade and installed cost of \$200/ton. Individual work orders will be prepared for the areas requiring paving work. The one year's contract will also allow us to address any emergency paving required at the terminals

*A motion was made to approve Resolution 2021-07-0071 to approve to issue an RFP for a one-year contract with an Asphalt Paving Contractor at an estimated annual cost of \$250,000.00.*

<b>Moved by:</b>	<b>S. Roberts</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 2021-07-0072: APPROVAL TO ISSUE TWO (2) RFP FOR EMERGENCY REPAIRS OF PIER 5 DRY DOCK****REQUEST**

Staff is requesting Board approval to issue two (2) RFP for emergency repairs of the dry dock at Pier 5 at the Broadway Marine Terminal.

**BACKGROUND**

An emergency inspection was performed on the dry dock at Pier 5 on June 12, 2021, to determine the cause and boundaries of a large sinkhole that developed at the northeast corner of the dry dock facility.

The dry dock shoreline is retained by a combination of steel cellular retaining structures, consisting of 72 individual structures interconnected to form Berth 5. The berth is approximately 1,200 feet long by 150 feet wide, with water depths between 30 to 35 feet.

The newly developed sinkhole associated with the emergency dive inspection is located at the northeast portion of the berth and is directly on top of cellular structure C-4N. Cellular structure C4N has 11 waterside flat sheets, which are 16.5-inches wide knuckle-to-knuckle with a steel wall thickness of 0.360 inches.

**Evaluation Methodology:**

The underwater inspection was performed by a three-person dive team composed of two Professional Engineer Divers and an Engineer-Dive Supervisor from a fully equipped dive vessel. The team documented the severity of the identified deterioration and performed an overall existing condition assessment of the entire bulkhead structures per the standards of the American Society of Civil Engineers Waterfront Facilities Inspection and Assessment Manual (No. 130).

The above and underwater portions of the inspection included a Level I general inspection effort of 100 percent of all accessible elements. The Level I inspection effort included a visual and tactile evaluation to confirm the facility layout and identify structural elements with obvious major damage or deterioration. Measurements of the main steel structural components were taken to quantify the remaining section of the steel.

Standards recommendations have been identified as either Immediate, Priority, or Routine repair items.

**Inspection Conclusion:**

The Condition Assessment criteria, as per the ASCE inspection manual, lists this “immediate” facility, as well as approximately 75% of the remaining structural deficiencies identified, as being in a “Critical” condition.

It is recommended that the “Immediate” repair items be performed as soon as possible to address the observed deteriorated conditions and specifically address the observed

sinkhole as a Priority that may additionally contribute to possible operational limitations or the potential for catastrophic consequences.

The engineer's requested valuation to repair the immediate sinkhole issue is estimated at \$73,000.00.

The engineer estimates that the cost to repair the dry dock will be significant.

*A motion was made to approve Resolution 2021-07-0072 to solicit two (2) RFP: One for the immediate repair of the sinkhole and one for the design of a more permanent repair.*

<b>Moved by:</b>	<b>S. Roberts</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 2021-07-0073: APPROVAL OF OFFICE SPACE LEASE WITH NFI FOR SJPC HEADQUARTERS**

##### **REQUEST**

Staff is requesting Board approval to lease 8,479 square feet of office space at the Ferry Terminal Building located at 2 Aquarium Drive in Camden, NJ. This office space will be the new corporate headquarters for the South Jersey Port Corporation.

##### **BACKGROUND**

SJPC Executive, Financial, Administrative, Purchasing and Engineering staff is currently spread out in three buildings at the Balzano Marine Terminal. Currently none of the space is ADA compliant and it requires additional renovations to meet COVID spacing between employees. As an alternative to costly renovations, staff were able to find office space approximately five minutes from the Balzano Terminal that meets our needs. The space provides us with sufficient office and meeting space to cover our current staffing needs with some additional space for the future needs.

The annual rent in year one is \$275,567.50 or \$32.50 per square foot which is comprised of a base rent of \$21.75 and OPEX of \$10.75 plus utilities.

The rent is scheduled to escalate at 2.5% per year. The lease term will be for ten (10) years and four (4) months with the first four (4) months of base rent to be abated. In addition, we will acquire the existing furniture and workstations for \$1.00. We anticipate occupying the space in the October/November, 2021 timeframe.

*A motion was made to approve Resolution 2021-07-0073 to lease space from FTB Operations LLC/NFI.*



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

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

**RESOLUTION 2021-07-0074: APPROVAL TO ISSUE CONSTRUCTION RFP TO REPLACE FIRE HYDRANTS AT BROADWAY TERMINAL**

**REQUEST**

Staff is requesting Board approval to issue a Construction RFP to replace seven (7) fire hydrants at the Broadway Terminal, including the repair of a leaking fire water main supplying fire suppression water to Building "E."

**BACKGROUND**

The seven hydrants were found to be in violation by the NJ Department of Community Affairs as Non-Compatible with the current fire hydrant "hook-up" compatibility code for the Camden City Fire Department Pumper truck connections. The leaking fire water main was discovered prior to this inspection.

On an emergency basis, Hudson Engineers was requested to investigate the issue and provide the necessary repair/replacement design and Engineer's cost estimate for Board consideration. Due to the underground obstruction and replacement concerns the estimated cost for repair is approximately \$230,000.00.

Funds for this project are available in the 2017A Capital Fund.

*A motion was made to approve Resolution 2021-07-0074 to issue a Construction RFP to replace incompatible fire hydrants at the Broadway Terminal for the estimated cost of \$230,000.00.*

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

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

**RESOLUTION 2021-07-0075: APPROVAL TO ISSUE A CONSTRUCTION RFP FOR CATWALK DEMOLITION AND SIDING REPLACEMENT OF BUILDING "E" AT THE BROADWAY TERMINAL**

**REQUEST**

Staff is requesting Board approval to issue a construction RFP to demolish an overhead catwalk on Building "E" at the Broadway Marine Terminal that is now considered derelict and presents an overhead safety hazard.

**BACKGROUND**

The walkway located on the west side of Building "E," a 147,000 square foot warehouse, is approximately 8 feet wide by 400 feet long and 30 feet above grade. The walkway is assumed to be 3" x 8" x 8'-0 creosote-treated timber supported by a steel frame attached to the building columns and exterior wall.

Additionally, an approximately 2,100 square foot section of siding on the building's southwest upper corner needs to be replaced.

The work to be performed includes furnishing all labor, equipment, tools, services, and materials to complete the construction, facade remediation, and installation, as described. Hudson Engineer's estimate to complete this work is approximately \$95,000.

Funding is available for this project in the 2017A capital projects account.

*A motion was made to approve Resolution 2021-07-0075 to issue a construction RFP to demolish the catwalk on Building "E" and replace the siding at the estimated cost of \$95,000.*

**Moved by:**  
**Seconded by:**

**C. Chianese**  
**R. DeAngelo**

**Voting for Motion:**  
**Voting Against Motion:**

**All**  
**None**

**INFORMATION ITEMS:****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:** C. Styles  
**Seconded by:** S. Roberts

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

At 1:16 p.m. the regular open session was adjourned.

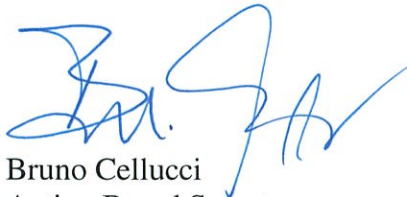
Following closed session, the Regular Session was reopened at 1:23 p.m.

*A motion was made to adjourn the Regular Open Meeting at 1:23 p.m.*

**Moved by:** C. Chianese  
**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, July 27, 2021.



Bruno Cellucci  
Acting Board Secretary