

SOUTH JERSEY PORT CORPORATION



BOARD OF DIRECTORS MEETING December 7, 2021

THE CHAIRMAN COMMENCES MEETING WITH PLEDGE OF ALLEGIANCE AND ROLL CALL:

1. APPROVAL OF MINUTES

Regular Open Meeting October 26, 2021

Closed Session Meeting October 26, 2021

Special Teleconference Meeting Open November 15, 2021

Special Teleconference Meeting Closed November 15, 2021

**2. APPROVAL OF OPERATING BILLS
RESOLUTION 2021-12-0112**

**3. APPROVAL OF ADVANCE PAYMENT BILL LIST
RESOLUTION 2021-12-0113**

**4. APPROVAL OF CREDITS
RESOLUTION 2021-12-0114**

5. APPROVAL OF CHANGE ORDERS - NONE

**6. APPROVAL OF CONSTRUCTION FUND REQUISITIONS
RESOLUTION 2021-12-0115**

7. RECEIPT OF TREASURER'S REPORT

8. RECEIPT OF COUNSEL'S REPORT

9. RECEIPT OF EXECUTIVE DIRECTOR'S REPORT



10. ADDITIONAL AGENDA ITEMS REQUIRING BOARD ACTION:

ACTION ITEMS

- A. RESOLUTION 2021-12-0116: 2022 PILOT AGREEMENTS WITH CAMDEN COUNTY, CITY OF SALEM & CITY OF CAMDEN**
- B. RESOLUTION 2021-12-0117: 2022/2023 SALEM PORT AUTHORITY BUDGET**
- C. RESOLUTION 2021-12-0118: 2022 SJPC BOARD OF DIRECTORS MEETING SCHEDULE**
- D. RESOLUTION 2021-12-0119: 2022 SJPC HOLIDAY SCHEDULE**
- E. RESOLUTION 2021-12-0120: APPROVAL OF NON-REPRESENTED STAFF COMPENSATION ADJUSTMENTS**
- F. RESOLUTION 2021-12-0121: APPROVAL TO PURCHASE AND INSTALLATION OF NEW OVERHEAD DOOR IN E BUILDING**
- G. RESOLUTION 2021-12-0122: APPROVAL TO SIGN AND EXECUTE AGREEMENT WITH VERIZON WIRELESS**
- H. RESOLUTION 2021-12-0123: APPROVAL TO PURCHASE SKIDLOADER ATTACHMENTS**
- I. RESOLUTION 2021-12-0124: APPROVAL OF CHAMPION SERVICE, INC. LEASE RENEWAL**
- J. RESOLUTION 2021-12-0125: APPROVAL OF HARRY WILSON WELDING LEASE RENEWAL**
- K. RESOLUTION 2021-02-0126: APPROVAL TO AWARD CONSTRUCTION RFP FOR THE REMAINING BALZANO**



- MARINE TERMINAL FIRE SPRINKLER BUILDING EAVES
REMEDIAION**
- L. RESOLUTION 2021-12-0127: APPROVAL TO AWARD THE BID
AND CONSTRUCTION RFP FOR THE CATWALK
DEMOLITION AND SIDING REPLACEMENT OF BUILDING
"E" AT THE BROADWAY TERMINAL**
- M. RESOLUTION 2021-12-0128: APPROVAL TO AWARD
CONSTRUCTION RFP FOR THE EMERGENCY SINKHOLE
REPAIRS AT PIER 5**
- N. RESOLUTION 2021-12-0129: APPROVAL TO REQUEST
SUBMISSIONS OF PREQUALIFIED ENGINEERS FOR MARINE,
CIVIL, CONSTRUCTION MANAGEMENT, GEO-TECH, &
CERTIFIED DIVERS**
- O. RESOLUTION 2021-12-0130: BOARD APPROVAL TO RECIND
AWARDED "I" BUILDING ROOFING CONTRACTOR BID;
BOARD APPROVAL TO APPROACH AND AWARD THE NEXT
LOWEST BIDDER**
- P. RESOLUTION 2021-12-0131: APPROVAL FOR THE PURCHASE
AND INSTALLATION OF NETWORK CABLING AT THE
FERRY TERMINAL OFFICE SPACE**
- Q. RESOLUTION 2021-12-0132: APPROVAL FOR THE PURCHASE
AND DELIVERY OF OFFICE FURNITURE AT THE FERRY
TERMINAL OFFICE SPACE**
- R. RESOLUTION 2021-12-0133: APPROVAL FOR EXECUTIVE
DIRECTOR TO ENTER INTO A MEMORANDUM OF
UNDERSTANDING WITH NJ TREASURY**



11. SUPPLEMENTAL BOARD INFORMATION:

- S. MARKETING COMMITTEE REPORT & PHOENIX/ARTLIP
COMMUNICATIONS REPORT**
- T. PORT SECURITY UPDATE**
- U. PAULSBORO MARINE TERMINAL PROJECT UPDATES**

PUBLIC SESSION FOR QUESTIONS / COMMENTS

12. CLOSED SESSION AND/OR ADJOURNMENT



ACTION ITEM:

A. RESOLUTION 2021-12-0116: 2022 PILOT AGREEMENTS WITH CAMDEN COUNTY, CITY OF SALEM & CITY OF CAMDEN

REQUEST

Staff is requesting Board approval for the 2022 PILOT Agreements with the County of Camden, City of Salem, and the City of Camden.

BACKGROUND

The **Camden County 2022 calendar year PILOT agreement** is the same amount as last year's PILOT payment at \$419,000.00.

The **City of Salem 2022 calendar PILOT agreement** is the same amount as last year's PILOT payment at \$31,224.37.

The **City of Camden 2022 fiscal year PILOT agreement** is the same amount as last year's PILOT payment at \$4,000,000.00.

RECOMMENDATION:

Staff recommends Board approval for the 2022 PILOT Agreements with the County of Camden, City of Salem, and the City of Camden.



ACTION ITEM:

B. RESOLUTION 2021-12-0117: 2022/2023 SALEM PORT
AUTHORITY BUDGET

The 2022/2023 Salem Port Authority Budget is presented for approval. In summary, the proposed budget for 2022/2023 totals \$64,190.00 as compared to last year's total of \$63,179.00.

- Increase of \$597 to salaries and wages (2%)
- Increase of \$36 to social security/medicare expense
- Increase of \$15 to unemployment expense
- Increase of \$188 to health insurance
- Increase of \$175 to pension expense

The net effect is an increase to last year's budget in the amount of \$1,011.00 or 1.6% overall.

RECOMMENDATION:

Staff recommends Board approval of the Salem Port Authority 2022/2023 Budget as presented.



ACTION ITEM:

C. RESOLUTION 2021-12-0118: 2022 SJPC BOARD OF DIRECTORS MEETING SCHEDULE

DATE	MEETING	TIME
Tuesday, January 25, 2022	Regular	12:30 P.M.
Tuesday, February 22, 2022	Regular	12:30 P.M.
Tuesday, March 29, 2022	Regular	12:30 P.M.
Tuesday, April 26, 2022	Regular	12:30 P.M.
Tuesday, June 14, 2022	Regular	12:30 P.M.
Tuesday, July 26, 2022	Regular	12:30 P.M.
Tuesday, August 30, 2022	Regular	12:30 P.M.
Thursday, September 27, 2022	Regular	12:30 P.M.
Tuesday, October 25, 2022	Regular	12:30 P.M.
Tuesday, December 6, 2022	Regular	12:30 P.M.

RECOMMENDATION:

Staff recommends Board approval of the 2022 SJPC Board of Directors meeting schedule.



ACTION ITEM:

D. RESOLUTION 2021-12-0119: 2022 SJPC HOLIDAY SCHEDULE

2022 SJPC HOLIDAY SCHEDULE

HOLIDAY	DATE
Martin Luther King Day	Monday, January 17, 2022
President's Day	Monday, February 21, 2022
Good Friday	Friday, April 15, 2022
Memorial Day	Monday, May 30, 2022
Juneteenth	Friday, June 17, 2022
Independence Day	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022
Veteran's Day	Friday, November 11, 2022
Thanksgiving Day	Thursday, November 24, 2022
Day After Thanksgiving Day	Friday, November 25, 2022 *
Christmas Eve	Friday, December 23, 2022 *
Christmas Day	Monday, December 26, 2022 *

* Days vary based on Union contracts

RECOMMENDATION:

Staff recommends Board approval of the 2022 SJPC holiday schedule.



ACTION ITEM:

E. RESOLUTION 2021-12-0120: APPROVAL OF NON-REPRESENTED STAFF COMPENSATION ADJUSTMENTS

REQUEST

Staff is requesting Board approval for an annual compensation adjustment, in line with current SJPC Collective Bargaining Agreements (CBA), for non-represented staff.

BACKGROUND

In concert with all the Collective Bargaining Agreements (CBA) in effect at the South Jersey Port Corporation, staff is requesting Board consideration and approval of a 2% compensation adjustment for all non-represented employees effective January 1, 2022. This includes the Executive Director and CEO, the Assistant Executive Director/CFO, Assistant Executive Director/Director, Business Development, Assistant Executive Director/COO, Chief of Staff and External Affairs, Director of Engineering, Facilities Engineer, Security Manager and Senior Administrative Assistant.

RECOMMENDATION:

Staff recommends Board approval of the non-represented staff compensation adjustment recommendation.



ACTION ITEM:

F. RESOLUTION 2021-12-0121: APPROVAL TO PURCHASE AND INSTALLATION OF NEW OVERHEAD DOOR IN E BUILDING

REQUEST

Staff requests Board approval for the purchase and installation of a new overhead door in E Building at the Balzano Marine Terminal.

BACKGROUND

The north-side of E-Building requires a new 30' 6" x 25' steel overhead door and operator. We have received a quotation from Merchantville Overhead Doors for this project through NJ Cooperative Purchase contract 21-GNSV1-01461 (T1343) in the current amount of \$80,502.22. Funding is available in the 2017A Capital Projects Account.

RECOMMENDATION:

Staff recommends Board approval for the purchase and installation of a new overhead in Balzano Marine Terminal's E Building.



ACTION ITEM:

G. RESOLUTION 2021-12-0122: APPROVAL TO SIGN AND EXECUTE AGREEMENT WITH VERIZON WIRELESS

REQUEST

Staff requests Board approval to authorize the Executive Director and CEO to sign and execute an agreement with Verizon Wireless.

BACKGROUND

Verizon Wireless is the SJPC provider of mobile services. Verizon Wireless has asked the Port to sign the attached agreement as a participating entity to ensure the continued ability to acquire wireless, data, voice, and accessories at very favorable rates.

General Counsel has reviewed the agreement, and spoken to Verizon Wireless' representatives, and has recommended that Staff draft a resolution authorizing the Executive Director to enter into said agreement.

RECOMMENDATION:

Pursuant to General Counsel's recommendation, staff recommends Board approval to authorize the Executive Director & CEO to sign the agreement with Verizon Wireless to acquire wireless goods and services for use in the business activities of the SJPC.



ACTION ITEM:

H. RESOLUTION 2021-12-0123: APPROVAL TO PURCHASE SKIDLOADER ATTACHMENTS

REQUEST

Board approval is hereby requested to purchase Skid Loader Attachments for recently purchased Skid Loaders.

BACKGROUND

SJPC staff has received a quotation for one (1) 84” Standard Duty Pick-Up Broom and two (2) 78” Construction Grapple Buckets through New Jersey State Cooperative Purchasing contract A76907 for the total amount of \$17,591.55. These attachments will supplement the recently purchased two (2) New Holland L328 Skid Loaders.

RECOMMENDATION:

Staff recommends Board approval to purchase from NJ Cooperative Purchasing Contract A76907 Skid Loader Attachments in the amount of \$17,591.55.



ACTION ITEM:

I. RESOLUTION 2021-12-0124: APPROVAL OF CHAMPION SERVICE, INC. LEASE RENEWAL

Request

Staff is requesting Board approval to renew the Champion lease for one year commencing on February 1, 2022.

Background

Champion Service, Inc. is a trucking company headquartered in Marlton, NJ. SJPC leases to Champion approximately 3 acres of open area and approximately 16,000 square feet of a maintenance garage building on South 2nd Street in Camden NJ. Until now, SJPC's lease with Champion has been for one-year terms for the garage and month to-month for the open space. Rent on both the open space and garage premises have escalated annually by CPI.

Requested Lease Renewal Terms

- One year renewal at annual lease revenue of \$120,108

RECOMMENDATION:

Staff recommends Board approval to accordingly renew the lease with Champion.



ACTION ITEM:

J. RESOLUTION 2021-12-0125: APPROVAL OF HARRY WILSON WELDING LEASE RENEWAL

REQUEST

Staff is requesting Board approval to renew the Harry Wilson Welding lease for a one-year term, commencing on February 1, 2022.

BACKGROUND

Harry Wilson Welding has requested a one (1) year lease renewal for a small storage shed located at the Broadway Terminal. A 5% CPI increase will be applied to the new monthly billing rate of \$51.45, resulting in annual revenue of \$617.40. The new one-year lease will commence on February 1, 2022.

RECOMMENDATION:

Staff recommends Board approval to renew the Harry Wilson Welding lease for a one-year term, commencing on February 1, 2022.



ACTION ITEM:

K. RESOLUTION 2021-12-0126: APPROVAL TO AWARD CONSTRUCTION RFP FOR THE REMAINING BALZANO MARINE TERMINAL FIRE SPRINKLER BUILDING EAVES REMEDIATION

REQUEST

Staff is requesting Board approval to award the construction RFP for the remaining Balzano Terminal fire sprinkler system building eaves piping remediation to Haring Fire Protection Services Co.

BACKGROUND

Pursuant to the Board's authorization, an engineering design RFP was prepared by T&M Associates that entails the design for remedial piping repairs to various building' eaves within the fire sprinkler systems of the Balzano Terminal and their respective and associated dry-valve system equipment.

This action is in response to the Port's receipt of numerous DCA citations due to the noted operational deficiencies and Fire Code violations throughout the complex. The primary cause is related to age and the subsequent component corrosion within the systems.

A pre-bid site tour was conducted on October 26th, 2021, with one contractor attending.

One Bid was received from Haring Fire Protection Services Co., which completely satisfied the Bid and Project criteria.

RECOMMENDATION:

Staff is recommending Board approval to award the construction RFP for the remaining Balzano Terminal fire sprinkler system building eaves remediation project to Haring Fire Protection Services Co. in the Lump Sum Bid amount of \$157,800.00.



ACTION ITEM:

L. RESOLUTION 2021-12-0127: APPROVAL TO AWARD THE BID AND CONSTRUCTION RFP FOR THE CATWALK DEMOLITION AND SIDING REPLACEMENT OF BUILDING "E" AT THE BROADWAY TERMINAL

Request

Staff is requesting Board approval to Award a construction RFP to demolish the 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' 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.

The Hudson Engineer's estimate to complete this work is approximately \$95,000.00; Funding is available for this project in the 2017A capital projects account.

A project on-site Pre-Bid and walk down meeting was held at the Broadway Terminal: 2500 South Broadway, Camden, NJ 08104 on Thursday, November 4, 2021.

Seven (7) contractors were in attendance:

Levy Construction
AP Construction
L.J. Paoletta Construction Inc.
Dandrea Construction
Ocean Construction
Thomas Lindstrom Co.
Haines and Kibblehouse

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The following Bids were received on November 23, 2021:

Bidder Name and Address	Amount
Marino General Contractors 989 s. Main St. Williamstown, NJ 08094	\$96,476.00
D'Andrea Construction PO Box 13 Berlin, NJ 08009	\$249,000.00
Ocean Construction 822 Glassboro Rd. Williamstown, NJ 08094	\$280,250.00

RECOMMENDATION:

Based on the technical review by Hudson Engineers, the engineer of record, and the legal review and acceptance by General Counsel, Staff is recommending Board approval to award the Building "E" Catwalk and Siding Replacement RFP to Marino General Contractors in the Lump Sum amount of \$96,476.



ACTION ITEM:

M. RESOLUTION 2021-12-0128: APPROVAL TO AWARD CONSTRUCTION RFP FOR THE EMERGENCY SINKHOLE REPAIRS AT PIER 5

Request

Staff is requesting Board Approval to award the construction RFP for the emergency sinkhole repairs at Pier 5 to Mount Construction Inc.

Background

Pursuant to the Board's approval to issue an emergency construction RFP based on the following engineer's site evaluation and report:

“It was recommended that the additional ‘Immediate’ repair items be performed as soon as possible to address the observed deteriorated conditions, and specifically to address the now observed sinkhole(s) by the preformed GPR Survey that may additionally contribute to possible operational limitations, or the potential for catastrophic consequences if repairs are not undertaken.”

Construction RFP was prepared and dully advertised advising of a Pre-Bid meeting and site tour scheduled for November 8th, 2021.

The following nine (9) Construction Firms were in attendance:

- C. Abbonizio Contractors Inc
- Sponge-Jet, Inc.
- Commerce Construction
- JPC Group
- Atlantic Subsea
- AP Construction
- Eastern Atlantic States
- A P Construction
- Seward Marine Corporation

On November 23, 2021, the following bids were received:

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Bidder Name and Address	Amount
Mount Construction Inc. 427 S. White Horse Pike Berlin, NJ 08009	\$520,511.00
Atlantic Subsea, Inc 108 Ferry Rd Bridgeport, NJ 08014	\$563,190.00
Commerce Construction Corp 603 Heron Dr Bridgeport, NJ 08014	\$1,697,350.00

RECOMMENDATION:

Based on the technical review by MidAtlantic Engineers, the engineer of record, and the legal review and acceptance by General Counsel, Staff is recommending Board Approval to award the Pier 5 emergency sink holes repair Bid to Mount Construction Inc. in the lump sum amount of \$520,511.



ACTION ITEM:

N. RESOLUTION 2021-12-0129: APPROVAL TO REQUEST SUBMISSIONS OF PREQUALIFIED ENGINEERS FOR MARINE, CIVIL, CONSTRUCTION MANAGEMENT, GEO-TECH, & CERTIFIED DIVERS

Request

Staff is requesting Board Approval to request Qualifications (RFQ) for Engineering Services for each of the categories of Civil Engineer; Certified Diver; Construction Management; Geo-technical Services; and Marine Engineer.

Background

The RFQ will request qualification proposals from qualified engineering firms, in accordance with the terms, conditions, and specifications contained in the RFQ, to be considered Pre-Qualified for the opportunity to submit cost proposals for future projects.

Each year during the initial and maximum three-year term, the Board will consider adding additional engineering firms to the qualified list for the remaining Two (2) or One (1) year terms through the RFQ process.

This solicitation carries a term of one (1) year, commencing on March 1, 2022, and expiring on February 28, 2023.

RECOMMENDATION:

Staff recommends Board approval to commence the annual solicitation process for qualified engineering firms to the categories of Civil Engineer; Certified Diver; Construction Management; Geo-technical Services; and Marine Engineer disciplines.



ACTION ITEM:

O. RESOLUTION 2021-12-0130: BOARD APPROVAL TO RESCIND AWARDED “I” BUILDING ROOFING CONTRACTOR BID; BOARD APPROVAL TO APPROACH AND AWARD THE NEXT LOWEST BIDDER

Request

Staff is requesting Board approval to rescind the “I” Building Roofing Contractor RFP, previously awarded to MAK Group, due to the contractor’s failure to comply with the bid requirements and instead award the RFP to DDS Services, Inc., the next lowest bidder.

Background

As evidenced in the appended documentation, MAK Group failed to meet the bid requirements after being awarded the “I” Building Roofing Contractor RFP, despite repeated entreaties by the Port, General Counsel, and Hudson Engineering. The Contractor was dully advised, and in writing, of the necessary requirements and timeframe for receipt. The unilateral consensus is that the Port has "more than demonstrated" a willingness to cooperate by requesting these documents on numerous occasions, and with limited, bogus, or no response. To date the submittals are still not provided or the procedural compliance complete.

RECOMMENDATION:

At the recommendation of Hudson Engineers, the Engineer of Record, and Legal Counsel upon the circumstantial review of the evidential issues and lack of performance:

Staff is requesting Board approval to find the contractor in default of the agreed upon obligations of the bid requirements, and to dismiss the awarded contractor and to award the next lowest contractor bid by reason of default.

The next lowest bid was submitted by DDS Services, Inc, from Sewell, New Jersey, in the amount of \$702,252.00, an increase in cost of \$4,494.00, as received.



ACTION ITEM:

P. RESOLUTION 2021-12-0131: APPROVAL FOR THE PURCHASE AND INSTALLATION OF NETWORK CABLING AT THE FERRY TERMINAL OFFICE SPACE

REQUEST

Staff requests Board approval for the purchase and installation of network cabling at the newly leased office space at the Ferry Terminal Building.

BACKGROUND

Our Office Space at the Ferry Terminal Building requires materials and installation of network cabling for our information technology. We have received a quotation from New Jersey Business Systems through NJ Cooperative Purchase contracts T-0109 (Wireless) and T-2989 (Cabling) for this project in the amount of \$53,644.12. Funding will be from the 2017A Capital Projects Account.

RECOMMENDATION:

Staff recommends Board approval for the purchase and installation of network cabling for the Ferry Terminal Building office space in the amount of \$53,644.12.



ACTION ITEM:

Q. RESOLUTION 2021-12-0132: APPROVAL FOR THE PURCHASE AND DELIVERY OF OFFICE FURNITURE AT THE FERRY TERMINAL OFFICE SPACE

REQUEST

Staff requests Board approval for the purchase and delivery of office furniture at the newly leased office space at the Ferry Terminal Building.

BACKGROUND

Our Office Space at the Ferry Terminal Building requires office furniture, including desk chairs, office side chairs, file cabinets, modular table and chairs for the conference/training room, tables and chairs for the kitchen, and a coat closet. We are able to purchase these items from Bellia Interiors Group through the NJ Cooperative Purchase contracts G-2004. The cost is estimated not to exceed \$50,000. Funding will be from the 2021 Operating Budget.

RECOMMENDATION

Staff recommends Board approval for the purchase of office furniture for the Ferry Terminal Building office space in the not to exceed amount of \$50,000.



ACTION ITEM:

R. RESOLUTION 2021-12-0133: APPROVAL FOR EXECUTIVE DIRECTOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH NJ TREASURY

Request

Staff is requesting Board approval for the Executive Director to enter into a Memorandum of Understanding (MOU) with the NJ Department of the Treasury to receive \$35,000,000 for port upgrades and improvements.

Background

Governor Phil Murphy has submitted a list of capital projects to the Joint Budget Oversight Committee (JBOC), which is comprised of members of both the NJ Senate and General Assembly. Included on the list, and approved by JBOC, is \$35,000,000 allocated to South Jersey Port Corp for capital construction projects. As a condition of receipt of those funds, the Port is required to enter into an MOU with Treasury regulating the use of funds.

RECOMMENDATION:

Staff recommends Board approval for the Executive Director to enter into an MOU with the NJ Department of Treasury.



INFORMATION ITEM:

S. MARKETING COMMITTEE REPORT & PHOENIX/ARTLIP COMMUNICATIONS REPORT

PHOENIX STRATEGIES/ARTLIP COMMUNICATIONS REPORT ATTACHED.



INFORMATION ITEM:

T. SECURITY UPDATE:



INFORMATION ITEM:

U. PAULSBORO MARINE TERMINAL PROJECT UPDATES

The Paulsboro Marine Terminal Project updates are provided by the Gloucester County Improvement Authority.



MATTERS INVOLVING LITIGATION, PERSONNEL MATTERS & SPECIAL MATTERS

The subject matter is covered by one or more of the following legal exemptions:

- Matters made confidential by state, federal law or rule by court.
 - Disclosure would result in an unwarranted invasion of individual privacy, unless the person affected consents in writing.
 - Disclosure would impair the body's right to receive federal or state funds.
 - Collective bargaining.
 - Lease or acquisition of property, setting of banking rates, investment of public funds if disclosure would harm the public interest.
 - Investigations into violations of law.
 - Strategies to protect public security.
 - Pending, ongoing or anticipated litigation or contract negotiation, including attorney-client privilege. The threat of litigation must be more than theoretical for this exemption to apply.
 - Personnel matters affecting employees of the public bodies, unless all parties request or consent to a public hearing. Prior to discussion of personnel, affected employees must be given notice, known as a Rice notice, which gives the employee the right to request a public hearing.
 - Proceedings that could result in a suspension, civil penalty, or loss of a license or permit.
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1. COUNSEL'S REPORT