



SOUTH JERSEY PORT CORPORATION
OFFICIAL BOARD OF DIRECTORS MEETING MINUTES
CAMDEN, NEW JERSEY
AUGUST 29, 2023
12:30 p.m.

Directors Present:	Richard Alaimo	Chairman 🗳️
	Christopher Chianese	State Treasurer Designee 🗳️
	William Higgins	Director 🗳️
	Sheila Roberts	Director 🗳️
	Joseph Maressa	Director 🗳️
	Robert D'Angelo	Director 🗳️
	Jonathan Gershen	Director
	Chad Bruner	Director 🗳️
Directors Absent:	Eric Martins	Director
	Carl Styles	Director
In Attendance:	Janice Venables	Governor's Authorities Unit
	Andrew Saporito	Executive Director & CEO
	Joe Antinori	General Counsel
	August Knestaut	Dir. of L&R Affairs
	Jonathan Atwood	Acting Board Secretary / Chief of Staff
	Lisa McLaughlin	CFO / Treasurer
	Neil Grossman	Financial Advisor 🗳️
	Kevin Duffy	COO
	Dennis Culnan	Phoenix Strategies
	Dan Bontempo	Stantec
	Patrick Boyle	Senior Purchasing Agent
	George Englehardt	Facilities Engineer 📞
	Chris Perks	Director of Engineering
	Brendan Dugan	AED / CCO
	Chuck O'Leary	Security GM / Facility Security Officer
	Stefani Rosenberg	Senior Executive Assistant

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 5, 2023, the Board 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 2023, 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 2023. 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 – JULY 25, 2023

The minutes for the South Jersey Port Corporation Board of Directors regular session meeting held on July 25, 2023, were presented for approval.

A motion was made to approve the July 25, 2023 Board of Directors Regular Open Session Meeting Minutes as presented.

Moved by:	J. Gershen
Seconded by:	S. Roberts
Abstain:	None
Voting against motion:	None

PRESENTATION OF CLOSED MEETING MINUTES JULY 25, 2023

The minutes for the South Jersey Port Corporation Board of Directors closed session meeting held on July 25, 2023 were presented for approval.

A motion was made to approve the July 25, 2023 Board of Directors Regular Closed Session Meeting Minutes as presented.

Moved by:	J. Gershen
Seconded by:	S. Roberts
Abstain:	None
Voting against motion:	None

OPERATING BILLS

The Operating Unpaid Bill list for the period 7/1/2023–8/10/2023 was presented for approval.

A motion was made to adopt Resolution 2023-08-0072 for the approval of the Operating Unpaid Bill list for the period 7/1/2023- 8/30/2023.

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

Voting for motion: All
Voting against motion: None

ADVANCE PAYMENT LIST

The Advance Payment Bill List for the period 7/1/2023– 8/10/2023 was presented for approval.

A motion was made to adopt Resolution 2023-08-0073 for the approval of the Advance Payment Bills for the period 7/1/2023-8/10/2023.

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

Voting for motion: All
Voting against motion: None

CREDIT LIST – (NONE)**CHANGE ORDERS** - (TWO)**CHANGE ORDER****RESOLUTION 2023-08-0074****FIRE SPRINKLER SYSTEM REPAIRS AT BALZANO TERMINAL****Change Order No. 2 - Harring Fire Protection Services Co.**

Fire Sprinkler System Repairs at Balzano Terminal was awarded to Harring Fire Protection, LLC, of Folsom, NJ, in December 2021 by SJPC Board Resolution Number 2021-12-0126 in the amount of \$157,800.00.

The scope of the contract included replacement of the outdoor sprinkler piping in the eaves of Balzano Marine Terminal Buildings A, B, and C, and Shed 1, back to the main service riser in each building, as designed by T&M Associates Engineers.

Change Order Number 1 was approved by Board Resolution 2022-08-0089 to add several rooms on the second floor of the A Building which are not sprinklered.

Since then, it was discovered that the office trailer, bathrooms, and breakroom behind the vehicle garage are also not sprinklered as required by code. Staff recommends that we also bring these spaces into compliance with the current fire codes.

Staff requested Harring to provide a proposal for installing the required sprinklers in the office trailer, bathrooms, and breakroom behind the vehicle garage. The details are attached.

SJPC staff requests Board Approval of Change Order Number 2 in the amount of \$14,800.00, bringing the adjusted contract amount to \$182,100.00.

The Original Contract Amount	\$157,800.00
Change Order No 1	\$9,500.00
Change Order No 2	\$14,800.00
Adjusted Contract Amount	\$182,100.00

A motion was made to adopt Resolution 2023-08-0074 for Change Order Number 2 to Harring Fire Protection Services Co. in the amount of \$14,800.00 bringing the total contract amount to \$182,100.00

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

Voting for motion:	All
Voting against motion:	None

CHANGE ORDER

RESOLUTION 2023-08-0075

HIGH MAST LIGHTING TOWERS REPAIRS AT BALZANO AND BROADWAY TERMINALS

Change Order No. 2 - French & Parello Associates

The design services for the inspection and design for repairs of the High Mast Lighting at the Balzano and Broadway Marine Terminals was awarded to French & Parrello Associates by Board Resolution 2021-03-0029 on March 30, 2021, in the amount of \$53,905.

Construction plans and specifications were prepared for the structural repairs and LED relamping of high mast light towers at the Balzano and Broadway Marine Terminals and later revised to separate the structural repairs from the relamping work due to budget constraints. The project has been on hold due to the lack of available funding.

The design engineer's additional scope and costs include preparation of revised structural repair bid documents, and cost estimating to address the additional needed light towers repairs that have occurred since the drawings were completed last year.

Relamping will not be addressed at this time.

SJPC staff has reviewed the associated change order request and is recommending Board Approval of an amendment to the French & Parello Associates contract in the amount of \$4,500 bringing the total contract amount to \$66,905

Original contract amount	\$ 53,905.00
Change Order Number 1	\$ 8,500.00
Change Order Number 2	\$ 4,500.00
Adjusted Contract Amount	\$ 66,905.00

A motion was made to adopt Resolution 2023-08-0075 for Change Order Number 2 to French & Parello Associates in the amount of \$4,500.00 bringing the total contract amount to \$66,905.00

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

Voting for motion: All
Voting against motion: None

CONSTRUCTION FUND REQUISITIONS

Staff presented (13) advance construction fund requests in the amount of \$223,905.94 and (6) unpaid construction fund requisitions in the amount of \$26,752.14.

A motion was made to adopt Resolution 2023-08-0076 to approve the Construction Fund List for the period ending August 29, 2023.

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

Voting for motion: All
Voting against motion: None

TREASURER'S REPORT

For the month of July 2023, the SJPC had net income before non-operating interest expense and depreciation and amortization in the amount of \$187,000 which is under budget by \$174,030 for the month. Our (year-to-date) YTD net income as of July 31st is \$1,071,080, which is over budget by \$964,285.

Please note that we reduced revenue by \$35,635, as deferred income in July increased. Our deferred revenue balance increased from June and is \$438,119 at month end. July 2023 month-

ended net income is approximately \$120,000 higher as compared to July 2022. The Port has been managing expenses in 2023 in relation to decreased shipping activity.

COUNSEL'S REPORT

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

EXECUTIVE DIRECTORS REPORT

The Executive Director & CEO for the South Jersey Port Corporation reports cargo tonnage for July 2023 was 252,001 s/tons: a 22% decrease over July 2022. Year to date tonnage through July totaled 1,754,327 s/tons; representing a 13% decrease when compared to the same period in 2022.

Breakbulk tonnage for July 2023 totaled 124,783 s/tons. This is a 0.5% increase when compared to July 2022. July YTD tonnage was 787,434 s/tons; a decrease of 19% compared to 2022. All terminals combined handled a total 124,783 s/tons of import steel during July 2023, representing a 15.9% increase over July 2022. Combined YTD steel imports were 735,110 s/tons, representing a 12.8% decrease compared to 2022 YTD. Camden steel imports in July 2023 showed a 20% increase over July 2022, and a July YTD decrease of 18.3% compared to 2022. Paulsboro Marine Terminal handled 70,629 s/tons of steel slabs in July 2023 compared to 62,492 s/tons in July 2022. YTD, Paulsboro handled 389,341 s/tons of steel products; a 7.2% decrease compared to July 2022 YTD. There was no cargo activity of plywood in July 2023 compared to 11,320 tons of plywood imports in July 2022. July YTD wood products import tonnage at 11,019 tons was 81.7% behind YTD 2022. There was no cocoa bean activity in July 2023 or July 2022. YTD 2023 cocoa bean imports totaled 40,663 tons, a 6% increase vs YTD 2022.

Bulk activity for July 2023 was 127,218 s/tons: a 37.6% decrease from July 2022. Total bulk tonnage year-to-date reached 966,892 s/tons: a 9.5% decrease versus YTD 2022. Exports of recycled metals in July were 42,392 s/tons; a 59.7% decrease compared to July 2022. Year-to-date recycled metals export volume decreased 22.5%, compared to 2022. There was no cargo activity for cement in July 2023 compared to 48,291 s/tons in July 2022 and decreased 21.9% YTD. July 2023 export Grancem at 22,388 s/tons decreased 16.4% compared to 2022 and showed a 28.7% decrease year-to-date. Salem handled 5,063 s/tons of sand in July 2023, compared to 23,630 s/tons in July 2022. July YTD sand at 102,649 s/tons, a 14.1% increase vs 2022 YTD. There were 57,375 s/tons of Gypsum July 2023 and 115,536 s/tons YTD compared to no cargo activity YTD 2022.

SJPC's marine terminals handled 14 ships in July 2023, compared with 21 in July 2022. Year-to-date the port handled 117 ships, compared to 141 by July 2022 YTD. The number of ship days (i.e. the number of days a ship is loading or unloading at its terminals) for July 2023 was 56, compared to 73 days in July 2022. July 2023 YTD ship days were 353, compared to 551 YTD 2022.

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

NJ Alliance for Action Investing in South Jersey

On July 27th I made a presentation on SJPC's Capital plan at the NJ Alliance for Action annual Investing in South Jersey event at the Seaview Hotel.

South Jersey Development Council – Day on the Delaware

We attended SJDC's annual Day on the Delaware boat tour which highlighted NJ based waterfront businesses. We plan to work with the group to develop a more in-depth map and prerecorded audio tour for next year's cruise.

CMAA – Annual Outing

Brendan Dugan and I attended the Cocoa Merchant's Association of America annual outing in West Orange, NJ on August 10, 2023. It provided us with an opportunity to network with the various companies involved in importing cocoa products into terminals on the Delaware River.

Port Security Grant

SJPC has been selected to receive a 2023 Port Security Grant in the amount of \$139,814 to enhance our camera and access control systems.

SMU Steel Summit

Rose Hope, Senior Marketing Manager, attended the Steel Summit Conference in Atlanta, Georgia from Monday, August 21st to Wednesday, August 23rd. She was able to meet with many of our steel customers who attended the conference. Rose also visited the corporate office of one of our new shipping customers and discussed making Camden a monthly call with new lumber business and steel cargo.

Heart Of Camden

On August 23rd Jonathan Atwood and I met with representatives from the Heart of Camden who represent the Waterfront South Community in Camden to discuss ways that we can work together on initiatives and revitalization projects. Jonathan will be joining and participating in a corporate working group.

August Retirements

- Chuck O'Leary - General Manager of Port Security / Public Safety & Emergency Management - 10 Years of Service
- Herb Lambert - Crane Operator – 25 Years of Service

Other Events Attended by Staff

- US Coast Guard Birthday Celebration sponsored by the Maritime Exchange for the Delaware River & Bay at the Union League of Philadelphia
- CCSNJ NJBPU Updates at The Legacy Club at Woodcrest

Visitors Hosted

- G2 Ocean
- GAC Shipping
- South Jersey Transportation Authority

ACTION ITEMS:

**RESOLUTION 2023-08-0077: APPROVAL TO RENEW THE
CONTRACT FOR ROUTINE MAINTENANCE WORK ON
THE PORT'S STORMWATER DRAINAGE SYSTEMS**

REQUEST

Staff is requesting Board approval to renew the existing contract for drain cleaning services at the Balzano and Broadway Marine Terminals for a period of one year.

BACKGROUND

Pursuant to the Board's Authorization: RESOLUTION 2022-01-0011 - APPROVAL TO ISSUE AN RFP FOR ROUTINE MAINTENANCE WORK ON THE PORT'S DRAINAGE SYSTEM, an RFP was issued soliciting construction bids to provide maintenance cleaning services for the drainage systems at the Camden Marine Terminals.

On February 9, 2022, the SJPC publicly advertised for competitive cost proposals for these drain cleaning services. On March 1, 2022, three bids were received, and a low bidder was identified.

On March 28, 2022, the contract was awarded by Resolution Number 2022-03-0037 to the low bidder, WRS Environmental Services d/b/a Champion Environmental Services located in Moorestown, New Jersey. WRS Environmental Services was acquired recently by Champion Environmental Services.

The terms of the awarded contract required drainage system cleaning services on a call-in basis with a spending limit not to exceed \$75,000 per year, and an option to renew for one additional year for an additional \$75,000.

An additional \$15,000 contingency per year was budgeted for disposal of any recovered materials that may test as hazardous, requiring controlled transportation and disposal at approved landfill facilities for such materials.

This service contractor has performed well, and staff is recommending the renewal of their contract by exercising the one-year renewal option at the same terms and conditions.

A motion was made to approve Resolution 2023-08-0077 to renew the existing contract for drain cleaning services at the Balzano and Broadway Marine Terminals for a period of one year.

Moved by:	J. Gershen
Seconded by:	S. Roberts
Voting for Motion:	All
Voting Against Motion:	None

RESOLUTION 2023-08-0078: APPROVAL TO AWARD A SERVICE CONTRACT FOR INSPECTION, MAINTENANCE AND REPAIR OF FIRE SPRINKLER SYSTEMS, AND FIRE EXTINGUISHER INSPECTIONS, AT THE BALZANO AND BROADWAY MARINE TERMINALS TO HARRING FIRE PROTECTION, LLC OF FOLSOM, NEW JERSEY

REQUEST

Staff is requesting Board approval to award a service contract for the inspection, maintenance and repair of fire sprinkler systems, and fire extinguisher inspections, at the Balzano and Broadway Marine Terminals to Haring Fire Protection, LLC of Folsom, New Jersey (hereinafter "Haring") for an initial one (1) year term, with options to renew for up to two (2) additional one (1) year terms, in the not to exceed amount of \$55,239.00 per year.

BACKGROUND

Building fire sprinkler systems are required to be inspected yearly by NJDCA - Bureau of Fire Safety, in accordance with NFPA 25. In addition, fire extinguishers require yearly inspection and servicing in accordance with NFPA 10.

SJPC publicly advertised for these services in accordance with RESOLUTION 2023-01-0008: APPROVAL TO ISSUE A REQUEST FOR PROPOSALS FOR FIRE SPRINKLER SYSTEMS AND FIRE EXTINGUISHER INSPECTIONS AT BALZANO AND BROADWAY TERMINALS.

A Pre-Proposal meeting was held on July 13, 2023. Bids were received and opened on Thursday, August 10, 2023. One (1) bid was received from Haring in the basic services amount of \$55,239.00.

Proposer Name and Address	Cost Proposal Summary
Haring Fire Protection LLC 1433 Mays Landing Road Folsom, NJ 08037	\$55,239.00

The term of this service contract would be for an initial term of one (1) year with the Board's option to extend same for up to (2) two additional one-year terms in an amount not to exceed \$55, 239.00 per year.

A motion was made to approve Resolution 2023-08-0078 to award a service contract for the inspection, maintenance and repair of fire sprinkler systems, and fire extinguisher inspections, at the Balzano and Broadway Marine Terminals to Harring Fire Protection, LLC of Folsom, New Jersey for an initial one year term, with options to renew for up to two additional one year terms, in the not to exceed amount of \$55,239.00 per year.

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

Voting for Motion: All
Voting Against Motion: None

RESOLUTION 2023-08-0079: APPROVAL TO PURCHASE FOUR (4) 2024 FORD MAVERICK TRUCKS

REQUEST

Staff requests Board approval to purchase four (4) 2024 Ford Maverick trucks.

BACKGROUND

The 2024 Ford Maverick trucks will be utilized by SJPC Operations and Maintenance Departments in lieu of older trucks that are in need of replacement. Staff has received a quotation from National Auto Fleet Group for the vehicles under Sourcewell Contract 091521-NAF in the total amount of \$111,205.88.

A motion was made to approve Resolution 2023-08-0079 for Board approval to purchase four 2024 Ford Maverick trucks.

Moved by: S. Roberts
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

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 closed session.

A motion was made to adjourn the Regular Open Meeting at 12:55 p.m.

Moved by: J. Maressa

Seconded by: S. Roberts

Voting for Motion: All

Voting Against Motion: None

Following closed session, the Regular Session was reopened at 1:20 p.m.

A motion was made to adjourn the Regular Open Meeting at 1:20 p.m.

Moved by: J. Maressa

Seconded by: S. Roberts

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, August 29, 2023.


Jonathan Atwood
Acting Board Secretary