



SOUTH JERSEY PORT CORPORATION
OFFICIAL BOARD OF DIRECTORS MEETING MINUTES
BROADWAY TERMINAL
CAMDEN, NEW JERSEY
October 31, 2017
12:30 p.m.

Directors Present:	Richard Alaimo	Chairman
	Chad Bruner	Director
	Robert Tighue	State Treas. Designee
	Robert DeAngelo	Director
	Joseph Maressa	Director
	Sheila Roberts	Director ☎
	Carl Styles	Director
Directors Absent:	Jonathan Gershen	Director
	Eric Martins	Director
In Attendance:	Craig Ambrose	Governor's Authorities Unit
	Raymond Zane, Esq.	Gen. Counsel – Zane & Lafferty
	Kevin Castagnola	Executive Director & CEO
	Jay Jones	Dep. Exec. Dir. / Board Secretary
	Bruno Cellucci	Treasurer
	George Englehardt	Facilities Engineer
	Neil Grossman	Financial Advisor – GBA
	Dennis Culnan	Marketing Consultant – PS&AC
	John Linden	Conner Strong Buckelew
	Joseph Antinori, Esq.	Labor Counsel - Brown & Connery
	Paul Breeman	Holt Logistics

The Chairman 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 3, 2017, 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 2017, indicating the time and place to the following newspapers: Courier-Post, Gloucester County 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 2017. 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 - September 26, 2017

The minutes for the South Jersey Port Corporation Board of Directors meeting held September 26, 2017 were presented for approval.

A motion was made to approve the September 26, 2017 Board of Directors Regular Meeting Minutes as presented.

Moved by:	C. Bruner
Seconded by:	R. DeAngelo
Voting for motion:	All
Voting against motion:	None
Abstaining:	J. Maressa, Jr. C. Styles

PRESENTATION OF CLOSED MEETING MINUTES – September 26, 2017

The minutes for the South Jersey Port Corporation Board of Directors closed meeting session held on September 26, 2017, were presented for approval.

A motion was made to approve the September 26, 2017 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.

Moved by:	C. Bruner
Seconded by:	R. DeAngelo
Voting for motion:	All
Voting against motion:	None
Abstaining:	J. Maressa, Jr. C. Styles

OPERATING BILLS

The Operating Unpaid Bill list for the period 9/13/2017 to 10/13/2017 was presented for approval.

A motion was made to adopt Resolution 2017-10-0086 for the approval of the Operating Unpaid Bill list for the period 9/13/2017 to 10/13/2017.

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

Voting for motion: All
Voting against motion: None

ADVANCE PAYMENT LIST

The Advance Payment Bill List for the period 9/13/2017 to 10/13/2017 was presented for approval. The Board Audit Committee reviewed an Expense Report in the amount of \$1,196.32 for the Executive Director and the AMEX statement.

A motion was made to adopt Resolution 2017-10-0087 for the approval of the Advance Payment Bills for the period 9/13/2017 to 10/13/2017 and the Expense Report in the amount of \$1,196.32.

Moved by: J. Maressa, Jr.
Seconded by: C. Styles

Voting for motion: All
Voting against motion: None

CREDIT LIST

The Credit List for the period ended October 31, 2017, containing three (3) credits for a total amount of \$1,641.17 was presented for approval.

A motion was made to adopt Resolution 2017-10-0088 for the approval of the Credit List for the period ended September 26, 2017 in the amount of \$15.76.

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

Voting for motion: All
Voting against motion: None

CONSTRUCTION FUND REQUISITIONS

Staff presented two (2) advance construction fund requisitions in the amount of \$52,735.00 and five (5) unpaid construction fund requisitions in the amount of \$525,976.88.

A motion was made to adopt Resolution 2017-10-0089 for the approval of the seven (7) Construction Fund Requisitions totaling \$578,711.88; as presented.

Moved by: C. Bruner
Seconded by: J. Maressa, Jr.

Voting for motion: All
Voting against motion: None

TREASURER'S REPORT

The Treasurer presented the Treasurer's Report for the period ending September 30, 2017. For September 2017, the net income before interest, depreciation and amortization is \$40,345 versus the budgeted amount of \$203,380 for the month. This is a deviation of (\$165,035) less than budget. For the year-to-date period through September 31, 2017, the net income before interest,

depreciation and amortization is \$2,884,262 versus the budgeted amount of \$1,830,420 for the period. This is a deviation of \$1,053,842 better than budget. The interest on investments and the accounts receivables reports were also presented.

A motion was made to accept the Treasurer's Report as presented.

Moved by:	C. Styles
Seconded by:	J. Maressa, Jr.
Voting for motion:	All
Voting against motion:	None

COUNSEL'S REPORT

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

EXECUTIVE DIRECTOR'S REPORT

The Executive Director & CEO for the South Jersey Port Corporation reports cargo tonnage for September 2017 was 285,315 s/tons; a 155% change compared to September 2016. For the year-to-year (YOY) period through September 2017, total tonnage reached 3,310,290 s/tons; an 88% change compared to the same period in 2016. We are on track to exceed 4 million s/tons which would break the standing annual total tonnage record of 3.88 million s/tons.

Breakbulk tonnage activity for September 2017 totaled 157,727 s/tons; a change of 210% compared to September 2016. For the September YTD 2017, breakbulk tonnage totaled 1,910,301 s/tons; a change of 181%. Import steel slabs at PMT accounted for 119,288 s/tons of the total Breakbulk tons for the month. The year-to-date through September 2017, PMT has handled 1,165,344 s/tons of import steel. The Executive Director advised that the coca bean season will be starting early this year which is an indicator imports will be increasing. Bulk activity for September 2017 reached 127,587 s/tons; a change of 110% compared to September 2016. On the year, we collectively handled 1,399,989 s/tons of bulk cargoes; a 29% change compared to the same period in 2016. During September, we handled 11,361 s/tons of export Grancem® for Lehigh Hanson and EMR/CIM exported 81,942 s/tons of recycled metals. U.S. Concrete moved 34,283 s/tons of sand through Salem terminal.

The Executive Director and Deputy Executive Director attended the 2017 Breakbulk Americas meeting and exhibition in Houston, TX on October 17th – 19th. There 4,000 attendees and nearly 400 exhibitors. SJPC was an exhibitor and featured the opening of the new Paulsboro Marine Terminal, as well as promoted the features and capabilities of all the SJ international seaports. SJPC meet with several current port users and customers.

On Tuesday, October 24th, SJPC attended and participated in the Vibrant Ports - Healthy Ports workshop at the Delaware Valley Regional Planning Commission. The one day event was a workshop to explore the economic, environmental, and social interactions of ports and their host communities. SJPC's Executive Director was one of the presenters to share and discuss the SJPC's community engagement and environmental programs.

The report was received and filed.

RESOLUTION 2017-10-0090: SELECTION OF ENGINEER FOR MULTI-BEAM HYDROGRAPHIC SURVEYS

Pursuant to the Board's authorization, staff requested Board quotations from the pre-qualified Marine Engineering firms to perform Multi-beam Hydrographic surveys at both the Balzano and Broadway Terminal "pier-head" approaches, and the adjoining Federal Anchorage areas. The Army Corps of Engineers (ACOE) is requiring marine terminals to perform such surveys and provide the results to them on an annual basis in order for the ACOE to observe and mitigate any potential adverse impacts to navigation within the approaches and anchorages.

The following quotations were received:

FIRM	QUOTE
WBCM *	\$10,890.00
Advance GEO Services *	\$10,500.00 plus additional costs
Bergmann *	\$10,900.00
WSP *	\$12,020.00
Hudson Engineers	\$24,000.00

*Firms list Gahagan & Bryant Associates, Inc. as the subconsultant to perform the survey tasks.

Following review of the quotations, staff recommends Board approval of the quotation from WBCM with their subconsultant Gahagan & Bryant at a lump sum cost of \$10,890.00 to perform the Multi-Beam Hydrographic Surveys at the Balzano and Broadway Terminals.

A motion was made to approve Resolution 2017-10-0090 to award the Multi-Beam Hydrographic Surveys as the Balzano and Broadway Terminals to WBCM at a cost of \$10,890 as presented.

Moved by: J. Maressa, Jr.
Seconded by: C. Bruner

Voting for motion: All
Voting against motion: None

RESOLUTION 2017-10-0091: APPROVAL OF REVISED INSURANCE POLICY RENEWAL FOR WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY

Mr. John Lindon, with Conner Strong & Buckelew, advised SJPC's Workers' Compensation & Employer's Liability policy renews November 4, 2017. The Board approved the recommendation from Conner Strong & Buckelew to renew the Workers' Compensation & Employer's Liability Policy with New Jersey Casualty Insurance Company, a member of New Jersey Manufacturers Insurance Company, through the New Jersey Compensation Rating & Inspection Bureau's Assigned Risk Plan, at a cost of \$757,624. This was presented and discussed at the Board Meeting on September 26, 2017. Upon completion of the Board Meeting, Conner Strong and Buckelew was presented with a quote from New Jersey Manufacturer's Insurance Company (NJM) at a cost of \$624,250, through NJM's Voluntary Market. As NJM does not provide commission to brokers, this figure does not include Conner Strong &

Buckelew's Service Fee of \$29,672, reflecting the standard commission amount that would be received in the marketplace for placement of this policy on behalf of South Jersey Port Corporation.

A big portion of the cost differential is due to the removal of the Plan Premium Adjustment (\$122,657) which reflects the surcharges for the New Jersey Compensation Rating & Inspection Bureau's Assigned Risk Program.

Conner Strong & Buckelew had approached NJM prior to the September 26 Board Meeting allowing NJM an opportunity to provide a Voluntary Market alternative, however no response was provided in time as this required NJM's management approval. Upon receipt of the NJM option, the proposal from NJM included a potential dividend return of up to 15% of the total premium excluding state surcharges. Typically a dividend is paid out upon completion of a policy audit. Dividends are also never guaranteed as dividends are subject to declaration by an insurance company's Board of Directors. As a show of good faith, NJM has agreed to provide 10% (\$58,850) of the overall 15% potential dividend upfront by lowering the premium installment payments made by South Jersey Port Corporation. Additional details are provided within our proposal addendum.

The NJM Voluntary Risk renewal cost of \$595,072, factors the policy cost of \$624,250, Conner Strong & Buckelew's Service Fee of \$29,672 and up front Dividend of 10% (\$58,850) is a decrease of \$179,220 compared to last year's cost of \$774,292 in the Assigned Risk Plan. In addition, South Jersey Port Corporation is eligible for an additional 5% Dividend upon completion of the policy audit in 2018. Conner Strong & Buckelew recommends that SJPC move their Workers' Compensation and Employer's Liability Coverage to New Jersey Manufacturers Insurance Company Voluntary Market at an estimated annual cost of \$595,072 effective November 4, 2017.

A motion was made to approve Resolution 2017-9-0081 to approve of the recommendation from Conner Strong & Buckelew to approve the Workers' Compensation & Employer's Liability Coverage renewal placement from New Jersey Casualty Insurance Company to New Jersey Manufacturers Insurance Company at an estimated annual cost of \$595,072.

Moved by:	C. Bruner
Seconded by:	J. Maressa, Jr.
Voting for motion:	All
Voting against motion:	None

RESOLUTION 2017-10-0092: APPROVAL OF INSURANCE POLICY RENEWALS FOR PRIMARY PROPERTY, EXCESS PROPERTY, CRIME, CYBER AND STORAGE TANK POLLUTION LIABILITY

Mr. John Lindon, with Conner Strong & Buckelew, advised South Jersey Port Corporation's Primary Property (Including Equipment Breakdown), Excess Property, Crime, Network Privacy & Security Liability, and Storage Tank Pollution Legal Liability policies will renew on 12/15/2017.

Primary Property (Including Equipment Breakdown) & Excess Property: The Port's current insurance carrier for the Primary Property is Underwriters at Lloyds London (Lloyds) with a loss limit of \$25,000,000. For the Excess Property, RSUI Indemnity Company provides a limit of \$30,000,000, which is excess of the Underwriters at Lloyds London (Lloyds) \$25,000,000 limit. Additionally, Underwriters at Lloyds London (Lloyds) also writes a standalone policy covering Property losses resulting from an act of Terrorism with a \$55,000,000 loss limit. The total expiring bound premium on 12/15/2016 was \$678,706, inclusive of New Jersey surcharges, for the Primary and Excess Property policies as well as the standalone Terrorism policy. This figure does not include the pro-rated cost for adding the Paulsboro Marine Terminal to the program effective 01/26/2017. Adding the Paulsboro Marine Terminal increased the Total Insured Values from \$201,211,765 to \$246,211,765. This also increased the expiring cost from \$678,706 to \$783,948 as the additional pro-rated premium for adding the Paulsboro Marine Terminal to the program mid-term was \$105,242.

The Property (including Equipment Breakdown) renewal quote from Underwriters at Lloyds London (Lloyds) for the 12/15/2017-2018 policy term is \$690,000, based on \$246,995,308 of total values. Note that there will not be any New Jersey surcharges at renewal as Underwriters at Lloyds London (Lloyds) is a non-admitted insurance company in the State of New Jersey (AM Best Rating A; XV). RSUI Indemnity Company's renewal quote for the 12/15/2017-2018 policy term is \$83,488, including New Jersey surcharges, based on \$246,995,308 of total values. We have also obtained an option for increased limits through RSUI Indemnity, as described in our proposal. The standalone Terrorism renewal quote from Underwriters at Lloyds London (Lloyds) is \$10,500. Similar to the Property policy, Underwriters at Lloyds London (Lloyds) is a non-admitted insurance company in the State of New Jersey (AM Best Rating A; XV), so New Jersey surcharges will not apply at renewal.

The total renewal premium for all three of these policies is \$783,988 with coverages, terms and conditions as described in our proposal. While this represents a \$40 increase over your expiring premium, including Paulsboro Marine Terminal, of \$783,948, it is important to recall the expiring premium does not include the full term cost for Paulsboro Marine Terminal. The total cost for the program, had Paulsboro been added effective 12/15/2016 instead of 01/26/2017 and based on the renewal Total Insured Values provided by South Jersey Port Corporation staff, would have been \$833,119 instead of \$783,948. Conner Strong & Buckelew recommends that South Jersey Port Corporation place the primary \$25,000,000 limit policy with Underwriters at Lloyds London (Lloyds), the excess \$30,000,000 limit policy with RSUI Indemnity Company, and the standalone Terrorism policy with Underwriters at Lloyds London (Lloyds) for a total annual renewal cost of \$783,988.

Crime: The Port's current insurance carrier is National Union Fire Insurance Company of Pittsburgh, PA (AIG) and their policy provides a \$500,000 limit with a \$10,000 deductible. The expiring premium is \$9,765, including New Jersey surcharges. The National Union Fire Insurance Company of Pittsburgh, PA renewal quote for the 12/15/2017-2018 policy term is \$8,938, including New Jersey surcharges. TRIA is not available under a Commercial Crime Policy. This represents a savings of 8% (\$827) over the expiring premium. We also pursued quotes from other markets on your behalf, and the results of our marketing effort are included in our proposal. After consultation with staff, Conner Strong & Buckelew recommends that South Jersey Port Corporation renew with National Union Fire Insurance Company of Pittsburgh, PA.

Privacy & Security / Cyber Liability: The Port's current insurance carrier is ACE American Insurance Company and their policy provides a \$1,000,000 Privacy Liability limit subject to a \$25,000 Each Claim Retention and a separate \$500,000 Data Breach limit (notification and credit monitoring expenses) if using a provider from ACE's Cyber Incident Response Team. The expiring premium is \$10,452, inclusive of TRIA and New Jersey surcharges. ACE American Insurance Company's renewal quote for the 12/15/2017-2018 policy term is \$8,851, including TRIA and New Jersey surcharges. This represents a savings of 15% (\$1,601) over the expiring cost. Additional limits are available through ACE American Insurance Company for additional premiums. We also pursued quotes from other markets on your behalf, and the results of our marketing effort are included in our proposal. After consultation with Port Corp staff, Conner Strong & Buckelew recommends that South Jersey Port Corporation renew with ACE American Insurance Company.

Storage Tank Pollution Legal Liability: The Port's current insurance carrier is ACE American Insurance Company and their policy provides a \$1,000,000 per Storage Tank Incident Limit / \$6,000,000 Total Policy Aggregate Limit subject to a \$5,000 deductible per Storage Tank incident (4 aboveground storage tanks). The expiring premium is \$3,021, including TRIA and New Jersey surcharges. ACE American Insurance Company's renewal quote for the 12/15/2017-2018 policy term is \$3,264, including TRIA and New Jersey surcharges. This represents an increase of 8% (\$243) which is primarily due to the age of some of the tanks. Conner Strong & Buckelew recommends that South Jersey Port Corporation renew with ACE American Insurance Company.

The overall cost of \$805,041, represents a 6% (\$49,131) rate-reduction against the adjusted expiring premium and a true cost savings of \$2,145 when compared to the overall expiring pricing of \$807,186 (including Paulsboro Marine Terminal).

A motion was made to approve Resolution 2017-10-0092 to approve the Conner Strong & Buckelew recommendation to renew the Primary Property and Excess Property; Crime; Privacy & Security / Cyber Liability; and Storage Tank Pollution Legal Liability insurance policies with an overall cost of \$805,041.

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

Voting for motion: All
Voting against motion: None

RESOLUTION 2017-10-0093: APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN SJPC AND PAULSBORO FOR THE WATER FACILITIES GRANT PROJECT

Staff requested Board approval of a Memorandum of Understanding between SJPC and Paulsboro for the Water Facilities Grant Project. Pursuant to a Redevelopment Plan for the Rehabilitation Area, the Borough of Paulsboro and SJPC will pursue USED and USDA grants to finance the installation of upgraded water lines from the Borough of Paulsboro water tower, down Beacon Street, to the Paulsboro Marine Terminal.

The Borough will apply for a grant with United States Department of Commerce – Economic Development Administration and to assist in the financing of the Water Main Project. The

Borough of Paulsboro will also apply for a grant with United States Department of Agriculture Water & Waste Disposal Program for a grant to assist in the financing of the Water Main Project. SJPC will serve as the fiduciary agent and provide for the financing of the grant costs and the financing of the water project through grant programs.

A motion was made to approve Resolution 2017-10-0093 to approve the Water Facilities Grant Project Memorandum of Understanding between SJPC and the Borough of Paulsboro.

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

Voting for motion: All
Voting against motion: None

RESOLUTION 2017-10-0094: APPROVAL OF GUY WIRE EASEMENT WITH THE COUNTY OF CAMDEN

Camden County has requested certain rights of easement possession and use over, under and across SJPC's property at the Broadway Terminal relating to the realignment of the South Broadway roadway. The property is described as two (2) parcels, one measuring approximately twenty feet (20') wide and forty-one feet (40') in length, and a second parcel measuring approximately twenty feet (20') wide and forty-one feet (41') in length. The County wishes to utilize this portion of land for the purposes of anchoring guy wires needed to secure utility poles which were installed within the County's Right of Way Easement as part of the Realignment of South Broadway.

A motion was made to approve Resolution 2017-10-0094 to approve the Guy Wire Easement with the County of Camden on two parcels at the Broadway Terminal.

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

Voting for motion: All
Voting against motion: None

RESOLUTION 2017-10-0095: AUTHORIZATION TO RELEASE REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES

Staff is requested authorization to release a Request for Qualifications (RFQ) for Engineering Services for each of the following categories: Civil Engineer; Certified Diver; Construction Management; Geo-technical Services and Marine Engineer. The RFQ will seek 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. The qualification will carry a term of two (2) years, commencing on March 1, 2018 and expiring on February 28, 2020.

We have firms already pre-qualified for the initial term of three years and they do not need to re-submit. Each year during the three year term, the Board will consider additional engineering firms to the qualified list for the remaining term through a RFQ process.

The results of the RFQ will be reviewed by the SJPC Board Review Committee and the committee will present a recommendation to the full Board to be considered by the Board prior to the March 1st commencement.

A motion was made to approve Resolution 2017-10-0095 to authorize the release of the Request for Qualifications for Engineering Services in the categories of Marine, Civil, Construction Management, Geo-tech and Certified Divers.

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

Voting for motion: All
Voting against motion: None

INFORMATION ITEMS:

MARKETING REPORT - PHOENIX STRATEGIES / ARTLIP COMMUNICATIONS

Mr. Dennis Culnan presented the Marketing Report. He advised that the Annual Report has been proofed and in production. An electronic copy will be used to distribute the annual report, as well as make it available on the SJPC website. The committee has worked on print media ads and assisted with producing promotional items that were used at the recent Breakbulk Americas Exhibition. The Fall edition of the Port-O-Call magazine has been distributed and we are beginning to assemble the stories for the next edition.

The report was received and filed.

PORT SECURITY UPDATE

Mr. Jay Jones, Deputy Executive Director / Facility Security Officer, presented the Security Update.

U.S. COAST GUARD HOMEPORT 2.0: The USCG Homeport Internet Portal (HIP) was established in 2005 to facilitate compliance with the requirements set forth in the Maritime Transportation Security Act (MTSA) of 2002, by providing secure information dissemination, advanced collaboration, electronic submission and approval for vessel and facility security plans, and complex electronic and telecommunication notification capabilities.

Since its inception, HIP has been expanded to provide additional support such as Transportation Worker Identification Card New Hire; Electronic Vessel Response Plan; Marine Event Permit Process; Port Status Indicator; Merchant Mariner Licensing and Documentation; Marine Training and Assessment Data (training documentation); Merchant Mariner Certificate; Sea Service Calculator; Merchant Mariner Verification of Certificates; and Merchant Mariner Credential Survey.

The Coast Guard recently launched Homeport 2.0 in order to provide a better user experience and improve the security of user information. Upgrades include fewer site navigation menus and more efficient and secure search functions. The new platform has been having some issues with commercial certificates used by some browsers. This issue

is caused by a conflict between the military certificates used by the system and the commercial certificates used by some browsers.

SJPC CYBER SECURITY AWARENESS TRAINING SYSTEM: SJPC will be implementing the KnowBe4 cyber security awareness training system for employees. The system will provide baseline testing to assess the Phish-prone percentage of your users through a simulated phishing, vishing (phone phishing) or smishing (SMS phishing) attack. The training will use the world's largest library of security awareness training content; including interactive modules, videos, games, posters and newsletters. Automated training campaigns will be administered with scheduled reminder emails for each employee. All training and testing will be documented for the MTSA 33CFR105 record-keeping requirements.

The report was received and filed.

PAULSBORO MARINE TERMINAL PROJECT UPDATE

The Executive Director advised that the maintenance shop is being constructed and the work is on schedule. We are in the process of preparing for Phase II once the funding is secured.

ANNUAL STATE ETHICS TRAINING

Pursuant to State of New Jersey Conflicts Law, the State Ethics Commission (SEC) promulgated a uniform ethics code to govern and guide the conduct of State officers and employees and special State officers and employees in State agencies in the Executive Branch. This code conforms to the general standards set forth in section 23 of the Conflicts Law and is the primary code of ethics for State agencies. Per the New Jersey Uniform Code of Ethics, ethics training is mandatory on an annual basis.

A memorandum, dated October 20, 2017, from Mr. John Spinello, Director of the Governor's Authorities Unit (GAU) was sent to each Board member regarding the 2017 training. The deadline to complete the online training is November 10, 2017. The link for the online training is <http://www.nj.gov/ethics/training>.

Board members are asked to forward their training confirmation to SJPC's Ethics Liaison Officer, Mr. Jay Jones, in order to prepare and submit the compliance letter by November 15, 2017.

GOVERNOR'S AUTHORITIES UNIT ANNUAL ASSESSMENT

Staff received the invoice for the Governor's Authorities Unit annual assessment for the Fiscal Year 2018 (July 1, 2017 to June 30, 2018) in the amount of \$21,926.31, this is the same amount as the FY2017 and FY2016 assessments. The assessment is to reimburse the Governor's Authorities Unit for advisory services as statutory executor of policy implementation for the Authority.

The Authorities Unit was created in 1987 as the designee for advisory services as statutory executor of policy implementation for the authorities. The Authorities Unit budget is funded through annual assessments of the authorities.

PUBLIC COMMENTS

The Chairman asked if there were any public comments.

Hearing none, he asked for a motion to adjourn the regular session meeting and enter closed session.

A motion was made to adjourn the Regular Open Meeting.

Moved by:	C. Styles
Seconded by:	R. DeAngelo
Voting for motion:	All
Voting against motion:	None

At 12:59 p.m. the regular open session was adjourned.

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, October 31, 2017.

Jay Jones,
Board Secretary