



**SOUTH JERSEY PORT CORPORATION**  
**OFFICIAL BOARD OF DIRECTORS MEETING MINUTES**  
**TELECONFERENCE**  
**CAMDEN, NEW JERSEY**  
**March 30, 2021**  
**12:32 p.m.**

**Directors Present:**

Richard Alaimo	Chairman 🗨️
Chad Bruner	Director 🗨️
Robert Tighue	State Treasurer Designee 🗨️
Robert DeAngelo	Director 🗨️
Joseph Maressa	Director 📞
Sheila Roberts	Director 📞
Carl Styles	Director 🗨️
William Higgins	Director 🗨️
Jonathan Gershen	Director 🗨️

**Directors Absent:**

Eric Martins	Director
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**In Attendance:**

Rudy Rodas	Governor's Authorities Unit 🗨️
Raymond Zane, Esq.	General Counsel– Zane & Assoc. 🗨️
Andrew Saporito	Executive Director & CEO 🗨️
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.

Roll call was taken and recorded. **PLEDGE OF ALLEGIANCE RECITED.**

**PRESENTATION OF REGULAR MEETING MINUTES – FEBRUARY 23, 2021**

The minutes for the South Jersey Port Corporation Board of Directors regular session meeting held on February 23, 2021 were presented for approval.

*A motion was made to approve the February 23, 2021 Board of Directors Regular Open Session Meeting Minutes as presented.*

<b>Moved by:</b>	<b>J. Maressa</b>
<b>Seconded by:</b>	<b>R. DeAngelo</b>
<b>Voting for motion:</b>	<b>All</b>
<b>Voting against motion:</b>	<b>None</b>
<b>Abstaining:</b>	

**PRESENTATION OF CLOSED MEETING MINUTES – February 23, 2021**

The minutes for the South Jersey Port Corporation Board of Directors closed session meeting held on February 23, 2021 were presented for approval.

*A motion was made to approve the February 23, 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>R. DeAngelo</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 2/11/2021 –3/15/2021 was presented for approval.

*A motion was made to adopt Resolution 2021-03-0020 for the approval of the Operating Unpaid Bill list for the period 2/11/2021 – 3/15/2021.*

<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>

**ADVANCE PAYMENT LIST**

The Advance Payment Bill List for the period 2/11/2021 – 3/15/2021 was presented for approval.

*A motion was made to adopt Resolution 2021-03-0021 for the approval of the Advance Payment Bills for the period 2/11/2021 – 3/15/2021.*

<b>Moved by:</b>	<b>R. DeAngelo</b>
<b>Seconded by:</b>	<b>W. Higgins</b>
<b>Voting for motion:</b>	<b>All</b>
<b>Voting against motion:</b>	<b>None</b>

**CREDIT LIST**

No Credit List for March 2021

**CHANGE ORDERS**

No Change Orders for March 2021

**CONSTRUCTION FUND REQUISITIONS**

Staff presented (9) advance construction fund requests in the amount of \$305,869.10 and (3) unpaid construction fund requisitions in the amount of \$379,591.36

*A motion was made to adopt Resolution 2021-03-0022 for the approval of Construction Fund Requisitions for the period ending March 30, 2021 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>

**TREASURER'S REPORT**

For the month of February 2021, the SJPC generated net income before non-operating interest expense and depreciation and amortization of \$139,857.00, which is under budget by - \$40,139.00 for the month. If we added back extraordinary expenses (i.e. Camden City water installment payment, higher than usual legal fees, COVID-19 costs) the SJPC would have been \$32,000 above budget.

This is a solid continuation to the start of this year considering the economic environment we continue to navigate through. Our position continues to improve as we are loading more trucks by the day and breaking records as a result.

We are working at creating and nurturing a culture where we all think and work at increasing revenues and reducing 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 checked with FEMA and they were not able to provide us with an estimate as to when they will be considering our request.

**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 February 2021 was 352,556 short tons, which represents a 36% increase compared to February 2020. Year to date tonnage through February totaled 612,748 short tons, a 4% decrease compared to the same period in 2020. Camden steels cargoes increased by 23.8% compared to February 2020. Overall breakbulk cargo has increased 8%. We continue to receive cocoa beans. Both wood products and steel continue to be positive, trending higher YTD over 2020. Recycled metals increased 13.2% compared to 2020 YTD. Imported cement YTD increased 13.2% compared to 2020.

All SJPC terminals handled 13 ships in January 2021, compared to 23 ships in January 2020. On a YTD basis, the Port handled 27 ships, compared to 38 YTD 2020.

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

**Record Cargo and Truck Activity**

During the past month, our warehouse inventory levels have been at 90 percent with daily truck activity peaking at 239 trucks in mid-March. Based on ongoing dialogue with our customers, we see imports of forest products (plywood) remaining strong throughout 2021 due to high container shipping rates and high demand. Our Winter Steel season has also been very strong. We will continue to monitor the market. Our SJPC employees have worked very hard to manage

this surge along a very heavy winter steel season. Our customers have appreciated their hard work and effort.

**COVID 19**

Since the last report, we have had no new reported cases. Staff members are starting to get appointments and vaccinations which is really great news.

**Paulsboro**

We continue to work on the development agreement with GCIA, EEW and Orsted. Due to work needed to be performed by EEW to meet its tight schedule, some work and funding may be shifted around to keep things on track. This shifting will not increase our share (\$6.6 million) if changes are ultimately agreed to and made.

**Virtual Meeting with Acting NJ DEP LaTourette**

On March 7, we held an introductory meeting with the Acting DEP Commissioner to introduce the SJPC to him, discuss some of our ongoing projects and initiatives and to thank NJ DEP for the VW grant funding for new equipment. It was a good discussion and we agreed to continue having an ongoing dialogue.

**SNJDC Offshore Wind and Supply Chain Virtual Seminar**

On March 11, 2021, I had the opportunity to moderate a panel discussion on offshore wind and supply chain which was attended by over 180 people. As the primary sponsor of the event, I was given time to make a presentation about our terminals and capabilities. We will continue to participate in these types of events to give the port additional exposure to future potential customers.

**Christening of the Submarine USS New Jersey**

On March 5th Jonathan Atwood and I had a meeting with representatives from the Battleship NJ to discuss the possible use of the Balzano MT for the Christening of the new Submarine USS NJ sometime in 2023. The sub is currently under construction. A subsequent tour was held on March 15 with a representative of the Navy. Camden is one of a few sites being considered for the event.

**ACTION ITEMS:****[RESOLUTION 2021-03-0023: APPROVAL OF MOU WITH NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY \(NJEDA\) TO JOINTLY FUND PORT OF SALEM DEVELOPMENT STUDY](#)****Request**

Staff is requesting Board approval to execute a Memorandum of Understanding (MOU) with NJEDA to jointly fund a development study for the Port of Salem

**Background**

SJPC’s strategy for the Port of Salem is to undertake an actionable phased development plan for the Port of Salem that will increase maritime economic activity, employment, and revenue generation at the Port of Salem, including the retention and growth of existing business, plus the attraction of new business, including the business associated with the Offshore wind industry. Given NJEDA’s development of the NJ Wind Port and the potential synergies between Salem and the Wind Port, NJEDA has agreed in principle to jointly fund a development study.

**Key MOU Terms**

- NJEDA and SJPC will each fund a not to exceed amount of \$150,000, for a total not to exceed amount of \$300,000 to conduct the consultant study. SJPC has funding available for this in the Salem set-aside fund. NJEDA will deposit their share of the funds with SJPC, and SJPC will issue an RFP for consultant services
- The consultant study subject to the MOU would include a planning analysis coupled with a business opportunity analysis, with phased development plan recommendations, including conceptual costs and projected revenues
- The MOU has a one year term from date of execution, with extension by mutual agreement
- SJPC will return any unused funds to NJEDA at expiration of the agreement

*A motion was made to approve Resolution 2021-03-0023 to approve to accordingly execute an MOU with NJEDA to jointly fund a development study for the Port of Salem*

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

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

**RESOLUTION 2021-03-0025: APPROVAL TO A PURCHASE 2021 JEEP GRAND CHEROKEE LAREDO**

**REQUEST**

Staff requests Board approval to purchase a 2021 Jeep Grand Cherokee Laredo SUV.

**BACKGROUND**

The 2021 Jeep Grand Cherokee Laredo will be utilized by the Executive Director/CEO. Staff has received a quotation from Hetrich Fleet Services for the vehicle under the New

Jersey Cooperative Purchasing contract 209-FLEET-01387 (T2007) in the total amount of \$32,398.10.

The funding for this purchase is available per the October 29, 2019 Board Resolution 2019-10-0081 that approved the Substitution of Projects Pursuant to Section 208 of the Bond Resolution from 2008 Bond Series O-3.

*A motion was made to approve Resolution 2021-03-0025 to approve to purchase a 2021 Jeep Grand Cherokee Laredo in the amount of \$32,398.10.*

<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>

**RESOLUTION 2021-03-0026: APPROVAL TO PURCHASE AND INSTALLATION OF NEW OVERHEAD DOORS IN SHED 3, C BUILDING AND A BUILDING**

**REQUEST**

Staff requests Board approval for the purchase and installation of new overhead warehouse doors in Shed 3, C Building, and A Building.

**BACKGROUND**

Shed 3 requires a new 22’ x 28’ door, curtain, assembly, and operator. The south end door of C Building requires a new 29’ x 20’ door, curtain, assembly, and operator. A Building has a 12’ x 12’ manually operated door that needs to be completely replaced.

This project was previously solicited as a Request for Proposals on November 17, 2020 and did not receive any responses. We have received a quotation from Merchantville Overhead Doors for this project through NJ Cooperative Purchase contract 85293 (T1343) in the amount of \$104,817.17. Funding is available in the 2017A Capital Projects Account.

*A motion was made to approve Resolution 2021-03-0026 to approve the purchase and installation of new overhead warehouse doors in Shed 3, C Building, and A Building in the amount of \$104,817.17.*

<b>Moved by:</b>	<b>R. DeAngelo</b>
<b>Seconded by:</b>	<b>S. Roberts</b>
<b>Voting for Motion:</b>	<b>All</b>
<b>Voting Against Motion:</b>	<b>None</b>

**RESOLUTION 2021-03-0027: AUTHORIZATION TO RELEASE A REQUEST FOR PROPOSALS FOR A SOFTWARE SOLUTION FOR THE PASS & STOW BARCODE TRACKING SYSTEM AND TERMINAL OPERATIONS MANAGEMENT**

**REQUEST**

Staff requests Board approval to release a Request for Proposals for software and related services for the Pass & Stow Barcode Cargo Tracking System and terminal operations management.

**BACKGROUND**

These systems provide real-time cargo data to principal cargo customers to support the logistics data necessary for those customers as well as efficient handling, routing and movement of cargo. In addition, SJPC invoicing is reliant on this data sequencing for correct invoicing and revenue management.

Proposals will be presented to the Board for final consideration.

*A motion was made to approve Resolution 2021-03-0027 to approve authorization to release Request for Proposals for a software solution for the pass and stow barcode tracking system and terminal operations management.*

<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>

**RESOLUTION 2021-03-0029: APPROVAL TO AWARD AN RFP FOR DESIGN SERVICES FOR INSPECTION AND REPAIRS FOR THE HIGH MASTLIGHT TOWERS AT BALZANO AND BROADWAY TERMINALS**

**REQUEST**

Pursuant to the Board's Authorization: RESOLUTION 2020-12-0108 - APPROVAL TO ISSUE AN RFP FOR DESIGN SERVICES FOR INSPECTION AND DESIGN REPAIRS FOR THE HIGH MAST LIGHT TOWERS AT BALZANO AND BROADWAY TERMINALS, an RFP was issued soliciting the professional services to perform a condition survey inspection of all high mast lighting towers and design the needed priority repairs at the Balzano and Broadway Terminals, Camden NJ.



**BACKGROUND**

An RFP was prepared, reviewed by General Council, and distributed to our prequalified civil consultant firm list. A site prebid meeting, attended by six civil design firms, was held on Tuesday, January 19, 2021. The following seven proposals were received on February 11, 2021.

1. French and Parrello Associates \$ 53,905.00
2. LS Engineering Associates \$ 82,487.00
3. Remington & Vernick \$ 91,400.00
4. T & M Associates \$129,901.00
5. GPI \$139,583.00
6. Pennoni \$151,400.00
7. AECOM \$398,956.25

Proposals were reviewed by SJPC staff and a low bid meeting was held to verify the low bid firm’s understanding of the scope of work. It was determined that French and Parrello Associates proposal for the lump sum amount of \$ 53,905.00 was the best value and met all requirements of the RFP.

*A motion was made to approve Resolution 2021-03-0029 to approve to award the professional services for the condition survey inspection and performance of design priority repair services to French and Parrello Associates for the not to exceed amount of \$ 53,905.00.*

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

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

**RESOLUTION 2021-03-0030: AUTHORIZATION TO REPLACE THE WIRELESS BRIDGE CONNECTING THE BALZANO AND BROADWAY MARINE TERMINALS**

**REQUEST**

Staff requests Board approval to replace the wireless bridge between the Broadway and Balzano terminals.

**BACKGROUND**

Replacing the wireless bridge ensures an uninterrupted licensed link between the two

terminals. That will eliminate interference and improve security from the many other wireless signals along the waterfront. In addition, speed/bandwidth will be increased. The wireless components will be relocated from the Broadway water tower to an SJPC office trailer, thus avoiding conflicts with Holtec as the water tower is within Holtec’s leasehold. As the wireless bridge is the sole link between the two terminals, maintaining an uninterrupted link is essential

Staff has received a quotation from New Jersey Business Systems for the wireless bridge under the New Jersey Cooperative Purchasing contract T0109 (83899) in the total amount of \$98,963.30. The funding for this purchase is available in Bond Series O-1.

*A motion was made to approve Resolution 2021-03-0030 to approve to replace the wireless bridge between the Balzano and Broadway terminals in the amount of \$98,863.30.*

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

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

**RESOLUTION 2021-03-0032: APPROVAL TO RESTRUCTURE SJPC SECURITY DEPARTMENT**

**REQUEST**

Staff is requesting Board approval to restructure the Port’s Security Department.

**BACKGROUND**

Staff proposes a restructuring of its Security Department, which includes increasing the responsibilities of the Manager position, promotion of the Security Manager to General Manager, Security, Public Safety and Emergency Management, and the addition of a second Captain of Security position. The restructuring will also include changes to the number of full-time guards and part-time guards.

*A motion was made to approve Resolution 2021-03-0032 to approve the proposed Security Department restructuring.*

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

**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 a second closed session.

*A motion was made to adjourn the Regular Open Meeting.*

<b>Moved by:</b>	<b>C. Styles</b>
<b>Seconded by:</b>	<b>R. DeAngelo</b>
<b>Voting for motion:</b>	<b>All</b>
<b>Voting against motion:</b>	<b>None</b>

At 1:33 p.m. the regular open session was adjourned.

Following closed session, the Regular Session was reopened at 2:00 p.m.

*A motion was made to adjourn the Regular Open Meeting at 2:01 p.m.*

<b>Moved by:</b>	<b>R. DeAngelo</b>
<b>Seconded by:</b>	<b>C. Styles</b>
<b>Voting for motion:</b>	<b>All</b>
<b>Voting against motion:</b>	<b>None</b>

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, March 30, 2021.



Bruno Cellucci  
Acting Board Secretary

