



SOUTH JERSEY PORT CORPORATION
OFFICIAL BOARD OF DIRECTORS MEETING MINUTES
BROADWAY TERMINAL
CAMDEN, NEW JERSEY
July 28, 2015
12:30 p.m.

Directors Present:	Richard Alaimo	Chairman
	Chad Bruner	Director ☎
	Robert Tighue	State Treas. Designee
	Robert DeAngelo	Director
	Joseph Maressa, Jr.	Director ☎
	Craig Remington	Director
	Sheila Roberts	Director
	Carl Styles	Director
Directors Absent:	Jonathan Gershen	Director
	Eric Martins	Director
In Attendance:	Christopher Howard	Governor's Authorities Unit
	Raymond Zane, Esq.	Gen. Counsel – Zane & Lozuke
	Kevin Castagnola	Executive Director & CEO
	Jay Jones	Dep. Exec. Dir. / Board Secretary
	Bruno Cellucci	Treasurer
	Hank D'Andrea	Facilities Engineer
	George Englehardt	Facilities Engineer
	Neil Grossman	Financial Advisor - GBA
	Dennis Culnan	Marketing Consultant – PS&AC
	Linda Artlip	Marketing Consultant – PS&AC
	Darryl Eng	AECOM
	Phil Girandola	AECOM

☎- indicates teleconference
*An attached sign-in list may
contain other attendees.*

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 5, 2015 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 2015, indicating the time and place to the following newspapers: Courier-Post, Gloucester County Times and the Burlington County Times.

In addition, the meeting was posted at the Port Corporation's designated the Bulletin Board at its main entrance of the Broadway Terminal, its official place for posting and maintaining a schedule of the monthly Board of Director's Meetings for 2015. The meeting schedule was also placed of the Port Corporation's website at www.southjerseyport.com.

Roll call was taken and recorded. [PLEDGE OF ALLEGIANCE RECITED](#).

[PRESENTATION OF REGULAR MEETING MINUTES - June 16, 2015](#)

The minutes for the South Jersey Port Corporation Board of Directors held on June 16, 2015 were presented for approval.

A motion was made to approve the June 16, 2015 Board of Directors Regular Meeting Minutes as presented.

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

[PRESENTATION OF CLOSED MEETING MINUTES – June 16, 2015](#)

The minutes for the South Jersey Port Corporation Board of Directors closed meeting session held on June 16, 2015 were presented for approval.

A motion was made to approve the June 16, 2015 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:	R. DeAngelo
Seconded by:	S. Roberts
Voting for motion:	All
Voting against motion:	None
Abstaining:	C. Bruner
	J. Maressa, Jr.
	C. Styles

PRESENTATION OF REGULAR MEETING MINUTES - July 15, 2015

The minutes for the South Jersey Port Corporation Board of Directors special teleconference meeting held on July 15, 2015 were presented for approval.

A motion was made to approve the July 15, 2015 Board of Directors Regular Meeting Special Teleconference Meeting Minutes as presented.

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

Voting for motion: All
Voting against motion: None
Abstaining: C. Bruner
S. Roberts
C. Styles

OPERATING BILLS

The Operating Unpaid Bill list for the period 6/4/2015 to 7/15/2015 was presented for approval.

A motion was made to adopt Resolution 2015-7-0060 for the approval of the Operating Unpaid Bill list for the period 6/4/2015 to 7/15/2015.

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

Voting for motion: All
Voting against motion: None

ADVANCE PAYMENT LIST

The Advance Payment Bill List for the period 6/4/2015 to 7/15/2015 was presented for approval.

A motion was made to adopt Resolution 2015-76-0061 for the approval of the Advance Payment Bills for the period 6/4/2015 to 7/15/2015.

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

Voting for motion: All
Voting against motion: None

CREDIT LIST

The Credit List for the period ended July 28, 2015, containing eight (8) credits for a total amount of \$49,223.86 was presented for approval.

A motion was made to adopt Resolution 2015-7-0062 for the approval of the Credit List for the period ended July 28, 2015 in the amount of \$49,223.86.

Moved by: C. Styles

Seconded by: R. DeAngelo

Voting for motion: All
Voting against motion: None

CONSTRUCTION FUND REQUISITIONS

Staff presented three (3) construction fund requisitions for the period ending July 28, 2015 for a total amount of \$51,871.66

A motion was made to adopt Resolution 2015-7-0063 for the approval of the Construction Fund Requisitions totaling \$51,871.66 as presented.

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

Voting for motion: All
Voting against motion: None

TREASURER'S REPORT

The Treasurer, Mr. Bruno Cellucci, presented the Treasurer's Report. He presented the report for the period ending June 30, 2015. He reported that the net income before interest, depreciation and amortization totaling \$510,267 versus the budgeted amount of \$240,207. This is a deviation is \$270,061 better than budget. For the year-to-date, net income before interest, depreciation and amortization is \$2,330,776. This is \$889,537 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: C. Remington

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 reported on port activity through June 2015. Cargo tonnage for June 2015 is 59% better than June 2014 at 268,171 s/tons. Total tonnage for the year-to-date through June 2015 is 1,397,209 s/tons. Cargo tonnage is 16% ahead of 2014. Import steel cargo tonnage remains on pace to break last year's record mark. For YTD, steel tonnage is ahead of 2014 by 23%. Bulk is performing as anticipated, advancing considerably during June compared to 2014.

The Executive Director reported on the Holtec Groundbreaking event held on July 1, 2015 and advised that the year long process to demolition certain buildings, relocate the terminal's main gate and realign the marine terminal perimeter will be completed within two to three weeks. The next Board meeting, we expect to have the new main gate operational.

He reported on hosting a Congressional visit and tour for Congressman Hoyer and Congressman Norcross, who were also accompanied by City of Camden Mayor Redd. The visit on July 17th encompassed a tour of the Balzano Terminal, the Camden Iron & Metal/EMR facility and a brief presentation from representatives with Holtec International.

The Executive Director advised we are making the arrangements to participate again as an exhibitor at the 2015 Breakbulk Americas Conference 7 Exhibition in Houston, TX on October 5th – 8th. SJPC will also be participating and providing the narration for the Southern New Jersey Development Council's Day on the Delaware tour of the port facilities to be held on August 7th.

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

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

RESOLUTION 2015-7-0064: APPROVAL OF CONSTRUCTION MANAGEMENT FIRM FOR THE INDUSTRIAL SIDETRACK PROJECT

Staff presented a request to hire T&M Associates to provide construction management services for the Industrial Sidetrack Project. Following the award of the bid to Railroad Construction of South Jersey for the Industrial Sidetrack Project at the Broadway Terminal at a special SJPC Board meeting held on July 15, 2015, SJPC will be monitoring the project at the staff level, but will need additional construction management services for the project. T&M Associates, who developed the design and the specifications for the project would provide additional support on an hourly basis for a cost not-to-exceed \$45,000, which is 3% of the cost of the overall project.

The project timeline is accelerated due to the schedule of the Holtec Technology Center leasehold development. Currently, all rail service for the port and its tenants is through a rail sidetrack that runs through the Holtec leasehold. Hence, it is critical to install the new rail line, before the current rail line is eliminated and on a schedule that does not overly impact the Holtec development schedule.

A motion was made to approve Resolution 2015-7-0064 to hire T&M Associates on an hourly basis for an amount not-to-exceed \$45,500 to provide construction management services for the Industrial Sidetrack Project at the Broadway terminal.

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

RESOLUTION 2015-7-0065: AUTHORIZATION TO PURCHASE KOCKS CRANE POWER CABLE

Staff presented a request to purchase a replacement power cable for the Kocks Crane at the Broadway Terminal. Through extensive evaluation by staff, our engineering services and the manufacturer of the Kocks Crane at the Broadway Terminal, it has been determined that the power cable needs to be replaced. Kocks Crane of Germany has provided the necessary quotation for 310 meters of the specialized power cable for the electric crane. The cost is \$51,187.20. The current cable has extended past its expected lifespan of a maximum of 10 years. The cable has a three – four months lead time. Following the purchase of the power cable, staff will request additional Board authorization if additional components and services are required for the installation of the replacement cable

A motion was made to approve Resolution 2015-7-0065 to authorize the purchase of the Kocks Crane power cable from Kocks Crane of Germany for an amount not to exceed \$51,187.20.

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

RESOLUTION 2015-7-0066 RENWAL OF SUPPORT FOR THE DELAWARE RIVER NATIONAL OCEANIC ATMOSPHERIC PHYSICAL OCEANOGRAPHIC REAL TIME SYSTEM (PORTS®)

Staff presented that for the past two years, the Pilots Association for the Bay and River Delaware, the Mariners Advisory Committee for the Bay and River Delaware, the Maritime Exchange for the Delaware River and Bay and the U.S. Coast Guard has requested assistance in the operations and maintenance of the regional National Oceanic Atmospheric Administration (NOAA) Physical Oceanographic Real Time System (PORTS®). There are currently 18 PORTS® systems in operation throughout the U.S. This tool is essential in the safety and efficiency of maritime commerce and coastal resource management through the integration of real-time environmental observations, forecasts and other geospatial information.

The PORTS® System in the Delaware River was established in 2005 through direct financial support solely from Pennsylvania. Following the expiration of that funded maintenance program in 2013, the SJPC, along with the Philadelphia Regional Port Authority and the Port of Wilmington, Delaware, each contributed \$100,000 each to provide gap funding for the proceeding year until a federal grant or funding source is acquired for the long term. SJPC approved the funding at our Board meeting in April last year and in June in 2013.

The \$300,000 is critical to sustain one of the most important components of the Delaware River maritime infrastructure for the coming year. A cooperative effort is being made to secure full federal funding of the PORTS® operating and maintenance costs. However, gap funding is required for the FY2015 operating and maintenance costs. The Port of Wilmington Delaware has already gained approval and has extended their \$100,000 contribution and the Philadelphia Regional Port Authority is in process to seek approval. Staff is requesting Board approval to renew the support for 2015 in the amount of \$100,000.

A motion was made to approve Resolution 2015-7-0066 to renew the support for the Delaware River National Oceanic Atmospheric Physical Oceanographic Real Time System (PORTS®) in the amount of \$100,000.

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

RESOLUTION 2015-7-0067: COMMEMORATING MR. HENRY (HANK) D'ANDREA'S SERVICE TO SJPC

SJPC's Facilities Engineer, Hank D'Andrea, is retiring from the Port Corporation on July 31, 2015. Staff presented a Board resolution to commemorate and honor his 23 years of service to the SJPC. The Executive Director read the resolution and was joined by the Chairman Alaimo to present the resolution to Mr. D'Andrea. Mr. D'Andrea thanked the Board for their many years of support and the opportunity to serve the Port Corporation.

A motion was made to approve Resolution 2015-7-0067 commemorating and honoring Mr. Hank D'Andrea on the eve of his retirement from the South Jersey Port Corporation for his 23 years serving as the Facilities Engineer.

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

INFORMATION ITEMS:

MARKETING REPORT - PHOENIX STRATEGIES / ARTLIP COMMUNICATIONS

Ms. Linda Artlip, presented the Marketing Report. She reported the Port-O-Call Magazine is at the printer and will be distributed in the next two weeks. They are working with Mr. Jones on the production of the next edition of the magazine. We are in final edits to produce the 2014 Annual Report. Work continues on updating marketing materials and print media copy.

Ms. Artlip discussed the ongoing work in support of the new website along with Mr. Jay Jones. Mr. Jones added that we will have a soft start for the website later this week and will continue to build in additional copy, photos and infographics. The Chairman inquired if SJPC has access to make changes to the new website. Mr. Jones advised that we do have full access to the new site and are not solely reliant on a third party vendor to provide updates.

The report was received and filed.

PORT SECURITY UPDATE

The security update is prepared by Mr. Jay Jones.

FIVE YEAR FACILITY SECURITY PLAN: SJPC requested and was granted a six month extension to June 2015 to submit a new, five-year, Facility Security Plan by the U.S. Coast Guard Sector Delaware Bay COTP. On May 13, 2015, SJPC's FSO submitted to the U.S. Coast Guard Sector Delaware Bay the five year Facility Security Plan which includes a previously submitted amendment, as well as a new Threat Assessment Report. The USCG provided a sixty day extension for the current FSP to provide them with sufficient time to complete the review. Once approved by the local COPT, the FSP will be valid for five years from the date of approval.

CURRENT FACILITY SECURITY PLAN AMENDMENTS: On July 8, 2015, SJPC submitted amendments to the current Facility Security Plan for the changes at the Broadway Terminal that include the relocation of the main gate and the re-alignment of the restricted area. On July 23, 2015, we received the approval for both the Balzano Terminal and the Broadway Terminal amendments that address the Camden Iron & Metal leasehold at the Balzano Terminal and the Holtec impacts to the overall facility and main gate for the Broadway Terminal

DHS COMPUTER BASED ASSESSMENT TOOL: Mr. Jones has made arrangements with the Department of Homeland Security to perform a Computer Based Assessment Tool (CBAT) to be conducted in August.

CBAT is a data collection and presentation medium designed to support critical infrastructure security, special event planning, and response operations. CBAT imagery captures provide immersive video, geospatial, and hypermedia data of critical facilities, surrounding areas, transportation routes, etc. and integrate assessment data from the Enhanced Critical Infrastructure Protection security surveys, Site Assistance Visits, and other relevant materials. The data is used to support the Regional Resiliency Assessment Program.

The CBAT team consists of collection and production specialists who conduct CBAT imagery captures. During a CBAT imagery capture, the CBAT team considers two viewpoints: hostile target and civil response. For the hostile target viewpoint, in which a facility/building is viewed as a tactical objective, the team collects multimedia data to document approach and exit routes, use of lighting, visible and hidden entrances, loading docks, and parking garages. In considering the civil response viewpoint, the team collects data on obstructions/restrictions that would affect the approach of emergency response vehicles and equipment to the site, and street/parking accessibility in proximity to building access points. Additional collected data include significant area assets such as exterior and interior critical support equipment (water valves, electrical shut-off panels, back-up generators, etc.), personnel emergency marshaling points, and control centers. The assessment will be kept confidential.

The report was received and filed.

PAULSBORO MARINE TERMINAL PROJECT UPDATE

The Monthly Project Report for June 2015 was presented. Mr. Daryl Eng with AECOM provided additional updates on the Paulsboro Marine Terminal project and provided a slide show of photos highlighting the current construction activities. He reported that during the first season

of pile driving, 363 piles have been installed and the pile cut off process was ongoing. Since the second season began on July 1st, they have driven 48 piles. We are 50% completed with pile driving, but the contractor is only completed 24% of the contract value for the wharf construction. They are working two shifts, six days a week. The Borough of Paulsboro has permitted pile driving to be performed from 6:00 a.m. – 10:00 p.m. Mr. Eng briefly discussed that pile repairs are ongoing to those piles found with cracks during first season of pile driving.

He reported that we have commenced PM-13 contract for the installation of rail within the terminal.

The report was received and filed.

FINANCIAL MANAGEMENT SYSTEM

Staff reported they will begin an assessment of alternative financial management systems. The current solution, Traverse, an Open Systems product, is an Enterprise resource planning (ERP) business process management software that allows us to use a system of integrated applications to manage the business and automate many back office functions. The current product's local support is limited. Over the years in deploying Traverse, we have many custom modifications in the application to meet certain specific needs of the Port Corporation. These requirements will be party of the overall definitions requirement to be referenced for whether there is a more efficient product and more responsive local support.

Following our internal assessment, we will recommend either expanding the Open Systems support or going to the marketplace to replace the current software.

ANNUAL MANDATORY ETHICS TRAINING

The New Jersey State Ethics Commission (SEC) has requested to perform in-person training for SJPC Board members to satisfy the annual mandatory training requirement under E.O. 41. The SEC would like to hold the training prior to the Tuesday, September 29, 2015 SJPC Board of Directors meeting at 11:00 a.m. at the SJPC boardroom. The training will be provided in coordination with and oversight by the Governor's Authorities Unit.

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. Remington
Seconded by:	R. DeAngelo

Voting for motion:	All
Voting against motion:	None

At 1:05 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, July 28, 2015.

Jay Jones, Board Secretary

Following Closed Session, at 1:32 p.m. the Chairman reopened the regular session meeting and asked if there was any additional business. Hearing none, he asked for a motion to adjourn the meeting.

A motion was made to adjourn the Regular Open Meeting.

Moved by:	C. Remington
Seconded by:	C. Styles

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 28, 2015.

Jay Jones, Board Secretary