

SOUTH JERSEY PORT CORPORATION



BOARD OF DIRECTORS MEETING AUGUST 25, 2015

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

- 1. APPROVAL OF MINUTES**
Regular Meeting July 28, 2015
Closed Meeting July 28, 2015
- 2. APPROVAL OF OPERATING BILLS**
RESOLUTION 2015-8-0068
- 3. APPROVAL OF ADVANCE PAYMENT BILL LIST**
RESOLUTION 2015-8-0069
- 4. APPROVAL OF CREDITS**
RESOLUTION 2015-8-0070
- 5. APPROVAL OF CHANGE ORDERS – None**
- 6. APPROVAL OF CONSTRUCTION FUND REQUISITIONS**
RESOLUTION 2015-8-0071
- 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

- A. RESOLUTION 2015-8-0072: AUTHORIZATION TO WRITE OFF ACCOUNTS RECEIVABLE ACCOUNT – MCCORRY & CO.**
- B. RESOLUTION 2015-8-0073: D&M TRANSPORTATION LEASE RENEWAL**
- C. RESOLUTION 2015-8-0074: AWARD OF CIVIL ENGINEERING SERVICES FOR “J” BUILDING ROOF PROJECT**
- D. RESOLUTION 2015-8-0075: AWARD OF BUILDING “H2” ROOF REPLACEMENT BID**
- E. RESOLUTION 2015-8-0076: HOLTEC PILOT AGREEMENT**
- F. RESOLUTION 2015-8-0077: CAMDEN COUNTY RIGHT OF WAY AGREEMENT - HOLTEC**
- G. RESOLUTION 2015-8-0078: TRANSCONTINENTAL GAS PIPE LINE COMPANY LLC. PIPELINE RIGHT OF WAY AGREEMENT - HOLTEC**
- H. RESOLUTION 2015-8-0079: PSE&G PIPELINE RIGHT OF WAY AGREEMENT - HOLTEC**

11. SUPPLEMENTAL BOARD INFORMATION

- I. MARKETING COMMITTEE REPORT & PHOENIX/ARTLIP COMMUNICATIONS REPORT**
- J. PORT SECURITY UPDATE**
- K. PAULSBORO MARINE TERMINAL PROJECT UPDATE**
- L. ANNUAL MANDATORY ETHICS TRAINING**

PUBLIC SESSION FOR QUESTIONS / COMMENTS

12. CLOSED SESSION AND/OR ADJOURNMENT



ACTION ITEM:

A. RESOLUTION 2015-8-0072: AUTHORIZATION TO WRITE OFF ACCOUNTS RECEIVABLE ACCOUNT – MCCORRY & CO.

SJPC accounts receivable are monitored on a regular basis. Our current analysis has identified the following account that is uncollectible. The customer is McCorry & Co. in the amount of \$21,246.51. This dates back to 2005. All collection efforts have been exhausted and the statute of limitations has passed. We propose to write this amount off the books.

Please be aware that SJPC is sufficiently reserved to absorb the entry and there will be no impact on current income.

RECOMMENDATION:

Staff recommends Board approval to write off the McCorry & Co uncollectible A/R account in the amount of \$21,246.51.



ACTION ITEM:

B. RESOLUTION 2015-8-0073: D&M TRANSPORTATION LEASE RENEWAL

D&M Transportation Services, Inc. is requesting a new 5 year renewal agreement for their existing lease at the Broadway Terminal. D&M is an owner-operator trucking company who provides LTL Trucking, Flatbeds, Stepdecks, Machinery Rigging, Oversize, Short & Long Haul, Heavy Haul, General Freight, Power Only, Specialized, Drayage, Intermodal, Door to Door, Warehousing and Logistics services. D&M also provides TWIC Escorting services for the Balzano and Broadway Terminals.

The existing 5 year lease will expire on September 30, 2015. D&M occupies 1628 Sq.' (I & P-4 Bldgs.) with a monthly and annual income of \$1,199.00 and \$14,388.00 respectively. The rate of \$8.84/ Sq' will be applied to the new lease and CPI increases are currently included for annual review and warrantable rate escalation.

RECOMMENDATION:

Staff recommends Board approval of the D&M Transportation Services, Inc. lease renewal as presented.



ACTION ITEM:

C. RESOLUTION 2015-8-0074: AWARD OF CIVIL ENGINEERING SERVICES FOR “J” BUILDING ROOF PROJECT

Staff requested quotations from the pre-qualified list of Civil Engineers to provide services for the “J” Building roof project. A pre-quotation meeting and site visit was held on Tuesday, August 11, 2015. Five (5) engineering firms out of the twenty one (21) pre-qualified civil engineering firms were in attendance.

Quotations were due on Friday, August 14, 2015 at 12:00 noon. Five (5) engineering quotations were received. A tabulated list of the quotation results is below with T&M identified as the lowest quotation.

Firm	Ph #1 / Visits	Ph #2 / Visits	Ph #3 / Visits	Total / Visits
HMM	\$6,500 / 2	\$11,400 / 2	\$8,000 / 6	\$25,900 / 10
T&M	\$4,892 / 2	\$5,679 / 2	\$6,552 / 6	\$17,123 / 10
Pennoni	\$4,666 / 2	\$11,166 / 3	\$7,643 / 6	\$23,745 / 11
KSE	\$2,640 / 1	\$10,400 / 2	\$9,840 / 6	\$22,880 / 9
LSEA	\$1,500 / 1	\$18,525 / 3	\$6,250 / 10	\$26,275 / 13

RECOMMENDATION:

Staff recommends the Board to award the engineering services for the “J” Building Roof project to T&M Engineers at a cost of \$17,123.



ACTION ITEM:

D. RESOLUTION 2015-8-0075: AWARD OF BUILDING “H2” ROOF REPLACEMENT PROJECT BID

Pursuant to the Board’s authorization, staff worked with Pennoni Engineering to prepare the specifications and bid documents for the Request for Proposals for the “H2” Roof Replacement Project. Ten (10) contractors attended the Pre-Bid meeting held on Thursday, August 18, 2015. Eight (8) contractors paid for Bid package plans and specs. The remaining two contractors stated they would return with payment for receipt of plans and specs. Additionally, two manufacturer representatives, Carlisle and Stellwagon, were also in attendance, along with Pennoni Engineering.

The following bids were received on August 20, 2015 at 10:00 a.m.:

BIDDER	AMOUNT	COMBINED TOTAL
McMullen Roofing, Inc. Philadelphia, PA	\$338,560.00 Alt. 1 - \$3,185.00 Alt. 2 - \$65,287.06	\$407,032.06
D.A. Nolt, Inc. Berlin, NJ	\$429,263.00 Alt. 1 - \$7,800.00 Alt. 2 - \$60,406.00	\$497,469.00
Mike Kobithen Roofing & Installation Churchville, NJ	\$491,146.00 Alt. 1 - \$19,500.00 Alt. 2 - \$78,564.00	\$589,210.00
Union Roofing Philadelphia, PA	\$496,000.00 Alt. 1 - \$5,200.00 Alt. 2 - \$70,200.00	\$591,550.00
Jottan, Inc. Florence, NJ	\$515,137.00 Alt. 1 - \$5,525.00 Alt. 2 - \$90,350.00	\$611,012.00
Noble Roofing & Sheetmetal, Inc. Richboro, PA	\$539,745.00 Alt. 1 - \$13,000.00 Alt. 2 - \$75,000.00	\$627,745.00
Winchester Roof Corporation Turnersville, NJ	\$592,053.00 Alt. 1 - \$5,200.00 Alt. 2 - 5,000.00	\$602,253.00

Pennoni and staff reviewed the bids and the recommendation is to award the project to McMullen Roofing in the amount of \$338,560 as the base price and the two alternates in the amount of \$3,185 and \$65,287.06. Alternate 2 will only be exercised based on a pending DCA determination.

RECOMMENDATION:

Staff recommends Board to award the “H” Building Roof Project to McMullen Roofing at a base price of \$338,560.



ACTION ITEM:

E. RESOLUTION 2015-8-0076: HOLTEC PILOT AGREEMENT

Staff is presenting a PILOT agreement between Holtec International and the City of Camden. The agreement requires SJPC to acknowledge ownership of the leasehold property for Holtec International. General Counsel has reviewed the agreement.

RECOMMENDATION:

Staff recommends Board authorization to execute the property acknowledgement for the PILOT Agreement between Holtec and the City of Camden.



ACTION ITEM:

F. RESOLUTION 2015-8-0077: CAMDEN COUNTY RIGHT-OF-WAY AGREEMENT - HOLTEC

Staff is presenting a Right-of-Way Agreement with the County of Camden pursuant to the Holtec development at the Broadway Terminal and the plan to re-rout a portion of the Broadway roadway. General Counsel has reviewed the agreement.

RECOMMENDATION:

Staff recommends Board authorization to execute the Right-of-Way Agreement with Camden County regarding the Holtec/Broadway Roadway development.



ACTION ITEM:

G. RESOLUTION 2015-8-0078: TRANSCONTINENTAL PIPE LINE COMPANY, LLC RIGHT-OF-WAY AGREEMENT - HOLTEC

Staff is presenting a Right-of-Way Agreement with the Transcontinental Pipe Line Company, LLC., pursuant to the Holtec development at the Broadway Terminal. The agreement permits the existing pipe line to be re-routed in conjunction with the Holtec development and the re-route of the Broadway roadway. General Counsel has reviewed the agreement.

RECOMMENDATION:

Staff recommends Board authorization to execute the Right-of-Way Agreement with Transcontinental Pipe Line Company LLC. to re-locate an existing pipe line regarding the Holtec/Broadway Roadway development.



ACTION ITEM:

H. RESOLUTION 2015-8-0079: PSE&G RIGHT-OF-WAY AGREEMENT - HOLTEC

Staff is presenting a Right-of-Way Agreement with the PSE&G, pursuant to the Holtec development at the Broadway Terminal. The agreement permits the existing pipe line to be re-routed in conjunction with the Holtec development and the re-route of the Broadway roadway. General Counsel has reviewed the agreement.

RECOMMENDATION:

Staff recommends Board authorization to execute the Right-of-Way Agreement with PSE&G to re-locate an existing pipe line regarding the Holtec/Broadway Roadway development.



INFORMATION ITEM:

I. MARKETING COMMITTEE REPORT & PHOENIX/ARTLIP COMMUNICATIONS REPORT

PHOENIX STRATEGIES/ARTLIP COMMUNICATIONS REPORT ATTACHED.



INFORMATION ITEM:

J. 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.

On August 13, 2015, an email notification was received from the USCG that they have completed two reviews of the FSP and will be issuing a letter to identify requested revisions to be implemented and re-submitted within 30 days.

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.

On Sunday, August 17, 2015, the new main gate and the truck operations and guard locker room were put into service. We have deployed a new Physical Access Control System (PACS) at the new gate and will be working on extending the system to the Balzano Terminal over the next two months. Further evaluation is ongoing to convert the PACS to read TWIC cards.

DHS COMPUTER BASED ASSESSMENT TOOL: The Department of Homeland Security will be onsite to perform a Computer Based Assessment Tool (CBAT) to be conducted on August 18, 2015.

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

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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.



INFORMATION ITEM:

K. PAULSBORO MARINE TERMINAL PROJECT UPDATES

The Paulsboro Marine Terminal Project updates are provided by the Gloucester County Improvement Authority. See the attached monthly report.



INFORMATION ITEM:

L. ANNUAL BOARD 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 has schedule 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.

Notification and a reminder will be sent the Board prior to the schedule training.



MATTERS INVOLVING LITIGATION, PERSONNEL & 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**
- 2. PERSONNEL**
 - a. Office/Supervisory Personnel Communication Workers of America (supervisory and non-supervisory)**
 - b. Local 18, IFPTE Proposal (Port Labor)**
 - c. Local 169, Teamsters Proposal (Security Guards)**
- 3. BROADWAY SPRINKLER SYSTEM**
- 4. MAINTENANCE DREDGING**
- 5. STANDARD MANUFACTURING**