

*City Of Salem Municipal Port Authority*

February 12, 2015

A scheduled Re-organization meeting was held at 12:01pm in the Salem Port Authority Office, 109 Fourth St., Salem, NJ.

The meeting was called to order by K. Tuthill at 12:15pm. The "Opened Public Meetings" notice read as published. The flag was saluted and the roll call was taken.

Commissioners present:

William Breneman  
James Coleman  
George Collins  
Thomas Orsini

Others present:

Karen Tuthill, Recording Secretary  
Charles Hassler, Council Liaison

**NEW BUSINESS:**

**ELECTION OF OFFICERS:**

K. Tuthill called for nominations for Chairman. Motion to nominate T. Orsini was made by J. Coleman and seconded by W. Breneman. As, there were no further nominations for Chairman, motion to close nominations was made by J. Coleman and seconded by W. Breneman. Motion carried 4-0.

**RESOLUTION 15/2016** - 1 - Electing T. Orsini as Chairman of the City of Salem Municipal Port Authority through January 31, 2016 or until a successor is named.

Motion for Approval was made by J. Coleman and seconded by G. Collins. Roll call vote: W. Breneman (for), James Coleman (for), G. Collins (for), T. Orsini (for).

T. Orsini called for nominations for Vice-Chairman. Motion to nominate G. Collins was made by J. Coleman and seconded by W. Breneman. As, there were no further nominations for Vice-Chairman, motion to close nominations was by J. Coleman and W. Breneman. Motion Carried 4-0.

**RESOLUTION 15/2016** - 2 - Electing G. Collins as Vice-Chairman of the City of Salem Municipal Port Authority through January 31, 2016 or until a successor is named.

Motion for Approval was made by J. Coleman and seconded by W. Breneman. Roll call vote: W. Breneman (for), James Coleman (for), G. Collins (for), T. Orsini (for).

**RESOLUTION 15/2016** -3- Appointing Administrative Officer and Alternate.

Chairman T. Orsini appointed himself as Port Administrative Officer and G. Collins as Alternate of the City of Salem Municipal Port Authority.

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Motion for Approval was made by J. Coleman and seconded by W. Breneman. Roll call vote: W. Breneman (for), James Coleman (for), G. Collins (for), T. Orsini (for).

**RESOLUTION 15/2016** -4- Appointing Financial Officer

Chairman T. Orsini appointed W. Breneman as Financial Officer of the City of Salem Municipal Port Authority.

Motion for Approval was made by G. Collins and seconded by J. Coleman. Roll call vote: W. Breneman (for), James Coleman (for), G. Collins (for), T. Orsini (for).

**RESOLUTION 15/2016** - 5 - Setting time and place for meetings of the City of Salem Municipal Port Authority for the annual year commencing February 1, 2015.

**WHEREAS**, the By-laws, as amended, of the City of Salem Municipal Port Authority required that quarterly meetings be held on the second Thursday of the month, unless that same be legal holiday, in which event said meeting shall be held on the Thursday of the succeeding week.

**NOW THEREFORE BE IT RESOLVED**, that the regular meeting of the City of Salem Municipal Port Authority shall be held quarterly in accordance with the following schedule and shall be held at the Port Office, located at 109 Fourth St., Salem, NJ at 9:00am prevailing time, to wit:

Thursday, March 12, 2015  
Thursday, May 07, 2015  
Thursday, August 13, 2015  
Thursday, November 12, 2015  
Thursday, January 14, 2016  
Thursday, February 11, 2016

**BE IT FURTHER RESOLVED**, that the following holidays will be observed by the City of Salem Municipal Port Authority, to wit:

February 16, 2015 Presidents Day  
April 3, 2015 Good Friday  
May 25, 2015 Memorial Day  
July 3, 2015 Independence Day  
September 7, 2015 Labor Day  
October 12, 2015 Columbus Day  
November 11, 2015 Veterans Day  
November 26, 2015 Thanksgiving Day  
November 27, 2015 Day after Thanksgiving  
December 24, 2015 Christmas Eve  
December 25, 2015 Christmas Day  
January 1, 2016 New Years Day  
January 18, 2016 Martin Luther King Day

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Motion for Approval was made by W. Breneman and seconded by J. Coleman. Roll call vote: W. Breneman (for), James Coleman (for), G. Collins (for), T. Orsini (for).

**RESOLUTION 15/2016** - 6 - Designating the South Jersey Newspaper, Inc. as the official publication of the City of Salem Municipal Port Authority.

Motion for Approval was made by G. Collins and seconded by J. Coleman. Roll call vote: W. Breneman (for), James Coleman (for), G. Collins (for), T. Orsini (for).

**RESOLUTION 15/2016** – 7 – Appointing Bowman & Company LLP as Auditor of the City of Salem Municipal Port Authority.

Motion was made by J. Coleman and seconded by W. Breneman. Roll call vote: W. Breneman (for), James Coleman (for), G. Collins (for), T. Orsini (for).

**RESOLUTION 15/2016** -8 - Designating Franklin Savings Bank situated in the City of Salem as the official depository of the City of Salem Municipal Port Authority for the annual year commencing February 1, 2015.

Motion for Approval was made by J. Coleman and seconded by G. Collins. Roll call vote: W. Breneman (for), James Coleman (for), G. Collins (for), T. Orsini (for).

**RESOLUTION 15/2016 – 9 –** Resolution to Establish a Cash Management Plan

Motion for Approval was made by G. Collins and seconded by J. Coleman. Roll call vote: W. Breneman (for), James Coleman (for), G. Collins (for), T. Orsini (for).

**RESOLUTION 15/2016** - 10 - Designating Karen L. Tuthill as Secretary/Treasurer of the City of Salem Municipal Port Authority commencing February 1, 2015 through January 31, 2016.

Motion for Approval was made by G. Collins and seconded by W. Breneman. Roll call vote: W. Breneman (for), James Coleman (for), G. Collins (for), T. Orsini (for).

**RESOLUTION 15/2016** - 11– 2015 Authority Budget Resolution

Motion for Approval was made by G. Collins and seconded by W. Breneman. Roll call vote: W. Breneman (for), James Coleman (for), G. Collins (for), T. Orsini (for).

**APPROVAL OF MINUTES:**

Motion was made by W. Breneman and seconded by J. Coleman to approve the minutes for January 8, 2015. Motion carried 4-0.

**REVIEW AND APPROVAL OF BILLS:**

Motion was made by G. Collins and seconded by W. Breneman to approve the bills for February 2015. Motion carried 4-0.

**FINANCIAL REPORTS**

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Motion was made by W. Breneman and seconded by J. Coleman to approve the 4th Quarter 2015/2016 budget report. Motion carried 4-0.

K. Tuthill gave an update on the office and the concerns of getting Port Authority information on the City web site.

**OLD BUSINESS:**

T. Orsini gave a detail report on the lease labor contract

As there was no further business to come before the Authority, motion for adjournment was made by G. Collins and seconded by W. Breneman. Motion carried 4-0.

Respectfully submitted:

Approved: \_\_\_\_\_ August 13, 2015

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*Karen L. Tuthill*  
Karen L. Tuthill, Secretary