

City of Salem Municipal Port Authority

November 12, 2015

A regular scheduled meeting was held at 9:00am at the Salem Port Authority office, 109 Fourth St., Salem, NJ.

The meeting was called to order by T. Orsini at 9:20am. The “Opened Public Meetings” notice read as published. The flag was saluted and the roll call was taken.

Commissioners present:

- James Coleman
- William Corbin
- Thomas Orsini

Others present:

- Karen Tuthill, Recording Secretary

**APPROVAL OF MINUTES:**

Motion was made by W. Corbin and seconded by J. Coleman to approve the minutes for August 13, 2015. Motion carried 3-0.

**REVIEW AND APPROVAL OF BILLS:**

Motion was made by J. Coleman and seconded by W. Corbin to approve the bills for August 2015, September 2015, October 2015 and November 2015. Motion carried 3-0.

**FINANCIAL REPORTS**

Motion was made by W. Corbin and seconded by J. Coleman to approve the 3<sup>rd</sup> Quarter 2015/2016 budget report. Motion carried 3-0.

**OLD BUSINESS:**

K. Tuthill reported that all OSHA violations have been abated.

**NEW BUSINESS:**

K. Tuthill presented the proposed budget for the fiscal year 2016/2017. Motion for approval was made by W. Corbin and seconded by J. Coleman to accept the proposed budget. Roll call vote: W. Corbin (for), J. Coleman (for), T. Orsini (for).

K. Tuthill will submit the proposed budget to South Jersey Port Corporation for approval. Once the approval is given by South Jersey Port Corporation, Bowman & Company LLP will prepare a formal budget for submission to the State.

**RESOLUTION 15/2016-17** - Budget Transfer of Funds.

**WHEREAS**, there exists a deficit of funds in the below referenced line item in the 2015/2016 budget of the City of Salem Municipal Port Authority; and

**WHEREAS**, there are sufficient funds to allow transfer of funds to cover the deficit;

**NOW THEREFORE BE IT RESOLVED**, by the City of Salem Municipal Port Authority that transfers in the amount of \$1,630.00, as listed below, are made between the budget appropriations as follows:

From:	4005 Office Supplies	32.00
	4006 Insurance	18.00
	4007 Rent	1080.00
	4008 Contingency	500.00
To:	4001 Salary	1,594.00

City of Salem Municipal Port Authority

4004 Telephone

36.00

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

Motion was made by J. Coleman and seconded by W. Corbin to approve 10 sick day pay out to K. Tuthill. Roll call vote: W. Corbin (for), J. Coleman (for), T. Orsini (for).

K. Tuthill gave an update on the office. Also K. Tuthill will be on vacation November 30<sup>th</sup> until December 16<sup>th</sup> 2015.

Motion was made by J. Coleman and Seconded by W. Corbin to change the meeting time for the January 14, 2016 to 12:01pm. Roll call vote: W. Corbin (for), J. Coleman (for), T. Orsini (for).

As there was no further business to come before the Authority, motion for adjournment was made by W. Corbin and seconded by J. Coleman. Motion carried 3-0.

Respectfully submitted:

*Karen L. Tuthill*

Karen L. Tuthill, Secretary

Approved: January 14, 2016

**Board Members Recorded Vote:**

Member	Aye	Nay	Abstain	Absent
COLEMAN	x			
CORBIN	x			
ORSINI	x			
VACANT				
VACANT				