

**NEW JERSEY SUSTAINABLE ENERGY JOINT MEETING
OPEN MINUTES
MEETING OF FEBRUARY 21, 2019
10:00 AM**

Meeting called to order by Chairman Close. The Open Public Meeting Notice was read into the record.

ROLL CALL OF 2018 COMMISSIONERS:

NJ SEM	
State Wide Representatives	
	<u>State Rep.</u>
Region 1	William Close, Sparta Twp.
Region 2	Charles Cuccia, Maywood
Region 3	Joseph Catenaro, Fairfield Twp.
Region 4	Thomas Nolan, Brielle Borough
Region 5	Richard Brook, Florence Twp.
Region 6	Keith Hastings, Collingswood
Region 7	Diane Lapp, Manchester Twp.
	<u>Alternate Rep.</u>
Region 1	Jon Rheinhardt, Wharton Borough
Region 2	Greg Franz, Edgewater Borough
Region 3	Tim Dacey, Piscataway Twp.
Region 4	Michael Gianforte, Two Rivers Water Rec. Authority
Region 5	Michael Theokas, Bordentown Twp.
Region 6	David Taraschi, Audubon Borough
Region 7	Veronica Laureigh, Lacey Twp.

Present from the above group were: William Close, Joseph Catenaro, Thomas Nolan, Richard Brook, Keith Hastings, Jon Rheinhardt, Greg Franz, Tim Dacey, David Taraschi, and Veronica Laureigh

APPOINTED OFFICIALS PRESENT:

Executive Director/ Administrator	PERMA Risk Management Services	Stephen Sacco	Present
Attorney	Maley & Associates	James Maley, Esq. Erin Simone, Esq.	Absent Present
Treasurer		William Garofalo	Absent
Energy Consultant	Gabel Associates	Bob Chilton	Present

Also Present:

Brad Stokes, Perma
Jason Thorpe, Perma

APPROVAL OF MINUTES: December 19, 2018

MOTION TO APPROVE OPEN MINUTES OF DECEMBER 19, 2018

MOTION: Commissioner Laureigh
SECOND: Commissioner Catenaro
VOTE: Unanimous

OLD BUSINESS:

None

MOTION TO ADJOURN SINE DIE:

MOVED: Commissioner Brook
SECOND: Commissioner Hastings
VOTE: Unanimous

Account Manager, Mr. Thorpe assumed the Chair.

EXECUTIVE DIRECTOR'S REPORT:

Election of a Chairman and Secretary- Mr. Thorpe advised that in accordance with the SEM's by-laws, each of the seven regions were responsible for electing a State representative and alternate during each of their reorganization meetings. He noted that the elections took place throughout the past week. Mr. Thorpe further noted that the State Executive Committee had been established and is responsible for electing a Chairman and a Secretary. The Executive Director proceeded as the temporary Chairman to effectuate the election.

MOTION TO OPEN FLOOR FOR NOMINATIONS OF CHAIRMAN AND SECRETARY:

Moved: Commissioner Catenaro
Second: Commissioner Brook
Vote: Unanimous

MOTION TO NOMINATE WILLIAM CLOSE AS THE 2019 CHAIRPERSON FOR THE NJ SEM.

Moved: Commissioner Catenaro
Second: Commissioner Franz
Vote: Unanimous

MOTION TO NOMINATE CHARLES CUCCIA AS THE 2019 SECRETARY FOR THE NJ SEM.

Moved: Commissioner Catenaro
 Second: Commissioner Franz
 Vote: Unanimous

Mr. Thorpe asked for additional nominations. Hearing none, Mr. Thorpe asked for a motion to close nominations, confirm elections of Chairman and Secretary and 2019 Executive Committee Slate.

MOTION TO CLOSE NOMINATIONS AND ADOPT RESOLUTION 1-19 CONFIRMING ELECTIONS AS PRESENTED FOR WILLIAM CLOSE AS CHAIRMAN AND CHARLES CUCCIA AS SECRETARY OF THE NJ SEM.

Moved: Commissioner Laureigh
 Second: Commissioner Dacey
 Vote: Unanimous

Mr. Thorpe referred to the 2019 Executive Committee slate that was enclosed within the agenda packet.

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	<u>Alternate Rep.</u>
Region 1	Jon Rheinhardt, Wharton Borough
Region 2	Greg Franz, Edgewater Borough
Region 3	Tim Dacey, Piscataway Twp.
Region 4	Michael Gianforte, Two Rivers Water Rec. Authority
Region 5	Michael Theokas, Bordentown Twp.
Region 6	David Taraschi, Audubon Borough
Region 7	Veronica Laureigh, Lacey Twp.

MOTION TO APPROVE THE 2019 EXECUTIVE COMMITTEE SLATE AS PRESENTED.

Moved: Commissioner Franz
 Second: Commissioner Catenaro
 Vote: Unanimous

Mr. Thorpe then roll called the 2019 Executive Committee.

ROLL CALL OF 2019 COMMISSIONERS:

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Present from the above group were: William Close, Joseph Catenaro, Thomas Nolan, Richard Brook, Keith Hastings, Jon Rheinhardt, Greg Franz, Tim Dacey, David Taraschi, and Veronica Laureigh.

Mr. Thorpe then indicated that he would review the remaining reorganization resolutions with the committee. He requested the following Resolutions be considered for adoption with one motion, unless an Executive Committee member objected

- **Resolution 2-19, appointing certain professionals and service organizations**
 Mr. Sacco advised that the SEM Attorney requested a minimum annual fee of \$100,000 within their RFQ submission. He also advised that the SEM Administrator’s minimum annual fee was \$100,000 in 2018 and is requesting the same for 2019. Lastly, Mr. Sacco informed the Board that the Treasurer and Auditor fees are increasing by 2% and the Energy Consultant fee will remain its normal percentage based on usage. Mr. Sacco asked if there were any questions on the fees as indicated. Commissioner Catenaro asked if the SEM would be responsible for paying fees if a professional or service organization parted ways with the SEM during the contract term. Mr. Sacco advised that the professional or organization would only be paid until the term date.
- **Resolution 3-19, establishing public meeting procedures**
- **Resolution 4-19, establishing a fiscal management plan**
- **Resolution 5-19, establishing a SEM records program**

Upon conclusion, Mr. Sacco asked if there were any questions on the resolutions. Hearing none, He asked for a motion to approve resolutions 2-19 through 5-19.

MOTION TO ADOPT RESOLUTION NOS. 2-19 THROUGH 5-19:

Moved:	Commissioner Laureigh
Second:	Commissioner Nolan
Vote:	Unanimous

Mr. Sacco informed the Board that the SEM was reorganized and thanked them for Perma's reappointment.

ENERGY CONSULTANT REPORT:

Mr. Chilton informed the Board that as requested during the previous meeting, the email blast regarding Natural Gas savings was distributed to the membership. He noted that the feedback was very positive. Mr. Chilton advised that the current Natural Gas contract expires in December 2019 and the new bid process will likely begin late summer based on market conditions. He noted that the current Electric Supply contract expires in June 2020.

Lastly, Mr. Chilton indicated that a Management Committee meeting will be scheduled to begin discussions on Gabel's proposal for value added services. Chairman Close advised that March is a busy month for the Commissioners due to municipality's budget process. He suggested that the Management Committee meeting be pushed back to sometime in April or May. He further suggested that a cost analysis associated with the value added proposal be developed prior to the meeting.

TREASURER REPORT:

Mr. Thorpe informed the Board that Mr. Garofalo was unable to participate in the meeting. He referred to the Treasurer Reports for the months of December and January contained within the agenda packet. Mr. Thorpe then asked for a motion to approve the Treasurer Reports.

**MOTION TO APPROVE THE DECEMBER 2018 AND JANUARY 2019
TREASURER'S REPORTS**

MOTION:	Commissioner Laureigh
SECOND:	Commissioner Catenaro
ROLL CALL VOTE:	Unanimous

Lastly, Mr. Thorpe informed the Board that Mr. Garofalo thanks them for his reappointment.

ATTORNEY REPORT:

Ms. Simone advised that she had nothing to report.

OLD BUSINESS:

None

NEW BUSINESS:

None

PUBLIC COMMENT:

None

MOTION TO ADJOURN MEETING

MOTION:	Commissioner Laureigh
SECOND:	Commissioner Nolan
VOTE:	Unanimous

Meeting Adjourned: 10:17 AM

Respectfully submitted,

Prepared by J. Thorpe, Assistant Secretary