

**NEW JERSEY SUSTAINABLE ENERGY JOINT MEETING  
OPEN MINUTES  
MEETING OF FEBRUARY 7, 2020  
10:00 AM**

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

**ROLL CALL OF 2019 COMMISSIONERS:**

<b>NJ SEM</b>	
<b>State Wide Representatives</b>	
	<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: Charles Cuccia, Joseph Catenaro, Thomas Nolan, Richard Brook, Jon Rheinhardt, Tim Dacey, Michael Theokas, and David Taraschi

**APPOINTED OFFICIALS PRESENT:**

Executive Director/ Administrator	<b>PERMA Risk Management Services</b>	Stephen Sacco	Present
Attorney	<b>Maley Givens</b>	James Maley, Esq. Erin Simone, Esq.	Absent Absent
Treasurer		Jon Rheinhardt	Present
Energy Consultant	<b>Gabel Associates</b>	Bob Chilton	Present
Qualified Purchasing Agent	<b>The Canning Group</b>	Sean Canning	Present

**Also Present:**

Brad Stokes, Perma  
Jason Thorpe, Perma  
Carol Friedman, Gabel Associates  
Navin Advani, Esq.

**APPROVAL OF MINUTES:            December 18, 2019**

**MOTION TO APPROVE OPEN MINUTES OF DECEMBER 18, 2019**

**MOTION:**                    Commissioner Catenaro  
**SECOND:**                   Commissioner Nolan  
**VOTE:**                        Unanimous

**OLD BUSINESS:**

None

**MOTION TO ADJOURN SINE DIE:**

**MOVED:**                    Commissioner Nolan  
**SECOND:**                   Commissioner Brook  
**VOTE:**                        Unanimous

Executive Director, Mr. Sacco assumed the Chair.

**EXECUTIVE DIRECTOR'S REPORT:**

**Election of a Chairman and Secretary-** Mr. Sacco 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. Sacco said that Region 3 was unable to be reorganized after several attempts and the current Region 3 Representatives will remain in place for the 2020 calendar year. Mr. Sacco advised 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 2020 CHAIRPERSON FOR THE NJ SEM.**

Moved:                        Commissioner Catenaro  
Second:                        Commissioner Nolan

Vote: Unanimous

**MOTION TO NOMINATE CHARLES CUCCIA AS THE 2020 SECRETARY FOR THE NJ SEM.**

Moved: Commissioner Catenaro  
Second: Commissioner Nolan  
Vote: Unanimous

Mr. Sacco asked for additional nominations. Hearing none, Mr. Sacco asked for a motion to close nominations, confirm elections of Chairman and Secretary and 2020 Executive Committee Slate.

**MOTION TO CLOSE NOMINATIONS AND ADOPT RESOLUTION 1-20 CONFIRMING ELECTIONS AS PRESENTED FOR WILLIAM CLOSE AS CHAIRMAN AND CHARLES CUCCIA AS SECRETARY OF THE NJ SEM AND APPROVE THE 2020 EXECUTIVE COMMITTEE SLATE.**

Moved: Commissioner Gianforte  
Second: Commissioner Nolan  
Vote: Unanimous

Mr. Sacco referred to the 2020 Executive Committee slate that was enclosed within the agenda packet. He then asked for a roll call of the 2020 Executive Committee.

**ROLL CALL OF 2020 COMMISSIONERS:**

<b>NJ SEM</b>	
<b>State Wide Representatives</b>	
	<u><b>State Rep.</b></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	Michael Theokas, Bordentown Twp.
Region 6	Keith Hastings, Collingswood
Region 7	Diane Lapp, Manchester Twp.
	<u><b>Alternate Rep.</b></u>
Region 1	Silvio Esposito, Hanover Township
Region 2	Greg Franz, Edgewater Borough
Region 3	Tim Dacey, Piscataway Twp.
Region 4	Michael Gianforte, Two Rivers Water Rec. Authority
Region 5	Richard Brook, Florence Twp.
Region 6	David Taraschi, Audubon Borough
Region 7	Veronica Laureigh, Lacey Twp.

Present from the above group were: Charles Cuccia, Joseph Catenaro, Thomas Nolan, Richard Brook, Silvio Esposito, Greg Franz, Tim Dacey, Michael Gianforte, Michael Theokas, and David Taraschi

Mr. Sacco 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 2-20, Appointing Certain Professionals and Service Organizations**
- **Resolution 3-20, Approval of Professional Service Agreements**
- **Resolution 4-20, Establishing Public Meeting Procedures**
- **Resolution 5-20, Establishing a Fiscal Management Plan**
- **Resolution 6-20, 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 2-20 through 6-20.

**MOTION TO ADOPT RESOLUTION NOS. 2-20 THROUGH 6-20:**

Moved:	Commissioner Gianforte
Second:	Commissioner Nolan
Vote:	Unanimous

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

**NJ SEM Website** – Mr. Sacco said that although Gabel Associates has done a good job, the NJ SEM website is in need of an upgrade. He noted that Chairman Close suggested that the SEM consider hiring a professional organization that specializes in that area. Commissioner Brook commented that hiring a professional website developer is a good idea. Mr. Sacco asked if there were any further comments. Hearing none, he asked for a motion to authorize the QPA to request quotes.

**MOTION TO AUTHORIZE THE SEM'S QPA TO REQUEST QUOTES FOR WEBSITE DEVELOPMENT AND MAINTENANCE**

Moved: Commissioner Esposito  
Second: Commissioner Brook  
Vote: Unanimous

**2020 Budget** - Mr. Sacco indicated that the 2020 proposed budget was introduced at the December 18<sup>th</sup> Executive Committee meeting and advised that the Public Hearing for the budget would be held at this meeting. He reminded the Board that the numbers are based on estimates as the true numbers will not be known until the end of the year. He then referred to the copies of the proposed 2020 Budget enclosed within the agenda packet.

**MOTION TO OPEN THE PUBLIC HEARING ON THE 2020 BUDGET.**

Moved: Commissioner Nolan  
Second: Commissioner Taraschi  
Vote: Unanimous

*Discussion of Budgets.*

**MOTION TO CLOSE THE PUBLIC HEARING.**

Moved: Commissioner Esposito  
Second: Commissioner Cuccia  
Vote: Unanimous

**MOTION TO ADOPT THE BUDGET FOR THE NEW JERSEY SUSTAINABLE ENERGY JOINT MEETING AS PRESENTED FOR CALENDAR YEAR 2020.**

Moved: Commissioner Esposito  
Second: Commissioner Cuccia  
Vote: Unanimous

**Various 2020 Conferences** – Mr. Sacco referred to the list of 5 potential conferences for the SEM to attend in 2020. He noted that the SEM has had representation at the GPANJ, Rutgers

Purchasing, GFOANJ, and LOM conferences the last several years. Mr. Sacco further noted that an invitation for the Conference of Mayors was also mailed/emailed to the SEM. He advised that the Executive Committee should decide which conferences the SEM should attend for the 2020 calendar year. Mr. Chilton commented that the GPANJ pushed the date of its conference to the week before the Rutgers. He noted that it may be difficult for his staff to attend both conferences as they take place shortly after the electric supply bid, which is a busy time for them. Mr. Sacco informed the Board that he and Mr. Thorpe are prepared to split the two conferences if the Board would like the SEM present at both. Discussion ensued regarding how viable the various conferences are and which ones have produced leads for new members. Following the discussion, Commissioner Nolan suggested that the Professionals who attend the conferences decide which conferences should be attended in 2020. The Board indicated that they were in agreement with the suggestion.

**MOTION TO AUTHORIZE SEM PROFESSIONALS TO ATTEND THE 5 CONFERENCES DISCUSSED AND TO AUTHORIZE THE EXPENSES ASSOCIATED WITH EACH CONFERENCE.**

Moved:	Commissioner Nolan
Second:	Commissioner Gianforte
Roll Call Vote:	Unanimous

**Release of Electric Supply Bid and Proposed Timeline** – Mr. Sacco referred to the proposed timeline of the upcoming electric supply bid and asked Mr. Chilton to provide a report. Mr. Chilton reported that the utilities recently completed their annual auction for their own supply and will file their new tariffs at the end of February for a June effective date. He noted that his team did not want to set the strike price until the new tariff prices are released for proper benchmarking. He further noted that the strike price will be set during the March 3<sup>rd</sup> meeting. Mr. Chilton also reported that the current electric supply contract contains a 25% renewable energy content, based on the recommended product endorsed by Sustainable Jersey, which allows members to receive extra points towards their certification. He advised that Sustainable Jersey modified its product recommendation in 2019, stating that the product has to have an additional 5% of renewable content above the State mandate. Mr. Chilton informed the Board that the State requires a minimum of 23.5% of renewable energy content. He suggested that 30% renewable content be included in the upcoming electric supply bid. Mr. Chilton advised that Board can discuss the renewable content further during the next meeting. Chairman Cuccia asked if there were any questions. Hearing none, he asked for a motion to approve the initiation of the electric supply bid.

**MOTION TO APPROVE THE PROPOSED TIMELINE AND AUTHORIZE RELEASE OF THE ELECTRIC SUPPLY BID FOR THE NJ SEM MEMBERSHIP**

Moved:	Commissioner Franz
Second:	Commissioner Brook
Vote:	Unanimous

**ENERGY CONSULTANT REPORT:**

Mr. Chilton indicated that he had nothing further to report.

**TREASURER REPORT:**

Mr. Rheinhardt referred to the Treasurer Reports for the month of December and the January bill list contained within the agenda packet. He then asked for a motion to approve the Bills List.

<b>FUND YEAR</b>	<b>AMOUNT</b>
<b>January Bills List</b>	
Fund Year All	\$ 52,436.85
<b>TOTAL</b>	<b>\$ 52,436.85</b>

**MOTION TO APPROVE RESOLUTION 7-20 APPROVAL FOR PAYMENT OF JANUARY 2020 BILL LIST**

Moved: Commissioner Nolan  
Second: Commissioner Gianforte  
Roll Call Vote: Unanimous

**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 Franz  
**SECOND:** Commissioner Nolan  
**VOTE:** Unanimous

Meeting Adjourned: 10:50 AM

*Respectfully submitted,*

---

Prepared by J. Thorpe, Assistant Secretary