

**NEW JERSEY SUSTAINABLE ENERGY JOINT MEETING  
OPEN MINUTES  
MEETING OF OCTOBER 30, 2019  
TELECONFERENCE  
1:30 PM**

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

**ROLL CALL OF 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: William Close, Charles Cuccia, Thomas Nolan, Richard Brook, Keith Hastings, Diane Lapp, Greg Franz, Tim Dacey, Michael Gianforte, David Taraschi, and Veronica Laureigh

**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 Present
Treasurer		William Garofalo	Present
Energy Consultant	<b>Gabel Associates</b>	Bob Chilton	Present

Also Present:

Brad Stokes, Perma  
Jason Thorpe, Perma  
Carol Friedman, Gabel Assoc.  
Sean Canning, The Canning Group

**APPROVAL OF MINUTES:           September 11, 2019**

**MOTION TO APPROVE OPEN AND CLOSED MINUTES OF SEPTEMBER 11, 2019**

<b>MOTION:</b>	Commissioner Cuccia
<b>SECOND:</b>	Commissioner Nolan
<b>VOTE:</b>	9 ayes, 0 nays, 2 abstentions
	Commissioner Lapp
	Chairman Close

**EXECUTIVE DIRECTOR’S REPORT:**

**NATURAL GAS BID** - Mr. Thorpe indicated that the main purpose of the meeting was to review the results of the refreshed natural gas bid for Bid Group 4. He then asked Mr. Chilton to review the results of the bid with the Board. Mr. Chilton reported that the refreshed bid was issued for the South Jersey Gas (SJG) bid group, which has 4 members. He noted that 4 of the 6 qualified suppliers submitted refreshed bids. He reminded the Board that the refreshed bid had been structured to accept bids for 24 month and 36 month contracts. Mr. Chilton reported that all refreshed bids received had prices above the strike price and even higher than the September 11<sup>th</sup> bid opening, hence a contract cannot be awarded. He suggested that the SEM request refreshed pricing again after the winter. He added that Bid Group 4 would be dropped back to the tariff following the December meter read. Mr. Sacco suggested that a notice be sent to the members in Bid Group 4 notifying them that they will be dropped back to the tariff. Mr. Chilton indicated that his office will prepare a notice. Chairman Close asked if there were any questions regarding the rejection of all bids submitted for the SJG bid group. Hearing none, he asked for a motion to adopt Resolution 24-19.

**MOTION TO ADOPT RESOLUTION # 24-19 THE REJECTION OF REFRESHED BIDS AT OCTOBER 30, 2019 GAS BID OPENING FOR GAS SUPPLY SERVICES FOR THE NJSEM BID GROUP 4 - SOUTH JERSEY GAS COMPANY (“SJG”) ACCOUNTS**

<b>MOTION:</b>	Commissioner Nolan
<b>SECOND:</b>	Commissioner Laureigh
<b>VOTE:</b>	Unanimous

**QUALIFIED PURCHASING AGENT (QPA)** – Mr. Sacco reported that as a follow-up to the request made by the Executive Committee during the September 11<sup>th</sup> meeting, a proposal was submitted by The Canning Group for the position of the SEM’s Qualified Purchasing Agent

(QPA). He referred to the proposal enclosed within the agenda packet and advised that Mr. Canning was on the teleconference to answer any questions from the Commissioners. Mr. Sacco noted that the potential QPA's role would be to review and confirm that the policies and procedures, with respect to procurement, are being followed properly. He then opened the floor for discussion. Chairman Close asked Mr. Canning to provide an overview of the services he will provide, in addition to reviewing the procurement policies and procedures. Mr. Canning provided an overview of all services he provides for his various clients. Following the overview, Chairman Close asked if there were any additional questions and/or comments. Commissioner Cuccia asked for confirmation that the QPA contract can be awarded without bidding for the position since the contract amount would be below the threshold. Mr. Canning confirmed that issuing a bid is not required as the contract amount would be below the \$17,500 threshold. Chairman Close commented that although issuing a bid for the position is not required, he is concerned about the perception of awarding the contract without bidding for the position as that has been the SEM's process in the past. Commissioner Brook said that based on the proposal and the overview he would be comfortable awarding a contract to The Canning Group for the position of the SEM's QPA. Commissioner Cuccia and Commissioner Laureigh also stated that they too were comfortable awarding a contract to The Canning Group. Chairman Close then asked for a motion to adopt Resolution #26-19.

**MOTION TO ADOPT RESOLUTION # 26-19 AUTHORIZING THE AWARD OF PROFESSIONAL SERVICES CONTRACT TO THE CANNING GROUP, TO SERVE AS THE SEM'S QUALIFIED PURCHASING AGENT AT A FEE OF \$3,000 PER YEAR.**

<b>MOTION:</b>	Commissioner Brook
<b>SECOND:</b>	Commissioner Laureigh
<b>VOTE:</b>	Unanimous

**COMPETITIVE CONTRACT/PROCUREMENT PROCESS** – Mr. Thorpe reported that all professional contracts with the SEM expire on December 31, 2019 and noted that the SEM will have to begin the competitive contracting/procurement process for all professional positions. Chairman Close asked Mr. Canning to provide a brief overview on how he will handle the competitive contracting/procurement process for the professional positions. Mr. Canning provided an overview on how he conducts the process and advised that he prefers doing the competitive contract process as it allows for greater flexibility when determining someone's qualifications. Following the overview, Chairman Close asked if there were any additional questions. Hearing none, he asked for a motion to adopt Resolution #27-19.

**MOTION TO ADOPT RESOLUTION #27-19 AUTHORIZING THE HIRING OF VARIOUS NJ SEM PROFESSIONALS THROUGH THE COMPETITIVE CONTRACTING PROCESS.**

<b>MOTION:</b>	Commissioner Laureigh
<b>SECOND:</b>	Commissioner Dacey
<b>VOTE:</b>	Unanimous

**NEXT ELECTRIC SUPPLY BID** – Mr. Thorpe reminded the Board that the current electric supply contract ends in June 2020. He added that bids will likely be accepted for the next electric supply contract in late February/early March of next year.

**LEAGUE OF MUNICIPALITIES: NEW BOOTH LOCATION** – Mr. Thorpe reported that the NJ SEM is registered for the League of Municipalities Conference and has a new booth location, Booth # 1141. He asked the Board to inform their Elected Officials of the new booth location and noted that the exhibit dates are Tuesday, November 19<sup>th</sup> through Thursday, November 21<sup>st</sup>.

**BOOTH EQUIPMENT AND CONFERENCE GIVEAWAYS** – Mr. Thorpe reported that the stock of conference giveaways has been depleted and will need to be replenished in the near future. In addition, Mr. Thorpe informed the Board that Gabel is proposing an upgrade to the large NJ SEM tote bags and a new kiosk monitor, as the previous monitor has failed. He noted that the anticipated cost for the various items are as follows:

Standard Giveaways:	\$2,500
SEM Tote Bag:	\$1,300/ 300 units
Kiosk Monitor:	\$760

Chairman Closed asked if there were any questions regarding the purchase of additional giveaways and booth equipment. Hearing none, he asked for a motion to approve the purchases.

**MOTION TO AUTHORIZE THE PURCHASE OF FUTURE GIVEAWAYS FOR UPCOMING CONFERENCES AND REPLACE THE TOUCHSCREEN MONITOR IN THE ESTIMATED AMOUNT OF \$4,560 TO ORDER SUPPLIES FOR.**

**MOTION:** Commissioner Brook  
**SECOND:** Commissioner Lapp  
**VOTE:** Unanimous

**ENERGY CONSULTANT REPORT:**

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

**TREASURER REPORT:**

Mr. Garofalo referred to the Bill List for the month of Octoberr and the Treasurer Report for the month of September contained within the agenda packet. He then asked for a motion to approve the Bills List and Treasurer Report.

<b>FUND YEAR</b>	<b>AMOUNT</b>
<b>October Bills List</b>	
Fund Year All	\$ 48,285.63
<b>TOTAL</b>	<b>\$ 48,285.63</b>

**MOTION TO APPROVE RESOLUTION 26-19 APPROVAL FOR PAYMENT OF OCTOBER 2019 BILL LIST AND SEPTEMBER 2019 TREASURER'S REPORTS**

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

**ATTORNEY REPORT:**

Ms. Simone asked if authorization was needed now to issue a second bid for Bid Group 4 at a later date. Mr. Chilton recommended authorizing the bid issuance now as it will provide flexibility as to when the bid will be issued.

**MOTION TO AUTHORIZE THE ISSUANCE OF A NATURAL GAS RFB FOR BID GROUP 4.**

**MOTION:** Commissioner Dacey  
**SECOND:** Commissioner Brook  
**VOTE:** Unanimous

**OLD BUSINESS:**

None

**NEW BUSINESS:**

Commissioner Brook thanked Mr. Garofalo for all his work as Treasurer for the SEM. Chairman Closed followed-up by commenting that Mr. Garofalo has done a great job over the years and thanked him for all his work.

**PUBLIC COMMENT:**

None

**MOTION TO ADJOURN MEETING**

**MOTION:**  
**SECOND:**  
**VOTE:**

Commissioner Franz  
Commissioner Laureigh  
Unanimous

Meeting Adjourned: 2:05 PM

*Respectfully submitted,*

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Prepared by J. Thorpe, Assistant Secretary