

**NEW JERSEY SUSTAINABLE ENERGY JOINT MEETING  
OPEN MINUTES  
MEETING OF JUNE 30, 2020  
9:30AM**

Meeting called to order by Acting Chairman Nolan. 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	Michael Theokas, Bordentown Twp.
Region 6	Keith Hastings, Collingswood
Region 7	Diane Lapp, Manchester Twp.
	<u>Alternate Rep.</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	<i>Vacant</i>
Region 6	David Taraschi, Audubon Borough
Region 7	Veronica Laureigh, Lacey Twp.

Present from the above group were: William Close, Thomas Nolan, Michael Theokas, Gregory Franz, Tim Dacey, 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 Present
Treasurer		Jon Rheinhardt	Present
Energy Consultant	<b>Gabel Associates</b>	Bob Chilton	Present
Auditor	<b>Nisivoccia</b>	Bud Jones	Present
Qualified Purchasing Agent	<b>The Canning Group</b>	Sean Canning	Present

Also Present:

Brad Stokes, Perma  
Jason Thorpe, Perma  
Jenna Bauer, Nisivoccia  
Alex DeLuccia, CS&B  
Carol Friedman, Gabel Associates

**APPROVAL OF MINUTES:            June 2, 2020**

**MOTION TO APPROVE OPEN MINUTES OF JUNE 2, 2020**

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

**CORRESPONDENCE:**

None.

**EXECUTIVE DIRECTOR'S REPORT:**

**Auditor Year-End Reports** – Mr. Sacco referred to the NJ SEM Audit Report as of December 31, 2019 enclosed within the agenda packet. He informed the Board that Mr. Jones and Ms. Bauer were present on the teleconference to review the Audit Report. Ms. Bauer reported that the SEM's Net position at December 31<sup>st</sup> was \$973,797 and added that the SEM is excellent financial condition. She then referred to the Auditors' Management Report that was distributed prior to the start of the meeting. Ms. Bauer advised that there were no comments or recommendations. Mr. Sacco asked if there were any questions with regard to the report. Hearing none, he asked for a motion to adopt Resolution 74-20 and execute the Group Affidavit.

**MOTION TO APPROVE YEAR-END FINANCIALS, ADOPT RESOLUTION 74-20 AND EXECUTE GROUP AFFIDAVIT INDICATING THAT MEMBERS OF THE EXECUTIVE COMMITTEE HAVE READ THE GENERAL COMMENTS SECTION OF THE AUDIT REPORT.**

<b>MOTION:</b>	Commissioner Theokas
<b>SECOND:</b>	Chairman Close
<b>VOTE:</b>	Unanimous

**SEM Entity Insurance Coverage Renewal** – Mr. Sacco informed the Board the NJ SEM's General Liability, Auto Liability and Public Officials & Employment Practices Liability (POL/EPL) policies are set to expire on 7/25/2020. He then asked Mr. DeLuccia to provide an overview of the renewal proposal. Mr. DeLuccia referred to a pricing summary of the renewing policies enclosed within the agenda booklet. He reported that there is an increase in the general liability price, from \$6,542 to \$6,901, this year due to the hardening of the general liability

marketplace but noted that there are no changes to the coverage terms or conditions. He further noted that the renewal price of \$6,901 includes a \$37 NJ PLIGA surcharge, as expiring. Mr. DeLuccia reported that the POL/EPL coverage premium is increasing from \$5,322.75 to \$5,771.42 and noted that the additional defense expense limit included in this coverage is being reduced from \$2,000,000 to \$1,000,000 due to difficulty in the marketplace. He advised that a biometric privacy claim exclusion endorsement is added to this renewal policy and noted that said exclusion is being added to many POL/EPL policies by carriers. Mr. DeLuccia informed the Board that an alternate POL/EPL quote, with a lower premium, was submitted by another carrier, but recommended remaining with the incumbent carrier as the alternate quote did not include the additional defense expense limit. He then referred to options for terrorism coverage and excess liability limits and noted that these options have not been purchased by the SEM in the past. Mr. Sacco added that in the past the Board elected not to purchase the excess liability limits or terrorism coverage as the SEM has no claims experience and very little exposure. He then asked if there were any questions. Hearing none, Mr. Sacco asked for a motion to renew the NJ SEM's General Liability, Auto Liability, and POL/EPL policies as expiring with a premium amount of \$12,747.42.

**MOTION TO RENEW POL/EPL, GL AND AL POLICIES AS EXPIRING FOR THE NJ SEM WITH A PREMIUM OF \$12,747.42.**

<b>MOTION:</b>	Commissioner Nolan
<b>SECOND:</b>	Chairman Close
<b>VOTE:</b>	Unanimous

**Bid Threshold Increase** – Mr. Sacco reported that effective July 1, 2020 the Governor of the State of New Jersey has adjusted the bid threshold for awarding contracts under the Local Public Contracts Law. He noted that the change in the bid threshold allows governmental entities with a Qualified Purchasing Agent to increase their bid threshold up to \$44,000. Mr. Sacco asked if there were any questions. Hearing none, he asked for a motion to adopt Resolution 75-20 authorizing the increase.

**MOTION TO ADOPT RESOLUTION #75-20 AUTHORIZING THE INCREASE TO THE BID THRESHOLD**

<b>MOTION:</b>	Chairman Close
<b>SECOND:</b>	Commissioner Theokas
<b>VOTE:</b>	Unanimous

**E-Procurement** – Mr. Sacco reported that on May 26, 2020, the guidance from the New Jersey Division of Local Government Services provided for instruction on electronic receipt of bids and procurement. He noted that the procurement would not be used for the SEM's energy procurement RFBs, but would be used for SEM professional RFPs. Mr. Sacco asked if there were any questions. Hearing none, he asked for a motion to adopt Resolution 76-20.

**MOTION TO ADOPT RESOLUTION #76-20 AUTHORIZING THE FUND QPA TO RECEIVE CERTAIN BIDS IN ACCORD WITH N.J.A.C.5:34-5.1**

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

**ENERGY CONSULTANT REPORT:**

Mr. Chilton advised that he had nothing to report.

**TREASURER REPORT:**

Mr. Rheinhardt referred to the Bill List for the month of June contained within the agenda packet. Mr. Sacco then asked for a motion to approve the Bills List.

<b>FUND YEAR</b>	<b>AMOUNT</b>
<b>June Bills List</b>	
Fund Year All	\$ 38,399.05
<b>TOTAL</b>	<b>\$ 38,399.05</b>

**MOTION TO APPROVE RESOLUTION 77-20 APPROVAL FOR PAYMENT OF JUNE 2020 BILL LIST**

**MOTION:** Commissioner Nolan  
**SECOND:** Commissioner Theokas  
**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**

<b>MOTION:</b>	Commissioner Theokas
<b>SECOND:</b>	Chairman Close
<b>VOTE:</b>	Unanimous

Meeting Adjourned: 9:44 AM

*Respectfully submitted,*

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Prepared by J. Thorpe, Assistant Secretary