

**NEW JERSEY SUSTAINABLE ENERGY JOINT MEETING
OPEN MINUTES
MEETING OF NOVEMBER 6, 2020
10:30AM**

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

ROLL CALL OF 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 | 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, Charles Cuccia, Thomas Nolan, Diane Lapp, Silvio Esposito, Gregory Franz, Tim Dacey, and Veronica Laureigh.

APPOINTED OFFICIALS PRESENT:

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

Also Present:

Brad Stokes, PERMA
Jason Thorpe, PERMA
Carol Friedman, Gabel Associates

APPROVAL OF MINUTES: June 30, 2020

MOTION TO APPROVE OPEN MINUTES OF JUNE 30, 2020

MOTION: Commissioner Cuccia
SECOND: Commissioner Nolan
VOTE: Unanimous

CORRESPONDENCE:

Mr. Sacco indicated that he had two items for correspondence. He reported that the first item for correspondence was an advisory notice sent to the entire membership regarding a third party supplier attempting to trick them into providing account information. Mr. Sacco reported that the second item for correspondence was the email blast announcement to the membership regarding the new NJ SEM website. He added that with efforts from Mr. Thorpe, Chairman Close, and Commissioner Cuccia, the new website looks great. Chairman Close commented that Mr. Thorpe and the staff at WINstorm did a great job of making the website more informative and user friendly. Mr. Thorpe thanked Chairman Close for the kind words and added that he has received positive feedback on the new website from numerous individuals. Mr. Sacco further added that he asked all PERMA JIF Executive Directors to include the notice in their local JIF agendas.

EXECUTIVE DIRECTOR'S REPORT:

SEM Treasurer RFP – Mr. Sacco reported that the SEM QPA issued an RFP for the position of Treasurer with a return date of October 8, 2020. He noted that there was one response received and it was from the SEM's current Treasurer, Jon Rheinhardt. Mr. Sacco referred to Mr. Rheinhardt's response enclosed within in the agenda packet and noted that the SEM is permitted to award a 1-year appointment for the Treasurer position as a professional service. He further noted that Mr. Rheinhardt is requesting a fee of \$5,610 for the 2021 calendar year and referred to Resolution #78-20 which authorizes the hiring of the SEM Treasurer.

MOTION TO ADOPT RESOLUTION #78-20 AUTHORIZING THE AWARDING A 1-YEAR PROFESSIONAL SERVICE CONTRACT TO MR. JON RHEINHARDT SR. FOR THE POSITION OF TREASURER.

MOTION: Commissioner Lapp
SECOND: Commissioner Nolan
VOTE: Unanimous

QPA 2021 Renewal – Mr. Sacco referred to the SEM's Qualified Purchasing Agent's proposal for the 2021 calendar year enclosed within agenda packet and asked if there were any questions

on the proposal. Hearing none, Mr. Sacco ask for a motion authorizing the renewal of the QPA's contract.

MOTION TO AUTHORIZE THE RENEWAL OF THE CANNING GROUP, INC. PROFESSIONAL SERVICES CONTRACT, WITHOUT COMPETITIVE BIDDING, TO SERVE AS THE SEM'S QUALIFIED PURCHASING AGENT IN CALENDAR YEAR 2021 AT A FEE NOT TO EXCEED \$3,000.

MOTION: Commissioner Laureigh
SECOND: Commissioner Cuccia
VOTE: Unanimous

SEM Budget Process-2021 Budget - Mr. Sacco referred to the proposed 2021 Budget enclosed within the agenda packet. He noted that the budget is based on projections of the membership's dekothem and kilowatt hour usage for the 2021 calendar year. Mr. Sacco asked if there were any questions on the proposed budget. Hearing none, he asked for a motion to introduce the proposed 2021 budget and schedule a public hearing to adopt the budget.

MOTION TO INTRODUCE THE PROPOSED 2021 BUDGET FOR THE NJ SEM IN THE AMOUNT OF \$459,186.32 AND SCHEDULE A PUBLIC HEARING FOR DECEMBER 8, 2020 AT 1:00 PM VIA ZOOM TELECONFERENCE.

MOTION: Commissioner Nolan
SECOND: Chairman Lapp
VOTE: Unanimous

ENERGY CONSULTANT REPORT:

Mr. Chilton reported that during the preparation of the new SEM website, a discussion took place regarding creating a member testimonial section. He advised that he has been speaking to the Mayor of one of the SEM's largest members, Monroe Township, and indicated that he would discuss having the Mayor provide a testimonial to post on the website.

TREASURER REPORT:

Mr. Rheinhardt began by thanking the Board for his reappointment and said that he looks forward to working with the SEM for another year. He then referred to the Bill List for the month of September and the Treasurer's report through the month of October contained within the agenda packet. Mr. Rheinhardt then asked for a motion to approve the Bills List.

| FUND YEAR | AMOUNT |
|-----------------------------|---------------------|
| September Bills List | |
| Fund Year All | \$ 91,816.39 |
| TOTAL | \$ 91,816.39 |

MOTION TO APPROVE RESOLUTION 79-20 APPROVAL FOR PAYMENT OF SEPTEMBER 2020 BILL LIST AND ACCEPT THE TREASURER'S REPORT

MOTION: Commissioner Cuccia
SECOND: Commissioner Laureigh
VOTE: Unanimous

ATTORNEY REPORT:

Ms. Simone reported that the DCA adopted emergency rules regarding remote meetings. She proceeded to provide a summary of the emergency rules. Following the summary, Mr. Sacco suggested that PERMA work with the SEM Attorney to make sure the SEM is in compliance for the next meeting.

OLD BUSINESS:

None

NEW BUSINESS:

Commissioner Esposito asked for one the SEM Professionals to contact him in regards to a billing issue with one of the suppliers. Mr. Sacco advised that Mr. Thorpe and Ms. Friedman would contact him following the meeting to address the issue.

PUBLIC COMMENT:

None

MOTION TO ADJOURN MEETING

MOTION: Commissioner Franz
SECOND: Chairman Laureigh
VOTE: Unanimous

Meeting Adjourned: 10:51 AM

Respectfully submitted,

Prepared by J. Thorpe, Assistant Secretary