

**NEW JERSEY SUSTAINABLE ENERGY JOINT MEETING
OPEN MINUTES
MEETING OF JUNE 30, 2021
10:00 AM**

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

ROLL CALL OF 2021 COMMISSIONERS:

NJ SEM	
State Wide Representatives	
	<u>State Rep.</u>
Region 1	<i>Vacant</i>
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	David Taraschi, Audubon Borough
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	Meghan Jack, Riverside Twp.
Region 6	Cassandra Duffey, Collingswood
Region 7	Veronica Laureigh, Lacey Twp.

Present from the above group were: Charles Cuccia, Joseph Catenaro, Thomas Nolan, David Taraschi, Silvio Esposito, Greg Franz, Tim Dacey, and Cassandra Duffey

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
Qualified Purchasing Agent	The Canning Group	Sean Canning	Absent

Also Present:

Brad Stokes, Perma
Jason Thorpe, Perma3
Carol Friedman, Gabel Associates
Loren Altshuler, Gabel Associates
Mike Willoughby, WINstorm
Karen Martin, WINstorm

APPROVAL OF MINUTES: April 28, 2021

MOTION TO APPROVE OPEN MINUTES OF APRIL 28, 2021

Moved:	Commissioner Franz
Second:	Commissioner Catenaro
Vote:	Unanimous

EXECUTIVE DIRECTOR'S REPORT:

Auditor Year-End Reports – Mr. Sacco referred to the NJ SEM Audit Report as of December 31, 2020 enclosed within the agenda packet. He advised that the audit report is in draft status and the finalized version will be presented at a later meeting. Mr. Sacco advised that the financials will not change within the final version, but noted that Chairman Cuccia requested that a supplemental schedule showing membership savings be added to the final audit. 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 31st was \$960,415 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 the audit contained no comments or recommendations. Mr. Sacco asked if there were any questions or comments regarding the audit report. Chairman Cuccia commented that he requested the supplemental report because although the SEM is a rather small entity, it is purchasing over \$25 million worth of utilities and said it is important to have a record of the amount of savings being generated. Mr. Sacco asked if there were any additional questions or comments regarding the audit report. Hearing none, he asked for a motion to adopt Resolution 12-21 and execute the Group Affidavit.

MOTION TO APPROVE THE DRAFT YEAR-END FINANCIALS, ADOPT RESOLUTION 12-21, EXECUTE THE GROUP AFFIDAVIT, AND REQUEST AN EXTENSION TO FILE THE FINAL AUDIT.

Moved:	Commissioner Franz
Second:	Commissioner Esposito
Roll Call Vote:	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 7/25/2021. He then asked Mr. Cooney to provide an overview of the renewal proposal. Mr. Cooney referred to a pricing summary of the renewing

policies enclosed within the agenda booklet. He noted that there is a premium reduction of approximately \$500. Mr. Cooney 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. Cooney 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 \$12,282.

MOTION TO RENEW POL/EPL, GL AND AL POLICIES AS EXPIRING FOR THE NJ SEM WITH A PREMIUM OF \$12,282.

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

SEM Professional Contracts – Mr. Sacco reported that the NJ SEM contracts for the positions of Administrator, Energy Consultant, Attorney, and Auditor are set to expire 12/31/21. He advised the appointments were made through the competitive contract process and noted that the contracts may be extended for an additional 3-years. Mr. Sacco then referred to the various Resolutions authorizing contract extensions for the various SEM professionals and opened the floor for discussion. Chairman Cuccia asked if there were any comments or questions regarding the extension of the contract. Following a brief discussion, the Commissioners indicated that they were in favor of awarding contract extension for the four positions and issuing a competitive contract RFP for the positions of QPA and Treasurer. Chairman Cuccia then asked for a motion to approve the contract extensions for a period of 3-years.

MOTION TO ADOPT RESOLUTION #13-21 AUTHORIZING THE AWARD OF A COMPETITIVE CONTRACT EXTENSION TO PERMA RISK MANAGEMENT SERVICES FOR THE POSITION OF ADMINISTRATOR FOR A PERIOD OF 3 YEARS.

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

MOTION TO ADOPT RESOLUTION #14-21 AUTHORIZING THE AWARD OF A COMPETITIVE CONTRACT EXTENSION TO GABEL ASSOCIATES FOR THE POSITION OF ENERGY CONSULTANT FOR A PERIOD OF 3 YEARS

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

MOTION TO ADOPT RESOLUTION #15-21 AUTHORIZING THE AWARD OF A COMPETITIVE CONTRACT EXTENSION TO MALEY GIVENS FOR THE POSITION OF ATTORNEY FOR A PERIOD OF 3 YEARS.

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

MOTION TO ADOPT RESOLUTION #16-21 AUTHORIZING THE AWARD OF A COMPETITIVE CONTRACT EXTENSION TO NISIVOCCIA FOR THE POSITION OF AUDITOR FOR A PERIOD OF 3 YEARS.

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

Lastly, Mr. Sacco thanked the Board for reappointment on behalf of himself, Mr. Stokes, Mr. Thorpe and the entire PERMA staff.

ENERGY CONSULTANT REPORT:

Mr. Chilton began thanking the Board for reappointment on behalf of himself and the Gabel staff.

Mr. Chilton reported that the general emerging opportunity webinar, outlining the potential opportunities for the incentive programs and providing guidance for the electric vehicle incentive programs, is scheduled for July 20th. He advised that the webinar has been approved for continuing education credits.

TREASURER REPORT:

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

FUND YEAR	AMOUNT
May Bills List	
Fund Year All	\$ 112,786.54
TOTAL	\$ 112,786.54

MOTION TO APPROVE RESOLUTION 17-21 APPROVAL FOR PAYMENT OF MAY 2021 BILL LIST

Moved: Commissioner Esposito
Second: Commissioner Franz
Roll Call Vote: Unanimous

ATTORNEY REPORT:

Ms. Simone thanked the Board for the reappointment on behalf of Maley Givens and advised that she had no report for the meeting.

OLD BUSINESS:

None

NEW BUSINESS:

Mr. Sacco reported that the SEM has been invited to attend the Mayors Conference in September. He advised that the SEM has attended the conference in the past but noted that the exhibitor floor had low traffic volume. Mr. Sacco then opened the floor for discussion. Following a brief discussion, the Commissioners indicated that the SEM should not attend the conference this year.

PUBLIC COMMENT:

None

MOTION TO ADJOURN MEETING

Moved:	Commissioner Nolan
Second:	Commissioner Dacey
Vote:	Unanimous

Respectfully submitted,

Prepared by J. Thorpe, Assistant Secretary