

**NEW JERSEY SUSTAINABLE ENERGY JOINT MEETING  
OPEN MINUTES  
MEETING OF OCTOBER 27, 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:**

<b>NJ SEM</b>	
<b>State Wide Representatives</b>	
	<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, Thomas Nolan, Michael Theokas, David Taraschi, Diane Lapp, Greg Franz, Tim Dacey, Meghan Jack, Cassandra Duffey, 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		Jon Rheinhardt	Present
Energy Consultant	<b>Gabel Associates</b>	Bob Chilton	Present
Qualified Purchasing Agent	<b>The Canning Group</b>	Sean Canning	Absent

**Also Present:**

Brad Stokes, PERMA  
Jason Thorpe, PERMA  
Bud Jones, Nisivoccia  
Bryan Hayward, Gabel Associates  
Carol Friedman, Gabel Associates  
Loren Altshuler, Gabel Associates  
Michaela Benton, Gabel Associates  
Mike Willoughby, WINstorm  
Karen Martin, WINstorm

**APPROVAL OF MINUTES:            June 30, 2021**

**MOTION TO APPROVE OPEN MINUTES OF JUNE 30, 2021**

Moved:	Commissioner Nolan
Second:	Commissioner Franz
Vote:	Unanimous

**CORRESPONDENCE:**

Mr. Thorpe referred to the NJ SEM advertisement that was placed in the October issue of the League of Municipalities magazine. He noted that the advertisement received a lot of positive feedback as it was placed in the monthly JIF agendas. Mr. Thorpe asked if there were any questions or comments. Commissioner Lapp commented that the advertisement was great and suggested that there should be more detail on how much individual municipalities have saved as SEM members. Commissioner Lapp added that if non-SEM members saw that level of detail they may have more interest in joining the SEM. Chairman Cuccia commented that the revised audit includes a schedule of savings and Mr. Jones will be presenting the audit later in the meeting.

**EXECUTIVE DIRECTOR'S REPORT:**

**Auditor Year-End Reports** – Mr. Thorpe referred to the NJ SEM Audit Report as of December 31, 2020 enclosed within the agenda packet. He informed the Board that Mr. Jones was present on the teleconference to review the Audit Report. Mr. Jones reported that the SEM's Net position at December 31<sup>st</sup> was \$960,415 and added that the SEM is excellent financial condition. He then referred to the schedule of membership savings that Chairman Cuccia eluded to. Mr. Jones reported that the SEM membership had a total savings of \$2,071,000. He advised that there were no comments or recommendations associated with audit. Chairman Cuccia asked if there were any questions or comments regarding the audit report. Hearing none, he asked for a motion to adopt Resolution 18-21 and execute the Group Affidavit.

**MOTION TO APPROVE YEAR-END FINANCIALS, ADOPT RESOLUTION 18-21 AND EXECUTE GROUP AFFIDAVIT INDICATING THAT MEMBERS OF THE EXECUTIVE COMMITTEE HAVE READ THE GENERAL COMMENTS SECTION OF THE AUDIT REPORT.**

Moved: Commissioner Lapp  
Second: Commissioner Theokas  
Roll Call Vote: Unanimous

**SEM Budget Process-2022 Budget** - Mr. Thorpe referred to the proposed 2022 Budget enclosed within the agenda packet. He noted that the budget is based on projections of the membership's dekotherm and kilowatt hour usage for the 2022 calendar year. Mr. Thorpe asked if there were any questions on the proposed budget. Hearing none, he asked for a motion to introduce the proposed 2022 budget and schedule a public hearing to adopt the budget.

**MOTION TO INTRODUCE THE PROPOSED 2022 BUDGET FOR THE NJ SEM IN THE AMOUNT OF \$459,448.05 AND SCHEDULE A PUBLIC HEARING FOR A DATE TO BE DETERMINED.**

Moved: Commissioner Theokas  
Second: Commissioner Laureigh  
Roll Call Vote: Unanimous

**Competitive Contract/Procurement Process** – Mr. Thorpe reported that the Board previously authorized the issuance of a Competitive Contract RFP for the positions of Treasurer and QPA, but noted that the authorizing resolution was not officially adopted. He then referred to the resolution memorializing the issuance of the RFP enclosed within the agenda packet.

**MOTION TO ADOPT RESOLUTION #19-21 AUTHORIZING THE HIRING OF THE NJ SEM TREASURER AND NJ SEM QUALIFIED PURCHASING AGENT PROFESSIONALS THROUGH THE COMPETITIVE CONTRACTING PROCESS.**

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

**SEM Treasurer and QPA Contracts** – Mr. Thorpe reported that the Competitive Contract RFP for the positions of QPA and Treasurer had a return date of October 20, 2021. He noted that there was one RFP response received for each position (QPA – The Canning Group and Treasurer – Jon Rheinhardt Sr.). Mr. Thorpe then referred to the resolutions authorizing the award of competitive contracts for the two professionals enclosed within the agenda packet. He advised that contracts can be awarded up to a 5 year term but noted that the Board may want to consider awarding a 3-year contract for both positions to make said contracts coterminous with the other professional contracts. Following a brief discussion, the Board agreed to award 3-year contracts for the positions of Treasurer and QPA.

**MOTION TO ADOPT RESOLUTION #20-21 AUTHORIZING THE AWARD OF A COMPETITIVE CONTRACT TO THE CANNING GROUP FOR THE POSITION OF QUALIFIED PURCHASING AGENT FOR A PERIOD OF 3 YEARS.**

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

**MOTION TO ADOPT RESOLUTION #21-21 AUTHORIZING THE AWARD OF A COMPETITIVE CONTRACT TO JON RHEINHARDT SR. FOR THE POSITION OF TREASURER FOR A PERIOD OF 3 YEARS**

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

**League of Municipalities** – Mr. Thorpe reported that the SEM has a new booth location for the League of Municipalities Conference, Booth # 1139. He asked the Board to please inform their Elected Officials of the new booth location.

**ENERGY CONSULTANT REPORT:**

Mr. Chilton reported that the Gabel team is preparing for the League of Municipalities Conference and they are working on new materials for the booth. He then introduced two new members of the Gabel team that will be working at the booth, Loren Altshuler and Michaela Benton.

Mr. Chilton also reported that he is working on an email blast to the membership with regard to the natural gas prices spiking. He added that there are predictions at the federal level that heating bills are going to increase north of 50%, and in some cases, 100%. Mr. Chilton noted that the email blast will remind members who are participating in the natural gas contract that the SEM did a 3-year hedge that lasts through this winter and for 2022.

Lastly, Mr. Chilton said, with regard to Commissioner Lapp’s earlier comments about member savings, the actual savings amount by member can vary widely based on service territory, load profiles, and the tariff structure for both natural gas and electric supply. He suggested possibly picking an individual member that has achieved good savings as an example for a potential advertisement. Following a brief discussion, Mr. Sacco suggested that Mr. Chilton draft a potential savings advertisement and circulate for review.

**TREASURER REPORT:**

Mr. Rheinhardt began by thanking the Board for his re-appointment. He then referred to the Treasurer Reports through the month of September, the July bill list, and the October bill list contained within the agenda packet. He then asked for a motion to approve the bill lists.

FUND YEAR	AMOUNT
July Bills List	
Fund Year All	\$ 148,888.35
<b>TOTAL</b>	<b>\$ 148,888.35</b>

FUND YEAR	AMOUNT
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<b>October Bills List</b>	
Fund Year All	\$ 69,569.02
<b>TOTAL</b>	<b>\$ 69,569.02</b>

**MOTION TO APPROVE RESOLUTION 22-21 APPROVAL FOR PAYMENT OF JULY 2021 BILL LIST AND RESOLUTION 23-21 APPROVAL FOR PAYMENT OF OCTOBER 2021 BILL LIST**

Moved: Commissioner Lapp  
 Second: Commissioner Theokas  
 Roll Call Vote: Unanimous

**ATTORNEY REPORT:**

Ms. Simone advised that she had no report for the meeting.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

None

**PUBLIC COMMENT:**

None

**MOTION TO ADJOURN MEETING**

Moved: Commissioner Nolan  
 Second: Commissioner Laureigh  
 Vote: Unanimous

*Respectfully submitted,*

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Prepared by J. Thorpe, Assistant Secretary