

**NEW JERSEY SUSTAINABLE ENERGY JOINT MEETING
OPEN MINUTES
MEETING OF DECEMBER 8, 2021
10:00 AM**

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

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, Thomas Nolan, Diane Lapp, Greg Franz, Tim Dacey, and Meghan Jack.

APPOINTED OFFICIALS PRESENT:

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|--------------------------------------|---------------------------------------|--|-------------------|
| 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, 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: October 27, 2021

MOTION TO APPROVE OPEN MINUTES OF OCTOBER 27, 2021

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| Moved: | Commissioner Lapp |
| Second: | Commissioner Nolan |
| Vote: | Unanimous |

CORRESPONDENCE:

None

EXECUTIVE DIRECTOR'S REPORT:

2022 Budget - Mr. Thorpe indicated that the 2022 proposed budget was introduced at the October 27th Executive Committee meeting and advised that the Public Hearing for the budget would be held at this meeting. He reminded the Board that the numbers are based on estimates as the true numbers will not be known until the end of the year. He then referred to the copy of the proposed 2021 Budget enclosed within the agenda packet.

MOTION TO OPEN THE PUBLIC HEARING ON THE 2022 BUDGET.

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

Discussion of Budgets.

MOTION TO CLOSE THE PUBLIC HEARING.

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

**MOTION TO ADOPT THE BUDGET FOR THE NEW JERSEY
SUSTAINABLE ENERGY JOINT MEETING AS PRESENTED FOR
CALENDAR YEAR 2022.**

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

Certified Mailing to Membership – Mr. Thorpe reported that Gabel Associates is suggesting issuing letters to the entire membership in order to obtain updated contact information for the individuals who should receive supplier bills. Mr. Chilton added that the issue with supplier bills not getting to the correct individual has happened often enough that it would be worth it to obtain an updated contact list. Mr. Thorpe noted that the cost is approximately \$7.50 per letter.

**MOTION TO AUTHORIZE GABEL ASSOCIATES TO ISSUE BILLING
CONTACT LETTERS TO THE MEMBERSHIP VIA CERTIFIED MAIL AND
AUTHORIZE THE EXPENSES ASSOCIATED WITH THE MAILING IN AN
AMOUNT NOT TO EXCEED \$1,552.50.**

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

SEM Local Region Reorganization Meetings – Mr. Thorpe reported that the reorganization meetings for the seven (7) NJ SEM Regions will be scheduled for late January 2022. He advised that once the local regions are reorganized, the Statewide Executive Committee reorganization meeting will be scheduled.

ENERGY CONSULTANT REPORT:

Mr. Chilton reported that there were a number of leads generated during the League of Municipalities Conference. He noted that Lakewood Township is finishing up their SEM membership paperwork and he anticipates receiving it in the near future. Mr. Chilton added that Ms. Friedman, Ms. Altshuler, and Ms. Benton are all following-up on additional leads that were generated.

Mr. Chilton reported that there are several new SEM members that will be included in the upcoming bids, such as Old Tappan, Lambertville MUA, Brick Township, and Plainsboro.

Lastly, Mr. Chilton reported that the Gabel team is beginning to develop the Electric Supply bid schedule for the contract that is ending in 2022. He advised that the schedule will be placed on the next agenda for approval.

TREASURER REPORT:

Mr. Rheinhardt referred to the Treasurer Reports through the month of November contained within the agenda packet.

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

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| Moved: | Commissioner Nolan |
| Second: | Commissioner Lapp |
| Vote: | Unanimous |

Meeting Adjourned: 10:17 AM

Respectfully submitted,

Prepared by J. Thorpe, Assistant Secretary