

New Jersey Sustainable Energy Joint Meeting

AGENDA AND REPORTS

JUNE 5, 2009

9:45 AM

**PERMA RISK MANAGEMENT SERVICES
PARK 80 WEST, PLAZA ONE
SADDLE BROOK, NJ 07663**

VIA

**TELECONFERENCE CALL
CALL-IN # 866-774-9908
CODE# 2875568**

OPEN PUBLIC MEETINGS ACT - STATEMENT OF COMPLIANCE

In accordance with the Open Public Meetings Act, notice of this meeting was provided by:

- I.** sending sufficient notice to the Star Ledger
- II.** filing advance written notice of this meeting with each member entity,

**NEW JERSEY SUSTAINABLE ENERGY JOINT MEETING
AGENDA
JUNE 5, 2009
10:30AM**

- ❑ **MEETING CALLED TO ORDER**
- ❑ **OPEN PUBLIC MEETINGS ACT**
- ❑ **ROLL CALL OF MEMBERS**
- ❑ **EXECUTIVE DIRECTOR/ADMINISTRATOR**

- ❑ **OLD BUSINESS**
- ❑ **NEW BUSINESS**
- ❑ **PUBLIC COMMENT**

- ❑ **EXECUTIVE SESSION – If needed**

- ❑ **MEETING ADJOURNMENT**

NEW JERSEY SUSTAINABLE ENERGY JOINT MEETING

Park 80 West, Plaza One
Saddle Brook, NJ 07663

Telephone (201) 587-0555 Fax (201) 587-8662

Date: June 5, 2009
Memo to: Executive Committee
NJ SEM
From: PERMA Risk Management Services
Subject: Executive Director's Report

- **ELECTION OF CHAIRMAN AND SECRETARY-** It will be necessary to appoint a Chairman and Secretary to the New Jersey Sustainable Energy Joint Meeting in order to operate the Joint Meeting.
 - *Election of Chairman and Secretary*
 - ***MOTION TO ADOPT RESOLUTION 1-09 APPOINTING A CHAIRMAN AND SECRETARY FOR THE NJ SEM***
- **TEMPORARY APPOINTMENT OF CERTAIN NJ SEM PROFESSIONALS-** The NJ SEM should appoint certain NJ SEM professionals on a temporary basis until the NJ SEM is able to award annual contracts. Said appointments shall be for 30 days at \$1 per month.
 - ***MOTION TO ADOPT RESOLUTION 2-09 APPOINTING CERTAIN PROFESSIONALS TO SERVE THE NJ SEM ON A MONTH TO MONTH BASIS AT A FEE OF \$1 PER MONTH UNTIL ANNUAL CONTRACTS ARE AWARDED***
- **ORGANIZATIONAL RESOLUTIONS-** The NJ SEM will be required do adopt certain organizational resolutions contained in the agenda.
 - ***MOTION TO ADOPT RESOLUTION 3-09 ESTABLISHING PUBLIC MEETING PROCEDURES***
 - ***MOTION TO ADOPT RESOLUTION 4-09 ESTABLISHING A NJ SEM RECORDS PROGRAM***
 - ***MOTION TO ADOPT RESOLUTION 5-09 ESTABLISHING A FISCAL MANAGEMENT PLAN***

RESOLUTION NO. 1-09

NEW JERSEY SUSTAINABLE ENERGY JOINT MEETING
(hereafter referred to as the "NJ SEM")

**CERTIFYING THE ELECTION OF
CHAIRMAN AND SECRETARY**

BE IT RESOLVED, by the Governing Body of the NJ SEM that the following persons have been elected as Chairman and Secretary:

_____	Chairman
_____	Secretary

BE IT FURTHER RESOLVED, that the Chairman and Secretary shall serve for the year 2009 and until their successors shall be elected and qualified.

ADOPTED:

this day before the Governing Body,

Chairman

date

Secretary

date

RESOLUTION NO. 2-09

NEW JERSEY SUSTAINABLE ENERGY JOINT MEETING
(Hereinafter referred to as the “NJ SEM”)

APPOINTING CERTAIN PROFESSIONALS AND SERVICE ORGANIZATIONS

WHEREAS, the NJ SEM is duly constituted as a Joint Meeting, as permitted under the laws promulgated by the State of New Jersey, (N.J.S.A. 40A:65-14 et seq.); and

WHEREAS, The NJ SEM finds it necessary and appropriate to obtain certain professional services and other extraordinary and other unspecifiable services, as defined in the Local Public Contracts Law, (N.J.S.A. 40A-11 et. seq.) on a month to month basis until appropriate contracts are awarded; .

NOW THEREFORE, BE IT RESOLVED that the contracts for the following professionals be appointed on a month to month basis for a fee of \$1 per month, until appropriate annual contracts are awarded and subject to mutually agreed contracts;

NOW, THEREFORE BE IT RESOLVED, by the NJ SEM’s Governing Body that:

- I.** PERMA Risk Management Services is hereby appointed as **Administrator**, Mr. James J. Kickham is appointed as **Executive Director**, Mr. Stephen Sacco as **Deputy Executive Director**, and both as agent for process of services,
- II.** Mr. James Maley of Maley and Associates. is hereby appointed as **NJ SEM Attorney** and shall receive a retainer for administrative services, legal research and legal opinions
- III.** Mr. William Garofalo is hereby appointed as **NJ SEM Treasurer**.
- IV.** BSG/PMK Group is hereby appointed as the Energy Consultant for the **NJ SEM**;

BE IT FURTHER RESOLVED that the professional service fee compensation for the professionals shall be \$1 per month; unless otherwise noted.

ADOPTED: *this day by the Governing Body,*

Chairman

Dated

Secretary

Dated

RESOLUTION NO: 3-09

**NEW JERSEY SUSTAINABLE ENERGY JOINT MEETING
(hereafter the "NJ SEM")**

ESTABLISHING PUBLIC MEETING PROCEDURES

WHEREAS, the NJ SEM must establish meeting procedures for Year 2009, and

NOW, THEREFORE BE IT RESOLVED, by the Governing Body of the NJ SEM that:

- I.** The following is hereby designated the official newspaper (s) of the NJSEM:

The Star Ledger, and www.NJSEM.org (creating web site)

- II.** The New Jersey Sustainable Energy Joint Meeting Secretary or designated assistant shall provide notice of any and all meetings, including special or emergency meetings, to each official newspaper and shall issue all official notices required to be published in at least one of the official newspapers.

ADOPTED: *this day by the Governing Body;*

Chairman

date

Secretary

date

RESOLUTION NO. 4-09

NEW JERSEY SUSTAINABLE ENERGY JOINT MEETING
(Hereinafter the "NJ SEM")

ESTABLISHING A NJ SEM RECORDS PROGRAM

WHEREAS: The NJ SEM must establish a formal record retention program for the 2009 Year.

NOW, THEREFORE BE IT RESOLVED, by the NJ SEM's Governing Body that:

- I.** _____, **NJ SEM Secretary**, is hereby designated as custodian of the NJ SEM records, which shall be kept at the office of the NJSEM Administrator, located at Park 80 West, Plaza One, Saddle Brook, NJ 07663.
- II.** Stephen A. Sacco _____, **Account Manager** for PERMA Risk Management Services is hereby designated as **Assistant NJ SEM Secretary**.
- III.** The records of the **NJ SEM** shall be retained in accordance with the municipal records retention schedule as promulgated by the New Jersey Division of Archives and Records Management, and/or otherwise specified by the New Jersey Department of Insurance and Community Affairs.
- IV.** Each **NJ SEM** professional and service organization shall have the duty and obligation to maintain such records as are entrusted to him/her and to relinquish such records to the **NJ SEM Secretary** upon termination of services or otherwise upon request.

Records and files not required to support current operations, but which must otherwise be retained, shall be stored in the record retention facility, located at Route 80, Business Archives, 24 Beckwith Avenue, Paterson, New Jersey. The NJ SEM's Executive Director shall coordinate the archive process and shall make sure that all records are properly indexed and accessible.

ADOPTED: *this day before the Governing Body*

Chairman

date

Secretary

date

RESOLUTION NO: 4 - 09

NEW JERSEY SUSTAINABLE ENERGY JOINT MEETING
(hereafter referred to as "THE NJ SEM")

ESTABLISHING A FISCAL MANAGEMENT PLAN

FOR THE 2009 YEAR

WHEREAS, THE NJ SEM is duly constituted as a Joint Meeting, as permitted under the laws promulgated by the State of New Jersey, (N.J.S.A. 40A-36, et.seq.); and

WHEREAS, THE NJ SEM is subject to the requirements contained within the Local Fiscal Affairs Law (N.J.S.A. 40A-5, et.seq.) ; and

NOW, THEREFORE BE IT RESOLVED, THE NJ SEM's Executive Committee that:

- I.** All NJ SEMs expenses, shall be withdrawn from the Official named Depository (ies) by check, which shall bear the signatures of at least two (2) of the following persons, duly authorized pursuant to this Resolution:

_____ CHAIRMAN
_____ SECRETARY
_____ TREASURER
_____ COMMISSIONER

II. *Authorized Depositories*

The NJ SEM is authorized to deposit NJ SEMs in certificates of deposit and other time deposits in banks covered by the Governmental Unit Depository Protection Act, NJSA 17:9-14 et seq. (GUDPA). Specifically authorized depositories are as follows:

TD Bank

III. *Cash Management*

All monies turned over to the Treasurer shall be deposited within forty-eight (48) hours in accordance with NJSA 40A:5-15.

The Treasurer shall escheat to the State of New Jersey checks which remain outstanding for twelve or more months after the date of issuance. However, prior to implementing such procedures, the Treasurer, with the assistance of the claims agent, as needed, shall confirm that the outstanding check continues to represent a valid claim against the NJ SEM.

ADOPTED: *this day before the Governing Body:*

Chairman

date

Secretary

date