

**New Jersey Public Power Authority  
Annual Meeting Agenda  
January 25, 2018 10:30 AM  
Borough of Butler Electric Department Offices  
12 Belleview Avenue, Butler, NJ 07405**

1. Call to Order and Reading of Required Statement: “Notice of this meeting was published in the Star-Ledger on February 15, 2017 and displayed by Authority members in their municipal offices.”
2. Roll Call
3. Approve Minutes of Regular Meeting of October 19, 2017, the Executive Session of October 19, 2017, the Special Meeting of October 24, 2017 and Special Meeting of December 6, 2017 (enclosure)
4. Approval of Claims for 4th Quarter 2017 (enclosure)
5. Treasurer’s Report for 4th Quarter 2017 (enclosure)
6. Executive Director’s Reports: Monthly and Annual/Outlook (enclosures)
7. Approval of slate of Commissioners for 2018 (attachment and enclosure)
8. Report of the Administrative Committee (Bill Akers, Denise Biancamano and Jim Borowski) and Election of Officers (attachment and enclosure)
9. Committee Assignments for 2018
10. Old Business:
  - a. Resolution 2018-1 to Adopt 2018-2019 Budget
  - b. Resolution 2018-2 to Adopt fiscal year 2018-2019 Assessments (attachment and enclosure)
11. New Business: Any or all items below may be offered as a package for approval. Any remaining items shall be considered separately.
  - a. Resolution 2018-3 to Issue an RFQ for Legal Services (attachment/enclosure)
  - b. Resolution 2018-4 to Appoint Auditor (attachment and enclosure)
  - c. Resolution 2018-5 to Designate Depositories (attachment and enclosure)
  - d. Resolution 2018-6 to Fix Schedule of Meetings (attachment and enclosure)
  - e. Resolution 2018-7 to Amend the Shared Services Agreement between the Authority and Association for 2018 (attachment and enclosure)

- f. Annual Executive Director Performance Review (attachment and enclosure)
12. Adjourn

## ATTACHMENTS

**Item 7. Approval of Slate of Commissioners.** Each local governing body has formally designated a Commissioner and may have designated someone as an Alternate Commissioner to serve on the Board of Commissioners.

**Item 8. Election of Officers.** The Commissioners must elect a President, Vice-President, Secretary, and Treasurer. Note: The Bylaws provide that the office of Secretary and Treasurer must be filled by separate persons.

**Item 9. Committee Assignments: Finance, Administration, and Power Procurement.** The Commissioners must populate four standing committees for 2018. I hope that each of you has reviewed the 2017 Committee Assignments and would consider serving in same capacity for 2018. The Executive Committee will include the four officers. There ought to be at least three members of the remaining committees: Finance, Administration, and Power Procurement Committees.

### **Old Business:**

**Item 10.a. Resolution to Adopt 2018-2019 Budget.** At the September 26, 2017 meeting, the Commissioners introduced a budget for fiscal year 2018-2019 and at the October 24, 2017 meeting, the Commissioners held a public hearing on the 2018-2019 budget. The subject resolution would adopt the fiscal year 2018-2019 budget.

**Item 10.b. Resolution to Adopt fiscal year 2018-2019 assessments (enclosure).** The resolution proposes to adopt the Schedule of Assessments to be paid by Members in support of the fiscal year 2018-2019 budget.

### **New Business:**

**Item 11.a. Resolution to Issue an RFQ for Legal Services (enclosure).** We need to retain counsel for the Authority and an RFQ is required due to the bid threshold.

**Item 11.b. Resolution to Appoint Auditor (enclosure).** The subject resolution would appoint Gerard Stankiewicz, CPA from Samuel Klein & Company to perform the audit, tax filing and budget preparation. The combined amount will be \$9,000 in 2018.

**Item 11.c. Resolution to Designate Depositories (enclosure).** The list has been reviewed by the Treasurer and is enclosed for your consideration and approval.

**Item 11.d. Resolution to Fix Schedule of Meetings (enclosure).** The resolution proposes meeting dates identical to those to be adopted by the PPANJ except for November 15, 2018 which is the public budget hearing and I offer the attached schedule. Although I was careful to avoid conflicts please review and suggest any required changes at the meeting.

**Item 11.e Resolution to Amend the Shared Services Agreement between the Authority and Association for 2018 (enclosure).** The Authority and Association have entered into a shared services agreement on December 6, 2017 for of the administrative compensation for the Executive Director, travel & conference, auto and office insurance and office supplies. This amendment sets the new percentage responsibilities for 2018.

**Item 11.f Annual Executive Director Performance Review** (enclosure). I offer my PPANJ/NJPPA Annual Report and Outlook for your consideration along with personal observations as you conduct this annual review.