

NJPPA Organization Meeting Agenda

1:00 P.M. January 26, 2017

Lavallette Borough Municipal Building. 1306 Grand Central Avenue

1. Call to Order (Fred Carr, PPANJ President)
2. Roll Call (Jim Jablonski, PPANJ Executive Director)
3. Approval of Minutes (none)
4. Payment of Claims (none)
5. Treasurer's Report (none)
6. Admission of New Members and Approval of Slate of Commissioners (attachment)
7. Election of Officers (attachment)
8. Executive Director's Report (none)
9. Unfinished Business (none)
10. New Business
 - a. Resolution 2017-1 To Adopt Authority Bylaws (attachment/enclosures)
 - b. Resolution 2017-2 To Appoint an Executive Director (attachment and enclosure)
 - c. Resolution 2017-3 Designating Legal Depositories of Authority Funds for 2017 (attachment/enclosure)
 - d. Resolution 2017-4 To Set Meeting Dates (attachment and enclosure)
 - e. Resolution 2017-5 To Secure Banking, Bookkeeping and Related Services (attachment /enclosure)
 - f. Resolution 2017-6 To Secure Statutory Compliance Services (attachment/enclosure)
 - g. Resolution 2017-7 To Issue an RFQ for Legal Services (attachment/enclosure)
 - h. Resolution 2017-8 To Secure Agreement to Provide a Registered Office (attachment /enclosures)
 - i. Resolution 2017-9 To Secure Provision of Payroll Services and Benefits for the Executive Director (attachment/enclosure)
 - j. Resolution 2017-10 To Secure a Crime Policy (Surety Bond). (attachment/enclosure)
 - k. Resolution 2017-11 To Authorize Execution of Inter-Municipal Agreements Between NJPPA and Members (attachment/enclosures)
 - l. Resolution 2017-12 to Adopt 2017 Budget and Assessments (attachment/enclosures)
 - m. Committee Assignments (attachment)
 - n. ACES Proposal for Risk Assessment Services (attachment/enclosures)
11. Adjourn

ATTACHMENTS

Item 6. Admission of New Members and Approval of Slate of Trustees. Each local governing body should have formally designated a Commissioner and may have designated someone as an Alternate Commissioner to serve on the Board of Commissioners. The members should vote to admit all as new members and individuals as Commissioners of the Authority. The new members include: Butler, Lavallette, Madison, Milltown, Park Ridge, Pemberton, Seaside Heights, and South River. Vineland has yet to pass the required ordinance, but we are told they intend to do so pending a meeting to be held with the PPANJ Executive Director on January 18. Mayor Anthony Fanucci, Council President Paul Spinelli, VMEU Counsel Rick Tonetta, Joe Isabella will attend from Vineland.

Items 7. Election of Officers. The members must elect a President, Vice-President, Secretary, and Treasurer. The Bylaws provide that the office of Secretary and Treasurer must be filled by separate persons.

New Business:

Item 10.a. Resolution 2017-1 To Adopt Authority Bylaws. The enclosed resolution seeks adoption of the Bylaws submitted to and approved by the Local Finance Board. The Bylaws are also enclosed.

Item 10.b. Resolution 2017-2 To Appoint an Executive Director. The purpose is to appoint someone to be responsible for the day-to-day activities of the Authority. The Commissioners may appoint James Jablonski, PPANJ executive director, to serve as Authority Executive Director until his retirement on August 3, 2017. Jablonski would service concurrently with the new Executive Director beginning April 3, 2017.

Item 10.c. Resolution 2017-3 Designating Legal Depositories of Authority Funds for 2017. The enclosed resolution lists depositories for the Authority and should be adopted by the Commissioners so that an account(s) can be established for assessments collected.

Item 10.d. Resolution 2017-4 To Set Meeting Dates. The resolution proposes meeting dates identical to those to be adopted by the PPANJ – except that a special meeting is scheduled for March 9. The purpose of the special meeting is to take action on certain items in advance of the start date for the new executive director of April 3, 2017. The calendar has been carefully reviewed to avoid obvious conflicts, but please review and be prepared to suggest any change that are necessary.

Item 10.e. Resolution 2017-5 To Secure Banking, Bookkeeping and Related Services. This resolution directs the executive director to secure an agreement with a member system to provide said services. This would be like the long-standing relationship between the PPANJ and Vineland. Unlike the informal relationship between the PPANJ and Vineland, the Authority may require a formal IMA or shared services agreement. Your direction and guidance on the form and format as well as adoption of the resolution will be appreciated.

Item 10.f. Resolution 2017-6 To Secure Statutory Compliance Services. As noted in our preparations, the NJPPA needs someone who can insure that the Authority meets all statutory requirements. We discussed a formal arrangement with a member. Please consider what form an agreement must take (e.g. IMA) and consider whether your municipality can provide such services. We can rotate this responsibility annually.

Item 10.g. Resolution 2017-7 To Issue an RFQ for Legal Services. We need to retain counsel for the Authority and an RFQ is required.

Item 10.h. Resolution 2017-8 To Secure Agreement to Provide a Registered Office. The Authority must have a registered office in New Jersey and the current Seaside Heights address will close with the retirement of the executive director on August 3, 2017. Members are asked to consider allowing their offices to serve in this capacity. There should be an office available for use by the new executive director. As discussed in planning, the executive director will be required to report to the office on a regular basis – including an individual who may work from a remote location.

Item 10.i. Resolution 2017-9 To Secure Provision of Payroll Services and Benefits for the Executive Director. As the enclosed resolution states and based upon planning for a new executive director, payroll and benefits will be best provided through formal agreement with a member system. Please consider the form of such an agreement (e.g. IMA). Members are also asked to consider whether their municipality can provide these services.

Item 10.j. Resolution 2017-10 To Secure a Crime Policy (Surety Bond). The enclosed resolution seeks to secure a Crime Policy or Surety Bond in the amounts shown to cover employees and officers of the Authority. The resolution seeks coverage that, at minimum, equals the amount found in the policy for the PPANJ employees and officers. The cost of that policy for 2017 will be \$599.

Item 10.k. Resolution 2017-11 To Authorize Execution of Inter-Municipal Agreements Between NJPPA and Members. PLEASE NOTE: This item must be tabled until the special meeting schedule for March 9, 2017. The purpose is to allow time for Vineland to adopt the ordinance required to approve membership and authorize signature of the IMA. Members have already passed a resolution on second and final reading to authorize execution of the required IMAs. Tabling this item to allow Vineland to act avoids cost and delays associated with statutory requirements for admission of new members after the Authority is formed. **NOTE** that Vineland's membership will require a non-substantive amendment to ALL IMAs. The Authority must authorize execution to effectively complete the formation process.

Item 10.l. Resolution 2017-12 to Adopt 2017 Budget and Assessments. PLEASE NOTE: This item must be tabled until the special meeting scheduled for March 9, 2017. The purpose is to allow Vineland to adopt the required ordinance. We must also arrange for a member to provide services under Resolution 2017-5 above and open a bank account(s). The LFB-approved budget was an estimated budget endorsed by member systems in September 2016.

The enclosed assessments driven by the budget were also endorsed by the members. Collection of assessments must await an agreement between the Authority and a member to provide banking and bookkeeping services as well as opening of a bank account.

Item 10.m. Committee Assignments. The members must populate four standing committees. I hope that each of you has reviewed the related email and material sent to you on January 6, 2017. 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.

Item 10.n. ACES Proposal for Risk Assessment Services. PPANJ members deferred action on this proposal so that it could be taken up by the Authority. A letter from ACES regarding these services is enclosed. As I have recommended, all member should accept the proposal and begin work on this as soon as possible. The results will help guide wholesale procurement for each system.