

## NJPPA Special Meeting Agenda

10:30 AM February 22, 2017

Borough of Butler Electric Department Office at 12 Belleview Ave., Butler, NJ

1. Call to Order and Reading of Required Statement:  
“Notice of this special meeting was published in the Star-Ledger on February 15, 2017 and displayed by Authority members in their municipal offices.”
2. Roll Call
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. Executive Director’s Report (none)
8. Unfinished Business
  - a. Resolution 2017-2 to Appoint an Executive Director (attachment/enclosure).
  - b. Approval of Inter-Municipal Agreement with Butler for various services (attachment)/enclosure).
  - c. Resolution 2017-7 to Authorize Execution of Inter-Municipal Agreement Between NJPPA and Members (attachment)
  - d. Resolution to Adopt Budget and Assessments (take from table)
  - e. Committee Assignments: Finance, Administration, and Power Procurement.
  - f. Consideration of responses to RFQ for Legal Services and selection (attachment)
9. New Business:
  - a. Contract with new Executive Director (attachment)
  - b. Select location and set time for April 27, 2017 meeting.
10. Adjourn

## ATTACHMENTS

**Item 6. Admission of New Members and Approval of Slate of Trustees.** Each local governing body must designate a Commissioner and may designate an Alternate Commissioner to serve on the Board of Commissioners. A motion is in order to amend the list of members and trustees (commissioners) as approved on January 26, 2017 to add the City of Vineland as a member and John Lillie as trustee of the Authority. The City of Vineland joins Butler, Lavallette, Madison, Milltown, Park Ridge, Pemberton, Seaside Heights, and South River as a member. John Lillie of Vineland joins trustees William Akers for the Borough of Seaside Heights; Donna Mull for the Borough of Pemberton; Jim Burnet for the Borough of Madison; Jim Lampmann for the Borough of Butler; Denise Biancamano for the Borough of Milltown; Bill Beattie for the Borough of Park Ridge; Jim Borowski for the Borough of Lavallette as approved on January 26, 2017. The addition of Vineland brings the total number of members to nine and includes all those eligible to become members under N.J.S.A. Ann. 40A:66-1, *et seq.*

### **Unfinished Business:**

**Item 8.a. Resolution 2017-2 To Appoint an Executive Director.** This item was tabled on January 26, 2017. The purpose is to appoint someone to be responsible for the day-to-day activities of the Authority per Article VI. Section 1. Of the Authority Bylaws.

**Item 8.b. Approval of Inter-Municipal Agreement with Butler for various services.** The Borough of Butler will deliver a proposed Agreement to all members in advance of the meeting. The Agreement was requested under RESOLUTION 2017-13 To Secure an Inter-Municipal Agreement between the Borough of Butler and the Authority for Banking, Bookkeeping, and Related Services; Provision of a Registered Office; Provision of Payroll Services and Benefits for the Executive Director; and Provision of a Crime Policy (Surety Bond) adopted on January 26, 2017 and enclosed.

**Item 8.c. Resolution 2017-7 to Authorize Execution of Inter-Municipal Agreement Between NJPPA and Members.** This item was listed on the 1-26 agenda and was tabled. There is no IMA between the Authority and Members so there is no action to be taken by the Authority. The IMA is among the members and must be signed by each.

**Item 8.d. Resolution 2017-12 to Adopt 2017 Budget and Assessments.** This item was tabled by the Commissioners on January 26, 2017. 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 8.e. Committee Assignments: Finance, Administration, and Power Procurement.** The members must populate four standing committees. By consensus on January 26, 2017 each

Commissioner was to review Article VII of the Bylaws in order to set committee membership at this meeting. 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 8.f. Consideration of responses to RFQ for Legal Services and selection (attachment).**

The Commissioners adopted Resolution 2017-7 to Issue an RFQ for Legal Services at its January 26, 2017 meeting. Five firms were asked to respond to the Request for Quotes not later than February 17, 2017. Copies of the responses will be emailed to Commissioners under separate cover in advance of the meeting.

**New Business:**

**Item 9.a. Contract with New Executive Director.** The Borough of Butler will deliver a contract and supporting documents to the Commissioners in advance of the meeting. You may wish to go into executive session.