

North Jersey NIGP Chapter #7

Chartered October 26, 1977

President: *Maria J. Rivera*

Treasurer/Membership: *Denise Piskowski*

Vice President: *Kevin O'Keefe*

Secretary: *Maria E. Valente-Caemmerer*

**Minutes
Regular Meeting
June 18 2024**

The meeting was called to order at 10:08 am by Vic President Kevin O'keefe. After the flag salute, a moment of silence was observed for our troops & our nation. Vic President Kevin O'Keefe said that President Maria Rivera was on vacation.

Vic President Kevin O'Keefe asked for a Motion to accepts the Treasury report. Denise Piskowski/ Treasurer, stated that there was \$22,230 and some change in the account. 1st & 2nd motion was accepted and ALL YES.

Vic President Kevin O'Keefe asked for a Motion to accept the Minutes from March 20, 2024 a 1st & 2nd motion was accepted and All YES.

Guest Speakers

**Michele Mead-Deputy Director of New Jersey Division of Local Government Services-
Review of Competitive Contracting Rules & Regulations.**

Ms. Michele Mead, gave our NIGP Chapter 7 members a slide presentation on Competitive Contracting Rules & Regulations. Ms. Mead mention to refer to our updated version 2.1, April 2024 NJ Local Public Contract Law & Regulation Reference Guide that was Update by the Division.

Ms. Mead went over the competitive Contracting –NJSa 40A:11-4-1 –exception to bidding for specific purpose as outline in the law. Advance approval of the governing body. Contracts up to five years unless otherwise indicated in the law. Specific advertising and evaluation criteria in the law NJAC rules in 5:35-4-1 et seq include model evaluation criteria:

Ms. Mead went over the Evaluation process: Evaluation criteria in NJAC 5:34-4.2 Cost, Technical Criteria, Management Criteria.

Competitive Contracting –NJSa 40A:11-4-1

a. The purchase or licensing of proprietary computer software designed for contracting unit purposes, which may include hardware intended for use with the proprietary software. This subsection shall not be utilized for the purpose of acquiring general purpose computer hardware or software;

b. The hiring of a for-profit entity or a not-for-profit entity incorporated under Title 15A of the New Jersey Statutes for the purpose of:

(1) the operation and management of a wastewater treatment system, a storm water management system, or a water supply or distribution facility of the type described in subsection (37) of section

(2) the operation, management or administration of recreation or social service facilities or programs, which shall not include the administration of benefits under the Work First New Jersey program.

Michelle Mead mention that any purpose included herein shall not be considered by a contracting unit as an extraordinary unspecifiable service.

Homemaker—home health services; Laboratory testing services; Emergency medical services; Contracted food services; Performance of patient care services by contracted medical staff at county hospitals, correctional facilities and long-term care facilities; At the option of the governing body of the contracting unit, any good or service that is exempt from bidding; Concessions; The operation, management or administration of other services, with the approval of the Director of the Division of Local Government Services; Maintenance, custodial, and grounds keeping services; Consulting services; Emergency medical billing services; Property appraisal services; Reassessment or revaluation services; Grant writing services; Animal control services.

Ms. Mead announce that NJSA 40A:11-4.1k. The operation, management or administration of other services, with the approval of the Director of the Division of Local Government Services.

Ms. Mead gave Chapter 7 members examples of services approved by Director – 40A:11-4.1k

Ms. Mead pointed out to Chapter 7 members Examples of services denied by Director – 40A:11-4.1k

Ms. Mead went over: Concession 40A:11-2(37) & Concessions Rules NJAC 5:34-9-4

Concession and Municipal Property Tax Rewards Programs N.S.S.A. 40A:11-5-5(1)

Ms. Mead went over Competitive Contracting N.J.S.A. 40A:11-4.1 & Cooperative Purchasing – NJAC 5:34-7.1 et seq.

Ms. Mead went over the key points of Competitive Contracting Process & Proposal Process:

1. Governing body resolution needed first time
2. Administered by purchasing agent qualified under 40A:11-9 or legal

counsel or administrator

3. Award of contract

- By resolution of the governing body
- Within 60 days of receipt of proposals
- Up to five years
- Clerk places notice of award in paper
- Subject to availability of funds

Ms. Mead went over the A573 signed into law Third Party Agencies (Permits)

A573 signed into law – permits competitive contracting

N.J.A.C. 5:23-4.12 et seq. Already allows contracts with private agencies for particular UCC subcode inspections in accordance with these rules

New section of LPCL - N.J.S.A. 40A:11-4.1.s - Private on-site inspection agency services, as may be authorized by rules and regulations adopted by the Department of Community Affairs - can use competitive contracting for

Ms. Mead encourage everyone to download the LPCL Reference Guide. The new Version 2.1, April 2024 Reference Guide is on the Division of Local Gov. website, Rutgers website.

Ms. Mead will provide President Maria Rivera the presentation slide for the North Jersey NIGP Chapter #7 website.

Followed by a Q&A.

Jill A. Goldy, CPA, CMFO, CCFO, Chief Financial Officer & Comptroller of the City of Perth Amboy-Administrative Code Updates (N.J.A.C.5:30).

Ms. Goldy stated 4 times that all Purchasing Agent were very lucky to have a Reference Guide with the all the Purchasing Laws & Regulations to refer too. That the CFO's don't have such a documents for refer too in Finance to give all the CFO's that guidance that so important to have. She said to Michele Mead that the Division should have such a Reference Guide for Finance officers. Michele Mead responded that she would look into. Ms. Goldy went thru in detail of the LFN 2023-21 & LFN 2023-22 of November 2023-December 2023 on Budget Maters/Budget Financial Administration for the CFO's on the new bonding/budget guide lines. That new rules on the budget has to be submitted electronic thru "FAST SYSTEM". Ms. Goldy said with filing the annual budget CFO also must file guidelines on background checks. Ms. Goldy spoke about the Useful friendly budget process for the CFO. Ms. Goldy briefly went over the State health/sick time new guidelines and issues with some entities had paid excessive accumulated sick leave. The Office of comptroller had to stop such practices in the payouts of unused sick time with some entities. Policy must be in place. Entities must have a Time Keeper System. Ms. Godly suggested to have a spreadsheet on each employee in the system to track each employee time & time of hired to make sure to follow up on each employee's time. CFO's must file for all capital project with the Division and it must match the CFO report or the Division will not approve the budget. QPA's needs to have Spec's to match the CFO reports so it can be in the CFO report to the Division for approval of the budget. Ms. Goldy covered encumbering of funds, Purchase Orders is a Contract, General Ledger

for all funds, not just current funds, audits Process, financial aid. Ms. Goldy spoke about entities credit rating, surety bonding, best practice.

Followed by a Q & A.

**Ms. Olga Chaban-Senior Coordinator Professional Continuing Education & Training
Rutgers University Center for Government Services-**

Ms. Olga Chaban, gave us the update on the 54th Annual Rutgers University Public Purchasing Educational Forum- the 2024 Public Purchasing Form was Joint with the GPANJ and it took place at Atlantic City Tropicana Casino Hotel and it was held on April 23,24,25 of 2024. Ms. Olga Chaban said that there were 350 people including vendors that had attended the 2024-Spring form. Olga said they are running summer/fall semester classes Online for PP1, PP2, PP3.

Followed by Q & A

OLD BUSINESS-

Vic President Kevin O'Keefe announced there was none.

NEW BUSINESS –Vic President Kevin O'keefe said no new business

Closing comments

Vic President Kevin O'Keefe Thanked our Guest speakers Ms. Michele Mead, Ms. Jill Goldy, and Olga Chaban and welcome new members and thanked all the Chapter 7 members for coming and said our E-mail president@chapter7nigp.org Visit our website for news & updates <https://www.chapter7nigp.org/>. Also thanked the Somerville Elks to hold our meeting with excellent food and hospitality. This meeting was a great turn out.

Next meeting will be September 18, 2024. This venue Somerville Elks Lodge 0375 Union Avenue, Somerville, NJ 08807 to continue for 2024 Chapter 7 NIGP meetings.

There was a 1st & 2nd motion to adjourn the meeting and all yes was taken and meeting was adjourned at or about 12:08 PM.

Respectfully Submitted,

Maria E. Valente-Caemmerer

Secretary