

**NJ MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND
OPEN MINUTES
MEETING OF DECEMBER 14, 2023
VIA AUDIO / VIDEO TELECONFERENCE
10:00 AM**

Meeting called to order by Chairman Rutkowski. The Open Public Meeting Notice was read into the record by Chairman Rutkowski.

Pledge of Allegiance.

ROLL CALL OF EXECUTIVE COMMITTEE:

Chairman:	NJUA	Bernie Rutkowski	Present
Secretary:	PMM	Thomas Merchel	Absent
Executive Committee:	Burlco	Meghan Jack	Absent
	Monmouth	Thomas Nolan	Present
	Camden	Joe Wolk	Present
	South Bergen	Greg Franz	Present
	Ocean	Matthew von der Hayden (Alt.)	Present
	Central	William Northgrave	Present
Alternates:			
	#1 Bergen	Paul Tomasko	Present
	#2 Suburban Municipal	Megan Champney	Present
	#3 Morris	Brian McNeilly	Present
	#4 Suburban Metro	Steve Rovell	Present
	#5 TRICO	Michael Razze	Present

APPOINTED OFFICIALS PRESENT:

Executive Director/ Administrator	PERMA Risk Management Services	Stephen Sacco	Present
Attorney	Dorsey & Semrau	Fred Semrau, Esq.	Present
Treasurer		Charles S. Cuccia	Present
Underwriting Managers	The Danskin Agency Conner Strong & Buckelew	Chuck Casagrande Mike Avalone	Present Absent
Claims Administrator	King Moench & Collins, LLP	Peter King, Esq.	Absent
Environmental Engineering Services	First Environment	Rich Erickson	Present
Actuary	AON	Chas Kullman	Absent

OTHERS PRESENT:

Adam Brewer, Morris
Nicole O'Hara, Westville Boro
Richard Guerra
Rob Ferragina, Atlantic Highlands Boro
Ronen Neuman, Deal Boro
Dave Grubb, PERMA

Joseph Hrubash, PERMA
Pauline Kontomanolis, PERMA
Brad Stokes, PERMA
Sandra Cantwell, PERMA
Ed Cooney, Conner, Strong & Buckelew
Jonathon Tavares, Conner, Strong & Buckelew
Katie Walters, Conner, Strong & Buckelew
Jaelyn Lindsey, Conner, Strong & Buckelew
Lindsay Klein, Conner, Strong & Buckelew
Paul Shives, JA Montgomery
Paul Forlenza, AJG
John Casagrande, Danskin Agency
Alison Kelly, Danskin Agency

APPROVAL OF MINUTES: November 8, 2023

MOTION TO APPROVE OPEN MINUTES OF NOVEMBER 8, 2023

MOTION: Commissioner Rovell
SECOND: Commissioner Tomasko
VOTE: 10 Ayes, 0 Nays, 0 Abstains

EXECUTIVE DIRECTOR/ADMINISTRATOR:

NEW JIF MEMBERSHIP - Executive Director said the Atlantic JIF accepted the EJIF's offer of membership effective January 1, 2024. This was a team effort and Executive Director thanked the Executive Director of Atlantic JIF, Paul Forlenza and Kamini Patel for their work and support.

Motion to approve the Atlantic JIF as a full member of the EJIF effective January 1, 2024.

MOTION: Commissioner Rovell
SECOND: Commissioner Champney
ROLL CALL VOTE: Unanimous

2024 REVISED BUDGET – Executive Director said with the addition of the Atlantic JIF a revised 2024 budget is being presented today to reflect the change in membership. The revised budget, which is included in the agenda, has been certified with the actuary and upon adoption will be filed with NJ DOBI and NJ DCA.

Motion to approve the E-JIF's 2024 revised Budget to reflect changes in membership and file same with NJDOBI and NJDCA.

MOTION: Commissioner Rovell
SECOND: Commissioner Wolk
ROLL CALL VOTE: Unanimous

Next Meeting: The next meeting of the EJIF will be the 2024 Reorganization scheduled for Monday, January 8, 2024, at 10:50 am at the Forsgate County Club in Jamesburg, NJ.

TREASURER

Mr. Cuccia presented his report, Resolution 30-23 confirming the December Bills List as follows:

RESOLUTION 30-23 DECEMBER BILL LIST

FUND YEAR	AMOUNT
2023	\$179,333.53
Total	\$179,333.53

MOTION TO APPROVE PAYMENT OF BILLS - RESOLUTION NO. 30-23

MOTION: Commissioner Tomasko
SECOND: Commissioner Champney
ROLL CALL VOTE: Unanimous

OLD BUSINESS:

None.

NEW BUSINESS:

None.

PUBLIC FOR COMMENT:

Atlantic JIF Executive Director Paul Forlenza thanked the professionals of the EJIF who extended themselves in answering questions, presenting the coverages and most importantly explaining the resources the EJIF has to offer to assist Atlantic JIF members with environmental issues and regulations.

Fund Attorney said the Atlantic JIF commissioners were engaged and asked a lot of questions which was very helpful and positive.

Mr. Forlenza said given the economic climate and budget pressures this year, it says a lot about the value of the EJIF program that the Atlantic JIF decided to join.

MOTION TO ADJOURN MEETING

MOTION: Commissioner McNeilly
SECOND: Commissioner Nolan
VOTE: Unanimous

Meeting Adjourned: 10:16 AM

Sandy Cantwell, Assisting Secretary
For Tom Merchel, Secretary

**NEW JERSEY MUNICIPAL ENVIRONMENTAL RISK
MANAGEMENT FUND
BILLS LIST**

Resolution No. 30-23

December 2023

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:
BE IT RESOLVED that the New Jersey Municipal Environmental Risk Management Fund's Executive Board, hereby authorizes the Fund treasurer to issue warrants in payment of the following claims; and
FURTHER, that this authorization shall be made a permanent part of the records of the Fund.

FUND YEAR 2023

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001973			
001973	PERMA RISK MANAGEMENT SERVICES	POSTAGE 11/23	12.64
001973	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR 12/23	28,585.50
			28,598.14
001974			
001974	DORSEY & SEMRAU	FUND ATTORNEY 12/23	7,722.76
			7,722.76
001975			
001975	CHARLES CUCCIA	TREASURER FEE 12/23	1,810.90
			1,810.90
001976			
001976	PRINCETON PUBLIC AFFAIRS GROUP	GOV. AFFAIRS REP 12/23 INV 22061	3,750.00
001976	PRINCETON PUBLIC AFFAIRS GROUP	GOV. AFFAIRS REP 11/23 INV 21844	3,750.00
			7,500.00
001977			
001977	DANSKIN INSURANCE AGENCY	UNDERWRITING MGR FEE 12/23	22,640.92
			22,640.92
001978			
001978	MEGHAN JACK	MEETING ATTENDANCE 2023	750.00
			750.00
001979			
001979	BERNARD RUTKOWSKI	MEETING ATTENDANCE 2023	900.00
			900.00
001980			
001980	BRIAN MCNEILLY	MEETING ATTENDANCE 2023	900.00
			900.00
001981			
001981	STEVEN ROVELL	MEETING ATTENDANCE 2023	600.00
			600.00
001982			
001982	MICHAEL L. RAZZE JR.	MEETING ATTENDANCE 2023	750.00
			750.00
001983			
001983	TOWNSHIP OF EDISON	2023 MEETING ATTEND - W. NORTHGROVE	450.00
			450.00
001984			
001984	VERONICA LAUREIGH	MEETING ATTENDANCE 2023	750.00
			750.00
001985			
001985	TWO RIVERS WATER RECLAMATION AUTHORITY	REIMB. FOR PIPE SYSTEM TESTING 08/23	800.00

			800.00
001986			
001986	NJ ADVANCE MEDIA	ACCT #XNJEN0555599 11/14/23 RES#29-23	22.36
			22.36
001987			
001987	JOSEPH E. WOLK	MEETING ATTENDANCE 2023	750.00
			750.00
001988			
001988	THOMAS J. MERCHEL	MEETING ATTENDANCE 2023	900.00
			900.00
001989			
001989	THOMAS F. NOLAN	MEETING ATTENDANCE 2023	900.00
			900.00
001990			
001990	FIRST ENVIRONMENT, INC.	PROFESSIONAL SERVICES FOR PE 10/31/23	68,679.35
001990	FIRST ENVIRONMENT, INC.	PROFESSIONAL SERVICES FOR PE 9/30/23	30,333.42
			99,012.77
001991			
001991	GREGORY S. FRANZ	MEETING ATTENDANCE 2023	900.00
			900.00
001992			
001992	PAUL H. TOMASKO	MEETING ATTENDANCE 2023	900.00
			900.00
001993			
001993	THE CANNING GROUP LLC	QPA SERVICES 11/23 & 12/23	833.34
			833.34
001994			
001994	MEGAN L. CHAMPNEY KWESELAIT	2023 MEETING ATTENDANCE	900.00
			900.00
001995			
001995	ACCESS	DEPT 736 INV 10543124 10/31/23 FOR NOV	42.34
			42.34
		Total Payments FY 2023	179,333.53
		TOTAL PAYMENTS ALL FUND YEARS	179,333.53

Chairperson: _____

Attest: _____

Dated: _____

I hereby certify the availability of sufficient unencumbered funds in the proper accounts to fully pay the above claims.

Treasurer