

**NJ MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND  
OPEN MINUTES  
MEETING OF MARCH 22, 2024  
FORSGATE COUNTY CLUB, MONROE, N.J.  
10:50 AM**

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Meeting called to order by Chairman McNeilly and Open Public Meeting Notice was read into the record. Chairman led the commissioners in the Pledge of Allegiance.

**ROLL CALL OF 2024 EXECUTIVE COMMITTEE:**

|                             |              |                   |         |
|-----------------------------|--------------|-------------------|---------|
| <b>Chairman:</b>            | Morris       | Brian McNeilly    | Present |
| <b>Secretary:</b>           | Ocean        | Veronica Laureigh | Present |
| <b>Executive Committee:</b> |              |                   |         |
|                             | Burlco       | Meghan Jack       | Present |
|                             | Monmouth     | Thomas Nolan      | Present |
|                             | Camden       | Joe Wolk          | Present |
|                             | South Bergen | Greg Franz        | Present |
|                             | NJUA         | Bernie Rutkowski  | Present |
|                             | Sub-Muni     | Megan Champney    | Present |
| <b>Alternates:</b>          |              |                   |         |
| <b>#1</b>                   | Bergen       | Paul Tomasko      | Present |
| <b>#2</b>                   | Central      | Joe Criscuolo     | Present |
| <b>#3</b>                   | Sub Metro    | Steve Rovell      | Present |
| <b>#4</b>                   | Trico        | Michael Razze     | Absent  |
| <b>#5</b>                   | PMM          | Susan Danson      | Present |
| <b>#6</b>                   | Atlantic     | TBD               |         |

**APPOINTED OFFICIALS PRESENT:**

|                                    |  |                                   |                    |
|------------------------------------|--|-----------------------------------|--------------------|
| Executive Director / Administrator | <b>PERMA Risk Management Services</b>                      | Stephen Sacco                     | Present            |
| Attorney                           | <b>Dorsey &amp; Semrau</b>                                 | Fred Semrau, Esq.                 | Present            |
| Treasurer                          |  | Charles S. Cuccia                 | Present            |
| Underwriting Managers              | <b>The Danskin Agency<br/>Conner Strong &amp; Buckelew</b> | Charles Casagrande<br>Ed Cooney   | Present<br>Present |
| Claims Administrator               | <b>King Moench &amp; Collins</b>                           | Peter King, Esq.                  | Present            |
| Environmental Engineering Services | <b>First Environment</b>                                   | Rich Erickson<br>Stephanie Raiani | Present            |
| Actuary                            | <b>AON</b>   | Chas Kullman                      | Present            |
| Auditor                            | <b>Nisivoccia, L.L.P.</b>                                  | Francis "Bud" Jones               | Absent             |

**OTHERS PRESENT:**

Adam Brewer, Pequannock, Morris JIF  
 Dave Grubb, PERMA  
 Joseph Hrubash, PERMA  
 Pauline Kontomanolis, PERMA

Robyn Walcoff, PERMA  
 Zareena Majeed, PERMA  
 Nancy Ghani, PERMA  
 Sandra Cantwell, PERMA  
 Barbara Murphy, RLM  
 Chuck Hartsoe, PEGAS  
 Ed Cooney, Conner, Strong & Buckelew  
 Tom Merchel, Conner, Strong & Buckelew  
 Kamini Patel, RPA  
 Chris Botta, CB Claims  
 Kathy Kissane, Qual-Lynx  
 Lisa Gallo, Qual-Lynx  
 Charles Casagrande, Danskin Agency  
 John Casagrande, Danskin Agency  
 Alison Kelly, Danskin Agency  
 Ezio Altamura, GJEM-Otterstedt Agency  
 Matthew McArow Jr., GJEM-Otterstedt Agency  
 Amy Pieroni, Acrisure  
 Lindsay Klien, Acrisure  
 Patti Fahy, Acrisure  
 Frank Covelli, PIA

**APPROVAL OF MINUTES:** January 8, 2024

**MOTION TO APPROVE OPEN MINUTES OF JANUARY 8, 2024**

**MOTION:** Commissioner Laureigh  
**SECOND:** Commissioner Wolk  
**VOTE:** Unanimous

**TREASURER**

Mr. Cuccia asked for approval for Resolution No. 15-24 confirming the February 2024 Bills List and Resolution No. 16-24 approving the March 2024 Bills List:

**RESOLUTION 15-24 -2023 FEBRUARY BILLS LIST**

| <b>FUND YEAR</b> | <b>AMOUNT</b>       |
|------------------|---------------------|
| 2023             | \$76,687.87         |
| 2024             | \$73,281.25         |
| <b>Total</b>     | <b>\$149,969.12</b> |

**RESOLUTION 16-24 - MARCH 2024 BILLS LIST**

| <b>FUND YEAR</b> | <b>AMOUNT</b>      |
|------------------|--------------------|
| 2023             | \$10.32            |
| 2024             | \$76,313.41        |
| <b>Total</b>     | <b>\$76.323.73</b> |

**MOTION TO APPROVE PAYMENT OF BILLS - RESOLUTION NOS. 15-24 AND 16-24**

**MOTION:** Commissioner Laureigh

**SECOND:** Commissioner Rovell  
**ROLL CALL VOTE:** Unanimous

**EXECUTIVE DIRECTOR/ADMINISTRATOR REPORT:**

**REVISED 2024 BUDGET AND RELATED 2024 PROFESSIONAL FEE**

**AMENDMENTS:** Mr. Sacco said the EJIF 2024 budget that was adopted at the January 8, 2024 meeting has been revised to reflect a new member, Willingboro MUA, who joined February 1, 2024. The change is .05% and does not need to be filed with the state. The change in membership slightly changed the professional fees for Fund Attorney, Executive Director, Underwriting Managers, Environmental Services and Claims Administrator. The revised budget is included in the agenda and Resolution 17-24 amending the contracted amounts for certain Fund Professionals.

**MOTION TO APPROVE THE REVISIONS TO THE 2024 BUDGET TO REFLECT THE CHANGES IN MEMBERSHIP AND PROFESSIONAL FEES AND TO ADOPT RESOLUTION # 17-24 AMENDING THE CONTRACTED AMOUNTS OF CERTAIN PROFESSIONALS AND SERVICE ORGANIZATIONS FOR FUND YEAR 2024**

**MOTION:** Commissioner Laureigh  
**SECOND:** Commissioner Rovell  
**ROLL CALL VOTE:** Unanimous

**BANKING SERVICES REQUEST FOR PROPOSALS (RFP):** The MEL's Joint Cash & Management Investment Program (JCMI) oversaw the release of an RFP for banking services and later this morning the MEL will discuss the appointment. At our next meeting in June the EJIF will discuss the outcome of the MEL's decision and decide if the Fund will follow the MEL's lead. No action will be taken today.

**FINANCIAL DISCLOSURES:** JIF Commissioners should anticipate the online filing of the Financial Disclosure forms inclusive of any other municipal related positions that require filing before the deadline of April 30th.

**ACTUARIAL IBNR REPORT-** Enclosed in Appendix II is the Actuarial IBNR estimates valued as of December 31, 2023 for review. The Fund's actuary will provide a verbal report.

**NEXT MEETING -** The next meeting of the EJIF is scheduled for Monday June 10, 2024 at Forsgate Country Club, Monroe Twp, N.J.

**DUE DILIGENCE REPORTS:** Mr. Sacco said the yearend Fast Track report shows surplus down \$956,000, which is mostly reflecting the \$2.5 million dividend returned in 2023. All years combined shows a surplus of \$15.7 million and the Fund remains in excellent financial position.

**ATTORNEY:**

Mr. Semrau said there is a multi-state litigation regarding PFAS and approximately \$22 billion has been placed in available recovery funds by the contributors. There are deadlines for entities to

come forward and be considered for these funds in the event of future claims. Mr. Sacco has been meeting with EJIF members and also attorneys that specialize in this area to make sure that members as well as other claims in the MEL system will have coverage for future claims in this space and protect ourselves going forward.

Mr. Semrau said Mr. King continues to work on the Passaic River / Newark Bay settlement Part 2, it seems to be geared toward a settlement and costs are coming to a standstill. As in the Part 1 of this litigation, Mr. King is working to protect our members and set up the recoveries.

#### **UNDERWRITING MANAGER:**

Mr. Charles Casagrande said members need to retain full policies on site for underground storage tanks in the event they are visited by the state. In regard to our new members from the Atlantic JIF, the Fund honors retroactive dates when there is prior coverage.

#### **ENVIRONMENTAL ENGINEER:**

Mr. Erickson said they have been busy reviewing new member surveys and approximately two-thirds of the Atlantic JIF members have returned completed surveys. His office has completed most of the audits and so far only two Atlantic JIF members have regulated underground storage tanks.

Currently he is gearing up for the education and outreach programs that occur this time of year. A Stormwater presentation was made to Trico JIF members and they will be giving the same presentation to Burlco JIF members.

The New Jersey Water Environment Association (NJWEA) conference is this month, and Mr. Erickson will be providing eight hours of CEU accredited training, specifically on air pollution engineering. There is a free modeling tool available that can predict what your flood level risks are, and expenses tied to it. Mr. Erickson encouraged authorities to contact him with any questions or at the conference if attending.

#### **ACTUARY:**

Mr. Kullman said the completed 12/31/2023 IBNR analysis was included in the agenda and is estimated at \$6.03 million. IBNR has been stable over the past 12 months as the change from year end 2022 is less than \$200,000.

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

None

#### **PUBLIC COMMENT**

None

#### **EXECUTIVE SESSION**

##### **MOTION TO ENTER INTO EXECUTIVE SESSION TO DISCUSS CERTAIN CLAIMS**

|                        |                     |
|------------------------|---------------------|
| <b>MOTION:</b>         | Commissioner Rovell |
| <b>SECOND:</b>         | Commissioner Wolk   |
| <b>ROLL CALL VOTE:</b> | Unanimous           |

##### **MOTION TO RETURN TO OPEN SESSION**

**MOTION:** Commissioner Nolan  
**SECOND:** Commissioner Laureigh  
**VOTE:** Unanimous

**MOTION TO APPROVE THE PARS AS PRESENTED:**

**MOTION:** Commissioner Rovell  
**SECOND:** Commissioner Laureigh  
**ROLL CALL VOTE:** Unanimous

**MOTION TO ADJOURN MEETING**

**MOTION:** Commissioner Nolan  
**SECOND:** Commissioner Wolk  
**VOTE:** Unanimous

Meeting Adjourned: 11:09 AM

Prepared by Sandra Cantwell, Assistant Secretary

# NEW JERSEY MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND BILLS LIST

Resolution No. 15-24

February 2024

**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 No.</u> | <u>Vendor Name</u>             | <u>Comment</u>                     | <u>Invoice Amount</u> |
|------------------|--------------------------------|------------------------------------|-----------------------|
| 002018           |                                |                                    |                       |
| 002018           | PERMA RISK MANAGEMENT SERVICES | POSTAGE 12.23                      | 27.03                 |
| 002018           | PERMA RISK MANAGEMENT SERVICES | 2023 AATRIX 1099 FILING            | 44.20                 |
|                  |                                |                                    | <b>71.23</b>          |
| 002019           |                                |                                    |                       |
| 002019           | PETER J. KING, LLC             | TPA FEE 2023                       | 32,086.00             |
|                  |                                |                                    | <b>32,086.00</b>      |
| 002020           |                                |                                    |                       |
| 002020           | FIRST ENVIRONMENT, INC.        | PROFESSIONAL SERVICES FOR PE 12/23 | 44,530.64             |
|                  |                                |                                    | <b>44,530.64</b>      |
|                  |                                | <b>Total Payments FY 2023</b>      | <b>76,687.87</b>      |

**FUND YEAR 2024**

| <u>Check No.</u> | <u>Vendor Name</u>                              | <u>Comment</u>                   | <u>Invoice Amount</u> |
|------------------|---|----------------------------------|-----------------------|
| 002021           |   |                                  |                       |
| 002021           | PERMA RISK MANAGEMENT SERVICES                  | POSTAGE 01/24                    | 5.67                  |
| 002021           | PERMA RISK MANAGEMENT SERVICES                  | EXECUTIVE DIRECTOR FEE 02/24     | 32,041.42             |
|                  |   |                                  | <b>32,047.09</b>      |
| 002022           |   |                                  |                       |
| 002022           | DORSEY & SEMRAU                                 | FUND ATTORNEY 02/24              | 8,672.52              |
|                  |   |                                  | <b>8,672.52</b>       |
| 002023           |   |                                  |                       |
| 002023           | CHARLES CUCCIA                                  | TREASURER FEES 02/24             | 1,847.14              |
|                  |   |                                  | <b>1,847.14</b>       |
| 002024           |   |                                  |                       |
| 002024           | PRINCETON PUBLIC AFFAIRS GROUP                  | GOV. AFFAIRS REP 01/24-INV 22277 | 3,750.00              |
|                  |   |                                  | <b>3,750.00</b>       |
| 002025           |   |                                  |                       |
| 002025           | DANSKIN INSURANCE AGENCY                        | UNDERWRITING MANAGER FEE 02/24   | 25,378.17             |
|                  |   |                                  | <b>25,378.17</b>      |
| 002026           |   |                                  |                       |
| 002026           | NJ ADVANCE MEDIA                                | ACCT # 52613 INV 1157420-1/28/24 | 117.82                |
|                  |   |                                  | <b>117.82</b>         |
| 002027           |   |                                  |                       |
| 002027           | MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND | REIMB MEL- 1/3 OF MEETING 1/8/24 | 967.15                |
|                  |   |                                  | <b>967.15</b>         |

|        |                       |  |                   |
|--------|-----------------------|--|-------------------|
| 002028 |                       |  |                   |
| 002028 | THE CANNING GROUP LLC | QPA SERVICES 02/24                     | 416.67            |
|        |                       |  | <b>416.67</b>     |
| 002029 |                       |  |                   |
| 002029 | ACCESS                | INV 10700964 DEPT 736 1/31/24 FOR FEB  | 41.11             |
| 002029 | ACCESS                | INV 10647859 DEPT 736 12/31/23 FOR JAN | 43.58             |
|        |                       |  | <b>84.69</b>      |
|        |                       | <b>Total Payments FY 2024</b>          | <b>73,281.25</b>  |
|        |                       | <b>TOTAL PAYMENTS ALL FUND YEARS</b>   | <b>149,969.12</b> |

Chairperson: \_\_\_\_\_

Attest: \_\_\_\_\_

Dated: \_\_\_\_\_

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

\_\_\_\_\_  
Treasurer

# NEW JERSEY MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND BILLS LIST

Resolution No. 16-24

March 2024

**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> |
|---------------------|--------------------|---------------------------------------|-----------------------|
| 002030              |                    |                                       |                       |
| 002030              | NJ ADVANCE MEDIA   | ACCT #XNJEN0555599- 10806660 12/23/23 | 10.32                 |
|                     |                    |                                       | <b>10.32</b>          |
|                     |                    | <b>Total Payments FY 2023</b>         | <b>10.32</b>          |

**FUND YEAR 2024**

| <u>Check Number</u> | <u>Vendor Name</u>             | <u>Comment</u>                       | <u>Invoice Amount</u> |
|---------------------|--------------------------------|--------------------------------------|-----------------------|
| 002031              |                                |                                      |                       |
| 002031              | PERMA RISK MANAGEMENT SERVICES | POSTAGE 02/24                        | 12.49                 |
| 002031              | PERMA RISK MANAGEMENT SERVICES | EXECUTIVE DIRECTOR FEE 03/24         | 32,236.42             |
|                     |                                |                                      | <b>32,248.91</b>      |
| 002032              |                                |                                      |                       |
| 002032              | DORSEY & SEMRAU                | FUND ATTORNEY 03/24                  | 8,725.52              |
|                     |                                |                                      | <b>8,725.52</b>       |
| 002033              |                                |                                      |                       |
| 002033              | CHARLES CUCCIA                 | TREASURER FEES 03/24                 | 1,847.14              |
|                     |                                |                                      | <b>1,847.14</b>       |
| 002034              |                                |                                      |                       |
| 002034              | PRINCETON PUBLIC AFFAIRS GROUP | GOV. AFFAIRS REP 03/24-INV 22680     | 3,750.00              |
| 002034              | PRINCETON PUBLIC AFFAIRS GROUP | GOV. AFFAIRS REP 02/24-INV 22475     | 3,750.00              |
|                     |                                |                                      | <b>7,500.00</b>       |
| 002035              |                                |                                      |                       |
| 002035              | DANSKIN INSURANCE AGENCY       | UNDERWRITING MANAGER FEE 03/24       | 25,532.17             |
|                     |                                |                                      | <b>25,532.17</b>      |
| 002036              |                                |                                      |                       |
| 002036              | NJ ADVANCE MEDIA               | ACCT XNJEN0555599- 10827424 02/13/24 | 43.00                 |
|                     |                                |                                      | <b>43.00</b>          |
| 002037              |                                |                                      |                       |
| 002037              | THE CANNING GROUP LLC          | QPA SERVICES 03/24                   | 416.67                |
|                     |                                |                                      | <b>416.67</b>         |
|                     |                                | <b>Total Payments FY 2024</b>        | <b>76,313.41</b>      |
|                     |                                | <b>TOTAL PAYMENTS ALL FUND YEARS</b> | <b>76,323.73</b>      |



Chairperson: \_\_\_\_\_

Attest: \_\_\_\_\_

Dated: \_\_\_\_\_

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

\_\_\_\_\_  
Treasurer

**RESOLUTION NO. 17-24**

**NEW JERSEY MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND  
(Hereinafter referred to as the "FUND")  
AMENDING THE APPOINTMENT OF CERTAIN PROFESSIONALS AND SERVICE  
ORGANIZATIONS FOR FUND YEAR 2024**

**WHEREAS**, the FUND is duly constituted as a Municipal Joint Insurance Fund, as permitted under the laws promulgated by the State of New Jersey, (N.J.S.A. 40A-36, et. seq.); and

**WHEREAS**, the New Jersey Municipal Environmental Risk Management Fund (hereinafter the Fund) appointed by way of Resolutions 14-24 and Competitive Contract CC# 1-2020, certain professionals for the 2024 fund year; and

**WHEREAS**, as a result of change in membership, the contract amounts for certain professionals should be amended.

**NOW, THEREFORE, BE IT RESOLVED**, by the Fund's Executive Committee that Resolutions 14-24 and CC# 1-2020 contract limitations as it pertains to 2024 should be amended as follows:

- I. **PERMA Risk Management Services as Administrator, Stephen Sacco** is appointed as **Executive Director, Joseph P. Hrubash as Deputy Executive Director & Bradford Stokes as Assistant Executive Director** and as **agents for process of service**, is amended to reflect the annual amount of \$383,858.
- II. **Fred Semrau, Esq. of Dorsey & Semrau as Fund Attorney providing General Counsel**, is amended to reflect the annual amount of \$103,897. – *(Professional Service Agreements in accordance with a non-fair and open process pursuant to NJSA 19:44A-20.4 et. seq.)*
- III. **Peter King, Esquire** is appointed to serve as the FUND's **Claims Supervisor**, is amended to reflect the annual amount of \$35,910.
- IV. **The Danskin Insurance Agency, Inc. and Conner Strong & Bucklew** are hereby appointed as **co-Underwriting Managers** for the FUND is amended to reflect the annual amount of \$304,032.
- V. **Richard Erickson of First Environment** is hereby appointed to provide **Environmental Engineering/Services** to the FUND is amended to reflect the annual amount of \$543,335.

**BE IT FURTHER RESOLVED**, that contracts were awarded in accordance with the competitive contracting process under the New Jersey Local Publics Contract Law NJSA 40A:11-4.1 et Seq. *(unless noted otherwise)*

**ADOPTED: this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by the Governing Body,**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Dated

**RESOLUTION # 18-24**  
**of the**  
**NEW JERSEY ENVIRONMENTAL RISK MANAGEMENT FUND**  
**For**  
**BANKING SERVICES**

**WHEREAS**, the New Jersey Environmental Risk Management Fund (hereinafter the Fund), finds it necessary for the proper conduct and order of business that official depositories for the Fund be designated and named; and

**WHEREAS** \_\_\_\_\_ for Banking services - at an earnings rate based on a combined average balance of \$75,000,000 of participating joint insurance funds which will earn Federal Funds minus 25 basis points (.25%) with a floor of 50 basis point (.50%). - is hereby proposed by the Board of Fund Commissioners as the official designated depository in accord with N.J.S.A. 40A:11-5-15.1(f)

**NOW, THEREFORE, BE IT RESOLVED**, by the Fund, that \_\_\_\_\_ for Banking services - at an earnings rate based on a combined average balance of \$75,000,000 of participating joint insurance funds which will earn Federal Funds minus 25 basis points (.25%) with a floor of 50 basis point (.50%). is hereby approved by the Board of Fund Commissioners as the official designated depository in accord with N.J.S.A. 40A:11-5-15.1(f) and that sums so deposited may be withdrawn upon a check, draft or order of the Board of Fund Commissioners; and

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution, duly executed, be delivered to the proper officers of Citizens Bank.

ADOPTED: this day before the Governing Body:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
date