

**NJ MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND  
OPEN MINUTES  
MEETING OF JUNE 3, 2020  
TELECONFERENCE  
10:50 AM**

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Meeting called to order by Paul Tomasko. The Open Public Meeting Notice was read into the record.

Pledge of Allegiance

**ROLL CALL OF 2020 EXECUTIVE COMMITTEE:**

<b>Chairman:</b>	Bergen	Paul Tomasko	Present
<b>Secretary:</b>	NJUA	Bernie Rutkowski	Present
<b>Executive Committee:</b>	Burlco	Meghan Jack	Present
	Sub Essex JIF	Joe Catenaro	Present
	Monmouth	Thomas Nolan	Present
	Camden	Joe Wolk	Present
	South Bergen	Greg Franz	Present
	Trico	Robert Law	Present
<b>Alternates:</b>			
	#1 Morris	Jon Rheinhardt	Present
	#2 Ocean	Veronica Laureigh	Present
	#3 Central	William Northgrave	Present
	#4 PMM	Thomas Merchel	Present
	#5 Sub-Muni	Megan Champney	Present

**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 Conner Strong &amp; Buckelew</b>	Chuck Casagrande Mike Avalone	Present Present
Claims Administrator	<b>King Moench Hirniak &amp; Mehta</b>	Peter King, Esq.	Present
Environmental Engineering Services	<b>First Environment</b>	Rich Erickson	Present
Actuary	<b>AON</b>	Chas Kullman	Present
Auditor	<b>Nisivoccia, L.L.P.</b>	Francis "Bud" Jones	Present

**OTHERS PRESENT:**

Brad Stokes, PERMA  
Robyn Walcoff, PERMA  
Nancy Ghani, PERMA  
Jason Thorpe, PERMA  
Paul Miola, AJ Gallagher  
Paul Forlenza, AJ Gallagher  
Ezio Altamura, RMC  
Alison Kelly, RMC  
John Casagrande, RMC  
Amy Pieroni, RMC  
Lindsay Travali, RMC  
Paul Shives, JA Montgomery

**APPROVAL OF MINUTES:** March 27, 2020

**MOTION TO APPROVE OPEN MINUTES OF MARCH 27, 2020**

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

**CORRESPONDENCE**

None

**TREASURER**

Mr. Cuccia presented his report, Resolution Nos. 16-20 and 17-20 confirming the April and May Bill List and Resolution No. 18-20 approving the June Bill List as follows:

**RESOLUTION 16-20 -APRIL BILL LIST**

<b>FUND YEAR</b>	<b>AMOUNT</b>
2020	\$ 68,464.71
<b>Total</b>	<b>\$ 68,464.71</b>

**RESOLUTION 17-20 - MAY BILL LIST**

<b>FUND YEAR</b>	<b>AMOUNT</b>
2020	\$ 60,225.16
<b>Total</b>	<b>\$ 60,264.09</b>

**RESOLUTION 18-20 - JUNE BILL LIST**

<b>FUND YEAR</b>	<b>AMOUNT</b>
2020	\$ 73,728.53
<b>Total</b>	<b>\$ 73,728.53</b>

**MOTION TO APPROVE PAYMENT OF BILLS - RESOLUTION NOS. 16-20, 17-20 AND 18-20**

**MOTION:** Commissioner Rheinhardt  
**SECOND:** Commissioner Nolan  
**ROLL CALL VOTE:** Unanimous

**EXECUTIVE DIRECTOR/ADMINISTRATOR:**

**AUDITOR AND ACTUARY YEAR-END REPORTS** - Mr. Sacco referred to the Audit Report as of December 31, 2019 that was emailed to the Executive Board prior to the meeting. He informed the Board that Mr. Jones from Nisivoccia and Company was present at the meeting to review the Audit Report. Mr. Jones began by reviewing the Statement of Revenue, Expenses and Changes in Net Position breakdown contained within the audit report. He informed the Board that the Fund has just over \$20.8 million in Net Position and is excellent financial condition as of the end of 2019. Mr. Jones then referred to the Auditors' Management Report which was also distributed to the Executive Board prior to the start of the meeting. He indicated that there were no findings or recommendations. Following Mr. Jones' presentation, Mr. Sacco requested a motion to adopt the Resolution certifying the 2019 Audit and indicated that the Group Affidavit had to be executed.

**MOTION TO APPROVE YEAR-END FINANCIALS, ADOPT RESOLUTION #19-20 AND EXECUTE GROUP AFFIDAVIT INDICATING THAT MEMBERS OF THE EXECUTIVE COMMITTEE HAVE READ THE GENERAL COMMENTS SECTION OF THE AUDIT REPORT.**

**MOTION:** Chairman Nolan  
**SECOND:** Commissioner Law  
**ROLL CALL VOTE:** Unanimous

**ACTUARIAL IBNR ESTIMATES** – Mr. Sacco indicated that the EJIF's Actuarial IBNR Estimates valued as of March 31, 2020 was enclosed within the agenda booklet. He noted that the Fund's actuary, Mr. Kullmann of Aon was present and asked him to give a brief report. Mr. Kullmann reported that the IBNR estimate at 3/31/20 decreased to approximately 5.66 million which translates to a reduction of the loss estimate of approximately 1.35 million. He advised that the loss experience for the Fund continued to be favorable in quarter 1.

**NEXT MEETING** - The next meeting of the EJIF is scheduled for Wednesday, September 2, 2020 and the members will be notified whether it will be done in-person or via teleconference.

**FINANCIAL FAST TRACK** – Mr. Sacco referred to Financial Fast Track as of March 31, 2020 enclosed within the agenda booklet. He reported that the statutory surplus stands at \$22.6 million and noted that the Fund is in excellent financial shape. Mr. Sacco advised that although there is a large amount of surplus, the E-JIF regulations are different from the local JIFs in that there is a 10-year hold requirement on all surplus due to line of coverage volatility. He added that the local JIFs have a 3-year hold.

**ATTORNEY:**

Mr. Semrau reported that the EJIF Professionals are now at the final steps of the Newark Bay recovery. He anticipates good news being reported during the September meeting.

**UNDERWRITING MANAGERS:**

Mr. Casagrande reported that the Underwriting Managers from time to time deal with coverage questions as they relate to contractual requirements of member local units. He added that Underwriting Managers are assisting with a brownfield application for site specific environmental coverage.

Lastly, Mr. Casagrande advised that the Underwriting Managers conferenced with the EJIF Executive Director, the MEL Deputy Director and the MEL Underwriting Manager to explore possible future program structure alternatives that may enhance coverage and provide budget stability.

**ENVIRONMENTAL ENGINEER:**

Mr. Erickson reported that an Environmental Alert has been drafted based upon information regarding mercury flooring that some members may have in their recreation centers. He advised that the alert will be distributed as soon as the Board deems it necessary, given the pandemic.

Lastly, Mr. Erickson reported that DEP is revising its storm-water manager's regulations. He advised that he will report back after he receives additional information. Chairman Tomasko asked if there is any idea what the financial implications the revisions could have on municipality. Mr. Erickson advised that the impact will vary depending on whether a municipality is doing any large developments or not. He added that it will also vary for rural areas versus metropolitan areas.

**ACTUARY**

Mr. Kullman advised that he has nothing further to report.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None.

**MEETING OPENED TO PUBLIC FOR COMMENT:**

No public comments were made.

**PUBLIC COMMENT PORTION OF THE MEETING CLOSED**

**CLAIMS COMMITTEE:**

Chairman Tomasko advised that the Claims Committee met on June 2<sup>nd</sup> and are recommending that the PARs be approved as presented

**MOTION TO APPROVE THE PARS AS RECOMMENDED BY THE CLAIMS COMMITTEE**

<b>MOTION:</b>	Commissioner Nolan
<b>SECOND:</b>	Commissioner Catenaro
<b>ROLL CALL VOTE:</b>	Unanimous

**MOTION TO ADJOURN MEETING**

<b>MOTION:</b>	Commissioner Laureigh
<b>SECOND:</b>	Commissioner Wolk
<b>VOTE:</b>	Unanimous

Meeting Adjourned: 11:08 AM

*Next Meeting:*

**September 2020**  
**Location TBD**

*Respectfully submitted,*

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Prepared by Jason D. Thorpe, Assistant Secretary

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

Resolution No. 16-20

APRIL 2020

**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 2020**

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001488			
001488	PERMA RISK MANAGEMENT SERVICES	EXEC DIRECTOR 4/20	26,241.62
			<b>26,241.62</b>
001489			
001489	DORSEY & SEMRAU	ATTORNEY FEE 4/20	7,106.08
			<b>7,106.08</b>
001490			
001490	CHARLES CUCCIA	TREASURER FEE 4/20	1,706.50
			<b>1,706.50</b>
001491			
001491	DANSKIN INSURANCE AGENCY INC	UNDERWRITING FEE 4/20	20,782.26
			<b>20,782.26</b>
001492			
001492	FIRST ENVIRONMENT, INC.	PROFESSIONAL SERVICES 1/20	12,211.58
			<b>12,211.58</b>
001493			
001493	THE CANNING GROUP LLC	QPA SERVICES 3/20	416.67
			<b>416.67</b>
		<b>Total Payments FY 2020</b>	<b>68,464.71</b>
		<b>TOTAL PAYMENTS ALL FUND YEARS</b>	<b>\$68,464.71</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. 17-20

MAY 2020

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.

<u>FUND YEAR 2020</u>			
<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001494			
001494	PERMA RISK MANAGEMENT SERVICES	POSTAGE 3/20	7.95
001494	PERMA RISK MANAGEMENT SERVICES	EXEC DIRECTOR 5/20	26,272.81
			<b>26,280.76</b>
001495			
001495	DORSEY & SEMRAU	ATTORNEY FEE 5/20	7,106.08
			<b>7,106.08</b>
001496			
001496	CHARLES CUCCIA	TREASURER FEE 5/20	1,706.50
			<b>1,706.50</b>
001497			
001497	PRINCETON PUBLIC AFFAIRS GROUP	PROFESSIONAL SERVICES 4/20	3,750.00
			<b>3,750.00</b>
001498			
001498	DANSKIN INSURANCE AGENCY INC	UNDERWRITING FEE 5/20	20,782.26
			<b>20,782.26</b>
001499			
001499	NJ ADVANCE MEDIA	ACCT#XNJEN0555599 - AD - 3.27.20	20.15
			<b>20.15</b>
001500			
001500	ALLSTATE INFORMATION MANAGEMNT	ACCT#736 - ARC & STOR - 3.31.20	29.94
			<b>29.94</b>
001501			
001501	FIRST ENVIRONMENT, INC.	PROFESSIONAL SERVICES 3/20	16,581.19
001501	FIRST ENVIRONMENT, INC.	PROFESSIONAL SERVICES 2/20	16,557.58
			<b>33,138.77</b>
001502			
001502	CONNER STRONG & BUCKELEW	POLICY# B6024108	2,507.00
			<b>2,507.00</b>
001503			
001503	THE CANNING GROUP LLC	QPA SERVICES 5/20	416.67
001503	THE CANNING GROUP LLC	QPA SERVICES 4/20	416.67
			<b>833.34</b>
		<b>Total Payments FY 2020</b>	<b>96,154.80</b>
		<b>TOTAL PAYMENTS ALL FUND YEARS</b>	<b>\$96,154.80</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. 18-20

JUNE 2020

**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 2020**

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001504			
001504	PERMA RISK MANAGEMENT SERVICES	EXEC DIRECTOR 6/20	26,237.17
			<b>26,237.17</b>
001505			
001505	DORSEY & SEMRAU	ATTORNEY FEE 6/20	7,106.08
			<b>7,106.08</b>
001506			
001506	CHARLES CUCCIA	TREASURER FEE 6/20	1,706.50
			<b>1,706.50</b>
001507			
001507	PRINCETON PUBLIC AFFAIRS GROUP	PROFESSIONALS SERVICES 5/20	3,750.00
			<b>3,750.00</b>
001508			
001508	DANSKIN INSURANCE AGENCY INC	UNDERWRITING FEE 6/20	20,782.26
			<b>20,782.26</b>
001509			
001509	ALLSTATE INFORMATION MANAGEMNT	ACCT#736 - ARC & STOR - 4.30.20	29.94
			<b>29.94</b>
001510			
001510	FIRST ENVIRONMENT, INC.	FORECLOSED PROPERTIES 4/20	4,375.00
001510	FIRST ENVIRONMENT, INC.	PROFESSIONAL SERVICES 4/20	9,741.58
			<b>14,116.58</b>
		<b>Total Payments FY 2020</b>	<b>73,728.53</b>
		<b>TOTAL PAYMENTS ALL FUND YEARS</b>	<b>\$73,728.53</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**

**Resolution #19-20**

**Resolution of Certification  
Annual Audit Report for Period Ending December 31, 2019**

**WHEREAS**, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

**WHEREAS**, the Annual Report of Audit for the year 2019 has been filed by the appointed Fund Auditor with the Secretary of the Fund as per the requirements of N.J.S.A. 40A:5-6 and N.J.S.A. 40A:10-36, and a copy has been received by each Fund Commissioner, and

**WHEREAS**, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-34, and

**WHEREAS**, the Local Finance Board has promulgated a regulation requiring that the Fund Commissioners of the Fund shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all Fund Commissioners have reviewed, as a minimum, the sections of the annual audit entitled:

General Comments  
and  
Recommendations

and

**WHEREAS**, the Fund Commissioners have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

General Comments  
and  
Recommendations

as evidenced by the group affidavit form of the Fund Commissioners.

**WHEREAS**, such resolution of certification shall be adopted by the Fund Commissioners no later than forty-five days after the receipt of the annual audit, as per the regulations of the Local Finance Board, and

**WHEREAS**, all Fund Commissioners have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

**WHEREAS**, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the Fund Commissioners to the penalty provisions of R.S. 52:27BB-52 - to wit:

R.S. 52:27BB-52 - "A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office."

**NOW, THEREFORE, BE IT RESOLVED**, that the Fund Commissioners of the **New Jersey Municipal Environmental Risk Management Fund**, hereby state that they have complied with the promulgation of the Local Finance Board of the State of New Jersey, dated July 30, 1968, and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

**I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE  
RESOLUTION PASSED AT THE MEETING HELD ON: June 3, 2020**