

**NJ MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND  
OPEN MINUTES  
MEETING OF MARCH 1, 2017  
JAMESBURG, NEW JERSEY  
10:50 AM**

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Meeting called to order by Robert Landolfi. The Open Public Meeting Notice was read into the record.

Pledge of Allegiance

**ROLL CALL OF 2017 EXECUTIVE COMMITTEE:**

<b>Chairman:</b>	Central	Robert Landolfi	Present
<b>Secretary:</b>	Sub Essex JIF	Joe Catenaro	Present
<b>Executive Committee:</b>	Monmouth	Thomas Nolan	Present
	Camden	Joe Wolk	Present
	Sub-Muni	Jim Gildea	Present
	Trico	Robert Law	Present
	Ocean	Paul Shives	Present
	South Bergen	Greg Franz	Present
<b>Alternates:</b>			
	<b>#1</b> Bergen	Paul Tomasko	Present
	<b>#2</b> Burlco	Meghan Jack	Present
	<b>#3</b> NJUA	Brian Bigler	Present
	<b>#4</b> Morris	Greg Poff <i>-arrived 10:56</i>	Present
	<b>#5</b> PMM	Tom Czeniecki	Absent

**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 and Petracca</b>	Peter King, Esq.	Present
Environmental Engineering Services	<b>First Environment PS&amp;S Engineering</b>	Rich Erickson Chris Gulics	Present Present
Actuary	<b>AON</b>	Chas Kullman	Present
Auditor	<b>Nisivoccia, L.L.P.</b>	Francis "Bud" Jones	Absent

**OTHERS PRESENT:**

David Grubb, PERMA  
Joseph Hrubash, PERMA  
Cate Kiernan, PERMA  
Brad Stokes, PERMA  
Pauline Kontomanolis, PERMA  
Nancy Ghani, PERMA  
Jason Thorpe, PERMA  
Joen Ciannella, PERMA  
Megan Champney, City of Summit  
Ed Cooney, CS&B  
Alex DeLuccia, CS&B  
Alison Kelly, Danskin Agency  
John Casagrande, Danskin Agency  
Ezio Altamura, RMC  
Paul Miola, AJ Gallagher  
Paul Forlenza, AJ Gallagher

**APPROVAL OF MINUTES:** January 4, 2017

**MOTION TO APPROVE OPEN AND CLOSED MINUTES OF JANUARY 4, 2017**

**MOTION:** Commissioner Shives  
**SECOND:** Commissioner Law  
**VOTE:** Unanimous

**CORRESPONDENCE**

None

**TREASURER**

Mr. Cuccia presented his report and Resolution No. 12-17 confirming the February Bill List and Resolution No. 13-17 approving the March Bill List as follows:

**RESOLUTION 12-17 -FEBRUARY BILL LIST**

<b>FUND YEAR</b>	<b>AMOUNT</b>
2016	\$ 11,731.96
2017	\$ 64,783.46
<b>Total</b>	<b>\$ 76,515.42</b>

**RESOLUTION 13-17 - MARCH BILL LIST**

<b>FUND YEAR</b>	<b>AMOUNT</b>
2017	\$ 44,866.65
<b>Total</b>	<b>\$ 44,866.65</b>

**MOTION TO APPROVE PAYMENT OF BILLS - RESOLUTION NO. 12-17 AND 13-17**

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

**EXECUTIVE DIRECTOR/ADMINISTRATOR:**

**ACTUARIAL IBNR REPORT-** Mr. Sacco referred to the actuarial IBNR estimates valued as of December 31, 2016 contained within the Agenda booklet. He informed the Board that the Fund Actuary, Mr. Kullman from Aon, was present and asked that he give a brief verbal report. Mr. Kullman reported that the estimated IBNR at 12/31/16 is approximately 6.4 million which is virtually unchanged from the 9/30/16 estimate. He added that the Ultimate Loss estimate has decreased by approximately 280,000 since 9/30/16 as experience has been good.

**ENVIRONMENTAL ENGINEER CONTRACT –** Mr. Sacco reported that approximately 3 years ago the fund office noticed an increase in property acquisitions by the membership resulting in the Board approving the expansion of services by our environmental engineers to assist membership with inspections of foreclosed properties and acquisitions. He indicated that this wording did not make its way into their contract. He advised that the fund office is recommending approval to add to the environmental engineer’s contracts as an add on service, outside of their contracts, and not to erode their not to exceed cap. Mr. Sacco noted that there are caveats such as the engineers receiving approval from the fund office prior to assisting with inspections and anything over \$1,500 requires approval from the fund office.

**MOTION TO APPROVE A CONTRACT ADDENDUM AS DESCRIBED ABOVE FOR THE ENVIRONMENTAL ENGINEERS**

**MOTION:** Commissioner Tomasko  
**SECOND:** Commissioner Shives  
**ROLL CALL VOTE:** Unanimous

**LEGISLATIVE AGENT RFQ-** Mr. Sacco advised that the Legislative Agent’s contract with the Fund expired 12/31/16. He noted that the Fund will have to advertise, pursuant to N.J.S.A. 19:44A-20.4 et. seq for the position of legislative agent.

**MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ISSUE AN RFQ FOR A LEGISLATIVE AGENT POSITION PURSUANT TO N.J.S.A. 19:44A-20.4 ET. SEQ.**

**MOTION:** Commissioner Catenaro  
**SECOND:** Commissioner Gildea  
**ROLL CALL VOTE:** Unanimous

**LEAGUE MAGAZINE –** Mr. Sacco referred to the latest in the series of “Power of Collaboration” to appear in the League magazine. He advised that the latest advertisement highlights the services that the E-JIF provides to its membership.

**NEXT MEETING** – Mr. Sacco advised that the next meeting of the EJIF is scheduled for Wednesday, June 7, 2017 and noted that the date conflicts with the PRIMA conference. He then asked for a motion to change the meeting date to Thursday, June 1<sup>st</sup> at the Forsgate CC, Jamesburg.

**MOTION TO CHANGE THE JUNE MEETING DATE TO THURSDAY, JUNE 1, 2017.**

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

**FINANCIAL FAST TRACK** – Mr. Sacco referred to Financial Fast Track as of December 31, 2016 enclosed within the agenda booklet. He indicated that the Fund increased its surplus position by 1.3 million. He informed the Committee that the Fund’s statutory surplus position is at 16.5 million and added that the Fund is in excellent financial shape.

**MEL COMMISSIONERS RETREAT** – Mr. Hrubash reported that the 3<sup>rd</sup> Annual MEL Commissioners Retreat was held on February 17<sup>th</sup>. He indicated that it was well put together and it was a great meeting. Chairman Landolfi added that a discussion regarding value added services took place during the retreat. He further added that he has had preliminary discussions with Mr. Sacco and Mr. Hrubash regarding possible value added services to offer to the membership. Mr. Sacco advised that he and Mr. Hrubash have contacted the Environmental Engineers regarding ideas for value added services. Mr. Hrubash added that one idea discussed was educating the Risk Managers as some of them may not be aware of the benefits the E-JIF has to offer.

**ATTORNEY:**

Mr. Semrau reported that with regards to the Newark Bay claim, the attorneys continue to work on the recovery process. He advised that the attorneys are still hopeful to have final numbers by the end of the year.

**UNDERWRITING MANAGERS:**

Mr. Casagrande reported that a Coverage Committee meeting will be scheduled to discuss the Storage Tank Policy Form and Transit Coverage. He advised that the proposed Storage Tank Policy Form has been reviewed by legal counsel for Liberty International Underwriters, the EJIF Excess Carrier. He indicated that the EJIF fund professionals will perform their analysis and present to the EJIF Coverage Committee for approval of this form. Mr. Casagrande further advised that the EJIF Environmental Impairment Policy is scheduled to be revised to include coverage for vehicle transit of pollutants. After agreement on policy terms, this change will be presented by the EJIF Coverage Committee.

**ENVIRONMENTAL ENGINEERING:**

Mr. Erickson reported that the NJWEA Conference is coming up in May. He noted that there will be a set of programs on resiliency.

Mr. Gulics reported that UST rules are being updated. He noted that the components will be phased in over the next 3 years.

**ACTUARY**

Mr. Kullman indicated that he had 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**

**CLOSED SESSION:**

**MOTION FOR EXECUTIVE SESSION TO DISCUSS CLAIMS AND POTENTIAL LITIGATION.**

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

**MOTION TO RETURN TO OPEN SESSION**

<b>MOTION:</b>	Commissioner Shives
<b>SECOND:</b>	Commissioner Law
<b>VOTE:</b>	Unanimous

**MOTION TO APPROVE THE PARS AS PRESENTED DURING CLOSED SESSION**

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

**MOTION TO ADJOURN MEETING**

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

Meeting Adjourned: 11:06 AM

*Next Meeting:*

**June 2017**  
**Forsgate CC**  
**Jamesburg, NJ**

*Respectfully submitted,*

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Prepared by Jason D. Thorpe, Assistant Secretary

# NEW JERSEY MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND BILLS LIST

Resolution No. 12-17

FEBRUARY 2017

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 2016**

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
<b>001072</b>			
001072	PAULUS,SOKOLOWSKI & SARTOR LLC	ENGINEERING SERVICES - 12/31/2016	3,896.05
			<b>3,896.05</b>
<b>001073</b>			
001073	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 12/2016	38.37
001073	PERMA RISK MANAGEMENT SERVICES	1099 AATRIX E-FILING - 2016	33.83
			<b>72.20</b>
<b>001074</b>			
001074	ALLSTATE INFORMATION MANAGEMNT	ACCT: 736 - ACT & STOR - 12/31/2016	23.79
			<b>23.79</b>
<b>001075</b>			
001075	FIRST ENVIRONMENT, INC.	PROFESSIONAL SERVICES - 12/2016	7,739.92
			<b>7,739.92</b>
Total Payments FY 2016			11,731.96

**FUND YEAR 2017**

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
<b>001076</b>			
001076	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 01/2017	1.86
001076	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 02/2017	21,193.00
			<b>21,194.86</b>
<b>001077</b>			
001077	CHARLES CUCCIA	TREASURER FEE 02/2017	1,608.00
			<b>1,608.00</b>
<b>001078</b>			
001078	PRINCETON PUBLIC AFFIARS GROUP	LEGISLATIVE AGENT 1/5/17-2/4/17	3,750.00
			<b>3,750.00</b>
<b>001079</b>			
001079	MUNICIPAL EXCESS LIABILITY JIF	REIMBURSE MEL 1/3 COST 1/4/17 MTG	983.67
			<b>983.67</b>
<b>001080</b>			
001080	DORSEY & SEMRAU	ATTORNEY FEE 1ST QTR 2017	18,765.21
			<b>18,765.21</b>
<b>001081</b>			
001081	DANSKIN INSURANCE AGENCY INC	JANUARY - ADJUSTMENT BILLING	189.86
001081	DANSKIN INSURANCE AGENCY INC	UNDERWRITING MANAGER FEE 02/2017	18,291.86
			<b>18,481.72</b>
Total Payments FY 2017			64,783.46

**TOTAL PAYMENTS ALL FUND YEARS \$ 76,515.42**

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

**Resolution No. 13-17**

**MARCH 2017**

**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 2017**

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
<b>001082</b>			
001082	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 03/2017	21,193.00
			<b>21,193.00</b>
<b>001083</b>			
001083	CHARLES CUCCIA	TREASURER FEE 03/2017	1,608.00
			<b>1,608.00</b>
<b>001084</b>			
001084	PRINCETON PUBLIC AFFIARS GROUP	LEGISLATIVE AGENT - 2/5/17-3/4/17	3,750.00
			<b>3,750.00</b>
<b>001085</b>			
001085	DANSKIN INSURANCE AGENCY INC	UNDERWRITING MANAGER FEE 03/2017	18,291.86
			<b>18,291.86</b>
<b>001086</b>			
001086	ALLSTATE INFORMATION MANAGEMNT	ACCT: 736 - ACT & STOR 1/31/2017	23.79
			<b>23.79</b>
		Total Payments FY 2017	44,866.65

**TOTAL PAYMENTS ALL FUND YEARS \$ 44,866.65**