

**NJ MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND
OPEN MINUTES
MEETING OF MARCH 29, 2019
PRINCETON, NEW JERSEY
10:50 AM**

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

Pledge of Allegiance

ROLL CALL OF 2019 EXECUTIVE COMMITTEE:

Chairman:	Trico	Robert Law	Present
Secretary:	South Bergen	Greg Franz	Present
Executive Committee:	Bergen	Paul Tomasko	Present
	Burlco	David Matchett	Present
	NJUA	Bernie Rutkowski	Present
	Sub Essex JIF	Joe Catenaro	Present
	Monmouth	Thomas Nolan	Present
	Camden	Joe Wolk	Present
Alternates:			
	#1 Morris	Jon Rheinhardt	Present
	#2 Ocean	Veronica Laureigh	Present
	#3 Central	William Northgave	Present
	#4 PMM	Thomas Merchel	Absent
	#5 Sub-Muni	Megan Champney	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 and Petracca	Peter King, Esq.	Present
Environmental Engineering Services	First Environment	Rich Erickson	Present
Actuary	AON	Chas Kullman	Present
Auditor	Nisivoccia, L.L.P.	Francis "Bud" Jones	Absent

OTHERS PRESENT:

David Grubb, PERMA
Joseph Hrubash, PERMA
Cate Kiernan, PERMA
Pauline Kontomanolis, PERMA
Robyn Walcoff, PERMA
Nancy Ghani, PERMA
Jason Thorpe, PERMA
Emalee Cronwell, PERMA
Tracy Lopez, PERMA
Brandon Tracy, PERMA
Joen Ciannella, PERMA
Michelle Thorne, NJPHA JIF
Steve Rovell, Sub-Essex JIF
Robert Shannon, Bergen JIF
Sean McCarthy Sub-Muni JIF
Tim Dacey, Central JIF
Ivy Robinson, NJUA JIF
Sunita Dahr, First Environment
Paul Miola, AJG
Norris Clark, Princeton Strategic Communications
Ed Cooney, CS&B
Tim Gosnear, CS&B
Brian Maitland, JA Montgomery
Frank Covelli, P.I.A.
John Casagrande, Danskin Insurance Agency
Alison Kelly, Danskin Insurance Agency
Amy Pieroni, Acrisure
Lindsay Travali, Acrisure
Gary Taffet, Acrisure
Ezio Altamura, GJEM Otterstedt
Christopher Botta, CB Claims
Alice Lihou, Qual-Lynx
Kathy Kissane, Qual-Lynx
Stephen McNamara, Qual-Lynx
Claudia Acosta, Qual-Lynx
Lisa Gallo, Qual-Lynx
Chris Healey, Qual-Lynx
Jaelyn Nowicki, Safety National

APPROVAL OF MINUTES: January 2, 2019

MOTION TO APPROVE OPEN AND CLOSED MINUTES OF JANUARY 2, 2019

MOTION:	Commissioner Nolan
SECOND:	Commissioner Wolk
VOTE:	Unanimous

CORRESPONDENCE :

Mr. Sacco indicated that there were no correspondence but noted that an E-JIF brochure prepared by Princeton Strategic Communications was distributed prior to the start of the meeting.

TREASURER

Mr. Cuccia presented his report and Resolution Nos. 12-19 confirming the February Bill List and Resolution No. 13-19 approving the March Bill List as follows:

RESOLUTION 12-19 -FEBRUARY BILL LIST

FUND YEAR	AMOUNT
2018	\$ 12,977.26
2019	\$ 51,982.02
Total	\$ 64,959.28

RESOLUTION 13-19 - MARCH BILL LIST

FUND YEAR	AMOUNT
2019	\$ 50,879.11
Total	\$ 50,879.11

MOTION TO APPROVE PAYMENT OF BILLS - RESOLUTION NOS. 12-19 AND 13-19

MOTION: Commissioner Northgrave
SECOND: Commissioner Rutkowski
ROLL CALL VOTE: Unanimous

EXECUTIVE DIRECTOR/ADMINISTRATOR:

ACTUARIAL IBNR REPORT- Mr. Sacco referred to the actuarial IBNR estimates valued as of December 31, 2018 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 12/31/18 is consistent with prior review of approximately \$6 million. He added that the Ultimate Loss estimate has decreased by approximately \$1 million since 12/31/17 as experience has been good.

REVISED 2019 BUDGET – Mr. Sacco The revised 2019 budget is included in the agenda. The revisions reflect the changes in membership to the local JIF’s for 2019. The E-JIF added 8 new members for the 2019 Fund Year. As a result of the additional members, the contract amounts for certain professionals should be amended. Enclosed is Resolution #14-19 amending the 2019 fee amounts for certain Fund Professionals and Service Organizations.

MOTION TO APPROVE THE REVISIONS TO THE 2019 BUDGET TO REFLECT THE CHANGES IN MEMBERSHIP AND PROFESSIONAL FEES

MOTION: Commissioner Nolan
SECOND: Commissioner Laureigh
ROLL CALL VOTE: Unanimous

2019 PROFESSIONAL FEE AMENDMENTS – Mr. Sacco The revised 2019 budget is included in the agenda. The revisions reflect the changes in membership to the local JIF's for 2019. The E-JIF added 8 new members for the 2019 Fund Year. As a result of the additional members, the contract amounts for certain professionals should be amended. Enclosed is Resolution #14-19 amending the 2019 fee amounts for certain Fund Professionals and Service Organizations.

MOTION TO ADOPT RESOLUTION #14-19 AMENDING THE CONTRACTED AMOUNTS OF CERTAIN PROFESSIONALS AND SERVICE ORGANIZATIONS FOR FUND YEAR 2019.

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

CAMDEN CITY UST COVERAGE- Mr. Sacco reported that the City of Camden became a member of the Camden Municipal JIF effective 1/4/19. He noted that the member has requested UST coverage effective as of 1/1/2019 and has requested GAP coverage for their EJIF UST policy from January 1 to January 4 when they became a member. Mr. Sacco advised that this action should be memorialized at today's meeting.

MOTION TO AUTHORIZE GAP COVERAGE FOR THE CITY OF CAMDEN'S USTS FOR THE PERIOD OF 1/1/19- 1/4/19.

MOTION: Commissioner Nolan
SECOND: Commissioner Laureigh
ROLL CALL VOTE: Unanimous

38 LAGOON DRIVE PROPERTY LISTING – Mr. Sacco referred to Resolution #15-19 authorizing an extension of the listing agent's agreement for the E-JIF owned property at 38 Lagoon Drive East, Toms River, NJ.

MOTION TO ADOPT RESOLUTION #15-19 APPROVING THE EXTENSION OF THE REALTOR'S LISTING AGREEMENT FOR THE 38 LAGOON DRIVE PROPERTY.

MOTION: Commissioner Catenaro
SECOND: Commissioner Laureigh
ROLL CALL VOTE: Unanimous

NEXT MEETING - Mr. Sacco reported that the next meeting of the EJIF is scheduled for Wednesday, June 5, 2019 at the Forsgate CC, Jamesburg.

FINANCIAL FAST TRACK – Mr. Sacco referred to Financial Fast Track as of December 31, 2018 enclosed within the agenda booklet. He reported that the statutory surplus stands at \$20.1 million and noted that the Fund is in excellent financial shape.

ATTORNEY:

Mr. Semrau reported that the MEL has contracted with a QPA, The Canning Group, to review and confirm that the policies and procedures, with respect to procurement, are being followed properly. He advised that the EJIF professionals contacted the MEL QPA and requested a proposal to serve as QPA for the EJIF. Mr. Semrau informed the Board that The Canning Group submitted a quote for \$5,000 and will provide assistance in contract preparation, procurement, and other services if they were awarded a contract. He recommended that the Board consider awarding a contract to The Canning Group and referred to Resolution #16-19 authorizing the award.

MOTION TO ADOPT RESOLUTION #16-19 AUTHORIZING THE AWARD OF PROFESSIONAL SERVICES CONTRACT WITHOUT COMPETITIVE BIDDING TO THE CANNING GROUP, INC., TO SERVE AS THE FUND'S QUALIFIED PURCHASING AGENT.

MOTION:	Commissioner Nolan
SECOND:	Commissioner Laureigh
ROLL CALL VOTE:	11 ayes, 0 nays, 1 abstention–Commissioner Rheinhardt

UNDERWRITING MANAGERS:

Mr. Casagrande reported that under new UST regulations, a full copy of the underground tank(s) policy must be provided by the EJIF in order for our members to be in compliance. He noted that all policies for 2019 were sent out in early January and additional policies have been sent as requested by members.

ENVIRONMENTAL ENGINEERING:

Chairman Law advised that Mr. Erickson would give his report during the New Business portion of the meeting.

OLD BUSINESS:

None.

NEW BUSINESS:

Mr. Erickson informed the Board that he anticipates a very active year on the environmental front in regards to green infrastructure compliance and storm-water compliance. He then referred to the recently released Environmental Alert. Mr. Erickson emphasized the importance of the membership adhering to the various deadlines referred to in the Environmental Alert. Ms. Dahr informed the Board that the Stormwater Pollution Prevention Plan (SPPP) and the Stormwater Management Plan (SMP) must be posted on the member's municipal website. She advised that municipalities must also have local education and

outreach as well as governing body training in regards to the SPPP and SMP. Mr. Erickson and Ms. Dahr went on to review the various new requirements outlined within the Environmental Alert and advised that the membership contact them if they have any questions. Mr. Erickson asked if there were any questions. Commissioner Tomasko thanked Mr. Erickson for making the membership aware of the various requirements.

MEETING OPENED TO PUBLIC FOR COMMENT:

No public comments were made.

PUBLIC COMMENT PORTION OF THE MEETING CLOSED

MOTION TO ADJOURN MEETING

MOTION:	Commissioner Laureigh
SECOND:	Commissioner Rutkowski
VOTE:	Unanimous

Meeting Adjourned: 9:46 AM

Next Meeting:

**June 2019
Foragate CC
Jamesburg, NJ**

Respectfully submitted,

Prepared by Jason D. Thorpe, Assistant Secretary

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

Resolution No. 12-19

FEBRUARY 2019

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 2018

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001341			
001341	PERMA RISK MANAGEMENT SERVICES	DECEMBER POSTAGE	9.40
001341	PERMA RISK MANAGEMENT SERVICES	2018 1099 AATRIX FILINGS	38.93
			48.33
001342			
001342	ALLSTATE INFORMATION MANAGEMNT	ACCT#736 - ARC & STOR - 12.31.18	27.73
			27.73
001343			
001343	FIRST ENVIRONMENT, INC.	PROFESSIONAL SERVICES 12/18	12,901.20
			12,901.20
		Total Payments FY 2018	12,977.26

FUND YEAR 2019

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001344			
001344	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 2/19	25,363.74
			25,363.74
001345			
001345	CHARLES CUCCIA	TREASURER FEE	1,673.08
			1,673.08
001346			
001346	PRINCETON PUBLIC AFFAIRS GROUP	PROFESSIONAL SERVICES 1/19	3,750.00
			3,750.00
001347			
001347	DANSKIN INSURANCE AGENCY INC	UNDERWRITING MANAGER FEE 2/19	20,089.00
			20,089.00
001348			
001348	NJ ADVANCE MEDIA	ACCT#XNJEN0555599 - NOT & BIDS - 1/31/19	202.86
			202.86
001349			
001349	MUNICIPAL EXCESS LIABILITY JIF	1/3 MEETING COSTS FOR MTG ON 1/2/19	875.61
			875.61
001350			
001350	ALLSTATE INFORMATION MANAGEMNT	ACCT#736 - ARC & STOR - 1.31.19	27.73
			27.73
		Total Payments FY 2019	51,982.02

TOTAL PAYMENTS ALL FUND YEARS \$64,959.28

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

Resolution No. 13-19

MARCH 2019

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 2019

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001351			
001351	PERMA RISK MANAGEMENT SERVICES	POSTAGE 1/19	3.29
001351	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 3/19	25,363.74
			25,367.03
001352			
001352	CHARLES CUCCIA	TREASURER FEE 3/19	1,673.08
			1,673.08
001353			
001353	PRINCETON PUBLIC AFFAIRS GROUP	PROFESSIONAL SERVICES 2/19	3,750.00
			3,750.00
001354			
001354	DANSKIN INSURANCE AGENCY INC	UNDERWRITING FEE 3/19	20,089.00
			20,089.00
		Total Payments FY 2019	50,879.11

TOTAL PAYMENTS ALL FUND YEARS \$50,879.11

RESOLUTION NO. 14-19

**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 2019**

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 Resolution 2-19, certain professionals for the 2019 fund year; and

WHEREAS, as a result of additional members, the contract amounts for certain professionals should be amended.

NOW, THEREFORE, BE IT RESOLVED, by the Fund's Executive Committee that Resolution 2-19 and contract limitations as it pertains to 2019 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 \$303,231.
- II. **Fred Semrau, Esq. of Dorsey & Semrau as Fund Attorney providing General Counsel**, is amended to reflect the annual amount of \$82,125.
- III. **Peter King, Esquire** is appointed to serve as the FUND's **Claims Administrator**, is amended to reflect the annual amount of \$28,391.
- IV. **The Danskin Insurance Agency, Inc. and Conner Strong & Buckelew** are hereby appointed as co-**Underwriting Managers** for the FUND is amended to reflect the annual amount of \$240,170.
- 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 \$429,533.

BE IT FURTHER RESOLVED, that contracts were awarded in accordance with NJSA 19:44A-20.7 as a result of the Fund's Executive Committee reviewing requests to award Professional Services Agreements in accordance with a fair and open process.

ADOPTED: *this day by the Governing Body,*

RESOLUTION NO. 15-19
RESOLUTION OF THE MUNICIPAL ENVIRONMENTAL JOINT INSURANCE FUND
AUTHORIZING THE EXTENSION OF A LISTING AGREEMENT FOR THE SALE OF THE
PROPERTY KNOWN AS
38 LAGOON DRIVE EAST, TOMS RIVER, NJ

WHEREAS, the Municipal Environmental Joint Insurance Fund (“EJIF”) is the owner of certain property known as 38 Lagoon Drive East, Block 232.23, Lot 19 in the Township of Toms River, Ocean County, New Jersey; and

WHEREAS, by Resolution #19-18, dated June 7, 2018, the EJIF authorized the execution of a listing agreement to market the aforesaid property; and

WHEREAS, the EJIF entered into a listing agreement with Keller Williams Shore Properties for the period of August 1, 2018 through January 31, 2019; and

WHEREAS, said listing agreement is about to expire and the property remains unsold.

NOW, THEREFORE, BE IT RESOLVED, by the EJIF as follows:

1. The EJIF hereby authorizes the extension of the listing agreement with Keller Williams Shore Properties for an additional six-month period.
2. All the terms and conditions of the original listing agreement remain in full force and effect.
3. The EJIF makes no representation as to the title or any other aspects of the land to be sold.
4. The EJIF reserves the right to accept or reject any and all proposals. Such decision will be made by the Executive Director in concurrence with the Fund Attorney.
5. The resolution shall take effect immediately.

Adopted: March 29, 2019

NJ MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND

**RESOLUTION No. 16-19
OF THE
NEW JERSEY ENVIRONMENTAL RISK MANAGEMENT FUND**

**RESOLUTION AUTHORIZING THE AWARD OF PROFESSIONAL SERVICES
CONTRACT WITHOUT COMPETITIVE BIDDING TO THE CANNING GROUP, INC,
TO SERVE AS THE FUND'S QUALIFIED PURCHASING AGENT**

WHEREAS, the New Jersey Environmental Risk Management Fund (hereinafter "the Fund") finds it necessary and appropriate to obtain certain professional services, as defined in the Local Public Contracts Law, (N.J.S.A. 40A-11-1 et. seq.), to serve as the Fund's Qualified Purchasing Agent; and

WHEREAS, the MEL's Management Committee met on March 19th, 2019 and agreed to recommend the MEL appoint a Qualified Purchasing Agent; and

WHEREAS, a proposal dated March 25, 2019 as received from The Canning Group, LLC, to provide such services for an annual amount not to exceed \$5,000; and

WHEREAS, the Fund desire to retain the services of The Canning Group, LLC; and

WHEREAS, the Fund Treasurer has indicated that sufficient funds exist for the award of these contracts in the usual and customary accounts; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., requires that the resolution authorizing the award of a contract for professional services without competitive bidding, and the contract itself, be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fund Commissioners of the New Jersey Environmental Risk Management Fund ("the Fund") as follows:

1. The Fund hereby awards and authorizes execution of a professional service agreement with The Canning Group, LLC in an amount not to exceed \$5,000, per its proposal dated March 25, 2019 to serve as the Fund's Qualified Purchasing Agent.
2. The contract is awarded without competitive bidding as a professional services contract in accordance with the provisions of the Local Public Contracts Law because said services are performed by a person licensed under law to practice a recognized profession.
3. Notice of this action shall be published as required by law.
4. A copy of this resolution shall be provided to the Fund Treasurer and to The Canning Group, LLC, 45 S. Park Place 183, Morristown, NJ 07960, for their information and guidance.
5. A copy of this resolution and contract will be on file in the Fund office, located at 9 Campus Drive, Suite 216, Parsippany, NJ 07504.