

**NJ MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND
OPEN MINUTES
MEETING OF NOVEMBER 14, 2018
ATLANTIC CITY, NEW JERSEY
12:00 PM**

Meeting called to order by Joseph Catenaro. The Open Public Meeting Notice was read into the record.

Pledge of Allegiance

ROLL CALL OF 2018 EXECUTIVE COMMITTEE:

Chairman:	Sub Essex JIF	Joe Catenaro	Present
Secretary:	Monmouth	Thomas Nolan	Present
Executive Committee:	Camden	Joe Wolk	Present
	Sub-Muni	Jim Gildea	Absent
	Trico	Robert Law	Present
	South Bergen	Greg Franz	Present
	Bergen	Paul Tomasko	Present
	Burlco	Meghan Jack	Present
Alternates:			
	#1 NJUA	Bernie Rutkowski	Present
	#2 Morris	Michael Guarino	Absent
	#3 Ocean	Veronica Laureigh	Present
	#4 Central	William Northgrave	Present
	#5 PMM	Thomas Merchel	Present

APPOINTED OFFICIALS PRESENT:

Executive Director/ Administrator	Perma Risk Management Services	Stephen Sacco	Present
Attorney	Dorsey & Semrau	Fred Semrau, Esq.	Absent
Treasurer		Charles S. Cuccia	Present
Underwriting Managers	The Danskin Agency Conner Strong & Buckelew	Chuck Casagrande Mike Avalone	Present Present
Claims Administrator	King and Petracca	Peter King, Esq.	Present
Environmental Engineering Services	First Environment PS&S Engineering	Rich Erickson <i>Representative</i>	Present Absent
Actuary	AON	Chas Kullman	Absent
Auditor	Nisivoccia, L.L.P.	Francis "Bud" Jones	Absent

OTHERS PRESENT:

Joseph Hrubash, PERMA
Cate Kiernan, PERMA
Dave Grubb, PERMA
Nancy Ghani, PERMA
Jason Thorpe, PERMA
Tracy Lopez, PERMA
Jacqueline Cardenosa, PERMA
Ed Cooney, CS&B
John Casagrande, Danskin Agency
Alison Kelly, Danskin Agency
Dawn Sullivan, Esq.

APPROVAL OF MINUTES: October 17, 2018

MOTION TO APPROVE OPEN AND CLOSED MINUTES OF OCTOBER 17, 2018

MOTION: Commissioner Merchel
SECOND: Commissioner Wolk
VOTE: Unanimous

CORRESPONDENCE :

None.

TREASURER

Mr. Cuccia presented his report and Resolution No. 25-18 approving the November Bill List as follows:

RESOLUTION 25-18 -NOVEMBER BILL LIST

FUND YEAR	AMOUNT
2018	\$105,598.10
Total	\$105,598.10

RESOLUTION 26-18 -NOVEMBER SUPPLEMENTAL BILL LIST

FUND YEAR	AMOUNT
2018	\$3,750.00
Total	\$3,750.00

MOTION TO APPROVE PAYMENT OF BILLS - RESOLUTION NOS. 25-18 AND 26-18

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

EXECUTIVE DIRECTOR/ADMINISTRATOR:

COVERAGE COMMITTEE MEETING – Mr. Sacco reported that the E-JIF Coverage Committee met prior to the Executive Committee meeting to review numerous items. He then asked Mr. Casagrande to provide an overview of the meeting to the Board. Mr. Casagrande reported that the first item discussed during the Coverage Committee meeting pertained to the proposed revised tank policy form. He advised that a member was cited by the DEP for having a non-compliant tank policy form. Mr. Casagrande informed the Board that the Fund Professionals contacted the DEP to find out what documentation was needed in order to have the policy form compliant. He noted that the required changes will be incorporated into the form and will be submitted to the state for approval. He further noted that the changes to the tank policy form will be in the form of an endorsement. Mr. Casagrande informed the Board that the second item discussed pertained to Discharge Prevention Containment and Countermeasure (DPCC). He advised that three members in the NJUA JIF are subject to this regulation which applies to facilities that store 20,000 gallons or more of NJ regulated hazardous substances, excluding petroleum products, or 200,000 of regulated hazardous substances including petroleum products. He noted that COIs will continue to be issued for those entities the regulation applies to. Mr. Casagrande informed the Board that the third item discussed pertained to the proposed Cyber coverage endorsement for the EIL policy. He advised that there is a \$250,000 sublimit being proposed for that endorsement. Mr. Casagrande advised that the final item discussed during the Coverage Committee meeting pertained to deductibles. He noted that deductibles have never been collected and the Committee is recommending that they be eliminated. Mr. Sacco advised that the four items discussed are being recommended for approval by the Coverage Committee. Chairman Catenaro asked if there were any questions or comments. Hearing none, he asked for a motion to approve the four recommendations made by the Coverage Committee.

MOTION TO APPROVE THE PROPOSED ENDORSEMENT TO THE STORAGE TANK FORM, THE CONTINUANCE OF COIs BEING ISSUED FOR DPCC MEMBERS, THE PROPOSED CYBER COVERAGE ENDORSEMENT TO EIL POLLUTION POLICY, AND THE ELIMINATION OF DEDUCTIBLES AS RECOMMENDED BY THE COVERAGE COMMITTEE.

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

2019 FUND REORGANIZATION SCHEDULE – Mr. Sacco advised that it would be appropriate for the Fund to schedule the Reorganization meeting for 2019.

MOTION TO SCHEDULE THE 2019 REORGANIZATION MEETING FOR THE E-JIF ON WEDNESDAY, JANUARY 2, 2019 AT 10:50 AM AT THE FORSGATE COUNTRY CLUB AND ADVERTISE SAME IN ACCORDANCE WITH THE OPEN PUBLIC MEETINGS ACT.

MOTION:	Commissioner Law
SECOND:	Commissioner Wolk
VOTE:	Unanimous

2018 COMMISSIONER COMPENSATION – Mr. Sacco referred to the voucher to be completed if Commissioners are choosing to be compensated. He noted that the Fund Office will run an additional bills list in December in order to ensure that the commissioners receive their checks by the end of the Fund year.

FINANCIAL FAST TRACK – Mr. Sacco referred to the September 30th Financial Fast Track enclosed within the agenda booklet. He informed the Committee that as of September 30th the total statutory surplus is \$19.8 million. Mr. Sacco noted that the 2018 dividend has been applied to the Financial Fast Track.

ATTORNEY:

Ms. Sullivan advised that she had nothing to report.

UNDERWRITING MANAGERS:

Mr. Casagrande informed the Board that the marketing process for the 2019 EJIF Excess Coverage is ongoing with some potential markets requesting additional information on the EJIF Program and others after review, have declined to consider providing excess coverage. He added that the incumbent excess insurance provider, Ironshore Insurance Company, is ready to renew the EJIF Program with favorable pricing and terms.

Lastly Mr. Casagrande advised that there are no active offers or activity at this time in regards to the Lagoon Drive property. He added that it is likely that in the spring of 2019 some activity may be generated on this property.

ACTUARY:

Mr. Sacco advised that there was nothing to report for the month.

ENVIRONMENTAL ENGINEERING:

Mr. Erickson reported that all facility audits have been completed and the database is ready for submission to the Fund Office.

Lastly, Mr. Erickson reminded the Board that tank certification is an annual process. He advised that he is available to help members with the process.

OLD BUSINESS:

None.

NEW BUSINESS:

Chairman Catenaro advised that Commissioner Franz is being appointed to the Nominating Committee.

MEETING OPENED TO PUBLIC FOR COMMENT:

None

PUBLIC COMMENT PORTION OF THE MEETING CLOSED

CLOSED SESSION:

MOTION FOR EXECUTIVE SESSION TO DISCUSS CLAIMS AND PROFESSIONAL SERVICES CONTRACT NEGOTIATIONS.

MOTION: Commissioner Wolk
SECOND: Commissioner Laureigh
VOTE: Unanimous

MOTION TO RETURN TO OPEN SESSION

MOTION: Commissioner Laureigh
SECOND: Commissioner Law
VOTE: Unanimous

MOTION TO APPROVE THE PARS AS PRESENTED DURING CLOSED SESSION

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

MOTION TO ADJOURN MEETING

MOTION: Commissioner Nolan
SECOND: Commissioner Jack
VOTE: Unanimous

Meeting Adjourned: 12:19 PM

Next Meeting:

**January 2019
Forsgate CC
Jamesburg, NJ**

Respectfully submitted,

Prepared by Jason D. Thorpe, Assistant Secretary

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

Resolution No. 25-18

NOVEMBER 2018

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>
001283			
001283	PAULUS,SOKOLOWSKI & SARTOR LLC	ENGINEERING SERVICES THRU 9.28.18	14,223.39
			14,223.39
001284			
001284	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 11/18	23,754.75
			23,754.75
001285			
001285	AON RISK CONSULTANTS, INC.	ACTUARY FEES - CUST# 2594230 - 7/18-9/18	15,625.00
			15,625.00
001286			
001286	CHARLES CUCCIA	TREASURER FEE 11/18	1,640.25
			1,640.25
001287			
001287	PRINCETON PUBLIC AFFAIRS GROUP	PROFESSIONAL SERVICES 10/18	3,750.00
			3,750.00
001288			
001288	DANSKIN INSURANCE AGENCY INC	UNDERWRITING MANAGER FEE 11/18	18,814.67
			18,814.67
001289			
001289	BARNEGAT TOWNSHIP	REIMB - TEST&CONSTRUCT REQ FOR AST 6/18	800.00
			800.00
001290			
001290	ALLSTATE INFORMATION MANAGEMNT	ACCT#736 - ARC & STOR 9.30.18	27.21
			27.21
001291			
001291	BARRINGTON BOROUGH	REIMB - TEST&CONSTRUCT REQ FOR AST 10/18	400.00
			400.00
001292			
001292	FIRST ENVIRONMENT, INC.	PROFESSIONAL SERVICES 9/18	26,562.83
			26,562.83
		Total Payments FY 2018	105,598.10

TOTAL PAYMENTS ALL FUND YEARS \$105,598.10

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

Resolution No. 26-18

NOVEMBER 2018

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>
001293			
001293	PRINCETON PUBLIC AFFAIRS GROUP	PROFESSIONAL SERVICES 07/18	3,750.00
			3,750.00
		Total Payments FY 2018	3,750.00

TOTAL PAYMENTS ALL FUND YEARS \$3,750.00