

**NJ MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND  
OPEN MINUTES  
MEETING OF OCTOBER 16, 2019  
JAMESBURG, NEW JERSEY  
10:50 AM**

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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:**

<b>Chairman:</b>	Trico	Robert Law	Present
<b>Secretary:</b>	South Bergen	Greg Franz	Present
<b>Executive Committee:</b>	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
<b>Alternates:</b>			
	<b>#1</b> Morris	Michael Guarino	Present
	<b>#2</b> Ocean	Veronica Laureigh	Absent
	<b>#3</b> Central	William Northgave	Present
	<b>#4</b> PMM	Thomas Merchel	Present
	<b>#5</b> 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	Absent

**OTHERS PRESENT:**

David Grubb, PERMA  
Joseph Hrubash, PERMA  
Cate Kiernan, PERMA  
Pauline Kontomanolis, PERMA  
Brad Stokes, PERMA  
Nancy Ghani, PERMA  
Jason Thorpe, PERMA  
Rachel Chwastek, PERMA  
Jackie Cardenosa, PERMA  
Paul Forlenza, AJG  
Paul Miola, AJG  
Ed Cooney, CS&B  
Frank Covelli, P.I.A.  
John Casagrande, Danskin Insurance Agency  
Alison Kelly, Danskin Insurance Agency  
Kathy Kissane, Qual-Lynx  
Kyle Mrotek, The Actuarial Advantage  
Jaclyn Nowicki, Safety National

**APPROVAL OF MINUTES:**            September 4, 2019

**MOTION TO APPROVE OPEN & CLOSED MINUTES OF SEPTEMBER 4, 2019**

**MOTION:**                            Commissioner Merchel  
**SECOND:**                            Commissioner Nolan  
**VOTE:**                                10 ayes, 0 nays, 2 abstentions -  
    Commissioner Guarino  
    Commissioner Champney

**CORRESPONDENCE :**

None

**TREASURER**

Mr. Cuccia presented his report and Resolution No. 28-19 approving the October Bill List as follows:

**RESOLUTION 28-19 - OCTOBER BILL LIST**

<b>FUND YEAR</b>	<b>AMOUNT</b>
2019	\$ 106,001.82
<b>Total</b>	<b>\$ 106,001.82</b>

**MOTION TO APPROVE PAYMENT OF BILLS - RESOLUTION NO. 28-19**

**MOTION:** Commissioner Merchel  
**SECOND:** Commissioner Guarino  
**ROLL CALL VOTE:** Unanimous

**EXECUTIVE DIRECTOR/ADMINISTRATOR:**

**2020 PROPOSED BUDGET** - Mr. Sacco reported that during the September Executive Committee meeting, the Fund introduced a budget for Fund year 2020. He advised that in accordance with the regulations, the budget has been advertised in the Fund's official newspaper and sent to each member JIF. Mr. Sacco noted the Public Hearing for the budget will be held at this meeting and referred to the budget, as introduced, enclosed within the agenda.

**MOTION TO OPEN THE PUBLIC HEARING ON THE 2020 BUDGET.**

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

*Discussion of Budget & Assessments.*

**MOTION TO CLOSE THE PUBLIC HEARING.**

**MOTION:** Commissioner Guarino  
**SECOND:** Commissioner Merchel  
**ROLL CALL VOTE:** Unanimous

**MOTION TO ADOPT A BUDGET FOR THE NEW JERSEY MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND JOINT INSURANCE FUND AS PRESENTED FOR FUND YEAR 2020.**

**MOTION:** Commissioner Guarino  
**SECOND:** Commissioner Merchel  
**ROLL CALL VOTE:** Unanimous

**MOTION TO CERTIFY ANNUAL ASSESSMENTS, BASED UPON THE ADOPTED 2020 BUDGET FOR MEMBER JOINT INSURANCE FUNDS.**

**MOTION:** Commissioner Guarino  
**SECOND:** Commissioner Merchel  
**ROLL CALL VOTE:** Unanimous

**EJIF DIVIDEND** - Mr. Sacco reported that the request for approval of the EJIF's \$2,000,000 dividend has been filed with the State as authorized by the Executive Committee. He noted that the fund office awaits the State's approval.

**QPA 2020 RENEWAL** – Mr. Sacco referred to the E-JIF’s Qualified Purchasing Agent’s proposal for the 2020 fund year enclosed within the agenda packet. Chairman Law asked if there were any questions on the proposal. Hearing none, he asked for a motion to authorize the contract renewal.

**MOTION TO AUTHORIZE THE RENEWAL OF THE CANNING GROUP, INC. PROFESSIONAL SERVICES CONTRACT, WITHOUT COMPETITIVE BIDDING, TO SERVE AS THE FUND’S QUALIFIED PURCHASING AGENT IN FUND YEAR 2020 AT A FEE NOT TO EXCEED \$5,000.**

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

**NEXT MEETING** – Mr. Sacco reported that the next meeting of the EJIF is scheduled for November 20, 2019 at the Sheraton Hotel, across from the AC convention center at 12 noon.

**FINANCIAL FAST TRACK** – Mr. Sacco referred to Financial Fast Track as of June 30, 2019 enclosed within the agenda booklet. He reported that the statutory surplus stands at \$21.9 million and noted that the Fund is in excellent financial shape.

**ATTORNEY:**

Mr. Semrau informed the Board that several of the E-JIF professionals met with the Executive Director to discuss water operations. He noted that the professionals will provide recommendations for the membership in fund year 2020.

Mr. Semrau reported that the Fund has officially closed on the Lagoon Drive property.

**UNDERWRITING MANAGERS:**

Mr. Casagrande said as a follow-up to Mr. Semrau’s report, EJIF professionals had recently met at the end of September, to discuss perfluorooctanoic acid (PFOA), perfluorooctane sulfonate (PFOS) exposures, and mercury emanating from certain flooring configurations. He noted that an EJIF Coverage Committee meeting will be scheduled just prior to the November EJIF meeting.

Mr. Casagrande reported that negotiations are continuing for the excess renewal coverage including a recent meeting with another potential provider of excess coverage.

Lastly, Mr. Casagrande informed the Board that the underwriting managers continue to work regularly with the Executive Director, the Fund Claims Attorney & Fund Engineers in resolving coverage positions for EJIF Members. He noted that a claim under the 2006 EJIF Reinsurance Form underwritten by Zurich, is actively being pursued with that insurance carrier.

**ENVIRONMENTAL ENGINEERING:**

Mr. Erickson reported that the seminars series, Spill Prevention, Control and Countermeasures (SPCC), is ongoing. He noted that the last session is scheduled for October 17<sup>th</sup>. Mr. Erickson advised that the seminar is available to be viewed on the EJIF Website.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None.

**MEETING OPENED TO PUBLIC FOR COMMENT:**

None.

**PUBLIC COMMENT PORTION OF THE MEETING CLOSED  
CLOSED SESSION:**

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

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

**MOTION TO RETURN TO OPEN SESSION**

<b>MOTION:</b>	Commissioner Catenaro
<b>SECOND:</b>	Commissioner Guarino
<b>VOTE:</b>	Unanimous

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

<b>MOTION:</b>	Commissioner Northgrave
<b>SECOND:</b>	Commissioner Wolk
<b>ROLL CALL VOTE:</b>	Unanimous

**MOTION TO ADJOURN MEETING**

<b>MOTION:</b>	Commissioner Guarino
<b>SECOND:</b>	Commissioner Nolan
<b>VOTE:</b>	Unanimous

Meeting Adjourned: 11:09 AM

*Next Meeting:*

**November 2019  
Sheraton Hotel  
Atlantic City, 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. 28-19

OCTOBER 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>
001401			
001401	PERMA RISK MANAGEMENT SERVICES	POSTAGE 9/19	10.10
001401	PERMA RISK MANAGEMENT SERVICES	EXEC DIRECTOR FEE 10/19	25,363.74
001401	PERMA RISK MANAGEMENT SERVICES	POSTAGE 8/19	4.00
			<b>25,377.84</b>
001402			
001402	DORSEY & SEMRAU	ATTORNEY FEE - 4TH QTR 2019	20,812.58
			<b>20,812.58</b>
001403			
001403	CHARLES CUCCIA	TREASURER FEE 10/19	1,673.08
			<b>1,673.08</b>
001404			
001404	DANSKIN INSURANCE AGENCY INC	UNDERWRITING FEE 10/19	20,089.00
			<b>20,089.00</b>
001405			
001405	NJ ADVANCE MEDIA	ACCT#XNJEN0555599 - NOTICES - 7.5.19	391.20
			<b>391.20</b>
001406			
001406	MUNICIPAL EXCESS LIABILITY JIF	REIMBURSE 1/3 OF 9.4.19 MTG	988.13
			<b>988.13</b>
001407			
001407	FIRST ENVIRONMENT, INC.	INV# 38205 - FORECLOSED - 8/19	250.00
001407	FIRST ENVIRONMENT, INC.	INV# 38205 - ENVIRONMENTAL - 8/19	35,586.65
			<b>35,836.65</b>
001408			
001408	THE CANNING GROUP LLC	QPA SERVICES 9/19	416.67
001408	THE CANNING GROUP LLC	QPA SERVICES 8/19	416.67
			<b>833.34</b>
		<b>Total Payments FY 2019</b>	<b>106,001.82</b>
		<b>TOTAL PAYMENTS ALL FUND YEARS</b>	<b>\$106,001.82</b>

\_\_\_\_\_  
Chairperson

Attest:

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

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

\_\_\_\_\_  
Treasurer