

**NJ MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND  
OPEN MINUTES  
MEETING OF OCTOBER 17, 2018  
JAMESBURG, NEW JERSEY  
10:50 AM**

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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:**

<b>Chairman:</b>	Sub Essex JIF	Joe Catenaro	Present
<b>Secretary:</b>	Monmouth	Thomas Nolan	Present
<b>Executive Committee:</b>	Camden	Joe Wolk	Present
	Sub-Muni	Jim Gildea	Present
	Trico	Robert Law	Present
	South Bergen	Greg Franz	Absent
	Bergen	Paul Tomasko	Present
	Burlco	Meghan Jack	Present
<b>Alternates:</b>			
	<b>#1</b> NJUA	Bernie Rutkowski	Present
	<b>#2</b> Morris	Jon Rheinhardt	Present
	<b>#3</b> Ocean	Veronica Laureigh	Present
	<b>#4</b> Central	William Northgrave	Present
	<b>#5</b> PMM	Thomas Merchel	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 and Petracca</b>	Peter King, Esq.	Present
Environmental Engineering Services	<b>First Environment PS&amp;S Engineering</b>	Rich Erickson Matt Mee	Present Present
Actuary	<b>AON</b>	Chas Kullman	Present
Auditor	<b>Nisivoccia, L.L.P.</b>	Francis "Bud" Jones	Absent

**OTHERS PRESENT:**

Joseph Hrubash, PERMA  
Cate Kiernan, PERMA  
Dave Grubb, PERMA  
Pauline Kontomanolis, PERMA  
Nancy Ghani, PERMA  
Jason Thorpe, PERMA  
Jacqueline Cardenosa, PERMA  
Rachel Chwastek, PERMA  
Joen Ciannella, PERMA  
Ed Cooney, CS&B  
Megan Champney, Sub-Muni JIF  
John Casagrande, Danskin Agency  
Alison Kelly, Danskin Agency  
Ezio Altamura, GJEM Otterstedt  
Frank Covelli, PIA  
Paul Miola, AJG  
Paul Forlenza, AJG  
Chris Botta, CB Claims  
Sunita Dhar, First Environment  
Devin DeMarco, First Environment  
Tony DiLella, PS&S

**APPROVAL OF MINUTES:** September 5, 2018

**MOTION TO APPROVE OPEN AND CLOSED MINUTES OF SEPTEMBER 5, 2018**

**MOTION:** Commissioner Laureigh  
**SECOND:** Commissioner Gildea  
**VOTE:** 10 ayes, 0 nays, 2 abstentions  
Commissioner Merchel  
Commissioner Rheinhardt

**CORRESPONDENCE :**

None.

**TREASURER**

Mr. Cuccia presented his report and Resolution No. 24-18 approving the October Bill List as follows:

**RESOLUTION 24-18 -OCTOBER BILL LIST**

<b>FUND YEAR</b>	<b>AMOUNT</b>
2016	\$ 400.00
2018	\$127,579.28
<b>Total</b>	<b>\$127,979.28</b>

**MOTION TO APPROVE PAYMENT OF BILLS - RESOLUTION NO. 24-18**

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

**EXECUTIVE DIRECTOR/ADMINISTRATOR:**

**2019 PROPOSED BUDGET** – Mr. Sacco reported that during the September Executive Committee meeting, the Fund introduced a budget for Fund year 2019. 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 2019 BUDGET.**

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

*Discussion of Budget & Assessments.*

**MOTION TO CLOSE THE PUBLIC HEARING.**

**MOTION:** Commissioner Tomasko  
**SECOND:** Commissioner Nolan  
**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 2019.**

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

**MOTION TO CERTIFY ANNUAL ASSESSMENTS, BASED UPON THE ADOPTED 2019 BUDGET FOR MEMBER JOINT INSURANCE FUNDS.**

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

**EJIF DIVIDEND** – Mr. Sacco informed the Board that the request for approval of the EJIF’s \$1,250,000 dividend has been filed with the State for approval.

**NEXT MEETING-** Mr. Sacco said the next meeting of the EJIF is scheduled for November 14, 2018 at the Sheraton Hotel, across from the AC convention center at 12 noon.

**FINANCIAL FAST TRACK** – Mr. Sacco referred to the June 30<sup>th</sup> Financial Fast Track enclosed within the agenda booklet. He informed the Committee that as of June 30<sup>th</sup> the Fund is up \$952,724 for the year for a total statutory surplus of \$20.7 million. Mr. Sacco noted that the 2018 dividend has not been applied to the Financial Fast Track.

**ATTORNEY:**

Mr. Semrau advised that discussions regarding the Claims and matter involving professional services and contract negotiations will take place during Closed Session.

**UNDERWRITING MANAGERS:**

Mr. Casagrande reported that a coverage meeting is scheduled for Wednesday, November 14, 2018, just prior to the Regular EJIF Meeting at 12:00 PM on that date. He advised the coverage issues to be discussed are the proposed \$250,000 Sublimit for Pollution Damage as a result of a cyber event and an appropriate endorsement to the EJIF Tank Policy for those members that require DPCC Coverage (Discharge Prevention, Containment and Countermeasure) by virtue of their fitting the definition of a "Major Facility."

Mr. Casagrande advised that the EJIF Engineers have recently completed six (6) educational seminars for the EJIF Membership. The Seminar is titled "Complying with Changing Regulations" and provided valuable information concerning the new Stormwater Permit Rules and new Underground Storage Tank Rules.

Mr. Casagrande reported that the general liability for the 38 Lagoon Drive has been renewed on 09/27/2018 and remains in force. After the two initial offers that were relatively low, no additional activity to date on the sale of this property.

Lastly, Mr. Casagrande informed the Board that the marketing process for the 2019 EJIF Excess Coverage is ongoing as the EJIF Underwriters have met with the incumbent excess carrier, Ironshore Insurance Company and other potential carriers.

**ACTUARY:**

Mr. Kullman advised he had nothing to report for the month.

**ENVIRONMENTAL ENGINEERING:**

Mr. Erickson informed the Board that the audit process is near conclusion. He informed the Board that two trends he is seeing are fewer USTs and fewer ASTs with underground piping.

Mr. Mee informed the Board that PS&S has completed their 2018 inspections and has submitted the database to Perma. He also informed the Board that the seminar series has been completed. He added that the series received over 150 RSVPs and he received positive feedback.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

Commissioner Merchel thanked Mr. Stokes, Mr. Prince, Mr. Mee and the staff at PS&S for the E-JIF presentation provided at the request of the PMM JIF. He added that the presentation was well received.

Mr. Erickson introduced two of his co-workers, Ms. Sunita Dhar and Mr. Devin Demarco, and noted that they have been working on the E-JIF account for over 20 years.

**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 Laureigh  
**SECOND:** Commissioner Wolk  
**VOTE:** Unanimous

**MOTION TO RETURN TO OPEN SESSION**

**MOTION:** Commissioner Jack  
**SECOND:** Commissioner Laureigh  
**VOTE:** Unanimous

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

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

**MOTION TO ADJOURN MEETING**

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

Meeting Adjourned: 11:04 AM

*Next Meeting:*

**November 2018  
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. 24-18**

**OCTOBER 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 2016**

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001272			
001272	SECAUCUS M.U.A.	UNDERGROUND PIPE TESTING 9/18	400.00
			<b>400.00</b>
		<b>Total Payments FY 2016</b>	<b>400.00</b>

**FUND YEAR 2018**

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001273			
001273	PAULUS,SOKOLOWSKI & SARTOR LLC	ENGINEERING SERVICES 8/18	18,588.05
			<b>18,588.05</b>
001274			
001274	PERMA RISK MANAGEMENT SERVICES	POSTAGE 9/18	3.67
001274	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 10/18	23,754.75
001274	PERMA RISK MANAGEMENT SERVICES	POSTAGE 8/18	3.97
			<b>23,762.39</b>
001275			
001275	AON RISK CONSULTANTS, INC.	ACTUARIAL SERVICES 7/18-9/18	15,625.00
			<b>15,625.00</b>
001276			
001276	DORSEY & SEMRAU	2018 4TH QTR REATAINER	19,301.24
			<b>19,301.24</b>
001277			
001277	CHARLES CUCCIA	TREASURER FEE 10/18	1,640.25
			<b>1,640.25</b>
001278			
001278	PRINCETON PUBLIC AFFAIRS GROUP	GOVERNMENTAL AFFAIRS REP - 9/18	3,750.00
			<b>3,750.00</b>
001279			
001279	DANSKIN INSURANCE AGENCY INC	UNDERWRITING MANAGER FEE 10/18	18,814.67
			<b>18,814.67</b>
001280			
001280	ALLSTATE INFORMATION MANAGEMNT	ACCT# 736 - ARC & STOR - 8.31.18	27.21
			<b>27.21</b>
001281			
001281	FIRST ENVIRONMENT, INC.	PROFESSIONAL SERVICES 8/18	25,734.69
			<b>25,734.69</b>

001282			
001282	TOWNSHIP OF TOMS RIVER	38 LAGOON DRIVE EAST-4TH '18_1ST,2ND '19	335.78
			<b>335.78</b>
		<b>Total Payments FY 2018</b>	<b>127,579.28</b>

**TOTAL PAYMENTS ALL FUND YEARS \$127,979.28**