

**NJ MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND
OPEN MINUTES
MEETING OF MARCH 21, 2025
DOUBLETREE BY HILTON, MONROE, NJ
11:05 AM**

Meeting called to order by Chairman McNeilly and the Open Public Meeting Notice was read into the record. The commissioners recited the Pledge of Allegiance.

ROLL CALL OF 2025 EXECUTIVE COMMITTEE:

JIF	Fund Commissioner	Member	
Morris	Brian McNeilly	Stanhope	Present
Ocean	Veronica Laureigh	Lacey Twp.	Present
Burlco	Meghan Jack	Riverside	Absent
Monmouth	Thomas Nolan	Brielle	Present
Camden	Joe Wolk	Mount Ephraim	Absent
South Bergen	Greg Franz	Edgewater	Present
NJUA	Bernie Rutkowski	Toms River MUA	Present
Suburban Municipal	Megan Champney	Summit City	Present
Bergen	Paul Tomasko	Alpine	Absent
Central	Joeseeph Criscuolo (Alt)	East Brunswick	Present
Suburban Metro	Vince Quatrone	Little Falls	Present
Trico	Michael Razze	Pittman	Absent
PMM	Susan Danson	Maple Shade	Present
Atlantic	James Pacanowski	Ventnor City	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 Ed Cooney	Present Present
Claims Administrator	King Moench & Collins	Peter King, Esq.	Present
Environmental Engineering Services	First Environment	Rich Erickson	Present
Actuary	AON	Chas Kullman	Present

OTHERS PRESENT:

Adam Brewer, Morris JIF
Joseph Hrubash, PERMA

Dave Grubb, PERMA
 Cate Kiernan, PERMA
 Brad Stokes, PERMA
 Pauline Kontomanolis, PERMA
 Robyn Walcoff, PERMA
 Jennifer Conicella, PERMA
 Nancy Ghani, PERMA
 Brandon Tracy, PERMA
 Sandra Cantwell, PERMA
 Tom Merchel, Conner, Strong & Buckelew
 Jonathon Tavares, Conner, Strong & Buckelew
 Muhammad Hernandez, Conner, Strong & Buckelew
 Paul Forlenza, RPA
 Kamini Patel, RPA
 Brian Maitland, J.A. Montgomery
 Chuck Casagrande, Danskin Agency
 Alison Kelly, Danskin Agency
 Jamie Shooks, The Actuarial Advantage
 Paul Bent, Pathways Govt. Relations
 Chuck Hartsoe, PEGAS
 Lisa Gallo, Qual-Lynx
 Stacey Ehling, Princeton Strategic Communications
 Ezio Altamura, GJEM-Otterstedt Agency
 Patti Fahy, Acrisure

APPROVAL OF MINUTES: January 6, 2025

MOTION TO APPROVE OPEN MINUTES OF JANUARY 6, 2025

MOTION: Commissioner Laureigh
SECOND: Commissioner Danson
VOTE: 8 Yes, 2 Abstain: Commissioners Champney and Pacanowski

TREASURER

Mr. Cuccia said for approval in the agenda is Resolution 15-25 confirming the February 2025 Bills list and Resolution 16-25 approving the March 2025 Bills List:

RESOLUTION 15-25 - FEBRUARY 2025 BILL LIST

FUND YEAR	AMOUNT
2024	\$155,466.74
2025	\$69,698.41
Total	\$225,165.15

RESOLUTION 16-25 - MARCH 2025 BILL LIST

FUND YEAR	AMOUNT
2025	\$72,204.59
Total	\$72,204.59

MOTION TO APPROVE PAYMENT OF BILLS - RESOLUTIONS 15-25 and 16-25:

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

EXECUTIVE DIRECTOR/ADMINISTRATOR REPORT:

Revised 2025 Budget and Related 2025 Professional Fee Amendments: Mr. Sacco said the EJIF 2025 budget that was adopted at the October 16, 2024 meeting has been revised to reflect two new members, Morris Township and Cumberland County Improvement Authority, and one member, Oldmans Township, who terminated their membership, effective January 1, 2025. The change is .01% and does not need to be filed with the state. The change in membership slightly changed the professional fees for Fund Attorney, Executive Director, Underwriting Managers, Environmental Services and Claims Administrator. The revised budget was included in the agenda.

- ☐ *Motion to approve the revisions to the 2025 budget to reflect the change in membership and professional fees and to Adopt Resolution # 17-25 amending the contracted amounts of Certain Professionals and Service Organizations for Fund Year 2025.*

Motion: Commissioner Laureigh
Second: Commissioner Criscuolo
Roll Call Vote: Unanimous

Competitive Contract/Procurement Process: Mr. Sacco said there are numerous professional contracts with the E-JIF that will expire on December 31, 2025. The Fund will begin the competitive contracting/procurement process for the professional positions.

- ☐ *Motion to adopt Resolution #18-25 authorizing the hiring of various E-JIF Professionals through the Competitive Contracting Process.*

Motion: Commissioner Nolan
Second: Commissioner Danson
Roll Call Vote: Unanimous

Marketing: Mr. Sacco said the Fund is entering its 30th year of operation and we are recommending a refresh of our logo as well as some marketing material(s). We have spoken with Princeton Strategic Communications, and they are ready to assist us with this project.

- ☐ *Motion to authorize up to \$8,500 for a refreshed EJIF logo and marketing materials*

Motion: Commissioner Criscuolo
Second: Commissioner Champney
Roll Call Vote: Unanimous

Financial Disclosures: Mr. Sacco said JIF Commissioners should anticipate the online filing of the Financial Disclosure forms inclusive of any other municipal related positions that require

filing. In the past the Division of Local Government Services has distributed a notice with filing instruction with a deadline to file by April 30th.

Next Meeting: The JIF's next meeting is scheduled for Monday June 9, 2025 starting at 11:05 am at the Forsgate Country Club, Monroe Twp, NJ.

Due Diligence: Mr. Sacco reviewed the Financial Fast Track report as of December 31, 2024 and noted the increase of \$660,568, after paying a dividend of 2.1 million. Investment income increased by \$1.3 million and end of year statutory surplus is \$16,379.860. The Fund is in excellent financial shape.

ATTORNEY:

Mr. Semrau said restrictions regarding PFAS are becoming more stringent and the Fund made good decisions in positioning itself to provide limited legal support to assist members. Local and state-wide class action suits are managed by counsel outside the Fund and EJIF is not involved. Municipalities and Authorities need to investigate and review the resources in event these suits apply to them.

UNDERWRITING MANAGER:

Mr. Casagrande said the NJ Department of Environmental Protection (DEP) just last week came out with the parts per trillion measurements to regulate PFAS contamination, and it's a challenge to keep up with the regulations. Similarly, we are seeing more guidelines on stormwater management. Municipalities and Authorities need to educate themselves and use the technical resources the EJIF provides, including the Environmental Engineer.

ENVIRONMENTAL ENGINEER:

Mr. Erickson said the PFAS standards are being pushed from the US Environmental Protection Agency (EPA) to the state level. He has equal concerns for the bio-solids that make their way into the ground and 'forever chemicals' are being found in the soil of farming fields.

Mr. Erickson said he has delivered a stormwater presentation to several JIFs. He is hearing that typically members do not have funds budgeted for this event, which is a concern. The state continues to give deadlines for managing tasks related to preparing for the increase in stormwater events. This is shifting from a DPW problem to an infrastructure / town hall management issue. For example, a watershed inventory report is due by December 31st this year, and although the state provides a template to complete, someone still needs to be responsible for gathering data, writing and submitting the report. He is open for any ideas and discussion the Commissioners might want to have.

ACTUARY:

Mr. Kullman said his Actuarial IBNR Estimation report valued as of December 31, 2024 was enclosed in Appendix II. The year end estimated IBNR is approximately \$6.73 million. The loss activity was favorable across all years and claims frequency came in as expected.

OLD BUSINESS

None

NEW BUSINESS

None

EXECUTIVE SESSION

Mr. Sacco confirmed there was no need to enter into Executive Session and Mr. King has one claim to review in Open session.

Mr. King gave an overview of the one PAR, which was distributed to the Commissioners.

Authority	E-JIF#	Claimant	Date of Loss	Proposed Pmt. Authority
Evesham	NON25-1	Evesham	March 17, 2025	\$13,000

Mr. King asked for a motion to approve the PAR as presented.

MOTION TO APPROVE THE PARS AS PRESENTED:

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

PUBLIC COMMENT

None.

MOTION TO ADJOURN MEETING

MOTION: Commissioner Laureigh
SECOND: Commissioner Danson
VOTE: Unanimous

Meeting Adjourned: 11:32 AM

Prepared by Sandra Cantwell, Assistant Secretary

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

Resolution No. 15-25

February 2025

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 2024

<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
PERMA RISK MANAGEMENT SERVICES	POSTAGE 12/24	28.98
PERMA RISK MANAGEMENT SERVICES	2024 AATRIX 1099 FILING	47.60
		76.58
PETER J. KING, LLC	2024 TPA FEES 02/25	35,928.00
		35,928.00
FIRST ENVIRONMENT, INC.	PROF. SERVICES P/E 12/31/24 INV 47946	66,185.08
FIRST ENVIRONMENT, INC.	PROF. SERVICES P/E 11/30/24 INV 47831	53,277.08
		119,462.16
	Total Payments FY 2024	155,466.74

FUND YEAR 2025

<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR 02/25	32,643.08
		32,643.08
DORSEY & SEMRAU	FUND ATTORNEY 02/25	8,835.33
		8,835.33
CHARLES CUCCIA	TREASURER FEE 02/25	1,884.17
		1,884.17
DANSKIN INSURANCE AGENCY	UNDERWRITING MANAGER FEE 02/25	25,854.67
		25,854.67
THE CANNING GROUP LLC	QPA SERVICES 02/25	425.00
		425.00
ACCESS	INV 11313083 DEPT 736 12/31/24 FOR JAN	56.16
		56.16
	Total Payments FY 2025	69,698.41
	TOTAL PAYMENTS ALL FUND YEARS	225,165.15

Chairperson: _____

EJIF March 21, 2025

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Attest: _____

Dated: _____

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

Treasurer

NEW JERSEY MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND BILLS LIST

Resolution No. 16-25

March 2025

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 2025

<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
PERMA RISK MANAGEMENT SERVICES	POSTAGE 02/25	4.83
PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR 03/25	32,643.08
		32,647.91
DORSEY & SEMRAU	FUND ATTORNEY 03/25	8,835.33
		8,835.33
CHARLES CUCCIA	TREASURER FEE 03/25	1,884.17
		1,884.17
DANSKIN INSURANCE AGENCY	UNDERWRITING MANAGER FEE 03/25	25,854.67
		25,854.67
CONNER STRONG & BUCKELEW	BOND RENEWAL 5/25-5/26	2,455.00
		2,455.00
NJ ADVANCE MEDIA	# 52613 INV 2956812-10966839 2/17/25	39.56
		39.56
GANNETT NEW YORK NJ LOCALIQ	A# 1504625 INV 6960272 11037209 2/16/25	15.21
		15.21
THE CANNING GROUP LLC	QPA SERVICES 03/25	425.00
		425.00
ACCESS	INV 11368524 DEPT 736 1/31/25	47.74
		47.74
	Total Payments FY 2025	72,204.59
	TOTAL PAYMENTS ALL FUND YEARS	72,204.59

Chairperson: _____ Attest: _____ Date: _____

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

Treasurer: _____

RESOLUTION NO. 17-25

**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 2025**

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 Resolutions 17-23 and Competitive Contract CC# 1-2020, certain professionals for the 2025 fund year; and

WHEREAS, as a result of change in membership, the contract amounts for certain professionals should be amended.

NOW, THEREFORE, BE IT RESOLVED, by the Fund's Executive Committee that Resolutions 17-23 and CC# 1-2020 contract limitations as it pertains to 2025 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 \$394,654.
- II. **Fred Semrau, Esq. of Dorsey & Semrau** as **Fund Attorney providing General Counsel**, is amended to reflect the annual amount of \$106,820. – *(Professional Service Agreements in accordance with a non-fair and open process pursuant to NJSA 19:44A-20.4 et. seq.)*
- III. **Peter King, Esquire** is appointed to serve as the FUND's **Claims Supervisor**, is amended to reflect the annual amount of \$36,919.
- 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 \$312,583.
- 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 \$558,616.

BE IT FURTHER RESOLVED that contracts were awarded in accordance with the competitive contracting process under the New Jersey Local Publics Contract Law NJSA 40A:11-4.1 et Seq. *(unless noted otherwise)*

ADOPTED: this 21st day of March 2025 by the Governing Body,

Chairman _____

Secretary _____

RESOLUTION NO. 18-25

**RESOLUTION OF THE NEW JERSEY MUNICIPAL ENVIRONMENTAL RISK
MANAGEMENT FUND AUTHORIZING THE HIRING OF 2026 FUND
PROFESSIONALS THROUGH THE COMPETITIVE CONTRACTING PROCESS**

WHEREAS, the New Jersey Municipal Environmental Risk Management Fund (FUND) has a desire to provide for Fund Professional defined within N.J.S.A 40A:11-5 to wit:

Fund Treasurer
Fund Auditor
Executive Director
Claims Supervisor
Actuary
Underwriting Managers
Environmental Engineering Services

WHEREAS, such services are currently available to be provided through the competitive contracting process under the New Jersey Local Publics Contract Law, N.J.S.A. 40A:11-4.1.; and

WHEREAS, the Fund desires to evaluate such service offerings from Vendors within the procedures as set forth in the New Jersey Local Publics Contract Law (N.J.S.A.40A:11-4.1 et. seq. and N.J.A.C. 5:34-4 et. Seq.,) of Price and Other Factors; and

WHEREAS, the Fund desires to enter into a contract for one (1) up to a three (3) year contract that will satisfy the needs of the Fund; and

WHEREAS, as per statute the process will be administered by the Qualified Purchasing Agent (N.J.S.A 40A:11-4.5(d));

NOW, THEREFORE, BE IT RESOLVED by the New Jersey Environmental Joint Insurance Fund, State of New Jersey, as follows:

The Qualified Purchasing Agent is hereby authorized to commence the competitive contract/procurement as allowable under the New Jersey Local Publics Contract Law for

Fund Treasurer, Fund Auditor, Executive Director, Claims Supervisor Actuary, Underwriting Managers, Environmental Engineering Services, allowing for a minimum of 20 days' notice after advertisement to receive responses, per Local Publics Contract Law.

I hereby certify the above to be a true copy of a resolution passed by the New Jersey Municipal Environmental Risk Management Fund at a duly convened meeting held on March 21, 2025.

Chairman _____

Secretary _____