

**NJ MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND  
OPEN MINUTES  
MEETING OF OCTOBER 16, 2013  
JAMESBURG, NEW JERSEY  
10:50 AM**

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Meeting called to order by Thomas Nolan. The Open Public Meeting Notice was read into the record.

**ROLL CALL OF EXECUTIVE COMMITTEE:**

<b>Chairman:</b>	<b>Monmouth</b>	Thomas Nolan	Present
<b>Secretary:</b>	<b>Camden</b>	Joe Wolk	Present
<b>Executive Committee:</b>	<b>NJUA</b>	Jerry Cevetello	Present
	<b>South Bergen</b>	Peggy Thomas	Absent
	<b>Ocean</b>	Paul Shives	Present
	<b>Morris</b>	Frank Wilpert	Present
	<b>Burlco</b>	Richard Brook	Present
	<b>Central</b>	Robert Landolfi	Present
<b>Alternates:</b>			
	<b>#1 Bergen</b>	Ken Gabbert	Present
	<b>#2 Sub Essex JIF</b>	Joe Catenero	Present
	<b>#3 Sub-Muni</b>	Jim Gildea	Present
	<b>#4 PMM</b>	Scott Carew	Absent
	<b>#5 Trico</b>	Robert Law	Present

**APPOINTED OFFICIALS PRESENT:**

Executive Director/ Administrator	<b>Perma Risk Management Services</b>	James Kickham	Present
Attorney	<b>Dorsey &amp; Semrau</b>	Fred Semrau, Esq.	Present
Treasurer		Charles S. Cuccia	Present
Underwriting Managers	<b>The Danskin Agency</b>  <b>Conner Strong &amp; Buckelew</b>	Cindy Lisa Chuck Casagrande Mike Avalone	Present Present Present
Claims Administrator	<b>King and Petracca</b>	Peter King, Esq.	Present
Environmental Engineering Services	<b>First Environment</b> <b>T&amp;M Associates</b>	Rich Erickson Chris Gulics	Absent Present
Actuary	<b>AON</b>	Chaz Kullman	Present
Auditor	<b>Nisivoccia, L.L.P.</b>	Francis "Bud" Jones	Absent

**OTHERS PRESENT:**

David Grubb, Perma  
Steve Sacco, Perma  
Jason Thorpe, Perma  
Cate Kiernan, Perma  
Brad Stokes, Perma  
Mary Lou Doner, Perma  
Nancy Ghani, Perma  
Joeen Ciannella, Perma  
Joe Hrubash, CS&B  
Frank Covelli, RMC  
Jay McManus, RMC  
Jim Maley, Esq.

**APPROVAL OF MINUTES:** September 4, 2013

**MOTION TO APPROVE OPEN AND CLOSED MINUTES OF SEPTEMBER 4, 2013**

**MOTION:** Commissioner Wilpert  
**SECOND:** Commissioner Gildea  
**VOTE:** Unanimous

**CORRESPONDENCE :**

None.

**TREASURER**

Mr. Charles Cuccia presented his report and Resolution No. 23-13 approving the October Bill List as follows:

**RESOLUTION 23-13 OCOTBER BILL LIST**

<b>FUND YEAR</b>	<b>AMOUNT</b>
<b>2013</b>	<b>\$ 879,268.91</b>
<b>Total</b>	<b>\$ 879,268.91</b>

**MOTION TO APPROVE PAYMENT OF BILLS - RESOLUTION NO. 23-13**

**MOTION:** Commissioner Shives  
**SECOND:** Commissioner Cevetello  
**ROLL CALL VOTE:** Unanimous

**EXECUTIVE DIRECTOR/ADMINISTRATOR:**

**2014 PROPOSED BUDGET** – Mr. Sacco indicated that at the September Executive Committee meeting, the Fund introduced a budget for Fund year 2014. He advised that the Public Hearing for the budget will be held at this meeting and referred to the 2014 Budget contained within the agenda packet and the Assessments distributed prior to the start of the meeting.

**MOTION TO OPEN THE PUBLIC HEARING ON THE 2014 BUDGET.**

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

*Discussion of Budget & Assessments.*

**MOTION TO CLOSE THE PUBLIC HEARING.**

**MOTION:** Commissioner Cevetello  
**SECOND:** Commissioner Gabbert  
**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 2014.**

**MOTION:** Commissioner Catenaro  
**SECOND:** Commissioner Wilpert  
**ROLL CALL VOTE:** Unanimous

**MOTION TO CERTIFY ANNUAL ASSESSMENTS, BASED UPON THE ADOPTED 2014 BUDGET FOR MEMBER JOINT INSURANCE FUNDS.**

**MOTION:** Commissioner Catenaro  
**SECOND:** Commissioner Wilpert  
**ROLL CALL VOTE:** Unanimous

**EJIF DIVIDEND** – Mr. Sacco informed the Board that the request for approval of the EJIF's \$450,000 dividend was filed with the State on October 7, 2013. We await their approval.

**RFQ – DEFENSE PANEL (2014)** – Mr. Sacco indicated that the EJIF is due to advertise for Defense Panel positions. He referred to the copy of the RFQ notice which needs the authorization by the Board for release.

**MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ADVERTISE THE RFQ FOR THE POSITION OF DEFENSE PANEL FOR FUND YEAR 2014**

**MOTION:** Commissioner Shives  
**SECOND:** Commissioner Brook  
**VOTE:** Unanimous

**ENVIRONMENTAL ENGINEER-** Mr. Sacco referred to the JIF assignment listing and contact information for the newly appointed Environmental Engineers.

**MEL EDUCATION SESSIONS-** Mr. Kickham referred to the listing of Elected Officials training sessions at this year's League of Municipalities conference. He noted that Mr. Grubb will be speaking at many of the sessions and encouraged the Commissioners to attend.

**NEXT MEETING-** Mr. Kickham informed the Board that the next meeting of the EJIF is scheduled for November 20, 2013 at the Sheraton Hotel, across from the AC convention center at 12 noon.

**ATTORNEY:**

Mr. Semrau indicated that his report would be given during closed session.

**UNDERWRITING MANAGERS:**

**UGP ASSOCIATED WITH ASTs** – Mr. Casagrande indicated that the compliance date deadline of July 1, 2013 has passed. He noted that the membership continues to move towards compliance. He noted that the one-time reimbursement of testing expenses up to \$400 per test is still available. He encouraged the membership to have the testing done.

**UST BULLETIN** – Mr. Casagrande once again informed the Committee that the E-JIF issued its annual bulletin reminding members that the Fund will no longer cover 20+ year old unregulated underground tanks after January 1, 2014. He reminded the Board that 2013 will be the last year that the Fund will cover these tanks. Mr. Casagrande added that the bulletin was mailed all members in February.

**REINSURANCE RENEWALS** – Mr. Casagrande indicated that the Underwriting Managers continue to negotiate the reinsurance renewal.

With nothing further, Mr. Casagrande concluded his report.

**ACTUARY:**

Mr. Kullman informed the Board that since the September E-JIF meeting, the Actuaries have completed their September 30th IBNR analysis. He noted that the estimates have been stable over the past 12 months. Mr. Kullman added that there have been minor variations due to new claims coming in and older claims being paid.

**CLAIMS:**

Mr. King indicated that his report would be given during closed session.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

Mr. Covelli indicated that he had an item for the new business portion of the meeting. He informed the Board that he is the Risk Manager for Rochelle Park Township, who is a member of the South Bergen JIF. Mr. Covelli indicated that in accordance with the underground piping requirements, the township retained a firm to do the testing. The firm indicated to the township that they could remove the exposure of the underground pipes for a reasonable cost. He advised that the township spent approximately \$7,000 relocating the pipes aboveground to avoid having future issues. With that said, Mr. Covelli appealed to the Board to consider granting the township the \$400 that they would have received if they had just done the testing. The Commissioners present indicated that they did not have a problem granting the request.

**MOTION TO APPROVE THE \$400 REIMBURSEMENT TO ROCHELLE PARK TOWNSHIP FOR UNDERGROUND PIPING TESTING AND RELOCATION**

**MOTION:** Commissioner Brook  
**SECOND:** Commissioner Cevetello  
**VOTE:** Unanimous

**PUBLIC COMMENT:**

None.

**CLOSED SESSION:**

**MOTION TO ENTER EXECUTIVE SESSION TO DISCUSS CLAIMS/POTENTIAL LITIGATION**

**MOTION:** Commissioner Wilpert  
**SECOND:** Commissioner Shives  
**VOTE:** Unanimous

**MOTION TO RETURN TO OPEN SESSION**

**MOTION:** Commissioner Shives  
**SECOND:** Commissioner Wolk  
**VOTE:** Unanimous

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

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

Lastly, Chairman Nolan informed the Board that this was Commissioner Gabbert's last meeting. He thanked him for his service and wished him the best on behalf of the E-JIF Executive Board.

**MOTION TO ADJOURN MEETING**

**MOTION:**  
**SECOND:**  
**VOTE:**

Commissioner Brook  
Commissioner Wolk  
Unanimous

Meeting Adjourned: 11:12 AM

*Next Meeting:*

**November 2013**  
**Sheraton Hotel – A.C.**

*Respectfully submitted,*

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Prepared by Jason D. Thorpe, Assistant Secretary

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

Resolution No. 23-13

OCTOBER 2013

**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 2013**

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
<b>W1013</b>			
W1013	N.J. MUNICIPAL ENVIRONMENTAL	TRANSFER BAL IN TD TO WELL FARGO	803,746.97
			<b>803,746.97</b>
<b>000086</b>			
000086	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 08/2013	34.56
000086	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 09/2013	1.80
000086	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRETOR - 10/2013	19,875.52
			<b>19,911.88</b>
<b>000087</b>			
000087	AON RISK CONSULTANTS, INC.	ACTUARIAL SERVICES 3RD QTR 2013	15,163.00
			<b>15,163.00</b>
<b>000088</b>			
000088	FRED SEMRAU, ESQ.	ATTORNEY FEE 4TH QTR 2013	17,416.95
			<b>17,416.95</b>
<b>000089</b>			
000089	CHARLES CUCCIA	TREASURER FEE 10/2013	1,490.78
			<b>1,490.78</b>
<b>000090</b>			
000090	PRINCETON PUBLIC AFFIARS GROUP	PROFESSIONAL SERVICES - 9/5/13-10/4/13	4,500.00
			<b>4,500.00</b>
<b>000091</b>			
000091	DANSKIN INSURANCE AGENCY INC	UNDERWRITING MANAGERS - 10/2013	16,960.00
			<b>16,960.00</b>
<b>000092</b>			
000092	THE STAR LEDGER	ACCT XNJEN0555599 - 09/19/13 - BUDGET	41.76
			<b>41.76</b>
<b>000093</b>			
000093	ALLSTATE INFORMATION MANAGEMNT	DEPT: 736 - ACT & STOR 08/31/2013	37.57
			<b>37.57</b>

Total Payments FY 2013

879,268.91

**TOTAL PAYMENTS ALL FUND YEARS \$ 879,268.91**

