

**NJ MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND
OPEN MINUTES
MEETING OF APRIL 6, 2018
PRINCETON, NEW JERSEY
10:50 AM**

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	David Matchett	Present
Alternates:			
	#1 NJUA	Bernie Rutkowski	Present
	#2 Morris	Jon Rheinhardt	Present
	#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.	Absent
Environmental Engineering Services	First Environment PS&S Engineering	Rich Erickson Chris Gulics	Present Present
Actuary	AON	Chas Kullman	Absent
Auditor	Nisivoccia, L.L.P.	Francis "Bud" Jones	Absent

OTHERS PRESENT:

David Grubb, PERMA
Joseph Hrubash, PERMA
Cate Kiernan, PERMA
Pauline Kontomanolis, PERMA
Robyn Walcoff, PERMA
Nancy Ghani, PERMA
Jason Thorpe, PERMA
Tracy Lopez, PERMA
Karen Read, PERMA
Joeen Ciannella, PERMA
Paul A. Hoelscher, Alpine Borough
Jim Rogers, Deal Borough
Ilene Larsen, Conner Strong & Buckelew
Frank Covelli, P.I.A.
John Casagrande, Danskin Insurance Agency
Alison Kelly, Danskin Insurance Agency
Barbara Murphy, RLM
Ezio Altamura, GJEM Otterstedt
Stuart Sendell, *Private Citizen*

APPROVAL OF MINUTES: January 3, 2018

MOTION TO APPROVE OPEN AND CLOSED MINUTES OF JANUARY 3, 2018

MOTION: Commissioner Nolan
SECOND: Commissioner Wolk
VOTE: 10 ayes, 0 nays, 2 abstentions
Commissioner Northgrave
Commissioner Matchett

CORRESPONDENCE :

None

TREASURER

Mr. Cuccia presented his report and Resolution Nos. 12-18, 13-18, 14-18 confirming the February, March, and March Supplemental Bill Lists and Resolution No. 15-18 approving the April Bill List as follows:

RESOLUTION 12-18 -FEBRUARY BILL LIST

FUND YEAR	AMOUNT
2017	\$ 54,852.56
2018	\$ 594,350.30
Total	\$ 649,202.86

RESOLUTION 13-18 - MARCH BILL LIST

FUND YEAR	AMOUNT
2018	\$ 48,036.45
Total	\$ 48,036.45

RESOLUTION 14-18 – MARCH SUPPLEMENTAL BILL LIST

FUND YEAR	AMOUNT
2017	<i>Voided Check</i>
Total	\$ 0

RESOLUTION 15-18 - APRIL BILL LIST

FUND YEAR	AMOUNT
2018	\$ 71,959.41
Total	\$ 71,959.41

MOTION TO APPROVE PAYMENT OF BILLS - RESOLUTION NOS. 12-18, 13-18, 14-18 AND 15-18

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

EXECUTIVE DIRECTOR/ADMINISTRATOR:

REVISED BUDGET – Mr. Sacco referred to the revised 2018 budget enclosed within the agenda booklet. He noted that the revisions reflect the changes in membership to the local JIF's for 2018.

MOTION TO APPROVE THE REVISIONS TO THE 2018 BUDGET TO REFLECT THE CHANGES IN MEMBERSHIP AND PROFESSIONAL FEES.

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

ENVIRONMENTAL ENGINEER RFQ- Mr. Sacco reported that the Environmental Engineer contracts for both PS&S and First Environment are due to expire December 31, 2018. He noted that the Fund will have to advertise, pursuant to N.J.S.A. 19:44A-20.4 et. seq for the position of Environmental Engineer(s) using the previously adopted criteria used by the EJIF and contained in the enclosed RFQ in awarding the contract.

MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ISSUE AN RFQ FOR THE POSITION OF ENVIRONMENTAL ENGINEER PURSUANT TO N.J.S.A. 19:44A-20.4 ET. SEQ AS OUTLINED IN THE ATTACHED RFQ USING THE PREVIOUSLY ADOPTED CRITERIA ESTABLISHED AND ADOPTED BY THE E-JIF IN THE ISSUANCE OF PRIOR RFQS.

MOTION:	Commissioner Wolk
SECOND:	Commissioner Rutkowski
ROLL CALL VOTE:	Unanimous

NEXT MEETING – Mr. Sacco reported that the next meeting of the EJIF is scheduled for Thursday, June 7, 2018 at the Forsgate CC, Jamesburg.

FINANCIAL FAST TRACK – Mr. Sacco referred to Financial Fast Track as of December 31, 2017 enclosed within the agenda booklet.

ATTORNEY:

Ms. Sharpe advised that she had nothing to report.

UNDERWRITING MANAGERS:

Mr. Casagrande reported that in the past, the evidence of insurance for USTs consisted of a certificate of insurance issued by the EJIF that was kept on site and a copy of which was filed with a member's UST Facility Certification Questionnaire. He advised that DEP is now requesting that UST policies be sent to the membership. He informed the Board that the underwriting managers will work with the executive director to replace the UST certificates issued at the end of the year for the upcoming year with an acceptable copy of a member's policy form.

ENVIRONMENTAL ENGINEERING:

Mr. Erickson informed the Board that he has information on the UST changes that will be presented during the MEL Retreat.

Mr. Gulics also informed the Board that he has information on changes made by DEP will be presented during the MEL Retreat.

CLAIMS REVIEW COMMITTEE

Mr. Sacco informed the Board that Mr. King was unable to attend the meeting and advised that the PARs were distributed prior to the start of the meeting. Mr. Sacco noted that the Claims Committee met, reviewed, and approved the PARs. He asked if there were any Board members wishing enter Closed Session to review the PARs. Hearing none, he asked for a motion to approve the PARs as presented.

**MOTION TO APPROVE THE PARS AS PRESENTED AND
RECOMMENDED BY THE CLAIMS COMMITTEE**

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

OLD BUSINESS:

None.

NEW BUSINESS:

None.

MEETING OPENED TO PUBLIC FOR COMMENT:

No public comments were made.

PUBLIC COMMENT PORTION OF THE MEETING CLOSED

MOTION TO ADJOURN MEETING

MOTION: Commissioner Laureigh
SECOND: Commissioner Wolk
VOTE: Unanimous

Meeting Adjourned: 9:18 AM

Next Meeting:

**June 2018
Forsgate CC
Jamesburg, NJ**

Respectfully submitted,

Prepared by Jason D. Thorpe, Assistant Secretary

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

Resolution No. 12-18

FEBRUARY 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 2017

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001202			
001202	PAULUS,SOKOLOWSKI & SARTOR LLC	ENGINEERING SERVICES - 12/2017	5,309.10
001202	PAULUS,SOKOLOWSKI & SARTOR LLC	ENGINEERING SERVICES - 11/2017	31,205.10
			36,514.20
001203			
001203	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 12/2017	41.02
001203	PERMA RISK MANAGEMENT SERVICES	2017 1099 AATRIX ELECTRONIC FILINGS	29.85
			70.87
001204			
001204	AON RISK CONSULTANTS, INC.	ACUTUARIAL SERVICES - 10/17-12/17	15,425.00
			15,425.00
001205			
001205	ALLSTATE INFORMATION MANAGEMNT	ACCT: 736 - ACT & STOR - 12/2017	25.51
			25.51
001206			
001206	FIRST ENVIRONMENT, INC.	PROFESSIONAL SERVICES - 12/2017	2,816.98
			2,816.98
		Total Payments FY 2017	54,852.56

FUND YEAR 2018

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001201			
001201	IRONSHORE INSURANCE SERVICES LLC	VOIDED	
001207			
001207	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 02/2018	23,754.75
001207	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 1/18 - UNDERPAID	198.25
			23,953.00
001208			
001208	CHARLES CUCCIA	TREASURER FEE 02/2017	1,640.25
			1,640.25
001209			
001209	PRINCETON PUBLIC AFFIARS GROUP	PROFESSIONAL SERVICES - 01/2018	3,750.00
			3,750.00
001210			
001210	DANSKIN INSURANCE AGENCY INC	UNDERWRITING MANAGER FEE 02/2018	18,814.67
001210	DANSKIN INSURANCE AGENCY INC	UNDERWRITING MANAGER FEE 1/18 - UNDERPAID	157.00
			18,971.67
001211			

001211	MUNICIPAL EXCESS LIABILITY JIF	REIMB 1/3 MTG COST FROM 1/3/18 MTG	900.67
			900.67
001212			
001212	IRONSHORE INSURANCE SERVICES LLC	2018 EXCESS POLICY	545,134.71
			545,134.71
	Total Payments FY 2018		594,350.30

TOTAL PAYMENTS ALL FUND YEARS \$ 649,202.86

Chairperson

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. 13-18

MARCH 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>
001213			
001213	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 01/2018	3.22
001213	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 03/2018	23,754.75
			23,757.97
001214			
001214	CHARLES CUCCIA	TREASURER FEE 03/2018	1,640.25
			1,640.25
001215			
001215	PRINCETON PUBLIC AFFAIRS GROUP	PROFESSIONAL SERVICES - 02/2018	3,750.00
			3,750.00
001216			
001216	DANSKIN INSURANCE AGENCY INC	UNDERWRITING MANAGER FEE 03/2018	18,814.67
			18,814.67
001217			
001217	NJ ADVANCE MEDIA	ACCT: XNJEN0555599 - 1/31/18 - MTG SCHED	48.05
			48.05
001218			
001218	ALLSTATE INFORMATION MANAGEMNT	ACCT: 736 - ACT & STOR 01/31/2018	25.51
			25.51
		Total Payments FY 2018	48,036.45

TOTAL PAYMENTS ALL FUND YEARS \$ 48,036.45

Chairperson

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

SUPPLEMENTAL BILLS LIST

Resolution No. 14-18

MARCH 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 2017

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001176			
001176	BERNARD RUTKOWSKI	VOIDED	-750.00
			-750.00
001219			
001219	BERNARD RUTKOWSKI	2017 MEETING ATTENDANCE	750.00
			750.00
		Total Payments FY 2017	-0-

TOTAL PAYMENTS ALL FUND YEARS \$ -0-

Chairperson

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. 15-18

APRIL 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>
001220			
001220	PAULUS,SOKOLOWSKI & SARTOR LLC	ENGINEERING SERVICES - 1/31/2018	4,127.50
001220	PAULUS,SOKOLOWSKI & SARTOR LLC	ENGINEERING SERVICES - 1/31/2018	381.00
			4,508.50
001221			
001221	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 02/2018	3.76
001221	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 04/2018	23,754.75
			23,758.51
001222			
001222	DORSEY & SEMRAU	ATTORNEY FEE 2ND QTR 2018	19,301.24
001222	DORSEY & SEMRAU	BALANCE DUE - JANUARY PAYMENT	160.73
			19,461.97
001223			
001223	CHARLES CUCCIA	TREASURER FEE 04/2018	1,640.25
			1,640.25
001224			
001224	PRINCETON PUBLIC AFFAIRS GROUP	PROFESSIONAL SERVICES - 03/2018	3,750.00
			3,750.00
001225			
001225	DANSKIN INSURANCE AGENCY INC	UNDERWRITING MANAGER FEE 04/2018	18,814.67
			18,814.67
001226			
001226	ALLSTATE INFORMATION MANAGEMNT	ACCT: 736 - ACT & STOR - 2/28/2018	25.51
			25.51
Total Payments FY 2018			71,959.41

TOTAL PAYMENTS ALL FUND YEARS \$ 71,959.41