

**NJ MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND
OPEN MINUTES
MEETING OF JUNE 3 2015
JAMESBURG, NEW JERSEY
10:50 AM**

Meeting called to order by Frank Wilpert. The Open Public Meeting Notice was read into the record.

Pledge of Allegiance

ROLL CALL OF 2015 EXECUTIVE COMMITTEE:

Chairman:	Morris	Frank Wilpert	Present
Secretary:	Ocean	Paul Shives	Present
Executive Committee:	Burlco	Richard Brook	Present
	Central	Robert Landolfi	Present
	Sub Essex JIF	Joe Catenaro	Absent
	Monmouth	Thomas Nolan	Present
	Camden	Joe Wolk	Present
	Sub-Muni	Jim Gildea	Present
Alternates:			
	#1 PMM	Scott Carew	Present
	#2 Trico	Robert Law	Present
	#3 South Bergen	Greg Franz	Present
	#4 Bergen	Paul Tomasko	Present
	#5 NJUA	Reno Wilkins	Present

APPOINTED OFFICIALS PRESENT:

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

OTHERS PRESENT:

David Grubb, PERMA
Steve Sacco, PERMA
Cate Kiernan, PERMA
Brad Stokes, PERMA
Pauline Kontomanolis, PERMA
Nancy Ghani, PERMA
Jason Thorpe, PERMA
Robyn Walcoff, PERMA
Mary Louise Doner, PERMA
Ed Scioli, CSB
Joen Ciannella, PERMA
Patrick O'Hagan, Midland Park
Chris Botta, CB Claims
David McHale, JA Montgomery
Paul Miola, AJ Gallagher
Paul Forlenza, AJ Gallagher

APPROVAL OF MINUTES: March 4, 2015

MOTION TO APPROVE OPEN AND CLOSED MINUTES OF MARCH 4, 2015

MOTION: Commissioner Wolk
SECOND: Commissioner Law
VOTE: Unanimous

CORRESPONDENCE :

None

TREASURER

Mr. Cuccia presented his report and Resolution No. 16-15 confirming the April Bill List, Resolution No. 17-15 confirming the May Bill List and Resolution No. 18-15 approving the June Bill List as follows:

RESOLUTION 16-15 -APRIL BILL LIST

FUND YEAR	AMOUNT
2015	\$84,104.94
Total	\$84,104.94

RESOLUTION 17-15 - MAY BILL LIST

FUND YEAR	AMOUNT
2014	\$ 12,892.67
2015	\$ 68,768.61
Total	\$ 81,661.28

RESOLUTION 18-15 -JUNE BILL LIST

FUND YEAR	AMOUNT
2015	\$58,861.31
Total	\$58,861.31

MOTION TO APPROVE PAYMENT OF BILLS - RESOLUTION NO. 16-15, 17-15 AND 18-15

MOTION: Commissioner Brook
SECOND: Commissioner Shives
ROLL CALL VOTE: Unanimous

EXECUTIVE DIRECTOR/ADMINISTRATOR:

AUDITOR AND ACTUARY YEAR-END REPORTS - Mr. Sacco referred to the Audit Report as of December 31, 2014 that was distributed to the Executive Board prior to the start of the meeting. He informed the Board that Mr. Jones from Nisivoccia and Company was present at the meeting to review the Audit Report. Mr. Jones began by reviewing the Operating Information which included Statement of Revenue, Expenses and Changes in Net Position breakdown contained within the audit report. He indicated that the Fund is in excellent financial condition as of the end of 2014. Mr. Jones then referred to the Auditors' Management Report which was also distributed to the Executive Board prior to the start of the meeting. He indicated that there are no recommendations. Following Mr. Jones' presentation, Mr. Sacco requested a motion to adopt the Resolution certifying the 2014 Audit and indicated that the Group Affidavit had to be executed..

MOTION TO APPROVE YEAR-END FINANCIALS, ADOPT RESOLUTION # 19-15 AND EXECUTE GROUP AFFIDAVIT INDICATING THAT MEMBERS OF THE EXECUTIVE COMMITTEE HAVE READ THE GENERAL COMMENTS SECTION OF THE AUDIT REPORT.

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

ACTUARIAL IBNR ESTIMATES – Mr. Sacco indicated that the EJIF’s Actuarial IBNR Estimates valued as of March 31, 2015 was enclosed within the agenda booklet. He noted that the Fund’s actuary, Mr. Kullmann of Aon was present and asked him to give a brief report. Mr. Kullmann reported that the results of the Actuarial valuation report were consistent with what was expected. He added that the total IBNR estimate of approximately 5.3 million which is unchanged from the prior year.

2015 BILLINGS- Mr. Sacco informed the Board that the second installment billings will be distributed to the membership next month.

NEXT MEETING- Mr. Sacco noted that the next meeting of the EJIF is scheduled for September 2, 2015 at the Forsgate CC, Jamesburg.

NEW POLICY FORM – Mr. Sacco informed the Board that the new policy form is continuing to be revised and asked Mr. Kickham to provide an update. Mr. Kickham advised that the main issues that the professional are having with the new policy form surround providing equal or better coverage without exposing the EJIF to a stacking of limits between coverage parts. He indicated that the professionals believe that they are close to a final document. Mr. Kickham added that the JIFs will be distributing their Member Manuals without the policy form and it is projected that the policy will be issued separately by the September meeting.

FINANCIAL FAST TRACK – Mr. Sacco referred to Financial Fast Track enclosed within the agenda booklet. He informed the Committee of the Fund’s statutory surplus position as of March 31, 2015.

ATTORNEY:

Mr. Semrau advised that his report would be for Closed Session only.

UNDERWRITING MANAGERS:

Mr. Casagrande informed the Board that a discussion took place amongst the professionals with respect to the EJIF website and Environmental Alerts. He noted that there is valuable information on the website and added that the alerts and website will continue to be improved.

ENVIRONMENTAL ENGINEERING:

Mr. Erickson reported that he attended the AWWA Conference and advised that a number of members are looking into new technologies. He added that these new technologies emphasize renewable energy and resource recovery.

Mr. Gulics reported that DEP has proposed changes to the underground storage tank rules and advised that those changes are being tracked. He added that once the changes are adopted the underground storage tank policies for underground piping.

ACTUARY

Mr. Kullman indicated that he had nothing further to report.

OLD BUSINESS:

None.

NEW BUSINESS:

Mr. Sacco informed the Board that this meeting would be Chairman Wilpert's last meeting as he will be retiring. He wished Chairman Wilpert well on behalf of Perma and thanked him for his professionalism throughout the years. Chairman Wilpert said that he enjoyed his experience working with the E-JIF and thanked everyone for the opportunity.

MEETING OPENED TO PUBLIC FOR COMMENT:

No public comments were made.

PUBLIC COMMENT PORTION OF THE MEETING CLOSED

CLOSED SESSION:

MOTION FOR EXECUTIVE SESSION TO DISCUSS CLAIMS/POTENTIAL LITIGATION

MOTION: Commissioner Gildea
SECOND: Commissioner Tomasko
VOTE: Unanimous

MOTION TO RETURN TO OPEN SESSION

MOTION: Commissioner Franz
SECOND: Commissioner Carew
VOTE: Unanimous

MOTION TO APPROVE THE PARS AS PRESENTED DURING CLOSED SESSION

MOTION: Commissioner Shives
SECOND: Commissioner Brook
ROLL CALL VOTE: Unanimous

MOTION TO ADJOURN MEETING

MOTION: Commissioner Wolk
SECOND: Commissioner Gildea
VOTE: Unanimous

Meeting Adjourned: 11:15 AM

Next Meeting:

**September 2015
Forsgate CC
Jamesburg, NJ**

Respectfully submitted,

Prepared by Jason D. Thorpe, Assistant Secretary

NEW JERSEY MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND BILLS LIST

Resolution No. 16-15

APRIL 2015

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 2015

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
000310			
000310	T & M ASSOCIATES	LESS TRAVEL/EXPENSE - 02/28/2015	-175.95
000310	T & M ASSOCIATES	PROFESSIONAL SERVICES - 01/31/2015	2,074.00
000310	T & M ASSOCIATES	PROFESSIONAL SERVICES - 02/28/2015	3,591.95
			5,490.00
000311			
000311	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 03/2015	1.92
000311	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR - 04/2015	20,554.00
000311	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 02/2015	37.98
			20,593.90
000312			
000312	AON RISK CONSULTANTS, INC.	ACTUARIAL SERVICES - 1ST QTR 2015	15,425.45
			15,425.45
000313			
000313	DORSEY & SEMRAU	ATTORNEY FEE 2ND QTR 2015	18,011.75
			18,011.75
000314			
000314	CHARLES CUCCIA	TREASURER FEE 04/2015	1,545.00
			1,545.00
000315			
000315	PRINCETON PUBLIC AFFIARS GROUP	PROFESSIONAL SERVICES - 3/5/15-4/4/15	4,500.00
			4,500.00
000316			
000316	DANSKIN INSURANCE AGENCY INC	UNDERWRITING MANAGER FEE 04/2015	17,556.00
			17,556.00
000317			
000317	MUNICIPAL EXCESS LIABILITY JIF	REIMBURSE MEL FOR 3/4/15 EXCESS MTG	938.99
			938.99
000318			
000318	ALLSTATE INFORMATION MANAGEMNT	ACCT: 736 - ACT & STOR 02/28/2015	43.85
			43.85

Total Payments FY 2015

84,104.94

TOTAL PAYMENTS ALL FUND YEARS \$ 84,104.94

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. 17-15

MAY 2015

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 2014

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
000319			
000319	T & M ASSOCIATES	PROFESSIONAL SERVICES - 8/15/2014	12,892.67
			12,892.67
		Total Payments FY 2014	12,892.67

FUND YEAR 2015

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
000320			
000320	T & M ASSOCIATES	PROFESSIONAL SERVICES - 04/03/15	5,565.95
			5,565.95
000321			
000321	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 04/2015	4.53
000321	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR - 05/2015	20,554.00
			20,558.53
000322			
000322	CHARLES CUCCIA	TREASURER FEE 05/2015	1,545.00
			1,545.00
000323			
000323	PRINCETON PUBLIC AFFIARS GROUP	PROFESSIONAL SERVICES - 04/2015	4,500.00
			4,500.00
000324			
000324	DANSKIN INSURANCE AGENCY INC	UNDERWRITING MANAGER FEE 05/2015	17,556.00
			17,556.00
000325			
000325	ALLSTATE INFORMATION MANAGEMNT	ACCT: 736 - ACT & STOR - 03/31/2015	18.65
			18.65
000326			
000326	FIRST ENVIRONMENT, INC.	PROFESSIONAL SERVICE - 03/31/2015	19,024.48
			19,024.48
		Total Payments FY 2015	68,768.61

TOTAL PAYMENTS ALL FUND YEARS \$ 81,661.28

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. 18-15

JUNE 2015

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 2015

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
000327			
000327	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 06/2015	20,554.00
			20,554.00
000328			
000328	CHARLES CUCCIA	TREASURER FEE 06/2015	1,545.00
			1,545.00
000329			
000329	PRINCETON PUBLIC AFFIARS GROUP	PROFESSIONAL SERVICES - 05/5/15-6/4/15	4,500.00
			4,500.00
000330			
000330	DANSKIN INSURANCE AGENCY INC	UNDERWRITING MANAGER FEE 06/2015	17,556.00
			17,556.00
000331			
000331	ALLSTATE INFORMATION MANAGEMNT	ACCT: 736 - ACT & STOR 04/30/2015	18.65
			18.65
000332			
000332	FIRST ENVIRONMENT, INC.	PROFESSIONAL SERVICES - 04/2015	14,687.66
			14,687.66
		Total Payments FY 2015	58,861.31

TOTAL PAYMENTS ALL FUND YEARS \$ 58,861.31

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

Resolution #19-15

**Resolution of Certification
Annual Audit Report for Period Ending December 31, 2014**

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2014 has been filed by the appointed Fund Auditor with the Secretary of the Fund as per the requirements of N.J.S.A. 40A:5-6 and N.J.S.A. 40A:10-36, and a copy has been received by each Fund Commissioner, and

WHEREAS, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-34, and

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the Fund Commissioners of the Fund shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all Fund Commissioners have reviewed, as a minimum, the sections of the annual audit entitled:

General Comments
and
Recommendations

and

WHEREAS, the Fund Commissioners have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

General Comments
and
Recommendations

as evidenced by the group affidavit form of the Fund Commissioners.

WHEREAS, such resolution of certification shall be adopted by the Fund Commissioners no later than forty-five days after the receipt of the annual audit, as per the regulations of the Local Finance Board, and

WHEREAS, all Fund Commissioners have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of

New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the Fund Commissioners to the penalty provisions of R.S. 52:27BB-52 - to wit:

R.S. 52:27BB-52 - "A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office."

NOW, THEREFORE, BE IT RESOLVED, that the Fund Commissioners of the **New Jersey Municipal Environmental Risk Management Fund**, hereby state that they have complied with the promulgation of the Local Finance Board of the State of New Jersey, dated July 30, 1968, and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

**I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE
RESOLUTION PASSED AT THE MEETING HELD ON: June 3, 2015**