

**NJ MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND
OPEN MINUTES
MEETING OF JUNE 2, 2023
FORESTGATE, NJ
10:50 AM**

Meeting called to order by Chairman Rutkowski. The Open Public Meeting Notice was read into the record by Chairman Rutkowski.

Pledge of Allegiance.

ROLL CALL OF EXECUTIVE COMMITTEE:

Chairman:	NJUA	Bernie Rutkowski	Present
Secretary:	PMM	Thomas Merchel	Present
Executive Committee:	Burlco	Meghan Jack	Present
	Monmouth	Thomas Nolan	Present
	Camden	Joe Wolk	Present
	South Bergen	Greg Franz	Present
	Ocean	Veronica Laureigh	Present
	Central	William Northgrave	Absent
Alternates:			
	#1 Bergen	Paul Tomasko	Present
	#2 Suburban Municipal	Megan Champney	Present
	#3 Morris	Brian McNeilly	Present
	#4 Suburban Metro	Steve Rovell	Present
	#5 TRICO	Michael Razze	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 Mike Avalone	Present Present
Claims Administrator	King Moench Hirniak & Mehta	Peter King, Esq.	Present
Environmental Engineering Services	First Environment	Rich Erickson	Present
Actuary	AON	Chas Kullman	Present
Auditor	Nisivoccia, L.L.P.	Francis "Bud" Jones Andrew Kucinski	Present Present

OTHERS PRESENT:

Dave Grubb, PERMA
Joseph Hrubash, PERMA
Cathleen Kiernan, PERMA
Brad Stokes, PERMA

Pauline Kontomanolis, PERMA
 Robyn Walcoff, PERMA
 Jennifer Conicella, PERMA
 Jennifer Davis, PERMA
 Zareena Majeed, PERMA
 Nancy Ghani, PERMA
 Jason Thorpe, PERMA
 Brandon Tracy, PERMA
 Crystal Chuck, PERMA
 Sandra Cantwell, PERMA
 Ed Cooney, Conner, Strong & Buckelew
 Katie Walters, Conner, Strong & Buckelew
 Paul Shives, JA Montgomery
 Kamini Patel, AJ Gallagher
 Barbara Murphy, RLM
 Laura Sable, CB Claims
 Alison Kelly, Danskin Agency
 Kathy Kissane, Qual-Lynx
 Chris Healy, Qual-Lynx
 Ezio Altamura, GJEM-Otterstedt Agency
 Enrique Urquiola, Alamo Insurance Group
 Amy Pieroni, Acrisure
 Lindsay Travalì, Acrisure

APPROVAL OF MINUTES: March 25, 2023

MOTION TO APPROVE OPEN MINUTES OF MARCH 24, 2023

MOTION: Commissioner Tomasko
SECOND: Commissioner Merchel
VOTE: 10 Ayes, 0 Nays, 2 Abstentions (Commissioners Jack, Wolk)

CORRESPONDENCE
 None

TREASURER

Mr. Cuccia presented his report, Resolution 18-23 confirming the April Bill List, Resolution 19-23 confirming the May Bill List, and Resolution 20-23 approving the June Bill List as follows:

RESOLUTION 18-23 - APRIL BILL LIST

FUND YEAR	AMOUNT
2023	\$102,335.08
Total	\$102,335.08

RESOLUTION 19-23 - MAY BILL LIST

FUND YEAR	AMOUNT
2023	\$132,171.56
Total	\$132,171.56

RESOLUTION 20-23 - JUNE BILL LIST

FUND YEAR	AMOUNT
2023	\$64,546.03
Total	\$64,546.03

MOTION TO APPROVE PAYMENT OF BILLS - RESOLUTION NOS. 18-23, 19-23, AND 20-23

MOTION: Commissioner Merchel
SECOND: Commissioner McNeilly
ROLL CALL VOTE: Unanimous

EXECUTIVE DIRECTOR/ADMINISTRATOR:

AUDITOR YEAR-END REPORTS – The Fund Auditor reviewed the Statement of Revenue, Expenses and Changes in Net Position report. The Fund has \$16,675,996 in Net Position as of December 31st, 2022 and is excellent financial condition. There were no findings or recommendations associated with the audit.

Executive Director requested a motion to adopt Resolution 21-23 certifying the 2022 Audit and said the Group Affidavit indicating that each member of the Board has read the General Comments Section of the Audit Report will be circulated and will be filed with the state by the end of the month.

MOTION TO APPROVE YEAR-END FINANCIALS, ADOPT RESOLUTION #21-23 AND EXECUTE GROUP AFFIDAVIT INDICATING THAT MEMBERS OF THE EXECUTIVE COMMITTEE HAVE READ THE GENERAL COMMENTS SECTION OF THE AUDIT REPORT.

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

NEXT MEETING: The next meeting of the EJIF is scheduled for Friday, September 15, 2023 at 10:50 AM at Forsgate Country Club, Monroe Twp, N.J.

Due Diligence: Executive Director said the statutory surplus at of the end of first quarter had an increase of \$500,000 and the Fund is in good financial shape.

ATTORNEY:

Fund Attorney said Mr. King has taken a leadership role in the Newark Bay matter and is actively moving toward a resolution that will ultimately protect all members.

UNDERWRITING MANAGERS:

Ms. Kelly reviewed the Underwriting Managers report that was contained in the agenda.

ENVIRONMENTAL ENGINEER:

Environmental Engineer said he attended and presented at the annual New Jersey Water Advisory conference in May and PFOS was a major topic. A bill is currently circulating in Congress that will exempt authorities and we will be watching that very closely.

Reminder that a Stormwater grant is available to members to use towards compliance upgrades. Commissioner Tomasko, McNeilly and Laureigh all agreed that the grant was very easy to apply for and all members should complete the online form. The deadline is December 31.

In response to Commissioner Tomasko, Environmental Engineer said he does not see much impact from the roll back of the Clean Water Act; maybe the SPCC and wetlands but the definition is very narrow and the impact to municipalities will be minimal if any.

ACTUARY

Mr. Kullman said his report was updated to reflect 3/31/2023 loss data as well as updating their main model parameters. First quarter this year has been relatively quiet. Updates are consistent with past years and nothing out of the ordinary to report.

Commissioner Tomasko said the Actuary's 'No Recommendations' report should not be taken for granted and is a tribute to the quality of management of the fund. Executive Director said he credits Ms. Kontomanolis and her staff.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

MEETING OPENED TO PUBLIC FOR COMMENT:

No public comments were made.

In response to Executive Directory, Fund Attorney confirmed the Claims report can be reviewed and Executive Session would not be required unless further questions or discussion is needed.

Claims Administrator overviewed 13 claims:

Authority	E-JIF #	Claimant	Date of Loss	Proposed Pmt. Authority
Borough of Brooklawn	NON23-2	Charles Hoffman	03/16/2023	\$31,000
Pemberton Twp.	TANK23-1	Pemberton Twp.	02/23/2023	\$13,000
Winslow Twp.	SP23-1	Winslow Twp.	01/19/2023	\$7,000
Woodbridge	SP23-5	Woodbridge	5/01/2023	\$20,000
Toms River Twp	SP22-6	Toms River Twp	12/13/2022	\$51,000
South Orange Village	TANK23-2	South Orange Village	4/10/2023	\$15,000
Marlboro	SP23-2	Marlboro	3/30/2023	\$16,000
Manchester	SP23-3	Manchester Twp	4/24/2023	\$16,000
Hopewell Twp.	SP23-4	Hopewell Twp.	4/11/2023	\$16,000
Ringwood	NON23-4	Ringwood	1/24/2018	\$7,000
Woodbridge Twp	NON23-5	Claudio Tapia	4/3/2023	\$13,000
Saddle Brook	NON23-3	Z. Moustafa	3/31/23	\$11,000

National Park	NON23-1	George Nicholson	01/17/2023	\$6,000
---------------	---------	------------------	------------	---------

MOTION TO APPROVE THE PARs AS SUBMITTED:

MOTION: Commissioner Merchel

SECOND: Commissioner Tomasko

ROLL CALL VOTE: Unanimous

Mr. Hrubash said he extended condolences to Mr. Sacco on the recent passing of his father.

MOTION TO ADJOURN MEETING

MOTION: Chairman Tomasko

SECOND: Commissioner Razze

VOTE: Unanimous

Meeting Adjourned: 11:07 AM

Sandy Cantwell, Assisting Secretary
For Tom Merchel, Secretary

NEW JERSEY MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND BILLS LIST

Resolution No. 18-23

April 2023

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 2023

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001902			
001902	PERMA RISK MANAGEMENT SERVICES	POSTAGE 03/23	16.53
001902	PERMA RISK MANAGEMENT SERVICES	MARCH 23 BUDGET ADJ. FOR QTR 1 2023	65.76
001902	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR 04/23	28,585.50
			28,667.79
001903			
001903	DORSEY & SEMRAU	FUND ATTORNEY 04/23	7,722.76
			7,722.76
001904			
001904	CHARLES CUCCIA	FUND TREASURER 04/23	1,810.90
			1,810.90
001905			
001905	PRINCETON PUBLIC AFFAIRS GROUP	GOVERNMENTAL AFFAIRS REP 03/23	3,750.00
001905	PRINCETON PUBLIC AFFAIRS GROUP	GOVERNMENTAL AFFAIRS REP 02/23	3,750.00
			7,500.00
001906			
001906	DANSKIN INSURANCE AGENCY	UNDERWRITING MGR FEE 04/23	22,640.92
001906	DANSKIN INSURANCE AGENCY	ADOPTED BUSGET ADJ. QTR 1 2023	172.82
			22,813.74
001907			
001907	CONNER STRONG & BUCKELEW	SELECTIVE SURETY-PUBLIC OFF. 05/23-05/24	2,528.00
			2,528.00
001908			
001908	FIRST ENVIRONMENT, INC.	PROFESSIONAL SERVICES FOR PE 2/28/23	14,313.35
001908	FIRST ENVIRONMENT, INC.	PROFESSIONAL SERVICES FOR PE 1/31/23	16,525.92
			30,839.27
001909			
001909	THE CANNING GROUP LLC	QPA SERVICES 03/23	416.67
			416.67
001910			
001910	ACCESS	DEPT 736 ACCT 224 STORE-2/23 FOR MAR	35.95
			35.95
Total Payments FY 2023			102,335.08
TOTAL PAYMENTS ALL FUND YEARS			102,335.08

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. 19-23

May 2023

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 2023

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001911			
001911	PERMA RISK MANAGEMENT SERVICES	POSTAGE 04/23	17.70
001911	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR 05/23	28,585.50
			28,603.20
001912			
001912	AON RISK SERVICES CENTRAL - PREMIUM	ACTUARY SERVICES 4/1/23-6/30/23	15,625.00
			15,625.00
001913			
001913	DORSEY & SEMRAU	FUND ATTORNEY 05/23	7,722.76
			7,722.76
001914			
001914	CHARLES CUCCIA	TREASURER 05/23	1,810.90
			1,810.90
001915			
001915	PRINCETON PUBLIC AFFAIRS GROUP	GOVERNMENTAL AFFAIRS REP 04/23	3,750.00
			3,750.00
001916			
001916	DANSKIN INSURANCE AGENCY	UNDERWRITING MGR FEE 05/23	22,640.92
			22,640.92
001917			
001917	FIRST ENVIRONMENT, INC.	PROFESSIONAL SERVICES FOR PE 3/23	625.00
001917	FIRST ENVIRONMENT, INC.	PROFESSIONAL SERVICES FOR PE 3/23	50,942.17
			51,567.17
001918			
001918	THE CANNING GROUP LLC	QPA SERVICES 04/23	416.67
			416.67
001919			
001919	ACCESS	DEPT 736 ACCT 224 STORE 3/23 FOR APR	34.94
			34.94
		Total Payments FY 2023	132,171.56
		TOTAL PAYMENTS ALL FUND YEARS	132,171.56

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. 20-23

June 2023

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
2023

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001920			
001920	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR 06/23	28,585.50
			28,585.50
001921			
001921	DORSEY & SEMRAU	FUND ATTORNEY 06/23	7,722.76
			7,722.76
001922			
001922	CHARLES CUCCIA	TREASURER 06/23	1,810.90
			1,810.90
001923			
001923	PRINCETON PUBLIC AFFAIRS GROUP	GOVERNMENTAL AFFAIRS REP 05/23	3,750.00
			3,750.00
001924			
001924	DANSKIN INSURANCE AGENCY	UNDERWRITING MGR FEE 06/23	22,640.92
			22,640.92
001925			
001925	ACCESS	DEPT 736 INV 10205198 4/30/23 FOR MAY	35.95
			35.95
Total Payments FY 2023			64,546.03
TOTAL PAYMENTS ALL FUND YEARS			64,546.03

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 #21-23

**Resolution of Certification
Annual Audit Report for Period Ending December 31, 2022**

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 2022 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 2, 2023

Thomas Merchel, Fund Secretary