

**NJ MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND  
OPEN MINUTES  
MEETING OF JUNE 2, 2021  
ZOOM VIRTUAL MEETING  
10:50 AM**

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Meeting called to order by Paul Tomasko. The Open Public Meeting Notice was read into the record by Mr. Sacco.

Pledge of Allegiance

**ROLL CALL OF EXECUTIVE COMMITTEE:**

<b>Chairman:</b>	Bergen	Paul Tomasko	Present
<b>Secretary:</b>	NJUA	Bernie Rutkowski	Present
<b>Executive Committee:</b>	Burlco	Meghan Jack	Present
	Sub Essex JIF	Joe Catenaro	Present
	Monmouth	Thomas Nolan	Present
	Camden	Joe Wolk	Present
	South Bergen	Greg Franz	Present
	Trico	Robert Law	Present
<b>Alternates:</b>			
	#1 Morris	Jon Rheinhardt	Present
	#2 Ocean	Veronica Laureigh	Present
	#3 Central	William Northgrave	Present
	#4 PMM	Thomas Merchel	Present
	#5 Sub-Muni	Megan Champney	Present

**APPOINTED OFFICIALS PRESENT:**

Executive Director/ Administrator	<b>PERMA Risk Management Services</b>	Stephen Sacco	Present
Attorney	<b>Dorsey &amp; Semrau</b>	Fred Semrau, Esq.	Present
Treasurer		Charles S. Cuccia	Present
Underwriting Managers	<b>The Danskin Agency Conner Strong &amp; Buckelew</b>	Chuck Casagrande Mike Avalone	Present Present
Claims Administrator	<b>King Moench Hirniak &amp; Mehta</b>	Peter King, Esq.	Present
Environmental Engineering Services	<b>First Environment</b>	Rich Erickson	Present
Actuary	<b>AON</b>	Chas Kullman	Present
Auditor	<b>Nisivoccia, L.L.P.</b>	Francis "Bud" Jones	Present

**OTHERS PRESENT:**

David Grubb, PERMA  
Joseph Hrubash, PERMA  
Cate Kiernan, PERMA  
Brad Stokes, PERMA  
Pauline Kontomanolis, PERMA  
Robyn Walcoff, PERMA  
Jason Thorpe, PERMA  
Sandra Cantwell, PERMA  
Brandon Tracy, PERMA  
Michael Guarino, Morris JIF  
Paul Miola, AJ Gallagher  
Paul Forlenza, AJ Gallagher  
Ezio Altamura, RMC  
Frank Covelli, RMC  
Paul Shives, J.A. Montgomery  
Clark LaMendola, LaMendola Associates

**APPROVAL OF MINUTES:** March 26, 2021

**MOTION TO APPROVE OPEN MINUTES OF MARCH 26, 2021**

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

**CORRESPONDENCE**

Mr. Sacco referred to the E-JIF Power of Collaboration advertisement regarding the Newark Bay II litigation.

**TREASURER**

Mr. Cuccia presented his report, Resolution No. 18-21 confirming the April Bill List, Resolution No. 19-21 confirming the May Bill List, and Resolution No. 20-21 approving the June Bill List as follows:

**RESOLUTION 18-21 - APRIL BILL LIST**

<b>FUND YEAR</b>	<b>AMOUNT</b>
2021	\$ 68,787.32
<b>Total</b>	<b>\$ 68,787.32</b>

**RESOLUTION 19-21 - MAY BILL LIST**

<b>FUND YEAR</b>	<b>AMOUNT</b>
2021	\$ 130,226.78
<b>Total</b>	<b>\$ 130,226.78</b>

**RESOLUTION 20-21 - JUNE BILL LIST**

<b>FUND YEAR</b>	<b>AMOUNT</b>
2020	\$ 16,604.00
2021	\$ 111,360.41
<b>Total</b>	<b>\$ 127,964.41</b>

**MOTION TO APPROVE PAYMENT OF BILLS - RESOLUTION NOS. 18-21, 19-21, AND 20-21**

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

**EXECUTIVE DIRECTOR/ADMINISTRATOR:**

**AUDITOR YEAR-END REPORTS** - Mr. Sacco referred to the Audit Report as of December 31, 2020 that was emailed to the Executive Board prior to 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 Statement of Revenue, Expenses and Changes in Net Position breakdown contained within the audit report. He informed the Board that the Fund has just over \$22.1 million in Net Position and is excellent financial condition as of the end of 2020. Mr. Jones that there were no findings or recommendations associated with the audit. Following Mr. Jones' presentation, Mr. Sacco requested a motion to adopt the Resolution certifying the 2020 Audit and indicated that the Group Affidavit had to be executed.

**MOTION TO APPROVE YEAR-END FINANCIALS, ADOPT RESOLUTION #21-21 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 Wolk  
**ROLL CALL VOTE:** Unanimous

**ASTs WITH UGP TESTING REIMBURSEMENTS** – Mr. Sacco said Aboveground Storage Tanks (ASTs) with underground piping (UGP) was once a large source of claims for the E-JIF. He noted that UGP claims have dropped significantly since the testing reimbursement policy has been implemented. Mr. Sacco advised that the E-JIF Professionals are recommending revising the testing policy and allowing members to be eligible for the \$400 per tank testing reimbursement on an annual basis.

**MOTION TO APPROVE THE REVISION TO THE E-JIF PERIODIC TESTING & CONSTRUCTION REQUIREMENTS FOR ASTS WITH BURIED PIPING SYSTEMS REIMBURSEMENT POLICY TO ALLOW MEMBERS TO RECEIVE THE \$400 PER TANK TESTING REIMBURSEMENT ON AN ANNUAL BASIS.**

**MOTION:** Commissioner Champney  
**SECOND:** Commissioner Merchel  
**ROLL CALL VOTE:** Unanimous

**ACTUARIAL IBNR ESTIMATES** – Mr. Sacco indicated that the EJIF’s Actuarial IBNR Estimates valued as of March 31, 2021 was enclosed within the agenda booklet. He noted that the Fund’s actuary, Mr. Kullmann of Aon was present during the meeting. Mr. Kullmann reported during Quarter 1 of 2021 there was less than 100,000 in reported loss and no new claims to the loss run. He advised that the ultimate loss estimates for policy year 2020 and prior decreased by approximately 670,000.

**NEXT MEETING** - The next meeting of the EJIF is scheduled for Wednesday, September 1, 2021 and members will be notified whether it will be done in-person or via zoom.

**FINANCIAL FAST TRACK** – Mr. Sacco referred to Financial Fast Track as of March 31, 2021 enclosed within the agenda booklet. He reported that the statutory surplus stands at \$22.8 million and noted that the Fund is in excellent financial shape.

**ATTORNEY:**

Mr. Semrau reported that with regard to the Newark Bay II Federal Litigation, the Fund Professionals have notified over 25 members that the E-JIF will be handling the claim on their behalf.

**UNDERWRITING MANAGERS:**

Mr. Casagrande referred to the Underwriting Managers report enclosed within the agenda packet.

**ENVIRONMENTAL ENGINEER:**

Mr. Erickson referred to the status update on the Stormwater Training Video project enclosed within the agenda packet. He advised that he and the videographer will try to do the video shooting in the months of June and July and hope to do the editing for the next two to three months after that. Chairman Tomasko commented that he read that DEP is in the process of rewriting the stormwater management permit for approximately the 2023 year. Chairman Tomasko asked if DEP will change the stormwater regulations and requirements again. Mr. Erickson advised that although DEP is in that process, with the new formatting being done for the video update, it will be easier to update changes in the future.

Lastly, Mr. Erickson reported that DEP’s focus on PFAS has moved from the drinking water side and now includes the sludge side for treatment wastewater. He added that DEP has been requesting survey information from the sewerage authorities.

**ACTUARY**

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

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None.

**MEETING OPENED TO PUBLIC FOR COMMENT:**

No public comments were made.

**PUBLIC COMMENT PORTION OF THE MEETING CLOSED**

**CLAIMS COMMITTEE**

Mr. King advised that the Claims Committee met on June 1<sup>st</sup> and is recommending that the PARs be approved as presented.

**MOTION TO APPROVE THE PARs AS RECOMMENDED BY THE CLAIMS COMMITTEE.**

<b>MOTION:</b>	Commissioner Nolan
<b>SECOND:</b>	Commissioner Laureigh
<b>ROLL CALL VOTE:</b>	Unanimous

**MOTION TO ADJOURN MEETING**

<b>MOTION:</b>	Chairman Tomasko
<b>SECOND:</b>	Commissioner Nolan
<b>VOTE:</b>	Unanimous

Meeting Adjourned: 11:09 AM

*Next Meeting:*

**September 2021  
Meeting Format TBD**

*Respectfully submitted,*

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Prepared by Jason D. Thorpe, Assistant Secretary

# NEW JERSEY MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND BILLS LIST

Resolution No. 18-21

APRIL 2021

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 2021**

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001625			
001625	PERMA RISK MANAGEMENT SERVICES	POSTAGE 3/21	11.96
001625	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 4/21	27,067.67
			<b>27,079.63</b>
001626			
001626	DORSEY & SEMRAU	ATTORNEY FEE 4/21	7,331.17
			<b>7,331.17</b>
001627			
001627	CHARLES CUCCIA	TREASURER FEE 4/21	1,740.58
			<b>1,740.58</b>
001628			
001628	DANSKIN INSURANCE AGENCY INC	UNDERWRITING MANAGER FEE 4/21	21,438.75
			<b>21,438.75</b>
001629			
001629	BOROUGH OF BEACH HAVEN	REIM FOR TEST & CONSTRUCT W PIPES 3/21	400.00
			<b>400.00</b>
001630			
001630	NJ ADVANCE MEDIA	ACCT# XNJEN0555599 - MTG - 03.24.21	51.52
			<b>51.52</b>
001631			
001631	FIRST ENVIRONMENT, INC.	PROFESSIONAL SERVICES 1/21	9,912.33
			<b>9,912.33</b>
001632			
001632	THE CANNING GROUP LLC	QPA SERVICES 3/1/21-3/31/21	416.67
001632	THE CANNING GROUP LLC	QPA SERVICES 1/1/21-1/31/21	416.67
			<b>833.34</b>
		<b>Total Payments FY 2021</b>	<b>68,787.32</b>
		<b>TOTAL PAYMENTS ALL FUND YEARS</b>	<b>68,787.32</b>

\_\_\_\_\_  
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. 19-21

MAY 2021

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 2021**

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001633			
001633	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 5/21	27,067.67
			<b>27,067.67</b>
001634			
001634	DORSEY & SEMRAU	ATTORNEY FEE 5/21	7,331.17
			<b>7,331.17</b>
001635			
001635	CHARLES CUCCIA	TREASURER FEE 5/21	1,740.58
			<b>1,740.58</b>
001636			
001636	DANSKIN INSURANCE AGENCY INC	UNDERWRITING MANAGER FEE 5/21	21,438.75
			<b>21,438.75</b>
001637			
001637	ALLSTATE INFORMATION MANAGEMNT	ACCT# 736 - ARC. AND STOR. - 3.31.21	43.60
			<b>43.60</b>
001638			
001638	FIRST ENVIRONMENT, INC.	PROFESSIONAL SERVICES 3/21	49,456.26
001638	FIRST ENVIRONMENT, INC.	PROFESSIONAL SERVICES 2/21	22,732.08
			<b>72,188.34</b>
001639			
001639	THE CANNING GROUP LLC	QPA SERVICES 4/1/21-4/30/21	416.67
			<b>416.67</b>
		<b>Total Payments FY 2021</b>	<b>130,226.78</b>
		<b>TOTAL PAYMENTS ALL FUND YEARS</b>	<b>130,226.78</b>

\_\_\_\_\_  
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. 20-21

JUNE 2021

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 2020**

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001640			
001640	NISIVOCCIA & COMPANY	2020 EJIF AUDIT	16,604.00
			<b>16,604.00</b>
		<b>Total Payments FY 2020</b>	<b>16,604.00</b>

**FUND YEAR 2021**

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001641			
001641	PERMA RISK MANAGEMENT SERVICES	POSTAGE 4/21	12.43
001641	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 6/21	27,067.67
			<b>27,080.10</b>
001642			
001642	DORSEY & SEMRAU	ATTORNEY FEE 6/21	7,331.17
			<b>7,331.17</b>
001643			
001643	CHARLES CUCCIA	TREASURER FEE 6/21	1,740.58
			<b>1,740.58</b>
001644			
001644	PRINCETON PUBLIC AFFAIRS GROUP	PROFESSIONAL SERVICES 5/21	3,750.00
001644	PRINCETON PUBLIC AFFAIRS GROUP	PROFESSIONAL SERVICES 4/21	3,750.00
			<b>7,500.00</b>
001645			
001645	DANSKIN INSURANCE AGENCY INC	UNDERWRITING MANAGER FEE 6/21	21,438.75
			<b>21,438.75</b>
001646			
001646	ALLSTATE INFORMATION MANAGEMNT	ACCT# 736 - ARC. AND STOR. - 4.30.21	32.48
			<b>32.48</b>
001647			
001647	FIRST ENVIRONMENT, INC.	PROFESSIONAL SERVICES 4/21	40,387.33
			<b>40,387.33</b>
001648			
001648	ORIGAMI RISK LLC	LICENSES FOR YEAR 2 PURSUANT - 4.19.21	5,850.00
			<b>5,850.00</b>
		<b>Total Payments FY 2021</b>	<b>111,360.41</b>
		<b>TOTAL PAYMENTS ALL FUND YEARS</b>	<b>127,964.41</b>

\_\_\_\_\_  
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 #21-21**

**Resolution of Certification  
Annual Audit Report for Period Ending December 31, 2020**

**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 2020 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, 2021**