

**NJ MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND
OPEN MINUTES
MEETING OF MARCH 26, 2021
ZOOM VIRTUAL MEETING
9:20 AM**

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

Pledge of Allegiance

ROLL CALL OF EXECUTIVE COMMITTEE:

Chairman:	Bergen	Paul Tomasko	Present
Secretary:	NJUA	Bernie Rutkowski	Absent
Executive Committee:	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
Alternates:			
	#1 Morris	Jon Rheinhardt	Present
	#2 Ocean	Veronica Laureigh	Present
	#3 Central	William Northgrave	Present
	#4 PMM	Thomas Merchel	Absent
	#5 Sub-Muni	Megan Champney	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	Absent

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
Michael Guarino, Morris JIF
William Close, Morris JIF
Don Sciolaro, Waldwick
Jonathon Tavares, CS&B
Paul Miola, AJ Gallagher
Ezio Altamura, RMC
Lindsay Travali, RMC
Alison Kelly, RMC
Paul Shives, J.A. Montgomery
Russ Huntington, Esq., Huntington Bailey

APPROVAL OF MINUTES: January 6, 2021

MOTION TO APPROVE OPEN MINUTES OF JANUARY 6, 2021

MOTION: Commissioner Rheinhardt
SECOND: Commissioner Laureigh
VOTE: Unanimous

CORRESPONDENCE

None

TREASURER

Mr. Cuccia presented his report, Resolution No. 14-21 confirming the February Bill List, and Resolution No. 15-21 approving the March Bill List as follows:

RESOLUTION 14-21 - FEBRUARY BILL LIST

FUND YEAR	AMOUNT
2020	\$ 71,748.33
2021	\$ 62,483.95
Total	\$ 134,232.28

RESOLUTION 15-21 - MARCH BILL LIST

FUND YEAR	AMOUNT
2020	\$ 40.63
2021	\$ 65,363.58
Total	\$ 65,404.21

MOTION TO APPROVE PAYMENT OF BILLS - RESOLUTION NOS. 14-21 AND 15-21

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

EXECUTIVE DIRECTOR/ADMINISTRATOR:

REVISED 2021 BUDGET AND RELATED 2021 PROFESSIONAL FEE AMENDMENTS – Mr. Sacco referred to the revised 2021 budget enclosed within the agenda packet. He reported that the revisions reflect the changes in membership to the local JIF’s for 2021 as the E-JIF added 2 new members. Mr. Sacco advised that as a result of the additional members, the contract amounts for certain professionals should be amended. He then referred to Resolution #16-21 amending the 2021 fee amounts for certain Fund Professionals and Service Organizations enclosed within the agenda packet.

MOTION TO APPROVE THE REVISIONS TO THE 2021 BUDGET TO REFLECT THE CHANGES IN MEMBERSHIP AND PROFESSIONAL FEES AND TO ADOPT RESOLUTION # 16-21 AMENDING THE CONTRACTED AMOUNTS OF CERTAIN PROFESSIONALS AND SERVICE ORGANIZATIONS FOR FUND YEAR 2021.

MOTION: Chairman Tomasko
SECOND: Commissioner Franz
ROLL CALL VOTE: Unanimous

NEWARK BAY II LITIGATION – Mr. Sacco reported that a Federal litigation has now been filed in regards to this case. He advised that the Third-Party Plaintiffs group filed a complaint against the Passaic Valley Sewerage Commission and the associated municipalities. Mr. Sacco further advised that the E-JIF will respond on behalf of their insureds, just as the Fund did in the State litigation. Mr. Sacco said letters have been sent to our insureds, and we are in the process of scheduling zoom call(s) with all involved. Mr. Semrau added that a presentation is being prepared for the zoom call with all members involved.

STORMWATER TRAINING VIDEOS – Mr. Sacco reported that as previously discussed, the Coverage Committee is recommending that the E-JIF remake the stormwater training videos. He advised that the Environmental Engineer and Fund QPA finalized the specifications for the videographer portion of the project and issued an RFQ. Mr. Sacco advised that two quotes were received and the Environmental Engineer is recommending that the contract be awarded to Kurt Voltmann at a fee not to exceed \$17,820. He added that the Environmental Engineer is requesting a fee not to exceed \$30,000 for the re-write and production of the training videos.

MOTION TO ADOPT RESOLUTION # 17-21 AUTHORIZING THE AWARD OF A REQUIRED DISCLOSURE CONTRACT WITH KURT VOLTSMANN, FOR MUNICIPAL STORMWATER TRAINING VIDEO PROCUREMENT RFQ 1-2021 IN AN AMOUNT NOT TO EXCEED \$17,820 AND APPROVE A FEE NOT TO EXCEED \$30,000 FOR FIRST ENVIRONMENT FOR THE RE-WRITE OF THE STORMWATER TRAINING VIDEOS AND PRODUCTION.

MOTION:	Commissioner Laureigh
SECOND:	Chairman Tomasko
ROLL CALL VOTE:	Unanimous

ACTUARIAL IBNR REPORT- Enclosed in Appendix II (Page 23) for your review, you will find the Actuarial IBNR estimates valued as of December 31, 2020. A verbal report will be provided by the Fund's actuary.

ATTORNEY:

Mr. Semrau reported that the most significant item for the Fund is to adequately address the Newark Bay II Federal Litigation.

UNDERWRITING MANAGERS:

Mr. Casagrande advised that if members have brownfields and contaminated properties, there are coverage options outside of the Fund. He noted that the Underwriting Managers will assist any local units for such projects that need to be placed outside the E- JIF Coverage parameters.

ENVIRONMENTAL ENGINEER:

Mr. Erickson reported that he will be meeting with NJ DEP in the upcoming week to discuss the stormwater training video production and DEP seems to be enthusiastic about being involved in the project.

ACTUARY

Mr. Kullman referred to his report within the agenda. He reported that there was improvement year over year. He noted that for fund year 2019 and prior there was approximately a \$2 million reduction in ultimate loss and an increase in recoverable of approximately \$1 million.

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 there were no claims for the month.

MOTION TO ADJOURN MEETING

MOTION: Commissioner Northgrave
SECOND: Commissioner Wolk
VOTE: Unanimous

Meeting Adjourned: 9:35 AM

Next Meeting:

June 2021
Zoom Virtual Meeting

Respectfully submitted,

Prepared by Jason D. Thorpe, Assistant Secretary

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

Resolution No. 14-21

FEBRUARY 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>
001607			
001607	PERMA RISK MANAGEMENT SERVICES	POSTAGE 12/20	20.10
001607	PERMA RISK MANAGEMENT SERVICES	POSTAGE 11/20	11.50
			31.60
001608			
001608	ALLSTATE INFORMATION MANAGEMNT	ACCT#736 - ARC & STOR - 12.31.20	32.48
			32.48
001609			
001609	FIRST ENVIRONMENT, INC.	PROF. SERVICES FOR PD END 12.31.20	41,790.58
			41,790.58
001610			
001610	THE CANNING GROUP LLC	QPA SERVICES 12/20	416.67
			416.67
001616			
001616	PETER J. KING, ESQ	RETAINER FOR 2020 PER 1.6.20 ADDENDUM	29,477.00
			29,477.00
		Total Payments FY 2020	71,748.33

FUND YEAR 2021

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001611			
001611	PERMA RISK MANAGEMENT SERVICES	EXEC. DIR. FEE 2/21 & UNDPMT 1/21	27,898.21
			27,898.21
001612			
001612	DORSEY & SEMRAU	ATTORNEY FEE 2/21 & UNDPMT 1/21	7,414.08
			7,414.08
001613			
001613	CHARLES CUCCIA	TREASURER FEE 2/21	1,740.58
			1,740.58
001614			
001614	PRINCETON PUBLIC AFFAIRS GROUP	PROFESSIONAL SERVICES 1/21	3,750.00
			3,750.00
001615			
001615	DANSKIN INSURANCE AGENCY INC	UNDWRING FEE 2/21 & UNDPMNT 1/21	21,681.08
			21,681.08
		Total Payments FY 2021	62,483.95
		TOTAL PAYMENTS ALL FUND YEARS	134,232.28

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. 15-21

MARCH 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>
001617			
001617	PERMA RISK MANAGEMENT SERVICES	2020 A.ATRIX 1099 FILING	40.63
			40.63
		Total Payments FY 2020	40.63

FUND YEAR 2021

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001618			
001618	PERMA RISK MANAGEMENT SERVICES	POSTAGE 2/21	5.00
001618	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 3/21	27,067.67
			27,072.67
001619			
001619	DORSEY & SEMRAU	ATTORNEY FEE 3/21	7,331.17
			7,331.17
001620			
001620	CHARLES CUCCIA	TREASURER FEE 3/21	1,740.58
			1,740.58
001621			
001621	PRINCETON PUBLIC AFFAIRS GROUP	PROFESSIONAL SERVICES 3/21	3,750.00
001621	PRINCETON PUBLIC AFFAIRS GROUP	PROFESSIONAL SERVICES 2/21	3,750.00
			7,500.00
001622			
001622	DANSKIN INSURANCE AGENCY INC	UNDERWRITING MANAGER FEE 3/21	21,438.75
			21,438.75
001623			
001623	NJ ADVANCE MEDIA	ACCT# XNJEN0555599 - AWARD - 01.18.21	162.75
001623	NJ ADVANCE MEDIA	ACCT# XNJEN0555599 - NOTICE - 01.06.21	52.70
			215.45
001624			
001624	ALLSTATE INFORMATION MANAGEMNT	ACCT# 736 - ARC. AND STOR. - 2.28.21	32.48
001624	ALLSTATE INFORMATION MANAGEMNT	ACCT# 736 - ARC. AND STOR. - 1.31.21	32.48
			64.96
		Total Payments FY 2021	65,363.58
		TOTAL PAYMENTS ALL FUND YEARS	65,404.21

Chairperson

Attest:

Dated:

I hereby certify the availability of sufficient unencumbered funds in the proper accounts to fully pay the above claims.

Treasurer

RESOLUTION NO. 16-21

NEW JERSEY MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND
(Hereinafter referred to as the "FUND")
AMENDING THE APPOINTMENT OF CERTAIN PROFESSIONALS AND SERVICE ORGANIZATIONS
FOR FUND YEAR 2021

WHEREAS, the FUND is duly constituted as a Municipal Joint Insurance Fund, as permitted under the laws promulgated by the State of New Jersey, (N.J.S.A. 40A-36, et. seq.); and

WHEREAS, the New Jersey Municipal Environmental Risk Management Fund (hereinafter the Fund) appointed by way of Resolutions 2-21 and 3-21, certain professionals for the 2021 fund year; and

WHEREAS, as a result of additional members, the contract amounts for certain professionals should be amended.

NOW, THEREFORE, BE IT RESOLVED, by the Fund's Executive Committee that Resolutions 2-21 and 3-21 contract limitations as it pertains to 2021 should be amended as follows:

- I. **PERMA Risk Management Services as Administrator, Stephen Sacco** is appointed as **Executive Director, Joseph P. Hrubash as Deputy Executive Director & Bradford Stokes as Assistant Executive Director** and as **agents for process of service**, is amended to reflect the annual amount of \$324,812.
- II. **Fred Semrau, Esq. of Dorsey & Semrau as Fund Attorney providing General Counsel**, is amended to reflect the annual amount of \$87,974. – (*Professional Service Agreements in accordance with a non-fair and open process pursuant to NJSA 19:44A-20.4 et. seq.*)
- III. **Peter King, Esquire** is appointed to serve as the FUND's **Claims Supervisor**, is amended to reflect the annual amount of \$30,407.
- IV. **The Danskin Insurance Agency, Inc. and Conner Strong & Buckelew** are hereby appointed as **co-Underwriting Managers** for the FUND is amended to reflect the annual amount of \$257,265.
- V. **Richard Erickson of First Environment** is hereby appointed to provide **Environmental Engineering/Services** to the FUND is amended to reflect the annual amount of \$455,169.

BE IT FURTHER RESOLVED, that contracts were awarded in accordance with the competitive contracting process under the New Jersey Local Publics Contract Law NJSA 40A:11-4.1 et Seq. (*unless noted otherwise*)

ADOPTED: this day by the Governing Body,

RESOLUTION NO. 17-21

NEW JERSEY ENVIRONMENTAL JOINT INSURANCE FUND

**“Authorize the Award of a Required Disclosure Contract with Kurt Voltmann, for
Municipal Stormwater Training Video Procurement RFQ 1-2021**

WHEREAS, the New Jersey Environmental Joint Insurance Fund (FUND) has a need for Municipal Stormwater Training Video Procurement in accord with its public operations through Kurt Voltmann, 1635 Putnam Ave, Apt 1A, Queens, NY, 11385 as a required disclosure contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

WHEREAS the value of the acquisition will exceed \$17,500; and,

WHEREAS The Fund sought three (3) informal quotations for service in accord with N.J.S.A. 40A:11-6; and

WHEREAS the Fund received two (2) responses from Kurt Voltmann and Aerial Photos of NJ; and

WHEREAS, Rich Erickson, Senior Associate, of First Environment, the Funds Consultant has examined the responses and recommended Kurt Voltmann as the vendor; and

WHEREAS, the response determined to be the most advantageous quote based upon price and other factors is from Kurt Voltmann, 1635 Putnam Ave, Apt 1A, Queens, NY, 11385 in the amount of \$17,620.00; and

WHEREAS, Kurt Voltmann, 1635 Putnam Ave, Apt 1A, Queens, NY, 11385 has completed and submitted a Business Entity Disclosure Certification and a Personal Contribution Disclosure form which certifies that Kurt Voltmann, 1635 Putnam Ave, Apt 1A, Queens, NY, 11385 has not made any reportable contributions to a political or candidate committee in the previous one year, and that the contract will prohibit Kurt Voltmann, 1635 Putnam Ave, Apt 1A, Queens, NY, 11385 from making any reportable contributions through the term of the contract, and

WHEREAS the Chief Financial Officer hereby certifies that funds NOT TO EXCEED \$17,620.00 are available as follows.

Line Item: General Contingency

NOW, THEREFORE, BE IT RESOLVED, that the Fund Commissioners of the New Jersey Environmental Joint Insurance Fund authorizes the Executive Director to enter into a contract with Kurt Voltmann, 1635 Putnam Ave, Apt 1A, Queens, NY, 11385 for the tenets as found within RFQ 1-2021 Video Producer