

NJ MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND
OPEN MINUTES
MEETING OF NOVEMBER 15, 2017
ATLANTIC CITY, NEW JERSEY
12:00 PM

Meeting called to order by Robert Landolfi. The Open Public Meeting Notice was read into the record.

ROLL CALL OF 2017 EXECUTIVE COMMITTEE:

Chairman:	Central	Robert Landolfi	Present
Secretary:	Sub Essex JIF	Joe Catenaro	Absent
Executive Committee:	Monmouth	Thomas Nolan	Present
	Camden	Joe Wolk	Present
	Sub-Muni	Jim Gildea	Absent
	Trico	Robert Law	Present
	Ocean	Paul Shives	Present
	South Bergen	Greg Franz	Present
Alternates:			
	#1 Bergen	Paul Tomasko	Present
	#2 Burlco	Meghan Jack	Present
	#3 NJUA	Bernie Rutkowski	Present
	#4 PMM	Tom Czeniecki	Present
	#5 Morris	Michael Guarino	Absent

APPOINTED OFFICIALS PRESENT:

Executive Director/ Administrator	Perma Risk Management Services	Stephen Sacco	Present
Attorney	Dorsey & Semrau	Fred Semrau, Esq.	Present
Treasurer		Charles S. Cuccia	Absent
Underwriting Managers	The Danskin Agency Conner Strong & Buckelew	Chuck Casagrande Mike Avalone	Present Present
Claims Administrator	King and Petracca	Peter King, Esq.	Present
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
Brad Stokes, PERMA
Pauline Kontomanolis, PERMA
Jason Thorpe, PERMA
Joen Ciannella, PERMA
John Casagrande, Danskin Agency
Alison Kelly, Danskin Agency
Sue Sharpe, Dorsey & Semrau
Paul Miola, AJG
Art Clarke, First Environment
Paul Forlenza, AJG
Paul Bent, Pathways
Matt Mee, PS&S
Richard Hirsch, Longport
Frank Covelli, RMC

APPROVAL OF MINUTES: October 18, 2017

MOTION TO APPROVE OPEN & CLOSED MINUTES OF OCTOBER 18, 2017

MOTION: Commissioner Rutowski
SECOND: Commissioner Wolk
VOTE: 9 ayes, 0 nays, 1 abstention
 Commissioner Shives

CORRESPONDENCE

None

TREASURER

Mr. Sacco informed the Board that Mr. Cuccia was unable to attend the meeting. He then presented the treasurer’s report and Resolution No. 26-17 approving the November Bill List as follows:

RESOLUTION 26-17 – NOVEMBER BILL LIST

FUND YEAR	AMOUNT
2017	\$ 48,630.67
Total	\$ 48,630.67

MOTION TO APPROVE PAYMENT OF BILLS - RESOLUTION NO. 26-17

MOTION: Commissioner Nolan
SECOND: Commissioner Law

ROLL CALL VOTE: 9 ayes, 0 nays, 1 abstention
Commissioner Shives

EXECUTIVE DIRECTOR/ADMINISTRATOR:

COVERAGE COMMITTEE MEETING – Mr. Sacco reported that the E-JIF Coverage Committee met prior to the Executive Committee meeting to review the proposed revised storage tank form, the proposed transit coverage endorsement, and the revised Risk Management Plan. He then asked Mr. Casagrande to provide an overview of the three items that were discussed. Mr. Casagrande reported that the first item discussed was the revised storage tank form. He referred to the proposed revised storage tank form enclosed within the agenda. He noted that Coverage Committee reviewed the proposed form and is recommending adoption for 2018. Mr. Casagrande added that the intention is not to change coverage but to update the form. Mr. Casagrande reported that the second item discussed was the proposed transit coverage endorsement. He noted that the E-JIF has an automobile exclusion which can be modified by accepting coverage for transit coverage. He added that the Coverage Committee is recommending a sub-limit of 250,000. Mr. Casagrande reported that the last item discussed was the revised Risk Management Plan. He informed the Board that the Risk Management Plan is slightly modified each year but noted that the version being proposed has been rewritten. Mr. Casagrande advised that the main item in the revised Risk Management Plan pertains to the coverage grant for unknown/undisclosed tanks. He noted that it is not a coverage, it is a coverage grant which is clarified in the revised Risk Management Plan. He added that the revised Risk Management Plan clarifies that it is per location and not per tank. He further added that members will have a lifetime limit of 3 grants. Mr. Casagrande informed the Board that the Coverage Committee is recommending approval of all 3 items. Mr. Sacco added that upon approval, all 3 item will take effect January 1, 2018.

MOTION TO APPROVE THE PROPOSED REVISED STORAGE TANK FORM.

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

MOTION TO APPROVE THE PROPOSED TRANSIT COVERAGE ENDORSEMENT.

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

MOTION TO APPROVE THE REVISED RISK MANAGEMENT PLAN.

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

2018 FUND REORGANIZATION SCHEDULE - Mr. Sacco indicated that a motion was needed for the Fund to schedule the Reorganization meeting for 2018.

MOTION TO SCHEDULE THE 2018 REORGANIZATION MEETING FOR THE E-JIF ON WEDNESDAY, JANUARY 3, 2018 AT 10:50 AM AT THE FORSGATE COUNTRY CLUB AND ADVERTISE SAME IN ACCORDANCE WITH THE OPEN PUBLIC MEETINGS ACT.

MOTION:	Commissioner Wolk
SECOND:	Commissioner Czerniecki
VOTE:	Unanimous

NOMINATING COMMITTEE - The Nominating Committee (*Joseph Catenaro, Robert Landolfi*) will be meeting prior to the January 3, 2018 reorganization meeting. Their recommend slate will be presented at that time.

2017 COMMISSIONER COMPENSATION - Mr. Sacco referred to the attendance record for 2017 enclosed within the agenda booklet along with the payment voucher. He reminded the Board that the Fund adopted resolution #9-17 at its re-organization meeting which authorized the Treasurer to make payments to Fund Commissioners for 2017 meeting attendance.

FINANCIAL FAST TRACK – Mr. Sacco referred to the September 30th Financial Fast Track enclosed within the agenda booklet. He informed the Committee that as of September 30th the Fund increased its statutory surplus by \$2.8 million for a total of \$19.4 million.

COMMISSIONER SHIVES – Mr. Sacco informed the Board that Commissioner Shives is retiring at the end of the year and it will be his last meeting. He thanked him for his service throughout the years and wished him well.

ATTORNEY:

Mr. Semrau commented that the Fund has had a good year and commended the E-JIF professionals and Board members.

UNDERWRITING MANAGERS:

Mr. Casagrande reported that the excess renewal is being finalized.

Lastly, Mr. Casagrande said that he was disappointed with the attendance at the recent E-JIF seminars. Mr. Avalone suggested posting the seminar presentation to the E-JIF website and announce that it is there.

ENVIRONMENTAL ENGINEERING:

Mr. Gulics reviewed the attendance counts for the E-JIF seminars. He noted that attendance was light and said that some incentive is needed for more people to attend. Commissioner Law suggested that the credits provided being expanded to include CFOs. Mr. Gulics indicated that he would look into including additional credits.

Mr. Erickson reported that his member database has been submitted to Perma.

ACTUARY

Mr. Sacco informed the Board that there is no actuary report for the month.

OLD BUSINESS:

None.

NEW BUSINESS:

None

MEETING OPENED TO PUBLIC FOR COMMENT:

None

PUBLIC COMMENT PORTION OF THE MEETING CLOSED

CLOSED SESSION:

MOTION FOR EXECUTIVE SESSION TO DISCUSS CLAIMS AND POTENTIAL LITIGATION.

MOTION:	Commissioner Shives
SECOND:	Commissioner Wolk
VOTE:	Unanimous

MOTION TO RETURN TO OPEN SESSION

MOTION:	Commissioner Shives
SECOND:	Commissioner Rutowski
VOTE:	Unanimous

MOTION TO APPROVE THE PARS AS PRESENTED DURING CLOSED SESSION

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

MOTION TO ADJOURN MEETING

MOTION: Commissioner Law
SECOND: Commissioner Nolan
VOTE: Unanimous

Meeting Adjourned: 12:18 PM

Next Meeting:

**January 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. 26-17

NOVEMBER 2017

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>
001161			
001161	PAULUS,SOKOLOWSKI & SARTOR LLC	ENGINEERING SERVICES - 09/30/2017	1,270.00
001161	PAULUS,SOKOLOWSKI & SARTOR LLC	ENGINEERING SERVICES - 09/30/2017	5,878.80
			7,148.80
001162			
001162	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 10/217	25.03
001162	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 11/2017	21,488.81
			21,513.84
001163			
001163	CHARLES CUCCIA	TREASURER FEE 11/2017	1,608.00
			1,608.00
001164			
001164	DANSKIN INSURANCE AGENCY INC	UNDERWRITING MANAGER FEE 11/2017	18,312.82
			18,312.82
001165			
001165	NJ ADVANCE MEDIA	ACCT: XNJEN0555599 - 10/27/2017 - MTG	21.70
			21.70
001166			
001166	ALLSTATE INFORMATION MANAGEMNT	ACCT: 736 - ACT & STOR 9/30/2017	25.51
			25.51

Total Payments FY 2017

TOTAL PAYMENTS ALL FUND YEARS \$ 48,630.67