

**MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND
OPEN MINUTES MEETING – NOVEMBER 9, 2022
HANOVER MUNICIPAL BUILDING
12:00 PM**

Meeting of Fund Commissioners was called to order by Chairwoman Rinaldi, who read the Open Public Meeting Notice as follows:

In accordance with the Open Public Meetings Act, notice of this meeting was provided by:

- I. sending sufficient notice to the Daily Record and The Star Ledger
- II. advance written notice of this meeting was filed with the Clerk/Administrator of each member municipality and,
- III. posting this notice on the Public Bulletin Board of all member municipalities

Chairwoman Rinaldi led the board in the Pledge of Allegiance.

Chairwoman Rinaldi asked for 2022 Roll Call.

ROLL CALL OF 2022 FUND COMMISSIONERS:

Mount Arlington	Carolyn Rinaldi	Present
Pequannock	Adam Brewer	Present
Netcong	Ralph Blakeslee	Absent
East Hanover	Joseph Tempesta	Absent
Mountain Lakes	Mitchell Stern	Present
Rockaway Township	Lisa Palmieri	Present
Stanhope	Brian McNeilly	Present

Andover	Patricia Bussow	Absent
Bloomingtondale	Mike Sondermeyer	Absent
Boonton Town	Neil Henry	Absent
Boonton Township	Douglas Cabana	Present
Butler	Jim Lampmann	Present
Chatham Township	Ziad SheHADy	Absent
Chatham Borough	Stephen Williams	Absent
Chester	Margaret Nordstrom	Present
Denville	Steven Ward	Present
Dover	Jonathan Delaney	Present
Essex Fells	Francine Paserchia	Absent
Florham Park	Bill Huyler	Absent
Frelinghuysen	Donna Zilberfarb	Present
Hanover	Silvio Esposito	Present
Hawthorne	Eric Maurer	Absent
Hopatcong	Ronald Tappan	Absent
Kinnelon	James Freda	Absent
Lincoln Park	Perry Mayers	Present
Long Hill	Nancy Malool	Absent
Madison	James Burnet	Absent
Mendham Borough	Joyce Bushman	Absent
Mendham Township	Jason Gabloff	Absent

Millburn	Matthew Laracy	Absent
Montville	June Hercek	Absent
Morris Plains	Rosanne Denman	Absent
Mount Olive	Claudia Tomasello-Quinn	Present
North Caldwell	Kevin O'Sullivan	Absent
Pompton Lakes	Paula Cozzarelli	Present
Randolph	Debbie Bonanno	Present
Ringwood	Scott Heck	Absent
Riverdale	Paul Carelli	Absent
Rockaway Borough	Patricia Reiche	Absent
South Orange Village	Julie Doran	Present
Sparta	Neil Spidaletto	Absent
Washington Twp	Andrew Coppola	Absent
West Caldwell	Nikole Baltycki	Present
West Milford	William Senande	Absent
Wharton	Joseph Kovalcik	Present

2022 FUND COMMISSIONER ALTERNATES:

Mount Arlington	Lauren Schaeffner (Alt.)	Absent
Netcong	Elmer Still (Alt.)	Absent
East Hanover	Kenneth Huelbig (Alt.)	Present
Mountain Lakes	Shawn Bennett	Absent
Rockaway Township	Patricia Seger (Alt.)	Absent
Stanhope	Dana Mooney (Alt.)	Absent

Andover	Toni Grisaffi (Alt.)	Absent
Bloomingtondale	Sherry Gallagher (Alt.)	Absent
Boonton Town	Cynthia Oravits (Alt.)	Absent
Butler	James Kozimor (Alt.)	Absent
Chatham Township	Debra King (Alt.)	Absent
Chatham Borough	Karen Fornaro (Alt.)	Absent
Chester	Dena Dziergoski (Alt.)	Absent
Denville	Jessica Falce (Alt.)	Absent
Dover	Reynaldo Julve (Alt.)	Absent
Florham Park	Cindy Phillips (Alt.)	Absent
Hanover	Mark Roddy (Alt.)	Absent
Hawthorne	Jennifer Scully (Alt.)	Absent
Kinnelon	Charlie Daniel (Alt.)	Absent
Lincoln Park	Dina Valente-Stoel (Alt.)	Absent
Madison	Chrissy Mahler	Absent
Mendham Borough	Jeff Cooper (Alt.)	Absent
Mendham Township	Ross Johnson (Alt.)	Absent
Millburn	Jesse Moehlman (Alt.)	Absent
Montville	Nicholas Breiner (Alt.)	Absent

Morris Plains	Michael Koroski (Alt.)	Present
Mount Olive	Andrew Tatarenko (Alt.)	Absent
North Caldwell	Tami Michelotti (Alt.)	Absent
Randolph	Greg Poff	Absent
Ringwood	Zachary Faiola (Alt.)	Present
Riverdale	Lisa O'Neill (Alt.)	Absent
Rockaway Borough	Robert O'Connor (Alt.)	Present
Sparta	Sharon Hoeland (Alt.)	Absent
Washington Twp	Roger Read (Alt.)	Present
West Caldwell	William Wallace (Alt.)	Absent
West Milford	Catherine Shanahan (Alt.)	Absent
Wharton	Bill Hamilton (Alt.)	Absent

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator

PERMA Risk Management Services
Cathleen Kiernan

Attorney/Litigation Management

Dorsey & Semrau, LLC.
Sue Sharp

Safety Director

J.A. Montgomery Consulting
Brian Maitland
Michael Thomson
John Schwartz

Liability Claims Service

Lenape Claims Management
Theresa Laoudis

Workers Compensation
Claim Service

Qual-Lynx
Claudia Acosta

Managed Care

FMCO
Mary Bresadola

ALSO PRESENT:

Stacy Russo, Russo & Associates
Patrick Cassidy, Parisi Associates
Amy Perioni, Acrisure
Lindsay Travali, Acrisure
Renee Bays, Meeker, Sharkey & Hurley
Dave Vozza, The Vozza Agency
Charlotte Wendland, Henry O 'Baker
Frank Covelli, P.I.A.
Don Sciolaro, P.I.A.
Wayne Ring, Brown & Brown
Ezio Altamura, GJEM-Otterstedt
Dave Sgalia, Anthony S. Cupo Agency

APPROVAL OF MINUTES -

MOTION TO APPROVE OPEN MINUTES OF OCTOBER 12, 2022:

Motion: Commissioner Esposito
Second: Commissioner Stern
Vote: 20 Ayes, 0 Nays, 4 Abstains
(Commissioners Palmieri, Huelbig (Alt.), O'Connor (Alt.) Read (Alt.))

CORRESPONDENCE – None

COMMITTEE REPORTS:

Membership, Marketing & Coverage Committee, Jim Lampmann, Chair – The Fund has received a submission from the Township of Jefferson and will schedule a meeting of the committee when review is complete.

Finance Committee, Jason Gabloff, Chair – Executive Director said the Finance Committee met on November 4th to review the enclosed assessments which were developed in accordance with the Fund's assessment methodology.

Safety Committee, Bill Huyler, Chair – No report.

Contracts and Rules Committee, Ralph Blakeslee, Chair – Executive Director said the professionals that are ending their three-year contract with the Fund on 12/31/2022 are the Actuary, Attorney, Auditor, Safety Director and Law Enforcement, Payroll Auditor, and CDL testing. The Committee met on November 7, 2022 and recommends the Fund invokes the option to renew the contract for a 4th year at fees requested in initial RFP. All but the Safety Director requested 2% or provided a statement to agree to decision of Board. JAM asked for 2.3% increase, but did not collect additional fee with prior new membership, so net increase comparatively is less than 2%. This option can be invoked again next year for the 5th year of the contracts, should the Board approve. Appointments will be done at Reorganization.

Legal Review Committee, Adam Brewer, Chair – Commissioner Brewer said they would be scheduling their annual meeting for yearend review and 2023 panel recommendations.

Claims Review Committee, Mitchell Stern, Chair – Commissioner Stern said the committee met on November 7th and present for approval 7 Workers' Compensation Claims totaling Payment Authority Requests of \$658,591.04: 6 Property Claims totaling of Payment Authority Requests of \$142,997.31 and 2 Liability Claims totaling Payment Authority Requests of \$128,664.00.

EXECUTIVE DIRECTOR/ADMINISTRATOR REPORT:

2023 Budget: Last month, the Board introduced a 2023 proposed budget. All members were mailed a notice of the public hearing with the proposed budget. Budget was published in designated newspapers and Fund website. Proposed budget has been adjusted and now totals \$23,434,625, included RMC fees, representing a 6.86% increase. Finance Committee met on November 4th to review the enclosed assessments – developed in accordance with the Fund's assessment methodology.

Motion to open the public hearing on the 2023 Budget.

Motion: Commissioner Kowalski
Second: Commissioner McNeilly
Vote: Unanimous

Public Discussion of Budget & Assessments – Commissioner Kowalski thanked the Finance committee for their work on this budget. The budget is slightly less since introduction due to a correction in the worker’s compensation pension offset formula.

Motion to close the public hearing and adopt the 2023 Budget.

Motion: Commissioner Stern
Second: Commissioner Cozzarelli
Roll Call Vote: 24 Ayes, 0 Nays, 0 Abstentions

Motion to certify the 2023 Assessments

Motion: Commissioner Kowalski
Second: Commissioner Mayers
Roll Call Vote: 24 Ayes, 0 Nays, 0 Abstention

Residual Claims Fund (RCF): The public hearing on the RCF 2023 budget was held on October 19, 2022 at the Forsgate Country Club and the 2023 budget was adopted. A copy of Commissioner McNeilly’s report and proposed budget is enclosed.

Commissioner McNeilly said enclosed Resolution 28-22 authorizes the transfer of the Morris County Municipal JIF’s Fund Year 2018 liabilities to the Residual Claims Fund as of December 31, 2022 valuation. This resolution will be added to the consent agenda.

Environmental JIF: The public hearing on the EJIF 2023 budget was held on October 19, 2022 at the Forsgate Country Club and the 2023 budget was adopted. Enclosed is a copy of Commissioner McNeilly’s report and adopted budget. Executive Director said the PFAS (forever chemicals) claim sweep letter was sent to all members via certified mail and emailed to Fund Commissioners and Risk Managers. The first in the series of updated Stormwater videos has been uploaded to the MEL MSI website. It is also streaming via the MEL webpage, but if completed using the MSI – there will be record.

MEL Report: The MEL met on October 19, 2022 at the Forsgate Country Club and scheduled its public hearing for 12:30 on November 16, 2022 in the Steel Pier Room at the Sheraton Hotel, Atlantic City, NJ. Enclosed is a copy of Commissioner Brewer’s report and proposed budget.

Executive Director said during the week of the League the MEL Cocktail Party is scheduled for Wednesday night at Bally’s in the VIP room from 6-8pm. An email invitation was sent to all Fund Commissioners. Event is sponsored by MEL, JIF and HIF Fund Professionals.

2022/2023 Elected Officials Seminar: This year’s elected officials training program will focus on Local Government Risk Management. There are two sessions scheduled as part the League of Municipalities Conference on Tuesday, November 15, 2022 at 3:45PM in Caesars (Empire Room A) and Wednesday, November 16, 2022 at 2:00PM at the Convention Center (Room 303). This seminar will be posted online sometime early next year.

2023 Membership Renewals – A list of the 30 members scheduled to renew fund membership by January 1, 2023 was included in the agenda. All have renewed and the Fund office is following up with members that have not yet submitted their documents.

D2 Cybersecurity – Status Report: Attached is monthly status report from the cyber security provider recapping members’ participation and training to date. The contract with D2 expires in June 2023 at which time the Fund will transition to the MEL Cyber JIF training program.

Cyber JIF: The Cyber JIF met on November 1, 2022 to organize, adopt a 2023 Budget during the public hearing and form an interim Board to take action on specific items until formal reorganization takes place on January 6, 2023. Enclosed in the agenda is a copy of Commissioner Brewer’s report. In October, the Fund adopted a resolution to join the Cyber JIF, subject to assessment. Resolution 29-22 to accept the Morris JIF assessment of \$529,278 is added to today’s consent agenda.

Statutory Bonds: Underwriting Manager’s office has contacted municipal clerks of towns that are renewing their JIF membership to secure updated bond applications for statutory positions. We continue to follow up with members not yet submitted renewal applications. This process occurs every three years.

Due Diligence Reports: The Fast Track through September 31, 2022 is included in the agenda and surplus stands at \$9.2m, down over last year; note there are a large amount of reserves. JIF Loss Ratio report shows the Fund is at or slightly below or above actuarial targets. Lost Time Accident reports shows favorably low standings. The savings from having less claims to the JIFs is substantial as medical costs continue to rise. The very best way to keep claims costs low is to continue to avoid claims. QBE, the Fund’s carrier for POL/EPL, did not request a deductible increase for any member at this time.

Executive Director’s Report Made Part of Minutes.

TREASURER:

Fund Treasurer said Resolution 30-22 for November 2022 bills list is included for approval on the consent motion.

November 2022	
Closed	\$7,000
2022	\$180,232.20
Total	\$187,232.20

CLAIMS PAYMENT AND IMPREST TRANSFERS AS OF SEPTEMBER 2022:

CLOSED	0
2018	\$128,936.05
2019	\$185,809.76
2020	\$76794.13
2021	\$204,553.18
2022	\$220,429.40
TOTAL	\$816,522.52

Treasurer’s Report Made Part of Minutes.

ATTORNEY’S REPORT:

Ms. Sharp said the Fund Attorney and Executive Director would be meeting with QBE before the end of the year to review the POL/EPL claims.

UNDERWRITING MANAGER:

Executive Director said the Monthly Certificates and Cyber Report are included in the agenda. Members with the highest level of cyber compliance will enjoy the lower costs for coverage.

CERTIFICATES OF INSURANCE: Monthly insurance certificates report included.

Underwriting manager’s report and Certificates made part of minutes

SAFETY DIRECTOR: Safety Director gave an overview of the safety report and the various trainings being used and available to members. There will be training offered to introduce members to the new Learning Management System (LMS) when it is launched.

Safety Director’s Report Made Part of Minutes.

MANAGED CARE: Managed Care Provider introduced gave an overview of their reports and savings to date.

Managed Care Provider’s Report Made Part of Minutes

Executive Session: Chairwomen Rinaldi asked if any member would like to make a motion for Executive Session to discuss the claim approvals for November. Seeing no motion, the PARs as presented will be added to the consent agenda.

MOTION TO APPROVE CLAIM AUTHORITY PAYMENTS AS PRESENTED, EXECUTIVE DIRECTOR’S REPORT; RESOLUTION 28-22 AUTHORIZING THE TRANSFER OF FUND YEAR 2018 LIABILITIES TO THE RESIDUAL CLAIMS FUND; RESOLUTION 29-22 TO ACCEPT THE CYBER JOINT INSURANCE FUND ASSESSMENT; RESOLUTION 30-22 APPROVING NOVEMBER BILLS LIST; TREASURER’S REPORTS; ATTORNEY’S REPORTS; UNDERWRITING MANAGER’S REPORTS; MONTHLY CERTIFICATES; SAFETY DIRECTOR’S REPORTS; AND MANAGED CARE PROVIDER’S

Moved: Commissioner Esposito
Second: Commissioner Stern
Roll call Vote: Unanimous

OLD BUSINESS:

None.

NEW BUSINESS:

Executive Director said she would like to give an overview of the process of approving the claim Payment Authority Requests (PARs) to confirm the members understanding of the process. The Claims Committee meets on the Monday before the Board meeting at 11am. The meeting is hosted at the Fund office in Parsippany and there is a Zoom option for those preferring to call in to participate. During the meeting each PAR is presented by the Claims Administrators to the committee. After the meeting the PARs recommended for approval are emailed to the Fund Commissioners for their review. Questions can be directed to the professionals before the Board meeting. If discussion by the Board is deemed necessary, a motion is offered for Executive Session.

PUBLIC COMMENT:

None.

MOTION TO ADJOURN:

Moved: Commissioner Mayers
Second: Commissioner Baltycki
Vote: Unanimous

Meeting Adjourned: 12:45 PM
Sandy Cantwell, Assisting Secretary

For Adam Brewer, Secretary

**RESOLUTION NO. 28-22
OF THE
MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND
TO TRANSFER TO
MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND**

WHEREAS, the Municipal Excess Liability Residual Claims Fund was organized pursuant to N.J.S.A. 40A:10-36, et seq., to provide residual risk coverage to its member joint insurance funds; and,

WHEREAS, the Board of Fund Commissioners of the Morris County Municipal Joint Insurance Fund determined that membership in the Residual Claims Fund is in the best interest of the member local units and joined the Residual Claims Fund.

NOW, THEREFORE, BE IT RESOLVED that the Board of Fund Commissioners of the Morris County Municipal Joint Insurance Fund does hereby resolve and agree to transfer the following residual risks.

<u>Fund Year</u>	<u>Lines of Coverage</u>	<u>Member Fund S.I.R.</u>
2018	WC/GL/AL & PROPERTY	Varies

BE IT FURTHER RESOLVED that the actual transfer of claim liabilities to the Municipal Excess Liability Residual Claims Fund shall be based upon the following formula:

Case Reserves and IBNR as of 12/31/22

MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND

Carolyn Rinaldi, Chairperson

Date November 9, 2022

Adam Brewer, Secretary

Date: November 9, 2022

**NEW JERSEY CYBER RISK MANAGEMENT FUND
RESOLUTION #29-22**

ACCEPTANCE OF 2023 ASSESSMENT

WHEREAS, the **Morris County Municipal Joint Insurance Fund** has previously agreed to join the New Jersey Cyber Risk Management Fund subject only to the right to approve its assessments following processing and approval of its application; and

WHEREAS, the Fund has certified an annual assessment in the amount of \$529,278 For coverage in the New Jersey Cyber Risk Management Fund; and

WHEREAS, the certified annual assessment will be pro-rated from the effective date of coverage to 12:01 am standard time January 1, 2024;

NOW THEREFORE BE IT RESOLVED that the Governing Body does hereby approve of the assessment and ratify its prior agreement to join the Fund which membership shall become effective on November 1, 2022.

Morris County Municipal Joint Insurance Fund

Carolyn Rinaldi
Chairperson

Date: November 9, 2022

Adam Brewer
Attest

Date; November 9, 2022

MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND BILLS LIST

Resolution No. 30-22

NOVEMBER 2022

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the Morris County Municipal Joint Insurance 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 CLOSED

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002697			
002697	SUBURBAN MUNICIPAL JOINT INSURANCE FUND	TRANSFER HARDING'S EJIF 2022 DIVIDEND	7,000.00
			7,000.00
		Total Payments FY Closed	7,000.00

FUND YEAR 2022

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002698			
002698	FIRST MANAGED CARE OPTION	MANAGED CARE SERVICES FEE 10/22	25,448.95
			25,448.95
002699			
002699	FRED SEMRAU, ESQ.	LITIGATION MANAGEMENT 11/22	17,138.97
			17,138.97
002700			
002700	QUAL-LYNX	CLAIMS ADJUSTING SERVICES 11/22	24,836.93
			24,836.93
002701			
002701	J.A. MONTGOMERY RISK CONTROL	SAFETY DIRECTOR 11/22	18,344.61
002701	J.A. MONTGOMERY RISK CONTROL	LAW ENFORCEMENT 11/22	1,313.28
			19,657.89
002702			
002702	LENAPE CLAIMS MANAGEMENT, INC.	CLAIMS FEE 11/22	21,417.31
			21,417.31
002703			
002703	PERMA RISK MANAGEMENT SERVICES	POSTAGE 9/22	123.36
002703	PERMA RISK MANAGEMENT SERVICES	ADMINISTRATOR FEE 11/22	30,556.17
			30,679.53
002704			
002704	THE ACTUARIAL ADVANTAGE	ACTUARIAL SERVICES 11/22	3,808.18
			3,808.18
002705			
002705	FRED SEMRAU, ESQ.	LEGAL COUNSEL 11/22	2,167.50
			2,167.50

002706			
002706	GRACE BRENNAN	TREASURER FEE 11/22	2,234.77
			2,234.77
002707			
002707	CONNER STRONG & BUCKELEW	UNDERWRITER MGMT FEE 11/22	1,062.00
			1,062.00
002708			
002708	VITALE'S DELI	FOOD FOR MEETING ON 10.12.22	846.90
002708	VITALE'S DELI	FOOD FOR MEETING ON 9.14.22	846.90
			1,693.80
002709			
002709	NEWTECH SERVICES INC.	WEBSITE MAINTENANCE/HOSTING & DR 11/22	175.00
			175.00
002710			
002710	ACCESS	ACCT #417 - ARC. AND STOR. - 9.30.22	107.37
			107.37
002711			
002711	SKYLANDS RISK MANANAGEMENT INC.	STANHOPE - 2ND RMC INSTALLMENT FEES 2022	4,525.00
			4,525.00
002712			
002712	TOWNSHIP OF LONG HILL	2ND HALF OF RMC FEE 2022	11,945.00
			11,945.00
002713			
002713	CHATHAM BOROUGH	2ND RMC FEE INSTALLMENT 2022	11,148.00
			11,148.00
002714			
002714	PROVIDENT PROTECTION PLUS	FRELINGHUYSEN - RMC FEE 2022	2,186.00
			2,186.00
		Total Payments FY 2022	180,232.20
		TOTAL PAYMENTS ALL FUND YEARS	187,232.20

Chairperson: Carolyn Rinaldi

Attest: Adam Brewer, Secretary

Dated: November 9, 2022

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

Grace Brennan, Treasurer