

**MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND  
OPEN MINUTES MEETING – MAY 10, 2023  
HANOVER MUNICIPAL BUILDING  
12:00 PM**

Meeting of Fund Commissioners was called to order by Chairwoman Rinaldi.

Chairwoman Rinaldi 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.

**ROLL CALL OF 2023 FUND COMMISSIONERS:**

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

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

Mendham Township	Jason Gabloff	Absent
Millburn	Matthew Laracy	Present
Montville	June Hercek	Present
Morris Plains	Rosanne Denman	Absent
Mount Olive	Claudia 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	Absent
Sparta	Grant Rome	Absent
Washington Twp	TBD	Absent
West Caldwell	Nikole Baltycki	Present
West Milford	William Senande	Present
Wharton	Joseph Kovalcik	Absent

**2023 FUND COMMISSIONER ALTERNATES:**

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

Andover	Toni Grisaffi (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	Michael Loock (Alt.)	Absent
Hawthorne	Jennifer Scully (Alt.)	Absent
Kinnelon	Charlie Daniel (Alt.)	Absent
Lincoln Park	Dina Valente-Stoel (Alt.)	Absent
Long Hill	Colette Armenti (Alt.)	Absent
Madison	Chrissy Mahler (Alt.)	Absent
Mendham Borough	Eric Mesias (Alt.)	Present
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
South Orange Village	Lauren Maluchnik (Alt.)	Absent
Sparta	Michele Landtau (Alt.)	Present
Washington Twp	Roger Read (Alt.)	Absent
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, Esq.  
**Fred Semrau, Esq.**

Safety Director

J.A. Montgomery Consulting  
**Brian Maitland**  
**Ken Schulz**  
**Michael Thompson**

Liability Claims Service

Lenape Claims Management  
**Theresa Laoudis**

Workers Compensation  
Claim Service

Qual-Lynx  
**Claudia Acosta**

Managed Care

FMCO  
**Mary Bresadola**  
**Marie Lamb**

**ALSO PRESENT:**

Ezio Altamura, Otterstedt Insurance Agency  
Matthew McArow, Jr. Otterstedt Insurance Agency  
Don Sciolaro, PIA  
Carmella Kluse, RD Parisi  
Lindsay Travali, Acrisure  
Dave Sgalia, Cupo Insurance  
Wayne Ring, Brown & Brown

**APPROVAL OF MINUTES -**

**MOTION TO APPROVE OPEN MINUTES OF APRIL 12, 2023:**

Motion: Commissioner Cabana  
Second: Commissioner Williams  
Vote: 17 Ayes, 0 Nays, 10 Abstains  
(Commissioners Stern, Sondermeyer, Shehady, Ward, Laracy, Hercek,  
Bonanno, Koroski (Alt.), Faiola (Alt.), O'Connor (Alt.))

**CORRESPONDENCE – None**

**MONTHLY COMMITTEE REPORTS:**

**Membership, Marketing & Coverage Committee, Jim Lampmann, Chair – No report.**

**Finance Committee, Jason Gabloff, Chair – No report.**

**Safety Committee, Bill Huyler, Chair – No report.**

**Contracts and Rules Committee, Ralph Blakeslee, Chair – No report.**

**Legal Review Committee, Adam Brewer, Chair – No report.**

**Claims Review Committee, Mitchell Stern, Chair –** Commissioner Stern said the committee met on Monday May 8<sup>th</sup> and is recommending approval of payment authority requests for 9 Workers' Compensation Claims totaling Payment Authority Requests of \$726,805.91, 8 Property Claims totaling of Payment Authority Requests of \$314,639.68, 2 Liability Claims totaling Payment Authority Requests of \$340,000.00. Commissioner Blakeslee requested Executive Session to discuss the fraudulent wire claim.

**EXECUTIVE DIRECTOR/ADMINISTRATOR REPORT:**

**Property Appraisals:** Last month, the board adopted a resolution authorizing the issuance of a Competitive Contract RFP to conduct physical appraisals of all member locations valued in excess of \$500,000 in 2023 and 1/5 physical and 4/5's trended going forward. RFP has been issued and is due on May 17<sup>th</sup>. Once the contract is awarded, the vendor will be contacting the members directly to schedule their visits. The carriers are pushing for this data.

**NJ Cyber Risk Management JIF:** The NJ Cyber JIF's April 30<sup>th</sup> meeting was cancelled and was rescheduled for May 9<sup>th</sup>. Commissioner Brewer said the Board decided not to award a contract given the structure of services as outlined in the RFP. The committee will use the information they have learned during this process and release an RPF, continuing to take in consideration the large variety of services needed, and the varying resources of the members. The initial goal of the Cyber JIF has been met, as the reinsurance for cyber coverage came at no increase this year. Executive Director said the cyber rates remained flat because of the training and prevention services the Cyber JIF will be providing to all members. Fund Attorney said much like the EJIF supports the entire state, the intent of the Cyber JIF is also to provide a structure that will provide consistent services to members across the state and to do as much work as possible for the members up front. Executive Director said the MEL has hired the Chertoff Group and they have developed a survey that will gather baseline data on members currently technology. The survey has been loaded into Origami and is in final review. The

survey will be distributed via email to the Fund Commissioners and Risk Managers, who can then reassign to their technology person to complete. Full instruction will be provided.

**2023 MEL, MR HIF & NJCE JIF Educational Seminar:** The 12th annual seminar was conducted virtually on 2 half-day sessions: Friday April 21st and Friday April 28th. The Fund office is in the process of distributing certificates for those earning continuing education credits.

**MEL Safety Institute:** The MEL Safety Institute has transitioned to a new Learning Management System. Training administrators should expect to get an email from BIS Training to activate their accounts. This new system will allow JA Montgomery to upload training data.

**2023/2024 Elected Officials Seminar:** During the transition to the new Learning Management System, all online training was unavailable for two weeks while data records were being transferred to the new system. As a result, a notification was issued extending the deadline to May 31<sup>st</sup> to complete the on-line Elected Officials Training. Directions to complete the program in the new platform is included in the agenda.

An instructor led webinar for the Elected Officials Seminar has been scheduled for the Morris JIF on May 31st at 5:00 pm. An email notice is being sent to members and we are asking for an RSVP.

The MEL provides a credit of \$250 against each member's assessment for each municipal elected official and authority commissioner who completes the course by May 2023. The credit will continue to be extended to the member's CEO (i.e. municipal manager/administrator or authority executive director). The maximum credit is capped at approximately 5% of the member's MEL assessment. Executive Director confirmed this is the same course delivered last November at the League of Municipalities.

**D2 Cybersecurity-Status Report**—Included is the monthly status report from the cyber security provider which recaps member participation and training to date. The last module is being offered.

**2023 Financial Disclosures:** All Morris JIF commissioners submitted their 2023 financial disclosure statements by the April 30<sup>th</sup> filing deadline.

**Due Diligence Reports:** The March 2023 Financial Fast Track is included in the agenda. The Actuary provides IBNR figures quarterly. Executive Director's office has been issuing Financial Fast Track Reports monthly – but has been adjusting the off-months' IBNR based changes in paid and case reserves. We are recommending that – going forward – we only issue quarterly report.

Executive Director said that Dave Grubb, the Executive Director for the MEL was at our April meeting to discuss the pressures that the RCF and the MEL are experiencing and the need to strengthen the surplus with an assessment for 2022. The Morris JIF, being one of the largest JIFs in the MEL, contributed their share which was approximately \$2.2 million. This accounts for the surplus reduction. Fund year 2019 has tracked poorly over the last several years; when it transfers to the RCF at the end of this year, the \$1 million to cover those losses will be taken from the Closed Year account. The Finance Committee's long-standing policy is to not release surplus unless the current claim activity can be covered without additional revenue, which has resulted in the Fund's ability to absorb the difficult years.

Loss Ratio report shows all years with exception of 2019 are at or under the actuarial target. Lost Time Accident Frequency is starting off the year very good. The number of claims occurring is not increasing;

however, the costs to manage and treat claims has significantly increased. This highlights again how important it is to take safety measures in an effort to avoid claims from occurring.

POL/EPL report is included in the agenda. All members will receive a notice directing them to the MEL webpage for guidance on what needs to be updated in their personnel manuals. Training for Police Command staff and Managers and Supervisors training has been posted. The Managers and Supervisors training will be offered as an instructor-led webinar and the police training will be in-person. The deadline to complete the tasks is November 1<sup>st</sup>. After that the Fund will be following up to encourage and assist members to complete the checklist by the end of the year. Compliance will maintain the low deductibles with the carrier.

Executive Director’s Report Made Part of Minutes.

**PRESENTATION: MANAGED CARE**

Mary Bresadola, Director of Managed Care introduced Marie Lamb, Account Manager at FMCO. Ms. Bresadola gave an overview of the intake process, saying that they answer calls 24/7. If a member has a preferred doctor that is currently not in network, please let FMCO know and they will make every effort to credential the provider & add to their network. Ms. Bresadola said that since Covid they have seen increasing delays in medical treatment and procedures, as staffing in the medical community continues to be a challenge. FMCO works closely with Qual-Lynx to discuss difficult or suspicious claims and confirm claims are compensable.

In response to Executive Director, Ms. Lamb said in-network practitioners are screened to confirm their licensing, board certifications, malpractice coverage and claim processing history through the National Practitioner Database (NPD) and screening is repeated every two years. Practitioners must be able to address claims as a workers compensation injury, including evaluating injury causal, treatment, return to work options and regular follow ups.

Ms. Lamb said it’s important to call in a claim as soon as possible, as a card is then issued that the claimant can use to direct billing for both medical and pharmacy. It can be difficult to get the bills redirected, so better to get the billing card immediately. In response to Executive Director, Ms. Bresadola said the intake department will complete the first report of injury form for the claimant. This report requires information about the claimant and the injury and is filed with the state and forwarded to Qual-Lynx.

Commissioner Cozzarelli thanked FMCO for taking very good care of the 7 firefighters that were injured in a house fire explosion in Pompton Lakes and another incident where an inspector was injured.

**TREASURER:**

Chairwomen Rinaldi said Resolution 21-23 for May 2023 bills list was included for approval on the consent motion.

May 2023	
Closed	\$1,964,504.02

<b>2022</b>	\$4,000.00
<b>2023</b>	\$450,744.19
<b>Total</b>	\$2,419,248.21

**CLAIMS PAYMENT AND IMPREST TRANSFERS AS OF MARCH 2023:**

<b>CLOSED</b>	\$0
<b>2019</b>	\$149,847.22
<b>2020</b>	\$34,768.23
<b>2021</b>	\$66,140.96
<b>2022</b>	\$313,762.64
<b>2023</b>	\$145,530.27
<b>TOTAL</b>	\$710,049.32

Treasurer’s Report Made Part of Minutes.

**ATTORNEY’S REPORT:**

Fund Attorney said he is grateful for the continuity and dedication of FMCO and all the fund professionals working with the Morris JIF.

Fund Attorney gave an overview on two trip and fall claims: Aguirre vs Long Hill and Fertig vs. West Milford. In both cases the claimants fell and had injuries, claiming a depression in the roadway as the cause. Superior court dismissed both cases, stating these were not ‘dangerous conditions’ and the township had protection under Title 59. Photos of both areas were displayed on monitors. The appellate division agreed on Fertig vs. West Milford and the case was dismissed without prejudice. However, the lead judge in the Aguirre vs. Long Hill claim ruled for the claimant. The case will go to trial with Eric Harrison on lead consul.

**UNDERWRITING MANAGER**

Executive Director said member compliance in the Cyber report is based on the new program. The worksheet is in Origami and the MEL Cyber webpage. Compliance status from last year has allowed members to have their deductibles grandfathered for this year while they work on the new standards. Many members in this JIF have completed their training with D2 this year.

**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. The DVD program is being discontinued and if members would like to obtain any of the DVDs, please contact the Safety Director’s office. Members should contact JAM or BIS if they are having issues with the new learning management system. Executive Director said members should be aware that the date format defaults to DD/MM/YYYY and we are looking into changing the format to MM/DD/YYYY.

Safety Director’s Report Made Part of Minutes.

**MANAGED CARE:** Managed Care Provider gave an overview of the month's savings.

Managed Care Provider's Report Made Part of Minutes

**Executive Session:** Chairwoman Rinaldi asked for a motion to enter into Executive Session.

**MOTION FOR EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES:  
PERSONNEL- SAFETY & PROPERTY OF PUBLIC LITIGATION**

Motion: Commissioner Blakeslee  
Second: Commissioner Cozzarelli  
Vote: Unanimous

**MOTION TO RETURN TO OPEN SESSION:**

Motion: Commissioner Williams  
Second: Commissioner Cabana  
Vote: Unanimous

**Motion to Approve Claim Authority Payments as Presented in Executive Session,  
Executive Director's Report; Resolution 21-23 Approving May Bills List; Treasurer's  
Reports; Attorney's Reports; Underwriting Manager's Reports; Monthly Certificates;  
Safety Director's Reports; And Managed Care Provider's Reports**

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

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None.

**PUBLIC COMMENT:**

None.

**MOTION TO ADJOURN:**

Moved: Commissioner Stern  
Second: Commissioner Cozzarelli  
Vote: Unanimous

Meeting Adjourned: 12:49 PM  
Sandy Cantwell, Assisting Secretary  
For Adam Brewer, Secretary



# MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND BILLS LIST

Resolution No. 21-23

May 2023

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>
002851			
002851	MUNICIPAL EXCESS LIABILITY RCF	2022 ASSESS.TO RCF FOR CLOSE FY 2018	1,964,504.02
			<b>1,964,504.02</b>
		<b>Total Payments FY CLOSED</b>	<b>\$1,964,504.02</b>

## FUND YEAR 2022

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002852			
002852	FLORHAM PARK BOROUGH	2022 SAFETY INCENTIVE AWARD	750.00
			<b>750.00</b>
002853			
002853	NETCONG BOROUGH	2022 SAFETY INCENTIVE AWARD	1,000.00
			<b>1,000.00</b>
002854			
002854	WEST CALDWELL TOWNSHIP	2022 SAFETY INCENTIVE AWARD	750.00
			<b>750.00</b>
002855			
002855	HANOVER TOWNSHIP	2022 SAFETY INCENTIVE AWARD	250.00
			<b>250.00</b>
002856			
002856	TOWNSHIP OF LONG HILL	2022 SAFETY INCENTIVE AWARD	250.00
			<b>250.00</b>
002857			
002857	SPARTA TOWNSHIP	2022 SAFETY INCENTIVE AWARD	750.00
			<b>750.00</b>
002858			
002858	ROCKAWAY BOROUGH	2022 SAFETY INCENTIVE AWARD	250.00
			<b>250.00</b>
		<b>Total Payments FY 2022</b>	<b>\$4,000.00</b>

## FUND YEAR 2023

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002859			
002859	FIRST MANAGED CARE OPTION	MANAGED CARE FEE 05/23	25,957.93
			<b>25,957.93</b>
002860			
002860	DORSEY& SEMRAU	LITIGATION MGMT 05/23	17,481.75
			<b>17,481.75</b>
002861			
002861	QUAL-LYNX	TPA SERVICES 05/23	25,333.67
			<b>25,333.67</b>

002862			
002862	J.A. MONTGOMERY RISK CONTROL	LAW ENFORCEMENT 05/23	1,346.11
002862	J.A. MONTGOMERY RISK CONTROL	SAFETY DIRECTOR 05/23	18,803.23
			<b>20,149.34</b>
002863			
002863	LENAPE CLAIMS MANAGEMENT, INC.	TPA FEE 05/23	21,845.65
			<b>21,845.65</b>
002864			
002864	PERMA RISK MANAGEMENT SERVICES	ADMIN FEE 05/23	31,167.29
			<b>31,167.29</b>
002865			
002865	THE ACTUARIAL ADVANTAGE	ACTUARIAL SERVICE 05/23	3,884.35
			<b>3,884.35</b>
002866			
002866	DORSEY & SEMRAU	ATTORNEY FEE 05/23	2,210.85
			<b>2,210.85</b>
002867			
002867	GRACE BRENNAN	TREASURER FEE 05/23	2,279.47
			<b>2,279.47</b>
002868			
002868	CONNER STRONG & BUCKELEW	UNDERWRITING MGMT FEE 05/23	1,084.00
			<b>1,084.00</b>
002869			
002869	VITALE'S DELI	LUNCH HANOVER MUNICIPAL 3/8/23	851.90
002869	VITALE'S DELI	LUNCH HANOVER MUNICIPAL 4/12/23	851.90
			<b>1,703.80</b>
002870			
002870	NEWTECH SERVICES INC.	WEBSITE MAINT/ DIS RECOVERY 05/23	175.00
			<b>175.00</b>
002871			
002871	RIVERDALE BOROUGH	RMC FEE 1ST HALF 2023- BOR. RIVERDALE	7,140.00
			<b>7,140.00</b>
002872			
002872	ACCESS	DEPT 417 CUST 224 STORE/2/28/23FOR MAR	193.82
002872	ACCESS	DEPT 417 CUST 224 STORE 3/23 FOR APR	194.27
			<b>388.09</b>
002873			
002873	TOWNSHIP OF LONG HILL	RMC FEE 1ST HALF 2023- TWP LONG HILL	12,895.00
			<b>12,895.00</b>
002874			
002874	GJEM INSUANCE AGENCY	RMC FEE 1ST HALF 2023- POMPTON LKS	11,602.00
			<b>11,602.00</b>
002875			
002875	A & A PRINTING LLC	500 CLASSIC LINEN REPORT COVERS-3/23	809.00
			<b>809.00</b>
W5230			
W5230	NJ CYBER RISK MANAGEMENT FUND	2ND INSTALLMENT 2023- CYBER	264,637.00
			<b>264,637.00</b>
		<b>Total Payments FY 2023</b>	<b>450,744.19</b>
		<b>TOTAL PAYMENTS ALL FUND YEARS</b>	<b>\$2,419,248.21</b>

Carolyn Rinaldi, Chairperson

Attest:

Adam Brewer, Secretary      Dated: May 10, 2023

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

Grace Brennan, Treasurer