

**MONMOUTH MUNICIPAL JOINT INSURANCE FUND  
MINUTES  
AUGUST 13, 2020  
TELECONFERENCE  
1:30 P.M.**

Meeting Called to Order by Chairman Rogers. Open Public Meeting Statement read into the record.

**Pledge of Allegiance**

**ROLL CALL OF 2020 EXECUTIVE COMMITTEE:**

Tom Rogers	Chairman	Boro of Rumson	Present
Bryan Dempsey	Secretary	Spring Lake	Present
<b>EXECUTIVE</b>	<b>COMMITTEE</b>	<b>MEMBERS</b>	
Thomas Nolan		Boro of Brielle	Present
Anthony Mercantante		Middletown	Absent
Laurie Roth		Allentown	Present
Jonathan Capp		Marlboro Township	Present
Lori Cole		West Long Branch	Present

**ALTERNATE EXECUTIVE COMMITTEE MEMBERS:**

Jeffry Bertrand		Wall Township	Present
Lorraine Carafa		Sea Girt	Present

**APPOINTED OFFICIALS PRESENT:**

<b>Executive Director /Administrator</b>	Perma Risk Management Services	Stephen A. Sacco	Present
<b>Attorney</b>	Cleary, Giacobbe, Alfieri, & Jacobs	James Cleary, Esq.	Present
<b>Treasurer</b>		Steven Mayer	Present
<b>Claims Service</b>	Qual-Lynx	Gemma Armenia	Present
<b>Safety Director</b>	JA Montgomery Consulting	Paul Shives	Present
<b>Risk Management Consultants</b>	The Danskin Agency Conner Strong & Buckelew	Charles Casagrande Mike Avalone	Present Present
<b>Auditor</b>	Hulsart & Company	Rich Hellenbrecht	Absent
<b>Actuary</b>	Actuarial Advantage	Kyle Mrotek	Present
<b>Underwriting Manager</b>	Conner Strong & Buckelew	Ed Cooney	Present

**ALSO PRESENT**

Jason Thorpe, PERMA  
Joseph Hrubash, PERMA  
Robyn Walcoff, PERMA  
Jennifer Conicella, PERMA  
David Brown, Bradley Beach  
Robert Fortsch, Upper Freehold  
Gregg Possiel, Roosevelt  
Sean Canning, The Canning Group  
Kathy Kissane, Qual-Lynx  
Dominick Cinelli, RMC  
Sean Kelly, RMC  
Joe Mirarchi, JA Montgomery  
Mike Brosnan, JA Montgomery

**APPROVAL OF MINUTES:** July 9, 2020

**MOTION TO APPROVE OPEN MINUTES FOR ABOVE REFERENCED MEETING**

MOTION:	Commissioner Roth
SECOND:	Commissioner Carafa
VOTE:	Unanimous

**EXECUTIVE DIRECTOR:**

**FINANCE COMMITTEE** – Mr. Sacco reported that the Finance Committee held a meeting via teleconference on July 22, 2020 to discuss several issues. He noted that the minutes from the meeting were enclosed within the agenda packet. Mr. Sacco reported that the Finance Committee discussed a request from the Allentown First Aid Squad (FAS) for reduction in their premium. He informed the Board that the Finance Committee decided to deny the request as they felt that the exposure still existed. He added that no action was needed on the matter. Mr. Sacco advised that the Finance Committee also discussed the E-Procurement process and noted that action would need to be taken.

**E-PROCUREMENT** – Mr. Sacco reported that on May 26, 2020, the long-awaited guidance from the New Jersey Division of Local Government Services provided for instruction on electronic receipt of bids and procurement. He noted that the Fund QPA has had the opportunity to review the requirements and has provided a letter explaining the new requirements enclosed within the agenda packet. Mr. Sacco advised that the Finance Committee discussed the requirements during its July 22<sup>nd</sup> meeting and is recommending approval. Commissioner Capp asked for confirmation that the E-Procurement process will only be used as the QPA sees fit and is not mandatory. Mr. Sacco confirmed that Commissioner Capp was correct but noted that the E-Procurement process would be used for the RFPs being issued this year.

**MOTION TO ADOPT RESOLUTION #30-20 AUTHORIZING THE FUND QPA TO RECEIVE CERTAIN BIDS IN ACCORD WITH N.J.A.C.5:34-5.1**

**MOTION:** Commissioner Roth  
**SECOND:** Commissioner Nolan  
**ROLL CALLVOTE:** Unanimous

**OLD BUSINESS**

None.

**NEW BUSINESS**

None.

**MEETING OPENED TO PUBLIC FOR COMMENT:**

None.

**PUBLIC COMMENT PORTION OF THE MEETING CLOSED**

**EXECUTIVE SESSION**

Chairman Rogers advised that Executive Session was not necessary as the PARs were reviewed by the Claims Committee prior to the meeting and are being recommended for approval as presented. He added that the Claims Committee is also recommending approval of Mr. Cleary's legal bills in the amount of \$432.

**MOTION TO APPROVE PAYMENT OF CLAIMS AS RECOMMENDED BY THE CLAIMS COMMITTEE AND APPROVE MR. CLEARY'S LEGAL BILLS TOTALING \$432.**

**Workers' Comp**

**2018116453**  
**2019153762**  
**2020205347**  
**2020178149**  
**001211001**  
**2017102415**  
**2020197876**

**GL/AL/PR**

**2018130932**  
**2020206878**  
**2020180446**  
**2018131630**

**MOTION:** Commissioner Carafa

**SECOND:** Commissioner Nolan  
**ROLL CALL VOTE:** Unanimous

**MOTION TO ADJOURN MEETING**

**MOTION:** Commissioner Carafa  
**SECOND:** Commissioner Dempsey  
**VOTE:** Unanimous

Meeting Adjourned at: 1:39 P.M.

**NEXT MEETING:** September 2020  
Wall Township Municipal Building  
2700 Allaire Road  
Wall, NJ 07719  
1:30 P.M.

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Secretary

**RESOLUTION OF THE MONMOUTH MUNICIPAL JOINT INSURANCE FUND,  
AUTHORIZING THE QUALIFIED PURCHASING AGENT TO RECEIVE CERTAIN  
BIDS IN ACCORD WITH N.J.A.C.5:34-5.1,  
E- PROCUREMENT**

**WHEREAS**, the Monmouth Municipal Joint Insurance Fund (FUND) has appointed a Qualified Purchasing Agent in accord with N.J.S.A. 40A:11-9; and

**WHEREAS**, the State of New Jersey in Administrative Code in response to the Covid 19 crisis has promulgated rules to allow for electronic receipt of bids with the rules at N.J.A.C. 5:34-1 et. Seq. and

**WHEREAS**, Sean P. Canning, QPA has recommended the use of Bidnet Direct software which complies with all the administrative rule as required by the New Jersey Administrative Rules; and

**WHEREAS**, the electronic procurement platform is available to other officials as required to virtually observe bid openings in a transparent manner and provide for bids available for public inspection; and

**WHEREAS**, the cost to the FUND and to the Vendors wishing to conduct business with the FUND is a zero cost.

**NOW, THEREFORE, BE IT RESOLVED** by the Monmouth Municipal Joint Insurance Fund, as follows:

1. That Sean P. Canning QPA of The Canning Group LLC is hereby authorized to conduct bid openings and procurement in accord with N.J.S.A.40A:11-9 through E-Procurement in accord with N.J.A.C. 5:34-1 et. Seq., through Bidnet Direct at a zero cost to the FUND and to vendors for bid response.

**ADOPTED:** *this 13<sup>th</sup> day of August, 2020 by the Governing Body:*