

**MONMOUTH MUNICIPAL JOINT INSURANCE FUND  
MINUTES  
JANUARY 12, 2023  
ZOOM VIRTUAL MEETING  
1:30 P.M.**

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**SINE DIE MEETING**

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

**Pledge of Allegiance**

**ROLL CALL OF 2022 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	Present
Laurie Roth		Allentown	Present
Jonathan Capp		Marlboro Township	Present
Jeffry Bertrand		Wall Township	Present

**ALTERNATE EXECUTIVE COMMITTEE MEMBERS:**

Scott Carew		Boro of Matawan	Absent
James Gant		Boro of 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	Kathy Kissane	Present
<b>Safety Director</b>	JA Montgomery	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 Helenbrecht	Absent
<b>Actuary</b>	Actuarial Advantage	Kyle Mrotek	Absent
<b>Underwriting Manager</b>	Conner Strong & Buckelew	Ed Cooney	Present

**ALSO PRESENT**

Jason Thorpe, PERMA  
Joseph Hrubash PERMA  
Jennifer Davis, PERMA  
Zareena Majeed, PERMA  
Jeff Booker, Sea Bright  
Jim Van Nest, Middletown Twp.  
Michelle Whille, Bradley Beach  
Joanne Theiss, Qual-Lynx  
Lisa Gallo, QualCare  
Amy Pieroni, RMC  
Dominick Cinelli, RMC  
Zach Edelman, RMC  
Lindsay Travali, Acrisure  
Alison Kelly, Danskin Agency  
John Casagrande, Danskin Agency  
Katie Walters, CS&B  
Joe Mirarchi, JA Montgomery  
Michael Brosnan, JA Montgomery  
Jonathon Tavares, CS&B

**APPROVAL OF MINUTES:** November 10, 2022

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

MOTION: Commissioner Capp  
SECOND: Commissioner Roth  
VOTE: Unanimous

**CORRESPONDENCE**

Mr. Sacco advised that he had two items under correspondence. He began by referring to the latest MEL Power of Collaboration advertisement that will be placed in the League of Municipalities magazine. Mr. Sacco then referred to the latest service team list from Qual-Lynx.

**CORRESPONDENCE**

None.

**MOTION TO ADJOURN SINE DIE MEETING**

MOTION: Commissioner Rogers  
SECOND: Commissioner Nolan  
VOTE: Unanimous

## AGENDA TOPIC - 2023 REORGANIZATION OF THE FUND

Chairman Rogers asked the Executive Director, Mr. Sacco to assume the Chair. Mr. Sacco indicated that in accordance with the by-laws of the Fund, Mr. Thorpe would read the roll call of the Fund Commissioners to establish if a quorum was present.

### ROLL CALL OF FUND COMMISSIONERS:

2023 roll call		Alternate	Present	Absent
Allenhurst Boro	Donna Campagna		x	
Allentown Boro	Laurie Roth		x	
Atlantic Highlands Bor	Robert Ferragina	Beth Merkel	x	
Avon by the Sea	Thea Kratochvil	Sheila Sullivan		x
Bradley Beach	Kimberly Humphrey			x
Brielle Boro	Thomas Nolan		x	
Deal Boro	Stephen Carasia		x	
Eatontown Boro	William Lucia	Maria Fornicola		x
Englishtown Boro+	Gretchen McCarthy			x
Farmingdale Boro	James Daly	Patricia Linsky		x
Freehold Twp.	Peter Valesi			x
Hazlet Twp.	Robert Bengivenga		x	
Highlands Boro	Michael Muscillo		x	
Interlaken Boro	Lori Reibrich			x
Keyport	Jay Delaney		x	
Lake Como	Andrew Huisman	Amy Boney	x	
Little Silver Boro	Kevin Burke		x	
Loch Arbour Village	Marilyn Simons		x	
Manalapan	Tara Lovrich	Renee Garrigana		x
Manasquan Boro	Thomas Flarity	Barbara Ilaria		x
Marlboro Twp.	Johnathan Capp	Lori Russo	x	
Matawan Boro	<i>TBD</i>			x
Middletown	Anthony Mercantante	Jim Van Nest	x	
Millstone	Kevin Abernathy		x	
Monmouth Beach Boro	Joyce Escalante			x
Neptune City Boro	Al Jardine			x
Oceanport	Donna Phelps		x	
Red Bank Boro	Darren McConnell			x
Roosevelt Boro	Fred Septak			x
Rumson Boro	Tom Rogers		x	
Sea Bright	Jack Keeler	Joseph Verruni	x	
Sea Girt Boro	James Gant		x	
Shrewsbury Boro	Christopher Cherbini		x	
Shrewsbury Twp.	Lester Jennings			x
Spring Lake Boro	Bryan Dempsey		x	
Spring Lake Heights	John Barrett			x
Tinton Falls Boro	Deanna Keefer		x	
Union Beach Boro	Anne Marie Friscia	Stephen Higgins	x	
Upper Freehold Twp.	Robert Forstch			x
Wall Twp.	Jeffry Bertrand		x	
West Long Branch Bor	Stephanie Dollinger			x

It was established a quorum of the Fund Commissioners was present, thus Mr. Sacco indicated the Reorganization of the Fund would continue. He further explained that in accordance with the by-laws, the Fund elects a Chairman, Secretary and a Five (5) member Executive Committee with two (2) alternates.

**MOTION TO OPEN FLOOR FOR NOMINATIONS OF CHAIRMAN, SECRETARY, EXECUTIVE COMMITTEE, AND ALTERNATES:**

Moved: Commissioner Rogers  
Second: Commissioner Capp  
Vote: Unanimous

**NOMINATING COMMITTEE REPORT:** Commissioner Rogers read the nominating committee report into the record and proposed the following slate for Fund Year 2023:

Chairman	Tom Rogers
Secretary	Bryan Dempsey
Executive Committee	Tom Nolan Anthony Mercantante Laurie Roth Jonathan Capp Jeffry Bertrand
Exec Committee Alternates	James Gant #1 Donna Phelps #2

Mr. Sacco asked for additional nominations. Hearing none, Mr. Sacco asked for a motion to close nominations and confirm elections as presented by the nominating committee.

**MOTION TO CLOSE NOMINATIONS AND APPROVE SLATE, AS RECOMMENDED BY THE NOMINATING COMMITTEE:**

MOVED: Commissioner Capp  
SECOND: Commissioner Roth  
VOTE: Unanimous

The Fund Attorney administered oath of office for Chairman, Secretary, Executive Committee and the Fund Alternates.

*Oaths of Office made a part of the Minutes*

Mr. Sacco advised that he would ask for a roll call of the 2023 Executive Committee prior to turning meeting over to Chairman Rogers. He then asked Mr. Thorpe for a roll call.

**ROLL CALL OF 2023 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	Present
Laurie Roth		Allentown	Present
Jonathan Capp		Marlboro Township	Present
Jeffry Bertrand		Wall Township	Present

**ALTERNATE EXECUTIVE COMMITTEE MEMBERS:**

James Gant		Boro of Sea Girt	Present
Donna Phelps		Boro of Oceanport	Present

Chairman Rogers asked Mr. Sacco to present the reorganization resolutions. Mr. Sacco requested the following Resolutions be considered for adoption with one motion, unless an Executive Committee member objected:

- 1-23 Certifying the Election of Chairman and Secretary
- 2-23 Appointment of Fund Attorney
- 3-23 Appointment of Qualified Purchasing Agent
- 4-23 Appointment of Banking Manager
- 5-23 Appointment of Asset Manager
- 6-23 Establishing Public Meeting Procedures
- 7-23 Establishing Remote Meeting Procedures
- 8-23 Establishing a Fiscal Management Plan for the 2023 Fund Year (Mr. Nolan was named as the additional signatory for checks)
- 9-23 Establishing a Fund Records Program
- 10-23 Establishing the 2023 Plan of Risk Management
- 11-23 Appointing Approved Defense Panel for 2023
- 12-23 Award of POL/EPL Contract

Upon conclusion, Mr. Sacco asked if there were any questions on the resolutions. Hearing none, he asked for a motion to adopt Resolutions 1-23 through 12-23

**MOTION TO ADOPT RESOLUTION NOS. 1-23 THROUGH 12-23 AS NOTED:**

**MOTION:** Commissioner Bertrand  
**SECOND:** Commissioner Gant  
**ROLL CALL VOTE:** Unanimous

**COMMITTEE APPOINTMENTS** – Chairman Rogers referred to the list of seven standing committees and the description of their charges. He advised that Commissioner Bengivenga from Hazlet is being added to the Claims Committee. Chairman Rogers advised that if any Commissioner is interested in serving on a

committee, they should contact him or the Executive Director. Commissioner Abernethy informed Chairman Rogers that he is willing to serve on a committee if need be.

**TREASURER**

Mr. Mayer referred to the various Bills List contained within the Agenda Packet.

FUND YEAR	AMOUNT
<b>December Bills List</b>	
2022	\$ 193,853.03
<b>TOTAL</b>	<b>\$ 193,853.03</b>

FUND YEAR	AMOUNT
<b>2022 Div. List</b>	
Closed Year	\$ 814,698.00
<b>TOTAL</b>	<b>\$ 814,698.00</b>

FUND YEAR	AMOUNT
<b>December Supp Bills List</b>	
2022	\$ 1,156,581.05
<b>TOTAL</b>	<b>\$ 1,156,581.05</b>

FUND YEAR	AMOUNT
<b>January Bills List</b>	
2022	\$ 13,198.50
2023	\$ 1,736,914.84
<b>TOTAL</b>	<b>\$ 1,750,113.34</b>

**MOTION TO APPROVE RESOLUTION # 33-22, 34-22, 35-22, AND 13-23 APPROVAL FOR PAYMENT OF DECEMBER 2022 BILLS LIST, 2022 DIVIDEND LIST, DECEMBER 2022 SUPPLEMENTAL BILLS LIST, AND JANUARY 2023 BILL LIST**

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

**EXECUTIVE DIRECTOR:**

**2023 BUDGET** – Mr. Sacco reported that in accordance with the regulations, the budget adopted by the Fund has been advertised in the Fund’s official newspaper. He added that PERMA has sent the budget to member municipalities and filed same with the State.

**2023 PROFESSIONAL CONTRACTS** – Mr. Sacco reported that the Fund is entering the third year of the three-year contract term for most of the Fund Professionals and Servicing Organizations. He then referred to the memorandum providing a summary of contracts in force and sets forth compensation for Fund year 2023 enclosed within the agenda packet. Mr. Sacco advised that the fund reserves the right to extend the competitive contracts for an added two (2) years under the authority of N.J.S.A. 40A:11-4.2 and N.J.S.A.40A:11-15. He further advised that a sub-committee meeting may be scheduled to discuss the two-year extension.

**2023 ASSESSMENTS** – Mr. Sacco reported that all member municipalities were sent their first installment billings during the second week of December, in accordance with the Fund’s bylaws. He noted that amounts are due and payable by January 15, 2023.

**MEL/E-JIF/RCF 2023 REORGANIZATION MEETINGS** – Mr. Sacco reported that the MEL, E-JIF, and RCF all held their Reorganization meetings on January 5, 2023 via Zoom. He then referred to Commissioner Nolan’s reports on the meetings.

**CYBER JIF** – Mr. Sacco reported that the Cyber JIF conducted its Reorganization meeting virtually on January 6<sup>th</sup> and referred to a copy of Commissioner Gant’s report on the meeting. He advised that Mr. Hrubash, Co-Executive Director of the Cyber JIF, was present and asked if he had any comments. Mr. Hrubash reported that the Cyber JIF is now organized, and the underwriting team was able to secure a great renewal. He added that the next step is to have the cyber security advisor review the RFP responses for the various services and trainings that will be provide for the membership. Chairman Rogers asked if the Cyber JIF services and trainings include vendors visiting the members to test their cyber security systems as an option. Mr. Hrubash advised that yes, those services are included as part of the Cyber JIF.

**MONMOUTH COUNTY REGIONAL HEALTH COMMISSION (MCRHC)** – Mr. Sacco reported that the Borough of Tinton Falls terminated its sponsorship of MCRHC as an additional insured effective 1/1/23. He advised that the Borough of Spring Lake has agreed to sponsor MCRHC as an additional insured and has adopted a resolution and executed an agreement approving the same.

**DUE DILIGENCE REPORTS** - Mr. Sacco referred the Committee to the Financial Fast Track chart as of November 30<sup>th</sup> contained within the agenda booklet. He advised that the Fund is up \$228,567 for the month, and up \$1,487,177 for the year. Mr. Sacco reported that all fund years are in the positive, and the Fund’s statutory surplus position is \$9.7 million. He added that the Fund is in excellent financial shape. Chairman Rogers asked how the Monmouth JIF is performing financially versus other local JIFs. Mr. Sacco reported that he is the Executive Director of 5 other JIFs and the Monmouth JIF is outperforming all of them. He added that one of the JIFs had a surplus of \$8.8 million this time last year and they are now down to \$3 million. Mr. Sacco attributed the Monmouth JIF’s success to the hard work and efforts of the membership and the Fund Professionals working together, such as J.A. Montgomery and the safety program and trainings.

**POL/EPL RENEWAL** - Mr. Sacco reminded the Committee that for 2023, the MEL changed its POL/EPL carrier from QBE to AIG. He reported that when the MEL adopted its budget, it budgeted a 2% increase for the POL/EPL line item but noted that the renewal from the new carrier came in after budget adoption at 5.1% or an additional \$500,000. Mr. Sacco advised that the Monmouth JIF’s portion of the 5.1% is \$38,274 but noted that rather than charging additional premium to the membership, the funds will be taken out of contingency.

#### **ATTORNEY**

Mr. Cleary thanked the Board for his firm’s re-appointment and advised that he did not have a report for the month.

## **SAFETY DIRECTOR**

Mr. Mirarchi reviewed the December activities and the January agenda. He advised the Committee of upcoming meetings and trainings. He then referred to the Safety Director and Law Enforcement bulletins that have been recently released. Mr. Mirarchi also referred to the MSI NOW, MSI DVD, and MSI LIVE utilization report.

Lastly, Mr. Mirarchi reported there will be 7 safety topics that will be the focus of 2023. He advised that first topic being rolled out will be the Entry-level Driver Training (ELDT) which is very important as the regulations have changed. Mr. Mirarchi reported that the training will be rolled out in either February or March, and bulletin with the training dates will be distributed to the membership.

*Safety Report Attached and Made Part of the Minutes*

## **UNDERWRITING MANAGER**

Mr. Cooney reported that the MEL will be hosting a webinar to provide an overview of the insurance renewal and the difficulties being caused by the hard insurance marketplace. He advised that invitations will be distributed during the following week.

Mr. Cooney said, as previously reported, the Cyber JIF has launched and it is really the first of its kind, meaning cyber insurance and risk management, being offered to public entities or any organization across the country. He advised that all information on the Cyber JIF and the new Cyber Risk Management Program is available on the MEL website.

Lastly, Mr. Cooney referred to the Underwriting Manager's report enclosed within the agenda packet and emphasized the need for membership compliance in the Cyber Risk Management program.

*List of Certificates made part of the Minutes.*

## **RISK MANAGEMENT CONSULTANTS:**

Mr. Avalone began by thanking the Board for re-appointment on behalf of CS&B and the Danskin Agency.

Mr. Avalone reported that an in-person Elected Officials Training session has been scheduled for Thursday, January 19, 2023 at the Wall Township Municipal Building. He then referred to the flyer for registration information within the agenda.

Mr. Avalone reported that J.A. Montgomery has scheduled a Designated Employer Representative (DER) training session for Tuesday, January 17, 2023. He added that the session will cover mandatory drug and alcohol testing programs, the responsibilities of the employer, the DER, third-party administrators, the MRO, and the driver.

Mr. Casagrande reminded the Board that there is a change in E-JIF coverage for 2023. He advised that PFOA and PFAS chemicals are now excluded for coverage but noted that there is a legal defense limit of \$25,000.

Mr. J. Casagrande reported that there are a total of 34 members out of 41 that have achieved at least Tier 1 for the Cyber Risk Management Program. Lastly, he advised that he will continue to work with the 7 outstanding members and/or their respective IT providers to assist in achieving compliance.

*Report and Attachments of Risk Management Consultants made a part of the Minutes*



**MANAGED CARE:**

Ms. Gallo began by thanking the Board for re-appointment on behalf of QualCare and Qual-Lynx.

Ms. Gallo referred the Committee to her report enclosed within the agenda booklet. She informed the Committee that for the month of December, there was a savings of \$401,420 resulting in 68% savings. She reported that the total savings for the 2022 fund year was \$2,212,084 or 66%.

**OLD BUSINESS**

None.

**NEW BUSINESS**

None.

**PUBLIC COMMENT**

None.

**CLAIMS COMMITTEE**

Chairman Rogers informed the audience that the claims were reviewed by the Claims Committee prior to the meeting and is recommending approval of the same. He then asked for a motion to approve the claims as recommended by the Claims Committee and the Fund Attorney’s legal bills.

**MOTION TO APPROVE PAYMENT OF CLAIMS AS RECOMMENDED BY THE CLAIMS COMMITTEE AND MR. CLEARY’S LEGAL BILLS IN THE AMOUNT OF \$5,554.**

WC  
2021225100  
2020202742

GL/PRP/AL  
2022265060  
2021208864  
2021212348  
2021229111  
2022255958  
2020192996  
2023291177

**MOTION:**  
**SECOND:**  
**ROLL CALL VOTE:**

Commissioner Gant  
Commissioner Nolan  
Unanimous

**MOTION TO ADJOURN MEETING**

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

Meeting Adjourned at: 2:09 P.M.

NEXT MEETING: March 2023  
Zoom Virtual Meeting  
1:30 P.M.

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Secretary

**MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND  
BILLS LIST**

Resolution No. 33-22

DECEMBER 2022

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

**BE IT RESOLVED** that the Monmouth 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 2022**

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002457			
002457	QUAL-LYNX	OUTSIDE ADJUSTER 12/22	6,977.06
002457	QUAL-LYNX	CLAIM ADJUSTING SERVICES 12/22	49,025.45
			<b>56,002.51</b>
002458			
002458	J.A. MONTGOMERY CONSULTING	SAFETY DIRECTOR FEE 12/22	14,054.25
002458	J.A. MONTGOMERY CONSULTING	LAW ENFORCEMENT 12/22	2,550.00
			<b>16,604.25</b>
002459			
002459	QUALCARE, INC.	WORKERS COMP-ACCESS/UM 12/22	17,940.83
			<b>17,940.83</b>
002460			
002460	PERMA	POST 11/22	25.58
002460	PERMA	POSTAGE 10/22	59.74
002460	PERMA	ADMIN FEE 12/22	33,767.00
002460	PERMA	LOSS FUND MGT 12/22	2,984.00
			<b>36,836.32</b>
002461			
002461	THE ACTUARIAL ADVANTAGE	NEW MEMBER ASSES FAIR HAVEN 12/22	400.00
002461	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES 12/22	3,858.50
			<b>4,258.50</b>
002462			
002462	CLEARY GIACOBBE ALFIERI & JACOBS, LLC	LEGAL SERVICES RENDERED - LIT 10/22-11/2	9,257.03
002462	CLEARY GIACOBBE ALFIERI & JACOBS, LLC	LEGAL SERVICE RENDERED ATT 10/22-11/22	1,764.08
			<b>11,021.11</b>
002463			
002463	STEPHEN MAYER	TREASURER FEE 12/22	1,795.17
			<b>1,795.17</b>
002464			
002464	DANSKIN INSURANCE AGENCY, INC.	RMC FEE 12/22	44,380.00
			<b>44,380.00</b>
002465			
002465	CONNER STRONG & BUCKELEW	UNDERWRITING MGMT FEE 12/22	1,052.00
			<b>1,052.00</b>
002466			
002466	EXECU-TECH, INC.	WEBSITE MAINTENANCE 12/22	200.00
			<b>200.00</b>
002467			
002467	THE CANNING GROUP LLC	QPA SERVICES 11/1/22-11/30/22	583.33
002467	THE CANNING GROUP LLC	QPA SERVICES 10/1/22-10/31/22	583.33
			<b>1,166.66</b>
002468			
002468	ACCESS	ACCT #410 - ARC. AND STOR. - 10.30.22	95.68
			<b>95.68</b>
002469			
002469	BRADLEY BEACH BOROUGH	RETURN ASSM OVERPAYMENT 12/22	2,500.00
			<b>2,500.00</b>
		<b>Total Payments FY 2022</b>	<b>193,853.03</b>
		<b>TOTAL PAYMENTS ALL FUND YEARS</b>	<b>193,853.03</b>

\_\_\_\_\_  
Chairperson

Attest:

Dated: \_\_\_\_\_

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

\_\_\_\_\_  
Treasurer

# MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND DIVIDEND BILLS LIST

Resolution No. 34-22

DECEMBER 2022

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

**BE IT RESOLVED** that the Monmouth 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>
002427			
002427	BRIELLE BOROUGH	DIVIDEND 2022	19,603.00
			<b>19,603.00</b>
002428			
002428	EATONTOWN BOROUGH	DIVIDEND 2022	54,751.00
			<b>54,751.00</b>
002429			
002429	LITTLE SILVER BOROUGH	DIVIDEND 2022	18,741.00
			<b>18,741.00</b>
002430			
002430	MANASQUAN BOROUGH	DIVIDEND 2022	24,390.00
			<b>24,390.00</b>
002431			
002431	MONMOUTH BEACH BOROUGH	DIVIDEND 2022	15,259.00
			<b>15,259.00</b>
002432			
002432	RED BANK BOROUGH	DIVIDEND 2022	71,114.00
			<b>71,114.00</b>
002433			
002433	SHREWSBURY BOROUGH	DIVIDEND 2022	19,537.00
			<b>19,537.00</b>
002434			
002434	SHREWSBURY TOWNSHIP	DIVIDEND 2022	1,944.00
			<b>1,944.00</b>
002435			
002435	SPRING LAKE BOROUGH	DIVIDEND 2022	40,037.00
			<b>40,037.00</b>
002436			
002436	UNION BEACH BOROUGH	DIVIDEND 2022	29,745.00
			<b>29,745.00</b>
002437			
002437	WEST LONG BRANCH BOROUGH	DIVIDEND 2022	20,544.00
			<b>20,544.00</b>
002438			
002438	ATLANTIC HIGHLANDS BOROUGH	DIVIDEND 2022	31,363.00
			<b>31,363.00</b>
002439			
002439	LOCH ARBOUR VILLAGE	DIVIDEND 2022	631.00
			<b>631.00</b>
002440			
002440	MARLBORO TOWNSHIP	DIVIDEND 2022	63,676.00
			<b>63,676.00</b>
002441			
002441	UPPER FREEHOLD TOWNSHIP	DIVIDEND 2022	5,043.00
			<b>5,043.00</b>
002442			
002442	WALL TOWNSHIP	DIVIDEND 2022	82,086.00
			<b>82,086.00</b>

002443			
002443	MIDDLETOWN TOWNSHIP	DIVIDEND 2022	20,907.00
			<b>20,907.00</b>
002444			
002444	ALLENTOWN BOROUGH	DIVIDEND 2022	7,742.00
			<b>7,742.00</b>
002445			
002445	LAKE COMO, BOROUGH OF	DIVIDEND 2022	10,493.00
			<b>10,493.00</b>
002446			
002446	OCEANPORT, BOROUGH OF	DIVIDEND 2022	14,546.00
			<b>14,546.00</b>
002447			
002447	SEA GIRT BOROUGH	DIVIDEND 2022	19,292.00
			<b>19,292.00</b>
002448			
002448	MATAWAN BOROUGH	DIVIDEND 2022	31,139.00
			<b>31,139.00</b>
002449			
002449	SEA BRIGHT BOROUGH	DIVIDEND 2022	15,395.00
			<b>15,395.00</b>
002450			
002450	TINTON FALLS BOROUGH	DIVIDEND 2022	33,731.00
			<b>33,731.00</b>
002451			
002451	DEAL BOROUGH	DIVIDEND 2022	18,771.00
			<b>18,771.00</b>
002452			
002452	KEYPORT BOROUGH	DIVIDEND 2022	32,547.00
			<b>32,547.00</b>
002453			
002453	HIGHLANDS BOROUGH	DIVIDEND 2022	27,908.00
			<b>27,908.00</b>
002454			
002454	NEPTUNE CITY BOROUGH	DIVIDEND 2022	18,982.00
			<b>18,982.00</b>
002455			
002455	FREEHOLD TOWNSHIP	DIVIDEND 2022	59,126.00
			<b>59,126.00</b>
002456			
002456	FARMINGDALE BOROUGH	DIVIDEND 2022	5,655.00
			<b>5,655.00</b>
		<b>Total Payments FY CLOSED</b>	<b>814,698.00</b>
		<b>TOTAL PAYMENTS ALL FUND YEARS</b>	<b>814,698.00</b>

\_\_\_\_\_  
Chairperson

Attest:

Dated: \_\_\_\_\_

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

\_\_\_\_\_  
Treasurer

**MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND  
SUPPLEMENTAL BILLS LIST**

Resolution No. 35-22

DECEMBER 2022

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

**BE IT RESOLVED** that the Monmouth 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 2022**

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002470			
002470	MUNICIPAL EXCESS LIABILITY JIF	FPB - 4TH QTR 2022	1,423.25
			<b>1,423.25</b>
002471			
002471	MUNICIPAL EXCESS LIABILITY JIF	PROPERTY - 4TH QTR 2022	117,551.00
002471	MUNICIPAL EXCESS LIABILITY JIF	MEL - 4TH QTR 2022	1,030,200.55
			<b>1,147,751.55</b>
002472			
002472	MUNICIPAL EXCESS LIABILITY JIF	MSI - 4TH QTR 2022	7,406.25
			<b>7,406.25</b>
		<b>Total Payments FY 2022</b>	<b>1,156,581.05</b>
		<b>TOTAL PAYMENTS ALL FUND YEARS</b>	<b>1,156,581.05</b>

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. 1-23**

**MONMOUTH MUNICIPAL JOINT INSURANCE FUND**  
(hereafter referred to as the “FUND”)

**CERTIFYING THE ELECTION OF  
CHAIRMAN AND SECRETARY**

**BE IT RESOLVED**, by the Governing Body of the Fund that the following persons have been elected as Chairman and Secretary:

Thomas Rogers,                      Chairman

Bryan Dempsey                      Secretary

**BE IT FURTHER RESOLVED**, that the Chairman and Secretary shall serve for the year 2023 and until their successors shall be elected and qualified.

ADOPTED:

this day before the Governing Body,

**RESOLUTION NO. 2-23**

**MONMOUTH MUNICIPAL JOINT INSURANCE FUND**  
(Hereinafter referred to as the "FUND")

**APPOINTING CERTAIN PROFESSIONALS AND SERVICE ORGANIZATIONS IN A FAIR AND OPEN MANNER**

**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 FUND found it necessary and appropriate to obtain certain professional services as defined in the Local Public Contracts Law, (N.J.S.A. 40A-11-5 et. seq.) for the 2023 Fund year; and,

**WHEREAS**, NJSA 40:A11-15 allows for a contract duration of one (1) year; and,

**WHEREAS** the FUND duly advertised and received for Fund Attorney in a fair and open manner consistent with N.J.S.A.19:44A.20.4 et seq., on September 15, 2022; and

**WHEREAS**, the Fund's Rules & Contracts Committee recommended the award of a contract to the below listed Professional Service Provider and service organizations based on a review of their; responses, experience and prior service provided at the rates established by the Fund Executive Committee; and,

**WHEREAS** the Fund's Executive Committee resolve to appoint the Fund Attorney commencing on January 1, 2023 and ending on December 31, 2023 in a fair and open process pursuant to N.J.S.A. 19:44A-22.4 et. Seq.;

**Mr. James Cleary of Cleary, Giacobbe, Alfieri & Jacobs, Esq.** is hereby appointed to serve as the FUND's **Attorney**. The annual amount of \$21,592 has been appropriated in the Attorney Line Item of the 2023 budget. The amount of \$133,730 is also designated for the Fund Attorney for Litigation Management and is appropriated in the Litigation Management Line Item of the 2023 budget. Services are based on an hourly rate of \$195 per hour. *Contract term to be one year (1/1/23 – 12/31/23)*

**BE IT FURTHER RESOLVED**, all Professional Service Providers and Service Organizations appointed pursuant to this Resolution shall service the Fund in accordance with the terms and conditions of the Professional Service Agreements

**BE IT FURTHER RESOLVED**, that in accordance with NJSA 19:44A-22.7, the decision of the Fund's Executive Committee that the procurement process utilized, constitutes a fair and open process, shall be final.

**ADOPTED:** *this day by the Governing Body,*



**RESOLUTION NO. 3-23**

**MONMOUTH MUNICIPAL JOINT INSURANCE FUND  
(Hereinafter referred to as the "FUND")**

**AUTHORIZING THE AWARD OF PROFESSIONAL SERVICES CONTRACT TO THE  
CANNING GROUP TO SERVE AS THE FUND'S QUALIFIED PURCHASING AGENT**

**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 Monmouth Municipal Joint Insurance Fund (hereinafter the Fund) found it necessary and appropriate to appoint certain professionals as defined in the Local Public Contracts Law, (N.J.S.A. 40A-12 et. seq.) for the 2023 Fund year; and,

**WHEREAS**, the Fund seeks to award a Professional Service Agreement in accordance with a non-fair and open process pursuant to NJSA 19:44A-22.4 et. seq.; and,

**WHEREAS**, the Fund's Executive Committee recommended the award of the contract to the below listed Professional Service Provider based on a review of their experience and prior service provided at the rates established by the Fund Executive Committee; and,

**WHEREAS**, the Fund Treasurer has issued a certificate of available funds indicating sufficient funds exist for the award of these contracts in the usual and customary accounts.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the Fund's Executive Committee hereby recommends the appointment of the following Fund Professional at its January 2023 reorganization meeting in accordance with a fair and open process pursuant to N.J.S.A. 19:44A – 20.4 et. seq.

**Sean Canning of The Canning Group** as Qualified Purchasing Agent in the amount of \$7,000.

**BE IT FURTHER RESOLVED**, all Professional Service Providers are appointed pursuant to this Resolution shall service the Fund in accordance with the terms and conditions of the Professional Service Agreements and the Local Public Contracts Law.

**BE IT FURTHER RESOLVED**, notice of this action shall be printed in the official newspaper of the Fund in accordance with the Local Public Contract Laws of the State of New Jersey

**ADOPTED: *this day by the Governing Body,***

**RESOLUTION NO. 4-23**

**MONMOUTH MUNICIPAL JOINT INSURANCE FUND**

(Hereinafter the "FUND")

**APPOINTING BANKING MANAGER**

**WHEREAS**, the Monmouth Municipal Joint Insurance Fund (hereinafter the Fund), finds it necessary for the proper conduct and order of business that official depositories for the Fund be designated and named; and

**WHEREAS** Citizens Bank (formerly Investors Bank) for Banking Manager at an earnings rate based on a combined average balance of \$20,000,000 of participating Joint Insurance Funds which will earn base of 1.50% as of 9/1/2022 plus 50% beta on Federal Fund Target Rate increase/decrease with a floor of .40% is hereby proposed by the Executive Committee as the official designated depository in accord with N.J.S.A. 40A:11-5-15.1(f)

**NOW, THEREFORE, BE IT RESOLVED**, by the Monmouth Municipal Joint Insurance Fund, that Citizens Bank (formerly Investors Bank) for Banking Manager at an earnings rate based on a combined average balance of \$20,000,000 of participating joint insurance funds which will earn base of 1.50% as of 9/1/2022 plus 50% beta on Federal Fund Target Rate Increase/Decrease with a floor of .40% is hereby approved by the Board of Fund Commissioners as the official designated depository in accord with N.J.S.A. 40A:11-5-15.1(f) and that sums so deposited may be withdrawn upon a check, draft or order of the Executive Committee; and

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution, duly executed, be delivered to the proper officers of Citizens Bank (formerly Investors Bank).

**ADOPTED: *this day before the Governing Body***

**RESOLUTION NO. 5-23**

**MONMOUTH MUNICIPAL JOINT INSURANCE FUND  
(Hereinafter the "FUND")**

**AUTHORIZING THE AWARD OF PROFESSIONAL SERVICES CONTRACT TO  
WILMINGTON TRUST TO SERVE AS THE FUND'S ASSET MANAGER**

**WHEREAS**, the Monmouth Municipal Joint Insurance Fund (hereinafter "the Fund") finds it necessary and appropriate to obtain certain professional services, as defined in the Local Public Contracts Law, (N.J.S.A. 40A-11-1 et. seq.), to serve as the Fund's Asset Manager; and

**WHEREAS**, the Fund Treasurer has indicated that sufficient funds exist for the award of this contract in the usual and customary accounts; and

**WHEREAS**, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., requires that the resolution authorizing the award of a contract for professional services without competitive bidding, and the contract itself, be available for public inspection.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Fund Commissioners of the Monmouth Municipal Joint Insurance Fund ("the Fund") as follows:

1. The Fund hereby awards and authorizes execution of a professional service agreement with **Wilmington Trust**– At an annual fee of 5 basis points of the market value of the Fund's invested assets; and
2. This contract is awarded for a 1-year term effective January 1, 2023.
3. This contract is awarded without competitive bidding as a professional services contract in accordance with the provisions of the Local Public Contracts Law at N.J.S.A.40A:11-5.
4. Notice of this action shall be published as required by law.
5. A copy of this resolution shall be provided to the Fund Treasurer.

A copy of this resolution will be on file in the Fund office, located at 9 Campus Drive,  
Suite 216, Parsippany, NJ 07504.

**RESOLUTION NO: 6-23**

**MONMOUTH MUNICIPAL JOINT INSURANCE FUND  
(hereafter the “FUND”)**

**ESTABLISHING PUBLIC MEETING PROCEDURES**

**WHEREAS**, the FUND must establish meeting procedures for Fund Year 2023, and

**NOW, THEREFORE BE IT RESOLVED**, by the Governing Body of the FUND that:

- I. The Governing Body shall conduct Public Meetings during the year 2023 as follows: 1:30 PM via Zoom on the second Thursday of January, March, May, July, September, October, November, and December to conduct the official business of the FUND. *(Meeting Format Subject to Change)*
- II. In addition, **the Monmouth Municipal Joint Insurance Fund Claims Committee** will meet via Zoom on the Monday before the second Thursday at 9:30 AM in the months of **February, April, June, and August**. *(Meeting Format Subject to Change)*
- III. **The Monmouth Municipal Joint Insurance Fund Claims Committee** will meet via Zoom on the second Thursday of every month at 12:15 PM in the months **January, March, May, July, September, October, November, and December**. *(Meeting Format Subject to Change)*
- IV. Each Public Comments session is limited to thirty (30) minutes; any one person may address the Chairperson for a maximum of five (5) minutes; once a particular topic has been addressed by a member of the public, subsequent comments on that same topic by other people is limited to a maximum of two (2) minutes; citizens who have spoken once during the session will not be recognized a second time; and speakers are required to state their names and addresses.
- V. The following is hereby designated the official newspaper (s) of the Fund:  
  
**The Asbury Park Press**, Neptune, New Jersey , and [www.MonmouthJIF.org](http://www.MonmouthJIF.org)
- VI. The FUND Secretary or designated assistant shall provide notice of any and all meetings, including special or emergency meetings, to each official newspaper and shall issue all official notices required to be published in at least one of the official newspapers.

**ADOPTED:** *this day by the Governing Body;*

**RESOLUTION NO: 7-23**

**MONMOUTH MUNICIPAL JOINT INSURANCE FUND  
(hereafter the “FUND”)**

**ESTABLISHING REMOTE MEETING PROCEDURES APPLICABLE  
DURING A DECLARED STATE OF EMERGENCY**

**WHEREAS**, on March 9, 2020 in response to COVID-19, Governor Phil Murphy issued Executive Order 103, which declared a state of emergency that has been extended by the Governor and remains in full force to this day; and

**WHEREAS**, by way of additional Executive Orders, the Governor has established extensive social distancing protocols to protect the health, safety and welfare of New Jersey citizens; and

**WHEREAS**, in accordance with the Executive Orders relating to COVID-19 and the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. (“OPMA”), local government units, including the Monmouth Municipal Joint Insurance Fund (“FUND”), have continued to hold public meetings via remote platforms to ensure the continued operation of local government with participation by the public, in a way that limits public health risk; and

**WHEREAS**, in March 2020, the New Jersey Department of Community Affairs, Division of Local Government Services (“DLGS”) issued “Local Operational Guidance – COVID-19: Guidance for Remote Public Meetings in New Jersey,” which provided specific guidance regarding holding remote public meetings under the OPMA; and

**WHEREAS**, on September 24, 2020, the DLGS issued Local Finance Notice 2022-23 (“LFN 2022-23”), which provided a synopsis of newly promulgated emergency regulations N.J.A.C. 5:39-1.1 through 1.7, which establish standard protocols for remote public meetings governed by the OPMA and held during a Governor-declared state of emergency; and

**WHEREAS**, LFN 2022-23 additionally stated that the emergency regulations presently in effect are proposed for permanent adoption in the October 19, 2020 New Jersey Register, with comments submitted no later than November 18, 2020; and

**WHEREAS**, under emergency regulation N.J.A.C. 5:39-1.4(h), a local government unit is required to adopt by resolution standard procedures and requirements for public comment made during remote public meetings, as well as for public comments submitted in writing ahead of the remote public meeting.

**WHEREAS**, although the emergency regulations requiring this resolution expired on January 1, 2022, the FUND desires to memorialize standard procedures and requirements for public comment for remote meetings for 2023.

**NOW THEREFORE BE IT RESOLVED** that the Executive Director's Office of the FUND, does hereby resolve and agree to adopt the following procedures regarding public comments during remote public meetings:

1. Public comments for a remote public meeting may be made during the designated public comment section of the meeting or submitted in writing to the Executive Director's Office of the FUND no later than four (4) hours prior to published start time of the remote meeting. Written public comments must be emailed to the Executive Director's Office at: [steves@permainc.com](mailto:steves@permainc.com) or mailed to the Executive Director's Office at: 9 Campus Drive – Suite 216, Parsippany, NJ 07054. Written public comments may not be submitted via any other form of electronic communication.
2. Written public comments submitted via email or mail must include the individual's name, full address and contact information (telephone number and/or email address), as the Executive Director's Office reserves the right to verify the submitter's identity.
3. Written public comments submitted in accordance with this resolution shall be read into the remote meeting record at the end of the last public comment section, subject to any time limit in place for in-person comments. Written public comments containing profanity or vulgarity will not be read into the record. The chair and/or presiding officer of the remote meeting reserves the right to read similar or duplicative comments into the record in a summary fashion and will do so uniformly for all similar/duplicative comments.
4. Written public comments received after the four (4) hour deadline set forth by this resolution will not be read into the record or become part of the meeting record.
5. The procedures and requirements for making public comments during a remote meeting, along with an explanation of the audio muting function of the electronic communications platform being used, shall be announced at the beginning of the remote public meeting.
6. With respect to public participation at a remote public meeting, the following procedures shall be incorporated:
  - a. A member of the public who has submitted written comments prior to the meeting in accordance with this resolution, attends the remote public meeting, and wishes to participate during the public comment portion, will be deemed and treated as having already had the floor once.
  - b. If a member of the public disrupts a remote public meeting, the chair and/or presiding officer of the remote public meeting shall facilitate a dialogue with that member of the public to the extent reasonably permitted by the electronic communications technology.
  - c. The chair and/or presiding officer of the meeting shall mute or continue muting, or direct appropriate staff to mute or continue muting, the disruptive member of the

public and warn them that continued disruption may result in their being prevented from speaking during the remote public meeting or removed from the remote public meeting. Disruptive conduct includes sustained inappropriate behaviors such as, but not necessarily limited to, shouting, interruption and use of profanity.

- d. A member of the public who continues to act in a disruptive manner after receiving an initial warning shall be muted while other members of the public are allowed to proceed with their questions or comments. If time permits, the disruptive individual shall be allowed to speak after all other members of the public have been given the opportunity to make comment. Should the person remain disruptive, the individual may be muted or kept on mute for the remainder of the remote public meeting, or removed from the remote public meeting.
- e. The chair and/or presiding officer of the remote meeting shall reserve the right to take necessary action to protect the rights of the public to participate in the remote public meeting

This Resolution shall take effect immediately.

**RESOLUTION NO: 8-23**

**MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND**  
(hereafter referred to as "THE FUND")

**ESTABLISHING A FISCAL MANAGEMENT PLAN**  
**FOR THE 2023 FUND YEAR**

**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 FUND is subject to the requirements contained within the Local Fiscal Affairs Law (N.J.S.A. 40A-5, et.seq.) ; and

**NOW, THEREFORE BE IT RESOLVED**, THE FUND's Executive Committee that:

- I.** All funds for Administrative Expenses, Reinsurance, Dividends and Miscellaneous Expenses, shall be withdrawn from the Official named Depository(ies) by check, wire or ACH which shall bear the signatures and/or electronic approvals of at least two (2) of the following persons, duly authorized pursuant to this Resolution:

Thomas Rogers	CHAIRMAN
Bryan Dempsey	SECRETARY
Steve Mayer	TREASURER
Thomas Nolan	COMMISSIONER

- II.** All funds for Claims payments shall be withdrawn from the Official Depository(ies) by check, which shall bear the signatures of at least two (2) of the following persons, duly authorized pursuant to this Resolution,

Steve Mayer	Treasurer
Alice H. Lihou	Qual-Lynx
David S. Ruber	Qual-Lynx
Edward Koreivo	Qual-Lynx

FOR WIRE TRANSFERS - that the FUND does hereby require that Citizens Bank (formerly Investors Bank) obtain voice confirmation prior to executing wire transfers to external accounts from the Fund Treasurer.

- III.** The Cash and Investment Policy attached herewith, shall be adopted.



- IV. The rate of interest assessed by the Fund, for delinquent assessments shall be ten (10) percent per annum, from the due date for any such assessment with a grace period for the first (1st) assessment installment paid to be January 31, and the second (2nd) assessment installment paid to be July 31.
- V. Certifying and Approval Officer for all FUND expenses shall be the FUND's Executive Director and/or the Account Manager so designated by the Executive Director.

**ADOPTED:** *this day before the Governing Body:*

1.) **Cash Management and Investment Objectives**

The Monmouth Municipal Joint Insurance Fund (hereinafter referred to as the FUND) objectives in this area are:

- a) Preservation of capital.
- b) Adequate safekeeping of assets.
- c) Maintenance of liquidity to meet operating needs, claims settlements and dividends.
- d) Diversification of the FUND's portfolio to minimize risks associated with individual investments.
- e) Maximization of total return, consistent with risk levels specified herein.
- f) Investment of assets in accordance with State and Federal Laws and Regulations.
- g) Accurate and timely reporting of interest earnings, gains and losses by line of coverage in each Fund year.
- h) Where legally permissible, cooperation with other local municipal joint insurance funds, and the New Jersey Division of Investment in the planning and execution of investments in order to achieve economies of scale.
- i) Stability in the value of the FUND's economic surplus.

2.) **Permissible Investments**

Investments shall be limited to investments authorized under N.J.S.A. 40A:5-15.1 Joint Insurance Funds and Chapter 38, Joint Insurance Funds, Subchapter 1. Investments 5:38-1.1, 5:38-1.2 and 5:38-1.3 of the New Jersey Administrative Code.

3.) **Authorized Depositories**

In addition to the above, the FUND is authorized to deposit funds in certificates of deposit and other time deposits in banks covered by the Governmental Unit Depository Protection Act, NJSA 17:9-14 et seq. (GUDPA). Specifically authorized depositories include but are not limited to:

Citizens Bank (formerly Investors Bank)

The FUND is also authorized to invest its assets in the New Jersey Cash Management Fund and the MEL Joint Cash Management Investment Program.

4.) **Authority for Investment Management**

The Treasurer is authorized and directed to make investments, with a maturity of three months or longer, through asset managers that may be selected by the Executive Board. Such asset managers shall be discretionary trustees of the FUND.

Their actions and decisions shall be consistent with this plan and all appropriate regulatory constraints.

In executing investments, asset managers shall identify the investment that is the most advantageous to the fund, unless otherwise directed by the FUND. Transactions may also be processed through the New Jersey Division of Investment by the Fund's asset managers.

5.) **Preservation of Capital**

Securities shall be purchased with the ability to hold until maturity.

6.) **Safekeeping**

Securities purchased on behalf of the FUND shall be delivered electronically or physically to the FUND's custodial bank, which shall maintain custodial and/or safekeeping accounts for such securities on behalf of the FUND.

7.) **Selection of Asset Managers, Custodial Banks and Operating Banks**

Asset managers, custodial banks and operating banks shall be retained for contract periods of one (1) year. Additionally, the FUND shall maintain the ability to change asset managers and/or custodial banks more frequently based upon performance appraisals and upon reasonable notice, and based upon changes in policy or procedures.

8.) **Reporting**

Asset managers will submit written statements to the treasurer and executive director describing the proposed investment strategy for achieving the objectives identified herein. Asset managers shall also submit revisions to strategy when justified as a result of changing market conditions or other factors. Such statements shall be provided to the Treasurer and Executive Director. The statements shall also include confirmation that all investments are made in accordance with this plan. Additionally, the Investment Manager shall include a statement that verifies the Investment Manager has reconciled and determined the appropriate fair value of the Funds portfolio based on valuation guidelines that shall be kept on file in the Executive Director's office.

The Treasurer shall report to the Executive Committee at all regular meetings on all investments. This report shall include information on the balances in all bank and investment accounts, and purchases, sales, and redemptions occurring in the prior month.

9.) **Audit**

This plan, and all matters pertaining to the implementation of it, shall be subject to the FUND's annual audit.

10.) **Cash Flow Projections**

Asset maturity decisions shall be guided by cash flow factors payout factors supplied by the Fund Actuary and reviewed by the Executive Director and the Treasurer.

11.) **Cash Management**

All moneys turned over to the Treasurer shall be deposited within forty-eight (48) hours in accordance with NJSA 40A:5-16.

In the event a check is made payable to the Treasurer rather than the Fund, the following procedure is to be followed:

- a.) The Treasurer endorses the check to the Fund and deposits it into the Fund account.
- b.) The Treasurer notifies the payer and requests that in the future any check be made payable to the Fund.

Cash may be withdrawn from investment pools under the discretion of asset managers only to fund operations, claims impress accounts, or approved dividend payments.

The Treasurer shall escheat to the State of New Jersey checks which remain outstanding for twelve or more months after the date of issuance. However, prior to implementing such procedures, the Treasurer, with the assistance of the claims agent, as needed, shall confirm that the outstanding check continues to represent a valid claim against the FUND.

**RESOLUTION NO. 9-23**

**MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND**  
**(Hereinafter the "FUND")**

**ESTABLISHING A FUND RECORDS PROGRAM**

**WHEREAS:** The FUND must establish a formal record retention program for the 2023 Fund Year.

**NOW, THEREFORE BE IT RESOLVED,** by the FUND's Governing Body that:

- I.** Bryan Dempsey, **Fund Secretary**, is hereby designated as custodian of the FUND records, which shall be kept at the office of the Fund Administrator, located at 9 Campus Drive, Suite 216, Parsippany, NJ 07054.
- II.** Jason Thorpe, **Senior Account Manager** for Perma Risk Management Services is hereby designated as **Assistant Fund Secretary**.
- III.** The records of the FUND shall be retained in accordance with the municipal records retention schedule as promulgated by the New Jersey Division of Archives and Records Management, and/or otherwise specified by the New Jersey Department of Insurance and Community Affairs.
- IV.** Each fund professional and service organization shall have the duty and obligation to maintain such records as are entrusted to him/her and to relinquish such records to the Fund Secretary upon termination of services or otherwise upon request.

Records and files not required to support current operations, but which must otherwise be retained, shall be stored in the record retention facility, located at Route 80, Business Archives, 24 Beckwith Avenue, Paterson, New Jersey. The FUND's Executive Director shall coordinate the archive process and shall make sure that all records are properly indexed and accessible.

**ADOPTED:** *this day before the Governing Body*

**Monmouth Municipal Joint Insurance Fund**

**(hereinafter the "Fund" or the "MON JIF")**

**ESTABLISHING THE 2023 PLAN OF RISK MANAGEMENT**

BE IT RESOLVED by the Fund's Commissioners that the 2023 Plan of Risk Management shall be:

Definitions:

“Commissioners” mean: The Board of Fund Commissioners or the Executive Committee thereof as appropriate

“Member” means: A local unit of government that has joined the Fund

“Sexual Abuse” means: An action brought pursuant to Section 1 of P.L. 1992, c.109 (C.2A:61B-1), paragraph (1) of subsection c. of section 1 of P.L.1959 (C.2A:53A-7) or section 1 of P.L.2005, c.264 (C.2A:53A-7.4)

## **Section I – Coverage**

### **Insurance Coverages**

The following coverages are provided to the Fund's members, effective January 1, 2023:

- Workers' Compensation
- Liability (including optional excess)
- Public Officials Liability / Employment Practices Liability (including optional excess)
- Optional Volunteer Directors & Officers Liability
- Crime
- Non-Owned Aircraft Liability
- Environmental Impairment Liability
- Cyber
- Property & Equipment Breakdown (effective December 31, 2022)
- Terrorism

### **Limits of Coverage**

Unless otherwise stated, all limits shown apply less any local member unit’s SIRs/deductibles . All references to the “MEL” stand for the “Municipal Excess Liability Joint Insurance Fund”. **Please note, the following is a general discussion of the coverages and limits provided via the Fund; however, the actual terms and conditions are defined in the policy documents and all issues shall be decided on such. Additional coverages, limits and conditions may**

**apply. Please also note, deductibles may differ for individual members; please refer to your policy(ies) for full details.**

**1. Workers' Compensation**

- Workers' Compensation: \$300,000
- Employer's Liability: \$300,000
- USL&H, Harbor Marine/Jones Act, Incidental Foreign Workers' Compensation, Communicable Disease: Per Person
- MEL Excess Limit: Statutory
- Employer's Liability Excess Limit: \$6,700,000

**2. Liability** *(includes General, Automobile, Employee Benefits and Law Enforcement Liability)*

- Fund Limit: \$300,000
- MEL Excess Limit: \$4,700,000
  - The \$3,000,000 layer excess of \$2,000,000 is subject to a 3,000,000 per local member unit annual aggregate (Automobile Liability is not aggregated)
- Sublimits: The following sublimits are part of, and not in addition to, the limits above:
  - Good Samaritan Liability: Included
  - Fungus or Spores: \$1,000,000
  - Disinfectants Release Hazard Coverage: \$1,000,000
  - Dam and Reservoir: \$5,000,000
    - a. \$5,000,000 per occurrence for any member entity owned dams defined as Class III or IV in New Jersey Administrative Code, Title 7, Department of Environmental Protection, Chapter 20, 7:20-1.8;
    - b. Included for premises owned, occupied or controlled by the member entity on which a dam or reservoir is located, or from the operations conducted on such premises;
    - c. \$2,000,000 per occurrence for any member entity owned dam defined as Class I or II in New Jersey Administrative Code, Title 7, Department of Environmental Protection, Chapter 20, 7:20-1.8; and
    - d. \$2,000,000 per occurrence for any Class III or IV member entity owned dam involved with a Class I or II member entity owned dam.
  - Sanitary/Storm Water System Sewerage Backup and/or Sanitary System Sewerage Backup, Escape or Release: \$3,000,000 Per Occurrence and \$4,000,000 Annual Aggregate for all member entities
  - Subsidence: \$3,000,000 Per Occurrence and \$4,000,000 Annual Aggregate for all member entities
  - Skateboard Facilities: \$5,000,000 Per Occurrence (where approved)
    - a. Subject to 20% member coinsurance of the first \$100,000
  - Riot, Civil Commotion or Mob Action: \$5,000,000 Per Occurrence
  - Failure to Supply Utility: \$5,000,000 Per Occurrence

- Garagekeepers Liability: \$2,000,000 Per Occurrence
- New Jersey Personal Injury Protection (NJ PIP): Statutory Minimum
- New Jersey Uninsured/Underinsured Motorist (NJ UM/UIM): Statutory Minimum
- The Fund excludes Property Damage to mailboxes based upon, arising out of, or attributable to snow removal activities.

### 3. **Optional Excess Liability Limit**

The MEL offers Optional Excess Liability Limits excess of the MEL Excess Limit.

- The following limits are the Optional Excess Limits:
  - \$2,000,000 (equals \$7,000,000 total);
  - \$5,000,000 (equals \$10,000,000 total);
  - \$10,000,000 (equals \$15,000,000 total); and
  - \$15,000,000 (equals \$20,000,000 total);

The MEL also offers Optional JIF Shared Aggregate Excess Liability coverage, with limits of \$10,000,000 from the MEL. This coverage is only available to members of the Fund who purchase all \$20,000,000 available to them from the Optional Excess Liability Limits.

- \$10,000,000 aggregate (equals \$30,000,000 total)

### 4. **Public Officials Liability / Employment Practices Liability**

Each local member unit is 100% commercially insured with Lexington Insurance Company for \$2,000,000 in the aggregate per member on a claims made and reported basis for each Fund year.

- Retentions and Coinsurance:
  - \$20,000 is the standard retention per claim and 20% of the first \$250,000 of the loss is the standard coinsurance, although other retentions and coinsurances may apply.
  - Local member units may qualify based on certain criteria to have options to purchase a lower retention and/or coinsurance contribution.
  - Members with adverse loss experience may be subject to higher retention and/or coinsurance.

### 5. **Optional Excess Public Officials Liability / Employment Practices Liability**

The MEL offers Optional Excess Public Officials Liability / Employment Practices Liability limits excess of the local member units' primary \$2,000,000 Public Officials Liability / Employment Practices Liability policies with Lexington Insurance Company as follows:

- \$1,000,000 (equals \$3,000,000 total);
- \$2,000,000 (equals \$4,000,000 total);



- \$3,000,000 (equals \$5,000,000 total);
- \$4,000,000 (equals \$6,000,000 total); and
- \$8,000,000 (equals \$10,000,000 total).

**6. Optional Volunteer Directors & Officers Liability**

Fire companies and Emergency Service Units have the option of purchasing optional Volunteer Directors & Officers Liability coverage. The coverage is 100% commercially insured with Lexington Insurance Company and applies to the non-firematic/emergency activities of such entity per the following options:

<b>Option</b>	<b>Deductible</b>
1	\$1,000
2	\$2,000
3	\$5,000

**7. Crime**

- The Fund provides Crime coverage with a limit of \$50,000 for: Loss of Assets, Credit Card Forgery, Loss of Employee Benefit Plan Assets and Public Employee Dishonesty
- The member deductible is \$2,500
- MEL Crime
  - MEL Crime Excess: \$950,000 excess of the Fund Crime limit
  - MEL Crime Statutory Position:
    - a. The MEL provides primary employee dishonesty and faithful performance coverage for those employed positions which are required by law to be individually bonded and where they have applied and have been approved for coverage at a limit of \$1,000,000 per occurrence per position. The MEL can provide MEL Crime Statutory Position limits, based on underwriting and via endorsement, above \$1,000,000, matching the member’s auditor’s recommendation, but no more than \$2,000,000. Such additional limit is available upon request and approval by the MEL.
    - b. The deductible is \$1,000
  - MEL Crime Excess Public Officials:
    - a. The MEL provides excess employee dishonesty and faithful performance coverage for those employed positions which are required by law to be individually bonded and where they have not applied or have not been approved for coverage under the MELJIF Statutory Position Program at a limit of \$1,000,000

- b. The deductible is the greater of the underlying bond/policy in place or the statutory limit required

**8. Non-Owned Aircraft Liability**

- \$5,000,000; and
- Medical Expense for each passenger: \$5,000
- The coverage is 100% commercially insured with Endurance

**9. Environmental Impairment Liability**

- Environmental Impairment Liability is provided to the Fund's local member units by the New Jersey Environmental Risk Management Fund (EJIF). Please refer to the EJIF's Plan of Risk Management.

**10. Cyber**

The Fund purchases Cyber insurance from the New Jersey Cyber Risk Management Fund

- Limits and Retention: Please contact your Risk Manager or the Cyber JIF

**11. Property & Equipment Breakdown**

- The Fund provides a \$100,000 limit per occurrence (Property & Time Element combined)
- The MEL provides a \$2,400,000 limit excess of the Fund's limit
- The MEL purchases additional excess property limits, as follows: \$125,000,000, including certain sublimits, including, but not limited, to:
  - Aggregate, Earth Movement: \$75,000,000
  - Aggregate, Flood (includes Storm Surge): \$75,000,000
    - a. Per Location, High Hazard Flood Zone: \$27,500,000
      - a. Aggregate : \$50,000,000
  - Named Storm: Included
  - Vehicles: \$10,000,000
- Unmanned Aircraft Systems: \$100,000
- Member deductibles:
  - All Other: \$2,500
  - Automobile Physical Damage: \$2,500
  - Equipment Breakdown: \$5,000
  - SFHA Flood Maximum available NFIP limit, per location, regardless if member purchases it or not, but no less than \$500,000 building / \$500,000 contents (\$250,000 / \$100,000 for housing authorities and related non-profit buildings), but no more than the value of the building and contents.
  - Named Storm : \$2,500

**12. Terrorism**

Aggregate: \$125,000,000

## **Individual Self-Insured Retentions**

**Optional Individual Self-Insured Retentions:** Middletown has an individual SIR of \$200,000 for Workers' Compensation, general liability and auto liability. The Fund insures the \$100,000 excess of \$200,000 layer respectively. Manalapan has an individual SIR of \$400,000 for Workers' Compensation. The Fund insures the \$50,000 excess of \$400,000 layer for Workers Compensation.

## **Amount of Risk to be Retained by the Fund**

Unless otherwise stated, all limits shown apply less any local member unit's SIRs/deductibles.

1. **Workers' Compensation:** \$300,000
  
2. **Liability:** \$300,000
  - NJ Uninsured/Underinsured Motorist: Statutory minimum
  - NJ Personal Injury Protection: \$250,000
  
3. **Optional Excess Liability Limit:** \$0
4. **Public Officials Liability / Employment Practices Liability:** \$0
5. **Optional Excess Public Officials Liability / Employment Practices Liability:** \$0
6. **Optional Volunteer Directors & Officers Liability:** \$0
7. **Crime:** \$50,000
  - MEL Crime Excess: None
  - MEL Crime Statutory Position: None
  - MEL Crime Excess Public Officials: None
8. **Non-Owned Aircraft Liability:** \$0
9. **Environmental Impairment Liability :** \$0
10. **Cyber:** \$0
11. **Property:** \$100,000
  - Equipment Breakdown: \$0
  - SFHA Flood: \$0
  - Named Storm: \$100,000
  - Unmanned Aircraft Systems (UAS):\$100,000
12. **Terrorism:** \$0

## **Commercial Insurance / Reinsurance Purchased**

The insurance/reinsurance listed below may contain sublimits, retentions and deductibles in addition to such already stated.

1. **Non-Owned Aircraft Liability:** The Fund purchases this coverage through the MEL from Endurance
2. **Excess Property & Equipment Breakdown:** The Fund purchases this coverage from the MEL
3. **Excess Liability:** The Fund purchases this coverage from the MEL
4. **Excess Workers' Compensation:** The Fund purchases this coverage from the MEL
5. **Excess Crime:** The Fund purchases this coverage from the MEL
6. **Public Officials Liability / Employment Practices Liability:** The Fund purchases this coverage from Lexington Insurance Company
7. **Optional Volunteer Directors & Officers Liability:** The Fund purchases this coverage from Lexington Insurance Company
8. **Cyber:** The Fund purchases this coverage from the New Jersey Cyber Risk Management Fund
9. **Environmental Impairment Liability:** EJIF }
10. **Terrorism:** The Fund purchases this coverage from the MEL

## **Section II – Conditions**

### **The Amount of Unpaid Claims to be Established**

1. The general reserving philosophy is to set reserves based upon the probable total cost of the claim at the time of conclusion. Historically, on claims aged eighteen (18) months, the Fund expects the claims servicing company to set reserves at 85% accuracy. The Fund also establishes reserves recommended by the Fund's actuary for claims that have been incurred but not yet reported so that the Fund has adequate reserves to pay all claims and allocated loss adjusted expense liability.
2. Claims reserves are subject to regular review by the Fund's Executive Director/Administrator, Attorney, Commissioners and claims servicing company. Reserves on large or unusual claims are also subject to review by the claims departments of the commercial insurance companies or reinsurance companies providing primary or excess coverages to the Fund.

### **The Method of Assessing Contributions to be Paid by Each Member of the Fund**

1. By November 15th of each year, the actuary computes the probable net cost for the upcoming Fund year by line of coverage and for each prior Fund year. The actuary includes all budget items in these computations. The annual assessment of each participating member is its pro rata share of the probable net cost of the upcoming Fund year for each line of coverage as computed by the actuary.
2. The calculation of pro rata shares is based on each member's experience modified manual premium for that line of coverage. The Commissioners also adopts a capping formula which limits the increase of any member's assessment from the preceding year to the Fund wide average increase plus a percentage selected by the Commissioners. The total amount of each member's annual assessment is certified by majority vote of the Commissioners at least one (1) month prior to the beginning of the next fiscal year.
3. The treasurer deposits each member's assessment into the appropriate accounts, including the administrative account, and the claim or loss retention trust fund account by Fund year for each type of coverage in which the member participates.
4. If a local unit becomes a member of the Fund or elects to participate in a line of coverage after the start of the Fund year, such participant's assessments and supplement assessments are reduced in proportion to that part of the year which had elapsed.
5. The Commissioners may by majority vote levy upon the participating members additional assessments wherever needed or so ordered by the Commissioner of Insurance to supplement the Fund's claim, loss retention or administrative accounts to assure the

payment of the Fund's obligations. All supplemental assessments are charged to the participating members by applicable Fund year, and shall be apportioned by the year's assessments for that line of coverage.

6. Should any member fail or refuse to pay its assessments or supplemental assessments, or should the Fund fail to assess funds required to meet its obligations, the chairman or in the event by his or her failure to do so, the custodian of the Fund's assets, shall notify the Commissioner of Insurance and the Director of Community Affairs. Past due assessments shall bear interest at the rate established annually by the Commissioners.
7. Sexual Abuse Liability Account: The Commissioners may establish a sexual abuse liability account. Reserves, IBNR, expenses, assets, assessments and other assets for this account shall be accounted for separately. After the end of the year before the Fund has finalized its year end accounting, the Commissioners may levy a supplementary assessment if the sexual abuse claims account is negative on a statutory basis.
8. At the discretion of the Commissioners, any supplemental assessments may be payable in equal installments for up to ten years. Deferred assessments shall become due and immediately payable if a member leaves the Fund.

### **Procedures Governing Loss Adjustment and Legal Expenses**

1. The Fund engages a claims service company to handle all claims, except for the JIF's POL/EPL and Volunteer D&O, which are handled by Summit Risk Services representing QBE Specialty Insurance Company. The performance of the claims adjusters is monitored and periodically audited by the Executive Director's office, the Fund attorney, the MEL's attorney's office, as well as the claims department of the MEL's three major liability insurers/re-insurers (i.e. Munich Re for liability, and Safety National for workers' compensation). Every three years, the MEL's internal auditors also conduct an audit.
2. Each member is provided with a claims reporting procedure and appropriate forms.
3. In order to control workers' compensation medical costs, the Fund has engaged a managed care organization (MCO) whose procedures are integrated into the Fund's claims process.
4. To provide for quality defense and control costs, the Fund has established an approved defense attorney panel with firms which specialize in governmental claims. The performance of the defense attorneys is overseen by the Fund attorney, as well as the various firms which audit the claims adjusters.

### **Procedures for the Closure of Fund Years, including the Maintenance of All Relevant Accounting Records**

1. The Fund utilizes the Municipal Excess Liability Residual Claims Fund (RCF) to facilitate the closure of Fund years.
2. Upon the transfer of outstanding liabilities of a Fund year to the RCF, the Fund adopts a resolution closing that year and transfers all remaining assets to the closed Fund year account. This amount is allocated by member local units using the same procedure as is used to calculate a dividend. Each month, interest is credited to the closed Fund year account by member.
3. Each year, the Commissioners will determine if a dividend is appropriate from the closed Fund year account, and will make application to the Department of Banking and Insurance as appropriate. Further, in the event an open Fund year incurs a deficit, the Fund's governing body will consider an inter-year transfer from the closed Fund year account to offset the deficit. In either case, the dividend or inter-Fund year transfer will be calculated on a member by member basis.
4. In the event a member leaves the Fund, the Commissioners may assess the member's closed Fund Year account an amount not exceeding three (3) years stranded costs that the

Fund incurs as a result of the member's withdraw. Stranded costs are those expenses incurred by the Fund that would otherwise have been paid from the withdrawing member's assessments had the member remained in the Fund. The dividend of any member that is no longer a member of the Fund and that member's share of the closed fund year account shall be held in escrow until the later of the tolling of the statute of limitations for all potential claims incurred during the membership period or the closure of all incurred claims by the Fund during the period of membership. A former member may apply to the Commissioners for a return of that member's remaining share of the closed Fund year account no sooner than when five (5) years have passed since the last Fund year in which the member participated has been closed. The Commissioners will decide on the former member's request after evaluating the likelihood of any additional assessments from the RCF.

5. All dividends from the RCF will be deposited in the closed Fund year account on a member by member basis.
6. The Fund will retain all records in accordance with the Fund's record retention program.

### **Assumptions and Methodology Used for the Calculation of Appropriate Reserve Requirements to be Established and Administered in Accordance with Sound Actuarial Principles**

1. The general approach in estimating the loss reserves of the Fund is to project ultimate losses for each Fund year using paid and incurred loss data. Two traditional actuarial methodologies are used: the paid loss development method and the incurred loss development method. From the two different indications resulting from these methods the Fund Actuary chooses a "select" estimate of ultimate losses. Subtraction of the paid losses from the select ultimate losses yields the loss reserve liability or funding requirement.
2. The following is an overview of the two actuarial methods used to project the ultimate losses.
  - a. Paid Loss Development Method - This method uses historical accident year paid loss patterns to project ultimate losses for each accident year. Because this method does not use case reserve data, estimates from it are not affected by changes in case reserving practices. However, the results of this method are sensitive to changes in the rate of which claims are settled and losses are paid, and may underestimate ultimate losses if provisions are not included for very large open claims.
  - b. Case Incurred Loss Development Method - This method is similar to the paid loss development method except it uses historical case incurred loss patterns (paid plus case outstanding reserves) to estimate ultimate losses. Because the data used includes case reserve estimates, the results from this method may be affected by changes in case reserve adequacy.

### **The Maximum Amount a Certifying and Approving Officer May Approve Pursuant to N.J.A.C. 11:15-2.22**

1. \$10,000 for General and automobile liability
2. \$10,000 for workers compensation
3. With the advance approval of the Fund Attorney, the certifying and approving officer may also pay provider bills if waiting until after the next regularly scheduled FUND meeting would result in the loss of a discount on such bills. When the certifying and approving officer utilizes this authority, a report shall be made to the Commissioners at their next meeting.

4. \$50,000 Emergency Court House Authority upon the joint authorization of the Fund Attorney and Executive Director. Whenever this procedure is used, the claim shall be reported to the Commissioners at their next meeting.

**ADOPTED:**    *this 12th day of January, 2023 by the Commissioners:*

**MONMOUTH MUNICIPAL JOINT INSURANCE FUND**

**RESOLUTION APPOINTING APPROVED COUNSEL  
FOR THE MONMOUTH MUNICIPAL JOINT INSURANCE FUND**

**WHEREAS**, the Monmouth Municipal Joint Insurance is responsible for providing a defense to certain claims brought against its members in accordance with the Fund's coverage documents; and

**WHEREAS**, the Monmouth Municipal Joint Insurance Fund has the need to acquire the services of defense attorneys as a Fair and Open contract pursuant to the provisions of N.J.S.A. 19:44A-22.4 et seq.; and

**WHEREAS**, the Monmouth Municipal Joint Insurance Fund specifically reserves the right to waive any defects in the proposals; and

**WHEREAS**, in order to appoint defense counsel, a law firm must be on the approved counsel list of the Monmouth Municipal Joint Insurance Fund to defend any member of the Fund for the year 2023; and

**WHEREAS**, the law firms attached to this resolution have submitted proposals which have been found to be satisfactory indicators that the firms will provide quality services as defense Counsel for the Monmouth Municipal Joint Insurance Fund; and

**WHEREAS**, pursuant to the recommendation of the Fund Committee on Professional Services, the Monmouth Municipal Joint Insurance Fund has established as approved.

- 1) General Liability cases assigned for a defense, \$165 per hour, plus actual out-of-pocket costs as approved by the Fund Attorney;
- 2) Workers' Compensation cases assigned for a defense, \$130 per hour (Attorneys), \$75 per hour (Paralegals), \$55 per court appearance , plus actual out-of-pocket costs as approved by the Fund attorney;
- 3) Subrogation cases assigned for defense will be compensated at one-third (1/3) of the actual recovery amount, plus actual out-of-pocket costs as approved by the Fund Attorney.

**WHEREAS**, this resolution supersedes the previous resolution adopted by the Fund



which failed to include certain law firms in accordance with the attached Attorney Panel list;

**NOW, THEREFORE, BE IT RESOLVED** by the Executive Board of the Monmouth Municipal Joint Insurance Fund that the law firms attached to this resolution be and the same are hereby appointed as the approved counsel for the Monmouth Municipal Joint Insurance Fund for the year 2023;

**BE IT FURTHER RESOLVED** that the Chairman of the Monmouth Municipal Joint Insurance Fund is hereby authorized to execute this resolution;

**Monmouth Municipal Joint Insurance Fund  
RFP Opening – September 15, 2022  
Via Electronic Bid Platform**

Mr. Sean Canning (Fund QPA) indicated that the RFP opening would take place as follows:  
Defense Attorney at 10:00 AM

Defense Attorney	Defense Attorney
David L. Worthington, Esq.	Leitner, Tort, DeFazio & Brause
Hoagland, Longo, Moran, Dunst & Doukas	King, Kitrick, Jackson, McWeeney & Wells
Wisniewski & Associates	Citta Holzapfel Zabarsky
Campbell, Foley, Delano & Adams	Plosia Cohen
Decotiis Fitzpatrick & Cole	Florio Kenny Raval
Chasan Lamparello Mallon & Cappuzzo	Pfund McDonnell
Dvoorak & Associates	Gertner & Gertner
Hiering, Gannon & McKenna	Amdur, Maggs & Dugan
Orvlosky Moody Schaaff & Conlon	Chamlin, Uliano & Walsh
Rothstein, Mandell, Strohm, Halm & Cipriani	Manna & Bonello
Parker McCay	Weiner Law Group
Rainone Coughlin Michello	Law Offices of John T. Bazzurro, Esq.
Antonelli Kantor	Schwartz & Posnock
Dasti & Associates	Biancamano & Di Stefano
Shain Schaffer	Dasti, Murphy & McGuckin
Gluck & Allen	Flynn Watts
Kevin B. Riordan, Esq.	GluckWalrath
LaCorte, Bundy, Varady & Kinsella	King Moench Hirniak & Mehta
Malamut & Associates	Methfessel & Werbel
Murphy Orlando	Reardon Anderson
Eric M. Bernstein and Associates	Law Offices of Marco Di Stefano, Esq.
Inglesino, Webster, Wyciskala & Taylor	

**RESOLUTION NO. 12-23**

**RESOLUTION OF THE MONMOUTH MUNICIPAL JOINT INSURANCE FUND AWARDING AN EXTRAORDINARY UNSPECIFIABLE SERVICES CONTRACT WITH LEXINGTON INSURANCE COMPANY FOR PRIMARY PUBLIC OFFICIALS/EMPLOYMENT PRACTICES LIABILITY**

**WHEREAS**, there is a need for public officials/employment practices coverage for the Monmouth Municipal Joint Insurance Fund (FUND); and

**WHEREAS**, the Fund has sought and received proposals in accord with N.J.S.A. 19:44A-20.4 et. seq.; and

**WHEREAS**, the Underwriting Manager is recommending award to Lexington Insurance Company for primary public officials/employment practices liability coverage (inclusive of optional volunteer director's and officer's liability) in the amount of \$1,716,282.30 inclusive of commission; and

**WHEREAS**, the services qualify as an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service N.J.S.A. 18A:18A-5(a)(ii) and N.J.A.C. 5:34-2.3(b); and

**WHEREAS**, the certification of an Extraordinary Unspecifiable Service as demanded by to N.J.A.C. 5:34-2.1 et. seq. must be complied with and attached to this resolution; and

**WHEREAS**, Lexington Insurance Company will submit a Business Entity Disclosure Certification and a Political Contribution Disclosure form which certifies that Lexington Insurance Company has not made any reportable contributions to a political or candidate committee to the Fund in the previous one year, and that the contract will prohibit Lexington Insurance Company from making any reportable contributions through the term of the contract, and

**WHEREAS**, the Fund Administrator has concurred with the legality of the purchase in accord with the New Jersey Local Publics Contract Law (N.J.S..40A:11-1 et. Seq); and

**WHEREAS**, the Treasurer has certified that funds are available, subject to approval by the board of commissioners in the 2023 budget in the amount of \$1,716,282.30 inclusive of commission from:

Line Items: POL/EPL Premium and Land Use Liability

**NOW, THEREFORE, BE IT RESOLVED**, that the Monmouth Municipal Joint Insurance Fund authorizes the Executive Director to enter into a contract with Lexington Insurance Company for the 2023 budget year for primary public officials/employment practices liability coverage (inclusive of optional volunteer director's and officer's liability) in the amount of not to exceed \$1,716,282.30 inclusive of commission.

**ADOPTED: *this day before the Governing Body***

## MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND BILLS LIST

Resolution No. 12-23

JANUARY 2023

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

**BE IT RESOLVED** that the Monmouth 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 2022**

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002473			
002473	PERMA	POSTAGE 12/22	774.27
			<b>774.27</b>
002474			
002474	CLEARY GIACOBBE ALFIERI & JACOBS, LLC	LEGAL SERVICE RENDERED ATT 11/22-12/22	1,764.08
002474	CLEARY GIACOBBE ALFIERI & JACOBS, LLC	LEGAL SERVICES LIT MGMT 11/22-12/22	9,955.42
			<b>11,719.50</b>
002475			
002475	ASBURY PARK PRESS	ACCT #040013 - AD 12/07/22	56.12
			<b>56.12</b>
002476			
002476	THE CANNING GROUP LLC	QPA SERVICES 12/01/22-12/31/22	583.33
			<b>583.33</b>
002477			
002477	ACCESS	CUST NP00224 ARC/STORE DEPT 410 11/30/2	65.28
			<b>65.28</b>
		<b>Total Payments FY 2022</b>	<b>13,198.50</b>

**FUND YEAR 2023**

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002478			
002478	MUNICIPAL EXCESS LIABILITY JIF	FPB - 1ST QTR 2023	1,423.25
			<b>1,423.25</b>
002479			
002479	MUNICIPAL EXCESS LIABILITY JIF	MEL - 1ST QTR 2023	1,090,328.50
002479	MUNICIPAL EXCESS LIABILITY JIF	PROPERTY - 1ST QTR 2023	117,551.00
			<b>1,207,879.50</b>
002480			
002480	N.J. MUNICIPAL ENVIRONMENTAL	EJIF-1ST HALF 2023	188,515.00
			<b>188,515.00</b>
002481			
002481	PERMA	ADMINISTRATION FEE 01/23	34,442.42
002481	PERMA	LOSS FUND MGMT 01/23	3,043.25
			<b>37,485.67</b>
002482			
002482	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES 01/23	3,935.67
			<b>3,935.67</b>
002483			
002483	STEPHEN MAYER	TREASURER FEE 01/23	1,831.08
			<b>1,831.08</b>
002484			
002484	MUNICIPAL EXCESS LIABILITY JIF	MSI 1ST QTR 2023	7,406.25
			<b>7,406.25</b>
002485			
002485	DANSKIN INSURANCE AGENCY, INC.	FUND RISK MANAGEMENT 2023	20,681.00
002485	DANSKIN INSURANCE AGENCY, INC.	RMC FEE 01/23	38,772.42
			<b>59,453.42</b>

002486			
002486	CONNER STRONG & BUCKELEW	UNDERWRITER MGMT FEE 01/23	1,084.00
			<b>1,084.00</b>
W0123			
W0123	NJ Cyber Risk Management Fund	FIRST INSTALLMENT 2023	227,901.00
			<b>227,901.00</b>
		<b>Total Payments FY 2023</b>	<b>1,736,914.84</b>
		<b>TOTAL PAYMENTS ALL FUND YEARS</b>	<b>1,750,113.34</b>

Chairperson

Attest:

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

\_\_\_\_\_  
 Treasurer