

**MUNICIPAL EXCESS RESIDUAL CLAIMS LIABILITY FUND**

**September 15, 2023**

**FORSGATE COUNTY CLUB, MONROE, N.J.**

**10:30 AM**

Meeting of Executive Committee called to order by Chairman John Clarke.

**ROLL CALL OF 2023 EXECUTIVE COMMITTEE/FUND COMMISSIONERS:**

|                    |                     |                    |         |
|--------------------|---------------------|--------------------|---------|
| John Clarke        | Chairman            | MEL                | Present |
| Megan Champney     | Secretary           | Suburban Municipal | Present |
| Paul Tomasko       | Executive Committee | Bergen             | Present |
| Tom Nolan          | Executive Committee | Monmouth           | Present |
| Joseph Wolk        | Executive Committee | Camden             | Present |
| Brian Bigler       | Executive Committee | NJUA               | Present |
| Tom Merchel        | Executive Committee | PMM                | Present |
| Meghan Jack        | Alternate #1        | Burlco             | Present |
| Brian McNeilly     | Alternate #2        | Morris             | Present |
| Sherry Sims        | Alternate #3        | PHA                | Present |
| Veronica Laureigh  | Alternate #4        | Ocean              | Present |
| William Northgrave | Alternate #5        | Central            | Present |
| Gregory Franz      | Alternate #6        | South Bergen       | Present |
| Steve Rovell       | Alternate #7        | Suburban Metro     | Present |
| Michael Razze      | Alternate #8        | Trico              | Absent  |
| Lisa McLaughlin    | Alternate #9        | Atlantic           | Present |

Executive Director                      PERMA Risk Management Services  
**Joseph Hrubash, Cathleen Kiernan**

Deputy Executive Director              Arthur J. Gallagher RMS, Inc.  
**Paul Forlenza**

Attorney                                      Dorsey & Semrau  
**Fred Semrau, Esq.**

Treasurer                                      **Charles Cuccia**

Claims Supervisor                      CB Claims  
**Christopher Botta**

Actuary                                          The Actuarial Advantage  
**Kyle Mrotek**  
**Jamie Shooks**

**ALSO PRESENT:**

Dave Grubb, PERMA  
Brad Stokes, PERMA  
Steve Sacco, PERMA  
Pauline Kontomanolis, PERMA

Jennifer Conicella, PERMA  
 Zareena Majeed, PERMA  
 Nancy Ghani, PERMA  
 Sandra Cantwell, PERMA  
 Ed Cooney, Conner, Strong & Buckelew  
 Jonathon Tavares, Conner, Strong & Buckelew  
 Mike Avalone, Conner, Strong & Buckelew  
 Kamini Patel, AJ Gallagher  
 Barbara Murphy, RLM  
 Charles Casagrande, Danskin Agency  
 John Casagrande, Danskin Agency  
 Alison Kelly, Danskin Agency  
 Claudia Acosta, Qual-Lynx  
 Lisa Gallo, Qual-Lynx  
 Ezio Altamura, GJEM-Otterstedt Agency  
 Matt McArow Jr., GJEM-Otterstedt Agency  
 Lindsay Travali, Acrisure  
 Don Sciolaro, PIA  
 Paul Miola, PJM Consultants

**APPROVAL OF MINUTES: June 2, 2023 Open Session**

**MOTION TO APPROVE June 2, 2023 OPEN MINUTES:**

Moved: Commissioner Tomasko  
 Second: Commissioner Laureigh  
 Vote: 14 Ayes, 0 Nay, 1 Abstention (Commissioner Northgrave)

**CORRESPONDENCE:**

NONE

**TREASURER:**

**RESOLUTION 18-23 CONFIRMATION OF PAYMENT – JULY 2023**

|              |              |
|--------------|--------------|
| <b>2023</b>  | \$393,360.98 |
| <b>TOTAL</b> | \$393,360.98 |

**RESOLUTION 19-23 CONFIRMING PAYMENTS - AUGUST 2023**

|              |             |
|--------------|-------------|
| <b>2023</b>  | \$50,749.57 |
| <b>TOTAL</b> | \$50,749.57 |

**RESOLUTION 20-23 CONFIRMING SEPTEMBER VOUCHER PAYMENTS**

|              |             |
|--------------|-------------|
| <b>2023</b>  | \$37,026.52 |
| <b>TOTAL</b> | \$37,026.52 |

**MOTION TO CONFIRM BILLS LISTS RESOLUTION 18-23 JULY 2023, RESOLUTION 19-23 AUGUST 2023 AND TO ADOPT RESOLUTION 20-23 APPROVING THE SEPTEMBER 2023 VOUCHER LIST, AS SUBMITTED:**

Moved: Commissioner Merchel

Second: Commissioner McNeilly  
Roll Call Vote: 15 Ayes – 0 Nays

**EXECUTIVE DIRECTOR:**

**2022 Budget Amendment:** Executive Director said that at the June 2, 2023, meeting we introduced the 2022 amended budget to transfer the 2018 claims. The budget amendment reflects the transfer of Fund Year 2018 from the local JIFs as of 12/31/22.

**MOTION TO OPEN THE PUBLIC HEARING ON THE AMENDED 2022 BUDGET:**

Moved: Commissioner Tomasko  
Second: Commissioner Sims  
Vote: Unanimous

**DISCUSSION OF AMENDMENTS TO BUDGET & ASSESSMENTS;  
SEEING NONE...**

**MOTION TO CLOSE THE PUBLIC HEARING:**

Moved: Commissioner Sims  
Second: Commissioner Laureigh  
Vote: Unanimous

**MOTION TO ADOPT THE AMENDMENTS TO THE 2022 BUDGET AND  
CERTIFY THE ASSESSMENTS**

Moved: Commissioner Rovell  
Second: Commissioner Laureigh  
Roll Call Vote: 15 Ayes – 0 Nays

**2024 Proposed Budget:** Executive Director said the proposed 2024 Budget is included in the agenda. Under the conditions of the Fund, the 2024 expenses cannot be directly charged to an expense line established in the 2023 budget. Therefore, Resolution 21-23 is recommending for the 2024 budget that \$700,000 be returned to the members from the 2022 Fund Year Contingency Account.

**Motion to adopt Resolution 21-23 returning \$700,000 from the 2022 Fund Year  
Contingency Account.**

Moved: Commissioner Sims  
Second: Commissioner Laureigh  
Roll Call Vote: 15 Ayes – 0 Nays

**Motion to introduce on first reading the 2024 Budget and to schedule the Public  
Hearing on October 18, 2023, 10:30 a.m. at the Forsgate Country Club.**

Moved: Commissioner Nolan  
Second: Commissioner Rovell  
Roll Call Vote: 15 Ayes – 0 Nays

**2022 Audit Filing:** Executive Director said the RCF 2022 audit was filed with the New Jersey Department of Banking and Insurance (DOBI) and the New Jersey Department of Community Affairs (DCA) on June 29, 2023.

**Claims Committee:** Executive Director said the Claims Review Committee met on June 2 and July 12, 2023; minutes for those meetings are enclosed under separate cover. The committee also met prior to today's meeting.

**Motion to approve the PARs as recommended by the Claims Committee.**

|                 |                      |
|-----------------|----------------------|
| Moved:          | Commissioner Rovell  |
| Second:         | Commissioner Tomasko |
| Roll Call Vote: | 15 Ayes – 0 Nays     |

**Power of Collaboration:** Executive Director said that enclosed in the agenda is the latest in a series of Power of Collaboration advertisement to be published in the League of Municipalities magazine. The ad highlights the \$3.6 billion savings provided to NJ Taxpayers while responding to the impacts of Covid-19, cost incurred from natural disasters and legislative challenges. The ad also discusses the purchase of over \$135 million in debt securities by the MEL that stabilized the bond market disrupted by COVID-19.

**October Meeting:** The next meeting is scheduled for October 18, 2023 at 10:30AM at the Forsgate Country Club.

**ATTORNEY:** No report.

**OLD BUSINESS:**  
NONE

**NEW BUSINESS:**  
NONE

**PUBLIC COMMENT:**  
NONE

**MOTION TO ADJOURN:**

|         |                       |
|---------|-----------------------|
| Moved:  | Commissioner Laureigh |
| Second: | Commissioner Merchel  |
| Vote:   | Unanimous             |

**MEETING ADJOURNED: 10:41 AM**

Sandra Cantwell, Assisting Secretary  
for  
Megan Champney, SECRETARY

# MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND BILLS LIST

Resolution No. 18-23

July 2023

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

**BE IT RESOLVED** that the Municipal Excess Liability Residual Claim 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 2023**

| <u>Check<br/>Number</u> | <u>Vendor Name</u>                              | <u>Comment</u>                             | <u>Invoice<br/>Amount</u> |
|-------------------------|-------------------------------------------------|--------------------------------------------|---------------------------|
| 001838                  |                                                 |                                            |                           |
| 001838                  | PERMA RISK MANAGEMENT SERVICES                  | POSTAGE 06/23                              | 1.80                      |
| 001838                  | PERMA RISK MANAGEMENT SERVICES                  | ADMINISTRATOR 07/23                        | 18,094.65                 |
| 001838                  | PERMA RISK MANAGEMENT SERVICES                  | POSTAGE 05/23                              | 16.23                     |
|                         |                                                 |                                            | <b>18,112.68</b>          |
| 001839                  |                                                 |                                            |                           |
| 001839                  | THE ACTUARIAL ADVANTAGE                         | ACTUARY SERVICES 07/23                     | 3,731.41                  |
|                         |                                                 |                                            | <b>3,731.41</b>           |
| 001840                  |                                                 |                                            |                           |
| 001840                  | CHARLES CUCCIA                                  | TREASURER FEE 07/23                        | 3,538.24                  |
|                         |                                                 |                                            | <b>3,538.24</b>           |
| 001841                  |                                                 |                                            |                           |
| 001841                  | NJ ADVANCE MEDIA                                | ACCT# XMUNI0555929 STAR LED. 5/12/23       | 29.24                     |
|                         |                                                 |                                            | <b>29.24</b>              |
| 001842                  |                                                 |                                            |                           |
| 001842                  | MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND | Q2 MEL/PROP/FPB/MSI-LOCKBOX ERROR          | 340,233.75                |
| 001842                  | MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND | 2022 PROP. REFUND- LOCKBOX ERROR           | 15,143.67                 |
| 001842                  | MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND | REIMB. 1/3 OF JUNE MEL, RCF, EJIF MEETINGS | 967.15                    |
|                         |                                                 |                                            | <b>356,344.57</b>         |
| 001843                  |                                                 |                                            |                           |
| 001843                  | CB CLAIMS, LLC                                  | CLAIMS SUPERVISION SERVICE 07/23           | 5,447.83                  |
|                         |                                                 |                                            | <b>5,447.83</b>           |
| 001844                  |                                                 |                                            |                           |
| 001844                  | ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES    | DEPUTY ADMIN 07/23                         | 6,116.77                  |
|                         |                                                 |                                            | <b>6,116.77</b>           |
| 001845                  |                                                 |                                            |                           |
| 001845                  | ACCESS                                          | DEPT 809 INV 10261362 5/31/23 FOR JUNE     | 40.24                     |
|                         |                                                 |                                            | <b>40.24</b>              |
|                         |                                                 | <b>Total Payments FY 2023</b>              | <b>393,360.98</b>         |
|                         |                                                 | <b>TOTAL PAYMENTS ALL FUND YEARS</b>       | <b>393,360.98</b>         |

Chairperson: \_\_\_\_\_

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

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

Treasurer \_\_\_\_\_

# MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND

## BILLS LIST

Resolution No. 19-23

August 2023

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

**BE IT RESOLVED** that the Municipal Excess Liability Residual Claim 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 2023

| <u>Check Number</u> | <u>Vendor Name</u>                              | <u>Comment</u>                           | <u>Invoice Amount</u> |
|---------------------|-------------------------------------------------|------------------------------------------|-----------------------|
| 001846              |                                                 |                                          |                       |
| 001846              | PERMA RISK MANAGEMENT SERVICES                  | POSTAGE 07/23                            | 13.65                 |
| 001846              | PERMA RISK MANAGEMENT SERVICES                  | ADMINISTRATOR 08/23                      | 18,094.65             |
|                     |                                                 |                                          | <b>18,108.30</b>      |
| 001847              |                                                 |                                          |                       |
| 001847              | THE ACTUARIAL ADVANTAGE                         | ACTUARY SERVICES 08/23                   | 3,731.41              |
|                     |                                                 |                                          | <b>3,731.41</b>       |
| 001848              |                                                 |                                          |                       |
| 001848              | DORSEY & SEMRAU                                 | ATTORNEY 3RD QTR 2023                    | 10,764.79             |
|                     |                                                 |                                          | <b>10,764.79</b>      |
| 001849              |                                                 |                                          |                       |
| 001849              | CHARLES CUCCIA                                  | TREASURER FEE 08/23                      | 3,538.24              |
|                     |                                                 |                                          | <b>3,538.24</b>       |
| 001850              |                                                 |                                          |                       |
| 001850              | MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND | REIMB. NUTLEY PROP REFUND- DEPOSIT ERROR | 3,000.00              |
|                     |                                                 |                                          | <b>3,000.00</b>       |
| 001851              |                                                 |                                          |                       |
| 001851              | CB CLAIMS, LLC                                  | CLAIMS SUPERVISION SERVICE 08/23         | 5,447.83              |
|                     |                                                 |                                          | <b>5,447.83</b>       |
| 001852              |                                                 |                                          |                       |
| 001852              | ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES    | DEPUTY ADMIN 08/23                       | 6,116.77              |
|                     |                                                 |                                          | <b>6,116.77</b>       |
| 001853              |                                                 |                                          |                       |
| 001853              | ACCESS                                          | DEPT 809 INV 10312802 6/30/23 FOR JULY   | 42.23                 |
|                     |                                                 |                                          | <b>42.23</b>          |
|                     |                                                 | <b>Total Payments FY 2023</b>            | <b>50,749.57</b>      |
|                     |                                                 | <b>TOTAL PAYMENTS ALL FUND YEARS</b>     | <b>50,749.57</b>      |

Chairperson: \_\_\_\_\_

Attest: \_\_\_\_\_

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

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

Treasurer \_\_\_\_\_

# MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND BILLS LIST

Resolution No. 20-23

September 2023

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

**BE IT RESOLVED** that the Municipal Excess Liability Residual Claim 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 2023**

| <u>CheckNumber</u> | <u>VendorName</u>                            | <u>Comment</u>                        | <u>InvoiceAmount</u> |
|--------------------|----------------------------------------------|---------------------------------------|----------------------|
| 001854             |                                              |                                       |                      |
| 001854             | PERMA RISK MANAGEMENT SERVICES               | POSTAGE 08/23                         | 13.56                |
| 001854             | PERMA RISK MANAGEMENT SERVICES               | ADMIN FEE 09/23                       | 18,094.65            |
|                    |                                              |                                       | <b>18,108.21</b>     |
| 001855             |                                              |                                       |                      |
| 001855             | THE ACTUARIAL ADVANTAGE                      | ACTUARY SERVICES 09/23                | 3,731.41             |
|                    |                                              |                                       | <b>3,731.41</b>      |
| 001856             |                                              |                                       |                      |
| 001856             | CHARLES CUCCIA                               | TREASURER FEE 09/23                   | 3,538.24             |
|                    |                                              |                                       | <b>3,538.24</b>      |
| 001857             |                                              |                                       |                      |
| 001857             | NJ ADVANCE MEDIA                             | ACCT# XMUNI0555929 8/11/23 BUDGET     | 41.83                |
|                    |                                              |                                       | <b>41.83</b>         |
| 001858             |                                              |                                       |                      |
| 001858             | CB CLAIMS, LLC                               | CLAIMS SUPERVISION SERVICE 09/23      | 5,447.83             |
|                    |                                              |                                       | <b>5,447.83</b>      |
| 001859             |                                              |                                       |                      |
| 001859             | ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES | DEPUTY ADMIN 09/23                    | 6,116.77             |
|                    |                                              |                                       | <b>6,116.77</b>      |
| 001860             |                                              |                                       |                      |
| 001860             | ACCESS                                       | DEPT 809 INV 10382743 7/31/23 FOR AUG | 42.23                |
|                    |                                              |                                       | <b>42.23</b>         |
|                    |                                              | <b>Total Payments FY 2023</b>         | <b>37,026.52</b>     |

**TOTAL PAYMENTS ALL FUND YEARS 37,026.52**

\_\_\_\_\_  
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. 21-23**

**MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND**

**WHEREAS**, the 2022 Fund Year Contingency Account has a surplus amount of \$700,000 and

**WHEREAS**, N.J.A.C. 11:15-2 et seq. permits a Fund to return surplus from an administrative account without restriction; and

**WHEREAS**, the Board of Fund Commissioners has determined that it would be in the best interest of the members to return \$700,000 at this time.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Fund Commissioners that:

- 1.) \$700,000 be returned to the members from the 2022 Fund Year Contingency Account.
- 2.) Each member will receive this dividend as a credit against their 2024 assessment to offset the 2024 expenses.

**MUNICIPAL EXCESS LIABILITY  
RESIDUAL CLAIMS FUND**

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**Chairman**

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**Secretary**

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**Dated**