

**MUNICIPAL EXCESS RESIDUAL CLAIMS LIABILITY FUND
OPEN MINUTES
SEPTEMBER 8, 2025 – DOUBLETREE BY HILTON
MONROE, N.J.
11:30 AM**

Meeting of Executive Committee called to order by Chairwoman Champney who read the Statement of Compliance with Open Public Meetings Act and led the Commissioners in the Pledge of Allegiance.

Executive Director requested a moment of silence, which was observed by all meeting attendees, to honor Camden JIF Commissioner Joseph Wolk who passed away on June 10, 2025.

ROLL CALL OF 2025 EXECUTIVE COMMITTEE/FUND COMMISSIONERS:

Megan Champney Kwesela	Chairwoman	Suburban Municipal	Present
Joe Criscuolo	Secretary	Central	Present
Paul Tomasko	Executive Committee	Bergen	Present
Tom Nolan	Executive Committee	Monmouth	Present
Bernard Rutkowski (Alt.)	Executive Committee	NJUA	Present
Sherry Sims	Executive Committee	NJ PHA	Present
TBD	Executive Committee		
Veronica Laureigh	Alternate #1	Ocean	Present
Meghan Jack	Alternate #2	Burlco	Present
Brian McNeilly	Alternate #3	Morris	Present
Michael Razzo	Alternate #4	Trico	Present
Gregory Franz	Alternate #5	South Bergen	Present
John Clarke	Alternate #6	MEL	Absent
Susan Danson	Alternate #7	PMM	Absent
James Pacanowski	Alternate #8	Atlantic	Present
Vincent Quatrone	Alternate #9	Suburban Metro	Present
Michael Mevoli	Alternate #10	Camden	Absent

Executive Director

PERMA Risk Management Services
Joseph Hrubash

Deputy Executive Director

A. J. Gallagher - RPA, Inc.
Paul Forlenza

Attorney

Dorsey & Semrau
Fred Semrau, Esq.

Treasurer

Charles Cuccia

Claims Supervisor

CB Claims

Laura Sable

ALSO PRESENT:

Adam Brewer, Pequannock, Morris JIF
Cathleen Kiernan, Perma Risk Management
Dave Grubb, Perma Risk Management
Steve Sacco, Perma Risk Management
Brad Stokes, Perma Risk Management
Pauline Kontomanolis, Perma Risk Management
Robyn Walcoff, Perma Risk Management
Jennifer Conicella, Perma Risk Management
Nancy Ghani, Perma Risk Management
Sandra Cantwell, Perma Risk Management
Barbara Murphy, RLM
Kathy Kissane, Qual-Lynx
Paul Shives, J.A. Montgomery
Brian Maitland, J.A. Montgomery
Ed Cooney, Conner, Strong & Buckelew
Melissa Smith, Conner, Strong & Buckelew
Tom Merchel, Conner, Strong & Buckelew
Kamini Patel, RPA
Kathy Kissane, Qual-Lynx
Chris Healy, Qual-Lynx
Charles Casagrande, Danskin Agency
John Casagrande, Danskin Agency
Alison Kelly, Danskin Agency
Matt McArow, Jr., GJEM-Otterstedt Agency
Amy Pieroni, Acrisure
Patti Fahey, Acrisure

APPROVAL OF MINUTES: June 9, 2025 Open Session

MOTION TO APPROVE JUNE 9, 2025, OPEN MINUTES:

Moved:	Commissioner Nolan
Second:	Commissioner Franz
Vote:	11 Aye, 0 Nay, 2 Abstentions (Commissioners Champney, Rutkowski (Alt))

CORRESPONDENCE:

None.

TREASURER:

RESOLUTION 19-25, CONFIRMATION OF PAYMENT – JULY 2025

2025	\$66,015.95
TOTAL	\$66,015.95

RESOLUTION 20-25, CONFIRMATION OF PAYMENT – AUGUST 2025

2025	\$49,686.07
TOTAL	\$49,686.07

RESOLUTION 21-25 – SEPTEMBER 2025 BILLS LIST

2025	\$38,703.95
TOTAL	\$38,703.95

Motion To Confirm Bills Lists Resolutions 19-25 July 2025 and 20-25 August 2025 and to Adopt Resolution 21-25 Approving the September 2025 Voucher List, As Submitted:

Moved: Commissioner Laureigh
 Second: Commissioner Rutkowski
 Roll Call Vote: Unanimous with Commissioner Quatrone recuse on Conner Strong payments.

EXECUTIVE DIRECTOR:

2024 Budget Amendment: Executive Director said that at the June 9, 2025 meeting we introduced the 2024 amended budget to transfer the 2020 claims. The budget amendment reflects the transfer of Fund Year 2020 from the local JIFs as of 12/31/24.

MOTION TO OPEN THE PUBLIC HEARING ON THE AMENDED 2024 BUDGET:

Moved: Commissioner Nolan
 Second: Commissioner Laureigh
 Vote: Unanimous

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

MOTION TO CLOSE THE PUBLIC HEARING:

Moved: Commissioner McNeilly
 Second: Commissioner Sims
 Vote: Unanimous

MOTION TO ADOPT THE AMENDMENTS TO THE 2024 BUDGET AND CERTIFY THE ASSESSMENTS

Moved: Commissioner Nolan
 Second: Commissioner Laureigh
 Roll Call Vote: 13 Ayes – 0 Nays

2026 Proposed Budget: Executive Director said the proposed 2026 Budget is included in the agenda. Under the conditions of the Fund, the 2026 expenses cannot be directly charged to an expense line established in the 2025 budget. Therefore, Resolution 22-25 transfers \$140,000 from the 2009 Fund Year Contingency Account, \$117,000 from the 2010 Fund Year Contingency Account and \$740,000 from the 2024 Fund Year Contingency Account.

MOTION TO ADOPT RESOLUTION 22-25 RETURNING \$140,000 FROM THE 2009 FUND YEAR CONTINGENCY ACCOUNT, \$117,000 FROM THE 2010 FUND YEAR CONTINGENCY ACCOUNT AND \$740,000 FROM THE 2024 FUND YEAR CONTINGENCY ACCOUNT.

Moved: Commissioner Nolan
 Second: Commissioner Sims
 Roll Call Vote: 13 Ayes – 0 Nays

MOTION TO INTRODUCE ON FIRST READING THE 2026 BUDGET

**AND TO SCHEDULE THE PUBLIC HEARING ON OCTOBER 15, 2025,
11:30 A.M. AT THE DOUBLETREE BY HILTON.**

Moved: Commissioner Nolan
Second: Commissioner Laureigh
Roll Call Vote: 13 Ayes – 0 Nays

RCF Task Force: Executive Director indicated that as reported at the June Board meeting, the development of claims that have been transferred to the Residual Claims Fund continues to deteriorate for reasons we have been discussing such as the change in pension offset, fireman's presumptive as well as an increase in workers compensation claim re-openings. The MEL Audit Committee discussions at their meeting of June 2nd included a suggestion that the RCF consider forming a Residual Claims Fund Task Force to include staff from the RCF Executive Director's and the Deputy Executive Director's office to find ways to stabilize this development. This was also recently discussed at the MEL Management Committee who also supports the recommendation. The recommendation to the Board was to alter the scope of services for 2026 Fund Year for both fund professionals to address this recommendation. Additional details on the expanded scope will be provided for the October meeting and offered as part of the CCRFP procurement and respective 2026 reorganization resolutions in January.

Competitive Contracts: Competitive Contract RFPs are being prepared by the Fund office for the professional appointments for Administrator, Deputy Administrator, Attorney, Claims Supervision, Treasurer and Actuary. This does not include the position of Auditor as this position was awarded in January of this year for three years.

2024 Audit Filing. The RCF 2024 audit was filed with the New Jersey Department of Banking and Insurance (DOBI) and the New Jersey Department of Community Affairs (DCA) and the Synopsis of Audit was published in the Fund's newspaper.

Claims Committee: The Claims Review Committee met on June 4, July 16, and September 4, 2025. Meetings minutes were shared with the Commissioners.

**MOTION TO APPROVE THE PARS AS RECOMMENDED BY THE
CLAIMS COMMITTEE.**

Moved: Commissioner Sims
Second: Commissioner Criscuolo
Roll Call Vote: 13 Ayes – 0 Nays

Executive Committee: Executive Director said with the passing of Commissioner Wolk, the Fund should appoint a commissioner to move to the Executive Committee.

**MOTION TO APPOINT VERONICA LAUREIGH TO THE FUND
EXECUTIVE COMMITTEE.**

Moved: Commissioner Criscuolo
Second: Commissioner Jack
Vote: Unanimous

Next Meeting: The next meeting of the RCF is scheduled for October 15, 2025 at the DoubleTree by Hilton, 390 Forsgate Drive, Monroe, NJ.

Executive Director said our next meeting is scheduled for October 15, 2025 at 11:30 AM at the DoubleTree by Hilton.

ATTORNEY:

Fund Attorney said the MEL today approved a resolution to implement the “alternate procedure process” to avoid potential or appearance of conflict of interest in the procurement of professional services. He asked if the RCF would also like to consider taking this action. The Board agreed and the Fund Attorney said a resolution memorializing the process will be on the October agenda.

MOTION FOR EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES: FUND INDEPENDENT ACCOUNTANT:

Motion: Commissioner Jack
Second: Commissioner Sims
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION:

Motion: Nolan
Second: Criscuolo
Vote: Unanimous

MOTION TO SEEK QUOTES FOR THE SERVICES OF A FUND INDEPENDENT ACCOUNTANT:

Motion: Jack
Second: Criscuolo
Vote: Unanimous

OLD BUSINESS:

NONE

NEW BUSINESS:

NONE.

PUBLIC COMMENT:

NONE

MOTION TO ADJOURN:

Moved: Commissioner Jack
Second: Commissioner Razze
Vote: Unanimous

MEETING ADJOURNED: 11:57 AM

Sandra Cantwell, Assisting Secretary
for
Joseph Criscuolo, SECRETARY

MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND

BILLS LIST

Resolution No. 19-25

July 2025

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 2024

<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
BOWMAN & COMPANY LLP	2024 AUDIT FOR P/E 12/31/24 INV 126398	25,500.00
		25,500.00
	Total Payments FY 2024	25,500.00

FUND YEAR 2025

<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
PERMA RISK MANAGEMENT SERVICES	POSTAGE 06/25	2.07
PERMA RISK MANAGEMENT SERVICES	ADMIN FEES 07/25	18,825.67
PERMA RISK MANAGEMENT SERVICES	POSTAGE 05/25	35.37
		18,863.11
THE ACTUARIAL ADVANTAGE	ACTUARIAL SERVICES 07/25	3,882.16
		3,882.16
ARTHUR J GALLAGHER LLC dba	DEPUTY ADMINISTRATOR FEE 07/25	6,363.89
		6,363.89
CHARLES CUCCIA	TREASURER FEE 07/25	3,681.18
		3,681.18
MUNICIPAL EXCESS LIABILITY JIF	REIMB FOR MEETING- FORSGATE	926.03
MUNICIPAL EXCESS LIABILITY JIF	REIMB. FOR 3/25 MEETING- DOUBLETREE	1,072.92
		1,998.95
CB CLAIMS, LLC	CLAIMS ADMINISTRATION FEE 07/25	5,667.92
		5,667.92
ACCESS	INV 11573851 DEPT 809 5/31/25	58.74
		58.74
	Total Payments FY 2025	40,515.95

TOTAL PAYMENTS ALL FUND YEARS 66,015.95

MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND BILLS LIST

Resolution No. 20-25

August 2025

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 2025

<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
PERMA RISK MANAGEMENT SERVICES	POSTAGE 07/25	4.43
PERMA RISK MANAGEMENT SERVICES	ADMIN FEES 08/25	18,825.67
		18,830.10
THE ACTUARIAL ADVANTAGE	ACTUARIAL SERVICES 08/25	3,882.16
		3,882.16
DORSEY & SEMRAU	ATTORNEY FEE Q3 2025 08/25	11,199.69
		11,199.69
ARTHUR J GALLAGHER LLC dba	DEPUTY ADMINISTRATOR FEE 08/25	6,363.89
		6,363.89
CHARLES CUCCIA	TREASURER FEE 08/25	3,681.18
		3,681.18
CB CLAIMS, LLC	CLAIMS ADMINISTRATION FEE 08/25	5,667.92
		5,667.92
ACCESS	INV 11646781 DEPT 809 6/30/25	61.13
		61.13
	Total Payments FY 2025	49,686.07

MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND BILLS LIST

Resolution No. 21-25

September 2025

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 2025

<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
PERMA RISK MANAGEMENT SERVICES	ADMIN FEES 09/25	18,825.67 18,825.67
THE ACTUARIAL ADVANTAGE	ACTUARIAL SERVICES 09/25	3,882.16 3,882.16
ARTHUR J GALLAGHER LLC dba	DEPUTY ADMINISTRATOR FEE 09/25	6,363.89 6,363.89
CHARLES CUCCIA	TREASURER FEE 09/25	3,681.18 3,681.18
NJ ADVANCE MEDIA	A# 52612 INV 3317207-AD 11008579 7/31/25	222.00 222.00
CB CLAIMS, LLC	CLAIMS ADMINISTRATION FEE 09/25	5,667.92 5,667.92
ACCESS	INV 11698367 DEPT 809 7/31/25	61.13 61.13
	Total Payments FY 2025	38,703.95
	TOTAL PAYMENTS ALL FUND YEARS	38,703.95

RESOLUTION NO. 22-25

MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND

WHEREAS, the 2009 Fund Year Contingency Account has a surplus amount of \$140,000 and the 2010 Fund Year Contingency Account has a surplus amount of \$117,000 and the 2024 Fund Year Contingency Account has a surplus amount of \$740,000 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 \$997,000 at this time.

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

- 1.) \$140,000 be returned to the members from the 2009 Fund Year Contingency Account and \$117,000 be returned from the 2010 Fund Year Contingency Account and \$740,000 be returned from the 2024 Fund Year Contingency Account.
- 2.) Each member will receive this dividend as a credit against their 2026 assessment to offset the 2026 expenses.

MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS