

**MUNICIPAL EXCESS RESIDUAL CLAIMS LIABILITY FUND
OPEN MINUTES
OCTOBER 15, 2025 – DOUBLETREE BY HILTON
MONROE, N.J.
11:30 AM**

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

ROLL CALL OF 2025 EXECUTIVE COMMITTEE/FUND COMMISSIONERS:

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

Executive Director

PERMA Risk Management Services

Joseph Hrubash

Deputy Executive Director

A. J. Gallagher - RPA, Inc.

Paul Forlenza - Absent

Attorney

Dorsey & Semrau

Fred Semrau, Esq.

Treasurer

Charles Cuccia

Claims Supervisor

CB Claims

Chris Botta

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
Robyn Walcoff, Perma Risk Management
Jennifer Conicella, Perma Risk Management
Steven Krolian, Perma Risk Management
Elisabeth Chipman, 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
Tom Merchel, Conner, Strong & Buckelew
Kathy Kissane, Qual-Lynx
Chris Healy, Qual-Lynx
Charles Casagrande, Danskin Agency
John Casagrande, Danskin Agency
Alison Kelly, Danskin Agency
Matt McArrow, Jr., GJEM-Otterstedt Agency
Amy Pieroni, Acrisure
Patti Fahey, Acrisure
Kelly Machu, PAIC
Jamie Shooks, TAA

APPROVAL OF MINUTES: September 8, 2025 Open Session

MOTION TO APPROVE SEPTEMBER 8, 2025, OPEN MINUTES:

Moved: Commissioner Sims
Second: Commissioner Jack
Vote: Unanimous

CORRESPONDENCE:

None.

TREASURER:

RESOLUTION 23-25 – OCTOBER 2025 BILLS LIST

2025	\$38,685.98
TOTAL	\$38,685.98

MOTION TO ADOPT RESOLUTION 23-25 APPROVING THE OCTOBER 2025 VOUCHER LIST, AS SUBMITTED:

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

EXECUTIVE DIRECTOR:

2026 Budget: Executive Director said at the September 8th meeting, the 2026 Budget was introduced. There have been no budget changes since introduction, and the Public Hearing will be held at this meeting. The 2026 Budget is enclosed within the agenda packet.

MOTION TO OPEN THE PUBLIC HEARING ON THE 2026 BUDGET:

Moved: Commissioner Tomasko
Second: Commissioner Bigler
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 APPROVE THE 2026 BUDGET

Moved: Commissioner Franz
Second: Commissioner Sims
Roll Call Vote: 12 Ayes – 0 Nays

2021 Claim Transfers: Executive Director stated all members of the RCF Fund will be asked to adopt the resolution enclosed within the agenda packet at their October / November meeting to transfer their 2021 claim liabilities to the RCF. Assessments to local JIFs will be determined by the valuation as of December 31, 2025.

**MOTION TO AUTHORIZE THE LOCAL JIF MEMBERS TO TRANSFER
THEIR FUND YEAR 2021 CLAIM LIABILITIES TO THE RCF.**

Moved: Commissioner Nolan
Second: Commissioner Jack
Roll Call Vote: 12 Ayes – 0 Nays

2025 Commissioner Compensation: Executive Director stated enclosed within the agenda packet is the 2025 commissioner attendance record as of the September meeting. He asked the commissioners to please complete the voucher located within the agenda packet and submit it to the Fund office. A bills list will be produced to ensure that commissioners receive their checks by the end of the Fund Year. Enclosed in the agenda is Resolution 24-25 authorizing the Treasurer to make payments to the Fund Commissioners for 2025 meeting attendance.

**MOTION TO ADOPT RESOLUTION 24-25 AUTHORIZING THE FUND
TREASURER TO MAKE PAYMENTS TO THE FUND COMMISSIONERS
FOR THE 2025 MEETING ATTENDANCE.**

Moved: Commissioner Tomasko
Second: Commissioner Mevoli
Roll Call Vote: 12 Ayes – 0 Nays

Competitive Contracts: Executive Director said Competitive Contract RFPs for the professional appointments for Actuary, Attorney, Claims Supervisor, and Treasurer were released this month with deadline to receive proposals on October 29, 2025 at 10am. He stated it would be appropriate for an ad-hoc review Committee to evaluate the responses and provide a recommendation at the January Reorganizational meeting. The Fund Attorney will be responsible for the RFPs for Executive Director and Deputy Executive Director. These RFPs will include the agreed upon RCF taskforce services which is included within the agenda packet.

Fund Professional Procurements: Executive Director said last month during the MEL meeting, the MEL Fund Attorney presented a draft alternate procedure to avoid potential or appearance of conflict of interest in the procurement of professional services. Following the MEL meeting, the RCF agreed they would also like to adopt this procedure. The Fund Attorney recommended a discussion of creating an Evaluation committee for this fund to handle such items as the scoring of RFPs or any other items that may arise. Enclosed in the agenda packet is a copy of the proposed procedures as presented to the MEL Management Committee along with a resolution located within the agenda packet to memorialize the process.

**MOTION TO ADOPT RESOLUTION 25-25 FORMALIZING
PROCUREMENT PROCEDURES.**

Moved: Commissioner Sims
Second: Commissioner Razze
Roll Call Vote: 12 Ayes – 0 Nays

QPA Services: Executive Director said considering the implementation of the “alternative procedure”, the Fund Attorney is recommending the Fund secure the services of a QPA. He stated a proposal was secured from Laracy Associates LLC for \$7,500 for the period of October 2025 through December 2025. In response to Commissioner Sims’ question regarding the fee, the Fund Attorney commented that the intense workload occurs now through the end of the year. The QPA will be responsible for handling and administering the RFP process.

**MOTION TO ADOPT RESOLUTION 26-25 MUNICIPAL EXCESS LIABILITY
RESIDUAL CLAIMS FUND AUTHORIZING AN AGREEMENT FOR
PROFESSIONAL SERVICES WITH MATTHEW LARACY OF LARACY
ASSOCIATES, LLC AS QUALIFIED PURCHASING AGENT (QPA).**

Moved: Commissioner Criscuolo
Second: Commissioner Sims
Roll Call Vote: 12 Ayes – 0 Nays

Evaluation Committee: Executive Director states the Fund Attorney recommended the Board of Fund Commissioners appoint a sub-committee to evaluate the RFP responses and provide a recommendation at the January Reorganizational meeting. Commissioners Razze, Champney-Kweselait, and McNeilly were appointed to form this committee with Commissioner Sims to serve as the alternate.

Claims Committee: The Claims Review Committee met on October 8, 2025. Meetings minutes were shared with the Commissioners.

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

Moved: Commissioner Jack
Second: Commissioner Sims
Roll Call Vote: 12 Ayes – 0 Nays

Pro-Forma Monitoring Reports: Executive Director stated these reports are located within the agenda packet and there is no action needed.

Next Meeting: Executive Director said the next meeting is scheduled for January 9, 2026 at 11:30AM at the Forsgate Country Club, 375 Forsgate Drive, Monroe, NJ.

ATTORNEY:

Nothing further to report on.

OLD BUSINESS:

NONE

NEW BUSINESS:

NONE.

PUBLIC COMMENT:

NONE

MOTION TO ADJOURN:

Moved:	Commissioner McNeilly
Second:	Commissioner Mevoli
Vote:	Unanimous

MEETING ADJOURNED: 11:47 AM

Steven Krolian, Assisting Secretary
for
Joseph Criscuolo, SECRETARY

MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND BILLS LIST

Resolution No.23-25

OCTOBER 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>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
PERMA RISK MANAGEMENT SERVICES	POSTAGE 09/25	14.91
PERMA RISK MANAGEMENT SERVICES	ADMIN FEES 10/25	18,825.67
PERMA RISK MANAGEMENT SERVICES	POSTAGE 08/25	38.74
		18,879.32
THE ACTUARIAL ADVANTAGE	ACTUARIAL SERVICES 10/25	3,882.16
		3,882.16
ARTHUR J GALLAGHER LLC bda	DEPUTY ADMINISTRATOR FEE 10/25	6,363.89
		6,363.89
CHARLES CUCCIA	TREASURER FEE 10/25	3,681.18
		3,681.18
CB CLAIMS, LLC	CLAIMS ADMINISTRATION FEE 10/25	5,667.92
		5,667.92
ACCESS	INV 11743115 DEPT 809 8/31/25	59.47
		59.47
GANNETT NEW YORK NJ LOCALIQ	A# 1513385 INV 7329294 -11690716 9/25/25	32.55
GANNETT NEW YORK NJ LOCALIQ	A# 1513385 INV 7226967-11455111 7/3/25	97.65
GANNETT NEW YORK NJ LOCALIQ	A# 1513385 ORDER # 11566461 8/13/25	21.84
		152.04
Total Payments FY 2025		38,685.98
TOTAL PAYMENTS ALL FUND YEARS		38,685.98

RESOLUTION 24-25
AUTHORIZING THE MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND
TO PAY COMMISSIONERS FOR ATTENDANCE
AT FUND COMMISSIONER MEETINGS
FOR THE FUND YEAR 2025

WHEREAS, N.J.S.A. 40A:10-36 permits the creation of a Joint Insurance Fund for Local Public Entities, and

WHEREAS, said Statute permits the Board of Commissioners to vote to allow those Fund Commissioners who serve on the Board of Fund Commissioners or Executive Committee to receive up to \$150 per regular Meeting attended,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Municipal Excess Liability Residual Claims Fund as follows:

Each regular and alternate member of the Board of Fund Commissioners of the Municipal Excess Liability Residual Claims Fund is permitted to receive \$150 per regular monthly Board Meetings attended by said member.

**MUNICIPAL EXCESS LIABILITY
RESIDUAL CLAIMS FUND**

**RESOLUTION 25-25
OF THE
MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND
ESTABLISHING ALTERNATE PROCEDURES IN THE EVENT
OF A CONFLICT OF INTEREST**

WHEREAS, the Municipal Excess Liability Residual Claims Fund (hereinafter RCF) finds it necessary and appropriate to memorialize alternate procedures in the event of a conflict of interest; and

NOW, THEREFORE BE IT RESOLVED, the RCF Board of Fund Commission authorizes the procedures in the event of a conflict of interest as outlined in the memo of the Fund Attorney dated September 19, 2025 and attached hereto and made part of this Resolution; and

BE IT FURTHER RESOLVED, that the conflict of interest procedures should be considered by the RCF Board of Fund Commissioners at each successive RCF reorganization meeting.

RESOLUTION 26-25
MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND
AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES
WITH MATTHEW LARACY OF LARACY ASSOCIATES, LLC AS
QUALIFIED PURCHASING AGENT (QPA)

WHEREAS, the Municipal Excess Liability Residual Claims Fund (Hereinafter the Fund) has a need for a Qualified Purchasing Agent duly licensed through the State of New Jersey as a professional services agreement in accord with N.J.S.A. 40A:11-5; and

WHEREAS Matthew Laracy, Laracy Associates, LLC, has submitted a proposed contract indicating that he will provide the professional services; and

WHEREAS the availability of funds for said Professional Services Contract to be awarded herein have been certified by the Treasurer; and

WHEREAS, the Local Public Contract Law (N.J.S.A. 40A:11-1, et seq.) requires that the Resolution authorizing the award of contract for Professional Services without competitive bidding and the contract itself must be available for public inspection; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Fund Commissioners of the Municipal Excess Liability Residual Claims Fund as follows:

That Matthew Laracy, Laracy Associates, LLC is hereby appointed as the Qualified Purchasing Agent for the Fund for a fee of \$7,500 for the period of October 2025 - December 2025.

The contract is awarded without competitive bidding as a professional services contract in accordance with the provisions of the Local Public Contracts Law because said services are performed by a person licensed under law to practice a recognized profession.

Notice of this action shall be published as required by law. A copy of this resolution shall be provided to the Fund Treasurer and to Laracy Associates LLC at 50 Morse Street - Cranford, NJ 07016 for their information and guidance.

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