

**NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND  
OPEN MINUTES  
FEBRUARY 24, 2021  
TOMS RIVER MUA  
10:30 AM**

Meeting of Executive Committee called to order by Frank Pestana, Chairman. Open Public Meetings notice read into record.

**PLEDGE OF ALLEGIANCE** – Chairman Pestana led Commissioners in the Pledge of Allegiance

**ROLL CALL OF 2021 EXECUTIVE COMMITTEE:**

Frank Pestana, Chairman	North Bergen MUA	Present
Bernard Rutkowski	Toms River MUA	Present
Brian Bigler	Secaucus MUA	Present
Michael Gianforte	Two Rivers Water Reclamation Authority	Present
Justin Flancbaum	Lakewood MUA	Present
Thomas Horn	Lambertville MUA	Present
Richard Brand	East Windsor MUA	Present

**EXECUTIVE COMMITTEE ALTERNATES:**

Jill Plesnarski, Alt#1	Readington-Lebanon SA	Present
Gary Vaccaro, Alt #2	Brick MUA	Present
Bernard Bujak, Alt#3	South Monmouth Regl. SA	Present
Brad Rosenthal, Alt #4	Cape May County MUA	Present

**APPOINTED OFFICIALS PRESENT:**

Executive Director/Adm	Perma Risk Management <b>Cathleen Kiernan</b>
Attorney	Berry, Sahradnik, Kotzas & Benson, P.C. <b>Robert Budesza</b>
Auditor	Nisivoccia LLP <b>Bud Jones</b>
Claims Service	Qual-Lynx <b>Chris Roselli, Patti Davidson</b>
Safety Director	JA Montgomery Risk Control <b>Brian Maitland, Liam Callaghan</b>
Managed Care	QualCare <b>Donna Setzer</b>
Underwriting Manager	Capacity Coverage <b>Jon Ziman</b>

MEL Underwriting Manager

Conner Strong & Buckelew  
**Edward Cooney**

Treasurer

**Stuart Neuhof**

**FUND COMMISSIONERS AND ALTERNATES PRESENT:**

Nancy Camey, Hamilton Twp MUA  
George Lewis, Passaic Valley WC  
Jeffrey Williams, Linden Roselle SA  
Patricia Willis, Carneys Point Twp SA  
Ron Cooksey, Carneys Point Twp SA  
Lana Carden, Plainfield MUA  
Richard Hughes, North Arlington Lyndhurst Joint Meeting  
Elaine Super, Egg Harbor Twp MUA  
Edward Conti, Jersey City MUA  
Michele Nugent, Berkley Twp MUA  
Robert Maybury, Mount Holly MUA  
Natalie Chesco, Township of Ocean SA  
Debbie Corson, Pine Hill MUA

**ALSO PRESENT:**

Mike Avalone, Conner Strong & Buckelew  
Katie Walters, Conner Strong & Buckelew  
Dominic Cinelli, Brown and Brown  
Dave Sgalia, Cupo Insurance  
Craig Josephsen, Huntermark Agency  
Jennifer Olsen, Hardenbergh Insurance Group  
Jeff Kurtz, Gov. Risk Management Associates.  
Hallee Cramer, Meeker Sharky  
Chuck Casagrande, Danskin Insurance  
John Casagrande, Danskin Insurance  
Alison Kelly, Danskin Insurance  
Amy Pieroni, Reliance Insurance  
Lindsey Travali, Reliance Insurance  
Tom Fitzpatrick, Fairview Insurance  
Bradford Stokes, PERMA Risk Management  
Karen A. Read, PERMA Risk Management  
Brandon Tracy, PERMA Risk Management  
Robyn Walcoff, PERMA Risk Management  
Jennifer Conicella, PERMA Risk Management

**APPROVAL OF MINUTES:** February 24, 2021 Open Minutes.

**MOTION TO APPROVE FEBRUARY 24, 2021 OPEN MINUTES.**

Moved:	Commissioner Gianforte
Second:	Commissioner Brand
Vote:	Unanimous

**CORRESPONDENCE:** Request for a waiver of the penalty on the payment of the 1<sup>st</sup> installment for Jersey City MUA. Executive Director said the JIF received one piece of correspondence from John Folk the Director of Finance from the MUA requesting the waiver of the penalty due to a delay in receipt of their incoming mail.

**MOTION TO APPROVE WAIVER OF THE PENALTY ON THE 1<sup>ST</sup> ASSESSMENT FOR JERSEY CITY MUA.**

Moved:	Commissioner Gianforte
Second:	Commissioner Brand
Roll Call Vote:	7 Ayes, 0 Nays

**REPORTS:**

**EXECUTIVE DIRECTOR'S REPORT:** Monthly report submitted to Executive Committee including monthly Fast-track Accident Frequency, Fast-track financial report, Claim Activity Report, Claims Management Exception Report, Interest Rate Summary Comparison, Monthly Loss Ratio by fund year and line of coverage and Monthly and Annual Regulatory Checklist. Executive Director said the December 31, 2020 the Financial Fast Track was emailed to everyone and shows a Statutory Surplus of \$3.5 million compared to \$3.8 at year-end and this is with the release of an \$800,000 dividend so if the JIF did not release a dividend there would have been an increase in the surplus. All years are positive, with the exception of the current year, which is typical, although the claims were a little bit higher in this year than in prior years. Executive Director said all Fund years' loss ratios are just below, on or just above the general actuarial targets. The Fund's lost time accident frequency through December 31st stands at 1.83; this time last year the frequency was 2.13. The average for all the JIFs is less than 2.00 again. The savings from these lower claims equals about \$1.8 billion savings since the JIFs were formed in 1991.

**DIVIDEND:** Enclosed is amended Resolution 17 - 21 concerning the release of dividend. The Fund Treasurer correctly noted that the EJIF dividend was passed on to members but not reflected in the authorizing resolution. Executive Director said at the end of 2020 the NJUA JIF adopted the resolution to authorize the release of a dividend of \$800,000. The treasurer duly noted that the EJIF dividend of \$164,000 was not included on the resolution. Amended Resolution 17-21 will confirm the authorization of the release of the EJIF dividend.

**Motion to adopt Resolution 17-21 Authorizing the Release of Closed Years Surplus and Member's Share of the Environmental Joint Insurance Fund Dividend.**

Moved:	Commissioner Gianforte
Second:	Commissioner Horn
Roll Call Vote:	7 Ayes, 0 Nays

**2021 BUDGET:** For information, enclosed is a copy of the 2021 budget reflecting adjustments in retentions and excess attachment points as approved in December and confirmed in January. Also noted, a correction on professional fees resulting from membership changes in 2020; approved professional fee adjustments in 2020 did not carry over accurately in the annualized 2020 budget. Executive Director said this is for informational purposes only there is not action required.

**2021 MEL/RCF/EJIF March 26<sup>th</sup> Virtual Meeting & Retreat:** The MEL, RCF and EJIF will hold their March meetings in conjunction with the MEL Annual Retreat. This year's retreat will be held on March 26<sup>th</sup> via Zoom. The purpose of the retreat is provide the sub-committees of the MEL an expanded opportunity to report directly to the Boards of the MEL, RCF and EJIF.

**2021 MEL & MRHIF Educational Seminar:** For 10 years, the MEL Joint Insurance Fund (MEL) and Municipal Reinsurance Health Insurance Fund (MRHIF) have been holding an Educational Seminar on property/casualty and health insurance matters that also provided members and insurance producers the opportunity to earn as much as 5 Continuing Education Credits. We are in the process of scheduling this seminar over 2 half days.

Executive Director reviewed the change from the State Comptroller's office on how workers' compensation accidental disability pensions are handled. Dave Grubb the Executive Director of the MEL has already organized a meeting with some other entities in the state such as the school boards and New Jersey Manufacturers which does a lot of workers compensation to take whatever actions they might be able to take. It is estimated to cost about \$10 million a year shifted back on workers compensation. The MEL is already engaged with a lobbyist that has this particular expertise in the changes this Bill will bring.

**2020/2021 Elected Officials Seminar:** The MEL's Annual Elected Officials Seminar is available through the MEL Safety Institute. Attached are the directions to follow to complete the course.

The MEL will provide a credit of \$250 against each member's assessment for each municipal elected official and authority commissioner who completes the course by May 1, 2021. The credit will continue to be extended to the member's CEO (i.e. municipal manager/administrator or authority executive director). The maximum credit is 5% of the member's assessment.

**Employment Practices Compliance Program:** Please visit the MEL webpage to review all the elements of the MEL's EPL Compliance Program; deadline for updates and training are due by June 1, 2021. Link to outline of program and model documents: <https://njmel.org/insurance/public-officials/risk-management-program/>

Executive Director said a notice has been emailed to members regarding a second webinar on Personnel Manual and Employee Handbook – Overview that will be held on March 12th. Since

the new model documents are notably different from prior models, Mr. Matt Giacobbe and Mr. Fred Semrau, the MEL Fund Attorney, have agreed to participate in a 2nd webinar to review changes and answer questions. The target audience for this webinar is Municipal Attorneys and Administrators.

**Virtual Safety Kickoff:** This year's Safety Kickoff was held as a virtual meeting on Friday February 12, 2021 at 9 A.M. to announce 2020 awards and review the 2021 Safety Incentive Program.

**TREASURER:**

**VOUCHER PAYMENTS (BILL LIST)**

2020	\$ 13,643.26
2021	\$ 174,588.87

**CONFIRMATION OF CLAIMS' PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS DURING MONTH OF JANUARY 2021:**

Closed:	\$ .00
2017:	\$ 5,092.50
2018:	\$ 55,066.18
2019:	\$ 9,763.27
2020:	\$ 131,282.18
2021:	\$ 0.00
Total:	\$ 201,204.13

**MOTION TO APPROVE FEBRUARY BILLS LISTS, CONFIRM CLAIMS' PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS DURING MONTH OF JANUARY 2021 CLAIMS AND ACCEPT TREASURER'S REPORT:**

Moved:	Commissioner Gianforte
Second:	Commissioner Horn
Roll Call Vote:	7 Ayes, 0 Nays

Treasurer's Report Attached & Made Part of Minutes.

**ATTORNEY:** None

**MANAGED CARE:**

**MONTHLY REPORT:** Report submitted and reviewed by Ms. Setzer QualCare.

Report Made Part of the Minutes.

**SAFETY DIRECTOR:**

**MONTHLY REPORT:** Monthly report submitted and reviewed by JA Montgomery Risk Control Safety Director Liam Callahan. The Safety Kick-off was held virtually on February 12, 2021 and it was very well received.

Report Made Part of Minutes.

**CLAIMS:** Report discussed at the Claim Meeting at 9:30 am before the JIF Meeting and recommended for approval as presented.

**MOTION TO APPROVE PAYMENT AUTHORIZATION REQUESTS WITH THE EXCEPTION OF TABLED CLAIMS FOR NORTH ARLINGTON LYNDHURST, WASHINGTON TOWNSHIP MUA AND MUSCONETCONG SA**

Moved:	Commissioner Gianforte
Second:	Commissioner Horn
Roll Call Vote:	7 Ayes, 0 Nays

**OLD BUSINESS: NONE**

**NEW BUSINESS:** Commissioner Horn congratulated Commissioner Rutkowski on his promotion to Executive Director of Toms River MUA.

**PUBLIC COMMENT: NONE**

**MOTION TO ADJOURN:**

Moved:	Commissioner Gianforte
Second:	Commissioner Brand
Vote:	Unanimous

**MEETING ADJOURNED: 11:25 am**  
**NEXT REGULAR MEETING: March 24, 2021**  
Karen A. Read, Assisting Secretary  
For  
Bernard Rutkowski, SECRETARY  
**Date Prepared: - March 5, 2021**