

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND

OPEN MINUTES

MAY 14, 2024

VIA ZOOM – 3:00PM

Chairman Commissioner Tomasko called the meeting to order and asked the Assistant Secretary to read the statement of compliance open public meeting act.

ROLL CALL OF 2024 BOARD OF FUND COMMISSIONERS

Paul Tomasko	Borough of Alpine – Bergen JIF	Present
John Clarke	Princeton Housing Authority- PHA JIF	Present
Greg Franz	Edgewater – South Bergen JIF	Present
Joseph Wolk	Borough of Mount Ephraim- Camden JIF	Present
Charles Cuccia	Township of Little Falls – Sub Metro JIF	Present
Thomas Nolan	Borough of Brielle - Monmouth JIF	Absent
Bernard Rutkowski	NJUA JIF – Toms River MUA	Present
Veronica Laureigh	Township of Lacey – Ocean JIF	Present
Megan Champney-Kweselait	City of Summit- Suburban Municipal JIF	Present
Megan Jack	Riverside Twp- Burlco JIF	Present
Adam Brewer	Pequannock Township – Morris JIF	Present
James Ulrich	Twp. of Clark - NJMSI JIF	Present
Michael Razze	Pitman Borough - TRICO JIF	Absent
Robert MacFarland	Bordentown Fire District #2 FRESP JIF	Absent
Joy Tozzi	Township of Robbinsville - Mid-Jersey JIF	Present
Susan Danson	Maple Shade Twp- PMM JIF	Present
Joseph Criscuolo	East Brunswick Twp – Central JIF	Present
Frank Elenio	Ridgefield Borough - PAIC JIF	Present
James Pacanowski	Ventnor City - Atlantic JIF	Present

APPOINTED OFFICIALS PRESENT:

Executive Director/Adm	PERMA Risk Management Services Joseph Hrubash, Cate Kiernan, Nancy A. Ghani
Attorney	Dorsey & Semrau Fred Semrau, Esq.
Producer	Risk Program Administrators Paul Forlenza, Kamini Patel
Actuary	The Actuarial Advantage Kyle Mrotek
Ex Worker's Comp Claims Administrator	Qual-Lynx Kathy Kissane
Safety Director	JA Montgomery Risk Control Services Paul Shives
Treasurer	Mike Zambito
Excess Liability Claims Administrator	CB Claims LLC Christopher Botta
Lobbyist	Pathways Paul Bent
Auditor	Nisivoccia LLP Bud Jones

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ALSO PRESENT:

Paul Miola, PJM Consultants
David Grubb, Executive Director (Emeritus)
Don Sciolaro, P.I.A
Tom Merchel, Conner Strong & Buckelew
Katie Walters, Conner Strong & Buckelew
Jaclyn Lindsey, Conner Strong & Buckelew
Mathew T. McArow Jr., GJEM Otterstedt Agency
Dave Vozza, The Vozza Agency
Brad Stokes, Perma Risk Management Services
Chuck Hartsoe, PEGAS
Barbara Murphy, RLM
Robyn Walcoff, Perma Risk Management Services
Alison Kelly, Danskin Insurance Agency
Robin Racioppi, NAIM

CORRESPONDENCE:

NONE

WELCOME: Chairman Tomasko welcomed Commissioner Pacanowski of Atlantic JIF to the MEL Board.

EXECUTIVE DIRECTOR REPORT: Executive Director noted the purpose of this special meeting is to discuss the positions of Treasurer, QPA and Southern New Jersey Marketing Consultant.

TREASURER: Executive Director said Michael Zambito, Fund Treasurer notified the Fund of his retirement at the March 22, 2024 MEL meeting; this matter was initially reviewed the MEL Management Committee at their March 18, 2024 committee meeting.

Executive Director said the Management Committee made a recommendation to the Board in March to award the Treasurer contract as a professional service for the period of July 1, 2024 through December 31, 2024 and then again at the 2025 Reorganization for Fund Year 2025. Executive Director said the Management Committee also recommended that the Treasurer position be included the next time the Fund issues its Competitive Contracting RFPs in late 2025.

Executive Director said the Fund received a proposal from Matthew Laracy; included in the agenda was the proposal for an annual fee of \$27,779, which would be pro-rated. Also included was Resolution 28-24 awarding the Fund Treasurer contract to Matthew Laracy for the period July 1, 2024 through December 31, 2024.

**MOTION TO ADOPT RESOLUTION 28-24 AWARDING THE FUND
TREASURER CONTRACT TO MATTHEW LARACY FOR THE PERIOD OF
JULY 1, 2024 THROUGH DECEMBER 31, 2024:**

Moved:	Commissioner Brewer
Second:	Commissioner Clarke
Roll Call Vote:	16 Ayes – 0 Nays

QUALIFIED PURCHASING AGENT (QPA): Executive Director reported Sean Canning has tendered his resignation as the MEL's QPA. Executive Director said since this resignation coincides with that of the Treasurer one recommendation is to consider aligning the QPA services with the Treasurer or alternatively procure the services separately and requested the Board's feedback.

Chairman Tomasko said Laracy Associates LLC has a staff, but noted Mr. Laracy is the CFO in Millburn and Glen Ridge as well as Fund Treasurer in four joint insurance funds and expressed concern in adding additional responsibilities of a QPA.

Commissioner Brewer agreed with the Chairman and said the statute allows the MEL up to a year to fill the vacancy based on the resignation date, noted this would be an important role based on the level of procurement the MEL is engaged in and suggested this be referred to the Management Committee to thoroughly discuss. Commissioner Brewer added that this may be a bigger role than initially thought given the aggregation requirements the NJ Comptroller's Office has been implementing. Commissioner Pacanowski agreed that Mr. Laracy has several responsibilities and said he would be in favor referring this to the Management Committee.

MOTION TO REFER THE PROCUREMENT OF A QPA TO THE MEL MANAGEMENT COMMITTEE:

Moved:	Commissioner Brewer
Second:	Commissioner Tozzi
Vote:	Unanimous

Executive Director said the Fund office would coordinate a meeting of the MEL Management Committee to meet prior to the June meeting for a possible recommendation and action.

SOUTHERN NEW JERSEY MARKETING CONSULTANT: Executive Director said at the March 22nd MEL meeting, it was reported that the MEL's contract with the Southern New Jersey Marketing Consultant was set to expire on May 8, 2024. Executive Director said a Request for Proposals (RFP) was issued and the Fund office received one proposal from PJM Consultants LLC and at the March meeting, the MEL Board of Fund Commissioners adopted a resolution awarding services PJM Consultants LLC.

Executive Director said subsequent to the March meeting, it was discovered that certain compliance documents were not submitted timely with the proposal and, as such, the proposal and the award of services was nullified. In addition, then QPA advised this position should be procured via a Competitive Contract RFP. Enclosed in the agenda was Resolution 29-24 to initiate that process.

MOTION TO ADOPT RESOLUTION 29-24 AUTHORIZING THE ISSUANCE OF A COMPETITIVE CONTRACTING RFP FOR A MARKETING CONSULTANT FOR SOUTHERN NEW JERSEY:

Moved:	Commissioner Elenio
Second:	Commissioner Ulrich
Roll Call Vote:	16 Ayes – 0 Nays

MEETINGS: Executive Director said at the March meeting, a suggestion was made to initiate discussions on the meeting arrangements of the MEL, EJIF, RCF and MEL and RCF Claims Meeting as they currently occur. These meetings have historically been held all in one day with MEL & RCF Claims holding additional virtual meetings in other months. Executive Director said the Board was also asked to consider changing the order of meetings, so the MEL meeting occurs first since the RCF and EJIF typically adopt initiatives led by the MEL. In addition, the Board was asked to consider the RCF Claims to meet virtually on different days than the statewide JIFs since this meeting has historically started at 9AM and runs through to 10:30AM.

Commissioner Franz was in favor changing the meetings to alleviate a long in-person meeting day and was agreeable to any suggested changes. Chairman Tomasko noted the MEL is the
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longest of all three statewide meetings, but noted not all Commissioners were present today to provide feedback. Commissioner Champney said she serves on all three statewide boards including RCF Claims and would also be agreeable to any suggested changes.

Executive Director outlined the following proposed suggested meeting order and time change: MEL Claims 9:45AM, MEL JIF 10:30AM, EJIF 11:05AM, RCF 11:30AM and lunch would follow; RCF Claims would meet virtually in advance of these meetings and be scheduled on a different day. Discussion ensued and Commissioners were in favor of this change to take effect for the June 2024 meetings.

MOTION TO CHANGE THE BALANCE OF THE 2024 MEETINGS TO REFLECT THE NEW TIME AND MEETING ORDER EFFECTIVE JUNE 2024:

Moved:	Commissioner Rutkowski
Second:	Commissioner Laureigh
Vote:	Unanimous

PUBLIC COMMENT:

NONE

MOTION TO ADJOURN:

Moved:	Commissioner Brewer
Second:	Commissioner Clarke
Vote:	Unanimous

MEETING ADJOURNED: 3:18PM

NEXT MEETING: Monday June 10, 2024 – 10:30AM
Forsgate Country Club, Monroe NJ.

Nancy A. Ghani, Assisting Secretary

For

JOHN CLARKE, SECRETARY