**MONMOUTH MUNICIPAL JOINT INSURANCE FUND**
**MINUTES**
**SEPTEMBER 11, 2025**
**ZOOM VIRTUAL MEETING**
**1:30 P.M.**

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Meeting Called to Order by Chairman Rogers. Open Public Meeting Statement read into the record by Mr. Thorpe.

**Pledge of Allegiance**

**ROLL CALL OF 2025 EXECUTIVE COMMITTEE:**

| | | | |
|---|---|---|---|
| Tom Rogers | Chairman | Boro of Rumson | Present |
| Bryan Dempsey | Secretary | Spring Lake | Present |
| | | | |
| **EXECUTIVE** | **COMMITTEE** | **MEMBERS** | |
| Thomas Nolan | | Boro of Brielle | Present |
| Anthony Mercantante | | Middletown | Present |
| Laurie Roth | | Allentown | Absent |
| Jonathan Capp | | Marlboro Township | Present |
| James Gant | | Boro of Sea Girt | Present |

**ALTERNATE EXECUTIVE COMMITTEE MEMBERS:**

| | | | |
|---|---|---|---|
| Donna Phelps | | Boro of Oceanport | Absent |

**APPOINTED OFFICIALS PRESENT:**

| | | | |
|---|---|---|---|
| **Executive Director /Administrator** | Perma Risk Management Services | Stephen A. Sacco | Present |
| **Attorney** | Cleary Giacobbe Alfieri & Jacobs | James Cleary, Esq.<br>Mitch Jacobs, Esq. | Present<br>Present |
| **Treasurer** | | Steven Mayer | Present |
| **Claims Service** | Qual-Lynx | Kathy Kissane | Present |
| **Safety Director** | JA Montgomery Consulting | Paul Shives | Present |
| **Fund Risk Management Consultants** | The Danskin Agency<br>Conner Strong & Buckelew | Charles Casagrande<br>Thomas Merchel | Present<br>Present |
| **Auditor** | Hulsart & Company | Rich Hellenbrecht | Absent |
| **Actuary** | Actuarial Advantage | Kyle Mrotek | Absent |
| **Underwriting Manager** | Conner Strong & Buckelew | Ed Cooney | Present |

**ALSO PRESENT**
Jason Thorpe, PERMA
Steven Krolian, PERMA
Justin Macko, Sea Girt Borough
Joseph Hrubash, PERMA
Charles Casagrande, Danskin Agency
Alison Kelly, Danskin Agency
John Casagrande, Danskin Agency
Catherine LaPorta, Shrewsbury Township
Rachel Giolitto, Sea Bright
Dominick Cinelli, RMC
Tara Lewczak, Manasquan
Mike Muscillo, Highlands
Amy Pieroni, RMC
Katie Walters, CSB
Joe Razzano, RMC
Maya Adair, PERMA
Matt Genna, JA Montgomery
Lisa Gallo, Qual-Lynx
Robert Bengivenga, Hazlet
Anna Bongiorno, Avon by the Sea
Tom Merchel, CSB
Tara Lovrich, Manalapan
Jason Gonter, West Long Branch
Richard Read, Manasquan
Mark Regan, Shrewsbury

**APPROVAL OF MINUTES**: July 10, 2025

**MOTION TO APPROVE OPEN MINUTES FOR ABOVE REFERENCED MEETING**

| | |
|---|---|
| MOTION: | Commissioner Gant |
| SECOND: | Commissioner Capp |
| VOTE: | 5 Ayes, 0 Nay, 1 Abstention (Commissioner Nolan) |

**CORRESPONDENCE**

Mr. Sacco referred to the Power of Collaboration located in the agenda packet. The ad highlights the MEL savings of $4.2 Billion. He reported the Monmouth JIF savings are $327.85 Million which averages out to $7.99 Million per member.

**EXECUTIVE DIRECTOR:**

**2026 RENEWAL/ BUDGET PROCESS –** Mr. Sacco reported Members and Risk Management Consultants received an email with a link to renewal worksheets - to begin the 2026 underwriting renewal on or about July 17th with a August 31st completion date. He reported that the Risk Management Consultants and PERMA are currently confirming data within the online database for accuracy toward completion of the 2026 renewal process and to begin the 2026 budget process. Mr.

Sacco reported the Management Committee will meet in early October as an initial budget workshop meeting.

**STATE EXAMINATIONS –** Mr. Sacco reported representatives from the Department of Banking and Insurance have notified the Fund office they will begin examinations of 10 of the Joint Insurance Funds, including the Monmouth County Municipal Joint Insurance Fund which began in July. We have gathered the requested information for their review. The last examination was Fund year 2013 completed in 2015.

**MEL, E-JIF, & RCF REPORTS –** Mr. Sacco reported the MEL, EJIF, and RCF met on September 8, 2025 starting at 10:30 AM at the Double Tree Hilton, 309 Forsgate Drive, Monroe, NJ. A copy of Commissioner Nolan's reports will be available in next month's agenda. Mr Sacco did note the EJIF introduced their budget at a modest 0.9% and the returning dividend amount is pending state approval.

**MEL PRE-RENEWAL WEBINAR –** Mr. Sacco referred to the memo enclosed from the MEL Underwriting Manager regarding the 2026 pre-renewal presentation via an interactive webinar on Monday September 29, 2025 at 10:00am. The Underwriting Manager will cover the current state of the market and anticipated program changes. The registration link is enclosed within the agenda packet. The webinar will be recorded and posted to the MEL website www.njmel.org. He also noted the invitation was emailed to all respective Fund Commissioners, Fund Professionals and Risk Management Consultants on August 29, 2025.

**NJ CYBER JIF –** Mr. Sacco reported the Cyber JIF met virtually on July 17th, 2025 via Zoom. A copy of Commissioner Gant's report is enclosed for review as well as a memorandum from the Underwriting Manager describing the differences between cyber incidents that are covered by the Cyber Policy and those covered in the Fund's Crime Policy. He stated the next meeting is scheduled for September 18, 2025 at 3:30 PM via Zoom.

**CYBER JIF – MEMBERHSIP RENEWAL –** Mr. Sacco reported the Fund's three-year membership in the Cyber JIF is scheduled for renewal effective January 1, 2026; enclosed you will find Resolution #26-25 for consideration. He asked if there were any questions or comments. Commissioner Gant added that everyone takes full consideration, as the Cyber JIF has done a lot of great work in the past three years and has added tremendous protection for the members of the JIF.

**MOTION TO ADOPT RESOLUTION #26-25 AUTHORIZING THE MONMOUTH MUNICIPAL JOINT INSURANCE FUND TO RENEW THEIR THREE-YEAR MEMBERSHIP TERM EFFECTIVE JANUARY 1, 2026.**

| | |
|---|---|
| **MOTION**: | Commissioner Nolan |
| **SECOND**: | Commissioner Gant |
| **ROLL CALL VOTE**: | Unanimous |

**CYBER TRAINING/PHISHING -** Mr. Sacco reported D2 Cybersecurity will be posting the next course for training/phishing in October. He states this year there will be 2 half-hour sessions, but the second session will be posted six months later. Mr. Sacco states this training is very important for your employees to take. There was a recent incident in another JIF and Mr. Sacco reminds all members and your employees to be careful before clicking on suspicious emails,links, etc.

**EMPLOYMENT PRACTICES COMPLIANCE PROGRAM –** Mr. Thorpe stated as a monthly reminder, every two years, the MEL asks its members to update their Employment Practices

Compliance Program – consisting of personnel manual, employment manual and training programs. The due date for completion and submission of the required check list is November 1, 2025.

**POLICE COMMAND STAFF TRAINING** – Mr. Thorpe reported J.A. Montgomery has added a training for Police Command staff on October 9th, 2025. Details for this session can be found within the agenda packet.

**RISK MANAGEMENT INFORMATION/OPERATING SYSTEM (RMIS) -** Mr. Thorpe reported Members and Risk Management Consultants were asked to update underwriting data by September 1st. He added we are following up with members that have not fully completed the underwriting process.

**STATUTORY BONDS –** Mr. Thorpe reported the Underwriting Manager's office has contacted municipal clerks of members that are renewing their JIF membership to secure updated bond applications for statutory positions. This email was distributed 8/5/2025 and the deadline to submit applications is September 11th.

**MEL RISK MANAGER ACCREDITATION –** Mr. Thorpe stated the MEL is holding its second Risk Manager Accreditation Program scheduled for October 3rd and October 10th at the National Conference Center in East Windsor. Enclosed in the agenda packet is a copy of the announcement that was distributed in August.

**FINANCIALS –** Mr. Sacco referred to the Financial Fast Track located within the agenda packet. He noted this quarter the fund has increased its surplus $73,895 and $313,455 year to date resulting in an overall statutory surplus of $11.4M, he reports the Fund is in excellent financial condition. Mr. Sacco referred to the Loss Time Accident Frequency report, he states the fund is trending about 2% better in all lines then this time last year. Moving along in the agenda packet looking at the Loss Time Accident Frequency for all JIFs , the JIF average is 1.11 and the Monmouth JIF is standing at 0.57 as of July 31, 2025. Lastly, Mr. Sacco referred to Employment Practices Compliance Status report and is happy to report every member of the Monmouth JIF is compliant with the program. This is a tribute to all the hard work from each member and Risk Management Consultant. Mr. Sacco also stated there is the option to buy down your deductible, if any member is interested, please contact either your Risk Manager Consultant or reach out to the Fund Office.

Chairman Rogers brought up the idea of the thought to apply for a dividend. In response, Mr. Sacco stated he had spoken with the CFO from PERMA and she feels as long as the Fund is reasonable with the request, there is a chance the dividend could be approved.

**TREASURER**

Mr. Mayer was present and referred to the August and September Bills Lists contained within the Agenda Packet.

| **FUND YEAR** | **AMOUNT** |
|---|---|
| **August Bills List** | |
| FY 2021 | $ 656,238.00 |
| FY 2025 | **$** 225,198.56 |
| **TOTAL** | **$ 881,436.56** |

| **FUND YEAR** | **AMOUNT** |
|---|---|
| **September Bills List** | |
| FY 2025 | $ 261,279.55 |
| **TOTAL** | **$ 261,279.55** |

**MOTION TO APPROVE RESOLUTION #27-25 APPROVAL FOR PAYMENT OF AUGUST 2025 BILL LIST AND RESOLUTION #28-25 APPROVAL FOR PAYMENT OF SEPTEMBER 2025 BILL LIST**

| | |
|---|---|
| **MOTION**: | Commissioner Capp |
| **SECOND**: | Commissioner Nolan |
| **ROLL CALL VOTE**: | Unanimous |

**MANAGED CARE:**
Ms. Gallo reported that for 2025 through the month of August, there has been a total savings of $2,556,823 resulting in 71% savings which represents over $2.5 Million in savings. She states this exceeds the 64% savings in 2024 and the 61% savings in 2023. Ms. Gallo then referred to the Top 10 Claimants report enclosed in the agenda, she states the fund has achieved 59% savings. She then referred to the provider specialty by charges report and noted Physical Therapy, Emergency Medicine, and Urgent Care is in the top amount of overall savings.

**CLAIMS SERVICE**
Ms. Kissane reported that the Claims Committee met on September 8th to review the PARs and is recommending approval of the same. She then asked for a motion to approve the claims as recommended by the Claims Committee and the Fund Attorney's legal bills for the month.

**MOTION TO APPROVE PAYMENT OF CLAIMS AS RECOMMENDED BY THE CLAIMS COMMITTEE AND MR. CLEARY'S LEGAL BILLS IN THE AMOUNT OF $3,591.00**

**WC**
**2022273801**
**2025363569**
**2025358321**
**2021374222**
**2023304935**
**2024333012**

**GL/PRP/AL**
**2023279992**
**2026371302**
**2023289771**
**2025367658**
**2025370434**

| | |
|---|---|
| **MOTION:** | Commissioner Gant |
| **SECOND:** | Commissioner Capp |
| **ROLL CALL VOTE:** | Unanimous |

**SAFETY DIRECTOR**
Mr. Genna referred to the list of activities and surveys conducted over the past two months. Mr. Genna then referred to the Safety Director Bulletins that have gone out over the past two months along with the MSI Now usage for those months.

Lastly, Mr. Genna reminded everyone JAM is hosting an entry level driver train the trainer course on October 23rd at the Toms River Fire Academy that is open to Monmouth and Ocean JIF members. He

states this is a great opportunity for members to save money by training staff to get their commercial driver's licenses in house.

*Safety Report Attached and Made Part of the Minutes*

**UNDERWRITING MANAGER:**
The underwriting manager, Mr. Cooney was present and wanted to echo what Mr. Sacco mentioned earlier regarding the recent cyber attack in a nearby JIF. Mr. Cooney states the Cyber JIF is working very hard to get the message out and educate all members of the JIF, himself along with his team is always there to help or get on a call to discuss any issues.

Mr. Cooney also commented on the Pre-Renewal webinar, which is upcoming, he encourages all participation as this is a great discussion about what is happening in the market place, along with some expectations for the upcoming renewal.

Lastly, going back to the Cyber JIF, he mentioned there will be some upcoming webinars in hopefully November and December. He stated everyone will be updated on the upcoming events.

**RISK MANAGEMENT CONSULTANT TEAM:**
None.

**OLD BUSINESS**
None.

**NEW BUSINESS**
Mr. Shives mentioned as a reminder for anyone who still needs to take the managers and supervisors biannual training, there are three more sessions that have been set up on September 18th, 24th, and 30th.

**PUBLIC COMMENT**
None.

**CLOSING COMMENTS**
Mr. Capp suggested encouraging all participation from Fund Commissioners to be active and join Committees where available. In response, Mr. Rogers agreed and also thanked the participants who joined this meeting that do not normally attend monthly meetings.

**MOTION TO ADJOURN MEETING**

| | |
|---|---|
| **MOTION:** | Commissioner Capp |
| **SECOND:** | Commissioner Gant |
| **VOTE:** | Unanimous |

Meeting Adjourned at: 1:56 P.M.

NEXT MEETING: October 9, 2025
Via Zoom
1:30 P.M.

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Secretary

**RESOLUTION NO. 26-25**

**RESOLUTION TO RENEW MEMBERSHIP NEW JERSEY CYBER RISK MANAGEMENT FUND**

**WHEREAS,** the **New JERSEY CYBER RISK MANAGEMENT FUND,** (hereinafter "NJ Cyber JIF") a public entity in the State of New Jersey, was formed pursuant to N.J.S.A. 40A:10-36, et seq., to provide cyber risk management to its member Joint Insurance Funds ("JIF"); and

**WHEREAS,** in accordance with N.J.S.A. 40A:10-42, the NJ Cyber JIF may provide coverage to its member JIFs by self-insurance, the purchase of commercial insurance or reinsurance, or any combination thereof; and,

**WHEREAS,** said statutes and the regulations pertaining thereto contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Fund; and

**WHEREAS**, the purchase of such coverage by the NJ Cyber JIF is exempt from public advertising and bidding requirements pursuant to the N.J.S.A. 40A:11-5(1)(m) insurance exception, so long as the contract entered into is awarded in accordance with the requirements for extraordinary unspecified services pursuant to N.J.S.A. 40A:11-5(1)(a)(ii); and

**WHEREAS**, pursuant to N.J.S.A. 40A:65-14, the governing bodies of two or more local units may enter into an agreement to provide for the formation of the joint operation of any public services, public improvements, works, facilities, or undertakings which the local units are empowered to operate; and

**WHEREAS**, pursuant to N.J.S.A. 40A:65-9 et seq. the NJ Cyber JIF, if necessary, shall obtain coverage and fund approved claims on behalf of its members JIFs in accordance with the Local Public Contracts Law; and

**WHEREAS**, in accordance with N.J.S.A. 40A:10-36b, a JIF wishing to join the NJ Cyber JIF to obtain the benefits of joint public entity membership may do so by adopting a resolution; and

**WHEREAS,** the **Executive Committee** of the **Monmouth Municipal Joint Insurance Fund** has determined that membership in the NJ Cyber JIF is in the best interests of the member municipalities,

**NOW THEREFORE BE IT RESOLVED** that the **Executive Committee** of the **Monmouth Municipal Joint Insurance Fund** do hereby resolve and agree to renew their membership m the NJ Cyber JIF for a period of three (3) years, effective January 1, 2026; and

**BE IT FURTHER RESOLVED** that the application for membership is for the purpose of obtaining the following types of coverages:

1. **Cyber Liability**

**BE IT FURTHER RESOLVED** that the Chairperson of the **Monmouth Municipal Joint Insurance Fund** or other authorized representative, is authorized and directed to execute any and all written agreements necessary for membership in the NJ Cyber JIF including, but not

limited to, the Indemnity and Trust Agreement in order to implement membership by the **Monmouth Municipal Joint Insurance Fund** in the NJ Cyber JIF according to its Bylaws, N.J.S.A. 40A:10-36 et seq.), administrative regulations, and any other statutes or regulations pertaining thereto.

This resolution was duly adopted by the Monmouth Municipal Joint Insurance Fund at a public meeting held on September 11th, 2025.

**MONMOUTH MUNICIPAL JOINT INSURANCE FUND**

By: _____

_____, Fund Chair

Attest: _____

Dated: _____

# MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND
# BILLS LIST

**Resolution No. 27-25** **AUGUST 2025**

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

**BE IT RESOLVED** that the Monmouth County Municipal Joint Insurance 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 2021**

| Vendor Name | Comment | Invoice Amount |
|---|---|---|
| MUNICIPAL EXCESS LIABILITY JIF | 12/31/22 ADD. ASSESSMENT FOR FY 2021 | 656,238.00 |
| | | **656,238.00** |
| | **Total Payments FY 2021** | **656,238.00** |

**FUND YEAR 2025**

| Vendor Name | Comment | Invoice Amount |
|---|---|---|
| QUAL-LYNX | OUTSIDE ADJUSTER INV QL25-0712 08/25 | 7,404.17 |
| QUAL-LYNX | CLAIMS ADJ. SERVICES QL25-0711 08/25 | 52,026.08 |
| | | **59,430.25** |
| J.A. MONTGOMERY CONSULTING | SAFETY DIRECTOR 08/25 | 14,914.42 |
| J.A. MONTGOMERY CONSULTING | LAW ENFORCEMENT 08/25 | 2,550.00 |
| | | **17,464.42** |
| QUALCARE, INC. | WC ACCESS/UM- 08/25 | 19,039.00 |
| | | **19,039.00** |
| PERMA | POSTAGE 07/25 | 87.78 |
| PERMA | POSTAGE 06/25 | 38.12 |
| PERMA | ADMINISTRATION FEES 08/25 | 35,833.92 |
| PERMA | LOSS FUND MGMT 08/25 | 3,166.16 |
| | | **39,125.98** |
| THE ACTUARIAL ADVANTAGE | ACTUARIAL CONSULTING 08/25 | 4,094.66 |
| | | **4,094.66** |
| CLEARY GIACOBBE ALFIERI AND JACOB, LLC | LITIGATION MGMT THRU 7/31/25 INV 150994 | 10,266.00 |
| CLEARY GIACOBBE ALFIERI AND JACOB, LLC | LEGAL FEES THRU 7/31/25 INV 150994 | 1,872.00 |
| | | **12,138.00** |
| STEPHEN MAYER | TREASURERS FEE 08/25 | 1,905.00 |
| | | **1,905.00** |
| DANSKIN INSURANCE AGENCY, INC. | RMC FEES 08/25 | 40,745.83 |
| | | **40,745.83** |
| CONNER STRONG & BUCKELEW | UNDERWRITING MGMT FEE 08/25 | 1,127.08 |
| | | **1,127.08** |
| GANNETT NEW YORK NJ LOCALIQ | A# 1120891 AD 11464368 07/06/25 | 137.38 |
| | | **137.38** |
| TOM ROGERS | REIMBURSE LUNCH EXP. 7/23/25 SUMMIT | 436.10 |
| | | **436.10** |
| EXECU-TECH, INC. | WEBSITE MAINTENANCE 08/25 | 200.00 |
| | | **200.00** |
| THE CANNING GROUP LLC | QPA -INV MONMOUTH 25-08 | 583.33 |
| | | **583.33** |
| ACCESS | INV 11646794 DEPT 410 06/30/25 | 114.89 |
| ACCESS | REMAINDER OF CREDIT FROM 11637189 | 46.86- |
| | | **68.03** |
| FOUNDATION RISK PARTNERS, CORP | RMC- 2ND INSTALL 2025- RED BANK | 28,703.50 |
| | | **28,703.50** |
| | **Total Payments FY 2025** | **225,198.56** |
| | **TOTAL PAYMENTS ALL FUND YEARS** | **881,436.56** |

_____
Chairperson

Attest:

_____ Dated: _____

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

_____
Treasurer

# MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND
# BILLS LIST

**Resolution No. 28-25** **SEPTEMBER 2025**

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

**BE IT RESOLVED** that the Monmouth County Municipal Joint Insurance 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**

| Vendor Name | Comment | Invoice Amount |
|---|---|---|
| QUAL-LYNX | OUTSIDE ADJUSTER 09/25 | 7,404.17 |
| QUAL-LYNX | CLAIMS ADJ. SERVICES 09/25 | 52,026.08 |
| | | **59,430.25** |
| J.A. MONTGOMERY CONSULTING | SAFETY DIRECTOR 09/25 | 14,914.42 |
| J.A. MONTGOMERY CONSULTING | LAW ENFORCEMENT 09/25 | 2,550.00 |
| | | **17,464.42** |
| QUALCARE, INC. | WC ACCESS/UM - 09/25 | 19,039.00 |
| | | **19,039.00** |
| PERMA | LOSS FUND MGMT 09/25 | 3,166.17 |
| PERMA | ADMINISTRATION FEES 09/25 | 35,833.92 |
| | | **39,000.09** |
| THE ACTUARIAL ADVANTAGE | ACTUARIAL CONSULTING 09/25 | 4,094.66 |
| | | **4,094.66** |
| CLEARY GIACOBBE ALFIERI AND JACOB, LLC | LITIGATION MGMT THRU 8/29/25 INV 152282 | 9,762.00 |
| CLEARY GIACOBBE ALFIERI AND JACOB, LLC | LEGAL FEES THRU 8/29/25 INV 152282 | 1,872.00 |
| | | **11,634.00** |
| STEPHEN MAYER | TREASURER FEE 09/25 | 1,905.00 |
| | | **1,905.00** |
| DANSKIN INSURANCE AGENCY, INC. | RMC FEES 09/25 | 40,745.83 |
| | | **40,745.83** |
| CONNER STRONG & BUCKELEW | UNDERWRITING MGMT FEE 09/25 | 1,127.08 |
| | | **1,127.08** |
| EXECU-TECH, INC. | WEBSITE MAINTENANCE 09/25 | 200.00 |
| | | **200.00** |
| THE CANNING GROUP LLC | QPA -INV MONMOUTH 25-09 | 583.33 |
| | | **583.33** |
| ACCESS | INV 11698380 DEPT 410 07/31/25 | 114.89 |
| | | **114.89** |
| RD PARISI ASSOCIATES INC | RMC FEE ENGLISHTOWN 2025 | 5,214.00 |
| RD PARISI ASSOCIATES INC | RMC FEE ATLANTIC HIGHLANDS 2025 | 28,706.00 |
| | | **33,920.00** |
| LINCOLN RISK MANAGEMENT CORP. | RMC FEE KEYPORT 2025 | 32,021.00 |
| | | **32,021.00** |
| | **Total Payments FY 2025** | **261,279.55** |
| | **TOTAL PAYMENTS ALL FUND YEARS** | **261,279.55** |

_____
Chairperson

Attest:

_____ Dated: _____

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

_____
Treasurer