MONMOUTH MUNICIPAL JOINT INSURANCE FUND
MINUTES
MARCH 12, 2026
ZOOM VIRTUAL MEETING
1:30 P.M.

In absence of Chairman Rogers, Meeting Called to Order by Mr. Capp. Open Public Meeting Statement read into the record by Mr. Sacco.

Pledge of Allegiance

ROLL CALL OF 2026 EXECUTIVE COMMITTEE:

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

ALTERNATE EXECUTIVE COMMITTEE MEMBERS:

Tara Lovrich		Manalapan Township	Present
Justin Macko		Sea Girt	Present
Peter Valesi		Freehold Township	Present
Rachel Giolitto		Sea Bright	Present

APPOINTED OFFICIALS PRESENT:

Executive Director /Administrator	Perma Risk Management Services	Stephen A. Sacco	Present
Attorney	Cleary Giacobbe Alfieri & Jacobs	James Cleary, Esq. Mitch Jacobs, Esq.	Absent Present
Treasurer		Steven Mayer	Present
Claims Service	Qual-Lynx	Kathy Kissane	Present
Managed Care	Qual-Lynx	Lissa Gallo	Present
Safety Director	JA Montgomery Consulting	Paul Shives	Present
Fund Risk Management Consultants	The Danskin Agency Conner Strong & Buckelew	Charles Casagrande Thomas Merchel	Present Present
Auditor	PKF O'Connor Davies	Dennis Skalkowski	Absent
Actuary	Pinnacle Actuarial Resources	Daniel Linton	Present
Underwriting Manager	Conner Strong & Buckelew	Ed Cooney	Present

ALSO PRESENT
Joe Hrubash, PERMA
Jason Thorpe, PERMA
Brian Vassallo, PERMA
Pauline Kontomanolis, PERMA
Alison Kelly, Danskin Agency
John Casagrande, Danskin Agency
Amy Boney, Lake Como
Cindy Villagran,
Hector Herrera, Keyport Borough
Jaclyn Lindsey, CS&B
Jasmine Brascom, RMC
Joanne Theiss, Qual-Lynx
Joseph Razzano, RMC
Catherine LaPorta, Shrewsbury Township
Linda Dalessio, RMC
Luis Alamo, RMC
Matt Genna, JA Montgomery
Mike Brosnan, JA Montgomery
Sameer Sarfraz, RMC
Tara Lewczak, Manasquan

APPROVAL OF MINUTES: January 11, 2026

MOTION TO APPROVE OPEN MINUTES FOR ABOVE REFERENCED MEETING

MOTION:	Commissioner Roth
SECOND:	Commissioner Capp
VOTE:	Unanimous

CORRESPONDENCE

Mr. Sacco reported on the Power of Collaboration advertisement and stated no action was required.

EXECUTIVE DIRECTOR:

2026 RISK MANAGEMENT PLAN – Mr. Sacco reported that there was an amendment made to the risk management to further clarify the added copay for wire transfers and checks. He added that the change was announced last year but had been omitted from the original adoption.

FUND AUDITOR & PAYROLL AUDITOR – Mr. Sacco referred to page 14 of the agenda and noted that the fund auditor and payroll auditor, Bowman & Company, has advised the firm that they have joined PFK O'Connor. He mentioned there is no change in staff, and those servicing the account will remain, but their contact will need to be amended.

RCF 2026 RORGANIZATION MEETING – Mr. Sacco reported the RCF held its Reorganization Meeting on January 9, 2026 and referred to a copy of Commissioner Nolan's report enclosed within the agenda.

E-JIF 2026 REORGANIZATION MEETING – Mr. Sacco reported that the E-JIF held its Reorganization meeting on January 9, 2026. He then referred to Commissioner Nolan's reports on the meetings.

MEL 2026 REORGANIZATION MEETING - Mr. Sacco reported the MEL also held its Reorganization Meeting on January 9, 2026 and referred to a copy of Commissioner Nolan's report enclosed within the agenda.

NJ CYBER JIF – Mr. Sacco reported that the Cyber JIF held its Reorganization on January 15, 2026, via Zoom. He then referred to a copy of Commissioner Gant's report on the meeting. Commissioner Gant reported that part one of the Cyber JIF training is due on March 30th, and part two will be released on March 31st.

CYBER RISKS – Mr. Cooney elaborated on the cyber risks email blast. He reported that Iran is one of the top cyber threats around the world and attacks from their supporting units should be expected. He then provided a list of mitigations from The Chertoff Group. He added that since the article was written the medical device company, Stryker, was attacked through a vulnerability in a Microsoft product. Mr. Sacco added that recently a member of the NJPHA JIF received an email that their banks details had changed and sent $18,000 to a bad actor.

GOVERNMENT ACCOUNTING STANDARDS BOARD – Mr. Sacco reported that the GASB has established requirement 102, which requires state and local governments to disclose information on financial statements regarding risks from specific concentrations or constraints that could specifically impact their ability to provide services. A memorandum was prepared with the fund auditor that satisfies this requirement, and no action is required.

2026 MEL, MR HIF & NJCE JIF EDUCATIONAL SEMINAR – Mr. Thorpe reported that the 16th annual seminar will be conducted virtually on 2 half-day sessions: Friday April 24th and Friday May 1nd from 9:00 am to 12:00 pm. He advised that the seminar is expected to qualify for Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents.

2025/2026 ELECTED OFFICIALS SEMINAR –The MEL's Annual Elected Officials Seminar has now been uploaded into the MEL's Learning Management System. Directions to access the program and included withing the agenda packet.

2026 FINANCIAL DISCLOSURES – Mr. Thorpe reported that Fund Commissioners should anticipate the online filing of the Financial Disclosure forms inclusive of the MEL/EJIF/RCF Commissioner and any municipal related positions that require filing. He noted that a notice is to be issued shortly.

FINANCIALS – Mr. Sacco referred the Committee to the year-end Financial Fast Track enclosed within the agenda. He reported that as of December 31st, the Fund had a surplus increase of $518,725 in the 4th Quarter and are up $1,230,394 for the year. The Fund's statutory surplus stands at $12.3 million and is in excellent financial shape, and there are no fund years in a deficit.

Mr. Sacco referred to the claims loss ratio report located within the agenda packet. He outlined that it is broken out by fund year, line of coverage, and what has been paid to date.

TREASURER

Mr. Mayer referred to the February and March Bills Lists contained within the Agenda Packet.

FUND YEAR	AMOUNT
February Bills List	
Closed	$ 475,873.48
2025	$ 14,172.77
2026	$ 1,354,143.95
TOTAL	**$ 1,884,190.20**

FUND YEAR	AMOUNT
March Bills List	
2026	$ 359,020.01
TOTAL	**$ 359,020.01**

MOTION TO APPROVE RESOLUTION # 16-26 APPROVAL FOR PAYMENT OF FEBRUARY 2026 BILL LIST AND RESOLUTION # 17-26 APPROVAL FOR PAYMENT OF MARCH 2026 BILL LIST

MOTION: Commissioner Nolan
SECOND: Commissioner Macko
ROLL CALL VOTE: Unanimous

TREASURER FINACNIALS – Ms. Kontomanolis reported that the fund currently has cash in the bank, as well as investments in NJ Cash Management, a Wilmington Trust Account, and in the Joint Cash Management and Investment Account of the MEL.

MANAGED CARE:

Ms. Gallo referred the Committee to her report enclosed within the agenda. She reported that for the months of January and February, there was a savings of $388,132 resulting in 61% savings. Ms. Gallo referred to the provider specialty by charges report and the out of network utilization is minimal. Ms. Gallo then referred to the Top 10 Claimants report enclosed in the agenda. She advised that the Top 10 claimants represent 70% of total charges with an average savings rate of 64%. Lastly, Ms. Gallo stated the highest cost claim was $165,217 and achieved 61% savings.

CLAIMS SERVICE

Mr. Capp reported that the Claims Committee met on March 9th to review the PARs and is recommending approval of the same. He 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

WC
2026386540
2025351573
2026384769
2026371860
2026386901
2026381832

GL/PRP/AL
2023287065
2023280816
2026386131
2023306409
2025350807
2026373466
2026386611
2026388912
2025366696
2026387856
2024325950

MOTION:	Commissioner Nolan
SECOND:	Commissioner Macko
ROLL CALL VOTE:	Unanimous

SAFETY DIRECTOR

Mr. Genna referred to the list of surveys conducted over the past two months, as well as a list of Safety Director resources. He noted that the first executive safety committee meeting was held on the previous Tuesday. He continued to state that the next meeting topic will be claim reporting and will be held in May, prior to the fund meeting.

Safety Report Attached and Made Part of the Minutes

RISK MANAGEMENT CONSULTANT TEAM:

Mr. Merchel gave a report on the town's responsibilities under the ADA, as well as the new additions made to the act. Then, Mr. Casagrande reported on the process of insurance and indemnification requirements for the issuance of street opening permits. He stated that they intend to develop a set of recommendations for anyone issuing these permits, and he requested that any member who has current requirements forward them for analysis.

OLD BUSINESS

None.

NEW BUSINESS

None.

PUBLIC COMMENT

Prior to entering the Public Comment Section Mr. Jacobs, Esq. read the public comment statement into the record. Mr. Casagrande thanked Mr. Jenna of JA Montgomery for his quick response to an issue in one of the member towns.

CLOSING COMMENTS

None.

MOTION TO ADJOURN MEETING

MOTION:	Commissioner Nolan
SECOND:	Commissioner Gant
VOTE:	Unanimous

Meeting Adjourned at: 2:03 P.M.

NEXT MEETING: May 2026
Location TBD
1:30 P.M.

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Secretary

MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND
BILLS LIST

Resolution No. 16-26 **FEBRUARY 2026**

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 CLOSED

Vendor Name	Comment	Invoice Amount
ALLSTATE INFORMATION MANAGEMNT	VOID NO REISSUE	-59.52
		-59.52
MUNICIPAL EXCESS LIABILITY RCF	ADD. ASSESS- FY 2013 ASSESSED 12/2	66,181.00
MUNICIPAL EXCESS LIABILITY RCF	ADD. ASSESS- FY 2012 ASSESSED 12/2	146,590.00
MUNICIPAL EXCESS LIABILITY RCF	ADD. ASSESS- FY 2008 ASSESSED 12/2	47,329.00
MUNICIPAL EXCESS LIABILITY RCF	ADD. ASSESS- FY 2011 ASSESSED 12/2	215,833.00
		475,933.00
	Total Payments FY CLOSED	**475,873.48**

FUND YEAR 2025

Vendor Name	Comment	Invoice Amount
PERMA	POSTAGE 12/25	144.87
PERMA	2025 AATRIX 1099 FILING 02/26	27.90
		172.77
LITTLE SILVER BOROUGH	2025 SAFETY INCENTIVE AWARD 02/26	2,250.00
		2,250.00
RED BANK BOROUGH	2025 SAFETY INCENTIVE AWARD 02/26	1,750.00
		1,750.00
BRIELLE BOROUGH	2025 SAFETY INCENTIVE AWARD 02/26	1,750.00
		1,750.00
BOROUGH OF KEYPORT	2025 SAFETY INCENTIVE AWARD 02/26	3,000.00
		3,000.00
BOROUGH OF OCEANPORT	2025 SAFETY INCENTIVE AWARD 02/26	1,750.00
		1,750.00
TOWNSHIP OF MANALAPAN	2025 SAFETY INCENTIVE AWARD 02/26	1,750.00
		1,750.00
BOROUGH OF SPRING LAKE	2025 SAFETY INCENTIVE AWARD 02/26	1,750.00
		1,750.00
	Total Payments FY 2025	**14,172.77**

FUND YEAR 2026

Vendor Name	Comment	Invoice Amount
APEX INSURANCE AGENCY ,LLC	POL/EPL 2026 PREMIUM 1ST INSTALL 02/26	1,015,756.00
		1,015,756.00
QUAL-LYNX	OUTSIDE ADJUSTER 02/26	7,769.58
QUAL-LYNX	OUTSIDE ADJUSTER 01/26	7,769.58
QUAL-LYNX	CLAIMS ADJ. SERVICES FOR 01/26	54,593.92
QUAL-LYNX	CLAIMS ADJ. SERVICES FOR 02/26	54,593.92
		124,727.00
J.A. MONTGOMERY CONSULTING	SAFETY DIRECTOR 02/26	15,739.92
J.A. MONTGOMERY CONSULTING	SAFETY DIRECTOR 01/26	15,739.92
J.A. MONTGOMERY CONSULTING	LAW ENFORCEMENT 01/26	2,550.00
J.A. MONTGOMERY CONSULTING	LAW ENFORCEMENT 02/26	2,550.00
		36,579.84
QUALCARE, INC.	WC ACCESS/UM- 02/26 INV 10985361	19,362.67
QUALCARE, INC.	WC- ACCESS/UM- 1/26 INV 10983552	19,362.67
		38,725.34

PERMA	POSTAGE 01/26	95.06
PERMA	ADMINISTRATION FEES 02/26	36,550.58
PERMA	LOSS FUND MGMT 02/26	3,229.50
		39,875.14
CLEARY GIACOBBE ALFIERI AND JACOB, LLC	LITIGATION MGMT FOR 1/26 INV 159655 2/26	8,122.67
CLEARY GIACOBBE ALFIERI AND JACOB, LLC	ATTORNEY FEES FOR 01/26 INV 159655 2/26	1,964.33
		10,087.00
STEPHEN MAYER	TREASURER FEES 02/26	1,943.08
STEPHEN MAYER	TREASURER FEES 01/26	1,943.08
		3,886.16
MUNICIPAL EXCESS LIABILITY JIF	SEA GIRT RECEIV. WIRE DEPOSIT ERROR	81,526.30
		81,526.30
CONNER STRONG & BUCKELEW	UNDERWRITING MGR 02/26	1,149.62
		1,149.62
EXECU-TECH, INC.	WEB MAINT- DOMAIN RENEW INV 26-1 02/26	550.00
		550.00
THE CANNING GROUP LLC	QPA FEES INV MONMOUTH 26-02 02/26	583.33
THE CANNING GROUP LLC	QPA FEES INV MONMOUTH 26-01 02/26	583.33
		1,166.66
ACCESS	INV 11949073 DEPT 410 12/31/25 FOR JAN	114.89
		114.89
	Total Payments FY 2026	**1,354,143.95**
	TOTAL PAYMENTS ALL FUND YEARS	**1,844,190.20**

_____
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. 17-26 **MARCH 2026**

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 2026

Vendor Name	Comment	Invoice Amount
J.A. MONTGOMERY CONSULTING	SAFETY DIRECTOR 03/26	15,739.92
J.A. MONTGOMERY CONSULTING	LAW ENFORCEMENT 03/26	2,550.00
		18,289.92
QUALCARE, INC.	WC ACCESS/UM- 03/26	19,362.67
		19,362.67
PERMA	POSTAGE 02/26	46.37
PERMA	ADMINISTRATION FEES 03/26	36,550.58
PERMA	LOSS FUND MGMT 03/26	3,229.50
		39,826.45
STEPHEN MAYER	TREASURER FEE 03/26	1,943.08
		1,943.08
DANSKIN INSURANCE AGENCY, INC.	RMC FEES FOR 03/26	41,083.00
DANSKIN INSURANCE AGENCY, INC.	RMC FEES FOR 01/26	41,083.00
DANSKIN INSURANCE AGENCY, INC.	RMC FEES FOR 02/26	41,083.00
		123,249.00
CONNER STRONG & BUCKELEW	UNDERWRITING MGR 03/26	1,149.62
		1,149.62
USA TODAY MEDIA CORP	A# 1120891 INV 7575387 12067034 2/8/26	44.24
USA TODAY MEDIA CORP	A# 1120891 INV 7575387-12067011 2/8/26	52.60
		96.84
TOM ROGERS	2/13/26 LUNCH MEETING REIMBURSEMENT	246.11
		246.11
EXECU-TECH, INC.	WEBSITE MAINTENANCE FOR 03/26	200.00
EXECU-TECH, INC.	WEBSITE MAINTENANCE FOR 02/26	200.00
		400.00
THE CANNING GROUP LLC	QPA - MONMOUTH 26-03 03/26	583.33
		583.33
ACCESS	INV 12013814 DEPT 410 01/31/26	105.08
		105.08
BROWN & BROWN METRO, LLC	RMC-1ST INSTALL BOR. W. LONG BRANCH	11,194.20
BROWN & BROWN METRO, LLC	RMC- 1ST INST. BOR. BRADLEY BEACH 3/26	14,757.12
		25,951.32
CLEARY GIACOBBE ALFIERI AND JACOB, LLC	LITIGATION MGMT FOR 2/26 INV 161140	13,353.67
CLEARY GIACOBBE ALFIERI AND JACOB, LLC	ATTORNEY FEES FOR 02/26 INV 161140	1,964.33
		15,318.00
BROWN & BROWN METRO, LLC	RMC 1ST INSTALL 2026- MANALAPAN 3/26	19,873.59
		19,873.59
ACRISURE NJ PARTNERS INS. SERVICES, LLC	RMC 1ST INSTALL 2026-MARLBORO 03/26	39,133.00
ACRISURE NJ PARTNERS INS. SERVICES, LLC	RMC 1ST INSTALL 2026- LAKE COMO 03/26	3,075.00
ACRISURE NJ PARTNERS INS. SERVICES, LLC	RMC 1ST INSTALL 2026- EATONTOWN 3/26	23,580.00
ACRISURE NJ PARTNERS INS. SERVICES, LLC	RMC 1ST INSTALL 2026- HAZLET 03/26	26,837.00
		92,625.00
	Total Payments FY 2026	**359,020.01**
	TOTAL PAYMENTS ALL FUND YEARS	**359,020.01**

_____
Chairperson

Attest:

_____ Dated: _____

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

_____
Treasurer