

**SOUTH BERGEN MUNICIPAL JOINT INSURANCE FUND  
MINUTES  
MEETING –FEBRUARY 20, 2013  
LODI MUNICIPAL BUILDING  
4:30 P.M.**

Meeting called to order by Mr. Hansen. Open Public Meeting Act read into Minutes by Chairman.

**ROLL CALL OF EXECUTIVE COMMITTEE:**

<b>Chairman</b>		
Frank Bianchi	Lyndhurst	Absent
<b>Secretary</b>		
John Hansen	E. Rutherford	Present
<b>Executive Committee</b>		
Peggy Thomas	Borough of Fort Lee	Present
Charles Cuccia	Borough of Maywood	Absent
Peter Van Winkle	Borough of Rutherford	Present
Anthony Luna	Borough of Lodi	Absent
Dominick Azzolini	Borough of Wood Ridge	Present
<b>ALTERNATES</b>		
Gregory Franz #1	Borough of Edgewater	Present
Joseph Crifasi #2	Borough of Carlstadt	Present
Victor Baginski #3	Borough of Wallington	Absent

**APPOINTED OFFICIALS PRESENT:**

Executive Director/ Administrator	Perma Risk Management Services <b>Stephen Sacco</b>	Present
Attorney	<b>Paul Barberi</b>	Present
Underwriting Manager	Conner Strong & Buckelew <b>Joseph Hrubash</b>	Present
Claims Services	Bergen Risk Managers <b>Robert McGuire</b>	Present
Treasurer	<b>Joseph Iannaconi, Jr.</b>	Present
Safety Director	JA Montgomery <b>David McHale</b>	Present

**OTHERS PRESENT:**

Jim Kickham, Perma  
Jason Thorpe, Perma  
Celina Urbankowski, Wallington  
John Rossi, Fairview  
Robert Davidson, Rochelle Park  
Robert Colletti, Elmwood Park  
Steve Lolacano, Hackensack  
Kim Loos, RMC  
Philip Bogle, RMC  
Ezio Altamura, RMC  
Frank Covelli, RMC  
Cathy Marecki, RMC  
Matt McArow, RMC  
David Vozza, RMC  
Andrew Durkin, RMC  
Ken Schulz, JA Montgomery

**APPROVAL OF MINUTES: JANUARY 16, 2013**

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

**MOVED:** Commissioner Van Winkle  
**SECOND:** Commissioner Thomas  
**VOTE:** Unanimous

**MOTION TO APPROVE CLOSED MINUTES FOR THE ABOVE REFERENCED MEETING:**

**MOVED:** Commissioner Van Winkle  
**SECOND:** Commissioner Thomas  
**VOTE:** Unanimous

**CORRESPONDENCE:**

None.

**MOTION TO ENTER INTO EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES: PERSONNEL - SAFETY & PROPERTY OF PUBLIC LITIGATION**

**MOVED:** Commissioner Van Winkle  
**SECOND:** Commissioner Crifasi  
**VOTE:** Unanimous

**MOTION TO ADJOURN EXECUTIVE SESSION**

**MOTION:** Commissioner Azzolini  
**SECOND:** Commissioner Van Winkle  
**VOTE:** Unanimous

**MOTION TO APPROVE PAYMENT OF CLAIMS AND THE RUTHERFORD CLAIM WORKERS' COMPENSATION LIEN COMPROMISE AS DISCUSSED DURING EXECUTIVE SESSION:**

W48374	GL
X21559	AL
X52995	WC
X48342	WC
X53009	WC
X53033	WC
X46715	PRP
X52940	PRP
X51216	PRP
X52017	PRP
X50611	WC
W79486	WC
X40248	WC

**MOTION:** Commissioner Azzolini  
**SECOND:** Commissioner Thomas  
**VOTE:** Unanimous

**TREASURER:**

Mr. Iannaconi's Monthly Financial Report which contained an overview of the transactions that took place for the month relative to the financial portfolio of the Fund was introduced.

**RESOLUTION 11-13 FEBRUARY VOUCHER PAYMENTS (BILL LIST):**

2012:	\$ 2,088.51
2013:	\$ 718,980.95
<b>TOTAL:</b>	<b>\$ 721,069.46</b>

**MOTION TO APPROVE CERTIFICATION OF CLAIMS & CONFIRMATION OF CLAIMS PAYMENTS FOR THE MONTH OF JANUARY AND APPROVE VOUCHER LISTS FOR THE MONTH OF FEBRUARY, AS SUBMITTED:**

<b>MOVED:</b>	Commissioner Van Winkle
<b>SECOND:</b>	Commissioner Azzolini
<b>VOTE:</b>	Unanimous

*Treasurer's Reports Attached and Made Part of the Minutes*

**EXECUTIVE DIRECTOR/ADMINISTRATOR:**

**CLAIMS REVIEW COMMITTEE:**

The Claims Review Committee met on Thursday, February 20, 2013. Report will be discussed in closed session.

**FINANCIALS** – Mr. Sacco referred the Committee to the Financial Fast Track chart contained within the agenda booklet and indicated that it is the year-end report. He advised the Committee on the Fund's statutory surplus position as of December 31st. Mr. Sacco also reminded the Committee that 2009 is still operating with a deficit, but the position continues to improve each month. He added that there are enough funds in other years to extinguish the deficit. Mr. Sacco then referred the Committee to the Claims Management Report. He advised that at the 2012 claims were tracked at 52% and at the end of 2011 the claims were tracked at 77%. The Fund continues to display progress. Mr. Sacco also referred to the Lost Time Accident Frequency Report (LTAF). He informed the Committee that the Fund's LTAF decreased from 3.03 in 2011 to 2.41 in 2012.

**2013 RISK MANAGEMENT PLAN** – Mr. Sacco referred to an excerpt from the 2013 Risk Management Plan clarifying the flood zone designations. He advised that there was a

typographical error in the previously approved Plan and the change is reflected in the final paragraph. Mr. Sacco then indicated that a motion was needed approving the revision.

**MOTION TO APPROVE THE REVISED 2013 RISK MANAGEMENT PLAN  
CLARIFYING THE FLOOD ZONE DESIGNATION AS VE:**

**MOTION:** Commissioner Van Winkle  
**SECOND:** Commissioner Thomas  
**VOTE:** Unanimous

**NON-REGULATED UNDERGROUND STORAGE TANKS** - Mr. Sacco referred to a copy of the E-JIF bulletin enclosed in the Agenda booklet. He advised that the enclosed bulletin is being distributed to members concerning the discontinuation of coverage for non-regulated Underground Storage Tanks that are 20 years old or more – effective January 1, 2014.

**LEGISLATIVE ALERT** – A Legislative Alert was emailed to Fund Commissioners on January 25<sup>th</sup> concerning Assembly 1196: First Responders’ Workers’ Compensation Presumption. Following a hearing held on January 28<sup>th</sup>, Assembly 1196 was amended and pended for a later voting session, probably in February. According to feedback, the efforts of the League and the MEL’s legislative alert were effective and several key legislators are interested in discussing the issue.

**2013 ASSESSMENTS** – First installment payments were due to Treasurer, by January 31, 2013.

**2013 MEL & MR HIF EDUCATIONAL SEMINAR:** The 3<sup>rd</sup> annual seminar is scheduled for Friday, April 12<sup>th</sup>, beginning at 9:00 AM at the National Conference Center, Holiday Inn, NJ Turnpike Exit 8, East Windsor, NJ. The seminar qualifies for an extensive list of Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees and insurance producers associated with MEL and MR HIF members as well as personnel who work for service companies that are engaged by MEL member JIFs and MR HIF member HIFs. Mr. Sacco informed the Committee that spots are limited for this seminar and asked that Commissioners that are interested in attending return their registrations to the Fund Office as soon as possible.

**MANAGEMENT WEBINARS:** The MEL Website ([njmel.org](http://njmel.org)) has a new section with management oriented webinars that are recorded and are available for viewing at any time. The initial six webinars are: (1) An orientation for JIF Commissioners which discusses the structure of a JIF and basic JIF governance; (2) Title 59 discusses how this statute impacts liability suits against local governmental entities; (3) Public Officials and Employment Practices Liability reviews what local officials should know to prevent these suits; (4) Local Officials Ethics Act examines the requirements of this statute; (5) Environmental Liability which is the course developed by the E JIF to comply with NJDEP storm water training requirements for local officials, and (6) Pedestrian Safety discusses a

community based program to prevent these accidents. Additional titles are under development.

**FINANCIAL DISCLOSURE FORM** – Mr. Sacco advised that for 2013, Financial Disclosure forms will be submitted online. He referred to a copy of a notice received from the Division of Local Government Services concerning the implementation of an on-line process for Local Government Officers (LGOs) to file their financial disclosure statement forms commencing in 2013 enclosed in the Agenda booklet.

**RISK MANAGEMENT CONSULTANT AGREEMENTS** - Enclosed is a listing by member town of the risk management consultant agreements received in our office. Mr. Sacco advised that RMC Agreements must be received by the Fund Office before payments can be processed. When all agreements have been received, Perma will prepare a filing with the Departments of Insurance and Community Affairs.

**EPL/POL** – Enclosed in the Agenda booklet is the current status report for the EPL/POL compliance per member.

**2013 PRIMA CONFERENCE** – Mr. Sacco advised that the next PRIMA convention will take place in Tampa, Florida from June 2 – 5, 2013. He asked that Fund Commissioners check their calendars and determine if they are interested in attending this year's conference. To guarantee conference hotel rates, reservations must be made by Friday, May 10, 2013.

**MOTION TO ADOPT RESOLUTION #12 -13 AUTHORIZING TRAVEL AND RELATED EXPENSES FOR ATTENDANCE OF TWO MEMBERS AT THE ANNUAL RISK MANAGEMENT CONFERENCE.**

**MOTION:** Commissioner Thomas  
**SECOND:** Commissioner Franz  
**VOTE:** Unanimous

**CASH MANAGEMENT PLAN**- At January 2013 meeting, the Fund's Cash Management Plan that listed Wells Fargo Bank as an authorized depository was approved. After an RFP and extensive research and discussion, The MEL, RCF and several other JIF/HIF's have started using Wells Fargo for their banking and investments. It is recommended that the South Bergen JIF also move all it's investments and bank accounts to Wells Fargo bank.

**MOTION TO TRANSFER THE SOUTH BERGEN MUNICIPAL JOINT INSURANCE FUND'S ASSETS TO WELLS FARGO BANK.**

**MOTION:** Commissioner Azzolini  
**SECOND:** Commissioner Thomas  
**VOTE:** Unanimous

**SOUTH BERGEN JIF WEBSITE** - Mr. Sacco informed the Board that Execu-Tech, Inc. has launched the website on behalf of the South Bergen JIF and it is now available for review at [www.sbjif.org](http://www.sbjif.org).

With nothing further, Mr. Sacco concluded his report.

**ATTORNEY:**

Report contained in the agenda booklet.

**SAFETY REPORT:**

Mr. McHale reviewed the January activities and the February agenda. He referred the Committee to the list of upcoming training classes that are scheduled for the beginning of April.

Lastly, Mr. McHale advised that the Fund's annual Safety Awards Breakfast will be held on March 27<sup>th</sup> at the Stony Hill Inn. He added that electronic invitations will be sent out in the next week.

*Safety Report Attached and Made Part of the Minutes*

**UNDERWRITING MANAGER:**

Mr. Hrubash began his report by referring the Board to MEL Bulletin #13-01 that was enclosed in the Agenda packet. He advised that all 2013 MEL Bulletins are now available on the MEL website and that notice was sent to all members informing them of the posting.

Mr. Hrubash also referred the Committee to a memorandum he sent to all Executive Directors contained with the Agenda packet. He reminded the Committee that in 2011, the MEL was no longer the Primary for POL/EPL coverage. The coverage was moved to XL Insurance for a 2 year contract. Mr. Hrubash added that there were individual placements done for each Fund but it was based on a statewide premium of all MEL member JIFs. That program expired, and the MEL renewed, subject to reallocation per Fund based on their loss runs, for 1 year. His office approached XL requesting another 2 year contract, and they were in agreement. Mr. Hrubash indicated that a motion was needed approving the 2 year deal with XL if the Board was in favor of it.

**MOTION TO APPROVE A 2 YEAR CONTRACT BETWEEN THE SOUTH BERGEN JOINT INSURANCE FUND AND XL INSURANCE FOR POL/EPL COVERAGE**

**MOTION:** Commissioner Azzolini  
**SECOND:** Commissioner Van Winkle  
**VOTE:** Unanimous

Mr. Hrubash then referred the Board to an additional memorandum enclosed within the Agenda booklet regarding Buy-down deductible co-pay option. That option was available to members that qualify based on loss experience and in compliance with the loss control program. The responses were due back to Mr. Hrubash by February 1, 2013 in order to have the change retroactive to January 1, 2013. He has been advised by XL that members can still make a change, but the change will be for the day it is approved and going forward, and not retroactive.

Lastly, Mr. Hrubash referred the list of his monthly certificates, which was contained within the Agenda Packet.

*Underwriting Certificates made part of the Minutes*

**MANAGED CARE:**

Mr. McGuire referred the Committee to his report contained in the Agenda packet.

*Monthly Report Made Part of Minutes.*

**OLD BUSINESS:**

None

**NEW BUSINESS:**

None

**PUBLIC COMMENT:**

None

**MOTION TO ADJOURN MEETING**

<b>MOTION:</b>	Commissioner Crifasi
<b>SECOND:</b>	Commissioner Thomas
<b>VOTE:</b>	Unanimous

**MEETING ADJOURNED:**  
**NEXT MEETING:**

**5:00 pm**  
**March 2013**  
**Lodi Borough Hall**

  
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Jason Thorpe, Assisting Secretary

For  
**JOHN HANSEN, SECRETARY**

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**SOUTH BERGEN MUNICIPAL JOINT INSURANCE FUND  
BILLS LIST**

Resolution No. 11-13

FEBRUARY 2013

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

BE IT RESOLVED that the South Bergen 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 2012**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
010750			
010750	STONY HILL INN	SIP : SAFETY BREAKFAST - 02/2013	1,870.31
			<b>1,870.31</b>
010751			
010751	ALLSTATE INFORMATION MNGMNT	DEPT: 414 - ACT & STOR 12/31/2012	50.15
			<b>50.15</b>
010752			
010752	NORTH JERSEY MEDIA GROUP	ADV NO. 1121131 - 10/24/2012 - 2013 PROP	60.91
010752	NORTH JERSEY MEDIA GROUP	ADV NO. 1121131 - 10/24/2012 - POS/DEFEN	39.18
010752	NORTH JERSEY MEDIA GROUP	ADV NO. 1121131 - 10/03/2012 - 10/12 MTG	35.40
010752	NORTH JERSEY MEDIA GROUP	ADV NO. 1121131 - 10/20/2012 - MTG CHNG	32.56
			<b>168.05</b>
		Total Payments – 2012	2,088.51

**FUND YEAR 2013**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
010753			
010753	BERGEN RISK MANAGER, INC.	COST CONTAINMENT SERVICE - 02/2013	31,954.67
			<b>31,954.67</b>
010754			
010754	APEX INSURANCE SRVS c/o XL INS	TECHNOLOGY ERRORS&OMISSIONS - 1ST 2013	5,750.00
010754	APEX INSURANCE SRVS c/o XL INS	POL/EPL 1ST 2013	394,133.00
010754	APEX INSURANCE SRVS c/o XL INS	VOLUNTEER DIRECTORS & OFFICERS 1ST 2013	7,671.50
			<b>407,554.50</b>
010755			
010755	BERGEN RISK MANAGERS	CLAIMS ADMIN - 02/2013	45,747.25
010755	BERGEN RISK MANAGERS	COMPUTER TIME SHARE - 02/2013	3,433.32
			<b>49,180.57</b>
010756			
010756	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 01/2013	8,463.63
			<b>8,463.63</b>
010757			
010757	PERMA	POSTAGE FEE 01/2013	55.45
010757	PERMA	EXECUTIVE DIRECTOR FEE 02/2013	28,920.39
			<b>28,975.84</b>
010758			
010758	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER - 02/2013	1,326.50
			<b>1,326.50</b>
010759			
010759	EXECU-TECH, INC.	WEB DEVELOPEMENT - 02/5/13	2,000.00
010759	EXECU-TECH, INC.	WEB DESIGN: HOSTING SERV & DOMAIN NAME	236.98
			<b>2,236.98</b>

010760	THE VOZZA AGENCY	RMC FEE 1ST 2013 - FORT LEE	59,771.72
010760	THE VOZZA AGENCY	RMC FEE 1ST 2013 - EDGEWATER BORO	18,748.18
			<b>78,519.90</b>
<b>010761</b>			
010761	GJEM INSURANCE AGENCY INC	RMC FEE 1ST 2013 - RIDGEFIELD PARK	18,870.60
010761	GJEM INSURANCE AGENCY INC	RMC FEE 1ST 2013 - BOGOTA BORO	10,287.60
010761	GJEM INSURANCE AGENCY INC	RMC FEE 1ST 2013 - LITTLE FERRY	11,796.87
			<b>40,955.07</b>
<b>010762</b>			
010762	PROFESSIONAL INSURANCE	RMC FEE 1ST 2013 - WOOD-RIDGE BORO	12,070.09
010762	PROFESSIONAL INSURANCE	RMC FEE 1ST 2013 - CARLSTADT BORO	16,512.38
010762	PROFESSIONAL INSURANCE	RMC FEE 1ST 2013 - ROCHELLE PARK TWP	9,984.27
			<b>38,566.74</b>
<b>010763</b>			
010763	PAUL S. BARBIRE, ESQ.	ATTORNEY FEE 02/2013	3,373.00
			<b>3,373.00</b>
<b>010764</b>			
010764	THE BOGLE AGENCY, INC.	RMC FEE 1ST 2013 - LYNDHURST TWP	27,873.55
			<b>27,873.55</b>
	Total Payments – 2013		718,980.95

**TOTAL PAYMENTS ALL FUND YEARS \$ 721,069.46**

**SOUTH BERGEN MUNICIPAL JOINT INSURANCE FUND**

**RESOLUTION # 12 -13**

**RESOLUTION AUTHORIZING ADVANCED TRAVEL EXPENSES FOR  
AUTHORIZED OFFICIAL TRAVEL**

**WHEREAS**, N.J.S.A. 40a:5-16.1 permits the governing body of any local unit to authorize payment in advance toward expenses for authorized official travel; and

**WHEREAS**, certain Commissioners of the South Bergen Municipal Joint Insurance Fund may need to travel to the PRIMA Conference on or about June 2, 2013 for the purpose of attending a seminar on public entity risk management and pooling, and;

**WHEREAS**, the Treasurer has certified that funds are available from the 2013 miscellaneous contingency budget not to exceed \$3,000 per attending commissioner, and;

**WHEREAS**, the Commissioners representing the South Bergen Municipal Joint Insurance Fund will verify their expenses and any excess cash will be repaid to the South Bergen Municipal Joint Insurance Fund along with a detailed bill of items or demand, and the certification of affidavit required by N.J.S.A. 40A:5-16 which will be submitted within 10 days after the completion of the travel for which the advance was made;

**NOW THEREFORE BE IT RESOLVED**, that the Treasurer is hereby instructed to make up to \$3,000 in advance or reimbursement payment for the attending Commissioners of the South Bergen Municipal Joint Insurance Fund.

South Bergen Municipal Joint Insurance Fund

ATTEST:

Chairperson

Secretary

