

**OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND  
MINUTES  
MARCH 8, 2018  
TOMS RIVER MUNICIPAL BUILDING  
3:00 P.M.**

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Meeting Called to Order by Chairperson Lapp. Open Public Meeting Statement read into the record.

Pledge of Allegiance

**ROLL CALL OF 2018 EXECUTIVE COMMITTEE:**

Diane Lapp, Chairperson, Township of Manchester	Present
Charlene Carney, Vice Chair, Borough of Pine Beach	Present
Veronica Laureigh, Secretary, Twp. of Lacey	Present
Thomas Rodgers, Twp. Of Toms River	Present
Joseph Gilsean, Township of Brick	Present
Michael Gross, Borough of Surf City	Present
Joseph Kostecki, Borough of South Toms Rivers	Present
Senator Robert Singer, Township of Lakewood, Alternate #1	Present
William Akers, Borough of Seaside Heights, Alternate #2	Present

**APPOINTED OFFICIALS PRESENT:**

<b>Executive Director /Administrator</b>	Perma Risk Management Services.	Stephen Sacco	Present
<b>Attorney</b>	Citta, Holzapfel, Zabarsky	Steven Zabarsky, Esq.	Present
<b>Treasurer</b>		Bill Garofalo	Present
<b>Claims Service</b>	Qual-Lynx	Kathy Kissane	Present
<b>Underwriting Manager</b>	Conner Strong & Buckelew	Ed Cooney	Absent
<b>Safety Director</b>	JA Montgomery	Keith Hummel	Absent
<b>Risk Management Consultants</b>	Conner Strong & Buckelew	Mike Avalone	Present

**ALSO PRESENT**

Jason Thorpe, PERMA  
Donnelly Amico, Lavallette  
Bob Forsyth, Point Pleasant  
Gemma Armenia, Qual-Lynx  
Taylor Jacob, Medlogix  
Joe Mirarchi, JA Montgomery  
Paul Shives, JA Montgomery

**APPROVAL OF MINUTES:** January 11, 2018

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

**MOTION:** Commissioner Kostecki  
**SECOND:** Commissioner Rodgers  
**ROLL CALL VOTE:** Unanimous

**CORRESPONDENCE:**

Mr. Sacco indicated that there were two items under correspondence. He first referred to the J.A. Montgomery staff announcement announcing that Mr. Keith Hummel would be replacing Ms. Hall as she has retired. Mr. Sacco noted that Mr. Mirarchi will remain the point of contact for members. He then referred to a notice from CSG announcing that they have changed their name to Medlogix.

**TREASURER:**

Mr. Garofalo reviewed the report he distributed prior to the meeting detailing the financial portfolio of the Fund as well as the cash investments and imprest/transfers. Mr. Garofalo also reported on the Bills List for the month that was enclosed within the agenda booklet.

February 2018

FUND YEAR	AMOUNT
2017	\$80.43
2018	\$ 2,082,842.14
<b>TOTAL</b>	<b>\$ 2,082,922.57</b>

**MOTION TO APPROVE RESOLUTION # 10-18  
APPROVAL FOR PAYMENT OF FEBRUARY 2018 BILLS LIST**

**MOTION:** Commissioner Laureigh  
**SECOND:** Commissioner Gilsenan  
**ROLL CALL VOTE:** Unanimous

March 2018

FUND YEAR	AMOUNT
2018	\$128,081.72
<b>TOTAL</b>	<b>\$128,081.72</b>

**MOTION TO APPROVE RESOLUTION # 11-18  
APPROVAL FOR PAYMENT OF MARCH 2018 BILLS LIST**

**MOTION:** Commissioner Gross  
**SECOND:** Commissioner Gilsenan  
**ROLL CALL VOTE:** Unanimous

*Copy of the Treasurer's Report made a part of the Minutes.*

**EXECUTIVE DIRECTOR:**

**EXECUTIVE SAFETY COMMITTEE** – Mr. Sacco said the Ocean JIF Safety Awards & Kickoff Breakfast is scheduled for Wednesday, March 21, 2018 at the Clarion Hotel & Conference Center in Toms River, NJ.

**MEL/RCF/E-JIF MEETINGS** – Mr. Sacco reported that the MEL, RCF, and E-JIF meetings were all postponed due to weather and rescheduled for April 6, 2018 at the Hyatt Regency in Princeton, NJ. He added that copies of Commissioner Laureigh's reports will be included in the May agenda.

**2018 MEL & MR HIF EDUCATIONAL SEMINAR** – Mr. Sacco informed the Board that the 8<sup>th</sup> annual seminar is scheduled for Friday April 20, 2018 at the National Conference Center in East Windsor, NJ. He advised that the seminar qualifies for an extensive list of Continuing Educational Credits and referred to the enrollment form enclosed within the agenda packet.

**EMPLOYMENT PRACTICES LIABILITY 2018/2019 PROGRAM** – Mr. Sacco reported that every two years the MEL updates its Employment Practices Compliance Program, including the Model Personnel Manual and training programs. He said that Mr. Avalone and Judge Millard will once again be conducting the training for the membership. Mr. Sacco informed the Board that members will be notified when mandatory Manager/Supervisory Training and Police Command Staff Trainings are scheduled.

**DUE DILIGENCE REPORTS** - Mr. Sacco referred the Committee to the Financial Fast Track chart contained within the agenda booklet. He reported that the Fund's statutory surplus position is 13.2 million. He added that the Fund continues to perform exceptionally well and is in excellent financial condition.

**JOSEPH E. BUCKELEW RESOLUTION** – Mr. Sacco asked Mr. Avalone to present Resolution # 12-18 honoring Joseph Buckelew’s induction into the New Jersey Hall of Fame. Mr. Avalone referred to the resolution enclosed within the agenda and read Resolution #12-18 into the record. He then asked for a motion to adopt the resolution.

**MOTION TO ADOPT RESOLUTION 12-18 HONORING JOSEPH E. BUCKELEW’S 2018 INDUCTION INTO THE NEW JERSEY HALL OF FAME**

<b>MOTION:</b>	Commissioner Laureigh
<b>SECOND:</b>	Commissioner Rodgers
<b>VOTE:</b>	Unanimous

**ATTORNEY:**

Mr. Zabarsky advised that his report will be conducted during closed session.

**SAFETY DIRECTOR:**

Mr. Mirarchi reviewed the February activities and the March agenda. He advised the Committee of upcoming meetings and trainings. He then referred to the Safety Director’s bulletins that were recently released enclosed within the agenda booklet.

*Copy of the Safety Director’s Report made a part of the Minutes*

**UNDERWRITING MANAGER:**

Mr. Thorpe referred to the list of certificates issued for the month of January contained within the agenda Packet. He informed the Board that the list of certificates issued for the month of February is available via email. Mr. Thorpe added that going forward, when there are large amounts of certificates issued for the month, they will be made available upon request via email.

*List of Certificates made part of the Minutes.*

**RISK MANAGEMENT CONSULTANT:**

Mr. Avalone informed the Board that the Borough of Pine Beach has submitted the necessary paperwork to receive the previously approved Police Accreditation grant. He added that the Borough of South Toms River is preparing an application for a Police Accreditation grant.

Mr. Avalone referred to the Managers & Supervisors training schedule within his report and noted that the deadline is October 1<sup>st</sup>. He noted that the training is mandatory and make-up sessions can be scheduled if needed. Mr. Avalone

further noted that the Police Command Staff training schedule will be sent to the membership once it is prepared.

Mr. Avalone informed the Board that the online version of Elected Officials' training is available via the MEL website and also referred to the in-person training schedule.

Mr. Avalone announced that a regional Lifeguard Symposium has been scheduled for June 13<sup>th</sup> and a full announcement will be sent to the membership in the near future. Mr. Mirarchi added that the symposium is geared more towards Public Officials and management as policies & procedures and the recommended best practices.

*Copy of the Risk Manager's Report made a part of the Minutes.*

**MANAGED CARE:**

Ms. Jacob referred to her report contained in the agenda booklet. She informed the Committee that for the month of February, there has been a savings of \$279,724.75 or 50.36% on the medical billing for Workers' Compensation claims.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

None.

**MEETING OPENED TO PUBLIC FOR COMMENT:**

No Public Comments were made,

Chairperson Lapp indicated that the claims were reviewed by the Executive Committee prior to the meeting and advised that entering into closed session was unnecessary unless any Committee member was opposed. Hearing no opposition, Ms. Kissane asked for a motion to approve the claims.

**MOTION TO APPROVE PAYMENT OF CLAIMS AS RECOMMENDED BY THE EXECUTIVE COMMITTEE, THE FOLLOWING PARS WERE APPROVED:**

**Workers Compensation**

**2018121425**

**001236540**

**001236539**

**001225072**

**2018121335**

001264392  
2018121337  
2018121339  
2018121338  
2018121790  
001238446  
001227353  
2018118769  
2018120314  
2018121789  
001248754  
2018120155

**GL, AL, and Property claims**

2018121482  
001222667  
001234485  
2018108138  
2018124795  
001248939  
2018110963

**MOTION:** Commissioner Kostecki  
**SECOND:** Commissioner Laureigh  
**ROLL CALL VOTE:** Unanmious

**MOTION TO ADJOURN MEETING:**

**MOTION:** Commissioner Laureigh  
**SECOND:** Commissioner Gilsenan  
**VOTE:** Unanimous

Meeting Adjourned at: 3:18 PM

NEXT MEETING: May, 2018 3:00 PM  
Toms River Municipal Building  
33 Washington Street  
Toms River, NJ 08754

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- Secretary

# OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND BILLS LIST

**Resolution No. 10-18**

**FEBRUARY 2018**

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

**BE IT RESOLVED** that the Ocean 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 2017**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
<b>001400</b>			
001400	PERMA	2017 1099 AATRIX FILINGS	14.95
			<b>14.95</b>
<b>001401</b>			
001401	ALLSTATE INFORMATION MANAGEMNT	ACCT: 411 - ACT & STOR - 12/31/2017	65.48
			<b>65.48</b>
		Total Payments FY 2017	80.43

**FUND YEAR 2018**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
<b>001402</b>			
001402	MUNICIPAL EXCESS LIABILITY JIF	FAITHFUL PERFORMANCE BOND 1ST QTR 2018	5,183.37
			<b>5,183.37</b>
<b>001403</b>			
001403	MUNICIPAL EXCESS LIABILITY JIF	MEL PROPERTY 1ST QTR 2018	240,864.49
001403	MUNICIPAL EXCESS LIABILITY JIF	MEL 1ST QTR 2018	840,894.70
			<b>1,081,759.19</b>
<b>001404</b>			
001404	APEX INSURANCE SVS, c/o XL INSURANCE	TECH ERRORS & OMISSIONS 1OF2 INSTALL'18	13,764.00
			<b>13,764.00</b>
<b>001405</b>			
001405	APEX INS SVS, c/o QBE INSURANCE	VOLUNT EMERG SERV DIR & OFF 1OF2 INSTALL	10,744.50
001405	APEX INS SVS, c/o QBE INSURANCE	POL & EPL 1 OF 2 INSTALL'18	785,736.50
			<b>796,481.00</b>
<b>001406</b>			
001406	APEX INS SVS, c/o BEAZLEY	TECH ERRORS & OMISSIONS 1OF2 INSTALL'18	7,874.00
			<b>7,874.00</b>
<b>001407</b>			
001407	QUAL-LYNX	OUTSIDE ADJUSTER - 02/2018	5,710.06
001407	QUAL-LYNX	CLAIM ADJUSTING SERVICES - 02/2018	58,655.06
			<b>64,365.12</b>
<b>001408</b>			
001408	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERIVES 02/2018	10,513.50
			<b>10,513.50</b>
<b>001409</b>			
001409	PERMA	POSTAGE FEE 01/2018	15.76
001409	PERMA	EXECUTIVE DIRECTOR FEE 02/2018	24,978.83

001409	PERMA	LOSS FUND MANAGEMENT - 02/2018	2,316.08
			<b>27,310.67</b>
<b>001410</b>			
001410	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES - 02/2018	3,851.00
001410	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES - 01/2018	3,851.00
			<b>7,702.00</b>
<b>001411</b>			
001411	CITTA, HOLZAPFEL & ZABARSKY PC	LITIGATION MANAGEMENT - 01/2018	15,320.25
001411	CITTA, HOLZAPFEL & ZABARSKY PC	ATTORNEY FEE 01/2018	3,602.00
			<b>18,922.25</b>
<b>001412</b>			
001412	WILLIAM GAROFALO	TREASURER FEE 02/2018	2,980.81
			<b>2,980.81</b>
<b>001413</b>			
001413	MUNICIPAL EXCESS LIABILITY JIF	MSI 1ST QTR 2018	24,255.23
			<b>24,255.23</b>
<b>001414</b>			
001414	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 02/2018	981.00
			<b>981.00</b>
<b>001415</b>			
001415	LAKEHURST BOROUGH	POLICE ACCREDITATION GRANT - 02/18	20,000.00
			<b>20,000.00</b>
<b>001416</b>			
001416	EXECU-TECH, INC.	WEBSITE MAINTENANCE - 02/2018	200.00
001416	EXECU-TECH, INC.	WEBSITE/HOSTING/DOMAIN RNWL 01/2018	550.00
			<b>750.00</b>
		Total Payments FY 2018	2,082,842.14

**TOTAL PAYMENTS ALL FUND YEARS \$ 2,082,922.57**

\_\_\_\_\_  
CHAIRPERSON

Attest:

Dated: \_\_\_\_\_

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

\_\_\_\_\_  
Treasurer



# OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND BILLS LIST

**Resolution No. 11-18**

**MARCH 2018**

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

**BE IT RESOLVED** that the Ocean 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 2018**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
<b>001417</b>			
001417	QUAL-LYNX	OUTSIDE ADJUSTER - 03/2018	5,710.06
001417	QUAL-LYNX	CLAIM ADJUSTING SERVICES - 03/2018	58,655.06
			<b>64,365.12</b>
<b>001418</b>			
001418	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 03/2018	10,513.50
			<b>10,513.50</b>
<b>001419</b>			
001419	PERMA	LOSS FUND MANAGEMENT - 03/2018	2,316.08
001419	PERMA	EXECUTIVE DIRECTOR FEE 03/2018	24,978.83
			<b>27,294.91</b>
<b>001420</b>			
001420	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES - 03/2018	3,851.00
			<b>3,851.00</b>
<b>001421</b>			
001421	CITTA, HOLZAPFEL & ZABARSKY PC	LITIGATION MANAGEMENT FEE 02/2018	14,172.00
001421	CITTA, HOLZAPFEL & ZABARSKY PC	ATTORNEY FEE 02/2018	3,602.00
			<b>17,774.00</b>
<b>001422</b>			
001422	WILLIAM GAROFALO	TREASURER FEE 03/2018	2,980.81
			<b>2,980.81</b>
<b>001423</b>			
001423	ASBURY PARK PRESS	ACCT: ASB-028930 - 1/30/18 - MTG SCHED	55.90
			<b>55.90</b>
<b>001424</b>			
001424	ALLSTATE INFORMATION MANAGEMNT	ACCT: 411 - ACT & STOR 1/31/2018	65.48
			<b>65.48</b>
<b>001425</b>			
001425	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 03/2018	981.00
			<b>981.00</b>
<b>001426</b>			
001426	EXECU-TECH, INC.	WEBSITE MAINTENANCE - 03/2018	200.00
			<b>200.00</b>

Total Payments FY 2018 128,081.72

**TOTAL PAYMENTS ALL FUND YEARS \$ 128,081.72**

RESOLUTION NO. 12-18  
OF THE  
OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND  
HONORING

**JOSEPH E. BUCKELEW**

WHEREAS Joseph Buckelew was instrumental in establishing the Ocean JIF, one of the original members of the Municipal Excess Liability Joint Insurance Fund; and

WHEREAS A lifelong resident of Ocean County, Mr. Buckelew served as Lakewood Mayor, Police Commissioner as well as the Ocean County Board of Freeholders; and

WHEREAS For seven years, Mr. Buckelew was Chairman of New Jersey Highway Authority and the New Jersey Sports and Exposition Authority; and

WHEREAS Mr. Buckelew currently serves on the Board of the New Jersey Meadowland Commission; and

WHEREAS Since 1959, he has held prominent roles in Joseph Buckelew Associates, a prominent Toms River Insurance brokerage that is now a part of Conner Strong and Buckelew; and

WHEREAS Mr. Buckelew will be honored on May 6<sup>th</sup> as one of the 16 newest inductees in the New Jersey Hall of Fame; and

**NOW THEREFORE BE IT RESOLVED** that the Board of Fund Commissioners of the Municipal Excess Liability Joint Insurance Fund honors Joseph E. Buckelew for his lifetime of achievement to his community and the State of New Jersey and thanks him for the instrumental role he played in 1987 in the formation of the Ocean JIF and the MEL.

This resolution was moved, seconded and unanimously approved this 8<sup>th</sup> day of March 2018.

By \_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary