

**MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND
OPEN MINUTES
JANUARY 5, 2023
VIA TELECONFERENCE - 11:15 AM**

Fund Attorney stated that since the meeting format was changed from in-person to virtual a representative from the Fund office – Brandon Tracy – was present at the Forsgate Country Club in Monroe NJ to address any members of the public that may have gone to that location. Mr. Tracy verbally confirmed he was present at the Forsgate and is participating in the meeting.

Chairwoman Tozzi called the meeting to order and read the statement of compliance open public meeting act.

ROLL CALL OF 2022 BOARD OF FUND COMMISSIONERS

Joy Tozzi	Township of Robbinsville - Mid-Jersey JIF	Present
Paul Tomasko	Borough of Alpine – Bergen JIF	Present
Robert Law	Woodbury City - Trico JIF	Absent
Greg Franz	Edgewater – South Bergen JIF	Present
Richard Hirsch	Borough of Longport - Atlantic JIF	Present
Joseph Wolk	Borough of Mount Ephraim- Camden JIF	Present
Tom Merchel	Township of Moorestown- PMM JIF	Present
Charles Cuccia	Township of Little Falls – Sub Metro JIF	Present
Thomas Nolan	Borough of Brielle - Monmouth JIF	Present
Bernard Rutkowski	NJUA JIF – Toms River MUA	Present
John Clarke	New Brunswick Housing Authority- PHA JIF	Present
Veronica Laureigh	Township of Lacey – Ocean JIF	Present
William Northgrave	Township of Edison – Central JIF	Present
Megan Champney	City of Summit- Suburban Municipal JIF	Present
Kevin Davis	Hunterdon County – PAIC JIF	Present
Meghan Jack	Riverside Twp- Burlco JIF	Present
Steven Scholey	Bordentown Fire Company - District #1- FRESP JIF	Absent
Joseph Zanga	Borough of South River – Middlesex JIF	Absent
Adam Brewer	Pequannock Township – Morris JIF	Present
James Ulrich	Clark Township – NJSI JIF	Present
Sherry Sims	Boonton Housing Authority*	Present

**Special Commissioner – to vote in the event of a tie vote.*

APPOINTED OFFICIALS PRESENT:

Executive Director/Adm	PERMA Risk Management Services David N. Grubb, Joseph Hrubash, Cate Kiernan Nancy A. Ghani
Attorney	Dorsey & Semrau Fred Semrau, Esq., Sue Sharpe, Esq.
Producer	Arthur J. Gallagher Paul Forlenza, Kamini Patel
Auditor	Nisivoccia LLP Bud Jones
Actuary	The Actuarial Advantage Kyle Mrotek, Eric Bause

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, Laura Sable
Underwriting Manager	Conner Strong & Buckelew Edward Cooney, Jonathon Tavares
Lobbyist	Pathways Paul Bent
Managed Care	QualCare Donna Setzer, Stephen McNamara
Marketing Coordinator	Acrisure Amy Pieroni, Lindsay Travali
Marketing Manager	Princeton Strategic Communications Stacey Ehling
Strategic Communications	LaMendola Associates Clark LaMendola

ALSO PRESENT:

Brian McNeilly, Stanhope, Morris JIF/MEL Alternate Fund Commissioner
 Thomas Rogers, Monmouth JIF/MEL Alternate Fund Commissioner
 Roger Butler, Cinnaminson Fire District #1, FIRST JIF Commissioner
 Michael Razze, Pitman Borough, Trico JIF Commissioner
 Alison Kelly, Danskin Insurance Agency
 Charles Casagrande, Danskin Insurance Agency
 John Casagrande, Danskin Insurance Agency
 Michael Avalone, Conner Strong & Buckelew
 Robin Racioppi, Acrisure
 Charles Hartsoe, PEGAS
 Dave Vozza, The Vozza Agency
 Barbara Murphy, RLM
 Willard Young, PEGAS
 Georgy DeStafney, MEL Audit Committee Board member
 Halle Cramer, Meeker Sharkey Hurley Agency
 Matt McArow Jr., GJEM Otterstedt Agency
 Ezio Altamura, GJEM Otterstedt Agency
 Pauline Kontomanolis, Perma Risk Management Services
 Steve Sacco, Perma Risk Management Services
 Brad Stokes, Perma Risk Management Services
 Tracy Lopez, Perma Risk Management Services
 Robyn Walcoff, Perma Risk Management Services
 Jennifer Conicella, Perma Risk Management Services
 Jennifer Davis, Perma Risk Management Services

Jason Thorpe, Perma Risk Management Services
Sandra Cantwell, Perma Risk Management Services
Brandon Tracy, Perma Risk Management Services
Crystal Chuck, Perma Risk Management Services

MINUTES: Included in the agenda were the open minutes of November 16, 2022.

MOTION TO APPROVE NOVEMBER 16, 2022 OPEN MINUTES:

Moved: Commissioner Clarke
Second: Commissioner Wolk
Vote: Unanimous – 2 Abstentions by made
Commissioners Northgrave and Nolan

CORRESPONDENCE:

NONE

MOTION TO ADJOURN SINE DINE MEETING:

Moved: Commissioner Merchel
Second: Commissioner Clarke
Vote: Unanimous

Executive Director Grubb called the 2023 Reorganization meeting to order and asked for a roll call of the 2023 Fund Commissioners.

ROLL CALL OF 2023 BOARD OF FUND COMMISSIONERS

Joy Tozzi	Township of Robbinsville - Mid-Jersey JIF	Present
Paul Tomasko	Borough of Alpine – Bergen JIF	Present
Greg Franz	Edgewater – South Bergen JIF	Present
Joseph Wolk	Borough of Mount Ephraim- Camden JIF	Present
Tom Merchel	Township of Moorestown- PMM JIF	Present
Charles Cuccia	Township of Little Falls – Sub Metro JIF	Present
Thomas Nolan	Borough of Brielle - Monmouth JIF	Present
Bernard Rutkowski	NJUA JIF – Toms River MUA	Present
John Clarke	New Brunswick Housing Authority- PHA JIF	Present
Veronica Laureigh	Township of Lacey – Ocean JIF	Present
William Northgrave	Township of Edison – Central JIF	Present
Megan Champney	City of Summit- Suburban Municipal JIF	Present
Kevin Davis	Hunterdon County – PAIC JIF	Present
Megan Jack	Riverside Twp- Burlco JIF	Present
Adam Brewer	Pequannock Township – Morris JIF	Present
James Ulrich	Twp. of Clark - NJMSI JIF	Present
Kellie Seib	Sea Isle City - Atlantic JIF	Present
Robert MacFarland	Bordentown Fire District #2 FRESP JIF	Present

TRICO JIF Fund Commissioner – *To Be Appointed*

ACKNOWLEDGEMENTS: Executive Director Grubb expressed the MEL’s appreciation for the following outgoing Commissioners and Professionals:

- Sherry Sims served as the tie-breaking Special Fund Commissioner for 2022. Ms. Sims will continue to serve on the RCF Board.
- Chief Scholey will no longer serve as the First Responders JIF representative for 2022.
- Joe Catenaro retired as the Suburban Metro representative; he was noted for asking all the right questions.
- Robert Law served more than 10 years as MEL Fund Commissioner and served as RCF Chairman but is no longer representing the Burlco JIF.

- Richard Hirsch is also retiring, having served as MEL Chairman, Legislative Committee Chairman and the Claims Committee Chairman. Mr. Hirsch was always willing to assist on MEL-related matters and issues.
- Paul Miola has served as Executive Director to the Atlantic, Trico & Burlco JIFs since the inception of each of those Funds and was instrumental in the MEL’s formation as well as every step along the way. Mr. Miola has retired at the end of 2022.

Chairwoman Tozzi welcomed the new commissioners that will be serving in 2023 and also thanked those individuals that are moving on. Chairwoman Tozzi thanked Mr. Hirsch for his encouragement, guidance and his dedication to the MEL.

Mr. Hirsch thanked Executive Director Grubb and Chairwoman Tozzi for their kind words. Mr. Hirsch said the MEL is a “very professional organization” and said he will miss working with the professionals and other Commissioners. Ms. Sims expressed her thanks and opportunity to sit on the MEL Board.

Executive Director Hrubash said Michael Razze is expected to be appointed as the TRICO JIF Commissioner in the coming month.

Executive Director Hrubash reported Mr. Law submitted correspondence that it has been a pleasure working with the MEL Fund Professionals and Fund Commissioners.

ELECTION OF CHAIRMAN, SECRETARY, FIVE MEMBER EXECUTIVE COMMITTEE AND EXECUTIVE ALTERNATES. Executive Director Grubb said the MEL JIF conducts meeting as a Board of Fund Commissioners rather than Executive Committee when quorum of Board is achieved.

NOMINATIONS OPENED FOR CHAIRMAN, SECRETARY, FIVE MEMBER EXECUTIVE COMMITTEE AND SEVEN ALTERNATES.

Nominating Committee Chair Commissioner Cuccia presented its slate in the following motion:

JOY TOZZI AS CHAIR, PAUL TOMASKO AS SECRETARY; COMMISSIONERS GREG FRANZ, JOSEPH WOLK, THOMAS MERCHEL, CHARLES CUCCIA, TOM NOLAN AS FIVE MEMBER EXECUTIVE COMMITTEE AND; COMMISSIONERS BERNARD RUTKOWSKI, JOHN CLARKE, VERONICA LAUREIGH, WILLIAM NORTHGRAVE, MEGAN CHAMPNEY, KEVIN DAVIS AND MEGHAN JACK AS SEVEN ALTERNATES AND; COMMISSIONERS ADAM BREWER, JIM ULRICH, KELLIE SEIB, ROBERT MACFARLAND AND THE TRICO JIF COMMISSIONER TO BE APPOINTED AS REMAING ALTERNATES FOR FUND YEAR 2023:

Moved:	Commissioner Nolan
Second:	Commissioner Clarke
Vote:	Unanimous

Hearing no other nominations

MOTION TO CLOSE NOMINATIONS AND CONFIRM ELECTIONS:

Moved:	Commissioner Cuccia
Second:	Commissioner Brewer
Roll Call Vote:	18 Ayes – 0 Nays

FUND ATTORNEY ADMINISTERED OATH OF OFFICE

2023 REORGANIZATION

FUND PROFESSIONAL APPOINTMENTS AND PROFESSIONAL SERVICE AGREEMENTS: Executive Director Grubb reported the MEL follows procurement processes as guided by the QPA and NJ Local Public Contracts Law.

Executive Director Grubb reported the Management Committee met in November to review the services of those vendors whose three-year contract term was through 12/31/22. Committee recommended extending the contracts of LaMendola & Associates for Management Training, Origami Risk for Risk Management Information System; Acrisure for Marketing Consultant and Princeton Strategic Communications for Marketing Manager a 4th year.

Executive Director Grubb said the MEL appoints some other professionals to one-year contracts. Included in the agenda were resolutions to re-appoint Craig Domalewski, Esquire as Coverage Counsel, Thomas Germinario, Esquire as Land Use Counsel and Matthew Giacobbe, Esquire as Employment Practices Liability Manual and Special Legal Counsel. Also included were resolution to re-appoint Bank of New York as Custodian of Funds and NW Financial as Financial Advisor - effective March of 2023 - serving the Joint Cash Management & Investment Program. Eagle Asset Management was appointed as Clearbrook’s replacement in November. Lastly, Executive Director Grubb referred to a memorandum included in the agenda that provided a summary of contracts that are currently in force.

List of Professional Awards and Contracts in Force

TITLE	PROFESSIONAL
EXECUTIVE DIRECTOR	PERMA Risk Management Services
ATTORNEY	Fred Semrau, Esq.
EXCESS LIABILITY CLAIMS	CB Claims LLC
ACTUARY	The Actuarial Advantage
DEPUTY ATTORNEY	Russell Huntington
AUDITOR	Nisivoccia LLP
TREASURER	Michael Zambito
UNDERWRITING MANAGER	Conner Strong & Buckelew
PRODUCER/REINSURANCE MANAGER	Arthur J. Gallagher Risk Management Services
SAFETY CONSULTANT/TRAINING CONSULTANT	JA Montgomery Risk Control
EXCESS WC CLAIMS ADMINISTRATOR	Qual-Lynx
EXCESS PROPERTY CLAIMS ADMINISTRATOR	Qual-Lynx
CLAIMS ADMINISTRATOR CIVIL RIGHTS RUN – OFF CLAIMS	Dorsey & Semrau
MANAGED CARE PROVIDER	QualCare
LOBBYIST	Pathways Government Relations
INTERNAL AUDITOR – Financial Services	Carr, Riggs & Ingram
STRATEGIC PLANNING/ COMMUNICATIONS CONSULTANT	LaMendola Associates
SUPERVISORY TRAINING CONSULTANT	LaMendola Associates
TECHNICAL WRITER	Stradley Ronan
GRAPHIC DESIGNER	E. Fitz Art
WEBSITE MANAGER	NewTech Inc.
INTERNAL AUDITOR – Insurance Services	Baker Tilly US LLP
LEARNING MANAGEMENT SYSTEM	FirstNet Learning, Inc.
RISK MANAGEMENT INFORMATION SYSTEM/ONLINE UNDERWRITING DATABASE & CLAIMS SYSTEM	BIS Safety Software
MARKETING MANAGER	Princeton Strategic Communications
MARKETING COORDINATOR	Acrisure

RESOLUTION 1-23 ESTABLISHING A FISCAL MANAGEMENT PLAN: Resolution submitted designating Official Depositories and approving a Cash Management Plan; authorizing Signatories on Administrative Accounts; and authorizing Signatories on Claim Accounts; establishing a rate of interest for delinquent assessments; and certifying Approval Officer for all Fund expenses. Commissioner Charles Cuccia was designated as the additional MEL Commissioner signatory under item I and item III as authorized to sign checks from the official depository.

RESOLUTION 2-23 ESTABLISHING PUBLIC MEETING PROCEDURES: Resolution submitted to establish that the FUND shall hold public meetings during the year 2022 as follows:

March 24, 2023 (Friday)	Princeton Marriott	9:40 am
June 2, 2023 (Thurs)	Forsgate Country Club	11:15 am
September 15, 2023 (Thurs)	Forsgate Country Club	11:15 am
October 18, 2023 (Wed)	Forsgate Country Club	11:15 am
November 15, 2023 (Wed)	Sheraton Hotel, Atlantic City	12:30 pm
January 4, 2024 (Thurs)	Forsgate Country Club	11:15 am

The MEL Claims Committee will meet on the same days as the Board of Fund Commissioners at the above listed locations immediately following the Fund meeting with the exception of the March and November meeting dates. The MEL Claims Committee will also meet via teleconference or Zoom at 10:30AM on March 1, 2023, May 3, 2023, July 12, 2023 and December 6, 2023.

The Fund newspapers are the Star Ledger (Newark) and the Courier Post (Cherry Hill). In addition, the MEL's webpage is designated for official notices – www.njmel.org.

RESOLUTION 3-23 ESTABLISHING A FUNDS RECORDS PROGRAM: Resolution submitted to establish a Fund Records program appointing the Fund Secretary as custodian of records and Account Manager as Assistant Secretary.

RESOLUTION 4-23 2022 RISK MANAGEMENT PLAN: The 2023 Risk Management Plan prepared by the MEL Underwriting Manager and was distributed for review. The plan has been amended to reflect excess rates and carriers for 2023.

RESOLUTION 5-23 ESTABLISHING REMOTE MEETING PROCEDURES DURING A DECLARED STATE OF EMERGENCY: Included in the agenda was a resolution establishing remote meeting procedures for public comment during a declared state of emergency.

RESOLUTION 6-23 AUTHORIZING THE AWARD OF PROFESSIONAL SERVICES CONTRACT TO THE BANK OF NEW YORK FOR CUSTODIAL SERVICES AND ACCOUNTING AND NW FINANCIAL SERVICES AS FINACIAL ADVISOR;

RESOLUTION 7-23 DESIGNATING CITIZENS BANK (FORMERLY INVESTORS BANK) AS THE OFFICIAL DEPOSITORY OF THE FUND;

RESOLUTION 8-23 RESOLUTION AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES WITH SEAN P. CANNING, QPA OF THE CANNING GROUP LLC;

RESOLUTION 9-23 AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT WITHOUT COMPETITIVE BIDDING TO THOMAS J. GERMINARIO, ESQ, TO PERFORM SPECIAL LEGAL COUNSEL SERVICES FOR THE MUNICIPAL

EXCESS LIABILITY JOINT INSURANCE FUND IN CONNECTION WITH LAND USE MATTERS;

RESOLUTION 10-23 AUTHORIZING THE AWARD OF PROFESSIONAL SERVICES CONTRACTS WITHOUT COMPETITIVE BIDDING TO MATTHEW GIACOBBE, ESQ. TO PROVIDE THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND LEGAL SERVICES;

RESOLUTION 11-23 AUTHORIZING THE AWARD OF PROFESSIONAL SERVICES CONTRACTS WITHOUT COMPETITIVE BIDDING TO DUGHI, HEWIT & DOMALESWKI, P.C. TO PROVIDE THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND LEGAL SERVICES;

RESOLUTION 12-23 AUTHORIZING THE EXTENSION OF AWARD OF ONLINE WEBINAR AND TRAINING PRODUCER CONSULTING SERVICES THROUGH THE COMPETITIVE CONTRACTING PROCESS CC# 20-01;

RESOLUTION 13-23 AUTHORIZING THE EXTENSION OF AWARD OF RISK MANAGEMENT INFORMATION SYSTEM/ONLINE UNDERWRITING DATABASE & CLAIMS SYSTEM THROUGH THE COMPETITIVE CONTRACTING PROCESS CC#9-01;

RESOLUTION 14-23 AUTHORIZING THE EXTENSION OF AWARD OF MANAGEMENT AND SUPERVISORY TRAINING CONSULTANT THROUGH THE COMPETITIVE CONTRACTING PROCESS CC# 19-02;

RESOLUTION 15-23 AUTHORIZING THE EXTENSION OF AWARD OF MARKETING CONSULTANT THROUGH THE COMPETITIVE CONTRACTING PROCESS CC# 19-03;

RESOLUTION 16-23 AUTHORIZING THE EXTENSION OF AWARD OF MARKETING MANAGER CONSULTANT THROUGH THE COMPETITIVE CONTRACTING PROCESS CC# 19-04;

Copies of Resolutions 18-23, 19-23, 21-23 and 22-23 reflecting the purchase of 2023 excess insurance coverages were previously distributed separately from the agenda. Resolution 20-23 reflecting the excess flood insurance coverage was tabled for any action.

RESOLUTION 18-23 AWARDING AN EXTRAORDINARY UNSPECIFIABLE SERVICES CONTRACT WITH ZURICH AMERICAN INSURANCE COMPANY (HEREINAFTER “ZURICH”) FOR EXCESS PROPERTY COVERAGE;

RESOLUTION 19-23 AWARDING AN EXTRAORDINARY UNSPECIFIABLE SERVICES CONTRACT WITH SAFETY NATIONAL WORKER’S COMPENSATION CORP. (HEREINAFTER “SAFETY”) FOR EXCESS WORKER’S COMPENSATION INSURANCE;

RESOLUTION 21-23 AWARDING AN EXTRAORDINARY UNSPECIFIABLE SERVICES CONTRACT WITH ENDURANCE AMERICAN INSURANCE CO. (HEREINAFTER “ENDURANCE”) FOR NON-OWNED AIRCRAFT COVERAGE;

RESOLUTION 22-23 AWARDED AN EXTRAORDINARY UNSPECIFIABLE SERVICES CONTRACTS FOR OPTIONAL EXCESS LIABILITY INSURANCE COVERAGE;

MOTION TO ADOPT RESOLUTIONS 1-23 TO 22-23 WITH THE EXCEPTION OF 20-23 AS PRESENTED:

Moved: Commissioner Laureigh
Second: Commissioner Cuccia
Vote: 18 Ayes – 0 Nays

2023 COMMITTEE APPOINTMENTS: Fund Commissioners and Risk Management Consultants are encouraged to volunteer on standing committees. In accordance with prior practice, Chairwoman to serve as Chair of Management Committee and Secretary to serve as Chair of Coverage Committee. Chairwoman asked existing Chairs for remainder of committee to contact her if they needed to make any changes.

Management Committee	Joy Tozzi
Marketing Committee	Adam Brewer
Coverage Committee	Paul Tomasko
Investment Committee	Thomas Merchel
Legislative Committee	Charles Cuccia
Nominating Committee	Charles Cuccia
Safety & Education Committee	Bernard Rutkowski
Audit Committee	Thomas Merchel
Claims Review Committee	Megan Champney-Kweselait

EXECUTIVE DIRECTOR REPORT:

2023 MEMBERSHIP: Effective January 1st, the Middlesex County Municipal Joint Insurance Fund is no longer affiliated with the MEL. The Middlesex County Utilities Authority joined the NJUA JIF, the Borough of National Park joined the Trico JIF and the Dunellen Parking Authority joined the Central Jersey JIF

RCF: The Residual Claims Fund scheduled its 2023 Reorganization meeting for Thursday January 5, 2023 at 10:30AM in the Forsgate Country Club, Jamesburg, NJ. Executive Director reported Commissioner John Clarke is the designated MEL representative for the 2023 Fund Year.

CYBER JIF: The Cyber JIF met in December and began the process of reviewing vendor proposals. Included in the agenda was a report of the meeting.

LEGISLATIVE COMMITTEE: Committee met on November 16, 2022; included in the agenda were the minutes for information. Committee Chairman Cuccia said they had success getting the bill to include additional items outside the appropriations cap but need to continue with their efforts to get same on levy cap.

SAFETY & EDUCATION COMMITTEE: Committee is scheduled to meet next on February 10, 2023 at 1:00PM via Zoom.

COVERAGE COMMITTEE: Committee will be scheduling a meeting in January.

CLAIMS COMMITTEE: The Claims Review Committee met on December 7, 2022 and is

scheduled to meet immediately following today's board meeting.

UNDERWRITING MANAGER:

REPORT: Underwriting Manager reported the commercial market, in general, is very difficult right now but that liability settled somewhat. However, in October the property market became increasingly more difficult. Underwriting Manager added that he will be distributing a renewal overview & he plans to conduct several webinars to review changes with members and risk management consultants.

TREASURER:

Fund Treasurer reported the MEL had to operate without an Asset Manager since August & noted the Operating Committee members of the Joint Cash Management & Investment Committee stepped up to fill the void. Fund Treasurer reported that during the month of December, the appointment to Eagle Asset Management became effective as approved at November 2022 meeting.

CONFIRMATION OF PAYMENTS

October 2022 Supplemental #2	\$13,657.62
November 2022	\$562,076.57
December 2022	\$662,814.29
December 2022 Supplemental	\$155,642.43

RESOLUTION 17-23 FOR JANUARY 2023 VOUCHERS:

January 2023	\$309,897.88
--------------	--------------

Confirmation Of October 2022 Claims Payments/Certification Of Claims Transfers:

1988 WC	(111,443.25)
CLOSED	0.00
2018	1,174,380.31
2019	325,526.17
2020	215,749.21
2021	697,512.83
2022	936,436.88
TOTAL	3,238,162.15

Confirmation Of November 2022 Claims Payments/Certification Of Claims Transfers:

1988 WC	40,738.28
CLOSED	0.00
2018	42,442.69
2019	194,320.79
2020	31,004.45
2021	88,223.84
2022	837,421.21
TOTAL	1,234,151.26

MOTION TO CONFIRM PAYMENTS OF OCTOBER 2022, NOVEMBER 2022, DECEMBER 2022, APPROVE JANUARY 2023 BILLS LIST RESOLUTIONS 17-23 AND TO APPROVE TREASURER'S REPORT; CURRENT AND CONFIRMING EXPENSES AS PRESENTED:

Moved: Commissioner Champney
 Second: Commissioner Tomasko
 Roll Call Vote: 18 Ayes – 0 Nays

CLAIMS – EXCESS WORKERS COMPENSATION:

REPORT: Claims Administrator said there was nothing additional to report and thanked the Board for the reappointment.

CLAIMS – EXCESS LIABILITY:

REPORT: Claims Administrator said there was nothing additional to report and thanked the Board for the reappointment.

ATTORNEY:

REPORT: Fund Attorney highlighted some of the MEL’s successes in 2022 noting the following:

- The MEL was able to provide aid to a non-affiliated MEL JIF (Middlesex JIF) and in so doing – gained an appreciation for the operations and transparencies of the MEL and its affiliated local JIFs.
- A successful negotiation was completed with Safety National for the sharing of the costs of covid claims that occurred during 2020.
- The efforts of the JCMI to be able to respond to quickly fill the void left by the necessary transition to a new Asset Manager.
- The formation of the Cyber Risk Management Fund and the continued increase in safety training through the MEL’s Safety Institute.

Fund Attorney thanked Chairwoman Tozzi for her support, participation, energy and commitment working through the challenges in 2022. He also noted the professionalism of everyone involved in the JIFs and the MEL.

MANAGED CARE:

REPORT: A copy of the Savings and Penetration report as of November 2022 was included in the agenda for information. The total billed was \$9.5 million with approved bills of \$3.3 million for a total savings of 65% and network penetration of 77%.

OLD BUSINESS:

NONE

NEW BUSINESS:

NONE

PUBLIC COMMENT:

NONE

CLOSED SESSION: There was no need for Closed Session.

MOTION TO ADJOURN:

Moved:	Commissioner Cuccia
Second:	Commissioner Clarke
Vote:	Unanimous

MEETING ADJOURNED: 12:17PM

NEXT MEETING: March 24, 2023 at 9:40AM
Princeton Marriot at Forrestal – Princeton, NJ

Nancy A. Ghani, Assisting Secretary

For _____
PAUL TOMASKO, SECRETARY

**MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND
SUPPLEMENTAL BILLS LIST #2**

CONFIRMATION OF PAYMENTS

OCTOBER 2022

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

BE IT RESOLVED that the Municipal Excess Liability 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

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
003130			
003130	CONNER STRONG & BUCKELEW	ARCH INS. DIF IN CONDITIONS 2021 POLICY	334.00
			334.00
003131			
003131	ANDERSON KILL PC	LITIGATION MGT 2021	5,329.50
			5,329.50
		Total Payments FY 2021	5,663.50

FUND YEAR 2022

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
003132			
003132	CONNER STRONG & BUCKELEW	RIDGEFIELD BUILDERS RISK 2022	3,824.81
			3,824.81
003133			
003133	J. A. MONTGOMERY RISK CONTROL	MSI-REIMBURSE BOOK COSTS FEB-APR 2022	454.86
003133	J. A. MONTGOMERY RISK CONTROL	MSI/NJCE EXPO 10/5/22 VENUE FEE SHARE	591.97
			1,046.83
003134			
003134	MERCURY MAIL, MESSENGER & LIVERY SERVICE	PICK UP MATERIALS FOR AC LOM BOOTH	725.00
			725.00
003135			
003135	NJ ADVANCE MEDIA	AD 9.27.22	71.37
			71.37
003136			
003136	FORSGATE COUNTRY CLUB	MEL/RCF/EJIF MEETING 10/22	2,326.11
			2,326.11
		Total Payments FY 2022	7,994.12
		TOTAL PAYMENTS ALL FUND YEARS	\$13,657.62

Chairperson

Attest:

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

Dated: _____

Treasurer

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND BILLS LIST

CONFIRMATION OF PAYMENTS

NOVEMBER 2022

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

BE IT RESOLVED that the Municipal Excess Liability 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.

<u>FUND YEAR 2021</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
<u>Check Number</u>			
003137	QUALCARE, INC.	MANAGED CARE 11/22	46,454.38
			46,454.38
003138	OCEAN CITY	REIMB. - POLICE ACCREDITATION 10.13.22	1,000.00
			1,000.00
003139	MUNICIPAL EXCESS LIABILITY RCF	1994 WC REINSURANCE ERRONEOUS DEPOSIT	31,970.00
			31,970.00
003140	QUAL-LYNX	TPA - EXCESS WC 11/22	56,464.45
003140	QUAL-LYNX	TPA - PROPERTY 11/22	15,420.22
			71,884.67
003141	CB CLAIMS LLC	CLAIMS ADMIN 11/22	38,741.41
			38,741.41
003142	J. A. MONTGOMERY RISK CONTROL	MSI TRAINING EXPOS 6/7/22 & 9/7/22 REIMB.	203.49
003142	J. A. MONTGOMERY RISK CONTROL	MSI GC FIRE ACADEMY TRAINING REIMB. 9/22	725.32
003142	J. A. MONTGOMERY RISK CONTROL	MSI ADMIN FEE 11/22	127,106.28
			128,035.09
003143	PERMA	POSTAGE 10/22	192.20
003143	PERMA	ADMIN FEES 11/22	144,671.41
			144,863.61
003144	VISTA CONVENTION SERVICES	MATERIAL HANDLING FOR NJ LOM 2022	128.70
			128.70
003145	DORSEY & SEMRAU ESQ.	OPRA RETAINER Q4 2022	4,775.43
003145	DORSEY & SEMRAU ESQ.	ATTORNEY RETAINER Q4 2022	11,142.68
			15,918.11
003146	NEWTECH SERVICES, INC.	WEBSITE 11/22	125.75
			125.75
003147	COURIER POST	AD 11.1.22	32.00
003147	COURIER POST	AD 10.28.22	32.88
003147	COURIER POST	AD 11.1.22	35.52
			100.40
003148	NJ ADVANCE MEDIA	AD 11.1.22	74.88
			74.88
003149	ARTHUR J. GALLAGHER RMS, INC.	REINSURANCE MGR 11/22	27,015.14
			27,015.14
003150	THE ACTUARIAL ADVANTAGE	ACTUARY 11/22	4,686.64
			4,686.64
003151	THE CANNING GROUP LLC	QPA 10/22	1,250.00
			1,250.00
003152	ACCESS	ARC SERVICE & STORAGE 9.30.22	283.37
003152	ACCESS	ARC SERVICE & STORAGE (BOTTA) 9.30.22	294.42
			577.79
003153	LaMENDOLA ASSOCIATES, INC.	SAFETY TRAINING 10/22	390.00
003153	LaMENDOLA ASSOCIATES, INC.	CONSULTANT 10/22	2,076.00
			2,466.00
003154	CONNER STRONG & BUCKELEW	UNDERWRITING MGR 11/22	46,784.00
			46,784.00
		Total Payments FY 2022	562,076.57
		TOTAL PAYMENTS ALL FUND YEARS	\$562,076.57

Chairperson

Attest:

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

Dated:

Treasurer

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND BILLS LIST

CONFIRMATION OF PAYMENTS

DECEMBER 2022

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

BE IT RESOLVED that the Municipal Excess Liability 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

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
003155			
003155	BAKER TILLY US LLP	REINSURANCE AUDIT 9/29/22 THRU 10/21/22	1,377.75
			1,377.75
003156			
003156	ANDERSON KILL PC	LITIGATION 2022	1,674.00
003156	ANDERSON KILL PC	LITIGATION 2022	10,191.50
			11,865.50
		Total Payments FY 2021	13,243.25

FUND YEAR 2022

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
003157			
003157	CONNER STRONG & BUCKELEW	IRONSHORE DIF IN CONDITIONS 2022	681.00
003157	CONNER STRONG & BUCKELEW	IRONSHORE DIF IN CONDITIONS 2022	1,273.00
003157	CONNER STRONG & BUCKELEW	LEXINGTON DIF IN CONDITIONS 2022	10,075.28
003157	CONNER STRONG & BUCKELEW	LEXINGTON DIF IN CONDITIONS 2022	2,651.88
003157	CONNER STRONG & BUCKELEW	LANDMARK DIF IN CONDITIONS 2022	1,856.00
003157	CONNER STRONG & BUCKELEW	LANDMARK DIF IN CONDITIONS 2022	992.00
003157	CONNER STRONG & BUCKELEW	HISCOX DIF IN CONDITIONS 2022	2,121.11
003157	CONNER STRONG & BUCKELEW	W.CHESTER INS CO DIF IN CONDITIONS 2022	645.00
003157	CONNER STRONG & BUCKELEW	W.CHESTER INS CO DIF IN CONDITIONS 2022	626.00
003157	CONNER STRONG & BUCKELEW	LEXINGTON DIF IN CONDITIONS 2022	2,735.50
003157	CONNER STRONG & BUCKELEW	HISCOX DIF IN CONDITIONS 2022	1,134.00
003157	CONNER STRONG & BUCKELEW	STARSTONE DIF IN CONDITIONS 2022	778.11
			25,568.88
003158			
003158	QUALCARE, INC.	MANAGED CARE 12/22	46,454.38
			46,454.38
003159			
003159	CHERTOFF GROUP LLC	CYBER SERVICES 11/22	15,000.00
			15,000.00
003160			
003160	QUAL-LYNX	TPA - XS WC 12/22	56,464.45
003160	QUAL-LYNX	TPA - PROP 12/22	15,420.22
003160	QUAL-LYNX	COMPUTER ACCESS FEE 11/22	1,500.00
003160	QUAL-LYNX	COMPUTER ACCESS FEE 12/22	1,500.00
			74,884.67
003161			
003161	DREW AND ROGERS, INC	INVOICE 454093	3,900.00
003161	DREW AND ROGERS, INC	INVOICE 453544	875.00
			4,775.00
003162			
003162	CB CLAIMS LLC	TPA 11/22	38,741.41
			38,741.41

003163			
003163	J. A. MONTGOMERY RISK CONTROL	MSI ADMIN 12/22	127,106.28
			127,106.28
003164			
003164	HUNTINGTON BAILEY, LLP	DEPUTY GENERAL COUNCIL JUL - DEC 2022	798.64
			798.64
003165			
003165	SAFETY SERVE	NSC DEFENSIVE DRIVING COURSE 11.22.22	27,900.00
			27,900.00
003166			
003166	PERMA	ADMIN FEES 12/22	144,671.41
			144,671.41
003167			
003167	BAKER TILLY US LLP	2022 CLAIMS AUDIT OCT 27 - NOV 22 2022	8,000.00
003167	BAKER TILLY US LLP	2022 CLAIMS AUDIT SEPT 29 - OCT 21 2022	6,622.25
			14,622.25
003168			
003168	MICHAEL S. ZAMBITO	TREASURER 12/22	6,675.26
			6,675.26
003169			
003169	THE BALLANTINE CORPORATION	ANNUAL REPORT - PRINT PRODUCTION 2022	8,519.00
			8,519.00
003170			
003170	VISTA CONVENTION SERVICES	NJ LOM 2022	476.19
			476.19
003171			
003171	DORSEY & SEMRAU ESQ.	MEL EPL ROLLOFF 11/22	799.90
003171	DORSEY & SEMRAU ESQ.	MEL SPECIAL LITIGATION 11/22	4,457.33
			5,257.23
003172			
003172	NEWTECH SERVICES, INC.	VIDEO & MAIL HOSTING 11/22	82.00
			82.00
003173			
003173	DEROBERTIS DESIGN	DESIGN OF MEL 2022 ANNUAL REPORT	4,120.00
			4,120.00
003174			
003174	COURIER POST	AD 11.10.22	37.28
003174	COURIER POST	AD 11.4.22	52.24
			89.52
003175			
003175	NJ ADVANCE MEDIA	AD 11.4.22	104.13
003175	NJ ADVANCE MEDIA	AD 11.02.22	67.76
003175	NJ ADVANCE MEDIA	AD 11.10.22	56.16
			228.05
003176			
003176	ARTHUR J. GALLAGHER RMS, INC.	REINSURANCE MGR 12/22	27,015.14
			27,015.14
003177			
003177	TROPHY KING OF RAMSEY	NAME PLATE ENGRAVING 11.2.22	25.00
			25.00
003178			
003178	THE ACTUARIAL ADVANTAGE	ACTUARY 12/22	4,686.64
			4,686.64
003179			
003179	THE CANNING GROUP LLC	QPA1122	1,250.00
			1,250.00
003180			
003180	ACCESS	ACCT 224 ARC SERVICE & STORAGE 10.31.22	309.26
003180	ACCESS	ARC SERVICE & STORAGE 10.31.22(BOTTA)	285.10
			594.36
003181			
003181	MEG ELLIS INTERPRETING SERVICE	INTERPRETER FOR MSI COURSE CAMDEN 9/7/22	350.00
			350.00

003182			
003182	CONNER STRONG & BUCKELEW	UNDERWRITING MGR 12/22	46,770.00
003182	CONNER STRONG & BUCKELEW	MIDDLESEX UW FEE 12/22	29,214.81
			75,984.81
003183			
003183	PATHWAYS GOVERNMENT RELATIONS	GOV RELATIONS SERVICES Q4 2022	6,938.17
			6,938.17
		Total Payments FY 2022	662,814.29

TOTAL PAYMENTS ALL FUND YEARS

Chairperson

Attest:

Dated: _____

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

Treasurer

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND SUPPLEMENTAL BILLS LIST

CONFIRMATION OF PAYMENTS

DECEMBER 2022

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

BE IT RESOLVED that the Municipal Excess Liability 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 2022

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
003184			
003184	CONNER STRONG & BUCKELEW	PRINCETON INS CO DIF IN CONDITIONS 2022	2,931.00
003184	CONNER STRONG & BUCKELEW	PRINCETON INS CO DIF IN CONDITIONS 2022	11,136.00
003184	CONNER STRONG & BUCKELEW	PRINCETON INS CO DIF IN CONDITIONS 2022	3,023.00
003184	CONNER STRONG & BUCKELEW	EVEREST DIF IN CONDITIONS 2022	10,075.00
003184	CONNER STRONG & BUCKELEW	W.CHESTER INS CO DIF IN CONDITIONS 2022	2,377.00
003184	CONNER STRONG & BUCKELEW	LANDMARK DIF IN CONDITIONS 2022	1,021.00
003184	CONNER STRONG & BUCKELEW	ARCH INS CO DIF IN CONDITIONS 2022	1,146.00
003184	CONNER STRONG & BUCKELEW	LANDMARK DIF IN CONDITIONS 2022	1,910.00
			33,619.00
003185			
003185	INSTITUTE OF STRATEGIC EDUCATION PARTNERS	2022 MEL & MRHIF SEMINAR TWO	6,080.00
003185	INSTITUTE OF STRATEGIC EDUCATION PARTNERS	2022 MEL & MRHIF SEMINAR ONE	5,691.00
			11,771.00
003186			
003186	CB CLAIMS LLC	XS TPA Q4 2022	9,373.60
003186	CB CLAIMS LLC	DISBURSEMENTS 12/22	90.00
003186	CB CLAIMS LLC	TPA 12/22	38,651.41
			48,115.01
003187			
003187	J. A. MONTGOMERY RISK CONTROL	WORKBOOK & POSTAGE COSTS 11.3.22	454.75
			454.75
003188			
003188	DORSEY & SEMRAU ESQ.	MEL EPL ROLLOFF 10/22	624.10
003188	DORSEY & SEMRAU ESQ.	MEL SPECIAL LITIGATION 10/22	7,294.88
003188	DORSEY & SEMRAU ESQ.	LINDEN HA 10/22	155.00
			8,073.98
003189			
003189	COURIER POST	AD 12.12.22	42.32
003189	COURIER POST	AD 12.02.22	18.48
			60.80
003190			
003190	NJ ADVANCE MEDIA	AD 12.02.22	57.33
			57.33
003191			
003191	MICHAEL A SABO	PHOTOGRAPHER 1.31.22	595.00
			595.00
003192			
003192	THE CANNING GROUP LLC	QPA 12/22	1,250.00
			1,250.00
003193			
003193	ACCESS	ACCT 224 ARC SERVICE & STORAGE 11.30.22	284.64
003193	ACCESS	ARC SERVICE & STORAGE 11.30.22 BOTTA	294.42
			579.06
003194			
003194	LaMENDOLA ASSOCIATES, INC.	SAFETY TRAINING 11/22	390.00
003194	LaMENDOLA ASSOCIATES, INC.	CONSULTANT 11/22	951.50
			1,341.50

003195			
003195	ACRISURE LLC	MARKETING MGR Q4 2022	16,575.00
003195	ACRISURE LLC	MARKETING MGR Q2 2022	16,575.00
003195	ACRISURE LLC	MARKETING MGR Q3 2022	16,575.00
			49,725.00

Total Payments FY 2022 **155,642.43**

TOTAL PAYMENTS ALL FUND YEARS **\$155,642.43**

Chairperson

Attest:

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

Dated:

Treasurer

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND BILLS LIST

Resolution No. 17-23

JANUARY 2023

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

BE IT RESOLVED that the Municipal Excess Liability 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 2022

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
003196			
003196	PERMA	REIMBURSE LEAGUE OF MUNI COSTS 2022	3,248.00
			3,248.00
		Total Payments FY 2022	3,248.00

FUND YEAR 2023

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
003197			
003197	PERMA	ADMINISTRATOR 1/23	160,674.29
			160,674.29
003198			
003198	THE ACTUARIAL ADVANTAGE	ACTUARY 1/23	4,520.59
			4,520.59
003199			
003199	CONNER STRONG & BUCKELEW	RMC FEE - OCEAN JIF 1ST INSTALL 2023	141,455.00
			141,455.00
		Total Payments FY 2023	306,649.88
		TOTAL PAYMENTS ALL FUND YEARS	\$309,897.88

Chairperson

Attest:

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

Dated:

Treasurer

RESOLUTION NO: #1-23
MUNICIPAL EXCESS LIABILITY MUNICIPAL JOINT INSURANCE FUND
(hereafter referred to as “THE FUND”)
ESTABLISHING A FISCAL MANAGEMENT PLAN
FOR THE 2023 FUND YEAR

WHEREAS, THE FUND is duly constituted as a Municipal Joint Insurance Fund, as permitted under the laws promulgated by the State of New Jersey, (N.J.S.A. 40A-36, et.seq.); and

WHEREAS, THE FUND is subject to the requirements contained within the Local Fiscal Affairs Law (N.J.S.A. 40A-5, et.seq.); and

NOW, THEREFORE BE IT RESOLVED, THE FUND’s Governing Body hereby appoints the following professionals for the 2023 Fund Year:

- I. All funds for Administrative Expenses, Reinsurance, Dividends and Miscellaneous Expenses, shall be withdrawn from the official named Depository (ies) by check, wire or ACH which shall bear the signatures and/or electronic approvals of at least two (2) of the following persons, duly authorized pursuant to this resolution.

CHAIR

SECRETARY
MICHAEL ZAMBITO, TREASURER
_____, MEL FUND COMMISSIONER

- II. All funds for Claims payments handled by **Qual-Lynx** shall be withdrawn from the Official Depository(ies) by check, which shall bear the signatures of at least two (2) of the following persons, duly authorized pursuant to this Resolution.

Dave S. Ruber, Qual-Lynx
Alice H. Lihou, Qual-Lynx
Michael Zambito, Fund Treasurer

- III. All funds for Claims payments handled by **CB Claims** shall be withdrawn from the Official Depository(ies) by check, which shall bear the signatures of at least two (2) of the following persons, duly authorized pursuant to this Resolution.

Christopher Botta, Esquire
Laura Sable
Michael Zambito, Fund Treasurer
_____, MEL Fund Commissioner

- IV. FOR WIRE TRANSFERS - that the FUND does hereby require that Citizens Bank (formerly Investors Bank) obtain voice confirmation prior to executing wire transfers to external accounts from the Fund Treasurer

- V. The Cash and Investment Policy attached herewith, shall be adopted.
- VI. The rate of interest assessed by the Fund, for delinquent assessments shall be ten (10) percent per annum, from the due date for any such assessment.
- VII. Certifying and Approval Officer for all FUND expenses shall be the FUND's Executive Director and/or the Account Manager so designated by the Executive Director.

ADOPTED:

this day before the Governing Body:

Chair

date

Secretary

date

**MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND
2023 CASH MANAGEMENT AND INVESTMENT POLICY**

1.) **Cash Management and Investment Objectives**

The Municipal Excess Liability Joint Insurance Fund (hereinafter referred to as the FUND) objectives in this area are:

- a) Preservation of capital.
- b) Adequate safekeeping of assets.
- c) Maintenance of liquidity to meet operating needs, claims settlements and dividends.
- d) Diversification of the FUND's portfolio to minimize risks associated with individual investments.
- e) Maximization of total return, consistent with risk levels specified herein.
- f) Investment of assets in accordance with State and Federal Laws and Regulations.
- g) Accurate and timely reporting of interest earnings, gains and losses by line of coverage in each Fund year.
- h) Where legally permissible, cooperation with other local municipal joint insurance funds, and the New Jersey Division of Investment in the planning and execution of investments in order to achieve economies of scale.
- i) Stability in the value of the FUND's economic surplus.

2.) **Permissible Investments**

Investments shall be limited to investments authorized under N.J.S.A. 40A:5-15.1 Joint Insurance Funds and Chapter 38, Joint Insurance Funds, Subchapter 1. Investments 5:38-1.1, 5:38-1.2 and 5:38-1.3 of the New Jersey Administrative Code.

3.) **Authorized Depositories**

In addition to the above, the FUND is authorized to deposit funds in certificates of deposit and other time deposits in banks covered by the Governmental Unit Depository Protection Act, NJSA 17:9-14 et seq. (GUDPA). Specifically authorized depositories include but are not limited to:

Citizens Bank (formerly Investors Bank)
Republic Bank

The FUND is also authorized to invest its assets in the New Jersey Cash Management Fund.

4.) **Authority for Investment Management**

The Treasurer is authorized and directed to make investments, with a maturity of three months or longer, through asset managers that may be selected by the Executive Board. Such asset managers shall be discretionary trustees of the FUND.

Their actions and decisions shall be consistent with this plan and all appropriate regulatory constraints.

In executing investments, asset managers shall identify the investment that is the most advantageous to the fund, unless otherwise directed by the operating committee. Transactions may also be processed through the New Jersey Division of Investment by the Fund's asset managers.

5.) **Preservation of Capital**

Securities shall be purchased with the ability to hold until maturity.

6.) **Safekeeping**

Securities purchased on behalf of the FUND shall be delivered electronically or physically to the FUND's custodial bank, which shall maintain custodial and/or safekeeping accounts for such securities on behalf of the FUND.

7.) **Selection of Asset Managers, Custodial Banks and Operating Banks**

Asset managers, custodial banks and operating banks shall be retained for contract periods of one (1) year. Additionally, the FUND shall maintain the ability to change asset managers and/or custodial banks more frequently based upon performance appraisals and upon reasonable notice, and based upon changes in policy or procedures.

8.) **Reporting**

Asset managers will submit written statements to the treasurer and executive director describing the proposed investment strategy for achieving the objectives identified herein. Asset managers shall also submit revisions to strategy when justified as a result of changing market conditions or other factors. Such statements shall be provided to the Treasurer and Executive Director. The statements shall also include confirmation that all investments are made in accordance with this plan. Additionally, the Investment Manager shall include a statement that verifies the Investment Manager has reconciled and determined the appropriate fair value of the Funds portfolio based on valuation guidelines that shall be kept on file in the Executive Director's office.

The Treasurer shall report to the Executive Committee at all regular meetings on all investments. This report shall include information on the balances in all bank and investment accounts, and purchases, sales, and redemptions occurring in the prior month.

9.) **Audit**

This plan, and all matters pertaining to the implementation of it, shall be subject to the FUND's annual audit.

10.) **Cash Flow Projections**

Asset maturity decisions shall be guided by cash flow factors payout factors supplied by the Fund Actuary and reviewed by the Executive Director and the Treasurer.

11.) **Cash Management**

All moneys turned over to the Treasurer shall be deposited within forty-eight (48) hours in accordance with NJSA 40A:5-16.

In the event a check is made payable to the Treasurer rather than the Fund, the following procedure is to be followed:

- a.) The Treasurer endorses the check to the Fund and deposits it into the Fund account.
- b.) The Treasurer notifies the payer and requests that in the future any check be made payable to the Fund.

Cash may be withdrawn from investment pools under the discretion of asset managers only to fund operations, claims impress accounts, or approved dividend payments.

The Treasurer shall escheat to the State of New Jersey checks which remain outstanding for twelve or more months after the date of issuance. However, prior to implementing such procedures, the Treasurer, with the assistance of the claims agent, as needed, shall confirm that the outstanding check continues to represent a valid claim against the FUND.

RESOLUTION NO: #2-23

**MUNICIPAL EXCESS LIABILITY MUNICIPAL JOINT INSURANCE FUND
(hereafter the “FUND”)**

ESTABLISHING PUBLIC MEETING PROCEDURES

WHEREAS, the FUND must establish meeting procedures for Fund Year 2023, and

NOW, THEREFORE BE IT RESOLVED BY the Fund’s Governing Body

- I.** That the FUND shall hold public meetings during the year 2023 as follows: 9:40AM on Friday March 24, 2023 and a MEL Retreat at 10:00AM on Friday March 24, 2023 be held at the Princeton Marriott at Forrestal, Princeton, N.J. Meetings for June 2, 2023, September 15, 2023 and October 18, 2023 will be held at 11:15AM at the Forsgate Country Club-Monroe, Twp. NJ, as well as, November 15, 2023 at 12:30PM at the Steel Pier Room - Sheraton Hotel Atlantic City. The 2024 Reorganization is scheduled for Thursday January 4, 2024 at 11:15AM in the Forsgate Country Club, Monroe Twp. NJ.

- II.** The MEL Claims Committee will meet on the same days as the Board of Fund Commissioners at the above listed locations immediately following the Fund meeting with the exception of the March and November meeting dates. The MEL Claims Committee will also meet via teleconference or Zoom at 10:30AM on March 1, 2023, May 3, 2023, July 12, 2023 and December 6, 2023.

- III.** The following is hereby designated the official newspaper (s) of the FUND: The Star Ledger, Newark, NJ and the Courier Post, Cherry Hill, NJ. In addition, the MEL’s webpage is designated for official notices – www.njmel.org.

- IV.** The FUND Secretary or designated assistant shall provide notice of any and all meetings, including special or emergency meetings, to each official newspaper and shall issue all official notices required to be published in at least one of the official newspapers.

ADOPTED this day;

Chair

date

Secretary

date

RESOLUTION NO: #3-23

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND
(Hereinafter the "FUND")

ESTABLISHING A FUND RECORDS PROGRAM

WHEREAS: The FUND must establish a formal record retention program for the 2023 fund year.

NOW, THEREFORE BE IT RESOLVED, by the Board of Fund Commissioners that:

- I.** _____, **Fund Secretary**, is hereby designated as custodian of the FUND records, which shall be kept at the office of the Fund Administrator, located at 9 Campus Drive, Suite 216, Parsippany, NJ 07054.
- II.** The Account Manager designated by the Executive Director is hereby appointed as **Assistant Fund Secretary**.
- III.** The records of the FUND shall be retained in accordance with the municipal records retention schedule as promulgated by the New Jersey Division of Archives and Records Management, and/or otherwise specified by the New Jersey Department of Insurance and Community Affairs.
- IV.** Each fund professional and service organization shall have the duty and obligation to maintain such records as are entrusted to him/her and to relinquish such records to the Fund Secretary upon termination of services or otherwise upon request.

Records and files not required to support current operations, but which must otherwise be retained, shall be stored in the record retention facility, located at Access, 80 Beckwith Avenue, Paterson, New Jersey. The FUND's Executive Director shall coordinate the archive process and shall insure that all records are properly indexed and accessible.

ADOPTED this day by the Board of Fund Commissioners

Chair

date

Secretary

date

RESOLUTION NO. #5-23
RESOLUTION OF THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND TO ESTABLISH REMOTE MEETING PROCEDURES APPLICABLE DURING A DECLARED STATE OF EMERGENCY

WHEREAS, on March 9, 2020 in response to COVID-19, Governor Phil Murphy issued Executive Order 103, which declared a state of emergency that has been extended by the Governor and remains in full force to this day; and

WHEREAS, by way of additional Executive Orders, the Governor has established extensive social distancing protocols to protect the health, safety and welfare of New Jersey citizens; and

WHEREAS, in accordance with the Executive Orders relating to COVID-19 and the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. (“OPMA”), local government units, including the Municipal Excess Liability Joint Insurance Fund (“Fund”), have continued to hold public meetings via remote platforms to ensure the continued operation of local government with participation by the public, in a way that limits public health risk; and

WHEREAS, in March 2020, the New Jersey Department of Community Affairs, Division of Local Government Services (“DLGS”) issued “Local Operational Guidance – COVID-19: Guidance for Remote Public Meetings in New Jersey,” which provided specific guidance regarding holding remote public meetings under the OPMA; and

WHEREAS, on September 24, 2020, the DLGS issued Local Finance Notice 2020-21 (“LFN 2020-21”), which provided a synopsis of newly promulgated emergency regulations N.J.A.C. 5:39-1.1 through 1.7, which establish standard protocols for remote public meetings governed by the OPMA and held during a Governor-declared state of emergency; and

WHEREAS, LFN 2020-21 additionally stated that the emergency regulations presently in effect are proposed for permanent adoption in the October 19, 2020 New Jersey Register, with comments submitted no later than November 18, 2020; and

WHEREAS, under emergency regulation N.J.A.C. 5:39-1.4(h), a local government unit is required to adopt by resolution standard procedures and requirements for public comment made during remote public meetings, as well as for public comments submitted in writing ahead of the remote public meeting.

WHEREAS, although the emergency regulations requiring this resolution expired on January 1, 2022, the Fund desires to memorialized standard procedures and requirements for public comment for remote meetings for 2023.

NOW THEREFORE BE IT RESOLVED that the Executive Director’s Office of the Fund, does hereby resolve and agree to adopt the following procedures regarding public comments during remote public meetings:

1. Public comments for a remote public meeting shall be limited to 5 minutes for each speaker and may be made during the designated public comment section of the meeting or submitted in writing to the Executive Director's Office of the Fund no later than four (4) hours prior to published start time of the remote meeting. Written public comments must be emailed to the Executive Director's Office at: catek@permainc.com & nancyg@permainc.com or mailed to the Executive Director's Office at: 9 Campus Drive – Suite 216, Parsippany, NJ 07054. Written public comments may not be submitted via any other form of electronic communication.
2. Written public comments submitted via email or mail must include the individual's name, full address and contact information (telephone number and/or email address), as the Executive Director's Office reserves the right to verify the submitter's identity.
3. Written public comments submitted in accordance with this resolution shall be read into the remote meeting record at the end of the last public comment section, subject to the time limit in place for in-person comments. Written public comments containing profanity or vulgarity will not be read into the record. The chair and/or presiding officer of the remote meeting reserves the right to read similar or duplicative comments into the record in a summary fashion and will do so uniformly for all similar/duplicative comments.
4. Members of the public who submit written public comments regarding a specific agenda item that is scheduled for public hearing (such as a budget or bylaws amendment, etc.), should designate the agenda item and title to which their written public comments apply. Written public comments received after the four (4) hour deadline set forth by this resolution will not be read into the record or become part of the meeting record.
5. The procedures and requirements for making public comments during a remote meeting, along with an explanation of the audio muting function of the electronic communications platform being used, shall be announced at the beginning of the remote public meeting.
6. With respect to public participation at a remote public meeting, the following procedures shall be incorporated:
 - a. A member of the public who has submitted written comments prior to the meeting in accordance with this resolution, attends the remote public meeting, and wishes to participate during the public comment portion, will be deemed and treated as having already had the floor once.
 - b. If a member of the public disrupts a remote public meeting, the chair and/or presiding officer of the remote public meeting shall facilitate a dialogue with that member of the public to the extent reasonably permitted by the electronic communications technology.
 - c. The chair and/or presiding officer of the meeting shall mute or continue muting, or direct appropriate staff to mute or continue muting, the disruptive member of the public and warn them that continued disruption may result in their being prevented

from speaking during the remote public meeting or removed from the remote public meeting. Disruptive conduct includes sustained inappropriate behaviors such as, but not necessarily limited to, shouting, interruption and use of profanity.

- d. A member of the public who continues to act in a disruptive manner after receiving an initial warning shall be muted while other members of the public are allowed to proceed with their questions or comments. If time permits, the disruptive individual shall be allowed to speak after all other members of the public have been given the opportunity to make comment. Should the person remain disruptive, the individual may be muted or kept on mute for the remainder of the remote public meeting, or removed from the remote public meeting.
 - e. The chair and/or presiding officer of the remote meeting shall reserve the right to take necessary action to protect the rights of the public to participate in the remote public meeting.
7. If this resolution conflicts with any other policy or procedures of the Fund, the terms herein shall prevail.

This Resolution shall take affect immediately.

Chair

Secretary

RESOLUTION No. #6-23
MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND
AUTHORIZING THE AWARD OF PROFESSIONAL SERVICES CONTRACT TO THE
BANK OF NEW YORK FOR CUSTODIAL SERVICES AND ACCOUNTING AND
NW FINANCIAL SERVICES AS FINANCIAL ADVISOR

WHEREAS, the Municipal Excess Liability Joint Insurance Fund (hereinafter “the Fund”) finds it necessary and appropriate to obtain certain professional services, as defined in the Local Public Contracts Law, (N.J.S.A. 40A-11-1 et. seq.), to serve as the Fund’s Custodian and Financial Advisor; and

WHEREAS, the ad-hoc sub-committee reviewed all responses and conducted interviews and recommends appointing Bank of New York for Custodial Services and JCMI Accounting and NW Financial Services as Financial Advisor at a fee of 3 basis points

WHEREAS, the Fund Treasurer has indicated that sufficient funds exist for the award of these contracts in the usual and customary accounts; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., requires that the resolution authorizing the award of a contract for professional services without competitive bidding, and the contract itself, be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fund Commissioners of the Municipal Excess Liability Joint Insurance Fund (“the Fund”) as follows:

1. The Fund hereby awards and authorizes execution of a professional service agreement with **Bank of New York Mellon** amount of 3 basis points of the market value of the FUND’s invested assets (minimum annual fee \$125,000) to serve as the Custodian; and
2. The Fund hereby awards and authorizes execution of a professional service agreement with **NW Financial Services** in an amount of 3 basis points of the market value of the FUND’s invested assets to serve as Financial Advisor, and
3. These contracts are awarded for a 1-year term effective March 27, 2023.
4. These contracts are awarded without competitive bidding as a professional services contract in accordance with the provisions of the Local Public Contracts Law at N.J.S.A.40A:11-5.
5. Notice of this action shall be published as required by law.
6. A copy of this resolution shall be provided to the Fund Treasurer.
7. A copy of this resolution and contract will be on file in the Fund office, located at 9 Campus Drive, Suite 216, Parsippany, NJ 07504.

Chair

Dated

Secretary

Dated

RESOLUTION #7-23
of the
MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND

WHEREAS, the Municipal Excess Liability Joint Insurance Fund (hereinafter the Fund), finds it necessary for the proper conduct and order of business that official depositories for the Fund be designated and named; and

WHEREAS Citizens Bank (formerly Investors Bank) for Banking Manager - at an earnings rate based on a combined average balance of \$20,000,000 of participating joint insurance funds which will earn base of 1.50% as of 9/1/2022 plus 50% beta on Federal Fund Target Rate increase / decrease with a floor of .40% - is hereby proposed by the Board of Fund Commissioners as the official designated depository in accord with N.J.S.A. 40A:11-5-15.1(f)

NOW, THEREFORE, BE IT RESOLVED, by the Municipal Excess Liability Joint Insurance Fund, that Citizens Bank for Banking Manager - at an earnings rate based on a combined average balance of \$20,000,000 of participating joint insurance funds which will earn base of 1.50% as of 9/1/2022 plus 50% beta on Federal Fund Target Rate increase / decrease with a floor of .40% - is hereby approved by the Board of Fund Commissioners as the official designated depository in accord with N.J.S.A. 40A:11-5-15.1(f) and that sums so deposited may be withdrawn upon a check, draft or order of the Board of Fund Commissioners; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution, duly executed, be delivered to the proper officers of Citizens Bank.

ADOPTED:
this day before the Governing Body:

Chair

date

Secretary

date

Resolution #8-23
MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND
RESOLUTION AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES
WITH SEAN P. CANNING, QPA OF THE CANNING GROUP LLC

WHEREAS, the Municipal Excess Liability Joint Insurance Fund (Hereinafter the Fund) has a need for a Qualified Purchasing Agent duly licensed through the State of New Jersey as a professional services agreement in accord with N.J.S.A. 40A:11-5; and

WHEREAS Sean P. Canning, QPA of The Canning Group LLC, has submitted a proposed contract indicating that he will provide the professional services; and

WHEREAS the availability of funds for said Professional Services Contract to be awarded herein have been certified by the Treasurer; and

WHEREAS, the Local Public Contract Law (N.J.S.A. 40A:11-1, et seq.) requires that the Resolution authorizing the award of contract for Professional Services without competitive bidding and the contract itself must be available for public inspection; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Fund Commissioners of the Municipal Excess Liability Joint Insurance Fund as follows:

1. That Sean P. Canning, QPA of The Canning Group LLC is hereby appointed as the Qualified Purchasing Agent for the Fund in the amount of \$15,000.00

Chair

Dated

Secretary

Dated

RESOLUTON #9-23
AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES
CONTRACT WITHOUT COMPETITIVE BIDDING TO
THOMAS J. GERMINARIO, ESQ,
TO PERFORM SPECIAL LEGAL COUNSEL SERVICES FOR THE
MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND IN
CONNECTION WITH LAND USE MATTERS

WHEREAS, there exists a need for special legal counsel services to be rendered to the Municipal Excess Liability Joint Insurance Fund (“MEL”) in connection with land use matters; and

WHEREAS, the MEL wishes to retain Thomas J. Germinario, Esq. to perform such services; and

WHEREAS, the fee for services under this contract shall be \$180 per hour, not to exceed a total of \$7,000; and

WHEREAS, funds are available for this purpose; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. §40A:11-1 et seq.) requires that the resolution authorizing the award of contract for professional services without competitive bids and the contract itself be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fund Commissioners of the Municipal Excess Liability Joint Insurance Fund that:

1. A contract with Thomas J. Germinario, Esq. is awarded without competitive bidding as a professional service in accordance with N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law because the contract is for a service performed by a person authorized by law to practice a recognized profession that is regulated by law.
2. Thomas J. Germinario, Esq. shall provide special legal counsel services to the MEL in connection with land use matters.
3. A notice of this action shall be printed once in the legal newspaper of the MEL as required by law.
4. A copy of this Resolution shall be provided to Fund Treasurer and to Thomas J. Germinario, Esq., 154 Route 206 S, Chester, NJ 07930, for their information and guidance.

This Resolution shall take effect immediately.

ADOPTED this day:

Chair

Date

Secretary

Date

**RESOLUTION #10-23
OF THE
MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND
RESOLUTION AUTHORIZING THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
WITHOUT COMPETITIVE BIDDING TO PROVIDE THE MUNICIPAL EXCESS LIABILITY JOINT
INSURANCE FUND LEGAL SERVICES**

WHEREAS, the Municipal Excess Liability Joint Insurance Fund (hereinafter “the Fund”) finds it necessary and appropriate to obtain certain professional services, as defined in the Local Public Contracts Law, (N.J.S.A. 40A-11-1 et. seq.), to provide as Legal Services, and

WHEREAS, the Fund Attorney and Executive Director recommends that the MEL engage the services of a law firm to assist the MEL with guidance on employment matters arising from legalization of cannabis; and

WHEREAS, a proposal was received from Matthew Giacobbe, Esquire, to provide such services based on an hourly rate of \$190, and

WHEREAS, the Fund desires to retain the services of Matthew Giacobbe, Esquire; and

WHEREAS, the Fund Treasurer has indicated that sufficient funds exist for the award of these contracts in the usual and customary accounts; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., requires that the resolution authorizing the award of a contract for professional services without competitive bidding, and the contract itself, be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fund Commissioners of the Municipal Excess Liability Joint Insurance Fund (“the Fund”) as follows:

1. The Fund hereby awards and authorizes execution of a professional service agreement with Matthew Giacobbe, Esquire for \$190/hour not to exceed \$7,500.
2. The contract is awarded without competitive bidding as a professional services contract in accordance with the provisions of the Local Public Contracts Law because said services are performed by a person licensed under law to practice a recognized profession.
3. Notice of this action shall be published as required by law.
4. A copy of this resolution shall be provided to the Fund Treasurer and to Matthew Giacobbe, Esquire for their information and guidance.
5. A copy of this resolution and contract will be on file in the Fund office, located at 9 Campus Drive, Suite 216, Parsippany, NJ 07504.

Chair

Dated

Secretary

Dated

RESOLUTON #11-23
AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES
CONTRACT WITHOUT COMPETITIVE BIDDING TO
DUGHI, HEWIT & DOMALEWSKI, P.C.
TO PERFORM SPECIAL LEGAL COUNSEL SERVICES FOR THE
MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND

WHEREAS, there exists a need for special legal counsel services to be rendered to the Municipal Excess Liability Joint Insurance Fund (“MEL”) in connection with certain pending litigation involving the MEL; and

WHEREAS, the MEL wishes to retain Dughi, Hewit & Domalewski P.C to perform such services; and

WHEREAS, the fee for services under this contract shall be \$195 per hour for all lawyers and \$95 per hour for all paralegals; and

WHEREAS, funds are available for this purpose; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. §40A:11-1 et seq.) requires that the resolution authorizing the award of contract for professional services without competitive bids and the contract itself be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fund Commissioners of the Municipal Excess Liability Joint Insurance Fund that:

1. The contract with Dughi, Hewit & Domalewski P.C. is awarded without competitive bidding as a professional service in accordance with N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law because the contract is for a service performed by a person authorized by law to practice a recognized profession that is regulated by law.
2. Dughi, Hewit & Domalewski P.C shall provide special legal counsel services to the MEL as set forth in its proposal of May 6, 2020.
3. A notice of this action shall be printed once in the legal newspaper of the MEL as required by law.
4. A copy of this Resolution shall be provided to Fund Treasurer and to Dughi, Hewit & Domalewski P.C. 340 North Avenue East, Cranford, New Jersey 07016 for their information and guidance.

This Resolution shall take effect immediately.

ADOPTED this day:

Chair

Date

Secretary

Date

RESOLUTION 12-23
OF THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND
AUTHORIZING THE EXTENSION OF AWARD OF ONLINE WEBINAR AND
TRAINING PRODUCER CONSULTING SERVICES THROUGH THE
COMPETITIVE CONTRACTING PROCESS CC# 20-01

WHEREAS, the Fund has a desire for the services of Online Webinar and Training Producer Consulting Services for its operations; and

WHEREAS such services were procured through the competitive contracting process under the New Jersey Local Publics Contract Law, N.J.S.A. 40A:11-4.2, for a period of up to five (5) years; and

WHEREAS, the Fund received Competitive Contract proposals, CC# 20-01 on January 7, 2020; and

WHEREAS, the Fund awarded Video Communications Services, 2807 Hunterdon Dr. Cinnaminson, NJ 08077 for an initial period of three (3) years through Resolution #23-20; and

WHEREAS the New Jersey Local Publics Contract Law at N.J.S.A 40A:11-4.2 allows for a contract award of up to five (5) years under the competitive contract process; and

WHEREAS, it is the desire of the Fund to extend the contract as authorized for an additional one (1) year, from January 1, 2023 through December 31, 2023.

NOW, THEREFORE, BE IT RESOLVED by the Municipal Excess Liability Joint Insurance Fund as follows:

The Fund hereby authorizes a contract extension with Video Communications Services, 2807 Hunterdon Dr. Cinnaminson, NJ 08077, for an additional period of one (1) year encompassing the scope of work and cost proposal as outlined within CC# 20-01.

Secretary

RESOLUTION 13-23
OF THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND AUTHORIZING THE
EXTENSION OF AWARD OF RISK MANAGEMENT INFORMATION
SYSTEM/ONLINE UNDERWRITING DATABASE &
CLAIMS SYSTEM THROUGH THE COMPETITIVE CONTRACTING PROCESS CC# 19-01

WHEREAS, the Fund has a desire for the services of a risk management information system and underwriting database and claims system consultant for its operations; and

WHEREAS such services were procured through the competitive contracting process under the New Jersey Local Publics Contract Law, N.J.S.A. 40A:11-4.2, for a period of up to five (5) years; and

WHEREAS, the Fund received Competitive Contract proposals, CC# 19-01 on September 19, 2019; and

WHEREAS, the Fund awarded Origami Risk LLC 444 New Orleans Street, Chicago, Il., for an initial period of three (3) years through Resolution #20-02; and

WHEREAS the New Jersey Local Publics Contract Law at N.J.S.A 40A:11-4.2 allows for a contract award of up to five (5) years under the competitive contract process; and

WHEREAS, it is the desire of the Fund to extend the contract as authorized for an additional one (1) year, from May 1, 2023 through May 1, 2024.

NOW, THEREFORE, BE IT RESOLVED by the Municipal Excess Liability Joint Insurance Fund as follows:

The Fund hereby authorizes a contract extension with Origami Risk LLC 444 New Orleans Street, Chicago, Il, for an additional period of one (1) year encompassing the scope of work and cost proposal as outlined within CC# 19-01.

Secretary

RESOLUTION 14-23
OF THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND
AUTHORIZING THE EXTENSION OF AWARD OF MANAGEMENT AND
SUPERVISORY TRAINING CONSULTANT THROUGH THE COMPETITIVE
CONTRACTING PROCESS CC# 19-02

WHEREAS, the Fund has a desire for the services of a Management and Training Consultant for its operations; and

WHEREAS such services were procured through the competitive contracting process under the New Jersey Local Publics Contract Law, N.J.S.A. 40A:11-4.2, for a period of up to five (5) years; and

WHEREAS, the Fund received Competitive Contract proposals, CC# 19-02 on September 19, 2019; and

WHEREAS, the Fund awarded LaMendola Associates, 8 Poplar Rd., Demarest, N.J, 07627, for an initial period of three (3) years through Resolution #20-02; and

WHEREAS the New Jersey Local Publics Contract Law at N.J.S.A 40A:11-4.2 allows for a contract award of up to five (5) years under the competitive contract process; and

WHEREAS, it is the desire of the Fund to extend the contract as authorized for an additional one (1) year, from January 1, 2023 through December 31, 2023.

NOW, THEREFORE, BE IT RESOLVED by the Municipal Excess Liability Joint Insurance Fund as follows:

The Fund hereby authorizes a contract extension with LaMendola Associates, 8 Poplar Rd., Demarest, N.J, 07627, for an additional period of one (1) year encompassing the scope of work and cost proposal as outlined within CC# 19-02.

Secretary

**RESOLUTION 15-23
OF THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND
AUTHORIZING THE EXTENSION OF AWARD OF MARKETING
CONSULTANT THROUGH THE COMPETITIVE CONTRACTING PROCESS
CC# 19-03**

WHEREAS, the Fund has a desire for the services of a marketing consultant for its operations; and

WHEREAS such services were procured through the competitive contracting process under the New Jersey Local Publics Contract Law, N.J.S.A. 40A:11-4.2, for a period of up to five (5) years; and

WHEREAS, the Fund received Competitive Contract proposals, CC# 19-03 on September 19, 2019; and

WHEREAS, the Fund awarded Acrisure LLC, 1460 Rt 9 North Suite 310, Woodbridge, NJ 07095 for an initial period of three (3) years through Resolution #20-02; and

WHEREAS the New Jersey Local Publics Contract Law at N.J.S.A 40A:11-4.2 allows for a contract award of up to five (5) years under the competitive contract process; and

WHEREAS, it is the desire of the Fund to extend the contract as authorized for an additional one (1) year, from January 1, 2023 through December 31, 2023.

NOW, THEREFORE, BE IT RESOLVED by the Municipal Excess Liability Joint Insurance Fund as follows:

The Fund hereby authorizes a contract extension with Acrisure LLC, 1460 Rt 9 North Suite 310, Woodbridge, NJ 07095, for an additional period of one (1) year encompassing the scope of work and cost proposal as outlined within CC# 19-03.

Secretary

RESOLUTION 16-23
OF THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND
AUTHORIZING THE EXTENSION OF AWARD OF MARKETING MANAGER
CONSULTANT THROUGH THE COMPETITIVE CONTRACTING PROCESS
CC# 19-04

WHEREAS, the Fund has a desire for the services of a marketing manager for its operations; and

WHEREAS such services were procured through the competitive contracting process under the New Jersey Local Publics Contract Law, N.J.S.A. 40A:11-4.2, for a period of up to five (5) years; and

WHEREAS, the Fund received Competitive Contract proposals, CC# 19-04 on September 19, 2019; and

WHEREAS, the Fund awarded Princeton Strategic Communications, 160 West State St., Princeton, N.J. 08608 for an initial period of three (3) years through Resolution #20-02; and

WHEREAS the New Jersey Local Publics Contract Law at N.J.S.A 40A:11-4.2 allows for a contract award of up to five (5) years under the competitive contract process; and

WHEREAS, it is the desire of the Fund to extend the contract as authorized for an additional one (1) year, from January 1, 2023 through December 31, 2023.

NOW, THEREFORE, BE IT RESOLVED by the Municipal Excess Liability Joint Insurance Fund as follows:

The Fund hereby authorizes a contract extension with Princeton Strategic Communications, 160 West State St., Princeton, N.J. 08608, for an additional period of one (1) year encompassing the scope of work and cost proposal as outlined within CC# 19-04.

Secretary



2023 Plan of Risk Management

Municipal Excess Liability
Joint Insurance Fund



Municipal Excess Liability Joint Insurance Fund
**«Current_Fund_Year» Plan of Risk
Management**

Municipal Excess Liability Joint Insurance Fund

(hereinafter the "Fund" or the "MEL")

ESTABLISHING THE 2023 PLAN OF RISK MANAGEMENT

BE IT RESOLVED by the Fund's Executive Committee the 2023 Plan of Risk Management shall be:

Insurance Coverages

The following coverages are provided to the Fund's member joint insurance funds, effective January 1, 2023:

1. Excess Workers' Compensation
2. Excess Liability
3. Optional Excess Liability
4. Non-Owned Aircraft Liability
5. Crime including excess public employee coverage, excess public officials coverage and Statutory Positions coverage
6. Optional Excess Public Officials Liability / Employment Practices Liability
7. Annual Aggregate Stop Loss
8. Excess Property & Equipment Breakdown (effective December 31, 2022)
9. NJHMFA Excess Insurance
10. Excess Land Use Claims

Limits of Coverage

Unless otherwise stated, all limits shown apply less any local member JIFs' and local member units' SIRs/deductibles, or excess of 125.00% of the member JIFs' actuarial projected loss funds as respects Annual Aggregate Stop Loss. **Please note, other coverages, limits, sub-limits deductibles, SIRs, terms or conditions may apply; please refer to the policy documents for full details.**

1. **Excess Workers' Compensation**
 - Workers' Compensation: Statutory
 - Employer's Liability: \$7,000,000
 - USL&H: Included in Workers' Compensation
 - Harbor Marine/Jones Act: Included in Employer's Liability
 - Incidental Foreign Workers Compensation: Included
 - Communicable Disease: Per Person
2. **Excess Liability (includes General, Automobile and Law Enforcement Liability)**
 - Excess Limit: \$5,000,000 annual aggregate per member entity
 - The annual aggregate does not apply to Business Automobile Liability
 - An occurrence involving multiple member entities: \$35,000,000; and
 - An occurrence involving multiple member entities for Certified Acts of Terrorism: \$10,000,000
 - Sub-limits: The following sub-limits are part of, and not in addition to, the Excess limit:
 - Fungus or Spores: \$1,000,000
 - Disinfectants Release Hazard Coverage: \$1,000,000
 - Dam and Reservoir: \$5,000,000
 - a. \$5,000,000 for any dam or reservoir owned, operated, maintained, constructed or controlled by any member entity;
 - b. Included for premises owned, occupied or controlled by the member entity on which a dam or reservoir is located, or from the operations conducted on such premises;



Municipal Excess Liability Joint Insurance Fund
**«Current_Fund_Year» Plan of Risk
Management**

- c. \$5,000,000 per occurrence for any member entity owned dams defined as Class III or IV in New Jersey Administrative Code, Title 7, Department of Environmental Protection, Chapter 20, 7:20-1.8;
 - d. \$2,000,000 per occurrence for any member entity owned dam defined as Class I or II in New Jersey Administrative Code, Title 7, Department of Environmental Protection, Chapter 20, 7:20-1.8; and
 - e. \$2,000,000 per occurrence for any Class III or IV member entity owned dam involved with a Class I or II member entity owned dam.
 - Garagekeepers Liability: \$2,000,000 Per Occurrence.
 - Sanitary/Storm Water System Sewerage Backup and/or Sanitary System Sewerage Backup, Escape or Release: \$3,000,000 Per Occurrence and \$4,000,000 Annual Aggregate for all member entities.
 - Subsidence: \$3,000,000 Per Occurrence and \$4,000,000 Annual Aggregate for all member entities.
 - Quasi Entities Coverage: \$5,000,000 Per Occurrence.
 - Skateboard Facilities: \$5,000,000 Per Occurrence.
 - Riot, Civil Commotion or Mob Action: \$5,000,000 Per Occurrence.
 - Failure to Supply Utility: \$5,000,000 Per Occurrence.
- 3. Optional Excess Liability Limit**
- The MEL offers Optional Excess Liability Limits excess of the Excess Limit.
- No aggregate applies to Business Automobile Liability.
 - The following limits are the Optional Excess Limits:
 - \$2,000,000 (equals \$7,000,000 total);
 - \$5,000,000 (equals \$10,000,000 total);
 - \$10,000,000 (equals \$15,000,000 total); and
 - \$15,000,000 (equals \$20,000,000 total).
 - Annual aggregate: \$50,000,000
- The MEL also offers Optional JIF Shared Aggregate Excess Liability Limits excess of \$20,000,000.
- \$10,000,000 aggregate (equals \$30,000,000 total)
 - Aggregate Per Member JIF: \$10,000,000
 - Contract Annual Aggregate: \$50,000,000
 - Sexual Abuse Aggregate: \$10,000,000
- 4. Non-Owned Aircraft Liability**
- \$5,000,000; and
 - Medical Expense for each passenger: \$5,000
- 5. Crime**
- MEL Crime Excess:
 - \$1,000,000
 - Coverage includes employee dishonesty; forgery or alteration; theft, disappearance and destruction; robbery and safe burglary; and computer fraud with funds transfer
 - MEL Crime Statutory Position:
 - The MEL provides primary employee dishonesty and faithful performance coverage for those employed positions which are required by law to be individually bonded and where they have applied and have been approved for coverage at a limit of \$1,000,000 per occurrence per position
 - MEL Crime Excess Public Officials:



Municipal Excess Liability Joint Insurance Fund
**«Current_Fund_Year» Plan of Risk
Management**

- The MEL provides excess employee dishonesty and faithful performance coverage for those employed positions which are required by law to be individually bonded and where they have not applied and have not been approved for coverage under the MELJIF Statutory Position Program at a limit of \$1,000,000
- Each member local unit that has not applied for coverage under the Fund's Statutory Position Bond is required to continue to purchase via the commercial market individual bonds providing primary coverage up to "at least the minimum limit required by law" for those employed positions required by law to be individually bonded

6. Optional Excess Public Officials Liability / Employment Practices Liability

The MEL offers Optional Excess Public Officials Liability / Employment Practices Liability limits excess of the local member units' primary \$2,000,000 Public Officials Liability / Employment Practices Liability policies with **AIG**.

- The following limits are the Optional Excess Limits:
 - \$1,000,000 (equals \$3,000,000 total);
 - \$2,000,000 (equals \$4,000,000 total);
 - \$3,000,000 (equals \$5,000,000 total);
 - \$4,000,000 (equals \$6,000,000 total); and
 - \$8,000,000 (equals \$10,000,000 total).
- Annual Aggregate: \$32,000,000

7. Annual Aggregate Stop Loss

- Suburban Municipal JIF: \$1,000,000
- First Responder Joint Insurance Fund: \$1,000,000

8. Excess Property

- \$125,000,000, including certain sub-limits, including, but not limited, to:
 - Aggregate, Earth Movement: \$75,000,000
 - Aggregate, Flood (includes Storm Surge): \$75,000,000
 - a. Per Location, High Hazard Flood Zones: \$27,500,000
 - Aggregate: **\$50,000,000**
 - b. Per Occurrence, Property Insured Under Errors and Omissions, Miscellaneous Personal Property, Miscellaneous Unnamed Locations, Newly Acquired or Transit: \$5,000,000
 - c. Per Occurrence, Property Located Outside Building or Structure, but Not Defined as Outdoor Property: \$2,500,000
 - d. Per Occurrence, Pumping Stations: \$2,500,000
 - e. Buildings Constructed on Pilings Wholly or Partially within SFHA Zones V, VE, V1-30: Excluded
 - Named Storm: Included
 - Miscellaneous Personal Property: \$10,000,000
 - Vehicles: \$10,000,000
 - a. Rental Reimbursement **\$100,000**
 - Monthly Limit, Per Occurrence: **\$10,000**
 - Unmanned Aircraft Systems: Excluded

9. NJHMFA Excess Insurance

The Municipal Excess Liability Joint Insurance Fund (MEL) provides excess insurance coverages with respect to those properties financed by the New Jersey Housing and Mortgage Finance Agency (NJHMFA) or are subject to requirements contained within a Financing, Deed Restriction and Regulatory Agreement with the NJHMFA and are insured by the New Jersey Public Housing



Municipal Excess Liability Joint Insurance Fund
**«Current_Fund_Year» Plan of Risk
Management**

Authority Joint Insurance Fund (NJPHA JIF) and/or the MEL so that all applicable insurance coverages with respect to such properties shall be in full compliance with all applicable NJHMFA Insurance Specifications / Minimum Requirements (NJHMFA Insurance Requirements), as may be amended from time to time, on a per property/per occurrence basis, except the NJPHA JIF does not provide primary flood insurance for properties in flood zones A, V and shaded X as defined by the Federal Emergency Management Agency (FEMA) (including all variations of A, V and shaded X), if applicable. In such cases, it is the property owner's responsibility to obtain primary flood coverage through the National Flood Insurance Program (NFIP) to the maximum extent of coverages available under the NFIP. The MEL provides flood coverage in excess of the NFIP maximum coverage limits up to a per property sub-limit of \$2.5 million. The NJPHA JIF and the MEL are not responsible for determining whether or not a property is located in a flood zone or for procuring primary flood insurance for such property. Except with respect to the requirement for a property owner to obtain primary flood insurance through NFIP as noted herein, should any insurance coverages, including excess flood coverages, provided by the NJPHA JIF and/or the MEL not meet any of the applicable NJHMFA Insurance Requirements, the NJPHA JIF and/or the MEL will provide insurance coverages, excess insurance coverages and/or difference-in-conditions coverages (DIC) as applicable to meet all applicable NJHMFA Insurance Requirements to the sole satisfaction of the NJHMFA.

10. Terrorism

Aggregate: \$125,000,000

11. Excess Land Use Claims

Aggregate: \$850,000

Excess of \$150,000 (provided in primary POL / EPL policy)

NOTICE: The above description is a general discussion of the coverage and limits provided by the FUND. However, the actual terms and conditions are defined in the policy documents and all issues shall be decided on the policy documents.



Municipal Excess Liability Joint Insurance Fund
**«Current_Fund_Year» Plan of Risk
Management**

The Amount of Risk to be Retained by the Fund

Unless otherwise stated, all limits shown apply less any local member JIFs' and local member units' SIRs/deductibles, or excess of 125.00% of the member JIFs' actuarial projected loss funds as respects Optional Annual Aggregate Stop Loss.

1. **Workers' Compensation:** \$2,000,000
2. **Excess Liability:** \$5,000,000
3. **Optional Excess Liability:** \$0
4. **Non-Owned Aircraft Liability:** \$0
5. **Crime:**
 - MEL Crime Excess: \$1,000,000
 - MEL Crime Excess Public Officials: \$1,000,000
 - Deductible: The greater of:
 1. the amount said persons are required by law to be individually bonded, whether or not such individual bond is in place; or
 2. the amount of the individual bond in place.
 - MEL Crime Statutory Position: \$1,000,000 (up to \$2,000,000 in certain circumstances)
 - Deductible: \$1,000
6. **Optional Public Officials Liability / Employment Practices Liability:** \$0
 - Does not cover any of the coverages with sub-limits in the primary policy, including Land Use Claims
7. **Annual Aggregate Stop Loss:**
 - Suburban Municipal JIF: \$1,000,000
 - First Responder Joint Insurance Fund: \$1,000,000
8. **Excess Property:**
 - All Other: **\$2,500,000**
 - Equipment Breakdown: **\$100,000**
 - Flood for Locations in a Special Flood Hazard Area: Excess of the maximum NFIP limit per location, regardless if member purchases it or not, but no less than \$500,000 building / \$500,000 contents (\$250,000 / \$100,000 for housing authorities and related non-profit buildings), but no more than the value of the building and contents.
 - Named Storm: **5%**
 - Unmanned Aircraft Systems: Excluded
 - Quota Share: 10% of \$125,000,000 (does not include Excess Flood & Earth Movement)
9. **NJHMFA Excess Insurance:** Unlimited less all other valid and collectible insurance (including any bond or other mechanism for funding of loss)
10. **Terrorism:** \$100,000
11. **Excess Land Use Claims:** **\$850,000**

Commercial Insurance / Reinsurance Purchased

The insurance/reinsurance listed below may contain sub-limits, retentions and deductibles in addition to such already stated.

1. **Excess Workers' Compensation:** The MEL purchases an excess workers' compensation policy from Safety National, as follows:
 - a. Workers' Compensation: Statutory;
 - b. Employer's Liability: \$5,000,000; and
 - c. Self-Insured Retention: \$2,000,000
2. **Non-Owned Aircraft Liability:** The MEL purchases a non-owned aircraft liability policy from Endurance with a limit of \$5,000,000.



Municipal Excess Liability Joint Insurance Fund
**«Current_Fund_Year» Plan of Risk
Management**

3. **Excess Property & Equipment Breakdown** (effective December 31, 2022): The MEL purchases excess property policies from multiple layered and quota share insurers with a limit of \$125,000,000.
4. **Excess Flood and Earth Movement** (effective December 31, 2022): The MEL purchases excess Flood/Earth Movement policies from numerous layered and quota share insurers with limits totaling \$25,000,000 excess of the respective primary sub-limits.
5. **Optional Excess Public Officials Liability / Employment Practices Liability:** The MEL has entered into a reinsurance treaty with Munich up to \$8,000,000
 - a. Underlying Policy: \$2,000,000
 - b. Does not cover any sub-limits in the primary policy, including Land Use Claims
6. **Optional Excess Liability:** The MEL has entered into a reinsurance treaty with Munich: up to \$15,000,000, and a reinsurance treaty with Chubb for the \$10,000,000 excess \$20,000,000 layer.
7. **Terrorism:** The MEL purchases a Terrorism policy from Hiscox with a limit of \$125,000,000.

The Amount of Unpaid Claims to be Established

1. The general reserving philosophy is to set reserves based upon the probable total cost of the claim at the time of conclusion. Historically, on claims aged eighteen (18) months, the Fund expects the claims servicing company to set reserves at 85% accuracy. The Fund also establishes reserves recommended by the Fund's actuary for claims that have been incurred but not yet reported so that the Fund has adequate reserves to pay all claims and allocated loss adjusted expense liability.
2. Claims reserves are subject to regular review by the Fund's Executive Director/Administrator, Attorney, Executive Committee and claims servicing company. Reserves on large or unusual claims are also subject to review by the claims departments of the commercial insurance companies or reinsurance companies providing primary or excess coverages to the Fund.

The Method of Assessing Contributions to be Paid by Each Member of the Fund

1. The actuary computes the probable net cost for the upcoming Fund year by line of coverage and for each prior Fund year by November 15th of each year. The actuary includes all budget items in these computations. The annual assessment of each participating municipality is its pro rata share of the probable net cost of the upcoming Fund year for each line of coverage as computed by the actuary.
2. The calculation of pro rata shares is based on each municipality's experience modified manual premium for that line of coverage. The total amount of each member's annual assessment is certified by majority vote of the Fund's Executive Committee at least one (1) month prior to the beginning of the next fiscal year (usually at the MEL's budget hearing at the League of Municipalities Convention).
3. The treasurer deposits each member's assessment into the appropriate accounts, including the administrative account, and the claim or loss retention trust fund account by Fund year for each type of coverage in which the member participates.
4. A participant's assessments and supplement assessments are reduced in proportion to that part of the year which had elapsed if such local unit becomes a member of the Fund or elects to participate in a line of coverage after the start of the Fund year.
5. The Fund's Executive Committee may, by majority vote, levy upon the participating municipalities additional assessments wherever needed or so ordered by the Commissioner of Insurance to supplement the Fund's claim, loss retention or administrative accounts to assure the payment of the Fund's obligations. All supplemental assessments are charged to the participating municipalities by applicable Fund year, and shall be apportioned by the year's assessments for that line of coverage.
6. The Fund chairman, or in the event by his or her failure to do so the custodian of the Fund's assets, shall notify the Commissioner of Insurance and the Director of Community Affairs should any member fail or refuse to pay its assessments or supplemental assessments, or should the Fund



Municipal Excess Liability Joint Insurance Fund
**«Current_Fund_Year» Plan of Risk
Management**

fail to assess funds required to meet its obligations. Past due assessments shall bear interest at the rate established annually by the Fund's Executive Committee.

Procedures Governing Loss Adjustment and Legal Expenses

1. The Fund engages a claims service company to handle all claims. The performance of the claims adjusters is monitored and periodically audited by the Executive Director's office, the MEL attorney's office, and the claims department of the MEL's three major excess liability insurers/reinsurers (i.e. Zurich for property, Munich for liability and Safety National for workers' compensation). The MEL's internal auditors also conduct an audit every three years.
2. Each member local unit is provided with claims reporting procedures and appropriate forms.
3. To provide for quality defense and control costs, the Fund has established an approved defense attorney panel with firms specializing in Title 59 matters. The performance of the defense attorneys is overseen by the Fund attorney, as well as the various firms which audit the claims adjusters.

Procedures for the Closure of Fund Years, including the Maintenance of All Relevant Accounting Records

1. The Fund utilizes the Municipal Excess Liability Residual Claims Fund (RCF) to facilitate the closure of Fund years.
2. The Fund adopts a resolution closing that year and transfers all remaining assets to the closed Fund year account upon the transfer of outstanding liabilities of a Fund year to the RCF. This amount is allocated by member local units using the same procedure as is used to calculate a dividend. Each month, interest is credited to the closed Fund year account by member.
 - a. Each year, the Fund's Executive Committee will determine if a dividend is appropriate from the closed Fund year account, and will make application to the Department of Insurance as appropriate. Further, in the event an open Fund year incurs a deficit, the Fund's Executive Committee will consider an inter-year transfer from the closed Fund year account to offset the deficit. In either case, the dividend or inter-Fund year transfer will be calculated on a member by member basis.
 - b. A member may apply to the Fund's Executive Committee for a return of that member's remaining share of the closed Fund year account when five (5) years have passed since the last Fund year in which the member participated has been closed. The Fund's Executive Committee will decide on the former member's request after evaluating the likelihood of any additional assessments from the RCF.
 - c. All dividends from the RCF will be deposited in the closed Fund year account on a member by member basis.
 - d. The Fund will retain all records in accordance with the Fund's record retention program.

Assumptions and Methodology Used for the Calculation of Appropriate Reserve Requirements to be Established and Administered in Accordance with Sound Actuarial Principles

1. The general approach in estimating the loss reserves of the Fund is to project ultimate losses for each Fund year using paid and incurred loss data. Two traditional actuarial methodologies are used: the paid loss development method and the incurred loss development method. From the two different indications resulting from these methods the Fund Actuary chooses a "select" estimate of ultimate losses. Subtraction of the paid losses from the select ultimate losses yields the loss reserve liability or funding requirement.
2. The following is an overview of the two actuarial methods used to project the ultimate losses.
3. Paid Loss Development Method - This method uses historical accident year paid loss patterns to project ultimate losses for each accident year. Because this method does not use case reserve data, estimates from it are not affected by changes in case reserving practices. However, the results of this method are sensitive to changes in the rate of which claims are settled and losses



Municipal Excess Liability Joint Insurance Fund
«Current_Fund_Year» Plan of Risk Management

are paid, and may underestimate ultimate losses if provisions are not included for very large open claims.

4. Case Incurred Loss Development Method - This method is similar to the paid loss development method except it uses historical case incurred loss patterns (paid plus case outstanding reserves) to estimate ultimate losses. Because the data used includes case reserve estimates, the results from this method may be affected by changes in case reserve adequacy.
5. The following shall be the payment schedule for assessments:

Mail Bill	Due Date	Amount Due
December 15th, 2022	January 31 st	1st quarter
	April 30 th	2nd quarter
	July 31 st	3rd quarter
December 15th, 2023	January 31 st	4th quarter plus any adjustments
	Etc.	

The Maximum Amount a Certifying and Approving Officer May Approve Pursuant to N.J.A.C. 11:15-2.22

1. With the advance approval of the Fund Attorney, the certifying and approving officer may also pay hospital bills if waiting until after the next regularly scheduled FUND meeting would result in the loss of a discount on such bills. When the certifying and approving officer utilizes this authority, a report shall be made to the Commissioners at their next meeting.
2. General Liability, Auto Liability, Workers' Compensation and Property: Any claim in excess of \$10,000 must be reviewed by the Fund's Executive Director/Administrator, and approved by the Board of Fund Commissioner/Executive Committee. The Board of Fund Commissioners has established a claims subcommittee comprised of at least three of its members to exercise this power. This subcommittee may meet telephonically when required.
3. Property Claims. MEL Board reserves the right to implement a process to manage claims resulting from catastrophic storms: Authority to approve claims from Catastrophic Storm – if designated by the Board - shall be exercised by a special claims committee comprised of one representative appointed by each of the JIFs impacted by the storm. The Committee shall be chaired by the Fund Chairperson, or designee who shall only vote in case of a tie. The Special Committee shall have the following powers:
 Appoint Counsel and other professional support as needed
 - a. Establish timelines for the filing of claims
 - b. Take appropriate actions to maximize the recovery for the members from all sources
 - c. Apportion the aggregate recovery in an equitable manner among eligible flood claims.
 - d. Hear appeals in accordance with the FUND's bylaws.
 - e. Take necessary action to effectuate the review, determination and processing of such claims.
4. \$50,000 Emergency Court House Authority upon the joint authorization of the Fund Attorney and Executive Director. Whenever this procedure is used, the claim shall be reported to the Commissioners at their next meeting.

ADOPTED this _____ day of _____, _____;

 MEL Chairman

 Date

 MEL Secretary

 Date

**RESOLUTION 18-23
OF THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND
AWARDING AN EXTRAORDINARY UNSPECIFIABLE SERVICES CONTRACT WITH
ZURICH AMERICAN INSURANCE COMPANY (HEREINAFTER "ZURICH") FOR EXCESS
PROPERTY COVERAGE**

WHEREAS, there is a need for excess property coverage for the Municipal Excess Liability Joint Insurance Fund (FUND); and

WHEREAS, the Fund has sought and received proposals in accord with N.J.S.A. 19:44A-20.4 et. seq.; and

WHEREAS, the Fund is recommending award to Zurich for excess property coverage in the amount of \$8,537,595.00; and

WHEREAS, the services qualify as an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service N.J.S.A. 40A:115(a)(ii) and N.J.A.C. 5:34-2.3(b); and

WHEREAS, the certification of an Extraordinary Unspecifiable Service as demanded by to N.J.A.C. 5:34-2.1 et. seq. must be complied with and attached to this resolution; and

WHEREAS, Zurich will submit a Business Entity Disclosure Certification and a Political Contribution Disclosure form which certifies that Zurich has not made any reportable contributions to a political or candidate committee to the Fund in the previous one year, and that the contract will prohibit Zurich from making any reportable contributions through the term of the contract, and

WHEREAS, the purchasing agent has concurred with the legality of the purchase in accord with the New Jersey Local Publics Contract Law (N.J.S..40A:11-1 et. Seq); and

WHEREAS, the Treasurer has certified that funds are available, subject to approval by the board of commissioners in the 2023 budget in the amount of \$8,537,595.00 from:

Line Item: Excess Property Premiums

NOW, THEREFORE, BE IT RESOLVED, that the Municipal Excess Liability Joint Insurance Fund authorizes the Executive Director to enter into a contract with Zurich for the 2023 budget year for excess property coverage in the amount of \$8,537,595.00. Any additional payments and/or credits will be the result of modifications in exposures and membership and will be based on rates included in Resolution #13-23.

Chair

Date

Secretary

Date

**RESOLUTION 19-23
OF THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND
AWARDING AN EXTRAORDINARY UNSPECIFIABLE SERVICES CONTRACT
WITH SAFETY NATIONAL WORKER'S COMPENSATION CORP.
(HEREINAFTER "SAFETY") FOR
EXCESS WORKER'S COMPENSATION INSURANCE**

WHEREAS, there is a need for excess worker's compensation insurance for the Municipal Excess Liability Joint Insurance Fund (FUND); and

WHEREAS, the Fund has sought and received proposals in accord with N.J.S.A. 19:44A-20.4 et. seq.; and

WHEREAS, the Fund is recommending award to Safety for excess worker's compensation insurance in the amount of \$3,767,552.00; and

WHEREAS, the services qualify as an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service N.J.S.A. 40A:11-5(a)(ii) and N.J.A.C. 5:34-2.3(b); and

WHEREAS, the certification of an Extraordinary Unspecifiable Service as demanded by to N.J.A.C. 5:34-2.1 et. seq. must be complied with and attached to this resolution; and

WHEREAS, Safety will submit a Business Entity Disclosure Certification and a Political Contribution Disclosure form which certifies that Safety has not made any reportable contributions to a political or candidate committee to the Fund in the previous one year, and that the contract will prohibit Safety from making any reportable contributions through the term of the contract, and

WHEREAS, the purchasing agent has concurred with the legality of the purchase in accord with the New Jersey Local Publics Contract Law (N.J.S..40A:11-1 et. Seq);and

WHEREAS, the Treasurer has certified that funds are available, subject to approval by the board of commissioners in the 2023 budget in the amount of \$3,767,552.00; from:

Line Item: Excess Workers' Compensation Premiums

NOW, THEREFORE, BE IT RESOLVED, that the Municipal Excess Liability Joint Insurance Fund authorizes the Executive Director to enter into a contract with Safety for the 2023 budget year for excess worker's compensation insurance in the amount of \$3,767,552.00. Any additional payments and/or credits will be the result of modifications in exposures and membership and will be based on rates included in Resolution #13-23.

Chair

Date

Secretary

Date

**RESOLUTUION 22-23
OF THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND AWARDING AN
EXTRAORDINARY UNSPECIFIABLE SERVICES CONTRACTS FOR OPTIONAL EXCESS
LIABILITY INSURANCE COVERAGE**

WHEREAS, there is a need for excess casualty reinsurance insurance for the Municipal Excess Liability Joint Insurance Fund (FUND); and

WHEREAS, the Fund has sought and received proposals in accord with N.J.S.A. 19:44A-20.4 et. seq.; and

WHEREAS, the Fund is recommending award to the following reinsurers for excess casualty reinsurance insurance

Insurer	Layer	Premium
Munich	\$15m x \$5m (Liability)	\$3,195,134.00
Chubb	\$10m x \$20m (Liability)	\$402,000.00
Munich	\$8m x \$2m (POL/EPL)	\$2,063,670.00

WHEREAS, the services qualify as an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service N.J.S.A. 40A:11-5(a)(ii) and N.J.A.C. 5:34-2.3(b); and

WHEREAS, the certification of an Extraordinary Unspecifiable Service as demanded by to N.J.A.C. 5:34-2.1 et. seq. must be complied with and attached to this resolution; and

WHEREAS, the insurers will submit a Business Entity Disclosure Certification and a Political Contribution Disclosure form which certifies that the insurers have not made any reportable contributions to a political or candidate committee to the Fund in the previous one year, and that the contract will prohibit Munich from making any reportable contributions through the term of the contract, and

WHEREAS, the purchasing agent has concurred with the legality of the purchase in accord with the New Jersey Local Publics Contract Law (N.J.S..40A:11-1 et. Seq); and

WHEREAS, the Treasurer has certified that funds are available, subject to approval by the board of commissioners in the 2023 budget in the amount of \$5,660,804.00 from:

Line Item: Excess Liability Premiums and Optional POLEPL Premiums

NOW, THEREFORE, BE IT RESOLVED, that the Municipal Excess Liability Joint Insurance Fund authorizes the Executive Director to enter into a contract with Munich for the 2023 budget year for excess casualty reinsurance insurance in the amount of not to exceed \$5,660,804.00. Any additional payments and/or credits will be the result of modifications in exposures and membership and will be based on rates included in Resolution #13-23.

Chair

Date

Secretary

Date