

ALSO PRESENT:

Michael Razze, Pitman Borough, TRICO JIF
Adam Brewer, Pequannock, Morris JIF
Dave Grubb, PERMA
Steve Sacco, PERMA
Brad Stokes, PERMA
Pauline Kontomanolis, PERMA
Robyn Walcoff, PERMA
Jennifer Conicella, PERMA
Jennifer Davis, PERMA
Zareena Majeed, PERMA
Nancy Ghani, PERMA
Jason Thorpe, PERMA
Tracy Lopez, PERMA
Brandon Tracy, PERMA
Crystal Chuck, PERMA
Sandra Cantwell, PERMA
Ed Cooney, Conner, Strong & Buckelew
Jonathon Tavares, Conner, Strong & Buckelew
Michael Avalone, Conner, Strong & Bucklew
Kamini Patel, AJ Gallagher
Charles Casagrande, Danskin Agency
John Casagrande, Danskin Agency
Alison Kelly, Danskin Agency
Kathy Kissane, Qual-Lynx
Ezio Altamura, GJEM-Otterstedt Agency
Matthew McArow Jr., GJEM-Otterstedt Agency
Don Sciolaro, PIA

APPROVAL OF MINUTES: October 20, 2021 Open Session

MOTION TO APPROVE OCTOBER 20, 2021 OPEN MINUTES:

Moved: Commissioner Wolk
Second: Commissioner Merchel
Vote: Unanimous

CORRESPONDENCE:

NONE

SERVICE RECOGNITION

Executive Director thanked Commissioner Joe Catenaro and Commissioner Richard Hirsch for their long term service to the RCF and said we have recognition awards for them. Mr. Grubb said the active involvement of the Commissioners is what has made this Fund work so well, and the two individuals we are honoring today are examples of that commitment and they have made substantial contributions to the organization and we give them our thanks. Chairman Clarke congratulated Commissioners Catenaro and Hirsch on their achievements and thanked them for the work and good example. Commissioner Catenaro said it was an honor to serve with the committed and talented people of this organization and said the Fund is in good hands.

Commissioner Hirsch thanked the committee for their kind words and said this is a very good group to work with.

MOTION TO ADJOURN FOR SINE DIE MEETING:

Moved: Commissioner Tomasko
 Second: Commissioner Wolk
 Vote: Unanimous

SINE DIE MEETING ADJOURNED AND EXECUTIVE DIRECTOR ASKED TO RUN MEETING

Executive Director said according to the Fund’s By-laws, an annual reorganization meeting is required and asked for a roll call of the 2023 board members.

John Clarke	MEL	Present
Megan Champney Kweselait	SubMuni	Present
Paul Tomasko	Bergen	Present
Tom Nolan	Monmouth	Present
Joseph Wolk	Camden	Present
Brian Bigler	NJUA	Present
Tom Merchel	PMM	Present
Meghan Jack	Burlco	Present
Brian McNeilly	Morris	Present
Sherry Sims	PHA	Present
Veronica Laureigh	Ocean	Present
William Northgrave	Central	Present
Gregory Franz	South Bergen	Present
Kellie Seib	Atlantic	Present
TBD	Sub Metro	Present
TBD	Trico	

Executive Director said a quorum has been confirmed and the proposed 2023 slates for the board and the claims committee are presented for consideration as follows:

ELECTION OF 2023 CHAIRMAN, SECRETARY, 5-MEMBER EXECUTIVE COMMITTEE AND 9 ALTERNATES.

Officers

Chair – John Clarke
 Secretary – Megan Champney Kweselait
Chair & Secretary serving 2nd year of a 2-year term

JIF

MEL
 Suburban Municipal

5 Member Executive Committee

- 1. Paul Tomasko Bergen
- 2. Tom Nolan Monmouth
- 3. Joseph Wolk Camden
- 4. Brian Bigler NJUA
- 5. Tom Merchel PMM

Alternates

- | | |
|-----------------------|----------------|
| 1. Meghan Jack | BURLCO |
| 2. Brian McNeilly | Morris |
| 3. Tom Merchel | PMM |
| 4. Sherry Sims | NJPHA |
| 5. Veronica Laureigh | Ocean |
| 6. William Northgrave | Central |
| 7. Gregory Franz | South Bergen |
| 8. Kellie Seib | Atlantic |
| 9. TBD | Suburban Metro |
| 10. TBD | Trico |

THE 2023 PROPOSED SLATE FOR CLAIMS COMMITTEE:

Chairperson – John Clarke

Secretary – Megan Champney Kweselait

Commissioners

Sherry Sims

Tom Merchel

Veronica Laureigh

Kellie Seib

Greg Franz

Hearing no other nominations...

MOTION TO CLOSE NOMINATIONS AND CONFIRM ELECTIONS AS PRESENTED:

Moved: Commissioner Merchel

Second: Commissioner Northgrave

Vote: Unanimous

ATTORNEY ADMINISTERED OATH OF OFFICE TO OFFICERS, EXECUTIVE COMMITTEE AND ALTERNATES.

2023 REORGANIZATION RESOLUTIONS

At the request of the chairman, Executive Director reviewed the 2023 Reorganization Resolutions.

RESOLUTION 1-23 APPOINTING FUND DEPOSITORY: The RCF Board awarded a professional service agreement in accordance with a fair and open process pursuant to N.J.S.A. 19:44A –20.4 et. seq. appointing Citizens Bank (formerly Investors Bank) as the Fund’s Banking Manager.

RESOLUTION 2-23 ESTABLISHING A FISCAL MANAGEMENT PLAN: Resolution designating Official Depositories and approving a Cash Management Plan; authorizing Signatories on Administrative Accounts; authorizing Signatories on Claim Accounts; establishing a rate of interest for delinquent assessments; establishing a wire transfer procedure; and certifying Approval Officer for all Fund expenses. Resolution 2-23 noted that in addition to the Chair, Secretary and Treasurer, Commissioner Greg Franz was designated as the additional RCF Commissioner signatory.

RESOLUTION 3-23 ESTABLISHING PUBLIC MEETING PROCEDURES: Resolution establishing 2023 Meeting Dates and official newspaper. The FUND shall hold public meetings during the year 2023 as follows: 9:00AM on March 24, 2023 at Princeton Marriott at Forrestal in Princeton, N.J., and at 10:30am on June 2, 2023, September 15, 2023 and October 18, 2023 at the Forsgate Country Club, Monroe Twp. NJ. The 2024 Reorganization will be scheduled for Thursday January 4, 2024 at 10:30AM in the Forsgate Country Club, Monroe Twp. NJ.

The RCF Claims Committee will meet on the same day as the Executive Committee at the above listed locations at 9:30AM before the Fund meeting with the exception of the March meeting. The RCF Claims Committee will also meet at 9:30AM on March 1, May 3, July 12 and December 6, 2023 via teleconference.

The following is hereby designated the official newspaper (s) of the Fund: The Star Ledger, Newark, New Jersey 08102 and the MEL web site, www.NJMEL.org

RESOLUTION 4-23 REMOTE MEETING PROCEDURES: The Board adopted a resolution establishing procedures for including public comment during a remote meeting.

RESOLUTION 5-23 ESTABLISHING FUND RECORDS PROGRAM: Commissioner Megan Champney Kweselait, Fund Secretary was designated as custodian of the Fund and the Account Manager from PERMA Risk Management Services was designated as Assistant Fund Secretary.

RESOLUTION 6-23 ESTABLISHING THE 2023 PLAN OF RISK MANAGEMENT: Resolution noting Member Fund Coverages, Fund Years, Limits, and Reserves. Fund year 2018 has been transferred to the RCF.

MOTION TO ADOPT RESOLUTIONS 1-23 THROUGH 6-23:

Moved: Commissioner Tomasko
 Second: Commissioner Merchel
 Roll Call Vote: 15 Ayes – 0 Nays
Resolutions Made Part of the Minutes.

Chairman Clarke welcomed Kellie Seib, Atlantic JIF, to the Board.

TREASURER:

RESOLUTION 7-23, CONFIRMATION OF PAYMENT – NOVEMBER 2022

2015	\$632.25
2016	\$42,356.07
2022	\$47,736.30
TOTAL	\$45,242.13

RESOLUTION 8-23, CONFIRMATION OF PAYMENT – DECEMBER 2022

2022	\$36,606.78
TOTAL	\$36,606.78

**RESOLUTION 9-23, CONFIRMING JANUARY 2023 VOUCHER PAYMENTS
(BILLS LIST):**

2022	\$67,025.79
2023	\$47,693.69
TOTAL	\$114,719.48

**MOTION TO CONFIRM BILLS LISTS RESOLUTION 7-23 NOVEMBER 2022,
RESOLUTION 8-23 DECEMBER 2022 AND TO ADOPT RESOLUTION 9-23
APPROVING THE JANUARY 2023 VOUCHER LIST, AS SUBMITTED:**

Moved: Commissioner Sims
Second: Commissioner Franz
Roll Call Vote: 15 Ayes – 0 Nays

Treasurer reported the JCMI has replaced the asset manager for the JCMI investment program and are now contracting with Eagle Investment, which is a subsidiary of Raymond James. The JCMI has purchased their first bond anticipation note at a 4% interest rate which will strengthen our net asset values.

EXECUTIVE DIRECTOR:

Executive Director said a memo is included in the agenda that outlines the updates to compensation for the professional agreements for 2023. This is the 3rd year of the approved 3-year contracts.

Executive Director said the MEL and RCF Board of Fund Commissioners Annual Retreat has been scheduled for March 24, 2023 at the Princeton Marriot in Forrestal in Princeton, N.J. The day will begin at 9:00AM with the RCF Board meeting, followed by the EJIF Board meeting, and the MEL retreat will start at 9:30am. Registration information and agenda will be distributed prior to the Retreat.

Executive Director said the Claims Review Committee met this morning and there is no need for Executive Session today.

ATTORNEY:

Fund Attorney said the strength of this Fund is shown in the incidents that did *not* occur in 2022. There were no arbitration claims in regard to our members and coverage type issues; no denials of excess coverage and no major miscalculations or decisions that hurt the Fund. The success of this organization can be attributed to the Commissioners and the Claims Adjustors and our reputation with the carriers and he thanked the Board for his reappointment.

OLD BUSINESS:

NONE

NEW BUSINESS:

NONE

PUBLIC COMMENT:

Executive Director said a PERMA representative is available at Forsgate Country Club for any members of the public that were intending to participate. Our representative confirmed there were no members of the public present.

MOTION TO ADJOURN:

Moved:	Commissioner Merchel
Second:	Commissioner Laureigh
Vote:	Unanimous

MEETING ADJOURNED: 10:47AM

Sandra Cantwell, Assisting Secretary
for
Megan Champney Kweselait, SECRETARY

RESOLUTION 1-23
of the
MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND

APPOINTING FUND OFFICIAL DEPOSITORY FOR THE 2023 FUND YEAR

WHEREAS, the Municipal Excess Liability Residual Claims 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 Fund, that 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 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 (formerly Investors Bank).

ADOPTED this 5th day of January 2023, before the Governing Body:

Chairman

Secretary

RESOLUTION NO: 2-23

MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS 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;

John Clarke, CHAIRMAN

Megan Champney Kweselait, SECRETARY

Charles Cuccia, TREASURER

Greg Franz, COMMISSIONER

- II.** All funds for Claims payments handled by the applicable Claims Administrator noted below 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. The Chairman and Secretary or designated Commissioner shall also be a signatory.

Charles Cuccia	Fund Treasurer
Fred Semrau	Dorsey & Semrau
Tammy Probst-Smith	Dorsey & Semrau
Dave S. Ruber	Qual-Lynx
Alice H. Lihou	Qual-Lynx
Russell Huntington	JIF Claims L.L.C.
Dawn Mulligan	JIF Claims L.L.C.
Kathleen McGuire	Bergen Risk Managers
Jason Cosimano	Bergen Risk Managers
Jennifer Dittermer	Bergen Risk Managers
John Markel	Bergen Risk Managers
Christopher Botta, Esquire	CB Claims, LLC
Laura Sable	CB Claims, LLC
Susan C. Hammer	Lenape Claims Management
Patricia Muldoon	Lenape Claims Management

Juan Lopez
Michael Sullivan

AmeriHealth Casualty Services
AmeriHealth Casualty Services

- III. 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.
- IV. The Cash and Investment Policy attached herewith, shall be adopted.
- V. 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.
- VI. 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 5th day of January 2023 before the Governing Body:

Chairman

Secretary

**MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND
2023 CASH MANAGEMENT AND INVESTMENT POLICY**

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

The Municipal Excess Liability Residual Claims 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)

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 FUND. 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: 3-23

**MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS 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 Governing Body of the FUND that:

- I.** The FUND shall hold public meetings at the Forsgate Country Club, Monroe N.J. during the year 2023 with exception of the March meeting (noted below) as follows:
Friday, March 24, 2023, at 9:00AM at Princeton Forrestal Marriott, (meeting and MEL Retreat)
Friday, June 2, 2023, at 10:30AM (formerly June 7, 2023)
Friday, September 15, 2023, at 10:30AM (formerly September 6, 2023)
Wednesday, October 18, 2023, at 10:30AM

The 2024 Reorganization will be scheduled for Thursday, January 4, 2024 at 10:30AM.

- II.** The RCF Claims Committee will meet on the same day as the Board of Fund Commissioners / Executive Committee at the above listed locations at 9:30AM before the Fund meeting with the exception of the March meeting. The RCF Claims Committee will also meet at 9:30AM on March 1, May 3, July 12 and December 6, 2023 via Zoom teleconference.

- III.** The following is hereby designated the official newspaper (s) of the Fund:
The Star Ledger, Newark, New Jersey 07102. 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 5th day of January 2023 before the Governing Body:

Chairman

Secretary

RESOLUTION NO. 4-23

**MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND
(hereafter the “FUND”)**

**RESOLUTION 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 Residual Claims 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 RCF 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 jhrubash@permainc.com or scantwell@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 effect immediately.

MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND

January 5, 2023

Chairperson

Secretary

RESOLUTION NO. 5-23

**MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS
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 FUND's Governing Body that:

- I.** Megan Champney Kweselait, **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, 24 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 5th day of January 2023 before the Governing Body

Chairman

Secretary

RESOLUTION NO. 6-23

MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND

(hereinafter the "Fund" or the "RCF")

2023 PLAN OF RISK MANAGEMENT

Plan of Risk Management

Definitions

Commissioners mean: The Board of Fund Commissioners or the Executive Committee thereof as appropriate.

Member means: A Joint Insurance Fund that is a member of the RCF.

Perils of Liability to be Insured Against:

The RCF provides residual coverage for any claim which otherwise would be payable by a member for the following coverages and member fund years.

Member Fund Coverages:

- General Liability (including Police Professional Liability)
- Employee Benefits Liability
- Public Officials Liability
- Automobile Liability
- Workers' Compensation
- Property

Member Fund Years:

MEL -	1987 through 2018
B-MEL	1987 through 1990
Atlantic -	1987 through 2018
Bergen -	1985 through 2018
Burlco -	1991 through 2018
Camden -	1987 through 2018
Monmouth -	1988 through 2018
Morris -	1987 through 2018
NJUA -	1991 through 2018
Ocean -	1987 through 2018
PMM -	1987 through 2018
South Bergen -	1986 through 2018
Suburban Metro -	1992 through 2018
Trico -	1991 through 2018
Suburban Municipal	1994 through 2018
NJPHA JIF	1994 through 2018
Central Jersey JIF (Edison & Woodbridge)	Run-in claims incurred through 7/1/98
Brick Township	Run-in claims incurred through 1/1/99

The terms and conditions of these coverages insured by the RCF shall be the terms and conditions of these coverages provided by the member joint insurance funds in accordance with the coverage documents and plans of risk management of the member joint insurance funds.

Limits of Coverage:

- 1.) The RCF's limits shall be equal to the per occurrence self-insured retention of the member joint insurance funds. The amount of any claim in excess of the member joint insurance fund's self-insured retention shall be the responsibility of the applicable excess insurer or reinsurer, the member joint insurance fund, or the member local unit as the case may be in accordance with the member joint insurance fund's coverage documents and plan of risk management.
- 2.) The RCF shall self-insure this limit except for run-in claims assumed from the Central Jersey JIF for Edison and Woodbridge and Ocean JIF for Brick Township.

Fund Retention:

The RCF shall retain the entire risk except for run-in.

Reserves 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 RCF would expect the claims servicing company to set reserves at 85% accuracy. The RCF also establishes reserves recommended by the Fund's actuary for claims that have been incurred but not yet reported so that the RCF has adequate reserves to pay all claims and allocated loss adjusted expense liability.
- 2.) Claim reserves are subject to regular review by the Fund's Executive Director/Administrator, Attorney, Commissioners 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 member Funds. The Fund's actuary will conduct a complete actuarial reevaluation before establishing the budget, and assessments for the transfer of any member fund year to the RCF.
- 3.) The RCF may also establish an aggregate excess loss contingency fund consistent with NJAS 11:15-2.23 (f) 2.

Assessment Methodology:

- 1.) By November of each year, the RCF shall prepare the budget for the upcoming fiscal year. The budget shall identify the proposed items and amounts of expenditure for its operations, the anticipated amounts and sources of assessments and other income to be received during the fiscal year, and the status of the self-insurance or loss retention accounts.
- 2.) Non-claim expenses shall be allocated among fund years.
- 3.) In the event the budget for the upcoming fiscal year includes provision for the transfer residual risk by member joint insurance funds for member fund years not yet transferred:
 - a.) participation by a member joint insurance fund in such transfer shall be optional; and
 - b.) the budget for such transfer shall include provision to pay non-claim expenses associated with the transfer.

- 4.) The budget shall be reviewed by an actuary who shall comment on its adequacy and shall recommend changes, as appropriate, prior to Budget adoption or amendment.
- 5.) Not later than December 31st of each year, the Commissioners shall adopt, by majority vote, the budget for the Fund's operation for the coming fiscal year.
- 6.) A copy of the Fund's proposed budget, as changed to reflect the actuary report, shall be sent to each participating joint insurance fund at least two (2) weeks prior to the time scheduled for its adoption. No budget or amendment shall be adopted until a hearing has been held giving all participating member joint insurance funds the opportunity to present comments or objections.
- 7.) Any time during the year, the RCF may investigate the feasibility of assuming the residual risk of additional member fund years. Participation in such transfers shall be optional on the part of each member joint insurance fund, and shall require the-RCF to amend its budget and secure an amended indemnity and trust agreement from each member joint insurance fund which wishes to transfer the residual risk for additional member fund years.
- 8.) An adopted budget may be amended by majority vote of Commissioners after giving the participating joint insurance funds two (2) weeks advance written notice, and conducting a hearing on the proposed amendment.
- 9.) A copy of the adopted budget and any amendment shall be filed within thirty (30) days of its adoption with the governing body of each participating joint insurance fund, the Commissioner of Banking and Insurance, and the Commissioner of the Department of Community Affairs.
- 10.) That portion of the non-claim budget which relates to residual risk already transferred to the Fund shall be charged to the member funds based on their share of each such fund year.
- 11.) That portion of the budget related to the transferring residual risk not yet transferred shall be charged to the members pro rata, based on the actuarial evaluation of the ultimate cost, including IBNR of the claims to be transferred.
- 12.) Any other budget item shall be charged to the members, based on the value of the service provided.
- 13.) The total amount of each member's annual assessment shall be certified by majority vote of the Commissioners to the governing body of each participating member at least one (1) month prior to the beginning of the next fiscal year.
- 14.) The annual assessment shall be paid to the RCF in installments, to be determined by the Commissioners which shall conform with N.J.A.C. 11:15-2.15(a).
- 15.) In the event the final budget passed by December necessitates changes in the annual assessment, the second installment shall be adjusted to reflect this difference.
- 16.) The Treasurer shall deposit each member's assessment into the appropriate accounts, including the administrative account and the claim or loss retention trust fund account by fund year in which the member participates.
- 17.) The Commissioners shall, by majority vote, levy additional assessments wherever needed, or so ordered by the Commissioner of Banking and Insurance to supplement the Fund's claim, loss retention or administrative accounts to assure the payment of the Fund's obligations.

- a.) All supplemental assessments shall be charged to the participating joint insurance fund by applicable fund year, and shall be apportioned by that year's premium.
- b.) All joint insurance funds shall be given ninety (90) days advance written notice of the Fund's intention to charge an additional assessment, and the Fund shall conduct a hearing before adopting the supplemental assessment.
- c.) After the end of the year before the Fund has finalized its year end accounting, the Fund's Commissioners shall levy an additional supplementary assessment so that the Fund's statutory surplus for all fund years combined is no less than 12.5 percent of unpaid claims including IBNR.

18.) The RCF shall submit to the Commissioner of Banking and Insurance and the Commissioner of Community Affairs a report of the causes of the Fund's insufficiency, the assessments necessary to replenish it, and the steps taken to prevent a reoccurrence of such circumstances.

Procedures Governing Loss Adjustment and Legal Fees:

- 1.) Each member shall maintain in full force and effect a contract with a qualified adjusting service company to adjust the member's residual claims. The claims adjuster service so engaged shall be designated as a claims adjusting service company of the RCF.
- 2.) All claims shall be reported to the claims adjusting service in accordance with the procedures established by the member joint insurance fund.
- 3.) Each member joint insurance fund shall engage a qualified Fund attorney to coordinate the legal defense of the member's residual claims. The individual or firm so engaged shall be designated as a deputy fund attorney of the Fund.
- 4.) The Fund accepts the Defense panel of each member joint insurance fund.

Coverage to be Purchased from a Commercial Insurer, if any:

None.

Reinsurance to be Purchased, if any, and the Amount of Premium therefore:

None.

Procedures for the Closure of Fund Years:

- 1.) Since it is the purpose of the RCF to serve as the mechanism to permit member Funds to close Fund years, the Residual Claims Fund will only close Fund years upon a determination that the residual risk has been extinguished to a higher level of certitude. Specifically, the RCF will only close a Fund year if:
 - a.) a portfolio transfer of residual risk has been effected; or
 - b.) upon the later of the tolling of the statute of limitations for all potential claims incurred during the Fund Year or the closure of all potential claims incurred or 21 years since the end of the latest member Fund year included in the Residual Fund year.
- 2.) A Fund year may only be closed by resolution adopted after a public hearing.

- a.) All members must be given at least one (1) month notice prior to the public hearing.
 - b.) The resolution shall provide for the maintenance of all records in accordance with the requirements of the Commissioner of Banking and Insurance, Commissioner of the Department of Community Affairs, and all other regulations and statutes then in effect.
 - c.) The resolution shall provide for written notice to the Department of Banking and Insurance and the Department of Community Affairs at least two (2) months before the resolution becomes effective.
- 3.)
 - a.) Each year, the Commissioners will determine if a dividend is appropriate and will make application to the Department of Banking and Insurance as appropriate. Further, in the event an open Fund year incurs a deficit, the Commissioners 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.) The dividend of any member that is no longer a member of the Fund shall be held in escrow until the tolling of the statute of limitations for all potential claims incurred during the membership period. A former member may apply to the Commissioners 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 Commissioners will decide on the former member's request after evaluating the likelihood of any additional assessments in consultation with the Fund Actuary.
 - 4.) The Fund will retain all records in accordance with the Fund's record retention program.

Assumptions and Methodology used for the calculation of appropriate reserves requirements to be established and administered in accordance with sound actuarial principles.

- 1.) The general approach in estimating the loss reserves of the RCF is to project ultimate losses for each member 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 that loss reserve liability or funding requirement.
- 2.) The following is an overview of the two actuarial methods used to project the ultimate losses.
 - a.) 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 are paid, and may underestimate ultimate losses if provisions are not included for very large open claims.
 - b.) 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.

The maximum amount a certifying and approving officer may approve pursuant to N.J.A.C. 11:15-2.22.

1.) \$10,000. Any claim in excess of \$10,000 must be reviewed by the Executive Director/Administrator and approved by the Commissioners, Executive Committee of the member joint insurance fund or designated township of official for the townships of Edison, Woodbridge and Brick. In advance of each meeting of the RCF, the Executive Director/Administrator shall prepare a report of the claims approved by the member joint insurance fund.

2.) In addition to the approval required under the 1.) above, any claim other than Public Officials and Employment Practices Liability in excess of \$50,000 must also be reviewed by the RCF's Executive Director/Administrator, and approved by the RCF Commissioners or any claim in excess of \$100,000 for the townships of Edison, Woodbridge and Brick. The RCF Commissioners have established a claims subcommittee comprised of at least three of its members to exercise this power. This subcommittee may meet telephonically when required.

3. Public Officials and Employment Practices Liability: Any claim in excess of \$10,000 must be approved by the Fund Attorney and Executive Director/Administrator. All such approvals shall be reported to the claims sub-committee at their next meeting.

4. With the advance approval of the Fund Attorney or the Executive Director/Administrator, 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.

ADOPTED: *this 5th day of January, 2023 by the Governing Body:*

Chairman

Secretary

MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND BILLS LIST

Resolution No. 7-23

November 2023

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:
BE IT RESOLVED that the Municipal Excess Liability Residual Claim 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 2015

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001758			
001758	GLOUCESTER, SALEM, CUMBERLAND COUNTIES MUNICIPAL	2015 RCF PREMIUM OVERPAYMENT REFUND	632.25
			632.25
		Total Payments FY 2015	632.25

FUND YEAR 2016

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001759			
001759	GLOUCESTER, SALEM, CUMBERLAND COUNTIES MUNICIPAL	2016 RCF PREMIUM OVERPAYMENT REFUND	42,356.07
			42,356.07
		Total Payments FY 2016	42,356.07

FUND YEAR 2022

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001760			
001760	PERMA RISK MANAGEMENT SERVICES	POSTAGE 9/22	1.71
001760	PERMA RISK MANAGEMENT SERVICES	ADMINISTRATOR FEE 11/22	17,739.85
			17,741.56
001761			
001761	THE ACTUARIAL ADVANTAGE	FUND ACTUARY FEE 11/22	3,658.24
			3,658.24
001762			
001762	CHARLES CUCCIA	FUND TREASURER FEE 11/22	3,468.86
			3,468.86
001763			
001763	JOSEPH CATENARO	RCF FUND COMMISSIONER ATTENDANCE 2022	600.00
			600.00
001764			

001764	GREGORY FRANZ	RCF FUND COMMISSIONER ATTENDANCE 2022	750.00
			750.00
001765	JOHN CLARKE	RCF FUND COMMISSIONER ATTENDANCE 2022	600.00
			600.00
001766	ROBERT LAW	RCF FUND COMMISSIONER ATTENDANCE 2022	600.00
			600.00
001767	PAUL H. TOMASKO	RCF FUND COMMISSIONER ATTENDANCE 2022	750.00
			750.00
001768	JOSEPH E. WOLK	RCF FUND COMMISSIONER ATTENDANCE 2022	750.00
			750.00
001769	BRIAN MCNEILLY	RCF FUND COMMISSIONER ATTENDANCE 2022	750.00
			750.00
001770	MEGAN JACK	RCF FUND COMMISSIONER ATTENDANCE 2022	600.00
			600.00
001771	MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND	REIMBURSE MEL FOR 10.19.22 MEETING COSTS	775.37
001771	MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND	REIMBURSE MEL FOR 9.7.22 MEETING COSTS	969.76
			1,745.13
001772	CB CLAIMS, LLC	PROFESSIONAL SERVICES 11/22	5,341.01
			5,341.01
001773	RICHARD B. HIRSCH, JR.	RCF FUND COMMISSIONER ATTENDANCE 2022	750.00
			750.00
001774	BRIAN BIGLER	RCF FUND COMMISSIONER ATTENDANCE 2022	600.00
			600.00
001775	THOMAS NOLAN	RCF FUND COMMISSIONER ATTENDANCE 2022	750.00
			750.00
001776	THOMAS J. MERCHEL	RCF FUND COMMISSIONER ATTENDANCE 2022	750.00
			750.00
001777	ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC.	DEPUTY ADMIN/EXEC DIRECTOR FEES 11/22	5,996.83
			5,996.83

001778				
001778	EDISON TOWNSHIP	RCF 2022 MEETINGS		450.00
				450.00
001779				
001779	VERONICA LAUREIGH	RCF 2022 MEETINGS		450.00
				450.00
001780				
001780	MEGAN L. CHAMPNEY KWESELAIT	RCF FUND COMMISSIONER ATTENDANCE 2022		600.00
				600.00
001781				
001781	ACCESS	ACCT #809 - ARC. AND STOR. - 9.30.22		34.67
				34.67
		Total Payments FY 2022		47,736.30
		TOTAL PAYMENTS ALL FUND YEARS		90,724.62

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 RESIDUAL CLAIMS FUND BILLS LIST

Resolution No. 8-23

December 2022

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:
BE IT RESOLVED that the Municipal Excess Liability Residual Claim 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

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001782			
001782	PERMA RISK MANAGEMENT SERVICES	POSTAGE 10/22	16.19
001782	PERMA RISK MANAGEMENT SERVICES	ADMIN FEES 12/22	17,739.85
			17,756.04
001783			
001783	THE ACTUARIAL ADVANTAGE	ACTUARY 12/22	3,658.30
			3,658.30
001784			
001784	CHARLES CUCCIA	TREASURER 12/22	3,468.86
			3,468.86
001785			
001785	NJ ADVANCE MEDIA	AD 11.03.22	52.03
			52.03
001786			
001786	CB CLAIMS, LLC	TPA 12/22	5,341.01
			5,341.01
001787			
001787	ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC.	DEPUTY ADMIN 12/22	5,996.83
			5,996.83
001788			
001788	SHERRY SIMS	2 MEETINGS ATTENDED 2022	300.00
			300.00
001789			
001789	ACCESS	ACCT 809 ARC SERVICE & STORAGE 10.31.22	33.71
			33.71
		Total Payments FY 2022	36,606.78
		TOTAL PAYMENTS ALL FUND YEARS	36,606.78

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 RESIDUAL CLAIMS FUND BILLS LIST

Resolution No. 9-23

January 2023

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:
BE IT RESOLVED that the Municipal Excess Liability Residual Claim 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>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001790			
001790	MUNICIPAL REINSURANCE HEALTH INSURANCE FUND	BANK LOCK BOX ERROR SNJ ASSES 2022	66,963.75
			66,963.75
001791			
001791	PERMA RISK MANAGEMENT SERVICES	POSTAGE 11/22	27.37
			27.37
001792			
001792	ACCESS	ACCT 809 ARC SERVICE & STORAGE 11.30.22	34.67
			34.67
		Total Payments FY 2022	67,025.79

FUND YEAR 2023

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001793			
001793	PERMA RISK MANAGEMENT SERVICES	ADMINISTRATOR 2023	18,094.65
			18,094.65
001794			
001794	THE ACTUARIAL ADVANTAGE	FUND ACTUARY 01/23	3,731.41
			3,731.41
001795			
001795	DORSEY & SEMRAU	ATTORNEY 1ST QTR 2023	10,764.79
			10,764.79
001796			
001796	CHARLES CUCCIA	TREASURER 01/23	3,538.24
			3,538.24
001797			
001797	CB CLAIMS, LLC	PROFESSIONAL SERVICE 01/23	5,447.83
			5,447.83
001798			
001798	ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC.	DEPUTY ADMIN 01/23	6,116.77
			6,116.77
		Total Payments FY 2023	47,693.69

TOTAL PAYMENTS ALL FUND YEARS 114,719.48

Chairperson: _____

Attest: _____

Dated: _____

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

Treasurer _____