

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
 OPEN SESSION MINUTES  
 MEETING – APRIL 29, 2019  
 INDIAN SPRINGS COUNTRY CLUB  
 115 ELMWOOD ROAD, MARLTON, NJ 08053  
 1:00 PM**

Meeting of 2019 Fund Commissioners called to order. Open Public Meetings notice read into record.

**ROLL CALL OF 2019 FUND COMMISSIONERS:**

Thomas Merchel, Chairman	Township of Moorestown	Present
Richard Brevogel, Secretary	Township of Willingboro	Absent
George Haeuber	Township of Maple Shade	Present
Michael Barth	Township of Evesham	Present

**SPECIAL FUND COMMISSIONERS:**

Thomas Shanahan	Township of Evesham	Absent
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**APPOINTED OFFICIALS PRESENT:**

Executive Director/Administrator	PERMA Risk Management Services <b>Bradford C. Stokes</b> <b>Karen A. Read</b> <b>Rachel Chwastek</b>
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Treasurer	<b>Tom Tontarski</b>
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Attorney	Kearns, Reale & Kearns, Esquires <b>William Kearns, Esquire</b>
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Auditor	Bowman & Company
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Claims Service	Qual Lynx <b>Kathy Kissane</b> <b>Karen Berenato</b> <b>Lillian Hulse</b> <b>Andrea Hann</b>
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Safety Director	J.A. Montgomery Risk Control <b>Glenn Prince</b>
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Managed Care Organization	QualCare <b>Karen Beatty</b>
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Underwriting Manager	Conner Strong & Buckelew
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**ALSO PRESENT:**

Maureen Mitchell, Evesham Fire District  
 Nancy Ghani, PERMA  
 Brandon Tracy, PERMA  
 Michael Avalone, Conner Strong & Buckelew  
 Larry Graham, Fairview Insurance

Joe Razzano, Fairview Insurance  
Scott Freedman, Evesham Fire District #1  
Mike Grossmin, Evesham Public Works  
Karen McGuinness, Brown & Connery, LLP  
Eleanor M. Hoechst, Brown & Connery, LLP  
Dean Wittman, Zeller & Wzeleczko, LLP

**APPROVAL OF MINUTES: FEBRUARY 25, 2019 - Open & Closed Minutes**

**MOTION TO APPROVE OPEN & CLOSED MINUTES OF FEBRUARY 25, 2019:**

Tabled.

**CORRESPONDENCE:** None.

**EXECUTIVE DIRECTOR:**

**2019 PRIMA Conference** – In the past, the JIF has authorized the attendance of Board Members at the annual risk management conference for the purpose of attending seminars. The next PRIMA convention will take place in Orlando from June 9-12. Please notify the Fund office if you are interested in attending.

**2019 MEL & MR HIF Educational Seminar:** The 9<sup>th</sup> annual seminar is scheduled for Friday, May 3, 2019, beginning at 9:00 AM at the National Conference Center in East Windsor, NJ. The seminar qualifies for an extensive list of Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees and insurance producers associated with MEL and Municipal Reinsurance Health Insurance Fund (MR HIF) members as well as personnel who work for service companies that are engaged by these entities. Included in the agenda was the enrollment form.

**2019 RC/EJIF/MEL March 29<sup>th</sup> Meeting & Retreat:** The RCF, EJIF and MEL held their March meetings in conjunction with the MEL Annual Retreat on Friday, March 29<sup>th</sup>. The purpose of the retreat was to provide the sub-committees of the MEL an expanded opportunity to report directly to the Boards of the MEL, RCF and EJIF. Enclosed in Appendix II was a copy of Chairman Merchel's report on the meetings.

**Elected Officials Training Course:** Every year, the MEL holds training seminars for elected officials and reduces a member's assessment by \$250 for each municipal elected officials completing the course by May 1<sup>st</sup>. This year's elected officials training program will focus on "Employment Practices Liability". This course will be available on-line soon, instructions were included in the agenda.

If any member would like to host a session, please contact the Fund Office and Mr. Kearns.

**League Magazine:** Included in the agenda were copies of the latest in the series of "Power of Collaboration" ads, scheduled to appear in the March and April issues of the League magazine. The March ad highlights the savings of the New Jersey Sustainable Energy Joint Meeting (NJSEM) and the April ad focuses on the MEL Safety Institute classroom and online trainings.

**MEL Helpline:** The MEL Safety Institute has established the new MEL Employment Practices Helpline (EPL); a dedicated resource to guide members on employment related issues. Enclosed in the agenda was a copy of that announcement. We will be contacting members to identify 2 representatives per town that will have access to the Helpline.

**Financial Disclosures:** The Division of Local Government Services distributed a notice that online filings could begin on April 2<sup>nd</sup> for JIF Commissioners, as well as, any other municipal related positions that require filing. Emails were sent to Fund Commissioners and Professionals; please note the deadline to file is April 30<sup>th</sup> and the Local Finance Board has issued violations in the past for not filing.

**May Meeting Date** – This is a reminder that next month’s meeting will be held on Tuesday, May 28<sup>th</sup> due to the Memorial Day Holiday.

**Due Diligence Reports:** Monthly report submitted to Fund Commissioners including Monthly Fast-track Accident Frequency, Fast-Track Financial report, Claim Activity Report, Interest Rate Summary Comparison, Monthly Loss Ratio by fund year and line of coverage and the Monthly and Annual Regulatory Checklist. The January and February Financial Fast Tracks were included in the agenda. The surplus as of February 28, 2019 was \$3.1 million. The funds Loss Ratio Analysis is on target with the actuary’s projection of 3.2 and the actual at 4.3. The fund’s Loss Time Accident Frequency is 0.63, and the EPL Compliance is at 100%.

**New Check Signer Needed:** The Executive Director advised with the departure of Mr. Andl, a new check singer for the PMM JIF account is necessary. Commissioner Barth has agreed to take on that roll, and as such we would request approval to amend the cash management plan adding Mr. Barth as a signer.

**MOTION TO AMEND CASH MANAGEMENT ADDING MR. MICHAEL BARTH AS A SIGNER:**

Motion: Commissioner Haeuber  
Second: Commissioner Merchel  
Vote: 3 Ayes – 0 Nays

The Executive Director asked if there were any questions and then concluded his report.

Executive Director's Report Made Part of Minutes.

**ATTORNEY:** Mr. Kearns advised he had report for open session.

**TREASURER:** Mr. Tontarski reviewed the treasurer’s report with the Fund.

**Payment of March 2019 Vouchers Resolution 19-9**

Fund Year 2018	5,000.00
Fund Year 2019	61,103.21
<b>Total</b>	<b>66,103.21</b>

**MOTION TO APPROVE RESOLUTION 19-9 VOUCHER LIST FOR THE MONTH OF MARCH AS SUBMITTED**

Motion: Commissioner Barth  
Second: Commissioner Haeuber  
Vote: 3 Ayes – 0 Nays

**Payment of April 2019 Vouchers Resolution 19-10**

Fund Year 2018	214,663.21
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Fund Year 2019	428,847.34
<b>Total</b>	<b>643,510.55</b>

**MOTION TO APPROVE RESOLUTION 19-10 VOUCHER LIST FOR THE MONTH OF APRIL AS SUBMITTED**

Motion: Commissioner Barth  
 Second: Commissioner Haeuber  
 Vote: 3 Ayes – 0 Nays

**Confirmation of Claims Payments/Certification of Claims Transfers for the Month of March 2019:**

<b>2019</b>	24,178.30
<b>2018</b>	51,694.62
<b>2017</b>	39,062.12
<b>2016</b>	28,152.14
<b>2015</b>	0.00
<b>Closed</b>	0.00
<b>TOTAL</b>	<b>143,087.18</b>

Treasurer's Report Made Part of Minutes.

**SAFETY DIRECTOR:**

**REPORT:** Safety Director advised included in the agenda is all the risk control activities through the months of February and March, as well as a list of MSI Training and Fast Track training information. Mr. Prince thanked everyone for their participation in the Safety Program and advised everyone to see Karen to sign your voucher so we can process the checks for the participation award of \$2,500.00. Mr. Prince asked if there were any questions and then concluded his report.

Monthly Activity Report/Agenda Made Part of Minutes.

**UNDERWRITING MANAGER:**

**REPORT:** The Executive Director advised the certificate report was in the agenda for the period 1/22/2019 to 2/22/2019 and 5 certificates were issued.

**MANAGED CARE:**

**REPORT:** Karen Beatty advised March's reports were included in the agenda. Ms. Beatty reported there were 84 bills during the month of March totaling \$272,602.41, of that amount \$41,201.56 was paid for a savings of \$231,400.85 which is an 84.9% savings. Ms. Beatty then asked if there were any questions and concluded her report.

Monthly Activity Report Part of Minutes.

**CLAIMS ADMINISTRATOR:**

**REPORT:** The Claims Manager introduced three liability adjusters, Karen Berenato, Lillian Hulse, Andrea Hann and advised her report was for closed session.

Report Part of Minutes.

**OLD BUSINESS:** NONE

**NEW BUSINESS:** The Fund welcomed George Haeuber as the interim township manager for Maple Shade and Fund Commissioner.

**PUBLIC COMMENT:** NONE

**RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES:  
PERSONNEL - SAFETY & PROPERTY OF PUBLIC LITIGATION**

Motion: Commissioner Barth  
Second: Commissioner Haeuber  
Vote: Unanimous

**MOTION TO RETURN TO OPEN SESSION AND APPROVE CLAIM PAYMENTS  
AS DISCUSSED IN EXECUTIVE SESSION:**

Motion: Commissioner Haeuber  
Second: Commissioner Barth  
Vote: Unanimous

**MOTION TO ADJOURN MEETING:**

Motion: Commissioner Haeuber  
Second: Commissioner Barth  
Vote: Unanimous

**MEETING ADJOURNED: 11:30am**

**NEXT REGULAR MEETING: May 28, 2019  
Moorestown Town Hall 1:00PM**

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Rachel Chwastek, Assisting Secretary for  
**RICHARD BREVOGEL, SECRETARY**