

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
OPEN SESSION MINUTES  
MEETING – MAY 28, 2019  
111 WEST 2<sup>ND</sup> STREET  
MOORESTOWN TOWNSHIP  
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	Present
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>
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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>
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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  
Brandon Tracy, PERMA  
Katie Walters, Conner Strong & Buckelew  
Joe Razzano, Fairview Insurance

**APPROVAL OF MINUTES:** APRIL 29, 2019 - Open & Closed Minutes

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

**Tabled.**

**MOTION TO APPROVE OPEN & CLOSED MINUTES OF APRIL 29, 2019:**

Motion: Commissioner Barth  
Second: Commissioner Haeuber  
Vote: 3 Ayes – 0 Nays – 1 Abstention (Brevogel)

**CORRESPONDENCE:** None.

**EXECUTIVE DIRECTOR:**

**MEL Membership Renewal:** The Fund is scheduled to renew their MEL membership effective July 1, 2019. Enclosed in the agenda was Resolution 19-11 renewing the Fund's membership in the Municipal Excess Liability Joint Insurance Fund for the period of July 1, 2019 through June 30, 2022.

**MOTION TO ADOPT RESOLUTION 19-11 AND EXECUTE THE AGREEMENT  
RENEWING THE FUND'S MEMBERSHIP IN THE MUNICIPAL EXCESS  
LIABILITY JOINT INSURANCE FUND FOR THE PERIOD OF JULY 1, 2019  
THROUGH JUNE 30, 2022.**

Motion: Commissioner Brevogel  
Second: Commissioner Barth  
Vote: 4 Ayes – 0 Nays

**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 is on-line, instructions were included in the agenda.

An in-person session is scheduled for May 30<sup>th</sup> at 6 PM at the Evesham Municipal Building.

**Legislation:** The MEL, NJ League of Municipalities and NJAC have been monitoring Senate bill no. S-477 for some time, it was recently signed. The bill extends the statute of limitations in civil actions for sexual abuse claims. Recently the bill was fast tracked and could be approved as early as May 2019. In late April, the draft bill was amended whereas eliminating public entity immunities under Title 59. The implications of this bill if not amended to add back Title 59 immunities for public entities, public officials, elected officials and all levels of government employees are significant.

There are some draft amendments in the works to put some of the Title 59 immunities back into the bill, we will keep the fund up to date. The MEL is working on a comprehensive loss control program to address this.

**Auditor and Actuary Year-End Reports:** The financial audit for the period ending December 31, 2018 will be ready for review and approval at the June meeting and will be filed with the Departments of Insurance and Community Affairs by the June 30<sup>th</sup> deadline.

**MEL Cyber Resources** – Free member cybersecurity resources are available. The Cyber Task Force has issued the update, included in the agenda, on services that are open to any member.

**2019 Safety Expo:** The MEL continues to work with the New Jersey Utility Authorities Joint

Insurance Fund to conduct its Annual Safety Expo which includes MEL member town's water & sewer employees. The Safety Expo will be held on June 28<sup>th</sup> at the Middlesex Fire Academy and September 27<sup>th</sup> at the Camden County Emergency Services Training Center. Registration is through the MEL Safety Institute. Registrations will be mailed to members shortly.

**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 March Financial Fast Track was included in the agenda. The surplus as of March 31, 2019 was \$3 million. The funds Loss Ratio Analysis is on target with the actuary's projection of 5.6 and the actual at 7.5, pretty much right on target. The fund's Loss Time Accident Frequency is 1.67, and the EPL Compliance is at 100%.

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 noted he has seen a lot of claims coming in for potholes. He reminded the fund commissioners to document their processes and record when they are alerted.

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

**Payment of May 2019 Vouchers Resolution 19-12**

Fund Year 2018	10,000.00
Fund Year 2019	41,139.18
<b>Total</b>	<b>51,139.18</b>

**MOTION TO APPROVE RESOLUTION 19-12 VOUCHER LIST FOR THE MONTH OF MARCH AS SUBMITTED**

Motion: Commissioner Brevogel  
 Second: Commissioner Barth  
 Vote: 4 Ayes – 0 Nays

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

<b>2019</b>	12,771.67
<b>2018</b>	101,564.51
<b>2017</b>	46,561.67
<b>2016</b>	50,299.97
<b>2015</b>	0.00
<b>Closed</b>	0.00
<b>TOTAL</b>	<b>211,197.82</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 month of April, as well as a list of MSI Training and Fast Track training information. Mr. Prince noted they've begun to do their annual playground inspections, On May 1<sup>st</sup> he was in Moorestown, noted some minor issues that were corrected before he could even write a report, so very responsive on the part of the DPW. 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 3/22/2019 to 4/22/2019 and 5 certificates were issued.

**MANAGED CARE:**

**REPORT:** Karen Beatty advised April's reports were included in the agenda. Ms. Beatty reported there were 119 bills during the month of April totaling \$239,298.49, of that amount \$79,079.33 was paid for a savings of \$160,219.16 which is a 67.0% 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 advised the report was for closed session.

Report Part of Minutes.

**OLD BUSINESS:** NONE

**NEW BUSINESS:** NONE

**PUBLIC COMMENT:** NONE

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

Motion: Commissioner Haeuber  
Second: Commissioner Brevogel  
Vote: Unanimous

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

Motion: Commissioner Brevogel  
Second: Commissioner Haeuber  
Vote: Unanimous

**MOTION TO ADJOURN MEETING:**

Motion: Commissioner Brevogel  
Second: Commissioner Haeuber  
Vote: Unanimous

**MEETING ADJOURNED: 1:28am**

**NEXT REGULAR MEETING: June 24, 2019**  
**Moorestown Town Hall 1:00PM**

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