

The Professional Municipal Management Joint Insurance Fund will conduct its April 27, 2021 meeting telephonically, in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. and in consideration of Executive Order No. 103, issued by Governor Murphy on March 9, 2020, declaring a State of Emergency and a Public Health Emergency in the State of New Jersey.

**PROFESSIONAL MUNICIPAL MANAGEMENT
JOINT INSURANCE FUND
MEETING AGENDA
April 27, 2021 – 1:00 PM**

MEETING BEING HELD TELEPHONICALLY AT:

**Call In Number: 312-626-6799
Meeting ID: 923 5178 3841**

MEETING ALSO AVAILABLE AT:
<https://permainc.zoom.us/j/92351783841>

In accordance with the Open Public Meetings Act, notice of this meeting was provided by:

- I. Sending sufficient notice to the Burlington County Times**
- II. Advance written notice of this meeting was filed with the Clerk/Manager of each member municipalities and,**
- III. Posting this notice on the Public Bulletin Board of all member municipalities**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
MEETING: APRIL 27, 2021**

- MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
- ROLL CALL OF 2021 COMMISSIONERS**

- APPROVAL OF MINUTES:** February 23, 2021 Open Minutes..... **Appendix I**
February 23, 2021 Closed Minutes **Distributed**

- CORRESPONDENCE: None**

REPORTS

- EXECUTIVE DIRECTOR/ADMINISTRATOR – PERMA Risk Management Services**
.Executive Director's Report **Page 1**

 - ATTORNEY – William J. Kearns, Esquire**

 - TREASURER – Thomas Tontarski**
.March 2021 Voucher List - Resolution No. 21-13 **Page 19**
.April 2021 Voucher List - Resolution No. 21-14 **Page 21**
.Treasurer's Reports **Page 23**

 - SAFETY DIRECTOR – J.A. Montgomery Risk Control**
.Monthly Report..... **Page 32**

 - UNDERWRITING MANAGER – Conner Strong & Buckelew Companies, Inc.**
.Monthly Certificate Report **Page 35**

 - MANAGED CARE – Qual Care**
.Monthly Report..... **Page 37**

 - CLAIMS SERVICE – Qual Lynx**

 - OLD BUSINESS**
 - NEW BUSINESS**
 - PUBLIC COMMENT**

 - EXECUTIVE SESSION – If Needed**

 - MEETING ADJOURNED**
-

Professional Municipal Management Joint Insurance Fund

9 Campus Drive – Suite 216

Parsippany, NJ 07054

Date: April 27, 2021

Memo to: Fund Commissioners
Professional Municipal Management Joint Insurance Fund

From: PERMA Risk Management Services

Subject: Executive Director's Report

- ❑ **2021 MEL/RCF/EJIF March 26th Meeting & Retreat:** The MEL, RCF and EJIF held their March meetings in conjunction with the MEL Annual Retreat on March 26, 2021. 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; approximately 130 attended the virtual Retreat. Chairman Merchel’s reports for the MEL, RCF and EJIF meetings are attached in **Appendix II**.

In addition, MEL Attorney Fred Semrau, Esq. and MEL Consultant Matt Giacobbe, Esq. have worked together to draft bulletins concerning mandating of Covid-19 Vaccinations and Cannabis legislation and it’s impact on employment and zoning matters, as well as environmental concerns. It is important to note concerning Cannabis that municipalities **face deadlines** in addressing zoning matters. Attached in **Appendix III** are as follows:

- Bulletins on Cannabis Legislation & Modified Model Ordinance (Modification made to the LOM Model)
- E-JIF Alert on Environmental Impact of Cannabis Legislation & Checklist
- Memorandum on Vaccinations

This documentation was distributed via email on March 29th.

- ❑ **Risk Management Plan - Amendment** – Based on the recommendation of the Fund Underwriting Manager and the MEL’s Fund Attorney, the cyber coverage limits should be removed from the Plan of Risk Management. The Plan of Risk Management is posted to the PMM JIF website and could serve as an incentive for cyber hacker attacks by identifying coverage limits. Resolution # 21-12 amending the 2021 Risk Management Plan is enclosed on **Page 4** for approval.

- ❑ **Motion to Approve Resolution 21-12 Amending the Fund’s Plan of Risk Management**

- ❑ **MEL, Municipal Reinsurance HIF & NJCE Educational Seminar.** The 10th annual seminar will be conducted virtually on 2 half day sessions: Friday, May 14th and Friday, May 21 from 9 am to 12 noon. The seminar qualifies for 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 engaged by MEL member JIFs and MR HIF member HIFs.

Attached on **Page 5** is the agenda; a Zoom invite with registration instructions has been emailed to members and is listed below.

https://permainc.zoom.us/webinar/register/WN_4Vo8s4QLRfSrDMcWkm7VfA

- ❑ **Power of Collaboration:** Enclosed on **Page 6** is the latest ad in the “Power of Collaboration” series that appears in the NJ League of Municipalities magazine. The ad highlights the MEL model policy *Addressing the Protection and Safe Treatment of Minors*.
- ❑ **Employment Practices Compliance Program:** Please visit the MEL webpage to review all the elements of the MEL’s EPL Compliance Program; Deadlines for updates and training has been extended to November 1, 2021 (from June 1, 2021). Please use the following link to view an outline of the MEL program and its model documents:

<https://njmel.org/insurance/public-officials/risk-management-program/>

This year, the Managers & Supervisors Training can be met by attending the Instructor-led webinar: “*Protecting Children From Abuse – Managers/Supervisors*”. This course for Managers includes an Employment Practices component. Attached on **Page 7** you will find a copy of a notice distributed to members from J.A. Montgomery on classes scheduled through September.

- ❑ **2020/2021 Elected Officials Seminar:** The MEL’s Annual Elected Officials Seminar is available through the MEL Safety Institute. Enclosed on **Page 8** is another copy of the directions to take the course. The MEL will provide a credit of \$250 against each member’s assessment for each municipal elected official and authority commissioner who completes the course by May 1, 2021.

The credit will continue to be extended to the member’s municipal manager/administrator or authority executive director. The maximum credit is 5% of the member’s assessment.

- ❑ **2021 Financial Disclosures** - Please note the Local Finance Board has now indicated that the filing deadline has been extended until June 30th. Although we contacted member to begin their filing, we are now being advised that Commissioners should wait until the Local Finance Board releases its instruction bulletin before completing your file. If you have already filed, once the bulletin is released, you should review your filing again to make sure there weren’t any changes in the process that might require you to edit your filing

□ **Due Diligence Reports:**

| | |
|-------------------------------------|-------------------------|
| Financial Fast Track | Page 9 & 10 |
| Loss Ratio Analysis | Page 11 & 12 |
| Claims Activity Report | Page 13 & 14 |
| Loss Time Accident Frequency | Page 15 & 16 |
| POL/EPL Compliance Report | Page 17 |
| Regulatory Affairs Checklist | Page 18 |

RESOLUTION NO. 21-12

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
AMENDING THE 2021 PLAN OF RISK MANAGEMENT**

Section I – Coverage – Amendment

Insurance Coverages

10. Cyber

The Fund purchases Cyber insurance

- Limits and Retention: Please contact your Risk Manager, Underwriting Manager or Executive Director

ADOPTED: April 27, 2021

Thomas Merchel, Chairman

Richard Brevogel, Secretary

2021 MEL, MRHIF & NJCE Educational Seminar

Virtual

Friday, May 14, 9:00 to Noon

Friday, May 21, 9:00 to Noon

The MEL (Municipal Excess Liability Joint Insurance Fund), MRHIF (Municipal Reinsurance Health Fund) and the NJCE (NJ Counties Excess Joint Insurance Fund) are sponsoring the 10th annual educational seminar for elected officials, commissioners, municipal, county and authority personnel, risk managers and other professionals. There is no cost to attend.

This seminar is eligible for the following continuing educational credits:

- CFO/CMFO, Public Works and Clerks:
- Insurance Producers and Purchasing Agents:
- Accountants (CPA's) and Lawyers (CLE):
- TCH Water Supply & Wastewater Licensed Operator Training:
- RPPO and QPA

Friday May 14th:

- Keynote: Combating Implicit Bias in Local Government
- Ethics Issue 1: NJ Local Officials Ethics Act
- Coverage Issues: Insurance Market Conditions and Cyber Risk Control

Friday, May 21st:

- Ethics Issue 2: Ethical Considerations in Drafting Personnel Policies and Procedures
- Legislative Issues: Proposals to Change the WC & Liability Statutes
- Benefits Issues: The Affordable Care Act under the New Administration.



PROTECTING CHILDREN IS A MEL PRIORITY

The MEL has developed a model policy and online training to safeguard children from abuse and protect officials, employees and volunteers from liability.

The MEL model policy—**Addressing the Protection and Safe Treatment of Minors**—identifies the safeguards and protections needed when providing services for children.

The model policy recommends background checks for all employees and volunteers working with children. To assist its membership, which includes 589 public entities, the MEL issued an RFQ to pre-qualify firms that can provide this service as needed through 2022. Information regarding qualified firms is available from MEL/JIF Executive Directors.

Online and virtual instructor led training programs are available to help MEL members recognize issues affecting children and their responsibility to act in the child's best interest. A resource guide and a video "Protecting Children" can be viewed online along with a summary of legal decisions regarding child abuse.

For those members conducting summer programs, the MEL provides a mandatory training program online for camp counselors regarding the safe treatment and protection of children.



THE POWER OF
COLLABORATION

njmel.org



To register for online training or to view the background information regarding protecting children visit the MEL Institute website at melsafetyinstitute.org.



This program satisfies the MEL mandatory requirement for 2021 Managers and Supervisors Risk Management training for both Employment Practices and Protecting Children. It is also recommended that Elected Officials take this course if they have not yet completed protecting children training.

The 2021 Employment Practices training for Elected Officials is a separate program that can be found on the MEL Website at: <https://njmel.org/mel-safety-institute/local-officials-training/>.

The dates for the live 2021 Managers and Supervisors Training for Employment Practices and Protecting Children are listed below.

| <i>Date</i> | <i>Time</i> | |
|-------------|------------------------|--------------------------|
| 3/23/2021 | 9:00 a.m. - 11:00 a.m. | REGISTER |
| 4/12/2021 | 9:00 a.m. - 11:00 a.m. | REGISTER |
| 4/19/2021 | 9:00 a.m. - 11:00 a.m. | REGISTER |
| 4/27/2021 | 6:00 p.m. - 8:00 p.m. | REGISTER |
| 5/11/2021 | 9:00 a.m. - 11:00 a.m. | REGISTER |
| 6/08/2021 | 1:00 p.m. - 3:00 p.m. | REGISTER |
| 7/13/2021 | 9:00 a.m. - 11:00 a.m. | REGISTER |
| 8/12/2021 | 1:00 p.m. - 3:00 p.m. | REGISTER |
| 9/21/2021 | 9:00 a.m. - 11:00 a.m. | REGISTER |

NOTE: The 9/21/21 date is the last session available to comply with the NJMEL training requirements.

MSI LIVE Guidelines:

To maintain the integrity of the virtual training and our ability to offer CEUs, J.A. Montgomery Consulting must abide by the rules of the State agency who issued the designation. Chief among those rules is the attendee of the class must attend the whole session. Attendees who enter the class more than 5 minutes late or leave early will not be awarded CEUs for the class or receive a certificate of completion.

About Zoom Training:

- A Zoom account is not needed to attend a class. Attendees can login and view the presentations from a laptop, smartphone, or tablet.
- Registration is required. Once registered you will receive the link for your class, be sure to save the link on your calendar to access the day of training.
- Students must be present in the class within 5 minutes of the start time for their attendance to be recorded in their learning histories.
- Group attendance is recorded in the learning histories of those present by the Administrators of the MSI and NJCE. Sign-in sheets should be submitted within 24 hours.
- Please click here for informative Zoom operation details.

Questions?

MSI members call Andrea Felip at the MSI Helpline (866) 661-5120
 NJCE members call Natalie Dougherty at (856) 552-4738

2020-2021 ELECTED OFFICIALS RISK MANAGEMENT SEMINAR: EMPLOYMENT PRACTICES LIABILITY



This online course details ways to prevent Employment Practices lawsuits.

Municipal elected officials, authority commissioners and a member's CEO (i.e. municipal manager/administrator or executive director) who completes this course by May 1, 2021 will qualify for a \$250 credit in their local unit assessment.

1. Click the MEL Safety Institute's **Learning Management System (LMS)** link:
www.firstnetcampus.com/meljif
2. **Login to LMS**
 - If you have previously taken MSI classes, enter your username and password.
 - If you do not know your username/password, check with your Training Administrator or call the MSI Help Line at (866) 661-5120
 - If you are new, click **New User Registration**, complete the fields and you will receive an email with your username and password.
3. Click **MSI Now** on the bottom right.
4. Click the course: **2020-2021 Elected Officials Risk Management Seminar: Employment Practices Liability**.
5. Click **Enroll**.
6. Click **My Training** tab on the top blue tool bar.
7. Click the **Program Name** to launch the course.
8. Upon completion of the course and questions navigate to the **Student Center** tab to **print your Certificate of Completion**. Learning transcripts are automatically updated in the MEL Safety Institute's Learning Management System.

IMPORTANT: You must **complete the entire program and the affidavit** at the end of the program to receive credit.

If you have questions or need assistance contact the **MSI Help Line (866) 661-5120**, during business hours. The MEL Safety Institute can also be accessed anytime by going to www.njmel.org.

PROFESSIONAL MUNICIPAL MANAGEMENT FUND
FINANCIAL FAST TRACK REPORT
AS OF **January 31, 2021**

| | <i>THIS MONTH</i> | <i>YTD CHANGE</i> | <i>PRIOR YEAR END</i> | <i>FUND BALANCE</i> |
|--------------------------------------|-------------------|-------------------|-----------------------|---------------------|
| 1. UNDERWRITING INCOME | 335,546 | 335,546 | 90,325,733 | 90,661,279 |
| 2. CLAIM EXPENSES | | | | |
| Paid Claims | 89,300 | 89,300 | 40,676,697 | 40,765,997 |
| Case Reserves | 44,793 | 44,793 | 2,145,554 | 2,190,347 |
| IBNR | 20,144 | 20,144 | 1,808,067 | 1,828,211 |
| Recoveries | (1,000) | (1,000) | (303,417) | (304,417) |
| TOTAL CLAIMS | 153,237 | 153,237 | 44,326,901 | 44,480,138 |
| 3. EXPENSES | | | | |
| Excess Premiums | 120,924 | 120,924 | 25,052,203 | 25,173,127 |
| Administrative | 51,907 | 51,907 | 12,476,385 | 12,528,292 |
| TOTAL EXPENSES | 172,831 | 172,831 | 37,528,588 | 37,701,419 |
| 4. UNDERWRITING PROFIT (1-2-3) | 9,478 | 9,478 | 8,470,245 | 8,479,723 |
| 5. INVESTMENT INCOME | 4,088 | 4,088 | 5,259,847 | 5,263,935 |
| 6. DIVIDEND INCOME | 0 | 0 | 1,817,919 | 1,817,919 |
| 7. STATUTORY PROFIT (4+5+6) | 13,566 | 13,566 | 15,548,010 | 15,561,576 |
| 8. DIVIDEND | 23,000 | 23,000 | 11,627,576 | 11,650,576 |
| 9. RCF Surplus Trigger Assessment | 0 | 0 | 39,633 | 39,633 |
| 10. STATUTORY SURPLUS (7-8-9) | (9,434) | (9,434) | 3,880,802 | 3,871,368 |

SURPLUS (DEFICITS) BY FUND YEAR

| | | | | |
|---------------------------------|----------------|----------------|------------------|------------------|
| Closed | (21,655) | (21,655) | 2,251,268 | 2,229,613 |
| Aggregate Excess LFC | 3,518 | 3,518 | 288,949 | 292,467 |
| 2017 | 435 | 435 | 415,407 | 415,842 |
| 2018 | 532 | 532 | 535,532 | 536,064 |
| 2019 | 516 | 516 | 217,211 | 217,728 |
| 2020 | 894 | 894 | 172,435 | 173,329 |
| 2021 | 6,326 | 6,326 | | 6,326 |
| TOTAL SURPLUS (DEFICITS) | (9,434) | (9,434) | 3,880,802 | 3,871,368 |
| TOTAL CASH | | | | 8,554,891 |

CLAIM ANALYSIS BY FUND YEAR

| | | | | |
|---------------------------------|----------------|----------------|-------------------|-------------------|
| TOTAL CLOSED YEAR CLAIMS | 0 | 0 | 36,870,884 | 36,870,884 |
| FUND YEAR 2017 | | | | |
| Paid Claims | 15,554 | 15,554 | 1,455,804 | 1,471,357 |
| Case Reserves | (39,054) | (39,054) | 349,274 | 310,221 |
| IBNR | 23,500 | 23,500 | 105,467 | 128,967 |
| Aggregate Excess | - | 0 | 0 | 0 |
| Recoveries | - | 0 | (59,775) | (59,775) |
| TOTAL FY 2017 CLAIMS | (0) | (0) | 1,850,771 | 1,850,771 |
| FUND YEAR 2018 | | | | |
| Paid Claims | 29,087 | 29,087 | 1,140,035 | 1,169,121 |
| Case Reserves | (19,417) | (19,417) | 522,107 | 502,690 |
| IBNR | (9,670) | (9,670) | 177,994 | 168,324 |
| Aggregate Excess | 0 | 0 | 0 | 0 |
| Recoveries | 0 | 0 | (41,156) | (41,156) |
| TOTAL FY 2018 CLAIMS | (0) | (0) | 1,798,979 | 1,798,979 |
| FUND YEAR 2019 | | | | |
| Paid Claims | 18,626 | 18,626 | 1,100,410 | 1,119,036 |
| Case Reserves | 32,304 | 32,304 | 684,073 | 716,377 |
| IBNR | (50,930) | (50,930) | 274,503 | 223,573 |
| Recoveries | 0 | 0 | (35,154) | (35,154) |
| TOTAL FY 2019 CLAIMS | 0 | 0 | 2,023,832 | 2,023,832 |
| FUND YEAR 2020 | | | | |
| Paid Claims | 16,934 | 16,934 | 323,577 | 340,511 |
| Case Reserves | (5,242) | (5,242) | 386,601 | 381,359 |
| IBNR | (10,692) | (10,692) | 1,195,680 | 1,184,988 |
| Recoveries | (1,000) | (1,000) | (123,423) | (124,423) |
| TOTAL FY 2020 CLAIMS | (0) | (0) | 1,782,435 | 1,782,435 |
| FUND YEAR 2021 | | | | |
| Paid Claims | 9,099 | 9,099 | | 9,099 |
| Case Reserves | 76,201 | 76,201 | | 76,201 |
| IBNR | 67,937 | 67,937 | | 67,937 |
| Recoveries | 0 | 0 | | 0 |
| TOTAL FY 2021 CLAIMS | 153,237 | 153,237 | | 153,237 |
| COMBINED TOTAL CLAIMS | 153,237 | 153,237 | 44,326,901 | 44,480,138 |

This report is based upon information which has not been audited nor certified by an actuary and as such may not truly represent the condition of the fund.
Fund Year 2020 incurred reflects an anticipated recoverable amount of \$430,399 due from the reinsurer for COVID-19 WC claims subject to excess Workers Compensation confirmation that all COVID-19 claims are considered one occurrence.

**PROFESSIONAL MUNICIPAL MANAGEMENT FUND
FINANCIAL FAST TRACK REPORT
AS OF February 28, 2021**

| | THIS MONTH | YTD CHANGE | PRIOR YEAR END | FUND BALANCE |
|--------------------------------------|----------------|-----------------|-------------------|-------------------|
| 1. UNDERWRITING INCOME | 335,546 | 671,092 | 90,325,733 | 90,996,825 |
| 2. CLAIM EXPENSES | | | | |
| Paid Claims | 136,570 | 225,870 | 40,676,697 | 40,902,567 |
| Case Reserves | 122,437 | 167,230 | 2,145,554 | 2,312,784 |
| IBNR | (100,379) | (80,235) | 1,808,067 | 1,727,832 |
| Recoveries | (5,392) | (6,392) | (303,417) | (309,809) |
| TOTAL CLAIMS | 153,237 | 306,474 | 44,326,901 | 44,633,374 |
| 3. EXPENSES | | | | |
| Excess Premiums | 120,924 | 241,848 | 25,052,203 | 25,294,051 |
| Administrative | 51,795 | 103,497 | 12,476,385 | 12,579,882 |
| TOTAL EXPENSES | 172,719 | 345,345 | 37,528,588 | 37,873,933 |
| 4. UNDERWRITING PROFIT (1-2-3) | 9,590 | 19,274 | 8,470,245 | 8,489,518 |
| 5. INVESTMENT INCOME | (10,467) | (6,379) | 5,259,847 | 5,253,468 |
| 6. DIVIDEND INCOME | 0 | 0 | 1,817,919 | 1,817,919 |
| 7. STATUTORY PROFIT (4+5+6) | (877) | 12,895 | 15,548,010 | 15,560,905 |
| 8. DIVIDEND | 0 | 23,000 | 11,627,576 | 11,650,576 |
| 9. RCF Surplus Trigger Assessment | 0 | 0 | 39,633 | 39,633 |
| 10. STATUTORY SURPLUS (7-8-9) | (877) | (10,105) | 3,880,802 | 3,870,696 |

SURPLUS (DEFICITS) BY FUND YEAR

| | | | | |
|---------------------------------|--------------|-----------------|------------------|------------------|
| Closed | (2,896) | (24,551) | 2,251,268 | 2,226,718 |
| Aggregate Excess LFC | 2,998 | 6,515 | 288,949 | 295,464 |
| 2017 | (901) | (465) | 415,407 | 414,941 |
| 2018 | (1,089) | (557) | 535,532 | 534,975 |
| 2019 | (1,069) | (552) | 217,211 | 216,659 |
| 2020 | (2,300) | (1,201) | 172,435 | 171,234 |
| 2021 | 4,380 | 10,706 | | 10,706 |
| TOTAL SURPLUS (DEFICITS) | (877) | (10,105) | 3,880,802 | 3,870,697 |
| TOTAL CASH | | | | 8,174,902 |

CLAIM ANALYSIS BY FUND YEAR

| | | | | |
|---------------------------------|----------------|----------------|-------------------|-------------------|
| TOTAL CLOSED YEAR CLAIMS | 0 | 0 | 36,870,884 | 36,870,884 |
| FUND YEAR 2017 | | | | |
| Paid Claims | 3,675 | 19,229 | 1,455,804 | 1,475,033 |
| Case Reserves | (3,675) | (42,729) | 349,274 | 306,546 |
| IBNR | 0 | 23,500 | 105,467 | 128,967 |
| Recoveries | - | 0 | (59,775) | (59,775) |
| TOTAL FY 2017 CLAIMS | 0 | (0) | 1,850,771 | 1,850,771 |
| FUND YEAR 2018 | | | | |
| Paid Claims | 6,620 | 35,706 | 1,140,035 | 1,175,741 |
| Case Reserves | (3,020) | (22,437) | 522,107 | 499,670 |
| IBNR | (3,600) | (13,270) | 177,994 | 164,724 |
| Recoveries | 0 | 0 | (41,156) | (41,156) |
| TOTAL FY 2018 CLAIMS | 0 | 0 | 1,798,979 | 1,798,979 |
| FUND YEAR 2019 | | | | |
| Paid Claims | 8,441 | 27,067 | 1,100,410 | 1,127,477 |
| Case Reserves | 191,558 | 223,862 | 684,073 | 907,935 |
| IBNR | (199,335) | (250,265) | 274,503 | 24,238 |
| Recoveries | (664) | (664) | (35,154) | (35,818) |
| TOTAL FY 2019 CLAIMS | 0 | 0 | 2,023,832 | 2,023,832 |
| FUND YEAR 2020 | | | | |
| Paid Claims | 116,227 | 133,161 | 323,577 | 456,738 |
| Case Reserves | (94,656) | (99,898) | 386,601 | 286,703 |
| IBNR | (16,843) | (27,536) | 1,195,680 | 1,168,145 |
| Recoveries | (4,728) | (5,728) | (123,423) | (129,150) |
| TOTAL FY 2020 CLAIMS | (0) | 0 | 1,782,435 | 1,782,435 |
| FUND YEAR 2021 | | | | |
| Paid Claims | 1,608 | 10,707 | | 10,707 |
| Case Reserves | 32,230 | 108,431 | | 108,431 |
| IBNR | 119,399 | 187,336 | | 187,336 |
| Recoveries | 0 | 0 | | 0 |
| TOTAL FY 2021 CLAIMS | 153,237 | 306,474 | | 306,474 |
| COMBINED TOTAL CLAIMS | 153,237 | 306,474 | 44,326,901 | 44,633,374 |

This report is based upon information which has not been audited nor certified by an actuary and as such may not truly represent the condition of the fund.

Fund Year 2020 and Fund Year 2021 Claims reflect anticipated recoverable amounts from the MEL of \$161,187 and \$709 respectively for COVID 19 Workers Compensation claims.

Professional Municipal Mgmt Joint Insurance Fund

CLAIMS MANAGEMENT REPORT

EXPECTED LOSS RATIO ANALYSIS

AS OF February 28, 2021

FUND YEAR 2017 -- LOSSES CAPPED AT RETENTION

| | Budget | Limited | 50 | MONTH | 49 | MONTH | 38 | MONTH |
|-----------------|-------------|-----------|-----------|----------|-----------|----------|-----------|----------|
| | | Incurred | Actual | TARGETED | Actual | TARGETED | Actual | TARGETED |
| | | Current | 28-Feb-21 | | 31-Jan-21 | | 29-Feb-20 | |
| PROPERTY | 185,329 | 164,630 | 88.83% | 100.00% | 88.83% | 100.00% | 88.83% | 100.00% |
| GEN LIABILITY | 483,019 | 374,699 | 77.57% | 96.23% | 77.57% | 95.99% | 78.01% | 91.38% |
| AUTO LIABILITY | 53,346 | 101,203 | 189.71% | 93.27% | 189.71% | 92.93% | 200.91% | 88.30% |
| WORKER'S COMP | 1,332,335 | 1,081,271 | 81.16% | 99.52% | 81.16% | 99.46% | 81.88% | 98.43% |
| TOTAL ALL LINES | 2,054,029 | 1,721,804 | 83.83% | 98.63% | 83.83% | 98.52% | 84.69% | 96.65% |
| NET PAYOUT % | \$1,415,258 | | 68.90% | | | | | |

FUND YEAR 2018 -- LOSSES CAPPED AT RETENTION

| | Budget | Limited | 38 | MONTH | 37 | MONTH | 26 | MONTH |
|-----------------|-------------|-----------|-----------|----------|-----------|----------|-----------|----------|
| | | Incurred | Actual | TARGETED | Actual | TARGETED | Actual | TARGETED |
| | | Current | 28-Feb-21 | | 31-Jan-21 | | 29-Feb-20 | |
| PROPERTY | 181,000 | 91,226 | 50.40% | 100.00% | 53.16% | 100.00% | 66.40% | 100.00% |
| GEN LIABILITY | 428,966 | 110,532 | 25.77% | 91.38% | 25.77% | 90.78% | 28.44% | 81.65% |
| AUTO LIABILITY | 47,555 | 47,043 | 98.92% | 88.30% | 98.92% | 87.77% | 87.15% | 78.92% |
| WORKER'S COMP | 1,313,000 | 1,385,455 | 105.52% | 98.43% | 104.86% | 98.27% | 111.59% | 94.80% |
| TOTAL ALL LINES | 1,970,521 | 1,634,255 | 82.94% | 96.79% | 82.75% | 96.54% | 88.75% | 92.03% |
| NET PAYOUT % | \$1,134,585 | | 57.58% | | | | | |

FUND YEAR 2019 -- LOSSES CAPPED AT RETENTION

| | Budget | Limited | 26 | MONTH | 25 | MONTH | 14 | MONTH |
|-----------------|-------------|-----------|-----------|----------|-----------|----------|-----------|----------|
| | | Incurred | Actual | TARGETED | Actual | TARGETED | Actual | TARGETED |
| | | Current | 28-Feb-21 | | 31-Jan-21 | | 29-Feb-20 | |
| PROPERTY | 189,999 | 197,783 | 104.10% | 100.00% | 104.10% | 100.00% | 100.78% | 96.03% |
| GEN LIABILITY | 413,752 | 238,666 | 57.68% | 81.65% | 58.93% | 80.55% | 15.91% | 64.20% |
| AUTO LIABILITY | 44,262 | 11,760 | 26.57% | 78.92% | 26.57% | 77.72% | 30.78% | 56.96% |
| WORKER'S COMP | 1,275,000 | 1,551,385 | 121.68% | 94.80% | 105.64% | 94.20% | 78.11% | 74.88% |
| TOTAL ALL LINES | 1,923,013 | 1,999,594 | 103.98% | 92.12% | 93.62% | 91.45% | 65.88% | 74.26% |
| NET PAYOUT % | \$1,091,659 | | 56.77% | | | | | |

FUND YEAR 2020 -- LOSSES CAPPED AT RETENTION

| | Budget | Limited | 14 | MONTH | 13 | MONTH | 2 | MONTH |
|-----------------|-----------|----------|-----------|----------|-----------|----------|-----------|----------|
| | | Incurred | Actual | TARGETED | Actual | TARGETED | Actual | TARGETED |
| | | Current | 28-Feb-21 | | 31-Jan-21 | | 29-Feb-20 | |
| PROPERTY | 171,000 | 92,359 | 54.01% | 96.03% | 56.41% | 95.63% | 10.94% | 13.00% |
| GEN LIABILITY | 376,171 | 72,062 | 19.16% | 64.20% | 19.12% | 62.24% | 0.45% | 2.50% |
| AUTO LIABILITY | 47,021 | 24,572 | 52.26% | 56.96% | 50.56% | 54.16% | 0.00% | 2.50% |
| WORKER'S COMP | 1,319,715 | 586,484 | 44.44% | 74.88% | 45.15% | 70.13% | 0.32% | 2.00% |
| TOTAL ALL LINES | 1,913,907 | 775,477 | 40.52% | 74.23% | 41.17% | 70.47% | 1.29% | 3.09% |
| NET PAYOUT % | \$445,739 | | 23.29% | | | | | |

FUND YEAR 2021 -- LOSSES CAPPED AT RETENTION

| | Budget | Limited | 2 | MONTH | 1 | MONTH | -10 | MONTH |
|-----------------|-----------|----------|-----------|----------|-----------|----------|-----------|----------|
| | | Incurred | Actual | TARGETED | Actual | TARGETED | Actual | TARGETED |
| | | Current | 28-Feb-21 | | 31-Jan-21 | | 29-Feb-20 | |
| PROPERTY | 168,000 | 81,900 | 48.75% | 13.00% | 43.93% | 6.00% | N/A | N/A |
| GEN LIABILITY | 333,052 | 7,225 | 2.17% | 2.50% | 1.20% | 1.00% | N/A | N/A |
| AUTO LIABILITY | 52,789 | 1,125 | 2.13% | 2.50% | 0.00% | 1.00% | N/A | N/A |
| WORKER'S COMP | 1,330,010 | 29,597 | 2.23% | 2.00% | 0.56% | 0.50% | N/A | N/A |
| TOTAL ALL LINES | 1,883,851 | 119,847 | 6.36% | 3.08% | 4.53% | 1.09% | N/A | N/A |
| NET PAYOUT % | \$10,707 | | 0.57% | | | | | |

Professional Municipal Mgmt Joint Insurance Fund
CLAIMS MANAGEMENT REPORT
EXPECTED LOSS RATIO ANALYSIS

AS OF **March 31, 2021**

FUND YEAR 2017 -- LOSSES CAPPED AT RETENTION

| | Budget | Limited | 51 | MONTH | 50 | MONTH | 39 | MONTH |
|-----------------|-------------|-----------|-----------|----------|-----------|----------|-----------|----------|
| | | Incurring | Actual | TARGETED | Actual | TARGETED | Actual | TARGETED |
| | | Current | 31-Mar-21 | | 28-Feb-21 | | 31-Mar-20 | |
| PROPERTY | 185,329 | 164,630 | 88.83% | 100.00% | 88.83% | 100.00% | 88.83% | 100.00% |
| GEN LIABILITY | 483,019 | 374,699 | 77.57% | 96.38% | 77.57% | 96.23% | 76.47% | 91.95% |
| AUTO LIABILITY | 53,346 | 101,203 | 189.71% | 93.62% | 189.71% | 93.27% | 200.91% | 88.81% |
| WORKER'S COMP | 1,332,335 | 1,081,271 | 81.16% | 99.57% | 81.16% | 99.52% | 81.88% | 98.57% |
| TOTAL ALL LINES | 2,054,029 | 1,721,804 | 83.83% | 98.70% | 83.83% | 98.63% | 84.32% | 96.89% |
| NET PAYOUT % | \$1,424,540 | | 69.35% | | | | | |

FUND YEAR 2018 -- LOSSES CAPPED AT RETENTION

| | Budget | Limited | 39 | MONTH | 38 | MONTH | 27 | MONTH |
|-----------------|-------------|-----------|-----------|----------|-----------|----------|-----------|----------|
| | | Incurring | Actual | TARGETED | Actual | TARGETED | Actual | TARGETED |
| | | Current | 31-Mar-21 | | 28-Feb-21 | | 31-Mar-20 | |
| PROPERTY | 181,000 | 91,226 | 50.40% | 100.00% | 50.40% | 100.00% | 60.14% | 100.00% |
| GEN LIABILITY | 428,966 | 107,934 | 25.16% | 91.95% | 25.77% | 91.38% | 34.27% | 82.70% |
| AUTO LIABILITY | 47,555 | 47,043 | 98.92% | 88.81% | 98.92% | 88.30% | 87.15% | 80.03% |
| WORKER'S COMP | 1,313,000 | 1,389,173 | 105.80% | 98.57% | 105.52% | 98.43% | 107.65% | 95.33% |
| TOTAL ALL LINES | 1,970,521 | 1,635,375 | 82.99% | 97.02% | 82.94% | 96.79% | 86.82% | 92.64% |
| NET PAYOUT % | \$1,143,609 | | 58.04% | | | | | |

FUND YEAR 2019 -- LOSSES CAPPED AT RETENTION

| | Budget | Limited | 27 | MONTH | 26 | MONTH | 15 | MONTH |
|-----------------|-------------|-----------|-----------|----------|-----------|----------|-----------|----------|
| | | Incurring | Actual | TARGETED | Actual | TARGETED | Actual | TARGETED |
| | | Current | 31-Mar-21 | | 28-Feb-21 | | 31-Mar-20 | |
| PROPERTY | 189,999 | 193,332 | 101.75% | 100.00% | 104.10% | 100.00% | 103.47% | 96.43% |
| GEN LIABILITY | 413,752 | 238,666 | 57.68% | 82.70% | 57.68% | 81.65% | 15.91% | 66.07% |
| AUTO LIABILITY | 44,262 | 11,760 | 26.57% | 80.03% | 26.57% | 78.92% | 27.70% | 59.58% |
| WORKER'S COMP | 1,275,000 | 1,570,566 | 123.18% | 95.33% | 121.68% | 94.80% | 78.04% | 78.67% |
| TOTAL ALL LINES | 1,923,013 | 2,014,323 | 104.75% | 92.72% | 103.98% | 92.12% | 66.03% | 77.27% |
| NET PAYOUT % | \$1,108,290 | | 57.63% | | | | | |

FUND YEAR 2020 -- LOSSES CAPPED AT RETENTION

| | Budget | Limited | 15 | MONTH | 14 | MONTH | 3 | MONTH |
|-----------------|-----------|-----------|-----------|----------|-----------|----------|-----------|----------|
| | | Incurring | Actual | TARGETED | Actual | TARGETED | Actual | TARGETED |
| | | Current | 31-Mar-21 | | 28-Feb-21 | | 31-Mar-20 | |
| PROPERTY | 171,000 | 111,597 | 65.26% | 96.43% | 54.01% | 96.03% | 6.83% | 23.00% |
| GEN LIABILITY | 376,171 | 68,862 | 18.31% | 66.07% | 19.16% | 64.20% | 0.29% | 6.00% |
| AUTO LIABILITY | 47,021 | 19,972 | 42.47% | 59.58% | 52.26% | 56.96% | 4.52% | 6.00% |
| WORKER'S COMP | 1,319,715 | 649,585 | 49.22% | 78.67% | 44.44% | 74.88% | 0.73% | 3.00% |
| TOTAL ALL LINES | 1,913,907 | 850,016 | 44.41% | 77.31% | 40.52% | 74.23% | 1.28% | 5.45% |
| NET PAYOUT % | \$482,714 | | 25.22% | | | | | |

FUND YEAR 2021 -- LOSSES CAPPED AT RETENTION

| | Budget | Limited | 3 | MONTH | 2 | MONTH | -9 | MONTH |
|-----------------|-----------|-----------|-----------|----------|-----------|----------|-----------|----------|
| | | Incurring | Actual | TARGETED | Actual | TARGETED | Actual | TARGETED |
| | | Current | 31-Mar-21 | | 28-Feb-21 | | 31-Mar-20 | |
| PROPERTY | 168,000 | 82,900 | 49.35% | 23.00% | 48.75% | 13.00% | N/A | N/A |
| GEN LIABILITY | 333,052 | 15,075 | 4.53% | 6.00% | 2.17% | 2.50% | N/A | N/A |
| AUTO LIABILITY | 52,789 | 5,225 | 9.90% | 6.00% | 2.13% | 2.50% | N/A | N/A |
| WORKER'S COMP | 1,330,010 | 37,521 | 2.82% | 3.00% | 2.23% | 2.00% | N/A | N/A |
| TOTAL ALL LINES | 1,883,851 | 140,721 | 7.47% | 5.40% | 6.36% | 3.08% | N/A | N/A |
| NET PAYOUT % | \$19,611 | | 1.04% | | | | | |

**Professional Municipal Mgmt Joint Insurance Fund
CLAIM ACTIVITY REPORT**

COVERAGE LINE - PROPERTY

CLAIM COUNT - OPEN CLAIMS

| Year | 2017 | 2018 | 2019 | 2020 | 2021 | TOTAL |
|-------------|------|------|------|------|------|-------|
| January-21 | 0 | 1 | 4 | 12 | 2 | 19 |
| February-21 | 0 | 0 | 4 | 12 | 3 | 19 |
| NET CHGE | 0 | -1 | 0 | 0 | 1 | 0 |

Limited Reserves

\$5,141

| Year | 2017 | 2018 | 2019 | 2020 | 2021 | TOTAL |
|--------------|-----------|-----------|-----------|------------|----------|------------|
| January-21 | \$0 | \$5,000 | \$7,303 | \$36,299 | \$64,701 | \$113,303 |
| February-21 | \$0 | \$0 | \$7,303 | \$18,336 | \$72,044 | \$97,682 |
| NET CHGE | \$0 | (\$5,000) | \$0 | (\$17,963) | \$7,343 | (\$15,621) |
| Ltd Incurred | \$164,630 | \$91,226 | \$197,783 | \$92,359 | \$81,900 | \$627,898 |

COVERAGE LINE - GENERAL LIABILITY

CLAIM COUNT - OPEN CLAIMS

| Year | 2017 | 2018 | 2019 | 2020 | 2021 | TOTAL |
|-------------|------|------|------|------|------|-------|
| January-21 | 2 | 3 | 12 | 19 | 1 | 37 |
| February-21 | 2 | 3 | 9 | 16 | 3 | 33 |
| NET CHGE | 0 | 0 | -3 | -3 | 2 | -4 |

Limited Reserves

\$10,663

| Year | 2017 | 2018 | 2019 | 2020 | 2021 | TOTAL |
|--------------|-----------|-----------|-----------|------------|---------|------------|
| January-21 | \$94,223 | \$69,099 | \$168,665 | \$71,470 | \$4,000 | \$407,457 |
| February-21 | \$92,469 | \$67,070 | \$163,499 | \$21,620 | \$7,225 | \$351,884 |
| NET CHGE | (\$1,753) | (\$2,028) | (\$5,166) | (\$49,850) | \$3,225 | (\$55,573) |
| Ltd Incurred | \$374,699 | \$110,532 | \$238,666 | \$72,062 | \$7,225 | \$803,183 |

COVERAGE LINE - AUTO LIABILITY

CLAIM COUNT - OPEN CLAIMS

| Year | 2017 | 2018 | 2019 | 2020 | 2021 | TOTAL |
|-------------|------|------|------|------|------|-------|
| January-21 | 0 | 1 | 0 | 7 | 0 | 8 |
| February-21 | 0 | 1 | 0 | 6 | 1 | 8 |
| NET CHGE | 0 | 0 | 0 | -1 | 1 | 0 |

Limited Reserves

\$2,646

| Year | 2017 | 2018 | 2019 | 2020 | 2021 | TOTAL |
|--------------|-----------|----------|----------|-----------|---------|-----------|
| January-21 | \$0 | \$8,051 | \$0 | \$14,003 | \$0 | \$22,054 |
| February-21 | \$0 | \$8,051 | \$0 | \$11,988 | \$1,125 | \$21,164 |
| NET CHGE | \$0 | \$0 | \$0 | (\$2,015) | \$1,125 | (\$890) |
| Ltd Incurred | \$101,203 | \$47,043 | \$11,760 | \$24,572 | \$1,125 | \$185,703 |

COVERAGE LINE - WORKERS COMP.

CLAIM COUNT - OPEN CLAIMS

| Year | 2017 | 2018 | 2019 | 2020 | 2021 | TOTAL |
|-------------|------|------|------|------|------|-------|
| January-21 | 7 | 11 | 29 | 90 | 10 | 147 |
| February-21 | 7 | 11 | 29 | 77 | 20 | 144 |
| NET CHGE | 0 | 0 | 0 | -13 | 10 | -3 |

Limited Reserves

\$11,683

| Year | 2017 | 2018 | 2019 | 2020 | 2021 | TOTAL |
|--------------|-------------|-------------|-------------|------------|----------|-------------|
| January-21 | \$215,998 | \$420,540 | \$540,409 | \$336,651 | \$7,500 | \$1,521,099 |
| February-21 | \$214,076 | \$424,549 | \$737,133 | \$277,794 | \$28,747 | \$1,682,299 |
| NET CHGE | (\$1,922) | \$4,008 | \$196,724 | (\$58,857) | \$21,247 | \$161,201 |
| Ltd Incurred | \$1,081,271 | \$1,385,455 | \$1,551,385 | \$586,484 | \$29,597 | \$4,634,192 |

TOTAL ALL LINES COMBINED

CLAIM COUNT - OPEN CLAIMS

| Year | 2017 | 2018 | 2019 | 2020 | 2021 | TOTAL |
|-------------|------|------|------|------|------|-------|
| January-21 | 9 | 16 | 45 | 128 | 13 | 211 |
| February-21 | 9 | 15 | 42 | 111 | 27 | 204 |
| NET CHGE | 0 | -1 | -3 | -17 | 14 | -7 |

Limited Reserves

\$10,554

| Year | 2017 | 2018 | 2019 | 2020 | 2021 | TOTAL |
|--------------|-------------|-------------|-------------|-------------|-----------|-------------|
| January-21 | \$310,221 | \$502,690 | \$716,377 | \$458,423 | \$76,201 | \$2,063,912 |
| February-21 | \$306,546 | \$499,670 | \$907,935 | \$329,738 | \$109,140 | \$2,153,029 |
| NET CHGE | (\$3,675) | (\$3,020) | \$191,558 | (\$128,685) | \$32,939 | \$89,117 |
| Ltd Incurred | \$1,721,804 | \$1,634,255 | \$1,999,594 | \$775,477 | \$119,847 | \$6,250,977 |

**Professional Municipal Mgmt Joint Insurance Fund
CLAIM ACTIVITY REPORT**

COVERAGE LINE - PROPERTY

CLAIM COUNT - OPEN CLAIMS

| Year | 2017 | 2018 | 2019 | 2020 | 2021 | TOTAL |
|------------------|-----------|----------|-----------|-----------|----------|----------------|
| February-21 | 0 | 0 | 4 | 12 | 3 | 19 |
| March-21 | 0 | 0 | 4 | 11 | 3 | 18 |
| NET CHGE | 0 | 0 | 0 | -1 | 0 | -1 |
| Limited Reserves | | | | | | \$5,919 |
| Year | 2017 | 2018 | 2019 | 2020 | 2021 | TOTAL |
| February-21 | \$0 | \$0 | \$7,303 | \$18,336 | \$72,044 | \$97,682 |
| March-21 | \$0 | \$0 | \$2,862 | \$30,645 | \$73,044 | \$106,550 |
| NET CHGE | \$0 | \$0 | (\$4,441) | \$12,309 | \$1,000 | \$8,868 |
| Ltd Incurred | \$164,630 | \$91,226 | \$193,332 | \$111,597 | \$82,900 | \$643,685 |

COVERAGE LINE - GENERAL LIABILITY

CLAIM COUNT - OPEN CLAIMS

| Year | 2017 | 2018 | 2019 | 2020 | 2021 | TOTAL |
|------------------|-----------|-----------|-----------|-----------|----------|-----------------|
| February-21 | 2 | 3 | 9 | 16 | 3 | 33 |
| March-21 | 2 | 2 | 8 | 13 | 7 | 32 |
| NET CHGE | 0 | -1 | -1 | -3 | 4 | -1 |
| Limited Reserves | | | | | | \$10,723 |
| Year | 2017 | 2018 | 2019 | 2020 | 2021 | TOTAL |
| February-21 | \$92,469 | \$67,070 | \$163,499 | \$21,620 | \$7,225 | \$351,884 |
| March-21 | \$88,864 | \$64,330 | \$156,454 | \$18,420 | \$15,075 | \$343,143 |
| NET CHGE | (\$3,605) | (\$2,741) | (\$7,046) | (\$3,200) | \$7,850 | (\$8,741) |
| Ltd Incurred | \$374,699 | \$107,934 | \$238,666 | \$68,862 | \$15,075 | \$805,235 |

COVERAGE LINE - AUTO LIABILITY

CLAIM COUNT - OPEN CLAIMS

| Year | 2017 | 2018 | 2019 | 2020 | 2021 | TOTAL |
|------------------|-----------|----------|----------|-----------|---------|----------------|
| February-21 | 0 | 1 | 0 | 6 | 1 | 8 |
| March-21 | 0 | 1 | 0 | 4 | 3 | 8 |
| NET CHGE | 0 | 0 | 0 | -2 | 2 | 0 |
| Limited Reserves | | | | | | \$2,273 |
| Year | 2017 | 2018 | 2019 | 2020 | 2021 | TOTAL |
| February-21 | \$0 | \$8,051 | \$0 | \$11,988 | \$1,125 | \$21,164 |
| March-21 | \$0 | \$8,051 | \$0 | \$6,459 | \$3,673 | \$18,183 |
| NET CHGE | \$0 | \$0 | \$0 | (\$5,529) | \$2,548 | (\$2,981) |
| Ltd Incurred | \$101,203 | \$47,043 | \$11,760 | \$19,972 | \$5,225 | \$185,203 |

COVERAGE LINE - WORKERS COMP.

CLAIM COUNT - OPEN CLAIMS

| Year | 2017 | 2018 | 2019 | 2020 | 2021 | TOTAL |
|------------------|-------------|-------------|-------------|-----------|----------|-----------------|
| February-21 | 7 | 11 | 29 | 77 | 20 | 144 |
| March-21 | 7 | 11 | 25 | 74 | 21 | 138 |
| NET CHGE | 0 | 0 | -4 | -3 | 1 | -6 |
| Limited Reserves | | | | | | \$12,432 |
| Year | 2017 | 2018 | 2019 | 2020 | 2021 | TOTAL |
| February-21 | \$214,076 | \$424,549 | \$737,133 | \$277,794 | \$28,747 | \$1,682,299 |
| March-21 | \$208,399 | \$419,385 | \$746,718 | \$311,778 | \$29,318 | \$1,715,598 |
| NET CHGE | (\$5,677) | (\$5,164) | \$9,585 | \$33,984 | \$571 | \$33,299 |
| Ltd Incurred | \$1,081,271 | \$1,389,173 | \$1,570,566 | \$649,585 | \$37,521 | \$4,728,116 |

TOTAL ALL LINES COMBINED

CLAIM COUNT - OPEN CLAIMS

| Year | 2017 | 2018 | 2019 | 2020 | 2021 | TOTAL |
|------------------|-------------|-------------|-------------|-----------|-----------|-----------------|
| February-21 | 9 | 15 | 42 | 111 | 27 | 204 |
| March-21 | 9 | 14 | 37 | 102 | 34 | 196 |
| NET CHGE | 0 | -1 | -5 | -9 | 7 | -8 |
| Limited Reserves | | | | | | \$11,140 |
| Year | 2017 | 2018 | 2019 | 2020 | 2021 | TOTAL |
| February-21 | \$306,546 | \$499,670 | \$907,935 | \$329,738 | \$109,140 | \$2,153,029 |
| March-21 | \$297,263 | \$491,766 | \$906,033 | \$367,302 | \$121,110 | \$2,183,474 |
| NET CHGE | (\$9,282) | (\$7,904) | (\$1,901) | \$37,564 | \$11,970 | \$30,445 |
| Ltd Incurred | \$1,721,804 | \$1,635,375 | \$2,014,323 | \$850,016 | \$140,721 | \$6,362,238 |

2021 LOST TIME ACCIDENT FREQUENCY ALL JIFs EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS

| February 28, 2021 | | | | |
|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| FUND | 2021 LOST TIME FREQUENCY | 2020 LOST TIME FREQUENCY | 2019 LOST TIME FREQUENCY | TOTAL RATE * 2021 - 2019 |
| Professional Municipal Management | 0.00 | 1.14 | 2.29 | 1.58 |
| Bergen County | 0.21 | 1.22 | 1.47 | 1.25 |
| Burlington County Municipal JIF | 0.27 | 1.02 | 1.25 | 1.06 |
| Ocean County | 0.30 | 1.35 | 1.80 | 1.48 |
| Suburban Metro | 0.31 | 1.58 | 1.80 | 1.61 |
| Monmouth County | 0.34 | 0.77 | 1.30 | 0.98 |
| South Bergen County | 0.45 | 1.71 | 1.67 | 1.59 |
| Gloucester, Salem, Cumberland Counties Municipal JIF | 0.50 | 1.34 | 1.80 | 1.49 |
| Morris County | 0.51 | 1.14 | 1.57 | 1.29 |
| Camden County | 0.53 | 1.26 | 1.37 | 1.26 |
| Central New Jersey | 0.55 | 1.41 | 1.56 | 1.41 |
| Atlantic County Municipal JIF | 0.65 | 1.62 | 2.57 | 1.97 |
| NJ Utility Authorities | 0.84 | 1.97 | 2.62 | 2.17 |
| Suburban Municipal | 1.01 | 1.52 | 1.81 | 1.61 |
| NJ Public Housing Authority | 1.27 | 1.59 | 1.80 | 1.66 |
| AVERAGE | 0.52 | 1.38 | 1.78 | 1.50 |

Professional Municipal Management JOINT INSURANCE FUND
2021 LOST TIME ACCIDENT FREQUENCY EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS

| | | | | DATA VALUED AS OF | | | February 28, 2021 | | | |
|----------------|--------------------------------|-----------------------|---------------------|--------------------------------|--------------------------------|--------------------------------|-------------------------|---------------|-------------|--|
| MEMBER_ID | MEMBER | ** # CLAIMS FOR | Y.T.O. LOST TIME | 2021 LOST TIME FREQUENCY | 2020 LOST TIME FREQUENCY | 2019 LOST TIME FREQUENCY | MEMBER | TOTAL RATE | 2021 - 2019 | |
| 1 | 304 Evesham | 0 | 0 | 0.00 | 0.37 | 2.25 | 1 Evesham | 1.21 | | |
| 2 | 305 Evesham Township Fire Dist | 0 | 0 | 0.00 | 0.00 | 0.00 | 2 Evesham Township Fire | 0.00 | | |
| 3 | 306 Maple Shade | 0 | 0 | 0.00 | 0.85 | 0.86 | 3 Maple Shade | 0.79 | | |
| 4 | 307 Moorestown | 0 | 0 | 0.00 | 1.99 | 1.39 | 4 Moorestown | 1.55 | | |
| 5 | 308 Willingboro | 0 | 0 | 0.00 | 1.72 | 3.83 | 5 Willingboro | 2.55 | | |
| Totals: | | | 0 | 0 | 0.00 | 1.14 | 2.29 | | 1.58 | |

2021 LOST TIME ACCIDENT FREQUENCY ALL JIFs EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS

| March 31, 2021 | | | | |
|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| FUND | 2021 LOST TIME FREQUENCY | 2020 LOST TIME FREQUENCY | 2019 LOST TIME FREQUENCY | TOTAL RATE * 2021 - 2019 |
| Professional Municipal Management | 0.00 | 1.14 | 2.29 | 1.52 |
| Burlington County Municipal JIF | 0.18 | 1.10 | 1.25 | 1.06 |
| Bergen County | 0.35 | 1.22 | 1.49 | 1.24 |
| Monmouth County | 0.46 | 0.80 | 1.28 | 0.98 |
| Central New Jersey | 0.55 | 1.46 | 1.54 | 1.39 |
| Ocean County | 0.60 | 1.35 | 1.82 | 1.48 |
| South Bergen County | 0.70 | 1.76 | 1.67 | 1.60 |
| Morris County | 0.74 | 1.17 | 1.59 | 1.31 |
| Gloucester, Salem, Cumberland Counties Municipal JIF | 0.78 | 1.45 | 1.80 | 1.53 |
| Atlantic County Municipal JIF | 0.80 | 1.70 | 2.57 | 1.97 |
| Suburban Metro | 0.82 | 1.58 | 1.76 | 1.60 |
| Camden County | 0.93 | 1.26 | 1.37 | 1.27 |
| NJ Public Housing Authority | 1.06 | 1.59 | 1.80 | 1.62 |
| NJ Utility Authorities | 1.12 | 2.01 | 2.62 | 2.18 |
| Suburban Municipal | 1.34 | 1.58 | 1.81 | 1.65 |
| AVERAGE | 0.70 | 1.41 | 1.78 | 1.49 |

**Professional Municipal Management JOINT INSURANCE FUND
2021 LOST TIME ACCIDENT FREQUENCY EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS**

| | | | | DATA VALUED AS OF | | | March 31, 2021 | | | |
|----------------|--------------------------------|----|-----------------|---------------------|--------------------------------|--------------------------------|--------------------------------|-------------------------|---------------|--|
| MEMBER_ID | MEMBER | ** | # CLAIMS FOR | Y.T.D. LOST TIME | 2021 LOST TIME FREQUENCY | 2020 LOST TIME FREQUENCY | 2019 LOST TIME FREQUENCY | MEMBER | TOTAL RATE | |
| | | * | 3/31/2021 | ACCIDENTS | | | | | 2021 - 2019 | |
| 1 | 304 Evesham | | 0 | 0 | 0.00 | 0.37 | 2.25 | 1 Evesham | 1.17 | |
| 2 | 305 Evesham Township Fire Dist | | 0 | 0 | 0.00 | 0.00 | 0.00 | 2 Evesham Township Fire | 0.00 | |
| 3 | 306 Maple Shade | | 0 | 0 | 0.00 | 0.85 | 0.86 | 3 Maple Shade | 0.76 | |
| 4 | 307 Moorestown | | 0 | 0 | 0.00 | 1.99 | 1.39 | 4 Moorestown | 1.49 | |
| 5 | 308 Willingboro | | 0 | 0 | 0.00 | 1.72 | 3.83 | 5 Willingboro | 2.46 | |
| Totals: | | | 0 | 0 | 0.00 | 1.14 | 2.29 | | 1.52 | |

| MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND | | | | | | | | | |
|---|---------------|---------------------|-----------|----------------|----------------|-------------------------|------------------------|------------------------|-----------------------|
| EMPLOYMENT PRACTICES COMPLIANCE STATUS - Professional Municipal Mgmt Joint Insurance Fund | | | | | | | | | |
| Data Valued As of : April 20, 2021 | | | | | | | | | |
| Total Participating Members | | 5 | 5 | | | | | | |
| Complaint | | | 5 | | | | | | |
| Percent Compliant | | | 100.00% | | | | | | |
| | | | 01/01/21 | 2021 | | | | | |
| Member Name | EPL Program ? | Checklist Submitted | Compliant | EPL Deductible | POL Deductible | Amended Deductible Date | Revised EPL Deductible | Revised POL Deductible | Co-Insurance 01/01/21 |
| EVESHAM | Yes | Yes | Yes | \$ 20,000 | \$ 20,000 | | | | 20% of 1st 250K |
| EVESHAM TOWNSHIP FIRE DISTRICT | Yes | Yes | Yes | \$ 20,000 | \$ 20,000 | 01/01/19 | | | 20% of 1st 250K |
| MAPLE SHADE | Yes | Yes | Yes | \$ 10,000 | \$ 10,000 | | | | 0% |
| MOORESTOWN | Yes | Yes | Yes | \$ 20,000 | \$ 20,000 | | | | 20% of 1st 250K |
| WILLINGBORO | Yes | Yes | Yes | \$ 20,000 | \$ 20,000 | | | | 20% of 1st 250K |

Professional Municipal Management Joint Insurance Fund
Annual Regulatory Filing Check List
Year 2021 as of April 1, 2021

| <u>Item</u> | <u>Filing Status</u> |
|---|-----------------------------|
| <input type="checkbox"/> 2021 Budget | Filed |
| <input type="checkbox"/> Assessments | Filed |
| <input type="checkbox"/> Actuarial Certification | To be Filed |
| <input type="checkbox"/> Reinsurance Policies | UW Manager Filing |
| <input type="checkbox"/> Fund Commissioners | Filed |
| <input type="checkbox"/> Fund Officers | Filed |
| <input type="checkbox"/> Renewal Resolutions | None |
| <input type="checkbox"/> New Members | None |
| <input type="checkbox"/> Withdrawals | None |
| <input type="checkbox"/> Risk Management Plan | Filed |
| <input type="checkbox"/> Certification of Professional Fees | Filed |
| <input type="checkbox"/> Unaudited Financials | To be Filed |
| <input type="checkbox"/> Annual Audit | To be Filed |
| <input type="checkbox"/> State Comptroller Audit Filing | To be Filed |
| <input type="checkbox"/> Ethics Filing | On Line Filing |

RESOLUTION NO. 21-13

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
BILLS LIST - MARCH 2021**

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

BE IT RESOLVED that the Professional Municipal Management 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>CheckNumber</u> | <u>VendorName</u> | <u>Comment</u> | <u>InvoiceAmount</u> |
| 001666 | | | |
| 001666 | QUAL-LYNX | TPA 3/21 | 12,003.93 |
| | | | 12,003.93 |
| 001667 | | | |
| 001667 | J.A. MONTGOMERY RISK CONTROL | SAFETY DIRECTOR 3/21 | 2,007.92 |
| | | | 2,007.92 |
| 001668 | | | |
| 001668 | PERMA RISK MANAGEMENT SERVICES | JAN & FEB UNDERPAY 154.25 PER MO. | 308.50 |
| 001668 | PERMA RISK MANAGEMENT SERVICES | ED 3/21 | 11,528.00 |
| 001668 | PERMA RISK MANAGEMENT SERVICES | POSTAGE 2/21 | 6.63 |
| | | | 11,843.13 |
| 001669 | | | |
| 001669 | THE ACTUARIAL ADVANTAGE | ACTUARY 3/21 | 3,406.67 |
| | | | 3,406.67 |
| 001670 | | | |
| 001670 | QUALCARE, INC. | WC - ACCESS/UM | 7,497.65 |
| | | | 7,497.65 |
| 001671 | | | |
| 001671 | THOMAS TONTARSKI | TREASURER 3/21 | 1,548.50 |
| | | | 1,548.50 |
| 001672 | | | |
| 001672 | HELMER, CONLEY & KASSELMAN, PA | LITIGATION MGMT 3/21 | 1,526.00 |
| 001672 | HELMER, CONLEY & KASSELMAN, PA | ATTORNEY 3/21 | 1,791.50 |
| | | | 3,317.50 |
| 001673 | | | |
| 001673 | COURIER TIMES INC | AD 2.05.2021 | 38.40 |
| | | | 38.40 |
| 001674 | | | |
| 001674 | ALLSTATE INFORMATION MANAGEMNT | ARC SERVICE&STORAGE 2/21 | 52.47 |
| 001674 | ALLSTATE INFORMATION MANAGEMNT | ARC SERVICE&STORAGE 1/21 | 52.47 |
| | | | 104.94 |
| 001675 | | | |
| 001675 | CONNER STRONG & BUCKELEW | UNDERWRITING MGR 3/21 | 519.00 |
| | | | 519.00 |
| | | Total Payments FY 2021 | 42,287.64 |
| | | TOTAL PAYMENTS ALL FUND YEARS | 42,287.64 |

Chairperson

Attest:

Dated:

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

Treasurer

RESOLUTION NO. 21-14

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
BILLS LIST - APRIL 2021**

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

BE IT RESOLVED that the Professional Municipal Management 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>CheckNumber</u> | <u>VendorName</u> | <u>Comment</u> | <u>InvoiceAmount</u> |
| 001657 | | | |
| 001657 | MUNICIPAL EXCESS LIABILITY JIF | FPB Q2 2021 | 928.75 |
| | | | 928.75 |
| 001658 | | | |
| 001658 | MUNICIPAL EXCESS LIABILITY JIF | MEL PROPERTY Q2 2021 | 83,219.00 |
| 001658 | MUNICIPAL EXCESS LIABILITY JIF | MEL Q2 2021 | 158,201.50 |
| | | | 241,420.50 |
| 001659 | | | |
| 001659 | APEX INS SRVS c/o QBE INSURANCE | POL/EPL INSTALLMENT 2 OF 2 | 174,292.50 |
| 001659 | APEX INS SRVS c/o QBE INSURANCE | VOLUNTEER POL/EPL INSTALLMENT 2 OF 2 | 1,095.00 |
| | | | 175,387.50 |
| 001660 | | | |
| 001660 | QUAL-LYNX | TPA 4/21 | 12,003.93 |
| | | | 12,003.93 |
| 001661 | | | |
| 001661 | J.A. MONTGOMERY RISK CONTROL | SAFETY DIRECTOR 4/21 | 2,007.92 |
| | | | 2,007.92 |
| 001662 | | | |
| 001662 | PERMA RISK MANAGEMENT SERVICES | POSTAGE 3/21 | 30.34 |
| 001662 | PERMA RISK MANAGEMENT SERVICES | ED 4/21 | 11,528.00 |
| | | | 11,558.34 |
| 001663 | | | |
| 001663 | THE ACTUARIAL ADVANTAGE | ACTUARY 4/21 | 3,406.67 |
| | | | 3,406.67 |
| 001664 | | | |
| 001664 | QUALCARE, INC. | MANAGED CARE 4/21 | 7,497.65 |
| | | | 7,497.65 |
| 001665 | | | |
| 001665 | THOMAS TONTARSKI | TREASURER 4/21 | 1,548.50 |
| | | | 1,548.50 |
| 001676 | | | |
| 001676 | HELMER, CONLEY & KASSELMAN, PA | LITIGATION MGT 4/21 | 1,526.00 |
| 001676 | HELMER, CONLEY & KASSELMAN, PA | ATTORNEY 4/21 | 1,791.50 |
| | | | 3,317.50 |
| 001677 | | | |
| 001677 | MUNICIPAL EXCESS LIABILITY JIF | MSI Q2 2021 | 4,737.75 |
| | | | 4,737.75 |
| 001678 | | | |
| 001678 | CONNER STRONG & BUCKELEW | UNDERWRITING MGR 4/21 | 519.00 |
| | | | 519.00 |
| 001679 | | | |
| 001679 | CONNER STRONG & BUCKELEW | EVESHAM FIRST RMC FEE 2020 | 20,991.90 |
| | | | 20,991.90 |
| | | Total Payments FY 2021 | 485,325.91 |
| | | TOTAL PAYMENTS ALL FUND YEARS | 485,325.91 |

Chairperson

Attest: _____

Dated:

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

Treasurer

April 19, 2021

To the Members of the
Executive Board of the
Professional Municipal Management
Joint Insurance Fund

I have enclosed for your review and, in some cases consideration, documents of presentation relating to claims, transfers, and the financial condition of the Fund.

The statements included in this report are prepared on a “modified cash basis” and relate to financial activity through the two month period ending March 31, 2021 for Closed Fund Years 1987 to 2016, and Fund Years 2017, 2018, 2019, 2020 and 2021. The reports, where required, are presented in a manner prescribed or permitted by the Department of Insurance and the Division of Local Government Services of the Department of Community Affairs.

All statements contained in this report are subject to adjustment by annual audit.

A summary of the contents of these statements is presented below.

INVESTMENT INTEREST:

Interest received or accrued for the period totaled \$ 16,087.94. This generated an average annual yield of 1.18%. However, we have an unrealized net loss of \$16,,338.13 adjusting the reported yield to -1.21% for the period. The total overview of the asset portfolio for the fund shows the market value of \$ 784,340.18.

Our Portfolio Investment with J.C.M.I. is valued at \$ 3,992.847.49.

Our asset portfolio with Wilmington Trust has 1 obligations less than one year.

RECEIPT ACTIVITY FOR THE PERIOD:

Subrogation Receipts \$664.00 /YTD \$ 664.00
Salvage Receipts \$ 0.00
Overpayment Reimbursements \$ 177.18

CLAIM ACTIVITY FOR THE PERIOD:

The enclosed report shows 296 claim payments issued during the period for claims paid by the fund and claims payable by the Fund at period end in the amount of \$226,516.59.

CASH ACTIVITY FOR THE PERIOD:

The enclosed report shows that during the reporting period the Fund's "Cash Position" changed from an opening balance of \$ 8,554,894.16 to a closing balance of \$ 8,048,364.56 showing a decrease in the fund of \$ 506,529.60.

BILL LIST FOR THE PERIOD:

Vouchers to be submitted for your consideration at the scheduled meeting show on the accompanying bill list.

The information contained in this summary of the document provided in this report. Other detailed information is contained in the attached documents or a more specific explanation on any question can be obtained by contacting me at 609-744-3597.

Respectfully Submitted,

Thomas J. Tontarski
Treasurer

**PROFESSIONAL MUNICIPAL MANAGEMENT JIF
SUBROGATION REPORT 2021**

| DATE REC'D | CREDITED TO: | FILE NUMBER | CLAIMANT NAME | COV. TYPE | FUND YEAR | AMOUNT RECEIVED | RECEIVED Y.T.D. |
|-------------------------|--------------|-------------|--------------------|-----------|-----------|-----------------|-----------------|
| 2/16 | WILLINGBORO | 2020177802 | MONICA POGORZELSKI | WC | 2019 | 664.00 | |
| TOTAL- FEB. YTD 2021 | | | | | | 664.00 | 664.00 |
| TOTAL- MAR YTD 2021 | | | | | | 0.00 | 664.00 |

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
SUMMARY OF CASH TRANSACTIONS - ALL FUND YEARS COMBINED**

| Current Fund Year: 2021 Month Ending: February | | Property | Liability | Auto | Workers Comp | LFC | POL/EPL | MEL | EJIF | Admin | TOTAL |
|---|--|-------------------|---------------------|------------------|---------------------|------------------|-----------------|-------------------|---------------------|---------------------|---------------------|
| OPEN BALANCE | | 230,637.65 | 1,531,909.16 | 62,049.12 | 3,051,825.10 | 85,572.77 | 185,400.87 | 340,556.58 | (361,656.50) | 3,428,599.40 | 8,554,894.16 |
| RECEIPTS | | | | | | | | | | | |
| Assessments | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Refunds | | 0.00 | 0.00 | 0.00 | 664.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 664.00 |
| Invest Pymnts | | (234.52) | (1,604.48) | (114.88) | (3,209.00) | (93.15) | (230.99) | (349.24) | (0.46) | (3,622.77) | (9,459.49) |
| Invest Adj | | 5.41 | 35.95 | 2.55 | 71.61 | 2.01 | 4.35 | 7.99 | 0.01 | 80.46 | 210.34 |
| Subtotal Invest | | (229.11) | (1,568.53) | (112.33) | (3,137.39) | (91.14) | (226.64) | (341.25) | (0.45) | (3,542.31) | (9,249.15) |
| Other * | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL | | (229.11) | (1,568.53) | (112.33) | (2,473.39) | (91.14) | (226.64) | (341.25) | (0.45) | (3,542.31) | (8,585.15) |
| EXPENSES | | | | | | | | | | | |
| Claims Transfers | | 14,620.76 | 53,781.50 | 2,812.93 | 65,355.23 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 136,570.42 |
| Expenses | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 175,387.50 | 0.00 | 0.00 | 59,446.71 | 234,834.21 |
| Other * | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL | | 14,620.76 | 53,781.50 | 2,812.93 | 65,355.23 | 0.00 | 175,387.50 | 0.00 | 0.00 | 59,446.71 | 371,404.63 |
| END BALANCE | | 215,787.78 | 1,476,559.13 | 59,123.86 | 2,983,996.48 | 85,481.63 | 9,786.73 | 340,215.33 | (361,656.95) | 3,365,610.38 | 8,174,904.38 |

REPORT STATUS SECTION

Report Month: February

Balance Differences

| | | |
|----------------------|--|--------|
| Opening Balances: | Opening Balances are equal | \$0.00 |
| Imprest Transfers: | Imprest Totals are equal | \$0.00 |
| Investment Balances: | Investment Payment Balances are equal | \$0.00 |
| | Investment Adjustment Balances are equal | \$0.00 |
| Ending Balances: | Ending Balances are equal | \$0.00 |
| Accural Balances: | Accural Balances are equal | \$0.00 |

| SUMMARY OF CASH AND INVESTMENT INSTRUMENTS | | | | | | |
|--|----------------|---------------------|-------------------|---------------------|---------------|----------------|
| PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND | | | | | | |
| ALL FUND YEARS COMBINED | | | | | | |
| CURRENT MONTH | February | | | | | |
| CURRENT FUND YEAR 2021 | | | | | | |
| Description: | ASSET MGR | OPERATING ACCT 7307 | CLAIMS ACCT. 7326 | ADMIN. EXPENSE 7350 | JCMI | |
| ID Number: | | | | | | |
| Maturity (Yrs) | | | | | | |
| Purchase Yield: | | | | | | |
| TOTAL for All Accts & instruments | | | | | | |
| Opening Cash & Investment | \$8,554,894.16 | 779,349.03 | 3,662,143.60 | 100,000.00 | 1,000.00 | 4,012,401.53 |
| Opening Interest Accrual | \$3,912.05 | 3,912.05 | - | - | - | - |
| 1 Interest Accrued and/or | \$501.29 | \$501.29 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 2 Interest Accrued - disc | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 3 on and/or Interest Cost) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 4 Accretion | \$210.33 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$210.33 |
| 5 Interest Paid - Cash Int | \$5,328.42 | \$0.00 | \$1,435.59 | \$0.00 | \$0.00 | \$3,892.83 |
| 6 Interest Paid - Term In | \$1,719.06 | \$1,719.06 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 7 Realized Gain (Loss) | -\$16,506.96 | -\$453.20 | \$0.00 | \$0.00 | \$0.00 | -\$16,053.76 |
| 8 Net Investment Income | -\$10,466.92 | \$48.09 | \$1,435.59 | \$0.00 | \$0.00 | -\$11,950.60 |
| 9 Deposits - Purchases | \$362,068.63 | \$0.00 | \$664.00 | \$126,570.42 | \$234,834.21 | \$0.00 |
| 10 (Withdrawals - Sales) | -\$732,809.26 | \$0.00 | -\$361,404.63 | -\$136,570.42 | -\$234,834.21 | \$0.00 |
| Ending Cash & Investment | \$8,174,904.38 | \$780,614.89 | \$3,302,838.56 | \$90,000.00 | \$1,000.00 | \$4,000,450.93 |
| Ending Interest Accrual Ba | \$2,694.28 | \$2,694.28 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Plus Outstanding Checks | \$266,904.81 | \$0.00 | \$0.00 | \$30,582.19 | \$236,322.62 | \$0.00 |
| (Less Deposits in Transit) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Balance per Bank | \$8,441,809.19 | \$780,614.89 | \$3,302,838.56 | \$120,582.19 | \$237,322.62 | \$4,000,450.93 |

**CERTIFICATION AND RECONCILIATION OF CLAIMS PAYMENTS AND RECOVERIES
PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND**

| Month | | February | | | | | | | |
|-------------------|--------------|--------------------------------|---------------------------|-----------------------------|------------------------------|----------------------------|---------------------------|---------------------------------------|-------------------|
| Current Fund Year | | 2021 | | | | | | | |
| Policy Year | Coverage | 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. |
| | | Calc. Net Paid Thru Last Month | Monthly Net Paid February | Monthly Recoveries February | Calc. Net Paid Thru February | TPA Net Paid Thru February | Variance To Be Reconciled | Delinquent Unreconciled Variance From | Change This Month |
| 2021 | Property | 9,099.06 | 757.41 | 0.00 | 9,856.47 | 9,856.47 | 0.00 | 0.00 | 0.00 |
| | Liability | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Auto | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Workers Comp | 0.00 | 850.44 | 0.00 | 850.44 | 850.44 | 0.00 | 0.00 | 0.00 |
| | Total | 9,099.06 | 1,607.85 | 0.00 | 10,706.91 | 10,706.91 | 0.00 | 0.00 | 0.00 |
| 2020 | Property | 60,160.19 | 13,863.35 | 0.00 | 74,023.54 | 74,023.54 | 0.00 | (0.00) | 0.00 |
| | Liability | 441.29 | 50,000.00 | 0.00 | 50,441.29 | 50,441.29 | 0.00 | 0.00 | 0.00 |
| | Auto | 9,770.83 | 2,812.93 | 0.00 | 12,583.76 | 12,583.76 | 0.00 | 0.00 | 0.00 |
| | Workers Comp | 259,139.57 | 49,550.53 | 0.00 | 308,690.10 | 308,690.10 | 0.00 | 0.00 | 0.00 |
| | Total | 329,511.88 | 116,226.81 | 0.00 | 445,738.69 | 445,738.69 | 0.00 | (0.00) | 0.00 |
| 2019 | Property | 190,480.31 | 0.00 | 0.00 | 190,480.31 | 190,480.31 | 0.00 | 0.00 | 0.00 |
| | Liability | 75,166.45 | 0.00 | 0.00 | 75,166.45 | 75,166.45 | 0.00 | 0.00 | 0.00 |
| | Auto | 11,760.28 | 0.00 | 0.00 | 11,760.28 | 11,760.28 | (0.00) | (0.00) | 0.00 |
| | Workers Comp | 806,475.04 | 8,440.66 | 664.00 | 814,251.70 | 814,251.70 | 0.00 | 0.00 | 0.00 |
| | Total | 1,083,882.08 | 8,440.66 | 664.00 | 1,091,658.74 | 1,091,658.74 | 0.00 | 0.00 | 0.00 |
| 2018 | Property | 91,225.69 | 0.00 | 0.00 | 91,225.69 | 91,225.69 | 0.00 | 0.00 | 0.00 |
| | Liability | 41,433.64 | 2,028.20 | 0.00 | 43,461.84 | 43,461.84 | (0.00) | (0.00) | 0.00 |
| | Auto | 38,991.82 | 0.00 | 0.00 | 38,991.82 | 38,991.82 | 0.00 | 0.00 | 0.00 |
| | Workers Comp | 956,314.12 | 4,591.60 | 0.00 | 960,905.72 | 960,905.72 | 0.00 | 0.00 | 0.00 |
| | Total | 1,127,965.27 | 6,619.80 | 0.00 | 1,134,585.07 | 1,134,585.07 | 0.00 | 0.00 | 0.00 |
| 2017 | Property | 164,630.35 | 0.00 | 0.00 | 164,630.35 | 164,630.35 | 0.00 | 0.00 | 0.00 |
| | Liability | 280,476.09 | 1,753.30 | 0.00 | 282,229.39 | 282,229.39 | 0.00 | 0.00 | 0.00 |
| | Auto | 101,203.37 | 0.00 | 0.00 | 101,203.37 | 101,203.37 | (0.00) | (0.00) | 0.00 |
| | Workers Comp | 865,272.97 | 1,922.00 | 0.00 | 867,194.97 | 867,194.97 | 0.00 | 0.00 | 0.00 |
| | Total | 1,411,582.78 | 3,675.30 | 0.00 | 1,415,258.08 | 1,415,258.08 | 0.00 | 0.00 | 0.00 |
| Closed FY | Property | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Liability | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Auto | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Workers Comp | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Total | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | TOTAL | 3,962,041.07 | 136,570.42 | 664.00 | 4,097,947.49 | 4,097,947.49 | 0.00 | 0.00 | 0.00 |

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
SUMMARY OF CASH TRANSACTIONS - ALL FUND YEARS COMBINED**

| Current Fund Year: 2021 Month Ending: March | | Property | Liability | Auto | Workers Comp | LFC | POL/EPL | MEL | EJIF | Admin | TOTAL |
|--|--|-------------------|---------------------|------------------|---------------------|------------------|-----------------|-------------------|---------------------|---------------------|---------------------|
| OPEN BALANCE | | 215,787.78 | 1,476,559.13 | 59,123.86 | 2,983,996.48 | 85,481.63 | 9,786.73 | 340,215.33 | (361,656.95) | 3,365,610.38 | 8,174,904.38 |
| RECEIPTS | | | | | | | | | | | |
| Assessments | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Refunds | | 10.65 | 0.00 | 0.00 | 166.53 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 177.18 |
| Invest Pymnts | | (180.05) | (1,322.88) | (96.83) | (2,709.07) | (83.13) | 0.20 | (298.05) | (0.38) | (3,087.31) | (7,777.50) |
| Invest Adj | | 109.15 | 746.89 | 53.42 | 1,509.41 | 43.23 | 4.94 | 172.09 | 0.23 | 1,702.44 | 4,341.80 |
| Subtotal Invest | | (70.90) | (575.99) | (43.41) | (1,199.66) | (39.90) | 5.14 | (125.96) | (0.15) | (1,384.87) | (3,435.70) |
| Other * | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL | | (60.25) | (575.99) | (43.41) | (1,033.13) | (39.90) | 5.14 | (125.96) | (0.15) | (1,384.87) | (3,258.52) |
| EXPENSES | | | | | | | | | | | |
| Claims Transfers | | 6,928.71 | 10,792.68 | 2,480.88 | 60,791.39 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 80,993.66 |
| Expenses | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 42,287.64 | 42,287.64 |
| Other * | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL | | 6,928.71 | 10,792.68 | 2,480.88 | 60,791.39 | 0.00 | 0.00 | 0.00 | 0.00 | 42,287.64 | 123,281.30 |
| END BALANCE | | 208,798.82 | 1,465,190.46 | 56,599.57 | 2,922,171.96 | 85,441.73 | 9,791.87 | 340,089.37 | (361,657.10) | 3,321,937.87 | 8,048,364.56 |

REPORT STATUS SECTION

Report Month: March

Balance Differences

| | | |
|----------------------|--|--------|
| Opening Balances: | Opening Balances are equal | \$0.00 |
| Imprest Transfers: | Imprest Totals are equal | \$0.00 |
| Investment Balances: | Investment Payment Balances are equal | \$0.00 |
| | Investment Adjustment Balances are equal | \$0.00 |
| Ending Balances: | Ending Balances are equal | \$0.00 |
| Accural Balances: | Accural Balances are equal | \$0.00 |

| SUMMARY OF CASH AND INVESTMENT INSTRUMENTS | | | | | | |
|--|----------------|------------------------|----------------------|------------------------|--------------|----------------|
| PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND | | | | | | |
| ALL FUND YEARS COMBINED | | | | | | |
| CURRENT MONTH | March | | | | | |
| CURRENT FUND YEAR | 2021 | | | | | |
| Description: | ASSET MGR | OPERATING ACCT 7307 | CLAIMS ACCT. 7326 | ADMIN. EXPENSE 7350 | JCMI | |
| ID Number: | | | | | | |
| Maturity (Yrs) | | | | | | |
| Purchase Yield: | | | | | | |
| TOTAL for All Accts & instruments | | | | | | |
| Opening Cash & Investm | \$8,174,904.38 | 780,614.89 | 3,302,838.56 | 90,000.00 | 1,000.00 | 4,000,450.93 |
| Opening Interest Accrua | \$2,694.28 | 2,694.28 | - | - | - | - |
| 1 Interest Accrued and/or | \$539.13 | \$539.13 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 2 Interest Accrued - discov | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 3 on and/or Interest Cost) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 4 Accretion | \$4,341.82 | \$4,144.14 | \$0.00 | \$0.00 | \$0.00 | \$197.68 |
| 5 Interest Paid - Cash Inst | \$5,166.95 | \$0.00 | \$1,442.46 | \$0.00 | \$0.00 | \$3,724.49 |
| 6 Interest Paid - Term Ins | \$3,224.84 | \$3,224.84 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 7 Realized Gain (Loss) | -\$16,169.30 | -\$4,643.69 | \$0.00 | \$0.00 | \$0.00 | -\$11,525.61 |
| 8 Net Investment Income | -\$6,121.40 | \$39.58 | \$1,442.46 | \$0.00 | \$0.00 | -\$7,603.44 |
| 9 Deposits - Purchases | \$133,458.48 | \$0.00 | \$177.18 | \$90,993.66 | \$42,287.64 | \$0.00 |
| 10 (Withdrawals - Sales) | -\$256,562.60 | \$0.00 | -\$133,281.30 | -\$80,993.66 | -\$42,287.64 | \$0.00 |
| Ending Cash & Investment | \$8,048,364.57 | \$783,340.18 | \$3,171,176.90 | \$100,000.00 | \$1,000.00 | \$3,992,847.49 |
| Ending Interest Accrual Bal | \$8.57 | \$8.57 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Plus Outstanding Checks | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| (Less Deposits in Transit) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Balance per Bank | \$8,048,364.57 | \$783,340.18 | \$3,171,176.90 | \$100,000.00 | \$1,000.00 | \$3,992,847.49 |

**CERTIFICATION AND RECONCILIATION OF CLAIMS PAYMENTS AND RECOVERIES
PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND**

| Month | March | | | | | | | | |
|-------------------|--------------|--|------------------------------------|--------------------------------------|---------------------------------------|-------------------------------------|---------------------------------------|---|-------------------------------|
| Current Fund Year | 2021 | | | | | | | | |
| Policy Year | Coverage | 1. Calc. Net Paid Thru Last Month | 2. Monthly Net Paid March | 3. Monthly Recoveries March | 4. Calc. Net Paid Thru March | 5. TPA Net Paid Thru March | 6. Variance To Be Reconciled | 7. Delinquent Unreconciled Variance From | 8. Change This Month |
| 2021 | Property | 9,856.47 | 0.00 | 0.00 | 9,856.47 | 9,856.47 | 0.00 | 0.00 | 0.00 |
| | Liability | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Auto | 0.00 | 1,551.82 | 0.00 | 1,551.82 | 1,551.82 | 0.00 | 0.00 | 0.00 |
| | Workers Comp | 850.44 | 7,352.43 | 0.00 | 8,202.87 | 8,202.87 | 0.00 | 0.00 | 0.00 |
| | Total | 10,706.91 | 8,904.25 | 0.00 | 19,611.16 | 19,611.16 | 0.00 | 0.00 | 0.00 |
| 2020 | Property | 74,023.54 | 6,928.71 | 0.00 | 80,952.25 | 80,952.25 | 0.00 | 0.00 | 0.00 |
| | Liability | 50,441.29 | 0.00 | 0.00 | 50,441.29 | 50,441.29 | 0.00 | 0.00 | 0.00 |
| | Auto | 12,583.76 | 929.06 | 0.00 | 13,512.82 | 13,512.82 | 0.00 | 0.00 | 0.00 |
| | Workers Comp | 308,690.10 | 29,138.62 | 21.49 | 337,807.23 | 337,807.23 | 0.00 | 0.00 | 0.00 |
| | Total | 445,738.69 | 36,996.39 | 21.49 | 482,713.59 | 482,713.59 | 0.00 | 0.00 | 0.00 |
| 2019 | Property | 190,480.31 | 0.00 | 10.65 | 190,469.66 | 190,469.66 | 0.00 | 0.00 | 0.00 |
| | Liability | 75,166.45 | 7,045.50 | 0.00 | 82,211.95 | 82,211.95 | 0.00 | 0.00 | 0.00 |
| | Auto | 11,760.28 | 0.00 | 0.00 | 11,760.28 | 11,760.28 | (0.00) | (0.00) | 0.00 |
| | Workers Comp | 814,251.70 | 9,741.13 | 145.04 | 823,847.79 | 823,847.79 | 0.00 | 0.00 | (0.00) |
| | Total | 1,091,658.74 | 16,786.63 | 155.69 | 1,108,289.68 | 1,108,289.68 | 0.00 | 0.00 | (0.00) |
| 2018 | Property | 91,225.69 | 0.00 | 0.00 | 91,225.69 | 91,225.69 | 0.00 | 0.00 | 0.00 |
| | Liability | 43,461.84 | 142.18 | 0.00 | 43,604.02 | 43,604.02 | (0.00) | (0.00) | 0.00 |
| | Auto | 38,991.82 | 0.00 | 0.00 | 38,991.82 | 38,991.82 | 0.00 | 0.00 | 0.00 |
| | Workers Comp | 960,905.72 | 8,881.82 | 0.00 | 969,787.54 | 969,787.54 | 0.00 | 0.00 | (0.00) |
| | Total | 1,134,585.07 | 9,024.00 | 0.00 | 1,143,609.07 | 1,143,609.07 | 0.00 | 0.00 | (0.00) |
| 2017 | Property | 164,630.35 | 0.00 | 0.00 | 164,630.35 | 164,630.35 | 0.00 | 0.00 | 0.00 |
| | Liability | 282,229.39 | 3,605.00 | 0.00 | 285,834.39 | 285,834.39 | 0.00 | 0.00 | 0.00 |
| | Auto | 101,203.37 | 0.00 | 0.00 | 101,203.37 | 101,203.37 | (0.00) | (0.00) | 0.00 |
| | Workers Comp | 867,194.97 | 5,677.39 | 0.00 | 872,872.36 | 872,872.36 | 0.00 | 0.00 | 0.00 |
| | Total | 1,415,258.08 | 9,282.39 | 0.00 | 1,424,540.47 | 1,424,540.47 | 0.00 | 0.00 | 0.00 |
| Closed FY | Property | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Liability | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Auto | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Workers Comp | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Total | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL | | 4,097,947.49 | 80,993.66 | 177.18 | 4,178,763.97 | 4,178,763.97 | 0.00 | 0.00 | (0.00) |

SAFETY DIRECTOR REPORT

Professional Municipal Management Joint Insurance Fund

TO: Fund Commissioners, Safety Coordinators, and Risk Managers

FROM: Keith Hummel, JIF Safety Director

DATE: April 9, 2021

J. A. MONTGOMERY CONSULTING SERVICE TEAM & LOSS CONTROL ACTIVITIES

| | | |
|--|---|---|
| <p>Keith Hummel Associate Public Sector Director khummel@jamontgomery.com Office: 856-552-6862</p> | <p>Mailing Address: TRIAD 1828 CENTRE Cooper Street, 18th Floor Camden, NJ 08102</p> <p>P.O. Box 99106 Camden, NJ 08101</p> | <p>Glenn Prince Assistant Public Sector Director gprince@jamontgomery.com Office: 856-552-4744 Cell: 609-238-3949</p> |
| <p>Robert Garish Senior Consultant rgarish@jamontgomery.com Office: 856-552-4650</p> | <p>Lauren Gershman Administrative Assistant lgershman@jamontgomery.com Office: 856-446-9279</p> | <p>Jonathan Czarniecki Risk Control Consultant jczarniecki@jamontgomery.com Office: 856-446-9205</p> |

LOSS CONTROL SURVEYS

- Township of Evesham on March 1, 2021
- Township of Willingboro on March 4, 2021
- Township of Evesham on March 12, 2021

MEETINGS ATTENDED

- No meetings were held in March

UPCOMING MEETING SCHEDULE

| DATE | TOPIC | LOCATION |
|----------------|-------------------------------------|------------|
| April 27, 2021 | PMM JIF Executive Committee Meeting | Telephonic |
| April 27, 2021 | PMM JIF Claims Committee Meeting | Telephonic |

MSI SAFETY DIRECTOR'S BULLETINS AND MESSAGES

MSI Safety Director Bulletins and Messages are distributed by email to Fund Commissioners, Safety Coordinators, and Risk Consultants. They can be viewed at <https://njmel.org/mel-safety-institute/bulletins/> or NJ MEL App.

If you are not receiving updates or would like to add other names to the distribution list, please let us know.

- March 3 - S.D. Message - Safety Alert – Scott SCBA AV-3000 HT facepiece
- March 4 - MEL Safety Institute (MSI) Website – New and Improved!
- March 8 - New MSI Bulletin: OSHA Guidance for Returning to Work
- March 16 - NEW BULLETIN – Best Housekeeping Practices
- March 22 - Did You Know? – PMM JIF

MSI NOW & MSI DVD

MSI NOW provides on-demand streaming videos and online classes that can be viewed 24/7 by our members. Topics pertain to many aspects of safety, risk control, employment practices, and supervision, and most can be viewed in under 20 minutes.

| MSI NOW | |
|--------------|------------------|
| Municipality | Number of Videos |
| -0- | -0- |

MSI DVD includes a vast library of DVDs topics on many aspects of safety, risk control, employment practices, and supervision, and most can be viewed in under 20 minutes. The DVDs can be requested free of charge for MEL members and held for up to 2 weeks so that you can view them at your convenience. A prepaid self-addressed envelope is included to return the DVD. Please visit www.njmel.org or email the video library at melvideolibrary@jamontgomery.com.

| MSI DVD | |
|--------------|------------------|
| Municipality | Number of Videos |
| -0- | -0- |

MSI LIVE

MSI LIVE features real-time, instructor-led classes and virtual classes. Experienced instructors provide an interactive experience for the attendee on a broad spectrum of safety and risk control topics. Most MSI LIVE offerings have been awarded continuing education credits for municipal designations and certifications. The MSI LIVE catalog provides a description of the course, the intended audience, and available credits.

The MSI LIVE schedule is available for registration through the MEL website at www.NJMEL.org by clicking **MSI LIVE**. Please register early, under-attended classes will be canceled.

To maintain the integrity of the MSI classes and our ability to offer CEUs, we must abide by the rules of the State agency that issued the designation. Chief among those rules is the attendee of the class must attend the whole session. Attendees who enter the class more than 5 minutes late or leave early will not be awarded CEUs for the class or receive a certificate of completion.

For webinars, the MSI utilizes the Zoom platform to track the time each attendee logs in and logs out. Also, we can track participation, to demonstrate to the State agency that the student also participated in polls, quizzes, and question & answer activities during the live, instructor-led webinar. The MSI maintains these records to document our compliance with the State agency.

If you need assistance using the MSI Learning Management System, please call the MSI helpline at 866-661-5120.

NOTE: We need to keep our list of MSI Training Administrators up-to-date. If there are any changes, deletions, or you need to appoint a new Training Administrator, please advise Andrea Felip afelip@jamontgomery.com.

Professional Municipal Mgmt JIF
Certificate of Insurance Monthly Report

From 1/22/2021 To 2/22/2021

| Holder (H)/ Insured Name (I) | Holder / Insured Address | Description of Operations | Issue Date/ Cert ID | Coverage |
|---|---|--|------------------------|----------------|
| H - Virtua Health, Inc. I - Township of Moorestown | 303 Lippincott Drive Exec. Office, 4th Floor Marlton , NJ 08053 | RE: Police Special Detail for the Mega Site located at the Moorestown Mall (Old Lord and Taylor Store), 400 West Route 38, Suite 400, Moorestown, NJ 08057 Virtua Health, Inc. is named as additional insured for General Liability and Excess Liability listed above. | 2/10/2021 #2797228 | GL AU EX WC |
| Total # of Holders: 1 | | | | |

Professional Municipal Mgmt JIF Certificate of Insurance Monthly Report

From 2/22/2021 To 3/22/2021

| Holder (H)/ Insured Name (I) | Holder / Insured Address | Description of Operations | Issue Date/ Cert ID | Coverage |
|---|--|--|------------------------|----------------|
| H - Evesham Township School District I - Township of Evesham | 25 S. Maple Avenue Marlton , NJ 08053 | RE: Marlton Garden Tour event Evidence of insurance with respects to the use of rain garden at Rice Elementary School by the Townships Environmental Commission for their Marlton Garden Tour event. | 3/16/2021 #2820035 | GL AU EX WC |
| H - Maple Shade Board of Education I - Township of Maple Shade | 170 Frederick Ave Maple Shade, NJ 08052 | RE: Firework Display Evidence of Insurance as respects to Firework Display at Martin Ave. Athletic Fields. | 3/17/2021 #2821009 | GL AU EX WC |
| Total # of Holders: 2 | | | | |



**PROFESSIONAL MUNICIPAL MANAGEMENT JIF
Cumulative Savings Summary**

| 2021 | UNITS OF SERVICE | BILLED | APPROVED | SAVINGS | % SAVINGS |
|---------------|------------------|---------------------|--------------------|---------------------|------------|
| JANUARY | 71 | \$49,418.31 | \$18,116.06 | \$31,302.25 | 63% |
| FEBRUARY | 53 | \$100,192.29 | \$38,782.95 | \$61,409.34 | 61% |
| MARCH | 117 | \$107,299.91 | \$36,605.79 | \$70,694.12 | 66% |
| APRIL | | | | | |
| MAY | | | | | |
| JUNE | | | | | |
| JULY | | | | | |
| AUGUST | | | | | |
| SEPTEMBER | | | | | |
| OCTOBER | | | | | |
| NOVEMBER | | | | | |
| DECEMBER | | | | | |
| TOTALS | 241 | \$256,910.51 | \$93,504.80 | \$163,405.71 | 64% |

| 2020 | UNITS OF SERVICE | BILLED | APPROVED | SAVINGS | % SAVINGS |
|---------------|------------------|-----------------------|---------------------|---------------------|------------|
| JANUARY | 67 | \$28,021.04 | \$10,319.06 | \$17,701.98 | 63% |
| FEBRUARY | 132 | \$151,717.37 | \$43,060.69 | \$108,656.68 | 72% |
| MARCH | 105 | \$119,083.23 | \$43,582.43 | \$75,500.80 | 63% |
| APRIL | 88 | \$62,501.40 | \$22,871.72 | \$39,629.68 | 63% |
| MAY | 33 | \$152,097.78 | \$66,171.88 | \$85,925.90 | 56% |
| JUNE | 47 | \$30,499.85 | \$9,561.20 | \$20,938.65 | 69% |
| JULY | 38 | \$24,782.42 | \$14,905.06 | \$9,877.36 | 40% |
| AUGUST | 72 | \$111,444.18 | \$42,755.00 | \$68,689.18 | 62% |
| SEPTEMBER | 65 | \$52,754.14 | \$20,010.87 | \$32,743.27 | 62% |
| OCTOBER | 106 | \$87,200.87 | \$38,988.19 | \$48,212.68 | 55% |
| NOVEMBER | 52 | \$257,199.49 | \$98,529.09 | \$158,670.36 | 62% |
| DECEMBER | 68 | \$332,012.87 | \$115,770.20 | \$216,242.67 | 65% |
| TOTALS | 873 | \$1,409,314.64 | \$526,525.39 | \$882,789.21 | 63% |



PROFESSIONAL MUNICIPAL MANAGEMENT JIF
Savings By Specialty & Top 10 Providers
1/1/2021 – 3/31/2021

SAVINGS BY SPECIALTY

| | UNITS OF SERVICE | BILLED | APPROVED | SAVINGS | % |
|---------------------------|------------------------|---------------------|--------------------|---------------------|------------|
| Hospital | 12 | \$118,371.87 | \$41,766.81 | \$76,605.06 | 65% |
| Physical Therapy | 123 | \$67,364.60 | \$19,826.50 | \$47,538.10 | 71% |
| Orthopedic Surgery | 32 | \$21,466.07 | \$9,385.02 | \$12,081.05 | 56% |
| MRI/Radiology | 10 | \$13,299.01 | \$5,622.88 | \$7,676.13 | 58% |
| Pain Management | 9 | \$8,950.00 | \$1,131.66 | \$7,818.34 | 87% |
| Anesthesiology | 5 | \$6,194.65 | \$2,495.46 | \$3,699.19 | 60% |
| Behavioral Health | 12 | \$4,210.00 | \$2,645.00 | \$1,565.00 | 37% |
| Emergency Medicine | 4 | \$3,990.00 | \$3,343.85 | \$646.15 | 16% |
| Occupational Medicine | 10 | \$3,854.61 | \$1,895.29 | \$1,959.32 | 51% |
| Neurosurgery | 5 | \$2,945.00 | \$970.85 | \$1,974.15 | 67% |
| Ambulance | 2 | \$1,800.00 | \$1,770.00 | \$30.00 | 2% |
| Sports Medicine | 3 | \$997.50 | \$237.84 | \$759.66 | 76% |
| Durable Medical Equipment | 4 | \$811.64 | \$584.16 | \$227.48 | 28% |
| Pulmonary Medicine | 2 | \$686.00 | \$427.70 | \$258.30 | 38% |
| Neurology | 1 | \$525.00 | \$525.00 | \$0.00 | 0% |
| Laboratory Services | 2 | \$358.16 | \$276.88 | \$81.28 | 23% |
| Internal Medicine | 1 | \$347.00 | \$58.28 | \$288.72 | 83% |
| Physical Medicine & Rehab | 2 | \$281.40 | \$186.00 | \$95.40 | 34% |
| Urgent Care Center | 1 | \$258.00 | \$193.88 | \$64.12 | 25% |
| Ophthalmology | 1 | \$200.00 | \$161.74 | \$38.26 | 19% |
| Grand Total | 241 | \$256,910.51 | \$93,504.80 | \$163,405.71 | 64% |

TOP 10 PROVIDERS

| | UNITS OF SERVICE | APPROVED | SPECIALTY |
|-----------------------------------|------------------------|--------------------|---------------------|
| VIRTUA WILLINGBORO HOSPITAL, INC. | 5 | \$26,226.10 | Hospital |
| PENN PRESBYTERIAN MEDICAL CENTER | 3 | \$11,238.26 | Hospital |
| GOOD SHEPHERD PENN PARTNERS | 5 | \$7,068.00 | Physical Therapy |
| ONE CALL CARE DIAGNOSTICS | 8 | \$5,505.00 | MRI/Radiology |
| CONCENTRA MEDICAL CENTERS | 20 | \$4,238.98 | Occupational Health |
| IVY REHAB NETWORK, INC | 44 | \$4,202.00 | Physical Therapy |
| STRIVE PHYSICAL THERAPY | 44 | \$4,040.00 | Physical Therapy |
| EMERGENCY PHYSICIAN ASSOC OF SJ | 3 | \$2,935.00 | Emergency Medicine |
| UNIVERSITY OF PENN MEDICAL GROUP | 3 | \$2,520.82 | Hospital |
| LOURDES MEDICAL ASSOCIATES, P.A. | 1 | \$2,466.93 | Orthopedic Surgery |
| Grand Total | 136 | \$70,441.09 | |

APPENDIX I - MINUTES



**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – FEBRUARY 23, 2021
ZOOM
1:00 PM**

Meeting of 2021 Fund Commissioners called to order. Open Public Meetings notice read into record.

ROLL CALL OF 2021 FUND COMMISSIONERS:

| | | |
|-----------------------------|-------------------------|---------|
| Thomas Merchel, Chairman | Township of Moorestown | Present |
| Richard Brevogel, Secretary | Township of Willingboro | Present |
| Susan Danson | Township of Maple Shade | Present |
| Robert Corrales | Township of Evesham | Present |

SPECIAL FUND COMMISSIONER:

| | | |
|--------------|-------------------------|--------|
| Nelson Wiest | Township of Maple Shade | Absent |
|--------------|-------------------------|--------|

APPOINTED OFFICIALS PRESENT:

| | |
|----------------------------------|--|
| Executive Director/Administrator | PERMA Risk Management Services Bradford C. Stokes Karen A. Read Rachel Chwastek Joseph Hrubash |
| Treasurer | Tom Tontarski |
| Attorney | Helmer, Conley & Kasselmann William Kearns, Esquire |
| Auditor | Bowman & Company |
| Claims Service | Qual Lynx Kathy Kissane |
| | PERMA Jennifer Conicella |
| Safety Director | J.A. Montgomery Risk Control Glenn Prince |
| Managed Care Organization | QualCare Karen Beatty |
| Underwriting Manager | Conner Strong & Buckelew Edward Cooney |

ALSO PRESENT:

Maureen Mitchell, Evesham Fire District
Michael Avalone, Conner Strong & Buckelew
Tom Fitzpatrick, Fairview Insurance

APPROVAL OF MINUTES: JANUARY 26, 2021 - Open & Closed Minutes

MOTION TO APPROVE OPEN MINUTES OF JANUARY 26, 2021:

Moved: Commissioner Corrales
Second: Commissioner Danson
Vote: 3 Ayes, 0 Nays (1 Abstention – Brevogel)

MOTION TO APPROVE CLOSED MINUTES OF JANUARY 26, 2021:

Moved: Commissioner Corrales
Second: Commissioner Danson
Vote: 4 Ayes, 0 Nays

CORRESPONDENCE: NONE.

EXECUTIVE DIRECTOR:

Appointing Defense Attorneys: The Executive Director reported the Fund received proposals from various law firms to serve on the Fund's defense panel. Mr. Kearns reviewed the responses and has recommended that the firms listed in Resolution 21-9 be re-appointed to serve in this capacity.

Mr. Kearns added the current law firms have served the Fund well and he sees no reason not to reappoint them.

The Executive Director advised there were a few North Jersey firms that had submitted, but the Fund's preference is to keep the firms local, in the Burlington, Camden and Gloucester Counties. The fee is \$180/hour for third party liability cases and \$135/hour for workers compensation, a little bit of an increase, matching other JIFs in the area.

Ms. Kissane asked if the increase was effective 1/1/2021 or effective the date of the resolution.

Mr. Kearns advised it is effective the date of the resolution.

MOTION TO ADOPT RESOLUTION 21-9

Moved: Commissioner Brevogel
Second: Commissioner Corrales
Vote: 4 Ayes – 0 Nays

Employment Practices Compliance Program. Please visit the MEL webpage to review all the elements of the MEL's EPL Compliance Program; the deadline for updates and training has been extended to November 1, 2021.

There will be a 2nd EPL Handbook webinar scheduled for March 12th at 10:00am. A segment on mandatory vaccines and volunteer handbook will be added and an FAQ is in process. Link to outline of the program and model documents: <https://njmel.org/insurance/public-officials/riskmanagement-program/>

Mr. Hrubash reported the participation in the first webinar was outstanding. There have been some changes since then, including a volunteer handbook that is optional to use as part of the overall handbook. There has also been a lot of correspondence back and forth regarding mandatory vaccines. The 2nd seminar will be a repeat of the 1st and also include those additional topics. He recommended all members attend.

Mr. Stokes advised an email will be sent this week on the Seminar from Ms. Read.

Chairman Merchel asked if the handbook documents would be available in word format.

Mr. Hrubash advised it should be up on the website.

Mr. Stokes advised the various Executive Directors were planning to recommend an extension of the deadline to November 1, to the MEL Management Committee.

Chairman Merchel advised he would support the extension.

Commissioner Brevogel asked if this was the training reviewed by the municipal solicitor and then signed off.

Mr. Stokes advised it was and it would be set up through Zoom.

2020/2021 Elected Officials Seminar: The MEL's Annual Elected Officials Seminar is available through the MEL Safety Institute. Enclosed in the agenda was another copy of the directions to take the course. The MEL will provide a credit of \$250 against each member's assessment for each municipal elected official and authority commissioner who completes the course by May 1, 2021.

The credit will continue to be extended to the member's municipal manager/administrator or authority executive director). The maximum credit is 5% of the member's assessment.

2021 MEL/RCF/EJIF March 26th Virtual Meeting & Retreat: The MEL, RCF and EJIF will be holding their March meetings in conjunction with the MEL Annual Retreat. This year's retreat will be held on March 26th and will be conducted virtually. The purpose of the retreat is to provide the sub-committees of the MEL an expanded opportunity to report directly to the Boards of the MEL, RCF and EJIF.

2021 MEL & MR HIF Educational Seminar: For 10 years, the MEL Joint Insurance Fund (MEL) and Municipal Reinsurance Health Insurance Fund (MR HIF) have been holding an Educational Seminar on property/casualty and health insurance matters that also provided members and insurance producers the opportunity to earn as much as 5 Continuing Education Credits.

The Executive Director advised the Education Seminar will be split up over two days, 5/14 and 5/21. For those who need CEUs or TCHs this is a good opportunity to collect five. The office is in discussions with the state to see if the credits can be split or if you need both sessions for all the credits. This information will be emailed to all the Fund Commissioners.

Mandatory Vaccination of Employees: In response to the dissemination of the Covid-19 vaccines, the MEL Fund Attorney issued a bulletin, and consulted with the MEL Safety Director, Executive Directors of our Member Funds, and Labor expert, Matthew Giacobbe, Esq., to develop a memorandum anticipating several policy decisions on the issuance of the vaccine. Included in the agenda was the bulletin and memorandum.

Mr. Hrubash advised this information ties closely with the CDC and advised members to work with the Labor Counsel if they were interested. This will also be discussed at the next EPL Seminar.

Mr. Stokes advised this memo had been sent a few weeks ago, and to reach out to the Fund Office if any member wanted another copy.

Cyber Task Force: The MEL's Cyber Task Force has been working on modifications to the MEL's Cyber Risk Management Program and is expecting to complete soon. A new tier with minimum technology standards will be rolled out in the coming months. Members meeting all of the standards become eligible for a deductible reimbursement of up to \$22,500 of their \$25,000 deductible.

Mr. Cooney advised they're hoping to roll the new tier out March 1st, and advised included in the roll out would be the directions for updated compliance. There will 9 months grandfathered compliance for those who are already in compliance with the technology standards. Mr. Cooney advised there are serious cyber risks and he stressed the importance of members being in compliance.

March Meeting Cancellation – A reminder that the Fund will not be meeting in March, the next meeting will be on April 27th. Included in the agenda was Resolution 21-11 authoring the Treasurer to process payments & expenses and authorizing Fund Professionals to continue services during months that the Fund does not meet.

MOTION TO ADOPT RESOLUTION 21-11

| | |
|---------|-----------------------|
| Moved: | Commissioner Brevogel |
| Second: | Commissioner Corrales |
| Vote: | 4 Ayes – 0 Nays |

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 Financial Fast Track, dated December 1, 2020 shows the fund's surplus of almost \$3.9 million, showing a gain of \$119,000 from the prior month, about \$585,000 for the year. The Fund's Loss Ratio Analysis is trending very well, the actuary's projection of 65% and the actual is 32%. This time last year the fund was at 60%. This is reflected in the fund's Loss Time Accident Frequency, which in December was 1.04, well below MEL average. He remained the Commissioners this report does not include Covid-19 claims. The Executive Director advised the checklist would be updated, asked if there were any questions.

Chairman Merchel asked how PMM JIF was doing with respect to Covid-19 claims.

Ms. Kissane advised based on their biweekly statewide update, which last went out on the 15th, of the 15 state JIFs her company tracks, there are almost 4800 Covid-19 claims. PMM JIF has 168 Covid-19 claims, fortunately most of them are not serious, with a total incurred slightly over \$200,000. Whereas statewide, the total incurred is close to \$7,000,000. There was an influx of claims in January, from one of the towns and some of the fire districts, but thankfully so far, so good. She advised whatever safety measures the members are taking are working. She reported statewide about 50% of the claims are coming through police departments, followed by fire and ems.

Of the PMM JIFs 168 Covid-19 claims, most of them are report only. Unlike traditional report only claims, these cases are being followed up on and asked relevant questions. Cases with positive tests become medical only claims. For the front line workers, multiple employees could be exposed from the same incident.

Ms. Kissane advised the majority of fatalities occurred in March and April of 2020 and now that treatment protocols have increased, there have been some hospitalizations, but not as many fatalities. The hope is as the vaccines become more available the numbers will start to subside. There have been a few claims for reactions to the vaccinations, but they've all been mild, like shoulder swelling, pain in the arm and chills, which are all within normal levels for the CDC. To her knowledge there have been no hospitalizations due to vaccination.

Executive Director's Report Made Part of Minutes.

ATTORNEY: Mr. Kearns advised he had Commissioner Brevogel's Oath of Office. He confirmed with Mr. Brevogel it was signed freely and without reservations. He advised he would send it to Ms. Read's office. Mr. Kearns then concluded his report.

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

Payment of February 2021 Vouchers Resolution 21-10

| | |
|----------------|-------------------|
| Fund Year 2020 | 14.95 |
| Fund Year 2021 | 234,819.26 |
| Total | 234,834.21 |

MOTION TO APPROVE RESOLUTION 21-10 VOUCHER LIST FOR THE MONTH OF FEBRUARY

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

Confirmation of Claims Payments/Certification of Claims Transfers for the Month of January 2021:

| | |
|---------------|------------------|
| 2021 | 9,099.06 |
| 2020 | 16,934.19 |
| 2019 | 18,626.14 |
| 2018 | 29,086.61 |
| 2017 | 15,553.55 |
| Closed | 0.00 |
| TOTAL | 89,299.55 |

Treasurer's Report Made Part of Minutes.

SAFETY DIRECTOR:

REPORT: Glenn Prince thanked the fund for their reappointment and advised included in the agenda is all the risk control activities through the month of January, as well as a list of MSI Training and Fast Track training information. He reported the training schedule is posted on the www.njmel.org website, and through the website, under the Safety tab, you can scheduled training for any employees. Mr. Prince asked if there were any questions.

Chairman Merchel asked if there were any updates with respect to the legislature approving marijuana and how that would correspond to drivers.

Mr. Prince advised employers have the right to a drug free workplace. He advised members that if an employee were operating a vehicle under the influence they would be subject to DWI in NJ. Marijuana is still a prohibited substance under the US Code. As this situation develops and evolves, JA Montgomery is actively and aggressively monitoring the situation.

Chairman Merchel asked about towns that have pre-employment full medical screenings and drug/alcohol testing.

Mr. Prince advised he would refer Chairman Merchel to his Labor Attorney and asked if Mr. Kearns had any comment.

Mr. Kearns advised the bunch of laws adopted yesterday, signed by the governor decriminalizing marijuana are going to remove minor convictions of marijuana from the records of people who were in possession. As that area of the law is evolving, he really doesn't have firm answers to those questions, but does advise it's still a controlled substance under Federal Law, although the Feds have not been strictly enforcing it and not gone after states who had previously legalized its use. As he learns more, he will share it with the Fund.

Mr. Cooney advised outside of anything new to be signed dictating employment issues, it would be treated like any other influential drug, alcohol being the most notable. Which would make it very dependent on each member's Labor Council. On the MEL level, the MEL attorney, Mr. Semrau is coordinating the effort in this area.

Chairman Merchel advised they had a recent situation with an employee that tested positive with a CDL. They were required to work with Employee Assistance Program and went through the required process. The employee was demoted. The town worked with the President of the CWA and there was a disciplinary action that was harsh, but not as harsh as it would have been twenty years ago. After finishing the process specific for CDL holders, they passed everything they were required to and are now fully reinstated. Chairman Merchel did caution this was prior to the law passed yesterday.

Mr. Kearns advised the law passed yesterday dealt with criminalization, not with CDL regulations.

Mr. Cooney advised there is a team on the MEL working on this topic.

Monthly Activity Report/Agenda Made Part of Minutes.

UNDERWRITING MANAGER:

REPORT: The Underwriting Manager advised there was 1 certificate issued from 11/22/2020 to 12/22/2020 and 5 certificates issued from 12/29/2020 to 1/22/2021. Also included in the agenda was the cyber compliance report, and the second version of the MEL Cyber Risk Management Program will soon be available.

MANAGED CARE:

REPORT: Ms. Beatty then advised January's reports were included in the agenda. Ms. Beatty reported there were 71 bills for January, totaling \$49,418.31, of that amount \$18,116.06 was paid for a savings of \$31,302.25 which is a 63% savings. Also included in the agenda were the reports for Savings by Specialty and Top 10 Providers. Ms. Beatty then asked if there were any questions.

Commissioner Brevogel asked if Behavioral Health costs were going to increase due to the past year.

Ms. Beatty advised existing cases take longer to resolve, mainly because court dates aren't happening, so there is no finality. Also, people that are having issues cannot go out and do some of the things normally recommended, mainly socializing and increasing physical activity. Ms. Beatty advised she has not seen many behavioral claims related to Covid-19, she recalled two back in March/April of 2020 that resolved fairly quickly.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

REPORT: Ms. Kissane advised the claims committee met prior to this meeting and asked for approval of the five PARS as recommended by the claims committee.

MOTION TO APPROVE CLAIM PAYMENTS AS DISCUSSED AND RECOMMENDED BY THE CLAIMS COMMITTEE:

Motion: Commissioner Corrales
Second: Commissioner Brevogel
Vote: 3 Ayes, 0 Nays (1 Abstention – Brevogel)

Report Part of Minutes.

OLD BUSINESS: NONE.

NEW BUSINESS: Chairman Merchel advised Moorestown is working with a group in a private/public partnership that starting this weekend doing Covid-19 tests, at the municipal building. The quick test will be free, there will a charge for the test the airplanes require.

Mr. Hrubash advised there is a new Senate Bill 3375 that will greatly affect workers compensation. Currently employers can control the medical in workers compensation treatment, if this passes employers will lose that control and there are also fee shifting implications as well as other issues. A task force has been assembled of Executive Directors, NJM and some other private companies to put together a position paper to oppose the bill and more information will be coming on this shortly.

Mr. Avalone added if you don't control the medical you do not control the return to work or modified duty and this would cascade to all sections of workers compensation, from the medical to the indemnity and awards.

Mr. Hrubash advised if the bill passed as is, it would make the managed care job very difficult. He hopes this is just the beginning of some negotiation with the legislature.

Chairman Merchel asked if this was something each individual JIF should pass a resolution on.

Mr. Hrubash advised that would be part of the plan.

Mr. Brevogel asked about a public works department employee incident. Mr. Prince advised he would ask his colleagues. Ms. Kissane advised she could reach out as well.

PUBLIC COMMENT: NONE

MOTION TO ADJOURN MEETING:

| | |
|---------|-----------------------|
| Motion: | Commissioner Brevogel |
| Second: | Commissioner Corrales |
| Vote: | Unanimous |

MEETING ADJOURNED: 1:42pm

NEXT REGULAR MEETING: April 27, 2021
ZOOM Conference Call 1:00PM

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY

APPENDIX II – MEL, RCF, EJIF



Municipal Excess Liability Joint Insurance Fund

9 Campus Drive – Suite 216
Parsippany, NJ 07054
Tel (201) 881-7632
Fax (201) 881-7633

To: Fund Commissioners
Professional Municipal Management Joint Insurance Fund

From: Chairman Thomas Merchel

Subject: March 26, 2021 MEL Report

- Management Committee:** Board of Fund Commissioners approved and memorialized the actions of the Management Committee during their March 9th; minutes of the meeting were distributed to the board.
- **Employment Practices Program:** Extend the deadline for EPL Compliance from June 1st to November 1st to provide MEL members’ additional time to complete the program requirements.
 - **York (Sedgwick):** York is the third party administrator managing the MEL’s property claims and made requests for contract language changes as part of their RFP response for the current contract period. Fund Attorney reviewed the requested changes but did not recommend all. Board of Commissioners accepted recommendation included in confidential memorandum and authorized the release of an Competitive Contract RFP for Property Claims Administrator.
 - **Legislative Issues:** A Professional Services contract was awarded to Princeton Public Affairs Group (PPAG) to work on a bill introduced by Senator Troy Singleton that would significantly impact the costs of workers’ compensation. Fees are \$5,000 a month not to exceed \$40,000.
 - **Legalization of Cannabis:** Resolution 17-21 was adopted to appoint Matthew Giacobbe, Esquire, as a professional service to provide support in addresses question raised by member concerning personnel matters and cannabis. Fees are hourly rate of \$190 not to exceed \$7,500.
 - **Background Checks:** The “Protecting Children from Absue” model policy calls for expanded background checks for employees and volunteers. Committee authorized the MEL to issue an RFQ for Background Checks; the bid specification was drafted by the Fund Attorney and the QPA.
- RCF:** The RCF met at 9:20AM. In addition, the RCF held its 2021 reorganization meeting on January 6, 2021; a copy of Commissioner Clarke’s report of the meeting was submitted to the board.

❑ **2020/2021 Elected Officials Seminar:** The MEL’s Annual Elected Officials Seminar was held as part of the League of Municipalities Virtual Conference. The program has now been uploaded and can be accessed through the MEL Safety Institute.

❑ **2021 MEL, MR HIF & NJCE JIF Educational Seminar:** The 10th annual seminar will be conducted virtually on 2 half-day sessions: Friday, May 14th and Friday, May 21 from 9 am to 12 noon. The seminar qualifies for Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees, insurance producers, as well as personnel who work for services companies associated with the Municipal Excess Liability Joint Insurance Fund (MEL JIF), Municipal Reinsurance Health Insurance Fund (MR HIF) and New Jersey Counties Excess Joint Insurance Fund (NJCE JIF).

Agenda was submitted. It was noted that this was also the topic of the MEL’s “Power of Collaboration” Ad in the League of Municipalities magazine. A Zoom invite with registration instructions has been emailed; please contact the Fund office for more information.

❑ **Cyber Claims:** Effective January 1, 2021 the MEL will participate in the \$175,000 excess of a local JIF’s retention of \$25,000 for cyber liability. A memo outlining the claims handling procedure to manage the new structure for cyber liability coverage was submitted. Although bills will be issued to members, the MEL (liability claims adjuster) will pay the deductible and MEL retention & bill back the deductible to members.

❑ **June meeting:** Currently, the June meeting has been scheduled as an “in person” meeting at the Forsgate Country Club. The Board voted to change meeting to virtual.

❑ **2021-2022 Insurance Crisis and Accidental Disability Pensions:** Executive Director distributed two memorandums concerning emerging issues that would increase insurance costs. The MEL has begun working with various professionals in an effort to control the impact of these matters. This will be discussed at the MEL Retreat by the Management Committee in greater detail.

❑ **Legislative Committee:** Committee met on March 18, 2021 and submitted their minutes/report to the board.

❑ **Marketing Committee:** Committee met on March 18, 2021 and submitted their minutes/report to the board.

❑ **Safety & Education Committee:** Committee met on January 22, 2021 and submitted their minutes/report to the board.

❑ **Coverage Committee:** Committee is in the process of scheduling a meeting for April.

❑ **Cyber Task Force:** The MEL’s Cyber Task Force completed the modifications to the MEL’s Cyber Risk Management Program and released the second version on Monday, March 8th. Included with the Underwriting Manager’s report was a memorandum summarizing the new program.

❑ **Claims Committee:** The Claims Review Committee met on January 6th and March 3rd; minutes of these meetings were sent to the full MEL Board separately from the agenda. The Claims Review Committee is scheduled to meet next on May 5th.



Municipal Excess Liability Residual Claims Fund

9 Campus Drive – Suite 216
Parsippany, New Jersey 07054
Tel (201) 881-7632
Fax (201) 881-7633

March 26, 2021

Memo to: Fund Commissioners
Professional Municipal Management Joint Insurance Fund

From: Chairman Thomas Merchel

Re: RCF March 2021 Meeting

2021 Fiscal Management Plan Amendment: The Fund Office has been notified that Ms. Lauren Jensen is no longer with Lenape Claims Management. Ms. Jensen is an authorized signer on the Lenape claims accounts therefore she should be removed. The Board of Fund Commissioners accepted the recommendation to amend the Fiscal Management Plan to remove Ms. Jensen from the signatory list.

2021 MEL, MRHIF and NJCE Educational Seminar: The 2021 10th Annual Educational Seminar sponsored by the MEL Joint Insurance Fund (MEL), the Municipal Reinsurance Health Insurance Fund (MRHIF) and the New Jersey Counties Excess Joint Insurance Fund (NJCE JIF) seminar will be held virtually on the mornings of Friday, May 14th and Friday, May 21. The agenda includes two ethics courses, and presentations on implicit bias, insurance market conditions, proposals to change the Workers' Compensation law and a discussion of proposed changes to the Affordable Care Act. The seminar qualifies for 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 MEL member JIFs and MR HIF member HIFs. Attached is the agenda; this will also be the topic of the MEL's "Power of Collaboration" Ad in the League of Municipalities magazine. A Zoom Invite with registration instructions will be emailed to members shortly.

2021-2022 Insurance Crisis and Accidental Disability Pensions: Two memorandums prepared by David Grubb, MEL Executive Director, concerning emerging issues that will increase insurance costs were distributed. The MEL has begun working with various professionals in an effort to control the impact.

Cannabis Legalization: As a result of the recent adoption of the cannabis legislation in New Jersey, a number of critical issues and questions have, and will continue to, arise. The MEL Fund Attorney prepared a bulletin that was distributed for review.

EJIF Environmental Alert: The EJIF Environmental Alert released this month addresses the environmental impacts of New Jersey's Legalized Cannabis bill.

RCF Professionals Contracts: The professional contracts were reviewed and cosmetic updates and clarifications were made. None of the changes modified the intent. Contracts are currently being distributed for signatures.

Financial Disclosures: JIF Commissioners should anticipate the online filing of the Financial Disclosure forms inclusive of any other municipal related positions that require filing. It is anticipated the Division of Local Government Services will distribute a notice with filing instruction in March with a deadline to file by April 30th.

Claims Committee: The Claims Review Committee met on January 6, 2021 and March 3, 2021; minutes of the January meeting were distributed under separate cover.

June Meeting: As a reminder this meeting is scheduled for June 2, 2021 at 10:30AM. The meeting was originally scheduled to be held in person at the Forsgate Country Club, however in an abundance of caution, this meeting will be held telephonically via Zoom.



**New Jersey Municipal Environmental
Risk Management Fund**

9 Campus Drive, Suite 216
Parsippany, New Jersey 07054
Tel (201) 881-7632

DATE: March 26, 2021

TO: Fund Commissioners
Professional Municipal Management Joint Insurance Fund

FROM: Chairman Thomas Merchel

SUBJECT: Summary of Topics Discussed at E-JIF Meeting

REVISED 2021 BUDGET AND PROFESSIONAL FEE AMENDMENT RESOLUTION- The revised 2021 budget and Resolution #16-21 were included in the agenda. The revisions reflect new members added to the local JIFs for 2021 and associated professional fee contract increases. A motion was passed approving the revisions to the 2021 budget. In addition, Resolution #16-21 was adopted amending the contracted amounts of certain professionals and service organizations.

NEWARK BAY II (FEDERAL LITIGATION) - A Federal litigation has now been filed in regards to this case. The Third-Party Plaintiffs group filed a complaint against the Passaic Valley Sewerage Commission and the associated municipalities. The EJIF will respond on behalf of their insureds, as the Fund did in the State litigation. Letters have been sent to our insureds, and the Fund Professionals are in the process of scheduling zoom virtual meetings with all involved.

STORMWATER VIDEO PRODUCTION – Resolution #17-21 was adopted authorizing the award of a Required Disclosure Contract with Kurt Voltmann, for Municipal Stormwater Training Video Procurement RFQ 1-2021 in an amount not to exceed \$17,620. In addition, the Executive Board approved a fee not to exceed \$30,000 to First Environment for the re-write of the stormwater training videos and production.

ACTUARIAL IBNR REPORT- Mr. Kullman of Aon was present at the meeting and gave a report on the actuarial IBNR estimates for the E-JIF valued as of December 31, 2020.

NEXT MEETING- The next meeting of the EJIF is scheduled for Wednesday, June 2, 2021
- *Location to be Determined.*

| NEW JERSEY MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND | | | | | |
|---|--|------------------|------------------------------|-----------------------------------|------------------|
| 2021 PROPOSED BUDGET BASED ON 2010 CENSUS | | | | | |
| 3/16/2021 18:18 | | | | | |
| | | 2021 Adopted | South Brunswick - New Member | Haddon Heights - Returning Member | 2021 Revised |
| | | TOTAL | CNTRL JIF | CAM JIF | TOTAL |
| I. Claims and Excess Insurance | | | | | |
| Claims | | | | | |
| 1 | Third Party (Non-Site Specific) | 413,645 | 4,034 | 694 | 418,373 |
| 2 | On Site Cleanup (Site Specific) | 234,179 | 2,285 | 393 | 236,857 |
| 3 | PO Pollution Liability | 157,579 | 1,536 | 264 | 159,379 |
| 4 | Tank Systems | 212,294 | 2,069 | 356 | 214,719 |
| 5 | DMA Waste Sites (Superfund Buyout) | 1,170,898 | 11,418 | 1,965 | 1,184,281 |
| 6 | LFC | 29,002 | | | 29,002 |
| 7 | Total Loss Fund | 2,217,597 | 21,342 | 3,672 | 2,242,611 |
| 8 | | | | | |
| II. Expenses, Fees & Contingency | | | | | |
| Professional Services | | | | | |
| 11 | Actuary | 62,500 | | | 62,500 |
| 12 | Attorney | 86,979 | 849 | 146 | 87,974 |
| 13 | Auditor | 16,936 | | | 16,936 |
| 14 | Executive Director | 321,143 | 3,130 | 539 | 324,812 |
| 15 | Treasurer | 20,887 | | | 20,887 |
| 16 | Legislative Agent | 45,000 | | | 45,000 |
| 17 | Underwriting Managers | 254,357 | 2,481 | 427 | 257,265 |
| 18 | Environmental Services | 454,897 | 4,437 | 764 | 460,098 |
| 19 | Claims Administration | 30,066 | 291 | 50 | 30,407 |
| 20 | | | | | |
| 21 | Subtotal - Contracted Prof Svcs | 1,292,765 | 11,188 | 1,926 | 1,305,879 |
| 22 | | | | | |
| Non-Contracted Services | | | | | |
| 24 | Postage | 5,617 | 54 | 9 | 5,680 |
| 25 | Printing | 4,361 | 42 | 7 | 4,410 |
| 26 | Telephone | 2,491 | 25 | 4 | 2,520 |
| 27 | Expenses contingency | 15,203 | 150 | 26 | 15,379 |
| 28 | Member Testing | 8,233 | 79 | 14 | 8,326 |
| 29 | | | | | |
| 30 | Subtotal - Non-contracted svcs | 35,905 | 350 | 60 | 36,315 |
| 31 | | | | | |
| 32 | Subtotal-Contracted/Non-contracted svcs | 1,328,670 | 11,538 | 1,986 | 1,342,194 |
| 33 | | | | | |
| 34 | Excess Aggregate Insurance | 508,143.00 | | | 508,143 |
| 35 | | | | | |
| 36 | General Contingency | 214,884.00 | 8,746 | 1,507 | 225,137 |
| 37 | | | | | |
| 38 | Total Exp, Fees & Contingency | 2,051,697 | 20,284 | 3,493 | 2,075,474 |
| 39 | | | | | |
| 40 | TOTAL JIF APPROPRIATIONS | 4,269,294 | 41,626 | 7,165 | 4,318,085 |

APPENDIX III
**Cannabis Legislation Memorandum and Bulletins
& Covid-19 Vaccine Bulletin**

DORSEY & SEMRAU

FRED SEMRAU
DAWN M. SULLIVAN*
SUSAN C. SHARPE*
ROBERT ROSSMEISSL
EDWARD PASTERNAK
JONATHAN TESTA
* SENIOR ASSOCIATE

ATTORNEYS AT LAW
714 MAIN STREET
P.O. BOX 228
BOONTON, NJ 07005
973-334-1900
FACSIMILE 973-334-3408

OF COUNSEL:
JOHN H. DORSEY (1937-2018)
JOHN P. JANSEN

MEMORANDUM – PRIVILEGED AND CONFIDENTIAL

TO:

FROM: Fred Semrau, Esq.

DATED: February 24, 2021

RE: LEGAL UPDATE – ADOPTED NEW JERSEY CANNABIS LEGISLATION

In response to the legalization of cannabis and the legislation signed by the Governor on February 22, 2021, we are providing you with an immediate overview of some of the issues and decisions that the governing body will need to consider over the next few months.

1. Deadline for recreational cannabis “opt-out” zoning ordinances:

The law provides that municipalities will have until August 21, 2021 to adopt ordinances to opt out of certain recreational cannabis business operations at the municipal level. This time period will provide ample opportunity to take the appropriate and legal steps to effectuate local policy.

2. Areas of consideration to be addressed as a result of this legislation:

A. Enforcement & Public Safety: The Attorney General is currently in the process of communicating with Chiefs of Police throughout the State. Police departments will have a host of legal and enforcement considerations. We will certainly be available for any questions the Chief may have.

B. Zoning: In the coming months, an important decision will need to be made as to whether the municipality wishes to prohibit or permit recreational cannabis businesses, including cultivation and retail (but not delivery) from operating within its boundaries. If the municipality does not enact an ordinance by August 21, 2021 prohibiting operation, it will automatically lose the ability to restrict cultivation and wholesale in any industrial zones. Additional, retail sale will be considered a conditional use in business/commercial zones. If the municipality adopts ordinances to allow these types of uses, it will also be authorized to adopt ordinances requiring local licensure, limiting the number and type of businesses, and restricting the time, location and manner of operations. However, if a municipality does nothing at all by August 21, 2021, it will lose the ability to zone and/or restrict these types of businesses for the next five (5)

years. If a municipality does nothing and a business becomes operational, the municipality cannot then prohibit that business from operating after the five-year period runs.

- C. **Employment Practices:** There will be areas of concern and potential changes to your Employment Policies and Procedures regarding the use or impact on cannabis in the workplace, as well as its effect on all aspects of municipal operations. Importantly, nothing within this legislation prevents a municipality from enforcing its rules regarding a "drug-and-alcohol-free" work place. Moreover, while recreational cannabis is now legal in New Jersey, municipal employees found to be under the influence of alcohol or drugs during work hours will not be tolerated. Municipal employees still remain subject to all other local, State and federal laws that may apply to their position (i.e., Commercial Driver's License law, which preclude anyone from driving a commercial vehicle and using cannabis). To that end, Personnel Policy Manuals should be reviewed and updated, especially as to drug testing, to convey the municipal employer's expectations in consideration of this new legislation.
- D. **Taxation:** Depending on the types of licenses the municipality decides to permit, the law provides that a municipal tax may be imposed upon 1) the transfer of cannabis items from one cannabis establishment to another, 2) receipts of retail sales of cannabis items to individual customers, or 3) the transfer by a concurrent license holder of cannabis items from the license holder's establishment that is located in the municipality to any of the other license holder's establishments. The municipality is free to set its own tax rates, so long as these rates do not exceed two (2) percent of receipts or, in the case of sales by a cannabis wholesaler, one (1) percent of receipts.

3. Next Steps:

At this time, we strongly urge you to take the temperature of the governing body and determine what general direction you want to take with respect to local decisions:

1. Prohibit the sale of cannabis for recreational use to the fullest extent available by law in the form of licensing (this will not prohibit personal recreational use within the municipality); or
2. Permit licensing and sale of recreational cannabis to the fullest extent as permitted by law, or with local restrictions; or
3. Take a hybrid approach by permitting certain licenses, i.e., cultivation, but precluding others, such as retail sale.

In the meantime, we will use our expertise in all of these areas to provide you with appropriate legal guidance based on your direction in the coming weeks. As always, we are available to answer any questions or concerns.



Municipal Excess Liability Joint Insurance Fund

Office of the Fund Attorney
714 Main Street
P.O. Box 228
Boonton, New Jersey 07005
Tel (973) 334-1900
fsemrau@dorseymrau.com

BULLETIN

TO: All Members

FROM: Fred Semrau, Fund Attorney
Dave Grubb, Executive Director
Joseph Hrubash, Executive Director

DATED: March 24, 2021

RE: New Jersey Cannabis Legislation – Legal Update

Some of our members have inquired about the recently enacted New Jersey legislation pertaining to recreational cannabis, as it relates to local licensing and zoning. Municipalities have until August 21, 2021 to make critical zoning decisions as to the six different cannabis licenses that have been established by our Legislature. While recreational cannabis use is now legal throughout the State, certain aspects regarding its cultivation, manufacturing, wholesaling, distribution, retail sales and delivery involve decisions that may be made on the local level.

Unless a community formally opts out of some or all of the above types of recreational cannabis businesses by adopting an "opt out" ordinance by the August 21, 2021 deadline, it will be deemed to have opted in for same and is locked in for a period of five years. During the five-year period, the community cannot reverse its opt-in status and if a recreational cannabis business opens, it cannot be legislated out after the five years. On the other hand, communities that opt-out of certain cannabis business activity may reverse that decision at any time by adopting a revised ordinance.

If your community wishes to consider opting-out of certain business type before August 21, 2021, we encourage you to share this draft ordinance with your Municipal Attorney and Planner as a starting point. It is critical that your Governing Body discusses these important policy considerations and acts prior to August 21, 2021 on cannabis licenses and local zoning.

As to employment concerns, the MEL recommends an update on employment practices policy considerations regarding cannabis. With respect to commercial driver's license (CDL) and non-CDL driver policies, we encourage you to visit the MEL website at <https://njmel.org/mel-safety-institute/model-policies/driver-policies/> for additional suggested policy information.

The MEL will continue to monitor recreational cannabis legislation and provide information as to its impact on our members.

ORDINANCE NO. __-2021

**AN ORDINANCE OF THE [GOVERNING BODY] OF [MUNICIPALITY]
PROHIBITING THE OPERATION OF ANY CLASS OF CANNABIS
BUSINESSES WITHIN ITS GEOGRAPHICAL BOUNDARIES AND
AMENDING CHAPTER [NUMBER] OF THE [MUNICIPALITY] CODE**

WHEREAS, in 2020 New Jersey voters approved Public Question No. 1, which amended the New Jersey Constitution to allow for the legalization of a controlled form of marijuana called "cannabis" for adults at least 21 years of age; and

WHEREAS, on February 22, 2021, Governor Murphy signed into law P.L. 2021, c. 16, known as the "New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act" (the "Act"), which legalizes the recreational use of marijuana by adults 21 years of age or older, and establishes a comprehensive regulatory and licensing scheme for commercial recreational (adult use) cannabis operations, use and possession; and

WHEREAS, the Act establishes six marketplace classes of licensed businesses, consisting of:

- Class 1 Cannabis Cultivator license, for facilities involved in growing and cultivating cannabis;
- Class 2 Cannabis Manufacturer license, for facilities involved in the manufacturing, preparation, and packaging of cannabis items;
- Class 3 Cannabis Wholesaler license, for facilities involved in obtaining and selling cannabis items for later resale by other licensees;
- Class 4 Cannabis Distributor license, for businesses involved in transporting cannabis plants in bulk from one licensed cultivator to another licensed cultivator, or cannabis items in bulk from any type of licensed cannabis business to another;
- Class 5 Cannabis Retailer license for locations at which cannabis items and related supplies are sold to consumers; and
- Class 6 Cannabis Delivery license, for businesses providing courier services for consumer purchases that are fulfilled by a licensed cannabis retailer in order to make deliveries of the purchased items to a consumer, and which service would include the ability of a consumer to make a purchase directly through the cannabis delivery service which would be presented by the delivery service for fulfillment by a retailer and then delivered to a consumer.

WHEREAS, Section 3 of the Act defines a “cannabis establishment” as “a cannabis cultivator, a cannabis manufacturer, a cannabis wholesaler, or a cannabis retailer”); and

WHEREAS, Section 31a of the Act authorizes municipalities to adopt by ordinance regulations governing the number of (1) cannabis establishments, (2) cannabis distributors and (3) cannabis delivery services, except for the delivery of cannabis items and related supplies by a cannabis delivery service based and initiated from outside of the municipality; and

WHEREAS, Section 31a of the Act also authorizes municipalities to adopt by ordinance regulations governing the local licensing endorsement, location, manner and times of operation of cannabis establishments and cannabis distributors, and the location and manner of cannabis delivery services, and establishing civil penalties for the violation of any such regulations; and

WHEREAS, Section 31b of the Act authorizes municipalities to prohibit by ordinance the operation of any one or more classes of cannabis establishments, distributors, or delivery services anywhere in the municipality, except for the delivery of cannabis items and related supplies by a delivery service based and initiated from outside of the municipality; and

WHEREAS, Section 31b of the Act also stipulates, however, that any municipal regulation or prohibition must be adopted within 180 days of the effective date of the Act (i.e., by August 21, 2021); and

WHEREAS, pursuant to Section 31b of the Act, the failure to do so shall mean that for a period of five years thereafter, the growing, cultivating, manufacturing, selling and reselling of cannabis and cannabis items shall be permitted uses in all industrial zones, and the retail selling of cannabis items to consumers shall be a conditional use in all commercial and retail zones; and

WHEREAS, at the conclusion of the initial and any subsequent five-year period following a failure to enact local regulations or prohibitions, the municipality shall again, in 2026, have 180 days to adopt an ordinance regulating or prohibiting cannabis businesses, but any such ordinance would be prospective only and would not apply to any cannabis business already operating with appropriate approvals within the municipality; and

WHEREAS, the [GOVERNING BODY] of [MUNICIPALITY] has determined that, due to the detrimental impacts that permitting one or more classes of cannabis business might have on New Jersey municipalities in general, and on our community in particular, it is at this time necessary and appropriate, and in the best interest of the health, safety and welfare of the [MUNICIPALITY]'s residents and members of the public who visit, travel, or conduct business in the [MUNICIPALITY], to amend the [MUNICIPALITY]'s

regulations to prohibit all manner of cannabis/marijuana-related within the geographic boundaries of the [MUNICIPALITY].

NOW THEREFORE, BE IT ORDAINED, by the [GOVERNING BODY] of the [MUNICIPALITY] in the County of Morris and State of New Jersey, as follows:

SECTION 1. Article _____ of Chapter _____, of the [MUNICIPALITY] Code is hereby amended to read as follows:

§ _____ Definitions.

For purposes of this Chapter, the following definitions shall apply:

“Cannabis” means all parts of the plant *Cannabis sativa* L., whether growing or not, the seeds thereof, and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its seeds, except those containing resin extracted from the plant, which are cultivated and, when applicable, manufactured in accordance with P.L. 2016, c. 16 for use in cannabis products as set forth in this act, but shall not include the weight of any other ingredient combined with cannabis to prepare topical or oral administrations, food, drink, or other product. “Cannabis” does not include: medical cannabis dispensed to registered qualifying patients pursuant to the “Jake Honig Compassionate Use Medical Cannabis Act,” P.L.2009, c.307 (C.24:61-1 et al.) and P.L.2015, c.158 (C.18A:40-12.22 et al.); marijuana as defined in N.J.S.2C:35-2 and applied to any offense set forth in chapters 35, 35A, and 36 of Title 2C of the New Jersey Statutes, or P.L.2001, c.114 (C.2C:35B-1 et seq.), or marihuana as defined in section 2 of P.L.1970, c.226 (C.24:21-2) and applied to any offense set forth in the “New Jersey Controlled Dangerous Substances Act,” P.L.1970, c.226 (C.24:21-1 et al.); or hemp or a hemp product cultivated, handled, processed, transported, or sold pursuant to the “New Jersey Hemp Farming Act,” P.L.2019, c.238 (C.4:28-6 et al.).

“Cannabis cultivator” means any licensed person or entity that grows, cultivates, or produces cannabis in this State, and sells, and may transport, this cannabis to other cannabis cultivators, or usable cannabis to cannabis manufacturers, cannabis wholesalers, or cannabis retailers, but not to consumers.

“Cannabis delivery service” means any licensed person or entity that provides courier services for consumer purchases of cannabis items and related supplies fulfilled by a cannabis retailer in order to make deliveries of the cannabis items and related supplies to that consumer, and which services include the ability of a consumer to purchase the cannabis items directly through the cannabis delivery service, which after presenting the purchase order to the cannabis retailer for fulfillment, is delivered to that consumer.

“Cannabis distributor” means any licensed person or entity that transports cannabis in bulk intrastate from one licensed cannabis cultivator to another licensed cannabis cultivator, or transports cannabis items in bulk intrastate from any one class of licensed cannabis establishment to another class of licensed cannabis establishment, and may

engage in the temporary storage of cannabis or cannabis items as necessary to carry out transportation activities.

“Cannabis establishment” means a cannabis cultivator, a cannabis manufacturer, a cannabis wholesaler, or a cannabis retailer.

“Cannabis manufacturer” means any licensed person or entity that processes cannabis items in this State by purchasing or otherwise obtaining usable cannabis, manufacturing, preparing, and packaging cannabis items, and selling, and optionally transporting, these items to other cannabis manufacturers, cannabis wholesalers, or cannabis retailers, but not to consumers.

“Cannabis retailer” means any licensed person or entity that purchases or otherwise obtains usable cannabis from cannabis cultivators and cannabis items from cannabis manufacturers or cannabis wholesalers, and sells these to consumers from a retail store, and may use a cannabis delivery service or a certified cannabis handler for the off-premises delivery of cannabis items and related supplies to consumers. A cannabis retailer shall also accept consumer purchases to be fulfilled from its retail store that are presented by a cannabis delivery service which will be delivered by the cannabis delivery service to that consumer.

“Cannabis wholesaler” means any licensed person or entity that purchases or otherwise obtains, stores, sells or otherwise transfers, and may transport, cannabis items for the purpose of resale or other transfer to either another cannabis wholesaler or to a cannabis retailer, but not to consumers.

§ _____ Cannabis establishments, distributors and delivery services prohibited.

Pursuant to section 31b of the New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act (P.L. 2021, c. 16), all cannabis establishments, cannabis distributors or cannabis delivery services are hereby prohibited from operating anywhere in the [MUNICIPALITY], except for the delivery of cannabis items and related supplies by a licensed cannabis delivery service based and initiated from a cannabis delivery service licensed location outside of the [MUNICIPALITY].

SECTION 2. Any article, chapter, section, paragraph, subsection, clause, or other provision of the Code inconsistent with the provisions of this ordinance is hereby repealed to the extent of such inconsistency.

SECTION 3. In case, for any reason, any portion or provision of this Ordinance shall be held to be unconstitutional or invalid, the same shall not affect any other portion or provision of this Ordinance, except so far as the portion or provision so declared unconstitutional or invalid shall be severed from the remainder or any portion thereof.

SECTION 4. This Ordinance shall take effect in accordance with the law.

ATTEST:

APPROVED:

CLERK _____, Clerk

_____, [TITLE]
[MUNICIPALITY]

I hereby certify the foregoing to be a true copy of an ordinance adopted by the [GOVERNING BODY] of the [MUNICIPALITY] at its meeting held on _____, 2021.

_____, Clerk

Environmental Alert

Environmental Impacts of New Jersey's Legalized Cannabis

On January 18, 2010, the former Governor of New Jersey Jon Corzine signed into law bill S.119. This was the Compassionate Use of Medical Marijuana Act, which permitted the use of medical cannabis for persons suffering from debilitating medical conditions and patients authorized to use for medical purposes. There were many legal and ethical debates in New Jersey regarding the use of cannabis. In November of 2020, a referendum was placed on the election ballot regarding the recreational use of marijuana. New Jersey voters approved the referendum, which approved allowing an amendment to the State constitution to legalize the recreational use of marijuana by people 21 years of age and older. Sixty-seven percent (67%) of New Jersey voters voted to approve, against thirty-three percent (33%) that voted against legalization. The intent of this article is not to weigh in on the medical, moral, ethical, or legal issues of this initiative, but instead on what happens next – specifically, the potential environmental impacts of this new business to New Jersey communities.



Background

With recreational marijuana being estimated by various industry sources as a one-to-two billion dollar per year industry, many lawmakers in Trenton are seeing a potential for additional tax revenue to help cover various shortfalls in the State budget. After some contentious debates regarding the details, on February 22, 2021 Governor Murphy signed the three bills that would allow New Jersey to create a legal marijuana industry. One of these bills (Assembly Bill A 21) allows a host municipality to charge an optional "Local Cannabis Transfer Tax and User Tax" of up to 2% of the receipts from each sale by

a cannabis grower or retail sales. With a good-sized farm able to produce an expected \$150-300 million of gross sales per year, there is an obvious incentive for many municipalities to look around for vacant facilities that might be able to fit one of the expected 37 growing facilities expected to be licensed in New Jersey. Many municipalities have experienced a drop in tax revenue and higher than expected expenses due to COVID-19. The additional tax revenue will be remunerative, but it does have its potential environmental issues; the following discloses only some of the environmental issues. Large issues such as the ethical acceptance of cannabis in a community, costs, and potential legal challenges are not discussed here.

Potential Environmental Impacts

Water Use –Cannabis is a water hungry crop, with the average plant needing up to 22 liters of water per day. A single greenhouse of approximately 1,000 plants would require 700,000 liters of water per month (approximately 185,000 gallons) for the warmer months of May through September. Since the greenhouses are likely to be retrofitted to run 12 months per year, water use would continue through the colder months as well, but perhaps at a slower rate. For municipalities that rely on well water for their domestic supply, this can be a significant draw on a local aquifer, especially in areas that are already working to conserve available water for residents.

Significant water usage should be anticipated. Appropriate planning for municipal wells and connection fees.

Stormwater –For outdoor farms growing cannabis, there are the typical stormwater runoff issues that are common in most types of farming. Areas that are cultivated for a mono crop no longer have the typical plant/ground cover to prevent soil erosion and runoff, often carrying with that runoff some of the fertilizers and pesticides that are

used to control pests and boost plant growth. The adjacent waterways that receive this runoff can be damaged by excessive algae growth, reduced dissolved oxygen, and other impacts commonly ascribed to farmland runoff. Interestingly, in areas of disturbed soils, marijuana can sometimes be used to stabilize the soil due to its fairly extensive root systems, but that is not typically the case in the usual farming situation.

- Stormwater runoff should be addressed as ground cover will not be present. Engineering review is critical.

Wastewater –Water used in an irrigation system or to rinse off plants may need to be discharged to a local sanitary wastewater treatment authority. In this case, an industrial user discharge permit may need to be developed to set limits on various chemicals, especially if pesticides are used. For discharge to a receiving stream or other water body, the New Jersey Department of Environmental Protection (NJDEP) would require a New Jersey Pollutant Discharge Elimination System (NJPDES) permit for industrial users, and the water discharged may need to be treated first.

- NJDEP Discharge Permits may be required. This consideration should be required as part of the approval process.

Solid Waste –Large sections of the cannabis plant are not utilized when harvested for medical marijuana, where the focus is on harvesting the flowers and surrounding parts. The rest of the plant is then disposed of in a process monitored by the New Jersey Department of Health. For obvious reasons, the waste plant material is watched closely through the disposal, as much of the disposed of plant material could be used for recreational purposes. Growing recreational marijuana would require additional licensing and result in more product being produced, with less plant waste being disposed. For cannabis dispensaries, the solid waste is potentially less in volume, but more complex in nature. Stale or unused marijuana waste is still a controlled substance and will likely require specifically licensed waste haulers and disposal facilities that will transport the waste only to facilities designated to accept it.

- The unused product is a controlled substance and will likely require specific licensed waste haulers.

Lighting –Cannabis grown in a greenhouse is usually grown under artificial grow lighting, often fluorescent or high intensity discharge (HID) lights, with LED grow lights starting to make an appearance due to their much lower energy costs. Regardless of the lighting type, it would be reasonable to expect a grower to keep their plants growing throughout all 12 months of the year to maximize profits. With grow light periods reaching 18 hours of light per day, this means a fairly bright neighbor in a residential neighborhood – especially in winter months with short daylight hours. Light pollution is seldom considered as seriously as other pollutants, but it can be a concern.

- Cannabis requires artificial grow lighting for up to 18 hours/day. Lighting considerations and impact on residential neighborhoods should be considered.



March 2021

Traffic –One of the benefits of any new business of this size is the number of jobs that can be created. But with those jobs comes the related traffic – not just the added employees that will work at a facility, but the trucks that will be coming back and forth to manage supplies, deliver products to their dispensaries, and remove solid waste.

Trucks will be transporting supplies, products and solid waste. Plan for appropriate hours and routes.

Odor –Cannabis plants emit a number of volatile chemicals during their growth cycle, especially when the flowers of the plant are budding and during harvest. Several of those chemicals (a group known as terpenes) have been known to produce an odor described as “skunky.” Since greenhouses can heat up inside (especially in warmer months) and considering added heat from internal grow lamps, the air inside the greenhouse must be exhausted almost continuously to control the internal temperature. If the inside of the greenhouse gets too warm the plants will die. The odor from exhaust is the most common complaint from people living in and around commercial cannabis growing facilities, and a potential huge source of complaints from residents to officials in Town Hall. There are various filters and treatment devices for controlling odors in the exhaust stream, but these need to be chosen and sized correctly to be effective.

This is the most common off-site complaint. Review of filters, air quality and monitoring should be required.

Ozone formation - The terpenes emitted by the growing and harvesting of cannabis are volatile organic compounds (VOCs) that can interact with sunlight, heat, and nitrogen oxides (from vehicle exhaust or other combustion sources) to form ground level ozone, specifically during the summer months. Ozone is a lung irritant and criteria pollutant under the U.S. Environmental Protection Agency’s Clean Air Act. This means these facilities would contribute additional ozone in a State that already has multiple days during the summer where air quality is listed as “unhealthy,” according to the NJDEP.

Energy Use –The lighting alone in a year-round cannabis greenhouse is energy intensive, especially when using high intensity lighting for the best production rates. This type of lighting not only uses a lot of energy, but also requires additional ventilation to cool the facility, equipment to manage humidity inside the greenhouse, and other associated equipment for protecting the plants. With this additional energy use arguably comes an increase in greenhouse gas (GHG) emissions. And although the growing of green plants can absorb carbon dioxide and assist in GHG reduction, the management, shipment, handling and potentially burning (for personal consumption) of the plant material are likely to outweigh this positive contribution.

Conclusion

Although these issues do not necessarily represent insurmountable environmental challenges, it is still worth addressing the potential environmental issues before considering the possibility of permitting a cannabis growing facility to set up in your municipality. On the following page, is our Cultivation of Cannabis environmental consideration checklist for municipal officials. There will also be the inevitable land use planning issues, ethical challenges, and the ultimate consideration of whether the additional tax revenue is worth the effort. It is likely that as the industry matures, these issues will become better managed and may in fact be reduced to commonplace. However, that is likely still a few years off.

This newsletter is for information purposes only and does not represent legal or technical advice.

If you need a more detailed explanation of this topic or need assistance in interpreting how it may impact your municipality, the EJIF suggests that you contact the EJIF environmental consultants for further information.

All EJIF members please feel free to contact Richard Erickson at rerickson@firstenvironment.com or Sunita Dhar at sdhar@firstenvironment.com of First Environment, respectively or 973.334.0003.

This Alert does not intend to convey, imply, or promise in any way, EJIF insurance coverage for the matters contained herein.

Cultivation Of Cannabis Environmental Consideration Checklist For Municipal Officials

These considerations should be part of the legislative process and drafting of local land use ordinances, applications for land use or when considering the location of cultivation sites.

| | | |
|--|-------------|--|
| | Water Usage | Significant water usage should be anticipated. Appropriate planning for municipal wells and connection fees. |
| | Stormwater | Stormwater runoff should be addressed as ground cover will not be present. Engineering review is critical. |
| | Wastewater | NJDEP Discharge Permits may be required. This consideration should be required as part of the approval process. |
| | Solid Waste | The unused product is a controlled substance and will likely require specific licensed waste haulers. |
| | Lighting | Cannabis requires artificial grow lighting for up to 18 hours/day. Lighting considerations and impact on residential neighborhoods should be considered. |
| | Traffic | Trucks will be transporting supplies, products and solid waste. Plan for appropriate hours and routes. |
| | Odor | This is the most common off-site complaint. Review of filters, air quality and monitoring should be required. |



Municipal Excess Liability Joint Insurance Fund

Office of the Fund Attorney
714 Main Street
P.O. Box 228
Boonton, New Jersey 07005
Tel (973) 334-1900
fsemrau@dorseysemrau.com

BULLETIN – URGENT

TO: All Members
FROM: Fred Semrau, Fund Attorney
DATED: January 14, 2021
RE: Mandatory Vaccination of Employees

In response to the dissemination of COVID-19 vaccines, we anticipate several policy decisions as to whether or not vaccinations should be a mandatory requirement.

In view of very important policy consideration for each member, we have consulted with the MEL Safety Director, Executive Directors of our Member Funds and Labor expert, Matthew Giacobbe, Esq.,

We hereby enclose an important legal memorandum outlining critical information including important legal considerations for our members relating to vaccinations and we encourage that you forward a copy of this memorandum to your legal counsel for advice, consideration and direction.

The MEL Safety Institute will be scheduling a webinar for further discussion regarding vaccines policy considerations and its impact on our members.

Again, we urge that you forward this critical legal information to your legal counsel so that they can advise you in a manner to protect the interest of your public entity.