

**PROFESSIONAL MUNICIPAL MANAGEMENT
JOINT INSURANCE FUND
MEETING AGENDA
JANUARY 28, 2025 – 2:00 PM**

**MOORESTOWN TOWN HALL
111 WEST 2ND STREET
MOORESTOWN, NJ 08057**

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/Administrator 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: JANUARY 28, 2025**

- MEETING OF FUND COMMISSIONERS CALLED TO ORDER**
- ROLL CALL OF 2024 COMMISSIONERS**
- APPROVAL OF MINUTES:**
 - November 26, 2024, Open Session..... **Appendix I**
 - November 26, 2024, Closed Session..... **To be distributed**

- CORRESPONDENCE**..... None

- ADJOURN MEETING**
 - .Chair vacated - Chairperson asks Executive Director to run meeting

- EXECUTIVE DIRECTOR CALLS MEETING TO ORDER**

- ROLL CALL OF 2025 FUND COMMISSIONERS**

- ELECTION OF CHAIRMAN AND SECRETARY**

- ATTORNEY SWEARS IN COMMISSIONERS – OATHS OF OFFICE**.....Page 1

REPORTS

- EXECUTIVE DIRECTOR/ADMINISTRATOR - PERMA**
 - .Executive Director's Report..... **Page 2**

 - ATTORNEY - William J. Kearns, Esquire**

 - TREASURER - Thomas Tontarski**
 - .Treasurer's Report..... **Page 34**
 - .December 2024 Voucher List Resolution 24-25..... **Page 36**
 - .January 2025 Voucher List Resolution 25-7..... **Page 38**

 - UNDERWRITING MANAGER – Conner Strong & Buckelew**
 - .Monthly Certificate Reports..... **Page 48**
 - .Cyber Risk Management Compliance, Closed Session..... **To be distributed**

 - SAFETY DIRECTOR – J.A. Montgomery Risk Control**
 - .Monthly Report **Page 54**

 - MANAGED CARE – Qual Care**
 - .Monthly Report..... **Page 57**

 - CLAIMS SERVICE – Qual Lynx**
 - .2025 Servicing Personnel **Page 60**

 - OLD BUSINESS**
-

NEW BUSINESS

PUBLIC COMMENT

**MOTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSE:
PERSONNEL - SAFETY - PUBLIC PROPERTY – LITIGATION**

Motion to Return to Open Session and Approve Payment Authorization Requests

NEXT MEETING: February 25, 2025

MEETING ADJOURNED

**PROFESSIONAL MUNICIPAL MANAGEMENT
JOINT INSURANCE FUND**

OATH OF OFFICE

State of New Jersey:

I, _____ do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, that I will bear true faith and allegiance to the same and to the Governments established in the United States and in this State, under the authority of the people; and I will faithfully, impartially and justly perform all of the duties of Commissioner within the Professional Municipal Management Joint Insurance Fund, according to the best of my ability [So Help Me God]*

Signature

Name [Print or Type]

Sworn and subscribed before me this **28th** day of **January 2025**

Date:

Williams Kearns, Attorney at Law

State of New Jersey

Professional Municipal Management Joint Insurance Fund

2 Cooper Street
Camden, NJ 08102

Date: January 28, 2025
Memo to: Fund Commissioners
Professional Municipal Management Joint Insurance Fund
From: PERMA Risk Management Services
Subject: Executive Director's Report

2025 Reorganization Resolutions

Included in the Agenda Packet are the Resolutions necessary to undertake the 2025 Reorganization of the Fund

- | | |
|---|---------|
| <input type="checkbox"/> Resolution 25-1 – Appointing Professionals and Service Organizations | Page 4 |
| <input type="checkbox"/> Resolution 25-2 – Designation of Banking Manager | Page 7 |
| <input type="checkbox"/> Resolution 25-3 - Establishment of Public Meeting Procedures | Page 8 |
| <input type="checkbox"/> Resolution 25-4 - Establishment of a Fiscal Management Plan | Page 10 |
| <input type="checkbox"/> Resolution 25-5 - 2025 Risk Management Plan | Page 15 |
| <input type="checkbox"/> Resolution 25-6 Placement of POL/EPL Coverage | Page 23 |

Motion to adopt Resolutions 25-1 through 25-6

- Special Fund Commissioner:** With the Fund's membership at four, the bylaws require the appointment of a Special Fund Commissioner in an effort to avoid tying votes. For 2025, Maple Shade has this privilege and they are appointing _____.
- Residual Claims Fund 2025 Reorganization Meeting:** The Residual Claims Fund's 2025 Reorganization meeting was held on January 6, 2025 via Zoom. Enclosed is a copy of Chairperson Danson's report on the meeting. **(Appendix II)**
- E-JIF 2025 Reorganization Meeting:** The E-JIF 2025 Reorganization meeting was held on January 6, 2025 via Zoom. Enclosed is Chairperson Danson's report on the meeting. **(Appendix II)**
- MEL 2025 Reorganization Meeting:** The MEL 2025 Reorganization meeting was held on January 6, 2025. Enclosed is a copy of Chairperson Danson's report on the meeting. **(Appendix II)**
- NJ Cyber JIF 2025 Reorganization Meeting:** The NJ Cyber Risk Management Fund held their Reorganization meeting on January 16th via Zoom. A copy of Chairperson Danson's report will be distributed when available.

- ❑ **2025 Assessments:** The 2025 Assessments were mailed to all member towns on January 2nd. Since the bills were delayed in being sent, members are asked to please have their payments to the treasurer by January 31st. If additional time is needed, please contact the fund office.
- ❑ **2025 Budget:** In accordance with the regulations, the budget adopted by the Fund has been advertised in the Fund’s official newspaper. In addition, PERMA has sent the budget to member municipalities and was filed with the State.
- ❑ **Employment Practices Compliance Program:** During 2025, members will be asked to update their Personnel Manuals and complete training. Fund Office expects to distribute information in the next few months.
- ❑ **Power of Collaboration:** Included on **page 24** is the latest in a series of advertisements to appear in the League Magazine. The ad highlights that the Bergen JIF was the 1st municipal JIF organized in New Jersey and has provided savings of \$322 million since inception and a 60% reduction in Lost Time Accident rate since 1991.
- ❑ **Elected Officials Training:** The MEL’s Annual Elected Officials Seminar was held as part of the League of Municipalities Conference. The course has been uploaded into the MEL’s Learning Management System. Enclosed on **page 25** are directions to access the program.

❑ **Due Diligence Reports:**

❑ Financial Fast Track Report	<i>Distributed Quarterly</i>
❑ Expected Loss Ratio Analysis	Pages 26 & 27
❑ Claims Activity Report	Pages 28 & 29
❑ Lost Time Accident Frequency Report	Pages 30 & 31
❑ 2025 EPL Checklist	Page 32
❑ Regulatory Affairs Checklist	Page 33

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
APPOINTING PROFESSIONAL AND SERVICE ORGANIZATIONS**

Whereas, the Professional Municipal Management Joint Insurance Fund is duly constituted as a Municipal Self Insurance Fund and is subject to certain requirements of the *Local Public Contracts Law*, and

Whereas, the Commissioners of the Professional Municipal Management Joint Insurance Fund have determined that it is in the best interest of the Professional Municipal Management Joint Insurance Fund to have the terms of appointment and contracts with its professionals begin as of February 1st each year, so that the terms begin after the annual reorganization meeting of the Professional Municipal Management Joint Insurance Fund,

Whereas, after careful consideration by the Fund Commissioners of the Fund, it has been determined to be in the best interest of the Fund to obtain these services following a "non-fair and open" process pursuant to NJSA 19:44A-20.1 et seq. so as to eliminate the possibility of any of the Fund's professionals from making reportable contributions to any elected officials in any member town and so as to guarantee the continuity of the Fund's professionals; many of which have been servicing the Fund since its inception and have directly contributed to its success; and

Now, THEREFORE, BE IT RESOLVED by the Commissioners of the Professional Municipal Management Joint Insurance Fund, that the following be appointed for Fund Year 2025:

1. **PERMA Risk Management Services** is hereby appointed as **Administrator, with Bradford C. Stokes as Executive Director and Joseph Hrubash as Deputy Executive Director and Karen Read as Account Manager** and all as agents for process of service.
2. **Mr. William John Kearns, Jr** of the law firm of **Helmer, Conley & Kasselmann**, is appointed as the **Fund Attorney** and shall receive a retainer for administrative services, legal research and legal opinions. In addition, **William Kearns** shall provide **Litigation Management Services** for the Fund.
3. **Thomas Tontarski** is appointed as **Treasurer** for the Fund.
4. **The Actuarial Advantage** is appointed as **Actuary** for the Fund.
5. **J.A. Montgomery Risk Control** is appointed as **Safety Director and Right to Know** for the Fund.
6. **Bowman & Company** is appointed as **Auditor** for the Fund.
7. **Conner Strong & Buckelew** is appointed as **Underwriting Manager** for the Fund.
8. **Qual-Lynx** is appointed as **Claims Administrator** for the Fund.
9. **Citizens Bank** is appointed as **Banking Manager** for the Fund.

10. **Conner Strong** is appointed as **Risk Management Consultant**
11. **Qual Care** is appointed as **Workers' Compensation Managed Care Organization** for the Fund.
12. **Russo & Associates** is appointed as **Payroll Auditor** for the Fund.

Be It Further Resolved, that the Commissioners of the Professional Municipal Management Joint Insurance Fund find and determine that the appointments herein specified require either professional services for which the individuals designated are licensed to practice a profession or for extraordinary and unspecifiable services that cannot be adequately described in specifications that would make solicitation of bids for those services meaningful or advisable, and

Be It Further Resolved, that the compensation for the services shall be in accordance with the amounts budgeted for the services and contracts hereby authorized and approved by the Commissioners of the Professional Municipal Management Joint Insurance Fund, and

Be It Further Resolved, that the Chairman and Secretary of the Professional Municipal Management Joint Insurance Fund are hereby authorized to execute Agreements with the individuals, partnerships and corporations hereby appointed for the performance of professional or for extraordinary and unspecifiable services and providing for compensation, as follows:

1. PERMA as Administrator for the Professional Municipal Management Joint Insurance Fund for calendar year 2025 in the amount of \$149,739.00 as set forth specifically in the Agreement.
2. The law firm of, Helmer, Conley & Kasselmann, with William John Kearns, Jr., Esquire as the designated attorney, as the Attorney for the Professional Municipal Management Joint Insurance Fund for calendar year 2025 in the amount of \$23,270.00 for general legal services and the sum of \$19,822.00 for litigation management, plus expenses, as set forth specifically in the Agreement.
3. Thomas Tontarski as Treasurer for the Professional Municipal Management Joint Insurance Fund for calendar year 2025 in the amount of \$20,114 as set forth specifically in the Agreement.
4. The Actuarial Advantage, with Kyle Mrotek, as its designated representative, as Actuary for the Professional Municipal Management Joint Insurance Fund for calendar year 2025 at a rate not to exceed \$44,251.00, as set forth specifically in the Agreement.
5. J.A. Montgomery Risk Control, as Safety Director and for Right to Know Services for the Professional Municipal Management Joint Insurance Fund for calendar year 2025 with a fee in the amount of \$26,380.00 for Safety Director services and \$21,536.00 for Right To Know services as set forth specifically in the Agreement
6. Bowman & Company with Dennis Skalkowski as its designated representative, as Auditor for the Professional Municipal Management Joint Insurance Fund for calendar year 2025 on the basis of an hourly fee schedule attached to the Agreement, but not to exceed

\$25,534.00 without the specific approval of the Commissioners, as set forth specifically in the Agreement.

7. Citizens Bank as Banking Manager for the Professional Municipal Management Joint Insurance Fund for calendar year 2025 at an earning rate based on a combined average balance of \$20,000,000 of participating joint insurance funds.
8. Qual Lynx as Claims Administrator for the Professional Municipal Management Joint Insurance Fund for calendar year 2025 in accordance with the fee schedule set forth in the Agreement in the amount of \$161,377.00 plus the actual cost of a performance bond as set forth specifically in the Agreement.
9. Conner Strong & Buckelew as Underwriting Manager for the Professional Municipal Management Joint Insurance Fund for calendar year 2025 in the amount of \$6,729.00 as set forth specifically in the Agreement.
10. Qual Care as Workers' Compensation Managed Care Organization for calendar year 2025 in the amount of \$100,806.00 as set forth specifically in the Agreement.
11. Conner Strong as Risk Management Consultant for the calendar year 2025 in the amount of \$150,000 as set forth specifically in the Agreement.
12. Russo & Associates as Payroll Auditor for calendar year 2025 in the amount of \$4,837.00 as set forth specifically in the Agreement.

Be It Further Resolved, that all of the Agreements set forth above are subject to specific approval by the Commissioners of the Professional Municipal Management Joint Insurance Fund, and

Be It Further Resolved, that notice of the appointments and the Agreements for professional shall be published as required by law, and

This resolution was duly adopted by the Professional Municipal Management Joint Insurance Fund at a public meeting held on January 28, 2025.

CHAIRPERSON

SECRETARY

RESOLUTION NO. 25-2

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
DESIGNATION OF BANKING MANAGER**

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

WHEREAS, Citizens Bank for Banking Services - at an earnings rate based on a combined average balance of \$75,000,000 of participating joint insurance funds which will earn Federal Funds minus 25 basis point (.25%) with a floor of 50 basis point (.50). - is hereby proposed by the Board of Fund Commissioners as the official designated depository in accord with N.J.S.A. 40A:11-5-15.1(f)

NOW, THEREFORE, BE IT RESOLVED, by the Professional Municipal Management Joint Insurance Fund, that Citizens Bank for Banking Services - at an earnings rate based on a combined average balance of \$75,000,000 of participating joint insurance funds which will earn Federal Funds minus 25 basis point (.25%) with a floor of 50 basis point (.50). - is hereby proposed by the Board of Fund Commissioners as the official designated depository in accord with N.J.S.A. 40A:11-5-15.1(f)-is hereby approved by the Board of Fund Commissioners as the official designated depository in accord with N.J.S.A. 40A:11-5-15.1(f) and that sums so deposited may be withdrawn upon a check, draft or order of the Board of Fund Commissioners; and

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

**PROFESSIONAL MUNICIPAL MANAGEMENT
JOINT INSURANCE FUND**

Attest:

CHAIRPERSON

SECRETARY

RESOLUTION NO. 25-3

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
ADOPTING PROCEDURES IN COMPLIANCE WITH THE
OPEN PUBLIC MEETINGS ACT**

Whereas, the Professional Municipal Management Joint Insurance Fund is duly constituted as a Municipal Self Insurance Fund and is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq., and

Whereas, the participating Municipalities have made their respective designations of Commissioners who will collectively serve as the Board of Fund Commissioners of the Professional Municipal Management Joint Insurance Fund, and

Whereas, the Open Public Meetings Act provides that upon the adoption by a public body of a schedule of meetings to be held during the calendar year that no further notice of those meetings will be necessary, and

Whereas, it is necessary for the Commissioners of the Professional Municipal Management Joint Insurance Fund to make certain administrative and organizational determinations for the proper operation of the Professional Municipal Management Joint Insurance Fund,

Now, THEREFORE, BE IT RESOLVED by the Commissioners of the Professional Municipal Management Joint Insurance Fund, assembled in public session on this 28th day of January 2025, that:

1. The Professional Municipal Management Joint Insurance Fund hereby designates the Fourth Tuesday (unless otherwise noted) of each Month, in the Municipal Buildings of the member municipalities set forth for each date, specifically:

February 25, 2025	Maple Shade Municipal Building	2:00 PM
April 22, 2025	Maple Shade Municipal Building	2:00 PM
May 27, 2025	Evesham Municipal Building	2:00 PM
June 24, 2025	Evesham Municipal Building	2:00 PM
July 22, 2025	Willingboro Municipal Complex	2:00 PM
September 23, 2025	Willingboro Municipal Complex	2:00 PM
October 28, 2025	Moorestown Town Hall	2:00 PM
November 25, 2025	Moorestown Town Hall	2:00 PM
January 27, 2026	Maple Shade Municipal Building	2:00 PM

as the dates and places of its regular meetings and the meeting of January 28, 2025, shall serve as the 2025 Reorganization Meeting; unless otherwise modified by Resolution; all meetings shall begin at 2:00 PM unless otherwise noted.

2. A copy of all advance notices of special meetings of the Professional Municipal Management Joint Insurance Fund shall, at least forty-eight (48) hours in advance of the special meeting be mailed to the newspaper designated in this Resolution; be filed with the Clerk of each of the municipalities which are members of the Professional Municipal Management Joint Insurance Fund and be posted in the Municipal Buildings of each of the member municipalities in the same manner as notices of other public meetings are posted.
3. Any person may request, in writing, that the Professional Municipal Management Joint Insurance Fund mail to him or her a copy of the schedule of meetings and/or advance written notice of regular, special or re-scheduled meetings of the Professional Municipal Management Joint Insurance Fund. Upon prepayment by such person of the applicable fee set forth in this Resolution, the schedule and/or advance notice shall be mailed to that person. All requests made pursuant to this paragraph shall terminate at midnight, December 31st of the current year, subject to renewal thereafter upon filing of a new written request to the Board together with the prepayment of the applicable fee. Notices requested by news media shall be mailed to one representative of such media free of charge.
4. The following newspapers are hereby designated as the official newspapers for transmittal of all notices of the Professional Municipal Management Joint Insurance Fund required pursuant to the Open Public Meetings Act:

Burlington County Times

In addition, the Fund's webpage is designated for official notices - www.pmmjif.org

5. Upon the affirmative vote of three-fourths of the Commissioners present, the Professional Municipal Management Joint Insurance Fund may hold a meeting without compliance with the notice requirements of this Resolution if such a meeting is required to deal with matters of such urgency and importance that delay for the purpose of providing adequate notice would be likely to result in substantial harm to the public interest, and

Be It Further Resolved, that copies of this Resolution shall be provided to the newspapers designated above to receive notice of meetings and to the Clerks of the municipalities participating in the Professional Municipal Management Joint Insurance Fund for posting as required by law and to the Administrator and Treasurer of the Professional Municipal Management Joint Insurance Fund for their information and attention.

This resolution was duly adopted by the Professional Municipal Management Joint Insurance Fund at a public meeting held on January 28, 2025.

CHAIRPERSON

SECRETARY

PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND

ADOPTING FISCAL POLICIES AND PROCEDURES

Whereas, the Professional Municipal Management Joint Insurance Fund has been organized in accordance with the provisions of *N.J.S.A.* 40A:10-36 *et seq.*, and

Whereas, the participating Municipalities have made their respective designations of Commissioners who will collectively serve as the Governing Body of the Professional Municipal Management Joint Insurance Fund, and

Whereas, the Commissioners of the Professional Municipal Management Joint Insurance Fund find that it is necessary and appropriate to make decisions regarding the operations of the Professional Municipal Management Joint Insurance Fund,

Now, Therefore, Be It Resolved by the Commissioners of the Professional Municipal Management Joint Insurance Fund, meeting in public session on January 28, 2025, that:

1. There is hereby established an interest rate to be charged on all delinquent assessments for the year 2025, of ten (10%) per cent per annum from the due date for any such assessments, except that no interest shall be charged prior to January 15, 2025.
2. Bradford C. Stokes, Executive Director and/or the Account Manager so designated by the Executive Director is designated as the person authorized to accept service of process on behalf of the Professional Municipal Management Joint Insurance Fund at 9 Campus Drive Parsippany NJ 07054 and at 2 Cooper Street, Camden, NJ 08102.
3. The Executive Director of the Professional Municipal Management Joint Insurance Fund is hereby designated as the custodian of the records which shall be maintained at the office of the Administrator located at 2 Cooper Street, Camden, NJ 08102.
4. Citizens Bank having principal offices within the State of New Jersey, and organized under the laws of the United States or of the State of New Jersey is hereby designated as the primary depository of the Professional Municipal Management Joint Insurance Fund and any Bank, Trust Company, Savings Bank or Savings and Loan Association, having its principal place of business in the State of New Jersey and organized under the laws of the United States or of the State of New Jersey is hereby designated as an investment depository of the Professional Municipal Management Joint Insurance Fund for the term ending December 31, 2025 with a “30 – day cancellation clause”, provided that prior to the deposit of any funds in any depository authorized herein, the designated institution shall file with the Treasurer of the Professional Municipal Management Joint Insurance Fund a statement certifying that the institution is covered under the provisions of the Government Units Deposit Protection Act, N.J.S.A. 18:9-41, et seq.
5. The State of New Jersey Cash Management Fund is hereby designated as a legal depository for the Professional Municipal Management Joint Insurance Fund for the term ending December 31, 2025.

6. The following officials of the Professional Municipal Management Joint Insurance Fund are hereby authorized to sign checks or withdrawal slips where any two (2) of the following signatures are required:

_____	CHAIRPERSON
_____	SECRETARY
_____	COMMISSIONER
<u>Thomas Tontarski</u>	TREASURER

7. The Professional Municipal Management Joint Insurance Fund has determined that idle funds of the Professional Municipal Management Joint Insurance Fund should be invested in legal investment vehicles at all times and that it is occasionally necessary to transfer funds for the purpose of meeting claims, expenses of the Professional Municipal Management Joint Insurance Fund or to effect investments. The Professional Municipal Management Joint Insurance Fund hereby authorizes the Treasurer to request bids and to place orders for the investment of idle funds solely in legally authorized investment vehicles and the Treasurer is hereby authorized to transfer funds by wire solely for the following purposes and subject to pertinent laws and regulations:

- A. To and from checking or savings accounts of the Professional Municipal Management Joint Insurance Fund to other accounts of the Professional Municipal Management Joint Insurance Fund.
- B. To or from checking or savings accounts of the Professional Municipal Management Joint Insurance Fund to or from accounts specified as authorized depositories of the Professional Municipal Management Joint Insurance Fund or the State of New Jersey Cash Management Funds solely for the purpose of investing for the account of the Professional Municipal Management Joint Insurance Fund.

8. All funds of the Professional Municipal Management Joint Insurance Fund for claims payments shall be withdrawn from the official named depositories by check, wire or ACH which shall bear the signatures and/or electronic approvals of at least two (2) of the following persons who are duly authorized pursuant to this Resolution to sign claim payment checks on behalf of the Professional Municipal Management Joint Insurance Fund:

Alice Lihou	Qual-Lynx
David S. Ruber	Qual-Lynx
Edward Koreiveo	Qual-Lynx
Thomas Tontarski	Fund Treasurer

9. FOR WIRE TRANSFERS – that the FUND does hereby require that Citizens Bank obtain voice confirmation prior to executing wire transfers to external accounts from the Fund Treasurer

This resolution was duly adopted by the Professional Municipal Management Joint Insurance Fund at a public meeting held on January 28, 2025.

CHAIRMAN

SECRETARY

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
2025 CASH MANAGEMENT AND INVESTMENT POLICY**

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

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

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

2.) **Permissible Investments**

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

3.) **Authorized Depositories**

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

Citizens Bank

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

4.) **Authority for Investment Management**

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

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

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

5.) **Preservation of Capital**

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

6.) **Safekeeping**

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

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

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

8.) **Reporting**

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

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

9.) **Audit**

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

10.) **Cash Flow Projections**

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

11.) **Cash Management**

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

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

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

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

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

RESOLUTION NO. 25-5

Professional Municipal Management Joint Insurance Fund

(hereinafter the "Fund" or the "PMM JIF")

ESTABLISHING THE 2025 PLAN OF RISK MANAGEMENT

BE IT RESOLVED by the Fund's Commissioners that the 2025 Plan of Risk Management shall be:

Definitions:

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

"Member" means: A local unit of government that has joined the Fund

"Sexual Abuse" means: An action brought pursuant to Section 1 of P.L. 1992, c.109 (C.2A:61B-1), paragraph (1) of subsection c. of section 1 of P.L.1959 (C.2A:53A-7) or section 1 of P.L.2005, c.264 (C.2A:53A-7.4)

Section I – Coverage

Insurance Coverages

The following coverages are provided to the Fund's members, effective January 1, 2025:

- Workers' Compensation
- Liability (including optional excess)
- Public Officials Liability / Employment Practices Liability (including optional excess)
- Optional Volunteer Directors & Officers Liability
- Crime
- Non-Owned Aircraft Liability
- Environmental Impairment Liability
- Cyber
- Property & Equipment Breakdown (effective December 31, 2024)
- Terrorism

Limits of Coverage

Unless otherwise stated, all limits shown apply less any local member unit's SIRs/deductibles. All references to the "MEL" stand for the "Municipal Excess Liability Joint Insurance Fund". **Please note, the following is a general discussion of the coverages and limits provided via the Fund; however, the actual terms and conditions are defined in the policy documents and all issues shall be decided on such. Additional coverages, limits and conditions may apply. Please also note, deductibles may differ for individual members; please refer to your policy(ies) for full details.**

1. Workers' Compensation

- Workers' Compensation: \$250,000
- Employer's Liability: \$250,000
- USL&H, Harbor Marine/Jones Act, Incidental Foreign Workers' Compensation, Communicable Disease: Per Person
- MEL Excess Limit: Statutory
- Employer's Liability Excess Limit: \$6,750,000

2. Liability (includes General, Automobile, Employee Benefits and Law Enforcement Liability)

- Fund Limit: \$250,000
- MEL Excess Limit: \$4,750,000
 - The \$3,000,000 layer excess of \$2,000,000 is subject to a 3,000,000 per local member unit annual aggregate (Automobile Liability is not aggregated)
- Sublimits: The following sublimits are part of, and not in addition to, the limits above:
 - Good Samaritan Liability: Included
 - Fungus or Spores: \$1,000,000
 - Disinfectants Release Hazard Coverage: \$1,000,000

- Dam and Reservoir: \$5,000,000
 - a. \$5,000,000 per occurrence for any member entity owned dams defined as Class III or IV in New Jersey Administrative Code, Title 7, Department of Environmental Protection, Chapter 20, 7:20-1.8;
 - b. Included for premises owned, occupied or controlled by the member entity on which a dam or reservoir is located, or from the operations conducted on such premises;
 - c. \$2,000,000 per occurrence for any member entity owned dam defined as Class I or II in New Jersey Administrative Code, Title 7, Department of Environmental Protection, Chapter 20, 7:20-1.8; and
 - d. \$2,000,000 per occurrence for any Class III or IV member entity owned dam involved with a Class I or II member entity owned dam.
- Sanitary/Storm Water System Sewerage Backup and/or Sanitary System Sewerage Backup, Escape or Release: \$3,000,000 Per Occurrence and \$4,000,000 Annual Aggregate for all member entities
- Subsidence: \$3,000,000 Per Occurrence and \$4,000,000 Annual Aggregate for all member entities
- Quasi Entities Coverage: \$5,000,000
- Skateboard Facilities: \$5,000,000 Per Occurrence (where approved)
- Riot, Civil Commotion or Mob Action: \$5,000,000 Per Occurrence
- Failure to Supply Utility: \$5,000,000 Per Occurrence
- Garagekeepers Liability: \$2,000,000 Per Occurrence
- New Jersey Personal Injury Protection (NJ PIP): Statutory Minimum
- New Jersey Uninsured/Underinsured Motorist (NJ UM/UIM): Statutory Minimum

3. **Optional Excess Liability Limit**

The MEL offers Optional Excess Liability Limits excess of the MEL Excess Limit.

- The following limits are the Optional Excess Limits:
 - \$2,000,000 (equals \$7,000,000 total);
 - \$5,000,000 (equals \$10,000,000 total);
 - \$10,000,000 (equals \$15,000,000 total); and
 - \$15,000,000 (equals \$20,000,000 total);

The MEL also offers Optional JIF Shared Aggregate Excess Liability coverage, with limits of \$10,000,000 from the MEL. This coverage is only available to members of the Fund who purchase all \$20,000,000 available to them from the Optional Excess Liability Limits.

- \$10,000,000 aggregate (equals \$30,000,000 total)

4. **Public Officials Liability / Employment Practices Liability**

Each local member unit is 100% commercially insured with Lexington Insurance Company for \$2,000,000 in the aggregate per member on a claims made and reported basis for each Fund year.

- Retentions and Coinsurance:
 - \$20,000 is the standard retention per claim and 20% of the first \$250,000 of the loss is the standard coinsurance, although other retentions and coinsurances may apply.
 - Local member units may qualify based on certain criteria to have options to purchase a lower retention and/or coinsurance contribution.
 - Members with adverse loss experience may be subject to higher retention and/or coinsurance.
 - Non-compliance with the MEL's EPL Risk Management Plan will result in a deductible of \$100,000 and copay of 20% of \$2,000,000

5. **Optional Excess Public Officials Liability / Employment Practices Liability**

The MEL offers Optional Excess Public Officials Liability / Employment Practices Liability limits excess of the local member units' primary \$2,000,000 Public Officials Liability / Employment Practices Liability policies with Lexington Insurance Company as follows:

- \$1,000,000 (equals \$3,000,000 total);

- \$2,000,000 (equals \$4,000,000 total);
- \$3,000,000 (equals \$5,000,000 total);
- \$4,000,000 (equals \$6,000,000 total); and
- \$8,000,000 (equals \$10,000,000 total).

6. **Optional Volunteer Directors & Officers Liability**

Volunteer Emergency Service Units have the option of adding Volunteer Directors & Officers Liability coverage to the Public Officials coverage. The coverage applies to the non-emergency activities of such entity. If elected, coverage will be included in the Public Officials Liability limits and subject to a \$1,000 deductible.

7. **Crime**

- The Fund provides Crime coverage with a limit of \$50,000 for: Loss of Assets, Credit Card Forgery, Loss of Employee Benefit Plan Assets and Public Employee Dishonesty
- The member deductible is \$2,500
- MEL Crime
 - MEL Crime Excess: \$1,950,000 excess of the Fund Crime limit
 - MEL Crime Statutory Position:
 - a. The MEL provides primary employee dishonesty and faithful performance coverage for those employed positions which are required by law to be individually bonded and where they have applied and have been approved for coverage at a limit of \$2,000,000 per occurrence per position.
 - b. The deductible is \$1,000
 - MEL Crime Excess Public Officials:
 - a. The MEL provides excess employee dishonesty and faithful performance coverage for those employed positions which are required by law to be individually bonded and where they have not applied or have not been approved for coverage under the MELJIF Statutory Position Program at a limit of \$2,000,000
 - b. The deductible is the greater of the underlying bond/policy in place or the statutory limit required

8. **Non-Owned Aircraft Liability**

- \$5,000,000; and
- Medical Expense for each passenger: \$5,000
- The coverage is 100% commercially insured with Endurance American

9. **Environmental Impairment Liability**

- Environmental Impairment Liability is provided to the Fund's local member units by the New Jersey Environmental Risk Management Fund (EJIF). Please refer to the EJIF's Plan of Risk Management.

10. **Cyber**

The Fund purchases Cyber insurance from the New Jersey Cyber Risk Management Fund

- Limits and Retention: Please contact your Risk Manager or the Cyber JIF

11. **Property & Equipment Breakdown**

- The Fund provides a \$100,000 limit per occurrence (Property & Time Element combined)
- The MEL provides a \$2,400,000 limit excess of the Fund's limit
- The MEL purchases additional excess property limits, as follows: \$125,000,000, including certain sublimits, including, but not limited, to:
 - Aggregate, Earth Movement: \$75,000,000
 - Aggregate, Flood (includes Storm Surge): \$75,000,000
 - a. Per Location, High Hazard Flood Zone: \$50,000,000
 - a. Aggregate: \$50,000,000
 - Named Storm: Included
 - Vehicles: \$10,000,000
- Unmanned Aircraft Systems: \$100,000

- Member deductibles:
 - All Other: \$2,500
 - Automobile Physical Damage: \$2,500
 - Equipment Breakdown: \$5,000
 - SFHA Flood Maximum available NFIP limit, per location, regardless if member purchases it or not, but no less than \$500,000 building / \$500,000 contents (\$250,000 / \$100,000 for housing authorities and related non-profit buildings), but no more than the value of the building and contents.
 - Named Storm: \$2,500

12. Terrorism

Aggregate: \$125,000,000

Individual Self-Insured Retentions

Optional Individual Self-Insured Retentions:

Amount of Risk to be Retained by the Fund

Unless otherwise stated, all limits shown apply less any local member unit's SIRs/deductibles.

1. **Workers' Compensation:** \$250,000
2. **Liability:** \$250,000
 - NJ Uninsured/Underinsured Motorist: Statutory minimum
 - NJ Personal Injury Protection: \$250,000
3. **Optional Excess Liability Limit:** \$0
4. **Public Officials Liability / Employment Practices Liability:** \$0
5. **Optional Excess Public Officials Liability / Employment Practices Liability:** \$0
6. **Optional Volunteer Directors & Officers Liability:** \$0
7. **Crime:** \$50,000
 - MEL Crime Excess: None
 - MEL Crime Statutory Position: None
 - MEL Crime Excess Public Officials: None
8. **Non-Owned Aircraft Liability:** \$0
9. **Environmental Impairment Liability:** \$0
10. **Cyber:** \$0
11. **Property:** \$100,000
 - Equipment Breakdown: \$0
 - SFHA Flood: \$0
 - Named Storm: \$100,000
12. **Unmanned Aircraft Systems (UAS):** \$100,000
13. **Terrorism:** \$0

Commercial Insurance / Reinsurance Purchased

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

1. **Non-Owned Aircraft Liability:** The Fund purchases this coverage through the MEL
2. **Excess Property & Equipment Breakdown:** The Fund purchases this coverage from the MEL
3. **Excess Liability:** The Fund purchases this coverage from the MEL
4. **Excess Workers' Compensation:** The Fund purchases this coverage from the MEL
5. **Excess Crime:** The Fund purchases this coverage from the MEL
6. **Public Officials Liability / Employment Practices Liability:** The Fund purchases this coverage from Lexington Insurance Company
7. **Optional Volunteer Directors & Officers Liability:** The Fund purchases this coverage from Lexington Insurance Company
8. **Cyber:** The Fund purchases this coverage from the New Jersey Cyber Risk Management Fund
9. **Environmental Impairment Liability:** EJIF
10. **Terrorism:** The Fund purchases this coverage from the MEL

Section II – Conditions

The Amount of Unpaid Claims to be Established

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

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

1. By November 15th of each year, the actuary computes the probable net cost for the upcoming Fund year by line of coverage and for each prior Fund year. The actuary includes all budget items in these computations. The annual assessment of each participating member is its pro rata share of the probable net cost of the upcoming Fund year for each line of coverage as computed by the actuary.
2. The calculation of pro rata shares is based on each member's experience modified manual premium for that line of coverage. The Commissioners also adopts a capping formula which limits the increase of any member's assessment from the preceding year to the Fund wide average increase plus a percentage selected by the Commissioners. The total amount of each member's annual assessment is certified by majority vote of the Commissioners at least one (1) month prior to the beginning of the next fiscal year.
3. The treasurer deposits each member's assessment into the appropriate accounts, including the administrative account, and the claim or loss retention trust fund account by Fund year for each type of coverage in which the member participates.
4. If a local unit becomes a member of the Fund or elects to participate in a line of coverage after the start of the Fund year, such participant's assessments and supplement assessments are reduced in proportion to that part of the year which had elapsed.
5. The Commissioners may by majority vote levy upon the participating members additional assessments wherever needed or so ordered by the Commissioner of Insurance to supplement the Fund's claim, loss retention or administrative accounts to assure the payment of the Fund's obligations. All supplemental assessments are charged to the participating members by applicable Fund year, and shall be apportioned by the year's assessments for that line of coverage.
6. Should any member fail or refuse to pay its assessments or supplemental assessments, or should the Fund fail to assess funds required to meet its obligations, the chairman or in the event by his or her failure to do so, the custodian of the Fund's assets, shall notify the Commissioner of Insurance and the Director of Community Affairs. Past due assessments shall bear interest at the rate established annually by the Commissioners.
7. Sexual Abuse Liability Account: The Commissioners may establish a sexual abuse liability account. Reserves, IBNR, expenses, assets, assessments and other assets for this account shall be accounted for separately. After the end of the year before the Fund has finalized its year end accounting, the Commissioners may levy a supplementary assessment if the sexual abuse claims account is negative on a statutory basis.
8. At the discretion of the Commissioners, any supplemental assessments may be payable in equal installments for up to ten years. Deferred assessments shall become due and immediately payable if a member leaves the Fund.

Procedures Governing Loss Adjustment and Legal Expenses

1. The Fund engages a claims service company to handle all claims, except for the JIF's POL/EPL and Volunteer D&O, which are handled by Summit Risk Services representing Lexington Insurance Company. The performance of the claims adjusters is monitored and periodically audited by the Executive Director's office, the Fund attorney, the MEL's attorney's office, as well as the claims department of the MEL's three major liability insurers/re-insurers (i.e. Munich Re for liability, and

Safety National for workers' compensation). Every three years, the MEL's internal auditors also conduct an audit.

2. Each member is provided with a claims reporting procedure and appropriate forms.
3. In order to control workers' compensation medical costs, the Fund has engaged a managed care organization (MCO) whose procedures are integrated into the Fund's claims process.
4. To provide for quality defense and control costs, the Fund has established an approved defense attorney panel with firms which specialize in governmental claims. The performance of the defense attorneys is overseen by the Fund attorney, as well as the various firms which audit the claims adjusters.

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

1. The Fund utilizes the Municipal Excess Liability Residual Claims Fund (RCF) to facilitate the closure of Fund years.
2. Upon the transfer of outstanding liabilities of a Fund year to the RCF, the Fund adopts a resolution closing that year and transfers all remaining assets to the closed Fund year account. This amount is allocated by member local units using the same procedure as is used to calculate a dividend. Each month, interest is credited to the closed Fund year account by member.
3. Each year, the Commissioners will determine if a dividend is appropriate from the closed Fund year account, and will make application to the Department of Banking and Insurance as appropriate. Further, in the event an open Fund year incurs a deficit, the Fund's governing body will consider an inter-year transfer from the closed Fund year account to offset the deficit. In either case, the dividend or inter-Fund year transfer will be calculated on a member by member basis.
4. In the event a member leaves the Fund, the Commissioners may assess the member's closed Fund Year account an amount not exceeding three (3) years stranded costs that the Fund incurs as a result of the member's withdraw. Stranded costs are those expenses incurred by the Fund that would otherwise have been paid from the withdrawing member's assessments had the member remained in the Fund. The dividend of any member that is no longer a member of the Fund and that member's share of the closed fund year account shall be held in escrow until the later of the tolling of the statute of limitations for all potential claims incurred during the membership period or the closure of all incurred claims by the Fund during the period of membership. A former member may apply to the Commissioners for a return of that member's remaining share of the closed Fund year account no sooner than when five (5) years have passed since the last Fund year in which the member participated has been closed. The Commissioners will decide on the former member's request after evaluating the likelihood of any additional assessments from the RCF.
5. All dividends from the RCF will be deposited in the closed Fund year account on a member by member basis.
6. The Fund will retain all records in accordance with the Fund's record retention program.

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

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

reserve estimates, the results from this method may be affected by changes in case reserve adequacy.

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

1. \$10,000 for General and automobile liability
2. \$10,000 for workers compensation
3. With the advance approval of the Fund Attorney, the certifying and approving officer may also pay provider bills if waiting until after the next regularly scheduled FUND meeting would result in the loss of a discount on such bills. When the certifying and approving officer utilizes this authority, a report shall be made to the Commissioners at their next meeting.
4. \$50,000 Emergency Court House Authority upon the joint authorization of the Fund Attorney and Executive Director. Whenever this procedure is used, the claim shall be reported to the Commissioners at their next meeting.

ADOPTED: *this ____ day of _____, 2025 by the Commissioners:*

Professional Municipal Management JOINT INSURANCE FUND

Chairperson

Secretary

RESOLUTION NO. 25-6

PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND

**RESOLUTION AWARDING AN EXTRAORDINARY UNSPECIFIABLE SERVICES
CONTRACT WITH LEXINGTON INSURANCE COMPANY FOR PRIMARY
PUBLIC OFFICIALS/EMPLOYMENT PRACTICES LIABILITY**

WHEREAS, there is a need for public officials/employment practices coverage for the Professional Municipal Management Joint Insurance Fund (FUND); and

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

WHEREAS, the Underwriting Manager is recommending award to Lexington Insurance Company for primary public officials/employment practices liability coverage in the amount of \$453,602.00 inclusive of commission; and

WHEREAS, the services qualify as an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service N.J.S.A. 18A:18A-5(a)(ii) and N.J.A.C. 5:34-2.3(b); and

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

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

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

WHEREAS, the Treasurer has certified that funds are available, subject to approval by the board of commissioners in the 2025 budget in the amount of \$453,602.00 inclusive of commission from:

Line Items: POL/EPL Premium and Land Use Liability

NOW, THEREFORE, BE IT RESOLVED, that the Professional Municipal Management Joint Insurance Fund authorizes the Executive Director to enter into a contract with Lexington Insurance Company for the 2025 budget year for primary public officials/employment practices liability coverage in the amount of not to exceed \$453,602.00 inclusive of commission.

**PROFESSIONAL MUNICIPAL MANAGEMENT
JOINT INSURANCE FUND**

Attest:

CHAIRPERSON

SECRETARY

Congratulations!

The Bergen Joint Insurance Fund Celebrates Its 40th Anniversary

The Bergen JIF is the first municipal JIF and served as the prototype for JIFs that have since developed throughout New Jersey.



A REDUCTION OF 60% IN LOST TIME ACCIDENT RATES

The lost time accident rate per 100 employees has declined from **3.71** in 1991 to **1.46** in 2023

- ### MEMBERSHIP INCLUDES 38 MUNICIPALITIES
- ✓ Allendale
 - ✓ Alpine
 - ✓ Bergenfield
 - ✓ Closter
 - ✓ Cresskill
 - ✓ Demarest
 - ✓ Dumont
 - ✓ Emerson
 - ✓ Fair Lawn
 - ✓ Franklin Lakes
 - ✓ Glen Rock
 - ✓ Harrington Park
 - ✓ Haworth
 - ✓ Hillsdale
 - ✓ Ho-Ho-Kus
 - ✓ Leonia
 - ✓ Mahwah
 - ✓ Midland Park
 - ✓ Montvale
 - ✓ New Milford
 - ✓ Northvale
 - ✓ Norwood
 - ✓ Oakland
 - ✓ Old Tappan
 - ✓ Oradell
 - ✓ Park Ridge
 - ✓ Ramsey
 - ✓ Ridgewood
 - ✓ River Edge
 - ✓ River Vale
 - ✓ Saddle River
 - ✓ Tenafly
 - ✓ Upper Saddle River
 - ✓ Waldwick
 - ✓ Washington Twp
 - ✓ Westwood
 - ✓ Woodcliff Lake
 - ✓ Wyckoff



MEL

To apply for membership in a local joint insurance fund that participates in MEL, write or call:

Municipal Excess Liability Joint Insurance Fund
9 Campus Drive - Suite 216 | Parsippany, NJ 07054-4412
P 201-881-7632 F 201-881-7633 E mel@permainc.com



2024-2025 ELECTED OFFICIALS RISK MANAGEMENT SEMINAR



MEL



This seminar will discuss how municipal leaders can protect their communities and themselves from lawsuits. Municipal elected officials, authority commissioners, and a member's chief operating officer (i.e., municipal manager/administrator or executive director) who completes this course by May 2025 may qualify for a \$250 credit (capped at approx. 5% of MEL assessment) in their local unit 2025 assessment.

Login to LMS

1. Click to access the [MSI Learning Management System](#).
2. If you have previously taken MSI classes, enter your username and password.
3. If you are new or do not know your username/password, check with your Training Administrator, or call the MSI Help Line at (866) 661-5120.
4. Click the **Request Training button** on the top right of your **Home Screen**.
5. Select the check box to the right of the course **2024-2025 Elected Officials Risk Management Seminar**.
6. Scroll to the bottom of the page to submit your selection.
7. The course now shows in the **Assigned** section of your **Home Screen**.
8. Click the program name to launch the course.
9. Upon completion of the course, a screen with your **Certificate of Completion** will appear and can be printed.
10. The course and certificate will now appear in the **Completed** section of your Home Screen. Learning transcripts are automatically updated in the MEL Safety Institute's Learning Management System.

If you have any questions or need assistance, contact the [MSI Help Line](#) at (866) 661-5120.

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

10/31/2024

FUND YEAR 2020 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	58	MONTH	57	MONTH	46	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Oct-24		30-Sep-24		31-Oct-23	
PROPERTY	171,000	102,033	59.67%	100.00%	59.67%	100.00%	59.57%	100.00%
GEN LIABILITY	376,171	91,221	24.25%	97.02%	24.25%	96.96%	24.25%	95.07%
AUTO LIABILITY	47,021	75,093	159.70%	95.69%	159.70%	95.43%	85.27%	91.84%
WORKER'S COMP	1,319,715	1,037,832	78.64%	99.83%	78.64%	99.80%	78.36%	99.28%
TOTAL ALL LINES	1,913,907	1,306,179	68.25%	99.19%	68.25%	99.15%	66.22%	98.33%
NET PAYOUT %	\$879,875		45.97%					

FUND YEAR 2021 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	46	MONTH	45	MONTH	34	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Oct-24		30-Sep-24		31-Oct-23	
PROPERTY	168,000	209,791	124.88%	100.00%	124.88%	100.00%	127.27%	100.00%
GEN LIABILITY	333,052	230,800	69.30%	95.07%	71.54%	94.71%	66.14%	88.77%
AUTO LIABILITY	52,789	34,599	65.54%	91.84%	65.54%	91.45%	65.54%	85.94%
WORKER'S COMP	1,330,010	853,623	64.18%	99.28%	64.18%	99.20%	58.98%	97.68%
TOTAL ALL LINES	1,883,851	1,328,812	70.54%	98.39%	70.93%	98.26%	66.52%	95.99%
NET PAYOUT %	\$1,105,136		58.66%					

FUND YEAR 2022 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	34	MONTH	33	MONTH	22	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Oct-24		30-Sep-24		31-Oct-23	
PROPERTY	164,000	192,519	117.39%	100.00%	117.35%	100.00%	145.80%	98.69%
GEN LIABILITY	286,842	395,072	137.73%	88.77%	122.04%	88.03%	78.60%	76.91%
AUTO LIABILITY	55,642	114,520	205.82%	85.94%	114.16%	85.26%	106.97%	73.57%
WORKER'S COMP	1,353,000	824,715	60.95%	97.68%	60.98%	97.46%	61.60%	91.80%
TOTAL ALL LINES	1,859,484	1,526,827	82.11%	96.16%	76.96%	95.86%	73.01%	89.57%
NET PAYOUT %	\$943,034		50.71%					

FUND YEAR 2023 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	22	MONTH	21	MONTH	10	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Oct-24		30-Sep-24		31-Oct-23	
PROPERTY	169,000	245,969	145.54%	98.69%	147.13%	98.04%	99.97%	76.00%
GEN LIABILITY	301,156	218,679	72.61%	76.91%	72.97%	75.57%	41.49%	42.00%
AUTO LIABILITY	51,791	22,581	43.60%	73.57%	43.60%	71.98%	22.26%	40.00%
WORKER'S COMP	1,560,000	1,024,755	65.69%	91.80%	67.51%	90.74%	34.40%	42.00%
TOTAL ALL LINES	2,081,947	1,511,984	72.62%	89.75%	74.17%	88.68%	40.45%	44.71%
NET PAYOUT %	\$946,920		45.48%					

FUND YEAR 2024 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	10	MONTH	9	MONTH	-2	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Oct-24		30-Sep-24		31-Oct-23	
PROPERTY	211,000	147,194	69.76%	76.00%	61.35%	68.00%	N/A	N/A
GEN LIABILITY	272,732	29,716	10.90%	42.00%	12.31%	36.00%	N/A	N/A
AUTO LIABILITY	55,309	11,249	20.34%	40.00%	20.34%	35.00%	N/A	N/A
WORKER'S COMP	1,481,335	514,911	34.76%	42.00%	31.05%	33.00%	N/A	N/A
TOTAL ALL LINES	2,020,376	703,069	34.80%	45.50%	31.39%	37.11%	N/A	N/A
NET PAYOUT %	\$279,407		13.83%					

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

11/30/2024

FUND YEAR 2020 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	59	MONTH	58	MONTH	47	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Nov-24		31-Oct-24		30-Nov-23	
PROPERTY	171,000	102,033	59.67%	100.00%	59.67%	100.00%	59.57%	100.00%
GEN LIABILITY	376,171	91,221	24.25%	97.06%	24.25%	97.02%	24.25%	95.40%
AUTO LIABILITY	47,021	75,093	159.70%	95.94%	159.70%	95.69%	136.31%	92.21%
WORKER'S COMP	1,319,715	1,037,980	78.65%	99.86%	81.52%	99.83%	78.56%	99.34%
TOTAL ALL LINES	1,913,907	1,306,328	68.25%	99.23%	81.52%	99.19%	67.60%	98.45%
NET PAYOUT %	\$880,793		46.02%					

FUND YEAR 2021 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	47	MONTH	46	MONTH	35	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Nov-24		31-Oct-24		30-Nov-23	
PROPERTY	168,000	203,336	121.03%	100.00%	124.88%	100.00%	127.27%	100.00%
GEN LIABILITY	333,052	230,800	69.30%	95.40%	69.30%	95.07%	63.85%	89.48%
AUTO LIABILITY	52,789	34,599	65.54%	92.21%	65.54%	91.84%	65.54%	86.58%
WORKER'S COMP	1,330,010	872,471	65.60%	99.34%	64.18%	99.28%	61.29%	97.90%
TOTAL ALL LINES	1,883,851	1,341,205	71.19%	98.51%	70.54%	98.39%	67.74%	96.28%
NET PAYOUT %	\$1,103,823		58.59%					

FUND YEAR 2022 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	35	MONTH	34	MONTH	23	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Nov-24		31-Oct-24		30-Nov-23	
PROPERTY	164,000	192,519	117.39%	100.00%	117.39%	100.00%	142.15%	99.33%
GEN LIABILITY	286,842	369,178	128.70%	89.48%	137.73%	88.77%	83.83%	78.18%
AUTO LIABILITY	55,642	214,520	385.54%	86.58%	205.82%	85.94%	106.97%	75.06%
WORKER'S COMP	1,353,000	812,885	60.08%	97.90%	60.85%	97.68%	61.60%	92.71%
TOTAL ALL LINES	1,859,484	1,589,102	85.46%	96.45%	82.04%	96.16%	73.49%	90.53%
NET PAYOUT %	\$975,621		52.47%					

FUND YEAR 2023 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	23	MONTH	22	MONTH	11	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Nov-24		31-Oct-24		30-Nov-23	
PROPERTY	169,000	242,899	143.73%	99.33%	145.54%	98.69%	120.98%	86.00%
GEN LIABILITY	301,156	218,679	72.61%	78.18%	72.61%	76.91%	39.10%	49.00%
AUTO LIABILITY	51,791	22,581	43.60%	75.06%	43.60%	73.57%	37.18%	45.00%
WORKER'S COMP	1,560,000	1,002,702	64.28%	92.71%	65.69%	91.80%	46.39%	52.00%
TOTAL ALL LINES	2,081,947	1,486,861	71.42%	90.71%	72.62%	89.75%	51.16%	54.15%
NET PAYOUT %	\$960,260		46.12%					

FUND YEAR 2024 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	11	MONTH	10	MONTH	-1	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Nov-24		31-Oct-24		30-Nov-23	
PROPERTY	211,000	176,690	83.74%	86.00%	69.76%	76.00%	N/A	N/A
GEN LIABILITY	272,732	51,516	18.89%	49.00%	10.90%	42.00%	N/A	N/A
AUTO LIABILITY	55,309	11,249	20.34%	45.00%	20.34%	40.00%	N/A	N/A
WORKER'S COMP	1,481,335	542,641	36.63%	52.00%	34.76%	42.00%	N/A	N/A
TOTAL ALL LINES	2,020,376	782,095	38.71%	54.95%	34.80%	45.50%	N/A	N/A
NET PAYOUT %	\$362,180		17.93%					

Professional Municipal Mgmt Joint Insurance Fund

CLAIM ACTIVITY REPORT

AS OF 10/31/24

COVERAGE LINE - PROPERTY						
CLAIM COUNT - OPEN CLAIMS						
Year	2020	2021	2022	2023	2024	TOTAL
September-24	0	6	5	8	7	26
October-24	0	6	5	7	7	25
NET CHGE	0	0	0	-1	0	-1
Limited Reserves						\$3,075
Year	2020	2021	2022	2023	2024	TOTAL
September-24	\$0	\$6	\$7,504	\$11,408	\$57,138	\$76,056
October-24	\$0	\$6	\$7,631	\$8,721	\$60,516	\$76,874
NET CHGE	\$0	\$0	\$127	(\$2,687)	\$3,378	\$818
Ltd Incurred	\$102,033	\$209,791	\$192,519	\$245,969	\$147,194	\$897,506
COVERAGE LINE - GENERAL LIABILITY						
CLAIM COUNT - OPEN CLAIMS						
Year	2020	2021	2022	2023	2024	TOTAL
September-24	1	3	5	15	19	43
October-24	1	3	5	14	15	38
NET CHGE	0	0	0	-1	-4	-5
Limited Reserves						\$12,390
Year	2020	2021	2022	2023	2024	TOTAL
September-24	\$14,968	\$81,498	\$217,870	\$142,638	\$31,820	\$488,794
October-24	\$14,968	\$62,775	\$262,059	\$103,051	\$27,950	\$470,804
NET CHGE	\$0	(\$18,723)	\$44,189	(\$39,586)	(\$3,870)	(\$17,991)
Ltd Incurred	\$91,221	\$230,800	\$395,072	\$218,679	\$29,716	\$965,488
COVERAGE LINE - AUTO LIABILITY						
CLAIM COUNT - OPEN CLAIMS						
Year	2020	2021	2022	2023	2024	TOTAL
September-24	1	0	2	1	1	5
October-24	1	0	2	1	1	5
NET CHGE	0	0	0	0	0	0
Limited Reserves						\$21,413
Year	2020	2021	2022	2023	2024	TOTAL
September-24	\$19,841	\$0	\$31,478	\$6,588	\$3,686	\$61,594
October-24	\$19,031	\$0	\$77,758	\$6,588	\$3,686	\$107,063
NET CHGE	(\$811)	\$0	\$46,280	\$0	\$0	\$45,469
Ltd Incurred	\$75,093	\$34,599	\$114,520	\$22,581	\$11,249	\$258,043
COVERAGE LINE - WORKERS COMP.						
CLAIM COUNT - OPEN CLAIMS						
Year	2020	2021	2022	2023	2024	TOTAL
September-24	9	12	12	14	28	75
October-24	8	12	12	13	33	78
NET CHGE	-1	0	0	-1	5	3
Limited Reserves						\$20,099
Year	2020	2021	2022	2023	2024	TOTAL
September-24	\$392,305	\$161,520	\$241,182	\$486,452	\$305,769	\$1,587,228
October-24	\$392,305	\$160,895	\$236,344	\$446,703	\$331,510	\$1,567,758
NET CHGE	\$0	(\$625)	(\$4,838)	(\$39,749)	\$25,742	(\$19,470)
Ltd Incurred	\$1,037,832	\$853,623	\$824,715	\$1,024,755	\$514,911	\$4,255,835
TOTAL ALL LINES COMBINED						
CLAIM COUNT - OPEN CLAIMS						
Year	2020	2021	2022	2023	2024	TOTAL
September-24	11	21	24	38	55	149
October-24	10	21	24	35	56	146
NET CHGE	-1	0	0	-3	1	-3
Limited Reserves						\$15,223
Year	2020	2021	2022	2023	2024	TOTAL
September-24	\$427,115	\$243,025	\$498,034	\$647,086	\$398,413	\$2,213,672
October-24	\$426,304	\$223,676	\$583,792	\$565,064	\$423,663	\$2,222,499
NET CHGE	(\$811)	(\$19,348)	\$85,758	(\$82,022)	\$25,249	\$8,827
Ltd Incurred	\$1,306,179	\$1,328,812	\$1,526,827	\$1,511,984	\$703,069	\$6,376,871

Professional Municipal Mgmt Joint Insurance Fund
CLAIM ACTIVITY REPORT
AS OF 11/30/24

COVERAGE LINE - PROPERTY						
CLAIM COUNT - OPEN CLAIMS						
Year	2020	2021	2022	2023	2024	TOTAL
October-24	0	6	5	7	7	25
November-24	0	6	5	7	9	27
NET CHGE	0	0	0	0	2	2
Limited Reserves						\$2,034
Year	2020	2021	2022	2023	2024	TOTAL
October-24	\$0	\$6	\$7,631	\$8,721	\$60,516	\$76,874
November-24	\$0	\$6	\$7,631	\$8,721	\$38,568	\$54,926
NET CHGE	\$0	\$0	\$0	\$0	(\$21,948)	(\$21,948)
Ltd Incurred	\$102,033	\$203,336	\$192,519	\$242,899	\$176,690	\$917,476
COVERAGE LINE - GENERAL LIABILITY						
CLAIM COUNT - OPEN CLAIMS						
Year	2020	2021	2022	2023	2024	TOTAL
October-24	1	3	5	14	15	38
November-24	1	3	4	14	21	43
NET CHGE	0	0	-1	0	6	5
Limited Reserves						\$10,769
Year	2020	2021	2022	2023	2024	TOTAL
October-24	\$14,968	\$62,775	\$262,059	\$103,051	\$27,950	\$470,804
November-24	\$14,968	\$62,775	\$232,521	\$103,051	\$49,736	\$463,052
NET CHGE	\$0	\$0	(\$29,538)	\$0	\$21,786	(\$7,752)
Ltd Incurred	\$91,221	\$230,800	\$369,178	\$218,679	\$51,516	\$961,393
COVERAGE LINE - AUTO LIABILITY						
CLAIM COUNT - OPEN CLAIMS						
Year	2020	2021	2022	2023	2024	TOTAL
October-24	1	0	2	1	1	5
November-24	1	0	2	1	1	5
NET CHGE	0	0	0	0	0	0
Limited Reserves						\$41,413
Year	2020	2021	2022	2023	2024	TOTAL
October-24	\$19,031	\$0	\$77,758	\$6,588	\$3,686	\$107,063
November-24	\$19,031	\$0	\$177,758	\$6,588	\$3,686	\$207,063
NET CHGE	\$0	\$0	\$100,000	\$0	\$0	\$100,000
Ltd Incurred	\$75,093	\$34,599	\$214,520	\$22,581	\$11,249	\$358,043
COVERAGE LINE - WORKERS COMP.						
CLAIM COUNT - OPEN CLAIMS						
Year	2020	2021	2022	2023	2024	TOTAL
October-24	8	12	12	13	33	78
November-24	8	12	7	13	26	66
NET CHGE	0	0	-5	0	-7	-12
Limited Reserves						\$22,695
Year	2020	2021	2022	2023	2024	TOTAL
October-24	\$420,242	\$160,895	\$234,964	\$446,703	\$331,510	\$1,594,315
November-24	\$391,536	\$174,600	\$195,571	\$408,240	\$327,924	\$1,497,871
NET CHGE	(\$28,706)	\$13,705	(\$39,393)	(\$38,463)	(\$3,586)	(\$96,444)
Ltd Incurred	\$1,037,980	\$872,471	\$812,885	\$1,002,702	\$542,641	\$4,268,679
TOTAL ALL LINES COMBINED						
CLAIM COUNT - OPEN CLAIMS						
Year	2020	2021	2022	2023	2024	TOTAL
October-24	10	21	24	35	56	146
November-24	10	21	18	35	57	141
NET CHGE	0	0	-6	0	1	-5
Limited Reserves						\$15,765
Year	2020	2021	2022	2023	2024	TOTAL
October-24	\$454,241	\$223,676	\$582,413	\$565,064	\$423,663	\$2,249,056
November-24	\$425,535	\$237,381	\$613,481	\$526,600	\$419,915	\$2,222,912
NET CHGE	(\$28,706)	\$13,705	\$31,068	(\$38,463)	(\$3,748)	(\$26,144)
Ltd Incurred	\$1,306,328	\$1,341,205	\$1,589,102	\$1,486,861	\$782,095	\$6,505,591

2024 LOST TIME ACCIDENT FREQUENCY ALL JIFs EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS

October 31, 2024				
FUND	2024 LOST TIME FREQUENCY	2023 LOST TIME FREQUENCY	2022 LOST TIME FREQUENCY	TOTAL RATE * 2024 - 2022
Monmouth County	0.52	0.69	1.02	0.75
Morris County	0.91	1.72	1.29	1.33
Camden County	0.99	1.30	1.49	1.28
Suburban Municipal	1.03	1.23	1.26	1.17
Professional Municipal Manager	1.09	1.95	1.85	1.66
Bergen County	1.10	1.42	1.59	1.38
South Bergen County	1.25	2.44	2.40	2.07
Ocean County	1.26	1.49	1.47	1.42
Burlington County Municipal JIF	1.28	1.30	1.43	1.34
Suburban Metro	1.30	1.45	1.89	1.55
Central New Jersey	1.34	2.30	2.44	2.04
NJ Public Housing Authority	1.51	1.74	2.01	1.77
NJ Utility Authorities	1.80	1.78	1.60	1.72
Atlantic County Municipal JIF	2.03	2.17	2.26	2.16
Gloucester, Salem, Cumberland	2.13	1.52	1.36	1.64
AVERAGE	1.30	1.63	1.69	1.55

* NOTE : lost days may include claims with reserves - where claimant may not yet have had lost time

Professional Municipal Management JOINT INSURANCE FUND									
2024 LOST TIME ACCIDENT FREQUENCY EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS									
DATA VALUED AS OF 10/31/2024									
MEMBER_ID	MEMBER	** # CLAIMS FOR	Y.T.D. LOST TIME	2024 LOST TIME FREQUENCY	2023 LOST TIME FREQUENCY	2022 LOST TIME FREQUENCY	MEMBER	TOTAL RATE	2024 - 2022
1	306 Maple Shade	0	0	0.00	1.74	1.65	1 Maple Shade	1.23	
2	307 Moorestown	0	0	0.00	1.28	1.40	2 Moorestown	0.93	
3	304 Evesham	0	3	1.41	1.62	1.73	3 Evesham	1.59	
4	305 Evesham Township Fire Dist	0	1	1.48	2.56	2.27	4 Evesham Township Fire	2.14	
5	308 Willingboro	1	4	1.73	2.53	2.14	5 Willingboro	2.16	
Totals:		1	8	1.09	1.95	1.85		1.66	

Frequency = ((Y.T.D. LOST TIME ACCIDENT * 200,000) / ADJUSTED HOURS WORKED)
 * Member does not participate in the FUND for Workers' Comp coverage
 ** Member has a higher Self Insured Retention for Workers' Comp and is EXCLUDED from this report
 *** MEMBER WAS NOT ACTIVE FOR THIS FUND YEAR

2023 Loss Time Accident Frequency as of	October 31, 2023	1.51
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2024 LOST TIME ACCIDENT FREQUENCY ALL JIFs EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS

November 30, 2024				
	2024	2023	2022	TOTAL
FUND	LOST TIME FREQUENCY	LOST TIME FREQUENCY	LOST TIME FREQUENCY	RATE * 2024 - 2022
Monmouth County	0.68	0.67	1.02	0.79
Camden County	0.90	1.30	1.49	1.24
Suburban Municipal	0.94	1.23	1.26	1.14
Professional Municipal Manager	0.99	1.95	1.85	1.61
Morris County	1.02	1.72	1.29	1.35
Bergen County	1.12	1.42	1.59	1.38
Ocean County	1.29	1.50	1.47	1.43
South Bergen County	1.31	2.44	2.40	2.07
Burlington County Municipal JIF	1.32	1.30	1.43	1.35
Central New Jersey	1.38	2.30	2.44	2.03
NJ Public Housing Authority	1.43	1.74	2.01	1.74
Suburban Metro	1.48	1.52	1.89	1.63
NJ Utility Authorities	1.73	1.83	1.60	1.72
Gloucester, Salem, Cumberland	2.00	1.52	1.36	1.61
Atlantic County Municipal JIF	2.09	2.19	2.26	2.18
AVERAGE	1.31	1.64	1.69	1.55

* NOTE : lost days may include claims with reserves - where claimant may not yet have had lost time

Professional Municipal Management JOINT INSURANCE FUND									
2024 LOST TIME ACCIDENT FREQUENCY EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS									
DATA VALUED AS OF 11/30/2024									
MEMBER_ID	MEMBER	** # CLAIMS FOR	Y. T. D. LOST TIME	2024 LOST TIME FREQUENCY	2023 LOST TIME FREQUENCY	2022 LOST TIME FREQUENCY	MEMBER	TOTAL RATE	2024 - 2022
1	306 Maple Shade	0	0	0.00	1.74	1.65	1 Maple Shade	1.20	
2	307 Moorestown	0	0	0.00	1.28	1.40	2 Moorestown	0.90	
3	304 Evesham	0	3	1.28	1.62	1.73	3 Evesham	1.54	
4	305 Evesham Township Fire Dist	0	1	1.35	2.56	2.27	4 Evesham Township Fire	2.08	
5	308 Willingboro	0	4	1.58	2.53	2.14	5 Willingboro	2.10	
Totals:		0	8	0.99	1.95	1.85		1.61	

Frequency = ((Y. T. D. LOST TIME ACCIDENT * 200,000) / ADJUSTED HOURS WORKED)
 * Member does not participate in the FUND for Workers' Comp coverage
 ** Member has a higher Self Insured Retention for Workers' Comp and is EXCLUDED from this report
 *** MEMBER WAS NOT ACTIVE FOR THIS FUND YEAR

2023 Loss Time Accident Frequency as of	November 30, 2023	1.63
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MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND						
EMPLOYMENT PRACTICES COMPLIANCE STATUS - Professional Municipal Mgmt Joint Insurance Fund						
Data Valued As of :		January 7, 2025				
Total Participating Members		5		5		
Complaint				5		
Percent Compliant				100.00%		
				01/01/25	2025	
Member Name	EPL Program ? *	Checklist Submitted	Compliant	EPL Deductible	POL Deductible	Co-Insurance 01/01/25
EVESHAM	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
EVESHAM TOWNSHIP FIRE D	Yes	Yes	Yes	\$ 20,000	\$ 20,000	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
* Member does NOT participate in EPL coverage						

Professional Municipal Management Joint Insurance Fund
Annual Regulatory Filing Check List
Year 2024 as of January 13, 2025

<u>Item</u>	<u>Filing Status</u>
<input type="checkbox"/> 2024 Budget	Filed
<input type="checkbox"/> Assessments	Filed
<input type="checkbox"/> Actuarial Certification	Filed
<input type="checkbox"/> Fund Commissioners	Filed
<input type="checkbox"/> Fund Officers	Filed
<input type="checkbox"/> Renewal Resolutions	Filed
<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	Filed
<input type="checkbox"/> Annual Audit	Filed
<input type="checkbox"/> State Comptroller Audit Filing	Filed
<input type="checkbox"/> Ethics Filing	On Line Filing

January 19, 2025

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 December 31, 2024 for Closed Fund Years 1987 to 2019, and Fund Years 2020, 2021, 2022, 2023 and 2024. 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 \$ 44,741.06. This generated an average annual yield of 3.30%. However, we have an unrealized net loss of \$ 5,787.87, adjusting the reported yield to 2.80% for the period. Our Portfolio Investment with J.C.M.I. is valued at \$ 4,811,972.64.

RECEIPT ACTIVITY FOR THE PERIOD:

Subrogation Receipts \$ 9,865.33 with YTD \$ 36,366.02
Salvage Receipts \$ 0.00
Overpayment Reimbursements \$ 22.36
E-JIF Closed Year Dividend \$ 64,744.21

CLAIM ACTIVITY FOR THE PERIOD:

The enclosed report shows 247 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 \$318,718.97.

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 \$ 8,391,964.50 to a closing balance of \$ 7,641,239.68 showing a decrease in the fund of \$750,724.82.

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

RESOLUTION NO. 24-25

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
DECEMBER 2024 BILLS LIST**

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.

FUND YEAR 2024

<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
MUNICIPAL EXCESS LIABILITY JIF	FPB Q4 2024	963.75
		963.75
MUNICIPAL EXCESS LIABILITY JIF	MEL Q4 2024	242,177.75
MUNICIPAL EXCESS LIABILITY JIF	MEL PROP Q4 2024	171,006.75
		413,184.50
QUAL-LYNX	TPA 12/24	13,184.42
		13,184.42
J.A. MONTGOMERY CONSULTING	SAFETY DIRECTOR 12/24	2,155.17
		2,155.17
PERMA RISK MANAGEMENT SERVICES	POSTAGE 11/24	52.76
PERMA RISK MANAGEMENT SERVICES	EXEC DIRECTOR 12/24	12,233.58
		12,286.34
THE ACTUARIAL ADVANTAGE	ACTUARY 12/24	3,615.25
		3,615.25
QUALCARE, INC.	MANAGED CARE SERVICES 12/24	8,155.83
		8,155.83
THOMAS TONTARSKI	TREASURER 12/24	1,643.33
		1,643.33
HELMER, CONLEY & KASSELMAN, P.A.	LITIGATION MGT 12/24	1,619.42
HELMER, CONLEY & KASSELMAN, P.A.	ATTORNEY FEE 12/24	1,901.17
		3,520.59

MUNICIPAL EXCESS LIABILITY JIF	MSI Q4 2024	5,014.50 5,014.50
CONNER STRONG & BUCKELEW	UNDERWRITING MGR 12/24	549.75 549.75
ACCESS	INV 11289464 DEPT 413 11/30/24	88.37 88.37
CONNER STRONG & BUCKELEW	RMC 12/24	12,083.37 12,083.37
	Total Payments FY 2024	476,445.17
	TOTAL PAYMENTS ALL FUND YEARS	476,445.17

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. 25-7

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
JANUARY 2025 BILLS LIST**

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.

FUND YEAR 2024

<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
THE ACTUARIAL ADVANTAGE	VOID AND REISSUE	-3,615.25 -3,615.25
PERMA RISK MANAGEMENT SERVICES	POSTAGE 12/24	50.47 50.47
THE ACTUARIAL ADVANTAGE	ACTUARY FEE 08/24	3,615.25 3,615.25
GANNETT PENNSYLVANIA LOCALIQ	A# 791111 INV 6839216-10825878 12/6/24	25.74
GANNETT PENNSYLVANIA LOCALIQ	A# 791111 INV 6781503-10722900 11/3/24	23.40 49.14
	Total Payments FY 2024	99.61

FUND YEAR 2025

<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
MUNICIPAL EXCESS LIABILITY JIF	FPB Q1 2025	5,040.25 5,040.25
MUNICIPAL EXCESS LIABILITY JIF	PROP 1ST QTR 2025	184,349.75
MUNICIPAL EXCESS LIABILITY JIF	MEL 1ST QTR 2025	245,586.50 429,936.25
APEX INSURANCE AGENCY C/O LEXINGTON INSURANCE	POL/EPL RENEWAL 01/25-01/26	224,335.50 224,335.50
QUAL-LYNX	CLAIM ADJUSTING SERVICES 01/25	13,448.08 13,448.08
J.A. MONTGOMERY CONSULTING	SAFETY DIRECTOR 01/25	2,198.33 2,198.33
PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR 01/25	12,478.25 12,478.25

THE ACTUARIAL ADVANTAGE	ACTUARY FEE 01/25	3,615.25 3,615.25
QUALCARE, INC.	WC-MANAGED CARE SERVICES 01/25	8,400.50 8,400.50
THOMAS TONTARSKI	TREASURER FEE 01/25	1,676.17 1,676.17
HELMER, CONLEY & KASSELMAN, P.A. HELMER, CONLEY & KASSELMAN, P.A.	LITIGATION MANAGEMENT 01/25 ATTORNEY FEES 01/25	1,651.83 1,939.17 3,591.00
MUNICIPAL EXCESS LIABILITY JIF	MSI 1ST QTR 2025	5,055.75 5,055.75
CONNER STRONG & BUCKELEW	UNDERWRITING MGR.FEE 01/25	560.75 560.75
ACCESS	INV 11313092 DEPT 413 12/31/24 FOR JAN	88.37 88.37
CONNER STRONG & BUCKELEW	RMC FEES 01/25	12,500.00 12,500.00
	Total Payments FY 2025	722,924.45
	TOTAL PAYMENTS ALL FUND YEARS	723,024.06

Chairperson

Attest:

Dated: _____

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

Treasurer

**PROFESSIONAL MUNICIPAL MANAGEMENT JIF
SUBROGATION REPORT 2024**

DATE REC'D	CREDITED TO:	FILE NUMBER	CLAIMANT NAME	COV. TYPE	FUND YEAR	AMOUNT RECEIVED	RECEIVED Y.T.D.
1/10	WILLINGBORO TWP.	2023285403	WILLINGBORO TWP.	PR	2022	1,336.98	
TOTAL-JAN.						1,336.98	
TOTAL- YTD							1,336.98
3/1	EVESHAM TWP.	2024319230	EVESHAM TWP.	PR	2023	1,259.00	
3/12	WILLINGBORO TWP.	2021238406	ROBERT ROSARIO	WC	2021	5,265.30	
TOTAL-MAR.						6,524.30	
TOTAL- YTD							7,861.28
TOTAL-APR.						0.00	
TOTAL- YTD							7,861.28
5/8	MAPLE SHADE TWP	2022257683	MAPLE SHADE TWP	PR	2021	4,021.20	
TOTAL-MAY						4,021.20	
TOTAL- YTD							11,882.48
6/3	WILLINGBORO TWP.	2024315059	WILLINGBORO TWP.	PR	2023	6,571.50	
TOTAL-JUNE						6,571.50	
TOTAL- YTD							18,453.98
7/1	WILLINGBORO TWP.	2023301324	WILLINGBORO TWP.	PR	2023	1,220.32	
TOTAL-JULY						1,220.32	
TOTAL- YTD							19,674.30
8/1	MAPLE SHADE TWP	2022276199	MAPLE SHADE TWP	PR	2022	4,257.65	
TOTAL-AUG.						4,257.65	
TOTAL- YTD							23,931.95
TOTAL-SEP.						0.00	
TOTAL- YTD							23,931.95
10/19	EVESHAM TWP.F.D,	2022260048	EVESHAM TWP.F.D,	PR	2022	2,568.74	
TOTAL-OCT						2,568.74	
TOTAL- YTD							26,500.69
11/20	WILLINGBORO TWP.	2023306329	WILLINGBORO TWP.	PR	2023	3,070.33	
11/20	EVESHAM TWP.	2021230341	EVESHAM TWP.	PR	2021	6,795.00	
TOTAL-NOV						9,865.33	36,366.02
TOTAL- YTD						0.00	
TOTAL-DEC.							36,366.02

PMM JOINT INSURANCE FUND
SUMMARY OF CASH TRANSACTIONS - ALL FUND YEARS COMBINED

Current Fund Year: 2024											
Month Ending: November											
	Property	Liability	Auto	Workers Comp	POL/EPL	EJIF	Cyber JIF	MEL	Admin	LFC	TOTAL
OPEN BALANCE	39,356.69	1,122,294.16	115,053.98	4,388,411.87	(17,410.56)	6,436.11	(2,425.68)	273,362.81	2,345,586.33	121,298.79	8,391,964.50
RECEIPTS											
Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refunds	9,865.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,865.33
Invest Pymnts	947.13	5,835.22	646.64	22,816.95	0.00	0.00	0.00	0.00	12,319.55	630.68	43,196.17
Invest Adj	1.15	7.05	0.78	27.58	0.00	0.00	0.00	0.00	14.90	0.76	52.22
Subtotal Invest	948.28	5,842.27	647.42	22,844.53	0.00	0.00	0.00	0.00	12,334.45	631.44	43,248.39
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	10,813.61	5,842.27	647.42	22,844.53	0.00	0.00	0.00	0.00	12,334.45	631.44	53,113.72
EXPENSES											
Claims Transfers	51,783.81	3,657.46	0.00	83,556.86	0.00	0.00	0.00	0.00	0.00	0.00	138,998.13
Expenses	0.00	0.00	0.00	0.00	0.00	281.50	0.00	0.00	68,864.26	0.00	69,145.76
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	51,783.81	3,657.46	0.00	83,556.86	0.00	281.50	0.00	0.00	68,864.26	0.00	208,143.89
END BALANCE	(1,613.51)	1,124,478.97	115,701.40	4,327,699.54	(17,410.56)	6,154.61	(2,425.68)	273,362.81	2,289,056.52	121,930.23	8,236,934.33

REPORT STATUS SECTION

Report Month: November

		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 NOT equal	-\$1.55
Accural Balances:	Accural Balances are equal	\$0.00

PMM JOINT INSURANCE FUND

SUMMARY OF CASH TRANSACTIONS - ALL FUND YEARS COMBINED

Current Fund Year: 2024											
Month Ending: December											
	Property	Liability	Auto	Workers Comp	POL/EPL	EJIF	Cyber JIF	MEL	Admin	LFC	TOTAL
OPEN BALANCE	(1,613.51)	1,124,478.97	115,701.40	4,327,699.54	(17,410.56)	6,154.61	(2,425.68)	273,362.81	2,289,056.52	121,930.23	8,236,934.33
RECEIPTS											
Assessments	0.00	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	22.36	0.00	0.00	0.00	0.00	0.00	0.00	22.36
Invest Pymnts	(72.66)	(620.48)	(68.99)	(2,388.01)	0.00	0.00	0.00	0.00	(1,276.26)	(67.27)	(4,493.67)
Invest Adj	3.21	27.41	3.04	105.46	0.00	0.00	0.00	0.00	56.37	2.97	198.46
Subtotal Invest	(69.45)	(593.07)	(65.95)	(2,282.55)	0.00	0.00	0.00	0.00	(1,219.89)	(64.30)	(4,295.21)
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	64,744.21	0.00	64,744.21
TOTAL	(69.45)	(593.07)	(65.95)	(2,260.19)	0.00	0.00	0.00	0.00	63,524.32	(64.30)	60,471.36
EXPENSES											
Claims Transfers	8,340.24	94,684.66	10,926.92	65,769.02	0.00	0.00	0.00	0.00	0.00	0.00	179,720.84
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	414,148.25	62,296.92	0.00	476,445.17
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	8,340.24	94,684.66	10,926.92	65,769.02	0.00	0.00	0.00	414,148.25	62,296.92	0.00	656,166.01
END BALANCE	(10,023.20)	1,029,201.24	104,708.53	4,259,670.33	(17,410.56)	6,154.61	(2,425.68)	(140,785.44)	2,290,283.92	121,865.93	7,641,239.68

REPORT STATUS SECTION

Report Month: December

	Balance Differences
Opening Balances:	Opening Balances are NOT equal -\$1.55
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 NOT equal -\$1.55
Accrual Balances:	Accrual Balances are equal \$0.00

SUMMARY OF CASH AND INVESTMENT INSTRUMENTS						
PMM JOINT INSURANCE FUND						
ALL FUND YEARS COMBINED						
CURRENT MONTH	November					
CURRENT FUND YEAR	2024					
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	\$8,391,965.04	-	3,529,127.90	55,297.60	7,303.93	4,800,235.61
Opening Interest Accrua	\$0.00	-	-	-	-	-
1 Interest Accrued and/or	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2 Interest Accrued - discou	\$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	\$52.22	\$0.00	\$0.00	\$0.00	\$0.00	\$52.22
5 Interest Paid - Cash Inst	\$23,491.08	\$0.00	\$13,467.71	\$520.98	\$133.33	\$9,369.06
6 Interest Paid - Term Ins	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7 Realized Gain (Loss)	\$19,705.10	\$0.00	\$0.00	\$0.00	\$0.00	\$19,705.10
8 Net Investment Income	\$43,248.40	\$0.00	\$13,467.71	\$520.98	\$133.33	\$29,126.38
9 Deposits - Purchases	\$218,937.99	\$0.00	\$10,794.10	\$138,998.13	\$69,145.76	\$0.00
10 (Withdrawals - Sales)	-\$417,215.55	\$0.00	-\$208,142.89	-\$139,640.08	-\$69,432.58	\$0.00
Ending Cash & Investment	\$8,236,935.88	\$0.00	\$3,345,246.82	\$55,176.63	\$7,150.44	\$4,829,361.99
Ending Interest Accrual Bal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Plus Outstanding Checks	\$280,484.40	\$0.00	\$89,442.92	\$124,455.98	\$66,585.50	\$0.00
(Less Deposits in Transit)	-\$89,442.92	\$0.00	\$0.00	-\$89,442.92	\$0.00	\$0.00
Balance per Bank	\$8,427,977.36	\$0.00	\$3,434,689.74	\$90,189.69	\$73,735.94	\$4,829,361.99

SUMMARY OF CASH AND INVESTMENT INSTRUMENTS						
PMM JOINT INSURANCE FUND						
ALL FUND YEARS COMBINED						
CURRENT MONTH	December					
CURRENT FUND YEAR	2024					
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	\$8,236,935.88	-	3,345,246.82	55,176.63	7,150.44	4,829,361.99
Opening Interest Accrua	\$0.00	-	-	-	-	-
1 Interest Accrued and/or	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2 Interest Accrued - discou	\$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	\$198.46	\$0.00	\$0.00	\$0.00	\$0.00	\$198.46
5 Interest Paid - Cash Inst	\$20,999.30	\$0.00	\$12,275.21	\$442.39	\$376.54	\$7,905.16
6 Interest Paid - Term Ins	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7 Realized Gain (Loss)	-\$25,492.97	\$0.00	\$0.00	\$0.00	\$0.00	-\$25,492.97
8 Net Investment Income	-\$4,295.21	\$0.00	\$12,275.21	\$442.39	\$376.54	-\$17,389.35
9 Deposits - Purchases	\$766,953.61	\$0.00	\$65,420.88	\$225,087.56	\$476,445.17	\$0.00
10 (Withdrawals - Sales)	-\$1,358,353.05	\$0.00	-\$701,532.73	-\$180,241.82	-\$476,578.50	\$0.00
Ending Cash & Investment	\$7,641,241.23	\$0.00	\$2,721,410.18	\$100,464.76	\$7,393.65	\$4,811,972.64
Ending Interest Accrual Bal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Plus Outstanding Checks	\$150,731.62	\$0.00	\$0.00	\$138,492.12	\$12,239.50	\$0.00
(Less Deposits in Transit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Balance per Bank	\$7,791,972.85	\$0.00	\$2,721,410.18	\$238,956.88	\$19,633.15	\$4,811,972.64

**CERTIFICATION AND RECONCILIATION OF CLAIMS PAYMENTS AND RECOVERIES
PMM JOINT INSURANCE FUND**

Month		November							
Current Fund Year		2024							
		1.	2.	3.	4.	5.	6.	7.	8.
Policy		Calc. Net	Monthly	Monthly	Calc. Net	TPA Net	Variance	Delinquent	Change
Year	Coverage	Paid Thru	Net Paid	Recoveries	Paid Thru	Paid Thru	To Be	Unreconciled	This
		Last Month	November	November	November	November	Reconciled	Variance From	Month
2024	Property	86,678.39	51,444.06	0.00	138,122.45	138,122.45	(0.00)	(0.00)	(0.00)
	Liability	1,765.64	13.75	0.00	1,779.39	1,779.39	0.00	0.00	0.00
	Auto	7,562.44	0.00	0.00	7,562.44	7,562.44	0.00	0.00	0.00
	Workers Comp	183,400.29	31,315.78	0.00	214,716.07	214,716.07	0.00	0.00	0.00
	Total	279,406.76	82,773.59	0.00	362,180.35	362,180.35	(0.00)	(0.00)	(0.00)
2023	Property	237,248.16	0.00	3,070.33	234,177.83	234,177.83	0.00	(0.00)	0.00
	Liability	115,627.19	0.00	0.00	115,627.19	115,627.19	0.00	0.00	0.00
	Auto	15,992.90	0.00	0.00	15,992.90	15,992.90	0.00	0.00	0.00
	Workers Comp	578,051.41	16,411.06	0.00	594,462.47	594,462.47	0.00	0.00	0.00
	Total	946,919.66	16,411.06	3,070.33	960,260.39	960,260.39	0.00	(0.00)	0.00
2022	Property	184,887.46	0.00	0.00	184,887.46	184,887.46	0.00	0.00	0.00
	Liability	133,013.32	3,643.71	0.00	136,657.03	136,657.03	0.00	0.00	0.00
	Auto	36,762.26	0.00	0.00	36,762.26	36,762.26	0.00	0.00	0.00
	Workers Comp	588,371.32	28,943.24	0.00	617,314.56	617,314.56	0.00	0.00	(0.00)
	Total	943,034.36	32,586.95	0.00	975,621.31	975,621.31	0.00	0.00	(0.00)
2021	Property	209,784.55	339.75	6,795.00	203,329.30	203,329.30	(0.00)	(0.00)	0.00
	Liability	168,024.58	0.00	0.00	168,024.58	168,024.58	0.00	0.00	0.00
	Auto	34,598.93	0.00	0.00	34,598.93	34,598.93	0.00	0.00	0.00
	Workers Comp	692,727.68	5,142.94	0.00	697,870.62	697,870.62	(0.00)	(0.00)	0.00
	Total	1,105,135.74	5,482.69	6,795.00	1,103,823.43	1,103,823.43	(0.00)	(0.00)	0.00
2020	Property	102,032.94	0.00	0.00	102,032.94	102,032.94	(0.00)	(0.00)	0.00
	Liability	76,253.23	0.00	0.00	76,253.23	76,253.23	0.00	0.00	0.00
	Auto	56,062.83	0.00	0.00	56,062.83	56,062.83	0.00	0.00	0.00
	Workers Comp	655,639.16	1,743.84	0.00	657,383.00	657,383.00	0.00	0.00	0.00
	Total	889,988.16	1,743.84	0.00	891,732.00	891,732.00	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	4,164,484.68	138,998.13	9,865.33	4,293,617.48	4,293,617.48	(0.00)	(0.00)	0.00

**CERTIFICATION AND RECONCILIATION OF CLAIMS PAYMENTS AND RECOVERIES
PMM JOINT INSURANCE FUND**

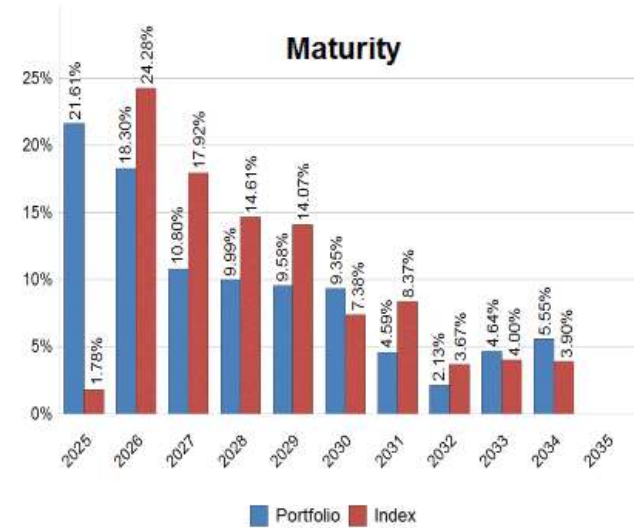
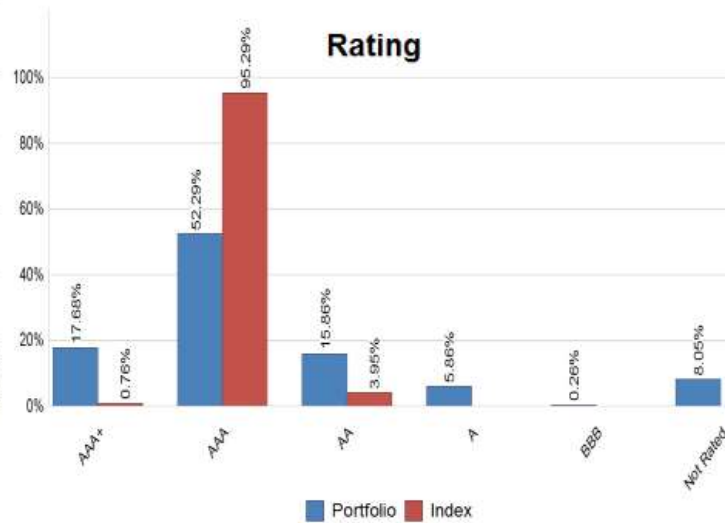
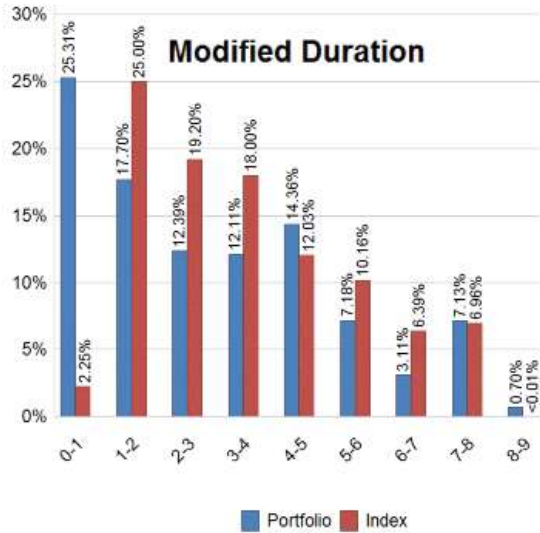
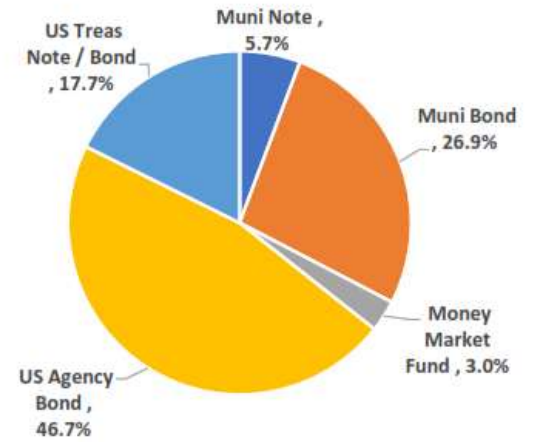
Month		December								
Current Fund Year		2024								
		1.	2.	3.	4.	5.	6.	7.	8.	
Policy Year	Coverage	Calc. Net Paid Thru Last Month	Monthly Net Paid December	Monthly Recoveries December	Calc. Net Paid Thru December	TPA Net Paid Thru December	Variance To Be Reconciled	Delinquent Unreconciled Variance From	Change This Month	
2024	Property	138,122.45	3,021.90	0.00	141,144.35	141,144.35	(0.00)	(0.00)	0.00	
	Liability	1,779.39	0.00	0.00	1,779.39	1,779.39	0.00	0.00	0.00	
	Auto	7,562.44	0.00	0.00	7,562.44	7,562.44	0.00	0.00	0.00	
	Workers Comp	214,716.07	26,353.92	0.00	241,069.99	241,069.99	0.00	0.00	0.00	
	Total	362,180.35	29,375.82	0.00	391,556.17	391,556.17	(0.00)	(0.00)	0.00	
2023	Property	234,177.83	1,865.60	0.00	236,043.43	236,043.43	0.00	0.00	0.00	
	Liability	115,627.19	6,203.20	0.00	121,830.39	121,830.39	0.00	0.00	0.00	
	Auto	15,992.90	0.00	0.00	15,992.90	15,992.90	0.00	0.00	0.00	
	Workers Comp	594,462.47	20,751.50	22.36	615,191.61	615,191.61	0.00	0.00	0.00	
	Total	960,260.39	28,820.30	22.36	989,058.33	989,058.33	0.00	0.00	0.00	
2022	Property	184,887.46	128.44	0.00	185,015.90	185,015.90	0.00	0.00	0.00	
	Liability	136,657.03	78,299.46	0.00	214,956.49	214,956.49	0.00	0.00	0.00	
	Auto	36,762.26	9,882.50	0.00	46,644.76	46,644.76	0.00	0.00	0.00	
	Workers Comp	617,314.56	2,934.08	0.00	620,248.64	620,248.64	0.00	0.00	0.00	
	Total	975,621.31	91,244.48	0.00	1,066,865.79	1,066,865.79	0.00	0.00	0.00	
2021	Property	203,329.30	3,324.30	0.00	206,653.60	206,653.60	(0.00)	(0.00)	(0.00)	
	Liability	168,024.58	10,000.00	0.00	178,024.58	178,024.58	0.00	0.00	0.00	
	Auto	34,598.93	0.00	0.00	34,598.93	34,598.93	0.00	0.00	0.00	
	Workers Comp	697,870.62	10,223.02	0.00	708,093.64	708,093.64	(0.00)	(0.00)	0.00	
	Total	1,103,823.43	23,547.32	0.00	1,127,370.75	1,127,370.75	(0.00)	(0.00)	(0.00)	
2020	Property	102,032.94	0.00	0.00	102,032.94	102,032.94	(0.00)	(0.00)	0.00	
	Liability	76,253.23	182.00	0.00	76,435.23	76,435.23	0.00	0.00	0.00	
	Auto	56,062.83	1,044.42	0.00	57,107.25	57,107.25	0.00	0.00	0.00	
	Workers Comp	657,383.00	5,506.50	0.00	662,889.50	662,889.50	0.00	0.00	0.00	
	Total	891,732.00	6,732.92	0.00	898,464.92	898,464.92	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		4,293,617.48	179,720.84	22.36	4,473,315.96	4,473,315.96	(0.00)	(0.00)	(0.00)	

Muni Excess Liability Joint Insurance Fund

As of 12/31/2024	
Portfolio Total Par	\$ 356,949,000
Principal Market Value	\$ 329,171,229
Accrued Interest	\$ 11,710,616
Market Value Plus Accrued	\$ 340,881,845
Total Revenue YTD	\$ 11,824,333
NAV	\$ 10.0601
Average Maturity (yrs)	3.39
Modified Duration	2.86
Book Yield	2.54%
Yield to Maturity / Call	4.51%
Projected Coupon Income	\$ 7,478,968

As of 12/31/2024	QTD	Since Inception
MEL (Gross)	-0.57%	3.62%
Bloomberg Govt Intermediate	-1.68%	2.80%

*account funding inception 2/3/23



Professional Municipal Mgmt JIF Certificate of Insurance Monthly Report

From 10/22/2024 To 11/22/2024

Holder (H)/ Insured Name (I)	Holder / Insured Address	Description of Operations	Issue Date/ Cert ID	Coverage
H - Calvary Chapel of Marlton I - Township of Evesham	55 East Main Street Marlton, NJ 08053	RE: Use of Parking Lot The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to use of parking lot at 55 East Main Street for Township sponsored special events/activities during the current calendar year. Does not include amusements or fireworks.	11/11/2024 #4959176	GL AU EX WC
Total # of Holders: 1				

Professional Municipal Mgmt JIF Certificate of Insurance Monthly Report

From 11/22/2024 To 12/22/2024

Holder (H)/ Insured Name (I)	Holder / Insured Address	Description of Operations	Issue Date/ Cert ID	Coverage
H - NJ Dept. of Health I - Evesham Township Fire District	Office of Emergency Medical Services PO Box 360 Trenton, NJ 08625	RE: BLS License Renewal Evidence of Insurance with respect to BLS license renewal. The Professional Liability exclusion in the General Liability does not apply to nurses, EMTs, paramedics, first aid squads, rescue squads or emergency response teams while acting in the scope of their duties on behalf of the insured, including volunteers of the insureds first aid squads, rescue squads and emergency response teams arising out of the rendering or failure to render medical emergency services at the scene of a medical emergency immediately following the occurrence of such emergency.	12/3/2024 #4976018	GL AU EX WC
Total # of Holders: 1				

Professional Municipal Management JIF Certificate of Insurance Monthly Report

From 12/22/2024 To 1/22/2025

Holder (H)/ Insured Name (I)	Holder / Insured Address	Description of Operations	Issue Date/ Cert ID	Coverage
H - New Jersey Department of I - Township of Moorestown	Environmental Protection PO Box 420 428 E. State Street, 4th Floor Trenton, NJ 08625	RE: Grant WQR-2020-WMUA-00057 The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to Grant WQR-2020-WMUA-00057.	12/30/2024 #5005737	GL AU EX WC
H - State of New Jersey I - Township of Moorestown	401 East State Street Trenton, NJ 08608	RE: Grant WQR-2020-WMUA-00057 The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to Grant WQR-2020-WMUA-00057.	1/2/2025 #5010989	GL AU EX WC
H - The Anxiety & Depression I - Township of Willingboro	Initiative, Inc.	RE: Additional Insured The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract.	1/3/2025 #5013943	GL AU EX WC
H - State of New Jersey Dept. of I - Township of Willingboro	Health Office of EMS PO Box 360 Trenton, NJ 08625	Evidence of insurance as respects to Willingboro Twp. emergency services vehicles. Professional Liability language is included within the Member Manual (General Liability). The Umbrella Liability Policy sits excess of the General Liability Policy The Professional Liability exclusion in the General Liability does not apply to nurses, EMTs, paramedics, first aid squads, rescue squads or emergency response teams while acting in the scope of their duties on behalf of the insured, including volunteers of the insureds first aid squads, rescue squads and emergency response teams arising out of the rendering or failure to render medical emergency services at the scene of a medical emergency immediately following the occurrence of such emergency.	1/8/2025 #5022297	GL AU EX WC
H - Mercer County Fire Academy, I - Township of Willingboro	Capt. John T. Dempster Sr. Fire Training Center 350 Lawrence Station Road Lawrenceville, NJ 08648	RE: Use of Facilities Evidence of insurance as respects use of facilities by the Willingboro Township Fire Department for training during the current calendar year.	1/8/2025 #5022296	GL AU EX WC
H - County of Burlington I - Township of Willingboro	Office of Fire Marshall 49 Rancocas Road PO Box 6000, Westampton,, NJ 08060	RE: Use of Facilities for Training Evidence of insurance as respects to use of facilities by Willingboro Township Fire Department, Police Department & Emergency Squad for training purposes during the current calendar year.	1/8/2025 #5022295	GL AU EX WC

Professional Municipal Management JIF Certificate of Insurance Monthly Report

From 12/22/2024 To 1/22/2025

H - Sunbelt Rentals, Inc. I - Township of Maple Shade	1275 West Mound Street Columbus, OH 43223	RE: Leased/Rented Equipment The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies and Loss Payee on the Property Policy if required by written contract as respects to Leased/Rented Equipment.	1/10/2025 #5024325	GL AU WC OTH
H - Township of Maple Shade I - Township of Maple Shade	200 Stiles Avenue Maple Shade, NJ 08052	Evidence of Insurance.	1/10/2025 #5024326	GL AU WC OTH
H - Bentley Truck Services I - Township of Maple Shade	307 Heron Drive Swedesboro, NJ 08085	RE: Use of Storage Truck- Community Food Drive The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to use of storage truck for Community Food Drive.	1/10/2025 #5024324	GL AU WC OTH
H - Our Lady of Perpetual Help I - Township of Maple Shade	Church 236 East Main Street Maple Shade, NJ 08052	RE: Use of Premises- Girls Softball League The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to use of premises by the Girls Softball League.	1/10/2025 #5024321	GL AU EX WC
H - Township of Maple Shade I - Township of Maple Shade	200 Stiles Avenue Maple Shade, NJ 08052	Evidence of Insurance.	1/10/2025 #5024322	GL AU EX WC
H - Virtua Health I - Township of Maple Shade	20 W. Stow Road, Suite 9 Marlton , NJ 08053	RE: Additional Insured The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract.	1/10/2025 #5024323	GL AU EX WC
H - New Jersey Transit Corporation	One Penn Plaza East	RE: License #0375-3290-01 The Certificate Holder is an Additional	1/10/2025	GL AU EX

Professional Municipal Management JIF

Certificate of Insurance Monthly Report

From 12/22/2024 To 1/22/2025

I - Township of Maple Shade	Newark, NJ 07105	Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to license #0375-3290-01, use of parcel for soccer field.	#5024320	WC
H - NJ Transit I - Township of Maple Shade	c/o Greystone Mgmt Solutions One Penn Plaza East Newark, NJ 07105	RE: Lease Agreement L0339-0720-02 The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to lease agreement L0339-0720-02, R station 1 East Front Street.	1/10/2025 #5024319	GL AU EX WC
H - NJ Department of Health I - Township of Maple Shade	Office of EMS PO Box 360 Trenton, NJ 08625	Evidence of Insurance. Professional Liability language is included within the Member Manual (General Liability). The Umbrella Liability Policy sits excess of the General Liability Policy The Professional Liability exclusion in the General Liability does not apply to nurses, EMTs, paramedics, first aid squads, rescue squads or emergency response teams while acting in the scope of their duties on behalf of the insured, including volunteers of the insureds first aid squads, rescue squads and emergency response teams arising out of the rendering or failure to render medical emergency services at the scene of a medical emergency immediately following the occurrence of such emergency.	1/10/2025 #5024318	GL AU EX WC
H - Mount Laurel Fire District #1 I - Township of Maple Shade	69 Elbo Lane Mt. Laurel, NJ 08054	RE: Temporary Shared Service Agreement The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to a temporary shared service agreement.	1/10/2025 #5024317	GL AU EX WC
H - Maple Shade Twp. Board of I - Township of Maple Shade	Education 170 Frederick Avenue Maple Shade, NJ 08052	RE: Use of Facilities- Township Sponsored Events The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to use of any/all facilities for Township sponsored events during the current calendar year. Does not include amusements of fireworks.	1/10/2025 #5024315	GL AU EX WC
H - Maple Shade Twp. Recreation I - Township of Maple Shade	Department 200 Stiles Avenue Maple Shade, NJ 08052	RE: All Recreation Programs The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to all recreation programs affiliated with the Township during the current calendar year.	1/10/2025 #5024316	GL AU EX WC
H - Maple Shade Twp. Board of	Education 170 Frederick Avenue	RE: All Recreation Programs The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and	1/10/2025	GL AU EX WC

Professional Municipal Management JIF Certificate of Insurance Monthly Report

From 12/22/2024 To 1/22/2025

I - Township of Maple Shade	Maple Shade, NJ 08052	Excess Liability Policies if required by written contract as respect to all recreation programs affiliated with the Township during the current calendar year.	#5024314	
H - Kamson Corp. I - Township of Maple Shade	Fox Meadow Apartments 100 Fox Meadow Drive Maple Shade, NJ 08052	RE: Police Outside Services Evidence of insurance.	1/10/2025 #5024313	GL AU EX WC
H - Cinnaminson Fire District #1 I - Township of Maple Shade	1621 Riverton Road Cinnaminson, NJ 08077	RE: Temporary Shared Service Agreement The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to a temporary shared service agreement.	1/10/2025 #5024311	GL AU EX WC
H - County of Burlington I - Township of Maple Shade	49 Rancocas Road PO Box 6000 Mt. Holly, NJ 08060	RE: Shared Services- Various Work and Repairs Evidence of insurance as respects shared services for various work and repairs between the County and the Township of Maple Shade.	1/10/2025 #5024312	GL AU EX WC
H - Burlington County Board of I - Township of Maple Shade	Commissioners 49 Rancocas Road PO Box 6000 Mt. Holly, NJ 08060	RE: Shared Services- Snow Plowing/Salting The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to the shared services agreement for snow plowing, salting, brining on County roads during the current calendar year.	1/10/2025 #5024309	GL AU EX WC
H - Burlington County Emergency I - Township of Maple Shade	Services Training Center 53 Academy Drive Westhampton, NJ 08060	Evidence of insurance as respects use of facilities for training.	1/10/2025 #5024310	GL AU EX WC
H - Burlington County Board of I - Township of Maple Shade	Commissioners 49 Rancocas Road PO Box 6000 Mt. Holly, NJ 08060	RE: Operation Helping Hand Evidence of insurance as respects shared services agreement Operation Helping Hand.	1/10/2025 #5024308	GL AU EX WC

Professional Municipal Management JIF

Certificate of Insurance Monthly Report

From 12/22/2024 To 1/22/2025

H - Burlington County Board of I - Township of Maple Shade	Commissioners 49 Rancocas Road PO Box 6000 Mt. Holly, NJ 08060	RE: Road Closure- Main Street (CR 537) The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to the road closures of Main Street (CR 537) for various community events during the current calendar year. Does not include amusements or fireworks.	1/10/2025 #5024306	GL AU EX WC
H - Burlington County Board of I - Township of Maple Shade	Commissioners 49 Rancocas Road PO Box 6000 Mt. Holly, NJ 08060	RE: Mutual Aid and Assistance The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to the Mutual Aid and Assistance.	1/10/2025 #5024307	GL AU EX WC
H - Burlington County Board of I - Township of Maple Shade	Commissioners 49 Rancocas Road PO Box 6000 Mount Holly, NJ 08060	Evidence of insurance as respects the CDBG Grant	1/10/2025 #5024305	GL AU EX WC
H - State of New Jersey NJDEP I - Township of Moorestown	PO Box 420 428 E. State Street, 4th Floor Trenton, NJ 08625	RE: Grant #Lakes-2022-Mooreswto-00030 The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to Grant #Lakes-2022-Mooreswto-00030 for Proposed In-Lake Restoration, Strawbridge Lake.	1/17/2025 #5027119	GL AU EX WC
H - Georgia Smoke Diver Association I - Evesham Township Fire District	PMB-421 4880 Lower Roswell Road, Suite 165 Marietta, GA 30068	Evidence of insurance as respects the Evesham Township Fire District #1.	1/17/2025 #5026950	WC
H - AFA MAR, LLC I - Evesham Township Fire District	85 South Main Street Yardley, PA 19067	RE: Use of Premises for Training Evidence of insurance as respect to use of premises (pond) behind 301 Lippincott Drive, Marlton NJ 08053 for training.	1/17/2025 #5026945	GL AU EX WC
Total # of Holders: 31				

Professional Municipal Management Joint Insurance Fund

TO: Fund Commissioners, Safety Coordinators, and Risk Managers
FROM: Keith Hummel, JIF Safety Director
DATE: January 26, 2025

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

<p>Keith Hummel Vice President Law Enforcement Risk Control Services khummel@jamontgomery.com Office: 856-552-6862</p>	<p>Glenn Prince Assistant Director Public Sector gprince@jamontgomery.com Office: 856-552-4744</p>	<p>Chief Harry Earle (Ret.) Assistant Director Law Enforcement Risk Control Services hearle@jamontgomery.com Office: 856-446-9277</p>
<p>Robert Garish Assistant Director Public Sector rgarish@jamontgomery.com Office: 856-552-4650</p>	<p>Tina M. Zaverzence Administrative Assistant tzaverzence@jamontgomery.com Office: 856-552-4902</p>	<p>Tom Reilly Risk Control Consultant treilly@jamontgomery.com Office: 856-446-9205</p>
<p>Mailing Address: TRIAD 1828 CENTRE Cooper Street, 18th Floor Camden, NJ 08102</p> <p>P.O. Box 99106 Camden, NJ 08101</p>		

LOSS CONTROL SURVEYS Nov & Dec

- Township of Willingboro on November 14, 2024.
- No Loss Control Surveys for the month of December.

LAW ENFORCEMENT LOSS CONTROL SURVEYS- Nov & Dec

- Township of Moorestown on November 26, 2024.
- Township of Willingboro on December 17, 2024

MEETINGS ATTENDED Nov & Dec

- Fund Commissioners meeting on November 26, 2024
- No meetings for the month of December.

MEL SAFETY INSTITUTE (MSI)

All MSI communications will be distributed exclusively through the NJ MEL app, and an MSI Newsletter will be emailed to summarize the communications sent through the app.

If you would like to receive communications from MEL and MSI related to your position or operations, follow the directions to select from the list of available Push Notification "subscriptions. Click here for [NJ MEL App Directions](#).

MSI SAFETY DIRECTOR Nov & Dec

- Security Measures for Water & Wastewater Facilities
- Winter Weather: Building Preparation Best Practices
- Pesticides & Herbicides Best Practices
- Family Medical Leave Acts New Jersey & Federal
- Crash Responder Safety Week
- Parking Lot Best Practices
- Lone Work Best Practices
- School Bus Driver & Aide Training Requirements
- Cold Stress Best Practices
- Winter Slip & Falls Prevention Best Practices
- New Jersey PEOSH Injury Reporting & Recording
- Holiday Depression & Stress

MSI FIRE & EMS Nov & Dec

- No Fire/EMS Bulletins for the month of November
- No Fire/EMS Bulletins for the month of December.

MSI LAW ENFORCEMENT Nov & Dec

- No Law Enforcement Bulletins for the month of November
- Use of Force and Addendum C Critical Agency Considerations Beyond Tactical Teams
- Defensive Tactics Training - Essential Considerations for the Chief of Police
- Immigration Considerations in a Complex Law Enforcement Environment

MSI NOW-Nov & Dec

[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
Maple Shade	1
Moorestown	1

MSI LIVE

[MSI LIVE](#) features real-time, instructor-led in-person, and virtual classes. Experienced instructors provide an interactive experience for the attendees 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. 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 that the class attendee 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 virtual classes, 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 the student also participated in polls, quizzes, and question-and-answer activities during the class. 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 or deletions, or you need to appoint a new Training Administrator, please call the MSI Helpline at 866-661-5120.



**Professional Municipal Management JIF
Cumulative Savings Summary
2024**

2024	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
January	128	\$88,076.68	\$28,728.51	\$59,348.17	67%
February	116	\$87,591.42	\$34,348.21	\$53,243.21	61%
March	48	\$28,202.45	\$11,142.14	\$17,060.31	60%
April	47	\$54,626.96	\$16,639.47	\$37,987.49	70%
May	52	\$26,689.37	\$11,418.77	\$15,270.60	57%
June	8	\$2,642.00	\$1,892.56	\$749.44	28%
July	23	\$60,637.00	\$27,531.16	\$33,105.84	55%
August	74	\$130,025.45	\$60,712.81	\$69,312.64	53%
September	84	\$218,368.85	\$93,723.58	\$124,645.27	57%
October	86	\$63,037.17	\$31,237.39	\$31,799.78	50%
November	76	\$121,672.30	\$54,101.17	\$67,571.13	56%
December	71	\$45,983.61	\$18,714.99	\$27,268.62	59%
Grand Total	813	\$927,553.26	\$390,190.76	\$537,362.50	58%

2023	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
JANUARY	43	\$48,620.64	\$9,742.06	\$38,878.58	80%
FEBRUARY	99	\$68,361.27	\$31,459.56	\$36,901.71	54%
MARCH	61	\$142,680.16	\$56,571.07	\$86,109.09	60%
APRIL	53	\$37,950.95	\$20,823.27	\$17,127.68	45%
MAY	103	\$170,507.95	\$87,464.66	\$83,043.29	49%
JUNE	72	\$76,828.63	\$19,688.17	\$57,140.46	74%
JULY	51	\$64,301.10	\$32,393.17	\$31,907.93	50%
AUGUST	72	\$208,034.43	\$123,545.37	\$84,489.06	41%
SEPTEMBER	74	\$78,216.54	\$47,749.37	\$30,467.17	39%
OCTOBER	86	\$90,846.72	\$39,206.39	\$51,640.33	57%
NOVEMBER	104	\$132,939.93	\$40,037.95	\$92,901.98	70%
DECEMBER	44	\$27,940.82	\$7,681.47	\$20,259.35	73%
Grand Total	862	\$1,147,229.14	\$516,362.51	\$630,866.63	55%



**Professional Municipal Management JIF
1/1/2024 – 12/31/2024**

Top 10 Providers

	UNITS OF SERVICE	APPROVED
SURGICAL CENTER OF SOUTH JERSEY	4	\$47,284.50
EMERGENCY PHYSICIAN ASSOCIATES OF SOUTH JERSEY, PC	30	\$30,698.37
CENTENNIAL SURGERY CENTER LLC	3	\$25,721.75
SUMMIT SURGICAL CENTER LLC	3	\$19,874.78
IVY REHAB NETWORK INC	186	\$19,036.00
KENNEDY HEALTH	8	\$10,838.50
FELLOWSHIP SURGICAL CENTER	1	\$9,784.50
ONE CALL CARE DIAGNOSTICS	20	\$8,625.00
STRIVE PHYSICAL THERAPY SPECIALISTS LLC	87	\$8,530.00
CONCENTRA MEDICAL CENTERS	44	\$8,430.38
Grand Total	386	\$188,823.78

Savings By Specialty

	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVING S
Physical therapy	411	\$196,996.00	\$42,430.99	\$154,565.01	78%
Hospital	39	\$266,391.63	\$123,431.86	\$142,959.77	54%
Physical Medicine & Rehab	20	\$116,769.40	\$44,184.30	\$72,585.10	62%
Ambulatory Surgical Center	4	\$97,735.00	\$47,284.50	\$50,450.50	52%
Orthopedic Surgery	94	\$87,345.70	\$43,650.13	\$43,695.57	50%
Occupational Medicine	74	\$38,047.91	\$18,721.43	\$19,326.48	51%
MRI/Radiology	29	\$25,059.65	\$9,144.95	\$15,914.70	64%
Internal Medicine	2	\$12,900.00	\$567.35	\$12,332.65	96%
Emergency Medicine	35	\$39,320.00	\$33,213.23	\$6,106.77	16%
Neurosurgery	14	\$7,100.00	\$2,231.49	\$4,868.51	69%
Behavioral Health	23	\$10,032.00	\$5,704.24	\$4,327.76	43%
Anesthesiology	16	\$13,623.50	\$10,702.03	\$2,921.47	21%
Sports Medicine	9	\$3,727.50	\$880.89	\$2,846.61	76%
Urgent Care Center	16	\$4,302.46	\$2,264.14	\$2,038.32	47%
Physicians Fees	8	\$2,166.98	\$1,013.17	\$1,153.81	53%
Cardiology	12	\$2,457.00	\$1,606.71	\$850.29	35%
Ambulance	2	\$1,678.20	\$1,415.00	\$263.20	16%
Optometrists	2	\$750.00	\$728.34	\$21.66	3%
Durable Medical Equipment	1	\$587.33	\$587.33	\$0.00	0%
General Surgery	1	\$338.00	\$338.00	\$0.00	0%
Grand Total	812	\$927,328.26	\$390,100.08	\$537,228.18	58%



**Professional Municipal Management JIF
Workers' Compensation Claims Reported
01/01/2024 – 12/31/2024**

	INDEMNITY	MEDICAL ONLY	REPORT ONLY-WC	Grand Total
EVESHAM TOWNSHIP	3	18	19	40
EVESHAM TWP FIRE DIST. 1	3	13	7	23
MAPLESHADE TOWNSHIP	0	8	11	19
MOORESTOWN	0	10	3	13
WILLINGBORO TOWNSHIP	4	19	7	30
Grand Total	10	68	47	125



**PROFESSIONAL MUNICIPAL MANAGEMENT
JOINT INSURANCE FUND
QUAL-LYNX ACCOUNT SERVICE TEAM**

OVERALL ACCOUNT RESPONSIBILITY

Kathleen M. Kissane Assistant Vice President, Account Management	Ph: 609-833-2178 Fax: 609-653-2928 Cell: 609-457-3752	kathleen.kissane@qual-lynx.com
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WORKERS' COMPENSATION

Caty Lambe WC Unit Manager	Ph: 732-507-6723 Fax: 908-222-2299	catherine.lambe@qual-lynx.com
Tony Jones WC Assistant Supervisor	Ph: 732-562-2826 Fax: 908-222-2299	anthony.jones@qual-lynx.com
Marge Guinane WC Litigation Specialist	Ph: 732-507-6731 Fax: 908-222-2299	marge.guinane@qual-lynx.com
Karen Hinkley Lost Time /Litigation Adjuster	Ph: 732-507-6713 Fax: 908-222-2299	karen.hinkley@qual-lynx.com
Tyhesia Brown WC Medical Only Adjuster	Ph: 732-507-6795 Fax: 908-222-2299	tyhesia.brown@qual-lynx.com

LIABILITY

Karen Berenato Liability Manager	Ph: 609-833-2931 Fax: 609-601-3173	karen.berenato@qual-lynx.com
Susan Lovett Assistant Liability Supervisor	Ph: 609-833-2185 Fax: 609-601-3173	susan.lovett@qual-lynx.com
Shelini Parikh Liability Senior Claim Analyst	Ph: 609-833-9390 Fax: 609-601-3173	shelini.parikh@qual-lynx.com
Donna Crosson Liability Adjuster	Ph: 609-833-2203 Fax: 609-601-3173	donna.crosson@qual-lynx.com
Milan Davis Liability Adjuster	Ph: 609-732-1058 Fax: 609-601-3173	milan.davis@qual-lynx.com

PROPERTY

Brian Foster Property Manager	Ph: 732-352-9729 Fax: 609-601-3173 Cell: 609-402-5218	brian.foster@qual-lynx.com
Eileen Stasuk Property Adjuster	Ph: 609-833-2091 Fax: 609-601-3193	eileen.stasuk@qual-lynx.com
Doris Moore Property Adjuster	Ph: 609-833-2903 Fax: 609-601-3194	doris.moore@qual-lynx.com
Karen Oliva Property Adjuster	Ph: 609-360-2236 Fax: 609-601-3192	karen.oliva@qual-lynx.com
CarolAnn Cena Property Adjuster	Ph: 609-796-9898 Fax: 609-601-3192	carolann.cena@qual-lynx.com



**PROFESSIONAL MUNICIPAL MANAGEMENT
JOINT INSURANCE FUND
QUAL-LYNX ACCOUNT SERVICE TEAM**

WORKERS' COMPENSATION MANAGED CARE

Christine Gallagher Client Services Manager	Ph: 609-365-4016	christine.gallagher@qual-lynx.com
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NURSE CASE MANAGEMENT

Stephanie Dionisio Workers' Compensation Clinical Services Manager	Ph: 609-833-9404 Cell: 609-968-4512	stephanie.dionisio@qual-lynx.com
Wendie Szamreta Nurse Case Manager	Ph: 877-822-9368 x. 22344	wendie.szamreta@qual-lynx.com

SENIOR MANAGEMENT

Kathleen M. Kissane Assistant Vice President, Account Management	Ph: 609-833-2178 Fax: 609-653-2928 Cell: 609-457-3752	kathleen.kissane@qual-lynx.com
Lisa Gallo Manager, Client Programs	Ph: 732-465-6364 Fax: 732-562-2815 Cell: 609-380-5288	lisa.gallo@qual-lynx.com
Eileen Luterzo Assistant Vice President, WC Clinical Services	Ph: 732-465-7342 Fax: 732-562-2815 Cell: 908-242-7202	eileen.luterzo@qual-lynx.com
Shelly Long Director, Claims Operations	Ph: 609-833-9267 Fax: 609-653-2928 Cell: 215-460-7799	shelly.long@qual-lynx.com

All Mail Should Be Sent To:
Regular and overnight:

100 Decadon Drive
Egg Harbor Township, NJ 08234

Main Phone Number: 609-653-8400

APPENDIX I
NOVEMBER 26, 2024 MINUTES

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
 OPEN SESSION MINUTES
 MEETING – NOVEMBER 26, 2024
 MOORESTOWN TOWN HALL, NJ 08057
 2:00 PM**

Meeting of 2024 Fund Commissioners called to order by Chairwoman Danson. Open Public Meetings notice read into record.

ROLL CALL OF 2024 FUND COMMISSIONERS:

Susan Danson, Chairwoman	Township of Maple Shade	Present
Kevin Aberant	Township of Moorestown	Present
David Pfeiffer	Township of Evesham	Absent
Dwyane Harris	Township of Willingboro	Absent

ALTERNATE FUND COMMISSIONER:

Ivy Carmichael, Clerk	Township of Willingboro	Present
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SPECIAL FUND COMMISSIONER:

Alex Davidson	Township of Evesham	Absent
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APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Bradford C. Stokes, Karen A. Read Crystal Chuck
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Treasurer	Tom Tontarski
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Attorney	Helmer, Conley & Kasselmann William Kearns, Esquire
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Auditor	Bowman & Company
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Claims Service	Qual Lynx Kathy Kissane
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Safety Director	J.A. Montgomery Risk Control Harry Earl
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Managed Care Organization	QualCare Christine Gallagher
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Underwriting Manager	Conner Strong & Buckelew
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ALSO PRESENT:

Maureen Mitchell, Evesham Township Fire District
 Tom Merchel, Conner Strong & Buckelew

APPROVAL OF MINUTES: October 22, 2024 - Open Minutes

MOTION TO APPROVE OPEN AND CLOSED MINUTES OF OCTOBER 22, 2024:

Moved: Commissioner Aberant
Second: Commissioner Carmichael
Vote: Unanimous

CORRESPONDENCE: NONE.

EXECUTIVE DIRECTOR:

2025 BUDGET – Executive Director reported at the October Fund Meeting, the Board of Fund Commissioners introduced the Budget for 2025 in the amount of \$5,260,871 that represents a 4.91% increase over last year’s budget. Executive Director stated the budget decreased by \$734 since introduction as the EJIF’s dividend increased so the revised budget is \$5,260,137. In accordance with state regulations, the proposed budget has been advertised in the Fund’s official newspaper and sent to each member municipality/entity and was enclosed in the agenda, additionally the Proposed assessments were enclosed as well.

Executive Director reported the Loss Funds increased by 5.67%, Crime coverage premium increased from \$1m to \$2m. The MEL is down to 0.81% compared to last year’s 20% increase. MEL Property is at 7.8%, last year it was at 34%. Total Loss Fund is at 5.33%, Contractual increases are 2%, RMC fees 3.45%, POL/EPL & Land Use Liability 3.35%. Overall JIF 2025 Budget is 4.90%. significant decrease from last year. Executive Director stated there was some fluctuations in the 2025 Assessments that were due to some POL/EPL losses.

- Motion to open the Public Hearing on the 2025 Budget.**
- Discussion of Budget & Assessments.**
- Motion to close the Public Hearing.**
- Motion to adopt the 2025 Budget & Certify Assessments.**

Motion: Commissioner Aberant
Second: Commissioner Carmichael
Vote: Unanimous

2024/2025 ELECTED OFFICIALS SEMINAR – Executive Director reported that this year’s elected officials training program will focus on Property and Casualty Losses. Two sessions were held as part the League of Municipalities Conference: Monday, November 18, 2024 at 3:45 pm at Caesars (Empire Room A) and Wednesday, November 20, 2024 at 2:00 pm at the Convention Center (Room 303). Executive Director stated the sessions were well attended and that the sessions will be posted on the MEL website after the new year for Public Officials and Town Managers to view

For 2025, the MEL will continue to reduce each member’s assessment by \$250 for each municipal elected official and/or authority commissioner who completes the Elected Official course by May 2025. The maximum credit is capped based on member’s assessment. The credit is also extended to the member’s CEO (i.e. municipal manager/administrator or authority executive director). The

notice was included in the agenda and was emailed to commissioners and risk management consultants.

MEL- The MEL held their meeting and the public hearing on the 2025 budget on November 22, 2024 at the Sheraton Hotel in Atlantic City. Commissioner Danson’s report of the meeting will be distributed when complete. Executive Director reported that the Cyber JIF would be meeting Tue, Nov 26, 2024 and will distribute the Cyber Report when complete.

EJIF- The EJIF held their last meeting on November 13th via Zoom. Commissioner Danson’s report of the meeting will be distributed when complete.

RCF 2020 FUND YEAR ROLLOVER – The Residual Claims Fund board adopted a resolution accepting the transfer of member JIF’s Fund Year 2020. Enclosed in the agenda was **Resolution 24-23** authorizing the transfer of the PMM JIF’s 2019 claim liabilities to the RCF.

Motion to Approve Resolution 24-23 Authorizing the Transfer of Fund Year 2020 to the RCF

Moved:	Commissioner Aberant
Second:	Commissioner Carmichael
Vote:	Unanimous

MEL, RCF, EJIF & Cyber Representative - The fund should elect its representative to the MEL, RCF, EJIF& Cyber for the 2024 Fund Year. The Fund has recommended to elect Commissioner Susan Danson.

Motion to elect ___Susan Danson_____ as the Professional Municipal Management Joint Insurance Fund's 2025 representative to the Municipal Excess Liability Joint Insurance Fund.

Motion to elect ___Susan Danson_____ as the Professional Municipal Management Joint Insurance Fund's 2025 representative to the Residual Claims Fund Joint Insurance Fund.

Motion to elect ___Susan Danson_____ as the Professional Municipal Management Joint Insurance Fund's 2025 representative to the Environmental Joint Insurance Fund.

Motion to elect ___Susan Danson_____ as the Professional Municipal Management Joint Insurance Fund's 2025 representative to the NJ Cyber Risk Management Fund.

Moved:	Commissioner Aberant
Second:	Commissioner Carmichael
Vote:	Unanimous

Due Diligence Reports: Monthly reports submitted to Fund Commissioners including Monthly Lost Time Accident Frequency, Quarterly 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. Executive Director reported the 3rd quarter Financial Fast Track as of September 30th shows a positive increase \$4.1 million surplus with \$8.8m in cash. October Loss Ratio report shows the PMM JIF at 31.4% and the Actuary targeted us at 37.11%; this time last year we were at 37.74%. Claims Activity Report showed 2 less open claims for the month of October. Loss Time Accident Frequency was distributed showing 1.06 for the month of October.

Executive Director's Report Made Part of Minutes.

ATTORNEY: Attorney Kearns stated he will discuss in close.

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

Payment of November 2024 Vouchers Resolution 24-24

Fund Year 2023	\$11,500.00
Fund Year 2024	\$57,645.76
Total	\$69,145.76

MOTION TO APPROVE RESOLUTIONS 24-24 VOUCHER LIST FOR THE MONTH OF NOVEMBER

Motion:	Commissioner Aberant
Second:	Commissioner Carmichael
Vote:	Unanimous

Confirmation of Claims Payments/Certification of Claims Transfers for the Month of October 2024:

2024	\$43,527.60
2023	\$49,789.42
2022	\$12,545.25
2021	\$11,876.09
2020	\$10,923.18
Closed	0.00
TOTAL	\$128,661.54

Treasurer's Report Made Part of Minutes.

SAFETY DIRECTOR:

REPORT: Safety Director Harry Earle reviewed the Safety Director’s Report enclosed in the agenda. Mr Earl reported some items to look for coming up such as Mandated Defensive Tactic Training and a Bulletin for NJ use of Force Policy Change regarding Advocating Persons and Mental Health, this will have some focus on first responding officers.

RISK MANAGERS REPORT:

REPORT: Risk Manager Tom Merchel reviewed Risk Managers report. The report was also emailed with the links that will take you directly to the Bulletins and can be forwarded to other departments for their information. Risk Manager Merchel highlighted the topics in his report, Winter Slip and Fall Prevention, Snow Removal Best Practices, Winter Weather Building Preparation, Best practices for Winter Ice Activities.

UNDERWRITING MANAGER:

REPORT: Executive Director advised there was 0 certificates at this time. Cyber Risk Management reports were distributed to Commissioners and review by the Executive Director

Monthly Activity Report/Agenda Made Part of Minutes.

MANAGED CARE:

REPORT: Chistine Gallagher reported summary showing an approved savings of \$31,799.78, which is a 50% savings as of October 2024.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

REPORT: Claims Manager, Kathy Kissane, reported there are 6 PARs will be reviewed in closed session. Ms. Kissane stated claims system utilizes ISO searches to inquire about a claimants’ true loss history. The current vendor that they use for this service has increased their price, but the benefit is that they have made it a flat rate. Ms. Kissane stated that she did research and compared various, but the current vendor contracted remains the best for the service needed. Executive Director and Chairwoman Danson both agree and recommended to stay with the current vendor.

Report Part of Minutes.

OLD BUSINESS: NONE.

NEW BUSINESS:

PUBLIC COMMENT: NONE

MOTION TO GO INTO EXECUTIVE SESSION

Moved: Commissioner Carmichael
Second: Commissioner Aberant
Vote: Unanimous

MOTION TO GO INTO OPEN SESSION

Moved: Commissioner Aberant
Second: Commissioner Carmichael
Vote: Unanimous

MOTION TO APPROVE PARS AS DISCUSSED IN EXECUTIVE SESSION

Moved: Commissioner Aberant
Second: Commissioner Carmichael
Vote: 4 Ayes, 0 Nays

MOTION TO ADJOURN MEETING:

Motion: Commissioner Carmichael
Second: Commissioner Aberant
Vote: Unanimous

MEETING ADJOURNED: 2:44 pm

**NEXT REGULAR MEETING: January 28, 2025
Moorestown Town Hall at 2:00PM**

Crystal M. Chuck, Assisting Secretary for
SUSAN DANSON, SECRETARY

APPENDIX II
RCF, EJIF, & MEL



Municipal Excess Liability Residual Claims Fund

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

January 6, 2025

Memo to: Executive Committee
 Professional Municipal Management Joint Insurance Fund

From: Chairwoman Susan Danson

Re: **RCF 2025 Reorganization Meeting**

The Executive Director reporting on the following:

Executive Committee Nominations: RCF conducts its meetings as a Board of Commissioners, regulations require the election of an Executive Committee. Below is a listing of the 2025 Executive Committee and Alternates.

2025 Executive Committee
Megan Champney Kweselait, Suburban Municipal, Chairperson
Joseph Criscuolo, Central, Secretary
Paul Tomasko, Bergen JIF
Thomas Nolan, Monmouth JIF
Joseph Wolk, Camden JIF
Brian Bigler, NJUA JIF
Sherry Sims, NJPHA JIF

Alternates - Executive Committee
Veronica Laureigh, Ocean JIF
Meghan Jack, Burlco JIF
Brian McNeilly, Morris JIF
Michael Razzo, TRICO JIF
Gregory Franz, South Bergen JIF
John Clarke, MEL JIF
Susan Danson, PMM JIF
James Pacanowski - Atlantic JIF
Vincent Quatrone – Suburban Metro JIF

RCF Claims Committee: The following commissioners were submitted to serve on the 2025 RCF Claims Committee:

RCF Claims Committee
Megan Champney Kweselait, Suburban Municipal JIF, Chairperson
Joseph Criscuolo, Central JIF, Secretary
Sherry Sims, NJPHA JIF
Veronica Laureigh, Ocean JIF
Gregory Franz, South Bergen JIF
Brian McNeilly, Morris JIF

Reorganizational Resolutions: The Board adopted the following resolutions as part of the reorganization process:

Resolution 1-25 Appointing Fund Depository: The RCF Board awarded a professional service agreement in accordance with a fair and open process pursuant to N.J.S.A. 19:44A –20.4 et. seq. appointing TD Bank as the Fund’s Banking Manager.

Resolution 2-25 Fiscal Management Plan: Resolution submitted designating Official Depositories and approving a Cash Management Plan; authorizing Signatories on Administrative Accounts; authorizing Signatories on Claim Accounts; establishing a rate of interest for delinquent assessments; establishing a wire transfer procedure; and certifying Approval Officer for all Fund expenses. In addition to the Chair, Secretary and Treasurer, Commissioner Greg Franz was designated as the additional RCF Commissioner signatory.

Resolution 3-25 Public Meeting Procedures: The Board of Fund Commissioners confirmed the following meeting schedule:

2025 Meeting Schedule & 2026 Reorganization		
March 21, 2025	Forsgate Country Club	11:30 am
June 9, 2025	Forsgate Country Club	11:30 am
September 8, 2025	Forsgate County Club	11:30 am
October 15, 2025	Forsgate County Club	11:30 am
January 9, 2026	Forsgate County Club	11:30 am

The RCF Claims Committee will meet via teleconference at 9:30AM on the following dates: January 3, March 18, May 7, June 4, July 16, September 4, October 8 and December 3, 2025

The Fund’s newspaper is The Star Ledger (Newark) and the Courier Post. In addition, the MEL’s webpage is designated for official notices – <https://njmel.org/nj-residual-claims-fund/>

Resolution 4-25 Remote Meeting Procedures: The Board adopted a resolution establishing procedures for including public comment during a remote meeting.

Resolution 5-25 Fund Records: The Board confirmed the establishment of a Fund Records program appointing the Fund Secretary as custodian of records and PERMA Account Manager as Assistant Fund Secretary.

Resolution 6-25 Risk Management Plan: The Board adopted the 2025 Risk Management Plan which detailed coverage, assessment methodology and procedure for closure of fund years.

RCF Professional Agreements: A memorandum outlined the renewal of the RCF professional contracts for the 2025 fund year and the dollar amounts associated with the contracts.

Annual Commissioner Retreat: The MEL's Sub-Committee Charters include a requirement that committees report annually to the Board. This includes the RCF Claims Committee. This has historically been met by expanding the March meeting into an Annual Retreat. A meeting of the MEL Management Ad Hoc Committee is scheduled for January 10th to consider various options for sub-committees to deliver an annual report on their activities.

Claims Committee: The Claims Review Committee met on December 3, 2024 and January 3, 2025 at 9:30 AM via teleconference.

Next Meeting: The next meeting of the RCF will be March 21, 2025 at 11:30 AM at Forsgate Country Club.



**New Jersey Municipal Environmental
Risk Management Fund**

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

DATE: January 6, 2025

TO: Executive Committee
Professional Municipal Management Joint Insurance Fund

FROM: Chairwoman Susan Danson

SUBJECT: Summary of Topics Discussed at E-JIF Meeting

2025 REORGANIZATION- The election of the slate was confirmed. Below is a listing of the 2025 Executive Committee and Alternates.

Position	JIF	Fund Commissioner	Member
Chairman	Morris	Brian McNeilly	Stanhope
Secretary	Ocean	Veronica Laureigh	Lacey Twp.
Executive Committee	Burlco	Meghan Jack	Riverside
	Monmouth	Thomas Nolan	Brielle
	Camden	Joe Wolk	Mount Ephraim
	South Bergen	Greg Franz	Edgewater
	NJUA	Bernie Rutkowski	Toms River MUA
	Suburban Municipal	Megan Champney	Summit City
Alternates:			
1.	Bergen	Paul Tomasko	Alpine
2.	Central	Casey Wagner	Woodbridge
3.	Suburban Metro	Vince Quatrone	Little Falls
4.	Trico	Michael Razzo	Pittman
5.	PMM	Susan Danson	Maple Shade
6.	Atlantic	James Pacanowski	Ventnor City

REORGANIZATIONAL RESOLUTIONS – The 11 Resolutions necessary to undertake the 2025 Reorganization of the Fund were reviewed and adopted by the Board.

2025 STANDING COMMITTEES - Five standing committees were established for the 2025 Fund year. The five (5) committees are Coverage committee, Rules & Contracts committee, Budget & Finance committee, Nominating committee, and Claims committee.

2024 EJIF DIVIDEND FILING - The Fund refiled the 2024 dividend with the Department of Banking and Insurance (DOBI) on October 17, 2024 after making the requested minor adjustments for rounding errors. As no further communication was received after 30 days, the Fund released the 2024 dividend.

UST POLICY RETROACTIVE (RETRO) DATE - Upon the recommendation of the Coverage Committee, the Board of Fund Commissioners approved a change to all member Underground Storage Tank (UST) policies from using retroactive dates to instead offer Full Prior Acts coverage back to the EJIF’s inception. A retroactive date is a policy provision that is contained in most claims-made policies and eliminates coverage for events that initially occurred prior to a specified date (the retroactive date), even though the claim is first made during the current policy period. The “Full Prior Acts” designation allows coverage for events that initially occurred at any time in history (but reported during an insured policy period) and acknowledges the fact the local unit has maintained continuous coverage on the subject UST(s) for some time. The EJIF relies on its Engineer to approve the coverage for a subject tank based on Federal & State requirements and recommends coverage accordingly. This has become relevant due to the recent addition of the Atlantic JIF.

2025 MEETING SCHEDULE:

2025 Meeting Schedule		
March 21, 2025	Forsgate Country Club	11:05 am
June 9, 2025	Forsgate Country Club	11:05 am
September 8, 2025	Forsgate Country Club	11:05 am
October 15, 2025	Forsgate Country Club	11:05 am
November 12, 2025	Virtual	9:30 am
January 9, 2026	Forsgate Country Club	11:05 am



Municipal Excess Liability Joint Insurance Fund

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

Date: January 6, 2025
To: Executive Committee
Professional Municipal Management Joint Insurance Fund
From: Chairwoman Susan Danson
Subject: January Report of the MEL JIF 2025 Reorganization

2025 Reorganization: The MEL conducted its annual Reorganization, electing a Chair, Secretary, Executive Committee and Alternates.

Chair	Paul Tomasko	Bergen JIF
Secretary	John Clarke	NJPHA JIF
Executive Committee		
	Greg Franz	South Bergen JIF
	Joseph Wolk	Camden JIF
	Tom Nolan	Monmouth JIF
	Bernard Rutkowski	NJUA JIF
	Veronica Laureigh	Ocean JIF
Alternates		
	Megan Champney Kweselait	Suburban Municipal JIF
	Meghan Jack	Burlco JIF
	Adam Brewer	Morris JIF
	Jim Ulrich	NJSI JIF
	Michael Razze	Trico JIF
	Robert McFarland	FIRST JIF
	Joy Tozzi	Mid-Jersey JIF
	Susan Danson	PMM JIF
	Joseph Criscuolo	Central JIF
	James Pacanowski	Atlantic JIF
	Vincent Quatrone	Suburban Metro JIF

2025 Standing Committee Chairpersons: The following Fund Commissioners will serve as Committee Chairs for the Fund Year 2025.

Management Committee	Paul Tomasko
Marketing Committee	Joy Tozzi
Coverage Committee	John Clarke
Investment Committee	Adam Brewer
Legislative Committee	Greg Franz

Nominating Committee	Jim Ulrich
Safety & Education Committee	Bernard Rutkowski
Audit Committee	Adam Brewer
Claims Review Committee	Megan Champney Kweselait

2025 Reorganization Resolutions: The Board of Fund Commissioner reorganized and adopted the resolutions noted below.

- Resolution #1-25 Fiscal Management Plan; Commissioner Greg Franz as the extra Fund Commissioner Signatory
- Resolution #2-25 Designation of Meeting Dates & Designation of Official Newspapers
- Resolution #3-25 Designation of Secretary as Custodian of Records
- Resolution #4-25 2025 Remote Meeting Procedures/Public Access
- Resolution #5-25 Designation of Official Depository
- Resolution #6-25 2025 Plan of Risk Management; Plan updated to reflect changes resulting from the renewal.
- Resolution #7-25 Award Equipment Breakdown to Chubb
- Resolution #8-25 Award Excess Workers' Compensation to Safety National
- Resolution #9a-25 to #9oo-25 Award Excess Property to 40 carriers
- Resolution #10-25 Award Non-Owned Aircraft to Endurance
- Resolution #11a-25 to #11f-25 Award Optional Excess Liability to Safety National, MunichRe, Great American and Chubb & Award Optional Public Officials/Employment Practices to MunichRe and Great American
- Resolution #12-25 Award Excess Crime to Underwriters at Lloyd's
- Resolution #13-25 Awarding Fund Professional Appointments through Competitive Contract #24-02 thru Competitive Contract #24-05
 - #24-02 Marketing Manager – Princeton Strategic Communications Group
 - #24-03 Marketing Consultant – Acrisure, LLC
 - #24-04 Southern NJ Marketing Consultant – PJM Consultants, LLC
 - #24-05 Management & Supervisory Training Consultants – LaMendola Associates, Inc.
- Resolution #14-25 Awarding Fund Professional Appointment through CC #24-06
 - #24-06 Police Accreditation Study – Benchmark Analytics
- Resolution #15-25 Authorizing agreement with Matthew Cavallo – Laracy Associates LLC as Qualified Purchasing Agent
- Resolution #16-25 Authorizing agreement with Matthew Laracy – Laracy Associates LLC as Treasurer
- Resolution #17-25 Appointment of Special Legal Counsel - Thomas J. Germinario, Esq.
- Resolution #18-25 Appointment of Special Legal Counsel – Matthew Giacobbe, Esq.
- Resolution #19-25 Appointment of Special Legal Counsel – Craig Domalewski, Esq.
- Resolution #20-25 Appointment of Eagle Asset Management as Asset Manager, Bank of New York as Custodial Services & Accounting & NW Financial Services Financial Adviser

Submitted as part of the annual appointments was a Memorandum of Contracts currently in force with the MEL JIF.

Executive Director's Report

The Executive Director reported on the following:

2025 Membership: Effective January 1st the following public entities have joined these MEL-affiliated joint insurance funds (JIFs):

Morris Township – Morris JIF

Cumberland County Improvement Authority – NJUA JIF

Mid Jersey Joint Insurance Fund is expected to accept the following:

New Brunswick

New Brunswick Parking Authority

Carteret

Millstone

South River

Oldmans (Trico JIF) did not renew their membership.

Reinsurance Committee: Reinsurance Committee met with the Underwriting Manager on December 19th to review the 2025 renewal results and to consider insurer options on the optional excess liability and optional pol/epl. Copies of the Underwriting Manager's report to the committee as well as the minutes of the meeting were submitted for information.

Management Committee: Committee met on December 16th to discuss the proposals submitted for Marketing Consultant, Marketing Manager and Southern New Jersey Marketing Manager. Minutes of the Committee's closed session discussion were submitted to the Board of Fund Commissioners. QPA submitted a reporting outlining the results of committee members scores. As a result of scoring, Committee recommended to appoint Acrisure as the Marketing Consultant, Princeton Strategic Communications as the Marketing Manager and PJM Associates as the Southern New Jersey Marketing Consultant for the period of January 1, 2025 through December 31, 2027. Action was formally taken during the Reorganization portion of the meeting.

Management Committee also reviewed a recommendation to create a Stormwater Professional Assistance Program to offer access to members for advice on strengthening their procedures on matters concerning stormwater. The MEL's commercial carriers have agreed to provide funding for assistance with design immunity to reduce the risk of stormwater claims being filed against members. The law firm of Methfessel and Werbel will provide up to 3 hours of professional time to members requesting assistance including sub-contracting with an engineering firm. The program is no cost to the MEL or its members. The Board of Fund Commissioners adopted a resolution to create a procedure to support MEL members with stormwater management.

Safety & Education Committee: Committee met on December 17th to discuss proposals submitted in response to the Fund's Competitive Contracting RFP for a Training Consultant for Manager/Supervisory Training and Phase 2 for the Police Accreditation Study. Minutes of the meeting were submitted for information. QPA submitted a reporting outlining the results of committee members scores. As a result of scoring, Committee recommended to appoint LaMendola Associates as Training Consultant and Benchmark Analytics to conduct the Police Accreditation Phase 2 Study. Action was formally taken during the Reorganization portion of the meeting. Committee is scheduled to meet next on February 28, 2025 at 11:00AM via Zoom.

Legislative Committee: This committee last met on November 20, 2024 and minutes of that meeting were submitted for information. Committee is scheduled to meet next on February 14, 2025 at 11:00AM via Teams.

Annual Retreat Ad-hoc Committee: Committee is scheduled to meet on Friday January 10, 2025 at 9:30AM. Committee members are Commissioners Nolan, Criscuolo and Franz.

Claims Committee: Committee last met on December 4, 2024 and the morning of January 6th; minutes of these meetings are sent to the full MEL Board separately from the agenda.

2024/2025 Elected Officials Seminar: The MEL's Annual Elected Officials Seminar was held as part of the League of Municipalities Conference and the course has now been uploaded into the MEL's Learning Management System. Directions to access the program were submitted for information.

Residual Claims Fund (RCF): The RCF scheduled its 2025 Reorganization meeting for Monday January 6, 2025 at 11:30AM. Commissioner John Clarke is the designated MEL Representative for the 2025 Fund Year.

Cyber JIF: The NJ Cyber JIF conducted its public hearing on the 2025 budget on November 26, 2024 via Zoom; a copy of the report was submitted for information. The Cyber JIF is scheduled to reorganize on January 16, 2025 at 3:30PM. Cyber JIF Underwriting Manager distributed a communication to members that responded to the Fund's survey on Technology E&O coverage for towns that provide IT services to another public entity to offer the optional coverage. He also distributed another communication to all members about this optional coverage – since only 100 members responded to the survey. Copies of both memos were submitted for information.

Power of Collaboration: Submitted for information was the latest in the series of Power of Collaboration advertisements to be published in the League of Municipalities magazine. The ad highlights that the Bergen JIF was the 1st municipal JIF organized in New Jersey and has provided savings of \$322 million since inception and a 60% reduction in Lost Time Accident rate since 1991.

The 2nd publication of *The Power of Collaboration, Risk Management for Local Officials* has been completed. The New Jersey Safety Institute is paying for printing and distribution. The MEL Board of Fund Commissioner agreed to pay the \$17,500 for postage.

Underwriting Manager Report

Underwriting Manager reported it was a successful renewal with an overall 4% rate decrease of the entire MEL program. A post renewal presentation will be prepared and made available to members.

Attorney Report

Fund Attorney summarized a few initiatives that happened in 2024 as follows:

- Met with the NJ Department of Banking & Insurance (DOBI).
- Successful change in Financial Services Provider from Citizens Bank to TD Bank.

- Webinar held on Banking Best Practices Guidelines for members to encourage use of Payee Positive Pay and prevent check fraud.
- Resolution of a claim that the Joint Cash Management & Investment (JCMI) program had incurred from a previously contracted professional.
- Resolved the final POL/EPL claim from the year's this coverage was retained by the MEL.
- No court challenges to coverage for policy year 2024.
- Developed an overall strategy to address stormwater litigation.

Fund Attorney said a focus for the coming year will be to resolve recoveries owed from the MEL's prior excess workers' compensation carrier from 1991-2002 via the special counsel authorized by the MEL Board during October 2024. Lastly, Fund Attorney said the MEL might want to consider re-confirming there is not coverage for matters resulting from "affordable housing issues".

2025 & January 2026 MEL JIF Meeting Schedule

Except for November, all meetings will be held at the Forsgate Country Club in Monroe, NJ at 10:30AM.

Friday March 21, 2025

Monday June 9, 2025

Monday September 8, 2025

Wednesday October 15, 2025

Wednesday November 19, 2025 – 12:30PM Steel Pier Room; Sheraton Hotel – Atlantic City, NJ

Friday January 9, 2026 – 2026 Reorganization Meeting