

**PROFESSIONAL MUNICIPAL MANAGEMENT
JOINT INSURANCE FUND
MEETING AGENDA
FEBRUARY 25, 2025 – 2:00 PM**

**MAPLE SHADE MUNICIPAL BUILDING
200 STILES AVENUE
MAPLE SHADE, NJ 08052**

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 and electronic notice of this meeting was filed with the Clerk/Manager of all member municipalities and, posting electronic notice of this meeting on the Fund's website.**
- III. Posting this notice on the Public Bulletin Board of all member municipalities**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
MEETING: FEBRUARY 25, 2025**

☐ **MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**

☐ **ROLL CALL OF 2025 COMMISSIONERS**

☐ **APPROVAL OF MINUTES:** January 28, 2025 Open Minutes **Appendix I**
January 28, 2025 Closed Minutes **Distributed**

☐ **CORRESPONDENCE: None**

REPORTS

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

☐ **ATTORNEY – William J. Kearns, Esquire**

☐ **TREASURER – Thomas Tontarski**
.Treasurer's Reports **Page 14**
.February 2025 Voucher List – Resolution Nos. 25-10 **Page 16**

☐ **SAFETY DIRECTOR – J.A. Montgomery Consulting**
.Monthly Report **Page 22**

☐ **RISK MANAGERS REPORT - Conner Strong & Buckelew Companies, Inc...** *To Be Distributed*

☐ **UNDERWRITING MANAGER – Conner Strong & Buckelew Companies, Inc.**
.Monthly Certificate Report **Page 25**
.Cyber Risk Management Compliance – To be distributed

☐ **MANAGED CARE – Qual Care**
.Monthly Report **Page 26**

☐ **CLAIMS SERVICE – Qual Lynx**

☐ **OLD BUSINESS**

☐ **NEW BUSINESS**

☐ **PUBLIC COMMENT**

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

☐ **Motion to Return to Open Session and Approve Payment Authorization Requests**

☐ **MEETING ADJOURNMENT**

Professional Municipal Management Joint Insurance Fund

2 Cooper Street
Camden, NJ 08102

Date: February 25, 2025

Memo to: Fund Commissioners
Professional Municipal Management Joint Insurance Fund

From: PERMA Risk Management Services

Subject: Executive Director's Report

- ❑ **2025 PRIMA Conference** – In the past, the JIF has authorized the attendance of Board Members at the annual risk management conference for the purpose of attending seminars. The next PRIMA convention will take place in Seattle from June 1st thru the 4th. Resolution 25-8 authorizing travel expense is on **Page 4**. Please see this link for information on the conference <https://conference.primacentral.org/2025/index.cfm>

❑ *Motion to Adopt Resolution 25-8 Authorizing Conference Attendance*

- ❑ **2025 MEL, MR HIF & NJCE JIF Educational Seminar:** The 15th annual seminar will be conducted virtually on two half-day sessions: Friday, April 25th and Friday, May 2nd from 9AM to 12PM. There is no fee for employees, insurance producers, as well as personnel who work for services companies associated with the Municipal Excess Liability Joint Insurance Fund (MEL JIF), Municipal Reinsurance Health Insurance Fund (MR HIF) and New Jersey Counties Excess Joint Insurance Fund (NJCE JIF).

Michael Chertoff, former Secretary of Homeland Security, and Ed Cooney will be discussing “Protecting Local Government from Insurance Fraud Involving Computers”. We will also have a representative from the NJ Department of Community Affairs discussing “Ethics for Local Government including Joint Insurance Funds”. On **page 5** is program & registration information.

- ❑ **Property Appraisals** - the MEL has mandated that all JIFs who have not performed physical property appraisals in the past 5 years, to look at procuring a vendor to perform property appraisals and collecting Construction, Occupancy, Protection and Exposure characteristics (COPE) information for owned properties valued at \$500,000 and above. The PMM JIF last performed appraisals in 2020 so we will need to procure a vendor to perform this work.

❑ **Motion to Authorize the Fund Office to Advertise for Property Appraisal Services**

- ❑ **Employment Practices Compliance Program** - During 2025, members will be asked to update their Personnel Manuals and complete training. We expect to distribute information in the next few months.

- ❑ **D2 CyberSecurity Training** - The monthly status report from D2, recapping members' participation and training to date, will be discussed in closed session.
- ❑ **Elected Officials Training:** The MEL's Annual Elected Officials Seminar is available through the MEL Safety Institute. Directions on how to access the course appear on **Page 6**. The MEL will provide a credit of \$250 against each member's assessment for each municipal elected official and authority commissioner who completes the course by May 1, 2025. The credit will continue to be extended to the member's municipal manager/administrator or authority executive director.
- ❑ **March Meeting Cancellation** – A reminder that the Fund will not be meeting in March, the next meeting will be on April 22nd. Attached on **Page 7** is Resolution 25-9 authoring the Treasurer to process payments & expenses and authorizing Fund Professionals to continue services during months that the Fund does not meet.

❑ ***Motion to Adopt Resolution 25-9***

❑ **Due Diligence Reports:**

Financial Fast Track	Page 8
Loss Ratio Analysis	Page 9
Claims Activity Report	Page 10
Loss Time Accident Frequency	Page 11
POL/EPL Compliance Report	Page 12
Regulatory Affairs Checklist	Page 13

RESOLUTION NO. 25-8

PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND

**RESOLUTION AUTHORIZING ADVANCED TRAVEL EXPENSES FOR
AUTHORIZED OFFICIAL TRAVEL**

WHEREAS, N.J.S.A. 40a:5-16.1 permits the governing body of any local unit to authorize payment in advance toward expenses for authorized official travel; and

WHEREAS, certain Commissioner(s) of the Professional Municipal Management Joint Insurance Fund may need to travel to the PRIMA Conference on or about June 1, 2025 for the purpose of attending seminars on public entity risk management and pooling, and;

WHEREAS, the Treasurer has certified that funds are available from the 2025 miscellaneous contingency budget not to exceed \$4,000 per attending commissioner, and;

WHEREAS, the Commissioner(s) representing the Fund will verify their expenses and any excess cash will be repaid to the Fund along with a detailed bill of items or demand, and the certification of affidavit required by N.J.S.A. 40A:5-16 which will be submitted within 10 days after the completion of the travel for which the advance was made;

NOW THEREFORE BE IT RESOLVED, that the Treasurer is hereby instructed to make up to \$4,000 in advance or reimbursement payment for the attending Commissioners of the Professional Municipal Management Joint Insurance Fund.

SUSAN DANSON, CHAIRPERSON

Attest



15TH ANNUAL MEL, MRHIF & NJCE EDUCATIONAL SEMINAR

SAVE THE DATES

FRIDAY, APRIL 25 ▶ 9:00 AM – NOON

FRIDAY, MAY 2 ▶ 9:00 AM – NOON

Available Online at No Cost to Members

Designed specifically for elected officials, commissioners, municipal, county and authority personnel, risk managers and related professionals.

The seminar is pending approval for the following continuing education credits:

- CFO/CMFO Public Works and Clerks
- Insurance Producers
- Accountants (CPA) and Lawyers (CLE)
- Water Supply and Wastewater Licensed Operators (Total Contract Hours)
- Registered Public Purchasing Officials (RPPO)
- Qualified Purchasing Agents (QPA)

TO REGISTER

Visit njmel.org or email Jaine Testa at jainet@permainc.com

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AGENDA



KEYNOTE SPEAKER

Michael Chertoff served as United States Secretary of Homeland Security. His distinguished legal career includes service as a circuit judge of the United States Court of Appeals for the Third Circuit, and as Assistant U.S. Attorney General.

FRIDAY, APRIL 25

- Keynote Address
- Ethics
- Benefits Issues

FRIDAY, MAY 2

- 1st Amendment Claims Against Local Government
- 1st Amendment Audits
- Emerging Claims Issues

THE POWER OF COLLABORATION

njmel.org

**NEW JERSEY COUNTIES
EXCESS JOINT INSURANCE FUND**



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.

RESOLUTION NO. 25-9

PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND

**AUTHORIZING FUND TREASURER TO PROCESS
CONTRACTED PAYMENTS & EXPENSES AND
AUTHORIZATION FOR ALL PROFESSIONALS TO CONTINUE SERVICES**

WHEREAS, the Professional Municipal Management Joint Insurance Fund (hereinafter “the Fund”) is duly constituted as an insurance Fund and is subject to all applicable laws and regulations of the State of New Jersey; and

WHEREAS, the Board of Fund Commissioners has deemed it necessary and appropriate to provide authorization to the Fund Treasurer to pay certain Fund contracted payments and expenses during the month(s) when the Fund does not meet; and

WHEREAS, payment by the Fund Treasurer of contracted payments and expenses for the month(s) in which the Fund does not meet shall be ratified by the Fund at its next regularly scheduled meeting; now, therefore,

BE IT RESOLVED by the Board of Commissioners of the PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND that the Fund Treasurer is hereby authorized to process the contracted payments and Fund expenses for all months in which the Fund does not meet during the year 2025.

BE IT FURTHER RESOLVED, that all professionals are directed to proceed in the normal course to take any and all steps necessary to resolve cases which are outstanding for which the Fund will confirm their actions at the next regularly scheduled meeting, the only exception being if there is an item which is deemed to be extraordinary by General Counsel, authorization shall be sought either by the Chairperson, Secretary or Executive Director of the Fund before that action is taken by the professional.

ADOPTED: February 25, 2025

BY: _____
SUSAN DANSON, CHAIRPERSON

ATTEST:

PROFESSIONAL MUNICIPAL MANAGEMENT FUND					
FINANCIAL FAST TRACK REPORT					
		AS OF	December 31, 2024		
		4TH QUARTER	YTD	PRIOR YEAR END	FUND BALANCE
1.	UNDERWRITING INCOME	1,350,493	5,219,564	103,610,533	108,830,097
2.	CLAIM EXPENSES				
	Paid Claims	434,924	1,290,828	45,375,252	46,666,080
	Case Reserves	(144,676)	227,934	2,667,393	2,895,327
	IBNR	279,826	598,823	2,213,727	2,812,550
	Aggregate Excess	-	-	-	-
	Recoveries	(11,219)	(37,884)	(513,685)	(551,569)
	Discounted Claim Value	(5,205)	(76,268)	(299,707)	(375,975)
	TOTAL CLAIMS	553,650	2,003,433	49,442,980	51,446,414
3.	EXPENSES				
	Excess Premiums	574,040	2,296,163	30,087,053	32,383,216
	Administrative	189,650	758,976	14,479,248	15,238,224
	TOTAL EXPENSES	763,690	3,055,139	44,566,302	47,621,441
4.	UNDERWRITING PROFIT (1-2-3)	33,153	160,992	9,601,251	9,762,243
5.	INVESTMENT INCOME	15,743	357,018	5,264,413	5,621,431
6.	DIVIDEND INCOME	64,744	64,744	2,140,439	2,205,183
7.	PROFIT (4+5+6)	113,640	582,754	17,006,103	17,588,857
8.	DIVIDEND	64,746	87,746	12,419,098	12,506,844
9.	RCF & MEL Additional Assessments	0	0	975,832	975,832
10.	SURPLUS (7-8-9)	48,894	495,008	3,611,174	4,106,181
SURPLUS (DEFICITS) BY FUND YEAR					
	Closed	3,843	67,020	2,461,971	2,528,992
	2020	(42,303)	2,503	651,713	654,216
	2021	31,839	59,747	314,177	373,924
	2022	(25,067)	137,451	111,883	249,334
	2023	82,122	74,779	71,430	146,209
	2024	(1,540)	153,507		153,507
	TOTAL SURPLUS (DEFICITS)	48,894	495,008	3,611,174	4,106,181
TOTAL CASH					
					7,641,237
CLAIM ANALYSIS BY FUND YEAR					
	TOTAL CLOSED YEAR CLAIMS	0	0	42,829,015	42,829,015
	FUND YEAR 2020				
	Paid Claims	19,400	73,915	1,127,294	1,201,210
	Case Reserves	43,331	29,689	440,756	470,446
	IBNR	(5,002)	(27,153)	74,802	47,649
	Aggregate Excess	-	0	0	0
	Recoveries	(11,219)	(37,884)	(276,062)	(313,946)
	Discounted Claim Value	(2,022)	(1,547)	(42,369)	(43,916)
	TOTAL FY 2020 CLAIMS	44,488	37,020	1,324,421	1,361,441
	FUND YEAR 2021				
	Paid Claims	34,111	207,740	970,540	1,178,281
	Case Reserves	(57,501)	(187,042)	372,566	185,524
	IBNR	(11,154)	(58,813)	186,625	127,811
	Recoveries	0	0	(50,910)	(50,910)
	Discounted Claim Value	4,383	17,944	(42,905)	(24,961)
	TOTAL FY 2021 CLAIMS	(30,160)	(20,171)	1,435,916	1,415,745
	FUND YEAR 2022				
	Paid Claims	133,808	222,806	844,059	1,066,866
	Case Reserves	(4,964)	(52,315)	545,385	493,070
	IBNR	(8,612)	(141,779)	465,560	323,781
	Recoveries	0	0	0	0
	Discounted Claim Value	2,761	16,383	(78,202)	(61,819)
	TOTAL FY 2022 CLAIMS	122,993	45,095	1,776,803	1,821,897
	FUND YEAR 2023				
	Paid Claims	91,928	394,810	594,248	989,058
	Case Reserves	(156,895)	7,698	482,493	490,190
	IBNR	(55,128)	(463,886)	1,136,316	672,430
	Recoveries	0	0	0	0
	Discounted Claim Value	18,489	40,453	(136,231)	(95,778)
	TOTAL FY 2023 CLAIMS	(101,606)	(20,925)	2,076,826	2,055,901
	FUND YEAR 2024				
	Paid Claims	155,677	391,556		391,556
	Case Reserves	31,352	429,905		429,905
	IBNR	359,722	1,290,454		1,290,454
	Recoveries	0	0		0
	Discounted Claim Value	(28,816)	(149,501)		(149,501)
	TOTAL FY 2024 CLAIMS	517,935	1,962,415		1,962,415
	COMBINED TOTAL CLAIMS	553,650	2,003,433	49,442,980	51,446,414
This report is based upon information which has not been audited nor certified by an actuary and as such may not truly represent the condition of the fund.					
Fund Year 2020 Claims reflect anticipated recoverable amounts from the MEL of \$47,560(Paid: \$25,864, Reserves: \$21,696.06)					

Professional Municipal Mgmt Joint Insurance Fund								
CLAIMS MANAGEMENT REPORT								
EXPECTED LOSS RATIO ANALYSIS								
12/31/2024								
FUND YEAR 2020 -- LOSSES CAPPED AT RETENTION								
	Budget	Limited Incurred Current	60 Actual	MONTH TARGETED	59 Actual	MONTH TARGETED	48 Actual	MONTH TARGETED
			31-Dec-24		30-Nov-24		31-Dec-23	
PROPERTY	171,000	102,033	59.67%	100.00%	59.67%	100.00%	59.57%	100.00%
GEN LIABILITY	376,171	76,435	20.32%	97.10%	24.25%	97.06%	24.25%	95.70%
AUTO LIABILITY	47,021	132,593	281.99%	96.17%	159.70%	95.94%	136.31%	92.58%
WORKER'S COMP	1,319,715	1,046,630	79.31%	99.88%	78.65%	99.86%	78.41%	99.40%
TOTAL ALL LINES	1,913,907	1,357,692	70.94%	99.25%	68.25%	99.23%	67.51%	98.56%
NET PAYOUT %	\$887,246		46.36%					
FUND YEAR 2021 -- LOSSES CAPPED AT RETENTION								
	Budget	Limited Incurred Current	48 Actual	MONTH TARGETED	47 Actual	MONTH TARGETED	36 Actual	MONTH TARGETED
			31-Dec-24		30-Nov-24		31-Dec-23	
PROPERTY	168,000	206,658	123.01%	100.00%	121.03%	100.00%	127.27%	100.00%
GEN LIABILITY	333,052	220,800	66.30%	95.70%	69.30%	95.40%	68.66%	90.15%
AUTO LIABILITY	52,789	34,599	65.54%	92.58%	65.54%	92.21%	65.54%	87.18%
WORKER'S COMP	1,330,010	850,839	63.97%	99.40%	65.60%	99.34%	61.29%	98.10%
TOTAL ALL LINES	1,883,851	1,312,895	69.69%	98.61%	71.19%	98.51%	68.59%	96.56%
NET PAYOUT %	\$1,127,371		59.84%					
FUND YEAR 2022 -- LOSSES CAPPED AT RETENTION								
	Budget	Limited Incurred Current	36 Actual	MONTH TARGETED	35 Actual	MONTH TARGETED	24 Actual	MONTH TARGETED
			31-Dec-24		30-Nov-24		31-Dec-23	
PROPERTY	164,000	192,519	117.39%	100.00%	117.39%	100.00%	142.15%	100.00%
GEN LIABILITY	286,842	341,291	118.98%	90.15%	128.70%	89.48%	91.79%	79.39%
AUTO LIABILITY	55,642	212,491	381.89%	87.18%	385.54%	86.58%	106.97%	76.44%
WORKER'S COMP	1,353,000	813,635	60.14%	98.10%	60.08%	97.90%	61.60%	93.51%
TOTAL ALL LINES	1,859,484	1,559,936	83.89%	96.71%	85.46%	96.45%	74.72%	91.39%
NET PAYOUT %	\$1,066,866		57.37%					
FUND YEAR 2023 -- LOSSES CAPPED AT RETENTION								
	Budget	Limited Incurred Current	24 Actual	MONTH TARGETED	23 Actual	MONTH TARGETED	12 Actual	MONTH TARGETED
			31-Dec-24		30-Nov-24		31-Dec-23	
PROPERTY	169,000	244,592	144.73%	100.00%	143.73%	99.33%	116.56%	95.24%
GEN LIABILITY	301,156	216,592	71.92%	79.39%	72.61%	78.18%	40.19%	60.18%
AUTO LIABILITY	51,791	19,056	36.79%	76.44%	43.60%	75.06%	39.16%	51.17%
WORKER'S COMP	1,560,000	999,008	64.04%	93.51%	64.28%	92.71%	47.33%	64.07%
TOTAL ALL LINES	2,081,947	1,479,249	71.05%	91.57%	71.42%	90.71%	51.72%	65.72%
NET PAYOUT %	\$989,058		47.51%					
FUND YEAR 2024 -- LOSSES CAPPED AT RETENTION								
	Budget	Limited Incurred Current	12 Actual	MONTH TARGETED	11 Actual	MONTH TARGETED	0 Actual	MONTH TARGETED
			31-Dec-24		30-Nov-24		31-Dec-23	
PROPERTY	211,000	168,916	80.05%	95.24%	83.68%	86.00%	N/A	N/A
GEN LIABILITY	272,732	60,916	22.34%	60.18%	18.89%	49.00%	N/A	N/A
AUTO LIABILITY	55,309	13,449	24.32%	51.17%	20.34%	45.00%	N/A	N/A
WORKER'S COMP	1,481,335	578,181	39.03%	64.07%	36.45%	52.00%	N/A	N/A
TOTAL ALL LINES	2,020,376	821,461	40.66%	66.45%	38.57%	54.95%	N/A	N/A
NET PAYOUT %	\$391,556		19.38%					

Professional Municipal Mgmt Joint Insurance Fund
CLAIM ACTIVITY REPORT
AS OF 12/31/24

COVERAGE LINE - PROPERTY						
CLAIM COUNT - OPEN CLAIMS						
Year	2020	2021	2022	2023	2024	TOTAL
November-24	0	6	5	7	9	27
December-24	0	4	4	6	6	20
NET CHGE	0	-2	-1	-1	-3	-7
Limited Reserves						\$2,191
Year	2020	2021	2022	2023	2024	TOTAL
November-24	\$0	\$6	\$7,631	\$8,721	\$38,443	\$54,801
December-24	\$0	\$4	\$7,503	\$8,549	\$27,771	\$43,827
NET CHGE	\$0	(\$2)	(\$128)	(\$172)	(\$10,671)	(\$10,974)
Ltd Incurred	\$102,033	\$206,658	\$192,519	\$244,592	\$168,916	\$914,717
COVERAGE LINE - GENERAL LIABILITY						
CLAIM COUNT - OPEN CLAIMS						
Year	2020	2021	2022	2023	2024	TOTAL
November-24	1	3	4	14	21	43
December-24	0	3	4	13	22	42
NET CHGE	-1	0	0	-1	1	-1
Limited Reserves						\$7,691
Year	2020	2021	2022	2023	2024	TOTAL
November-24	\$14,968	\$62,775	\$232,521	\$103,051	\$49,736	\$463,052
December-24	\$0	\$42,775	\$126,334	\$94,762	\$59,136	\$323,007
NET CHGE	(\$14,968)	(\$20,000)	(\$106,187)	(\$8,289)	\$9,400	(\$140,044)
Ltd Incurred	\$76,435	\$220,800	\$341,291	\$216,592	\$60,916	\$916,034
COVERAGE LINE - AUTO LIABILITY						
CLAIM COUNT - OPEN CLAIMS						
Year	2020	2021	2022	2023	2024	TOTAL
November-24	1	0	2	1	1	5
December-24	1	0	1	1	2	5
NET CHGE	0	0	-1	0	1	0
Limited Reserves						\$50,056
Year	2020	2021	2022	2023	2024	TOTAL
November-24	\$19,031	\$0	\$177,758	\$6,588	\$3,686	\$207,063
December-24	\$75,486	\$0	\$165,846	\$3,063	\$5,886	\$250,282
NET CHGE	\$56,456	\$0	(\$11,912)	(\$3,525)	\$2,200	\$43,219
Ltd Incurred	\$132,593	\$34,599	\$212,491	\$19,056	\$13,449	\$412,188
COVERAGE LINE - WORKERS COMP.						
CLAIM COUNT - OPEN CLAIMS						
Year	2020	2021	2022	2023	2024	TOTAL
November-24	8	12	7	13	26	66
December-24	7	11	7	13	34	72
NET CHGE	-1	-1	0	0	8	6
Limited Reserves						\$20,167
Year	2020	2021	2022	2023	2024	TOTAL
November-24	\$391,536	\$174,600	\$195,571	\$408,240	\$325,224	\$1,495,171
December-24	\$394,959	\$142,745	\$193,387	\$383,816	\$337,111	\$1,452,018
NET CHGE	\$3,423	(\$31,855)	(\$2,184)	(\$24,424)	\$11,887	(\$43,152)
Ltd Incurred	\$1,046,630	\$850,839	\$813,635	\$999,008	\$578,181	\$4,288,293
TOTAL ALL LINES COMBINED						
CLAIM COUNT - OPEN CLAIMS						
Year	2020	2021	2022	2023	2024	TOTAL
November-24	10	21	18	35	57	141
December-24	8	18	16	33	64	139
NET CHGE	-2	-3	-2	-2	7	-2
Limited Reserves						\$14,886
Year	2020	2021	2022	2023	2024	TOTAL
November-24	\$425,535	\$237,381	\$613,481	\$526,600	\$417,090	\$2,220,087
December-24	\$470,446	\$185,524	\$493,070	\$490,190	\$429,905	\$2,069,135
NET CHGE	\$44,911	(\$51,857)	(\$120,411)	(\$36,410)	\$12,815	(\$150,952)
Ltd Incurred	\$1,357,692	\$1,312,895	\$1,559,936	\$1,479,249	\$821,461	\$6,531,232

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

		December 31, 2024		
	2024	2023	2022	TOTAL
	LOST TIME	LOST TIME	LOST TIME	RATE *
FUND	FREQUENCY	FREQUENCY	FREQUENCY	2024 - 2022
Monmouth County	0.74	0.69	1.04	0.82
Camden County	0.83	1.30	1.49	1.21
Suburban Municipal	0.86	1.23	1.26	1.10
Professional Municipal Manager	1.14	1.95	1.85	1.64
Morris County	1.04	1.72	1.29	1.35
Bergen County	1.07	1.42	1.59	1.35
Ocean County	1.28	1.50	1.47	1.42
South Bergen County	1.37	2.44	2.40	2.07
Burlington County Municipal JIF	1.75	1.30	1.43	1.49
Central New Jersey	1.60	2.30	2.44	2.09
NJ Public Housing Authority	1.43	1.74	2.01	1.73
Suburban Metro	1.66	1.52	1.89	1.69
NJ Utility Authorities	1.72	1.83	1.60	1.71
Gloucester, Salem, Cumberland	1.93	1.52	1.36	1.60
Atlantic County Municipal JIF	2.13	2.20	2.26	2.20
AVERAGE	1.37	1.64	1.69	1.57
* 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		12/31/2024				
		# CLAIMS	Y.T.D.	2024	2023	2022			TOTAL
		FOR	LOST TIME	LOST TIME	LOST TIME	LOST TIME			RATE
MEMBER_ID	MEMBER	**	ACCIDENTS	FREQUENCY	FREQUENCY	FREQUENCY	MEMBER		2024 - 2022
1	306 Maple Shade	0	0	0.00	1.74	1.65	1 Maple Shade		1.17
2	307 Moorestown	0	0	0.00	1.28	1.40	2 Moorestown		0.88
3	304 Evesham	0	3	1.17	1.62	1.73	3 Evesham		1.50
4	308 Willingboro	0	4	1.44	2.53	2.14	4 Willingboro		2.04
5	305 Evesham Township Fire Dist	2	3	3.70	2.56	2.27	5 Evesham Township Fire		2.83
Totals:		2	10	1.14	1.95	1.85			1.64
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		December 31, 2023		1.63					

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND							
EMPLOYMENT PRACTICES COMPLIANCE STATUS - Professional Municipal Mgmt Joint Insurance Fund							
Data Valued As of :				February 18, 2025			
Total Participating Members				5	5		
Complaint					5		
Percent Compliant					100.00%		
					01/01/25	2025	
		EPL Program ?	Checklist Submitted	Compliant	EPL	POL	Co-Insurance
Member Name *					Deductible	Deductible	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 2025 as of February 1, 2025

<u>Item</u>	<u>Filing Status</u>
<input type="checkbox"/> 2025 Budget	To be Filed
<input type="checkbox"/> Assessments	To be Filed
<input type="checkbox"/> Actuarial Certification	To be Filed
<input type="checkbox"/> Fund Commissioners	Filed
<input type="checkbox"/> Fund Officers	Filed
<input type="checkbox"/> Renewal Resolutions	N/A
<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	To be Filed
<input type="checkbox"/> Unaudited Financials	To be Filed
<input type="checkbox"/> Annual Audit	To be Filed
<input type="checkbox"/> State Comptroller Audit Filing	To be Filed
<input type="checkbox"/> Ethics Filing	Online Filing

February 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 one-month period ending January 31, 2025 for Closed Fund Years 1987 to 2020, and Fund Years 2021, 2022, 2023, 2024 and 2025. 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 \$ 25,046.56. This generated an average annual yield of 3.45%. However, we have an unrealized net gain of \$ 13,907.97, adjusting the reported yield to 5.36% for the period. Our Portfolio Investment with J.C.M.I. is valued at \$ 4,835,611.72.

RECEIPT ACTIVITY FOR THE PERIOD:

Subrogation Receipts \$ 817.99 with YTD \$ 817.99
Salvage Receipts \$ 0.00
Overpayment Reimbursements \$ 286.00
FY 2025 Premium Receipts \$2,858,415.67

CLAIM ACTIVITY FOR THE PERIOD:

The enclosed report shows 84 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 \$33,186.14.

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 \$ 7,641,239.68 to a closing balance of \$ 9,785,838.75 showing an increase in the fund of \$2,144,599.01.

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. 25-10**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
BILLS LIST - FEBRUARY 2025**

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>
PERMA RISK MANAGEMENT SERVICES	2024 AATRIX 1099 FILING	17.99
		17.99
	Total Payments FY 2024	17.99

FUND YEAR 2025

<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
NJ CYBER RISK MANAGEMENT FUND	CYBER PREM. 1ST INSTALL 2025 02/25	33,920.50
		33,920.50
N.J. MUNICIPAL ENVIRONMENTAL	EJIF- 1ST INSTALL 2025 02/25	57,463.00
		57,463.00
QUAL-LYNX	CLAIM ADJUSTING SERVICES 02/25	13,448.08
		13,448.08
J.A. MONTGOMERY CONSULTING	SAFETY DIRECTOR 02/25	2,198.33
		2,198.33
PERMA RISK MANAGEMENT SERVICES	POSTAGE 01/25	52.64
PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR 02/25	12,478.25
		12,530.89
THE ACTUARIAL ADVANTAGE	ACTUARY FEE 02/25	3,687.58
THE ACTUARIAL ADVANTAGE	ACTUARY FEE- BAL OF 01/25	72.33
		3,759.91
QUALCARE, INC.	WC ACCESS/UM INV 10316958 02/25	8,400.50
		8,400.50
THOMAS TONTARSKI	TREASURER FEE 02/25	1,676.17
		1,676.17
HELMER, CONLEY & KASSELMAN, P.A.	LITIGATION MANAGEMENT 02/25	1,651.83
HELMER, CONLEY & KASSELMAN, P.A.	ATTORNEY FEES 02/25	1,939.17
		3,591.00

CONNER STRONG & BUCKELEW	UNDERWRITING MGR FEE 02/25	560.75
		560.75
CONNER STRONG & BUCKELEW	RMC FEES 02/25	12,500.00
		12,500.00
	Total Payments FY 2025	150,049.13
	TOTAL PAYMENTS ALL FUND YEARS	150,067.12

Chairperson

Attest:

Dated: _____

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

Treasurer

DATE REC'D	CREDITED TO:	FILE NUMBER	CLAIMANT NAME	COV. TYPE	FUND YEAR	AMOUNT RECEIVED	RECEIVED Y.T.D.
1/20	EVESHAM TWP.	2023297097	EVESHAM TWP.	PR	2023	817.99	
TOTAL-JAN.						817.99	
TOTAL- YTD							817.99

PMM JOINT INSURANCE FUND											
SUMMARY OF CASH TRANSACTIONS - ALL FUND YEARS COMBINED											
Current Fund Year: 2025											
Month Ending: January											
	Property	Liability	Auto	Workers Comp	POL/EPL	EJIF	Cyber JIF	MEL	Admin	LFC	TOTAL
OPEN BALANCE	(70,162.69)	713,022.21	115,094.49	3,635,798.51	(17,410.56)	6,154.61	(2,425.68)	2,617.56	3,202,884.38	55,666.91	7,641,239.74
RECEIPTS											
Assessments	132,207.78	158,039.82	33,791.22	835,184.09	244,609.48	27,356.93	36,986.01	958,372.31	424,635.59	7,232.45	2,858,415.67
Refunds	817.99	0.00	0.00	286.00	0.00	0.00	0.00	0.00	0.00	0.00	1,103.99
Invest Pymnts	338.17	3,523.33	568.72	17,965.98	0.00	0.00	0.00	0.00	15,944.61	275.08	38,615.89
Invest Adj	2.97	30.89	5.00	157.56	0.00	0.00	0.00	0.00	139.83	2.41	338.66
Subtotal Invest	341.14	3,554.22	573.72	18,123.54	0.00	0.00	0.00	0.00	16,084.44	277.49	38,954.55
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	133,366.91	161,594.04	34,364.94	853,593.63	244,609.48	27,356.93	36,986.01	958,372.31	440,720.03	7,509.94	2,898,474.21
EXPENSES											
Claims Transfers	0.00	8,302.85	0.00	22,548.29	0.00	0.00	0.00	0.00	0.00	0.00	30,851.14
Expenses	5,040.25	0.00	0.00	0.00	224,335.50	0.00	0.00	429,936.25	63,712.06	0.00	723,024.06
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	5,040.25	8,302.85	0.00	22,548.29	224,335.50	0.00	0.00	429,936.25	63,712.06	0.00	753,875.20
END BALANCE	58,163.97	866,313.40	149,459.43	4,466,843.85	2,863.42	33,511.54	34,560.33	531,053.62	3,579,892.34	63,176.85	9,785,838.75
REPORT STATUS SECTION											
Report Month: January											
						Balance Differences					
Opening Balances:			Opening Balances are equal			\$0.00					
Imprest Transfers:			Imprest Totals are equal			\$0.00					
Investment Balances:			Investment Payment Balances are equal			\$0.00					
			Investment Adjustment Balances are equal			\$0.00					
Ending Balances:			Ending Balances are equal			\$0.00					
Accrual Balances:			Accrual Balances are equal			\$0.00					

SUMMARY OF CASH AND INVESTMENT INSTRUMENTS							
PMM JOINT INSURANCE FUND							
ALL FUND YEARS COMBINED							
CURRENT MONTH	January						
CURRENT FUND YEAR	2025						
Description:	ASSET MGR	OPERATING ACCT 7307	CLAIMS ACCT. 7326	ADMIN. EXPENSE 7350	JCMI		
ID Number:							
Maturity (Yrs)							
Purchase Yield:							
TOTAL for All Accts & instruments							
Opening Cash & Investment Balance:	\$7,641,240.23	-	2,721,410.18	100,463.76	7,393.65	4,811,972.64	
Opening Interest Accrual Balance	\$0.00	-	-	-	-	-	
1 Interest Accrued and/or Interest Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2 Interest Accrued - discounted Instr.s	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3 (Amortization and/or Interest Cost)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4 Accretion	\$338.64	\$0.00	\$0.00	\$0.00	\$0.00	\$338.64	
5 Interest Paid - Cash Instr.s	\$24,707.92	\$0.00	\$14,079.36	\$569.88	\$666.21	\$9,392.47	
6 Interest Paid - Term Instr.s	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
7 Realized Gain (Loss)	\$13,907.97	\$0.00	\$0.00	\$0.00	\$0.00	\$13,907.97	
8 Net Investment Income	\$38,954.53	\$0.00	\$14,079.36	\$569.88	\$666.21	\$23,639.08	
9 Deposits - Purchases	\$3,616,057.79	\$0.00	\$2,860,338.59	\$32,695.14	\$723,024.06	\$0.00	
10 (Withdrawals - Sales)	-\$1,510,413.33	\$0.00	-\$754,797.20	-\$32,215.53	-\$723,400.60	\$0.00	
Ending Cash & Investment Balance	\$9,785,839.22	\$0.00	\$4,841,030.93	\$101,513.25	\$7,683.32	\$4,835,611.72	
Ending Interest Accrual Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Plus Outstanding Checks	\$281,744.38	\$0.00	\$0.00	\$33,997.19	\$247,747.19	\$0.00	
(Less Deposits in Transit)	-\$1,103.99	\$0.00	-\$1,103.99	\$0.00	\$0.00	\$0.00	
Balance per Bank	\$10,066,479.61	\$0.00	\$4,839,926.94	\$135,510.44	\$255,430.51	\$4,835,611.72	

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

Month		January							
Current Fund Year		2025							
		1.	2.	3.	4.	5.	6.	7.	8.
Policy Year	Coverage	Calc. Net Paid Thru Last Month	Monthly Net Paid January	Monthly Recoveries January	Calc. Net Paid Thru January	TPA Net Paid Thru January	Variance To Be Reconciled	Delinquent Unreconciled Variance From	Change This Month
2025	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	498.01	0.00	498.01	498.01	0.00	0.00	0.00
	Total	0.00	498.01	0.00	498.01	498.01	0.00	0.00	0.00
2024	Property	141,144.35	0.00	0.00	141,144.35	141,144.35	0.00	0.00	0.00
	Liability	1,779.39	439.00	0.00	2,218.39	2,218.39	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	241,069.99	13,936.51	0.00	255,006.50	255,006.50	0.00	0.00	0.00
	Total	391,556.17	14,375.51	0.00	405,931.68	405,931.68	0.00	0.00	0.00
2023	Property	236,043.43	0.00	817.99	235,225.44	235,225.44	0.00	0.00	0.00
	Liability	121,830.39	0.00	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	615,191.61	4,629.39	286.00	619,535.00	619,535.00	0.00	0.00	0.00
	Total	989,058.33	4,629.39	1,103.99	992,583.73	992,583.73	0.00	0.00	0.00
2022	Property	185,015.90	0.00	0.00	185,015.90	185,015.90	0.00	0.00	0.00
	Liability	214,956.49	3,709.50	0.00	218,665.99	218,665.99	0.00	0.00	0.00
	Auto	46,644.76	0.00	0.00	46,644.76	46,644.76	0.00	0.00	0.00
	Workers Comp	620,248.64	0.00	0.00	620,248.64	620,248.64	0.00	0.00	0.00
	Total	1,066,865.79	3,709.50	0.00	1,070,575.29	1,070,575.29	0.00	0.00	0.00
2021	Property	206,653.60	0.00	0.00	206,653.60	206,653.60	0.00	0.00	0.00
	Liability	178,024.58	4,154.35	0.00	182,178.93	182,178.93	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	708,093.64	3,484.38	0.00	711,578.02	711,578.02	0.00	0.00	0.00
	Total	1,127,370.75	7,638.73	0.00	1,135,009.48	1,135,009.48	0.00	0.00	0.00
Closed FY	Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Liability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Auto	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Workers Comp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		3,574,851.04	30,851.14	1,103.99	3,604,598.19	3,604,598.19	0.00	0.00	0.00

SAFETY DIRECTOR REPORT

Professional Municipal Management Joint Insurance Fund

TO: Fund Commissioners, Safety Coordinators, and Risk Managers

FROM: Keith Hummel, JIF Safety Director

DATE: February 25, 2025

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

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

LOSS CONTROL SURVEYS

- Township of Willingboro on January 8, 2025
- Township of Maple Shade on January 8, 2025
- Township of Morrestown on January 28, 2025
- Township of Evesham Fire District on January 30, 2025

LAW ENFORCEMENT LOSS CONTROL SURVEYS

- No Law Enforcement Loss Control Surveys for the month of January.

MEETINGS ATTENDED

- Fund Commissioners meeting on January 28, 2025

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

- MSI LIVE Group Sign-in Sheet Submission
- Vehicle Ramming Attacks A Whole Government Approach to Risk Mitigation
- NJOSH 300 Log of Work-Related Injuries & Illnesses
- Safety Recall BCI Burke Inclusive Orbit Merry-Go-Round
- PEOSH Recording and Reporting Occupational Injuries and Illnesses
- John Deere Zero-Turn Mowers
- Protection & Safety Treatment of Minors Best Practices
- Leadership Skills for Supervisors Workshops
- CDL-Drivers Annual Record Checks & Program Review Best Practices
- Motor Vehicle Record Check Non CDL Drivers Best Practices

MSI FIRE & EMS

- No Fire/EMS Bulletins for the month of January.

MSI LAW ENFORCEMENT

- Vehicle Ramming Attacks - Essential Considerations

MSI NOW

[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
Evesham	1
Morrestown	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 or email MSI@jamontgomery.com.

NOTE: We need to keep our list of MSI Training Administrators up to date. If there are any changes, deletions, or you need to appoint a new Training Administrator, please call the MSI Helpline at 866-661-5120 or email MSI@jamontgomery.com.

Professional Municipal Management JIF

Certificate of Insurance Monthly Report

From 1/22/2025 To 2/20/2025

Holder (H)/ Insured Name (I)	Holder / Insured Address	Description of Operations	Issue Date/ Cert ID	Coverage
H - Evesham Township Fire District I - Evesham Township Fire District	984 Tuckerton Road Marlton, NJ 08054	JIF Crime and MEL Excess exclude all Statutory Positions required to be bonded for Faithful Performance of Duties. MEL Statutory Bond covers all positions required to be bonded, such as magistrate, court clerk and court administrator; however, the positions of Treasurer, Tax Collector, Utility Collector and Library Treasurer, as well as a Chief Financial Officer performing Treasurer duties, must be underwritten and approved by the MEL. Such approved individuals are listed below: Evidence of Insurance	1/23/2025 #5044225	OTH
H - Township of Maple Shade I - Township of Maple Shade	200 Stiles Avenue Maple Shade, NJ 08052	JIF Crime and MEL Excess exclude all Statutory Positions required to be bonded for Faithful Performance of Duties. MEL Statutory Bond covers all positions required to be bonded, such as magistrate, court clerk and court administrator; however, the positions of Treasurer, Tax Collector, Utility Collector and Library Treasurer, as well as a Chief Financial Officer performing Treasurer duties, must be underwritten and approved by the MEL. Such approved individuals are listed below: Evidence of insurance as respects to Statutory Bond coverage for Christine Taylor - Tax Collector, effective 01/01/2019; and Jessica Heaton - Treasurer, effective 06/20/2022.	1/23/2025 #5044226	OTH
H - Atlantic County Fire Academy I - Township of Willingboro	Atlantic County Firefighters' Assoc 5033 English Creek Avenue Egg Harbor Township, NJ 08234	Evidence of Insurance	1/23/2025 #5044296	GL AU EX WC
H - County of Burlington Board of I - Township of Moorestown	County Commissioners 49 Rancocas Road PO Box 6000 Mt. Holly, NJ 08060	RE: 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 shared services agreement for snow plowing/salting.	2/5/2025 #5090892	GL AU EX WC
H - Enterprise FM Trust I - Township of Willingboro	P.O. Box 16805 St. Louis, 63105	RE: Township of Willingboro's Vehicles The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability, Automobile Liability and Excess Liability Policies and Loss Payee on the Property Policy if required by written contract as respects to the Township of Willingboro's vehicles.	2/12/2025 #5094980	GL AU EX WC OTH
Total # of Holders: 5				



**Professional Municipal Management JIF
Cumulative Savings Summary
2025**

2025	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
January	58	\$33,599.92	\$13,938.29	\$19,661.63	59%
Grand Total	58	\$33,599.92	\$13,938.29	\$19,661.63	59%

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%



**Professional Municipal Management JIF
1/1/2025 – 1/31/2025**

Top 10 Providers

	UNITS OF SERVICE	APPROVED
VIRTUA MEDICAL GROUP PA	2	\$3,310.45
EMERGENCY PHYSICIAN ASSOCIATES OF SOUTH JERSEY, PC	2	\$2,356.22
REHAB CLINICS	15	\$1,559.55
MICHAEL F. GALLAWAY OD	4	\$1,399.73
IVY REHAB NETWORK INC	13	\$1,110.00
OCCUPATIONAL HEALTH CENTERS	7	\$1,100.25
HOME CARE CONNECT	1	\$758.93
MANAGED PHARMACY PROGRAMS	1	\$493.29
BURLINGTON COUNTY ORTHOPAEDIC SPECIALIST P A	2	\$325.00
ATLANTICARE PHYSICIAN GROUP	1	\$263.00
Grand Total	48	\$12,676.42

Savings By Specialty

	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
Physical Therapy	29	\$11,868.00	\$2,759.55	\$9,108.45	77%
Occupational Medicine	14	\$14,931.44	\$6,073.43	\$8,858.01	59%
Orthopedic Surgery	4	\$1,002.50	\$524.48	\$478.02	48%
Neurosurgery	1	\$450.00	\$122.75	\$327.25	73%
Physical Medicine & Rehabilitation	1	\$350.00	\$144.08	\$205.92	59%
Durable Medical Equipment	3	\$1,501.98	\$1,447.17	\$54.81	4%
Emergency Medicine	2	\$2,401.00	\$2,356.22	\$44.78	2%
MRI/Radiology	2	\$102.00	\$82.46	\$19.54	19%
Behavioral Health	1	\$230.00	\$230.00	\$0.00	0%
Grand Total	57	\$32,836.92	\$13,740.14	\$19,096.78	58%



**Professional Municipal Management JIF
Workers' Compensation Claims Reported
1/1/2025 – 1/31/2025**

Workers' Compensation Claims Reported			
	MEDICAL ONLY	REPORT ONLY- WC	Grand Total
EVESHAM TOWNSHIP	1	1	2
MAPLESHADE TOWNSHIP	1	0	1
WILLINGBORO TOWNSHIP	2	1	3
Grand Total	4	2	6

APPENDIX I - MINUTES

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – JANUARY 28, 2025
MOORESTOWN TOWN HALL
2:00 PM**

Meeting of 2025 Fund Commissioners called to order. Open Public Meetings notice read into record.

ROLL CALL OF 2024 FUND COMMISSIONERS:

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

ALTERNATE FUND COMMISSIONER:

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

Mary-Ann Knell	Township of Moorestown	Absent
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APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Bradford C. Stokes, Crystal M. Chuck Karen Read
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Treasurer	Thomas J. Tontarski
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Attorney	Helmer, Conley & Kasselmann William Kearns, Esquire
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Claims Service	Qual Lynx Kathy Kissane
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Safety Director	J.A. Montgomery Risk Control Glenn Prince, Harry Earl
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Underwriting Manager	Conner Strong & Buckelew Jonathon Tavares
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ALSO PRESENT:

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

APPROVAL OF MINUTES: November 26, 2024 Open & Closed Minutes

MOTION TO APPROVE CLOSED MINUTES OF NOVEMBER 26, 2024:

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

CORRESPONDENCE: NONE.

MOTION TO ADJOURN: Chairperson asked Executive Director to Run Meeting

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

Meeting of the 2025 Fund Commissioners called to order by Executive Director, Bradford C. Stokes.

SPECIAL FUND COMMISSIONER:

Patrick Lyons Township of Maple Shade

MOTION TO NOMINATE SUSAN DANSON TO SERVE AS CHAIRPERSON FOR FUND YEAR 2025:

Moved:	Commissioner Carmichael
Second:	Commissioner Aberant
Vote:	Unanimous

MOTION TO NOMINATE IVY CARMICHAEL TO SERVE AS SECRETARY FOR FUND YEAR 2025:

Moved:	Commissioner Aberant
Second:	Commissioner Pfieffer
Vote:	Unanimous

The Fund Attorney administered the Oaths of Office to the Fund Commissioners.

EXECUTIVE DIRECTOR:

2025 REORGANIZATION RESOLUTIONS

Enclosed in the agenda were the Resolutions necessary to undertake the 2025 Reorganization of the Fund

The Executive Director reviewed Resolution 25-1 Appointing Professionals and Service Organizations and Resolution 25-2 Designation of Banking Manager, designating Citizens Bank as banking manager.

Resolution 25-3 Establishment of Public Meeting Procedures and included the meeting schedule for the year. Executive Director reported that we are naming the Burlington County Times the official newspaper for the FUND.

Resolution 25-4 Establishment of a Fiscal Management Plan. Executive Director advised there were no changes. Cash Management Plan year has been updated to reflect the current fund year of 2025.

Res. 25-5 2024 Risk Management Plan, there were no changes to report and Res.25-6 Awarding Contract With Lexington Insurance Company for Placement of POL/EPL Liability Coverage.

Motion to adopt Resolutions 25-1 through 25-6

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

SPECIAL FUND COMMISSIONER: Executive Director reported 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 have chose to appoint Patrick Lyons.

RESIDUAL CLAIMS FUND 2025 REORGANIZATION MEETING: The Residual Claims Fund's 2025 Reorganization meeting was held on January 6, 2025 via Zoom. Enclosed in the agenda was a copy of Chairperson Danson's report on the meeting. Executive Director reported that at this meeting Commissioner Megan Champney Kwesela of the Suburban Municipal JIF was elected Chairperson and Commissioner Joseph Criscuolo of the Central JIF was elected as Secretary. A memorandum was issued outlining the professional contracts for 2025 detailing the associated fees. Next meeting is to be held March 21st at the Forsgate Country Club.

E-JIF 2025 REORGANIZATION MEETING: The E-JIF 2025 Reorganization meeting was held on January 6, 2025 at the Forsgate Country Club. Enclosed in the agenda was a copy of Chairperson Danson's report on the meeting. Executive Director reported that at this meeting Commissioner Brian McNeilly of the Morris JIF was elected Chairperson and Commissioner Veronica Laureigh of the Ocean JIF was elected as Secretary. The fund released 2024 dividends as they have received no further communications from DOBI after 30 days.

MEL 2025 REORGANIZATION MEETING: The MEL 2025 Reorganization meeting was held on January 6, 2025. Enclosed in the agenda was a copy of Chairperson Danson's report on the meeting. Executive Director reported that at this meeting Commissioner Paul Tomasko of the Bergen JIF was elected Chairperson and Commissioner John Clark of the NJPHA JIF was elected as Secretary. It was reported that 7 new members joined the Fund. He stated that a Stormwater Professional Assistance Program was created to offer access to members for advice on strengthening their procedures on matters concerning stormwater. The program is no cost to the MEL or its members. Next meeting is to be held March 21st at the Forsgate Country Club.

NJ CYBER JIF: The NJ Cyber Risk Management Fund held their Reorganization meeting on January 16th via Zoom. A copy of Chairperson Danson's report was distributed at the fund meeting.

2025 ASSESSMENTS: Executive Director reported the 2025 Assessments were mailed out January 2, 2025, the due date is now January 31st.

2025 BUDGET: In accordance with the regulations, the budget adopted by the Fund has been advertised in the Fund's official newspaper. Executive Director advised, PERMA has sent the budget to member municipalities and has been filed with the State in a timely manner.

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. Executive Director advised he does not anticipate many changes this year.

POWER OF COLLABORATION: Enclosed in the agenda was the latest in a series of advertisements to appear in the League Magazine. The ad highlighted the 40th Anniversary of the Bergen JIF. 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 in the agenda were directions to access the program. Executive Director advised that the deadline was May 1st and encouraged everyone to take part.

Due Diligence Reports: Monthly report submitted to Fund Commissioners including Quarterly Financial Fast-track Accident Frequency, Fast-Track Financial 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 funds Loss Ratio Analysis report, the actuary's projection for the month of October has the Fund at 45.5% and the Fund came in at 34.8%; for the month of November the Actuarial projection has the fund at 54.9% and the fund came in at 38.7%. This time last year the Fund was at 51.1% in November. Claims Activity Report showed the fund's had 3 less claims in October and 5 less in the month of November. Loss Time Accident Frequency is at 1.09 for the month of October and 0.99 for the month of November.

Executive Director Stokes thanked the Commissioners for PERMA's reappointment and expressed that he looked forward to working with the Commissioners for another year.

Executive Director's Report Made Part of Minutes.

ATTORNEY: Mr. Kearns thanked the fund for his reappointment and advised it is a pleasure to work with this group of people.

TREASURER: Mr. Tontarski thanked the Fund for his reappointment and advised that he enjoyed serving the JIF and proceeded to review the treasurer's report with the Fund.

Payment of December 2024 Vouchers Resolution 24-25

Fund Year 2024	\$476,445.17
Total	\$476,445.17

Payment of January 2025 Vouchers Resolution 25-7

Fund Year 2024	\$99.61
Fund Year 2025	\$722,924.45
Total	\$723,024.06

MOTION TO APPROVE RESOLUTION 24-25 VOUCHER LIST FOR THE MONTH OF DECEMBER

Motion: Commissioner Carmichael
Second: Commissioner Aberant
Vote: 4 Ayes – 0 Nays

MOTION TO APPROVE RESOLUTION 25-7 VOUCHER LIST FOR THE MONTH OF JANUARY

Motion: Commissioner Carmichael
Second: Commissioner Aberant
Vote: 4 Ayes – 0 Nays

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

December	
2024	\$29,375.82
2023	\$28,820.00
2022	\$91,244.48
2021	\$23,547.32
2020	\$6,732.92
Closed	0.00
TOTAL	\$179,720.84

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER:

REPORT: Underwriting Manager, Jonathon Tavares, advised there was 33 certificates issued from 10/22/2024 to 11/22/2024, 11/22/2024 to 12/22/2024, 12/22/2024 to 1/22/2025. He then went on to report on the MEL Excess and reinsurance renewals advising that they had very strong results this year well within budget. They have started to see the market shift in the favor of the buyer and was able to extensively markets all lines of coverage to ensure the best results. Mr. Tavares advised that they increased cyber-Crime and Utility Fraud sublimits from \$100,00 to \$250,000 in each of the local JIF policies and they added and excess crime program through Lloyds of London which brings the total limits to \$2m and includes a statutory bond coverage and cybercrime coverage. Mr. Tavares reported that all renewal documents have been distributed as of December 2024 and can be found on Origami. The 2025 Coverage Bulletins are currently being updated and will be posted on the MEL website shortly.

SAFETY DIRECTOR:

REPORT: Glenn Prince reviewed the risk control activities through the month of November and December, as well as a list of Safety Directors Bulletins from their last meeting. Mr. Prince advised that all training opportunities through March 31st are now listed on the MEL website, and he encourages all our members to review the training opportunities. He states they have established their training schedule for the expos that they will be holding statewide, and they will be listed on the website as well. Mr. Prince was able to meet with Willingboro DPW, Maple Shade DPW, Moorestown DPW and scheduled a Loss Control visit with Evesham Fire District in January. PMM Safety Committee is scheduled to meet quarterly in 2025 via ZOOM, the next meeting will be held March 18th. Harry Earl report on Law Enforcement Report for the months of November and December. He discussed possible ordinance or policy and procedures for block parties.

RISK MANAGER CONSULTANT:

REPORT: RMC, Tom Merchel, advised the MEL's annual Elected Officials Training Program is available online through the MSI website. As a reminder, a \$250 credit will apply to each member assessment for each elected official who completes a course. He advised in April the EPL program should be released and must be completed by December 1st.

MANAGED CARE:

REPORT: Ms. Kissane reported on the cumulative saving summary reported for the year showing a monthly savings of 59% which is an amount of \$27,268.62. Year to date true number billed stands at \$927,553.26, approved is \$390,190.76, savings to the JIF is \$537,362.50 which is 58%.

Monthly Activity Report/Agenda Made Part of Minutes.

CLAIMS ADMINISTRATOR:

REPORT: The Claims Manager, Kathy Kissane, thanked the fund for their reappointment and reported on the updated team and contact list, advised they have a new property manager, Brian Foster. Ms. Kissane advised she had 5 claims to review in closed session.

Report Part of Minutes.

OLD BUSINESS: NONE

NEW BUSINESS: Chairwoman Danson advised the Fund Commissioners, for the upcoming February Fund Meeting, think of something for 2025 that will benefit their town. For example: A new training program. Mr. Prince offered to tailor an in-person training program for Maple Shade. Commissioner Aberant suggested Policy and Procedures for Public Events, possible shared services.

PUBLIC COMMENT: NONE

MOTION TO GO INTO EXECUTIVE SESSION

Moved:	Commissioner Aberant
Second:	Commissioner Carmichael
Vote:	4 Ayes - 0 Nays.

MOTION TO INTO OPEN SESSION

Moved:	Commissioner Aberant
Second:	Commissioner Carmichael
Vote:	4 Ayes - 0 Nays.

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

Moved:	Commissioner Aberant
Second:	Commissioner Carmichael
Vote:	4 Ayes - 0 Nays.

MOTION TO ADJOURN MEETING:

Moved:	Commissioner Carmichael
Second:	Commissioner Aberant
Vote:	4 Ayes - 0 Nays.

MEETING ADJOURNED: 2:51pm

NEXT REGULAR MEETING: February 25, 2025

Maple Shade Municipal Building at 2:00PM

Crystal Chuck, Account Manager for
IVY CARMICHAEL, SECRETARY