

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

**MOORESTOWN TOWN CENTRE
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 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: OCTOBER 28, 2025**

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

☐ **ROLL CALL OF 2025 COMMISSIONERS**

☐ **APPROVAL OF MINUTES:** September 23, 2025 Open Minutes **Appendix I**
September 23, 2025 Closed Minutes **Distributed**

☐ **CORRESPONDENCE: None**

REPORTS

☐ **EXECUTIVE DIRECTOR/ADMINISTRATOR – PERMA Risk Management Services**
.Executive Director's Report **Page 1**
.MEL, EJIF, RCF, NJ Cyber JIF Reports **Appendix II**

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

☐ **TREASURER – Thomas Tontarski**
.Treasurer's Report **Page 21**
.October 2025 Voucher List – Resolution Nos. 25-24..... **Page 23**

☐ **SAFETY DIRECTOR – J.A. Montgomery Consulting**
.Monthly Report..... **Page 28**

☐ **RISK MANAGERS REPORT - Conner Strong & Buckelew Companies, Inc. Page 31**

☐ **UNDERWRITING MANAGER – Conner Strong & Buckelew Companies, Inc.**
.Monthly Certificate Report..... **Page 32**
.Cyber Risk Management Compliance – Discussed in closed session

☐ **MANAGED CARE – Qual Care**
.Monthly Report..... **Page 34**

☐ **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**

☐ **Next Meeting – November 25, 2025 – Moorestown**

☐ **MEETING ADJOURNMENT**

Professional Municipal Management Joint Insurance Fund

2 Cooper Street
Camden, NJ 08102

Date: October 28, 2025

Memo to: Fund Commissioners
Professional Municipal Management Joint Insurance Fund

From: PERMA Risk Management Services

Subject: Executive Director's Report

- ☐ **2026 Budget Introduction** – Enclosed on **Page 4** is the proposed 2026 Budget for review and discussion. The budget is a 2.69% increase over the 2025 budget for a total of \$5,401,665.

- ☐ **Motion to Introduce the 2026 Budget and Schedule a Public Hearing on Tuesday, November 25, 2025 at 2:00 PM in Moorestown.**

2025 Dividends are not being recommended this year as the Department of Banking & Insurance made a point in their correspondence regarding last year's dividend distribution that the Fund should refrain from future returns in surplus until the net position of the Fund in future years reflect an increase in surplus.

- ☐ **Professional Services Agreements:** The Fund's professional service agreements are up for renewal in 2026. The Fund Office recently sent out the required forms to enable re-appointments at our January re-organization meeting. The Fund Office will prepare a response list for Fund Commissioners with the various firm's fee request.
- ☐ **Employment Practices Compliance Program:** As a reminder, every two years, the MEL asks its members to update their Employment Practices Compliance Program consisting of personnel manual, employment manual and training programs. The deadline for completion and submission of the Best Practices Checklist is November 1st. The checklist appears on **page 5**.
- ☐ **Managers and Supervisors Training** - J.A. Montgomery has added a training course for Managers and Supervisors. Course is offered in an on-demand format and is available through MSI Now. Enclosed on **page 6** is the announcement.
- ☐ **2026 MEL Pre-Renewal Presentation:** The MEL Underwriting Manager conducted a webinar on September 29, 2025, on the 2026 pre-renewal and covered the current state of the market and anticipated program changes. The webinar was recorded and will be posted to the MEL website www.njmel.org if you were not able to attend.

- ❑ **MEL 2026 Renewal:** Underwriting Manager submitted a memorandum included on **pages 7-9** providing a brief overview of the coverage changes to anticipate for the 2026 renewal.
- ❑ **MEL:** The MEL introduced its 2026 budget on October 15, 2025 and scheduled the public hearing for November 19, 2025 at 12:30 in the Sheraton, Atlantic City. A copy of the report on the meeting along with the budget is enclosed in **Appendix II**.
- ❑ **EJIF:** The public hearing on the EJIF 2026 budget was held on October 15, 2025, at 11:05 AM in the DoubleTree by Hilton. A copy of the report on the meeting along with the adopted budget is enclosed in **Appendix II**.
- ❑ **RCF:** The public hearing on the RCF 2026 budget was held on October 15, 2025, at 11:30 AM in the DoubleTree by Hilton. A copy of the report along with the adopted budget is enclosed in **Appendix II**.

RCF Board voted to accept the transfer of Fund Year 2021 outstanding liabilities of local member JIFs, valued as of December 31, 2025. Enclosed on **Page 10** is **Resolution 25-24** authorizing the transfer of the PMM JIF's 2021 claim liabilities to the RCF.

❑ **Motion to Approve Resolution 25-24 Authorizing the Transfer of Fund Year 2021 to the RCF**

- ❑ **NJ Cyber JIF:** The Cyber JIF also met October 16th to introduce the 2026 budget; included in **Appendix II** is a report on the meeting.
- ❑ **Xcitium (D2) Cyber Training** – The NJ Cyber JIF is working with Xcitium to arrange for the launch of the next series of trainings and will notify members when available. The monthly status report from Xcitium - D2, recapping members' participation and training to date will be provided next month following the rollout of the new training.

The Fund Office also distributed the enclosed notification on **page 11** concerning the Xcitium and D2 transition.

- ❑ **Elected Officials Seminar:** This year's elected officials training program will focus on Property and Casualty Losses. Enclosed on **page 12** is a copy of the memorandum distributed by the MEL on the MEL/JIF events being held in Atlantic City – including the Elected Officials Seminar.
- ❑ **Risk Management Information System (RMIS):** Following the annual underwriting, Origami is locked to finalize data used for the 2026 budget. The database is expected to reopen shortly.
- ❑ **Stormwater Management Program:** Enclosed on **pages 13 & 14** is a revised copy of the notice distributed to MEL members announcing the Stormwater/Flood Risk Control Program where MEL members are eligible for specialized legal and engineering consultation. We are encouraging members to take advantage of this program and reach out the Methfessel & Werbel, P.C. to engage in the process by. The deadline to participate was initially 7/31/25 and has been extended to 12/31/25.

❑ **Power of Collaboration:** Enclosed on **page 15** is the latest in a series of advertisements to appear in the League Magazine. The ad highlights the MEL Safety Institute providing training to MEL members at no additional cost with over 80,700 participants attending MSI training programs last year. MSI offers members a variety of live and easy to access in-person instructor-led courses or streaming training videos on demand.

❑ **Due Diligence Reports:**

Financial Fast Track	<i>Distributed Quarterly</i>
Loss Ratio Analysis	Page 16
Claims Activity Report	Page 17
Loss Time Accident Frequency	Page 18
POL/EPL Compliance Report	Page 19
Regulatory Affairs Checklist	Page 20

PMM MUNICIPAL JOINT INSURANCE FUND					
2026 PROPOSED BUDGET - Loss Fund Confidence at MID					
Print Date:		20-Oct-25			
				Projected 2026	
APPROPRIATIONS		Annualized 2025	Projected 2026	\$	%
I. Claims and Excess Insurance				CHANGE	CHANGE
	Projected Budget SIR				
1	Property (Deductible =\$2,500)	100K	242,500	254,000	11,500 4.74%
2	Liability	300K	304,000	322,000	18,000 5.92%
3	Auto	300K	65,000	81,000	16,000 24.62%
4	Workers' Comp.	300K	1,531,920	1,551,000	19,080 1.25%
5	Loss Fund Contingency		13,266	13,266	0 0.00%
6					
7					
8	Subtotal - Claims		2,156,686	2,221,266	64,580 2.99%
9	Premiums				
10	Crime		20,161	21,591	1,430 7.09%
11	Environmental Fund		114,925	116,162	1,237 1.08%
12	EJIF Dividend		(64,746)	(63,151)	1,595 -2.46%
13	Cyber JIF		67,841	69,135	1,294 1.91%
14	MEL		982,346	1,061,386	79,040 8.05%
15	MEL Property		737,399	709,892	(27,507) -3.73%
16	SubTotal Premiums		1,857,926	1,915,015	57,089 3.07%
17	Total Loss Fund		4,014,612	4,136,281	121,669 3.03%
18					
19	II. Expenses, Fees & Contingency				
20					
21	Claims Adjustment		161,377	164,605	3,228 2.0%
22	Managed Care		100,806	103,830	3,024 3.0%
23	Loss Fund Management		21,825	22,262	437 2.0%
24	Litigation Mangement		19,822	20,218	396 2.0%
25	Safety Director		20,637	21,050	413 2.0%
26	Law Enforcement Service		5,743	5,858	115 2.0%
27	General Expense		600	600	0 0.0%
28	Safety Incentive Program		10,250	10,250	0 0.0%
29	MEL Safety Institute		20,223	21,312	1,089 5.4%
30	Administration		127,914	130,472	2,558 2.0%
31	Actuary		44,251	45,136	885 2.0%
32	Auditor		26,045	26,566	521 2.0%
33	Attorney		23,270	23,735	465 2.0%
34	Treasurer		20,114	20,516	402 2.0%
35	Internal Auditor		4,837	4,934	97 2.0%
36	Right to Know		21,536	21,967	431 2.0%
37	Underwriting Manager		6,729	6,864	135 2.0%
38					
39					
40	Misc. Expense & Contingency		10,875	10,875	0 0.00%
41					
42	Total Fund Exp & Contingency		646,854	661,050	14,196 2.19%
43	RMC Fees		150,000	154,036	4,036 2.69%
44					
45					
46	Total JIF Excl POL/EPL		4,811,466	4,951,367	139,901 2.91%
47	XL POL/EPL Premiums				
48	POL/EPL Premium		427,667	429,141	1,474 0.34%
49	Land Use Liability		21,004	21,157	153 0.73%
50	Total POL/EPL Premium		448,671	450,298	1,627 0.36%
51	Total JIF Incl POL/EPL		5,260,137	5,401,665	141,528 2.69%

EMPLOYMENT PRACTICES BEST PRACTICES CHECKLIST

Name of Municipality or Authority: _____

SECTION ONE:

- ☐ Adopt and distribute to managerial/supervisory employees the Personnel Policies and Procedures Manual:
Required Policies to be included in Manual:
 1. Equal Employment Opportunity Policy
 2. Americans with Disabilities Act Policy
 3. Contagious or Life Threatening Illnesses Policy
 4. Safety Policy
 5. Alcohol and Drug-Free Workplace
 6. Workplace Violence Policy
 7. Policy Against Harassment
 8. Whistle Blower Policy
 9. Overtime
 10. Confidentiality of Personnel Files
 11. Political Activity Policy
 12. Performance Evaluation Policy
 13. Discipline and Termination Policy
 14. Use of Employer Vehicles Policy (Non-Law Enforcement)
 15. Computer Use, Electronic Mail, and Internet Policy
 16. Family and Medical Leave Act Policy
 17. New Jersey Family Leave
 18. Military Leave Policy
 19. Domestic Violence Abuse Leave Policy
 20. Employment Reference
 21. Protection and Safe Treatment of Minors

SECTION TWO:

- ☐ Distribute a notice concerning the Conscientious Employee Protection Act to all personnel
- ☐ Adopt and distribute the Employee Handbook:
- ☐ Adopt the model civil rights resolution (municipalities only).
- ☐ Train managerial and supervisory personnel:
- ☐ Have Police Chief, Deputy Chief, Public Safety Director, Captains & Lieutenants complete the special EPL training course (municipalities only)
- ☐ Offer Anti-Harassment training to all other personnel:
- ☐ Review NJ MEL Helpline for Employment Practices. I, , the (check ___General Counsel or Employment Attorney) of _____ hereby certify that the member has verified to me that the above actions have been completed and that I have read the Personnel Policies and Procedures Manual and the Employee Handbook.

Signature: _____

Date: _____ Telephone: _____

To qualify for the Employment Practices Liability standard policy deductible, this checklist should be returned to the MEL Fund Office (9 Campus Drive, Suite 216, Parsippany, NJ 07054 or btracy@permainc.com) as soon as possible. Members submitting this form by **November 1, 2025** will qualify or continue to qualify for the deductible. Members submitting this form after the deadline will become eligible for the deductible incentive upon approval of the application, but not retroactively.



NOW AVAILABLE THROUGH ON-DEMAND **MSI NOW**



The 2025 NJ MEL Risk Management for Managers & Supervisors course is **MANDATORY** for all managers and supervisors in every department within your agency. This course is designed to provide a general understanding of the legal principles pertaining to governmental operations.

PLEASE NOTE: If you have taken the course through MSI LIVE via Zoom in 2025, **YOU DO NOT NEED** to take the on-demand course. If you are unsure, please check your learning history in the MSI LMS.

1. Log into the [MEL Safety Institute Learning Management System \(MSI LMS\)](#).
2. If you have previously taken MSI classes, enter your username and password.
3. If you do not know your username/password, ask your Senior Reporting Manager to send an LMS activation email.
4. Once logged into the LMS, go to the [Request Training](#) button for a list of online courses.
5. Select the [MEL Risk Management for Managers & Supervisors](#) and **Submit** at the bottom of the screen.
6. Your course will now show in the [Assigned](#) section of your dashboard. Click the title to launch the course or video.
7. Learning transcripts are automatically updated in the MSI LMS and show in the completed section of your homepage.

When you successfully complete the course as a single attendee, your learning history will be automatically updated, and the class will show in your completed courses. Certificates of Attendance are immediately available.

For group attendance, your Senior Reporting Manager can record attendance in the MSI LMS by following MSI NOW Group Sign-in Sheet Instructions.

QUESTIONS?

Call: MSI Helpline at 866-661-5120

Email: MSI@jamontgomery.com

For additional MSI information and resources, go to the [MEL Safety Institute](#).

Memorandum

MEL Underwriting Manager Team

CONNER
STRONG &
BUCKLEW

This will serve as notification from the Underwriting Manager to all MEL members and Risk Management Consultants of coverage changes to anticipate for the 2026 renewal.

- ✓ **Workers' Compensation** – The MEL, like most other JIFs and insurers, has an Intentional Injury Exclusion in the Employers' Liability section of its Workers' Compensation policy. After review of some recent court decisions, the MEL is updating its exclusion language to the current version approved by the court and NJ DOBI. While language and potential claims outcomes have changed, the intent remains the same.
- ✓ **Crime** – The MEL, and the country, has seen a large trend of banking related cyber claims, such as social engineering, wire transfer fraud, computer fraud, etc. The Cyber JIF has previously addressed this area of claims, requiring a certain level of security controls be in place in order to achieve a lower deductible. Since these types of claims fall first in the JIFs' and MEL's Crime policies, the MEL is going to impose the same security controls on the JIF and MEL Crime policies to achieve a lower deductible. The coverage requirement will be as follows:

If the member has not implemented the JCFI Banking Best Practices and has not used such practices during the event which led to the loss, the member will be subject to its normal Crime Policy deductible plus 20% coinsurance of the first \$500,000 of loss.

Memorandum

MEL Underwriting Manager Team

CONNER
STRONG &
BUCKLEW

CONTINUED

✓ **Public Officials Liability –**

- ✓ Property Related Claims: The MEL has seen increasing trends of claims for vacant properties, land use and administrative code-based licensing for properties.

The vacant property claims are centered on municipalities allegedly charging inappropriate fees for vacant properties. These claims are largely indefensible and come at significant cost, especially since most are class action claims.

Alongside the vacant property claims, we are seeing a trend of litigation from property owners against the towns for enforcement of the terms of licenses issued to them by the municipalities.

“Land Use Claims” are already well-defined and experienced in the program, but we are seeing an ever-increasing trend here.

The MEL’s insurer is anticipating adding a sublimit for such vacant property claims and administrative code licensing claims of \$150,000 or less. In addition, the MEL and its insurer are contemplating reducing the total Land Use Claims coverage from \$1,000,000 to \$150,000.

Conner Strong & Buckelew

Insurance, Risk
Management
& Employee Benefits

Camden, New Jersey
1-877-861-3220
connerstrong.com



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RESOLUTION NO. 25-24

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
TRANSFER 2021 FUND YEAR TO THE
MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND**

WHEREAS, the Municipal Excess Liability Residual Claims Fund was organized pursuant to N.J.S.A. 40A:10-36, et seq., to provide residual risk coverage to its member joint insurance funds;
and,

WHEREAS, the Board of Fund Commissioners of the **Professional Municipal Management Joint Insurance Fund** determined that membership in the Residual Claims Fund is in the best interest of the member local units and joined the Residual Claims Fund.

NOW, THEREFORE, BE IT RESOLVED that the Board of Fund Commissioners of the **Professional Municipal Management Joint Insurance Fund** does hereby resolve and agree to transfer the following residual risks.

<u>Fund Year</u>	<u>Lines of Coverage</u>	<u>Member Fund S.I.R.</u>
2021	WC/GL/AL & PROPERTY	Varies

BE IT FURTHER RESOLVED that the actual transfer of claim liabilities to the Municipal Excess Liability Residual Claims Fund shall be based upon the following formula:

Case Reserves and IBNR as of 12/31/25

Attest:

KEVIN ABERANT
Acting Chairperson

IVY CARMICHAEL
Secretary



NEW JERSEY CYBER RISK MANAGEMENT FUND

9 Campus Drive – Suite 216

Parsippany, NJ 07054

Tel 201.881.7632

October 7, 2025

Memo to: Fund Commissioner
Affiliated Joint Insurance Fund

From: Joseph Hrubash, Executive Director

Re: D2 Cybersecurity Acquisition

D2 Cybersecurity was acquired by Xcitium, Inc in July. The Cyber JIF Board agreed to assign its contract to Xcitium, Inc. There is no change in the staffing that services the members of the Cyber JIF.

They are transitioning to the name Xcitium. You will now see communications coming from Xcitium – but the former D2 personnel emails and support emails will still function as the transition is underway. Responses will arrive with the updated email addresses.

The Training Site and Insight Dashboard will still be shown via D2 cybersecurity but may change at a later date. Communications about whitelisting IP and domains began eight weeks in advance of the July server change. If your employees did not receive the phishing email released after that change, it may be that the whitelisting has not been updated.

The 3rd training series will begin rolling out on or near October 20th. This year, the training will still be divided into two (2) thirty-minute courses – but the second half will not launch until March of 2026.

If you have any questions, please reach out to your local JIF Executive Director.



Municipal Excess Liability Joint Insurance Fund
9 Campus Drive – Suite 216 Parsippany, NJ 07054
Tel (201) 881-7632 Fax (201) 881-7633

MEL Events at the 2025 NJ League of Municipalities Conference

The MEL will participate in and host a few events during the 110th Annual NJ League of Municipalities Conference which runs November 18th – 20th at the Atlantic City Convention Center (ACCC). Make sure to stop by and visit the MEL booth at spot #1136.

Local Government Ethics

A discussion of the Local Government Ethics Law and numerous cases presented by David Grubb, Executive Director Emeritus of the MEL, Michael Razze Jr., Mayor of the Borough of Pitman and Nick Bennett from the NJ Division of Local Government Services. *(Note: This program does not count towards the MEL premium credit.)*

Date: Tuesday, November 18th Time: 10:45 a.m. – 12 p.m.

Location: Room 303, ACCC, 1 Convention Boulevard, AC

MEL JIF Annual Risk Management Seminar (2 sessions)

Property Casualty Insurance costs New Jersey government \$1 billion each year of which 20% is attributable to property losses (fires, flood, theft, environmental, cyber) and 80% attributable to casualty losses (accidents involving the public and employees, civil rights actions). The MEL experts will discuss these issues and specific actions local governments can take to control these costs. By completing one of these two Annual Risk Management Seminar sessions, elected officials from communities that are MEL JIF members will be eligible for a \$250 premium credit (subject to a maximum).

Session I (Smaller session held offsite in conjunction with the beginning of the AEA Conference and anyone can attend this session)

Date: Monday, November 17th

Time: 3:45 p.m.

Location: Empire Room A, Caesar's Atlantic City Hotel & Casino, 2100 Pacific Ave, AC

Session II (General Session held at the Convention Center) Date: Wednesday, November 19th

Time: 2:00 pm – 3:15 pm Location: Room 302, ACCC

Pre-registration is not required. Attendance will be confirmed by a badge scanner or sign-in sheet.

Annual Professionals Reception

All MEL members and guests are invited to attend this reception. Date: Wednesday, November 19

Time: 6 p.m. – 8 p.m.

Legacy Lounge, Bally's Casino & Hotel, 1900 Pacific Avenue, AC

No RSVP is necessary to attend the reception



Municipal Excess Liability Joint Insurance Fund

9 Campus Drive – Suite 216
Parsippany, NJ 07054

To: Mayors and Administrators

Date: REVISED: September 15, 2025

Re: **Flood Risk Control Program/ MEL members are entitled to specialized Legal /Engineering consultation and assistance at no cost.**

From: Joseph Hrubash, Executive Director
Frederick Semrau, Fund Attorney

As you may know, there has been a rash of lawsuits against communities alleging that residents suffered large losses because towns are negligent in controlling flood waters. The MEL's underwriters are ready to provide legal and engineering resources to assist MEL members, at no cost, in their efforts to implement flood risk control programs. Methfessel & Werbel has been retained to provide members with legal services and Boswell has been retained to provide engineering assistance. **Methfessel & Werbel, P.C. will begin accepting calls on Monday, May 12th. Please reach out by July 31st. NOW EXTENDED THROUGH DECEMBER 31, 2025**

To enroll in this program, contact:

Joseph C. Falk | Counsel
Methfessel & Werbel, P.C.
2025 Lincoln Highway | Suite 200 | Edison, NJ 08818
Direct: 732-379-5015
Fax: 732-248-2355 | www.methwerb.com

Background:

In a recent decision, a jury awarded \$21.5 million in damages against a municipality because flooding damaged four houses during a 55-minute microburst that exceeded the standard for a 200-year storm. While the town had recently spent over \$1 million on stormwater improvements, the system proved inadequate to handle the excessive run-off. No one was even injured, and the property damage was less than \$400,000 in total. Yet, this case is now the largest award ever against a New Jersey municipality. The municipality is appealing. It is impossible to project the potential exposure against local government if this case holds. Imagine the potential liabilities during a hurricane or other major weather event.

The challenge faced by local government is that the drainage system covers the entire community, and conditions constantly change. It is not realistically possible to keep the system up to date. When it adopted Title 59, the New Jersey Legislature recognized this problem and provided broad immunity for claims caused by obsolete designs if they were properly approved when first built or subsequently updated.

To utilize this design immunity, the governmental entity must establish that the design was in fact approved by the governing body or other appropriate authority before construction began. Approval also must be granted before any change orders. This should be done by resolution so there is a permanent record. The problem is that most towns lack complete records and therefore often can not qualify for this immunity.

Fortunately, Title 59 provided another way to qualify for immunity even if records are missing. Specifically, the Act provides that:

“A public entity is not liable for the exercise of discretion when, in the face of competing demands, it determines whether or not to utilize or apply existing resources ... unless a court concludes that the determination of the public entity was “palpably unreasonable.”

This means that local government can take a reasonable amount of time to correct deficiencies. (See attached Model Resolution). For this reason, each year the five and ten-year capital budgets should update all infrastructure projects - including drainage. The New Jersey Department of Environmental Protection also requires towns to enact a Watershed Improvement Plan (WIP). These plans will need to be upgraded under the DEP’s new MS4 regulations. The deadline for the first phase of the MS4 regulation is December 31st of this year.

Legal Services:

The MEL is offering its members legal services to assist with guidance for design immunity and scarce resource immunity defenses to stormwater/flooding claims. This consultation can be customized to an individual member’s needs, i.e., questions and concerns with respect to certain projects that may or may not have been completed over the years. Additionally, the attorneys will discuss current case law on stormwater and flooding claims, as well as the interplay of the New Jersey Tort Claims Act. **Each member will receive up to three hours of legal services at no cost.**

Engineering Services:

The program also provides members with three hours of engineering consultation at no cost. Boswell Engineering will review a municipality’s compliance with the NJDEP Municipal Separate Stormwater Sewer System (MS4) permit from an engineering perspective and identify any shortcomings and recommendations for cost effective solutions to meet the requirements.

MEL Training Strengthens Safety Efforts & Reduces Cost



At no additional cost, The MEL Safety Institute (MSI) provides training to MEL members. Over 80,700 participants attended MSI training programs last year.

THE RESULT:

MEL has reduced lost time accident rates for municipal and local utility employees by 70% since 1991.



MEL

THE POWER OF
COLLABORATION

njmel.org

Training Is Extensive and Easy to Access

MSI LIVE offers 93 online interactive and in-person instructor-led courses on safety and risk control including those designed for law enforcement officers. Group participation is available. Courses are interactive so that questions and issues can be discussed with the instructor.

MSI NOW offers 200 streaming training videos on the MEL website available 24/7 on demand.

Law Enforcement Training and Fire Service Training and Support

Over 150 law enforcement training events have been conducted, attended by more than 6,200 officers and employees. Law enforcement training, video briefings, safety bulletins and risk analysis are available on the MEL website. A section for Fire and EMS services includes model policies, forms, checklists, safety bulletins, briefings and training videos.

The MSI Leadership Academy

Over 350 department heads are participating in the MSI Leadership Academy, which offers training designed to strengthen management skills. The curriculum includes seven required courses and four electives focused on improving performance.

MSI EXPO

An opportunity for employees to enroll in nine essential training programs on the same day at a single location was offered in eight locations.

MEL Leadership Skills for Supervisors

This two-day program provides innovative, interactive training designed to strengthen supervisor management skills, improve team performance and reduce organizational stress.

Risk Management

The Annual Elected Officials Risk Management Seminar is available online. The MEL has added a webinar titled *Public Officials – What You Need to Know* to provide a regulatory and safety overview for newly appointed public officials and JIF leaders.

Bulletins and Video Briefings

Safety bulletins and video briefings are released throughout the year.

For more information regarding training, contact the MEL Safety Institute 732-735-5213.

Professional Municipal Mgmt Joint Insurance Fund

**CLAIMS MANAGEMENT REPORT
EXPECTED LOSS RATIO ANALYSIS**

FUND YEAR 2021 -- LOSSES CAPPED AT RETENTION

	Budget	Limited Incurred Current	57 Actual	MONTH TARGETED 30-Sep-25	56 Actual	MONTH TARGETED 31-Aug-25	45 Actual	MONTH TARGETED 00-Jan-00
PROPERTY	168,000	197,073	117.31%	100.00%	123.01%	100.00%	0.00%	100.00%
GEN LIABILITY	333,052	218,194	65.51%	96.96%	63.71%	96.90%	0.00%	94.71%
AUTO LIABILITY	52,789	34,599	65.54%	95.43%	65.54%	95.15%	0.00%	91.45%
WORKER'S COMP	1,330,010	834,110	62.71%	99.80%	62.63%	99.77%	0.00%	99.20%
TOTAL ALL LINES	1,883,851	1,283,976	68.16%	99.19%	68.28%	99.15%	0.00%	98.26%
NET PAYOUT %	\$1,147,493		60.91%					

FUND YEAR 2022 -- LOSSES CAPPED AT RETENTION

	Budget	Limited Incurred Current	45 Actual	MONTH TARGETED 30-Sep-25	44 Actual	MONTH TARGETED 31-Aug-25	33 Actual	MONTH TARGETED 00-Jan-00
PROPERTY	164,000	180,540	110.09%	100.00%	109.96%	100.00%	0.00%	100.00%
GEN LIABILITY	286,842	348,306	121.43%	94.71%	130.79%	94.32%	0.00%	88.03%
AUTO LIABILITY	55,642	198,443	356.64%	91.45%	356.64%	91.05%	0.00%	85.26%
WORKER'S COMP	1,353,000	757,074	55.96%	99.20%	55.96%	99.12%	0.00%	97.46%
TOTAL ALL LINES	1,859,484	1,484,363	79.83%	98.34%	81.26%	98.21%	0.00%	95.86%
NET PAYOUT %	\$1,232,890		66.30%					

FUND YEAR 2023 -- LOSSES CAPPED AT RETENTION

	Budget	Limited Incurred Current	33 Actual	MONTH TARGETED 30-Sep-25	32 Actual	MONTH TARGETED 31-Aug-25	21 Actual	MONTH TARGETED 00-Jan-00
PROPERTY	169,000	175,090	103.60%	100.00%	103.60%	100.00%	0.00%	98.04%
GEN LIABILITY	301,156	330,563	109.76%	88.03%	98.14%	87.24%	0.00%	75.57%
AUTO LIABILITY	51,791	15,993	30.88%	85.26%	30.88%	84.53%	0.00%	71.98%
WORKER'S COMP	1,560,000	1,119,133	71.74%	97.46%	72.39%	97.19%	0.00%	90.74%
TOTAL ALL LINES	2,081,947	1,640,779	78.81%	96.00%	77.61%	95.67%	0.00%	88.68%
NET PAYOUT %	\$967,205		46.46%					

FUND YEAR 2024 -- LOSSES CAPPED AT RETENTION

	Budget	Limited Incurred Current	21 Actual	MONTH TARGETED 30-Sep-25	20 Actual	MONTH TARGETED 31-Aug-25	9 Actual	MONTH TARGETED 00-Jan-00
PROPERTY	211,000	219,027	103.80%	98.04%	105.47%	97.72%	0.00%	68.00%
GEN LIABILITY	272,732	291,285	106.80%	75.57%	74.72%	74.17%	0.00%	36.00%
AUTO LIABILITY	55,309	13,117	23.71%	71.98%	23.71%	70.26%	0.00%	35.00%
WORKER'S COMP	1,481,335	791,564	53.44%	90.74%	53.05%	89.50%	0.00%	33.00%
TOTAL ALL LINES	2,020,376	1,314,993	65.09%	88.94%	60.65%	87.76%	0.00%	37.11%
NET PAYOUT %	\$555,049		27.47%					

FUND YEAR 2025 -- LOSSES CAPPED AT RETENTION

	Budget	Limited Incurred Current	9 Actual	MONTH TARGETED 30-Sep-25	8 Actual	MONTH TARGETED 31-Aug-25	-3 Actual	MONTH TARGETED 00-Jan-00
PROPERTY	242,500	129,615	53.45%	68.00%	55.87%	61.00%	N/A	N/A
GEN LIABILITY	289,882	53,755	18.54%	36.00%	17.47%	30.00%	N/A	N/A
AUTO LIABILITY	61,981	23,866	38.51%	35.00%	43.51%	30.00%	N/A	N/A
WORKER'S COMP	1,545,189	106,827	6.91%	33.00%	5.83%	26.00%	N/A	N/A
TOTAL ALL LINES	2,139,552	314,063	14.68%	37.43%	14.17%	30.62%	N/A	N/A
NET PAYOUT %	\$182,093		8.51%					

Professional Municipal Mgmt Joint Insurance Fund
CLAIM ACTIVITY REPORT
AS OF 09/30/25

COVERAGE LINE - PROPERTY						
CLAIM COUNT - OPEN CLAIMS						
Year	2021	2022	2023	2024	2025	TOTAL
August-25	3	3	2	3	9	20
September-25	2	2	2	3	11	20
NET CHGE	-1	-1	0	0	2	0
Limited Reserves						\$5,489
Year	2021	2022	2023	2024	2025	TOTAL
August-25	\$3	\$3	\$3,583	\$48,395	\$57,579	\$109,564
September-25	\$2,612	\$2	\$3,583	\$46,782	\$56,805	\$109,784
NET CHGE	\$2,609	(\$1)	\$0	(\$1,613)	(\$774)	\$221
Ltd Incurred	\$197,073	\$180,540	\$175,090	\$219,027	\$129,615	\$901,346
COVERAGE LINE - GENERAL LIABILITY						
CLAIM COUNT - OPEN CLAIMS						
Year	2021	2022	2023	2024	2025	TOTAL
August-25	2	3	6	19	20	50
September-25	3	2	6	19	21	51
NET CHGE	1	-1	0	0	1	1
Limited Reserves						\$13,031
Year	2021	2022	2023	2024	2025	TOTAL
August-25	\$25,473	\$152,370	\$152,625	\$186,528	\$47,287	\$564,283
September-25	\$31,473	\$125,522	\$187,175	\$271,610	\$48,784	\$664,563
NET CHGE	\$6,000	(\$26,848)	\$34,550	\$85,081	\$1,497	\$100,280
Ltd Incurred	\$218,194	\$348,306	\$330,563	\$291,285	\$53,755	\$1,242,103
COVERAGE LINE - AUTO LIABILITY						
CLAIM COUNT - OPEN CLAIMS						
Year	2021	2022	2023	2024	2025	TOTAL
August-25	0	0	0	2	4	6
September-25	0	0	0	2	3	5
NET CHGE	0	0	0	0	-1	-1
Limited Reserves						\$2,281
Year	2021	2022	2023	2024	2025	TOTAL
August-25	\$0	\$0	\$0	\$4,554	\$11,950	\$16,504
September-25	\$0	\$0	\$0	\$4,554	\$6,850	\$11,404
NET CHGE	\$0	\$0	\$0	\$0	(\$5,100)	(\$5,100)
Ltd Incurred	\$34,599	\$198,443	\$15,993	\$13,117	\$23,866	\$286,017
COVERAGE LINE - WORKERS COMP.						
CLAIM COUNT - OPEN CLAIMS						
Year	2021	2022	2023	2024	2025	TOTAL
August-25	8	4	15	14	15	56
September-25	8	4	16	14	22	64
NET CHGE	0	0	1	0	7	8
Limited Reserves						\$18,245
Year	2021	2022	2023	2024	2025	TOTAL
August-25	\$101,399	\$130,890	\$493,705	\$437,503	\$8,777	\$1,172,274
September-25	\$102,399	\$125,950	\$482,816	\$436,998	\$19,531	\$1,167,694
NET CHGE	\$1,000	(\$4,940)	(\$10,889)	(\$505)	\$10,754	(\$4,580)
Ltd Incurred	\$834,110	\$757,074	\$1,119,133	\$791,564	\$106,827	\$3,608,708
TOTAL ALL LINES COMBINED						
CLAIM COUNT - OPEN CLAIMS						
Year	2021	2022	2023	2024	2025	TOTAL
August-25	13	10	23	38	48	132
September-25	13	8	24	38	57	140
NET CHGE	0	-2	1	0	9	8
Limited Reserves						\$13,953
Year	2021	2022	2023	2024	2025	TOTAL
August-25	\$126,875	\$283,263	\$649,913	\$676,981	\$125,594	\$1,862,625
September-25	\$136,483	\$251,474	\$673,574	\$759,944	\$131,971	\$1,953,446
NET CHGE	\$9,609	(\$31,789)	\$23,661	\$82,963	\$6,377	\$90,821
Ltd Incurred	\$1,283,976	\$1,484,363	\$1,640,779	\$1,314,993	\$314,063	\$6,038,175

2025 LOST TIME ACCIDENT FREQUENCY ALL JIFs INCLUDING SIR MEMBERS				
			September 30, 2025	
FUND	2025 LOST TIME FREQUENCY	2024 LOST TIME FREQUENCY	2023 LOST TIME FREQUENCY	TOTAL RATE * 2025 - 2023
Suburban Municipal	0.53	1.27	1.23	1.04
Professional Municipal Manager	0.60	1.48	2.06	1.44
NJ Utility Authorities	0.90	1.91	1.63	1.53
Morris County	0.94	1.39	1.73	1.39
Monmouth County	1.20	1.42	1.36	1.34
Bergen County	1.25	1.40	1.50	1.40
Burlington County Municipal JIF	1.28	1.94	1.30	1.53
Camden County	1.33	3.33	4.10	3.06
Suburban Metro	1.44	1.87	1.55	1.64
Ocean County	1.49	1.67	1.55	1.58
NJ Public Housing Authority	1.54	1.43	1.80	1.60
Atlantic County Municipal JIF	1.68	2.30	2.34	2.16
South Bergen County	1.76	1.73	2.63	2.06
Central New Jersey	1.81	1.96	2.28	2.02
Gloucester, Salem, Cumberland	1.86	2.55	1.90	2.13
AVERAGE	1.31	1.84	1.93	1.73

Professional Municipal Management JOINT INSURANCE FUND									
2025 LOST TIME ACCIDENT FREQUENCY INCLUDING SIR MEMBERS									
				DATA VALUED AS OF		September 30, 2025			
			# CLAIMS ** FOR	Y.T.D. LOST TIME	2025 LOST TIME	2024 LOST TIME	2023 LOST TIME		TOTAL RATE
MEMBER_ID	MEMBER	*	9/30/2025	ACCIDENTS	FREQUENCY	FREQUENCY	FREQUENCY	MEMBER	2025 - 2023
1	307 Moorestown		0	0	0.00	0.00	1.28	1 Moorestown	0.46
2	308 Willingboro		0	1	0.46	2.17	2.89	2 Willingboro	1.94
3	304 Evesham		0	1	0.53	1.56	1.62	3 Evesham	1.30
4	306 Maple Shade		0	1	1.25	0.00	1.74	4 Maple Shade	1.00
5	305 Evesham Township Fire Dist		0	1	1.62	3.70	2.56	5 Evesham Township Fire	2.72
Totals:			0	4	0.60	1.48	2.06		1.44

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND													
EMPLOYMENT PRACTICES COMPLIANCE STATUS - Professional Municipal Mgmt Joint Insurance Fund													
Data Valued As of : October 22, 2025													
Total Participating Members		5		5									
Complaint				5									
Percent Compliant				100.00%									
						01/01/25		2025					
								Amended		Revised		Revised	
								Deductible		EPL		POL	
												Co-Insurance	
												Land Use	

Professional Municipal Management Joint Insurance Fund
Annual Regulatory Filing Check List
Year 2025 as of October 1, 2025

<u>Item</u>	<u>Filing Status</u>
☐ 2025 Budget	Filed
☐ Assessments	Filed
☐ Actuarial Certification	Filed
☐ Fund Commissioners	Filed
☐ Fund Officers	Filed
☐ Renewal Resolutions	N/A
☐ New Members	None
☐ Withdrawals	None
☐ Risk Management Plan	Filed
☐ Certification of Professional Fees	Filed
☐ Unaudited Financials	Filed
☐ Annual Audit	Filed
☐ State Comptroller Audit Filing	Filed
☐ Ethics Filing	Online Filing

October 22, 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 September 30, 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 \$ 26,377.84. This generated an average annual yield of 3.22%. However, we have an unrealized net gain of \$ 12,955.31, adjusting the reported yield to 4.80% for the period. Our Portfolio Investment with J.C.M.I. is valued at \$ 5,051,919.28.

RECEIPT ACTIVITY FOR THE PERIOD:

Subrogation Receipts \$24,483.19 with YTD \$ 116,170.98
Salvage Receipts \$ 3,520.00
Overpayment Reimbursements \$ 0.00

CLAIM ACTIVITY FOR THE PERIOD:

The enclosed report shows 47 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 \$ 33,652.72.

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 \$ 9,843,463.33 to a closing balance of \$ 9,812,214.68 showing a decrease in the fund of \$ 31,248.65.

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. 25-25

PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND BILLS LIST - OCTOBER 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 2025

<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
QUAL-LYNX	CLAIM ADJ. SERVICES- QL25-0887 10/25	13,448.08 13,448.08
J.A. MONTGOMERY CONSULTING	SAFETY DIRECTOR 10/25	2,198.33 2,198.33
PERMA RISK MANAGEMENT SERVICES	POSTAGE 09/25	64.61
PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR 10/25	12,478.25 12,542.86
THE ACTUARIAL ADVANTAGE	ACTUARY FEES 10/25	3,687.58 3,687.58
QUALCARE, INC.	WC-MANAGED CARE SERVICES 10/25	8,400.50 8,400.50
THOMAS TONTARSKI	TREASURER FEE 10/25	1,676.17 1,676.17
HELMER, CONLEY & KASSELMAN, P.A.	LITIGATION MGMT 10/25	1,651.83
HELMER, CONLEY & KASSELMAN, P.A.	ATTORNEY FEE 10/25	1,939.17 3,591.00
CONNER STRONG & BUCKELEW	UNDERWRITING MGR 10/25	560.75 560.75
ACCESS	INV 11802524 DEP 413 9/30/25	100.91 100.91
CONNER STRONG & BUCKELEW	RMC FEE 10/25	12,500.00 12,500.00
	Total Payments FY 2025	58,706.18
	TOTAL PAYMENTS ALL FUND YEARS	58,706.18

Chairperson

Attest:

Dated:

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

Treasurer

Current Fund Year: 2025 Month Ending: September											
	Property	Liability	Auto	Workers Comp	POL/EPL	EJIF	Cyber JIF	MEL	Admin	LFC	TOTAL
OPEN BALANCE	132,542.79	992,650.61	17,376.90	5,169,850.33	2,863.38	1,138.03	639.82	348,579.45	3,105,869.55	71,952.47	9,843,463.33
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	28,003.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,003.19
Invest Pymnts	776.27	3,796.79	606.19	19,774.23	0.00	0.00	0.00	0.00	13,853.76	275.21	39,082.45
Invest Adj	4.98	24.36	3.88	126.84	0.00	0.00	0.00	0.00	88.86	1.77	250.69
Subtotal Invest	781.25	3,821.15	610.07	19,901.07	0.00	0.00	0.00	0.00	13,942.62	276.98	39,333.14
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	28,784.44	3,821.15	610.07	19,901.07	0.00	0.00	0.00	0.00	13,942.62	276.98	67,336.33
EXPENSES											
Claims Transfers	9,033.62	4,472.31	2,000.00	18,146.79	0.00	0.00	0.00	0.00	0.00	0.00	33,652.72
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	64,932.26	0.00	64,932.26
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	9,033.62	4,472.31	2,000.00	18,146.79	0.00	0.00	0.00	0.00	64,932.26	0.00	98,584.98
END BALANCE	152,293.61	991,999.45	15,986.97	5,171,604.61	2,863.38	1,138.03	639.82	348,579.45	3,054,879.91	72,229.45	9,812,214.68
REPORT STATUS SECTION											
Report Month: September											
						Balance Differences					
Opening Balances:			Opening Balances are NOT equal			\$46.08					
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			\$46.07					
Accrual Balances:			Accrual Balances are equal			\$0.00					

SUMMARY OF CASH AND INVESTMENT INSTRUMENTS							
PMM JOINT INSURANCE FUND							
ALL FUND YEARS COMBINED							
CURRENT MONTH	September						
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 & Investm	\$9,843,417.25	-	4,705,220.50	101,378.83	7,250.56	5,029,567.36	
Opening Interest Accrua	\$0.00	-	-	-	-	-	
Int	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Int	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Int	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 Accretion	\$250.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.69
5 Interest Paid - Cash Inst	\$26,127.15	\$0.00	\$16,464.80	\$399.33	\$116.42	\$9,146.60	
6 Interest Paid - Term Ins	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7 Realized Gain (Loss)	\$12,955.31	\$0.00	\$0.00	\$0.00	\$0.00	\$12,955.31	
8 Net Investment Income	\$39,333.15	\$0.00	\$16,464.80	\$399.33	\$116.42	\$22,352.60	
9 Deposits - Purchases	\$127,256.77	\$0.00	\$28,671.79	\$33,652.72	\$64,932.26	\$0.00	
10 (Withdrawals - Sales)	-\$197,838.56	\$0.00	-\$98,584.98	-\$34,087.87	-\$65,165.71	\$0.00	
Ending Cash & Investment	\$9,812,168.61	\$0.00	\$4,651,772.11	\$101,343.01	\$7,133.53	\$5,051,919.96	
Ending Interest Accrual Bal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Plus Outstanding Checks	\$45,925.91	\$0.00	\$0.00	\$15,879.90	\$30,046.01	\$0.00	
(Less Deposits in Transit)	-\$1,035.54	\$0.00	-\$1,035.54	\$0.00	\$0.00	\$0.00	
Balance per Bank	\$9,857,058.98	\$0.00	\$4,650,736.57	\$117,222.91	\$37,179.54	\$5,051,919.96	

CERTIFICATION AND RECONCILIATION OF CLAIMS PAYMENTS AND RECOVERIES									
PMM JOINT INSURANCE FUND									
Month		September							
Current Fund Year		2025							
		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	September	September	September	September	Reconciled	Variance From	Month
2025	Property	77,893.59	4,097.96	9,181.58	72,809.97	72,809.97	0.00	0.00	0.00
	Liability	3,367.98	1,603.40	0.00	4,971.38	4,971.38	0.00	0.00	0.00
	Auto	15,015.80	2,000.00	0.00	17,015.80	17,015.80	0.00	0.00	0.00
	Workers Comp	81,284.73	6,010.85	0.00	87,295.58	87,295.58	0.00	0.00	0.00
	Total	177,562.10	13,712.21	9,181.58	182,092.73	182,092.73	0.00	0.00	0.00
2024	Property	174,152.06	1,612.87	3,520.00	172,244.93	172,244.93	0.00	0.00	0.00
	Liability	17,256.23	2,418.80	0.00	19,675.03	19,675.03	0.00	0.00	0.00
	Auto	8,562.44	0.00	0.00	8,562.44	8,562.44	(0.00)	(0.00)	0.00
	Workers Comp	348,361.28	6,205.44	0.00	354,566.72	354,566.72	0.00	0.00	0.00
	Total	548,332.01	10,237.11	3,520.00	555,049.12	555,049.12	0.00	0.00	0.00
2023	Property	171,507.19	0.00	0.00	171,507.19	171,507.19	0.00	0.00	0.00
	Liability	142,937.69	450.11	0.00	143,387.80	143,387.80	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	635,513.94	803.00	0.00	636,316.94	636,316.94	0.00	0.00	0.00
	Total	965,951.72	1,253.11	0.00	967,204.83	967,204.83	0.00	0.00	0.00
2022	Property	181,360.35	213.22	0.00	181,573.57	180,538.23	1,035.34	1,035.34	0.00
	Liability	222,784.36	0.00	0.00	222,784.36	222,784.36	0.00	0.00	0.00
	Auto	198,443.26	0.00	0.00	198,443.26	198,443.26	0.00	0.00	0.00
	Workers Comp	626,183.66	4,940.00	0.00	631,123.66	631,123.66	0.00	0.00	0.00
	Total	1,228,771.63	5,153.22	0.00	1,233,924.85	1,232,889.51	1,035.34	1,035.34	0.00
2021	Property	206,653.60	3,109.57	15,301.61	194,461.56	194,461.56	0.00	0.00	0.00
	Liability	186,721.48	0.00	0.00	186,721.48	186,721.48	(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	731,523.38	187.50	0.00	731,710.88	731,710.88	0.00	0.00	0.00
	Total	1,159,497.39	3,297.07	15,301.61	1,147,492.85	1,147,492.85	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	4,080,114.85	33,652.72	28,003.19	4,085,764.38	4,084,729.04	1,035.34	1,035.34	0.00

SUBROGATION REPORT

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
3/3	EVESHAM TWP.	2024319230	EVESHAM TWP.	PR	2023	25000.00	
3/19	WILLINGBORO TWP.	2023284086	WILLINGBORO TWP.	PR	2022	4264.46	
TOTAL-MAR.						29264.46	
TOTAL- YTD							30,082.45
TOTAL-APR						0.00	
TOTAL- YTD							30,082.45
5/15	EVESHAM TWP.	2023303554	EVESHAM TWP.	PR	2023	23250.00	
TOTAL-MAY						23250.00	
TOTAL- YTD							53,332.45
6/3	MOORESTOWN TWP.	2024313487	MOORESTOWN TWP.	PR	2024	22863.50	
6/3	EVESHAM TWP.	2023294047	EVESHAM TWP.	PR	2022	6112.00	
6/9	WILLINGBORO TWP.	2024324247	WILLINGBORO TWP.	PR	2024	8344.50	
TOTAL-JUNE						37320.00	
TOTAL- YTD							90652.45
TOTAL-JULY						0.00	
TOTAL- YTD							90652.45
8/15	WILLINGBORO TWP.	2023284086	WILLINGBORO TWP.	PR	2022	1035.34	
TOTAL-AUG						1035.34	
TOTAL- YTD							91687.79
9/11	MAPLE SHADE TWP	2025356692	MAPLE SHADE TWP	PR	2025	9181.58	
9/16	EVESHAM TWP.F.D,	2021225069	EVESHAM TWP.F.D,	PR	2021	12191.47	
9/18	WILLINGBORO TWP.	2022254194	WILLINGBORO TWP.	PR	2021	3110.14	
TOTAL-SEP						24483.19	
TOTAL- YTD							116170.98



Professional Municipal Management Joint Insurance Fund

TO: Fund Commissioners, Safety Coordinators, and Risk Managers

FROM: Keith Hummel, JIF Safety Director

DATE: October 28, 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.) Associate Director, Law Enforcement Risk Control Services hearle@jamontgomery.com Office: 856-446-9277
Robert Garish Associate Director rgarish@jamontgomery.com Office: 856-552-4650	Tina M. Zaverzence Risk Control Specialist 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

- No Loss Control Surveys for the month of September

LAW ENFORCEMENT LOSS CONTROL SURVEYS

- No Law Enforcement Loss Control Surveys for the month of September

MEETINGS ATTENDED

- Fund Commissioner's Meeting on September 23, 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

- National Preparedness Month Best Practices
- Service Animals in Public Settings Best Practices
- Schools Dyslexia New Jersey Department of Education Regulatory Training & Resources
- Tree Risk Awareness & Best Practices
- Passenger Bus & Van Operations Best Practices

MSI FIRE & EMS

- Lightning Protection Systems for Stations
- Special Events: Apparatus & Station Best Practices

MSI LAW ENFORCEMENT

- No Law Enforcement Bulletins for the month of September

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
Maple Shade	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 out. Also, we can track participation to demonstrate to the State agency that 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 or deletions, or if you need to appoint a new Training Administrator, please call the MSI Helpline at 866-661-5120 or email MSI@jamontgomery.com.



Risk Management Services Report

PMM JIF Executive Meeting

October 28, 2025

Risk Management Team Contacts

Thomas Merchel, V.P. Gov't Risk Mgmt.
Phone: 856-466-8425
tmerchel@connerstrong.com

Jackie Lindsey, Account Manager
Phone: 856-446-9268
jlindsey@connerstrong.com

Katie Walters, Account Manager
Phone: 732-736-5264
kwalters@connerstrong.com

Action Items & Upcoming Deadlines

MEL's Employment Practices/Public Officials Liability Program (EPL/POL) - The due date to file the checklist (signed by the Solicitor or Labor Attorney) is November 1, 2025. Members that meet all the requirements of the program will have their deductibles capped at \$70,000 per claim (\$20,000 deductible plus 20% copay of next \$250,000). Members not meeting the requirement will have a \$100,000 deductible and 20% copay with no cap per claim.

MEL's Flood Risk Control Program: Extended Through December 31, 2025 -The program offers free consultative meetings of up to 3 hours with dedicated legal and engineering experts to provide guidance on drainage/stormwater-related matters. By taking advantage of this service and convincing the governing body to adopt the model resolution, members can strengthen their legal defense against drainage and stormwater claims. **Contact Joseph C. Falk at #732-379-5015 to schedule an appointment.**

NJSLOM Conference - Annual Risk Management Seminar - Members can receive up to \$250 premium credit for each Elected Official and the Manager/Administrator who attend one of these sessions:

- Session I - Monday November 17 @ 3:45 p.m. Caesars Hotel & Casino, Empire Room A.
- Session II Wednesday November 19 @ 2:00 - 3:15; Room 302 AC Convention Center

New Legislation

The Governor recently signed legislation that provides workers' compensation coverage of up to 36 hours for certain counseling services to first responders for critical incident treatment. Unlike all other workers' comp treatment, the employee, not the employer, chooses the health care provider. The treatment is also confidential making compensability determinations and nurse case management impossible.

2026 Coverage Changes

Crime Coverage - members who do not implement the MEL's JCMI Banking Best Practices will be subject to a 20% coinsurance for the first \$500,000 in addition to their normal deductible.

Vacant Property and Land Use Claims - Claims arising out of the inappropriate charging of fees on vacant properties will have a sub-limit of \$150,000. Also, the MEL and its insurer are considering reducing all Land Use claims from \$1,000,000 limit to \$150,000 limit.

Professional Municipal Management JIF

Certificate of Insurance Monthly Report

From 8/22/2025 To 9/22/2025

Holder (H)/ Insured Name (I)	Holder / Insured Address	Description of Operations	Issue Date/ Cert ID	Coverage
H - State of New Jersey NJDEP I - Township of Maple Shade	PO Box 420 426 E. State Street, 4th floor Trenton, NJ 08625	RE: NJDEP Green Communities Grant 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 NJDEP Green Communities Grant.	9/5/2025 #5657802	GL AU EX WC
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 Domonic Furfari - Treasurer, effective 06/16/2025.	9/8/2025 #5663434	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 Domonic Furfari - Treasurer, effective 06/16/2025.	9/8/2025 #5663445	OTH
H - EquipmentShare.com Inc. I - Township of Maple Shade	5710 Bull Run Dr. Columbia, MO 65201	RE: Portable Light Towers 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 portable light towers.	9/8/2025 #5661600	GL AU WC OTH
H - EquipmentShare.com Inc. I - Township of Maple Shade	5710 Bull Run Dr. Columbia, MO 65201	RE: Portable Light Towers 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 portable light towers.	9/8/2025 #5661603	GL AU WC 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	9/8/2025 #5663435	OTH

Professional Municipal Management JIF

Certificate of Insurance Monthly Report

From 8/22/2025 To 9/22/2025

		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 Domonic Furfari - Treasurer, effective 06/16/2025.		
Total # of Holders: 6				



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

2025	BILL COUNT	BILLED	APPROVED	SAVINGS	% SAVINGS
January	58	\$33,599.92	\$13,938.29	\$19,661.63	59%
February	74	\$76,540.33	\$32,744.85	\$43,795.48	57%
March	64	\$52,984.70	\$18,955.57	\$34,029.13	64%
April	75	\$69,414.70	\$14,715.05	\$54,699.65	79%
May	39	\$25,220.73	\$10,389.78	\$14,830.95	59%
June	55	\$105,576.85	\$28,865.74	\$76,711.11	73%
July	55	\$56,087.23	\$32,561.95	\$23,525.28	50%
August	62	\$31,490.08	\$12,778.78	\$18,711.30	59%
September	28	\$49,510.84	\$15,530.29	\$33,980.55	69%
Grand Total	510	\$501,865.38	\$180,480.30	\$321,385.08	64%

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 – 9/30/2025

Workers' Compensation Claims Reported

	MEDICAL ONLY	REPORT ONLY-WC	INDEMNITY	Grand Total
EVESHAM TOWNSHIP	9	13	2	24
EVESHAM TWP FIRE DIST. 1	1	10	1	12
MAPLESHADE TOWNSHIP	4	8	1	13
MOORESTOWN	6	3	0	9
WILLINGBORO TOWNSHIP	22	2	1	25
Grand Total	42	36	5	83



Professional Municipal Management JIF
1/1/2025 – 9/30/2025

Top 10 Providers

	BILL COUNT	APPROVED
VIRTUA MEMORIAL HOSPITAL	18	\$48,600.00
KENNEDY UNIVERSITY HOSPITAL INC.	4	\$17,633.90
OCCUPATIONAL HEALTH CENTERS	69	\$12,155.12
VIRTUA MEDICAL GROUP	40	\$11,130.02
SOUTH JERSEY MUSCULOSKELETAL LLC	1	\$11,092.50
REHAB CLINICS	101	\$10,835.18
EMERGENCY PHYSICIAN ASSOCIATES OF SOUTH JERSEY, PC	16	\$9,551.42
PREMIER ORTHOPAEDIC ASSOCIATES	21	\$9,081.77
IVY REHAB NETWORK INC	75	\$7,140.00
STRIVE PHYSICAL THERAPY	63	\$5,969.29
Grand Total	408	\$143,189.20

Savings By Specialty

	BILL COUNT	BILLED	APPROVED	SAVINGS	% SAVINGS
Physical Therapy	239	\$108,768.00	\$23,944.47	\$84,823.53	78%
Occupational Medicine	111	\$57,346.81	\$23,283.18	\$34,063.63	59%
Orthopedic Surgery	50	\$44,329.50	\$27,452.06	\$16,877.44	38%
MRI/Radiology	30	\$26,995.99	\$12,304.40	\$14,691.59	54%
Behavioral Health	22	\$9,182.00	\$5,459.62	\$3,722.38	41%
Neurosurgery	6	\$2,600.00	\$938.32	\$1,661.68	64%
Emergency Medicine	3	\$1,602.40	\$1,395.46	\$206.94	13%
Durable Medical Equipment	3	\$1,501.98	\$1,447.17	\$54.81	4%
Grand Total	464	\$252,326.68	\$96,224.68	\$156,102.00	62%

APPENDIX I - MINUTES

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – SEPTEMBER 23, 2025
WILLINGBORO TOWNSHIP MUNICIPAL BUILDING
2:00 PM**

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

ROLL CALL OF 2025 FUND COMMISSIONERS:

Kevin Aberant	Township of Moorestown	Present
David Pfeiffer	Township of Evesham	Present
Ivy Carmichael, Secretary	Township of Willingboro	Present
Susan Danson	Township of Maple Shade	Absent

ALTERNATE FUND COMMISSIONER:

Dwyane Harris	Township of Willingboro	Absent
Pat Lyons	Township of Maple Shade	Present

SPECIAL FUND COMMISSIONER:

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Bradford C. Stokes, Crystal Chuck
Treasurer	Thomas J. Tontarski
Attorney	Helmer, Conley & Kasselmann William Kearns, Joseph Stringfellow
Auditor	Bowman & Company
Claims Service	Qual Lynx Kathy Kissane
Managed Care	Qual Care Christine Gallagher
Safety Director	J.A. Montgomery Risk Control Glenn Prince, Harry Earle
Underwriting Manager	Conner Strong & Buckelew
Risk Management Consultant	Conner Strong & Buckelew Tom Merchel, Jaclyn Lindsey

ALSO PRESENT:

Maureen Mitchell, Evesham Twp Fire District

APPROVAL OF MINUTES: July 22, 2025 Open & Closed Minutes

MOTION TO APPROVE CLOSED MINUTES OF JULY 22, 2025:

Moved:	Commissioner Aberant
Second:	Commissioner Pfeiffer
Vote:	Unanimous

CORRESPONDENCE: NONE

EXECUTIVE DIRECTOR:

ACTING CHAIRPERSON: Executive Director said there is a need to appoint an acting Chairperson for the remainder of the year.

MOTION TO APPOINT KEVIN ABERANT AS ACTING CHAIRPERSON OF THE FUND

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

2026 RENEWAL: Executive Director said Members and Risk Managers received an Origami email with a link to renewal worksheets to begin the 2026 underwriting renewal with an September 1st completion date. He advised that the JIF was in good standing and Account Manager, Ms. Chuck said that all members up to date.

MEL 2026 RENEWAL: Enclosed in the agenda was a brief overview of the 2026 renewal submitted by Underwriting Manager. Mr. Tavares highlighted items such as positive property space, liability remains a challenging market, though with the addition of reinsurance partners he believes it will add some stability over time. Workers Comp remains stable despite rising cost. Mr. Tavares advised the Underwriting team will be doing a deep dive on the renewal and to expect an invitation.

MEL JIF 2026 PRE-RENEWAL WEBINAR: The Underwriting Manager said he will be hosting the MEL JIF Pre-Renewal Webinar on 9/29/25 at 10am where he will cover the current state of the market and anticipated program changes. He said the webinar will be recorded and posted to the MEL website. A copy of the email distribution was included in the agenda.

2026 MEMBERSHIP RENEWALS: Executive Director said the JIF has received renewal documents from Evesham, Maple Shade and Moorestown effective January 1, 2026. The Fund office has filed notification with the state. Executive Director thanked members for their prompt attention.

NJ CYBER MEMBERSHIP RENEWAL: Executive Director said the Fund is scheduled to renew their NJ Cyber Risk Management fund three-year membership effective January 1, 2026. Enclosed in the agenda was Resolution 25-22, as well as the Indemnity and Trust Agreement, renewing the Fund's membership in the fund for the period of January 1, 2026 through January 1, 2029.

**MOTION TO ADOPT RESOLUTION 25-22 AND EXECUTE THE AGREEMENT
RENEWING THE FUND'S MEMBERSHIP IN THE NJ CYBER RISK
MANAGEMENT FUND FOR THE PERIOD OF JANUARY 1, 2026 THROUGH
JANUARY 1, 2029**

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

Cyber JIF Report: Executive Director said the NJ Cyber JIF met on Thursday, July 17th via Zoom and is scheduled to meet again on September 18th.

XCITIUM (D2) CYBER SECURITY REPORT – Executive Director said the Xcitium Cyber Security Status Report will be distributed and discussed in closed session. He advised Xcitium will be posting the next course for training/phishing in October. This year, there will be 2 half-hour courses; the second will be posted six months later.

RCF/MEL/EJIF MEETINGS: Executive Director said the Statewide JIFs met on September 8th, at the Double Tree by Hilton in Monroe, NJ. The meeting report was enclosed in Appendix II of the agenda. The meeting report was enclosed in Appendix II of the agenda. Executive Director said the at the MEL meeting a moment of silence was held for Joseph Wolk who passed away a few months prior. Mr. Wolk served on many boards for over 20 years. He said that the preliminary budget was presented which reflected a 4.5% increase. The EJIF also introduced their budget as well with an increase of 0.9% and authorized a \$2.1 million dividend to return to members of the JIF.

MEL Risk Manager Accreditation: Executive Director said the MEL is holding its second Risk Manager Accreditation Program scheduled for October 3rd and October 10th at the National Conference Center in East Windsor. Enclosed in the agenda was a copy of the announcement distributed in August. We will be resending another copy to RMCs. He advised each session will be 3 hours.

STORMWATER MANAGEMENT PROGRAM: Enclosed in the agenda was a revised copy of the notice distributed to MEL members announcing the Stormwater/Flood Risk Control Program where MEL members are eligible for specialized legal and engineering consultation. Executive Director encouraged members to take advantage of this program and reach out the Methfessel & Werbel, P.C. to engage in the process by the deadline to participate was initially 7/31/25 and has been extended to 12/31/25. Registration is highly encouraged.

EMPLOYMENT PRACTICES COMPLIANCE PROGRAM: Executive Director reminded members every two years, the MEL asks its members to update their Employment Practices Compliance Program consisting of personnel manual, employment manual and training programs. He advised the deadline for completion and submission of the Best Practices Checklist is November 1st. A copy of the checklist was included in the agenda. Executive Director advised that J.A. Montgomery has added a training session for Police Command Staff on September 23rd in Collingswood. Included in the agenda was the announcement.

POWER OF COLLABORATION – Executive Director said enclosed in the agenda was the latest in a series of advertisements to appear in the League Magazine. The ad highlights how the MEL saved members almost \$4.2 billion over the past 40 years by providing risk control measures such as world class safety training and tools, technical support and essential coverages.

PROPERTY APPRAISALS: Executive Director said field work has been completed, and the final reports will be available by the end of this week.

STATUTORY BONDS: Executive Director said the Underwriting Manager's office has contacted municipal clerks of members that are renewing their JIF membership to secure updated bond applications for statutory positions. This email was distributed on August 8th and the deadline to submit applications was September 11th. Underwriting Manager said all members were all up to date.

PROFESSIONAL SERVICES AGREEMENTS: Executive Director said the Fund's professional service agreements are up for renewal in 2026. He advised the Fund Office will be sending out the required forms to enable re-appointments at our January re-organization meeting. Executive Director advise there will be a slight delay in issuance due to language being added with new cyber coverage requirements. The Fund Office will

prepare a response list for Fund Commissioners with the various firm's fee request for consideration before budget introduction.

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 on the Financial Fast Track as of June 30, 2025 which shows an increase \$294,000 in surplus, which brings the PMM JIF to a total surplus of \$4.4 million and over \$10 million in cash. This shows the PMM JIF is trending very well. Loss Ratio Analysis report, the actuary's projection for the month of July has the Fund at 23% and the Fund came in at 13% and August the actuary's projection was 30% and the PMM JIF is at 14%. Claims Activity Report showed the Fund had 2 less open claims for July and then we gained 7 more back in August 3 of which were liability claims. Loss Time Accident Frequency is trending very well at 0.77 for the month of July and 0.67 for the month of August. EPL Compliance is at 100%. Regulatory Checklist for informational purposes. Mr. Earl said

Executive Director's Report Made Part of Minutes.

ATTORNEY: Attorney Kerns discussed his concern for political events that are taking place where an unfortunate disaster could take place. Mr. Kearns would like to be sure that police departments are putting safety precautions in place to mitigate the those risk. Law Enforcement Safety Director, Harry Earl said they have classes on Political Violence and offered to distribute material to the group as well as a bulletin on vehicle ramming and elections.

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

Payment of August 2025 Vouchers Resolution 25-21

Fund Year 2021	\$201,541
Fund Year 2025	\$58,778.18
Total	\$260,319.18

Payment of September 2025 Vouchers Resolution 25-23

Fund Year 2025	\$64,932.26
Total	\$64,932.26

MOTION TO APPROVE RESOLUTION 25-21 VOUCHER LIST FOR THE MONTH OF AUGUST AND RESOLUTION 25-23 VOUCHER LIST FOR THE MONTH OF SEPTEMBER

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

Confirmation of Claims Payments/Certification of Claims Transfers for the Month July 2025:

July 2025	
2025	\$17,279.03
2024	\$24,562.75
2023	\$3,763.48
2022	\$3,853.90
2021	\$5,390.00
Closed	\$0.00
TOTAL	\$54,849.16

Confirmation of Claims Payments/Certification of Claims Transfers for the Month August 2025:

August 2025	
2025	\$26,579.65
2024	\$14,086.85
2023	\$6,444.30
2022	\$3,970.55
2021	\$1,685.04
Closed	\$0.00
TOTAL	\$52,766.39

SAFETY DIRECTOR:

REPORT: Safety Director Glenn Prince presented the Safety Director's report. Safety Director said all training opportunities were added to njmel.org through the end of November and employees can be scheduled accordingly. Mr. Prince advised the Safety committee met on September 16th via Zoom, enclosed in the agenda was the report. He highlighted topics that were discussed such as PEOSH compliance, PEOSH citations and training opportunities available through the MEL. Law Enforcement Safety Director, Mr. Earl discussed safety bulletin recently issued regarding homelessness. He advised that this was in regards to the Supreme Court change where towns can enact on local ordinance to prohibit camping outside.

RISK MANAGERS REPORT:

REPORT: Risk Manager Tom Merchel reviewed Risk Managers report for the month. Mr. Merchel discussed action items and upcoming deadlines such as MEL's Employment Practices/Public Officials Liability Program that has a due date of November 1st. Cyber Deductible Checklist (minimum Security Level - Basic) and JCMi Banking Best Practices. Mr. Merchel advised members of the MEL's Flood Risk Control Program and encouraged registration as the deadline has been extended through December 31, 2025. He also discussed renewal & exposure changes and thanked members for completing renewal schedules in Origami,

UNDERWRITING MANAGER:

REPORT: Underwriting Manager Jonothan Tavares advised Certificate Report was included in the agenda with 3 certificate being issued for the month of July and 6 for the month of August. Mr. Tavares discussed the Renewal Memo for 2026 that was distributed to members and encouraged members to attend the 2026 Pre-Renewal Webinar. The Cyber Risk Management Report will be discussed in closed session.

Monthly Activity Report/Agenda Made Part of Minutes.

MANAGED CARE:

REPORT: Christine Gallagher reported on the cumulative saving summary reported for the year showing a monthly savings of 59% and 64% year to date.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

REPORT: Ms. Kissane did not have a report for open session and the PARs were reviewed in closed session.

Report Part of Minutes.

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO GO INTO EXECUTIVE SESSION

Moved:	Commissioner Carmichael
Second:	Commissioner Pfeiffer
Vote:	Unanimous.

MOTION TO INTO OPEN SESSION

Moved:	Commissioner Carmichael
Second:	Commissioner Pfeiffer
Vote:	Unanimous

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

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

MOTION TO ADJOURN MEETING:

Moved:	Commissioner Pfeiffer
Second:	Commissioner Carmichael
Vote:	Unanimous

MEETING ADJOURNED: 2:45 pm

NEXT REGULAR MEETING: October 28, 2025

MOORESTOWN TOWN CENTRE at 2:00PM

Karen Read, Assisting Secretary for
IVY CARMICHAEL, SECRETARY

***APPENDIX II – MEL, EJIF, RCF & NJ
Cyber JIF Reports***



Municipal Excess Liability Joint Insurance Fund

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

Date: Wednesday October 15, 2025

To: Board of Fund Commissioners
Professional Municipal Management Joint Insurance Fund

Subject: October Report of the MEL JIF Meeting

Executive Director Report

Proposed 2026 MEL Budget: The Board of Commissioners accepted the proposed budget and introduced a 2026 Budget and Rate Table. Introduced budget reflects rate changes as well as exposure changes updated during the annual underwriting process – reflecting an increase of 7.5%. Proposed budget reflects municipal member JIFs only.

Public hearing on the 2026 budget is scheduled for Wednesday November 19, 2025 at 12:30PM at the Sheraton Hotel in Atlantic City, NJ.

Management Committee: Committee is scheduled to meet next on November 4th at 10AM via Zoom.

Stormwater Management Program: Submitted for information was a revised copy of the notice distributed to MEL members announcing the Stormwater/Flood Risk Control Program where MEL members are eligible for specialized legal and engineering consultation. Fund Office is encouraging members to take advantage of this program and reach out the Methfessel & Werbel, P.C. to engage in the process by. The deadline to participate was initially 7/31/25 and has been extended to 12/31/25.

Coverage Committee: Committee will be scheduling a meeting in November. Included as part of the Underwriting Manager's report was a memorandum on the coverage changes to be effective 1/1/26.

Legislative Committee: Committee met on September 19, 2025; minutes of the meeting were included in the agenda.

Marketing Committee: Committee met on September 5, 2025; minutes of the meeting were included in the agenda.

Safety & Education Committee: Committee is scheduled to meet next on October 24th at 11AM via Zoom.

Claims Committee: This committee met on September 8th, minutes of these meetings were sent to the full MEL Board separately from the agenda. This committee also held a meeting prior to the October meeting.

Employment Practices Compliance Program: Every two years, the MEL asks its members to update their Employment Practices Compliance Program consisting of personnel manual, employment manual and training program. Included in the agenda was a copy of the April 16th memorandum (excluding the other attachments) that was distributed to members. J.A. Montgomery completed a series of instructor-led webinars on the Managers & Supervisors Training and have

since made the training available on-demand. The on-demand training can track viewers engagement. Deadline to submit the signed checklist is November 1, 2025.

In response to Commissioner requests, Fund Attorney and Executive Director will work together to emphasize the need to volunteers serving on various town boards need to complete employment practices training.

Residual Claims Fund (RCF): Included was a copy of Commissioner Clarke's report on the RCF September meeting.

NJ Cyber JIF: The NJ Cyber JIF met on September 18th; included in the agenda was the meeting report for information. Cyber JIF is scheduled to meet next on October 16th.

MEL Risk Manager Accreditation: The MEL held its second Risk Manager Accreditation Program on October 3rd and October 10th at the National Conference Center in East Windsor; there were a total of 55 participants.

Power of Collaboration: Included in the agenda was the latest in a series of advertisements to appear in the League Magazine. The ad highlights the MEL Safety Institute providing training to MEL members at no additional cost with over 80,700 participants attending MSI training programs last year. MSI offers members a variety of live and easy to access in-person instructor-led courses or streaming training videos on demand.

Next Meeting: The next meeting of the MEL JIF is scheduled for Wednesday November 19, 2025 at 12:30PM at the Sheraton Hotel (Steel Pier Room) in Atlantic City, NJ.

Underwriting Manager Report

Underwriting Manager summarized a memorandum on anticipated coverage changes for the 2026 renewal. These updates address Workers' Compensation, Crime, and Public Officials Liability policies, reflecting trends in claims and recent legal developments.

The key changes were as follows:

Workers' Compensation: The Intentional Injury Exclusion language is being updated to align with recent court decisions and NJ DOBI standards. The exclusion's intent remains unchanged.

Crime: Due to increased banking-related crime claims (ex-wires and check whitewashing), compliance with the MEL's JCMi Banking Best Practices will dictate the member's co-pay of any claim. Non-compliance will result in the normal deductible plus 20% coinsurance on the first \$500,000 of loss.

Public Officials Liability: Rising claims for vacant properties, land use, and administrative code licensing have led to a new sublimit of \$150,000 for vacant property and licensing claims. Vacant property claims often involve plaintiffs alleging inappropriate fees charged by the municipalities, which are largely indefensible and costly, especially in class action cases. To address these trends, the MEL's insurer plans to introduce a sublimit of \$150,000 for vacant property and administrative code licensing claims. Furthermore, reducing the land-use claims sub-limit to \$150,000 is under consideration. Updates will be provided following negotiations with the Insurance Carriers.

Attorney Report

Fund Attorney reported on a successful dismissal on 80% of a claim against Cherry Hill involving flooding confirming that notice of intent to sue must be met on flooding claims.

Fund Attorney also reported on a positive matter where the MEL engaged an archiving firm that successfully identified Margate's general liability policy that predated their JIF membership. As a result, town was covered by that policy and the costs for the archivist will also be recovered.

Fund Attorney also reported on an abandoned property claim against Dover that was dismissed with the assistance of Jim Maley, Esq, who has worked on several class-action lawsuits. MEL will share the briefs and information.

Next Meeting: The next meeting of the MEL JIF is scheduled for Wednesday, November 19, 2025 12:30 PM at the Sheraton Hotel in Atlantic City, NJ.

	MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND				
	2026 BUDGET FOR ASSESSMENT CALCULATION				
	MUNICIPALITIES ONLY -				
		A	B	B-A	B-A
		BUDGET	BUDGET		
	APPROPRIATIONS	2025 ANNUALIZED	2026 PROPOSED	\$	%
	I. CLAIMS AND EXCESS INSURANCE	MUNIS ONLY	MUNIS ONLY	CHANGE	CHANGE
1	CLAIMS				
2	Excess Liability:				
3					
4	To 500K	4,064,155	4,665,551	604,676	14.9%
5	1.5MIL Ex 500K	5,692,150	9,315,539	623,659	7.2%
6	3MIL ex 2MIL	2,774,741	2,920,311	145,570	5.2%
7	Excess WC	12,537,654	15,521,655	2,954,001	23.2%
8	Excess Property Claims	13,907,535	14,999,376	1,091,535	7.8%
9	POL/EPL Land Use	1,395,395	1,367,997	(30,399)	-2.2%
10	Aggregate Excess LFC	16,546	21,056	4,510	27.3%
11	JIF Faithful Performance Bond	1,139,414	1,173,921	34,507	3.0%
12	Surety Bond	331,575	325,375	(6,500)	-2.0%
13	Sub Total	45,162,800	50,614,392	5,451,592	12.1%
14	PREMIUMS				
15	Optional Excess Liability	3,591,212	3,932,407	341,195	9.5%
16	Optional Excess POL/EPL	2,069,919	2,233,999	164,050	7.9%
17	Excess WC	4,112,014	4,665,311	553,297	13.5%
18	Excess Property	15,516,940	20,235,132	1,715,192	9.3%
19					
20	Loss Fund Contingency	2,436,592	243,613	(2,193,279)	-90.0%
21	Sub Total	30,726,977	31,310,462	553,455	1.8%
22	Total Claims & Premiums	75,889,777	81,924,854	6,035,077	8.0%
23					
24	II. EXPENSES				
25	Claims Adjustment	1,160,435	1,153,647	23,209	2.0%
26	Property Adjustment	457,466	497,215	9,749	2.0%
27	Administration	1,523,461	1,553,930	30,469	2.0%
28	Claims Supervision	520,200	530,604	10,404	2.0%
29	Actuary	55,439	57,565	1,129	2.0%
30	Attorney	50,793	51,509	1,016	2.0%
31	Deputy Attorney	1,095	1,729	34	2.0%
32	Attorney-OPRA	19,121	19,503	352	2.0%
33	Auditor	32,367	33,014	647	2.0%
34	Treasurer	25,616	29,155	572	2.0%
35	Underwriting Manager	65,153	66,456	1,303	2.0%
36	Safety and Education Committee	114,917	117,215	2,295	2.0%
37	Computer Services	155,529	161,700	3,171	2.0%
38	Legislative Committee	30,337	30,944	607	2.0%
39	Internal Audit Committee	66,459	67,755	1,329	2.0%
40	Strategic Planning Committee	33,230	33,595	665	2.0%
41	Coverage Committee	44,015	44,595	550	2.0%
42	Communications Committee	136,754	139,520	2,736	2.0%
43	Expense Contingency	467,010	467,010	-	0.0%
44	Subtotal	4,997,030	5,057,630	90,600	1.5%
45					
46	MEL Safety Institute	1,194,102	1,212,576	15,474	1.5%
47	Total Appropriations	52,050,909	55,225,060	6,144,151	7.5%



**New Jersey Municipal Environmental
Risk Management Fund**
9 Campus Drive, Suite 216
Parsippany, New Jersey
Phone (201) 881-7632
Fax (201) 881-7633

DATE: October 15, 2025

TO: Board of Fund Commissioners
Professional Municipal Management Joint Insurance Fund

SUBJECT: Summary of Topics Discussed at E-JIF Meeting

2026 BUDGET - At the September Executive Committee meeting, the fund year 2026 budget was introduced. In accordance with the regulations, the budget was advertised in the Fund's official newspaper and sent to each member. The Public Hearing for the budget was held at this meeting. For reference, a copy of the budget is included in this report.

A motion to adopt the budget for the New Jersey Municipal Environmental Risk Management Fund Joint Insurance Fund as presented for fund year 2026 and to certify annual assessments, based upon the adopted 2026 budget for member Joint Insurance Funds was approved.

EJIF DIVIDEND – At the September meeting, the Executive Committee approved the EJIF 2025 dividend distribution of \$2,122,627. The request was filed with the Department of Banking and Insurance (DOBI).

QPA 2026 RENEWAL – The E-JIF's Qualified Purchasing Agent submitted a proposal for the 2026 fund year. A motion to authorize the renewal of The Canning Group, Inc. Professional Services contract to serve as the Fund's Qualified Purchasing Agent in Fund Year 2026 was approved.

COMPETITIVE CONTRACTS - Competitive Contract RFPs were released on September 18, 2025 for professional appointments for Administrator, Actuary, Auditor, Treasurer, Underwriting Manager, Environmental Services and Claims Management with a deadline of October 22, 2025 at 10am.

FUND PROFESSIONAL PROCUREMENTS - Last month during the MEL meeting, the MEL Fund Attorney presented a draft alternate procedure to avoid potential or appearance of conflict of interest in the procurement of professional services. Following the MEL meeting, the EJIF agreed they would also like to adopt this procedure which was memorialized at today's meeting.

NEXT MEETING- The next meeting of the EJIF is scheduled for November 12, 2025 at 9:30am via Zoom.

NEW JERSEY MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND					
2026 ADOPTED BUDGET BASED ON 2020 CENSUS					
	8/29/2025 9:51	2025	2026		
		TOTAL	TOTAL	CHANGE	CHANGE
	I. Claims and Excess Insurance			\$	%
	Claims				
1	Third Party (Non-Site Specific)	499,499	498,306	(1,193)	-0.2%
2	On Site Cleanup (Site Specific)	259,740	264,102	4,362	1.7%
3	PO Pollution Liability	159,840	159,458	(382)	-0.2%
4	Tank Systems	244,756	254,136	9,380	3.8%
5	DMA Waste Sites (Superfund Buyout)	1,333,666	1,315,528	(18,138)	-1.4%
6	LFC	24,439	22,700	(1,739)	-7.1%
7	Total Loss Fund	2,521,940	2,514,230	(7,710)	-0.3%
8					
9	II. Expenses, Fees & Contingency				
10	Professional Services				
11	Actuary	63,750	65,025	1,275	2.0%
12	Attorney	106,820	108,956	2,136	2.0%
13	Auditor	18,332	18,699	367	2.0%
14	Executive Director	394,654	402,547	7,893	2.0%
15	Treasurer	22,610	23,063	453	2.0%
16	Fund Independent Accountant	-	10,000	10,000	100.0%
17	Legislative Agent	45,000	45,000	-	0.0%
18	Underwriting Managers	312,583	318,835	6,252	2.0%
19	Environmental Services	558,616	569,789	11,173	2.0%
20	Claims Administration	36,919	37,657	738	2.0%
21	QPA	5,100	5,202	102	2.0%
22					
23	Subtotal - Contracted Prof Svcs	1,564,384	1,604,773	40,389	2.6%
24					
25	Non-Contracted Services				
26	Expenses contingency	32,845	32,845	-	0.0%
27	Member Testing	20,000	21,268	1,268	6.3%
28					
29	Subtotal - Non-contracted svcs	52,845	54,113	1,268	2.4%
30					
31	Subtotal-Contracted/Non-contracted svcs	1,617,229	1,658,886	41,657	2.6%
32					
33	Excess Aggregate Insurance	550,209	577,719	27,510	5.0%
34					
35	General Contingency	278,364	261,618	(16,746)	-6.0%
36					
37	Total Exp, Fees & Contingency	2,445,802	2,498,223	52,421	2.1%
38					
39	TOTAL JIF APPROPRIATIONS	4,967,742	5,012,453	44,711	0.9%
40					
41	*LFC = Members not based on population (i.e. Parking Auth, Health Commissions, Fire Dept, OMUA)				



Municipal Excess Liability Residual Claims Fund

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

October 15, 2025

Memo to: **Board of Fund Commissioners**
Professional Municipal Management Joint Insurance Fund

Re: RCF October 2025 Meeting

2026 Budget: A Public Hearing was held, and the enclosed 2026 operating budget was reviewed and adopted by the Board of Fund Commissioners.

2021 Claim Transfers: A motion was passed asking all members of the RCF Fund to adopt the attached resolution at their October / November meeting to transfer their 2021 claim liabilities to the RCF. Assessments to local JIFs will be determined by the valuation as of December 31, 2025.

Fund Professional Procurements: Last month during the MEL meeting, the MEL Fund Attorney presented a draft alternate procedure to avoid potential or appearance of conflict of interest in the procurement of professional services. During this fund meeting, the RCF agreed they would also like to adopt this procedure.

QPA Services: Considering the implementation of the “alternative procedure” the Fund Attorney is recommending the Fund secure the services of a QPA. A proposal was secured from Laracy Associates LLC, and the fund memorialized a resolution authorizing Laracy Associates, LLC as the QPA.

Competitive Contracts: Competitive Contract RFPs for the professional appointments for Actuary, Attorney, Claims Supervisor, and Treasurer were released this month with deadline to receive proposals on October 29, 2025 at 10am. The QPA will be responsible for the RFPs for Executive Director and Deputy Executive Director.

Evaluation Committee: The Fund Attorney recommended the Board of Fund Commissioners appoint a sub-committee to evaluate the RFP responses and provide a recommendation at the January Reorganizational meeting. Three commissioners were appointed to form this committee.

Claims Committee: The Claims Review Committee met on October 8th 2025.

Next Meeting: The next meeting of the RCF is the 2026 Reorganization and is scheduled for Friday, January 9, 2026 at 11:30AM at the Forsgate County Club.

MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND				
2026 ADOPTED BUDGET				
	2025 ANNUALIZED	2026 PROPOSED	\$	%
	BUDGET	BUDGET	CHANGE	CHANGE
APPROPRIATIONS				
CLAIMS	0	0	0	
Run-in Claim Receivable	35,000	35,000	0	0%
LOSS FUND CONTINGENCY	0	0		
SUBTOTAL LOSS FUND	35,000	35,000	0	0%
EXPENSES				
ADMINISTRATOR	227,266	231,811	4,545	2%
DEPUTY ADMINISTRATOR	77,308	78,854	1,546	2%
ATTORNEY	47,050	47,991	941	2%
CLAIMS SUPERVISION & AUDIT	68,015	69,375	1,360	2%
TREASURER	44,174	45,057	883	2%
INDEPENDENT ACCOUNTANT	0	15,000	15,000	100%
AUDITOR	26,095	26,617	522	2%
ACTUARY	46,586	47,518	932	2%
MISCELLANEOUS	27,379	27,927	548	2%
SUBTOTAL	563,873	590,150	26,277	5%
EXPENSE CONTINGENCY	152,127	355,170	203,043	133%
TOTAL BUDGET	716,000	945,320	229,320	32%

RESOLUTION NO. _____
OF THE
_____ JOINT INSURANCE FUND
TO TRANSFER TO
MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND

WHEREAS, the Municipal Excess Liability Residual Claims Fund was organized pursuant to N.J.S.A. 40A:10-36, et seq., to provide residual risk coverage to its member joint insurance funds; and,

WHEREAS, the Board of Fund Commissioners of the _____ Joint Insurance Fund determined that membership in the Residual Claims Fund is in the best interest of the member local units and joined the Residual Claims Fund.

NOW, THEREFORE, BE IT RESOLVED that the Board of Fund Commissioners of the _____ Joint Insurance Fund does hereby resolve and agree to transfer the following residual risks.

<u>Fund Year</u>	<u>Lines of Coverage</u>	<u>Member Fund S.I.R.</u>
2021	WC/GL/AL & PROPERTY	Varies

BE IT FURTHER RESOLVED that the actual transfer of claim liabilities to the Municipal Excess Liability Residual Claims Fund shall be based upon the following formula:

Case Reserves and IBNR as of 12/31/25

_____ JOINT INSURANCE FUND

_____	_____
Chairperson	Date

_____	_____
Secretary	Date



NEW JERSEY CYBER RISK MANAGEMENT FUND

9 Campus Drive – Suite 216
Parsippany, NJ 07054
Tel 201.881.7632

November 16, 2025

To: Board of Fund Commissioners
Professional Municipal Management Joint Insurance Fund

Subject: Summary of Topics Discussed at the October Cyber JIF Meeting

2026 Budget: The 2026 proposed budget (attached), which had been reviewed by the Operations Committee, was presented to the Board of Commissioners. The 2026 proposed budget totals \$6,955,674 representing a 1.92% increase. The board voted to introduce the budget and schedule a public hearing on November 25, 2025 at 3:30 pm, via audio / video teleconference.

Xcitium – D2 transition: Fund Office electronically distributed a memorandum concerning the Xcitium – D2 transition.

Cyber Educational Series: Underwriting Manager has scheduled his webinar series on JCMI Banking Controls for November 7th at 10 AM and Incidence Response for December 2nd at 10 AM. Links to register will be distributed.

Next meeting: The next Cyber JIF meeting is scheduled for Tuesday, November 25, 2025 at 3:30 PM via audio / video teleconference - due to conflict with league dates.

	Cyber Risk Management Fund				
	Proposed FY2026 Budget				
				Change	
		Annualized FY2025	Proposed FY2026	\$	%
	Claims Fund				
1	Retained Claims (\$300 ex \$50)	\$ 2,569,166	\$ 2,651,801	\$ 82,635	3.22%
2	Excess Insurance	\$ 2,313,028	\$ 2,305,338	\$ (7,690)	-0.33%
3	Loss Fund Contingency	\$ 265,181	\$ 275,000	\$ 9,819	3.70%
4	Total Claims Fund	\$ 5,147,375	\$ 5,232,139	\$ 84,764	1.65%
5					
6	Expenses				
7	Risk Control Services				
8	Cyber Hygiene Training	\$ 665,891	\$ 679,209	\$ 13,318	2.00%
9	External Scanning	\$ 293,316	\$ 299,182	\$ 5,866	2.00%
10	Consulting	\$ 64,970	\$ 66,269	\$ 1,299	2.00%
11	Local JIF Coordination	\$ 162,422	\$ 165,670	\$ 3,248	2.00%
12	Sub Total Risk Control	\$ 1,186,599	\$ 1,210,330	\$ 23,731	2.00%
13	Administration				
14	Executive Director	\$ 130,050	\$ 132,651	\$ 2,601	2.00%
15	Deputy Ex Director	\$ 52,020	\$ 53,060	\$ 1,040	2.00%
16	Planning Consultant	\$ 31,212	\$ 31,836	\$ 624	2.00%
17	Attorney	\$ 52,020	\$ 53,060	\$ 1,040	2.00%
18	Underwriting Manager	\$ 52,020	\$ 53,060	\$ 1,040	2.00%
19	Treasurer	\$ 26,010	\$ 26,530	\$ 520	2.00%
20	Actuary	\$ 26,010	\$ 26,530	\$ 520	2.00%
21	Auditor	\$ 26,010	\$ 26,530	\$ 520	2.00%
22	Independent Accountant		\$ 7,500	\$ 7,500	100.00%
23	Claims Adjuster	\$ 26,010	\$ 26,530	\$ 520	2.00%
24	QPA	\$ 15,606	\$ 15,918	\$ 312	2.00%
25					
26	Sub Total Administration	\$ 436,968	\$ 453,205	\$ 16,237	3.72%
27					
28	General Contingency*	\$ 53,871	\$ 60,000	\$ 6,129	11.38%
29					
30	Total Expenses & Contingency	\$ 1,677,438	\$ 1,723,535	\$ 46,097	2.75%
31					
32	Total Budget	\$ 6,824,813	\$ 6,955,674	\$ 130,861	1.92%