

Central Jersey Joint Insurance Fund

Meeting and Agenda Reports

MEETING BEING HELD VIRTUALLY

Join (*please choose one option*)

Via Computer link:

[Click here to join the meeting](#)

OR Phone

Call In Number: 469 998 6202

Meeting ID: 367 432 246#

December 20, 2023

2:00 PM



CENTRAL JERSEY JOINT INSURANCE FUND AGENDA

MEETING OF FUND COMMISSIONERS CALLED TO ORDER

OPEN PUBLIC MEETING ACT STATEMENT

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

1. Sending sufficient notice to the Fund's designated newspaper, the Home News Tribune;
2. Filing Advanced written notice of this meeting with each member municipality; and
3. Posting notice of this meeting on the Public Bulletin Board of all member municipalities.

ROLL CALL OF FUND COMMISSIONERS

CORRESPONDENCE: None

REPORTS:

EXECUTIVE DIRECTOR/ADMINISTRATOR – PERMA Risk Management Services

.Executive Director's Report..... **Page 1**

TREASURER – Richard Lorentzen

.Monthly Voucher List – December - Resolution No. 37-23 **Page 6**

CLAIMS SERVICE – Qual Lynx

.Approval of Pars discussed at Claims Committee – Roll Call Vote

MARKETING MANAGER – Reliance Insurance Group

EXECUTIVE SESSION –FOR CERTAIN SPECIFIED PURPOSES FOR PERSONNEL, PUBLIC PROPERTY OR LITIGATION – (If needed)

OLD BUSINESS

NEW BUSINESS

PUBLIC COMMENT

MEETING ADJOURNMENT

Central Jersey Joint Insurance Fund

9 Campus Drive – Suite 216
Parsippany, NJ 07054

Date: December 20, 2023

Memo to: Fund Commissioners
Central Jersey Joint Insurance Fund

From: PERMA Risk Management Services

Subject: Executive Director's Report

- ❑ **New Membership:** Over the course of six months the Executive Director's Office and Marketing Manager worked diligently to consider four potential new member submissions for membership in the Central Jersey Joint Insurance Fund, which included virtual meetings with a few of the potential new members - Rahway and Milltown. PERMA, along with our Marketing Manager and Actuary have reviewed the submissions and associated loss information and recommend that membership be extended to all four entities – Howell, Milltown, North Brunswick, Rahway, should they choose the Central JIF for their insurance and risk management program for 2024 through 2026. Included on **pages 2 – 5** are the new member summaries.
 - ❑ **Motion to approve membership and bind coverage for the Township of Howell, Township of Milltown, Township of North Brunswick, and City of Rahway, if membership is approved by the respective governing's body.**

- ❑ **Cyber Liability Update:**
 - ❑ **Cyber Task Force:** The task is scheduled to meet following the Fund meeting at 3pm via Microsoft Teams to discuss the need for a follow up GAP assessment, determine potential repercussions for members that are not participating in the Cyber training in addition to any other matters.

NEW MEMBER REVIEW

Howell Township

General:

Township of Howell has a population of 51,359 (2020); the Township encompasses 61 square miles in Monmouth County. Operations are conducted by 274 full time and 128 part time employees, including 99 full time police officers and 25 part time police officers. Payroll is \$24,583,206.

Special Exposures:

Howell Township has Cemeteries, Chemical Spraying, Day Camps/Care, Fairs, Fireworks, Ice/Roller Rinks, Rifle Ranges, Lake/Reservoir/Waterfront, Dams/Levees/Dikes, Stadium/Bleachers/Grandstands, Sewer Utility

Loss Control:

J.A. Montgomery will be scheduling a field survey of their operations.

Current Insurance Program:

Howell Township is presently insured in the Garden State JIF. They are provided with limits to \$350,000,000 for property, \$15,000,000 for GL & AL. They also currently have a \$15 million limit for EPL/POL.

Underwriting Considerations:

Howell Township has experienced higher than normal loss history in Workers Compensation and POL/EPL Losses and is reflected in our actuarial projections.

Assessments:

Howell Township will fully participate in the Fund's insurance programs. The below assessment includes limits of \$15,000,000 for AL/GL along with limits for EPL/POL totaling \$10 million

Total Assessment:	\$ 2,449,285.00
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Recommendation: Offer membership to the Howell Township as presented.

NEW MEMBER REVIEW

Township of Milltown

General:

Township of Milltown has a population of 6,989 (2020); the Township encompasses 2 square miles in Middlesex County. Operations are conducted by 43 full time and 130 part time employees, including 17 police officers. Payroll is \$5,221,200.

The Township also has a total insurable value for property in the amount of \$45,867,166. They have a total of 56 vehicles with total reported value of \$5,071,474.

Special Exposures:

Township of Milltown has Concession Stands, Industrial Parks, Swimming Pools, and Water/Electric/Sewer Utility.

Loss Control:

J.A. Montgomery will be scheduling a field survey of their exposures and operations.

Current Insurance Program:

The Township is presently insured in the Middlesex JIF. They are provided with limits to \$200,000,000 for Property and \$10,000,000 for GL & AL. EPL/POL limit are included in General Liability

Underwriting Considerations:

Milltown has a favorable loss history which is reflected in our actuarial projections.

Assessments:

The Township will fully participate in all of the Fund's insurance programs. The below assessment includes limits of \$15,000,000 for AL/GL along with limits for EPL/POL totaling \$10 million

Total Assessment:	\$ 492,463.00
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Recommendation: Offer membership to the Township of Milltown as presented should they vote to accept membership in the Central JJIF.

NEW MEMBER REVIEW

Township of North Brunswick

General:

Township of North Brunswick has a population of 42,851 (2020); the Township encompasses 12 square miles in Middlesex County. Operations are conducted by 206 full time and 78 part time employees, including 83 police officers. Payroll is \$25,079,854.

The Township also has a total insurable value for property in the amount of \$131,166,038. They have a total of 176 vehicles with total reported value of \$12,120,146.

Special Exposures:

Township of North Brunswick has Chemical Spraying, Concession Stands, Fairs, Fireworks, Lake/Reservoir/Waterfront and a Water Utility.

Loss Control:

J.A. Montgomery will be scheduling a field survey of their exposures and operations.

Current Insurance Program:

The Township was presently insured in the Garden State Municipal JIF. They are provided with limits to \$15,000,000 for GL & AL. They also currently have a \$15 million limit for EPL/POL.

Underwriting Considerations:

North Brunswick has a favorable loss history which is reflected in our actuarial projections.

Assessments:

The Township will fully participate in all of the Fund's insurance programs. The below assessment includes limits of \$15,000,000 for AL/GL along with limits for EPL/POL totaling \$10 million

Total Assessment:	\$ 1,476,080.00
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Recommendation: Offer membership to the Township of North Brunswick as presented should they vote to accept membership in the Central JJIF.

NEW MEMBER REVIEW

City of Rahway

General:

City of Rahway has a population of 28,819 (2020); the City encompasses 4 square miles in Union County. Operations are conducted by 282 full time and 65 part time employees, including 78 police officers. Payroll is \$22,896,307.

The City also has a total insurable value for property in the amount of \$183,271,948. They have a total of 157 vehicles with total reported value of \$13,685,407.

Special Exposures:

City of Rahway has fireworks, Lake/Reservoir/Waterfront, Dams/Levees/Dikes.

Loss Control:

J.A. Montgomery will be scheduling a field survey of their exposures and operations.

Current Insurance Program:

The City is presently insured in the Garden State JIF. They are provided with limits to \$15,000,000 for GL & AL. They also currently have a \$15 million limit for EPL/POL.

Underwriting Considerations:

City of Rahway has a favorable loss history which is reflected in our actuarial projections.

Assessments:

The City will fully participate in all of the Fund's insurance programs. The below assessment includes limits of \$15,000,000 for AL/GL along with limits for EPL/POL totaling \$15 million and a \$100K deductible.

Total Assessment:	\$ 1,479,311.00
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Recommendation: Offer membership to the City of Rahway as presented should they vote to accept membership in the Central JJIF.

RESOLUTION NO. 37-23

**CENTRAL JERSEY JOINT INSURANCE FUND
BILLS LIST– December - 2023**

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

BE IT RESOLVED that the Central Jersey 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 2023

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
002686			
002686	MUNICIPAL EXCESS LIABILITY JIF	FPBQ423	5,409.50
			5,409.50
002687			
002687	QUAL-LYNX	MAN. CARE FEE 12/23 INV 53281	18,459.45
			18,459.45
002688			
002688	MUNICIPAL EXCESS LIABILITY JIF	MEL- PROPERTY QTR 4 2023	36,949.50
002688	MUNICIPAL EXCESS LIABILITY JIF	MEL QTR 4 2023	1,271,730.00
			1,308,679.50
002689			
002689	ACRISURE LLC d.b.a. RELIANCE INSURANCE GROUP	MARKETING MANAGER'S FEE 12/23	14,365.33
			14,365.33
002690			
002690	SAYREVILLE BOROUGH	2023 MEETING ATTENDANCE R. GARBOWSKI	1,200.00
			1,200.00
002691			
002691	QUAL-LYNX	CLAIMS ADJ SERVICES 12/23 INV 53265	53,244.50
			53,244.50
002692			
002692	J. A. MONTGOMERY RISK CONTROL	SAFETY DIRECTOR 12/23	14,931.17
			14,931.17
002693			
002693	PERMA RISK MANAGEMENT SERVICES	POSTAGE 11/23	39.16
002693	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR & ADMIN FEE 12/23	58,782.50
			58,821.66
002694			
002694	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES 12/23	3,494.00
			3,494.00
002695			
002695	NEWTECH SERVICES INC.	MONTHLY WEBSITE MAIN/HOSTING 12/23	175.00
			175.00
002696			
002696	MICHAEL LA PLACE	2023 MEETING ATTENDANCE	900.00
			900.00
002697			
002697	ALICIA NOON	2023 MEETING ATTENDANCE	450.00
			450.00
002698			
002698	RICHARD LORENTZEN	TREASURER FEE 12/23	1,811.50
			1,811.50
002699			
002699	MICHAEL GROSS	MEETING ATTENDANCE 2023	1,350.00
			1,350.00
002700			
002700	TOWNSHIP OF FRANKLIN	2023 MEETING ATTENDANCE- R. VORNLOCKER	1,500.00
			1,500.00
002701			
002701	TIMOTHY DACEY	2023 MEETING ATTENDANCE	1,500.00
			1,500.00
002702			
002702	BOROUGH OF DUNELLEN	2023 MEET. ATTEND W. ROBINS/A MILLER	1,350.00
			1,350.00
002703			
002703	BOROUGH OF METUCHEN	2023 MEETING ATTENDANCE	450.00
			450.00
002704			
002704	JOSEPH CRISCUOLO	2023 MEETING ATTENDANCE	1,500.00
			1,500.00
002705			
002705	CASEY WAGNER	2023 MEETING ATTENDANCE	1,350.00
			1,350.00

002706				
002706	TOWNSHIP OF EDISON	2023 MEETING ATTENDANCE	1,050.00	1,050.00
002707				
002707	CHRISTINA FISCHER	2023 MEETING ATTENDANCE	1,200.00	1,200.00
002708				
002708	BOB SMITH & ASSOCIATES	LITIGATION MANAGEMENT 11/3/23-11/28/23	2,062.50	
002708	BOB SMITH & ASSOCIATES	ATTORNEY FEE 12/23	4,578.92	6,641.42
002709				
002709	MUNICIPAL EXCESS LIABILITY JIF	MSI Q4 2023	28,016.75	28,016.75
002710				
002710	ACCESS	DEPT 225 INV 10543139 10/31/23 FOR NOV	59.73	59.73
002711				
002711	TOWNSHIP OF SOUTH BRUNSWICK	2023 MEETING ATTENDANCE B. BIDLACK	1,500.00	1,500.00
002712				
002712	BOROUGH OF BELMAR	2023 MEETING ATTENDANCE C. VANDERLINDE	1,200.00	1,200.00
		Total Payments FY 2023		1,530,609.51
		TOTAL PAYMENTS ALL FUND YEARS		1,530,609.51

Chairperson

Attest:

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

Treasurer