

**CENTRAL JERSEY JOINT INSURANCE FUND  
MEETING MINUTES  
January 11, 2018  
RUTGERS VISITOR CENTER, PISCATAWAY, NJ**

**MEETING OF THE EXECUTIVE COMMITTEE CALLED TO ORDER AT 11:00 A.M.  
OPEN PUBLIC MEETING STATEMENT READ INTO RECORD**

**ROLL CALL OF THE 2017 EXECUTIVE COMMITTEE**

Robert Landolfi, Township of Woodbridge	Present
William Northgrave, Township of Edison	Present
Daniel Frankel, Borough of Sayreville	Present
Nancy Costa, Township of Hillsborough	Present
Robert Vornlocker, Township of Franklin	Present
Michael Gross, City of South Amboy	Present
Timothy Dacey, Piscataway	Present
Colleen Connolly, Borough of Belmar	Absent

**ALSO PRESENT:**

Jeremy Solomon, Bob Smith & Associates  
John O Bennett, Woodbridge Township Business Administrator  
Richard Lorentzen, Treasurer  
Raven Williams, Township of Franklin  
Donna Setzer, Qual Lynx  
Tony Jones, Qual Lynx  
Karen Hinkley, Qual Lynx  
Joy Harmon, Qual Lynx  
Marge Guinane, Qual Lynx  
Caty Lambe, Qual Lynx  
Jay McManus, North American Insurance Management  
Amy Pieroni, North American Insurance Management  
Robin Racioppi, North American Insurance Management  
Don Ruprecht, JA Montgomery Risk Control  
Natalie Dougherty, JA Montgomery Risk Control  
Ilene Laursen, Conner Strong & Buckelew  
Joseph Hrubash, Conner Strong & Buckelew  
Brad Stokes, Perma  
Karen Read, Perma  
Rachel Chwastek, Perma

**MINUTES:** December 20, 2017 Open Minutes

## **MOTION TO APPROVE MINUTES FOR DECEMBER 20, 2017**

Moved:	Commissioner Gross
Second:	Commissioner Northgrave
Vote:	Unanimous

**CORRESPONDENCE:** None

**ANNOUNCEMENT:** Mr. Robert Landolfi thanked the commissioners for allowing him to serve as Chair for the Fund over the last few years, as well as serve for the MEL, EJIF and RCF.

## **MOTION TO ADJOURN SINE DIE MEETING**

Moved:	Commissioner Dacey
Second:	Commissioner Northgrave
Vote:	Unanimous

The Executive Director welcomed John Bennet as the new Woodbridge Commissioner.

Commissioner Northgrave then presented Mr. Landolfi with a clock for his years of service and thanked him for all of his support and knowledge.

The Executive Director advised he has known Mr. Landolfi since 1988 from his South Bergen days and was fortunate to reunite with him in the Central JIF. Mr. Hrubash advised Mr. Landolfi is a great professional and a great guy.

Mr. Landolfi advised the MEL is one the best programs he's ever been involved in, and does a tremendous amount of good for the state of New Jersey. If he contributed to its success then he is happy to have helped. He thanked the Fund again and advised he will cherish the clock. He introduced John Bennet to the Fund and advised he was leaving Woodbridge in good hands.

The Executive Director to lead the reorganization meeting.

## **REORGANIZATION**

### **ELECTION OF CHAIRPERSON, VICE CHAIR, SECRETARY AND EXECUTIVE COMMITTEE**

## **ROLL CALL OF THE 2018 EXECUTIVE COMMITTEE**

William Northgrave, Township of Edison	Present
Daniel Frankel, Borough of Sayreville	Present
Nancy Costa, Township of Hillsborough	Present
Robert Vornlocker, Township of Franklin	Present
Michael Gross, City of South Amboy	Present
Timothy Dacey, Piscataway	Present

John Bennett, Township of Woodbridge Present  
Colleen Connolly, Borough of Belmar Absent

**MOTION TO OPEN THE FLOOR FOR 2018 NOMINATIONS:**

Moved: Commissioner Northgrave  
Second: Commissioner Vornlocker  
Vote: Unanimous

The Executive Director advised included in the agenda was the Nominating Committee Report.

**MOTION TO NOMINATE THE RECOMENDATIONS FROM THE NOMINATING COMMITTEE REPORT FUND YEAR 2018:**

Moved: Commissioner Northgrave  
Second: Commissioner Vornlocker  
Vote: Unanimous

**MOTION TO CLOSE NOMINATIONS AND CONFIRM ELECTION OF THE BOARD AS PRESENTED BY THE NOMINATING COMMITTEE FOR FUND YEAR 2018:**

Moved: Commissioner Northgrave  
Second: Commissioner Vornlocker  
Vote: Unanimous

The Oaths of Office for all Commissioners were then administered.

**EXECUTIVE DIRECTOR'S REPORT** - Executive Director advised the reorganization resolutions were included in the agenda to be approved by the Commissioners, and briefly described each resolution for approval.

**MOTION TO ADOPT RESOLUTIONS 1-18 THROUGH 9-18**

Moved: Commissioner Gross  
Second: Commissioner Dacey  
Roll Call Vote: 7 Ayes, 0 Nays

The Executive Director advised that a list was prepared of the proposed Committee Appointments and was in the agenda.

**MOTION TO APPROVE COMMITTEE APPOINTMENTS**

Moved: Commissioner Northgrave  
Second: Commissioner Dacey  
Vote: Unanimous

**RESIDUAL CLAIMS FUND 2018 REORGANIZATION MEETING:** The Residual Claims Fund's 2018 Reorganization meeting was held on January 3, 2018 at the Forsgate Country Club. A copy of Chairman (previous) Landolfi's report on the meeting was included in the agenda.

The Fund should confirm its 2018 representative to the Residual Claims Fund.

**MOTION TO ELECT WILLIAM NORTHGRAVE AS THE CENTRAL JERSEY JOINT INSURANCE FUND'S 2018 REPRESENTATIVE, ROBERT VORNLOCKER AS ALTERNATE, TO THE MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND.**

Moved:	Commissioner Gross
Second:	Commissioner Dacey
Vote:	Unanimous

**E-JIF 2018 REORGANIZATION MEETING:** The E-JIF's 2018 Reorganization meeting was held on January 3, 2018 at the Forsgate Country Club. A copy of Chairman (previous) Landolfi's report on the meeting was included in the agenda.

The fund should confirm its 2018 representative to the Environmental Joint Insurance Fund.

**MOTION TO ELECT WILLIAM NORTHGRAVE AS THE CENTRAL JERSEY JOINT INSURANCE FUND'S 2018 REPRESENTATIVE, ROBERT VORNLOCKER AS ALTERNATE, TO THE ENVIRONMENTAL JOINT INSURANCE FUND.**

Moved:	Commissioner Gross
Second:	Commissioner Bennett
Vote:	Unanimous

**MEL 2018 REORGANIZATION MEETING:** The MEL's 2018 Reorganization meeting was held on January 3, 2018 at the Forsgate Country Club. A copy of Chairman (previous) Landolfi's report on the meeting was included in the agenda.

The Fund should confirm its 2018 representative to the MEL Joint Insurance Fund.

**MOTION TO ELECT WILLIAM NORTHGRAVE AS THE CENTRAL JERSEY JOINT INSURANCE FUND'S 2018 REPRESENTATIVE, ROBERT VORNLOCKER AS ALTERNATE, TO THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND.**

Moved:	Commissioner Gross
Second:	Commissioner Dacey
Vote:	Unanimous

**2018 Assessments - 1st Installment Billings** - The Executive Director reported the first installment billings were mailed out last month and were due back by January 15<sup>th</sup>.

**Elected Officials Training** - This year's elected officials training program focus' on "Land Use Liability and Technology Risk Management". As in the past, the MEL will reduce each member's 2018 liability claims premium by \$250 for each municipal elected official and authority commissioner who completes the course by May 1, 2018. The Fund will be scheduling sessions in the coming months. The MEL is making available an on-line training program for elected officials to earn the training credit. The Fund office will be sending out instructions on this training option.

**2018 Budget:** In accordance with the regulations, the budget adopted by the Fund has been advertised in the Fund's official newspaper. In addition, PERMA has sent the budget to member municipalities and will file the same with the State.

**2018 Safety Incentive Program Resolution:** This a reminder for our membership to pass the applicable resolution adopting the 2018 Safety Incentive Program and to provide a copy of the Resolution to the Fund Office.

**Safety Awards & Luncheon** – A reminder that the 2018 Safety Kickoff & Awards Luncheon was after this meeting starting at Noon.

**Inclement Weather Procedure:** As a reminder, PERMA has instituted a procedure for Commissioners to confirm whether or not a meeting has been canceled. The Executive Director will discuss with the Fund Chairman if the meeting should be canceled. In the event of an early morning or evening meeting(s), PERMA will provide a recorded message indicating the status of the meeting. The recorded message can be obtained by calling the Fund's main number (201) 881-7632 at any time of the day or night. For meetings that occur during the course of normal business hours, meeting status can be obtained by utilizing the same number.

**Pro-Forma Monitoring Reports:** Monthly report submitted to Fund Commissioners including Monthly Fast-track Accident Frequency, Fast-Track Financial report, Claim Activity Report, Interest Rate Summary Comparison, Monthly Loss Ratio by fund year and line of coverage and the Monthly and Annual Regulatory Checklist. The Executive Director reported the fund currently has a surplus of over 6.4 million and all fund years are in a surplus position.

The Executive Director then asked if there were any questions and concluded his report.

Reports Made Part of Minutes.

**TREASURER:** The Treasurer, Mr. Richard Lorentzen, presented the Bill's List.

**RESOLUTION 10-18 JANUARY 2018 VOUCHER PAYMENTS**

2016	\$	35,878.14
2017	\$	8,736.67

2018                      \$ 505,543.88

**MOTION TO ADOPT RESOLUTIONS 10-18, APPROVING THE  
VOUCHER PAYMENT LISTS, AS SUBMITTED:**

Moved:                      Commissioner Gross  
Second:                     Commissioner Costa  
Roll Call Vote:            7 Ayes, 0 Nays

Mr. Lorentzen advised some signatories had left the fund, and therefore he would be looking into adding additional signatories to the account and would advise the fund accordingly.

Voucher Lists, Treasurer Report & Investment Portfolio Reports Made Part of Minutes.

**CLAIMS/ MANAGED CARE:**

**CLAIMS** – Claims Manager, Caty Lambe, reported the Claims Committee reviewed the PAR's for January, introduced her other team members and thanked the Committee for their reappointment for 2017.

**MANAGED CARE:**

**CLAIMS** – Donna Setzer reported savings was at 74% with a network penetration of 96%. Ms. Setzer thanked the Committee for the reappointment for 2018.

**PAYMENT AUTHORIZATION REQUESTS:** Executive Committee reviewed payment authorization requests presented by Claims Service in January. Claims Review Committee reviewed and recommended as submitted.

**MOTION TO APPROVE PAYMENT AUTHORIZATION REQUESTS FOR  
JANUARY CLAIMS PRESENTED IN EXECUTIVE SESSION BY QUAL-LYNX:**

Moved:                      Commissioner Northgrave  
Second:                     Commissioner Gross  
Roll Call Vote:            7 Ayes, 0 Nays

**UNDERWRITING MANAGER**

**LIST OF CERTIFICATES ISSUED** – Mr. Joseph Hrubash advised 12 certificates were issued 11/22/2017 to 12/22/2017.

List of Certificates made part of the minutes.

**SAFETY DIRECTOR:** - Don Ruprecht advised the Safety Director's report was included in the agenda. The report included a list of loss control activities for the month of December and a list of MSI training through March. He asked if there were any questions and then concluded his report.

**MARKETING MANAGER:** – Marketing Manager thanked the commission for the reappointment of Reliance and are excited for the upcoming year and the potential new member pool that will be accessible.

**RISK MANAGERS:** NONE

**OLD BUSINESS:** NONE

**NEW BUSINESS:** NONE

**PUBLIC COMMENT:** NONE

**MOTION TO ADJOURN**

Moved:	Commissioner Gross
Second:	Commissioner Costa
Vote:	Unanimous

Meeting adjournment at 11:24 a.m.  
Prepared by Rachel Chwastek, Assisting Secretary for

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Nancy Costa, Secretary