

**OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND
MINUTES
January 11, 2024
Via Zoom Teleconference
3:00 P.M.**

SINE DIE MEETING

Meeting Called to Order by Chairperson Lapp. Open Public Meeting Statement read into the record.

Pledge of Allegiance

ROLL CALL OF 2023 EXECUTIVE COMMITTEE:

Diane Lapp, Township of Manchester	Present
Veronica Laureigh, Secretary, Twp. of Lacey	Present
Joanne Bergin, Township of Brick	Present
Michael Gross, Borough of Surf City	Present
Matthew von der Hayden, Township of Stafford	Present
Senator Robert Singer, Township of Lakewood, Alternate #1	Present
Ed Zakar, Borough of Beachwood, Alternate #2	Present
John O. Bennett III, Borough of Lavellette, Alternate #3	Present

APPOINTED OFFICIALS PRESENT:

Executive Director / Administrator	Perma Risk Management Services.	Stephen Sacco	Present
Attorney	Citta, Holzapfel, Zabarsky	Steven Zabarsky, Esq.	Present
Treasurer		Julie Tarrant	Present
Claims Service	Qual-Lynx	Kathy Kissane	Present
Managed Care	Qual-Lynx	Lisa Gallo	Present
Underwriting Manager	Conner Strong & Buckelew	Ed Cooney	Present
Safety Director	JA Montgomery	Paul Shives	Present
Risk Management Consultants	Conner Strong & Buckelew	Thomas Merchel	Present

ALSO PRESENT

Joanne Theiss Qual-Lynx
Liam Callahan, J.A. Montgomery
Katherine Walters, CSB
Jaclyn Lindsey, CSB
Pauline Kontomanolis, Perma
Joseph P Hrubash, Perma
Steven Krolian, Perma
Tracy Lopez, Perma

APPROVAL OF MINUTES:

November 9, 2023

MOTION TO APPROVE OPEN MINUTES FOR ABOVE REFERENCED MEETING

MOTION:	Commissioner Laureigh
SECOND:	Commissioner Gross
ROLL CALL VOTE:	Unanimous

CORRESPONDENCE

None

2023 OLD BUSINESS

None.

MOTION TO ADJOURN SINE DIE MEETING:

MOTION:	Commissioner Laureigh
SECOND:	Commissioner Gross
VOTE:	

Mr. Sacco indicated that in accordance with the By-Laws of the Fund, the Fund must have an annual reorganization meeting where it must be first determined that a quorum of the full membership is present therefore the roll call of all member municipalities was requested to undertake the reorganization of the Fund;

ROLL CALL OF FUND COMMISSIONERS:

2024 Roll Call	15 for a Quorum			
Municipality	FC	Alternate	Present	Absent
Barnegat Light Borough	Brenda Kuhn	Kathleen Flanagan		X
Barnegat Township	Martin Lisella	Thomas Lombarski		X
Bay Head Borough	Frank Pannucci			X
Beach Haven Borough	Sherry Mason	Sharon Boehler		X
Beachwood Borough	Edward Zakar		X	
Brick Township	Joanne Bergin		X	
Eagleswood Township	Michelle Sysol	Destiny Reynolds		X
Harvey Cedars Borough	Joseph Gieger		X	
Island Heights Borough	Sean Asay		X	
Jackson Township	Terrance Wall			X
Lacey Township	Veronica Laureigh	Linda Picaro-Covello	X	
Lakehurst Borough	Maryanne Capasso		X	
Lakewood Township	Senator Robert Singer		X	
Lavallette Borough	John Bennett	Donnelly Amico	X	
Little Egg Harbor Township	Rodney Haines		X	
Long Beach Township	Kyle Ominski			X
Manchester Township	Diane Lapp		X	
Ocean Gate Borough	Ileana Vazquez-Gallipoli			X
Ocean Township	Diane Ambrosio		X	
Pine Beach Borough	Hannah Jacobus		X	
Plumsted Township	Leonard Grilletto	Dominick Cuozzo		X
Point Pleasant Borough	Corinne Hughes			X
Pt Pleasant Beach	Christine Riehl	Eileen Farrell		X
Seaside Heights Borough	Christopher Vaz	Joyce Tinnes		X
Seaside Park	Karen Kroon			X
Ship Bottom Borough	Kathleen Flanagan			X
South Toms River Borough	Christopher Santiago			X
Stafford Township	Matthew von der Hayden		X	
Surf City Borough	Michael Gross		X	
Toms River Township	Scott Tirella		X	
Tuckerton Borough	Jenny Gleghorn			X
Total in attendance			15	

It was established a quorum of the Fund Commissioners was present, Mr. Sacco indicated the Reorganization of the Fund would continue. Executive Director further explained that in accordance with the by-laws, the Fund elects a Chairperson, Secretary, Five (5) member Executive Committee, and Alternates.

MOTION TO OPEN FLOOR FOR NOMINATIONS OF CHAIRPERSON, SECRETARY, EXECUTIVE COMMITTEE, AND ALTERNATES:

MOVED: Senator Singer
SECOND: Commissioner Laureigh
VOTE: Unanimous

NOMINATING COMMITTEE REPORT: Executive Director presented the following 2024 slate as recommended by the Nominating Committee which was slightly amended from the agenda version with apologies to Mr. Rodney Haines. t:

Executive Committee

Diane Lapp, Chairperson, Township of Manchester
Veronica Laureigh, Vice Chairperson, Township of Lacey
Joanne Bergin, Secretary, Township of Brick
Michael Gross, Borough of Surf City
Matthew von der Hayden, Township of Stafford
Senator Robert Singer, Township of Lakewood,
John O. Bennett III, Borough of Lavallette
Scott Tirella, Township of Toms River, Alternate #1
Edward Zakar, Beachwood Borough, Alternate #2
Diane Ambrosio, Township of Ocean, Alternate #3

Executive Director asked for additional nominations. Hearing none, Executive Director asked for a motion to close nominations and confirm elections as presented by the nominating committee.

MOTION TO CLOSE NOMINATIONS AND CONFIRM THE SLATE AS PRESENTED BY THE NOMINATING COMMITTEE

MOVED: Senator Singer
SECOND: Commissioner Gross
VOTE: Unanimous

Executive Director congratulated the Executive Committee members and requested Fund Attorney to swear in the 2024 Executive Committee.

Oaths of Office will be made a part of the Minutes upon certification from Fund Attorney.

Executive Director requested a roll call of the newly elected Executive Committee and Alternates.

ROLL CALL OF 2024 EXECUTIVE COMMITTEE:

Executive Committee

Diane Lapp, Chairperson, Township of Manchester
Veronica Laureigh, Vice Chairperson, Township of Lacey
Joanne Bergin, Secretary, Township of Brick
Michael Gross, Borough of Surf City
Matthew von der Hayden, Township of Stafford
Senator Robert Singer, Township of Lakewood,
John O. Bennett III, Borough of Lavallette
Scott Tirella, Township of Toms River, Alternate #1
Edward Zakar, Beachwood Borough, Alternate #2
Diane Ambrosio, Township of Ocean, Alternate #3

At the direction of Chairperson Lapp, Executive Director continued the meeting noting the total of eleven (11) reorganization resolutions which will be read into the record for consideration, at the completion of the review, unless there are any individual questions from members of the Executive Committee, Fund Commissioners or members of the public, or a resolution should be pulled, all resolutions will be considered for adoption as a consent agenda:

Resolution 1-24 - Election of Chairman & Secretary – Diane Lapp/Joanne Bergin
Resolution 2-24 - Appointment of Banking Manager – Citizens Bank
Resolution 3-24 - Appointment of Asset Manager – Wilmington Trust
Resolution 4-24 - Appointment of Fund Qualified Purchasing Agent – The Canning Group
Resolution 5-24 – Establishing Public Meeting Procedures
Resolution 6-24 – Establishing a Remote Meeting Procedure
Resolution 7-24 – Establishing a Fiscal Management Plan
Resolution 8-24 – Establishing a Fund Records Program
Resolution 9-24 – 9A-24, 9B-24, 9C-24 – Appointing Legal Defense
Resolution 10-24 – POL / EPL and VD & O Liability – Lexington Insurance Company
Resolution 11-24 – 2024 Plan of Risk Management

Executive Director asked if there were any questions on the resolutions. Hearing none, request for a motion to approve Resolutions 1-24 through 11-24 was made.

MOTION TO ADOPT RESOLUTIONS 1-24 THROUGH 11-24 AS PRESENTED

MOVED: Commissioner Laureigh
SECOND: Commissioner Bergin
ROLL CALL VOTE: Unanimous

Committee Appointments

Executive Director referred to the list of five standing committees and the description of their charges advising if any Commissioner is interested in serving on a committee may reach out directly to the Fund office or to Chairwoman Lapp.

TREASURER:

Fund Treasurer referred to the following bill lists:

December 2023 – Bill List - Resolution 26-23

FUND YEAR	AMOUNT
2023	\$176,532.66
TOTAL	\$ 176,532.66

MOTION TO APPROVE RESOLUTION #26-23 APPROVAL FOR PAYMENT OF DECEMBER 2022 BILLS LIST

MOTION: Commissioner Laureigh
SECOND: Commissioner Bergin
ROLL CALL VOTE: Unanimous

January 2024 – Bill List - Resolution #12-24

FUND YEAR	AMOUNT
2023	\$1,585,772.88
2024	\$2,558,363.50
TOTAL	\$4,144,136.38

Fund Treasurer advised as of November 2023 the Funds cash balance has decreased by approximately \$300,000 in comparison to this time last year. In response to Commissioner Laureigh Fund Treasurer advised although investments have increased, the decrease is due to the increase in claims.

MOTION TO APPROVE RESOLUTION #12-24 APPROVAL FOR PAYMENT OF JANUARY 2024 BILLS LIST

MOTION: Commissioner Laureigh
SECOND: Senator Singer
ROLL CALL VOTE: Unanimous

Copy of the Treasurer’s Report made a part of the Minutes.

EXECUTIVE DIRECTOR

2024 Budget

Executive Director said in accordance with the regulations, the budget adopted by the Fund has been advertised in the Fund’s official newspaper, distributed to member municipalities and filed with the State.

2024/2025 Professional Contracts

Executive Director said during the meeting of March 9, 2023 the Executive Committee adopted Resolution #15-23 authorizing the two-year extension of professional contracts with exception of Claims Service and Managed Care providers which will be a one-year extension. With regards to claims and managed care, the decision to extend these contracts for an additional year or release an RFP will be determined at a later date. The attached memorandum provides a summary of contracts in force and sets forth compensation for Fund year 2024; 2025 will be promulgated by the 2025 budget. Executive Director also noted the representative change for the Risk Management contract due to the retirement of Mike Avalone to Tom Merchel; there is no change in fee from the adopted 2024 budget.

2024 Assessments

Executive Director said all members have been sent their first installment billings in the second week of December, in accordance with the Fund’s bylaws. Amounts are due and payable by **January 15, 2024.**

MEL 2024 Reorganization Meeting

Executive Director said the MEL held their 2024 public hearing meeting on November 15, 2023 and held its Reorganization Meeting on January 8, 2024. Commissioner Laureigh's report of the November meeting was reviewed as distributed. The January report will be included in the next agenda. Executive Director advised that Mr. Grubb announced in November that he is stepping down as the MEL Executive Director, Joseph Hrubash has now been appointed as the MEL Executive Director.

Power of Collaboration

Executive Director referred to the latest in a series of Power of Collaboration advertisement to be published in the League of Municipalities magazine. The ad highlights the updated version of the MEL App available to download on your cell phone device. Note – you must delete the old app from your device prior to downloading the new version.

Employment Practices Program

The MEL's Annual Elected Officials Seminar sessions were held in Atlantic City as part of the League of Municipalities Conference. The course has been added to the MEL Safety Institute. Instructions to access the seminar were provided in the agenda.

E-JIF 2024 Reorganization Meeting

Executive Director said the E-JIF met on November 8, 2023 and December 14, 2023 and held its Reorganization meeting on January 8, 2024. Commissioner Laureigh's report of the November and December meeting was reviewed as distributed. The January report will be included in the next agenda.

RCF 2024 Reorganization Meeting

Executive Director said the RCF also held its Reorganization meeting on January 8, 2024. Commissioner Laureigh's report will be included in the next agenda.

Cyber JIF

Executive Director said the New Jersey Cyber Risk Management Fund conducted its public hearing on the 2024 budget on November 20th via Zoom and also met on December 28, 2023 via Teams. A copy of Commissioner Lapps's report of each meeting was reviewed as distributed.

Executive Director noted the Cyber JIF has contracted with D2 to provide training, phishing and external scanning for members; the service is available to members at no extra charge and further encouraged members to take advantage of the training program as it will increase awareness at the local level to identify possible fraudulent attempts by bad actors; the program will also assist in the cyber compliance for members.

Members received an email from D2 outlining the process to upload emails and IP addresses so they can launch training and external scanning. Members were asked to provide a point of contact for emails and IP addresses. D2 has been reaching out to members that have not provided the necessary information yet and Perma will also follow up.

Starting November 7th, the Cyber JIF launched a "Members Only" section of their website. Members wishing to view secure documents will now be required to have a username and password. Fund Commissioners and Risk Managers received an email from WordPress with instructions on setting up the login credentials. PERMA also notified commissioners via email.

Banking Practices and Cyber Security Framework

Executive Director said in response to increased wire fraud activity and whitewashing of checks, the Municipal Excess Liability Joint Insurance Fund has developed “Best Banking Practices – Wire Transfers, Automatic Clearing House (ACH) and Check Issuance”. A copy of the email sent to members on December 4th distributing the Best Practices in addition to a copy of the revised Cyber Security Framework was reviewed as distributed.

In response to Senator Singer, the implementation of “positive pay” was added to the Banking Best Practices that was sent out, as reminder Mr. Merchel will reach out to members to confirm same.

Chairwomen Lapp advised that their municipality was hit very hard in 2019 due to check washing, although the money was not lost, they were able to identify the name on the check through positive pay; the implementation is highly recommended.

Pauline Kontomanolis advised that when the request is made with the bank it is very important to be careful on what you are requesting as there is a difference in positive pay and payee positive pay. Positive Pay identifies the check number, check amount and date; Payee Positive Pay also looks at the payee which addresses the whitewashing and is strongly recommended when defining which to implement. There are several good practices which address wire transfers and alerts that can be set up. Ms. Kontomanolis advised there is no doubt that the attempts by fraud are increasing at a high rate and implementation of the alerts and checking your accounts daily is very important.

Mr. Merchel added that he had the pleasure of working with Ms. Kontomanolis in conjunction with the JCMI, Cyber JIF and MEL Coverage Committee; this information was sent out to the CFOs and Fund Chairpersons. Mr. Merchel advised that it is very important that all CFOs are aware of the best practices and also advised that this is a compliance requirement with the Cyber JIF program, and with the Crime Coverage. If any member is in need of the best practices issued, to please contact Mr. Merchel or the Fund office.

Property Appraisals

Executive Director said as discussed during the 2023 year, the MEL has mandated that all JIFs look at procuring a vendor or vendors to perform property appraisals and collecting Construction, Occupancy, Protection and Exposure characteristics (COPE) information for owned properties valued at \$500,000 and above. The goal is for our membership to determine their own insurable values and to make sure we capture the necessary COPE information to obtain broader coverage at the best available price. The property insurance companies were arbitrarily increasing certain location of values that they felt were less than 80% of value, by 3%, resulting in a 4-5% increase overall. Enclosed is resolution #13-24 for consideration of the release of competitive contract for property appraisal services.

MOTION TO ADOPT RESOLUTION #13-24 AUTHORIZING THE QUALIFIED PURCHASING AGENT TO PROCURE PROPERTY APPRAISAL PROFESSIONAL SERVICES, AND INSURANCE RELATED FIRMS THROUGH THE COMPETITIVE CONTACTING PROCESS IN ACCORD WITH (N.J.S.A. 40A:11-4.1 ET. SEQ.) FOR PROPERTIES VALUED AT \$500,000 AND ABOVE.

MOTION:	Senator Singer
SECOND:	Commissioner Laureigh
VOTE:	Unanimous

Risk Management Information/Operating System (RMIS)

The Origami database has now been reopened. Members can resume making changes to underwriting data.

ATTORNEY

Fund Attorney took this time to wish everyone, their families and municipal members a very safe, healthy, peaceful and Happy New Year. Nothing further to report.

SAFETY DIRECTOR

Safety Director reviewed the November and December loss control and law enforcement surveys advising of that 18 surveys were completed in addition to two meetings attended. Safety Director further advised of the newly launched updated MEL APP is available which all MSI communications are released through the app and instructions to download the new MEL app are available within the link of the report.

Safety Director also reviewed the MSI NOW report for November and December and encouraged members to increase their usage particularly in the winter season. The MSI Live schedule is up to date for 2024; if any member runs into a problem, feel free to contact Andrea Felip or himself for assistance.

Copy of the Safety Director's Report made a part of the Minutes

UNDERWRITING MANAGER

Underwriting Manager said he and his team completed the 2024 renewal for the MEL program which coverages are outlined within the risk management plan as reviewed and distributed and will become a part of our coverage documents. Underwriting Manager said the 2024 renewal resulted in a fantastic year for the MEL in a very tough market as we were able to beat our estimated budget of August expecting a rate increase of over 10% however, we fell below the 10% saving the MEL over \$1M. In addition to that we were able to increase coverage and reduce the MELs financial risk, especially in the property line with an increase in high hazard flood limits from \$27M to \$50M which may be of interest to members of the Ocean JIF. Underwriting Manager said if anyone needs assistance to feel free to reach out to his team noting the release of certificates of insurance, posting notices, auto id cards and statutory bonds.

Lastly, Underwriting Manager advised of the new cyber risk management program which will be released by a media blast from his office and further encouraged members to review the information as updated.

List of Certificates and Cyber Compliance Status report made part of the Minutes.

RISK MANAGEMENT

Mr. Thomas Merchel introduced himself as the Risk Management Consultant appointed due to the retirement of Mr. Avalone. Mr. Merchel advised that he has been in local government for over 35 years; four years with Bowman and Company conducting audits for local government and school districts, also serving 5 years in Pennsauken, 26 years in Moorestown Twp. as CFO, Deputy Manager and at times Township Manager for many years. Mr. Merchel has also been involved with the Joint Insurance Funds for 25 years serving as the Chairman of the PMM JIF, Commissioner of the MEL, RCF and EJIF as well as Chairman to the MEL and Chairman to the

newly created Cyber JIF. Mr. Merchel said he and his team, Katie Walters and Jaclyn Lindsey are looking forward to working with everyone.

Ms. Walters welcomed Mr. Merchel to the JIF risk management team. Ms. Walters reviewed the risk management report as distributed highlighting the elected officials training course and instructions now available which members can receive a \$250 credit towards their assessment if completed by May 1st further advising those that had taken the course during the League of Municipalities do not have to retake the course. Ms. Walters also noted that information will also be distributed from their office once underwriting manager releases updates to the Cyber JIF program in an effort to assist members to become compliant by the extended deadline of July 1, 2024. The balance of the report was informational for members to review.

In response to Chairwoman Lapp, Ms. Walters and Mr. Callahan thanked her for her positive comments with regards to attending the Safety Committee meeting of Manchester Township.

Copy of the Risk Manager's Report made a part of the Minutes.

MANAGED CARE

Managed Care provided referred to the agenda report as distributed advising during the 2023 Fund year there was a total of 5,785 bills submitted with 96% network utilization. The charges of the bills submitted totaled \$7,398,784 after applying Qual-Lynx's rates, the total charges were reduced to \$2,753,937 for a total savings of \$4,644,847 or 63% savings.

OLD BUSINESS

None.

NEW BUSINESS

None

PUBLIC FOR COMMENT

Ms Lopez advised that Ms. Carney sent a beautiful card thanking the Board for the retirement gift provided.

EXECUTIVE SESSION

None

CLAIMS SERVICE

Claims Administrator said the Claims Committee met on Tuesday, January 9, 2024 and reviewed 22 PARs, the Committee approved the PARs as presented.

Claims Administrator referred to the updated service team listing for review and requested members to distribute to their department heads and/or persons responsible for reporting claims.

Claims Administrator respectfully requested a motion to approve the PARs as recommended by the Claims Administrator,

MOTION TO APPROVE PAYMENT OF CLAIMS AS REVIEWED AND RECOMMENDED BY THE CLAIMS COMMITTEE.

Claim #	Type
2021226888	WC
2024318208	WC
2023304906	WC
2024319943	WC
2023277657	WC
2024320333	WC
2024321179	WC
2024321174	WC

Claim #	Type
2024312462	WC
2024312246	WC
2024308874	WC
2020200116	GL
2021240514	GL
2021240524	GL
2022266209	AL
2022252778	GL

Claim #	Type
2021213617	GL
2021239054	GL
2022260171	GL
2022249375	GL
2024311827	Prop
2019148065	Prop

MOTION: Senator Singer
SECOND: Commissioner Gross
ROLL CALL VOTE: Unanimous

MOTION TO ADJOURN MEETING:

MOTION: Senator Singer
SECOND: Commissioner Gross
VOTE: Unanimous

Meeting Adjourned at: 3:37 PM

NEXT MEETING: March 14, 2024 - 3:00 PM

OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND BILLS LIST

Resolution No. 26-23

DECEMBER 2023

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

BE IT RESOLVED that the Ocean County Municipal 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>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002489			
002489	QUAL-LYNX	CLAIM ADJ. SERVICES 12/23	64,760.00
002489	QUAL-LYNX	OUTSIDE ADJUSTER 12/23	6,304.34
002489	QUAL-LYNX	WORKERS COMP-MCCI FEES 10/23	86.40
002489	QUAL-LYNX	MANAGED CARE ADMIN 12/23 INV 69955	26,508.50
			97,659.24
002490			
002490	J.A. MONTGOMERY RISK CONTROL	SAFETY DIRECTOR 12/23	11,607.75
002490	J.A. MONTGOMERY RISK CONTROL	LAW ENFORCEMENT 12/23	2,500.00
			14,107.75
002491			
002491	PERMA	POSTAGE 10/23	57.59
002491	PERMA	EXECUTIVE DIRECTOR 12/23	27,575.00
002491	PERMA	LOSS FUND MGMT 12/23	2,557.00
			30,189.59
002492			
002492	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING FEE 12/23	4,251.62
			4,251.62
002493			
002493	CITTA, HOLZAPFEL & ZABARSKY	PROFESSIONAL SERVICES INV 28651 10/23	1,328.79
002493	CITTA, HOLZAPFEL & ZABARSKY	ATTORNEY FEES 11/23 INV 28649	3,976.91
002493	CITTA, HOLZAPFEL & ZABARSKY	LITIGATION- INV 28650 10/23/23-11/30/23	19,083.75
			24,389.45
002494			
002494	JULIE N. TARRANT	TREASURER FEE 12/23	3,291.00
			3,291.00
002495			
002495	CONNER STRONG & BUCKELEW	UNDERWRITER MGMT FEE 12/23	1,076.00
			1,076.00
002496			
002496	EXECU-TECH, INC.	WEBSITE MGR. 12/23	200.00
			200.00
002497			
002497	THE CANNING GROUP LLC	QPA SERVICES 11/23 & 12/23	1,166.66
			1,166.66
002498			
002498	ACCESS	DEPT 411 INV 10543135 10/31/23 FOR NOV	103.59
			103.59
002499			
002499	GANNETT NEW YORK-NJ LOCALIQ	ACCT 1120889/ INV 5964775 10/11 9388501	42.92
002499	GANNETT NEW YORK-NJ LOCALIQ	ACCT 1120889/INV 5964775 10/23 9746487	54.84
			97.76
		Total Payments FY 2023	176,532.66
		TOTAL PAYMENTS ALL FUND YEARS	176,532.66

RESOLUTION NO. 1-24

OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND
(hereafter referred to as the “FUND”)

**CERTIFYING THE ELECTION OF
CHAIRPERSON AND SECRETARY**

BE IT RESOLVED, by the Governing Body of the Fund that the following persons have been elected as Chairperson and Secretary:

DIANE LAPP	Chairperson
JOANNE BERGIN	Secretary

BE IT FURTHER RESOLVED, that the Chairperson and Secretary shall serve for the year 2024 and until their successors shall be elected and qualified.

ADOPTED:

this 11th day of January 2024 before the Governing Body,

RESOLUTION NO. 2-24

**OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND
(Hereinafter the "FUND")**

APPOINTING FUND OFFICIAL DEPOSITORY

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

WHEREAS Citizens Bank (formerly Investors Bank) for Banking services - at an earnings rate based on a combined average balance of \$20,000,000 of participating joint insurance funds which will earn base of 4.20% as of 7/1/2023 plus 80% beta on Federal Fund Target Rate increase / decrease when utilizing the fully (FDIC) insured sweep product for the funds - is hereby proposed by the Board of Fund Commissioners as the official designated depository in accord with N.J.S.A. 40A:11-5-15.1(f)

NOW, THEREFORE, BE IT RESOLVED, by the Fund, that Citizens Bank (formerly Investors Bank) for Banking services - at an earnings rate based on a combined average balance of \$20,000,000 of participating joint insurance funds which will earn base of 4.20% as of 7/1/2023 plus 80% beta on Federal Fund Target Rate increase / decrease when utilizing the fully (FDIC) insured sweep product for the funds-is hereby approved by the Board of Fund Commissioners as the official designated depository in accord with N.J.S.A. 40A:11-5-15.1(f) and that sums so deposited may be withdrawn upon a check, draft or order of the Board of Fund Commissioners; and

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

ADOPTED: this 11th day of January 2024 before the Governing Body

RESOLUTION NO. 3-24

OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND

(Hereinafter the "FUND")

**AUTHORIZING THE AWARD OF PROFESSIONAL SERVICES CONTRACT TO
WILMINGTON TRUST TO SERVE AS THE FUND'S ASSET MANAGER**

WHEREAS, the Ocean County Municipal Joint Insurance Fund (hereinafter "the Fund") finds it necessary and appropriate to obtain certain professional services, as defined in the Local Public Contracts Law, (N.J.S.A. 40A-11-1 et. seq.), to serve as the Fund's Asset Manager; and

WHEREAS, the Fund Treasurer has indicated that sufficient funds exist for the award of this contract in the usual and customary accounts; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., requires that the resolution authorizing the award of a contract for professional services without competitive bidding, and the contract itself, be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fund Commissioners of the Ocean County Municipal Joint Insurance Fund ("the Fund") as follows:

1. The Fund hereby awards and authorizes execution of a professional service agreement with **Wilmington Trust** – At an annual fee of 5 basis points of the market value of the Fund's invested assets; and
2. This contract is awarded for a 1-year term effective January 1, 2024.
3. This contract is awarded without competitive bidding as a professional services contract in accordance with the provisions of the Local Public Contracts Law at N.J.S.A.40A:11-5.
4. Notice of this action shall be published as required by law.
5. A copy of this resolution shall be provided to the Fund Treasurer.

A copy of this resolution and contract will be on file in the Fund office, located at 9 Campus Drive, Suite 216, Parsippany, NJ 07504.

RESOLUTION NO. 4-24

**OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND
(Hereinafter referred to as the "FUND")**

**AUTHORIZING THE AWARD OF PROFESSIONAL SERVICES CONTRACT TO THE
CANNING GROUP TO SERVE AS THE FUND'S QUALIFIED PURCHASING AGENT**

WHEREAS, the FUND is duly constituted as a Municipal Joint Insurance Fund, as permitted under the laws promulgated by the State of New Jersey, (N.J.S.A. 40A-36, et. seq.); and

WHEREAS, the Ocean County Municipal Joint Insurance Fund (hereinafter the Fund) found it necessary and appropriate to appoint certain professionals as defined in the Local Public Contracts Law, (N.J.S.A. 40A-12 et. seq.) for the 2024 Fund year; and,

WHEREAS, the Fund seeks to award a Professional Service Agreement in accordance with a non-fair and open process pursuant to NJSA 19:44A-21.4 et. seq.; and,

WHEREAS, the Fund's Executive Committee recommended the award of the contract to the below listed Professional Service Provider based on a review of their experience and prior service provided at the rates established by the Fund Executive Committee; and,

WHEREAS, the Fund Treasurer has issued a certificate of available funds indicating sufficient funds exist for the award of these contracts in the usual and customary accounts.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Fund's Executive Committee hereby recommends the appointment of the following Fund Professional at its January 2024 reorganization meeting in accordance with a fair and open process pursuant to N.J.S.A. 19:44A –20.4 et. seq.

Sean Canning of The Canning Group as Qualified Purchasing Agent in the amount of \$7,000.

BE IT FURTHER RESOLVED, all Professional Service Providers are appointed pursuant to this Resolution shall service the Fund in accordance with the terms and conditions of the Professional Service Agreements and the Local Public Contracts Law.

BE IT FURTHER RESOLVED, notice of this action shall be printed in the official newspaper of the Fund in accordance with the Local Public Contract Laws of the State of New Jersey

ADOPTED: *this 11th day of January 2024 by the Governing Body,*

RESOLUTION NO: 5-24

**OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND
(hereafter the "FUND")**

ESTABLISHING PUBLIC MEETING PROCEDURES

WHEREAS, the FUND must establish meeting procedures for Fund Year 2024, and

NOW, THEREFORE BE IT RESOLVED, by the Governing Body of the FUND that:

- I.** The Governing Body shall conduct Public Meetings during the year 2024 at 3:00 PM on the following dates:

January 11, 2024	July 11, 2024	November 14, 2024
March 14, 2024	September 12, 2024	December 12, 2024
May 9, 2024	October 10, 2024	January 9, 2025

The meetings are currently scheduled to take place via MS Teams and are subject to change at which time members will be notified and notice will be formally advertised.

- II.** In addition, **the Ocean County Municipal Joint Insurance Fund Claims Committee** will meet during the year 2024 at 1:00 PM via MS Teams on the following dates:

January 8, 2024	May 6, 2024	September 9, 2024	January 6, 2024
February 5, 2024	June 10, 2024	October 7, 2024	
March, 11, 2024	July 8, 2024	November 12, 2024	
April 8, 2024	August 5, 2024	December 9, 2024	

- III.** Each Public Comments session is limited to thirty (30) minutes; any one person may address the Chairperson for a maximum of five (5) minutes; once a particular topic has been addressed by a member of the public, subsequent comments on that same topic by other people is limited to a maximum of two (2) minutes; citizens who have spoken once during the session will not be recognized a second time; and speakers are required to state their names and addresses.

- IV.** The following is hereby designated the official newspaper (s) of the Fund:

THE ASBURY PARK PRESS
THE SOUTH JERSEY TIMES
www.NJMEL.org
Fund Website – www.ocjif.org

- V.** The FUND Secretary or designated assistant shall provide notice of any and all meetings, including special or emergency meetings, to each official newspaper and shall issue all official notices required to be published in at least one of the official newspapers.

ADOPTED: *this 11th of January 2024 by the Governing Body,*

OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND

RESOLUTION NO. #6-24
**RESOLUTION OF THE OCEAN COUNTY MUNICIPAL JOINT
INSURANCE FUND TO ESTABLISH REMOTE MEETING
PROCEDURES APPLICABLE DURING A DECLARED STATE OF
EMERGENCY**

WHEREAS, on March 9, 2020 in response to COVID-19, Governor Phil Murphy issued Executive Order 103, which declared a state of emergency that has been extended by the Governor and remains in full force to this day; and

WHEREAS, by way of additional Executive Orders, the Governor has established extensive social distancing protocols to protect the health, safety and welfare of New Jersey citizens; and

WHEREAS, in accordance with the Executive Orders relating to COVID-19 and the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. (“OPMA”), local government units, including the Ocean County Municipal Joint Insurance Fund (“Fund”), have continued to hold public meetings via remote platforms to ensure the continued operation of local government with participation by the public, in a way that limits public health risk; and

WHEREAS, in March 2020, the New Jersey Department of Community Affairs, Division of Local Government Services (“DLGS”) issued “Local Operational Guidance – COVID-19: Guidance for Remote Public Meetings in New Jersey,” which provided specific guidance regarding holding remote public meetings under the OPMA; and

WHEREAS, on September 24, 2020, the DLGS issued Local Finance Notice 2020-21 (“LFN 2020-21”), which provided a synopsis of newly promulgated emergency regulations N.J.A.C. 5:39-1.1 through 1.7, which establish standard protocols for remote public meetings governed by the OPMA and held during a Governor-declared state of emergency; and

WHEREAS, under emergency regulation N.J.A.C. 5:39-1.4(h), a local government unit is required to adopt by resolution standard procedures and requirements for public comment made during remote public meetings, as well as for public comments submitted in writing ahead of the remote public meeting; and

WHEREAS, the Fund desires to memorialized standard procedures and requirements for public comment for remote meetings for 2024 in accordance with DLGS Guidelines.

NOW THEREFORE BE IT RESOLVED that the Executive Director’s Office of the Fund, does hereby resolve and agree to adopt the following procedures regarding public comments during remote public meetings:

1. Public comments for a remote public meeting shall be limited to 5 minutes for each speaker and may be made during the designated public comment section of the meeting or submitted in writing to the Executive Director's Office of the Fund no later than four (4) hours prior to published start time of the remote meeting. Written public comments must be emailed to the Executive Director's Office at: steves@permainc.com or mailed to the Executive Director's Office at: 9 Campus Drive – Suite 216, Parsippany, NJ 07054. Written public comments may not be submitted via any other form of electronic communication.
2. Written public comments submitted via email or mail must include the individual's name, full address and contact information (telephone number and/or email address), as the Executive Director's Office reserves the right to verify the submitter's identity.
3. Written public comments submitted in accordance with this resolution shall be read into the remote meeting record at the end of the last public comment section, subject to the time limit in place for in-person comments. Written public comments containing profanity or vulgarity will not be read into the record. The chair and/or presiding officer of the remote meeting reserves the right to read similar or duplicative comments into the record in a summary fashion and will do so uniformly for all similar/duplicative comments.
4. Members of the public who submit written public comments regarding a specific agenda item that is scheduled for public hearing (such as a budget or bylaws amendment, etc.), should designate the agenda item and title to which their written public comments apply. Written public comments received after the four (4) hour deadline set forth by this resolution will not be read into the record or become part of the meeting record.
5. The procedures and requirements for making public comments during a remote meeting, along with an explanation of the audio muting function of the electronic communications platform being used, shall be announced at the beginning of the remote public meeting.
6. With respect to public participation at a remote public meeting, the following procedures shall be incorporated:
 - a. A member of the public who has submitted written comments prior to the meeting in accordance with this resolution, attends the remote public meeting, and wishes to participate during the public comment portion, will be deemed and treated as having already had the floor once.
 - b. If a member of the public disrupts a remote public meeting, the chair and/or presiding officer of the remote public meeting shall facilitate a dialogue with that member of the public to the extent reasonably permitted by the electronic communications technology.
 - c. The chair and/or presiding officer of the meeting shall mute or continue muting, or direct appropriate staff to mute or continue muting, the disruptive member of the public and warn them that continued disruption may result in their being prevented

from speaking during the remote public meeting or removed from the remote public meeting. Disruptive conduct includes sustained inappropriate behaviors such as, but not necessarily limited to, shouting, interruption and use of profanity.

- d. A member of the public who continues to act in a disruptive manner after receiving an initial warning shall be muted while other members of the public are allowed to proceed with their questions or comments. If time permits, the disruptive individual shall be allowed to speak after all other members of the public have been given the opportunity to make comment. Should the person remain disruptive, the individual may be muted or kept on mute for the remainder of the remote public meeting, or removed from the remote public meeting.
 - e. The chair and/or presiding officer of the remote meeting shall reserve the right to take necessary action to protect the rights of the public to participate in the remote public meeting.
7. If this resolution conflicts with any other policy or procedures of the Fund, the terms herein shall prevail.

ADOPTED this 11th day of January 2024;

RESOLUTION NO: 7-24

OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND
(hereafter referred to as "THE FUND")

ESTABLISHING A FISCAL MANAGEMENT PLAN

FOR THE 2024 FUND YEAR

WHEREAS, THE FUND is duly constituted as a Municipal Joint Insurance Fund, as permitted under the laws promulgated by the State of New Jersey, (N.J.S.A. 40A-36, et.seq.); and

WHEREAS, THE FUND is subject to the requirements contained within the Local Fiscal Affairs Law (N.J.S.A. 40A-5, et.seq.) ; and

NOW, THEREFORE BE IT RESOLVED, THE FUND's Executive Committee that:

- I.** All funds for Administrative Expenses, Reinsurance, Dividends and Miscellaneous Expenses, shall be withdrawn from the Official named Depository (ies) by check, which shall bear the signatures of at least two (2) of the following persons, duly authorized pursuant to this Resolution, shall be required:

DIANE LAPP	CHAIRPERSON
VERONICA LAUREIGH	VICE CHAIRPERSON
JOANNE BERGIN	SECRETARY
JULIE TARRANT	TREASURER

- II.** All funds for Claims payments shall be withdrawn from the Official Depository(ies) by check, wire or ACH which shall bear the signatures and/or electronic approvals of at least two (2) of the following persons, duly authorized pursuant to this Resolution,

Julie Tarrant	Treasurer
Alice H. Lihou	Qual-Lynx
David S. Ruber	Qual-Lynx
Edward Koreivo	Qual-Lynx

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

- III.** The Cash and Investment Policy attached herewith, shall be adopted.

- IV. The rate of interest assessed by the Fund, for delinquent assessments shall be ten (10) percent per annum, from the due date for any such assessment with a grace period for the first (1st) assessment installment paid to be January 31, and the second (2nd) assessment installment paid to be July 31.

- V. Certifying and Approval Officer for all FUND expenses shall be the FUND's Executive Director and/or the Account Manager so designated by the Executive Director.

ADOPTED: *this day before the Governing Body:*

**OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND
2024 CASH MANAGEMENT AND INVESTMENT POLICY**

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

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

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

2.) **Permissible Investments**

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

3.) **Authorized Depositories**

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

Citizens Bank (formerly Investors Bank)

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

4.) **Authority for Investment Management**

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

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

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

5.) **Preservation of Capital**

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

6.) **Safekeeping**

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

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

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

8.) **Reporting**

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

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

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

- 10.) **Cash Flow Projections** Asset maturity decisions shall be guided by cash flow factors payout factors supplied by the Fund Actuary and reviewed by the Executive Director and the Treasurer.

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

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

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

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

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

RESOLUTION NO. 8-24

OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND
(Hereinafter the "FUND")

ESTABLISHING A FUND RECORDS PROGRAM

WHEREAS: The FUND must establish a formal record retention program for the 2024 Fund Year.

NOW, THEREFORE BE IT RESOLVED, by the FUND's Governing Body that:

I. Joanne Bergin, **Fund Secretary**, is hereby designated as custodian of the FUND records, which shall be kept at the office of the Fund Administrator, located at 9 Campus Drive, Suite 216, Parsippany, NJ 07054.

II. Tracy Lopez, **Senior Account Manager** for PERMA Risk Management Services is hereby designated as **Assistant Fund Secretary**.

III. The records of the FUND shall be retained in accordance with the municipal records retention schedule as promulgated by the New Jersey Division of Archives and Records Management, and/or otherwise specified by the New Jersey Department of Insurance and Community Affairs.

IV. Each fund professional and service organization shall have the duty and obligation to maintain such records as are entrusted to him/her and to relinquish such records to the Fund Secretary upon termination of services or otherwise upon request.

Records and files not required to support current operations, but which must otherwise be retained, shall be stored in the record retention facility, located at Route 80, Business Archives, 24 Beckwith Avenue, Paterson, New Jersey. The FUND's Executive Director shall coordinate the archive process and shall make sure that all records are properly indexed and accessible.

ADOPTED: *this day before the Governing Body*

RESOLUTION NO. 9A-24

**RESOLUTION OF THE OCEAN COUNTY MUNICIPAL
JOINT INSURANCE FUND
APPOINTMENT OF APPROVED PANEL OF ATTORNEYS TO DEFEND
GENERAL LITIGATION CASES ON BEHALF OF THE FUND
FOR
FUND YEAR 2024**

WHEREAS, the Ocean County Municipal Joint Insurance Fund is constituted as a Municipal Self Insurance Fund and is subject to certain requirements of the Local Public Contracts Law; and

WHEREAS, the Executive Committee finds that it is necessary and appropriate to obtain the services of legal counsel to defend general litigation actions on behalf of the Ocean County Municipal Joint Insurance Fund; and

WHEREAS, the appointment of such professionals is required and necessary to meet the purposes of the Ocean County Municipal Joint Insurance Fund; and

WHEREAS, although the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., authorizes the award of contracts for "Professional Services" without competitive bids, the Ocean County Municipal Joint Insurance Fund published a request for proposals for professional service contracts in accordance with a competitive negotiation procedure which satisfies the requirements of a fair and open process under N.J.S.A. 19:44A:20.4 et seq.; and

WHEREAS, pursuant to the recommendation of the Fund Committee on Professional Services, the Ocean County Municipal Joint Insurance Fund has established as approved.

- 1) Cases assigned for a defense on or after January 1, 2024, \$165.00 per hour, plus actual out-of-pocket costs as approved by the Fund attorney;

NOW, THEREFORE, BE IT RESOLVED by the Executive Committee of the Ocean County Municipal Joint Insurance Fund assembled in a public session on January 11, 2024, that it does hereby establish and adopt as approved attorneys to handle general litigation on behalf of the Fund, at the established rate, the attorneys listed on the annexed Schedule A.

OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND

**SCHEDULE A
LIST OF COUNSELORS
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RESOLUTION NO. 9B-24

**RESOLUTION OF THE OCEAN COUNTY MUNICIPAL
JOINT INSURANCE FUND
APPOINTMENT OF APPROVED PANEL OF ATTORNEYS TO DEFEND
WORKER'S COMPENSATION CASES ON BEHALF OF THE FUND
FOR
FUND YEAR 2024**

WHEREAS, the Ocean County Municipal Joint Insurance Fund is constituted as a Municipal Self Insurance Fund and is subject to certain requirements of the Local Public Contracts Law; and

WHEREAS, the Executive Committee finds that it is necessary and appropriate to obtain the services of legal counsel to defend worker's compensation actions on behalf of the Ocean County Municipal Joint Insurance Fund; and

WHEREAS, the appointment of such professionals is required and necessary to meet the purposes of the Ocean County Municipal Joint Insurance Fund; and

WHEREAS, although the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., authorizes the award of contracts for "Professional Services" without competitive bids, the Ocean County Municipal Joint Insurance Fund published a request for proposals for professional service contracts in accordance with a competitive negotiation procedure which satisfies the requirements of a fair and open process under N.J.S.A. 19:44A:20.4 et seq.; and

WHEREAS, pursuant to the recommendation of the Fund Committee on Professional Services, the Ocean County Municipal Joint Insurance Fund has established as approved attorney billing rates for worker's compensation litigation, the following schedule:

Cases assigned for a defense on or after January 1, 2024, shall be paid on a fee of \$750.00 flat rate through the first day of trial, and \$135.00 per hour for any trial, plus actual out-of-pocket costs, approved by the Fund.

NOW, THEREFORE, BE IT RESOLVED by the Executive Committee of the Ocean County Municipal Joint Insurance Fund assembled in a public session on January 11, 2024, that it does hereby establish and adopt as approved attorneys to handle worker's compensation litigation on behalf of the Fund, at the established rate, the attorneys listed on the annexed Schedule A.

**SCHEDULE A
LIST OF COUNSELORS
OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND
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RESOLUTION NO. 9C-24

**RESOLUTION OF THE OCEAN COUNTY MUNICIPAL
JOINT INSURANCE FUND
APPOINTMENT OF APPROVED ATTORNEY TO LITIGATE
SUBROGATION CASES ON BEHALF OF THE FUND
FOR
FUND YEAR 2024**

WHEREAS, the Ocean County Municipal Joint Insurance Fund is constituted as a Municipal Self Insurance Fund and is subject to certain requirements of the Local Public Contracts Law; and

WHEREAS, the Executive Committee finds that it is necessary and appropriate to obtain the services of legal counsel to litigate subrogation cases on behalf of the Ocean County Municipal Joint Insurance Fund; and

WHEREAS, the appointment of such a professional is required and necessary to meet the purposes of the Ocean County Municipal Joint Insurance Fund; and

WHEREAS, although the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., authorizes the award of contracts for "Professional Services" without competitive bids, the Ocean County Municipal Joint Insurance Fund published a request for proposals for professional service contracts in accordance with a competitive negotiation procedure which satisfies the requirements of a fair and open process under N.J.S.A. 19:44A:20.4 et seq.; and

WHEREAS, pursuant to the recommendation of the Fund Committee on Professional Services, the Ocean County Municipal Joint Insurance Fund has established as approved attorney billing rates for litigating subrogation cases, the following schedule:

Cases assigned for a defense will be compensated at one-third (1/3) of the actual recovery amount, plus actual out-of-pocket costs as approved by the Fund attorney.

NOW, THEREFORE, BE IT RESOLVED by the Executive Committee of the Ocean County Municipal Joint Insurance Fund assembled in a public session on January 11, 2024 that it does hereby establish and adopt as an approved attorney to litigate subrogation on behalf of the Fund, at the established rate, James J. Gluck, Esq., Gluck & Allen, LLC, 217 Washington Street, Toms River, New Jersey 08753.

OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND

RESOLUTION NO. 10-24

**RESOLUTION OF THE OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND
AWARDING AN EXTRAORDINARY UNSPECIFIABLE SERVICES CONTRACT WITH
LEXINGTON INSURANCE COMPANY FOR PRIMARY PUBLIC OFFICIALS/EMPLOYMENT
PRACTICES LIABILITY**

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

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

WHEREAS, the Underwriting Manager is recommending award to Lexington Insurance Company for primary public officials/employment practices liability coverage (inclusive of optional volunteer director's and officer's liability) in an amount not to exceed \$2,309,174 inclusive of commission; and

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

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

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

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

WHEREAS, the Treasurer has certified that funds are available, subject to approval by the board of commissioners in the 2024 budget in an amount not to exceed \$2,309,174 inclusive of commission from:

Line Items: POL/EPL Premium and Land Use Liability

NOW, THEREFORE, BE IT RESOLVED, that the Ocean County Municipal Joint Insurance Fund authorizes the Executive Director to enter into a contract with Lexington Insurance Company for the 2024 budget year for primary public officials/employment practices liability coverage (inclusive of optional volunteer director's and officer's liability) in an amount not to exceed \$2,309,174 inclusive of commission.

Adopted by the Governing Body this 11th day of January 2024.

Ocean County Municipal Joint Insurance Fund

Ocean County Municipal Joint Insurance Fund

(hereinafter the "Fund" or the "OCE JIF")
Resolution 11-24

ESTABLISHING THE 2024 PLAN OF RISK MANAGEMENT

BE IT RESOLVED by the Fund's Commissioners that the 2024 Plan of Risk Management shall be:

Definitions:

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

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

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

Section I – Coverage

Insurance Coverages

The following coverages are provided to the Fund's members, effective January 1, 2024:

- Workers' Compensation
- Liability (including optional excess)
- Public Officials Liability / Employment Practices Liability (including optional excess)
- Optional Volunteer Directors & Officers Liability
- Crime
- Non-Owned Aircraft Liability
- Environmental Impairment Liability
- Cyber
- Property & Equipment Breakdown (effective December 31, 2023)
- Terrorism

Limits of Coverage

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

1. Workers' Compensation

- Workers' Compensation: \$300,000
- Employer's Liability: \$300,000
- USL&H, Harbor Marine/Jones Act, Incidental Foreign Workers' Compensation, Communicable Disease: Per Person
- MEL Excess Limit: Statutory
- Employer's Liability Excess Limit: \$6,700,000

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

- Fund Limit: \$300,000
- MEL Excess Limit: \$4,700,000
 - The \$3,000,000 layer excess of \$2,000,000 is subject to a 3,000,000 per local member unit annual aggregate (Automobile Liability is not aggregated)
- Sublimits: The following sublimits are part of, and not in addition to, the limits above:
 - Good Samaritan Liability: Included
 - Fungus or Spores: \$1,000,000
 - Disinfectants Release Hazard Coverage: \$1,000,000
 - Dam and Reservoir: \$5,000,000
 - a. \$5,000,000 per occurrence for any member entity owned dams defined as Class III or IV in New Jersey Administrative Code, Title 7, Department of Environmental Protection, Chapter 20, 7:20-1.8;
 - b. Included for premises owned, occupied or controlled by the member entity on which a dam or reservoir is located, or from the operations conducted on such premises;
 - c. \$2,000,000 per occurrence for any member entity owned dam defined as Class I or II in New Jersey Administrative Code, Title 7, Department of Environmental Protection, Chapter 20, 7:20-1.8; and
 - d. \$2,000,000 per occurrence for any Class III or IV member entity owned dam involved with a Class I or II member entity owned dam.
 - Sanitary/Storm Water System Sewerage Backup and/or Sanitary System Sewerage Backup, Escape or Release: \$3,000,000 Per Occurrence and \$4,000,000 Annual Aggregate for all member entities
 - Subsidence: \$3,000,000 Per Occurrence and \$4,000,000 Annual Aggregate for all member entities
 - Skateboard Facilities: \$5,000,000 Per Occurrence (where approved)
 - a. Subject to 0% member coinsurance of the first \$100,000
 - Riot, Civil Commotion or Mob Action: \$5,000,000 Per Occurrence
 - Failure to Supply Utility: \$5,000,000 Per Occurrence

- Garagekeepers Liability: \$2,000,000 Per Occurrence
- New Jersey Personal Injury Protection (NJ PIP): Statutory Minimum
- New Jersey Uninsured/Underinsured Motorist (NJ UM/UIM): Statutory Minimum

3. Optional Excess Liability Limit

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

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

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

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

4. Public Officials Liability / Employment Practices Liability

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

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

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5. Optional Excess Public Officials Liability / Employment Practices Liability

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

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

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

6. Optional Volunteer Directors & Officers Liability

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

7. Crime

- The Fund provides Crime coverage with a limit of \$50,000 for: Loss of Assets, Credit Card Forgery, Loss of Employee Benefit Plan Assets and Public Employee Dishonesty
- The member deductible is \$2,500
- MEL Crime
 - MEL Crime Excess: \$950,000 excess of the Fund Crime limit
 - MEL Crime Statutory Position:
 - a. The MEL provides primary employee dishonesty and faithful performance coverage for those employed positions which are required by law to be individually bonded and where they have applied and have been approved for coverage at a limit of \$1,000,000 per occurrence per position. The MEL can provide MEL Crime Statutory Position limits, based on underwriting and via endorsement, above \$1,000,000, matching the member's auditor's recommendation, but no more than \$2,000,000. Such additional limit is available upon request and approval by the MEL.
 - b. The deductible is \$1,000
 - MEL Crime Excess Public Officials:
 - a. The MEL provides excess employee dishonesty and faithful performance coverage for those employed positions which are required by law to be individually bonded and where they have not applied or have not been approved for coverage under the MELJIF Statutory Position Program at a limit of \$1,000,000
 - b. The deductible is the greater of the underlying bond/policy in place or the statutory limit required

8. Non-Owned Aircraft Liability

- \$5,000,000; and

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

9. Environmental Impairment Liability

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

10. Cyber

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

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

11. Property & Equipment Breakdown

- The Fund provides a \$100,000 limit per occurrence (Property & Time Element combined)
- The MEL provides a \$2,400,000 limit excess of the Fund's limit
- The MEL purchases additional excess property limits, as follows: \$125,000,000, including certain sublimits, including, but not limited, to:
 - Aggregate, Earth Movement: \$75,000,000
 - Aggregate, Flood (includes Storm Surge): \$75,000,000
 - a. Per Location, High Hazard Flood Zone: \$50,000,000
 - a. Aggregate : \$50,000,000
 - Named Storm: Included
 - Vehicles: \$10,000,000
- Unmanned Aircraft Systems: \$100,000
- Member deductibles:
 - All Other: \$2,500
 - Automobile Physical Damage: \$2,500
 - Equipment Breakdown: \$5,000
 - SFHA Flood Maximum available NFIP limit, per location, regardless if member purchases it or not, but no less than \$500,000 building / \$500,000 contents (\$250,000 / \$100,000 for housing authorities and related non-profit buildings), but no more than the value of the building and contents.
 - Named Storm : \$2,500

12. Terrorism

Aggregate: \$125,000,000

Individual Self-Insured Retentions

Optional Individual Self-Insured Retentions: Seaside Heights has an individual deductible of \$10,000 for police professional liability.

Amount of Risk to be Retained by the Fund

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

1. **Workers' Compensation:** \$300,000
2. **Liability:** \$300,000
 - NJ Uninsured/Underinsured Motorist: Statutory minimum
 - NJ Personal Injury Protection: \$250,000
3. **Optional Excess Liability Limit:** \$0
4. **Public Officials Liability / Employment Practices Liability:** \$0
5. **Optional Excess Public Officials Liability / Employment Practices Liability:** \$0
6. **Optional Volunteer Directors & Officers Liability:** \$0
7. **Crime:** \$50,000
 - MEL Crime Excess: None
 - MEL Crime Statutory Position: None
 - MEL Crime Excess Public Officials: None
8. **Non-Owned Aircraft Liability:** \$0
9. **Environmental Impairment Liability :** \$0
10. **Cyber:** \$0
11. **Property:** \$100,000
 - Equipment Breakdown: \$0
 - SFHA Flood: \$0
 - Named Storm: \$100,000
 - Unmanned Aircraft Systems (UAS):\$100,000
12. **Terrorism:** \$0

Commercial Insurance / Reinsurance Purchased

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

1. **Non-Owned Aircraft Liability:** The Fund purchases this coverage through the MEL

*Ocean County Municipal Joint Insurance Fund
2024 Plan of Risk Management*

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

Section II – Conditions

The Amount of Unpaid Claims to be Established

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

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

1. By November 15th of each year, the actuary computes the probable net cost for the upcoming Fund year by line of coverage and for each prior Fund year. The actuary includes all budget items in these computations. The annual assessment of each participating member is its pro rata share of the probable net cost of the upcoming Fund year for each line of coverage as computed by the actuary.
2. The calculation of pro rata shares is based on each member's experience modified manual premium for that line of coverage. The Commissioners also adopts a capping formula which limits the increase of any member's assessment from the preceding year to the Fund wide average increase plus a percentage selected by the Commissioners. The total amount of each member's annual assessment is certified by majority vote of the Commissioners at least one (1) month prior to the beginning of the next fiscal year.
3. The treasurer deposits each member's assessment into the appropriate accounts, including the administrative account, and the claim or loss retention trust fund account by Fund year for each type of coverage in which the member participates.
4. If a local unit becomes a member of the Fund or elects to participate in a line of coverage after the start of the Fund year, such participant's assessments and supplement assessments are reduced in proportion to that part of the year which had elapsed.
5. The Commissioners may by majority vote levy upon the participating members additional assessments wherever needed or so ordered by the Commissioner of Insurance to supplement the Fund's claim, loss retention or administrative accounts to assure the payment of the Fund's obligations. All supplemental assessments are charged to the participating members by applicable Fund year, and shall be apportioned by the year's assessments for that line of coverage.
6. Should any member fail or refuse to pay its assessments or supplemental assessments, or should the Fund fail to assess funds required to meet its obligations, the chairman or in the event by his or her failure to do so, the custodian of the Fund's assets, shall notify the Commissioner of Insurance and the Director

of Community Affairs. Past due assessments shall bear interest at the rate established annually by the Commissioners.

7. Sexual Abuse Liability Account: The Commissioners may establish a sexual abuse liability account. Reserves, IBNR, expenses, assets, assessments and other assets for this account shall be accounted for separately. After the end of the year before the Fund has finalized its year end accounting, the Commissioners may levy a supplementary assessment if the sexual abuse claims account is negative on a statutory basis.
8. At the discretion of the Commissioners, any supplemental assessments may be payable in equal installments for up to ten years. Deferred assessments shall become due and immediately payable if a member leaves the Fund.

Procedures Governing Loss Adjustment and Legal Expenses

1. The Fund engages a claims service company to handle all claims, except for the JIF's POL/EPL and Volunteer D&O, which are handled by Summit Risk Services representing QBE Specialty Insurance Company. The performance of the claims adjusters is monitored and periodically audited by the Executive Director's office, the Fund attorney, the MEL's attorney's office, as well as the claims department of the MEL's three major liability insurers/re-insurers (i.e. Munich Re for liability, and Safety National for workers' compensation). Every three years, the MEL's internal auditors also conduct an audit.
2. Each member is provided with a claims reporting procedure and appropriate forms.
3. In order to control workers' compensation medical costs, the Fund has engaged a managed care organization (MCO) whose procedures are integrated into the Fund's claims process.
4. To provide for quality defense and control costs, the Fund has established an approved defense attorney panel with firms which specialize in governmental claims. The performance of the defense attorneys is overseen by the Fund attorney, as well as the various firms which audit the claims adjusters.

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

1. The Fund utilizes the Municipal Excess Liability Residual Claims Fund (RCF) to facilitate the closure of Fund years.
2. Upon the transfer of outstanding liabilities of a Fund year to the RCF, the Fund adopts a resolution closing that year and transfers all remaining assets to the closed Fund year account. This amount is allocated by member local units using the same procedure as is used to calculate a dividend. Each month, interest is credited to the closed Fund year account by member.
3. Each year, the Commissioners will determine if a dividend is appropriate from the closed Fund year account, and will make application to the Department of Banking and Insurance as appropriate. Further, in the event an open Fund year incurs a deficit, the Fund's governing body will consider an inter-year transfer from the closed Fund year account to offset the deficit. In either case, the dividend or inter-Fund year transfer will be calculated on a member by member basis.
4. In the event a member leaves the Fund, the Commissioners may assess the member's closed Fund Year account an amount not exceeding three (3) years

stranded costs that the Fund incurs as a result of the member's withdraw. Stranded costs are those expenses incurred by the Fund that would otherwise have been paid from the withdrawing member's assessments had the member remained in the Fund. The dividend of any member that is no longer a member of the Fund and that member's share of the closed fund year account shall be held in escrow until the later of the tolling of the statute of limitations for all potential claims incurred during the membership period or the closure of all incurred claims by the Fund during the period of membership. A former member may apply to the Commissioners for a return of that member's remaining share of the closed Fund year account no sooner than when five (5) years have passed since the last Fund year in which the member participated has been closed. The Commissioners will decide on the former member's request after evaluating the likelihood of any additional assessments from the RCF.

5. All dividends from the RCF will be deposited in the closed Fund year account on a member by member basis.
6. The Fund will retain all records in accordance with the Fund's record retention program.

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

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

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

1. \$10,000 for General and automobile liability
2. \$10,000 for workers compensation

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

ADOPTED: *this 11th day of January, 2024 by the Commissioners:*

Ocean County Municipal JOINT INSURANCE FUND

OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND BILLS LIST

Resolution No. 12-24

JANUARY 2024

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

BE IT RESOLVED that the Ocean County Municipal 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>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002500			
002500	MUNICIPAL EXCESS LIABILITY JIF	FPB Q4 2023	5,548.50
			5,548.50
002501			
002501	MUNICIPAL EXCESS LIABILITY JIF	MEL- PROPERTY 4TH QTR 2023	395,580.00
002501	MUNICIPAL EXCESS LIABILITY JIF	MEL QTR 4 2023	1,132,707.25
			1,528,287.25
002502			
002502	QUAL-LYNX	WORKERS COMP-MCCI FEES 11/23	118.80
			118.80
002503			
002503	PERMA	POSTAGE 11/23	83.48
			83.48
002504			
002504	CITTA, HOLZAPFEL & ZABARSKY	LITIGATION- INV 28717 11/29/23-12/29/23	18,413.50
002504	CITTA, HOLZAPFEL & ZABARSKY	ATTORNEY FEES 12/23 INV 28715	3,976.99
002504	CITTA, HOLZAPFEL & ZABARSKY	LEGAL DEFENSE INV 28716 12/23	379.50
			22,769.99
002505			
002505	MUNICIPAL EXCESS LIABILITY JIF	MSI QTR 4 2023	28,858.00
			28,858.00
002506			
002506	ACCESS	INV 10628532 DEPT 216 11/30/23 FOR DEC	106.86
			106.86
		Total Payments FY 2023	1,585,772.88

FUND YEAR 2024

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002507			
002507	MUNICIPAL EXCESS LIABILITY JIF	FPB Q1 2024	5,444.00
			5,444.00
002508			
002508	NJ Cyber Risk Management Fund	1ST INSTALL- CYBER 2024	176,771.50
			176,771.50
002509			
002509	MUNICIPAL EXCESS LIABILITY JIF	MEL- PROPERTY Q1 2024	564,645.75
002509	MUNICIPAL EXCESS LIABILITY JIF	MELQ1 2024	1,315,583.25
			1,880,229.00
002510			
002510	N.J. MUNICIPAL ENVIRONMENTAL	EJIF FIRST INSTALL 2024	240,458.50
			240,458.50
002511			
002511	J.A. MONTGOMERY RISK CONTROL	SAFETY DIRECTOR 01/24	11,839.92
002511	J.A. MONTGOMERY RISK CONTROL	LAW ENFORCEMENT 01/24	2,500.00
			14,339.92
002512			
002512	PERMA	LOSS FUND MGMT 01/24	2,608.25
002512	PERMA	EXECUTIVE DIRECTOR 01/24	28,130.25
			30,738.50
002513			
002513	JULIE N. TARRANT	TREASURER FEE 01/24	3,356.83
			3,356.83
002514			
002514	MUNICIPAL EXCESS LIABILITY JIF	MSI Q1 2024	28,322.00
			28,322.00
002515			
002515	CONNER STRONG & BUCKELEW	RMC 1ST QUARTER INSTALL 2024	178,703.25
			178,703.25
		Total Payments FY 2024	2,558,363.50

TOTAL PAYMENTS ALL FUND YEARS

4,144,136.38

OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND

RESOLUTION # 13-24

**AUTHORIZING THE HIRING
OF PROPERTY APPRAISAL PROFESSIONAL SERVICE THROUGH THE
COMPETITIVE CONTRACTING PROCESS**

WHEREAS, the Ocean County Municipal Joint Insurance Fund (Hereinafter the “Fund”) has a need for the following services to be provided for the efficient operation of the Fund;

PROPERTY APPRAISAL SERVICES

and

WHEREAS, the Fund under the authority of (N.J.S.A. 11:15-2.4) is subject to the auspices of the New Jersey Local Publics Contract Law for its procurement at (N.J.S.A.40A:11-1); and

WHEREAS, such desired services are currently available to be provided through the competitive contracting process under the New Jersey Local Publics Contract Law, (N.J.S.A. 40A:11-4.1(a)through (r)).; and

WHEREAS, the Fund desires to evaluate such service offerings from Vendors within the procedures as set forth in the New Jersey Local Publics Contract Law (N.J.S.A.40A:11-4.1 et. seq. and N.J.A.C. 5:34-4 et. Seq.); and

WHEREAS, the competitive contracting process satisfies the fair and open requirement as established under (N.J.S.A. 19:44A-20.5 et. Seq.), and

WHEREAS, the Fund desires to enter into a contract that will satisfy the needs of the Fund; and

WHEREAS, as per statute the process will be administered by the Qualified Purchasing Agent (N.J.S.A 40A:11-4.5(d));

NOW, THEREFORE, BE IT RESOLVED by the Board of Fund Commissioners of the Ocean County Municipal Joint Insurance Fund resolve to authorize the Qualified Purchasing Agent to procure Property Appraisal Professional Services, and Insurance Related firms through the competitive contacting process in accord with (N.J.S.A. 40A:11-4.1 et. Seq.).

Adopted this 11th day of January, 2024.: