

**BERGEN COUNTY MUNICIPAL JOINT INSURANCE FUND  
MINUTES  
MEETING – JANUARY 19, 2017  
REORGANIZATION MEETING  
SEASONS CATERING – WASHINGTON TWP- 6:00 PM**

Meeting of Fund Commissioners called to order by Chairwoman Carol Byrne. Open Public Meetings notice read into record.

**PLEDGE OF ALLEGIANCE** – Chairwoman Carol Byrne led Commissioners in the Pledge of Allegiance.

**ROLL CALL OF 2016 EXECUTIVE COMMITTEE:**

Carol Byrne, Chairwoman	Borough of Tenafly	Present
Paul Hoelscher, Secretary	Borough of Harrington Park	Present
Paul Tomasko	Borough of Alpine	Present
James Cleary	Borough of Cresskill	Present
Fred Pitofsky	Borough of Closter	Present
Robert Shannon	Borough of Wyckoff	Present
Don Sciolaro	Borough of Waldwick	Present

**EXECUTIVE COMMITTEE ALTERNATES:**

John Birkner	Borough of Westwood	Present
Chrisoula Looes	Borough of Hillsdale	Present
Ted Preusch	Borough of Upper Saddle River	Present
Robert Hoffmann	Borough of Emerson	Present

**APPOINTED OFFICIALS PRESENT:**

Executive Director/Administrator	PERMA Risk Management Services <b>David N. Grubb, Joseph Hrubash, Nancy A. Ghani</b>
Attorney	Huntington Bailey LLP <b>William Bailey, Esq.</b>
Liability Claims Service	JIF Claim, L.L.C. <b>Dawn Mulligan</b>
Workers Compensation Claim Service & Managed Care	Bergen Risk Managers <b>Jason Cosimano, Jamie Testino</b>
Safety Director	J.A. Montgomery Risk Control <b>Ken Schulz</b>
Treasurer	<b>Alan Negreann</b>
Internal Auditor	Russo & Associates <b>Stacy Russo, Joseph Smith</b>
MEL Underwriting Manager	Conner Strong & Buckelew <b>Edward Cooney</b>

**RISK MANAGEMENT CONSULTANTS PRESENT:**

Victor Fadini  
Ralph Spataro, **Johl & Company**  
Dan Larsen, **Johl & Company**  
Arthur Caughlan, **Nelson-Patterson**  
Dave Vozza, Olga Bobylak, **Vozza Agency**  
Brian Eifert, **Eifert French**  
Frank Covelli, **P.I.A.**  
Sharon Fallon, **P.I.A.**  
Dominick Cinelli, **Brown & Brown**  
Colleen Holdsworth, **Eifert French**  
Jack Zisa, **Regional Risk Managers, LLC**  
Gerard Quinn, **Conklin and Kraft Agency**  
Ezio Altamura, **GJEM Otterstedt**  
Mathew McArow, **GJEM Otterstedt**  
Debra Ginetto, **Burton-Kanwisher**  
Michael Boggio, **Chadler Solutions**

**FUND COMMISSIONERS PRESENT:**

Ron Kistner, Allendale  
Paul Tomasko, Alpine  
Robert Byrnes Jr., Bergenfield  
Marie Quinones, Bergenfield Alternate  
Fred Pitofsky, Closter  
James Cleary, Cresskill  
Ray Herr, Dumont  
Robert Hoffmann, Emerson  
John V. Lazar, Emerson Alternate  
Joanne Kwasniewski, Fair Lawn Alternate  
Lenora Benjamin, Glen Rock  
Paul Hoelscher, Harrington Park  
Chrisoula Looes, Hillsdale  
Jonathan DeJoseph, Hillsdale Alternate  
Quentin Wiest, Mahwah  
Richard Kunze, Oakland  
Heather Mailander, Ridgewood  
Edward Mignone, River Edge  
Carol Byrne, Tenafly  
Ted Preusch, Upper Saddle River  
Don Sciolaro, Waldwick  
Janet Sobkowicz, Washington Township  
John Birkner, Westwood  
Tomas J. Padilla, Woodcliff Lake  
Robert Shannon Jr., Wyckoff

**COUNCIL/ELECTED OFFICIALS/STAFF:**

Louis Apa, Harrington Park  
Ann Bistriz, Harrington Park  
Stephanie Wehmann, Alpine  
Charles Kahwaty, Franklin Lakes  
Joanne Minichetti, Upper Saddle River  
John Ruocco, Hillsdale  
Norman Schmelz, Bergenfield  
Michael O'Hagan, Glen Rock  
Bruce Packer, Glen Rock  
Mary Anne Groh, Washington  
Thomas Sears, Washington  
Peter Calamari, Washington  
John Cosgrove, Fair Lawn  
Thomas Papaleo, River Edge  
Mary Davis, River Edge  
Paula Jaegge, Waldwick

**MINUTES:** Open and Closed Minutes of November 21, 2016 and Closed Minutes of January 9, 2017.

**MOTION TO APPROVE OPEN & CLOSED MINUTES FOR NOVEMBER 21, 2016 AND CLOSED MINUTES OF JANUARY 9, 2017:**

Moved: Commissioner Sciolaro  
 Second: Commissioner Tomasko  
 Vote: Unanimous

**CORRESPONDENCE:**

NONE

**OPENING REMARKS:** Executive Director said the Bergen County Municipal Joint Insurance Fund has the designation of being the 1<sup>st</sup> JIF in the State of New Jersey formed on January 1, 1985 and 2017 represents the 33<sup>rd</sup> annual reorganization of the fund. Executive Director said since then the movement, which began here, has grown to a state-wide organization known as the MEL and is collectively the largest municipal JIF in the United States.

Executive Director said there are two important figures to note: 1) the MEL program has saved taxpayers over \$1.1 billion and 2) the Lost Time Accident Frequency Rate (LTAF) was originally 5.73, which was the same as the national and state average for municipal government, and as of December 31, 2016 is expected to be 2.0. Executive Director said the LTAF decrease represents a 65% reduction in accident rates and may be a more important accomplishment in terms of the well-being of members' employees and citizens. Executive Director said the improved safety record is due to the consistent efforts and involvement of fund commissioners, elected officials, managers, supervisors and employees, which all began with this fund.

Copies of the MEL 30<sup>th</sup> Anniversary Brochure were distributed for information, which announced the MEL's 30<sup>th</sup> and outlined other contributions and achievements.

**SINE DIE MEETING ADJOURNED - CHAIRS VACATED. ACTING CHAIRPERSON BYRNE ASKED EXECUTIVE DIRECTOR TO CONDUCT MEETING.**

**ROLL CALL OF 2017 FUND COMMISSIONERS (OR ALTERNATES):**

Member	Fund Commissioner	PRESENT	Alternates	PRESENT
Allendale	Ron Kistner	Yes	Elizabeth White	
Alpine	Paul Tomasko	Yes		
Bergenfield	Robert Byrnes Jr.	Yes	Marie Quinones	
Closter	Fred Pitofsky	Yes		
Cresskill	James Cleary	Yes	Gregory Mueller	
Demarest	Raymond J. Cywinski			
Dumont	Ray Herr	Yes	Catherine Romeo	
Emerson	Robert Hoffmann	Yes	John V. Lazar	Yes
Fair Lawn	James VanKruiningen		Joanne Kwasniewksi	Yes
Franklin Lakes	Thomas Donch		Gregory Hart	
Glen Rock	Lenora Benjamin	Yes		
Harrington Park	Paul Hoelscher	Yes		
Haworth	Margaret Celotto		Stephen Chval	
Hillsdale	Chrisoula Looes	Yes	Jonathan DeJoseph	
Ho Ho Kus	Philip Rorty			
Leonia	Jack Terhune			

Mahwah	Quentin Wiest			
Midland Park	Adeline Hanna			
Montvale	Timothy Lane		Michael Ghassali	
New Milford	Hedy Grant			
Northvale	Roy Sokoloski			
Norwood	James Barsa		Lorraine McMackin	
Oakland	Richard Kunze	Yes	Donna Mollineaux	
Old Tappan	Patrick O'Brien		Guy Carnazza	
Oradell	Michael A. Staff			
Park Ridge	Kelley O'Donnell		Joseph Kolodziej	
Ramsey	Bruce Vozeh			
Ridgewood Village	Heather Mailander	Yes		
River Edge	Edward Mignone	Yes		
River Vale	Gennaro Rotella		Ada Vassallo	
Saddle River	Susan Hodgins		Albert Kurpis, Mayor	
Tenafly	Carol Byrne	Yes	Jewel V. Thompson-Chin	
Upper Saddle River	Ted Preusch	Yes		
Waldwick	Don Sciolaro	Yes	Gary Kratz	
Washington	Janet Sobkowicz	Yes	Lilly Chin	
Westwood	John Birkner	Yes	Ben Kezmarksy	
Woodcliff Lake	Tomas Padilla	Yes		
Wyckoff	Robert Shannon Jr.	Yes	Scott Fisher	

With 21 Commissioners present during the roll-call, Fund Attorney certified a quorum was achieved.

Executive Director stated that first order of business in the Fund's reorganization is to have the Nominating Committee present the 2017 Executive Committee slate.

**ELECTION OF 2017 CHAIRMAN, SECRETARY, 5-MEMBER EXECUTIVE COMMITTEE AND 4 ALTERNATES:**

**NOMINATIONS COMMITTEE:** Commissioner Tomasko read the presented slate of the committee as follows:

**OFFICERS:**

Chairwoman, Carol Byrne - Borough of Tenafly  
Secretary, Paul Hoelscher, Borough of Harrington Park

**FIVE MEMBER EXECUTIVE COMMITTEE**

Mayor Paul Tomasko, Borough of Alpine  
Councilman James Cleary, Borough of Cresskill  
Fred Pitofsky, Borough of Closter  
Administrator Robert Shannon, Township of Wyckoff  
Councilman Don Sciolaro, Borough of Waldwick

**EXECUTIVE COMMITTEE ALTERNATES #1, #2, #3, #4**

Mayor John Birkner, Borough of Westwood  
Councilwoman Chrisoula Looes, Borough of Hillsdale  
Administrator Ted Preusch, Borough of Upper Saddle River  
Administrator Robert Hoffmann, Borough of Emerson

**MOTION TO ACCEPT THE REPORT OF THE NOMINATING COMMITTEE:**

Moved: Commissioner Pitofsky

Second: Commissioner Sciolaro

Hearing no additional nominations, Executive Director asked for a motion to close nominations and confirm elections.

**MOTION TO ACCEPT THE REPORT OF THE NOMINATING COMMITTEE:**

Moved: Commissioner Pitofsky  
Second: Commissioner Looes  
Vote: Unanimous – 0 Nays

**ATTORNEY ADMINISTERED OATH OF OFFICE TO OFFICERS, EXECUTIVE COMMITTEE AND ALTERNATES.**

**ROLL CALL OF 2017 EXECUTIVE COMMITTEE:**

Carol Byrne, Chairwoman	Borough of Tenafly	Present
Paul Hoelscher, Secretary	Borough of Harrington Park	Present
Paul Tomasko	Borough of Alpine	Present
James Cleary	Borough of Cresskill	Present
Fred Pitofsky	Borough of Closter	Present
Robert Shannon Jr.	Township of Wyckoff	Present
Donald Sciolaro	Borough of Waldwick	Present

**EXECUTIVE COMMITTEE ALTERNATES:**

John Birkner	Borough of Westwood	Present
Chrisoula Looes	Borough of Hillsdale	Present
Ted Preusch	Borough of Upper Saddle River	Present
Robert Hoffmann	Borough of Emerson	Absent

**2017 REORGANIZATION:**

**FUND PROFESSIONALS & PROFESSIONAL SERVICE AGREEMENTS:** In June 2014, the board authorized the advertisement of RFQ's in accordance with a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et. Seq. for fund years 2015, 2016 and 2017. Enclosed in the agenda with the reorganization resolutions was Resolution 1-17 which confirmed the board's decision to award professional service agreements for 3-years; fund year 2017 marks the 3<sup>rd</sup> of a the 3-year contract period. Resolution 1-17 was updated to reflect the 2017 compensation amounts.

**RESOLUTION 1-15 APPOINTING CERTAIN PROFESSIONALS AND SERVICE ORGANIZATIONS:**

- I. PERMA Risk Management Services (**PERMA**) as **Administrator**, (including Claims Audit of JIF Claims), **David N. Grubb** is appointed as **Executive Director**, and **Joseph Hrubash** as **Deputy Executive Director**, and all as agent for process of service for an annual fee of \$338,919.99; Claims Audit at a fee of \$8,446.22.
- II. **Russell R. Huntington, Esq.** as **Fund Attorney** for a fee not to exceed \$61,968.74.
- III. **Alan Negreann** as **Fund Treasurer** for a fee of \$28,533.76.
- IV. **Lerch, Vinci & Higgins LLP** as **Fund Auditor** for a fee of \$18,062.55 to complete the 12/31/16 Audit.
- V. **Conner Strong & Buckelew** as **Underwriting Manager** for a fee of \$17,230.29.
- VI. **J.A. Montgomery Risk Control** as **Safety Director** for a fee of \$177,890.60.

VII. **Bergen Risk Managers, Inc.** as **Workers Compensation Claims Administrators** for a fee of \$343,375.51; \$17,350.93 for First Report of Injury Reports and **Bergen Risk Managers, Inc.** as **Managed Care Provider** for a fee of \$422,703.18.

VIII. **JIF Claims L.L.C.** as **Property and Liability Claims Administrators** for a fee of \$365,975.18.

IX. **Russo & Associates LLC** as **Internal Auditor** for a fee not to exceed \$30,175.95.

X. **The Actuarial Advantage** as **Actuary** for a fee of \$51,808.99.

XI. **Wilmington Trust** as the **Asset Manager** - .05% of the market value of the FUND's invested assets. *Appointed via Resolution 26-15 at November 23, 2015 meeting*

XII. **Investors Bank** for **Banking Manager** at an earnings rate based on a combined average balance of \$20,000,000 of participating joint insurance funds which will earn the federal funds rate less .25% with a floor of .65% and a ceiling of 2.0%. *Appointed via Resolution 26-15 at November 23, 2015 meeting*

**XIII. Legal Defense – Liability.**

- 1) Huntington Bailey LLP
- 2) DiFrancesco Bateman, Coley, Yospin, Junzman, Davis, Lehrer & Flaum
- 3) DeCotiis, Fitzpatrick & Cole, LLP
- 4) Botta & Associates
- 5) Pfund McDonnell
- 6) Thomas B. Hanrahan & Associates LLC
- 7) Keenan & Doris LLC
- 8) Eric M. Bernstein & Associates LLC
- 9) Florio & Kenny LLP
- 10) Zimmerer, Murray, Conyngham & Kunzier
- 11) John J. Fenczko, Esq.

**XI. Legal Defense – Worker's Compensation.**

- 1) Mc Nerney & McAuliffe
- 2) Pfund McDonnell
- 3) Florio & Kenny LLP
- 4) Todd R. Conn, Esq.
- 5) Eric M. Bernstein & Associates LLC
- 6) Capehart Scatchard
- 7) John J. Feczko, Esq.

Appointment Resolution Made Part of Minutes

## **ORGANIZATIONAL RESOLUTIONS**

### **RESOLUTION 2-17 DESIGNATION OF PUBLIC MEETING PROCEDURES**

- I. Third Thursday of every month 5:30 P.M at Westwood Borough Hall with the exceptions of **November 20, 2017 at 5:30pm**, no meetings scheduled in August and December and the fund's Reorganizational meeting on **January 18, 2018**.
- II. Designation Of Official Newspapers  
The Record - Hackensack, New Jersey  
www.njmel.org – MEL webpage  
www.bcjif.org – Bergen JIF webpage

### **RESOLUTION 3-17 ESTABLISHING A FUNDS RECORDS PROGRAM**

Paul Hoelscher, Fund Secretary as custodian of Fund's records.  
Nancy A. Ghani, Account Manager, as Assistant Fund Secretary.  
Fund records to be kept at office of the Fund Administrator located at 9 Campus Drive Suite 216, Parsippany, NJ 07054

### **RESOLUTION 4-17 DESIGNATION FISCAL MANAGEMENT PLAN**

- I. Those banks listed as official depositories:
  - ◆ Investors Bank
  - ◆ Those banks or institutions identified through the Governmental Unit Depository Protection Act (GUDPA )
  - ◆ New Jersey Cash Management Plan
- II. Designation Of Authorized Signatures:

Chairwoman	Carol Byrne
Secretary	Paul Hoelscher
Treasurer	Alan Negreann
Commissioner	Paul Tomasko
Commissioner	Ted Preusch
- III. Designation Of Authorized Signatures For Claim Payments.
  - Alan Negreann, Fund Treasurer
  - Kathleen McGuire, Bergen Risk Managers, Manager of Compensation
  - Jennifer Dittmer, Bergen Risk Managers, Operations Manager
  - Jason Cosimano, Bergen Risk Managers, President
  - John Markel, Bergen Risk Managers, Vice President
  - Russell Huntington, JIF Claims L.L.C., Partner
  - Dawn Mulligan, JIF Claims L.L.C., Manager
- IV. For Wire Transfers – that the Fund does hereby require that Investors Bank obtain voice confirmation prior to executing wire transfers to external account from the Fund Treasurer.
- V. Adoption of Cash and Investment Policy

VI. Designation Of Interest Rates For Delinquent Assessments:

Interest rate: 10% with grace periods specified for each quarterly assessment

VII. Certifying and Approval Officers for all Fund expenses:

Executive Director and Account Manager

**RESOLUTION 5-17 AUTHORIZATION OF COMPENSATION TO BE MADE TO EXECUTIVE COMMITTEE MEMBERS FOR MEETING ATTENDANCE AT EXECUTIVE COMMITTEE MEETINGS**

Executive Committee Member and Alternate member shall receive \$150 per regular monthly Executive Committee meeting attended by said member.

**RESOLUTION 6-17 ESTABLISHING THE 2016 PLAN OF RISK MANAGEMENT.**

Executive Director advised that any changes from the previous year are highlighted. MEL Deputy Underwriting Manager said the Risk Management Plan was reviewed for accuracy.

**MOTION TO ADOPT REORGANIZATIONAL RESOLUTIONS 1-16 THROUGH 6-16:**

Moved:	Commissioner Pitofsky
Second:	Commissioner Tomasko
Roll Call Vote:	11 Ayes - 0 Nays

Reorganizational Resolutions Made Part of Minutes

**COMMITTEE APPOINTMENTS:** The Fund has four standing committees. Included in the agenda was a list of the committees and a brief description of their charges.

**COMMITTEE REPORTS:**

**SAFETY COMMITTEE: CAROL BYRNE, CHAIR:** The Safety Committee met on January 10, 2017; enclosed in agenda were the minutes from the November and December meetings for information. Chairwoman Byrne said the annual Safety Breakfast will be held on March 7, 2017 at 8:30AM (registration) at Season's. Invitations will be sent out via email by JA Montgomery Risk Control.

**EXECUTIVE DIRECTOR:**

**DUE DILIGENCE REPORTS:** Monthly reports submitted to the Executive Committee including monthly Financial Fast Track, Loss Ratio, Lost Time Accident Frequency, Investment Summary and Rate Comparison, Expected Loss Ratio by Town Report and the Claim Activity Report.

Executive Director referred to the Financial Fast Track as of November 30, 2016 and said the statutory surplus stands at \$3.7 million and that the Lost Time Accident Frequency is 1.44.



**RCF 2017 REORGANIZATION MEETING:** The Residual Claims Fund's 2017 Reorganization meeting was held on January 4, 2017 at 10:30 a.m. at the Forsgate Country Club; enclosed in the agenda was a copy of Commissioner Tomasko's report.

**EJIF NOVEMBER 2016 & 2017 REORGANIZATION MEETING:** The EJIF met on November 16, 2016; enclosed in the agenda was a copy of the report for information. The EJIF 2017 Reorganization meeting was held on January 4, 2017 at 10:50 a.m. at the Forsgate Country Club; enclosed in the agenda was a copy of Commissioner Tomasko's report.

**MEL NOVEMBER 2016 & 2017 REORGANIZATION MEETING:** The MEL met on November 16, 2016; enclosed in the agenda was a copy of the report for information. The MEL 2017 Reorganization meeting was held on January 4, 2017 at 11:15 am in the Forsgate Country Club; enclosed in the agenda was a copy of Chairwoman Byrne's report.

**MEL/MRHIF EDUCATIONAL SEMINAR FRIDAY APRIL 21, 2017:** Enclosed in the agenda was the registration form for the 7th MEL/MRHIF Educational Seminar. Continuing Education credits are available for: CFO/CMFO, Public Works, Clerks, Insurance Producers, Purchasing Agents, Accountants (CPAs), Lawyers, TCH Water Supply & Waste Water Operators, RPPO and QPA.

**SEWER BACKUP CLAIMS:** Enclosed in the agenda was a listing of sewer backup claims for the period of October 1, 2016 - December 31, 2016. Also enclosed was Resolution 7-17 authorizing the assessments related to these claims.

**MOTION TO ADOPT RESOLUTION 7-17 CERTIFYING ADDITIONAL ASSESSMENT FOR SEWER BACK-UP BILLINGS FOR THE PERIOD OF OCTOBER 1, 2016 -DECEMBER 31, 2016:**

Moved:	Commissioner Tomasko
Second:	Commissioner Pitofsky
Roll Call Vote:	11 Ayes - 0 Nays

**INFORMATIONAL ITEMS**

**ELECTED OFFICIALS TRAINING:** This year's elected officials training program will focus on Ethics for Local Government Officials. As in the past, the MEL will reduce each member's 2016 workers' compensation claims premium by \$250 for each municipal elected official and authority commissioner who completes the course by May 1, 2017. The credit will continue to be extended to the member's CEO (i.e. municipal manager/administrator or authority executive director). The maximum credit is 25% of the member's workers' compensation claims fund.

Sessions currently scheduled in Bergen County are as follows:

- February 6, 2017 at 6PM in Old Tappan (227 Old Tappan Road)
- February 13, 2017 at 6PM in Harrington Park (85 Harriot Ave)
- May 2, 2017 at 6PM in Hillsdale (380 Hillsdale Ave)

**2017 ASSESSMENTS:** The 2017 assessments were mailed out via certified mail on 12/15/16, as well as, emailed to Risk Managers. As a reminder, first installment payments are due to Treasurer, Alan Negreann, by January 31, 2017.

**2017 BUDGET:** In accordance with the regulations, the budget adopted by the Fund has been advertised in the Fund’s official newspaper. In addition, P7ERMA has sent the budget to member municipalities and will file the same with the State.

**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.

In closing, Executive Director thanked the fund for re-appointment on behalf of himself and the staff of PERMA.

Executive Director’s Report Made Part of Minutes.

**TREASURER:** Treasurer thanked the fund for reappointment.

**REPORT:** The Treasurer Cash and investments as of November 30, 2016 were included in the agenda and December 31, 2016 was distributed for information. Fund Treasurer said the 4<sup>th</sup> quarter and 1<sup>st</sup> quarter payments are due on January 31<sup>st</sup>.

**Confirming Payment Of December 2016 Vouchers:**

<b>TOTAL 2016</b>	1,003,804.13
<b>TOTAL</b>	\$1,003,804.13

**Confirming Dividend Check Payments:**

<b>Closed Year</b>	308,019.93
<b>TOTAL</b>	\$308,019.93

**Approving Payments Of January 2017 Vouchers Resolution 8-17**

<b>TOTAL 2016</b>	6,059.60
<b>TOTAL 2017</b>	1,150,787.59
<b>TOTAL</b>	\$1,156,847.19

**Confirmation Of November 2016 Claims Payments/Certification Of Claims Transfers:**

<b>2012</b>	0.00
<b>2013</b>	18,598.54
<b>2014</b>	44,619.58
<b>2015</b>	55,597.13
<b>2016</b>	254,552.75

<b>TOTAL</b>	<b>\$373,368.00</b>
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**Confirmation Of December 2016 Claims Payments/Certification Of Claims Transfers:**

<b>2012</b>	0.00
<b>2013</b>	10,001.36
<b>2014</b>	87,628.56
<b>2015</b>	69,630.30
<b>2016</b>	217,431.49
<b>TOTAL</b>	<b>\$384,691.71</b>

**MOTION TO CONFIRM VOUCHER LISTS FOR THE MONTHS OF DECEMBER 2016, APPROVE RESOLUTION 8-17 VOUCHER LIST FOR JANUARY 2017 AND APPROVE CERTIFICATION OF CLAIMS/CONFIRMATION OF CLAIM PAYMENTS FOR THE MONTH OF NOVEMBER 2016 AND DECEMBER 2016:**

Motion: Commissioner Pitofsky  
 Second: Commissioner Birkner  
 Vote: 11 Ayes – 0 Nays

Treasurer's Reports Made Part of Minutes.

**FUND ATTORNEY:** Fund Attorney thanked the board for reappointment.

**REPORT:** Fund Attorney said there was nothing to report.

**UNDERWRITING MANAGER:** MEL Underwriting Manager thanked the board for reappointment.

**CYBER LIABILITY COVERAGE REPORTING CLAIMS** – MEL Underwriting Manager’s report included a memorandum on reporting of cyber claims. MEL Underwriting Manager provided examples of recent “ransomware” claims and other cyber attacks.

**LIST OF CERTIFICATES ISSUED** – Included as part of the report was a List of Certificates issued for the period of 11/26/16 to 12/21/16.

**SAFETY DIRECTOR:** Safety Director thanked the board for reappointment.

**REPORT:** Safety Director’s report was included in the agenda for review. Report included November and December activities, upcoming MSI classes and a Safety Director bulletin on Managing Slips and Falls during Winter. Safety Director said the Safety Breakfast is scheduled for March 7, 2017 and invitations would be emailed.

Monthly Activity Report Made Part of Minutes.

**MANAGED CARE:** Managed Care Provider thanked the board for reappointment.

**REPORT:** Managed Care Provider reviewed December reports, which was included in the agenda. The December report indicated a saving of 69% for the month and 61% since inception.

**CLAIMS:** Claims Administrator thanked the board for reappointment.

**REPORT:** Included in the agenda was the Claims Administrator's report of 2016 Property/Liability subrogation recoveries, which totaled \$389,040.99.

Monthly Activity Report Part of Minutes.

**OLD BUSINESS:**

NONE

**NEW BUSINESS:**

NONE

**PUBLIC COMMENT:**

NONE

**MOTION TO ADJOURN:**

Motioned:	Commissioner Sciolaro
Second:	Commissioner Looes
Vote:	Unanimous

**MEETING ADJOURNED: 6:45 pm**

Nancy A. Ghani, Assisting Secretary

For

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**PAUL HOELSCHER, SECRETARY**

Date Prepared: February 10, 2017

**RESOLUTION NO. 1-17**

**BERGEN COUNTY MUNICIPAL JOINT INSURANCE FUND  
APPOINTING CERTAIN PROFESSIONALS AND SERVICE ORGANIZATIONS**

**WHEREAS**, the Bergen County Municipal Joint Insurance Fund (hereinafter the Fund) requires the services of certain professionals and service organizations for the 2015, 2016 and 2017 Fund years.

**WHEREAS**, NJSA 40a11-15 (6) allows for a contract duration of three (3) years; and,

**WHEREAS**, the Fund resolved to award professional service agreements in accordance with a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et. Seq.;

**WHEREAS**, a notice soliciting proposals was published in The Record, 2014 issue of the June 20<sup>th</sup> edition; and,

**WHEREAS**, responses were received from professional service providers and service organizations as listed below on July 15, 2014 at 2 pm; and,

**WHEREAS**, the Fund's Contract Committee recommended the award of contracts to the below listed Professional Service Providers and service organizations based on a review of their; responses, experience and prior service provided at the rates established by the Fund Executive Committee; and,

**WHEREAS**, the Fund Treasurer has indicated that sufficient funds exist for the award of these contracts in the usual and customary accounts.

**WHEREAS**, the Bergen County Municipal Joint Insurance Fund resolved to appoint the Fund Professionals – noted below – to three year terms commencing on January 1, 2015 and ending on December 31, 2017 in accordance with a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et. Seq.;

**WHEREAS**, the Fund's Executive Committee does hereby increase service fee compensation by 2% for the period of January 1, 2017 through December 31, 2017, except where specifically requested and approved otherwise, as noted; and,

**NOW, THEREFORE BE IT RESOLVED** by the Fund's Executive Committee that the contracts for the following professionals be re-appointed for the second of the three year term (*unless otherwise specified*):

- XIV. PERMA Risk Management Services (**PERMA**) as **Administrator**, (including Claims Audit of JIF Claims), **David N. Grubb** is appointed as **Executive Director**, and **Joseph Hrubash** as **Deputy Executive Director**, and all as agent

for process of service for an annual fee of \$338,919.99; Claims Audit at a fee of \$8,446.22.

XV. **Russell R. Huntington, Esq, as Fund Attorney**  
for a fee not to exceed \$61,968.74.

XVI. **Alan Negreann as Fund Treasurer** for a fee of  
\$28,533.76.

XVII. **Lerch, Vinci & Higgins LLP as Fund Auditor**  
for a fee of \$18,062.55 to complete the 12/31/16 Audit.

XVIII. **Conner Strong & Buckelew as Underwriting  
Manager** for a fee of \$17,230.29.

XIX. **J.A. Montgomery Risk Control as Safety  
Director** for a fee of \$177,890.60.

XX. **Bergen Risk Managers, Inc. as Workers Compensation Claims Administrators** for  
a fee of \$343,375.51; \$17,350.93 for First Report of Injury Reports and **Bergen Risk  
Managers, Inc. as Managed Care Provider** for a fee of \$422,703.18.

XXI. **JIF Claims L.L.C. as Property and Liability Claims Administrators** for a fee of  
\$365,975.18.

XXII. **Russo & Associates LLC as Internal Auditor**  
for a fee not to exceed \$30,175.95.

XXIII. **The Actuarial Advantage as Actuary** for a fee  
of \$51,808.99.

XXIV. **Wilmington Trust as the Asset Manager** - .05%  
of the market value of the FUND's invested assets. *Appointed via Resolution 26-15 at  
November 23, 2015 meeting*

XXV. **Investors Bank for Banking Manager** at an earnings rate based on a combined average balance of \$20,000,000 of participating joint insurance funds which will earn the federal funds rate less .25% with a floor of .65% and a ceiling of 2.0%. *Appointed via Resolution 26-15 at November 23, 2015 meeting*

XXVI. **Legal Defense – Liability.**

- 12) Huntington Bailey LLP
- 13) DiFrancesco Bateman, Coley, Yospin, Junzman, Davis, Lehrer & Flaum
- 14) DeCotiis, Fitzpatrick & Cole, LLP
- 15) Botta & Associates
- 16) Pfund McDonnell
- 17) Thomas B. Hanrahan & Associates LLC
- 18) Keenan & Doris LLC
- 19) Eric M. Bernstein & Associates LLC
- 20) Florio & Kenny LLP
- 21) Zimmerer, Murray, Conyngham & Kunzier
- 22) John J. Fenczko, Esq.

XI. **Legal Defense – Worker’s Compensation.**

- 8) McNerney & McAuliffe
- 9) Pfund McDonnell
- 10) Florio & Kenny LLP
- 11) Todd R. Conn, Esq.
- 12) Eric M. Bernstein & Associates LLC
- 13) Capehart Scatchard
- 14) John J. Feczko, Esq.

**BE IT FURTHER RESOLVED**, all Professionals and Service Organizations re-appointed pursuant to this Resolution shall service the FUND in accordance with the Professional Services Contracts.

**BE IT FURTHER RESOLVED**, that in accordance with NJSA 19:44A-20.7, the decision of the Fund's Executive Committee that the procurement process utilized, constitutes a fair and open process, shall be final.

**ADOPTED:** this day before the Fund's Executive Committee:





**RESOLUTION NO: 2-17**

**BERGEN COUNTY MUNICIPAL JOINT INSURANCE FUND  
(hereafter the “FUND”)**

**ESTABLISHING PUBLIC MEETING PROCEDURES**

**WHEREAS**, the FUND must establish meeting procedures for Fund Year 2017, and

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

**I.** The Governing Body shall conduct Public Meetings at the Westwood Borough Hall to conduct the official business of the FUND on the **third Thursday** of **each month** at **5:30PM** for the **2017 Fund Year**. Exceptions are no meetings scheduled in August and December and the fund’s Reorganizational meeting on **January 18, 2018**.

**II.** The following is hereby designated the official newspaper (s) of the Fund: **The Record**, Hackensack, New Jersey. In addition, the MEL’s webpage is designated for official notices – [www.njmel.org](http://www.njmel.org), as well as, the Fund’s webpage [www.bcjif.org](http://www.bcjif.org).

**III.** 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 the official newspaper.

**ADOPTED:** *this day by the Executive Committee;*

\_\_\_\_\_

Chair

\_\_\_\_\_

date

\_\_\_\_\_

Secretary

\_\_\_\_\_

date

**RESOLUTION NO. 3-17**

**BERGEN 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 2017 Fund Year.

**NOW, THEREFORE BE IT RESOLVED,** by the FUND's Executive Committee that:

1. \_\_\_\_\_ **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.
2. The Account Manager designated by the Executive Director is hereby designated as **Assistant Fund Secretary**.
3. 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.
4. 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.
5. 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, Allstate Business Archives, 24 Beckwith Avenue, Paterson, New Jersey. The FUND's Executive Director shall coordinate the archive process and shall insure that all records are properly indexed and accessible.

**ADOPTED:** *this day before the Executive Committee*

\_\_\_\_\_  
Chair

\_\_\_\_\_  
date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
date

**RESOLUTION NO. 4-17**

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

**ESTABLISHING A FISCAL MANAGEMENT PLAN**

**FOR THE 2017 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. The following financial institutions are hereby declared as THE FUND's Official Depositories for 2017:

- ◆ Investors Bank
- ◆ Those banks or institutions identified through the Governmental Unit Depository Protection Act (GUDPA )
- ◆ New Jersey Cash Management Plan

II. 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

\_\_\_\_\_ CHAIR

\_\_\_\_\_ SECRETARY

\_\_\_\_\_ TREASURER

\_\_\_\_\_ COMMISSIONER

\_\_\_\_\_ COMMISSIONER

III. All funds for Claims payments shall be withdrawn from the Official Depository(ies) by check, which shall bear the signatures of at least two(2) (or one signature and one facsimile signature) of the following persons, duly authorized pursuant to this Resolution

Alan Negreann, Fund Treasurer  
Kathleen McGuire, Bergen Risk Managers, Manager of Compensation  
Jennifer Dittmer, Bergen Risk Managers, Operations Manager  
Jason Cosimano, Bergen Risk Managers, President  
John Markel, Bergen Risk Managers, Vice President  
Russell Huntington, JIF Claims L.L.C., Partner  
Dawn Mulligan, JIF Claims L.L.C., Manager

IV. 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

V. The Cash and Investment Policy attached herewith shall be adopted.

VI. 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 (1<sup>st</sup>) and fourth (4<sup>th</sup>) assessment installments paid to be January 31; the second (2<sup>nd</sup>) assessment installment paid to be May 15; and the third (3<sup>rd</sup>) assessment installment paid to be August 15.

VII. 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 Executive Committee:*

**RESOLUTION NO. 5-17**  
**BERGEN COUNTY MUNICIPAL JOINT INSURANCE FUND**

( Hereinafter the "Fund" )

**RESOLUTION AUTHORIZING COMPENSATION BE MADE TO  
EXECUTIVE COMMITTEE FOR MEETING ATTENDANCE AT  
EXECUTIVE COMMITTEE MEETINGS**

**WHEREAS**, the Bergen County Municipal Joint Insurance Fund is duly constituted as a Municipal Joint Insurance Fund pursuant N.J.S.A. 40:A:10 et seq; and

**WHEREAS**, Amended Bylaws of the Bergen County Municipal Joint Insurance Fund were approved by the Executive Committee following a public hearing on February 19, 1998; and

**WHEREAS**, pursuant to NJSA 40A:10-43, the Bylaws were approved by the Governing Body of 75% of the participating municipalities;

**NOW, THEREFORE, BE IT RESOLVED** by the Executive Committee of the Bergen County Municipal Joint Insurance Fund that each regular and alternate member of the Executive Committee of the Bergen County Municipal Joint Insurance Fund shall receive \$150 per regular monthly Executive Committee meeting attended by said member.

**BE IT FURTHER RESOLVED** that the Treasurer be hereby authorized to distribute payment as per monthly attendance sheet signed and dated by the Fund Secretary, a voucher and a signed affidavit.

**BE IT FURTHER RESOLVED** that payment shall be made annually.

**ADOPTED:** *this day by the Executive Committee*

**BERGEN COUNTY MUNICIPAL  
JOINT INSURANCE FUND**

**Attest:**

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**CHAIR**

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**SECRETARY**

**RESOLUTION NO. 06-17**

**Bergen County Municipal Joint Insurance Fund**

**(hereinafter the "Fund")**

**ESTABLISHING THE 2017 PLAN OF RISK MANAGEMENT**

**BE IT RESOLVED** by the Fund's governing body that the **2017** Plan of Risk Management shall be:

1.) **The perils or liability to be insured against.**

a.) The Fund insures the following perils or liability:

- **Workers' Compensation** including Employer's Liability, USL&H and Harbor Marine/Jones Act.
- **General Liability** including Police Professional Liability, Employee Benefits Liability, Quasi Municipal Organization Liability, Garage Keeper's Liability, Failure to Supply (water and electricity), Riot, Civil Commotion or Mob Action, Good Samaritan, Disinfecting Agents Release Hazard, and Skateboard Facility.
- **Automobile Liability** including PIP and uninsured/Underinsured Motorists Coverage.
- **Blanket Crime** including public employee dishonesty; forgery or alteration; theft, disappearance and destruction; robbery and safe burglary; and computer fraud with funds transfer. Excludes Statutory Positions.
- **Property** including Boiler and Machinery
- **Public Officials and Employment Practices Liability**
- **Volunteer Directors & Officers Liability**
- **Cyber Liability**

b.) The following coverages are provided to the Fund's member local units by their membership in the Municipal Excess Liability Joint Insurance Fund (MEL).

- **Excess Workers' Compensation**

- **Excess General Liability**
  - **Non-Owned Aircraft Liability**
  - **Excess Auto Liability**
  - **Optional Excess Public Officials & Employments Practices Liability**
  - **Optional Excess Liability**
  - **Excess Property including Boiler and Machinery**
  - **Crime** including (1) **excess public employee coverage**, (2) **excess public officials coverage** where the Statutory Positions coverage is insured commercially for primary coverage and (3) coverage for **Statutory Positions** insured on a primary basis with MEL (where approved).
- c.) **Environmental Impairment Liability** Coverage is provided to the Fund's member local units by the Fund's membership in the New Jersey Municipal Environmental Risk Management Fund (i.e. E-JIF.)

2.) **The limits of coverage.**

- a.) **Workers' Compensation** limits.
- The Fund covers \$300,000 CSL.
  - The MEL covers excess claims to the following limits.
    - Workers' Compensation - statutory
    - Employer's Liability - \$6,700,000 in excess of the Fund's \$300,000
    - USL&H – Included in workers Compensation
    - Harbor Marine/Jones Act - Included in employers liability

- Incidental Foreign Workers Compensation - included
- Communicable Disease Coverage - included

b.) **General Liability** limits.

- The Fund covers \$300,000 CSL.
- The MEL covers excess liability claims as follows:
  - General Liability - \$4,700,000 CSL excess the Fund's \$300,000. The \$3,250,000 excess \$1,750,000 layer is subject to a \$3,250,000 per member local unit annual aggregate limit.
  - Police Professional - included in the MEL's excess General Liability limits.
  - Employee Benefits Liability - included in the MEL's excess General Liability limits.
  - Good Samaritan Liability - included in the MEL's excess General Liability limits.
  - Quasi Municipal Organization Liability. (Non-profit organizations included by a member local unit in the town's insurance program.)
    - Emergency Service Units and Auxiliaries - included in the MEL's excess General Liability limits.
    - Other - \$4,700,000 CSL excess of the Fund's \$300,000. The \$3,250,000 excess \$1,750,000 layer is included in the MEL's excess General Liability \$3,250,000 excess \$1,750,000 per member local unit annual aggregate limit.
  - Garage Keeper's Liability - \$1,700,000 CSL excess of the Fund's \$300,000. The \$250,000 layer excess of \$1,750,000 is included in the MEL's excess General Liability \$3,250,000 excess \$1,750,000 per member local unit annual aggregate limit.
  - Failure to Supply Liability - \$4,700,000 CSL excess of the Fund's \$300,000. The \$3,250,000 excess of the \$1,750,000 layer is included in the MEL's General



Liability \$3,250,000 excess of \$1,750,000 per member local unit annual aggregate limit.

- Riot, Civil Commotion or Mob Action - \$4,700,000 CSL excess of the Fund's \$300,000. The \$3,250,000 excess of the \$1,750,000 layer is included in the MEL's General Liability \$3,250,000 excess of \$1,750,000 per member local unit annual aggregate limit.
- Dams (Class III and IV – Low Hazard) - \$4,700,000 CSL excess of the Fund's \$300,000. The \$3,250,000 excess of the \$1,750,000 layer is included in the MEL's General Liability \$3,250,000 excess of \$1,750,000 per member local unit annual aggregate limit.
- Dams (Class I and II – High Hazard) - \$700,000 CSL excess of the Fund's \$300,000.
- Subsidence Property Damage Liability- \$3,450,000 CSL excess of the Fund's \$300,000. The \$2,000,000 layer excess of \$1,750,000 layer is included in the MEL's General Liability and is subject to a \$2,000,000 “all members” annual aggregate limit excess of the \$1,750,000 each occurrence. There is no bodily injury liability sub-limit for subsidence.
- Sewer Back Up - \$3,450,000 CSL excess of the Fund's \$300,000. The \$2,000,000 layer excess of \$1,750,000 layer is included in the MEL's General Liability and is subject to a \$2,000,000 “all members” annual aggregate limit excess of the \$1,750,000 each occurrence. There is no bodily injury liability sub-limit for sewer back-up.
- Disinfecting Agents Release Hazard - \$700,000 CSL excess of the Fund's \$300,000.
- Skateboard Facilities - \$4,700,000 CSL excess of the Fund's \$300,000. The \$3,250,000 excess of the \$1,750,000 layer is included in the MEL's General Liability \$3,250,000 excess of the \$1,750,000 each occurrence. (Requires Fund approval)

c.) **Automobile Liability** limits.

- The Fund covers \$300,000 CSL for Bodily Injury Liability, Property Damage Liability and PIP.

- The Fund covers \$15,000/\$30,000/\$5,000 for Underinsured/Uninsured Motorists Liability.
  - The MEL covers Automobile Bodily Injury and Property Damage Liability claims excess of the Fund's \$300,000 CSL limit in the MEL's excess General Liability limit except that Automobile Liability claims which penetrate the excess of \$1,700,000 layer are not subject to the aggregate limitation.
  - The JIF provides PIP limits of \$250,000.
  - The MEL does not provide excess PIP or Uninsured/Underinsured Motorist Coverage.
- d.) **Non-Owned Aircraft.** The MEL covers \$5,000,000 CSL for Bodily Injury and Property Damage Liability, and \$5,000 medical expense for each passenger.
- e.) **Public Officials Liability. (POL)**
- The JIF, 100% commercially insured with QBE Specialty Insurance Company, covers \$2,000,000 in the aggregate on a claims made basis per member municipality for each Fund year subject to a deductible and coinsurance as outlined below. There is a combined POL/EPL \$2,000,000 per member local unit annual aggregate.
  - \$20,000 deductible per occurrence, except that a \$75,000 deductible per occurrence applies for member local units with unfavorable loss experience.
  - 20% coinsurance of the first \$250,000 of the loss

NOTE: Member local units that qualify based on certain criteria have options to purchase a lower deductible and coinsurance contribution. New members with adverse loss experience may be subject to higher deductible and coinsurance as provided by QBE Specialty Insurance Company.

f.) **Employment Practices Liability (EPL)**

- The JIF, 100% commercially insured with QBE Specialty Insurance Company, covers \$2,000,000 in the aggregate on a claims made basis per member municipality for each Fund year subject to a deductible and coinsurance as outlined below. There is a combined POL/EPL \$2,000,000 per member local unit annual aggregate.

- For member local units with approved EPL Loss Control/Risk Management Programs:
  - \$20,000 deductible per occurrence, except that a \$75,000 deductible per occurrence applies for member local units with unfavorable loss experience.
  - 20% coinsurance of the first \$250,000 of the loss
- For member local units without approved EPL Loss Control/Risk Management Programs:
  - \$100,000 deductible per occurrence, except that a \$150,000 deductible per occurrence applies for member local units with unfavorable loss experience.
  - 20% coinsurance (no cap) 1<sup>st</sup> \$2 million (not imposed against optional limits).

NOTE: Member local units that qualify based on certain criteria have options to purchase a lower deductible and coinsurance contribution. New members with adverse loss experience may be subject to higher deductible and coinsurance as provided by QBE Specialty Insurance Company.

g.) **Optional Directors and Officers Liability (D & O)** - Fire Companies and Emergency Service Units.

- The JIF, 100% commercially insured with QBE Specialty Insurance Company, provides optional \$1 million or \$2 million annual aggregate limits for Fire Companies or Emergency Service Units subject to optional deductibles of \$1,000, \$2,000 or a \$5,000 deductible.

h.) **Property** (effective 12:01 A.M. December 31, 2016) –

The Fund covers **\$100,000** per occurrence (Property & Time Element combined) less applicable member deductibles:

- Flood for locations wholly or partially within 100-year flood zone
- Boiler and Machinery
- Named Storm (Flood & Wind)

The MEL retains and provides excess property coverage at limits of \$400,000 excess \$100,000 per occurrence (Property & Time Element combined) except for the following:

- o Flood for locations wholly or partially within 100-year flood zone
- o Boiler and Machinery
- o Named Storm(Flood & Wind)

The MEL serves as the lead agency for the purchase of additional excess property at the following MEL statewide limits and sub-limits:

\$125,000,000	Per Occurrence – Property Damage and Time Element Combined
\$100,000,000	Aggregate – Earth Movement
\$100,000,000	Aggregate – Flood (includes Storm Surge)
Included	Named Storm
\$10,000,000	Extra Expense
\$750,000	Tenant Relocation Expenses
\$15,000,000	Leasehold Interest
\$15,000,000	Loss of Rents
\$1,000,000	Wind Turbine
Excluded	Power Generating Utilities
\$2,500,000	Computer Systems Damage
Excluded	Contingent Time Element
\$25,000,000	Debris Removal
\$2,500,000	Fine Arts
\$250,000	Fire Department Service Charge
\$250,000	Aggregate – Land and Water Contaminant Cleanup, Removal

	and Disposal
Excluded	Land Improvements
\$10,000,000	Miscellaneous Personal Property, Outdoor Property
\$10,000,000	Miscellaneous Unnamed Location
\$10,000,000	Off Premises Service Interruption (excludes Utilities)
\$50,000	Asbestos Removal
\$1,000,000	Transit
\$10,000,000	Valuable Papers and Records
\$25,000,000	New Construction and Additions
\$5,000,000	Soft Costs
\$1,000,000	Watercraft (Property Damage Only)
\$15,000,000	Vehicles
\$10,000,000	Bridges and Dams
\$10,000,000	Piers, Wharfs, Docks, Boardwalks and Bulkheads
\$10,000,000	Transmission and Distribution Lines
	<i>1 mile radius for overhead transmission</i>
	<i>5 mile radius for underground transmission</i>
\$1,000,000	Clogging/Blocking of Pipes

Included	Equipment Breakdown
\$5,000,000	Equipment Breakdown – Ammonia Contamination
\$5,000,000	Equipment Breakdown – Spoilage
Excluded	Earth Movement – Zones 1 and 2
\$2,500,000	Per Location – Flood, Special Flood Hazard Area (SFHA) and Pumping Stations
\$1,000,000	Per Occurrence – Flood, Outside Building or Structure
Excluded	Flood – Buildings on Pilings, Special Flood Hazard Area (SFHA) Zones V, VE and V1-30
Excluded	Named Storm – Zones 1 and 2
365 Days	Extended Period of Liability
90 Days	Newly Acquired Property
168 Hours	Earth Movement
120 Hours	Named Storm
Included	Terrorism/TRIA

- **Deductibles**

\$500,000	Per Occurrence (Property Damage & Time Element)
\$50,000	Equipment Breakdown (Property Damage)
\$50,000	Equipment Breakdown (Time Element)
\$500,000	Flood, SFHA – Buildings
\$500,000	Flood, SFHA – Time Element
\$500,000	Flood, SFHA – Contents
\$250,000	Flood, SFHA – Housing Authority/Non-Profit Buildings

\$100,000	Flood, SFHA – Housing Authority/Non-Profit Contents
\$100,000	Flood, SFHA – Housing Authority/Non-Profit Time Element
\$500,000	Pumping Stations, Lift Stations, Wet Wells, Pistol Ranges, Vehicles and Mobile Equipment, and all property located outside building or structure, but not defined as Outdoor Property (Property Damage)
\$500,000	Pumping Stations, Lift Stations, Wet Wells, Pistol Ranges, Vehicles and Mobile Equipment, and all property located outside building or structure, but not defined as Outdoor Property (Time Element)
1%	Named Storm: Covered Property in Atlantic, Ocean, Monmouth and Burlington Counties East of the Garden State Parkway and all Covered Property in Cape May (Property Damage)
1%	Named Storm: Covered Property in Atlantic, Ocean, Monmouth and Burlington Counties East of the Garden State Parkway and all Covered Property in Cape May (Time Element)
\$500,000	Named Storm – Minimum, Per Location (Property Damage & Time Element) Covered Property in Atlantic, Ocean, Monmouth and Burlington Counties East of the Garden State Parkway and all Covered Property in Cape May
\$1,000,000	Named Storm – Maximum, Per Occurrence (Property Damage & Time Element) Covered Property in Atlantic, Ocean, Monmouth and Burlington Counties East of the Garden State Parkway and all Covered Property in Cape May

- **Other Special Provisions**

**Cape May Convention Center**

- The policy insures direct physical loss or damage caused by a Covered Cause of Loss at the Cape May Convention Center.

**Ocean City Music Pier**

- The policy insures direct physical loss or damage caused by a Covered Cause of Loss at the Ocean City Music Pier.

**Bridges & Dams**

- Bridges and dams attached to an insured location, and the relating equipment, are covered, except for Flood, Earthquake and Named Storm.

**Piers, Wharfs, Docks, Bulkheads and Boardwalks**

- All are covered, including any crossovers, floating docks and the buildings/structures thereon against the perils of fire, lightning, explosion, smoke, windstorm, hail, riot, civil commotion, aircraft, vehicles, vandalism, sprinkler leakage, sinkhole collapse, volcanic action, watercraft and malicious intent.

**Utilities**

- The following are covered:

- Transmission and distribution lines situated beyond 1 mile radius of insured location for above ground transmission.
- Transmission and distribution lines situated beyond 5 mile radius of insured location for below ground transmission.

**Outdoor Property**

- Outdoor Property means Covered Property not at an Insured Location and:
  - Outside a permanent building, or not wholly enclosed by walls and a roof; or
  - Inside a moveable container located outside a permanent building.
- Covered for the perils of fire, lightning, explosion, smoke, windstorm, hail, riot, civil commotion, aircraft, vehicles, vandalism, sprinkler leakage, sinkhole collapse, volcanic action, watercraft and malicious intent.

**Retaining Structures**

- Retaining structures are only covered if attached to a scheduled location.
- Covered for all perils covered by the policy.

**Underground Piping**

- Excludes:
  - Underground piping beyond a 1,000 foot radius of a pump station, process plant, metering pit, well or similar operational location, which is owned, leased, used, occupied or intended for use by the member entity;
  - Underground Storage Tanks and associated systems including piping;
  - Underground electric, data voice, digital, fiber optic or similar cable beyond a 1,000 foot radius of an insured location owned by the member entity; and
  - Underground gas pipelines.

**Vacant and Historic Property**

- Vacant Buildings:
  - Vacant Building: A building containing nothing; being without contents or occupants.
  - Except as noted below, the JIF will only provide “Named Perils” coverage on an “Actual Cash Value” basis for any vacant building.
  - The Underwriting Manager may provide “Replacement Cost” valuation with “All-Risk” coverage for any vacant building after the completion of a satisfactory inspection by the Underwriting Manager’s office and/or the insurers to verify building condition, security of the building, and status of utilities.
- Historic Property:



- Historic Property: Any property appearing in the local register of Historic Places, National Historic Landmarks Program, or National Register of Historic Places.
  - Cost to replace, repair or restore using the same materials, workmanship and architectural features and details that existed before such loss provided they are available. If any materials or workmanship needed to replace, repair or restore a building or structure are not available, the cost to use materials and/or workmanship that will permit the replacement, repair or restoration of the building to a condition that most closely resembles the condition which existed immediately before the loss occurred will be utilized.
  - If there is an ordinance or law in effect at the time of loss that regulates zoning, land use or construction of a historic building (such as a Historic Preservation Act or other similar regulation), if that ordinance or law affects the repair or rebuilding of the historic building, and if you:
    - ✓ Repair or rebuild the building or structure as soon as reasonably possible, then you will receive Replacement Cost valuation on the damaged and undamaged portions of the building, the cost to demolish and clear the site of the undamaged portion of the building, and the increased cost to repair or rebuild the building to the same general size in accordance with the minimum standards of such ordinance or law;
    - ✓ Do not repair, rebuild or replace the building or structure, then you will receive Actual Cash Value valuation on the damaged and undamaged portions of the building, plus the cost to demolish and clear the site of the undamaged portion of the building.
  - With respect to properties that qualify for "National Historic Landmark" status, the Insured shall have the sole discretion as to the means by which said property shall be repaired, rebuilt or replaced, but not to exceed the actual costs which would have been incurred in order to comply with "National Historic Landmark" status requirements.
- i.) **Blanket Crime** - The JIF provides a limit of \$50,000 less the member entity deductible of \$2,500. Coverage includes Public Employee Dishonesty, Forgery and Alteration, Theft, Disappearance and Destruction, Robbery and Safe Burglary, Computer Fraud with Funds Transfer. The MEL provides it's member JIF's **excess public employees coverage** at limits of \$1,000,000 less the member JIF's retention of \$50,000 for Public Employee Dishonesty.
- j.) **Excess Public Officials Crime Coverage** - The MEL provides excess employee dishonesty for those employed positions which are required by law to be individually bonded and where they have not applied and have not been approved for coverage under the MELJIF Statutory Position Program at a limit of \$1,000,000 less a member local units' deductible which is the higher of the following:

- 1) The amount said persons are required by Law to be individually bonded whether or not such individual Bond is in place, or

2) The amount of the individual Bond in place.

**Each member local unit that has not applied for coverage under the MELJIF Statutory Position Bond is required to continue to purchase via the commercial market individual bonds providing primary coverage up to “at least the minimum limit required by law” for those employed positions required by law to be individually bonded.**

- k.) **Crime Statutory Position Coverage** - The MEL provides 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 less a member local units’ deductible of \$1,000.
- l.) **Optional Excess Liability** - The MEL offers Optional Excess General Liability, including Police Professional Liability, Employee Benefits Liability, Quasi Municipal Organization Liability (Emergency Service Units and Auxiliaries only), and Automobile Liability (not including PIP or Underinsured/Uninsured Motorist Coverage) as follows:
  - o \$2 million CSL and per member local unit annual aggregate excess of \$5 million (auto liability not aggregated).
  - o \$5 million CSL and per member local unit annual aggregate excess of \$5 million (auto liability not aggregated).
  - o \$5 million CSL and per member local unit annual aggregate excess of \$10 million (auto liability not aggregated).
  - o \$10 million CSL and per member local unit annual aggregate excess of \$10 million (auto liability not aggregated).
- m.) **Optional Excess POL/EPL** – The MEL offers optional excess POL/EPL as follows:
  - o \$1 million CSL and per member local unit annual aggregate excess of \$2 million
  - o \$2 million CSL and per member local unit annual aggregate excess of \$2 million
  - o \$3 million CSL and per member local unit annual aggregate excess of \$2 million
  - o \$4 million CSL and per member local unit annual aggregate excess of \$2 million
  - o \$4 million CSL and per member local unit annual aggregate excess of \$6 million
- n.) **Environmental Impairment Liability** - The limits of liability as established in the E-JIF's Plan of Risk Management and coverage documents.
- o.) **Cyber Liability** – The JIF, 100% commercially insured with XL Insurance, provides Third Party coverage including Media Communication, Network Security Liability and Privacy Liability and First Party coverage including Extortion Threat, Crisis Management Expenses and Privacy Notification Costs. The JIF limits of liability are

\$3,000,000 each/\$6,000,000 policy aggregate. The limits are JIF wide and shared amongst member local units of the JIF. There is a \$1,000,000 sub-limit each for (1) Privacy Notification Costs, (2) Regulatory Fines/Claims Expenses for Privacy Liability, (3) Extortion Damages for Extortion Threat and (4) Crisis Management Expenses. There is a \$10,000 policy deductible. There is a \$3,000,000 sub-limit each for (1) Privacy Notification Costs, (2) Regulatory Fines/Claims Expenses for Privacy Liability, (3) Extortion Damages for Extortion Threat and (4) Crisis Management Expenses.

Optional Individual Self-Insured Retentions – Fair Lawn and Ridgewood have an individual \$100,000 CSL occurrence SIR for Workers' Compensation and General Liability. The Fund insures the Workers Compensation and General Liability at \$200,000 excess of \$100,000 Layer. Ridgewood also has a \$100,000 SIR for auto liability. The Fund insures the Auto Liability at \$200,000 excess of \$100,000 Layer. Ridgewood also has a \$25,000 SIR for property. The Fund insures the Property at \$50,000 less the \$25,000 retention. Fairlawn's Auto liability and Property retentions are the standard JIF retentions for these coverages.

**NOTICE: The above description is a general discussion of the coverage and limits provided by the FUND. However, the actual terms and conditions are defined in the policy documents and all issues shall be decided on the policy documents.**

3.) **The amount of risk to be retained by the Fund.**

- a.) Workers' Compensation (all coverages) - \$300,000 CSL
- b.) General Liability (all coverages) - \$300,000 CSL
- c.) Employment Practices Liability – none 100% commercially insured with QBE Specialty Insurance Company.
- d.) Non-Owned Aircraft - none
- e.) Automobile Liability
  - o PD & BI - \$300,000 CSL
  - o Underinsured/Uninsured - \$15,000/\$30,000 CSL
  - o PIP - \$250,000 CSL
- f.) Public Officials Liability – none 100% commercially insured with QBE Specialty Insurance Company.
- g.) Optional Directors and Officials Liability – none 100% commercially insured with QBE Specialty Insurance Company.

- h.) Property - \$100,000 per occurrence less member deductibles.
- i.) JIF Blanket Crime - \$50,000 less member deductible
- j.) Optional Excess Liability – none provided by MEL
- k.) Environmental Impairment Liability - none other than the risk of a E-JIF assessment.
- l.) Residual Claims Liability - none other than the risk of a RCF assessment.
- m.) MEL Crime Policy – none provided by MEL
- n.) Optional Excess POL\EPL – none provided by MEL
- o.) Cyber Liability – none 100% commercially insured with XL Insurance

4.) **The amount of unpaid claims to be established.**

- a.) 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.
- b.) Claims reserves are subject to regular review by the Fund's Executive Director/Administrator, Attorney, Executive Committee 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.

5.) **The method of assessing contributions to be paid by each member of the Fund.**

- a.) 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 municipality 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.
- b.) The calculation of pro rata shares is based on each municipality's experience modified manual premium for that line of coverage. The Fund's governing body 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 governing body.

- The total amount of each member's annual assessment is certified by majority vote of the Fund's governing body at least one (1) month prior to the beginning of the next fiscal year.
- c.) 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.
  - d.) 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.
  - e.) The Fund's governing body may by majority vote levy upon the participating municipalities 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 municipalities by applicable Fund year, and shall be apportioned by the year's assessments for that line of coverage.
  - f.) 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 Fund's governing body.
  - g.) The Fund has also adopted a loss sensitive retrospective rating plan and has filed the endorsement with the Department of Banking and Insurance and the Department of Community Affairs.
- 6.) **Procedures governing loss adjustment and legal expenses.**
- a.) The Fund engages a claims service company to handle all claims, except for the JIF's POL/EPL, insurance which is handled by Summit Risk Services representing XL Insurance and 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. General Re and Munich Re for excess liability, and Safety National for workers' compensation]. Every three years, the MEL's internal auditors also conduct an audit.
  - b.) Each member local unit is provided with a claims reporting procedure and appropriate forms.

- c.) 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.
- d.) To provide for quality defense and control costs, the Fund has established an approved defense attorney panel with firms which specialize in Title 59 matters. The performance of the defense attorneys is overseen by the Fund attorney, as well as the various firms which audit the claims adjusters.

7.) **Coverage to be purchased from a commercial insurer, if any.**

The Fund does purchases commercial insurance for the POL/EPL, Volunteer D&O, from QBE Specialty Insurance Company, and Cyber Liability coverage which is purchased from XL Insurance.

8.) **Reinsurance to be purchased.**

The Fund does not purchase reinsurance.

9.) **Procedures for the closure of Fund years, including the maintenance of all relevant accounting records.**

- a.) The Fund utilizes the Municipal Excess Liability Residual Claims Fund (RCF) to facilitate the closure of Fund years.
- b.) 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.
- c.) Each year, the Fund's governing body will determine if a dividend is appropriate from the closed Fund year account, and will make application to the Department of 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.
- d.) A member may apply to the Fund's governing body for a return of that member's remaining share of the closed Fund year account when five (5) years have passed since the last Fund year in which the member participated has been closed. The Fund's governing body will decide on the former member's request after evaluating the likelihood of any additional assessments from the RCF.

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

10.) **Assumptions and Methodology used for the calculation of appropriate reserves requirements to be established and administered in accordance with sound actuarial principles.**

- a.) 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.
- b.) The following is an overview of the two actuarial methods used to project the ultimate losses.
  - o 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.
  - o 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.

11.) **The maximum amount a certifying and approving officer may approve pursuant to N.J.A.C. 11:15-2.22.**

- \$10,000
- \$25,000 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.
- 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.

**ADOPTED:** *this 19<sup>th</sup> day of January, 2017 by the Governing Body:*

**BERGEN COUNTY MUNICIPAL JOINT INSURANCE FUND**



**RESOLUTION NO. 7 - 17**

**BERGEN COUNTY MUNICIPAL JOINT INSURANCE FUND  
CERTIFICATION TO RATIFY ASSESSMENT MODIFICATION**

**WHEREAS**, the following municipalities have incurred sewer backup claims in excess of the maximum as defined under the rules of the Bergen County Municipal Joint Insurance Fund; and

**WHEREAS**, such modifications require amendments to the assessments of said municipalities;

**NOW, THEREFORE, BE IT RESOLVED** that the Executive Committee hereby certifies the modifications as presented in the attached memo dated January 12, 2017; and, ratifies the action of the Executive Director/Administrator in making these changes.

The Bergen County Municipal Joint Insurance Fund at a public meeting held on January 19, 2017 the foregoing Resolution.

**BERGEN COUNTY MUNICIPAL JOINT INSURANCE FUND**

# BERGEN COUNTY MUNICIPAL JOINT INSURANCE FUND BILLS LIST

Resolution No. 8-17

JANUARY 2017

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

**BE IT RESOLVED** that the Bergen 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 2016**

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
<b>001249</b>			
001249	OAKLAND BOROUGH	REFUND OVERPAID 4TH QTR 2016 ASSESSMENT	1,329.82
			<b>1,329.82</b>
<b>001250</b>			
001250	WYCKOFF TOWNSHIP	REFUND OVERPAID 4TH QTR 2016 ASSESSMENT	1,063.81
			<b>1,063.81</b>
<b>001251</b>			
001251	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 12/2016	98.41
			<b>98.41</b>
<b>001252</b>			
001252	ALAN NEGREANN	TREASURER FEE 12/2016	2,333.00
			<b>2,333.00</b>
<b>001253</b>			
001253	MIDLAND PARK BOROUGH	REIMBURSE TRAINING SEPT 15 -NOV-17	1,125.00
			<b>1,125.00</b>
<b>001254</b>			
001254	ALLSTATE INFORMATION MANAGEMNT	ACCT: 408 - ACT & STOR 12/31/2016	63.36
			<b>63.36</b>
<b>001255</b>			
001255	NORTH JERSEY MEDIA GROUP	ACCT: 2005619 - 12/21/16 - PUBL NOTICE	9.90
001255	NORTH JERSEY MEDIA GROUP	ACCT: 2005619 - 12/5/16 - BUDGET	36.30
			<b>46.20</b>
		Total Payments FY 2016	6,059.60

**FUND YEAR 2017**

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
<b>001256</b>			
001256	MUNICIPAL EXCESS LIABILITY JIF	FAITHFUL PERFORMANCE BOND 1ST QTR 2017	3,950.14
			<b>3,950.14</b>
<b>001257</b>			
001257	BERGEN RISK MANAGERS, INC.	COST CONTAINMENT SERVICES - 01/2017	35,225.26
			<b>35,225.26</b>
<b>001258</b>			
001258	MUNICIPAL EXCESS LIABILITY JIF	MEL PROPERTY 1ST QTR 2017	287,853.96
001258	MUNICIPAL EXCESS LIABILITY JIF	MEL 1ST QTR 2017	690,802.91
			<b>978,656.87</b>
<b>001259</b>			

001259	BERGEN RISK MANAGERS, INC.	TPA FEE 01/2017	28,614.63
001259	BERGEN RISK MANAGERS, INC.	CLAIMS - FROI REPORTS - 01/2017	1,445.91
			<b>30,060.54</b>
<b>001260</b>			
001260	JIF CLAIMS, L.L.C.	GL/PROPERTY CLAIMS ADMIN - 01/2017	30,497.92
			<b>30,497.92</b>
<b>001261</b>			
001261	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 01/2017	14,824.19
			<b>14,824.19</b>
<b>001262</b>			
001262	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 01/2017	28,243.33
			<b>28,243.33</b>
<b>001263</b>			
001263	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES 1/2017	4,317.00
			<b>4,317.00</b>
<b>001264</b>			
001264	HUNTINGTON BAILEY, L.L.P.	ATTORNEY FEE 01/2017	5,164.06
			<b>5,164.06</b>
<b>001265</b>			
001265	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 01/2017	1,435.83
			<b>1,435.83</b>
<b>001266</b>			
001266	MUNICIPAL EXCESS LIABILITY JIF	MSI 1ST QTR 2017	18,123.07
			<b>18,123.07</b>
<b>001267</b>			
001267	NEWTECH SERVICES, INC.	MONTHLY WEBSITE MAINTENANCE/HOSTNG 1/17	75.00
			<b>75.00</b>
<b>001268</b>			
001268	SYLVIA KOKOWSKI	REIMBURSE FOOD/COFFEE MTG 01/9/17	85.96
			<b>85.96</b>
<b>001269</b>			
001269	CONNER STRONG & BUCKELEW	AUTOMOBILE ID CARDS RENEWAL - 2017	128.42
			<b>128.42</b>
		Total Payments FY 2017	1,150,787.59

**TOTAL PAYMENTS ALL FUND YEARS \$ 1,156,847.19**