

**SUBURBAN ESSEX JOINT INSURANCE FUND
JANUARY 17, 2017**

**NUTLEY PARKS & RECREATION BUILDING
9:30 AM**

The meeting was called to order by Secretary Steven Rovell. Open Public Meeting Notice read into record.

Pledge of Allegiance

ROLL CALL OF 2016

Mauro Tucci, Chair
Steve Rovell, Sec
Thomas Duch
John Serapiglia, Jr.
Danielle Ireland
Joseph Catenaro
Carrie Nawrocki
Allan Susen
Karen Yeamans
Richard Budris
Keri Eglentowicz

FUND COMMISSIONERS:

Township of Nutley	Absent
Belleville Township	Present
City of Garfield	Absent
Passaic Manchester Regional HS	Absent
Borough of Prospect Park	Absent
Fairfield Township	Present
Hudson Reg'l Health Commission	Absent
Borough of Haledon	Absent
Nutley Board of Education	Absent
Essex Reg'l Health Commission	Present
Town of Secaucus	Present

2016 FUND COMMISSIONER ALTERNATES:

Charles Voorhees	Town of Secaucus	Absent
Vincent Cozzarelli	Belleville Township	Absent
Andrew J. Pavlica	City of Garfield	Present
Brian Zinn	Manchester Regional HS	Absent
John Marmora	Nutley Bd. Of Ed.	Present
Marisol Leguizamon	Hudson Reg'l Health Commission	Absent
Leena Abaza	Borough of Haledon	Absent
Grace Murray	Essex Reg'l Health Commission	Absent

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator

Perma Risk Management Services
Cathleen Kiernan

Attorney

Piro, Zinna, Cifelli, Paris & Genitempo
Frank Zinna, Esq.

Claim Services

Qual-Lynx
Javier Esparra/Caty Lambe

Treasurer

William Homa

Safety

J.A. Montgomery Risk Control

Ken Schulz

Deputy Underwriter

Conner Strong & Buckelew
Edward Cooney

Managed Care

FMCO
Diana Cortes

OTHERS PRESENT:

- Aricka Sims, Brown & Brown
- Karen Waters, IMAC
- Joe Rude, EBCSG
- Frank DeMaio, Nutley
- Gary Vinci, Lerch, Vinci & Higgins
- Dawn Makowski, Al Alexander Agency
- Danielle Voda, Fairview Associates
- Robert Searle, C. Robert Searle Agency
- Frank Covelli, PIA Insurance

Secretary Rovell requested a moment of silence recognizing the death of Chairman Tucci's Aunt.

APPROVAL OF MINUTES:

- November 14, 2016 – Open Minutes
- November 14, 2016 – Closed Minutes

MOTION TO APPROVE OPEN AND CLOSED MINUTES AS NOTED ABOVE:

- MOTION:** Commissioner Catenaro
- SECOND:** Commissioner Marmora
- VOTE:** Unanimous

CORRESPONDENCE:

None

Sine Die - Chairs vacated. Chairman asked Executive Director to conduct meeting.

Executive Director called meeting to order.

ROLL CALL OF 2017

- Mauro Tucci, Chair
- Steve Rovell, Sec
- Thomas Duch
- John Serapiglia, Jr.
- Danielle Ireland
- Joseph Catenaro

FUND COMMISSIONERS:

- Township of Nutley Absent
- Belleville Township Present
- City of Garfield Absent
- Passaic Manchester Regional HS Absent
- Borough of Prospect Park Absent
- Fairfield Township Present

Carrie Nawrocki	Hudson Reg'l Health Commission	Absent
Allan Susen	Borough of Haledon	Absent
Karen Yeamans	Nutley Board of Education	Absent
Richard Budris	Essex Reg'l Health Commission	Present
Keri Eglentowicz	Town of Secaucus	Present
Charles Cuccia	Little Falls Township	Present

2017 FUND COMMISSIONER ALTERNATES:

Charles Voorhees	Town of Secaucus	Absent
Vincent Cozzarelli	Belleville Township	Absent
Andrew J. Pavlica	City of Garfield	Present
Brian Zinn	Manchester Regional HS	Absent
John Marmora	Nutley Bd. Of Ed.	Present
Marisol Leguizamon	Hudson Reg'l Health Commission	Absent
Leena Abaza	Borough of Haledon	Absent
Grace Murray	Essex Reg'l Health Commission	Absent

Executive Director said regulations require Joint Insurance Funds with memberships greater than seven to elect an Executive Committee. The practice of the Suburban Essex Joint Insurance Fund is to operate as a Board of Fund Commissioners but the Fund can operate as an Executive Committee when a quorum of the Board is not achieved.

Executive Director asked for nominations;

MOTION TO NOMINATE MAURO TUCCI, TOWNSHIP OF NUTLEY AS CHAIRMAN FOR FUND YEAR 2017

MOTION: Commissioner Catenaro
SECOND: Commissioner Pavlica

MOTION TO NOMINATE STEVEN ROVELL, BELLEVILLE TOWNSHIP, AS SECRETARY FOR FUND YEAR 2017:

MOTION: Commissioner Catenaro
SECOND: Commissioner Eglentowicz

MOTION TO CLOSE NOMINATIONS ELECT MAURO TUCCI AS CHAIRMAN AND DAVID DRUMELER AS SECRETARY:

MOTION: Commissioner Budris
SECOND: Commissioner Marmora
VOTE: Unanimous

MOTION TO NOMINATE THE FOLLOWING AS EXECUTIVE COMMITTEE MEMBERS: THOMAS DUCH – BOROUGH OF GARFIELD, JOSEPH CATENARO –

FAIRFIELD TWP., DANIELLE IRELAND – PROSPECT PARK, CARRIE NAWROCKI- HUDSON REGIONAL HEALTH COMMISSION AND JOHN SERAPIGLIA – MANCHESTER REGIONAL HIGH SCHOOL

MOTION: Commissioner Catenaro
SECOND: Commissioner Rovell
VOTE: Unanimous

MOTION TO NOMINATE COMMISSIONERS RICHARD BUDRIS – ESSEX REG. HEALTH, ALLAN SUSEN – HALEDON, KAREN YEAMANS – NUTLEY BOE, KERI EGLENTOWICZ – TOWN OF SECAUCUS AND CHARLES CUCCIA AS ALTERNATE EXECUTIVE COMMITTEE MEMBERS.

MOTION: Commissioner Catenaro
SECOND: Commissioner Rovell
VOTE: Unanimous

MOTION TO CLOSE NOMINATIONS AND CONFIRM THE ELECTION OF THE 2017 EXECUTIVE COMMITTEE MEMBERS AND ALTERNATES AS NOMINATED.

MOTION: Commissioner Rovell
SECOND: Commissioner Cuccia
VOTE: Unanimous

Fund Attorney administered the oath and swore in the Commissioners present. Signed copies will be made part of the January minutes.

EXECUTIVE DIRECTOR’S REPORT

Executive Director reviewed Organizational Resolutions #1-17 thru #5-17.

Appointment of Fund Professionals – Resolution #1-17 appointing Fund Professionals. In 2015 RFQ’s were issued for professional positions including Defense Panel for the 2016-2018 term; the appointments listed with the resolution is a result of the RFQ process for which the Fund is in the second year of the appointments. Executive Director said the fees shown have been increased by 2% as authorized during the November 2016 public hearing of the 2017 Budget; however with the addition of our new member, Little Falls Township, fees have been adjusted accordingly. The revised 2017 budget is enclosed for review and approval.

In addition, Resolution #2-17 - the defense attorney fees have been slightly increased over expiring to remain competitive for services provided. Fees have been unchanged for many years.

Fiscal Management Plan – Resolution submitted designating Official Depositories and approving a Cash Management Plan; authorizing Signatories on Administrative Accounts; and authorizing Signatories on Claim Accounts. Signatories will remain as Chairman Tucci, Secretary Rovell, Treasurer William Homa, and Commissioner Thomas Duch.

Executive Director added that “Wire Transfers” have been added to the Plan as this is the first time the asset management has been separate from the banking financials. In addition the prior year updates have been included in the Plan, allowing the Fund to purchase municipal bonds. Legislation has been passed in the Senate and is pending approval from the Assembly; if approved, the language has been included to move forward in the purchase.

Public Meeting Procedures – Resolution presented indicating that Governing Body shall conduct Public Meetings at the Nutley Parks & Recreation Building to conduct the official business of the FUND on the third Tuesday of each month at 9:30 AM including the meeting to be held on January 16, 2018. In addition, the November meeting will be held on Monday, November 13, 2017 in order not to conflict with the League of Municipalities Convention. The Resolution also outlines the designation of the Star Ledger and the Suburban Essex JIF webpage (www.sejif.org) for posting of official notices.

Fund Records Program - Resolution presented establishing a formal records retention program for Fund year 2017.

Risk Management Plan - The Underwriting Manager reviewed the 2017 Risk Management Plan as distributed noting all changes have been highlighted for review. Underwriting Manger also confirmed the increase of the Fund’s property retention from \$50,000 to \$100,000. Executive Director noted that the school boards are also highlighted within the Plan as the Fund is primary for their coverages; the SPELL Fund provides excess coverage, noted changes are further addressed with respect the property deductible which has increased from \$500 to \$1,000 and the limit for liability and auto liability has increased to \$19,750,000 excess the Fund’s \$250,000 self insured retention. The Educator’s Legal Liability – Annual Aggregate limit has also increased from \$10,000,000 to \$20,000,000.

Commissioner Catenaro commented on the increase for the defense attorney fees and agreed with the increase stating that the change was long over due; our defense team has provided fine work and representation to our members and the increase is well deserved.

MOTION TO ADOPT RESOLUTIONS #1-17 THRU #6-17 INCLUDING THE AMENDMENTS OF THE FISCAL MANAGEMENT PLAN

MOTION:	Commissioner Catenaro
SECOND:	Commissioner Marmoa
ROLL CALL VOTE:	Unanimous

Organizational Resolutions Nos. 1-17 through 5-17 made part of January 17, 2017 Minutes.

2017 Membership

Executive Director said the Township of Little Falls has accepted the Fund’s quote and membership effective January 1, 2017 and referred to the 2017 Budget, revised to include Little Falls Township. The revised budget also includes changes for police accreditation credits which

normally is adjusted after the certified budget; the revised budget will be filed with the State respectively.

RCF, EJIF and MEL 2017 Reorganization Meetings

Executive Director said the RCF, EJIF and the MEL reorganized on January 4, 2017; reports were reviewed as distributed.

Of note, Executive Director said Jim Kickham retired effective December 31st. The MEL Board of Fund Commissioners adopted a Resolution recognizing the significant contribution to the continued success of the Municipal Excess Liability Joint Insurance Fund, the Municipal Excess Liability Residual Claims Fund and the New Jersey Environmental Risk Management Fund – as well as the local affiliated Joint Insurance Funds. In particular, Executive Director said Mr. Kickham was instrumental in putting together the excess and reinsurance programs that are still in place today. In addition, Kathie Tyler-Schohl; lead adjuster for EPL/POL claims of Qual-Lynx has also retired and was recognized for her services. Lastly, there was an exchange of plaques recognizing 25 year relationship between Genesis and the MEL; due to the relationships with our excess carriers has proven to be instrumental in the marketing of our program.

2017 Assessments

Executive Director said the first installment payments are due to the Treasurer, William Homa, by **January 31, 2017.**

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 Chairperson if the meeting should be canceled. In the event of an early morning or evening meeting(s), Perma will provide a recorded message indicating the status of the meeting. The recorded message can be obtained by calling the Fund's main number (201) 881-7632 at any time of the day or night. For meetings that occur during the course of normal business hours, meeting status can be obtained by utilizing the same number.

Pro- Forma Reports

Executive Director reviewed November reports which included monthly Financial Fast-track, Interest Rate Summary Comparison, Loss Ratio Analysis by fund year and line of coverage, Claim Activity Report, Lost Time Accident Frequency, Lost Days Report and MSI Usage report. In addition, the Regulatory Checklist, EPL/POL status report and the current list of Risk Management Consultant agreements were reviewed.

TREASURER

Fund Treasurer thanked the Board for the reappointment of position for second year of the 2016-2018 term and referred to the Treasurers Report as distributed for the months of November and December.

CONFIRMATION OF DECEMBER 2016 PAYMENT OF VOUCHERS:

FUND YEAR	AMOUNT
2016	\$ 233,860.92
Total	\$ 233,860.92

RESOLUTION 07-17 PAYMENT OF JANUARY VOUCHERS:

FUND YEAR	AMOUNT
2016	\$ 8,935.42
2017	\$ 369,303.04
Total	\$ 378,238.46

RESOLUTION CONFIRMATION OF CLAIMS PAYMENTS/CERTIFICATION OF TRANSFERS FOR THE MONTH OF NOVEMBER 2016:

2013:	\$	48,475.20
2014:	\$	29,729.85
2015:	\$	50,175.00
2016:	\$	105,526.19

RESOLUTION CONFIRMATION OF CLAIMS PAYMENTS/CERTIFICATION OF TRANSFERS FOR THE MONTH OF DECEMBER 2016:

2013:	\$	28,546.46
2014:	\$	11,305.14
2015:	\$	25,270.96
2016:	\$	85,106.62

Fund Treasurer said there were treasury notes purchased as of December 30, 2016; two of which will mature in 2018; he worked with Wilmington Trust to stagger the \$1,000,000 in securities; currently the Fund has an investment portfolio slightly over \$2,000,000 and has a rate of return of .95%.

Fund Treasurer referred to the Investment Portfolio as of December 2016, currently there is \$1.4M scheduled to mature in 2018 and \$600,000 in 2019. Most of the investments are with Investors Bank yielding .65 basis points. We will monitor the investments and respond accordingly.

Fund Treasurer noted that there is a slight difference in the reconciliation reports of approximately \$60 for which he is being rectified with Qual-Lynx.

MOTION TO ACCEPT THE REPORT OF THE TREASURER AS PRESENTED, CONFIRM THE DECEMBER BILL LIST AND ADOPT RESOLUTION 7-17 JANUARY BILL LIST:

MOTION: Commissioner Pavlica
SECOND: Commissioner Budris
ROLL CALL VOTE: Unanimous

Treasurer's Report & Investment Report made part of the minutes.

ATTORNEY

Fund Attorney thanked the Fund for the reappointment of services and the increase for th defense attorneys. Fund Attorney reviewed the agenda report as distributed for the months of November and December.

Attorney Report made part of the minutes.

UNDERWRITING MANAGER

Underwriting Manger referred distribute MEL Bulletins 17-01 referring to the MEL Bulletins that are now posted on the MEL website – www.njmel.org and 17-02 which provides an overview of the 2017 MEL excess property and casualty renewal, noting that for 12/31/2016-2017, the MEL has renewed the standalone excess flood and earth movement coverage at limits of \$25 million excess of the \$50 million underlying annual aggregate flood and earth movement limits under the Zurich program. An additional \$25 million of limits were added with Everest above the current \$75 million. One change to the insurers in the \$25 million excess \$50 million “quota share” layer from the expiring is Ironshore is replaced by Lloyd’s of London.

Underwriting Manager also reviewed 2017 Cyber Coverage Options. Due to the increase in claim activity throughout the MEL program which includes hackers gaining access to members computer programs and demanding payments (ransomware) through the purchase of bitcoins, Underwriting Manager marketed excess coverage at the request of several other MEL Jifs and was successful in obtaining quotes from Beazley. Currently the Fund purchases a \$6M Aggregate with a limit of \$3M for 3rd and 1st Party Claims from XL Catlin, Beazley is offering excess options as noted below:

Beazley					
Option	Limit			Excess of Option	Rate (per member)
	Aggregate	3 rd Party	1 st Party		
1	\$6,000,000	\$3,000,000	\$1,000,000	1	\$360
2	\$6,000,000	\$3,000,000	\$3,000,000	2	\$509
3	\$5,000,000	\$3,000,000	\$2,000,000	3	\$400
4	\$8,000,000	\$5,000,000	\$3,000,000	3	\$600
5	\$5,000,000	\$2,500,000	\$2,500,000	4	\$380
6	\$10,000,000	\$5,000,000	\$5,000,000	4	\$720

Underwriting Manager noted the importance of reporting any claim activity under this coverage. How quickly you report the claim and have professionals assist you to manage the claim in key. There are many types of “ransomware” that is available to hackers which include encryption of

your data system. One type of ransomware is the ability for the hackers to demand payments to release your data by the purchase of “bitcoins” which can start as low at \$1,000; however it is not guaranteed that they have or will release all of your data without demanding additional payments.

Underwriting Manager said reporting of the claim is key, the Cyber Liability Carrier offers a suite of professional services to assist you with your cyber claim, providing a legal expert on cyber matters, a forensic team and a host of other services.

Executive Director said a member be inclined to pay the demand of the hacker over paying the deductible for the coverage if the demand is lower then the deductible; however all should be aware that by doing this, it may jeopardize coverage being provided. Underwriting Manager agreed and encouraged any notice of a cyber hacking to your data system should be reported immediately.

Secretary Rovell said he has had DOT training over the last four years and this has become a very serious issue for all municipalities. It is very important for employees be trained in various areas of cyber security with respects to the day to day operations of their facilities.

Executive Director said the MEL offers a cyber training video on the MEL website and is currently working with Marc Pfeiffer to provide additional training. However, the Fund can certainly look into other outside training for employees and will follow up with the MEL for progress on the additional training.

Executive Director said the options have been provided by the Underwriting Manager and most Funds have opted for Option #2 - \$6M Aggregate, \$3M 3rd Party and \$3M 1st Party claims bringing your total shared limits to \$12M Aggregate, \$6M 3rd Party and \$6M 1st Party. Noting that the Fund does not have a coverage committee, Executive Director suggested perhaps an Ad-Hoc Committee for further discussion on the cyber options. Commissioner Catenaro said based on the information provided and increase in reports of the hacking of MEL members; it would be prudent for the Fund to select Option \$2 at a minimal cost of \$509 unless anyone disagrees.

MOTION TO AUTHORIZE UNDERWRITING MANAGER TO BIND EXCESS CYBER LIABILITY LIMITS NOTED AS OPTION #2 FOR AN ADDITIONAL \$509 PER MEMBER EFFECTIVE JANUARY 1, 2017.

MOTION:	Commissioner Catenaro
SECOND:	Commissioner Cuccia
VOTE:	Unanimous

Lastly Underwriting Manager reviewed the listing of Certificates of Insurance previously distributed.

List of Certificates made part of the minutes.

MANAGED CARE

Managed Care provider reviewed the agenda report as distributed for the month of December 2016 indicating that there was annual savings of \$8,861,148 or 64% of savings.

Report Made Part of the Minutes.

SAFETY DIRECTOR

Safety Director thanked the Fund for their reappointment of services and referred to the agenda report as distributed covering the months of November and December which outlined all activity during those months and included the MSI training programs and bulletins which were recently distributed. Safety Director also referred to a key relative to our discussion on Cyber Liability. There was a Cybersecurity course made available to assist Local Governments victimized by cyber crime.

Monthly Safety Report Attached & made part of the Minutes.

CLAIMS SERVICE

Closed Session

**RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES:
PERSONNEL - SAFETY & PROPERTY OF PUBLIC LITIGATION.**

MOTION:	Commissioner Catenaro
SECOND:	Commissioner Eglentowicz
VOTE:	Unanimous

MOTION TO RETURN TO OPEN SESSION:

MOTION:	Commissioner Catenaro
SECOND:	Commissioner Cuccia
VOTE:	Unanimous

**MOTION TO APPROVE PAYMENT AUTHORITY REQUESTS FOR FILE NUMBERS
AS SUBMITTED.**

MOVED:	Commissioner Marmora
SECOND:	Commissioner Catenaro
VOTE:	Unanimous

OLD BUSINESS:

None

NEW BUSINESS:

None

PUBLIC COMMENT

Risk Management Consultant Karen Waters requested that the Fund consider providing to its membership the proper protocol to report Cyber Liability claims so that this information is shared with each employee should a claim arise.

MOTION TO ADJOURN:

MOTION:	Commissioner Budris
SECOND:	Commissioner Pavlica
VOTE:	Unanimous

MEETING ADJOURNED: 10:45 AM
NEXT MEETING: February 21, 2017
Nutley Parks & Recreation Building
9:30 AM

**Resolution No. 1-17
of the
Suburban Essex Joint Insurance Fund**

APPOINTING CERTAIN PROFESSIONALS AND SERVICE ORGANIZATIONS

WHEREAS, the Suburban Essex Joint Insurance Fund (hereinafter the Fund) requires the services of certain professionals and service organizations for the 2016, 2017 and 2018 Fund years; and,

WHEREAS, the FUND is duly constituted as a 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, NJSA 40a11-16 (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 NJSA 19:44A-20.4 et. seq.; and,

WHEREAS, a notice soliciting proposals was published in the Star Ledger , July 24, 2015 and posted on the Suburban Essex Joint Insurance Fund website www.sejif.org under the Public Bids section; and,

WHEREAS, responses were received from professional service providers and service organizations as listed below on August 18, 2015 at 2 pm; and,

NOW THEREFORE, BE IT RESOLVED that the contracts have been issued for the following professionals for a three year term, beginning in Fund year 2016 (*unless otherwise specified*)

NOW, THEREFORE, BE IT CONFIRMED that:

1. Perma Risk Management Services as **Administrator**, Cathleen Kiernan is appointed as **Executive Director**, Joseph Hrubash and David N. Grubb as **Deputy Executive Directors**, and both as agent for process of service at an annual fee of \$227,821.
2. Piro, Zinna, Cifelli, Paris & Genitempo as **Fund Attorney** at an annual fee of \$81,859.61.
3. William M. Homa, CPA as **Fund Treasurer** at an annual fee of \$15,126.87.
4. Actuarial Advantage as **Fund Actuary** at an annual fee of \$31,494.63.
5. Russo & Associates, LLC. as **Internal Auditor** at an annual fee not to exceed \$10,327.84.
6. Conner Strong & Buckelew as **Underwriting Manager** at an annual fee of 8,446.22.
7. J.A. Montgomery Risk Control as **Fund Loss Control Provider** at an annual fee of \$55,322.04.
8. Qual-Lynx is hereby appointed as the **Claims Service Organization** at an annual fee of \$315,182.81.

9. Wilmington Trust as the **Asset Manager** - .05% of the market value of the FUND's invested assets.
10. 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%
11. First MCO as the **Managed Care Organization** at an annual fee of \$136,084.02.
12. Lerch, Vinci, Higgins, LLP as the **Fund Auditor** at an annual fee of \$13,988.
13. Dynamic Testing Services as the **CDL Drug & Alcohol Monitor** as per following fee schedule – DOT Drug Test \$53.04 Per person, DOT Alcohol Test \$42.84 per person; after hours testing \$265.20; request of split test positive results \$265.20; Onsite Driver Training class \$53.04 Per person/per hour; Onsite Supervisor Trainings – \$105.06 Per person/per class (Minimum 2 hours)

BE IT FURTHER RESOLVED, all Professional Service Providers and Service Organizations appointed pursuant to this Resolution shall service the Fund in accordance with the terms and conditions of the Professional Service contracts attached to this Resolution.

ADOPTED:

this day before the Governing Body:

RESOLUTION #2-17

BE IT RESOLVED by the Suburban Essex Joint Insurance Fund that effective January 1, 2017, the attorney defense panel hourly rate for liability cases shall be \$150.00 for principals/partners and \$130.00 for associates; and

BE IT FURTHER RESOLVED that effective January 1, 2017, all worker's compensation assignments shall be at the fixed fee of \$850.00 for up to three (3) appearances and \$125.00 for each subsequent appearance.

RESOLUTION NO: 3-17

SUBURBAN ESSEX 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 Governing Body hereby appoints the following professionals for the 2017 Fund Year:

- 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:

_____ CHAIRMAN
_____ SECRETARY
_____ TREASURER
_____ COMMISSIONER

- II.** 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) of the following persons, duly authorized pursuant to this Resolution

Ann Noble	Qual-Lynx
David S. Ruber	Qual-Lynx
Alice Lihou	Qual-Lynx
Joy DiPatri	Qual-Lynx
Janet Buggle	Qual-Lynx
William Homa	Fund Treasurer

- III.** 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.

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

- V.** 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.

VI. 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:

SUBURBAN ESSEX JOINT INSURANCE FUND

2017 CASH MANAGEMENT AND INVESTMENT POLICY

1.) Cash Management and Investment Objectives

The Suburban Essex 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 the following:

- a.) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America.
- b.) Government money market mutual funds.
- c.) Any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase, and has a fixed rate of interest not dependent on any index or external factors.
- d.) Bonds or other obligations of the local unit or bonds or other obligations of school districts of which the local unit is a part or within which the school district is located; or
- e.) Bonds or other obligations, having a maturity date not exceeding 397 days, approved by the Division of Investment of the Department of Treasury for investment by local units.
- f.) Debt obligations of federal agencies or government corporations with maturities not greater than ten (10) years from the date of purchase, excluding mortgage backed obligations, providing that such investments are

purchased through the New Jersey Division of Investment and are consistent with the Division's own investment guidelines, and providing that the investment has a fixed rate of interest not dependent on any index or external factors.

- g.) Local Government Investment Pools
- h.) Repurchase agreements of fully collateralized securities, subject to rules and conditions established by the N.J. Department of Community Affairs.

No investment or deposit shall have a maturity longer than ten (10) years from date of purchase. At any given time, the Fund's investment portfolio shall conform to the following criteria:

- a) Any bonds or other obligations held by the FUND shall have a minimum long-term investment grade underlying credit rating, or equivalent rating provided by a Nationally Recognized Statistical Rating Organization as outlined by the U.S. Securities and Exchange Commission, with the exception of bonds issued pursuant to the Municipal Qualified Bond Act, which may have an underlying credit rating below investment grade so long as the Municipal Qualified Enhanced Rating is investment grade, or equivalent rating provided by NRSRO.
- b) A minimum of thirty-five (35) percent of aggregate total par amount of bonds and other obligations shall have a minimum long-term, underlying credit rating of AA-, or equivalent rating by an NRSRO.
- c) The aggregate par amount of bonds or other obligations with a long-term underlying credit rating below A-, or equivalent rating by an NRSRO, shall not exceed thirty (30) percent of the aggregate total par amount of bonds, investments and other obligations held by the Fund.
- d) The aggregate par amount of bonds or other obligations with maturities longer than five (5) years shall not exceed sixty (60) percent of the aggregate total par amount of bonds, investments and other obligations held by the FUND.

Any exception to or deviations from the above criteria must be approved by the New Jersey Division of Local Governmental Services and the New Jersey Division of Investment.

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 are as follows:

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 minimize transaction costs by querying prices from at least three (3) dealers and purchasing securities on a competitive basis. When possible, federal securities shall be purchased directly from the US Treasury. Transactions shall not be processed through brokerages which are organizationally affiliated with the asset manager. 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 imprest 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: 4-17

**SUBURBAN ESSEX 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 Nutley Parks & Recreation Building to conduct the official business of the FUND on the third Tuesday of each month at 9:30 AM including the meeting to be held on January 16, 2018. In addition, the November meeting will be held on Monday, November 13, 2017 in order not to conflict with the League of Municipalities convention.
- II.** The following is hereby designated the official newspaper (s) of the Fund:
The Star Ledger, Newark, New Jersey 07101. The Suburban Essex JIF's webpage is designated for official notices www.sejif.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 at least one of the official newspapers.

ADOPTED this day;

RESOLUTION NO. 5-17

SUBURBAN ESSEX JOINT INSURANCE FUND
(Hereinafter the "FUND")

ESTABLISHING A FUND RECORDS PROGRAM

WHEREAS: The FUND must establish a formal record retention program for the 2016 Fund year.

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

- I.** _____, **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.** The Account Manager designated by the Executive Director is hereby appointed 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: Allstate Business Archives, located at 80 Beckwith Avenue, Paterson, New Jersey 07503. 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 Governing Body

RESOLUTION NO. 06-17

Suburban Essex 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**
 - **Educators Legal Liability** (for Fund's member Boards of Education)
 - 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) and by their membership in the SPELL JIF for Excess Liability Limits JIF where noted. .

- **Excess Workers' Compensation**
 - **Excess General Liability**
 - **Non-Owned Aircraft Liability**
 - **Excess Auto Liability**
 - **Optional Excess Public Officials & Employments Practices Liability**
 - **Optional Excess Liability**
 - **Excess Educator's Legal Liability** (for Fund's member Boards of Education) from SPELL JIF for Excess Liability Limits JIF.
 - **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.)
- d) **Pollution and Mold Legal Liability** Coverage for the Fund's member Boards of Education is provided to the Fund's membership in the SPELL JIF. For details please refer to the SPELL JIF Risk Management Plan

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
- The SPELL covers excess Workers' Compensation for the Fund's member Boards of Education with statutory limits and a \$9,750,000 limit per occurrence for employers liability excess of the Fund SIR of \$250,000. For details please refer to the SPELL JIF Risk Management Plan

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. (Note: requires Fund approval).
- The SPELL covers excess liability claims for the Fund's member Boards of Education with limits of \$19,750,000 per occurrence excess of the Fund's \$250,000 SIR. There is no annual aggregate. For details please refer to the SPELL JIF Risk Management Plan

- 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.
 - The SPELL covers excess automobile liability claims for the Fund's member Boards of Education with limits of \$19,750,000 excess of the Fund's \$250,000 SIR. There is no annual aggregate. For details please refer to the SPELL JIF Risk Management Plan
- 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. Coverage extends to the Fund's member Board's of Education.

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 to 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) 1st \$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) **Educator's Legal Liability** – SPELL provides \$10 million limits (annual aggregate per Owner Group Joint Insurance Fund) for the Fund's member Boards of Education excess of the Fund's \$250,000 Fund SIR. This coverage is written on a claims made basis. The Educator's Legal Liability Insurance coverage limit applies per claim and is subject to an annual aggregate limit of \$20,000,000 per member district. Coverage is written on a claims-made basis.

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

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

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:

- Flood for locations wholly or partially within 100-year flood zone
- Boiler and Machinery
- Named Storm
- 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 Included	Clogging/Blocking of Pipes 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.

- o Property Deductibles (member Boards of Education)
 - o The standard member deductible is \$500 per occurrence.
 - o Boiler and machinery coverage is subject to a \$1,000 deductible per occurrence.

For details and additional deductibles please refer to the SPELL JIF Risk Management Plan.

- k.) **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. The SPELL JIF provides the Fund's member Boards of Education excess crime coverage with limits of \$249,500 excess the Fund retention of \$250,500 (includes member entity deductible of \$500). For details and specific sub-limits please refer to the SPELL JIF Risk Management Plan.
- l.) **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.

m.) **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. (This coverage does not apply to member Boards of Education).

n.) **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:

- \$2 million CSL and per member local unit annual aggregate excess of \$5 million (auto liability not aggregated).
- \$5 million CSL and per member local unit annual aggregate excess of \$5 million (auto liability not aggregated).
- \$5 million CSL and per member local unit annual aggregate excess of \$10 million (auto liability not aggregated).
- \$10 million CSL and per member local unit annual aggregate excess of \$10 million (auto liability not aggregated).

(This coverage does not apply to member Boards of Education)

o.) **Optional Excess POL/EPL** – The MEL offers optional excess POL/EPL as follows:

- \$1 million CSL and per member local unit annual aggregate excess of \$2 million
- \$2 million CSL and per member local unit annual aggregate excess of \$2 million
- \$3 million CSL and per member local unit annual aggregate excess of \$2 million
- \$4 million CSL and per member local unit annual aggregate excess of \$2 million
- \$4 million CSL and per member local unit annual aggregate excess of \$6 million

(This coverage does not apply to member Boards of Education)

- p.) **Environmental Impairment Liability** - The limits of liability as established in the E-JIF's Plan of Risk Management and coverage documents. (This does not apply to member Boards of Education)
Pollution and Mold Legal Liability Coverage for the Fund's member Boards of Education is provided to the Fund's membership in the SPELL JIF. The limits provided are \$3,000,000 each incident (on site clean up and legal liability) and \$6,000,000 annual aggregate per Owner Group Joint Insurance Fund and \$12,000,000 program aggregate. The deductible is \$25,000 each incident and \$100,000 each mold incident. For further details please refer to the SPELL JIF Risk Management Plan
- q.) **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. (This does not apply to member Boards of Education). The SPELL insures the Boards of Education 100% commercially with Beazley Insurance Company subject to member entity deductible for member boards of education. For further details please refer to the SPELL JIF Risk Management Plan

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 coverage) - \$300,000 CSL (Boards of Education \$250,000).
- b.) General Liability (all coverage) - \$300,000 CSL (Boards of Education \$250,000. Also, \$5,000 per occurrence for medical payments coverage for Fund's member Board of Education. Does not apply to students.) For further details please refer to the SPELL JIF Risk Management Plan.

- c.) Employment Practices Liability – none 100% commercially insured with QBE Specialty Insurance Company. (This does not apply to member Boards of Education)
- 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. (This does not apply to member Boards of Education)
- g.) Optional Directors and Officials Liability – none 100% commercially insured with QBE Specialty Insurance Company. (This does not apply to member Boards of Education)
- h.) Property - \$100,000 per occurrence less member deductibles. (Boards of Education) \$250,000 per occ. less member deductibles
- i.) JIF Blanket Crime - \$50,000 less member deductible (Boards of Education) \$250,000 less member Boards deductible
- j.) Optional Excess Liability – none provided by MEL This does not apply to member Boards of Education)
- k.) Environmental Impairment Liability - none other than the SPELL JIF assessment for Pollution and Mold Liability. For further details please refer to the SPELL JIF Risk Management Plan
- l.) Residual Claims Liability - none other than the risk of a RCF assessment.
- m.) MEL Crime Policy – none
- n.) Optional Excess POL/EPL – none
- o.) Cyber Liability – none 100% commercially insured with QBE Specialty Insurance Company subject to member entity deductible for member municipalities and 100% commercially insured with Beazley Insurance Company subject to member entity deductible for member boards of education. For further details please refer to the SPELL JIF Risk Management Plan

- p.) Educators Legal including Employment Practices Liability- \$250,000 (Boards of Education). For further details please refer to the SPELL JIF Risk Management Plan

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 method of collecting assessment contributions to be paid by each member of the Fund is shown below.
- h.)

Mail Bill	Due Date	Amount Due
December 15, 2016	January 31 st	1 st Quarter
	April 30 th	2 nd Quarter
	July 31 st	3 rd Quarter
December 15, 2017	January 31, 2017	4 th Quarter plus any adjustments during 2017

The Fund has 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 Volunteer D&O and Cyber Liability 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. The Fund engages a claims service company to handle all claims,

except for the pollution and mold legal liability and cyber liability for Boards of Education. The claims for these two areas of coverage are handled by the SPELL insurers Commerce and Industry for pollution and mold legal liability and Beazley Insurance Company for the cyber liability.

- 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 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. The SPELL Fund does purchases commercial insurance for the pollution and mold legal liability from Commerce and Industry and for the cyber liability from Beazley Insurance Company.

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.) In the event a member leaves the Fund, the Fund's governing body 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. 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.

- 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 17 day of January, 2017 by the Governing Body:*

**SUBURBAN ESSEX JOINT INSURANCE FUND
BILLS LIST**

CONFIRMATION OF PAYMENTS

DECEMBER 2016

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

BE IT RESOLVED that the Suburban Essex 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>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001099			
001099	MUNICIPAL EXCESS LIABILITY JIF	FAITHFUL PERFORMANCE BOND 4TH QTR 2016	1,115.92
			1,115.92
001100			
001100	FIRST MANAGED CARE OPTION	MANAGED CARE SERVICES - 12/2016	10,705.00
			10,705.00
001101			
001101	MUNICIPAL EXCESS LIABILITY JIF	MEL PROPERTY 4TH QTR 2016	33,182.27
001101	MUNICIPAL EXCESS LIABILITY JIF	MEL 4TH QTR 2016	95,118.80
			128,301.07
001102			
001102	QUAL-LYNX	CLAIMS ADMIN - 12/2016	24,793.17
			24,793.17
001103			
001103	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICE - 12/2016	4,143.14
			4,143.14
001104			
001104	DYNAMIC TESTING SERVICES LLC	DRUG TESTING - 12/6/16 - HALEDON	208.00
001104	DYNAMIC TESTING SERVICES LLC	ALCOHOL TESTING - 12/6/16 - HALEDON	84.00
001104	DYNAMIC TESTING SERVICES LLC	ALCOHOL TESTING - 11/15/16 - SECAUCUS	126.00
001104	DYNAMIC TESTING SERVICES LLC	ALCOHOL TESTING - 12/6/16 - PROSPECT PK	168.00
001104	DYNAMIC TESTING SERVICES LLC	DRUG TESTING - 12/6/16 - PROSPECT PK	208.00
001104	DYNAMIC TESTING SERVICES LLC	DRUG TESTING - 11/7/16 - GARFIELD	208.00
001104	DYNAMIC TESTING SERVICES LLC	ALCOHOL TESTING - 11/7/16 - GARFIELD	84.00
001104	DYNAMIC TESTING SERVICES LLC	DRUG TESTING - 11/7/16 - BELLEVILLE	208.00
001104	DYNAMIC TESTING SERVICES LLC	DRUG TESTING - 11/15/16 - SECAUCUS	260.00
001104	DYNAMIC TESTING SERVICES LLC	ALCOHOL TESTING - 11/7/16 - BELLEVILLE	42.00
			1,596.00
001105			
001105	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 11/2016	6.86
001105	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 12/2016	17,921.07
			17,927.93
001106			
001106	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES - 12/2016	2,573.09

			2,573.09
001107			
001107	PIRO, ZINNA, CIFELLI, PARIS &	ATTORNEY FEE 11/2016	6,463.33
			6,463.33
001108			
001108	WILLIAM M. HOMA, CPA	TREASURER FEE 12/2016	1,235.87
			1,235.87
001109			
001109	MUNICIPAL EXCESS LIABILITY JIF	MSI 4TH QTR 2016	6,626.05
			6,626.05
001110			
001110	NEWTECH SERVICES, INC.	MONTHLY WEBSITE MAINTENANCE/HOSTNG 12/16	75.00
001110	NEWTECH SERVICES, INC.	MONTHLY WEBSITE MAINTENANCE/HOSTNG 11/16	75.00
			150.00
001111			
001111	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 12/2016	690.17
			690.17
001112			
001112	ALLSTATE INFORMATION MANAGEMNT	ACCT: 415 - ACT & STOR - 11/30/2016	52.19
001112	ALLSTATE INFORMATION MANAGEMNT	ACCT: 415 - ACT & STOR 10/31/2016	36.83
			89.02
001113			
001113	SECAUCUS TOWN	RETURN OF RMC FEE - BALANCE DUE 12/16	25,911.53
			25,911.53
001114			
001114	BROWN & BROWN METRO, INC.	RMC FEE 4TH QTR 2016 - HUDSON REGIONAL	946.10
001114	BROWN & BROWN METRO, INC.	RMC FEE 4TH QTR 2016 - ESSEX REGIONAL	496.93
			1,443.03
001115			
001115	NJ ADVANCE MEDIA	ACCT: XSUBU0555066 11/4/16 17'PROP BDGT	96.60
			96.60
		Total Payments FY 2016	233,860.92

TOTAL PAYMENTS ALL FUND YEARS \$ 233,860.92

**SUBURBAN ESSEX JOINT INSURANCE FUND
BILLS LIST**

Resolution No. 7-17

JANUARY 2017

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

BE IT RESOLVED that the Suburban Essex 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>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001117			
001117	J.A. MONTGOMERY RISK CONTROL	FOCUS CLAIMS - NOV/DEC 2016	1,920.00
			1,920.00
001118			
001118	DYNAMIC TESTING SERVICES LLC	ALCOHOL TESTING 12/13/2016 - NUTLEY BOE	42.00
001118	DYNAMIC TESTING SERVICES LLC	DRUG TESTING 12/13/2016 - NUTLEY BOE	208.00
001118	DYNAMIC TESTING SERVICES LLC	DRUG TESTING 12/13/2016 - NUTLEY	104.00
001118	DYNAMIC TESTING SERVICES LLC	ALCOHOL TESTING 12/13/2016 - NUTLEY	42.00
			396.00
001119			
001119	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 12/2016	26.81
			26.81
001120			
001120	PIRO, ZINNA, CIFELLI, PARIS &	ATTORNEY FEE 12/2016	6,445.33
			6,445.33
001121			
001121	NJ ADVANCE MEDIA	ACCT: XSUBU0555066 - 12/08/16 - BUDGET	125.58
001121	NJ ADVANCE MEDIA	ACCT: XSUBU0555066 - 12/8/16 - PUBL NOTI	21.70
			147.28
		Total Payments FY 2016	8,935.42

FUND YEAR 2017

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001122			
001122	MUNICIPAL EXCESS LIABILITY JIF	FAITHFUL PERFORMANCE BOND 1ST QTR 2017	1,607.31
			1,607.31
001123			
001123	FIRST MANAGED CARE OPTION	MANAGED CARE SERVICES - 01/2017	10,919.10
			10,919.10
001124			
001124	MUNICIPAL EXCESS LIABILITY JIF	MEL PROPERTY 1ST QTR 2017	66,678.57
001124	MUNICIPAL EXCESS LIABILITY JIF	MEL 1ST QTR 2017	230,975.63
			297,654.20
001125			
001125	QUAL-LYNX	CLAIM ADJUSTING SERVICES - 01/2017	25,289.03
			25,289.03
001126			
001126	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 01/2017	4,226.00

			4,226.00
001127			
001127	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 01/2017	19,663.83
			19,663.83
001128			
001128	WILLIAM M. HOMA, CPA	TREASURER FEE 01/2017	1,260.57
			1,260.57
001129			
001129	MUNICIPAL EXCESS LIABILITY JIF	MSI 1ST QTR 2017	7,861.57
			7,861.57
001130			
001130	NEWTECH SERVICES, INC.	MONTHLY WEBSITE MAINTENANCE/HOSTNG 1/17	75.00
			75.00
001131			
001131	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 01/2017	703.92
			703.92
001132			
001132	CONNER STRONG & BUCKELEW	AUTOMOBILE ID CARDS RENEWAL - 2017	42.51
			42.51
		Total Payments FY 2017	369,303.04

TOTAL PAYMENTS ALL FUND YEARS \$ 378,238.46