

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

RESOLUTION 2024 - 03

APPOINTING PROFESSIONAL STAFF

Whereas, the Commissioners of the Atlantic County Municipal Joint Insurance Fund find that it is necessary and appropriate to obtain certain professional and other extraordinary and unspecifiable services pursuant to N.J.S.A. 40A:11-5 et seq.; and

Whereas, it is anticipated that some of these services will exceed \$17,500 in cost to the Fund during the 2024 Fund Year; and

Whereas, after careful consideration by the Fund Commissioners of the Atlantic County Municipal Joint Insurance Fund it has been determined to be in the best interest of the Fund to obtain these services following a “non-fair and open” process pursuant to N.J.S.A. 19:44A-20.1 et seq. so as to eliminate the possibility of any of the Fund’s professionals from making reportable contributions to any elected officials in any member town and so as to guarantee the continuity of the Fund’s professionals; many of which have been servicing the Fund since its inception and have directly contributed to its success; and

Whereas, those service providers whose contracts shall exceed \$17,500 during the 2024 Fund Year have executed a “Political Contribution Disclosure Form”, “Business Entity Disclosure Certification”, and a “Stockholder Disclosure Certification”, a copy of which is attached to their Professional Service contract, acknowledging their understanding that by accepting this appointment they may be limited pursuant to NJSA 19:44A-20.6 in their ability to make reportable contributions pursuant to NJSA 19:44A-8 or 19:44A-16 as detailed in NJSA 19:44A-20.5

Now, THEREFORE, BE IT RESOLVED by the Commissioners of the Atlantic County Municipal Joint Insurance Fund, assembled in a public session on January 17, 2024, that:

1. Risk Program Administrators, LLC, is hereby appointed as Administrator commencing January 1, 2024 and continuing until December 31, 2024 with Paul A. Forlenza, MGA, serving as the Executive Director and Kamini Patel, MBA, CIC, CPCU, AIDA ®, serving as the Deputy Executive Director or until the next Reorganization of the Fund.
2. Risk Program Administrators, LLC, is hereby appointed as the Producer for EPL/POL and Volunteer’s Directors and Officers, coverage for a term commencing January 1, 2024 and continuing until December 31, 2024 or until the next Reorganization of the Fund.
3. Conner Strong & Buckelew Insurance is hereby appointed as the Producer for EPL/POL and Volunteer’s Directors and Officers coverage for a term commencing January 1, 2024 and continuing until December 31, 2024 or until the next Reorganization of the Fund.
4. The DeWeese Law Firm, P.C., with David S. DeWeese, Esquire, Attorney at Law of the State of New Jersey, as the designated attorney, is hereby appointed as the Fund’s Attorney for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund; and

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5. The DeWeese Law Firm, P.C., with David S. DeWeese, Esquire, Attorney at Law of the State of New Jersey, as the designated attorney, is hereby appointed as the Fund's Subrogation Attorney for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
6. David S. DeWeese, Esquire, Attorney at Law of the State of New Jersey, is hereby appointed as the Fund's EPL/POL Attorney for a term commencing January 1, 2024 and continuing until December 31, 2024 or until the next Reorganization of the Fund.
7. John Hansen is hereby appointed as Treasurer for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
8. The Actuarial Advantage, Inc., with Kyle Mrotek, FCAS as its designated representative, is hereby appointed as Actuary for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
9. PERMA Risk Management Services, LLC, a Division of Conner Strong & Buckelew Insurance Companies, Inc., with David N. Grubb as its designated representative, is hereby appointed as Administrative Consultant for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
10. Qual-Lynx, with Chris Roselli as its designated claims Account Manager and Alice Lihou as its designated representative, is hereby appointed as Claims Administrator for General Liability, Automobile Liability, Workers' Compensation and Property claims and as the designated recipient in accepting and reporting EPL/POL claims commencing January 1, 2024 and continuing until December 31, 2024 or until the next Reorganization of the Fund.
11. QualCare, Inc., with Karen Beatty as its designated client services manager and Steve McNamara as its designated representative, is hereby appointed as the Managed Care and Network Provider for a term commencing January 1, 2024 and continuing until December 31, 2024.
12. J. A. Montgomery Consulting, a Division of Conner Strong & Buckelew Companies, with Keith Hummel as the Safety Director and Robert Garish, Thomas Reilly, and Jacqueline Cardenosa as its designated Loss Control Representatives, is hereby appointed for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
13. AssetWORKS, with Christian Gutierrez as the corporate representative and Melvin Ngayan as the designated representative, is hereby appointed as Property Appraiser for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
14. Joyce Media, with George E. Joyce, III as its designated representative, is hereby appointed as Website Host and Designer for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.

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15. Iron Mountain is hereby appointed as Record Retention Service for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
16. Bowman & Company, with Dennis Skalkowski as its designated representative, is hereby appointed as Payroll Auditor for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
17. Bowman & Company, with Dennis Skalkowski as its designated representative, is hereby appointed as Fund Auditor for a term commencing January 1, 2024, and continuing until June 30, 2025.
18. Conner Strong & Buckelew Insurance, Inc., with Terrance Tracy as its corporate representative and Edward Cooney as its designated representative, is hereby appointed as Underwriting Manager for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
19. Christopher J. Winter is hereby appointed as Law Enforcement Risk Management Consultant for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
20. Tracy Forlenza is hereby appointed as Recording Secretary for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
21. Wintsec Technologies is hereby appointed as the Technology Risk Management Director, with Jerry Caruso as its designated representative, for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
22. Citizens Bank, with Joseph Sette as its designated representative, is hereby appointed as a permissible Banking Depository for the Atlantic County Municipal Joint Insurance Fund for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
23. Wilmington Trust, with Susan O'Neal as its designated representative, is hereby appointed as an Asset Manager for the Atlantic County Municipal Joint Insurance Fund for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
24. M & T Bank, with Mary Alice Avery as its designated representative, is hereby appointed as a permissible Banking Depository for the Atlantic County Municipal Joint Insurance Fund for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
25. Bank of New York Mellon, with Dennis Onderick as its designated representative, is hereby appointed as a permissible Banking Depository for the Atlantic County Municipal

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Joint Insurance Fund for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.

26. Eagle Asset Management, with Chad Stone as its designated representative, is hereby appointed as an Asset Manager for the Atlantic County Municipal Joint Insurance Fund for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
27. NW Financial Group, with Tim Eismeier as its designated representative, is hereby appointed as an Investment Advisor for the Atlantic County Municipal Joint Insurance Fund for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.

Be It Further Resolved that the Commissioners of the Atlantic County Municipal Joint Insurance Fund find and determine that the appointments herein specified require either professional services for which the individuals designated are licensed to practice a profession or for extraordinary and unspecifiable services that cannot be adequately described in specifications that would make solicitation of bids for those services meaningful or advisable; and

Be It Further Resolved that the compensation for the services shall be in accordance with the amounts budgeted for the specific services and subject to contracts hereby authorized and approved by the Commissioners of the Atlantic County Municipal Joint Insurance Fund; and

Be It Further Resolved that the respective committees responsible for oversight of the various vendors have reviewed and approved the renewal fees and scope of services for each contract and such approvals are recorded in the minutes of the respective committee meetings.

Be It Further Resolved that the Chairperson and Secretary of the Atlantic County Municipal Joint Insurance Fund are hereby authorized to execute Agreements with the individuals, partnerships and corporations hereby appointed for the performance of professional or for extraordinary and unspecifiable services providing for compensation within the amounts budgeted for those services, as follows:

1. Risk Program Administrators, LLC, is hereby appointed as Administrator commencing January 1, 2024 and continuing until December 31, 2024 with Paul A. Forlenza, MGA, serving as the Executive Director and Kamini Patel, MBA, CIC, CPCU, AIDA ®, serving as the Deputy Executive Director and shall be compensated in the amount of \$1,084,141 as set forth specifically in the Agreement.
2. Risk Program Administrators, LLC, and Conner Strong & Buckelew Insurance are hereby appointed as the Producer for EPL/POL and Volunteer's Directors and Officers coverage for a term commencing January 1, 2024 and continuing until December 31, 2024 with Conner Strong & Buckelew Insurance being compensated through the commission on the policies in the anticipated amount of \$64,638 based upon 39 members.
3. The DeWeese Law Firm, P.C, with David S. DeWeese, Esquire, Attorney at Law of the State of New Jersey, as the Fund Attorney for a term commencing January 1, 2024, and

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- continuing until December 31, 2024, shall be compensated in an amount not to exceed \$141,362 as set forth specifically in the Agreement.
4. The DeWeese Law Firm, P.C., with David S. DeWeese, Esquire, Attorney at Law of the State of New Jersey is hereby appointed as the Subrogation Attorney for a term commencing January 1, 2024, and continuing until December 31, 2024, shall be compensated on the basis of the rate schedule as set forth specifically in the Agreement.
 5. David S. DeWeese, Esquire, Attorney at Law of the State of New Jersey, is hereby appointed as the Fund's EPL/POL Attorney for a term commencing January 1, 2024 and continuing until December 31, 2024, shall be compensated on the basis of the rate schedule as set forth specifically in the Agreement.
 6. John Hansen is hereby appointed as Treasurer for a term commencing January 1, 2024, and continuing until December 31, 2024, shall be compensated in the amount of \$26,000 as set forth specifically in the Agreement.
 7. The Actuarial Advantage, Inc. with Kyle Mrotek, FCAS, as its designated representative, as Actuary for a term commencing January 1, 2024, and continuing until December 31, 2024, shall be compensated on the basis of an hourly fee schedule attached to the Agreement, but not to exceed \$52,455, without the specific approval of the Commissioners, as set forth specifically in the Agreement.
 8. PERMA Risk Management Services, LLC, a Division of Conner Strong & Buckelew Insurance Companies, with David Grubb as its designated representative, as Administrative Consultant for a term commencing January 1, 2024, and continuing until December 31, 2024, shall be compensated in the amount of \$44,469 based upon 39 members as set forth specifically in the Agreement.
 9. Qual-Lynx, with Chris Roselli as its designated claims Account Manager and Alice Lihou as its designated representative, as Claims Administrator for General Liability, Auto Liability, Workers' Compensation, Property, for a term commencing January 1, 2024, and continuing until December 31, 2024, shall be compensated in the amount of \$881,183 and as the designated recipient in accepting and reporting EPL/POL claims on the basis of the rate schedule as set forth specifically in the Agreement.
 10. QualCare, Inc., with Karen Beatty as its designated client services manager and Steve McNamara as its designated representative, is hereby appointed as the Managed Care and Network Provider for a term commencing January 1, 2024, and continuing until December 31, 2024, with an allocated file fee of \$565 per file on the basis of the rate schedule as set forth specifically in the Agreement.
 11. J. A. Montgomery Consulting, a Division of Conner Strong & Buckelew Insurance Companies, with Keith Hummel as the Safety Director and Robert Garish, Thomas Reilly, and Jacqueline Cardenosa as the loss control representatives commencing January 1, 2024, and continuing until December 31, 2024, shall be compensated in the amount of \$228,223 based upon 39 members as set forth specifically in the Agreement.

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12. AssetWORKS, with Christian Gutierrez as the corporate representative and Melvin Ngayan as the designated representative, is hereby appointed as Property Appraiser for a term commencing January 1, 2024, and continuing until December 31, 2024, shall be compensated with a fee of \$51,646 based upon anticipated building counts for calendar year 2024, as set forth specifically in the Agreement.
13. Joyce Media, with George E. Joyce, III as its designated representative, is hereby appointed as Website Host and Designer for a term commencing January 1, 2024, and continuing until December 31, 2024, shall be compensated in the amount of \$4,680 as set forth specifically in the Agreement.
14. Iron Mountain is hereby appointed as Record Retention Service for a term commencing January 1, 2024, and continuing until December 31, 2024, shall be compensated on the basis of the rate schedule as set forth specifically in the Agreement.
15. Bowman & Company with Dennis Skalkowski as its designated representative, is hereby appointed as Payroll Auditor for a term commencing January 1, 2024, and continuing until December 31, 2024, shall be compensated in the amount of \$22,074 based upon 39 members as set forth specifically in the Agreement.
16. Bowman & Company, with Dennis Skalkowski as its designated representative, is hereby appointed as Fund Auditor for a term commencing January 1, 2024, and continuing until June 30, 2025, shall be compensated on the basis of a fee schedule attached to the Agreement, but not to exceed \$21,413 for the completion of the Audit of the December 31, 2024 Financial Statements without the specific approval of the Commissioners, as set forth specifically in the Agreement.
17. Conner Strong & Buckelew Insurance, with Terrance Tracy as its corporate representative and Edward Cooney as its designated representative, is hereby appointed as Underwriting Manager for the Atlantic County Municipal Joint Insurance Fund for a term commencing January 1, 2024, and continuing until December 31, 2024, shall be compensated in the amount of \$12,367 based upon 39 members as set forth specifically in the Agreement.
18. Christopher J. Winter is hereby appointed as Law Enforcement Risk Management Consultant for a term commencing January 1, 2024, and continuing until December 31, 2024 shall be compensated in the amount of \$25,000 as set forth specifically in the Agreement.
19. Tracy Forlenza is hereby appointed as Recording Secretary for a term commencing January 1, 2024, and continuing until December 31, 2024, shall be compensated in the amount of \$6,850 as set forth specifically in the Agreement.
20. Wintsec Technologies is hereby appointed as the Technology Risk Management Director, with Jerry Caruso as its designated representative, for a term commencing January 1, 2024, and continuing until December 31, 2024 shall be compensated in the amount of \$55,006 based upon 39 members as set forth specifically in the Agreement and in accordance with Wintsec Technology's January 4, 2023 Proposal for Technology Risk Services Director.

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21. Citizens Bank, with Joseph Sette as its designated representative, is hereby appointed as a permissible Banking Depository for the Atlantic County Municipal Joint Insurance Fund for a term commencing January 1, 2024, and continuing until December 31, 2024, and shall be compensated on the basis of the rate schedule as set forth specifically in the Agreement.
22. M & T Bank, with Mary Alice Avery as its designated representative, is hereby appointed as a permissible Banking Depository for the Atlantic County Municipal Joint Insurance Fund for a term commencing January 1, 2024, and continuing until December 31, 2024, and shall be compensated on the basis of the rate schedule as set forth specifically in the Agreement.
23. Wilmington Trust, with Susan O'Neal as its designated representative, is hereby appointed as an Asset Manager for the Atlantic County Municipal Joint Insurance Fund for a term commencing January 1, 2024, and continuing until December 31, 2024, and shall be compensated on the basis of the rate schedule as set forth specifically in the Agreement.
24. Bank of New York Mellon, with Dennis Onderick as its designated representative, is hereby appointed as a permissible Banking Depository for the Atlantic County Municipal Joint Insurance Fund for a term commencing January 1, 2024, and continuing until December 31, 2024 and shall be compensated on the basis of the rate schedule as set forth specifically in the Agreement.
25. Eagle Asset Management, with Chad Stone as its designated representative, is hereby appointed as an Asset Manager for the Atlantic County Municipal Joint Insurance Fund for a term commencing January 1, 2024, and continuing until December 31, 2024, and shall be compensated on the basis of the rate schedule as set forth specifically in the Agreement.
26. NW Financial Group, with Tim Eismeier as its designated representative, is hereby appointed as an Investment Advisor for the Atlantic County Municipal Joint Insurance Fund for a term commencing January 1, 2024, and continuing until December 31, 2024, and shall be compensated on the basis of the rate schedule as set forth specifically in the Agreement.

Be It Further Resolved that all of the Agreements set forth above are subject to specific approval by the Commissioners of the Atlantic County Municipal Joint Insurance Fund, and

Be It Further Resolved that notice of the appointments and the Agreements for professional or for extraordinary and unspecifiable services shall be published as required by law, and

Be It Further Resolved that copies of this Resolution shall be provided to the Treasurer of the Atlantic County Municipal Joint Insurance Fund and those so appointed for their information and attention.

This resolution was duly adopted by the Atlantic County Municipal
Joint Insurance Fund at a public meeting held on January 17, 2024.

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BY: *Galeth Woods* ATTEST: *Jessica Bif*
CHAIRPERSON SECRETARY
DATE: 1/17/2024