

# BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

## Notice of Contract Award

**Whereas**, the Commissioners of the Burlington County Municipal Joint Insurance Fund find that it is necessary and appropriate to obtain certain professional and other extraordinary and unspecifiable services pursuant to NJSA 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 2025 Fund Year; and

**Whereas**, after careful consideration by the Fund Commissioners of the Burlington 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 NJSA 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 2025 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-15 as detailed in NJSA 19:44A-20.5

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the Burlington County Municipal Joint Insurance Fund, assembled in a public session on January 21, 2025, that the following appointments are made:

1. Risk Program Administrators, LLC, is hereby appointed as Administrator with Paul A. Forlenza, MGA, RMC serving as the Executive Director and Kamini Patel, MBA, CIC, CPCU, AIDA ®, RMC, serving as the Deputy Executive Director for a term commencing January 1, 2025, and continuing until December 31, 2025, in the amount of \$407,962 for calendar year 2025, 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, 2025 and continuing until December 31, 2025 shall be compensated through the commission on the policy in the anticipated amount of \$28,053 each based upon 28 members.
3. The DeWeese Law Firm, P.C., with David S. DeWeese, Esquire, Attorney at Law of the State of New Jersey, as the designated attorney, and David S. DeWeese is hereby appointed as the Attorney (Solicitor) for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2025, and ending on December 31, 2025, in the amount of \$80,059 for calendar year 2025, 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, as the designated attorney, and David S. DeWeese is hereby appointed as the Subrogation Attorney for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2025, and ending on December 31, 2025, on the basis of the rate schedule as set forth specifically in the Agreement.

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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, 2025, and continuing until December 31, 2025, on the basis of the rate schedule as set forth specifically in the Agreement.
6. Thomas Tontarski is hereby appointed as Treasurer for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2025, and continuing until December 31, 2025, in the amount of \$12,572 for calendar year 2025, as set forth specifically in the Agreement.
7. The Actuarial Advantage, Inc., with Kyle Mrotek, FCAS, as its designated representative, as Actuary for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2025, and continuing until December 31, 2025, on the basis of an hourly fee schedule set forth in the Agreement, but not to exceed \$28,256 without the specific approval of the Commissioners, as set forth specifically in the Agreement.
8. J. A. Montgomery, a Division of Conner Strong Insurance Companies, with Keith Hummel as Safety Director and Robert Garish, Thomas Reilly, and Jacqueline Cardenosa as its designated Loss Control Representatives for the Burlington County Municipal Joint Insurance fund for a term commencing January 1, 2025, and continuing until December 31, 2025 in the amount of \$155,867 for calendar year 2025, as set forth specifically in the Agreement.
9. J. A. Montgomery, a Division of Conner Strong Insurance Companies, with Susan Kopec as its designated representative, is hereby appointed as Right to Know Coordinator for the Burlington County Municipal Joint Insurance fund for a term commencing January 1, 2025, and continuing until December 31, 2025 in the amount of \$49,880, for calendar year 2025, without the specific approval of the Commissioners, as set forth specifically in the Agreement.
10. Bowman & Company, LLP with Dennis Skalkowski as its designated representative is hereby appointed as Auditor for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2025 and continuing until June 30, 2026, on the basis of an hourly fee schedule attached to the Agreement, but not to exceed \$21,251 for calendar year 2025, without the specific approval of the Commissioners, as set forth specifically in the Agreement.
11. PERMA Risk Management Services, LLC, a Division of Conner Strong & Buckelew Insurance Companies, Inc., with Joseph P. Hrubash as its designated representative, is hereby appointed as Administrative Consultant for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2025, and continuing until December 31, 2025, in the amount of \$31,463 for calendar year 2025, as set forth specifically in the Agreement.
12. 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 the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2025, and continuing until December 31, 2025, shall be compensated in the amount of \$260,683 and as the designated recipient in accepting and reporting EPL/POL and Cyber claims on the basis of the rate schedule as set forth specifically in the Agreement.
13. Centurisk, Inc. with Christian Gutierrez as the corporate representative and Melvin Ngayan as the designated representative, is hereby appointed as Property Appraiser for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2025, and continuing until December 31, 2025, with a fee of \$24,456 based upon anticipated building counts for calendar year 2025, as set forth specifically in the Agreement.
14. Kristi Kristie, is hereby appointed as Recording Secretary for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2025, and continuing until December

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31, 2025, with a fee of \$4,776 for calendar year 2025, to be paid as set forth specifically in the Agreement.

15. Conner Strong & Buckelew Insurance Companies, Inc., with Terrence Tracy as its corporate representative and Edward Cooney as its designated representative, is hereby appointed as Underwriting Manager for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2025, and continuing until December 31, 2025 in the amount of \$9,049, as set forth specifically in the Agreement.
16. Joyce Media, with George E. Joyce, III as its designated representative, is hereby appointed as Website Host and Designer for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2025, and continuing until December 31, 2025, with a fee of \$6,000 to be paid as set forth specifically in the Agreement.
17. Iron Mountain is hereby appointed as Record Retention Service for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2025, and continuing until December 31, 2025, on the basis of the rate schedule as set forth specifically in the Agreement.
18. 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 the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2025, and continuing until December 31, 2025, with an allocated file fee of \$575 per file on the basis of the rate schedule as set forth specifically in the Agreement.
19. Bowman & Company, LLP with Dennis Skalkowski as its designated representative, is hereby appointed as Payroll Auditor for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2025 and continuing until December 31, 2025, on the basis of an hourly fee schedule attached to the Agreement, but not to exceed \$16,165 for calendar year 2025, without the specific approval of the Commissioners, as set forth specifically in the Agreement.
20. Targeting Wellness, with Debby Schiffer, as the designated contact, is hereby appointed as Wellness Director for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2025, and continuing until December 31, 2025, with a fee of \$32,896 for calendar year 2025, to be paid as set forth specifically in the Agreement.
21. Christopher J. Winter is hereby appointed as Law Enforcement Risk Management Consultant for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2025, and continuing until December 31, 2025 shall be compensated in the amount of \$23,100 as set forth specifically in the Agreement
22. Wintsec Technologies is hereby appointed as the Technology Risk Management Director for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2025, and continuing until December 31, 2025 shall be compensated in the amount of \$40,800 based upon 28 members as set forth specifically in the Agreement and in accordance with Wintsec Technology's January 4, 2023 Proposal for Technology Risk Services Director.
23. Citizens Bank, with Joseph Sette as its designated representative, is hereby appointed as a permissible Banking Depository for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2025, and continuing until December 31, 2025, and shall be compensated on the basis of the rate schedule as set forth specifically in the Agreement.
24. M & T Bank, with Mary Alice Avery as its designated representative, is hereby appointed as a permissible Banking Depository for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2025, and continuing until December 31, 2025, and shall be compensated on the basis of the rate schedule as set forth specifically in the Agreement.

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25. Wilmington Trust, with Susan O'Neal as its designated representative, is hereby appointed as an Asset Manager for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2025, and continuing until December 31, 2025, and shall be compensated on the basis of the rate schedule as set forth specifically in the Agreement.
26. Bank of New York Mellon, with Dennis Onderick as its designated representative, is hereby appointed as a permissible Banking Depository for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2025, and continuing until December 31, 2025, and shall be compensated on the basis of the rate schedule as set forth specifically in the Agreement.
27. Eagle Asset Management, with Chad Stone as its designated representative, is hereby appointed as an Asset Manager for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2025, and continuing until December 31, 2025, and shall be compensated on the basis of the rate schedule as set forth specifically in the Agreement.
28. NW Financial Group, with Tim Eismeier as its designated representative, is hereby appointed as an Investment Advisor for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2025, and continuing until December 31, 2025, and shall be compensated on the basis of the rate schedule as set forth specifically in the Agreement..

The above referenced firms shall be required to comply with the requirements of P.L. 1975, c. 127. The contracts and the resolutions authorizing these appointments are available for public inspection during regular business hours in the office of the Executive Director, 6000 Sagamore Drive, Suite 6203, Marlton, New Jersey.

James Ingling  
Fund Secretary