

## **BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND**

### **Resolution No. 2019-03**

#### **Appointing Professional Staff**

**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 2019 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 2019 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 15, 2019, that:

1. Arthur J. Gallagher Risk Management Services, Inc. is hereby appointed as Administrator for an interim term commencing January 1, 2019 and continuing until March 1, 2019 with Paul A. Forlenza serving as the Executive Director and Bradford W. Hoffman serving as the Deputy Executive Director.
2. Arthur J. Gallagher Risk Management Services, Inc. is hereby appointed as the Producer for EPL/POL, Volunteer’s Directors and Officers, and Cyber Liability coverage for a term commencing January 1, 2019 and continuing until March 1, 2019.
3. Conner Strong & Buckelew Insurance is hereby appointed as the Producer for EPL/POL, Volunteer’s Directors and Officers, and Cyber Liability coverage for a term commencing January 1, 2019 and continuing until December 31, 2019 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, and David S. DeWeese, is hereby appointed as the Fund Attorney (Solicitor) for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2019, and ending on December 31, 2019 or until the next Reorganization of the Fund.
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, 2019 and continuing until December 31, 2019 or until the next Reorganization of the Fund.
6. 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, 2019, and continuing until December 31, 2019 or until the next Reorganization of the Fund

7. Thomas Tontarski is hereby appointed as Treasurer for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2019, and continuing until December 31, 2019 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 the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2019, and continuing until December 31, 2019 or until the next Reorganization of the Fund.
9. J. A. Montgomery, a Division of Conner Strong & Buckelew Insurance Companies, Inc., with Susan Kopec as Right-to-Know Coordinator, Keith Hummel as Safety Director and John Saville as its designated loss control representative, is hereby appointed for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2019, and continuing until December 31, 2019 or until the next Reorganization of the Fund.
10. Bowman & Company, LLP, with James Miles as the designated contact, is hereby appointed as the Auditor for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2019, and continuing until December 31, 2019 or until the next Reorganization of the Fund.
11. Public Entity Risk Management Administration, Inc. (PERMA), a Division of Conner Strong & Buckelew Insurance Companies, Inc., with David N. Grubb as its designated representative, is hereby appointed as Administrative Consultant for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2019, and continuing until December 31, 2019 or until the next Reorganization of the Fund.
12. Qual-Lynx, with Chris Roselli as its designated claims representative and Alice Lihou as its designated representative, is hereby appointed as Claims Administrator for General Liability, Automobile Liability, Workers' Compensation and Property claims and Claims Advocate for EPL/POL coverage for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2019 and continuing until December 31, 2019 or until the next Reorganization of the Fund.
13. 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, 2019 and continuing until December 31, 2021.
14. Assetworks, Inc., with Melvin Ngayan as its designated representative, is hereby appointed as Property Appraiser for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2019, and continuing until December 31, 2019 or until the next Reorganization of the Fund.
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, 2019, and continuing until December 31, 2019 or until the next Reorganization of the Fund.
16. Kristi Kristie is hereby appointed as Recording Secretary for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2019, and continuing until December 31, 2019 or until the next Reorganization of the Fund.

17. 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, 2019, and continuing until December 31, 2019, or until the next Reorganization of the Fund.
18. Iron Mountain is hereby appointed as Record Retention Service for a term commencing January 1, 2019, and continuing until December 31, 2019, or until the next Reorganization of the Fund.
19. Bowman & Company, LLP, with James Miles as the designated contact, is hereby appointed as Payroll Auditor for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2019, and continuing until December 31, 2019 or until the next Reorganization of the Fund.
20. Investors Bank, with Joseph Sette as its designated representative, is hereby appointed as Banking Depository for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2019, and continuing until December 31, 2019 or until the next Reorganization of the Fund.
21. Wilmington Trust, with Fernando Garip as its designated representative, is hereby appointed as Asset Manager for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2019, and continuing until December 31, 2019 or until the next Reorganization of the Fund.
22. M & T Bank, with Mary Alice Avery as its designated representative, is hereby appointed as Banking Depository for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2019, and continuing until December 31, 2019 or until the next Reorganization of the Fund.
23. Target 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, 2019, and continuing until December 31, 2019 or until the next Reorganization of the Fund.

**Be It Further Resolved**, that the Commissioners of the Burlington 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 Burlington County Municipal Joint Insurance Fund, and

**Be It Further Resolved**, that the Chairman and Secretary of the Burlington 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. Arthur J. Gallagher Risk Management Services, Inc. is hereby appointed as Administrator for an interim term commencing January 1, 2019 and continuing until March 1, 2019 with Paul A. Forlenza serving as the Executive Director and Bradford W. Hoffman serving as the Deputy Executive Director and shall be compensated in the amount of \$57,932 for said interim term.
2. 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, 2019, and ending on December 31, 2019, in the amount of \$70,000 for calendar year 2019, as set forth specifically in the Agreement.

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 Subrogation Attorney for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2019, and ending on December 31, 2019, on the basis of the rate schedule as set forth specifically in the Agreement.
4. 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, 2019, and continuing until December 31, 2019, on the basis of the rate schedule as set forth specifically in the Agreement.
5. Thomas Tontarski as Treasurer for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2019, and continuing until December 31, 2019, in the amount of \$11,163 for calendar year 2019, as set forth specifically in the Agreement.
6. 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, 2019, and continuing until December 31, 2019, on the basis of an hourly fee schedule set forth in the Agreement, but not to exceed \$25,092 without the specific approval of the Commissioners, as set forth specifically in the Agreement.
7. J. A. Montgomery, a Division of Conner Strong Insurance Companies with Keith Hummel its designated loss control representative, in the amount of \$131,341 and Susan Kopec as Right-to-Know Coordinator on the basis of an hourly fee schedule set forth in the Agreement, but not to exceed \$25,354 for the Burlington County Municipal Joint Insurance fund for a term commencing January 1, 2019, and continuing until December 31, 2019 with basic fees as set forth specifically in the Agreement.
8. Bowman & Company, LLP with James Miles as its designated representative, as Auditor for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2019 and continuing until December 31, 2019, on the basis of an hourly fee schedule attached to the Agreement, but not to exceed \$18,870 for calendar year 2019, without the specific approval of the Commissioners, as set forth specifically in the Agreement.
9. Public Entity Risk Management Administration, Inc. (PERMA) with David N. Grubb as its designated representative, as Administrative Consultant for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2019, and continuing until December 31, 2019, in the amount of \$27,746 for calendar year 2019, as set forth specifically in the Agreement.
10. Qual-Lynx, with Chris Roselli as its designated claims representative and Alice Lihou as its designated representative, is hereby appointed as Claims Administrator for General Liability, Automobile Liability, Workers' Compensation and Property claims and Claims Advocate for EPL/POL coverage for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2019, and continuing until December 31, 2019, with a flat fee in the amount of \$200,906 as Claims Administrator for General Liability, Automobile Liability, Workers' Compensation and Property claims and \$2,000 as Claims Advocate for EPL/POL for calendar year 2019, to be paid as set forth specifically in the Agreement.
11. Assetworks, with Melvin Ngayan as its designated representative, as Property Appraiser for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2019, and continuing until December 31, 2019, with a fee of \$21,261 based

upon anticipated building counts for calendar year 2019, as set forth specifically in the Agreement.

12. Kristi Kristie, as Recording Secretary for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2019, and continuing until December 31, 2019, with a fee of \$4,500 for calendar year 2019, to be paid as set forth specifically in the Agreement.
13. 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, 2019, and continuing until December 31, 2019 in the amount of \$7,903 as set forth specifically in the Agreement.
14. 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, 2019, and continuing until December 31, 2019, with a fee of \$4,500 to be paid as set forth specifically in the Agreement.
15. Iron Mountain is hereby appointed as Record Retention Service for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2019, and continuing until December 31, 2019, on the basis of the rate schedule as set forth specifically in the Agreement.
16. 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, 2019, and continuing until December 31, 2019, with an allocated file fee of \$501 per file on the basis of the rate schedule as set forth specifically in the Agreement.
17. Bowman & Company, LLP with James Miles as its designated representative, as Payroll Auditor for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2019 and continuing until December 31, 2019, on the basis of an hourly fee schedule attached to the Agreement, but not to exceed \$11,006 for calendar year 2019, without the specific approval of the Commissioners, as set forth specifically in the Agreement.
18. Investors Bank, with Joseph Sette as its designated representative, is hereby appointed as Banking Depository for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2019, and continuing until December 31, 2019, on the basis of the rate schedule as set forth specifically in the Agreement.
19. M & T Bank, with Mary Alice Avery as its designated representative, is hereby appointed as Banking Depository for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2019, and continuing until December 31, 2019, on the basis of the rate schedule as set forth specifically in the Agreement.
20. Wilmington Trust, with Fernando Garip as its designated representative, is hereby appointed as Asset Manager for the Burlington County Municipal Joint Insurance Fund for a term commencing January 1, 2019, and continuing until December 31, 2019, on the basis of the rate schedule as set forth specifically in the Agreement.
21. Target 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, 2019, and continuing until December 31, 2019, with a fee of \$29,928 for calendar year 2019, to be paid 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 Burlington County Municipal Joint Insurance Fund, and

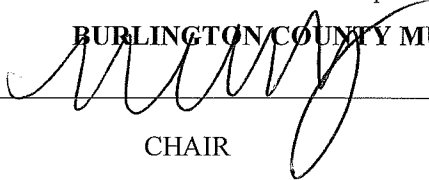
**Be It Further Resolved**, that notice of the appointments and the Agreements for professional or for extraordinary and unspecifiable services shall be published as required by law, and

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

This resolution was duly adopted by the Burlington County Municipal Joint Insurance Fund at a public meeting held on January 15, 2019.

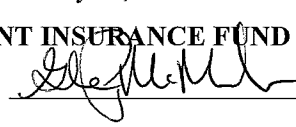
**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND**

BY: \_\_\_\_\_



CHAIR

ATTEST: \_\_\_\_\_



SECRETARY

DATE: January 15, 2019