



TO: Municipal Clerk

FROM: Paul A. Forlenza, MGA, RMC, Executive Director

DATE: October 10, 2019

SUBJECT: Land Use Board Member Training Materials

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Attached, please find Land Use Training Booklets, an Affidavit, and memorandum for your Municipality's Land Use Board Secretary.

I ask that you please provide these materials to your Land Use Board Secretary at your earliest convenience.

Please do not hesitate to contact the Executive Director's office at 856-446-9135 if you have any questions.

Thank you for your assistance in this matter.



TO: Land Use Board Secretary

FROM: Paul A. Forlenza, MGA, RMC, Executive Director

DATE: October 10, 2019

SUBJECT: Land Use Board Member Training Materials

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Enclosed, please find Land Use Training Booklets and a Training Affidavit to assist you in the training of your Land Use Board members. This training should be completed by your Land Use Board attorney at the next available meeting of your Land Use Board(s).

In response to a growing number of Land Use Board based Public Official Liability claims being brought against member municipalities due to the actions of their Land Use Board(s), your Municipal Joint Insurance Fund has developed the attached Land Use Liability Training Booklet that outlines some of the most common causes of Land Use claims.

To complete the training process, at the next available Land Use Board meeting, the Land Use Board attorney should distribute a copy of the Training Booklet to the Board members present, review each section of the training booklet, and respond to any questions that the members might have regarding the materials covered. Once the training process is complete, each Board member present should print their name and sign the enclosed training affidavit indicating that they have completed the prescribed training process. The Affidavit should then be certified by the Land Use Board Attorney that completed the training.

The JIF recognizes that not all members of your Land Use Board(s) may be present for a specific meeting; therefore, please feel free to copy the affidavit for use at multiple meetings if necessary. Once the training of your Land Use Board members is complete, **please mail or email the certified affidavit to Edward Cooney, Underwriting Manager, 9 Campus Drive, Suite 216, Parsippany, NJ 07054 or at [ecooney@connerstrong.com](mailto:ecooney@connerstrong.com).** Please be sure to keep a copy of the affidavit for your records.

Board members that complete the training process will be eligible for enhanced coverage through the JIF that includes reimbursement of up to \$50,000 of defense costs if the board member is sued personally in civil court, and not otherwise indemnified by the municipality, and reimbursement of up to \$50,000 in defense costs if a board member is charged criminally and found innocent of the criminal charges.

Should you have any questions on the training process, please do not hesitate to contact the Executive Director's office at 856-446-9100. Thank you for your assistance in this matter.

CC: Fund Commissioners  
Risk Management Consultants