

**GLOUCESTER, SALEM, CUMBERLAND COUNTIES  
MUNICIPAL JOINT INSURANCE FUND**

**RESOLUTION NO. 2025-4**

**RESOLUTION APPOINTING PROFESSIONAL STAFF IN ACCORDANCE WITH A  
FAIR AND OPEN PROCESS AS DEFINED IN NJSA 19:44A-20 ET.SEQ.**

**Whereas**, the Commissioners of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund find that it is necessary and appropriate to obtain certain professional 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 Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund it has been determined to be in the best interest of the Fund to obtain these services following a “fair and open” process pursuant to NJSA 19:44A-20.1 et. seq.; and

**Whereas**, on May 21, 2012, the Fund adopted Resolution 2012-23 Establishing a three-year rotating basis for the issuance of Requests for Qualifications (RFQ’s) for Fund Professionals where it is anticipated that their services will exceed \$17,500; and

**Whereas**, on June 26, 2023, the Fund adopted a revised *Fund Professional Evaluations Policy* which incorporates the guidelines regarding the issuance of Requests for Qualifications as established in Resolution 2016-23; and

**Whereas**, pursuant to the *Fund Professional Evaluations Policy*, each Subcommittee of the Fund has been assigned responsibility for overseeing the Request for Qualifications process for certain Fund Professionals; and

**Whereas**, pursuant to the *Fund Professional Evaluations Policy* the Fund issued RFQ’s for the positions of Fund Administrator, Payroll Auditor, Right to Know Coordinator, and Safety Director during Fund Year 2024; and

**Whereas**, the RFQ’s for the positions of Payroll Auditor, Right to Know Coordinator, and Safety Director were available on August 8, 2024 with responses due back to the Executive Director’s office on September 10, 2024; and

**Whereas**, the RFQ’s for the position of Fund Administrator was available on August 8, 2024 with responses due back to the Fund Solicitor’s office on September 10, 2024; and

**Whereas**, due to no responses being received to the initial RFQ for the position of Payroll Auditor, the Fund authorized the readvertisement of a RFQ for the position of Payroll Auditor which were available on September 30, 2024 with responses due back on October 15, 2024; and

**Whereas**, proposals for the position of Safety Director and Right to Know Coordinator were received from one (1) vendor, J. A. Montgomery and was reviewed and scored by the Executive Safety Committee based upon the evaluation criteria contained within the RFQ resulting in recommendations being made for the appointment of these firms to these positions; and

**Whereas**, a proposal for the position of Fund Administrator/Executive Director was received from one (1) vendor, Risk Program Administrators, and was reviewed and scored by the Strategic

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Planning Committee based upon the evaluation criteria contained within the RFQ resulting in a recommendation being made for the appointment of this firm to these positions; and

**Whereas**, a proposal for the position of Payroll Auditor was received from one (1) vendor, Bowman & Company, and was reviewed and scored by the Strategic Planning Committee based upon the evaluation criteria contained within the RFQ resulting in recommendations being made for the appointment of this firm to this position; and

**Whereas**, each of the recommended firms understand that if awarded a contract the firm would be required to execute 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 Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund, assembled in a public session on January 27, 2025, that:

1. Risk Program Administrators, LLC, is hereby appointed as Administrator for the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund for a term commencing January 1, 2025 and continuing until December 31, 2025 or until the next Reorganization of the Fund, with Paul A. Forlenza, MGA, RMC, serving as the Executive Director and Kamini Patel, MBA, CIC, CPCU, AIDA ® serving as the Deputy Executive Director.
2. Bowman & Company, LLP, with Dennis Skalkowski as the designated contact, is hereby appointed as Payroll Auditor for the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund for a term commencing on January 1, 2025, and continuing until December 31, 2025 or until the next Reorganization of the Fund
3. J. A. Montgomery Risk Control, a Division of Conner Strong & Buckelew Insurance Companies, Inc., with Keith Hummel as Safety Director and Robert Garish, Thomas Reilly, and Jacqueline Cardenosa as its designated Loss Control Representatives, is hereby appointed Safety Director for the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund for a term commencing on January 1, 2025, and continuing until December 31, 2025 or until the next Reorganization of the Fund.
4. J. A. Montgomery Risk Control, a Division of Conner Strong & Buckelew Insurance Companies, Inc., with Susan Kopek as its designated Right-to-Know Coordinator, is hereby appointed Right to Know Coordinator for the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund for a term commencing on January 1, 2025, and continuing until December 31, 2025 or until the next Reorganization of the Fund

**Be It Further Resolved**, that each of the aforementioned appointments are for a one (1) year contract with two (2) additional one (1) year contract renewals; 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 Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund, and

**Be It Further Resolved** that the Chairperson and Secretary of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund are hereby authorized to execute

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Agreements with the individuals, partnerships and corporations hereby appointed for the performance of professional services providing for compensation within the amounts budgeted for those services, as follows:

1. Risk Program Administrators, LLC, is hereby appointed as Administrator for the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund for a term commencing January 1, 2025 and continuing until December 31, 2025, with Paul A. Forlenza, MGA, RMC, 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 \$826,212 as set forth specifically in the Agreement.
2. Bowman & Company, LLP, with Dennis Skalkowski as its designated representative, is hereby appointed as Payroll Auditor for the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund for a term commencing January 1, 2025 and continuing until December 31, 2025, at a cost not to exceed \$20,207, based upon 35 members, as set forth specifically in the Agreement.
3. J. A. Montgomery Risk Control, a Division of Conner Strong & Buckelew Insurance Companies, with Keith Hummel as Safety Director and Robert Garish, Thomas Reilly, and Jacqueline Cardenosa as its designated Loss Control Representatives, is hereby appointed Safety Director for the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund for a term commencing January 1, 2025, and continuing until December 31, 2025, in the amount of \$235,269 for calendar year 2025, based upon 35 members, as set forth specifically in the Agreement.
4. J. A. Montgomery Risk Control, a Division of Conner Strong & Buckelew Insurance Companies, with Susan Kopek as its designated representative, is hereby appointed as Right to Know Coordinator for the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund for a term commencing on January 1, 2025, and continuing until December 31, 2025 in the amount of \$57,888 for calendar year 2025, based upon 35 members, without the specific approval of the Commissioners, 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 Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund, and

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

This resolution was duly adopted by the Gloucester, Salem, Cumberland  
Counties Municipal Joint Insurance Fund  
at a public meeting held on January 27, 2025.

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

CHAIRPERSON

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

Acting SECRETARY

DATE: \_\_\_\_\_

Jan 27, 2025