

TOWN OF SECAUCUS
MAYOR AND COUNCIL MEETING - FEBRUARY 25, 2020
CAUCUS/EXECUTIVE SESSION 4:30 PM
MEETING TO COMMENCE 7:00 PM

The town does not provide agenda for Council Meetings; however, below is a list of matters scheduled to be discussed which is intended to be a worksheet or reference sheet only for the Mayor and Council Members. No person shall rely on this sheet because scheduled items may be deleted and new items may be added, and Council Members may raise issues during the meeting and take action with respect to the same which are not listed herein.

PLEDGE OF ALLEGIANCE

OPEN PUBLIC MEETINGS ACT

ROLL CALL

APPROVAL OF MINUTES

Resolution approving the minutes of the Regular Meetings of January 7, 2020, January 28, 2020 and February 11, 2020

ORDINANCES FOR PUBLIC HEARING

Ordinance No. 2020-2: An ordinance amending Chapter 127-58B of the Code of the Town of Secaucus entitled "Designation of Locations at or Near Private Residences" (Deletion of handicapped parking spots on Third Street, Ninth Street and Hudson Avenue)

ORDINANCES FOR INTRODUCTION

Ordinance No. 2020-4: Refunding bond ordinance providing for the refunding of \$9,648,000 aggregate principal amount of outstanding bonds of the Town of Secaucus, in the County of Hudson, State of New Jersey, appropriating a sum not exceeding \$9,800,000 to pay the cost thereof and authorizing the issuance of not exceeding \$9,800,000 aggregate principal amount of refunding bonds of said Town to finance such appropriation

Ordinance No. 2020-5: An ordinance amending Chapter 28 of the Code of the Town of Secaucus entitled "Police Department" to update procedures for promotions

RESOLUTIONS (CONSENT AGENDA)

PLEASE SEE CONSENT AGENDA FOR LIST OF RESOLUTIONS

PAYMENT OF CLAIMS

COMMUNICATIONS REQUIRING ACTION BY MAYOR AND COUNCIL

- 1) Request by Ravi Patel of the Bergen Boys to use Kane Stadium on Sundays from April 12 to September 27 for Cricket
- 2) Request by Yifan Mo to use Kane Stadium on Saturday nights from April 4 to August 29 for adult soccer
- 3) Request by Rahul Verma of Secaucus Super to use Kane Stadium on Sundays from April 12 to September 27 for Cricket

COMMITTEE REPORTS

UNFINISHED BUSINESS

NEW BUSINESS

REMARKS OF CITIZENS

ADJOURNMENT

Town of Secaucus

CONSENT AGENDA – 2/25/20

THIS AGENDA IS FOR DISCUSSION PURPOSES AND IS SUBJECT TO CHANGE.

ITEMS MAY BE ADDED OR REMOVED AS DETERMINED BY THE TOWN COUNCIL.

- 1) Resolution approving tax overpayment refunds to five (5) Secaucus properties
- 2) A resolution on behalf of the Town of Secaucus for approval of Change Order #1 to a contract with 4 Clean-Up, Inc. for the 2018 CDBG 1st Street Roadway Reconstruction
- 3) A resolution on behalf of the Town of Secaucus regarding authorization to advertise and receive bids for the provision of the 2020 Mill/Overlay Program
- 4) A resolution on behalf of the Town of Secaucus extending the contract for a Payroll, Human Resource and Time and Attendance Software Program to ADP, LLC
- 5) A resolution on behalf of the Town of Secaucus for approval of Change Order #1 to a contract with D&L Paving Contractors, Inc. for Franklin Street Improvements
- 6) A resolution on behalf of the Town of Secaucus for approval of Change Order #1 to a contract with D&L Paving Contractors, Inc. for Mill Ridge Road Improvements
- 7) A resolution on behalf of the Town of Secaucus authorizing the award of an Extraordinary Unspecifiable Service contract for Risk Management Services to Fairview Insurance Agency Associates, Inc.
- 8) A resolution on behalf of the Town of Secaucus authorizing an appointment award of professional contracts
- 9) Resolution appointing Maria Clynes to the Regular Part-Time Clerk (bilingual) position in the Social Services Department, effective February 25, 2020, at the hourly rate of \$12.00
- 10) Resolution appointing Alka Chamrolia Jaideep the Full-Time Administrative Assistance position in the Administrative Department, effective February 26, 2020, at the annual salary of \$38,500.00
- 11) Resolution approving the request of Adel Mikhail to be transferred to a vacated Regular Full-Time Custodian position in the Buildings and Grounds Department, this transfer reflecting a decrease in salary to \$41,000.00, effective March 9, 2020
- 12) Resolution appointing Roger Adriaenenssens (Supervisor) and Hailey Mojica (Counselor) in the Recreation Department Teen Center Program, effective February 25, 2020
- 13) Resolution appointing Michael Chevres to the Replacement Regular Part-Time Custodian position at the Recreation Center Department, effective February 26, 2020, at the hourly rate of \$11.00
- 14) Resolution authorizing the Recreation Department to conduct Sports Clinics for Softball, Recreation Soccer, Travel Soccer and the Swim Team for up to five weeks, effective March 16, 2020

**TOWN OF SECAUCUS
COUNTY OF HUDSON
RESOLUTION**

BE IT RESOLVED, by the Mayor and Council of the Town of Secaucus, that the minutes of the Regular Meetings of January 7, 2020, January 28, 2020 and February 11, 2020 are hereby approved.

February 25, 2020

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of a resolution approved by the Mayor and Council on February 25, 2020.

Town Clerk

Mayor

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Delnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				

AN ORDINANCE OF
THE TOWN OF SECAUCUS, NEW JERSEY

ORDINANCE NO. 2020-2

AN ORDINANCE AMENDING SECTION 127-58B OF THE CODE OF THE TOWN OF SECAUCUS ENTITLED "DESIGNATION OF LOCATIONS AT OR NEAR PRIVATE RESIDENCES"

SECTION 1

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Council of the Town of Secaucus that Section 127-58B - "Designation of Locations at or Near Private Residences" shall be amended by deleting the following locations:

<u>NAME OF STREET</u>	<u>SIDE</u>	<u>LOCATION</u>
Third Street	East	On the east side of Third Street, beginning at a point 57 feet south of the southeast corner of Third Street and Front Street continuing south for a distance of 22 feet in front of 776 Third Street
Ninth Street	North	On the north side of Mansfield Avenue beginning at a point for approximately 58 feet. On the northeast corner of Ninth Street and Mansfield Avenue continuing east for an additional 22 feet
Hudson Avenue	East	On the east side of Hudson Avenue, beginning at a Point 49 feet south of the southeast corner of Flanagan Way and Hudson Avenue continuing south for a distance of 22 feet in front of 858 Hudson Avenue

SECTION 2

SEVERABILITY

BE IT FURTHER ORDAINED, that the provisions of this ordinance are separable and if any provision, clause, sentence, subsection, word or part thereof is held illegal, invalid, or unconstitutional, or inapplicable to any person or circumstance, such illegality, invalidity or unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, subsections, words, or parts of the regulation or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this ordinance would have been adopted if such illegal, invalid, or unconstitutional provision, clause, sentence, subsection, word or part had not been included therein, and if such persons or circumstances, to which the ordinance or part thereof is held inapplicable, had been specifically exempted therefrom.

SECTION 3

REPEALER

BE IT FURTHER ORDAINED, that all other ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed, to the extent of such inconsistency.

SECTION 4

EFFECTIVE DATE

BE IT FURTHER ORDAINED, that this ordinance shall take effect upon passage and publication as provided by law.

Ordinance No. 2020-4

REFUNDING BOND ORDINANCE PROVIDING FOR THE REFUNDING OF \$9,648,000 AGGREGATE PRINCIPAL AMOUNT OF OUTSTANDING BONDS OF THE TOWN OF SECAUCUS, IN THE COUNTY OF HUDSON, STATE OF NEW JERSEY, APPROPRIATING A SUM NOT EXCEEDING \$9,800,000 TO PAY THE COST THEREOF AND AUTHORIZING THE ISSUANCE OF NOT EXCEEDING \$9,800,000 AGGREGATE PRINCIPAL AMOUNT OF REFUNDING BONDS OF SAID TOWN TO FINANCE SUCH APPROPRIATION.

BE IT ORDAINED by the Town Council of the Town of Secaucus, in the County of Hudson, New Jersey, as follows:

Section 1. The Town of Secaucus, in the County of Hudson, New Jersey (the "Town") is hereby authorized to refund \$9,648,000 aggregate principal amount of the Town's outstanding General Improvement Bonds, dated April 1, 2010 and maturing on or after April 1, 2021 (the "Outstanding Bonds").

The Outstanding Bonds bear interest from their date at the rates per annum, payable on April 1 and October 1 of each year until maturity or prior redemption, and mature in annual installments on April 1 in each year, as follows:

<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate</u>
2021	\$1,050,000	3.50 %
2022	1,050,000	3.625
2023	1,050,000	3.75
2024	1,050,000	4.00
2025	1,050,000	4.00
2026	1,100,000	4.00
2027	1,100,000	4.00
2028	1,100,000	4.00
2029	1,098,000	4.00

The Outstanding Bonds are subject to optional redemption on or after April 1, 2020 at a redemption price of 100%.

The Town Council may determine by subsequent resolution not to refund a portion of the Outstanding Bonds.

Section 2. The Town Council of the Town has ascertained and hereby determines that the Outstanding Bonds set forth in Section 1 of this ordinance have not been paid or discharged and that the Town is authorized by Section 51(a) of the Local Bond Law of New Jersey (Chapter 2 of Title 40A of the New Jersey Statutes Annotated, as amended; the "Local Bond Law") to issue its refunding bonds as hereinafter provided to refund the Outstanding Bonds. The object of the refunding is to effect debt service savings for the Town.

Section 3. A sum not exceeding \$9,800,000 is hereby appropriated (a) to refund the Outstanding Bonds set forth in Section 1 of this ordinance in the aggregate principal amount of \$9,648,000 and (b) to pay an amount not exceeding \$140,000 for the cost of the issuance of the refunding bonds, including underwriter's compensation, printing, advertising, financial and legal expenses therefor, as permitted by Section 51(b) of the Local Bond Law (collectively, the "Purpose"). The professional

service contracts with Rogut McCarthy LLC (bond counsel) and Bowman & Company, LLP (auditor) will be adjusted to reflect the costs of services rendered by such firms in connection with the issuance of the refunding bonds.

Section 4. To finance the Purpose, refunding bonds of said Town in an aggregate principal amount not exceeding \$9,800,000 are hereby authorized to be issued pursuant to the Local Bond Law (the "Refunding Bonds"). The Refunding Bonds shall be sold at public or private sale and shall be in registered form and shall contain the word "refunding" in their title and shall recite that they are issued pursuant to the Local Bond Law and shall bear such date or dates, mature at such time or times not exceeding 40 years from their date, bear interest at such rate or rates per annum, be payable at such time or times, be in such denominations, carry such registration privileges, be executed in such manner consistent with the provisions of the Local Bond Law for bonds of a municipality, be payable at such place or places, and be subject to such terms of redemption, with or without premium, as may be hereafter determined by resolution of the Town Council within the limitations prescribed by law.

Section 5. The Refunding Bonds shall be direct, unlimited and general obligations of the Town and the Town shall

be obligated to levy ad valorem taxes upon all taxable real property within the Town for the payment of the principal of and the interest on the Refunding Bonds without limitation as to rate or amount. The full faith and credit of the Town are hereby pledged to the punctual payment of the principal of and the interest on the Refunding Bonds. Each Refunding Bond issued pursuant to this ordinance shall recite that all conditions, acts and things required by the Constitution or statutes of the State of New Jersey to exist, to have happened and to have been performed precedent to and in the issuance of the Refunding Bond exist, have happened and have been performed, and that the Refunding Bond, together with all other indebtedness of the Town, is within every debt and other limit prescribed by the Constitution or statutes of said State.

Section 6. The Chief Financial Officer is hereby authorized to execute a certificate addressed to the underwriters of the Refunding Bonds stating that the preliminary official statement to be prepared by the Town with respect to the Refunding Bonds is "deemed final" as of its date within the meaning of Rule 15c2-12 of the Securities and Exchange Commission. The distribution of such preliminary official statement to potential purchasers of the Refunding Bonds is hereby approved.

Section 7. All matters with respect to the Refunding Bonds not determined by this ordinance shall be determined by subsequent resolution or resolutions to be hereafter adopted by the Town Council of the Town, or the performance or determination thereof delegated by resolution or resolutions, to the Chief Financial Officer.

Section 8. It is hereby determined and stated that the Supplemental Debt Statement required by the Local Bond Law has been duly made and filed in the office of the Town Clerk of said Town, and that such statement so filed shows that the gross debt of said Town, as defined in Section 43 of the Local Bond Law, is increased by this ordinance by \$9,800,000 (the amount of the Refunding Bonds authorized), but \$9,648,000 (the amount of Outstanding Bonds being refunded) shall be deducted from gross debt pursuant to Section 52 of the Local Bond Law, and that the issuance of the bonds authorized by this ordinance will be within all debt limitations prescribed by said Local Bond Law.

Section 9. It is hereby determined and stated that no sum need be appropriated hereby as a down payment.

Section 10. The Town is hereby authorized to enter into any agreements that may be necessary to effect the purchase of securities, as permitted by Sections 53(c) and 60 of the Local Bond Law, to accomplish the refunding.

Section 11. This refunding bond ordinance shall take effect twenty days after the first publication thereof after final passage as provided by the Local Bond Law.

**AN ORDINANCE OF
THE TOWN OF SECAUCUS, NEW JERSEY**

ORDINANCE NO. 2020-5

**AN ORDINANCE AMENDING CHAPTER 28 OF THE CODE OF THE TOWN OF
SECAUCUS ENTITLED "POLICE DEPARTMENT" TO UPDATE PROCEDURES FOR
PROMOTIONS**

WHEREAS, the Mayor and Council, upon advice of the Police Committee, have determined that changes to the Ordinance entitled "Police Department" shall be made based upon the review and recommendation of the Secaucus Police Department.

NOW THEREFORE BE IT ORDAINED by the Mayor and Council of the Town of Secaucus, County of Hudson, State of New Jersey, as follows:

1.

Chapter 28 entitled "Police Department," "§28-13. Procedures for promotions." of the Code of the Town of Secaucus be, and is hereby amended and supplemented to read as follows: (additions are indicated in **bold**, deletions indicated by ~~strike throughs~~):

- A. All applicants for promotion up to and including the rank of ~~Captain~~ **Sergeant and Lieutenant**, shall submit applications in writing to the Town Administrator, who will coordinate the promotional process. Applications shall be made on such forms as are designated by the Chief of Police and forwarded to the Town Administrator by the Chief of Police. When the Mayor and Council determine that there are promotional vacancies for the position of ~~Captain~~, Lieutenant or Sergeant to be filled, qualified applicants shall be evaluated based upon:
- (1) A written examination, of which the candidate must pass with a score of sixty-five (65%) percent or greater in order to be eligible to sit for the oral examination referenced below.
 - (2) An oral examination.
 - (3) Length of service.
 - (4) ~~Combat Veteran Status as defined by N.J.S.A. 11A:5-1 et seq.~~
- B. All applicants for promotion to **Captain** shall submit applications in writing to the Town Administrator, who will coordinate the promotional process. Applications shall be made on such forms as are designated by the Chief of Police and forwarded to the Town Administrator by the Chief of Police. When the Mayor and Council determine that there are promotional vacancies for the position of **Captain**, qualified applicants shall be evaluated based upon:
- (1) An oral examination, of which the candidate must pass with a score of sixty-five (65%) percent or greater.
 - (2) Length of service.
- B. C. The written examination shall be administered by a suitable agency designated by the Chief of Police and approved by the Mayor and Council. The oral examination shall be administered by an agency designated by the Chief of Police and approved by the Mayor

and Council. The oral examination shall review such criteria, including, but not limited to, oral communication, stress tolerance, decisiveness, leadership and initiative.

2.

Chapter 28 entitled "Police Department," "§28-14. Recommendation for promotion." of the Code of the Town of Secaucus be, and is hereby amended and supplemented to read as follows: (additions are indicated in **bold**, deletions indicated by ~~strikethroughs~~):

§ 28-14. Recommendation for promotion.

A. The Town Administrator of the Town of Secaucus shall report the scores of all the candidates **for Sergeant and Lieutenant** based upon the results of the examination set forth heretofore that shall be done by computing those scores in accordance with the following formula with a maximum total score of ~~101~~ **100**:

- | | |
|--------------------------------------|--------------------|
| (1) Written examination | 60 points |
| (2) Oral examination | 35 points |
| (3) Length of service | 5 points |
| (4) Combat Veteran Status | 1 point |

B. The Town Administrator of the Town of Secaucus shall report the scores of all the candidates **for Captain** based upon the results of the examination set forth heretofore that shall be done by computing those scores in accordance with the following formula with a maximum total score of 100:

- | | |
|--|------------|
| (1) Oral examination | 95 points |
| (2) Length of service | 5 points |
| (a) Seniority Length of service points for officers taking the sergeants examination candidates will be given as follows: | |
| 4 years of service | 0 points |
| 5 years of service | .5 points |
| 6 years of service | 1 point |
| 7 years of service | 1.5 points |
| 8 years of service | 2 points |
| 9 years of service | 2.5 points |
| 10 years of service | 3 points |
| 11 years of service | 3.5 points |
| 12 years of service | 4 points |
| 13 years of service | 4.5 points |
| 14 years of service | 5 points |

These points will be based upon each year of service completed prior to the date of the written examination.

(b) ~~Seniority~~ **Length of service** points for ~~officers taking the~~ Lieutenants and Captains ~~examination~~ candidates will be given as follows:

- | | |
|---------------------------------------|-----------|
| 1 year of service in the prior grade | 0 points |
| 2 years of service in the prior grade | .5 points |

3 years of service in the prior grade	1 point
4 years of service in the prior grade	1.5 points
5 years of service in the prior grade	2 points
6 years of service in the prior grade	2.5 points
7 years of service in the prior grade	3 points
8 years of service in the prior grade	3.5 points
9 years of service in the prior grade	4 points
10 years of service in the prior grade	4.5 points
11 years of service in the prior grade	5 points

These points will be based upon each year of service completed prior to the date of the written examination- **for Lieutenants and prior to the date of the oral examinations for Captains.**

~~B-C.~~ After the scores are tabulated, the ~~Municipal~~ **Town** Administrator shall consult with the Chief of Police and review all scores and compile a list of candidates in order of point standing. In any situation in which two (2) or more applicants receive the same ranking score, preference shall first be given to combat veterans and then to non-combat veterans (as defined by N.J.S.A. 11A:5-1 et seq.) over non-veterans and then to residents of **Secaucus** over nonresidents. Should there remain a tie after the above process, the Mayor and Council shall have the discretion to appoint from among those who are tied. For each rank, the Town Administrator shall then compile a list of finalists and provide such list in order of point standing to the Mayor and Council for their consideration for appointment.

~~C.~~ **D.** Appeal of promotion process.

(1) Within ten (10) days of the posting of the ranking of candidates, a candidate may file a written letter of appeal. Said letter must contain the reason(s) or justification(s) for an appeal and must be submitted to the Town Administrator, through the appropriate chain of command. The Town Administrator will assess the request and make a determination of how the request will be addressed on a case by case basis. Such requests may address the following areas of the promotional process:

- (a) Review and tabulation of the scored elements of the selection process.
- (b) Review any evaluation or internal document that was used in the selection process related to the appellant.
- (c) If the appeal impacts upon the results of the promotional ranking as determined by the Town Administrator, the candidate may be permitted to have their overall score/points tabulated in accordance with the formula as set forth in §28-14(A) or §28-14(B) above.

~~D.~~ **E.** After the Mayor and Council are provided the list of eligible candidates, the Mayor shall appoint a committee of two (2) Council members and the Chief of Police. The committee shall review each candidate's personnel file and consider the candidate's disciplinary record, attendance records, and any commendations that the candidate has received. The committee will then forward their recommendations to the Mayor and Council to make the ultimate determination of which candidate shall be appointed.

~~E.~~ **F.** Any such list shall remain in effect for no more than three (3) years from the date of the first appointment, unless extended by the Mayor and Council for one (1) additional year. Further, the Mayor and Council reserve the right to reject any such list and call for a new examination.

3. There are no other changes to this Chapter of the Code of the Town of Secaucus.
4. All Ordinances and parts of Ordinances inconsistent herewith are hereby repealed.
5. If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to that section, subdivision, clause or provision so adjudged and the remainder of this Ordinance shall be deemed to be valid and effective.
6. This Ordinance shall take effect immediately upon passage and publication in accordance with law.

IT IS FURTHER ORDAINED that the remainder of this Chapter 28 of the Code of the Town of Secaucus shall remain in full force and effect.

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of an Ordinance introduced and passed on first reading on _____, 2020 and finally adopted by the Mayor and Council on _____, 2020.

Town Clerk

Mayor

Resolution No. _____

**TOWN OF SECAUCUS
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**RESOLUTION APPROVING
TAX OVERPAYMENT REFUND(S)**

WHEREAS, it has been determined by the Tax Collector that the taxpayer(s) indicated are entitled to tax overpayment refund(s) for 1st Quarter 2020 and;

WHEREAS, it is the desire of the Mayor and Council to have these overpayment(s) returned to the respective taxpayer(s) and/or their agent(s);

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Town of Secaucus that the requested overpayment refund(s) be made:

The Tax Collector is hereby authorized to make overpayment refund(s) in the amount shown to the taxpayer(s).

BLOCK	LOT	QUALIFIER	ADDRESS	AMOUNT
64	22		671 9 th Street	\$ 253.35
119	20		288 Centre Avenue	\$1,354.88
177	4		8 Elizabeth Court	\$1,695.46
185.01	1.07	C00RU	200 Mill Creek Drive	\$ 296.96
225	9		30 Milridge Road	\$ 742.40

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Tax Collector and Chief Financial Officer.

BE IT FURTHER RESOLVED that the Tax Collector is hereby authorized to execute any documents or take any other action necessary to effectuate the spirit and purpose of this Resolution.

Resolution No. _____

**TOWN OF SECAUCUS
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**A RESOLUTION ON BEHALF OF THE TOWN OF SECAUCUS
FOR APPROVAL OF CHANGE ORDER #1 TO A CONTRACT WITH 4 CLEAN-UP
INC. FOR THE 2018 CDBG 1ST STREET ROADWAY RECONSTRUCTION**

WHEREAS, the Town of Secaucus has a contract with 4 Clean-Up, Inc. for the 2018 CDBG 1st Street Roadway Reconstruction under Resolution 2019-214 in the amount of \$174,363.65; and

WHEREAS, it has been determined that a reduction of work is needed, which will decrease the total cost by Eleven Thousand Two Hundred Eighteen Dollars 33/100 (\$11,218.33); and

WHEREAS, there is a need for a Change Order #1 to decrease the contract with 4 Clean-Up, Inc. in the amount of Eleven Thousand Two Hundred Eighteen Dollars 33/100 (\$11,218.33) for the work set forth, which will decrease the overall contract amount to One Hundred Sixty-Three Thousand One Hundred Forty-Five Dollars 32/100 (\$163,145.32).

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council for the Town of Secaucus, County of Hudson, that the above statements are incorporated herein and Change Order #1 for 4 Clean-Up, Inc. in the amount of Eleven Thousand Two Hundred Eighteen Dollars 33/100 (\$11,218.33) is hereby approved.

Adopted: February 25, 2020

Resolution No. _____

**TOWN OF SECAUCUS
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**A RESOLUTION ON BEHALF OF THE TOWN OF SECAUCUS
REGARDING AUTHORIZATION TO ADVERTISE AND RECEIVE BIDS
FOR THE PROVISION OF THE 2020 MILL/OVERLAY PROGRAM**

WHEREAS, the Town of Secaucus requires services for the provision of the 2020 Mill/Overlay Program.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Town Council for the Town of Secaucus, County of Hudson, State of New Jersey that the Town Clerk is hereby authorized to advertise for and receive bids from vendors for the provision of the 2020 Mill/Overlay Program.

Adopted: February 25, 2020

Resolution No. _____

**TOWN OF SECAUCUS
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**A RESOLUTION ON BEHALF OF THE TOWN OF SECAUCUS EXTENDING THE
CONTRACT FOR A PAYROLL, HUMAN RESOURCE AND TIME AND
ATTENDANCE SOFTWARE PROGRAM TO ADP, LLC**

WHEREAS, the Town of Secaucus has a continuing need for a Payroll, Time and Attendance and Human Resource Assistance Software Program; and

WHEREAS, ADP, LLC was awarded a contract for a Payroll, Human Resource and Time and Attendance Software Program on February 27, 2018 under Resolution 2018-72 for three (3) years at a set rate; and

WHEREAS, ADP, LLC was awarded a contract extension for the first one (1) year term under Resolution 2019-55; and

WHEREAS, the Town of Secaucus wishes to extend the contract for an additional one (1) year term, Said extension is the second and final of two (2) one (1) year optional renewals for this contract; and

WHEREAS, the Chief Financial Officer has determined that sufficient funds to award this contract are available under line item 01-2010-00-12032-069.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council for the Town of Secaucus, County of Hudson, State of New Jersey, to award a contract extension to ADP, LLC to provide a Payroll, Human Resource and Time and Attendance Software Program for a one (1) year period for an amount not to exceed Eighty One Thousand and Ninety Five Dollars (\$81,095.00), based upon the number of employees and Town needs; and

BE IT FURTHER RESOLVED, that the attached Pricing Proposal and Resolution shall constitute the requisite contract in this matter, and will be kept on file with the Town Clerk; and

BE IT FURTHER RESOLVED, that ADP, LLC shall provide any and all updated compliance information requested by the Town of Secaucus' Office of Purchasing, which may include but is not limited to, proof of continued insurance coverage; and

BE IT FURTHER RESOLVED, that the Mayor, Town Administrator, or their designee is hereby authorized to execute any other documents or take any other necessary action to effectuate the spirit and intent of this Resolution.

Adopted: February 25, 2020

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of a resolution approved by the Mayor and Council on February 25, 2020.

Town Clerk

Mayor

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbaslu				
Councilwoman Tringali				
Mayor Gonnelli				

I, Sheetal Nagpal, Treasurer of the Town of Secaucus, do hereby certify that funds are available in accordance with the Local Budget Law N.J.S.A. 40A:4-1 in

Account Number:

01-2010-00-12032-069

Amount \$ \$1,095.00

Date 2/29/20

Sheetal Nagpal
Sheetal Nagpal

Resolution No. _____

**TOWN OF SECAUCUS
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**A RESOLUTION ON BEHALF OF THE TOWN OF SECAUCUS
FOR APPROVAL OF CHANGE ORDER #1 TO A CONTRACT WITH D & L PAVING
CONTRACTORS, INC. FOR FRANKLIN STREET IMPROVEMENTS**

WHEREAS, the Town of Secaucus has a contract with D & L Paving Contractors, Inc. for Franklin Street Improvements under resolution 2019-185 in the amount of \$425,982.40; and

WHEREAS, it has been determined that additional work is needed, including saw cutting of the concrete based road, and the removal and disposal of said concrete, which will increase the total cost by Forty Thousand Dollars 00/100 (\$40,000.00); and

WHEREAS, there is a need for a Change Order #1 to increase the contract with D & L Paving Contractors, Inc. in the amount of Forty Thousand Dollars 00/100 (\$40,000.00) for the work set forth, which will increase the overall contract amount to Four Hundred Sixty Five Thousand Nine Hundred Eighty Two Dollars and 40/100 (\$465,982.40); and

WHEREAS, the Chief Financial Officer certifies that there are sufficient funds under account 10-2150-55-70608-001 for said contract.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council for the Town of Secaucus, County of Hudson, that the above statements are incorporated herein and Change Order #1 for D & L Paving Contractors, Inc. in the amount of Forty Thousand Dollars 00/100 (\$40,000.00) is hereby approved.

Adopted: February 25, 2020

I, Sheetal Nagpal, Treasurer of the Town of Secaucus,
do hereby certify that funds are available in accordance
with the Local Budget Law NJSA 40A:4-1 in
Account Number:
10-2150-55-70608-001
Amount \$ 40,000.00 Date 2/25/20
Sheetal Nagpal
Sheetal Nagpal



February 11, 2020

Mr. Gary Jeffas, Esq.
Town Administrator
Town of Secaucus
1203 Paterson Plank Road, 2nd Floor
Secaucus, New Jersey 07094-3287

Re: Franklin Street Improvements
Change Order No. 1
Town of Secaucus
Hudson County, New Jersey
Our File No. SEC-119

Dear Mr. Jeffas:

Attached, please find Change Order No. 1 for the above project in the amount of \$40,000.00. This Change order reflects additional work associated with the saw cutting of the concrete based road and the removal and disposal of concrete.

Thank you for your kind attention to this matter. Should you have any questions or comments, please do not hesitate to contact me.

Very truly yours,

BOSWELL ENGINEERING

Michael J. Kelly, P.E.
Engineer Representative

MJK/jg
Attachment

cc: Mayor Michael Gunnelli
Secaucus Town Council
Sandra M. D'Arzen, Purchasing
Christine Smith, Purchasing Assistant
Jennifer Modi, P.E., Town Engineer
Jason Menzella, Boswell Engineering

Change Order No. 1
 Date 01/27/20
 Job No. SEC-119

CHANGE ORDER

BOSWELL ENGINEERING
 330 PHILLIPS AVENUE
 SOUTH HACKENSACK, NJ 07808
 (201) 641-0770

<u>D&L Paving Contractors, Inc.</u> CONTRACTOR	<u>Franklin Street Improvements</u> PROJECT
<u>675 Franklin Avenue, Nutley, New Jersey 07110</u> ADDRESS	<u>Town of Secaucus/Hudson County</u> OWNER/COUNTY

Gentlemen:

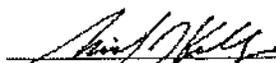
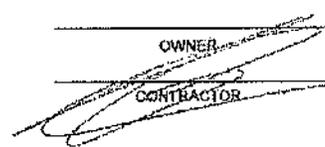
In accordance with the provisions of the specifications for the above project, you are hereby advised of the following changes in the contract quantities or in the case of Supplementary work, you agree to its performance by your firm at the prices stated.

Location of Proposed Change: Within Project Limits

Nature and Reason of Change: Reflect on As-Builts

ITEM NO.	ITEM	PAY UNIT	QUANTITY (+/-)	UNIT PRICE	TOTAL
S-1	Sawcutting & Concrete Removal	L.F.	1000.00	\$40.00	\$ 40,000.00

Amount of Original Contract	\$425,982.40	Supplemental	\$40,000.00
Change Order No. 1	\$40,000.00	Extra	\$0.00
Adjusted Contract Amount	\$465,982.40	Reduction	\$0.00
% Change in Contract	9.4%	Net Amount	\$40,000.00

Recommended for Approval	 BOSWELL ENGINEERING	<u>2/11/20</u> DATE
Approved	_____ OWNER	_____ DATE
Accepted	 CONTRACTOR	<u>1/27/20</u> DATE

Resolution No. _____

**TOWN OF SECAUCUS
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**A RESOLUTION ON BEHALF OF THE TOWN OF SECAUCUS
FOR APPROVAL OF CHANGE ORDER #1 TO A CONTRACT WITH D & L PAVING
CONTRACTORS, INC FOR MILLRIDGE ROAD IMPROVEMENTS**

WHEREAS, the Town of Secaucus has a contract with D & L Paving Contractors, Inc. for Millridge Road Improvements under resolution 2019-197 in the amount of \$856,628.55; and

WHEREAS, it has been determined that a reduction of work is needed, based on field changes, which will decrease the total cost by Fifty Two Thousand Six Hundred Fifty Dollars and 00/100 (\$52,650.00); and

WHEREAS, there is a need for a Change Order #1 to decrease the contract with D & L Paving Contractors, Inc. in the amount of Fifty Two Thousand Six Hundred Fifty Dollars and 00/100 (\$52,650.00) for the work set forth, which will decrease the overall contract amount to Eight Hundred Three Thousand Nine Hundred Seventy Eight Dollars and 55/100 (\$803,978.55).

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council for the Town of Secaucus, County of Hudson, that the above statements are incorporated herein and Change Order #1 for D & L Paving Contractors, Inc. in the reduced amount of Fifty Two Thousand Six Hundred Fifty Dollars and 00/100 (\$52,650.00) is hereby approved.

Adopted: February 25, 2020



BOSWELL ENGINEERING

ENGINEERS ■ SURVEYORS ■ PLANNERS ■ SCIENTISTS

330 Phillips Avenue • P.O. Box 3152 • South Hackensack, N.J. 07608-1722 • (201) 641-0770 • Fax (201) 641-1831

February 11, 2020

Mr. Gary Jeffas
Town Administrator
Town of Secaucus
1203 Paterson Plank Road
Secaucus New Jersey 07094

Re: Millridge Road Improvements
Change Order No. 1
Township of Secaucus
Hudson County, New Jersey
Our File No. SEC-122

Dear Mr. Jeffas:

Enclosed please find Change Order No. 1 for the above referenced project.

This Change Order reflects as-built quantities for this project based on field changes made and is a reduction of the Contract amount of \$52,650.00.

Thank you for your kind attention to this matter. Should you have any questions or require anything further, please do not hesitate to contact me.

Very truly yours,

BOSWELL ENGINEERING

Michael J. Kelly, P.E.
Engineer Representative

MJK/jg
Enclosure

cc: The Honorable Mayor and Council
Sandra D'Arzen, RPPS, QPA, Town of Secaucus Purchasing
Christine Smith, Town of Secaucus Purchasing
Jennifer Modi, P.E., Town Engineer
Jason Menzella, Boswell Engineering

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Change Order No. 1
 Date 01/22/20
 Job No. SEC-122

CHANGE ORDER

BOSWELL ENGINEERING
 330 PHILLIPS AVENUE
 SOUTH HACKENSACK, NJ 07606
 (201) 641-0770

<u>D&L Paving Contractors, Inc.</u> CONTRACTOR <u>675 Franklin Avenue, Nutley, New Jersey 07110</u> ADDRESS	<u>Millridge Road Improvements</u> PROJECT <u>Town of Secaucus/Hudson County</u> OWNER/COUNTY
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Gentlemen:

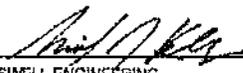
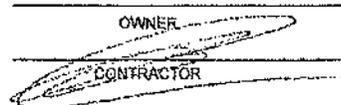
In accordance with the provisions of the specifications for the above project, you are hereby advised of the following changes in the contract quantities or in the case of Supplementary work, you agree to its performance by your firm at the prices stated.

Location of Proposed Change: Within Project Limits

Nature and Reason of Change: Reflect on As-Builts

ITEM NO.	ITEM	PAY UNIT	QUANTITY (+/-)	UNIT PRICE	TOTAL
10	Excavation, Unclassified	C.Y.	-1100.00	\$43.00	\$ (47,300.00)
16	HMA Milling, 3" or Less	S.Y.	1685.00	\$10.00	\$ 16,850.00
21	Geotextile, Roadway Stabilization	S.Y.	-4000.00	\$15.00	\$ (60,000.00)
S-1	Block Retaining Wall	S.F.	130.00	\$150.00	\$ 19,500.00
S-2	Reset WI Gate at Field House with Footing	UNIT	1.00	\$2,500.00	\$ 2,500.00
S-3	Curb Wall	L.F.	166.00	\$50.00	\$ 8,300.00
S-4	Plant Opening on Saturday	L.S.	1.00	\$2,500.00	\$ 2,500.00
S-5	Mobilization on Saturday	L.S.	1.00	\$5,000.00	\$ 5,000.00

Amount of Original Contract	\$856,682.55	Supplemental	\$37,800.00
Change Order No. 1	-\$52,650.00	Extra	\$16,650.00
Adjusted Contract Amount	\$804,032.55	Reduction	-\$107,300.00
% Change in Contract	-6.1%	Net Amount	(\$52,650.00)

Recommended for Approval	 BOSWELL ENGINEERING	<u>2/11/20</u> DATE
Approved	OWNER	DATE
Accepted	 CONTRACTOR	<u>1/21/20</u> DATE

Resolution No. _____

**TOWN OF SECAUCUS
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**A RESOLUTION ON BEHALF OF THE TOWN OF SECAUCUS AUTHORIZING THE
AWARD OF AN EXTRAORDINARY UNSPECIFIABLE SERVICE CONTRACT FOR
RISK MANAGEMENT SERVICES TO FAIRVIEW INSURANCE AGENCY
ASSOCIATES, INC.**

WHEREAS, the Town of Secaucus is a member of the Suburban Essex Joint Insurance Fund (SEJIF), and utilizes the services of a Risk Management Consultant licensed by the State of New Jersey Department of Insurance as the consultant to the Town in reviewing and securing appropriate insurance coverage; and

WHEREAS, such insurance services are exempt from public bidding requirements pursuant to N.J.S.A. 40A:11-5(1)(m) as “extraordinary, unspecifiable services;” and

WHEREAS, the Town has received the attached quotation from Fairview Insurance Agency Associates, Inc., 25 Fairview Avenue, Verona, New Jersey, dated February 3, 2020; and

WHEREAS, the Qualified Purchasing Agent has provided a certification that the contract award complies with the Local Public Contracts Law governing “extraordinary, unspecifiable services.”

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council for the Town of Secaucus, County of Hudson, State of New Jersey, that a contract be awarded to Fairview Insurance Agency Associates, Inc. for Risk Management Consultant services pursuant to N.J.S.A. 40A:11-5(1)(m) as an “extraordinary, unspecifiable service” for the period of January 1, 2020 to December 31, 2020 with a two (1) year option to renew in an amount not to exceed Forty-five Thousand Dollars (\$45,000.00); and

BE IT FURTHER RESOLVED that the attached quote, Resolution and any supplemental terms presented by the Town of Secaucus or the SEJIF, shall constitute the requisite contract upon their execution in this matter and be kept on file with the Town Clerk, available for public inspection; and

BE IT FURTHER RESOLVED that Fairview Insurance Agency Associates, Inc. shall provide any and all updated compliance information requested by the Town of Secaucus’ Office of Purchasing, which may include but is not limited to, proof of continued insurance coverage; and

BE IT FURTHER RESOLVED that the Chief Financial Officer has certified that funds are available in the 2020 Municipal Budget; and

BE IT FURTHER RESOLVED that the Town Clerk shall publish the above award in the official newspaper of the Town.

BE IT FURTHER RESOLVED that the Mayor and/or the Town Administrator or their designee are hereby authorized to execute any other documents or take any other necessary action to effectuate the spirit and intent of this Resolution.

Adopted: February 25, 2020

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of a resolution approved by the Mayor and Council on February 25, 2020.

Town Clerk	Mayor			
Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilwoman Tringali				
Councilman Dehaert				
Councilman Gerbasin				
Mayor Gonnelli				

Sheetal Nagpal, Treasurer of the Town of Secaucus, do hereby certify that funds are available in accordance with the Local Budget Law NISA 40A:4-1 in

Account Number:

01-2010-00-1172-069

Amount \$ 45,000 Date 2/25/20

Sheetal Nagpal
Sheetal Nagpal

Town of Secaucus
Quotation Information For:
Risk Management Services

Description of Scope of Work for the Town of Secaucus:

The Risk Management Consultant shall be licensed by the State of New Jersey Department of Insurance and shall act as the consultant to the Town in securing various insurance services to provide maximum protection at minimum cost. The Risk Management Consultant shall work with the Joint Insurance Funds and Municipal Excess Liability Fund to which the Town belongs to maximize the Town's benefits therefrom.

Fairview Insurance Agency Associates, Inc. confirms that we are duly licensed by the State of New Jersey Department of Banking and Insurance. We also confirm that we will comply with all of the statements above and have the ability to work with all Joint Insurance Funds and the Municipal Excess Liability Fund to which the Town belongs. Fairview Insurance Agency has a vast knowledge of these Joint Insurance Funds and we have years of experience working with various Joint Insurance Funds as well as standard insurance carriers.

Fairview Insurance Agency Associates, Inc. ("Fairview Insurance") is pleased to have the opportunity to submit information regarding our firm and the superior Property, Casualty and Workers Compensation insurance services that we can continue to provide to the Town of Secaucus. Our highly trained and professional staff has a deep understanding of the complex insurance needs of public entities in the State of New Jersey, and has decades of experience insuring clients in both the public and private sector. Our firm's risk management division currently manages the insurance for client property valued at more than \$6 Billion. In addition, our clients have over \$1.2 Billion in payroll, and we manage workers compensation insurance for over 12,000 client employees.

For the Town of Secaucus's 2016 insurance renewal, Fairview Insurance Agency was able to secure a savings over 2015 of \$131,985 in assessment. We were able to achieve this savings by competitively marketing the Town's insurance to other insurance options, including other JIF's. Once the Town's current JIF was made aware of the competitive options that Fairview Insurance Agency was able to secure, the current JIF reduced their original assessment offering to a more competitive price, which lead to the savings over 2015. The 2017 renewal was also offered at a lower premium than 2015. There was a minimal increase over the 2016 assessment, but this was due to an increase in payroll and a significant increase in property values. The 2018 renewal came in with a minimal increase from 2016 to \$1,072,103 which is still over \$80,000 less than the Town paid in premium in 2013.

Town of Secaucus
Quotation Information For:
Risk Management Services

Fairview Insurance Agency Associates, Inc. is a full-service independent insurance agency that provides customized insurance plans, broker services, risk management services, and employee benefits for individuals, companies and public entities. Our longevity, depth of experience and reputation for friendly, personal service has contributed to the position we hold today as one of the leading independent insurance agencies in the mid-Atlantic.

The agency was founded in 1970 and has offices in Verona and Cherry Hill, New Jersey. With more than 30 licenses, we offer services to clients in New Jersey, Pennsylvania and New York, as well as nationally through our specialty insurance programs for hard-to-place risks.

Fairview Insurance Agency Associates, Inc. is a family-owned and operated firm. Fairview is able to deliver the services of a national-caliber company along with the personality of a Main Street Business.

One of our firm's specialties is Public Sector Property and Casualty insurance programs. We take pride in our extensive knowledge of the public sector's Insurance needs and requirements. Our public entity risk management experience dates back for more than thirty five years.

Some of our most recent notable achievements are listed below. More detailed information on our firm's experience and success is documented throughout this Qualification Statement.

RECENT NOTABLE ACHIEVEMENTS:

- As Risk Manager for the Jersey City Board of Education, our staff conducted an extensive TPA/Managed Care Network review and negotiated a TPA/Managed Care solution that saved the District \$2,428,409 in a single year.
- As Broker of Record for the Township of Parsippany-Troy Hills, Fairview Insurance secured several competitive quotes and achieved a \$412,000 premium savings for the Township in our first year as Broker. Fairview's implementation of aggressive risk management safety and employee wellness programs have also resulted in additional workers compensation variable cost savings in excess of \$950,000.
- As Broker of Record for the Township of Bloomfield, our firm implemented a loss control/safety program with Township employees that decreased the Township's costs. Our program created a safety committee structure and implemented guidelines for in-house Township safety meetings (i.e. auto fleet safety, defensive driving, etc.). In 2013,

Town of Secaucus
Quotation Information For:
Risk Management Services

Fairview Insurance assisted the Township with the replacement of their Third Party Administrator and Managed Care Organization for Workers Compensation claims. The change resulted in a savings of \$5,044,234 since 2012.

- Upon being named Risk Manager for the Borough of Caldwell our staff initiated a competitive bidding process that resulted in a \$50,000 annual savings, while significantly increasing the safety control and awareness for all departments and department heads.
- After being named Broker of Record for the Borough of Roselle, we identified four Public Official claims that were originally denied due to late reporting. Through negotiations and leveraging our experience, we convinced the insurance company to rescind the claims declinations. This resulted in a savings of legal fees and settlement costs of over \$150,000.
- Fairview Insurance saved the Jersey City Board of Education \$92,626 by reversing an insurance carrier flood claim denial that was based on an incorrect flood zone determination done by the carrier.

An important part of our services includes financial analysis and advice regarding risk minimization. We evaluate risks by analyzing current portfolios to ensure that proper insurance limits and coverages are in place. Our risk evaluation capabilities make it possible for our firm to provide premium projections significantly faster than the average insurance agency. This reduces lead-time and facilitates your planning process.

We also help our clients identify and reduce risk exposure. For example, our staff will review the Town's safety records and Town compliance with PEOSHA regulations. Our extensive expertise will help you address any loss control issues and help reduce your insurance costs.

Additional services we provide are as follows:

- Claims and Loss Experience Analysis
- Competitive Bid Obtainment
- Strategic Cost Containment
- Communication of Market Trends
- Availability to attend any JIF or Insurance Carrier meetings on the Town's behalf

Town of Secaucus
Quotation Information For:
Risk Management Services

As part of any Quotation submitted, please provide the following information:

- a) **Name and roles of the individuals who will perform the tasks and descriptions of their education and experience similar to the services contained herein. All employment shall be in compliance with all federal and state regulations and statutes.**

Our service model is to provide exceptional service both quickly and accurately and our service is unparalleled in the industry. Fairview Insurance prides ourselves in managing all aspects of the Property & Casualty Insurance. This includes all coverages that are within the Joint Insurance Fund and all related coverages that must be placed outside of the Joint Insurance Fund. Additionally, we are the primary point of contact for insurance inquiries, claims reviews, and safety trainings to reduce the frequency of workplace accidents and claims related to the Town. While other agencies direct clients and members to contact the carrier first, we advise all to contact us first so that we may effectively resolve any issue before it becomes escalated to minimize the impact to the Town. We provide a myriad of services to all our clients, and are as involved as our clients prefer. All of our staff that will be managing the Risk Management servicing needs is located at our Verona office.

We structure our department, and agency as a whole, in a way that allows us to provide complete service and management for our clients' Property and Casualty programs. We provide a team of knowledgeable and capable staff, each with specific expertise.

Lawrence Graham, CIC, (Supervising Risk Management Consultant)

Vice President

Fairview Insurance Agency Associates, Inc.

25 Fairview Avenue

Verona, NJ 07044

Tel: 973-857-0870 ext.1151

Toll Free: 800-372-2558

Fax: 973-857-9131

Email: lgraham@fairviewinsurance.com

Larry is responsible for risk management services for numerous public sector accounts. He also oversees Fairview's risk management operations for public sector accounts daily. Larry coordinates each team that will be servicing Fairview Insurance's public sector clientele. Larry will serve as the senior management team's primary point of

Town of Secaucus
Quotation Information For:
Risk Management Services

contact for the Town and will assist with account renewal, risk management analysis, loss control coordination, and insurance carrier relations. Larry will also be the lead on any contract review desired by the Town. Larry has over thirty five years of experience in the industry.

Zach Edelman, CRM (Risk Management Consultant)

Director of Risk Management

Email: zedelman@fairviewinsurance.com

Zach works with Larry on numerous public sector accounts. He is responsible for visits with the clients, loss control and claim management assistance to assure client profitability and appropriate insurance analysis. Zach will assist Larry. He will help coordinate the various servicing needs of the Town, focusing on identifying training needs for the Town and working with the JIF safety consultant to complete the training. Zach will also assist Larry in contract review, if desired by the Town. Zach has been with Fairview for fifteen years.

Tom FitzPatrick, (Risk Management Consultant)

Executive Sales

Email: tfitzpatrick@fairviewinsurance.com

Tom works with Larry and Zach on several public sector accounts. Tom is responsible for visits with clients, loss control and claims management assistance to assure client profitability and appropriate insurance analysis. Tom also specializes in workplace safety, claims management, and premium stabilization. Tom will be the main point of contact for any claims inquiries or issues. Tom will assist Larry, and Zach as necessary to ensure the Town's insurance program is running smoothly. Tom will assist Larry and Zach with the contract review as well if desired by the Town. Tom has been with Fairview for eleven years.

Joseph G. DiVincenzo, Property & Casualty Consultant

Joseph works with Larry, Zach, and Tom on a number of public sector accounts. He is responsible for visits with clients, safety coordination, and wellness program coordination for clients that choose to utilize this service. Joseph will also be responsible to coordinate and set up safety committee meetings for the Town and to attend the meetings. Joseph will also be responsible for monitoring claims on a monthly basis to identify any trends and recommend training in these areas.

Town of Secaucus
Quotation Information For:
Risk Management Services

Danielle Voda, CIC, CPIA, Senior Account Executive

Email: dvoda@fairviewinsurance.com

Danielle is responsible for handling day-to-day account responsibilities such as coverage questions, endorsement processing, policy review, certificate analysis and general account management tasks. Danielle will serve as the main account service representative for the Town. Danielle's hands-on approach to account management ensures that all clients receive the highest caliber of client service. Danielle has been with Fairview for over ten years.

Teresa Sulsona, CISR, CPSR, CPIA, Property & Casualty Lines Manager

Teresa is responsible for underwriting of new and renewal Public Sector business. Teresa is responsible for the oversight of all public sector accounts. She will make sure all needs are met by the CSR staff. Teresa will handle client's inquiries regarding insurance coverage and will manage Fairview's staff on a daily basis to assure that the customers' needs are met. Teresa has over thirty years of experience in the industry.

Anne Campagna, Account Manager

Anne is responsible for providing high quality client service which includes marketing, assistance with routine coverage questions, endorsement processing, certificate of insurance coordination, problem solving, billing and policy review. Anne will serve as a secondary customer service representative for the Town. Anne has over 20 years of experience in the insurance industry.

b) Availability to accommodate scheduled meetings, sessions or other in person requirements for the service.

Fairview Insurance Agency will always have a representative available to accommodate scheduled meetings, sessions or other in person requirements as the risk management consultant. The Town will have the entire team mentioned in the previous question working on the account, and we work as a team for the exact reason of always having someone available at a moment's notice for the Town.

Town of Secaucus
Quotation Information For:
Risk Management Services

c) Confirmation of appropriate federal and state licenses to perform activities.

Fairview Insurance Agency confirms that our agency and all staff possess the appropriate federal and state licenses to perform the required risk management activities. Please refer to Tab #2 for agency license and staff licenses and resumes.

d) References and record of success of same or similar service, including but not limited to, each public entity that the Risk Management Consultant has performed work, or provided services for, in the past three (3) years.

Fairview Insurance Agency Associates, Inc. brings a wealth of knowledge and over thirty five years of experience to the field of public sector Risk Management and Insurance Broker Services. The following are examples of some of our success throughout the years.

5/2013 – Present: City of Passaic – Risk Manager/Insurance Broker

Fairview Insurance has had the pleasure of being the Risk Management Consultant/Insurance Broker for the City of Passaic 2013. In 2014, we recommended the City move its insurance program to a Joint Insurance Fund. At that time, we were able to save the City over \$315,000 annually in insurance premium with the move into a Joint Insurance Fund. To date, the City of Passaic has saved an accumulated total of over \$1.8 million in insurance premium since the City has been insured with the Joint Insurance Fund program since 2014. The added benefit of this move aside from the large premium savings was the significant addition of more safety trainings and services that are offered by the Joint Insurance Fund. The City of Passaic has been able to take advantage of these safety trainings at no additional cost on a monthly basis. These trainings include topics for all departments and have been customized for the City's specific needs. Even with this reduction in premium there was an increase in limits of liability insurance from \$11,000,000 to \$15,000,000 which further protects the City. The City has had a very positive experience with the Joint Insurance Fund and has been able to keep insurance costs stabilized. Fairview Insurance also places insurance for some aspects of the City's operations outside of the joint insurance fund. The Passaic Alliance is insured outside of the JIF as well as underground storage tanks that Fairview obtained quotes for outside of the JIF. Fairview Insurance monitors these policies and solicits competitive proposals for these as well to keep insurance costs stabilized.

Town of Secaucus
Quotation Information For:
Risk Management Services

From a day to day standpoint during our service since 2013, Fairview Insurance has processed numerous certificates of insurance and recommended changes and additions on some contracts to better protect the City. We have also processed numerous vehicle changes and property changes. Fairview Insurance worked with the City to schedule the City's traffic lights and parking meters with the JIF as well as new parks and equipment throughout the City's parks.

Fairview Insurance has maintained a close partnership with the City working on the insurance program. We regularly attend the monthly JIF meetings, which the City's Business Administrator chairs. We also attend the City's monthly Self Insurance Committee meetings and monthly Safety Committee meetings to offer insight and feedback on any current situations within the City's insurance program, whether it is regarding a claim or any other facet of the program. We also monitor all the claims that the City submits so that we can help with any issue that may arise. Two instances where we were able to assist the City with claims were with vandalism in a City park and with a foreclosed property. Initially the claims were denied, but with our assistance they were covered.

The following are just some of the services provided to the City by Fairview Insurance:

- Deductible analysis with recommendations based on losses
- The City has also been able to keep up to date with PEOSHA standards in the workplace
- Facility walkthroughs with JIF representatives and the Fairview Insurance team
- Reduction of Liability away from the City through Contract Liability Transfer
- Review of Certificates of Insurance received by the City by outside vendors
- Review of all City owned property for flood zone indications
- Review of all insurance policies for any gaps in coverage
- Placed Cyber Liability coverage for the City (now available through the JIF)
- Received multiple competitive quotes for the City's insurance renewal
- Clarified all named insured's to be added to the City's insurance policies
- Placed general liability insurance for Passaic Alliance in the JIF while keeping the professional liability policy separate which saved the City premium
- Reviewing Accident coverage for City recreation participants and adding covered events as necessary

Town of Secaucus
Quotation Information For:
Risk Management Services

- Assistance with renewal applications and updating property, vehicle, and equipment schedules
- Assistance with coordinating training for employees

2002 – December 2019: Township of Bloomfield - Risk Management Consultant

Fairview Insurance has had the pleasure of working with the Township for several years now. In 2012, we were able to move the Township into the Garden State Municipal Joint Insurance Fund for a savings while providing better coverage. The GSMJIF Assessment for 2012 was \$623,817 versus that of the Suburban Essex JIF renewal price of a minimum of \$651,790 and a max of \$728,000. This move also benefited the Township by lowering deductibles and self-insured retentions. The General Liability self-insured retention was lowered from \$150,000 to \$100,000 per claim. The Property insurance deductible was lowered from \$2,500 to \$1,000 per occurrence. The Auto Physical Damage, Comprehensive and Collision deductibles were all lowered from \$2,500 to \$1,000.

In 2013, Fairview Insurance assisted the Township in replacing their Third Party Administrator and Managed Care Organization for Workers Compensation claims effective 1/1/2013. The result of this change for 2013 was a savings of \$1,012,195 on claims paid by the Township's funds. The positive results for the Township since the switch account for a cumulative savings over 2012 of \$5,044,234. These are highly significant savings that have been generated by the recommendations of Fairview Insurance.

Additionally, Fairview Insurance established a Risk Management Safety Program coordinating with Anthony Nesto and Samantha DePalma with special emphasis on Workers' Compensation Safety. Patterns of claims were identified, and trainings were recommended and implemented within the Township. Working closely with the department heads, Fairview and the Township of Bloomfield were able to reduce the Township's Workers' Compensation claims which resulted in premium reductions.

Fairview Insurance coordinates with the Township to take advantage of all the safety and training programs that are available through the JIF/Insurance Carrier. An example is how the Township was able to receive a special Employee Liability training session arranged specifically for the Township at the expense of the JIF.

Town of Secaucus
Quotation Information For:
Risk Management Services

Many other safety programs were provided at the Township's locations for safety training of various departments. These safety training sessions saved employee travel time, prevented injuries, and ultimately reduced the Township's claim payments.

July 2019 – Present: City of Trenton – Property & Casualty Insurance Broker

Fairview Insurance Agency was recently appointed as the Property & Casualty Insurance Broker/Risk Management Consultant for the City of Trenton. Upon being appointed, we were able to secure renewals of the City's insurance for a savings over the prior year through carrier negotiations. We also secured various quotes for the City for increased limits of insurance based on our review of the City's insurance program. In our short time working with the City, we have been able to assist the City in streamlining their claims process to ensure proper and timely reporting of all claims. We have also worked with the City on coverage questions as well as things like vehicle additions and deletions, making sure the City has enough auto identification cards, processing certificates of insurance along with other daily tasks. Fairview Insurance also attends the City's safety committee meetings and works with the internal risk manager on various topics for the City.

January 2019 – Present: County of Passaic – Property & Cyber Liability Broker

Fairview Insurance Agency has been working with the County of Passaic this past year on their property insurance and more recently their cyber liability insurance. For the County's property renewal in January, we were able to secure the County a savings while increasing coverage by moving the County's insurance to a different insurance provider. More recently, we worked with the County on placing cyber liability coverage. The County understands that this type of insurance is increasingly becoming more important as the incidents of cyber attacks on public agencies continues to increase. Fairview Insurance Agency was able to secure multiple quotes on cyber liability insurance for the County from multiple carriers, including varying levels of coverage and deductibles. We advised the County on the levels of coverage provided by each carrier and the County ultimately decided to purchase the recommended policy.

2015 – Present: Passaic Valley Sewerage Commission – Property and Casualty Insurance Broker

Fairview Insurance Agency has had the pleasure of working with the Passaic Valley Sewerage Commission since 2015. Since our appointment with PVSC, we have assisted with numerous items, including the renewal of all property and casualty lines of insurance each year. When first appointed as insurance broker, we met with PVSC and went through some initial risk management recommendations such as a review of

Town of Secaucus
Quotation Information For:
Risk Management Services

insurance requirements in bid specifications for vendors. We have also reviewed certificates of insurance received from vendors to assure that the coverage provided matches the requirements in the specifications. We have received multiple quotes of insurance for various lines of coverage to ensure that PVSC is getting the highest level of coverage for the best possible premium. We also work with PVSC on claims and have worked with the legal department on claim denials, coverage questions, and other items such as defense panel choices on the insurance policies. We have also assisted in the coordination of insurance carrier property inspections. PVSC has numerous flood insurance policies to protect buildings in high hazard flood zones, so each year we run flood zone determinations to make sure that all buildings have adequate insurance coverage based on FEMA flood map updates as they have been changing in recent years. We also process numerous certificates of insurance for PVSC.

2001 – 2012: North Jersey Water District Supply Commission – Risk Manager

During our time as Risk Manager, Fairview Insurance worked closely with the insurance carriers, including Travelers and other carriers still utilized today by North Jersey District Water Supply Commission to develop balanced insurance solutions and create effective plans tailored to the Commission's unique insurance needs. Fairview Insurance consistently analyzed the Commission's insurance policies to enhance their coverage and reduce cost.

Fairview Insurance performed numerous contract reviews, organized multiple meetings with the insurance carriers to review exposures, developed a service plan to assist with reducing accidents and injuries, and provided risk control management services. Fairview Insurance also made sure the Commission was up to date and aware of all new insurance vehicles and coverage enhancements. Fairview Insurance made the Commission aware of Cyber Liability Coverage, which was a brand-new type of coverage in the industry. We pointed out how important this type of coverage is for the Water Commission.

The North Jersey District Water Supply Commission has unique exposures such as dams, and while Fairview Insurance was the Insurance Broker, we reviewed the Army Corps of Engineers reports on the condition of the dams in order to help place the appropriate insurance for them. This included coverage for the Monkville dam among others. Terrorism coverage is also important due to these unique exposures.

We also set up the appropriate coverage for the Wanaque South Joint Venture. This required additional coverage separate from the coverage for North Jersey District Water

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Supply Commission. Fairview Insurance also made sure that the appropriate and necessary additional named insureds were on each insurance policy.

June 2014 – Current: City of East Orange – Risk Manager/Insurance Broker

Fairview Insurance Agency has been the Risk Manager/Insurance Broker for the City of East Orange since June of 2014. As soon as we began working with the City, we marketed the insurance to various joint insurance funds and private insurance markets. We were able to insure the City with a newly formed joint insurance fund at a significant savings in premium as well as other benefits such as lower self-insured retentions. Fairview Insurance helped the City set up an active safety committee. We also attend the monthly safety meetings where we review claims and recommend trainings to reduce the frequency and severity of claims that occur. Since Fairview became risk manager for the City, the City has been receiving more safety training than ever before. This training has helped the City reduce claims while promoting a safe work environment for all employees. Fairview Insurance was also able to save the City over \$100,000 in premium on the Public Official Liability policy by obtaining competitive quotes and moving this policy to a new carrier. After good experience with the new POL/EPLI carrier, we were then able to include this coverage in the JIF program for the City at a savings. Fairview Insurance was also able to assist the City in the RFP process for a new third party administrator. We gave the City parameters for each third party administrator to meet if they wanted to work with the City in order to help save the City money with this necessary vendor. We analyzed the submissions with the City and showed a significant savings to the City by making the third party administrators adhere to a specific set of guidelines as to how they could charge their fees. We continually work with the City on schedule updates for properties, vehicles and equipment. We also work regularly with the City on certificates of insurance as well as claims.

January 2012 – Present: Township of Old Bridge – Risk Manager

As Risk Manager for Old Bridge Township, Fairview Insurance Agency has offered a complex analysis of the Township's insurance program, along with daily insurance maintenance and answers to inquiries. The following are some of the services that we have provided to the Township throughout our tenure as Risk Management Consultant:

In the past few years we have been able to assist the Township in stabilizing the fixed insurance costs and Fairview Insurance helped the Township achieve a substantial savings by moving to a small workers compensation self-insured retention versus first dollar coverage. While making this move, we have also been active with the Township's

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safety committee to focus on keeping workers compensation claims to a minimum in order to maximize the savings to the Township.

Fairview Insurance Agency has been able to help the Township of Old Bridge realize a significant savings in fixed costs and claims costs in the last four years. The savings we were able to help the Township achieve for 2015, 2016, 2017 and 2018 so far combined over the 2014 Fund year is over \$1 million.

Additionally, with the Township's move into the new Joint Insurance Fund in 2016, Fairview Insurance can coordinate all safety training to be completed at the Township of Old Bridge for all employees rather than sending employees to various locations throughout the State. Fairview Insurance is currently working on the 2019 safety training schedule with the Township's safety coordinator and the risk control representative from the JIF.

- Over the past four years, Fairview Insurance Agency has been monitoring claims, specifically Workers Compensation claims, closely to identify any patterns or issues that should be addressed to minimize the Township's exposure to the \$25K SIR for workers compensation.
- We have attended monthly Safety Committee meetings and reviewed claims each month and ways to prevent or reduce specific types of claims.
- During our review of Workers Compensation Self-Insured Retention billing from the third party administrator, Fairview Insurance Agency noticed a duplicate billing and was able to save the Township \$15,000 by identifying the duplicate bill.
- During the renewal process for the 2015 term, Fairview Insurance completed an extensive analysis of Workers Compensation claims to determine if the Township would benefit from having a Self-Insured Retention versus a first dollar program.
- Based on our analysis, we determined that the Township could benefit from a \$25,000 Self-Insured Retention for Workers Compensation claims. Based on our analysis, the Township decided to move to this Retention.
- Fairview Insurance recommended for the 2015 term that the Township only renew with the Central Jersey JIF for one year, rather than a 3 year commitment. This gave the Township much more flexibility and choices in the following year.
- Fairview identified a Gap in insurance and recommended Accident Insurance for Recreation Activities. A policy was placed with QBE Insurance Corporation for the volunteer participants in the Township's Litter Clean-Up Program.

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- Fairview identified a Gap in Insurance that certain positions that are required to be bonded were not. As a result, Fairview Insurance facilitated a Bond for the Township's Finance Director/CFO.
- Fairview introduced CAIR (Customer Abstract Information Retrieval), a program offered by the Motor Vehicle Commission that provides driver history abstracts (MVR's), ownership history and registration/title inquiries. Fairview recommended the use of this tool to the Township. For a flat annual fee, up to 5,000 reports can be run.
- Fairview provided guidance and recommendation of FEMA assistance Vendor to have Old Bridge reimbursed for Hurricane Sandy.
- In 2013, Fairview prepared a detailed explanation of various SIR levels for workers compensation. Options were laid out to the Township to increase the Self insured retention for premium reduction. At the time of the presentation the Township wanted to stay as is.
- Fairview reviewed and made recommendations of coverage for vendor Certificates of Insurance.
- We recommended a review of the Property Schedule to confirm that all buildings were scheduled and that both Building Limits and Contents Limits were sufficient. We also recommended review of the current property schedule to add as many addresses to locations on the schedule as possible.
- Fairview Insurance advised the Township of the JIF's classification of Quasi Municipalities. It was confirmed that the Township does not currently have any quasi municipalities.
- Fairview reviewed the Tort Claims Reporting Procedure and recommended the use of a revised Notice of Tort Claim Form.
- Fairview did an overall review to ensure the Renewal Applications were completed thoroughly and appropriately based on the Township's exposures. The Vehicle Schedule was updated to include Cost Valuations, Vehicle Deletions, and the addition of 42 vehicles which were not included on the Township's schedule when we took over as risk manager. The Equipment Schedule was also updated, and several pieces of equipment were added in addition to over \$400,000 in police equipment; items that were not previously included.
- Fairview staff provides daily assistance with coverage inquiries, endorsements and certificate requests.

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April 2012 – Current: Jersey City Board of Education – Risk Manager/Insurance Broker
Jersey City Board of Education - TPA/Managed Care Network Monitoring and Consulting
for Workers Compensation Program:

Through Fairview Insurance's TPA/Managed Care Network Monitoring and Consulting services, we negotiated and recommended a TPA/Managed Care solution that saved the District \$2,428,409 in a single year. We achieved this savings by implementing the following action plan:

- Initiated the RFP process for TPA and Managed Care Services
- Reviewed seven proposals and drafted a comparison spreadsheet that documented each respondent's definition of percentage of savings and flat fees
- Redefined how respondents could receive fees based on percentage of savings
- Further negotiated respondents' proposed percentage of savings fees.

Risk Manager/Insurance Broker Services Provided:

Fairview Insurance, upon being named broker of record for property and casualty insurance, immediately began to remarket all lines of insurance on behalf of the Board of Education. Fairview marketed the program to two different joint insurance funds and eighteen different private insurance carriers to explore all options available to the Board for the most cost effective and best coverage available. We significantly reduced the Board's costs through our extensive marketing efforts. In addition, Fairview secured placement for multiple flood insurance policies at locations that would not have otherwise had coverage for flood damages.

Fairview Insurance saved the Board of Education \$92,626 by reversing a flood claim denial that was based on an insurance carrier's incorrect flood zone determination. Further, Fairview identified potential gaps in coverage by uncovering several claims that the previous insurance broker failed to report to excess insurance carriers. Fairview immediately reported these claims.

Fairview met with the Administration to review certificate of insurance procedures. We issued guidelines for certificates that the Board's previous broker failed to provide, and these guidelines are now used in every Jersey City Board of Education RFQ. To date we have reviewed and approved 24 new certificates of insurance provided by vendors to the Board.

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Fairview Insurance replaced all Board of Education Bond needs for half the price of previous years. We have also provided end of year and mid-year quotes for different lines of insurance to keep the Board aware of current market trends.

June 2015 – July 2019: Toms River Regional Schools – Insurance Broker/Risk Manager

Fairview Insurance worked closely with the District on their insurance program. Our office provided numerous certificates of insurance, complete contract reviews for insurance compliance, review vendor contracts, assist in the claims process, and various other services to the District. Fairview's risk management team also attended regular safety committee meetings as well as insurance committee meetings with Board members that are held quarterly. We also worked with the business administrator on solicitations for actuarial and third party administrator services. We worked with the District on managing safety including training for employees that focused on the loss history to prevent similar claims from occurring in the future.

2014 – Present: Township of Union Board of Education – Risk Manager

In our time as Risk Manager with the District, we have worked closely with the District administration on several items; improving the overall insurance program. Fairview Insurance now reports all claims other than workers compensation to the appropriate insurance carriers to streamline the process for the District. This removes multiple steps for the District. Fairview Insurance set up standard vendor insurance requirements for the purchasing department to better protect the District. Our team also reviews certificates of insurance to ensure they match the required specifications. Fairview Insurance recommended changes to the Student Accident insurance carrier and the School Leaders Errors and Omissions insurance carrier. We also market the entire insurance program on a regular basis to ensure the best possible pricing and coverage for the District's overall insurance program.

2015 – Present: Brick Township Municipal Utilities Authority – Risk Manager

Fairview Insurance attends all JIF meetings to represent the interest of the Authority. We identified certain MUA properties that are in high hazard flood zones that do not have flood insurance. We are working with the MUA and the National Flood Insurance Program on obtaining quotes. We also identified inaccuracies in the MUA's property schedule on file with the Joint Insurance Fund. The MUA had given the previous risk manager changes to the property schedule to submit which was never done. Fairview Insurance input all the property changes into the JIF website to ensure that the MUA's property is now insured accurately. Fairview Insurance has also obtained numerous

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certificates of insurance for the MUA, while reviewing and making recommendations on certificates the MUA has received from vendors. The Brick MUA received an increase in the dividend received by the JIF this past year due to improvements in the insurance program. Fairview also works closely with the MUA on claims matters in conjunction with the TPA to ensure that all claims are handled properly. Fairview Insurance also identified an exposure for the MUA that was not covered by the JIF and we placed coverage for this professional exposure outside of the JIF.

2007 – Present: Western Monmouth Utilities Authority – Risk Manager

Fairview Insurance established guidelines for a Safety Program with the MUA. Fairview also reviews claims with administration to prevent reoccurrence. Coverages have been increased while costs have been stabilized. Fairview Insurance assists with contract and certificate of insurance review to ensure adequate protection of the MUA from vendors. Fairview Insurance assists in coordinating available safety programs from the New Jersey Municipal Utilities Authority JIF to further employee safety awareness. This safety training helps to reduce overall claims. During our tenure, the Western Monmouth Utilities Authority received a perfect 10 score for the NJMUA JIF Safety Incentive Award. It is important to note that the Western Monmouth Utilities Authority was one of only eight authorities out of 96 to receive this distinct honor. Western Monmouth Utilities Authority was also honored as the first member of the JIF to become Sharp Certified.

8/2011 – Dec. 2017: Township of Parsippany-Troy Hills – Risk Manager

Fairview Insurance assisted the Township in collecting and formulating information for an RFP to obtain competitive insurance bids from the insurance market. Fairview Insurance secured several competitive quotes and was able to achieve an annual savings of \$412,000 for the Township of Parsippany – Troy Hills.

Fairview Insurance performed a comprehensive review of all policies in place. Upon review, Fairview found multiple discrepancies within the policies. One major discrepancy was \$1.4 million of mobile equipment being listed as automobiles on the policy. Fairview also reviewed all township buildings for flood zone status (Buildings wholly or partially in flood zones "A through E" require specific coverages from the National Flood Insurance Program).

As a part of Fairview's services, we reviewed Township loss experience and recommended implementation of certain safety measures to reduce claim frequency

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and severity. This led to significant reductions in the loss experience which will ultimately reduce the Township's premiums for years to come.

Fairview's implementation of aggressive risk management safety and employee wellness programs have resulted in additional workers compensation variable cost savings in excess of \$950,000.

2008 – 2012: Bloomfield Board of Education - Risk Manager

Fairview Insurance established guidelines and assisted in the implementation of a Safety Program to reduce claims which lead to premium reduction and stabilization. Fairview organized a routine review of claims with administration to increase safety and reduce frequency of accidents. We transferred the administrative insurance burden from the School District to Fairview Insurance. Fairview Insurance attended Joint Insurance Fund Meetings as the Board of Education's representative. Fairview Insurance then advised the Board of Education of any updates and changes in the insurance industry and how they relate to the entity.

1999 – 2009: Clark Board of Education – Risk Manager

As Risk Manager, Fairview reduced premiums overall by \$1 million. Fairview coordinated a Safety Program with the School Safety Department and the Insurance Carrier. We reviewed premium audits which saved an additional \$42,000. As a part of the new Safety Program, Fairview also helped set up playground inspections.

2007-2010: Roselle Board of Education – Risk Manager

As Risk Manager, Fairview Insurance reduced premiums for three consecutive years for a savings of \$122,000. This savings was achieved while significantly increasing coverages. The coverage increases were as follows:

- The property values were increased from \$64 Million to \$81 Million.
- School Board Leaders Liability coverage increased from \$5 Million to \$16 Million.
- General Liability coverage was increased from \$1 Million to \$16 Million.
- Student Accident Liability coverage increased from \$1 Million to \$16 Million.

Fairview Insurance reviewed premium audits for additional savings. Fairview also formalized safety programs in the district and set up playground safety inspections to meet state safety codes.

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2004 – Present: Livingston Township - Risk Management Consultant

Fairview Insurance established a Risk Management Safety Program with emphasis on Automobile Liability. We coordinated a computer sign-up which allows the Township to check Motor Vehicle Reports free of charge with the State of New Jersey. We enabled the Township to leverage the Joint Insurance Fund's outside Loss Control Division to inspect all premises for auto fleet maintenance, proper valuation, and loss prevention. Fairview also provided an outline for the Township Safety Committee to conduct bi-monthly safety meetings.

Fairview Insurance established a workers compensation claim reporting procedure to handle first reports for the Township which helps to mitigate fees and provide a prompt return to work program. We reviewed and updated Township entities, recommended loss control techniques, and analyzed exposures such as FEMA flood coverages. This enabled the Township to properly cover properties that are in high hazard flood zones. Fairview Insurance provides the Township with alternative insurance market quotations in order to ensure the most cost-effective insurance program.

2007 – 2010: Borough of Roselle – Risk Manager

Fairview Insurance achieved significant financial reductions for the Workers' Compensation line of insurance. Fairview Insurance did an overall analysis of areas relating to workers compensation including the legitimacy of workers compensation claims, employee workplace safety awareness, physician networks, and accident investigations. Fairview Insurance recommended a Workers' Compensation Project Plan that was approved and implemented. Annual savings of Workers' Compensation premiums of over \$75,000 were achieved. Over \$30,000 of past billing mistakes were uncovered and safety was at its highest level in years.

Fairview Insurance identified four Public Official claims that were originally denied due to late reporting. Through negotiation and leverage of experience, we were able to have the insurance company rescind the declination of the claims. This resulted in a saving of legal fees and settlement costs of over \$150,000.

2010: City of Atlantic City – Consulting Services

Fairview Insurance provided insurance consulting services in efforts to streamline administrative procedures and reduce premiums. An RFQ was conducted with a total evaluation of all insurance policies, insurance related vendors and services. Evaluation was based on the following criteria:

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- **Risk Management and Loss Control Services:** This analysis was used to eliminate/reduce claims by classifying exposures and designing training, such as the Return to Work Program. City Safety Committees implemented the trainings.

- **Negotiation of Third Party Administration/Managed Care Services:**
 - We implemented an effective use of medical network.
 - Fairview Insurance negotiated Medical Re-Pricing Discounts.
 - We also provided accurate claim information as well as reconciliation reports with the City finance department for monthly claim payments.

- **Reduction of Fixed Administrative Costs:** As a Consultant, Fairview reduced fixed administrative costs upfront by \$247,000 with the possibility of up to an additional \$1,000,000 of savings based on Risk Management Recommendations.

1994 – 2008: Cherry Hill Township – Risk Manager

Fairview Insurance reduced premiums overall by \$2.8 million. Fairview established a safety and risk management committee that led to favorable loss experience and increased employee safety which helped the Township finish 2nd among 42 municipalities for overall safety awards for 2006 & 2007.

2008 - Present: Borough of Caldwell – Risk Manager

Fairview Insurance went out to bid utilizing multiple insurance vehicles and obtained multiple quotes. This resulted in an annual savings of over \$50,000 and significantly increased the safety services and controls for all departments. Previously, the annual assessments were increasing an average of 8% per year. After the change in Joint Insurance Funds, the average increase was reduced to 3%. After selecting Fairview Insurance, the Borough of Caldwell was paying less in 2010 than they were paying in 2006.

Fairview recommended that the Borough police force become certified with an accredited Police Program to review, update, and implement policies and procedures within the police force. This program will allow the police force to be able to accomplish more with less and reduce both Workers' Compensation and General Liability claims, which leads to a decrease in premiums.

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1998 – Present: Township of West Orange – Risk Management Consultant

Fairview Insurance examined policies from a coverage and pricing standpoint. Gaps in coverage were identified and placement into a different Joint Insurance Fund was recommended. Negotiations on behalf of the Township were completed which resulted in an increase in coverage and a reduction in premiums. Quarterly safety committee meetings are now done on an ongoing basis to maintain a heightened level of workplace safety awareness.

2006 – 2009: Township of Pemberton – Risk Manager

Fairview Insurance attended Safety and JIF Meetings. We reviewed coverages and exposures and established formalized procedures for a Safety Committee.

2006 – 2011: Borough of Highland Park – Risk Manager

Fairview Insurance negotiated compliance of Loss Control recommendations, attended JIF meetings, and set up a Safety Program to comply with JIF regulations.

January 2014 – December 2016: City of Millville – Risk Manager/Insurance Broker

Fairview Insurance accomplished the following with the City:

- Since Fairview Insurance Agency became the City's Risk Management Consultant, the JIF assessment has had a net savings of \$255,200 for the renewal years of 2016 and 2017 combined compared to the 2015 Fund year. These were the first reductions of the City's Atlantic County Municipal Joint Insurance Fund assessment since 2009.
- Fairview Insurance attended all scheduled Atlantic County Municipal Joint Insurance Fund meetings.
- Fairview Insurance attended monthly Safety Committee meetings at the City of Millville.
- Fairview Insurance reviewed all outside vendors certificates of insurance to verify that they comply with insurance requirements specified in the City contracts to transfer the risk of loss.
- Fairview Insurance assisted in gathering all renewal application information (verifying and entering all data into the Atlantic County Municipal Joint Insurance Fund online system).

1997 – 2015: Borough of New Providence – Insurance Broker

Fairview Insurance Agency accomplished the following with the Borough:

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- Stabilization of the Borough's insurance costs. The Borough's renewal pricing for 2016 was \$527,428 compared to \$516,687 in 2015. This total premium for 2016 includes coverage for the NPSM Consolidated Communications which will pay \$34,996 of the overall assessment, which means that the assessment for the Borough of New Providence in 2016 is \$492,432 representing a savings over the previous year.
- Increased on-site safety training has resulted in achieving a more favorable claims experience for the Borough.

Fairview Insurance Agency Associates, Inc. was the Insurance Broker for the Borough of New Providence for fifteen years. We consistently focused on safety claims management and reducing or keeping premium increases to a minimum. In the 2009-10 renewal process, we achieved an overall premium reduction. In the 2010-11 renewal process there were several workers compensation claims that would have led to almost doubling the premium, however thanks to Fairview remarketing the workers compensation to multiple markets; we obtained no increase in premium. We also attained a premium reduction on the rest of the package. In the 2011-12 renewal process Fairview again achieved an overall account savings. We continuously remarketed the account to ensure that the Borough had the most comprehensive program for the most advantageous cost.

November 2011 –2014 & 2015- 2016: Hoboken Housing Authority – Risk Manager

Fairview Insurance Agency became Risk Manager for Hoboken Housing Authority shortly after Hurricane Irene. Fairview helped by facilitating payment between both the Authority's insurance carriers and FEMA.

Hurricane Sandy's effects on the Authority's various complexes were severe. The Fairview staff visited the Authority during the aftermath of Sandy, again facilitating emergency and clean-up procedures. In addition to aiding in ground efforts, Fairview ensured that the Authority received timely payments from both the insurance carriers and FEMA. Similar to Fairview's efforts after Irene, Fairview gathered and classified all the necessary documentation in order to get payment as quickly as possible from all possible opportunities (avenues included the Authority's 28 Flood Insurance policies, their coverage package with a Joint Insurance Fund and FEMA funding). Considering the large impact that Sandy had on the Authority, it was most important that the Authority receive prompt payment in order to return to normalcy for its residents.

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January 2008 – Present: Housing Authority of City of Passaic

Fairview Insurance identified a strong need for specific trainings. Wrongful termination, harassment and other EPLI claims are on the rise and the best way to control frequency and severity is proactive trainings. Fairview Insurance recommended and coordinated an all-day 3 session Employment Practices training. This included Employee Conduct, Conflict Resolution & Stress Management.

Separate underlying flood policies were secured to eliminate gaps of insurance between flood carriers. Additionally, with the FEMA Flood maps changes throughout the year, Fairview Insurance regularly looks for changes in flood zones to ensure coverage is current.

September 2012 – 2015: Bergen County Housing Authority

Fairview Insurance worked with the Housing Authority to ensure compliance of the Employee Handbook and Policies and Procedures Manual. This resulted in a reduction in deductibles of \$15,000 per claim. Additionally, Safety Trainings were established and implemented based on claims in the past 2 years. There was also damage from both Hurricane Irene and Hurricane Sandy in which Fairview was involved in expediting the claims reimbursement process. At the end of the contract Fairview Insurance we out to get competitive bids to keep insurance premiums down. As Risk Manager, Fairview Insurance attends JIF meetings as representative. We established guidelines for a Safety Program. Fairview also reviews claims with administration to prevent reoccurrence. Coverages have been increased while costs have been stabilized.

References – Partial Listing:

Client/Address	Lines of Coverage	Contact	Contact Phone Number
Township of Mine Hill 10 Baker Street, Mine Hill, NJ	Property & Casualty	Sam Morris Mayor	973-366-9031
Township of West Orange 66 Main Street, West Orange, NJ	Property & Casualty	Jack Sayers Business Administrator	973-325-4050
City of Passaic 330 Passaic Street, Passaic, NJ	Property & Casualty	Rick Fernandez Business Administrator	973-365-6330

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City of Trenton 319 East State Street, Trenton, NJ	Property & Casualty	Adam Cruz Business Administrator	609-989-3105
County of Passaic 401 Grand Street, Paterson, NJ	Property & Cyber Liability	J. Kevin McDuffie Assistant County Counsel	973-881-4466
Borough of Keyport 75 West Front Street, Keyport, NJ	Property & Casualty	Stephen Gallo Business Administrator	732-739-5122
Borough of Red Bank 90 Monmouth Street, Red Bank, NJ	Property & Casualty	Ziad Shehady Business Administrator	732-530-2740
Jersey City Board of Education 346 Claremont Ave, Jersey City, NJ	Property & Casualty	Regina Robinson Business Administrator	201-915-6279
City of East Orange 44 City Hall Plaza, East Orange, NJ	Property & Casualty	Solomon Steplight Business Administrator	973-266-5310
Township of Union Public Schools 2369 Morris Avenue, Union, NJ	Property & Casualty	Manuel E. Vieira Business Administrator	908-851-6419
City of Bayonne 630 Avenue C, Bayonne, NJ	Property & Casualty	Brian Dellabella Insurance Committee Secretary	201-858-6034
Woodland Park Board of Education 853 McBride Avenue, Woodland Park, NJ	Property & Casualty	Thomas DiFluri Business Administrator	973-317-7720
Brick Municipal Utilities Authority 1551 Highway 88 West, Brick, NJ	Property & Casualty	Gary Vaccaro Director – Compliance, Safety & GIS	732-701-4256
Township of Old Bridge One Old Bridge Plaza, Old Bridge, NJ	Property & Casualty	Himanshu Shah Business Administrator	732-721-5600
Passaic Valley Sewerage Commission 600 Wilson Avenue, Newark, NJ	Property & Casualty	Gregory A. Tramontozzi Executive Director	973-466-2915
Toms River Regional Schools 1144 Hooper Ave, Toms River, NJ	Property & Casualty	William Doering Business Administrator	732-505-5549
City of Bayonne Board of Education 669 Avenue A, Bayonne, NJ	Property & Casualty	Tom Fogu Acting Business Administrator	201-858-5560
Township of Livingston 357 S. Livingston Ave, Livingston, NJ	Property & Casualty	Russ Jones Asst. Business Administrator	973-535-7973
Borough of Caldwell One Provost Square, Caldwell, NJ	Property & Casualty	Lisa O'Neil Borough Deputy Clerk	973-466-4634

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e) Experience with and familiarity with the Town's needs and goals.

Fairview Insurance Associates understands that the Town of Secaucus wants to have the broadest coverage possible at the most competitive pricing. Through proper analysis of the loss history we will help determine the most appropriate retentions/deductibles. This can have a significant impact reducing Town expenditures.

Additionally, safety of the Town's employees is of the utmost importance. Frequent review of loss history and ensuring employees are properly trained will save the Town by proactively reducing claims. A concentration on safety and training is the best way to reduce claims, which in turn will help stabilize and reduce premiums, which is a goal for the Town.

As there has been a constant change in technologies, there is a need to constantly review and determine proper risk management techniques and insurance coverage.

The more recent coverage extensions that pertain to the Town include the area referred to as Cyber Liability. Cyber Liability insurance protects you when there is a breach of electronic information and that breach of security results in a claim for monetary damages.

There are additional Cyber coverage's such as computer fraud, also known as fraudulent funds/ wire transfer protection. There may also be a need for Computer vandalism coverage, as the Town is most likely reliant on this system.

In addition to the more standard lines of insurance we will review a checklist of items such as Terrorism coverage, Pollution protection, Employment Practices Liability, Earthquake, Flood, Crime, Equipment Breakdown, Law Enforcement, Green coverage's, etc.

We will also be available to assist and make recommendations in regard to the insurance provisions of the Town's contracts. The transfer of risk via contracts is a common occurrence and there is clearly a need to establish and monitor this process. The process should include obtaining current certificates of insurance and will confirm that these insurance requirements have been met.

Through a proper and well established risk management program, Fairview Insurance Agency Associates, Inc. will strive to ensure that the Town obtains the most competitive

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and comprehensive insurance program. That is the essential need of the Town, the most comprehensive insurance package for the best available price. That is what Fairview Insurance can continue to do for the Town of Secaucus.

f) Description of ability to provide the services in a timely fashion, including staffing, familiarity and location of key staff.

Our service model is to provide exceptional service both quickly and accurately and our service is unparalleled in the industry. Fairview Insurance prides ourselves in managing all aspects of the Property & Casualty Insurance. This includes all coverages that are within the Joint Insurance Fund and all related coverages that must be placed outside of the Joint Insurance Fund. Additionally, we are the primary point of contact for insurance inquiries, claims reviews, and safety trainings to reduce the frequency of workplace accidents and claims related to the Town. While other agencies direct clients and members to contact the carrier first, we advise all to contact us first so that we may effectively resolve any issue before it becomes escalated to minimize the impact to the Town. We provide a myriad of services to all our clients, and are as involved as our clients prefer. All of our staff that will be managing the Risk Management servicing needs is located at our Verona office.

We structure our department, and agency as a whole, in a way that allows us to provide complete service and management for our clients' Property and Casualty programs. We provide a team of knowledgeable and capable staff, each with specific expertise.

Lawrence Graham, CIC, (Supervising Risk Management Consultant)

Vice President

Fairview Insurance Agency Associates, Inc.

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Fax: 973-857-9131

Email: lgraham@fairviewinsurance.com

Larry is responsible for risk management services for numerous public sector accounts.

He also oversees Fairview's risk management operations for public sector accounts

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daily. Larry coordinates each team that will be servicing Fairview Insurance's public sector clientele. Larry will serve as the senior management team's primary point of contact for the Town and will assist with account renewal, risk management analysis, loss control coordination, and insurance carrier relations. Larry will also be the lead on any contract review desired by the Town. Larry has over thirty five years of experience in the industry.

Zach Edelman, CRM (Risk Management Consultant)

Director of Risk Management

Email: zedelman@fairviewinsurance.com

Zach works with Larry on numerous public sector accounts. He is responsible for visits with the clients, loss control and claim management assistance to assure client profitability and appropriate insurance analysis. Zach will assist Larry. He will help coordinate the various servicing needs of the Town, focusing on identifying training needs for the Town and working with the JIF safety consultant to complete the training. Zach will also assist Larry in contract review, if desired by the Town. Zach has been with Fairview for fifteen years.

Tom FitzPatrick, (Risk Management Consultant)

Executive Sales

Email: tfitzpatrick@fairviewinsurance.com

Tom works with Larry and Zach on several public sector accounts. Tom is responsible for visits with clients, loss control and claims management assistance to assure client profitability and appropriate insurance analysis. Tom also specializes in workplace safety, claims management, and premium stabilization. Tom will be the main point of contact for any claims inquiries or issues. Tom will assist Larry, and Zach as necessary to ensure the Town's insurance program is running smoothly. Tom will assist Larry and Zach with the contract review as well if desired by the Town. Tom has been with Fairview for eleven years.

Joseph G. DiVincenzo, Property & Casualty Consultant

Joseph works with Larry, Zach, and Tom on a number of public sector accounts. He is responsible for visits with clients, safety coordination, and wellness program coordination for clients that choose to utilize this service. Joseph will also be responsible to coordinate and set up safety committee meetings for the Town and to

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attend the meetings. Joseph will also be responsible for monitoring claims on a monthly basis to identify any trends and recommend training in these areas.

Danielle Voda, CIC, CPIA, Senior Account Executive

Email: dvoda@fairviewinsurance.com

Danielle is responsible for handling day-to-day account responsibilities such as coverage questions, endorsement processing, policy review, certificate analysis and general account management tasks. Danielle will serve as the main account service representative for the Town. Danielle's hands-on approach to account management ensures that all clients receive the highest caliber of client service. Danielle has been with Fairview for over ten years.

Teresa Sulsona, CISR, CPSR, CPIA, Property & Casualty Lines Manager

Teresa is responsible for underwriting of new and renewal Public Sector business. Teresa is responsible for the oversight of all public sector accounts. She will make sure all needs are met by the CSR staff. Teresa will handle client's inquiries regarding insurance coverage and will manage Fairview's staff on a daily basis to assure that the customers' needs are met. Teresa has over thirty years of experience in the industry.

Anne Campagna, Account Manager

Anne is responsible for providing high quality client service which includes marketing, assistance with routine coverage questions, endorsement processing, certificate of insurance coordination, problem solving, billing and policy review. Anne will serve as a secondary customer service representative for the Town. Anne has over 20 years of experience in the insurance industry.

Over the years, Fairview Insurance has developed a specialized set of services that we provide to our public entity clients aside from the Scope of Services. We believe that this set of services is the best resource that we provide to our clients. This service overview describes our ability to provide the services desired in a timely fashion. Below is essentially an outline of everything that we do for our clients on a day to day basis. The service overview is as follows:

FAIRVIEW INSURANCE SERVICE OVERVIEW

At Fairview Insurance, we pride ourselves on our Risk Management Services and our abilities to properly insure the Public Entity. Through a series Risk Management controls

Town of Secaucus
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Risk Management Services

we work proactively to ensure that the entity is properly covered; working as safely as possible and costs are kept to a minimum. Fairview Insurance is available to accommodate any required meetings. Below is a description of some of the relevant services performed routinely on Public Sector Accounts. Additional Risk Management Services are provided on an as needed basis. *It is important to note that all of Fairview Insurance Agency's services are tailored to fit each of our client's needs.* The following is a sample of all the services that Fairview can provide, however, Fairview will provide whatever level of service the Town desires.

Immediately Upon Being Appointed as Risk Manager

Fairview Insurance Associates will review all lines of insurance to insure that proper coverage is in place. This ensures that there are no gaps in coverage and the public entity is fully covered. If we find that there are gaps in coverage we make the necessary recommendations to the Business Administrator.

Examples of this review are:

- Review and ensure all Public Entity buildings appear on the statement of values.
- Review and ensure all vehicles are listed on the policy
- Review all Workers' Compensation class codes and payrolls to ensure accuracy
- Ensure all key positions have surety bonds protecting against theft
- Review and ensure all equipment appears on equipment schedule
- Review all current insurance policies, prepare an analysis and provide recommendations

Claims Management

Although there is no way to predict the severity of a claim or eliminate claims entirely, there are a number of action items that the entity and risk manager can work on jointly to keep these claims to a minimum. Some examples are:

- *Promoting Self Inspection* - As Public Sector employees are present and on facilities full time an effective approach is self-inspections. Quarterly safety checklists are completed by department heads and reviewed to eliminate hazards.

Town of Secaucus
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Risk Management Services

- *Proactive Hazard Identification Walk Through* - Fairview Insurance will coordinate a periodic walk through of the facilities to identify the issues and make the necessary recommendations.
- *Streamline Claims Reporting Process* - Fairview Insurance reviews current Public Entity's Claims handling process. By helping to identify and documenting which department(s) or contacts are specifically assigned to report claims.

The benefits are:

- Minimize employee loss work time
- Reduce overall claim totals
- Avoid Claim Denials based on late or failure to report
- Employees back to work sooner reducing the unnecessary exposure of overtime and soft dollar savings of having to train new part-time workers

Monthly Claim Review and Interdepartmental Meetings

Claims can be minimized through the above actions, but accidents and injuries do occur. The purposes of Monthly Claims Meetings are geared to promote communication and reduce the frequency of the claims. The following are services and benefits that are provided, but our services are not limited to the following:

- Review Title 59 Guidelines and the spirit of Sovereign Immunity
- Meet with department heads to review prior month's claims.
- Identify claim trends and specify what department the claims are coming from
- Based on these trends recommend a safety program to provide training where needed
- These trainings review PEOSHA trainings facilitated through insurance carriers such as - Blood Borne Pathogens, Confined Space Entry, Excavation, Fire Safety, Flagger/Work Zone Safety, Ladder Safety, Lock Out/Tag Out, Personal Protective, Equipment, Powered Industrial Trucks/Forklifts, Respiratory Protection, Hazcom, Spill Prevention, and Defensive Driving, etc.

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Risk Management Services

Administrative Assistance

Fairview Insurance works to reduce the insurance related administrative burden from Business Administrators. Our services include but are limited to the following:

- Continuous assistance to the Public Entity in identifying its insurable Property & Casualty exposures and to recommend professional methods to reduce, assume or transfer the risk of loss.
- Assist the Public Entity in the preparation of applications, statements of values, and similar documents requested by the Insurance Company of record.
- Review Certificates of Insurance from contractors, vendors and professionals, when requested by the Public Entity.
- Review the Public Entity premiums in the preparation of its annual insurance budget.
- Assist where needed in the settlement of claims, with the understanding that the scope of Fairview Insurance's involvement does not include the work normally done by a public adjuster.
- Contract Review: We will review, from a risk management standpoint, construction documents, lease agreements and other contracts which you provide us and we will offer our recommendations. This review will concentrate on insurance requirements; however, all contracts should be reviewed by legal counsel.
- Endorsements: Policy changes are handled on a special endorsement request form which is sent to the company and copied to you. It lets you know what changes have been ordered and on what basis. Please review the form to make certain the information is correct. When the endorsement is received, it is checked for accuracy and the premium is checked for correctness.
- Location Visits: The staff at Fairview Insurance Agency Associates, Inc., in conjunction with the insurance company, will visit job sites on an "as needed" basis to evaluate unique loss exposures which may result from your operations.

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Renewal Policies

Renewal Meeting: We will conduct a renewal meeting to determine your exposures for the coming policy year with approximately 120 days prior to expiration date. Some of the renewal topics discussed would include updating vehicles, payrolls, inland marine equipment, list of certificate holders, classifications, lease review, property values, driver information and audit review. We will prepare an annual report on such items as:

- Summary of Agency service activities during the past year
- Brief review of major outstanding claims
- Summary of premiums and loss experience
- Our views of the marketplace and how it relates to you
- Renewal Checklist: We feel renewals are just as important as producing new business. Much time is spent reviewing renewal policies, reviewing all coverages, and making sure our insured receives the best coverages for what they are paying.
- Renewal Policies: We endeavor to have renewal policies to our clients prior to the renewal date. If this cannot be done for some reason, detailed binders of insurance are prepared confirming renewal coverage in effect. We do not take our clients for granted.
- Renewal Marketing: We will facilitate the remarketing of your insurance coverages to various markets available to guarantee that the most comprehensive and competitive program is in place.

Communication

We will communicate on a frequent basis to discuss any particular issue not previously addressed within the service agreement. We are also available on request to provide assistance and consultation on risk management issues which are of concern.

Transfer of Liability

Fairview Insurance understands the crucial element of transferring liabilities away from the Town of Secaucus, specifically with contractors. We will recommend and apply the necessary Risk Management principles (referenced below) in order to secure proper

Town of Secaucus
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Risk Management Services

levels of insurance, with the ultimate goal of transferring risk away and onto the contractors' insurance policies.

Contractors must provide evidence of their own Workers' Compensation coverage, covering any injuries resulting from work done on behalf of the Town. This will ensure that the Town's Workers Compensation policy and specifically its claims experience is not negatively affected.

Contractors must also provide evidence of General Liability, Auto Liability and Umbrella coverage. Any injuries that arise in the area of Liability, Completed Operations and Property Damage, will be applied to the contractor's insurance carrier. Similar to the above mentioned Workers' Compensation requirement, this added precaution will ensure that the Town's Liability claims history is not affected.

As an added layer of security, the Town should be named as an additional insured on the contractor's insurance policy and a hold harmless agreement must also be secured.

In addition to the attached Risk Manager/Broker Services, Fairview Insurance provides oversight into the insurance related vendors. This added benefit will not only ensure that these insurance related vendors offer competitive pricing, but also make sure that the vendors in place are top professionals in their fields.

Evaluation Criteria

TPA (Third Party Administrator):

- Taking initial claim reports, validating and directing medical care to the proper network of physicians/hospitals
- Ratio of claim adjusters to cases
- Providing accurate claim information as well as reconciliation reports with the finance department for monthly claim payments
- Price per claim (medical only and indemnity)
- Cost for run-out claims (if not on a life of claim basis)
- Contract subject to a cap

Town of Secaucus
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Risk Management Services

MCO (Managed Care Organization):

- Effective use of medical network
- Medical re-pricing discounts
- Flat fee
- What is the percentage of savings that is retained by the managed care organization (MCO)
- Contract subject to a cap

Workers Compensation/Liability Law Firms:

- Fairview Insurance can assist in the RFQ process
- Cost per claim/hour
- Expertise in the industry

Review of Costs:

- Total Policy Cost Analysis
- Insurance premiums
- Self-Insured Retentions
- Deductibles
- Loss Fund & out of pocket claims costs

Customized Cost Solution

We understand that every risk is unique. We keep this in mind when re-marketing your insurance coverages to various markets. This guarantees that the most comprehensive and competitive programs are in place.

- Utilizing all available insurance options in the marketplace we compare and contrast to see which is the best fit and create a customized solution.
- Constant changing market trends and varying characteristics require an analysis that includes up to date information.
- This underwriting information is sent to specialty programs, Joint Insurance Programs, Self-Insurance Options and Private Insurance Companies.

Some of the insurance carriers that Fairview has the capability of working with are Ace Insurance, Admiral Insurance Company, Alteris, American Alternative, American Surplus

Town of Secaucus
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Lines Insurance Company, American Safety, Beazly, Brit, Chartis Insurance, Chubb Insurance, Crum and Forster Group, Darwin Insurance, Essex Insurance Company, Evanston Insurance Company, Foremost Insurance, Franklin Mutual Insurance, Freberg Environmental Insurance, General Star Indemnity, Genesis, Glatfelter, Greater New York Mutual, Hartford Insurance, Hermitage Insurance Company, Hiscox, Insurance Company of PA, Interstate Fire and Casualty, Investors Underwriting Managers, Lexington Insurance, Liberty International, Markel International Insurance Company, McGowan, Mount Vernon Fire Insurance Company, Munich, National Union Fire Insurance Company, Nautilus Insurance Company, Northfield Insurance Company, NY Marine, Pacific Insurance Company, Philadelphia Insurance Company, Safety National, Selective Insurance Company, Scottsdale Insurance Company, Torus, Travelers Insurance, Tudor Insurance Company, U.S. Specialty, Lloyds of London, United States Liability Insurance Company, Utica Mutual, W.R. Berkley, Western World Insurance Company, Wilshire Insurance Company, XL Insurance, Zurich Insurance. Fairview Insurance also has the capability and experience to work with the numerous Joint Insurance Funds around the State.

Once all of the above are combined with different levels of deductibles and self-insured retentions, you have a completely customized solution.

- g) **Cost details, including the hourly rate of each of the individuals who will be performing services (if applicable), (please specify if different rates based on experience or position of individual) and expense and/or administrative rates applicable.**

Fairview Insurance Agency is proposing our services as Risk Management Consultant for the Town of Secaucus for a flat yearly fee of \$45,000 per year. Fairview Insurance Agency is also willing to extend this contract with the Town for up to 3 years. We do not bill based on individual hourly rates or any additional expenses. Please contact us if there are any questions regarding this flat fee proposal.

- h) **Copy of New Jersey Business Registration Certificate.**

This and any other documentation is available upon request.

Resolution No. _____

**TOWN OF SECAUCUS
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**A RESOLUTION ON BEHALF OF THE TOWN OF SECAUCUS
AUTHORIZING AN APPOINTMENT AWARD
OF PROFESSIONAL SERVICES CONTRACTS**

WHEREAS, the Mayor and Council of the Town of Secaucus received responses to its Fair and Open Solicitation Process for Professional and other services on January 15, 2020; and

WHEREAS, after review and discussion of such responses that the Mayor and the Town Council has determined to whom contracts should be awarded.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Town of Secaucus, County of Hudson, in the State of New Jersey, that contracts for Professional and other services be awarded as set forth below subject to approval of funds in the 2019 Municipal Budget.

BE IT FURTHER RESOLVED, that the Mayor and Town Clerk shall be authorized to execute contracts for Professional and other services as follows:

1. **Professional Services 1A.1 – Special General Counsel:**
Chasan Lamparello Mallon & Cappuzzo, PC – \$175.00 hourly rate for attorneys and other professionals pursuant to the rate schedule in their proposal. Amount not to exceed \$75,000.00.

Florio Kenny Raval, LLP – \$175.00 hourly rate for attorneys and other professionals pursuant to the rate schedule in their proposal. Amount not to exceed \$75,000.00.
2. **Professional Services 1A.2 – Special Attorney, Litigation:**
Florio Kenny Raval, LLP – \$175.00 hourly rate for attorneys and other professionals pursuant to the rate schedule in their proposal. Amount not to exceed \$75,000.00.

Chasan Lamparello Mallon & Cappuzzo, PC – \$175.00 hourly rate for attorneys and other professionals pursuant to the rate schedule in their proposal. Amount not to exceed \$75,000.00.
3. **Professional Services 1A.3 – Town Auditor:** Bowman & Company LLP pursuant to the rate schedule in their proposal in an amount not to exceed \$80,000.00.
4. **Professional Services 1A.4 – Tax Appeal Attorney:**
Weiner Law Group LLP – \$175.00 hourly rate for attorneys pursuant to the rate schedule in their proposal. Amount not to exceed \$160,000.00

Chasan Lamparello Mallon & Cappuzzo, PC – \$175.00 hourly rate for attorneys and other professionals pursuant to the rate schedule. Amount not to exceed \$20,000.00

5. **Professional Services 1A.5 – Labor Attorney:**
Florio Kenny Raval, LLP – \$175.00 hourly rate for attorneys. Amount not to exceed \$50,000.00

David J. Heintjes, Esq. – \$175.00 hourly rate. Amount not to exceed \$50,000.00
6. **Professional Services 1A.6 – Consulting Engineer:**
Boswell Engineering – see schedule of Billable Hourly Rates in their proposal. Amount not to exceed \$350,000.00.

Remington & Vernick Engineers – see schedule of Billable Hourly Rates in their proposal. Amount not to exceed \$125,000.00.

Neglia Engineering Associates – see schedule of Billable Hourly Rates in their proposal. Amount not to exceed \$25,000.00.
7. **Professional Services 1A.7 – Town Surveyor:**
Neglia Engineering Associates – see schedule of Billable Rates in their proposal. Amount not to exceed \$17,500.00.

Boswell Engineering – see schedule of Billable Rates in their proposal. Amount not to exceed \$17,500.00.
8. **Professional Services 1A.8 – Bond Counsel:**
Rogut McCarthy LLC – see schedule of Billable Rates in their proposal in an amount not to exceed \$50,000.00.
9. **Professional Services 1A.9 – Special Bond Counsel:**
McManimon, Scotland & Baumann, LLC – see schedule of Billable Rates in their proposal in an amount not to exceed \$20,000.00.
10. **Professional Services 1A.10 – Special Counsel: Federal Regulatory Specialist:**
Krivit & Krivit, P.C. – \$175.00 hourly rate in an amount not to exceed \$50,000.00.
11. **Professional Services 1A.12 – Alcoholic Beverage Control Board Counsel:**
David J. Heintjes, Esq. – \$150.00 hourly rate in an amount not to exceed \$7,500.00.
12. **Professional Services 1A.13 – Public Relations Specialist/Local and State Grant Writer:**
Millennium Strategies LLC – \$3,300.00 per month in an amount not to exceed \$39,600.00.
13. **Professional Services 1A.14 – Municipal Prosecutor:**
Michael Bukatman, Esq. – \$385.00 per court session in an amount not to exceed \$85,000.00.
14. **Professional Services 1A.16 – Planning Board Attorney:**
Florio Perrucci Steinhardt & Fader LLC – \$175.00 blended hourly rate in an amount not to exceed \$10,000.00.
15. **Professional Services 1A.17 – Zoning Board of Adjustment Attorney:**
Florio Kenny Raval, LLP – \$175.00 hourly rate in an amount not to exceed \$25,000.00.
16. **Professional Services 1A.18 – Municipal Public Defender:**
Thomas Koehl, Esq. – \$325.00 per court session in an amount not to exceed \$55,000.00.

17. Professional Services **1A.19 – Substitute Municipal Public Defender:**
 Appello Law Firm, LLC – \$250.00 per court session in an amount not to exceed \$5,000.00.

18. Professional Services **1A.20 – Town Architect:**
 Clarke Caton Hintz – see schedule of Billable Rates in their proposal.

Professional services for this award shall not, in the aggregate, exceed \$200,000.00.

19. Professional Services **1A.21 – Planner:**
 Clarke Caton Hintz – see schedule of Billable Rates in their proposal.

Professional services for this award shall not, in the aggregate, exceed \$25,000.00.

20. Professional Services **1A.24 – Environmental Consultant:**
 Elias Environmental, LLC – see schedule of Billable Rates in their proposal in an amount not to exceed \$100,000.00.

That the Town Clerk shall publish the above awards in the office and in the newspaper of the Town, The Jersey Journal, no later than twenty (20) days from the date of this Resolution.

Adopted: February 25, 2020

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of a resolution approved by the Mayor and Council on February 25, 2020.

Town Clerk

Mayor

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilwoman Tringali				
Councilman Dehaert				
Councilman Gerbasio				
Mayor Gonelli				

RESOLUTION: _____

**TOWN OF SECAUCUS
COUNTY OF HUDSON
STATE OF NEW JERSEY**

BE IT RESOLVED, by the Mayor and Council of the Town of Secaucus, County of Hudson, State of New Jersey, pursuant to the recommendation of Lisa Snedeker, Director Senior and Social Services, the below person is hereby appointed to the regular part time Clerk (Bilingual) position in the Social Services Department (#74000) effective February 25, 2020 as follows:

Clynes, Maria – start 2/25/20

\$12.00 / Hour

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of a resolution approved by the Mayor and Council on February 25, 2020.

Town Clerk

Mayor

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				

RESOLUTION: _____

**TOWN OF SECAUCUS
COUNTY OF HUDSON
STATE OF NEW JERSEY**

BE IT RESOLVED, by the Mayor and Council of the Town of Secaucus, County of Hudson, State of New Jersey, it is at the request of below employee, to be transferred to a vacated regular full time Custodian position in the Buildings and Grounds Department (#19000). This transfer reflects a decrease in salary effective March 9, 2020, as follows.

Mikhail, Adel

\$41,000.00 /annum

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of a resolution approved by the Mayor and Council on February 25, 2020.

Town Clerk

Mayor

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				

RESOLUTION: _____

**TOWN OF SECAUCUS
COUNTY OF HUDSON
STATE OF NEW JERSEY**

BE IT RESOLVED, by the Mayor and Council of the Town of Secaucus, County of Hudson, State of New Jersey, pursuant to the recommendation of Michael Pero Superintendent Recreation, the below persons are hereby appointed as the replacement and regular part time positions in Recreation Department Teen Center Program (#81011) effective February 25, 2020 as follows:

Adriaenenssens, Roger (Supervisor) start 2/17/20 \$13.00 / Hour
Mojica, Hailey#5015 (Counselor) start 2/2/20 \$11.00 / Hour

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of a resolution approved by the Mayor and Council on February 25, 2020.

Town Clerk

Mayor

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Glancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				

RESOLUTION: _____

**TOWN OF SECAUCUS
COUNTY OF HUDSON
STATE OF NEW JERSEY**

BE IT RESOLVED, by the Mayor and Council of the Town of Secaucus, County of Hudson, State of New Jersey, pursuant to the recommendation of Michael Pero Superintendent Recreation, the below person is hereby appointed to the replacement regular part time Custodian position at the Rec Center Department (#81000) effective February 26, 2020 as follows:

Chevres, Michael (5:00 am shift)

\$11.00 / Hour

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of a resolution approved by the Mayor and Council on February 25, 2020.

Town Clerk

Mayor

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				

RESOLUTION _____
TOWN OF SECAUCUS
COUNTY OF HUDSON

BE IT RESOLVED, by the Mayor and Council of the Town of Secaucus, County of Hudson, and State of New Jersey, pursuant to the recommendation of Mike Pero, Superintendent of Recreation, that the Recreation Department is authorized to conduct the following Sports Clinic for Spring 2020, to run for up to five (5) weeks, effective March 16, 2020 as follows:

Directors

Voucher

Guy Pascarello, Softball	\$3,000.00
Jennifer Marin, Rec Soccer	\$4,500.00
George Tsirogiannis, Travel Soccer	\$4,500.00
Michele Sanchez, Swim Team	\$3,000.00

Coaches

Mike Hartung – Trainer	\$25.00 / Hour
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Counselors (Students)

Taylor Hartung	\$10.30 / Hour
Laure Linder	\$10.30 / Hour
Joseph Parisi Jr.	\$10.30 / Hour
Blake Thomas	\$10.30 / Hour

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of a resolution approved by the Mayor and Council on February 25, 2020.

Town Clerk

Mayor

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				