



NJMSIJIF

New Jersey Municipal Self Insurers'
Joint Insurance Fund

General Municipal Information Workshop

Fund Name: New Jersey Municipal Self Insurers' Joint Insurance Fund

Municipality: _____

Street Address: _____

City: _____

State: _____

Zip: _____

County: _____

Phone: _____

Fax: _____

Fund: _____

Commissioner: _____

City of Burlington

Township of Burlington

Township of Clark

North Hudson Regional
Fire & Rescue

Borough of Paramus

Optional Excess Liability Limits Available:

- ☐ 2 Million excess 5 Million = 7 Million
- ☐ 5 Million excess 5 Million = 10 Million
- ☐ 15 Million excess 5 Million = 20 Million

Standard Limit is 5 Million

Optional Excess Public Officials Liability/Employment Practices Liability Limits Available:

- ☐ 1 Million excess 2 Million = 3 Million
- ☐ 2 Million excess 2 Million = 4 Million
- ☐ 3 Million excess 2 Million = 5 Million
- ☐ 4 Million excess 2 Million = 6 Million

Standard Limit is 10 Million

51 EVERETT DRIVE
SUITE B-40
WEST WINDSOR, NJ
08550-5374
Phone: (609) 275-1140
FAX: (609) 275-9662

GENERAL LIABILITY

Entity: _____
Fund: New Jersey Municipal Self Insurers' Joint Insurance Fund

Area (square miles): _____ Population (summer increase): _____
Road Miles: _____ Golf Course (Receipts): _____

MUNICIPAL BUDGET WORKSHEET

TOTAL APPROPRIATIONS:

Total Municipal Appropriations for 2022 _____
(Both IN and Out of CAP) _____

LESS DEDUCTIONS:

1. Reserve for Uncollected Taxes _____
2. Deferred Charges for Future Taxation _____
3. Debt Service _____
4. Capital Improvement _____
5. Judgements _____
6. Contracted Services
(Sanitation Only) _____

TOTAL DEDUCTIONS _____

TOTAL ADJUSTED APPROPRIATIONS _____

POLICE PROFESSIONAL LIABILITY WORKSHEET

2022

Number of officers who are armed and/or have arrest power: _____

Number of officers without arrest power: _____

School crossing guards, meter maids, etc.: _____

Number of Department personnel who are not police officers
and have no arrest power (clerical): _____

Number of Auxiliary Police or Reserves: _____

Number of Police dogs and horses: _____

WORKERS' COMPENSATION PAYROLL WORKSHEET

Entity: _____

Fund: New Jersey Municipal Joint Insurance Fund

Classification	Code	2022 # Full Time Employees	2022 # Part Time Employees	2023 Estimated Payroll
Shade Tree Commission	0106			
Bridges or Culverts	5222			
Street Maintenance	5509			
Landfill	6217			
Sewer Construction	6306			
Bus System	7384			
Water Department	7520			
Electric Department	7539			
Sewer Department	7580			
Fire Department (paid)	7711			
Fire Department (volunteer)	7711B			
First Aid/Rescue Squad	7715			
First Aid (volunteer)	7715B			
Police (arrest powers only)	7720			
Crossing Guards	7728			
Auto Repair	8397			
Engineer	8601			
Sales	8742			
Administrative/Clerical	8810			
Police Dispatchers & Clerical	8810B			
Mayor/Council	88102			
Judges/Magistrates	88103			
Attorney	8820			

After School Care	8828			
Public Health Nurses	8835			
Library Department	8838			
School/Prof	8868			
Building Department	9015			
NJPHA	9033			
Health Care Services	9045			
Swimming Pool	9061			
Parks and Recreation	9102			
Library-non prof	9106			
Street Cleaning	9402			
Sanitation	9403			
Municipal Employees NOC	9410			
Lifeguards	9410B			
County Gov't/Youth Workers	9421			
Animal Shelter	9726			
Totals				

SPECIAL EXPOSURES

Entity: _____

Fund: New Jersey Municipal Self Insurers' Joint Insurance Fund

Yes / No

Dam, Levee or Dike _____

Water Utility _____

Electric Utility _____

Sewer Utility _____

Waterfront, Lake, Reservoir _____

Animal Pound _____

Industrial Park _____

Cemetery _____

Pistol Range _____

Chemical Spraying _____

Swimming Pool _____

Concession Stand _____

Wharves/Piers/Docks _____

Fairs _____

Watercraft _____

Fireworks _____

Convention Center, Arena, Auditorium _____

Ice/Roller Skate/Blade Facilities _____

Skate Board Facilities _____

Golf Course _____

Incinerator _____

Stadium, Bleachers, Grandstands _____

Landfill, Dump, or Refuse Site _____

Landfill Detail: _____

Parking Authority _____

Non-owned Aircraft Liability _____

Parking/Garage keepers Liability _____

Day Care Center _____

Day Care Type: _____

Day Care Services: _____

The following exposures are EXCLUDED from the program. If you have any of these exposures, contact your Risk Manager for assistance.

- Amusement Parks
- Hospitals and Clinics
- Nursing Homes and Aides Treatment Centers
- Penal Institutions, Jails
- Schools and Colleges
- Ski Facilities and similar area
- Gas Utilities
- Zoos
- Airport and related facilities
- Blasting Operations
- Mechanical Amusement Devices/Carnivals
- Racetracks
- Housing Authority
- Marina Operator's Legal Liability
- Skateboard Facilities (can be provided, if local JIF approves coverage and by meeting loss control criteria)

Note (1): Normal Board of Health operations including incidental malpractice are covered by the Fund.

Note (2): Coverage for holding cells is provided.

Note (3): The Fund's liability coverage includes its sponsorship of "street fairs", "fair days", "founders day", and the like. However, coverage does not extend to participants, vendors, contractors, etc.

PRESENT PREMIUMS AND LIMITS
NOTE: PLEASE INCLUDE COPIES OF YOUR CURRENT INSURANCE POLICIES

COVERAGE	COMPANY	EXPIRATION DATE	LIMITS	PREMIUM
Workers' Comp				
Property Package (Section I)				
Police Professional				
General Liability				
Umbrella				
Public Official				
Miscellaneous				
Auto Liability				
Auto PD				
TOTALS:				

**PROVIDE HARD COPY CURRENTLY VALUED INSURANCE COMPANY LOSS RUNS FOR ALL
COVERAGE FOR THE PAST FIVE YEARS.**

APPLICATION CERTIFICATION:

I have examined the Underwriting and Claims information herein contained and submitted on behalf of the municipality/authority and I certify that this information is complete, true, and accurate to the best of my knowledge. I am aware that omissions or inaccuracies in the material submitted may result in revised assessment and in certain extreme cases a lack of insurance coverage.

Township Official

Print Name

Title

Signature

Date

Person completing form
(if not the applicant)

Print Name

Title

Signature

Date

Quasi Municipal Entities

Class I - Public Safety Organizations and Auxiliaries

Class II - Volunteer Ambulance Corps. and Fire Districts

Class III - All Other Non-Athletic Organizations

Class IV - Athletic Organizations

Automobile Underwriting Information

1. Does your municipality check the driving record (i.e. M.V.R.'s) on all persons driving municipal vehicles?

☐ Yes How often?
☐ No

2. Are drivers of equipment required to fill out maintenance reports for the units they drive?

☐ Yes ☐ No

3. Do you have a safety committee or departmental review of any accident involving a municipal vehicle?

☐ Yes ☐ No

4. Drivers of buses and emergency vehicles:

A. Number of drivers under 25:

B. Number of drivers of 65:

C. Is there a check on previous driving experience?

☐ Yes ☐ No

D. Is there a drivers training program?

☐ Yes ☐ No

E. Are drivers required to have physical exam on a regular basis?

☐ Yes ☐ No

**APPLICATION FOR
EMPLOYMENT PRACTICES LIABILITY COVERAGE
QBE Specialty Insurance Company
Wall Street Plaza
88 Pine Street, New York, NY 10005**

UNDERWRITTEN BY THE QBE SPECIALTY INSURANCE COMPANY

Employment Practices Liability Coverage is written on a claims-made basis. Except, as otherwise provided, this policy will cover only claims first made against the Insured during the Coverage period. Please read the policy carefully.

The limit of liability of this policy will be \$2,000,000 each loss and annual aggregate for each Coverage Period subject to the policy retention and Coinsurance provision.

The Defense Cost provision of this policy stipulates that the Limits of Liability may be completely exhausted by the cost of legal defense. Any retention may be similarly reduced or exhausted by Defense Costs.

1. GENERAL INFORMATION

Member Public Entity _____

Address _____ JIF _____

2. MATERIAL CHANGE

Signing of this application does not bind the Member Public Entity or QBE Specialty Insurance Company. If there is any material change in the answers to the questions prior to the policy inception date, the Member Public Entity will notify the QBE Specialty Insurance Company in writing and any outstanding quotation may be modified or withdrawn.

3. UNDERWRITING INFORMATION

YES NO

Have you adopted a Loss Control/Risk Management Plan? _____

(If yes, attach a copy of the LC/RMP Plan **including the completed checklist** and applicable Ordinance/Resolution #)

4. LOSS HISTORY

Please attach a listing of all employment related lawsuits as well as administrative proceedings (e.g. EEOC) commenced during the past 3 years. Describe the type of allegation, the court or agency involved and any determination, judgment, defense cost or settlement for

5. PRIOR INSURANCE

Does the Member Public Entity currently have employment practices liability or similar insurance?

☐ Yes ☐ No, If no, skip to Section 8 and answer the warranty statement. If yes, provide the following:

Insurer	Limits	Deductible	Policy Period
---------	--------	------------	---------------

_____	\$ _____	\$ _____	_____
-------	----------	----------	-------

Has the Member Public Entity or any Insured given written notice under the provisions of any prior or current employment practices liability or similar insurance of specific facts or circumstances which might give rise to a claim being made against any Insured?

☐ Yes ☐ No. If yes, attach details.

6. PRIOR KNOWLEDGE/WARRANTY

It is important that you complete this paragraph. The Mayor and Council are not aware of any facts or circumstances which he or she knows or should have reason to know might give rise to a future claim that would fall within the scope of the proposed coverage, except: (If no exceptions please state).

7. FALSE INFORMATION

Any person who, knowingly and with intent to defraud any insurance company, Joint Insurance Fund, QBE Specialty Insurance Company or other person, files an application for insurance containing any false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime.

8. WARRANTY, DECLARATION AND SIGNATURE

The undersigned declares that to the best of his or her knowledge and belief that the statements set forth herein are true. The signing of this application is a warranty on behalf of the Insured, which the QBE Specialty Insurance Company is relying upon and is affording coverage pursuant to any policy, which may be issued. Any and all warranties or statements in this application shall be deemed the basis for an attached to and shall form a part of any policy which may be issued.

This section of the application must be signed by the Governing Body and Administrator of the Member Public Entity and attested.

Chairperson/Mayor's Signature

Name:

Date:

Attest Signature

Name:

Date:

Administrator Signature

Name:

Date:

Property and Crime Coverages

1. Complete the following schedules:
 - ☐ Property Schedule Worksheet
 - ☐ Schedule of Valuable Papers
 - ☐ Schedule of Equipment (ACV \$5,000 or more)
 - ☐ Schedule of Miscellaneous Equipment (ACV less than \$5,000)
 - ☐ Schedule of Special Floaters
2. Condense the information using the summary worksheets provided.

IMPORTANT

1. The definition of **property coverage** includes declared first party property insurance including physical damage on automotive equipment.
2. Care should be taken when completing the statement of values and other property forms to include all items and locations you wish included together with proper limits.
3. The basic property program includes comprehensive “**all risk**” coverage on buildings and contents, crime coverage, and a Public Employee Dishonesty and Faithful Performance Bond. Other forms of coverage such as scheduled property floaters, extra expense, etc. are not automatically covered and must be specifically requested.
4. Note: Replacement cost coverage is not provided on buildings more than 50 years old unless inspected by the FUND'S loss control specialist, and approved by the FUND executive committee and insurer/reinsurer.

You must also identify any buildings located in a 100 year flood plain. The FUND does not automatically provide flood coverage for these buildings.

Coverage will only apply to the items listed on the accompanying schedules. In the case of scheduled equipment, any piece of equipment valued at \$5,000 and over should be listed individually. Each department can group items less than \$5,000, but they must be grouped by department name and category of equipment ie: police radios, etc.

On the special floaters schedule, please individually list each item. However, items such as software and other miscellaneous items valued less than \$1,000 can be grouped together by department and category.

The FUND also provides the following crime coverage:

1. money and securities
2. faithful performance and employee dishonesty
3. excess statutory bond coverage at the greater of:
 - a. The amount covered positions are required by law to be individually bonded whether or not such individual bond is in place, or
 - b. The amount of such individual bond in place.

IMPORTANT: INCLUDE LATEST AUDITED FINANCIAL REPORT.

Automobile Classifications
New Jersey Municipal Self Insurers' Joint Insurance Fund

- Group I:** Private passenger vehicles - i.e. police vehicles, SUV's, pick up trucks and mini -vans.
Cost new must not exceed \$50,000
- Group II:** Vehicles other than buses and fire trucks valued between \$50,000 and \$100,000.
- Group III:** Fire Trucks greater than 15 years old.
Vehicles other than buses and fire trucks valued over \$100,000.
- Group IV:** Fire Trucks less than 15 years old.
- Group V:** All buses.
- Group VI:** Antique Fire Trucks.

Group I

Auto Schedule

Private passenger types (including police cars) and standard vehicles other than private passenger with cost new less than \$50,000.

[illegible]

Group II Auto Schedule

Vehicles other than buses and fire trucks valued between \$50,000 and \$100,000.

[illegible]

Group III Auto Schedule

Fire trucks over 15 years old and vehicles other than buses exceeding \$100,000.

[illegible]

Group IV Auto Schedule

Fire trucks less than 15 years old.

[illegible]

Group V Auto Schedule

All Buses.

[illegible]

Group VI Auto Schedule

Antique Fire Trucks

[illegible]

						VALUES			
Item #	Location (Check if over 50 years old) -----9		Square Footage	# of Stories	Occupancy*	Type of Construction	Building	Contents	Valuable Papers
						Totals			

If available, please include any appraisal.

*Enter either vacant, unoccupied (currently not in use), rehabilitation (does not include minor renovations), builders’ risk, newly acquired.

Schedule of Mobile Equipment

Actual Cash Value

Individual pieces of equipment valued at \$5,000 or more.

Examples: mowers, backhoes, and other construction equipment.

Please individually list each item.

Year	Description	Department	Value
Total			

Schedule of Miscellaneous Equipment

Actual Cash Value

Individual pieces of equipment valued under \$5,000 each.

Examples: police radios, portable rescue equipment

Please group items by department and description.

Department	Description	Blanket Amount
Total		

Schedule of Special Floaters

Examples: fine arts, EDP equipment, copiers, etc.

Note: All municipal owned fine arts items worth more than \$5,000 require the filing of an appraisal.

Department	Description	Blanket Amount
Total		

Loss Experience

Minimum five years should be provided.

1. Property Losses - (enter 0 if 0, leave **blank** if not available)

Year	Number of Claims	Total Amount

Loss information valued as of: _____

List losses over \$25,000: Date _____ Incurred \$ _____

Description _____

2. General Liability Losses, **including** police professional

Year	Number of Claims	Amount Paid	Total Reserved	Total Incurred

Loss information valued as of: _____

List losses over \$25,000: Date _____ Incurred \$ _____

Description _____

3. Automobile Liability Losses

Year	Number of Claims	Amount Paid	Total Reserved	Total Incurred

Loss information valued as of: _____

List losses over \$25,000: Date _____ Incurred \$ _____

Description _____

4. Automobile Physical Damage (comprehensive/collision)

Year	Number of Claims	Amount Paid	Total Reserved	Total Incurred

Loss information valued as of: _____

List losses over \$25,000: Date _____ Incurred \$ _____

Description _____

5. Workers' Compensation Losses

Year	Number of Claims	Amount Paid	Total Reserved	Total Incurred

Loss information valued as of: _____

List losses over \$25,000: Date _____ Incurred \$ _____

Description _____

6. Public Officials

If loss runs are not available for public officials, please submit a letter from the town's attorney detailing the previous five years of experience.

Year	Number of Claims	Amount Paid	Total Reserved	Total Incurred

Loss information valued as of: _____

List losses over \$25,000: Date _____ Incurred \$ _____

Description _____

DAY CARE QUESTIONNAIRE

Type of facility: (If more than 1, please copy this questionnaire and complete one for each entity).

☐ Day Care

☐ Day Camp

☐ Nursery

1. Location _____

2. Is the facility licensed? ☐ Yes ☐ No

Number of years in operation: _____

Days and hours of operation: _____

3. Professional Qualifications of the staff: _____

Number of teachers: _____

Number of volunteers: _____

How are staff members hired/evaluated? _____

Are references checked? _____

4. Average daily attendance of children:

_____ 0-2 years

_____ 3-5 years

_____ 6-9 years

_____ 10-over

Ratio of adults to children:

_____ 0-2 years

_____ 3-5 years

_____ 6-9 years

_____ 10-over

5. Playground Equipment (list & describe)

6. Describe any activities away from the facility

7. Describe any adjacent occupancies/exposures:

8. Are medical facilities available (give description)

9. Please list and describe any suits filed or claims paid against any teacher/volunteer/employee

LANDFILL/DUMP/REFUSE SITE QUESTIONNAIRE

1. Type of exposure: (if more than 1 applies, please copy this questionnaire and complete 1 for each entity)

- | | | |
|---|--------------------------------------|--|
| a. <input type="checkbox"/> Landfill | <input type="checkbox"/> Dump | <input type="checkbox"/> Refuse Disposal |
| <input type="checkbox"/> Other (describe) | | |
| b. <input type="checkbox"/> Commercial | <input type="checkbox"/> Residential | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Rural | | |

2. Location _____

3. Number of acres in use: _____

4. Number of years in operation: _____

5. Security Provisions:

- | | | |
|--|------------------------------|-----------------------------|
| a. Fenced - | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, what is the type of height of the fence? _____ | | |
| b. Attendant - | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Locked - | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Describe lock policy _____ | | |

6. Is operation of the site subcontracted? ☐ Yes ☐ No

7. Licensed and Certified? ☐ Yes ☐ No

8. Describe the type of waste accepted:

- | | |
|----|---|
| a. | Form of waste (solid, liquid, sludge, etc.) _____ |
| b. | Handling of hazardous waste? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | If yes, explain: _____ |
| | _____ |
| c. | Is someone on the premises during dumping? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| d. | Is someone on the premises during other periods? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | If yes, please describe: _____ |
| | _____ |
| e. | Is the dump in a populated or isolated area? Please describe: |
| | _____ |
| | _____ |

9. Any record of outstanding violations and/or citations? ☐ Yes ☐ No
If yes, list _____

10. Methane reclamation limited to normal venting? ☐ Yes ☐ No
If no, explain any co generation processes

11. Number of landfills _____
Location of each

DAM/LEVEE/DIKE QUESTIONNAIRE

Please attach photographs

1. Name of structure _____
2. Location _____
3. Year built _____ Built under the direction of:
☐ Corps of Engineers ☐ Bureau of Reclamation ☐ Department of Interior

For the following section check all that apply:

4. Purpose: ☐ Flood Control ☐ Irrigation ☐ Water Supply
 ☐ Industrial ☐ Power

If Power, describe alternate source in case of power failure:

5. Construction: ☐ Concrete ☐ Earthen ☐ Steel Sheeted ☐ Timber
Type: ☐ Gravity ☐ Arch ☐ Buttress ☐ Earthen

6. Dimensions: Height _____ Top Width _____ Base Width _____

7. Name of Tributary Rivers:

Upstream _____

Downstream _____

8. Normal pond measurements:
of Acres _____ Storage Capacity _____ (# of gallons)
Is additional storage available in flood state? ☐ Yes ☐ No
If yes, describe _____

9. How is the waste level controlled? ☐ Gates ☐ Other

If gates what type? _____

How are gates operated? _____

By whom? _____

10. Upstream exposures: Are there exposures to any of the following:

A) Structures, industrial complexes, housing? ☐ Yes ☐ No
If yes, describe (be specific include distances, etc.): _____

B) Recreational areas (swimming, boating, camping, etc)? ☐ Yes ☐ No
If yes, describe (again be specific): _____

11. Downstream Exposures:
Are there exposures to any of the following:

A) Housing? ☐ Yes ☐ No
If yes, describe: _____

B) Industrial Complexes? ☐ Yes ☐ No
If yes, describe: _____

C) Public Utilities? ☐ Yes ☐ No
If yes, describe: _____

D) Pumping Stations? ☐ Yes ☐ No
If yes, describe: _____

E) Lower Dams? ☐ Yes ☐ No
If yes, describe: _____

F) Bridges? ☐ Yes ☐ No
If yes, describe: _____

G) Highways? ☐ Yes ☐ No
If yes, describe: _____

H) Railroads? ☐ Yes ☐ No
If yes, describe: _____

I) Agricultural Areas? ☐ Yes ☐ No
If yes, describe: _____

J) Recreational Areas? ☐ Yes ☐ No
If yes, describe: _____

K) Other Structures?

☐ Yes ☐ No

If yes, describe: _____

12. How frequently is the dam, levee or dike inspected? _____

By whom? _____

(PLEASE ATTACH A COPY OF THE MOST RECENT REPORT)

B) Has this risk been included under the National program for dam inspections?

☐ Yes ☐ No

If yes, Hazard code: _____

13. General condition and maintenance: ☐ Excellent ☐ Good ☐ Poor

14. Describe any losses or pending suits which have occurred involving the dam, levee, or dike.
Include the amount of damages paid and amounts in reserve.

15. Please give us your comments and opinion of this risk.

WATERFRONT QUESTIONNAIRE

Please attach photographs.

1. A) Type of exposure ☐ Beach ☐ Pond ☐ Lake ☐ Reservoir
 ☐ Ocean ☐ River ☐ Stream

B) Name and location of exposure: _____

2. Square footage/frontage/size: _____

3. A) Describe extent of activities (swimming, boating, ice skating, etc.): _____

B) If swimming is allowed:

1. Is swimming area roped or marked?

If so, explain area and type of marking:

2. Is diving permitted? _____ Supervised? _____

3. Depth of water? _____

4. Is swimming area checked for underground obstructions, etc.? _____

C) If ice skating is permitted, describe procedures used to check ice thickness and stability:

4. Is there posting of warning signs? _____
If yes, what is sign wording and location of signs? _____

5. Are there lifeguards? _____ How many? _____
Hours on duty? _____ Certified? _____

6. Describe maintenance and repair of facilities: _____

7. Explain additional controls and safety features: _____

8. Days and hours of operation: _____

9. What controls, if any, are used to eliminate or discourage after hour accessibility?

10. Describe any loss or incident which has occurred in the past three years: _____

WATER UTILITY QUESTIONNAIRE

1. General Information:

A) Payroll (less clerical):

Maintenance \$ _____

Main Construction \$ _____

Please forward a copy of budget or accounting records that verify payrolls.

B) Number of gallons distributed annually: _____

C) Number of customers served: _____

D) Number of employees _____

2. Source:

A) ☐ Lake ☐ Well ☐ River ☐ Dam ☐ Reservoir
☐ Treatment Plant ☐ Spring ☐ Other

B) Name of source:

(If source is a dam, levee or dike attach a completed questionnaire)

3. Facilities

A) ☐ Wells ☐ Tank ☐ Towers ☐ Dams attach questionnaire)
☐ Other

B) Number, location, age and construction of each (attach additional pages if necessary)

4. Treatment:

A) What state or local agency monitors water quality? _____

B) How often is water analysis done? _____

Is it recorded? _____

C) What chemicals are used? _____

How are they controlled? _____

Are they labeled? _____

D) How is bacteria controlled? _____

5. Distribution:

A) Mains: Number of miles: _____

B) Maximum distribution capability (Gallons per day): _____

C) Daily average: _____

6. Safety:

A) Describe inspection/safety procedures: _____

B) Describe any additional safety features at each facility: (fencing, lighting, aircraft warning lights, etc.) _____

C) Describe draining and inspection procedures for storage facilities: _____

D) Describe emergency plans for prevention controls for:

1: Sudden release of water: _____

2: Construction damage: _____

3: Contamination: _____

4: Vandalism: _____

E) Are construction sites, open manholes, trenches, sunken roads and sidewalks adequately protected and marked? _____

NOTE: PLEASE FORWARD COPIES OF ALL CONTRACTUAL AGREEMENTS AND CERTIFICATES OF INSURANCE FROM ALL INDEPENDENT CONTRACTORS.

PUBLIC SEWER UTILITY QUESTIONNAIRE

1. General Information:

A) Payrolls

1: Sewage disposal plant operation \$ _____

2: Mains or Connections Construction \$ _____

3: Cleaning \$ _____

B) Number of Storm or Sanitary Sewer miles: _____

C) Number of employees: _____

2. Facilities:

A) _____ Treatment Plants _____ Lift Stations _____ Pumps
Number, Location, Age, and Construction of each: (attach additional pages if necessary)

3. Pipe Construction:

A) Type: _____

B) When was pipe installed? _____

C) Depth _____

D) Is pipe construction/repair done by staff or is it contracted out? _____

4. Treatment:

A) Type of plant: Primary _____ Secondary _____ Tertiary _____

B) What state or local agency monitors system? _____

How often? _____

C) How is fluid input monitored for hazardous or toxic wastes? _____

D) Describe all chemicals used in treatment process: _____

E) Has the plant ever been fined or cited for noncompliance with required standards? _____

F) Describe disposition of residual by product: _____

G) How are methane and other gases controlled/vented? _____

5. Safety:

A) Describe inspection/safety procedures: _____

B) Describe any additional safety features at each facility: (fencing, lighting, etc.) _____

C) Describe emergency plans/prevention controls for sudden release of sewage, system failure, construction damage, contamination: _____

D) If blasting operations are conducted, please complete questionnaire.

NOTE: PLEASE ATTACH COPIES OF ALL CONTRACTUAL AGREEMENTS AND CERTIFICATES OF INSURANCE FROM ALL INDEPENDENT CONTRACTORS.

6. For Sewage Treatment plants only – Provide complete equipment listing and indicate:
 - A) Horsepower for motors 10hp and up.
 - B) Horsepower for pumps 10hp and up.
 - C) If pumps are submersible, indicate horsepower and depth of pump casing for each.
 - D) Total property values per location.
 - E) Number of clarification tanks:
7. For Water Lift Stations Only – Provide complete equipment listing and indicate:
 - A) Horsepower for all motors.
 - B) Horsepower for all pumps.
 - C) Total real value for each.

ELECTRIC UTILITY QUESTIONNAIRE

1. General Information:

A) Payroll (less clerical):

Maintenance: \$ _____

Meter Readers: \$ _____

Main Construction: \$ _____

Please forward a copy of budget or accounting records that verify payroll.

B) Total voltage produced annually: _____

C) Number of customers served: _____

D) Number of employees: _____

2. Source of power:

A) Does an outside contractor serve as a power source? ☐ Yes ☐ No

B) If yes, name the company: _____

3. Facilities:

Listing of all generators including location and age, kw, and dollar value. _____

4. Would damage or destruction of equipment cause suspension of operations? _____

5. Is alternate power and light readily available in case of breakdown or disruption of service?

Estimate: _____

Daily loss _____ Maximum probable period of shutdown _____

6. Additional expense for purchase of electrical power in event of a breakdown: _____

7. Please describe all losses during the past five years: _____

FIRE DISTRICT QUESTIONNAIRE

Please complete the following if you would like to have the fire district considered for coverage.

1. A) Name _____
 B) Organized under N.J.S.A. _____
 C) Servicing Communities _____
 D) Response Radius _____
 E) Number of calls annually _____
 F) Number of paid employees _____
 Certified payroll _____
 Year _____
 G) Number of Volunteers _____
 H) Annual Operating Budget _____
2. Would the District like to participate in a Fund sponsored Right To Know Compliance Training Program? ☐ Yes ☐ No
3. Please complete a separate property and auto summary sheet for each entity.
4. Please attach copies of the District's current policies.
5. Complete present premiums and limits section.
6. Complete the enclosed Loss Summary Sheet and attach Loss information for the last 5 years.

FIRST AID DISTRICT QUESTIONNAIRE

Please complete the following if you would like to have the fire district considered for coverage.

1. A) Name _____
 B) Organized under N.J.S.A. _____
 C) Servicing Communities _____
 D) Response Radius _____
 E) Number of calls annually _____
 F) Number of paid employees _____
 Certified payroll _____
 Year _____
 G) Number of Volunteers _____
 H) Annual Operating Budget _____
2. Would the District like to participate in a Fund sponsored Right To Know Compliance Training Program? ☐ Yes ☐ No
3. Please complete a separate property and auto summary sheet for each entity.
4. Please attach copies of the District's current policies.
5. Complete present premiums and limits section.
6. Complete the enclosed Loss Summary Sheet and attach Loss information for the last 5 years.

PARKING AUTHORITY QUESTIONNAIRE

Please complete if you would like to have the Parking Authority considered for coverage.

1. Name _____
2. Is the Authority an autonomous body? _____
3. Does the Authority have its own governing body: _____
4. Does the Authority adopt its own budget? _____
Amount _____
Year _____
5. Please include a brief description of the Authorities operations. _____

6. Gross annual receipts. _____
7. Number of employees: Full Time _____ Part Time _____
8. Certified payroll amount: _____
9. Number of parking spaces: _____
Square footage of lots: _____
10. Is the lot attended? _____
Hours attended: _____
11. Does the Authority perform any other services such as busing senior citizens? Please describe:

12. Please complete the enclosed property and auto summary sheet.
13. Attach a copy of current policies.
14. Complete Present Premiums and Limits section attached.
15. Complete the enclosed Loss Summary Sheet and attach Loss information for the past 5 years.

**MUNICIPAL EXCESS LIABILITY
JOINT INSURANCE FUND**

**PUBLIC OFFICIAL BOND
SURETY APPLICATION and
INDEMNITY AGREEMENT**

(Please Print)

Name of Applicant _____ Social Security No. _____

Home Address _____
Street City State Zip

Position to be Bonded: _____

Name of Member Entity (Obligee): _____

Member Entity Address:

Street City State Zip

Amount of Bond \$1,000,000 Effective Date _____

Have there been any Bond losses in the last 5 years? ☐ Yes ☐ No

If yes, please provide details:

Has applicant ever been insolvent, bankrupt, or has pending lawsuits for non payment, liens or judgments ☐ Yes ☐ No

If yes, provide full details: _____

Official Title of Applicant _____ ☐ Elected ☐ Appointed

Term of Office _____ years Begins (date) _____ Ends (date) _____

Have you previously occupied this position? ☐ Yes ☐ No

If yes, during what period: _____

Present/Prior Surety Company _____

Bond Limit _____ Position Held _____

Has any Surety Company ever canceled, refused, renewed or declined an applicant for your? ☐ Yes
☐ No

**MUNICIPAL EXCESS LIABILITY
JOINT INSURANCE FUND**

**PUBLIC OFFICIAL BOND
SURETY APPLICATION and
INDEMNITY AGREEMENT**

1. Amount of money handled during an annual term \$ _____
2. Largest amount at any one time under your control \$ _____
3. Are funds deposited as received? ☐ Yes ☐ No
4. Have you agreed to use only depositories designated by your superiors?
☐ Yes ☐ No
5. Does the applicant have authority to withdraw funds from depository by check?
☐ Yes ☐ No
If yes, is countersignature required? ☐ Yes ☐ No
By whom? _____
6. Who reconciles Bank Statements? _____
7. Is applicant a custodian of securities? ☐ Yes ☐ No
If yes, what amount \$ _____
Where are securities kept? _____
Is there joint control? ☐ Yes ☐ No
If yes, by whom _____
8. Did the CPA make any recommendations during the last audit?
☐ Yes ☐ No
9. Are your accounts audited on an annual basis? ☐ Yes ☐ No
If yes, by whom? _____
10. Does the applicant collect taxes? ☐ Yes ☐ No
If yes, what amount is to be collected? _____
11. To whom and when does the applicant make a report of insolvencies and delinquencies? _____
12. Is the applicant responsible for investment of funds? ☐ Yes ☐ No
If yes, is there a published investment policy which has been approved by the Obligee? ☐ Yes ☐ No
13. Is there someone other than the applicant checking at least annually to be sure the investment policy is being followed? ☐ Yes ☐ No

**MUNICIPAL EXCESS LIABILITY
JOINT INSURANCE FUND**

**PUBLIC OFFICIAL BOND
SURETY APPLICATION and
INDEMNITY AGREEMENT**

CERTIFICATE OF DESIGNATION OF DEPOSITORIES

Name of Applicant _____

Name of Member Entity (Obligee) _____

This is to certify that the following financial institutions are duly designated as
depositories for the funds of: _____

Name of Financial Institution _____

Business Address: _____
Street City State Zip

Name of Financial Institution _____

Business Address: _____
Street City State Zip

Name of Financial Institution _____

Business Address: _____
Street City State Zip

Member Entity _____ Signature of Secretary _____ Date _____

INDEMNITY AGREEMENT

The undersigned Applicant and Indemnitor (s) all hereinafter called the Indemnitor (s) hereby certify that the foregoing declarations made and answers given, are the truth without reservation and are made for the purpose of inducing Municipal Excess Liability Joint Insurance Fund (MELJIF) C/o PERMA Inc. Park 80 West, Plaza One Saddlebrook, N.J. 07663, for itself and its affiliates, parents and subsidiaries, hereinafter called Surety, to issue the bond (s) or undertaking (s) applied for and any renewal and increase of the same or of any bond (s) or undertaking (s) of similar nature given in substitution or renewal thereof (all comprehended in the word "bond (s)" or "undertaking (s)" as herein used). The Indemnitor (s) agree that the Surety may decline the bond (s) applied for or may cancel or terminate same without incurring liability whatsoever to the Indemnitor (s). In consideration of the Surety executing said bond (s) or undertaking (s) or the forbearance of cancellation of any bond (s), the Indemnitor (s) do undertake and agree as follows:

**MUNICIPAL EXCESS LIABILITY
JOINT INSURANCE FUND**

**PUBLIC OFFICIAL BOND
SURETY APPLICATION and
INDEMNITY AGREEMENT**

To pay the Surety all premiums when due and annually in advance of each renewal thereafter, until the Indemnitor (s) shall serve upon the Surety, at its said office, competent written legal evidence, satisfactory to the Surety, of it being duly discharged from such bond or undertaking. Indemnitor (s) hereby expressly authorize the MELJIF to access its credit records and to make such pertinent inquiries as may be necessary from third party sources for the following purposes: (a) to verify information supplied to MELJIF (b) for underwriting purposes; and (c) upon establishment of a reserve, for debt collection. The Indemnitor (s) will at all times indemnify and keep indemnified, the Surety and hold and save it harmless from and against any and all damages, loss, costs, charges and expenses of whatsoever kind or nature, including counsel and attorney's fees, whether incurred under retainer or salary or otherwise, which it shall or may, at any time, sustain or incur by reason or in connection with furnishing any bond or undertaking. To deposit with the Surety on demand an amount sufficient to discharge any claim made against the Surety on the bond (s) or undertaking (s). This sum may be used by Surety to pay such claim or be held by Surety as collateral security against loss or cost on the bond (s) or undertaking (s).

I do also expressly relieve said MELJIF and all others from liability for disclosing or furnishing any information it may have obtained concerning me or my affairs and so also relieve said MELJIF from any compliance with any provisions of any laws concerning the disclosure of any knowledge or information which may have been obtained concerning me or my affairs and do release and discharge said MELJIF and every person, association, firm or corporation furnishing it with any information concerning me or my affairs from any and all liability or responsibility under or by reason of any of the provisions of any of said laws and from any and all claims, demands, causes of action and damages that may have, or purport to have, arisen by reason of any such laws, or any amendments thereof, or supplements thereto.

Regardless of the date of signature (s), this indemnity agreement is effective as of the date of execution of aforementioned bond (s) or undertaking (s) and is continuous until Surety is satisfactorily discharged from liability pursuant to the terms and conditions contained herein.

Signed this _____ day of _____, _____.

The MELJIF shall have the right, at its option, to fill in any blanks left herein, to correct any errors in the description of said bond or bonds or any of them, or in said premium or premiums, it being hereby agreed that such insertions, or corrections, when so made shall be **prima facie** correct.

Applicant _____

Signature

Notary

Seal