



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-108

AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL ADVISORY SERVICES REGARDING THE BOROUGH'S MEDICAL AND PRESCRIPTION INSURANCE PLANS

WHEREAS, the Borough of Highlands has a need for professional medical insurance advisory services in connection with the Borough's medical and prescription plans, pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, Brown & Brown Metro, LLC has set forth its proposed services in a Consultant Services Agreement dated May 1, 2024, a copy of which is available at the office of the Borough Clerk; and

WHEREAS, the said proposal includes the following:

- a) Provide insurance related regulatory guidance on topics that impact the Borough's insurance program such as Health Care Reform, COBRA, HIPAA, Overage Dependents, FMLA, NJ Family Leave Act, Medicare Part D, and NJ P.L. 2011, Chapter 78.
- b) Prepare and provide customized templates for any required employer notices such as the annual CMS Medicare Part D employee notification.
- c) Coordinate educational opportunities through webinars and seminars to provide industry updates for the Borough.
- d) Provide legislative updates related to employee benefits.
- e) Coordinate and attend annual open enrollment meetings as a resource for employees when considering their plan options.
- f) Review and analyze the Borough's existing insurance coverage and identify potential lines of coverage or coverage enhancements to improve the Borough's insurance programs.
- g) Facilitate, market, and procure quotations from carriers; review and analyze quotations and provide proposals for review by the Borough.
- h) Provide reasonable budget estimates during the budgeting process.
- i) Provide specialized knowledge and creative guidance for all phases of the collective bargaining processes related to the entire employee benefits program, including arbitration, mediation and fact finding. Consultant will attend any meetings necessary at the Borough's request.

- j) Attend Borough Council or Negotiations Committee Meetings as required.
- k) Prepare customized, comprehensive guide on employee benefits negotiation options, including benefit design, new hire language, waiver/opt out options and financial analysis of such changes.
- l) Assist the Borough and/or employees with any issues related to claims, billing disputes with the insurance carriers.
- m) Assist the Borough and/or employees with Appeals for escalated claim issues.
- n) Act as a resource for the Municipality for all issues related to Employee Benefits; and

WHEREAS, the term of the contract with Brown & Brown Metro, LLC is for a period of one (1) year beginning on May 1, 2024 and ending on April 30, 2025; and

WHEREAS, the amount of the contract with Brown & Brown Metro, LLC is \$15,000.00, to be paid in twelve (12) equal monthly installments of \$1,250.00; and

WHEREAS, such professional medical insurance advisory services in connection with the Borough's medical and prescription plans can only be provided by licensed professionals and the firm of Brown & Brown Metro, LLC, 1129 Broad Street, Suite 204, Shrewsbury, New Jersey 07702 is so recognized; and

WHEREAS, the governing body has determined that it is in the best interest of the Borough to retain Brown & Brown Metro, LLC for the proposed professional medical insurance advisory services in connection with the Borough's medical and prescription plans, as set forth in its proposal; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$15,000.00 for professional medical insurance advisory services in connection with the Borough's medical and prescription plans services as stated in Brown & Brown Metro, LLC's proposal dated May 1, 2024; and

WHEREAS, Brown & Brown Metro, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that it has not made any reportable contributions to a political or candidate committee in the Borough of Highlands in the previous one year and that the contract will prohibit Brown & Brown Metro, LLC from making any reportable contributions through the term of the contract; and

WHEREAS, Brown & Brown Metro, LLC has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c 271; and

WHEREAS, certification of availability of funds is hereby provided by the Chief Financial Officer of the Borough of Highlands;

I hereby certify that funds are available as follows:

Patrick DeBlasio, Chief Financial Officer

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et. seq. requires that notice with respect to contracts for professional services awarded without competitive bids must be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Highlands as follows:

1. Brown & Brown Metro, LLC is hereby retained to provide professional medical insurance advisory services in connection with the Borough’s medical and prescription plans, as described above and in their proposal dated May 1, 2024, for a period of 1 year beginning May 1, 2024 and ending on April 30, 2025, for an amount not to exceed \$15,000.00.
2. The contract is awarded without competitive bidding as a “Professional Service” in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a). The Mayor and Borough Clerk are hereby authorized to sign said contract.
3. A copy of this Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion to Approve R 24-108:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk’s Office.

DATE OF VOTE: May 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands