

GENERAL FUND, EXECUTIVE COMMITTEE
REORGANIZATION MEETING MINUTES
January 11, 2019

I. **Call to Order – John Laezza, Chairperson**

The meeting was called to order at 10:00 a.m. by Chairperson Laezza

II. **Open Public Meetings Statement Read – John Laezza, Chairperson**

The Open Public Meetings Act was read by Chairperson Laezza

III. **Roll Call**

Fund Commissioners:

		<u>Attendance:</u>
Kenneth R. MacMillan (via phone)	City of Burlington	Present
Stephen Fazekas	Township of Burlington	Absent
John Laezza	Township of Clark	Present
Jeffrey Welz	North Hudson Regional Fire & Rescue	Absent
Joseph D'Arco	Borough of Paramus	Present

Alternate Fund Commissioners

Dawn Bass	Township of Burlington	Absent
Al Barr	Township of Clark	Absent
Michael DeOrio	North Hudson Regional Fire & Rescue	Absent

Also Present:

Barbara Murphy	Risk and Loss Managers, Inc.
Michaelene Miller	
Craig Gottilla	Windels Marx Lane & Mittendorf, LLP
Amy Zeiders	Inservco
Nancy Fowlkes	
Claudia Acosta	Qual Lynx
Steve Walsh	EJA/Capacity Insurance
Helen Goodwin	Hardenbergh Insurance Group
Patti Fahy	Reliance Insurance

IV. **Introduction of Guests**

There were no introductions.

V. **General Fund Business**

A. **Resolution 19.01 Appointing Officers to Serve Full Fund and Executive Committee**

Motion to approve Resolution 19.01.

Moved: Kenneth MacMillan

Seconded: Joseph D'Arco

Vote: Approved: Unanimous Nay:

VI. Executive Committee Business

A. **Approval of December 7, 2018 General Fund and Executive Committee Open Meeting Minutes**

Motion to approve General Fund and Executive Committee Open Meeting Minutes of December 7, 2018.

Moved: Kenneth MacMillan

Seconded: Joseph D'Arco

Vote: Approved: Unanimous Nay:

B. **Reports**

1. Chairperson's Report – John Laezza
There was no report.
2. MEL Delegate's Report – Joseph D'Arco
Joseph D'Arco stated that the MEL had held its reorganization meeting in January.
3. Secretary's Report – Stephen Fazekas
There was no report.
4. Custodian of Funds – Kenneth MacMillan
 - a. Approval of Bill Lists for all Fund Years
Motion to approve Treasurer's Report and Bill Lists for all fund years totaling \$544,841.30.
Moved: Kenneth MacMillan
Seconded: Joseph D'Arco
Vote: Approved: Unanimous Nay:
 - b. Treasurer's Report
As per the report distributed at the meeting.
 - c. Investment Status
As per the report distributed at the meeting.
5. Attorney's Report – Windels Marx Lane & Mittendorf, LLP – Craig Gottilla
Craig Gottilla stated that he was currently reviewing members' open claims. He reviewed a legislative update, which was distributed to the executive committee members.
 - a. Resolution 19.02 Establishing 2019 meeting schedule
 - b. Resolution 19.03 Appointing MEL Delegate - Joseph D'Arco
 - c. Resolution 19.04 Designating Bank Depositories
 - d. Resolution 19.05 Designating Authorized Signatures
 - e. Resolution 19.06 Adopting Cash Management Plan
 - i. Appointment of Finance Subcommittee
John Laezza appointed himself, Kenneth MacMillan and Joseph D'Arco to serve on the finance subcommittee.
 - f. Resolution 19.07 Setting Interest Rate for Delinquent Assessments
 - g. Resolution 19.08 Designating Official Newspapers
 - h. Resolution 19.09 Appointing Actuary - The Actuarial Advantage
 - i. Resolution 19.10 Approving Auditor - Withum, Smith & Brown
 - j. Resolution 19.11 Appointing Legal Counsel – Windels Marx Land & Mittendorf, LLP
 - k. Resolution 19.12 Appointing Custodian of Funds - Kenneth MacMillan
 - l. Resolution 19.13 Authorizing Loss Prevention Specialist - T&M Associates
 - m. Resolution 19.14 Appointing Property Claims Servicing Organizations - Bergen Risk Managers, Inservco Insurance Services, and Qual-Lynx.
 - n. Resolution 19.15 Appointing Investment Manager – PFM Asset Management, LLC

- o. Resolution 19.16 Appointing Fund Administrator and Underwriting Manager – Risk and Loss Managers, Inc.
- p. Resolution 19.17 Appointing Public Agency Compliance Officer - Risk and Loss Managers, Inc.
- q. Resolution 19.18 Approving an Aggregate Loss Fund Contingency
Motion to approve Resolutions 19.02 through 19.18.
Moved: Joseph D’Arco
Seconded: Kenneth MacMillan
Vote: Approved: Unanimous Nay:
- 6. Administrator’s Report - Risk and Loss Managers, Inc.
As per the memorandum included in the agenda package.
 - a. 2019/2020 Employment Practices Liability Loss Control Program
Barbara Murphy stated that the North Hudson Regional Fire and Rescue had submitted their employment practices liability plan and that all fund members now have approved 2019/2020 employee practices liability loss control plans in place.
 - b. Resolution 19.19 Approving Payment of Workers’ Compensation Claim to the North Hudson Regional Fire & Rescue
Motion to approve resolution 19.19
Moved: Kenneth MacMillan
Seconded: Joseph D’Arco
Vote: Approved: Unanimous Nay:
 - c. Resolution 19.20 Approving Payment of Workers’ Compensation Claim to the Township of North Bergen
Motion to approve resolution 19.20
Moved: Joseph D’Arco
Seconded: Kenneth MacMillan
 - d. Resolution 19.21 Approving Payment of Workers’ Compensation Claim to the North Hudson Regional Fire & Rescue
Motion to approve resolution 19.21
Moved: Kenneth MacMillan
Seconded: Joseph D’Arco
Vote: Approved: Unanimous Nay:
 - e. Resolution 19.22 Approving Payment of Property Claim to the Borough of Paramus
Motion to approve resolution 19.22
Moved: Joseph D’Arco
Seconded: Kenneth MacMillan

C. Old Business

There was no old business.

D. New Business

There was no new business.

E. Public Comment

There was no public comment.

F. Closed Session

There was no closed session.

VII. Adjournment

Motion to Adjourn.

Moved: Kenneth MacMillan

Seconded: Joseph D'Arco

Vote: Approved: Unanimous Nay:

The meeting adjourned at 10:13 a.m.

The next meeting will be a joint meeting with the safety delegates held at **10:00 a.m.** on **Friday, March 8, 2019**, at the Forsgate Country in Jamesburg, New Jersey.

Respectfully submitted,

Authorized Signature