

General Fund and Executive Committee Meeting Minutes  
August 29, 2023

I. **Call to Order – Jeffrey Welz, Chairperson**

The meeting was called to order at 10:05 a.m. by Chairperson Welz.

II. **Open Public Meetings Statement Read – Jeffrey Welz, Chairperson**

The Open Public Meetings Act was read by Chairperson Welz.

III. **Roll Call**

Executive Committee:

		<u>Attendance:</u>
Louis Ferrara	Township of Burlington	Absent
James Ulrich	Township of Clark	Present
Jeffrey Welz	North Hudson Regional Fire & Rescue	Present
Hector Olmo	Borough of Paramus	Absent

Fund Commissioner

Johanna Conyer	City of Burlington	Absent
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Alternate Fund Commissioners

Jodi Botlinger	Township of Burlington	Present
Michael DeOrio	North Hudson Regional Fire & Rescue	Absent

Also Present:

Barbara Murphy	Risk and Loss Managers, Inc.
Michaelene Miller	
Craig Gotilla	Ansell Grimm & Aaron
Kyle Mrotek	The Actuarial Advantage
Mark Worthington	T&M Associates
Steve Walsh	Barclay Insurance
Helen Goodwin	Hardenbergh Insurance Group
Patti Fahy	Reliance Insurance
Richard Crooks	Inservco
Claudia Acosta	Qual Lynx

IV. **Introduction of Guests**

There were no introductions.

V. **General Fund Business**

There was no general fund business.

VI. **Executive Committee Business**

A. **Approval of the General Fund and Executive Committee Open Meeting Minutes of June 7, 2023**

**Motion** to approve General Fund and Executive Committee Open Meeting Minutes of June 7, 2023.

**Moved:** James Ulrich

**Seconded:** Jodi Botlinger

**Vote:** Approved: Unanimous      Nay:

**B. Reports**

1. Chairperson – Jeffrey Welz  
There was no report.
2. MEL Delegate’s Report – James Ulrich  
There was no report.
3. Cyber JIF Delegate’s Report – James Ulrich  
Barbara Murphy stated that, following discussions on the recent proposals for vendor services and interviews for phishing, training and external scanning services, the Cyber JIF delegates agreed to reissue the Request for Proposals. She further stated that an extension of the 1/1/2024 deadline for the completion of the updated Cyber JIF risk management program checklist had been proposed.
4. Secretary’s Report – Hector Olmo  
There was no report.
5. Custodian of Funds – Kenneth MacMillan
  - a. Approval of Bill Lists for all Fund Years  
**Motion** to approve bill lists for all fund years totaling \$560,520.17.  
**Moved:** Jodi Botlinger  
**Seconded:** James Ulrich  
**Vote:** Approved: Unanimous      Nay:
  - b. Treasurer's Reports  
As per the report distributed at the meeting.
  - c. Investment Report  
As per the report distributed at the meeting.
6. Attorney's Report – Ansell Grimm & Aaron, Craig Gotilla  
As per the verbal legislative update provided at the meeting.
7. Administrator’s Report - Risk and Loss Managers, Inc. - Barbara Murphy  
As per the report included in the agenda package.
  - a. 2024 Proposed Meeting Schedule  
Barbara Murphy stated that the proposed 2024 meeting schedules were included in the agenda package. She asked that members review the proposed schedule and advise of any potential conflicts.
  - b. Resolution 23-25 Approving Property Appraisal Services Contract  
Barbara Murphy stated that, as per the recent request for proposals for property appraisal services, the executive committee members had recommended the award of a contract to AssetWorks for property appraisal services.  
**Motion** to approve resolution 23-25.  
**Moved:** Jeffrey Welz  
**Seconded:** James Ulrich  
**Vote:** Approved: Unanimous      Nay:
  - c. Resolution 23-26 Approving Payment of a Property Claim to the Borough of Paramus

**Motion** to approve resolution 23-26.

**Moved:** Jodi Botlinger

**Seconded:** James Ulrich

**Vote:** Approved: Unanimous    Nay:

8. Safety and Loss Control Services – T&M Associates  
Mark Worthington stated that all members 2023 site visits had been completed and that members were on track for completion of the 2023 safety incentive program.

**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**

**Motion** to adjourn open session.

**Moved:** James Ulrich

**Seconded:** Jodi Botlinger

**Vote:** Approved: Unanimous    Nay:

Open Session was adjourned at 10:25 a.m.

**G. Open Session Resumes**

**Motion** to return to open session.

**Moved:** James Ulrich

**Seconded:** Jodi Botlinger

**Vote:** Approved: Unanimous    Nay:

Closed Session was adjourned at 10:30 a.m.

**VII. Adjournment**

**Motion** to Adjourn.

**Moved:** Jodi Botlinger

**Seconded:** James Ulrich

**Vote:** Approved: Unanimous    Nay:

The meeting adjourned at 10:31 a.m.

The next meeting will be held at **10:00 a.m. on November 14, 2023.**

Respectfully submitted,

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Authorized Signature