

GENERAL FUND, EXECUTIVE COMMITTEE  
REORGANIZATION MEETING MINUTES  
January 6, 2023

**I. Call to Order – Kenneth MacMillan, Chairperson**

The meeting was called to order via Zoom at 10:03 a.m. by Chairperson MacMillan.

**II. Open Public Meetings Statement Read – Kenneth MacMillan, Chairperson**

The Open Public Meetings Act was read by Chairperson MacMillan.

**III. Roll Call**

Fund Commissioners:

		<u>Attendance:</u>
Kenneth R. MacMillan	City of Burlington	Present
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	Present

Alternate Fund Commissioners

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

Also Present:

Barbara Murphy	Risk and Loss Managers, Inc.
Michaelene Miller	
Craig Gottilla	Ansell Grimm & Aaron PC
Mark Worthington	T&M Associates
Claudia Acosta	Qual Lynx
Kathy Young	Alamo Insurance
Steve Walsh	Barclay Insurance
Helen Goodwin	Hardenbergh Insurance Group
Patti Fahy	Reliance Insurance

**IV. Introduction of Guests**

There were no introductions.

**V. General Fund Business**

**A. Resolution 23.01 Appointing Officers to Serve Full Fund and Executive Committee**

*Motion* to approve Resolution 23.01.

**Moved:** James Ulrich

**Seconded:** Kenneth MacMillan

**Vote:** Approved: Unanimous      Nay:

**VI. Executive Committee Business – Jeffrey Welz, Chairperson**

**A. Approval of December 2, 2022 General Fund and Executive Committee Open Meeting Minutes**

**Motion** to approve General Fund and Executive Committee Open Meeting Minutes of December 2, 2022

**Moved:** Kenneth MacMillan

**Seconded:** Hector Olmo

**Vote:** Approved: Unanimous      Nay:

**B. Reports**

1. Chairperson's Report – Jeffrey Welz  
There was no report.
2. MEL Delegate's Report – James Ulrich  
James Ulrich stated that the MEL had recently held its reorganizational meeting and made their 2023 subcommittee appointments. He stated that the MEL had adopted an amended risk management plan to reflect changes resulting from the renewal and added a clause that allowed the MEL to establish protocols, if needed, to manage catastrophic event claims. He further stated that they provided an update on the 2023 renewal.
3. Cyber JIF Delegate's Report – James Ulrich  
James Ulrich stated that the Cyber JIF had recently held its organizational meeting. He stated that vendor proposals were being reviewed and the risk control services were being determined.
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 Treasurer's Report and Bill Lists for all fund years totaling \$389,477.71.  
**Moved:** Hector Olmo  
**Seconded:** James Ulrich  
**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.
6. Attorney's Report – Ansell Grimm & Aaron PC – Craig Gottilla  
As per the report included in the agenda package.
  - a. Resolution 23.02 Establishing 2023 meeting schedule
  - b. Resolution 23.03 Appointing MEL Delegate – James Ulrich
  - c. Resolution 23.04 Appointing Cyber JIF Delegate – James Ulrich
  - d. Resolution 23.05 Designating Bank Depositories
  - d. Resolution 23.06 Designating Authorized Signatures
  - e. Resolution 23.07 Adopting Cash Management Plan
    - i. Appointment of Finance Subcommittee  
Chairperson Welz appointed Kenneth MacMillan, Louis Ferrara and James Ulrich to serve on the finance subcommittee.
  - f. Resolution 23.08 Setting Interest Rate for Delinquent Assessments
  - g. Resolution 23.09 Designating Official Newspapers
  - h. Resolution 23.10 Appointing Actuary - The Actuarial Advantage
  - i. Resolution 23.11 Approving Auditor - Withum, Smith & Brown
  - j. Resolution 23.12 Appointing Legal Counsel – Ansell Grimm & Aaron PC
  - k. Resolution 23.13 Appointing Custodian of Funds - Kenneth MacMillan

- l. Resolution 23.14 Authorizing Loss Prevention Specialist - T&M Associates
- m. Resolution 23.15 Appointing Property Claims Servicing Organizations - Bergen Risk Managers, Inservco Insurance Services, and Qual-Lynx.
- n. Resolution 23.16 Appointing Investment Manager – PFM Asset Management, LLC
- o. Resolution 23.17 Appointing Public Agency Compliance Officer - Risk and Loss Managers, Inc.
- p. Resolution 23.18 Adopting a Risk Management Plan  
Barbara Murphy stated that the 2023 meeting schedule had presented several conflicts with the traditional day of the meetings being held on Fridays. She had asked members for their thoughts on changing the day of the meetings to another day of the week. Discussion ensued and the consensus was to check for availability to move the meeting days to a Tuesday beginning with the June 2<sup>nd</sup> meeting date.

**Motion** to approve Resolutions 23.02 through 23.18.

**Moved:** Kenneth MacMillan

**Seconded:** Hector Olmo

**Vote:** Approved: Unanimous      Nay:

- q. Resolution 23.19 Approving Payment of a Property Claim to the Borough of Paramus

**Motion** to approve Resolutions 23.19.

**Moved:** Kenneth MacMillan

**Seconded:** James Ulrich

**Vote:** Approved: Unanimous      Nay:

- 7. Administrator’s Report - Risk and Loss Managers, Inc.  
As per the memorandum included in the agenda package.
- 8. Safety and Loss Control Services – Mark Worthington, T&M Associates  
Mark Worthington stated that the safety committee recently held its last meeting for the 2022 fund year and that the fourth quarter safety incentive results were being finalized. He also stated that the March meeting would be a combined safety and executive committee meeting to kick off the 2023 safety 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**

There was no closed session.

**VII. Adjournment**

**Motion** to Adjourn.

**Moved:** James Ulrich

**Seconded:** Hector Ulmo

**Vote:** Approved: Unanimous      Nay:

The meeting adjourned at 10:37 a.m.

The next meeting will be a joint meeting with the safety delegates held at **10:00 a.m.** on **Friday, March 10,**

**2023.**

Respectfully submitted,

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Authorized Signature

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Date