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**NEW JERSEY MUNICIPAL SELF INSURERS' JOINT INSURANCE FUND**

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**GENERAL FUND, SAFETY AND EXECUTIVE COMMITTEE MEETING MINUTES  
March 10, 2023**

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

The meeting was called to order via zoom at 10:03 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	Present
James Ulrich	Township of Clark	Present
Jeff Welz	North Hudson Regional Fire & Rescue	Present
Hector Olmo	Borough of Paramus	Present

Fund Commissioners

Vacant	City of Burlington	--
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Alternate Fund Commissioners

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

Safety Delegates

Lisa Schiller	City of Burlington	Present
John Irwin	Township of Burlington	Absent
Scott McCabe	Township of Clark	Present
Dep. Chief Al Pratts	North Hudson Regional Fire & Rescue	Absent
Hassan Brown	Borough of Paramus	Absent

Alternate Safety Delegates

Bill Curry	City of Burlington	Absent
Bruce Smith	Township of Burlington	Present
David Donnarumma	North Hudson Regional Fire and Rescue	Absent
Debbie Smith	Borough of Paramus	Present

Also Present:

James Corso	North Hudson Regional Fire & Rescue
James Kohl	Borough of Paramus
Barbara Murphy	Risk and Loss Managers, Inc.
Michaelene Miller	
Craig Gotilla	Ansell Grimm & Aaron PC
Mark Worthington	T&M Associates
Kenneth MacMillan	Custodian of Funds
Helen Goodwin	Hardenbergh Insurance Group

Claudia Acosta

Qual Lynx

IV. **Introduction of Guests**

There were no introductions.

V. **General Fund Business**

A. **Safety and Loss Control Services Report – T&M Associates, Mark Worthington**

1. 2022 Year in Review

Mark Worthington provided a brief review of the Fund's loss trends and the 2023 safety incentive program.

2. 2022 Safety Incentive Program Awards

Mark Worthington stated that the City of Burlington, Township of Burlington, North Hudson Regional Fire and Rescue and the Borough of Paramus would be presented with a plaque for achieving 100% compliance with the 2022 program requirements.

VI. **Executive Committee Business**

A. **Approval of the General Fund & Executive Committee Open Meeting Minutes of January 6, 2023**

**Motion** to approve General Fund and Executive Committee Open Meeting Minutes of January 6, 2023.

**Moved:** Louis Ferrara

**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

There was no report.

3. Cyber JIF Report – James Ulrich

James Ulrich stated that the Cyber JIF had recently met to discuss various business issues including a request for proposals and interviews for outside vendors to contract for Cyber Awareness training, Security Notifications, Phishing and Vulnerability assessments. He stated that he had sent an email to the Cyber JIF administrators with some additional questions on the evaluation process after consultation with his IT support provider.

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 \$955,094.89.

**Moved:** Louis Ferrara

**Seconded:** Hector Olmo

**Vote:** Approved: Unanimous      Nay:

b. Treasurer's Reports

As per the report distributed at the meeting.

c. Investment Status

As per the report distributed at the meeting.

7. Attorney's Report – Ansell Grimm & Aaron PC, Craig Gottilla

As per the report distributed prior to the meeting.

8. Administrator's Report - Risk and Loss Managers, Inc., Barbara Murphy  
As per the memorandum included in the agenda package.
- a. Property Appraisal Request for Proposals  
Barbara Murphy stated that, with the recent increase in natural disasters contributing to a hardening of the property insurance marketplace, the MEL had discussed local JIFs performing on site property appraisals for members without current appraisals to bring members' property values to current. She stated that it had been many years since the Fund's last full-blown property appraisal. Discussion ensued and the consensus was to authorize the administrator's office to issue a request for proposals for property appraisal services.  
**Motion** to approve the authorization of the administrator's office to issue a request for proposals for property appraisal services.  
**Moved:** Louis Ferrara  
**Seconded:** Hector Olmo  
**Vote:** Approved: Unanimous Nay:
- b. Barbara Murphy stated that there was a mathematical error in the calculation of the amount of the claim and asked the resolution be adopted with an amendment to the payable amount of the claim.  
Resolution 23-20 Approving Payment of a Property Claim to the Borough of Paramus, as amended.  
**Motion** to approve resolution 23-20.  
**Moved:** Louis Ferrara  
**Seconded:** Hector Olmo  
**Vote:** Approved: Unanimous Nay:
- 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 Olmo

**Vote:** Approved: Unanimous Nay:

The meeting adjourned at 10:39 a.m.

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Respectfully submitted,

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Authorized Signature