

GENERAL FUND, EXECUTIVE COMMITTEE  
REORGANIZATION MEETING MINUTES  
January 8, 2021

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

The meeting was called to order via Zoom 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	City of Burlington	Present
Louis Ferrara	Township of Burlington	Present
John Laezza	Township of Clark	Present
Jeffrey Welz	North Hudson Regional Fire & Rescue	Present
Joseph D'Arco	Borough of Paramus	Present

Alternate Fund Commissioners

Jodi Botlinger	Township of Burlington	Present
Vacant	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	Ansell Grimm & Aaron PC
Mark Worthington	T&M Associates
Kim Schweikert	Inservco
Luis Alamo	Alamo Insurance
Steve Walsh	EJA/Capacity Insurance
Patti Fahy	Reliance Insurance
Matt Morris	World Insurance Associates

**IV. Introduction of Guests**

There were no introductions.

**V. General Fund Business**

**A. Resolution 21.01 Appointing Officers to Serve Full Fund and Executive Committee**

***Motion*** to approve Resolution 21.01.

**Moved:** Kenneth MacMillan

**Seconded:** Jeffrey Welz

**Vote:** Approved: Unanimous      Nay:

**VI. Executive Committee Business**

**A. Approval of December 4, 2020 General Fund and Executive Committee Open Meeting Minutes**

**Motion** to approve General Fund and Executive Committee Open Meeting Minutes of December 4, 2020

**Moved:** Kenneth MacMillan

**Seconded:** Louis Ferrara

**Vote:** Approved: Unanimous      Nay:

**B. Reports**

1. Chairperson's Report – John Laezza  
There was no report.
2. MEL Delegate's Report – Joseph D'Arco  
There was no report.
3. Secretary's Report – Joseph D'Arco  
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 \$542,540.26.  
**Moved:** John Laezza  
**Seconded:** Louis Ferrara  
**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 – Ansell Grimm & Aaron PC – Craig Gottilla  
As per the report included in the agenda package.
  - a. Resolution 21.02 Establishing 2021 meeting schedule
  - b. Resolution 21.03 Appointing MEL Delegate - Joseph D'Arco
  - c. Resolution 21.04 Designating Bank Depositories
  - d. Resolution 21.05 Designating Authorized Signatures
  - e. Resolution 21.06 Adopting Cash Management Plan
    - i. Appointment of Finance Subcommittee  
John Laezza appointed himself, Kenneth MacMillan and Louis Ferrara to serve on the finance subcommittee.
  - f. Resolution 21.07 Setting Interest Rate for Delinquent Assessments
  - g. Resolution 21.08 Designating Official Newspapers
  - h. Resolution 21.09 Appointing Actuary - The Actuarial Advantage
  - i. Resolution 21.10 Approving Auditor - Withum, Smith & Brown
  - j. Resolution 21.11 Appointing Legal Counsel – Ansell Grimm & Aaron PC
  - k. Resolution 21.12 Appointing Custodian of Funds - Kenneth MacMillan
  - l. Resolution 21.13 Authorizing Loss Prevention Specialist - T&M Associates
  - m. Resolution 21.14 Appointing Property Claims Servicing Organizations - Bergen Risk Managers, Inservco Insurance Services, and Qual-Lynx.
  - n. Resolution 21.15 Appointing Investment Manager – PFM Asset Management, LLC
  - o. Resolution 21.16 Appointing Public Agency Compliance Officer - Risk and Loss Managers, Inc.
  - p. Resolution 21.17 Approving an Aggregate Loss Fund Contingency

**Motion** to approve Resolutions 21.02 through 21.17.

**Moved:** Jeffrey Welz

**Seconded:** Joseph D'Arco

**Vote:** Approved: Unanimous      Nay:

6. Administrator's Report - Risk and Loss Managers, Inc.  
As per the memorandum included in the agenda package.

- a. Cyber Liability Optional Increased Limits

Barbara Murphy stated that the MEL was offering an optional \$6,000,000 per incident/\$9,000,000 aggregate in excess limit for Cyber Liability coverage. She stated that the coverage would be in addition to the current limits provided through the Fund and that the primary limits are shared among NJMSIJIF members only. She further stated that the excess coverage was an additional limit shared statewide with all MEL member JIFs. Discussion ensued and the consensus was to purchase the optional excess cyber liability coverage as proposed.

**Motion** to purchase optional excess cyber liability coverage as proposed.

**Moved:** Kenneth MacMillan

**Seconded:** Joseph D'Arco

**Vote:** Approved: Unanimous      Nay:

- b. 2021/2022 EPL Loss Control Plan

Barbara Murphy reminded members that the required elements for approval of the 2021/2022 EPL Loss Control plans were due by June 1, 2021. She stated that the dates for the police and command unit training would be announced shortly.

7. Safety and Loss Control Services – Mark Worthington, T&M Associates

Mark Worthington stated that the safety committee recently held its last meeting for the 2020 fund year. He also stated that the March meeting would be a combined safety and executive committee meeting to kick off the 2021 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:** Kenneth MacMillan

**Seconded:** Joseph D'Arco

**Vote:** Approved: Unanimous      Nay:

The meeting adjourned at 10:19 a.m.

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

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The next meeting will be a joint meeting with the safety delegates held at **10:00 a.m.** on **Friday, March 12, 2021.**

Respectfully submitted,

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Authorized Signature

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Date