

General Fund and Executive Committee Meeting Minutes
December 17, 2024

I. Call to Order – Jeffrey Welz, Chairperson

The meeting was called to order at 10:02 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>
Johanna Conyer	City of Burlington	Present
Jodi Botlinger	Township of Burlington	Present
James Ulrich	Township of Clark	Present
Jeff Welz	North Hudson Regional Fire & Rescue	Present
Hector Olmo	Borough of Paramus	Present

Alternate Fund Commissioners

Michael DeOrio	North Hudson Regional Fire & Rescue	Absent
Stacey Schwoebel	Township of Burlington	Present

Also Present:

Barbara Murphy	Risk and Loss Managers, Inc.
Michaelene Miller	
Craig Gotilla	Bevelock & Fisher, LLC
Ken MacMillan	Custodian of Funds
Mark Worthington	T&M Associates
Luis F. Alamo	Alamo Insurance
Jasmine Brascom	
Sameer Sarfraz	
Steve Walsh	Barclay Insurance
Patti Fahy	Reliance
Dawn Cueman	Inservco

IV. Introduction of Guests

There were no introductions.

V. General Fund Business

A. Slate of Officers - 2025 Fund Year

Motion to open nominations.

Moved: Hector Olmo

Seconded: James Ulrich

Vote: Approved: Unanimous Nay:

The fund commissioners discussed the slate of officers for fund year 2025. Discussion ensued and the consensus was to nominate the following:

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Chairperson: Jeffrey Welz
Vice - Chairperson: Johanna Conyer
Secretary: Hector Olmo

Motion to close nominations.

Moved: Hector Olmo

Seconded: James Ulrich

Vote: Approved: Unanimous Nay:

Motion to nominate the Slate of Officers as discussed for the 2025 Fund Year.

Moved: Hector Olmo

Seconded: James Ulrich

Vote: Approved: Unanimous Nay:

B. MELJIF Delegate

Motion to open the nominations for the MELJIF delegate.

Moved: Hector Olmo

Seconded: James Ulrich

Vote: Approved: Unanimous Nay:

The fund commissioners discussed the MEL delegate for fund year 2025. Discussion ensued and the consensus was to nominate James Ulrich.

Motion to close the nominations for the MELJIF delegate.

Moved: Hector Olmo

Seconded: James Ulrich

Vote: Approved: Unanimous Nay:

Motion to nominate James Ulrich to serve as the MELJIF Delegate for the 2025 Fund Year.

Moved: Hector Olmo

Seconded: James Ulrich

Vote: Approved: Unanimous Nay:

C. Cyber JIF Delegate

Motion to open the nominations for the Cyber JIF delegate.

Moved: Hector Olmo

Seconded: James Ulrich

Vote: Approved: Unanimous Nay:

The fund commissioners discussed the Cyber JIF delegate for fund year 2025. Discussion ensued and the consensus was to nominate James Ulrich.

Motion to close the nominations for the Cyber JIF delegate.

Moved: Hector Olmo

Seconded: James Ulrich

Vote: Approved: Unanimous Nay:

Motion to nominate James Ulrich to serve as the Cyber JIF Delegate for the 2025 Fund Year.

Moved: Hector Olmo

Seconded: James Ulrich

Vote: Approved: Unanimous Nay:

VI. Executive Committee Business

A. Approval of the General Fund and Executive Committee Open Meeting Minutes of November 12, 2024

Motion to approve General Fund and Executive Committee Open Meeting Minutes of November 12, 2024.

Moved: Hector Olmo

Seconded: James Ulrich

Vote: Approved: Unanimous Nay:

B. Reports

1. Chairperson – Jeffrey Welz
There was no report.
2. MEL Delegate’s Report – James Ulrich
James Ulrich stated that the MEL had recently met to adopt their 2025 budget and rate table. He stated that the coverage committee had also recently met and discussed coverage consideration for artificial turf fields.
3. Cyber JIF Delegate – James Ulrich
James Ulrich stated that the Cyber JIF had recently met and discussed way to assist to members to meet the qualifications for, at minimum, the basic level of the cyber risk management plan.
4. Secretary – Jeffrey Welz
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 \$621,171.75.
Moved: James Ulrich
Seconded: Hector Olmo
Vote: Approved: Unanimous Nay:
 - b. Treasurer's Report
As per the report distributed at the meeting.
 - c. Investment Report
As per the report distributed at the meeting.
5. Attorney's Report – Bevelock & Fisher, LLC, Craig Gotilla
As per the report included in the agenda package.
6. Administrator’s Report – Risk and Loss Managers, Inc., Barbara Murphy
 - a. 2025 Renewal Documents
Barbara Murphy stated that the 2025 certificates of insurance, auto ID cards and workers’ compensation notices would be sent to members shortly.
 - b. Resolution 24-34 Approving Payment of a General Liability Claim to the NHRF&R.
 - c. Resolution 24-35 Approving Payment of a Workers’ Compensation claim to the NHRF&R.

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- d. Resolution 24-36 Approving Payment of a General Liability Claim to the City of Burlington.
- e. Resolution 24-37 Approving Payment of a Property Claim to the Township of Clark.

Motion to approve Resolutions 24-34 through 24-37.

Moved: James Ulrich

Seconded: Hector Olmo

Vote: Approved: Unanimous Nay:

- 7. Safety and Loss Control Services – T&M Associates, Mark Worthington
Mark Worthington stated that the safety committee members recently held their final 2024 safety committee meeting where they had reviewed PEOSH violations.

C. Old Business

There was no old business.

D. New Business

- 1. Public Hearing and Budget Adoption

- a. **Motion** to open the Public Hearing on the 2025 Fund Year Budget.

Moved: James Ulrich

Seconded: Hector Olmo

Vote: Approved: Unanimous Nay:

- b. **Motion** to close the Public Hearing on the 2025 Fund Year Budget.

Moved: Hector Olmo

Seconded: James Ulrich

Vote: Approved: Unanimous Nay:

- c. Resolution 24-38 Adoption of the 2025 Budget

Motion to approve Resolution 24-38 adopting the 2025 Fund Year Budget.

Moved: James Ulrich

Seconded: Johanna Conyer

Vote: Approved: Unanimous Nay:

- 2. Resolution 24-39 Introduction of 2025 Fund Year Budget Revision #1

Barbara Murphy stated that the 2025 fund year budget had been revised to include a prior year revenue carry forward to help offset the increase in the 2025 fund year budget, as per the discussion at the last meeting.

Motion to approve Resolution 24-39 and certify the assessments.

Moved: James Ulrich

Seconded: Hector Olmo

Vote: Approved: Unanimous Nay:

E. Public Comment

There was no public comment.

F. Closed Session

Motion to adjourn open session.

Moved: James Ulrich

Seconded: Hector Olmo

Vote: Approved: Unanimous Nay:

Open Session was adjourned at 10:35 a.m.

G. Open Session Resumes

Motion to return to open session.

Moved: Hector Olmo

Seconded: James Ulrich

Vote: Approved: Unanimous Nay:

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Closed Session was adjourned at 10:43 a.m.

VII. Adjournment

Motion to Adjourn.

Moved: Hector Olmo

Seconded: Jodi Botlinger

Vote: Approved: Unanimous Nay:

The meeting adjourned at 10:44 a.m.

The next meeting will be held at **10:00 a.m.** on **Friday, January 7, 2025.**

Respectfully submitted,

Authorized Signature

Date