

General Fund and Executive Committee Meeting Minutes  
December 6, 2019

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

The meeting was called to order at 10:01 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**

Executive Committee:

		<u>Attendance:</u>
Kenneth R. MacMillan	City of Burlington	Present
Stephen Fazekas	Township of Burlington	Absent
John Laezza	Township of Clark	Present
Jeff Welz	North Hudson Regional Fire & Rescue	Present
Joseph D'Arco	Borough of Paramus	Present

Alternate Fund Commissioners

Dawn Bass	Township of Burlington	Absent
Al Barr	Township of Clark	Absent
Michael DeOrio	North Hudson Regional Fire & Rescue	Absent

Also Present:

Barbara Murphy	Risk and Loss Managers, Inc.
Michaelene Miller	
Craig Gotilla	Windels Marx Lane & Mittendorf
Kimberly Schweikert	Inservco
Helen Goodwin	Hardenbergh Insurance Group

**IV. Introduction of Guests**

There were no introductions.

**V. General Fund Business**

**A. Slate of Officers - 2020 Fund Year**

**Motion** to open nominations.

**Moved:** Joseph D'Arco

**Seconded:** Jeffrey Welz

**Vote:** Approved: Unanimous      Nay:

The fund commissioners discussed the slate of officers for fund year 2020. Discussion ensued and the consensus was to nominate the following:

Chairperson: John Laezza  
Vice - Chairperson: Kenneth MacMillan  
Secretary: Stephen Fazekas

**Motion** to close nominations.

**Moved:** Kenneth MacMillan

**Seconded:** Joseph D'Arco

**Vote:** Approved: Unanimous      Nay:

**Motion** to nominate the above as the Slate of Officers for the 2020 Fund Year.

**Moved:** Kenneth MacMillan

**Seconded:** Jeffrey Welz

**Vote:** Approved: Unanimous      Nay:

**B. MELJIF Delegate**

**Motion** to open the nominations for the MELJIF delegate.

**Moved:** Kenneth MacMillan

**Seconded:** Joseph D'Arco

**Vote:** Approved: Unanimous      Nay:

The fund commissioners discussed the MEL delegate for fund year 2020. Discussion ensued and the consensus was to nominate Joseph D'Arco.

**Motion** to close the nominations for the MELJIF delegate.

**Moved:** Kenneth MacMillan

**Seconded:** Joseph D'Arco

**Vote:** Approved: Unanimous      Nay:

**Motion** to nominate Joseph D'Arco to serve as the MELJIF Delegate for the 2020 Fund Year.

**Moved:** Kenneth MacMillan

**Seconded:** Jeffrey Welz

**Vote:** Approved: Unanimous      Nay:

**VI. Executive Committee Business**

**A. Approval of the General Fund and Executive Committee Open Meeting Minutes of November 1, 2019.**

**Motion** to approve General Fund and Executive Committee Open Meeting Minutes of November 1, 2019.

**Moved:** Joseph D'Arco

**Seconded:** Kenneth MacMillan

**Vote:** Approved: Unanimous      Nay:

**B. Reports**

1. Chairperson – John Laezza  
There was no report.
2. MEL Delegate's Report – Joseph D'Arco  
There was no report.
3. Secretary – Stephen Fazekas  
There was no report.

4. Custodian of Funds – Kenneth MacMillan
  - b. Approval of Bill Lists for all Fund Years  
**Motion** to approve bill lists for all fund years totaling \$53,175.85.  
**Moved:** Joseph D’Arco  
**Seconded:** Jeffrey Welz  
**Vote:** Approved: Unanimous      Nay:
5. Attorney's Report – Windels, Marx Lane & Mittendorf, Craig Gotilla  
As per the report included in the agenda package.
6. Administrator’s Report – Risk and Loss Managers, Inc., Barbara Murphy  
Barbara Murphy stated that the 2020 certificates of insurance, auto ID cards and workers’ compensation notices would be sent to members shortly.
7. Safety and Loss Control Services – T&M Associates, Mark Worthington  
Barbara Murphy stated that the 2019 Safety Incentive Program was being finalized and safety committee members were informed to forward their outstanding items as soon as possible.

**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 2020 Fund Year Budget.  
**Moved:** Kenneth MacMillan  
**Seconded:** Joseph D’Arco  
**Vote:** Approved: Unanimous      Nay:
  - b. **Motion** to close the Public Hearing on the 2020 Fund Year Budget.  
**Moved:** Jeffrey Welz  
**Seconded:** Kenneth MacMillan  
**Vote:** Approved: Unanimous      Nay:
  - c. Resolution 19-40 Adoption of 2020 Budget  
**Motion** to approve Resolution 19-40 adopting the 2020 Fund Year Budget.  
**Moved:** Joseph D’Arco  
**Seconded:** Kenneth MacMillan  
**Vote:** Approved: Unanimous      Nay:
2. Introduction of the 2019 Fund Year Budget Revision #1  
**Motion** to approve Resolution 19-41 introducing the 2019 Fund Year Budget Revision #1  
**Moved:** Joseph D’Arco  
**Seconded:** Kenneth MacMillan  
**Vote:** Approved: Unanimous      Nay:
3. 2020 Risk Management Plan  
Barbara Murphy referred to a draft 2020 Risk Management Plan included in the agenda package. She reviewed proposed wording in response to the uncertainty of the potential impact from the recent sexual molestation and cancer presumption legislation. She stated that the amended risk management plan would state that dividend of any member that is no longer a member of the Fund shall be held in escrow until the later of the tolling of the statute of limitations for all potential claims incurred during the membership period or the closure of all incurred claims by the Fund during the period of membership. Discussion ensued and the consensus was to adopt the amended risk management plan.

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

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**Motion** to approve Resolution 19-42 adopting an amended risk management plan.

**Moved:** Joseph D'Arco

**Seconded:** Jeffrey Welz

**Vote:** Approved: Unanimous      Nay:

**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:** John Laezza

**Vote:** Approved: Unanimous      Nay:

The meeting adjourned at 10:18 a.m.

The next meeting will be held at **10:00 a.m.** on **Friday, January 10, 2020** at the Forsgate Country Club in Jamesburg, New Jersey.

Respectfully submitted,

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Authorized Signature

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Date