

**SOMERSET COUNTY JOINT INSURANCE FUND  
FUND COMMISSIONER'S MEETING MINUTES  
January 25, 2023**

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**STATEMENT OF PROPER NOTICE READ BY MARYJANE HYDRO:** Adequate notice of the regular meeting of the Somerset County Joint Insurance Fund held on Wednesday, January 25, 2023 at 9:02 a.m. via ZOOM Video Conferencing, has been provided through posting of said notice to the Courier News, and the Hunterdon County Democrat in accordance with Section 13 of the Open Public Meetings Act.

**FLAG SALUTE**

**ROLL CALL OF COMMISSIONERS**

SHANEL Y ROBINSON	County of Somerset	Absent
GEOFFREY D. SORIANO	Somerset County Park Commission	Present
JOHN TROJAN	Raritan Valley Community College	Present
RAELENE SIPPLE	Somerset County Vocational & Technical Schools	Present
GREGORY J. BONIN	Township of Branchburg	Present
BRIAN K. AUGER	Somerset County Library Commission	Present
KELLY G. CUPIT	Township of Green Brook	Present
KAREN GILBERT	Township of Raritan	Present
MICHAEL PAPPAS	Township of Bridgewater	Present
WILLIAM CLOSE	Township of Clinton	Present
DIANE MC DANIEL	Township of Delaware	Present
GLENN CULLEN	Borough of South Plainfield	Present

**ALTERNATE COMMISSIONERS**

YVONNE CHILDRESS	County of Somerset	Present
JANINE ERICKSON	Somerset County Park Commission	Present
CHERYL WALLACE	Raritan Valley Community College	Absent
NADINE WILKINS	Somerset County Vocational & Technical Schools	Absent
MARGUERITE SCHMITT	Township of Branchburg	Absent
BRIAN MORGAN	Somerset County Library Commission	Absent
RAYMOND S. MURRAY	Township of Green Brook	Present
CAROL BARBATI	Township of Raritan	Absent
THOMAS GENOVA	Township of Bridgewater	Absent
CARLA CONNER	Township of Clinton	Present
JAMES WALTMAN	Township of Delaware	Absent
AMY L. ANTONIDES	Borough of South Plainfield	Present

**EXECUTIVE DIR/ADMIN:**

**NEW JERSEY RISK MANAGERS & CONSULTANTS**

◆ Barbara Murphy	◆ Maryjane Hydro	◆ Javier Esparra
◆ Kenneth Spiller	◆ Cindy Villagran	◆ Lucy Martins

FUND ATTY/CLAIMS MANAGEMENT/LITIGATION:

DiFRANCESCO, BATEMAN, KUNZMAN, DAVIS, LEHRER & FLAUM, P.C.

- ◆ Stephen O. Davis, Esq.

FUND ATTY/REGULATORY COMPLIANCE/LEGISLATION:

SAUL EWING

- ◆ M. Paige Berry, Esq.

ADDITIONAL RISK MANAGERS:

ACRISURE, David Balken

- ◆ Township of Clinton

ACRISURE, Louis Beckerman

- ◆ Township of Green Brook

ACRISURE, Amy Pieroni

- ◆ Township of Bridgewater & Borough of South Plainfield

LAFONTAINE & BUDD, James T. Rick, Jr.

- ◆ Township of Branchburg

RICHLAND KNOWLES AGENCY, Diane Bellinger

- ◆ Township of Delaware

**INTRODUCTION OF GUESTS:** Present at this meeting were: David Balken - Risk Manager for the Township of Clinton; Lou Beckerman-Risk Manager for the Township of Green Brook; Amy Pieroni – Risk Manager for the Township of Bridgewater and Borough of South Plainfield; Diane Bellinger & Paul Joyce-Risk Managers for the Township of Delaware. Also, in attendance were Patti Fahey- Account Executives from Acrisure, LLC, and Jackie Fresco from Guardian Public Entity Claims Services to present the Payment Authorization Requests during Closed Session.

**PUBLIC COMMENT:** On behalf of the Fund, thanks were extended to Commissioners Gregory J. Bonin and Kelly G. Cupit for their service as Chair and Secretary to the Fund during 2022. After explaining that historically, the SCJIF Executive Committee positions rotate annually in sequence of membership into the Fund, Maryjane Hydro, Executive Vice President from New Jersey Risk Managers presented the 2023 Slate of Executive Committee and Officers. The nomination of Officers follows:

CHAIRMAN:	Brian Auger, Somerset County Library Commission
VICE-CHAIRMAN:	Kelly G. Cupit, Township of Green Brook
SECRETARY:	Karen Gilbert, Township of Raritan

EXECUTIVE COMMITTEE:	Michael Pappas, Township of Bridgewater
	William Close, Township of Clinton
	Diane McDaniel, Township of Delaware
	Shanel Y. Robinson, County of Somerset

ALTERNATES: Raelene Sipple, Somerset County Vocational & Technical Schools  
Geoffrey D. Soriano, Somerset County Park Commission  
John Trojan, Raritan Valley Community College  
Glenn Cullen, Borough of South Plainfield  
Gregory J. Bonin, Township of Branchburg

Maryjane asked for any other nominations: None.

**MOTION TO ACCEPT THE SLATE OF NOMINATED OFFICERS:**

**MOTION:** Commissioner Auger  
**SECOND:** Commissioner Trojan  
**VOTE:** Unanimous

On behalf of Chairman Auger, Maryjane Hydro reviewed the items listed in the Reorganization Agenda.

- #23-001** Authorizing appointment of the Fund's Officers, Executive Committee and Alternates
- #23-002** Designating regular meeting place & dates and designating the official newspapers for the 2023 Fund Year
- #23-003** Designating State approved public depositories as official depositories of SCJIF for 2023 and each Fund account Year
- #23-004** Memorializing designations of individuals authorized as Fund check signatories for the 2023 Fund Year
- #23-005** Setting an interest rate on delinquent assessments for the 2023 Fund Year
- #23-006** Appointing a Public Agency Compliance Officer
- #23-007** Designating the Administrator as Agent to receive service of process on behalf of the Fund and designating the Administrator's office as where the books and records shall be maintained
- #23-008** Approving Certifying and Approving Officer

**MOTION TO APPROVE RESOLUTIONS #23-001 to #23-008 FROM THE REORGANIZATION AGENDA:**

**MOTION:** Commissioner Trojan  
**SECOND:** Commissioner Sipple  
**VOTE:** Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	X			
SCPC	GEOFFREY D. SORIANO	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE	X			
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			

TOR	KAREN GILBERT	X			
TOBW	MICHAEL PAPPAS	X			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN	X			

**MOTION TO APPROVE MINUTES FROM THE DECEMBER 21<sup>st</sup>, 2022, MEETING:**

**MOTION:** Commissioner Trojan  
**SECOND:** Commissioner Sipple  
**VOTE:** Commissioners Papas and Close Abstain

**SERVICE PROVIDER REPORTS:**

**Executive Director/Administrator:** In addition to the Report submitted, Ms. Maryjane Hydro reminded all Fund Members that preliminary assessment invoices were mailed, and all payments are due January 31, 2023.

**Fund Attorney - Claims Management / Litigation:** No additions to the report submitted. Mr. Davis thanked the Board for the reappointment of his firm as Fund Attorney-Claims Management/Litigations Services for Fund Year 2023.

**Fund Attorney – Regulatory Compliance / Legislation:** In addition to the report submitted, Fund Attorney Berry highlighted caselaw contained in her Report involving CEPA Claims and the Child Sexual Abuse Act.

**Third Party Administrator:** In addition to the report submitted, Javier Esparra, NJRM, provided an overview of the figures contained in the report. He welcomed questions or comments from Fund Members.

**Custodian of Funds:** No additions to the report submitted.

**COMMITTEE REPORTS:**

**Safety Committee:** In addition to the report submitted, Maryjane Hydro stated that the 2023 Committee Assignments were included in the package.

On behalf of Chairman Sipple, Maryjane Hydro of NJRM advised that the Safety Committee met on January 10<sup>th</sup>, 2023 and the corresponding Meeting Minutes were included in the package. In response to inquiries made regarding proper disposal of lithium batteries, a handout for proper disposal was distributed to Safety Committee representatives containing the requested information. It was explained that OSHA300 Form reporting data for lost time during 2022 was forwarded to each of the Fund Members appropriate responsible personnel. Ms. Hydro noted that the data provided is simply a tool to be utilized by the HR Department, or the responsible individual in determining what is OSHA reportable.

A training seminar entitled *Training on Liability, Property & WC Claim Reporting and Intake Procedures* appropriate for Administrators, Managers, Supervisors & Department Heads has been scheduled for Tuesday, February 28<sup>th</sup>, 2023, at 9:00 AM via ZOOM. The seminar will be presented by Javier Esparra-New Jersey Risk Managers, Jacquelyn Fresco- GPECS and Kelly Royce-FirstMCO. Invitations were provided.

The next regular SCJIF Safety Committee Meeting is scheduled for 9:00 A.M. Tuesday, February 7, 2023 at the Somerset County Vocational & Technical Schools TradeWins Restaurant.

**Contract Committee:** In addition to the Report submitted and on behalf of Committee Chairperson Trojan, Maryjane Hydro advised that the Contract Committee met on January 10<sup>th</sup>, 2023 to review the 2023 Service Provider Request for Proposal (RFP) submissions. A summary of the recommendations was contained in the report submitted. If the recommendations are accepted, contracts and letters will be issued in accordance with the report. Ms. Barbara Murphy, NJRM, provided additional remarks and positive feedback with respect to PFM Asset Management proposal. Any additional questions can be addressed during Closed Session.

**#23-009 RESOLUTION APPROVING SERVICE PROVIDER AND COMMITTEE REPORTS:**

**MOTION:** Commissioner Trojan  
**SECOND:** Commissioner Cupit  
**VOTE:** Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	X			
SCPC	GEOFFREY D. SORIANO	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE	X			
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	KAREN GILBERT	X			
TOBW	MICHAEL PAPPAS	X			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN	X			

**OLD BUSINESS:**

**#23-010 RESOLUTION AUTHORIZING PAYMENT OF CURRENT EXPENSES AND CLAIMS REIMBURSEMENTS:**

**MOTION:** Commissioner Trojan  
**SECOND:** Commissioner Cupit  
**VOTE:** Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	X			
SCPC	GEOFFREY D. SORIANO	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE	X			
TOB	GREGORY J. BONIN	X			

SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	KAREN GILBERT	X			
TOBW	MICHAEL PAPPAS	X			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN	X			

**NEW BUSINESS:**

**#23-011 RESOLUTION APPOINTING SERVICE PROVIDERS FOR 2023:**

**MOTION:** Commissioner Trojan  
**SECOND:** Commissioner Cupit  
**VOTE:** Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	X			
SCPC	GEOFFREY D. SORIANO	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE	X			
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	KAREN GILBERT	X			
TOBW	MICHAEL PAPPAS	X			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN	X			

**#23-012 RESOLUTION AUTHORIZING THE EXECUTION OF CONTRACTS WITH SERVICE PROVIDERS FOR 2023:**

**MOTION:** Commissioner Trojan  
**SECOND:** Commissioner Cupit  
**VOTE:** Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	X			
SCPC	GEOFFREY D. SORIANO	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE	X			
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN AUGER	X			

TOGB	KELLY G. CUPIT	X			
TOR	KAREN GILBERT	X			
TOBW	MICHAEL PAPPAS	X			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN	X			

**#23-013 RESOLUTION ADOPTING THE AMENDED RISK MANAGEMENT PLAN:**

**MOTION:** Commissioner Trojan  
**SECOND:** Commissioner Cupit  
**VOTE:** Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	X			
SCPC	GEOFFREY D. SORIANO	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE	X			
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	KAREN GILBERT	X			
TOBW	MICHAEL PAPPAS	X			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN	X			

**#23-014 RESOLUTION ADOPTING A CASH MANAGEMENT PLAN:**

**MOTION:** Commissioner Trojan  
**SECOND:** Commissioner Cupit  
**VOTE:** Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	X			
SCPC	GEOFFREY D. SORIANO	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE	X			
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			

TOR	KAREN GILBERT	X			
TOBW	MICHAEL PAPPAS	X			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN	X			

**#23-015 RESOLUTION TO ENTER CLOSED SESSION AT 9:32 A.M. TO DISCUSS:**

General Liability Claims:

- 4.15853
- 4.16483
- 4.16799
- 4.17302

Workers' Compensation Claims:

- 4.19045
- 4.19342
- 4.19467

**MOTION:** Commissioner Trojan  
**SECOND:** Commissioner Cupit  
**VOTE:** Unanimous

**MOTION TO RETURN TO REGULAR MEETING AT 9:41 A.M.:**

**MOTION:** Commissioner Trojan  
**SECOND:** Commissioner Cupit  
**VOTE:** Unanimous

**#20-016 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS:**

**MOTION:** Commissioner Trojan  
**SECOND:** Commissioner Cupit  
**VOTE:** Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	YVONNE CHILDRESS	X			
SCPC	GEOFFREY D. SORIANO	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE	X			
TOB	GREGORY J. BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			



TOR	KAREN GILBERT	X			
TOBW	MICHAEL PAPPAS	X			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN	X			

**MOTION TO APPROVE MINUTES FROM THE DECEMBER 21<sup>st</sup>, 2022, CLOSED SESSION:**

**MOTION:** Commissioner Trojan  
**SECOND:** Commissioner Cupit  
**VOTE:** Commissioners Papas and Close Abstain

**MOTION TO ADJOURN AT 9: 44 A.M.:**

**MOTION:** Commissioner Trojan  
**SECOND:** Commissioner Cupit  
**VOTE:** Unanimous

Respectfully submitted,



Karen Gilbert, Secretary