

**SOMERSET COUNTY JOINT INSURANCE FUND  
FUND COMMISSIONERS' MEETING MINUTES  
May 22, 2024**

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**STATEMENT OF PROPER NOTICE READ BY COMMISSIONER CUPIT:** Adequate notice of the regular meeting of the Somerset County Joint Insurance Fund held on Wednesday, May 22, 2024, at 9:05 a.m. 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**

**INTRODUCTION OF GUESTS:** Present at this meeting were: David Balken - Risk Manager for the Township of Clinton; Louis Beckerman- Risk Manager for the Township of Green Brook; Amy Pieroni – Risk Manager for the Borough of South Plainfield; and Diane Bellinger- Risk Manager for the Township of Delaware, and Trevor Morris-Acrisure, LLC. Additionally, Mr. Jamie Shook/The Actuarial Advantage and Mr. Robert Butvilla/Suplee Clooney & Company were also present to address the Board of Commissioners.

**ROLL CALL OF COMMISSIONERS**

SHANEL Y ROBINSON	County of Somerset	Present
DANIEL J. HAYES, JR.	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
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	Absent
CHERYL WALLACE	Raritan Valley Community College	Absent
ADAM BEDER	Somerset County Vocational & Technical Schools	Absent
DENISE PISZKOWSKI	Township of Branchburg	Absent
BRIAN MORGAN	Somerset County Library Commission	Absent
RAYMOND S. MURRAY	Township of Green Brook	Absent
CAROL BARBATI	Township of Raritan	Absent
CHIEF THOMAS DEROSA	Township of Clinton	Absent
DIANA RUMAGE	Township of Delaware	Absent
AMY L. ANTONIDES	Borough of South Plainfield	Absent

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**EXECUTIVE DIR/ADMIN:**

**NEW JERSEY RISK MANAGERS & CONSULTANTS**

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

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

- ◆ Borough of South Plainfield

LAFONTAINE & BUDD, James T. Rick, Jr.

- ◆ Township of Branchburg

RICHLAND KNOWLES AGENCY, Diane Bellinger

- ◆ Township of Delaware

ACTUARY:

THE ACTUARIAL ADVANTAGE

- ◆ Jamie Shook

AUDITOR:

SUPLEE, CLOONEY & COMPANY

- ◆ Robert Butvilla

**MOTION TO APPROVE MARCH 27, 2024, OPEN AND CLOSED SESSION MEETING MINUTES:**

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

**SERVICE PROVIDER REPORTS:**

**Executive Director/Administrator:** In addition to the Report submitted, Barbara Murphy advised that the 2024 coverage documents are in the process of being updated. The documents will be posted on the Members Only section of the Fund's website when they are finalized, and hard copies will also be available for the Fund Members.

Kenneth Spiller, NJRM advised that the 2025 Renewal Applications will be distributed during the month of June. He noted that the renewal process this year has been streamlined and added that the applications have been simplified requiring significantly less information than in previous years.

**Fund Attorney - Claims Management / Litigation:** In addition, to the report submitted, Fund Attorney Davis provided a brief update on a flood case verdict involving a South Jersey municipality and the ramifications it may have upon other municipalities in the State.

**Fund Attorney – Regulatory Compliance / Legislation:** In addition to the report submitted, Fund Attorney Berry provided additional information regarding legislation on the New Jersey Open Public Records Act and legislation revising the workers’ compensation law to increase the attorney fee cap from 20% to 25%.

**Third Party Administrator:** In addition to the report submitted, Barbara Murphy advised that future Financial Reports will be formatted so they are not only easier to read, but to also identify trends, and provide a detailed overview of the financial health of the Fund.

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

**Actuary:** In addition to the report submitted, Mr. Jamie Shook of The Actuarial Advantage addressed the Board regarding analysis of the Somerset County Joint Insurance Fund’s loss and allocated loss adjustment expense reserves, as well as the projected Incurred But Not Report (IBNR) losses. The complete findings are contained in the *Statement of Actuarial Opinion* dated May 17, 2024. Questions were welcomed.

**Auditor:** In addition to the report submitted, Mr. Robert Butvilla of Suplee, Clooney and Company advised that the report entitled *The Report of Audit on the Financial Statements of the Somerset County Joint Insurance Fund for Years Ended December 31, 2023 and 2022* was clean, as noted in the final page with no Comments or Recommendations.

**#24-024 RESOLUTION CONFIRMING REVIEW OF ANNUAL AUDIT/CERTIFICATION OF GOVERNING:**

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	SHANEL Y. ROBINSON	X			
SCPC	DANIEL J. HAYES, JR.	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE	X			
TOB	GREGORY BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	KAREN GILBERT	X			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN	X			

**COMMITTEE REPORTS:**

**Safety Committee:** Maryjane Hydro, New Jersey Risk Managers stated that the Safety Committee met on April 24, 2024 and May 7, 2024 and the Minutes from these Meetings were included in the Meeting Package.

A training seminar entitled “*Excavation, Trenching & Shoring*” was conducted by the Fund’s Safety Consultant, Mark Worthington on Tuesday, April 16, 2024, at the Somerset County Emergency Training Academy in Hillsborough, NJ. Over

50 employees participated in this training. Additionally, a second training seminar entitled "Chainsaw Safety Training" was also held on Tuesday, May 14, 2024 at the Borough of South Plainfield Department of Public Works. The training seminar was conducted by Kyle Goetz and Conrad Pulkowski of Noble Oak Safety & Training of Flemington.

As a result of OSHA's focus on heat stress & illness work-related injuries, New Jersey Risk Managers has posted valuable information on the Fund's website to assist Fund Members to comply with the prevention program. Fund Attorney Berry added that there is legislation regarding this topic and will provide additional details as they become available.

The next meeting will be the annual SCJIF Safety Recognition Breakfast which will be held on Tuesday, June 11, 2024, at the Somerville B.P.O. Elks Lodge #1068. This year the guest speaker will be Jonathan A. Durland, Emergency Response Manager and Deputy OEM Coordinator of the Somerset County Office of Emergency Management. Thereafter, the Safety Committee will be on a summer hiatus resuming regular Safety Committee Meetings on Tuesday, September 10, 2024.

**Claim PAR Committee:** Committee Chairperson Hayes stated that the Committee met on April 24, 2024, and the Meeting Minutes were submitted in the Meeting Package. Actions will be ratified during the Old Business portion of the Agenda.

**OLD BUSINESS**

**#24-023 RESOLUTION RATIFYING PAYMENT OF EXPENSES & CLAIMS REIMBURSEMENTS PAID IN APRIL 2024:**

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	SHANEL Y. ROBINSON	X			
SCPC	DANIEL J. HAYES, JR.	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE	X			
TOB	GREGORY BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	KAREN GILBERT	X			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN	X			

**NEW BUSINESS**

**#24-025 RESOLUTION APPROVING COMMITTEE REPORTS:**

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	SHANEL Y. ROBINSON	X			
SCPC	DANIEL J. HAYES, JR.	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE	X			
TOB	GREGORY BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	KAREN GILBERT	X			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN	X			

**#24-026 RESOLUTION AUTHORIZING PAYMENT OF CURRENT EXPENSES & CLAIMS REIMBURSEMENTS:**

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	SHANEL Y. ROBINSON	X			
SCPC	DANIEL J. HAYES, JR.	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE	X			
TOB	GREGORY BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	KAREN GILBERT	X			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN	X			

**MOTION TO OPEN THE MEETING FOR PUBLIC COMMENT ON THE 2024 FUND BUDGET REV. #1 AT 9:35 A.M.:**

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

**PUBLIC COMMENT:** None

**MOTION TO RETURN TO OPEN SESSION AT 9:37 A.M.:**

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

**#24-027 RESOLUTION ADOPTING THE 2024 FUND YEAR BUDGET REV. #1:**

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	SHANEL Y. ROBINSON	X			
SCPC	DANIEL J. HAYES, JR.	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE	X			
TOB	GREGORY BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	KAREN GILBERT	X			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN	X			

**#24-028 RESOLUTION TO ENTER CLOSED SESSION AT 9:38 A.M. TO DISCUSS:**

Workers' Compensation Claims:

- 4.16773
- 4.16905
- 4.18954
- 4.20120

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

**MOTION TO RETURN TO REGULAR MEETING AT 9:40 A.M.:**

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

**#24-029 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS:**

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

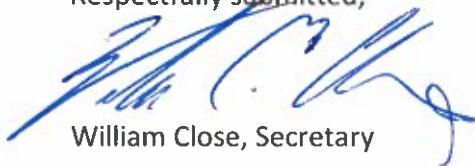
ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	SHANEL Y. ROBINSON	X			
SCPC	DANIEL J. HAYES, JR.	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE SIPPLE	X			
TOB	GREGORY BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	KELLY G. CUPIT	X			
TOR	KAREN GILBERT	X			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN	X			

**PUBLIC COMMENT:** None

**MOTION TO ADJOURN AT 9:43 A.M.:**

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

Respectfully submitted,



William Close, Secretary