

**SOMERSET COUNTY JOINT INSURANCE FUND**  
**FUND COMMISSIONERS' MEETING MINUTES**  
**January 22, 2025**

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**STATEMENT OF PROPER NOTICE READ BY BARBARA MURPHY:** Adequate notice of the regular meeting of the Somerset County Joint Insurance Fund held on Wednesday, January 22, 2025 at 9:35 a.m. at the Somerset County Park Commission Headquarters located in Bridgewater 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	Present
DANIEL J. HAYES, JR.	Somerset County Park Commission	Present
JOHN TROJAN	Raritan Valley Community College	Present
RAELENE SIPPLE	Somerset County Vocational & Technical Schools	Absent
GREGORY J. BONIN	Township of Branchburg	Present
BRIAN K. AUGER	Somerset County Library Commission	Present
KELLY G. CUPIT	Township of Green Brook	Absent
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	Absent
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	Present
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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**ALSO PRESENT:**

Barbara Murphy	New Jersey Risk Managers & Consultants, LLC
Cindy Villagran	
Javier Esparra	
Kenneth Spiller	
Lucy Martins	
Pamela Aquino	

Stephen O. Davis, Esq.	DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, PC
M. Paige Berry, Esq.	Saul Ewing, LLP
Jamie Rick	LaFontaine & Budd, Inc.
Dave Balken	ACRISURE
Trevor Morris	ACRISURE
Charlie Kratovil (A: 9:44 am)	

**INTRODUCTION OF GUEST:** Barbara Murphy introduced Highland Claim Services President and Claims Manager Robert Granata who addressed the Board in Closed Session.

Ms. Barbara Murphy, President of New Jersey Risk Managers & Consultants presented the 2025 Slate of Executive Committee and Officers. The nomination of Officers follows:

CHAIRMAN:	Karen Gilbert, Township of Raritan
VICE-CHAIRMAN:	William Close, Township of Clinton
SECRETARY:	Diane McDaniel, Township of Delaware
EXECUTIVE COMMITTEE:	Shanel Y. Robinson, County of Somerset Raelene Sipple, Somerset County Vocational & Technical Schools Daniel J. Hayes, Jr., Somerset County Park Commission John Trojan, Raritan Valley Community College
ALTERNATES:	Glenn Cullen, Borough of South Plainfield Gregory J. Bonin, Township of Branchburg Brian Auger, Somerset County Library Commission Kelly Cupit, Township of Green Brook

Barbara Murphy asked for any other nominations: There were no other nominations.

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

<b>MOTION:</b>	<b>Commissioner Trojan</b>
<b>SECOND:</b>	<b>Commissioner Murray</b>
<b>VOTE:</b>	<b>Unanimous</b>

Chairperson Gilbert reviewed the items listed in the Reorganization Agenda.

- #25-001 Authorizing appointment of the Fund's Officers, Executive Committee and Alternates
- #25-002 Designating regular meeting place & dates and designating the official newspapers for the 2025 Fund Year
- #25-003 Designating State approved public depositories as official depositories of SCJIF for 2025 and each Fund account Year
- #25-004 Memorializing designations of individuals authorized as Fund check signatories for the 2025 Fund Year
- #25-005 Setting an interest rate on delinquent assessments for the 2025 Fund Year
- #25-006 Appointing a Public Agency Compliance Officer

- #25-007 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
- #25-008 Approving Certifying and Approving Officer

**MOTION TO APPROVE RESOLUTIONS #25-001 to #25-008 FROM THE REORGANIZATION AGENDA:**

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

**FUND BUSINESS:**

- **MOTION TO APPROVE MINUTES FROM THE OPEN AND CLOSED SESSION MINUTES FROM THE DECEMBER 18, 2024 MEETING:**

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

**SERVICE PROVIDER REPORTS:**

**Executive Director/Administrator:** In addition to the Report included in the Agenda Package, Barbara advised that the Financial Fast Track included unaudited figures through December 31<sup>st</sup> and Incurred But Not Yet Reported Claim figures through June 30, 2024. Additionally, arrangements are underway to conduct the Financial Audit process.

Barbara added that the Borough of Millstone had expressed interest in joining the Somerset County Joint Insurance Fund as a new member. She stated that after a review of their submission containing their exposures and loss information, loss funds and insurance costs were calculated by the fund actuary and the carriers. She asked for the fund members' approval to allow the Borough to join as a member of the Fund effective January 1, 2025.

- **MOTION TO APPROVE THE BOROUGH OF MILLSTONE AS A NEW MEMBER OF THE SOMERSET COUNTY JOINT INSURANCE FUND AS OF JANUARY 1, 2025.**

**MOTION:** Commissioner Robinson  
**SECOND:** Commissioner Murray  
**VOTE:** Commissioner Bonin Abstained

**Fund Attorney - Claims Management / Litigation:** No additions to the report submitted.

**Fund Attorney – Regulatory Compliance / Legislation:** In addition to the report submitted, Fund Attorney Berry provided additional details regarding the information contained in her Report. She also encouraged distribution of the Guidance on Algorithmic Discrimination and the New Jersey Law Against Discrimination issued in January as this is an important tool for entities to make decisions when utilizing automated decision-making tools.

Questions were also raised regarding the recent Executive Orders allowing immigration authorities to enter schools, healthcare facilities and places of worship to conduct arrests of undocumented employees and/or students. Attorney Berry advised that litigation has been filed against these new measures and Governor

Murphy had previously provided guidance for public entities when faced with these situations. She will continue to monitor any new developments and will provide information as it becomes available.

**Third Party Administrator:** In addition to the report submitted, Barbara Murphy advised that the Year End Audit was underway, and particular attention will be given to claim trends and losses to ensure that proper training was in place to curtail repetitive losses.

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

**COMMITTEE REPORTS:**

**Safety Committee:** The Safety Committee met on December 7, 2024, which was also Commissioner Raelene Sipple’s last meeting as Safety Committee Chairperson. The Meeting Minutes were included in the Agenda Package. Commissioner Auger graciously agreed to serve as the new Chairperson, and he advised that a plaque would be presented to Commissioner Sipple for her six (6) years of service.

The next regular SCJIF Safety Committee Meeting is scheduled for 9:00 A.M. Tuesday, February 4, 2025, at the Somerset County Vocational & Technical Schools TradeWins Restaurant.

**Contract Committee:** Chairperson Trojan advised that the Contract Committee met on January 6, 2025 to review the 2025 Service Provider Request for Proposal (RFP) submissions. A summary of the recommendations was contained in the report submitted. Recommendations were accepted by the Board, contracts and letters would be issued in accordance with the report.

**NEW BUSINESS:**

**#25-009 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS AND APPROVING EXPENSES PAID IN JANUARY 2025:**

**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 J. BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	RAYMOND S. MURRAY	X			
TOR	KAREN GILBERT	X			
TOC	WILLIAM CLOSE	X			
TOD	DIANE Mc DANIEL	X			
BSP	GLENN CULLEN	X			

**NEW BUSINESS:**

- #25-010 RESOLUTION APPOINTING SERVICE PROVIDERS FOR 2025**
- #25-011 RESOLUTION AUTHORIZING THE EXECUTION OF CONTRACTS WITH SERVICE PROVIDER FOR 2025**
- #25-012 RESOLUTION ADOPTING THE RISK MANAGEMENT PLAN**
- #25-013 RESOLUTION ADOPTING THE CASH MANAGEMENT PLAN**

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

**PUBLIC COMMENTS:** Chairperson Gilbert reminded Members of the Public that Public Comment was limited to three (3) minutes. Charlie Kratovil, editor at the New Brunswick Today newspaper addressed the Board to inquire if new Members were joining the SCJIF for Fund Year 2025 specifically the Borough of Millstone.

**MOTION TO ENTER CLOSED SESSION AT 9:58 AM TO DISCUSS CLAIMS AND OTHER ACTIONS:**

Workers' Compensation & General Liability Claims:

- 4.16391
- 4.20217
- 4.20465
- 4.20655
- 4.20713
- 4.20904
- 4.20958
- 4.20962

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

**MOTION TO RETURN TO REGULAR MEETING AT 10:13A.M.:**

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

**#25-014 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS AND OTHER ACTIONS ESTABLISHED IN CLOSED SESSION:**

**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	RAYMOND S. MURRAY	X			
TOR	KAREN GILBERT	X			
TOC	WILLIAM CLOSE	X			
TOD	DIANE McDANIEL	X			
BSP	GLENN CULLEN	X			

**MOTION TO ADJOURN AT 10:45 A.M.:**

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

Respectfully submitted,

  
Diane McDaniel, Secretary