

**SOMERSET COUNTY JOINT INSURANCE FUND**  
**FUND COMMISSIONER'S MEETING MINUTES**  
**September 24, 2014**

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**STATEMENT OF PROPER NOTICE READ BY COMMISSIONER AUGER:** Adequate notice of the regular meeting of the SCJIF held on Wednesday, September 24, 2014 at 8:31 a.m. at the Somerset County Park Commission Headquarters located in Bridgewater, New Jersey, 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/MOMENT OF SILENCE**

**ROLL CALL OF COMMISSIONERS**

PETER PALMER	County of Somerset	Absent
RAYMOND A. BROWN	Somerset County Park Commission	Present
JOHN TROJAN	Raritan Valley Community College	Present
DIANE STROBER	Somerset County Vocational & Technical Schools	Present
GREGORY BONIN	Township of Branchburg	Present
BRIAN K. AUGER	Somerset County Library Commission	Present
KELLY G. CUPIT	Township of Green Brook	Absent
ALLAN D. PIETREFESA	Township of Raritan	Present
JAMES T. NAPLES	Township of Bridgewater	Present
VACANT	Township of Clinton	
DIANE McDANIEL	Township of Delaware	Present

**ALTERNATE COMMISSIONERS**

YVONNE CHILDRESS	County of Somerset	Absent
DANIEL J. LIVAK	Somerset County Park Commission	Present
NANCY MOORE	Raritan Valley Community College	Absent
WILLIAM G. HYNICK, JR.	Somerset County Vocational & Technical Schools	Absent
SHARON L. BRIENZA	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
J. GARY HOWARTH	Township of Bridgewater	Present
MARVIN JOSS	Township of Clinton	Present
ROGER LOCANDRO	Township of Delaware	Absent

**ALSO PRESENT**

**EXECUTIVE DIR/ADMIN:** NEW JERSEY RISK MANAGERS & CONSULTANTS, INC.  
♦ Raymond L. Hughes II ♦ Maryjane Hydro  
♦ H. James Griffith ♦ Christina Bruno

**FUND ATTY/LITIGATION:** DiFRANCESCO, BATEMAN, COLEY, YOSPIN, KUNZMAN,  
DAVIS, LEHRER & FLAUM, P.C.  
♦ Stephen O. Davis, Esq.

**FUND ATTY/ADMINISTRATION:** SAUL EWING  
♦ M. Paige Berry, Esq.

CLAIMS ADMINISTRATION:

QUAL-LYNX

- ◆ Javier B. Esparra

RISK MANAGERS:

LAFONTAINE & BUDD

- ◆ James T. Rick, Jr.

ACRISURE

- ◆ Louis Beckerman

BALKEN RISK MANAGEMENT

- ◆ David Balken

**INTRODUCTION OF GUESTS:** James T. Rick, Jr., Risk Manager for the Townships of Branchburg and Bridgewater, Louis Beckerman, Risk Manager for the Township of Green Brook, and David Balken, Risk Manager for the Township of Clinton were in attendance. Also, Timothy Rack, Senior Staff Environmental Scientist at T&M Associates, was present to make a presentation to the Board.

**PUBLIC COMMENT:** None

Commissioners Childress and Palmer arrived at 8:36 a.m.

**MOTION TO APPROVE MINUTES FROM THE JULY 23, 2014 MEETING:**

**MOTION:** Commissioner Trojan

**SECOND:** Commissioner Brown

**VOTE:** Majority – Commissioners Auger & Murray abstain

**SERVICE PROVIDER REPORTS**

**Executive Director/Administrator:** No additions to the report submitted.

**Fund Attorney/Litigation Services:** Fund Attorney Davis elaborated on the section of his report regarding Title 59 Sidewalk Claims. He discussed the potential for an ordinance in an effort to address sidewalk maintenance and/or repair which may impact future claims. Discussion followed.

**Fund Attorney/Administrative Services:** Fund Attorney Berry discussed an article entitled “*How to Use NJ Open Public Records Act to Get The Scoop*” that was distributed to all members.

Commissioner Palmer inquired on appropriate entity responses for information asked for in an OPRA request. Commissioner Berry responded and discussion followed.

**Third Party Administrator:** No additions to report submitted.

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

**COMMITTEE REPORTS**

**Audit Committee:** No additions to report submitted.

**Coverages Committee:** No additions to the report submitted.

**Marketing & Strategic Planning Committee:** In addition to the report submitted, Committee Chair Naples advised that he and New Jersey Risk Managers were in the process of contacting potential candidates for 2015 membership in the Fund.

**Claims Committee:** Committee Chair Trojan stated that the Claims Committee met telephonically on August 27, 2014 to review the Payment Authorization Requests and to pay expenses which will be ratified by resolution during Old Business.

**Safety Committee:** The Safety Committee held a meeting on September 9, 2014 at the Somerset County Vocational & Technical School. Annual Safety Inspections have been completed and written reports have been issued to each Fund Member Entity.

Invitations have been sent out for Snow Plow Safety Training scheduled for Thursday, October 16<sup>th</sup>, 2014 at locations in both Somerset and Hunterdon County. Safety Training for Back Safety/Slips, Trips & Falls will be held in November. Additional information will be forthcoming.

The next regularly scheduled Safety Committee Meeting will be held on October 7<sup>th</sup>, 2014 at the Somerset County Vocational & Technical Schools TradeWins.

Timothy Rack of T&M Associates provided an overview of the 2014 Mid-Year Workers' Compensation Claims Trend Analysis. Tim directed the Commissioners to the first three pages entitled "All Locations". He advised that across the Fund, claims have significantly decreased. He commended all Fund Members and reiterated the importance of the Safety Committee and Safety Training to prevent injuries and lower costs. Further, Tim confirmed the SCJIF trend for injuries are Strains, Struck-By and Falls, which is consistent with the national trend.

Maryjane Hydro advised that Tim Rack will again be providing specialized training at the Somerset County Recycling Facility that is designed to address the facility's unique job descriptions.

**Finance Committee:** No additions to the report submitted.

**Legislative Committee:** No additions to the report submitted.

**#14-037 RESOLUTION APPROVING SERVICE PROVIDER AND COMMITTEE REPORTS:**

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	PETER PALMER	X			
SCPC	RAYMOND BROWN	X			
RVCC	JOHN TROJAN	X			
SCVT	DIANE STROBER	X			
TOB	GREGORY BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	RAYMOND MURRAY	X			

TOR	ALLAN PIETREFESA	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARVIN JOSS	X			
TOD	DIANE McDANIEL	X			

**OLD BUSINESS**

**#14-036 RESOLUTION RATIFYING PAYMENT OF EXPENSES AND CLAIMS REIMBURSEMENTS PAID IN AUGUST 2014:**

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	PETER PALMER	X			
SCPC	RAYMOND BROWN	X			
RVCC	JOHN TROJAN	X			
SCVT	DIANE STROBER	X			
TOB	GREGORY BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	RAYMOND MURRAY	X			
TOR	ALLAN PIETREFESA	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARVIN JOSS	X			
TOD	DIANE McDANIEL	X			

**#14-038 RESOLUTION AUTHORIZING PAYMENT OF CURRENT EXPENSES AND CLAIMS REIMBURSEMENTS:**

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

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	PETER PALMER	X			
SCPC	RAYMOND BROWN	X			
RVCC	JOHN TROJAN	X			
SCVT	DIANE STROBER	X			
TOB	GREGORY BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	RAYMOND MURRAY	X			
TOR	ALLAN PIETREFESA	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARVIN JOSS	X			
TOD	DIANE McDANIEL	X			

Fund Attorney Berry discussed the 2014 Return of Surplus. A chart was distributed with two payout options of the funds available for return at 20% and 25%. Additionally, Resolution #14-039, excluding Fund Years 2009, 2010 and 2011, was explained to the Commissioners. Fund Attorney Berry and New Jersey Risk Managers recommended the conservative option of 20%. After discussion, the Board made a motion to declare a 25% Return of Surplus.

**NEW BUSINESS**

**#14-039 RESOLUTION AUTHORIZING AN INTER TRUST FUND TRANSFER:**

**MOTION:** Commissioner Pietrefesa  
**SECOND:** Commissioner Bonin  
**VOTE:** Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	PETER PALMER	X			
SCPC	RAYMOND BROWN	X			
RVCC	JOHN TROJAN	X			
SCVT	DIANE STROBER	X			
TOB	GREGORY BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	RAYMOND MURRAY	X			
TOR	ALLAN PIETREFESA	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARVIN JOSS	X			
TOD	DIANE McDANIEL	X			

**OLD BUSINESS**

**#14-040 RESOLUTION DECLARING A DIVIDEND:**

**MOTION:** Commissioner Palmer  
**SECOND:** Commissioner Naples  
**VOTE:** Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	PETER PALMER	X			
SCPC	RAYMOND BROWN	X			
RVCC	JOHN TROJAN	X			
SCVT	DIANE STROBER	X			
TOB	GREGORY BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	RAYMOND MURRAY	X			
TOR	ALLAN PIETREFESA	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARVIN JOSS	X			
TOD	DIANE McDANIEL	X			

**#14-041 RESOLUTION TO ENTER CLOSED SESSION AT 9:27 A.M. TO DISCUSS:**

- Workers' Compensation Claim Numbers:
  - X43211
  - X51316
  - X77629
  - X95782
  - X96698

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

**RETURN TO OPEN SESSION AT 9:33 A.M.:**

**MOTION:** Commissioner Pietrefesa  
**SECOND:** Commissioner Bonin  
**VOTE:** Unanimous

Commissioner Trojan left at this time for another appointment.

**#14-042 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS:**

**MOTION:** Commissioner Bonin  
**SECOND:** Commissioner Brown  
**VOTE:** Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	PETER PALMER	X			
SCPC	RAYMOND BROWN	X			
RVCC	JOHN TROJAN			X	
SCVT	DIANE STROBER	X			
TOB	GREGORY BONIN	X			
SCLC	BRIAN AUGER	X			
TOGB	RAYMOND MURRAY	X			
TOR	ALLAN PIETREFESA	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARVIN JOSS	X			
TOD	DIANE McDANIEL	X			

**APPROVAL OF MINUTES FROM THE JULY 23, 2014 CLOSED SESSION:**

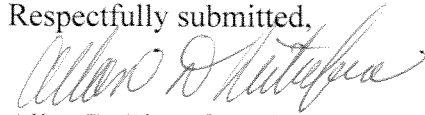
**MOTION:** Commissioner Bonin  
**SECOND:** Commissioner Palmer  
**VOTE:** Majority – Commissioners Auger & Murray abstain

Jim Griffith discussed the insurance of drones and advised that Liability Insurance as a Non-Owned Aircraft is provided through the SCJIF. He requested that if any entities currently have drones, they are to advise New Jersey Risk Managers and list them on their renewal application schedules.

**MOTION TO ADJOURN AT 9:36 A.M.:**

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

Respectfully submitted,



Allan D. Pietrefesa, Secretary