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**MID JERSEY MUNICIPAL JOINT INSURANCE FUND**

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**GENERAL FUND, SAFETY AND EXECUTIVE COMMITTEE MEETING MINUTES  
December 7, 2022**

**I. Call to Order – Joy Tozzi, Chairperson**

Chairperson Tozzi called the meeting to order at 9:04 a.m.

**II. Open Public Meetings Statement – Joy Tozzi, Chairperson**

Chairperson Tozzi read the Open Public Meetings Act.

**III. Roll Call**

Executive Committee

		<u>Attendance</u>
Kathleen Capristo	Colts Neck Township	Present
Theresa Casagrande	Borough of Fair Haven	Absent
Michael Pitts	Township of Montgomery	Present
Anthony Cancro (l. 10:40)	Township of Plainsboro	Present
Joy Tozzi	Township of Robbinsville	Present
Marlena Schmid	Township of West Windsor	Present

Alternate Executive Committee

Katherine Fenton-Newman	Township of Hopewell	Present
Bernard Hvozdovic, Jr.	Princeton	Present
Debra Rubin	Township of Cranbury	Present

Fund Commissioners

Salvatore Masucci	Borough of Helmetta	Absent
David Brown	Township of Ocean	Present
Vacant	Borough of Pennington	--

Alternate Fund Commissioners

Denise Marabello	Township of Cranbury	Present
Allyson Cinquegrana	Borough of Fair Haven	Absent
Sandra Bohinski	Borough of Helmetta	Absent
Susan Newman	Township of Hopewell	Present
Tamarah Novak	Township of Montgomery	Present
Tracey Berkowitz	Township of Ocean	Present
Jeffrey Grosser	Princeton	Absent
Jewel Morgan	Township of Robbinsville	Present
John Mauder	Township of West Windsor	Absent

Safety Delegates

Louis Bader	Colts Neck Township	Absent
Bruno Bertucci	Township of Cranbury	Absent
Paul Reed	Borough of Helmetta	Absent
Laura Pavan	Township of Montgomery	Absent
Jacob Nieman	Township of Ocean	Present
Morris Fabian	Borough of Pennington	Absent
Neil Blitz	Township of Plainsboro	Present
Afroula Ippolito	Princeton	Present

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Janis DiNatale	Township of West Windsor	Absent
<u>Alternate Safety Delegates</u>		
Chief Lance Maloney	Township of Hopewell	Absent
Katie Williams	Township of Montgomery	Absent
Teresa Carson	Township of Plainsboro	Absent
<u>Others Present</u>		
Jerry Thorne	Township of Cranbury	
Michael Yeh	Princeton	
Corey Towner	Township of Robbinsville	
Kerry Giamatti	Township of West Windsor	
Timothy Lynch		
Barbara Murphy	Risk and Loss Managers, Inc.	
Michaelene Miller		
Julie Tattoni	Windels Marx Lane & Mittendorf	
Amanda Meehan		
Patricia Davidson	Qual-Lynx (TPA)	
Lisa Gallo	Qual-Lynx (MCO)	
Brian Maitland	J.A. Montgomery	
Kenneth Schulz		
Patti Fahy	Acrisure	
Michael Avalone	Conner Strong & Buckelew	

**IV. Flag Salute and Moment of Silence**

**V. Introduction of Guests**  
There were no introductions.

**VI. General Fund Business**

- A. Safety Presentation, Fire Safety, J.A. Montgomery**  
Kenneth Schultz, J.A. Montgomery, provided a PowerPoint presentation on Fire Safety. The presentation provided actions, standards, and best practices taken by facility managers and employees to safeguard their lives and facilities from the fire’s devastating effects.

**B. Slate of Officers – 2023 Fund Year**

**Motion** to open nominations.  
**Moved:** Kathleen Capristo  
**Seconded:** Marlana Schmid  
**Vote:** Approved: Unanimous                      Nay:

The fund commissioners discussed the slate of officers for fund year 2023. Discussion ensued and the consensus was to nominate the following:

1. Chairperson – Joy Tozzi
2. Vice-Chairperson – Kathleen Capristo
3. Secretary – Marlana Schmid

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**Motion** to close nominations.

**Moved:** Marlena Schmid

**Seconded:** Kathleen Capristo

**Vote:** Approved: Unanimous                      Nay:

**Motion** to nominate the above as the Slate of Officers for fund year 2023.

**Moved:** Marlena Schmid

**Seconded:** Kathleen Capristo

**Vote:** Approved: Unanimous                      Nay:

**C. MELJIF Delegate**

**Motion** to open the nominations for the 2023 MELJIF delegate.

**Moved:** Marlena Schmid

**Seconded:** Anthony Cancro

**Vote:** Approved: Unanimous                      Nay:

The fund commissioners discussed the MEL delegate for fund year 2023. Discussion ensued and the consensus was to nominate Joy Tozzi.

**Motion** to close the nominations for the 2023 MELJIF delegate.

**Moved:** Marlena Schmid

**Seconded:** Anthony Cancro

**Vote:** Approved: Unanimous                      Nay:

**Motion** to nominate Joy Tozzi as the MELJIF delegate for fund year 2023.

**Moved:** Marlena Schmid

**Seconded:** Anthony Cancro

**Vote:** Approved: Unanimous                      Nay:

**VII. Executive Committee Business**

**A. Approval of the General Fund and Executive Committee Open and Closed Meeting Minutes of November 9, 2022**

**Motion** to approve the General Fund and Executive Committee Open and Closed Meeting Minutes of November 9, 2022.

**Moved:** Kathleen Capristo

**Seconded:** Anthony Cancro

**Vote:** Approved: Unanimous                      Nay:

**B. Reports**

1. Chairperson's Report – Joy Tozzi

There was no report.

2. MEL Delegate's Report – Joy Tozzi

Joy Tozzi stated that the MEL had recently adopted its 2023 budget and rate table. She also stated that the Cyber JIF had recently held its organizational meeting.

3. Fund Commissioners' Reports

There was no report.

4. Attorney's Report – Julie Tattoni, Windels Marx Lane & Mittendorf

As per the legislative update included in the agenda package.

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5. Treasurer's Report

- a. Approval of Bill Lists for all Fund Years

**Motion** to approve the bill list totaling \$486,295.35.

**Moved:** Kathleen Capristo

**Seconded:** Anthony Cancro

**Vote:** Approved: Unanimous      Nay:

- b. Treasurer's Report

As per the report included in the agenda package.

- c. Investment Report

As per the report included in the agenda package.

6. Secretary's Report – Marlena Schmid

There was no report.

7. Administrator's Report - Risk & Loss Managers, Inc.

As per the report included in the agenda package.

- a. 2023 Fund Year Renewal Documents

Barbara Murphy stated that the 2023 certificates of insurance, auto ID cards and workers' compensation notices were recently sent to members.

8. Managed Care Report – Qual Lynx

As per the report included in the agenda package.

**C. Old Business**

There was no old business.

**D. New Business**

1. Public Hearing and 2023 Budget Adoption

- a. **Motion** to Open the Public Hearing on the 2023 Fund Year Budget

**Moved:** Marlena Schmid

**Seconded:** Kathleen Capristo

**Vote:** Approved: Unanimous      Nay:

- b. **Motion** to Close the Public Hearing on the 2023 Fund Year Budget

**Moved:** Marlena Schmid

**Seconded:** Debbie Rubin

**Vote:** Approved: Unanimous      Nay:

- c. **Motion** to Adopt the 2023 Fund Year Budget

**Moved:** Marlena Schmid

**Seconded:** Anthony Cancro

**Roll Call:** Yea: Kathleen Capristo  
Anthony Cancro  
Michael Pitts  
Joy Tozzi  
Marlena Schmid  
Katherine Fenton- Newman

**E. Public Comment**

There was no public comment.

**F. Closed Session**

**Motion** to adjourn Open Session.

**Moved:** Marlena Schmid

**Seconded:** Anthony Cancro

**Voted:** Approved: Unanimous      Nay:

Open Session adjourned at 10:28 a.m.

**G. Open Session Resumes**

**Motion** to return to Open Session.

**Moved:** Kathleen Capristo

**Seconded:** Marlena Schmid

**Vote:** Approved: Unanimous      Nay:

Open Session resumed at 11:04 a.m.

1. Claims and Other Actions Established in Closed Session

**Motion** to authorize actions established in Closed Session.

**Moved:** Kathleen Capristo

**Seconded:** Katherine Fenton-Newman

**Vote:** Approved: Unanimous      Nay:

**VIII. Adjournment**

**Motion** to adjourn.

**Moved:** Marlena Schmid

**Seconded:** Kathleen Capristo

**Vote:** Approved: Unanimous      Nay:

The meeting was adjourned at 11:05 a.m.

The next meeting will be held on **Wednesday, January 11, 2023.**

Respectfully submitted,

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Authorized Signature

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Date