

**STATEWIDE INSURANCE FUND**  
**One Sylvan Way, Parsippany, NJ 07054**

**April 26, 2023**

**EXECUTIVE COMMITTEE MEETING MINUTES**

**1. Call to Order**

The Statewide Insurance Fund held an Executive Committee Meeting at the One Sylvan Way, Parsippany, NJ. The Statement of Adequate Notice was read by Chairman Thomas S. Russo, Jr. The Executive Committee meeting began at 10:35 am.

**Roll Call of the Executive Committee**

Thomas S. Russo, Jr., Chairman (Town of Newton) – Present  
Kevin Sluka, Vice Chairman (Borough of Somerville) – Present  
William Eagen, Secretary (Jefferson Township) –Present  
Matt Hall (Oxford Township) – Present  
Robin Collins (Township of Chester) Present  
Kyle Harris (Garwood Borough)-Absent  
Glynn Jones (Hillside Township) Present

**Alternate Executive Committee**

Richard Phelan, (Town of Clinton) – Absent  
Gian-Paolo Caminiti (Borough of Manville) Absent  
Peter DeBoer (Township of Washington) Absent

**Also, Present:**

Caroline J. Conboy, Fund Administrator  
MaryAnn Leuthe, Office of the Administrator  
Marcy Woodworth, Office of the Administrator  
Bill Ruch, SIF Safety & Loss Control  
David Burkenbush, SIF Safety & Loss Control  
Jim Philbin, SIF Safety & Loss Control  
Richard Cushing, Gebhardt & Kiefer, P.C.  
Missy Pudimott, Medlogix  
Theresa Laoudis, D&H Alternative Risk Solutions-Remote  
Kathleen Guze, D&H Alternative Risk Solutions-Remote  
Janine Leahy, D&H Alternative Risk Solutions-Remote  
Joe Faccone, Samuel Klein & Co.  
Sandra Belgrave, Samuel Klein & Co.

**2. Secretary's Report**

Approval of the March 22, 2023, Executive Committee, Open and Closed Executive Meeting Minutes. A Motion to approve the Executive Committee Meeting and Closed Executive Meeting Minutes was made by Robin Collins and seconded by Kevin Sluka. All in favor. Bill Eagen abstained.

**3. Treasurer's Report**

a) Bill List- April 26, 2023

The April 26, 2023, Bill List was presented totaling \$610,726.02. A Motion to approve the April 26, 2023, bill List was made by Bill Eagen and seconded by Kevin Sluka. A roll call vote was taken, and the motion passed. Tom Russo abstained on check #7651 for the Town of Newton. Bill Eagen abstained on check#7647.

b) Treasurer's Report as of February 28, 2023, was included in the kit and reviewed by Joe Faccone of Samuel Klein & Company, LLP. There were no questions or comments.

Motion to approve and accept the February 28, 2023, Treasurer's Report was made by Kevin Sluka and seconded by Matthew Hall. A roll call vote was taken, and the motion passed unanimously.

**4. Discussion Items**

A. Medlogix Savings Reports March 2023

The Medlogix Reports for March 2023 included in the agenda kit and reviewed by Missy Pudimott.

B. Review of Claim Payment/Settlement Authorities

<b>Claim Number</b>	<b>Date of Loss</b>	<b>Payment</b>
SWM082316-01	12/20/2022	\$90,966.59
SWM074321	2/1/2021	\$11,287.50
SWM076030-01	7/13/2021	\$6,095.25
SWM075800-01	6/19/2021	\$8,500.00
SWM075436	5/9/2021	\$33,300.00
SWM063045	5/4/2018	\$20,876.00
SWM050794	9/9/2015	\$43,908.00
SWM073690	12/8/2020	\$67,473.00
SWM049768	6/10/2015	\$6,199.34
SWM073095	10/6/2020	\$17,860.50
SWM073732	12/11/2020	\$55,620.00
SWM071580	4/16/2020	\$37,611.00
GCFRE082938-01	2/16/2023	\$7,156.00
GCHIG083174	3/14/2023	\$14,500.00
GCNWT082877	10/4/2022	\$8,620.00

C. Review of Claims Management Reports

The D&H new claim listings for WC and All Lines from 3/1/2023 to 3/31/23 were reviewed.

D. Loss Control Report- The Risk Management Activity Report was included in the kit with the safety meetings, trainings and onsite inspections that were completed since the last meeting. Loss control representatives are working with member fire departments to make sure they are up to date with PEOSHA trainings and written programs. There was a discussion regarding member volunteer firefighter roasters and how to eliminate the inactive members. Loss control is looking to develop a plan to assist members, suggested that municipalities should require fit testing every year, physical fitness is a concern and creates exposure and risk.

E. Administrator's Report

- Old Bridge MUA joined Statewide Insurance Fund effective April 15, 2023. An installation meeting to introduce them to the team is scheduled for May 2, 2023.
- Several member safety meetings have been attended and the administrator's office has been working on new business prospects.
- The 2023 Coverage Manuals are still being finalized; some modifications were made to the memorandum of coverage. Once the reinsurer and excess carriers sign off, the coverage manuals will be distributed.
- The payroll audit went out to members in the beginning of the Month.
- The Fund's Financial Audit is scheduled for the week of May 22, 2023.
- As a reminder, the Financial Disclosure forms need to be completed.

F. Safety Grants:

The following Safety Grants were included in the kit and reviewed by Bill Ruch:

A Motion to approve the 2022 Safety Grants for Alexandria Township, Bridgeton City, Califon Borough, Hackettstown Town, Hillside Township, Mansfield Township, Montague Township, Mount Holly Township, Oxford Township, Salem County, Springfield Township, Sussex County MUA, Washington Borough and 2023 Safety Grant for Manville Borough was made by Kevin Sluka and seconded by Matt Hall. A roll call was taken, all in favor. Matt Hall abstained on Oxford Township and Glynn Jones abstained on Hillside Township. The 2022 Safety Grant for Pittsgrove Township did not meet the safety grant criteria.

**5. Public Comment- None**

**6. Open Executive Session began at 11:35 am.**

**7. Claim Approvals**

Claim Payee Listings

Month Ending 2-28-2023.

Auto Liability	\$38,714.61
General Liability	\$294,116.90
Property	\$(9,474.74)
Law Enforcement	\$28,381.96
Workers Compensation	\$547,027.44

D&H Expenses

Month Ending March 31, 2023 - \$29,493.77

A motion for approval of payment authorizations, payee listings, and D&H Expenses as discussed was made by Glynn Jones and seconded by Matthew Hall. A roll call vote was taken, all in favor.

**8. Closed Session**

A Motion to come out of Executive Session and go into Closed Executive Session was made at 11:46 am by Kevin Sluka and seconded by Bill Eagen. All in favor. Public Session resumed at 12:24 pm.

**9. Adjournment**

The next meeting will be the Reorganization Meeting and will be held on Wednesday May 24, 2023, at One Sylvan Way, Parsippany, NJ 07054. The meeting will begin at 10:30 am.

Motion to adjourn the meeting was made by Matthew Hall and seconded by Glynn Jones. All in favor. The meeting was adjourned at 12:25 pm.

Respectfully submitted,

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Authorized Signature