

**GLOUCESTER, SALEM, CUMBERLAND COUNTIES  
MUNICIPAL JOINT INSURANCE FUND**

**RESOLUTION NO. 2023-9**

**ADOPTING PROCEDURES IN COMPLIANCE WITH  
THE OPEN PUBLIC MEETINGS ACT**

**Whereas**, the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund is duly constituted as a Municipal Self Insurance Fund and is subject to certain requirements of the **Open Public Meetings Act, N.J.S.A. 10:4-6, et seq.**, and

**Whereas**, the participating Municipalities have made their respective designations of Commissioners who will collectively serve as the Governing Body of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund, and

**Whereas**, the **Open Public Meetings Act** provides that upon the adoption by a public body of a schedule of meetings to be held during the calendar year that no further notice of those meetings will be necessary, and

**Whereas**, it is necessary for the Commissioners of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund to make certain other administrative and organizational determinations for the proper operation of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund,

**Now, THEREFORE, BE IT RESOLVED** by the Commissioners of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund, assembled in public session on this 23<sup>rd</sup> day of January 2023, that:

1. The Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund hereby designates the Fourth Monday of each Month, specifically;

January 23, 2023

February 27, 2023

March 27, 2023

April 24, 2023

May 22, 2023

June 26, 2023

July 26, 2023

**No August Meeting**

September 25, 2023

October 23, 2023

November 27, 2023

December 18, 2023 (Third Monday)

January 22, 2024

as the dates of its Executive Claims Review and Executive Committee meetings except as otherwise noted. The meetings for the months of February, March, May, September, and November shall be held electronically using the Zoom platform. The Executive Claims meetings will begin at 3:00 PM and the Executive Meetings will begin at 5:00 PM. Specifically, these meetings can be accessed via telephone at 1 646 876 9923 and/or using the following Zoom links:

February 27, 2023 Meetings: <https://us06web.zoom.us/j/82196354102>

March 27, 2023 Meetings: <https://us06web.zoom.us/j/87387194340>

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May 22, 2023 Meetings: <https://us06web.zoom.us/j/85221873852>

September 25, 2023 Meetings: <https://us06web.zoom.us/j/84579480435>

November 27, 2023 Meetings: <https://us06web.zoom.us/j/82021886055>

The meetings of April, June, October, and December will be held at the Gloucester County Library, 389 Wolfert Station Road, Mullica Hill, NJ with the Executive Claims Meeting beginning at 3:00 PM and the Executive Meeting beginning at 5:00 PM. In addition, the July 2023 Executive Claims Meeting will be held at 3:00 PM on July 24, 2023 via the Zoom Platform and can be accessed via telephone at 1 646 876 9923 and/or using the following Zoom link:

July 24, 2023 Executive Claims Meeting: <https://us06web.zoom.us/j/81075814645>

The July Executive Committee Meeting will be held at 4:00 PM on July 26, 2023 at Auletto's Catering, 1849 Cooper Street, Deptford, New Jersey.

The meeting of January 22, 2024, shall serve as the 2024 Reorganization Meeting and will be held at the Gloucester County Library, 389 Wolfert Station Road, Mullica Hill, NJ with the Executive Claims Meeting beginning at 3:00 PM and the Executive Meeting beginning at 5:00 PM

2. Should it become necessary to change the meeting date, location, and/or format of a previously advertised Executive Committee Meeting, or advertise a Special Executive Committee Meeting, the Executive Director is hereby authorized to advertise the meeting change, or notice of a Special Meeting, as required by law and by the By-Laws of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund after consultation with and approval of the Fund Chair, Fund Secretary, and Fund Solicitor
3. A copy of all advance notices of special meetings of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund shall, shall be provided, in accordance with the Open Public Meetings Act, to the newspaper designated in this Resolution; be filed with the Clerk of each of the municipalities which are members of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund and be posted in the Municipal Buildings of each of the member municipalities in the same manner as notices of other public meetings are posted.
4. Any person may request, in writing, that the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund mail to him or her a copy of the schedule of meetings and/or advance written notice of regular, special or re-scheduled meetings of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund. Upon prepayment by such person of the applicable fee set forth in this Resolution, the schedule and/or advance notice shall be mailed to that person. All requests made pursuant to this paragraph shall terminate at midnight, December 31st of the current year, subject to renewal thereafter upon filing of a new written request to the Board together with the prepayment of the applicable fee. Notices requested by new media shall be mailed to one representative of such media free of charge.
5. The following schedule of mailing fees is hereby established:
  - a. For a copy of the schedule of meetings and revisions thereto, the sum of \$10 per year.

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- b. For advance written notice of a particular meeting designated in the request, the sum of \$3.
  - c. For advance written notice of all regular, special or re-scheduled meetings during the calendar year, the sum of \$10.
6. The following newspapers are hereby designated as the official newspapers for transmittal of all notices of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund required pursuant to the Open Public Meetings Act:
- South Jersey Times  
Courier Post
6. Upon the affirmative vote of three-fourths of the Commissioners present, the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund may hold a meeting without compliance with the notice requirements of this Resolution if:
- a. such a meeting is required to deal with matters of such urgency and importance that delay for the purpose of providing adequate notice would be likely to result in substantial harm to the public interest, and
  - b. the meeting is limited to discussion of and acting with respect to such matters of urgency and importance; and
  - c. notice of such meeting is provided as soon as possible following the calling of such meeting by sending written notice to the newspaper designated in this Resolution and by filing said notice with the Clerk of each of the member municipalities of the Fund; and
  - d. either (a) the Fund could not reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided; or (b) although the Fund could reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided, it nevertheless failed to do so.

**Be It Further Resolved**, that copies of this Resolution shall be provided, within seven (7) days of its adoption, to the newspapers designated above to receive notice of meetings and to the Clerks of the municipalities participating in the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund for posting as required by law and to the Administrator and Treasurer of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund for their information and attention.

This resolution was duly adopted by the Gloucester, Salem,  
Cumberland Counties Municipal Joint Insurance Fund  
at a public meeting held on January 23, 2023.

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BY: \_\_\_\_\_

CHAIRPERSON

ATTEST: \_\_\_\_\_

SECRETARY