

**AGENDA**  
**Middlesex County Insurance Commission**  
**Meeting via Conference Call**  
**March 3, 2022**  
**1:00 p.m.**

- 1) Statement for the “Open Public Meetings Act.”

The notice of this meeting, pursuant to the “Open Public Meetings Act,” N.J.S.A. 10:4-10 has been complied with and shall be entered into the minutes of this meeting.

- 2) Approval of Minutes:  
    January 4, 2022 Open Minutes Page 2  
    January 4, 2022 Closed Minutes (To be distributed – Board only)
- 3) Correspondence Page 5
- 4) Old Business
- 5) New Business
- 6) Closed Session Page 6  
    Resolution # MCIC 22-02 Closed Session
- 7) Return to Open Session
- 8) Meeting Adjournment

**OPEN MINUTES  
OF  
MIDDLESEX COUNTY INSURANCE COMMISSION  
REORGANIZATION MEETING via conference call  
JANUARY 4, 2022**

Meeting called to order at 12:00 p.m. Open Public Meeting Act read into Minutes by Secretary.

Pursuant to the "Open Public Meetings Act," N.J.S.A. 10:4-10 notice of this meeting has been complied with and shall be entered into the minutes of this meeting.

**COMMISSIONERS PRESENT:**

Chairman, John Pulomena	County	PRESENT
Commissioner, Ann Hartwick	County	PRESENT
Commissioner, Susan Perkins	College	PRESENT

**APPOINTED FUND PROFESSIONALS AND SERVICE ORGANIZATIONS PRESENT:**

Attorney	Thomas F. Kelso, Esq.
Insurance/Risk Manager	North American Insurance Management Robin Racioppi
Claims Administrator	Inservco Richard Crooks Amy Zeiders

**OTHERS PRESENT:**

Susan O'Connor, Hoagland Longo  
Kurt Trinter, Kelso Burgess  
Danielle Abouzaid, Dvorak & Associates  
Lori Dvorak, Dvorak & Associates  
Ethan Standal, County of Middlesex

**ABSENT:**

None

**APPROVAL OF MEETING MINUTES**

**OPEN & CLOSED MINUTES**

Moved by Commissioner Perkins and seconded by Commissioner Hartwick to approve the November 4, 2021, December 2, 2021, and December 16, 2021 as submitted.

## **REORGANIZATION**

### **Appointment of Chairperson of the Commission for 2022.**

Motion to nominate John A. Pulomena to serve as the Chairperson of the Middlesex County Insurance Commission. Moved by Commissioner Hartwick, seconded by Commissioner Perkins and approved unanimously.

### **Professional Services for 2022: Fair and Open Process.**

Mr. Kelso advised the Commission that the “Fair and Open Process” law establishing procedures for selection of professional services including defense counsel was used and is the same process as done in previous years. An advertisement for qualifications for defense counsel services for the Middlesex County Insurance Commission was conducted in full compliance with the local public contracts law.

Mr. Kelso referred to the 2022 Insurance Defense Counsel List included in the agenda packet for consideration of approval and deemed the firms to be qualified to serve as defense counsel for the Middlesex County Insurance Commission. He also stated there is potential to add more firms later if needed.

Mr. Kelso did not provide an opinion as to the law firm of Kelso & Burgess due to a conflict that it could create. He added that the firm of Shapiro, Croland, Reiser, Apfel & DiIorio, LLP is included on the panel as special counsel for representation of insurance claims against other insurers as utilized in the past.

Mr. Kelso affirmed that he will handle the assignment of cases to the approved firms with exception of Kelso & Burgess where assignment will be handled by the Chairman. He explained that the selection will be on a rotating basis with a number of factors for consideration including: determination of lead counsel subject to the nature and needs of a specific matter and expertise of the firm; assignment of additional counsel as needed based on the type of matters and area of expertise of the firms; and conflict counsel where multiple counsel may be required in a particular matter due to conflicts with multiple defendants, defense firms, plaintiffs and/or their counsel.

Motion to approve the 2022 Insurance Defense Counsel List as presented including special counsel at an hourly rate of \$175.00 and to maintain the appointment procedure by the Commission Chairman to address conflicts. Moved by Commissioner Hartwick, seconded by Commissioner Perkins and approved unanimously.

Motion to add the Firm of Kelso & Burgess, Esqs. on the 2022 Insurance Defense Counsel List. Moved by Commissioner Hartwick seconded by Commissioner Perkins and approved unanimously.

Motion to authorize Mr. Thomas F. Kelso, County Counsel, as the assignor of cases on behalf of the Commission. Moved by Commissioner Perkins, seconded by Commissioner Hartwick and approved unanimously.

**Establishment of the 2022 Meeting Dates.**

Secretary reported the 2022 meeting schedule has been set for the first Thursday of each month remotely at 1:00 p.m..

February 3, 2022  
March 3, 2022  
April 7, 2022  
May 5, 2022  
June 2, 2022  
July 7, 2022

August 4, 2022  
September 1, 2022  
October 6, 2022  
November 3, 2022  
December 1, 2022

**CORRESPONDENCE:** None

**OLD BUSINESS:** Secretary reported that the Middlesex County Utilities Authority decided to remain in the Middlesex County Joint Insurance Fund for the 2022 year.

**NEW BUSINESS:** None

**EXECUTIVE SESSION RESOLUTION # MCIC 22-01** for the purpose of discussing pending or anticipated litigation

Moved by Commissioner Perkins, seconded by Commissioner Hartwick and approved unanimously.

**ADJOURN EXECUTIVE SESSION**

Moved by Commissioner Perkins, seconded by Commissioner Hartwick and approved unanimously to adjourn Executive Session.

**ADJOURN MEETING**

Moved by Commissioner Perkins, seconded by Commissioner Pulomena and approved unanimously to adjourn the meeting at 12:36 p.m.

Respectfully Submitted,

Robin Racioppi, Secretary to the MCIC

*V. N. W.*

RECEIVED  
JAN 25 2022  
PURCHASING AGENTS  
OFFICE

January 21, 2022

County of Middlesex  
Division of Insurance  
P.O. Box 871  
New Brunswick, NJ 08903-0871

Re: Middlesex College Federal Identification number 22-1769370

OPEID number: 00261500

To whom it may concern,

Please be advised that we are pleased to announce that Middlesex County College has officially changed its name to Middlesex College.

Please accept this letter as official notification from the College.

Middlesex College is a non-profit organization in Edison, New Jersey.

Thank you and if you need any further information on this matter please feel free to contact my office.

Sincerely,



Frank L. Maltino  
Chief Financial Officer

**County of Middlesex**  
**Middlesex County Insurance Commission**  
**Resolution # MCIC 22-02 for Closed Session**

**WHEREAS**, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975 permits the exclusion of the public from a meeting in certain circumstances; and

**WHEREAS**, this public body is of the opinion that such circumstances presently exist; now, therefore,

**BE IT RESOLVED** by the Board of Commissioners of the Middlesex County Insurance Commission, as follows:

1. The public shall be excluded from discussion of the hereinafter-specified subject matter.
2. The general nature of the subject matter to be discussed:

**CONTRACTS:**     None

**LITIGATION:**    #2850003566  
                      #2850003769  
                      #2850003809  
                      #2850003812  
                      #2850003639

**PERSONNEL:**     None

3. This resolution shall take effect immediately.

ADOPTED:

March 3, 2022

Robin Racioppi, Secretary to the MCIC