

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

RESOLUTION 2024 - 08

ADOPTING PROCEDURES IN COMPLIANCE WITH THE
OPEN PUBLIC MEETINGS ACT

Whereas, the Atlantic County 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, NJSA 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 Atlantic County 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 Atlantic County Municipal Joint Insurance Fund to make certain other administrative and organizational determinations for the proper operation of the Atlantic County Municipal Joint Insurance Fund,

Now, THEREFORE, BE IT RESOLVED by the Commissioners of the Atlantic County Municipal Joint Insurance Fund, assembled in public session on this 17th day of January, 2024, that:

1. The Atlantic County Municipal Joint Insurance Fund hereby designates the third Wednesday of each month specifically:

January 17, 2024	July 17, 2024
February 21, 2024	No August Meeting
March 20, 2024	September 18, 2024
April 17, 2024	October 23, 2024 (4 th Wednesday)
May 15, 2024	November 18, 2024 (3 rd Monday)
June 17, 2024 (3 rd Monday)	December 18, 2024
	January 15, 2025

as the date of its regular meetings unless otherwise noted and the meeting of January 15, 2025, shall serve as the 2025 Reorganization Meeting. The meetings for the months of January, April, and December 2024 will begin at 3:00 PM and will be held at the Atlantic County Library, Mays Landing Branch, 40 Farragut Avenue, Mays Landing, NJ. The January 15, 2025 meeting will also be held at the Atlantic County Library, Mays Landing Branch, 40 Farragut Avenue, Mays Landing, NJ. The meeting of October 2024 will be the date of the Annual Planning Retreat, which begins at 9:00 AM, with the Executive Committee Meeting beginning at 3:00 PM, and will be held at the Flanders Hotel, 719 E. 11th Street, Ocean City, NJ.

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The meetings for the month of February, March, May, July, and November 2024 will begin at 3:00 PM and shall be held electronically using the Microsoft Teams platform. Specifically, these meetings can be accessed as follows:

February 21, 2024 Meeting:

<https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>

Meeting ID: 275 667 577 415

Meeting Passcode: db99ZS

Audio Access: 1-331-256-5069

Audio Conference ID: 365 015 272#

March 20, 2024 Meeting:

<https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>

Meeting ID: 298 171 293 972

Meeting Passcode: msjx3U

Audio Access: 1-331-256-5069

Audio Conference ID: 459 798 84#

May 15, 2024 Meeting:

<https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>

Meeting ID: 259 106 303 033

Meeting Passcode: zdHs8t

Audio Access: 1-331-256-5069

Audio Conference ID: 883 185 821#

July 17, 2024 Meeting:

<https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>

Meeting ID: 225 231 807 658

Meeting Passcode: Rsg7ar

Audio Access: 1-331-256-5069

Audio Conference ID: 632 130 146#

November 18, 2024 Meeting:

<https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>

Meeting ID: 276 855 676 683

Meeting Passcode: FMevqm

Audio Access: 1-331-256-5069

Audio Conference ID: 380 124 263#

The meetings for the month of June and September will begin at 3:00 PM and will be held at the Avalon Community Center, 3001 Avalon Avenue, Avalon, NJ.

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

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Atlantic County 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 Atlantic County Municipal Joint Insurance Fund 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 Atlantic County 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 Atlantic County 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 Atlantic County 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.
 - 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 Atlantic County Municipal Joint Insurance Fund required pursuant to the Open Public Meetings Act:

The Courier Post, Cherry Hill, NJ
The Atlantic City Press, Pleasantville, NJ
7. Upon the affirmative vote of three-fourths of the Commissioners present, the Atlantic County 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



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- 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 Atlantic County Municipal Joint Insurance Fund for posting as required by law and to the Administrator and Treasurer of the Atlantic County Municipal Joint Insurance Fund for their information and attention.

This resolution was duly adopted by the Atlantic County Municipal Joint Insurance Fund at a public meeting held on January 17, 2024.

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BY:  CHAIRPERSON ATTEST:  SECRETARY

DATE: 1-17-2024