

BURLINGTON COUNTY INSURANCE POOL JOINT INSURANCE FUND

Resolution No. 2016-02

Adopting Procedures in Compliance with the Open Public Meetings Act

Whereas, the Burlington County Insurance Pool Joint Insurance Fund is duly constituted as a Self Insurance Fund under the provisions of *N.J.S.A. 18A:18B-1*, et seq., 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 Boards of Education have made their respective designations of Delegates and the Delegates have elected a Board of Trustees who will collectively serve as the governing body of the Burlington County Insurance Pool 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 Board of Trustees of the Burlington County Insurance Pool Joint Insurance Fund to make certain other administrative and organizational determinations for the proper operation of the Burlington County Insurance Pool Joint Insurance Fund,

Now, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Burlington County Insurance Pool Joint Insurance Fund, assembled in a public session on [May 11, 2016](#), that:

1. The Burlington County Insurance Pool Joint Insurance Fund hereby establishes the following schedule of regular meeting dates to be held in the Conference Training Room of the Administrative Building at Lenape Regional High School District, 93 Willow Grove Road, Shamong Township, NJ, 08088, or at the Voorhees Public Schools Administration Building, 329 Route 73, Voorhees, NJ 08043 beginning with Closed Session at 1:15 p.m. and Open Session at 1:30 p.m.

[September 14, 2016 \(Lenape\)](#)

[March 8, 2017 \(Voorhees\)](#)

[November 9, 2016 \(Lenape\)](#)

[May 10, 2017 \(Voorhees\)](#)

[January 11, 2017 \(Voorhees\)](#)

2. A copy of all advance notices of special meetings of the Burlington County Insurance Pool Joint Insurance Fund shall, at least forty-eight (48) hours in advance of the special meeting be mailed to the newspaper designated in this Resolution; and be filed in the same manner as notices of other public meetings are posted.
3. Any person may request, in writing, that the Burlington County Insurance Pool 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 Burlington County Insurance Pool 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, June 30th, subject to renewal thereafter upon filing of a new written request

to the Burlington County Insurance Pool Joint Insurance Fund together with prepayment of the applicable fee. Notices requested by news media shall be mailed to one representative of such media free of charge.

4. The following schedule of mailing fees is hereby established:
 - a. For a copy of the schedule of meetings and revisions thereto, the sum of \$10.00 per year.
 - b. For advance written notice of a particular meeting designated in the request, the sum of \$3.00.
 - c. For advance written notice of all regular, special or re-scheduled meetings during the calendar year, the sum of \$10.00.
5. The following newspapers are hereby designated as the official newspapers for transmittal of all notices of the Burlington County Insurance Pool Joint Insurance Fund required pursuant to the *Open Public Meetings Act*: ***Burlington County Times***.
6. Upon the affirmative vote of three-fourths of the Trustees present, the Burlington County Insurance Pool Joint Insurance Fund may hold a meeting without compliance with the notice requirements of this Resolution if 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

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 Secretaries of the member Boards of Education, to the municipal clerk of each municipality and the county clerk of each county encompassed within the geographical limits of the Burlington County Insurance Pool Joint Insurance Fund membership and shall be posted as required by law.

The foregoing resolution was duly adopted by the Board of Trustees of the Burlington County Insurance Pool Joint Insurance Fund at a public meeting held on [May 11, 2016](#).

Secretary