

**BURLINGTON COUNTY INSURANCE POOL  
JOINT INSURANCE FUND**

**Resolution No. 2016 - 09**

**Appointing Certifying and Approving Officer**

**Whereas**, the Burlington County Insurance Pool Joint Insurance Fund is duly constituted pursuant to *N.J.S.A. 18A:18B-1*, et seq., as a Self Insurance Fund; and

**Whereas**, the participating Boards of Education have made their respective designations of Trustees who will collectively serve as the governing body of the Burlington County Insurance Pool Joint Insurance Fund; and

**Whereas**, the Trustees of the Fund find that it is necessary and appropriate to make decisions regarding the operations of the Fund; and

**Whereas**, the Trustees recognize that the expeditious resolution of certain claims and the payment of administrative expenses related to seminars, meetings, etc., sometimes arises on an emergent basis; and

**Whereas**, the insurance regulations governing joint insurance funds in the State of New Jersey allow the Board of Trustees to designate a certifying and approving officer who shall have limited payment authority in emergent situations;

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

1. The Fund Administrator/Executive Director is hereby appointed as the Certifying and Approving Officer for the Fund. One of the following Deputy Executive Directors of the Fund is hereby authorized to act on behalf of the Executive Director in his absence: Bradford W. Hoffman, Scott Tennant or Craig Wilkie.
2. The Certifying and Approving Officer shall have payment authority for incidental administrative expenses in an amount not to exceed **\$2,500.00** per event, defined as one seminar, meeting, etc.
3. The Certifying and Approving Officer shall have payment authority for the expeditious resolution of claims in an amount not to exceed **\$20,000.00** per claim.
4. In the resolution of 2 or 3 above, the Certifying and Approving Officer shall not authorize payment unless:
  - a. The request for payment be accompanied by a detailed bill of demands, specifying particularly how the bill or demand is made up, with the certification of the party claiming payment that it is correct, and shall be certified by an officer of the Fund having knowledge of the facts that the goods have been received by, or the services rendered to the Fund.
  - b. In the case of claims or losses to be charged against any loss fund, the Fund's claims administrator shall certify as to the correctness and validity of the claim and an officer of the Fund shall agree to the resolution of the claim.

5. Once the Certifying and Approving Officer has authorized payment, he shall prepare a report of the payment activities and shall submit a report to the Board of Trustees at their next regularly scheduled meeting in either Open or Executive Session dependent upon the nature of the expense.

**BE IT FURTHER RESOLVED**, that by adopting this resolution appointing a Certifying and Approving Officer, the Risk Management Program for fund year 2016-2017 is automatically amended to include this authorization for a Certifying and Approving Officer.

**BE IT FURTHER RESOLVED**, that copies of this Resolution shall be provided to the Administrator/Executive Director, Claim Administrator and Secretary of the Burlington County Insurance Pool Joint Insurance Fund for their information and attention.

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](#).

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Secretary