

Chapter 33 INSURANCE COMMISSION

(CHAPTER 33 DELETED 02-02-00 BY ORD. NO. 912)

- ~~§ 33.1. Establishment; purpose.~~
- ~~§ 33.2. Membership; terms.~~
- ~~§ 33.3. Ex officio members.~~
- ~~§ 33.4. Qualifications for membership; alternate members.~~
- ~~§ 33.5. Organization; procedures; annual meeting.~~
- ~~§ 33.6. Duties of Chairman.~~
- ~~§ 33.7. Duties of Secretary.~~
- ~~§ 33.8. Duties of Commission.~~
- ~~§ 33.9. Proposals for required insurance.~~
- ~~§ 33.10. Compensation of members.~~
- ~~§ 33.11. Attendance at meetings; loss of membership.~~
- ~~§ 33.12. Access to policies and fidelity bonds.~~

~~[HISTORY: Adopted by the Borough Council of the Borough of Whitehall 12-1-82 as Ord. No. 651. Amendments noted where applicable.]~~

~~§ 33.1. Establishment; purpose.~~

~~The Whitehall Borough Insurance Commission is hereby established pursuant to the provisions of Ordinance No. 622¹, the Insurance Commission to serve as an advisor to the council of the Borough of Whitehall and its appointed management staff on all questions dealing with existing or contemplated insurance coverage.~~

~~§33.2. Membership; terms.~~

~~The Insurance Commission shall consist of three (3) members who shall be appointed by Council; one (1) member shall be appointed for a two year term, one (1) member shall be appointed for a three year term and one (1) member shall be appointed for a four year term. All appointments to fill the places of those whose terms expire shall be for a term of four (4)~~

¹Editor's Note: See Ch. 5 Administration.

~~years. Vacancies shall be filled for the unexpired terms.~~

~~§ 33.3. Ex officio members.~~

~~The Chairman of the Finance, Administration and Administrative Code Committee of Council and the Borough Secretary/ Manager shall be ex officio members of the Insurance Commission without power to vote.~~

~~§ 33.4. Qualifications for membership; alternate members.~~

~~All appointed members shall be life and/or property casualty agents/brokers licensed by the Commonwealth of Pennsylvania, with a minimum of five (5) years' insurance experience. Members may designate one (1) alternate from their agency/brokerage office who may, subject to the following conditions, with the approval of Council, appear on behalf of the appointed member at any meeting at which the appointed member is unable to appear. The name, address, qualifications and position of the designated alternate within the member's office shall be submitted to Council at the beginning of each calendar year. Only that alternate will be considered for purposes of § 33.11 of this chapter.~~

~~§ 33.5. Organization; procedures; annual meeting.~~

~~The Commission shall select a Chairman and a Secretary, who shall serve for a term of one (1) year. The Commission may provide its own procedures and guidelines, except that the Commission shall hold an annual meeting on the first Monday of January of each year.~~

~~§ 33.6. Duties of Chairman.~~

~~The Chairman shall be responsible for calling meetings, other than the annual meeting, on an as-needed basis at the request of Council or its administrative staff, and shall preside at the meetings.~~

~~§ 33.7. Duties of Secretary.~~

~~The Secretary shall keep minutes of all meetings, as well as other records as deemed necessary by the Commission. The Secretary will be responsible for notification to the ex officio members of scheduled meetings.~~

~~§ 33.8. Duties of Commission.~~

~~The Commission shall review all insurance policies, including property, casualty, workmen's compensation, group life, whole life, pension plans and fidelity bonds, purchased by the borough to protect its properties, activities, officials and employees. The Commission shall submit recommendations to Council relative to the amount, limits, types, form of and placement of insurance and bonds and shall, at the direction of Council, procure such insurance and bonds.~~

~~§ 33.9. Proposals for required insurance.~~

~~The Commission members shall be expected to obtain proposals for required insurance from their agency related companies and brokerage facilities and from agent/brokers outside the Commission, when deemed advisable, in order to obtain the best value and best coverage for the borough. Requested proposals shall be obtained and submitted sealed and shall be opened and read at a regularly scheduled meeting of Borough Council. Thereafter, proposals shall be referred to the Insurance Commission and to the Finance, Administration and Administrative Code Committee for review and recommendation to Council.~~

~~§ 33.10. Compensation of members.~~

~~In the event that coverage is placed through a member of the Insurance Commission, the agent/broker on the Commission representing the company placing the coverage will be responsible for fully servicing the coverage. For his services, the producing agent/broker will be paid fifty percent (50%) of the prevailing commissions, with the balance of the commissions to be divided equally among the other members of the Commission. An accounting of premiums and commissions shall be furnished to Commission members at the annual meeting. In the event that coverage is placed with an agent/broker or group outside the Commission so that no income is generated to any Commission member, the Commission members actively involved in the review of such coverage shall be compensated by the borough at the rate of twenty dollars (\$20.) per hour for each member actively involved.~~

~~§ 33.11. Attendance at meetings; loss of membership.~~

~~A Commission member shall be automatically dropped from membership on the Commission unless that member or the designated alternate attends at least seventy five percent (75%) of the meetings called each year; provided, however, that the named Commission member must personally attend one third (1/3) of the meetings called each year. A member dropped from membership shall not participate in the distribution of commissions income. The Commission Secretary shall advise Council of any member automatically dropped.~~

~~§ 33.12. Access to policies and fidelity bonds.~~

~~The Secretary/Manager of the Borough of Whitehall may release any or all insurance policies and fidelity bonds in the borough's possession to any member of the Insurance Commission after obtaining a receipt for same.~~