

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

June 18, 2024 @ 3:00 pm

Hainesport Municipal Building

EXECUTIVE COMMITTEE MEETING

OPEN SESSION MINUTES

A meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at the Hainesport Municipal Building, Hainesport, NJ on June 18, 2024. Fund Chair, John Gural, **Palmyra Borough**, presiding. The meeting was called to order at 3:00 PM.

FLAG SALUTE

STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETING ACT

Notice of this meeting was given by: (1) sending sufficient notice herewith to the *Burlington County Times*, Mt. Holly, NJ, and to the *Courier Post*, Cherry Hill, NJ; (2) filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities of the Burlington County Municipal Joint Insurance Fund; and (3) posting notice on the public bulletin boards of all member municipalities of the Burlington County Municipal Joint Insurance Fund.

ROLL CALL

Rich Wolbert, *Fund Secretary*, **Beverly City**
Margaret Peak, **Bordentown City**
Maria Carrington, **Bordentown Twp.**
George Jackson, **Chesterfield Twp.**
Fern Oullette, *Alternate*, **Delanco Twp.**
Tom Pullion, **Edgewater Park**
Tom Sahol, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Tara Wicker, **Medford Twp....after roll call**
Tim Hudnall, *Alternate*, **Mt. Laurel Twp.**
Susan Jackson, **New Hanover Twp.**
Mary Picariello, **North Hanover Twp.**
John Gural, *Fund Chair*, **Palmyra Borough**
Kathy Smick, **Pemberton Borough**
Dan Hornickel, **Pemberton Twp.**
Michael Mansdoerfer, **Riverside Twp.**
Lisa Cummins, **Tabernacle Twp.**
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners/Professionals were:

Mari Ann Capriglione, **Bass River Twp.**
Joe Bellina, **Delran Twp.**
Patrice Hansell, **Fieldsboro Borough**
Carrie Gregory, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Susan Onorato, **Shamong Twp.**
Kathy Hoffman, **Southampton Twp**
Brandy Boyington, **Springfield Twp**
Craig Farnsworth, **Westampton Twp.**
Maryalice Brown, **Woodland Twp.**

Those also in attendance were:

Paul A. Forlenza, MGA, *Executive Director, RPA – A Division of Gallagher*
Kamini Patel, MBA, CIC, CPCU, AIDA®, *Deputy Executive Director, RPA – A Division of Gallagher*
Melissa Bush, *Financial Analyst RPA – A Division of Gallagher*
Amelio Breglia, *Intern, RPA – A Division of Gallagher*
David DeWeese, Fund Solicitor, *The DeWeese Law Firm, P.C.*
Rob Garish, *Asst. Director of Public Sector, J.A. Montgomery Consulting*
Chris Winter, *Law Enforcement Risk Management Consultant*
Chris Roselli, *Account Manager, Qual-Lynx*
Karen Beatty, *Client Services Manager, Qual-Care*
Christine Gallagher, *Client Services Manager, Qual-Care*
Tom Tontarski, *Treasurer*
Debby Schiffer, *Wellness Director, Targeting Wellness*
Jerry Caruso, *Technology Risk Services Director, Wintsec Consulting*

Also present were the following Risk Management Consultant agencies:

Barclay Insurance
Hardenberg Insurance Group
Conner Strong & Buckelew
Insurance Agency Management

These minutes do not necessarily reflect the order in which some items were discussed.

Chair Gural asked for a Motion to allow this monthly meeting be conducted directly by the Fund Commissioners present with all matters to be decided upon by a combined majority vote of all Fund Commissioners.

Motion by Mr. Hornickel, seconded by Mr. Wolbert. All in Favor. Motion carried by unanimous vote.

APPROVAL OF MINUTES

Chair Gural presented the Open session meeting minutes of the May 21, 2024 meeting of the Fund, as found in the agenda packet, for approval.

Chair Gural asked if there were any questions at this time. No questions were entertained.

Motion by Mr. Ingling, seconded by Mr. Hornickel to approve the Open session meeting minutes of the May 21, 2024 meeting. All in Favor. Motion carried by unanimous vote.

CLAIMS REVIEW COMMITTEE MEETING REPORT – June 11, 2024

Ms. Patel noted the minutes of the June 11, 2024 Claims Review Committee meeting were emailed earlier today and are self-explanatory. She then noted the Committee reviewed five (5) PARs including one (1) Workers' Compensation (0 Police, 0 Fire, and 1 Other); one (1) General Liability, zero (0) Automobile Liability, and three (3) Property claim were reviewed for settlement, continuing defense, or to advise of trial date. Ms. Patel noted for more detail on any of these topics, please reference the minutes.

Ms. Patel asked if there were any questions. No questions were entertained.

EXECUTIVE DIRECTOR'S REPORT

Mr. Forlenza introduced Melissa Bush, Financial Analyst with RPA, and Amelio Breglia, who is a summer intern with RPA.

Mr. Forlenza then reviewed the Executive Director's Report found in the agenda packet with the membership. He then highlighted the following items from the report:

Mr. Forlenza referenced the Certificates of Insurance report included in the agenda and asked the members to please review to be sure the certificates were ordered by you, and are correct.

Mr. Forlenza noted details regarding the allocation of funds for the Safety Incentive Program, Optional Safety budget, EPL/Cyber budget, and Wellness Incentive funds for 2024 are listed in the agenda. The deadline to encumber the funds is November 29, 2024 with all encumbered funds needing to be claimed by January 31, 2025. He urged the members not to wait until the November 29, 2024 deadline to claim and request reimbursement from his office. You can simply submit the necessary information to his office, and we will process it for payment on the next bill list.

Mr. Forlenza noted the latest listing of Statutory Bonds issued by the MEL for JIF members is included in the agenda for your review. This list should be reviewed for accuracy. Please note that these bonds are written for the individual NOT the position to be bond. All applicants for a bond must complete an underwriting application and submit it to the Fund Underwriter for approval. He also noted that for those towns up for Renewal as of January 1, 2025, you must go through the re-underwriting process for your Bond renewals. Any questions on the status of an application, renewal re-underwriting process, or a bond listed on the report should be directed to Jonathon Tavares at 856-614-4493 or jtavares@connerstrong.com.

In regards to the Renewing Members, Mr. Forlenza stated letters were emailed on or about June 11, 2024, to the nine (9) members whose membership in the JIF is up for renewal effective January 1, 2025. These members are: *Chesterfield, Delanco, Edgewater Park, Fieldsboro, Medford, Pemberton, Tabernacle, Westampton, and Wrightstown*. Included in the email was a Resolution for Renewal of Membership in the Burlington County Municipal JIF, a Certification required under the Local Public Contracts Law, and an Agreement to Renew Membership in the Burlington County Municipal JIF. Members were asked to place the Renewal Resolution on the agenda of an upcoming governing body meeting and return both the approved Resolution and executed Agreement to our office by Friday, **August 23, 2024**.

With that said, Mr. Forlenza also noted that beginning last month, a Representative from his office contacted those members up for renewal this year to schedule an appointment with the Fund Commissioner, Risk Management Consultant, and Representatives of the Governing Body. These appointments are an opportunity to discuss the member's participation in the JIF and the many programs available to them. The Executive Director's office believes it is very important for the decision makers in each member municipality to understand the value of JIF membership.

Mr. Forlenza stated that on or about June 12, 2024, members that received a physical appraisal this year received a copy of their appraisal report via email. The reports were emailed to the Municipal Clerk and copied to their RMC and Fund Commissioner. Members are encouraged to review the report and notify the Property Appraisal if any properties were missed during the appraisal process. Any questions regarding the report can be addressed to Mel Ngayan at AssetWORKS

Lastly, Mr. Forlenza reminded the members that coverage for fireworks displays is not automatic. MEL Bulletin 2024-05 outlines the requirements and the hold harmless & indemnification agreement language to be provided by the contractor for coverage to be granted to the municipality. A Fireworks Checklist can be found along with the MEL Bulletin on the MEL website: www.njmel.org to assist members. Please submit the Fireworks Checklist, along with all required documents as outlined in the checklist and Bulletin to MELUnderwritingSvcCntr@connerstrong.com. Submissions must be received one week prior to the event.

Mr. Forlenza asked if there were any questions. No questions were entertained

SOLICITOR'S REPORT

MEL EPL Helpline & Authorized Contact List – Mr. DeWeese emphasized to the members to please review the attached list of authorized contacts for the *MEL Employment Practices Helpline* and be sure that who you want to have access to the Helpline are listed on this report, as calls can only be fielded from those on the list. He reminded the members that they could appoint up to **two (2)** municipal representatives who will be permitted to contact the *Helpline* attorneys with their inquiries. The appointment of the municipal representatives must be made by Resolution of the Governing Body, and a sample of the Resolution can be found on the BURLCO JIF website. Mr. DeWeese added he hopes the phone calls he receives is helping to avoid claims.

Mr. DeWeese reminded the members that Jodi Howlett, Esquire, retired and has been replaced with Vitoria A. Holmes of Cleary Gacobbе Alfieri Jacobs LLC to the MEL Helpline. He noted that her new contact information is on page 48 of the included memo.

Mr. DeWeese reported there has been one (1) new case assigned since last month:

Fabry v. Township of Southampton

Mr. DeWeese reported there were three (3) cases closed since last month.

Tischner v. Township of Delran
DiMaio v. Township of Florence
Garner v. Borough of Palmyra

Resolution 2024- 20 Adopting the Revised Litigation Management Conflict of Interest Policy

Mr. DeWeese announced that he presented the revised Litigation Management Conflict of Interest Policy to the membership last month. He noted that he had not received feedback from any members in regards to changes into the documents.

Chair Gural entertained a motion to adopt the revised Litigation Management Conflict of Interest Policy as presented by Mr. DeWeese.

Motion by Ms. Kosko, seconded by Mr. Hornickel to adopt the revised Litigation Management Conflict of Interest Policy as presented.

ROLL CALL

Yeas: Rich Wolbert, Beverly City
Margaret Peak, Bordentown City
Maria Carrington, Bordentown Twp.
George Jackson, Chesterfield Twp.
Fern Oullette, *Alternate*, Delanco Twp.
Tom Pullion, Edgewater Park
Tom Sahol, Florence Twp.
Paula Kosko, Hainesport Twp.
Tara Wicker, Medford Twp.
Tim Hudnall, *Alternate*, Mt. Laurel Twp.
Susan Jackson, New Hanover Twp.
Mary Picariello, North Hanover Twp.
John Gural, Palmyra Borough
Kathy Smick, Pemberton Borough
Dan Hornickel, Pemberton Twp.
Michael Mansdoerfer, Riverside Twp.
Lisa Cummins, Tabernacle Twp.
James Ingling, Wrightstown Borough

Nays: None
Abstain: None

Motion carried by unanimous vote.

Resolution 2024- 21 Designating an Additional Approved Associate

Mr. DeWeese announced that he presented the Resolution to the Claims Committee earlier this month which authorizes Julianne Affanato, Esq. with the law firm of Affanato Murut, LLC, be added as an Approved Associate for the BURLCO JIF Defense Panel. Mr. DeWeese noted he has met Ms. Affanato, who has been working in her father’s law firm since high school and she is very familiar with the firm and its practices.

Chair Gural entertained a motion to approve Resolution 2024-21 Designating an Additional Approved Associate, as presented by Mr. DeWeese.

Motion by Mr. Wolbert, seconded by Mr. Ingling to Designate an Approved Associate, as presented.

ROLL CALL

Yeas: Rich Wolbert, Beverly City
Margaret Peak, Bordentown City
George Jackson, Chesterfield Twp.
Fern Oullette, *Alternate*, Delanco Twp.
Tom Pullion, Edgewater Park
Tom Sahol, Florence Twp.
Paula Kosko, Hainesport Twp.
Tara Wicker, Medford Twp.
Tim Hudnall, *Alternate*, Mt. Laurel Twp.
Susan Jackson, New Hanover Twp.
Mary Picariello, North Hanover Twp.
John Gural, Palmyra Borough
Kathy Smick, Pemberton Borough
Dan Hornickel, Pemberton Twp.
Michael Mansdoerfer, Riverside Twp.
Lisa Cummins, Tabernacle Twp.
James Ingling, Wrightstown Borough
Nays: None
Abstain: Maria Carrington, Bordentown Twp.

Motion carried by majority vote.

Lastly, Mr. DeWeese stated there have been revisions made by the State in regards to OPRA Requests that take effect on September 4, 2024. He will be issuing a bulletin to be sent to all members highlighting and explaining the changes. He noted these revisions were needed as the OPRA Guidelines have not been updated in some time. Mr. DeWeese noted he expects to have the bulletin emailed to all members in the next few days.

Mr. DeWeese asked if there were any questions. No questions were entertained.

SAFETY DIRECTOR'S REPORT

Mr. Garish stated that the Safety Director's Report is included in the agenda and is self-explanatory, noting his report covers activities for May. He then highlighted the following:

Mr. Garish noted his report shows all activities for the month of May. He reminded members of the two training platforms: MSI LIVE and MSI NOW.

Mr. Garish noted for any towns that have Lifeguard Operations, they will be holding a Lifeguard Symposium next Friday, June 28th at the Ocean City Library. This is geared towards Administrators within Lifeguard Operations.

Registration for the Leadership Academy is through June 22, so if there are any members looking to get into that program, please sign up by that date.

Mr. Garish noted in regards to Fireworks and Special Events, please be sure to utilize the various resources on the BURLCO JIF website, the MEL website, or contact his office for any assistance needed for securing the proper paperwork need to hold these events.

Mr. Garish asked if there were any questions at this time. No questions were entertained.

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses

This month Mr. Roselli reviewed hurricane awareness and provided guidelines for dealing with flood-related emergencies and filing insurance claims. He emphasized the importance of having flood policies in place for buildings located in Special Flood Hazard Areas A or V. He suggests appointing a point person to handle communication and gather information on damages, and provides a link to a bulletin on hurricane season preparedness. After a storm, Mr. Roselli advised reporting claims to the insurance company and FEMA promptly, documenting damages with photographs, and keeping records of expenses. He also highlighted the need to stay informed, cooperate with inspections, and maintain communication with relevant agencies.

Ms. Roselli asked if there were any questions at this time. No questions were entertained.

LAW ENFORCEMENT LIABILITY CONSULTANT REPORT

Mr. Winter reviewed his report, which was included in the agenda, noting it is mostly self-explanatory, and highlighted the following.

Mr. Winter reported that Policy and Procedure requests have been received and he will be responding to requesting agencies with the most current L/E best practices, NJ AG Guidelines and L/E Accreditation requirements.

Mr. Winter noted there were no (0) Police agency visits this month, however, other agency visits are currently scheduled. These visits are provided to discuss agency concerns, trends, Accreditation assistance and other requests. L/E RM services were outlined and provided to Chiefs and Command Staff present. Police agency's with Command changes will be a priority and visited as well. Agency visits are ongoing and being scheduled at this time to continue to build relationships with the Law Enforcement agencies within the BURLCO JIF and stated Activity Reports would be forwarded to the Fund Commissioners upon completion.

Mr. Winter notes there is no training scheduled at this time; however, training topics are being considered for future training dates. Additionally, a course is being discussed and reviewed to assist agency Resiliency Officers, to be conducted by Dr. Kelly, Ph.D., ABPP. and Captain William Walsh, Voorhees PD.

Mr. Winter stated that follow-up inquiries have taken place with the Police Training Commission (PTC) in regards to the L/E Licensing process, officer renewals and state portal submissions, however additional information has not been received to date, though, a L/E Bulletin will be provided when definitive information is obtained.

Lastly, in regards to the JIF Law Enforcement Committee; this has been formulated with three (3) Police Chiefs from the county to represent (JIF) police agencies in Burlington County. He will continue to meet with them on a quarterly basis virtually to discuss trends, concerns, training, policy and procedure assistance,

potential risk and liability issues and L/E Accreditation guidance etc. This is being developed to maintain an ongoing forum throughout the year as an extension of the County Chiefs Associations, to identify areas as previously mentioned and to reduce potential risks. Chiefs selected to date are from Bordentown City, Chesterfield, and Mount Laurel Police Departments. The next meeting will be scheduled for some time in July.

Mr. Winter asked if there were any questions. No questions were entertained.

WELLNESS DIRECTOR'S REPORT

Ms. Schiffer stated her report, which is included in the agenda packet, provides a detailed overview of the activities and planned events for June. She then highlighted a range of well-being initiatives and activities that towns have either already implemented or have planned for the near future.

Ms. Schiffer noted as June is Employee Wellness Month, she had created a 30-day calendar with a daily activity suggestion that covers six key areas of well-being: physical, emotional, social, career, financial and spiritual well-being. She also incorporated aspects of nutrition, sleep, exercise, stress management and connection.

Ms. Schiffer stated her report also includes a list of activities taking place in some towns related to self-improvement and stress management.

She noted the second Wellness Advisory Committee meeting took place on May 16, and she had presented the minutes to the Safety Committee for review and approval, and they are included in the agenda on pages 66-68. She also noted her second Wellness Coordinator Brainstorming Session was on June 11th. The report also mentions the resources she has been working with, such as Deborah Heart and Lung, Burlington County Health Department, and ShopRite registered dietitians. If anyone is interested in more information, they are encouraged to reach out to Ms. Schiffer.

Lastly, her newsletter focuses on the second quarter mindset theme of growth and learning, and had been emailed out to all last week. She noted she has also been posting mindful minutes on the JIF website, including tips for back issues while sitting at a desk and meditation. If anyone has any questions or special requests, they are welcome to contact her.

Ms. Schiffer asked if there were any questions at this time. No questions were entertained.

MANAGED HEALTH CARE REPORT

Ms. Gallagher noted she had included the May reports in the agenda and highlighted the following:

Lost Time v. Medical Only Cases

Ms. Gallagher presented the BURLCO JIF *Lost Time v. Medical Only Cases (Intake Report)*:

	<i>May</i>	<i>YTD</i>
<i>Lost Time</i>	2	13
<i>Medical Only</i>	10	42
<i>Report Only</i>	2	28
<i># of New Claims Reported</i>	14	83
<i>% Report Only</i>	14%	5%
<i>Medical Only/Lost Time Ratio</i>	83:17	76:24
<i>Average Days to Report to Qual-Lynx</i>	6.1	2.2

<i>Average Days Reported to employer</i>	2.4	0.6
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Claims Report by Type

This report depicts the number of claims and average number of days to report a claim by individual member to Qual-Lynx, YTD 2024.

All Claims – 2.2 days to report

Transitional Duty Report

Ms. Gallagher presented the Year-to-Date Transitional Duty Report results:

<i>Transitional Duty Summary Report</i>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	929
<i>Transitional Duty Days Worked</i>	600
<i>% of Transitional Duty Days Worked</i>	65%
<i>Transitional Duty Days Not Accommodated</i>	329
<i>% of Transitional Duty Days Not Accommodated</i>	35%
<i>\$ Saved by Accommodating</i>	\$69,830
<i>\$ Lost by not Accommodating</i>	\$30,752

PPO Penetration Report:

Ms. Gallagher presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>May</i>
<i>Bill Count</i>	117
<i>Original Provider Charges</i>	\$269,994
<i>Re-priced Bill Amount</i>	\$139,842
<i>Savings</i>	\$130,152
<i>% of Savings</i>	48%

Top 10 Providers by Specialty: This report breaks down our top 10 providers by specialty e.g. Anesthesia/Pain Management, Facility, and MRI/Radiology, as these are the heaviest expenses the Fund incurs.

Nurse Case Management Report: This report depicts the number of claims by member where a nurse case manager has been appointed and whether the nurse has been assigned longer than 90 days.

Pharmacy Benefit Program: A report which depicts the 2024 YTD statistics for the Pharmacy Benefit Management Program. Ms. Gallagher reviewed the report with the committee outlining the YTD script count, utilizing patients count, opioid cost percentage, opioid script percentage, generic utilization percentage, cost per patient and cost per script.

Managed Care Quick Notes

This month, Ms. Gallagher reported on the importance of promptly reporting workers' compensation for several reasons. It allows for timely medical treatment, helps identify and address workplace hazards,

reduces the likelihood of litigation, and prevents claims from becoming more complex over time. Employers should encourage and facilitate the prompt reporting of injuries.

Ms. Gallagher asked if there were any questions. No questions were entertained.

TECHNOLOGY RISK SERVICES REPORT

Mr. Caruso referenced his reports included in the agenda highlighting the activities during the month of March. He noted substantial portions of his efforts were dedicated to the successful completion of our cyber hygiene training.

Mr. Caruso noted we are approaching expiration of the MEL Cyber Framework grandfathering clause on June 30, 2024. Towns that filed last year automatically earned a BASIC status until that date to allow them to adjust to changing standards.

Mr. Caruso stated that over 80% compliance has been achieved with the Cyber Framework v1.91 document for BASIC, with some towns even filing INTERMEDIATE and ADVANCED documents. However, there are still several towns that will lose their grandfather status at the end of this month, resulting in a higher deductible of \$35,000 to \$110,000. Mr. Caruso also encouraged towns to continue monitoring their policies and lean on technical support, as well as double-check training rosters, address critical vulnerability affecting Checkpoint routers, and negotiate with NJCCIC for utilizing their services. The NJCCIC has started reaching out to towns with Security Scorecards to assist in screening vulnerabilities, particularly related to your web presence. While they also want to scan municipal networks, we already have an outside service, D2, for that purpose. We are currently negotiating with NJCCIC on how best to utilize their services, and he will provide more information on this at a later date.

Lastly, Mr. Caruso highlighted a recent claim in which a town fell victim to a ransomware attack. Fortunately, the IT vendor was able to restore the town quickly. However, they did not preserve any evidence of the crime scene, which is crucial for determining liability and potentially avoiding paying the deductible or ransom. This month's Bulletin addresses the necessary steps to take if you experience a cyber-incident. He strongly urged members to incorporate this into your incident response plan.

Mr. Caruso asked if there were any questions. No questions were entertained.

TREASURER'S REPORT

Mr. Tontarski presented an overview of the Treasurer's Report for a one month period ending May 2024, a copy of which was provided to the membership in the agenda packet. Mr. Tontarski's reports are prepared on a "modified cash basis" and relate to financial activity through the one-month period ending May 31, 2024 for Closed Fund Years 1991 through 2019, and Fund Years 2020, 2021, 2022, 2023 and 2024.

Investment Interest

Interest received or accrued for the reporting period totaled \$31,877.19. This generated an average annual yield of 2.54%. However, after including an unrealized net gain of \$68,204.76 in the asset portfolio, the yield is adjusted to 7.99% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$13,451,788.20.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$4,790.05	\$77,132.80
Salvage Receipts	\$0.00	
Overpayment Reimbursements	\$0.00	
Cyber Risk 2023 Reimbursement		\$3,808.89

Loss Run Payment Register – May 2024

Mr. Tontarski stated that the report included in the agenda packet shows net claim activity during the reporting period for claims paid by the Fund and claims payable by the Fund at period end is \$289,116.32. The claim detail shows 223 claim payments issued.

A.E.L.C.F. Participant Balances at Period End

Interest Allocated for the Period is \$704.28 for a total Member Balance of \$333,434.74

Cash Activity for the Period

During the reporting period, the Fund’s “Cash Position” changed from an opening balance of \$16,044,562.79 to a closing balance of \$14,020,462.98 showing a decrease in the fund of \$2,024,099.81.

Bill List – June 2024

For the Executive Committee’s consideration, Mr. Tontarski presented the June 2024 Bill List in the amount of \$169,935.61 included in the agenda.

Chair Gural entertained a motion to approve the May 2024 Loss Run Payment Registers and the June Bill List in the amount of \$1169,935.61 as presented.

Chair Gural asked if there were any questions at this time. No questions were entertained.

Motion by Ms. Kosko, seconded by Mr. Wolbert to approve the *May 2024 Loss Run Payment Registers and the June Bill List in the amount of \$169,935.61, as presented.*

ROLL CALL

Yeas: Rich Wolbert, Fund Secretary, Beverly City
Margaret Peak, Bordentown City
Maria Carrington, Bordentown Twp.
George Jackson, Chesterfield Twp.
Fern Oullette, Alternate, Delanco Twp.
Tom Pullion, Edgewater Park
Tom Sahol, Florence Twp.
Paula Kosko, Hainesport Twp.
Tara Wicker, Medford Twp.
Tim Hudnall, Alternate, Mt. Laurel Twp.
Susan Jackson, New Hanover Twp.
Mary Picariello, North Hanover Twp.
John Gural, Fund Chair, Palmyra Borough
Kathy Smick, Pemberton Borough
Dan Hornickel, Pemberton Twp.
Michael Mansdoerfer, Riverside Twp.
Lisa Cummins, Tabernacle Twp.
James Ingling, Wrightstown Borough

Nays: None

Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

Finance Committee Meeting Minutes – June 4, 2024

Mr. Mansdoerfer noted the Committee met in person on June 4, 2024 and the minutes were including in the agenda packet starting on page 110. Also included in the agenda starting on page 124 was the March 31,

2024 Interim Financial Statement Summary Report. He noted the minutes were self-explanatory and highlighted the following:

Mr. Mansdoerfer reported in regards to the Audit, there were no findings or recommendations, which is good, and a nice testament to our Fund and the interworking's of our organization.

Mr. Mansdoerfer noted the BURLCO JIF assets increased by \$508,000, with our Liabilities decreasing by approximately \$486,000.

Another item discussed during the meeting was discounting Reserves, as the MEL and RCF are both currently discounting their Reserves and Mr. Mansdoerfer explained that process, noting the Committee recommended not discounting reserves at this time.

Mr. Mansdoerfer noted a discussion was had regarding the process for notifying past members of a supplemental assessment. He noted that both Cinnaminson and Riverton might own additional funds to the BURLCO JIF due to activity in the years they were members. He noted that the process outlined in the Bylaws is rather tedious. The Committee is hopeful that by sending a notice to these members they will simply pay the balance prior to us having to undertake such a tedious process.

Lastly, he noted there are two Resolutions on the agenda for consideration this evening.

Mr. Mansdoerfer asked if there were any questions. No questions were entertained.

Chair Gural entertained a motion to approve the following Resolutions:

Resolution 2024-22 Accepting the Annual Audit Report for the Period Ending December 31, 2023

Motion by Mr. Hornickel, seconded by Mr. Wolbert to approve Resolution 2024-22 as presented.

ROLL CALL	Yeas:	Rich Wolbert, Fund Secretary, Beverly City Margaret Peak, Bordentown City Maria Carrington, Bordentown Twp. George Jackson, Chesterfield Twp. Fern Oullette, Alternate, Delanco Twp. Tom Pullion, Edgewater Park Tom Sahol, Florence Twp. Paula Kosko, Hainesport Twp. Tara Wicker, Medford Twp. Tim Hudnall, Alternate, Mt. Laurel Twp. Susan Jackson, New Hanover Twp. Mary Picariello, North Hanover Twp. John Gural, Fund Chair, Palmyra Borough Kathy Smick, Pemberton Borough Dan Hornickel, Pemberton Twp. Michael Mansdoerfer, Riverside Twp. Lisa Cummins, Tabernacle Twp. James Ingling, Wrightstown Borough
	Nays:	None
	Abstain:	None

Motion carried by unanimous vote.

Resolution 2024-23 Authorizing an Intrafund Transfer of \$500,000 from the 2023 Deductible Line to the 2023 Property Line.

Motion by Mr. Hornickel, seconded by Mr. Wolbert to approve Resolution 2024-23 as presented.

ROLL CALL	Yeas:	Rich Wolbert, Fund Secretary, Beverly City Margaret Peak, Bordentown City Maria Carrington, Bordentown Twp. George Jackson, Chesterfield Twp.
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Fern Oullette, Alternate, Delanco Twp.
Tom Pullion, Edgewater Park
Tom Sahol, Florence Twp.
Paula Kosko, Hainesport Twp.
Tara Wicker, Medford Twp.
Tim Hudnall, Alternate, Mt. Laurel Twp.
Susan Jackson, New Hanover Twp.
Mary Picariello, North Hanover Twp.
John Gural, Fund Chair, Palmyra Borough
Kathy Smick, Pemberton Borough
Dan Hornickel, Pemberton Twp.
Michael Mansdoerfer, Riverside Twp.
Lisa Cummins, Tabernacle Twp.
James Ingling, Wrightstown Borough

Nays: None
Abstain: None

Motion carried by unanimous vote.

MEL/RCF/EJIF/CYBER REPORTS

In Ms. Jack's absence, Mr. Forlenza reported the Cyber JIF met on May 16, 2024 and the minutes were including in the agenda packet on page 135. He stated the minutes were self-explanatory and noted the BURLCO JIF has received reimbursement for a portion of the Cyber program services that were already in place and paid for before the establishment of the Cyber JIF. This reimbursement is reflected in the Treasurer's report this month. Additionally, a portion of the fees for the 2024 program has been approved, and the membership will be updated on the reimbursement for that program once it is received.

Next, Mr. Forlenza stated the MEL/RCF/EJIF met on June 10, 2024. These reports are included in the agenda packet as well, starting on page 136, and are self-explanatory. He noted the MEL has adopted their Audit, and they did increase the discount rate that they apply to their reserves which does help the financial position of the MEL and going forward it continues to stay at 3%, as annual returns are nearing 5%.

In regards to the RCF report starting on page 138, Mr. Forlenza noted they are looking at their Budget Amendment where they will be pulling in Claims that were transferred from all the underlying JIFs effective January 1, 2024 into their finances, and a copy of that is on page 139 of the agenda.

In regards to the EJIF report, which starts on page 140, they also adopted their Audit. The MEL/RCF/EJIF/Cyber JIF will be transitioning to TD Bank effective July 1, 2024. There have been internal discussions if the BURLCO JIF would like to take advantage of that program. What we have learned is that our current vendor, Citizens Bank, Mr. Tontarski is very happy with, so we will remain with Citizens, however Citizens will match all offers offered through TD Bank.

Mr. Forlenza asked if there were any questions. No questions were entertained.

MISCELLANEOUS BUSINESS

Mr. Hornickel presented his report from the PRIMA Conference he attended in Nashville, TN June 6-9, 2024. He stated his report was included in the agenda packet starting on page 141, and highlighted in detail various seminars he attended including Artificial Intelligence which recognizes the pros and cons of this growing influence in our society; Property Program Structures, which reviewed the values of assets, accuracy of records depicting condition of assets, record of claims and likelihood of losses; Reducing Liability thru Wellness which for law enforcement, fire and EMS meant instituting both annual physicals along with annual psychological evaluations as well as the creation of Peer Support Teams to be intermediaries between public safety employees and mental health professionals, as well as detailed other seminars he attended.

Mr. Hornickel emphasized there is money put aside in the Budget for others to attend these conferences, which he feels are very beneficial, so please reach out to the Executive Directors office should you be interested in attending the PRIMA conference in the future.

Mr. Hornickel asked if there were any questions. No questions were entertained.

Next Meeting

Chair Gural noted the next meeting of the BURLCO JIF would take place on **Tuesday, July 16, 2024 at 3:00 pm at the Hainesport Municipal Building.**

PUBLIC COMMENT

Motion by Mr. Wolbert, seconded by Ms. Kosko to open the meeting to the public. All in favor. Motion carried.

Chair Gural opened the meeting to the public for comment.

Hearing no comment from the public, Chair Gural entertained a motion to close the public portion of the meeting.

Motion by Mr. Ingling, seconded by Mr. Wolbert, to close the meeting to the public. All in favor. Motion carried.

APPROVAL OF CLAIMS PAYMENTS

Chair Gural asked members for their questions at this time. No questions were entertained.

Chair Gural entertained a motion to approve the following PARs as reviewed and recommended by the Claims Review Committee.

<i>Workers Compensation</i>	<i>General Liability</i>	<i>Property</i>
2024331925	2021231679	2023279583
		2024334167
		2024322388

Motion by Mr. Hornickel, seconded by Mr. Wolbert to approve Payment Authority on the Claims reviewed and as recommended by the Claims Review Committee:

ROLL CALL

- Yeas:*** Rich Wolbert, Fund Secretary, Beverly City
 Margaret Peak, Bordentown City
 Maria Carrington, Bordentown Twp.
 George Jackson, Chesterfield Twp.
 Fern Oullette, Alternate, Delanco Twp.
 Tom Pullion, Edgewater Park
 Tom Sahol, Florence Twp.
 Paula Kosko, Hainesport Twp.
 Tara Wicker, Medford Twp.
 Tim Hudnall, Alternate, Mt. Laurel Twp.
 Susan Jackson, New Hanover Twp.
 Mary Picariello, North Hanover Twp.
 John Gural, Fund Chair, Palmyra Borough
 Kathy Smick, Pemberton Borough
 Dan Hornickel, Pemberton Twp.
 Michael Mansdoerfer, Riverside Twp.
 Lisa Cummins, Tabernacle Twp.
 James Ingling, Wrightstown Borough
- Nays:*** None

Abstain: None

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

There was one (1) claims this month presented for Abandonment of Subrogation.
2023287752

Fund Secretary Wolbert entertained a motion to Abandon Subrogation on claim number 2023287752 as presented.

Motion by Secretary Wolbert, seconded by Chair Gural to approve Abandonment of Subrogation on claim number 2023287752, as presented.

ROLL CALL

Yeas: Rich Wolbert, Fund Secretary, Beverly City
Margaret Peak, Bordentown City
Maria Carrington, Bordentown Twp.
George Jackson, Chesterfield Twp.
Fern Oullette, Alternate, Delanco Twp.
Tom Pullion, Edgewater Park
Tom Sahol, Florence Twp.
Paula Kosko, Hainesport Twp.
Tara Wicker, Medford Twp.
Tim Hudnall, Alternate, Mt. Laurel Twp.
Susan Jackson, New Hanover Twp.
Mary Picariello, North Hanover Twp.
John Gural, Fund Chair, Palmyra Borough
Kathy Smick, Pemberton Borough
Dan Hornickel, Pemberton Twp.
Michael Mansdoerfer, Riverside Twp.
Lisa Cummins, Tabernacle Twp.
James Ingling, Wrightstown Borough

Nays: None

Abstain: None

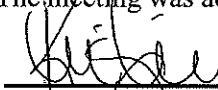
Motion carried by unanimous vote.

MOTION TO ADJOURN

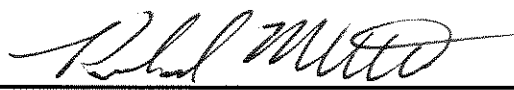
Chair Gural entertained a motion to adjourn the June 18, 2024 meeting of the BURLCO JIF.

Motion by Ms. Kosko, seconded by Mr. Wolbert to adjourn the June 18, 2024 meeting of the BURLCO JIF.
All in favor. Motion carried.

The meeting was adjourned at 3:50 PM.



Kris Kristie,
Recording Secretary for



Richard Wolbert, SECRETARY