

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND  
HAINESPORT TOWNSHIP MUNICIPAL BUILDING  
1 HAINESPORT CENTRE, RTE 537  
HAINESPORT, NEW JERSEY**

**JANUARY 17, 2017**

***OPEN SESSION MINUTES***

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The *Reorganization* Meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at the Hainesport Township Municipal Building, 1 Hainesport Centre, Rte. 537, Hainesport, New Jersey, on Tuesday, January 17, 2017 at 4:00PM, prevailing time. Acting Chair Keller, **Springfield**, presiding. The meeting was called to order at 4:00PM.

***SINE DIE and REORGANIZATION MEETING CALLED TO ORDER BY CHAIRPERSON  
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 of 2016 FUND COMMISSIONERS***

Rich Ireton, *Alternate*, **Bass River Twp**  
Rich Wolbert, **Beverly City**  
Dean Buhner, *Alternate*, **Bordentown Twp**  
Glenn McMahon, **Chesterfield Twp**  
John Browne, *Alternate*, **Delanco Twp**  
Jeffrey Hatcher, **Delran Twp**  
Patricia Hansell, **Fieldsboro Borough**  
Richard Brook, **Florence Twp**  
Brandon Umba, *Alternate*, **Lumberton Twp**  
Donna Kilburn, *Alternate*, **Hainesport Twp**  
Mike Fitzpatrick, **Mansfield Twp**  
Kathy Burger, **Medford Twp**  
Jerry Mascia, *Alternate*, **Mt. Laurel Township**  
John Gural, **Palmyra Borough**  
Debbie Vallari, *Alternate*, **Pemberton Borough**  
Meghan Jack, **Riverside Twp**  
J. Paul Keller, **Springfield Twp**  
Doug Cramer, **Tabernacle Twp**  
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Grace Archer, **Bordentown City**  
Linda Dougherty, **Edgewater Park Twp**  
Mary Picariello, **North Hanover Twp**  
Dennis Gonzalez, **Pemberton Township**  
David Matchett, **Shamong**  
Kathy Hoffman, **Southampton Twp**  
Maria Carrington, **Westampton Twp**  
Maryalice Brown, **Woodland Twp**

Those also in attendance were:

Paul Miola, CPCU, ARM, Executive Director, *AJG Risk Management Services, Inc.*  
Paul Forlenza, Deputy Executive Director, *AJG Risk Management Services, Inc.*  
David S. DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*  
Tom Tontarski, Treasurer  
John Saville, Safety Director, *J.A. Montgomery Risk Control*  
Chris Roselli, Claims Administrator, *Qual-Lynx*  
Karen Beatty, *QualCare*  
Debby Schiffer, *Wellness Director*

Also present were the following Risk Management Consultant agencies:

AJM Insurance  
CBIZ Benefits & Insurance Services  
Conner Strong & Buckelew  
EJA/Capacity Insurance  
Hardenberg Insurance Group  
Insurance Agency Mgmt.

Absent Risk Management Consultant agencies were:

Model Consulting  
The Barclay Group

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

#### ***APPROVAL OF THE MINUTES***

Acting Chair Keller presented the meeting minutes of the December 20, 2016 meeting of the Fund, as found in the agenda packet, for approval.

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

Motion by Mr. McMahon, seconded by Mr. Cramer, to approve the meeting minutes of the December 20, 2016 meeting of the Fund as presented. Commissioners Jack and Umba abstained. Motion carried.

#### ***APPROVAL OF CLOSED SESSION MINUTES***

There was a distribution of the Closed Session Meeting Minutes to the Executive Committee at this time.

Acting Chair Keller presented the Closed Session Meeting Minutes of the December 20, 2016 meeting of the Fund for approval.

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

Motion by Mr. McMahon, seconded by Mr. Cramer, to approve the Closed Session minutes of the December 20, 2016 meeting of the Fund as presented. Commissioners Jack and Umba abstained. Motion carried.

The Closed Session minutes of the December 20, 2016 meeting shall not be released to the public until the reason(s) for their remaining closed is no longer applicable and the Fund Solicitor has had the opportunity to review them.

Closed Session Meeting Minutes from the December 20, 2016 meeting were collected at this time.

***ADJOURN THE SINE DIE MEETING***

Acting Chair Keller entertained a motion to adjourn the Sine Die Meeting. Motion by Mr. Cramer, seconded by Ms. Jack, to adjourn the Sine Die Meeting. All in favor. Motion carried.

At this time Officers, Executive Committee, and Alternates vacated their chairs. Acting Fund Chair Keller passed the gavel to Paul J. Miola, Executive Director, until the election of the Chair, Secretary and Executive Committee for the 2017 Fund Year is completed.

Mr. Miola welcomed all in attendance to the *2017 Reorganization Meeting of the BURLCO JIF*.

***ROLL CALL of 2017 FUND COMMISSIONERS***

Rich Ireton, *Alternate*, **Bass River Twp**  
Rich Wolbert, **Beverly City**  
Dean Buhner, *Alternate*, **Bordentown Twp**  
Glenn McMahon, **Chesterfield**  
John Browne, *Alternate*, **Delanco**  
Jeffrey Hatcher, **Delran**  
Patricia Hansell, **Fieldsboro Borough**  
Richard Brook, **Florence**  
Donna Kilburn, *Alternate*, **Hainesport**  
Brandon Umba, *Alternate*, **Lumberton**  
Mike Fitzpatrick, **Mansfield**  
Kathy Burger, **Medford**  
Jerry Mascia, *Alternate*, **Mt. Laurel**  
John Gural, **Palmyra**  
Debbie Vallari, *Alternate*, **Pemberton Borough**  
Meghan Jack, **Riverside**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield**  
Doug Cramer, **Tabernacle**  
James Ingling, **Wrightstown**

Absent Fund Commissioners were:  
Grace Archer, **Bordentown City**

Linda Dougherty, **Edgewater Park**  
Mary Picariello, **North Hanover**  
Dennis Gonzalez, **Pemberton Township**  
Kathy Hoffman, **Southampton**  
Maria Carrington, **Westampton**  
Maryalice Brown, **Woodland Twp**

***ELECTION OF 2017 OFFICERS***

***2016 Nomination Slate***

Mr. Miola presented for the membership's consideration the 2017 Nomination Slate. The Nominating Committee met in November 2016 and presented the 2017 Nomination Slate at the November & December 2016 Executive Committee Meetings.

Chair:	Paul Keller, <b>Springfield Township</b>
Secretary:	Meghan Jack, <b>Riverside Township</b>
Executive Committee:	Glenn McMahon, <b>Chesterfield Township</b> Meredith Tomczyk, <b>Mt. Laurel Township</b> John Gural, <b>Palmyra Borough</b> Dennis Gonzalez, <b>Pemberton Township</b> Douglas Cramer, <b>Tabernacle Township</b>

Executive Committee Alternates:

#1	Mike Templeton, <b>Delanco Township</b>
#2	James Ingling, <b>Wrightstown Borough</b>
#3	Rich Wolbert, <b>Beverly City</b>
#4	David Matchett, <b>Shamong Township</b>
#5	Jeffrey Hatcher, <b>Delran Township</b>
#6	Michael Keller, <b>Lumberton Township</b>
#7	Richard Brook, <b>Florence Township</b>

Mr. Miola *Opened the Floor* for nominations for a position on the *2017 Nomination Slate*.

Hearing no additional nominations, Mr. Miola *Closed the Floor* for nominations to a position on the *2017 Nomination Slate*.

***Confirming the Election of a Chairman, Secretary and Executive Committee/Alternates***

Mr. Miola asked for a Roll Call Vote of the full membership for an *Election of a Chairman, Secretary and Executive Committee/Alternates* as presented.

<b>ROLL CALL</b>	<b>Yeas</b>	Rich Ireton, <i>Alternate</i> , <b>Bass River Twp</b> Rich Wolbert, <b>Beverly City</b>
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Dean Buhner, *Alternate*, **Bordentown**  
Glenn McMahon, **Chesterfield**  
John Browne, *Alternate*, **Delanco**  
Jeffrey Hatcher, **Delran**  
Patricia Hansell, **Fieldsboro Borough**  
Richard Brook, **Florence**  
Donna Kilburn, *Alternate*, **Hainesport**  
Brandon Umba, *Alternate*, **Lumberton**  
Mike Fitzpatrick, **Mansfield**  
Kathy Burger, **Medford**  
Jerry Mascia, *Alternate*, **Mt. Laurel**  
John Gural, **Palmyra**  
Debbie Vallari, *Alternate*, **Pemberton**  
Meghan Jack, **Riverside**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield**  
Doug Cramer, **Tabernacle**  
James Ingling, **Wrightstown**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

#### ***OATHS OF OFFICE***

*Oaths of Office* were administered by Mr. DeWeese, Fund Solicitor, to the newly elected Chairperson, Secretary, Executive Committee, and Alternates for the 2017 Fund Year.

All *Oaths of Office* were signed and presented to the Fund Solicitor.

At this time, Mr. Miola passed the gavel to Fund Chair Paul Keller, *Springfield* to conduct the 2017 Reorganization Meeting of the Fund. Mr. Miola congratulated the Fund Chair, Secretary, Executive Committee Members and Alternates.

#### ***MONTHLY MEETING CONDUCT***

Chair Keller entertained a motion to allow this monthly meeting to 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. Cramer, seconded by Ms. Jack, to allow the meeting to be conducted directly by the Fund Commissioners present. All in favor. Motion carried.

#### ***ORGANIZATIONAL RESOLUTIONS***

The following 2017 Organizational Resolutions were presented for adoption by Fund Chair Keller.

- R2017-01      Confirming the Election of a Fund Chair and Fund Secretary
- R2017-02      Confirming the Election of an Executive Committee and Alternates

- R2017-03      Appointing Professional Staff
- R2017-04      Awarding Contracts to Workers' Compensation Assigned Defense Counsel and Approved Associates
- R2017-05      Awarding Contracts to General Liability Assigned Defense Counsel and Approved Associates
- R2017-06      Recommending the Employment Practices Liability and Public Officials Liability Defense Panel
- R2017-07      Adopting Procedures in Compliance with the Open Public Meetings Act
- R2017-08      Adopting Fiscal Policies
- R2017-09      Designating Executive Director as Public Agency Compliance Officer
- R2017-10      Cash Management Policy
- R2017-11      Establishing a Fund Records Program
- R2017-12      Establishing the 2017 Plan of Risk Management
- R2017-13      Designation of Certifying and Approving Officer for Payment of Claims
- R2017-14      Authorizing participation in the MEL Names Storm Deductible Risk Sharing Program
- R2017-15      Authorizing Advance Travel Expenses for Authorized Official Travel to PRIMA & AGRIP Conferences

Chair Keller entertained a motion to adopt the *Organizational Resolutions 2017-01 through 2017-15* as presented.

Motion by Mr. McMahon, seconded by Mr. Cramer, to adopt *Organizational Resolutions 2017-01 through 2017-15*.

**ROLL CALL      Yeas**

- Rich Ireton, *Alternate*, **Bass River Twp**
- Rich Wolbert, **Beverly City**
- Dean Buhner, *Alternate*, **Bordentown**
- Glenn McMahon, **Chesterfield**
- John Browne, *Alternate*, **Delanco**
- Jeffrey Hatcher, **Delran**
- Patricia Hansell, **Fieldsboro Borough**
- Richard Brook, **Florence**
- Donna Kilburn, *Alternate*, **Hainesport**
- Brandon Umba, *Alternate*, **Lumberton**
- Mike Fitzpatrick, **Mansfield**
- Kathy Burger, **Medford**
- Jerry Mascia, *Alternate*, **Mt. Laurel**

John Gural, **Palmyra**  
Debbie Vallari, *Alternate*, **Pemberton**  
Meghan Jack, **Riverside**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield**  
Doug Cramer, **Tabernacle**  
James Ingling, **Wrightstown**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

### ***EXECUTIVE DIRECTOR'S REPORT***

Mr. Miola reviewed the Executive Director's Report found in the agenda packet with the membership. He thanked the membership on behalf of AJG for the 2017 re-appointment as Administrator and his re-appointment as Executive Director. He highlighted the following items:

***AJG Risk Management Services – Disclosure Statement***– Mr. Miola stated that a disclosure statement for AJG Management Services, Inc was included in his report for the members to review. He asked that it be made a part of the minutes.

***Lost Time Accident Frequency Report***– Mr. Miola stated that the Lost Time Accident Frequency Summary and Statewide Recap for November, 2016 is included in his report.

***Certificates of Insurance*** - Mr. Miola asked that the Certificates of Insurance issued for the month of December, 2016 be included as part of the meeting minutes and is included in the agenda packet.

***2015 Safety Incentive Program Awards*** – Mr. Miola asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds was November 30, 2016. Encumbered funds must be claimed by February 1, 2017.

***2016 Optional Safety Budget*** - Mr. Miola asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds was November 30, 2016. Encumbered funds must be claimed by February 1, 2017.

***2016 Wellness Incentive Program Allowance*** – Mr. Miola stated that a report detailing the available balance for each member for the 2016 Wellness Incentive Program was included in the agenda packet. Instructions on claiming the funds were emailed to all members on January 20, 2016. He stated that the deadline for claiming or encumbering the funds was November 30, 2016. All encumbered funds must be claimed by February 1, 2017.

***Employment Practices Liability Compliance***– Mr. Miola asked members to review the attached status report for the member's individual deductibles. He reminded the members that they must update their Plan of Risk Management to be eligible for lower co-pays and deductible.

***EPL Allowance*** – Mr. Miola reminded members that the Fund has budgeted **\$200** for each member to help offset employment practice related expenses such as the solicitor's fee for updating member's EPL policies and procedures.

***EPL Helpline – Authorized Contact List*** – Mr. Miola asked members to review the attached list for accuracy especially following the recent Municipal Reorganizations. He noted the resolution for this is on the JIF website at [www.burlcojif.org](http://www.burlcojif.org). Please contact the Executive Director's office with any questions.

**Financial Fast Track** – Mr. Miola reported that the JIF’s surplus position as of November 30, 2016 was \$10,120,142.

**Regulatory Filing Checklists** – Mr. Miola noted that there were two regulatory filing checklists in his report and they provide an outline of required reporting to the Departments of Banking and Insurance and Community Affairs on an annual and monthly basis.

**Capehart & Scatchard Updates** – Mr. Miola noted that the Capehart & Scatchard updates are in the agenda packet and provide valuable information regarding WC, ADA and FMLA issues.

**Statutory Bond Status** – Mr. Miola reminded members to review the latest listing of the Statutory Bonds issued by the MEL for JIF members. These are issued to the individual, NOT the position. Members should review this list as some changes might have occurred at Municipal Reorganization meetings requiring new bonds to be issued.

**Skateboard Park Approval Status**– Mr. Miola stated that a report listing the current status of all approved skateboard parks or those under construction is included in his report. He noted that any member with a park currently under construction or in the review process should review the spreadsheet to be sure that it accurately depicts the status of the town’s facility. He also noted that all members considering construction of a skateboard park should contact his office prior to moving forward.

**Elected Officials Training** – Mr. Miola stated that the first locally held training class for Elected Officials was just held. The MEL will reduce each member’s 2017 Workers Compensation loss funding premium by \$250 for each municipal elected official who attends one of the training sessions by March 31, 2017. This credit will also be extended to the member’s CEO (i.e. Municipal Manager or Administrator) this year. The total credit is limited to 25% of a member’s Workers Compensation funding premium. The sign in sheets from the December 7, 2016 training are on the JIF website. Additional trainings have been scheduled on the following dates:

January 31, 2017 - Nicolosi’s Catering, West Deptford  
February 16, 2017 - Merighi’s Savoy Inn, Vineland  
March 29, 2017 - O’Connor’s American Bar & Grille, Eastampton

**RMC Resolutions & Agreements** – Mr. Miola noted that a memo and sample copies of the JIF RMC Resolution and Agreement for the 2017 Fund Year were e-mailed to all Risk Management Consultants. If an RMC represents more than one municipality, we request that the form be copied and one set executed for each municipality represented. Once our office receives this documentation, payment can be issued for the 2017 fees at the February 2017 meeting of the JIF. Please note that RMC payments cannot be processed until this documentation is received. Also all RMC’s are required to execute a Confidentiality Agreement with the JIF and forward it to the Executive Director’s office. Each RMC is asked to execute one copy of the Confidentiality Agreement for each member of their staff that might attend the JIF Executive Committee. If you have any questions in this regard, please contact Tracy Forlenza at 856-446-9143.

**Inclement Weather Policy**– Mr. Miola noted that the Fund adopted an Inclement Weather Policy, a copy of which is available on the JIF website ([www.burlcojif.org](http://www.burlcojif.org)). Should it be necessary to cancel a meeting, his office will attempt to contact the Fund Commissioners via e-



mail, telephone contact or posting a message on the website. Members can also call 856-446-9148 for a pre-recorded message announcing the cancellation of a meeting.

**2017 1<sup>st</sup> Installment Billing** – Mr. Miola stated that first installment bills were emailed to the Clerks with a copy to the Fund Commissioner and Risk Management Consultant. He noted that the first installment is due by February 15, 2017.

**2016 Attendance Records**– Mr. Miola stated that a report detailing attendance records through the end of 2016 was included in his report.

**PRIMA/AGRIP Conferences** – Mr. Miola stated that BURLCO JIF members will be eligible to attend two (2) AGRIP Conferences and the annual PRIMA Conference. The 2017 Budget includes funding for four (4) attendees in total. He noted that the BURLCO JIF adopted an Attendance Conference Policy that establishes guidelines for commissioners to attend. He noted that those fund commissioners who had first priority for attendance were sent information on the AGRIP conferences from his office. Information on the PRIMA conference will be emailed by the end of the month.

**2017 Safety Kickoff Breakfast – Save the Date** – Mr. Miola stated that the BURLCO JIF will hold its 26<sup>th</sup> Annual Safety Breakfast at Indian Springs Country Club in Marlton, New Jersey. The breakfast will begin at 8:30am. He noted that a *Save the Date* was emailed to all Safety Coordinators, Claims Coordinators, Fund Commissioners and Risk Management Consultants on January 11, 2017. The invitation and response forms will be emailed out in early March.

**Safety Coordinator & Claim Coordinator Roundtable** – Mr. Miola stated that the BURLCO JIF will be sponsoring a Safety Coordinator and Claims Coordinator Roundtable on February 22, 2017 at Indian Springs Country Club, Marlton, New Jersey. The Wellness Coordinators are also invited to attend. Invites will be emailed out from the Safety Director's Office to all the Safety Coordinators, Claims Coordinators and Wellness Coordinators shortly.

**Website ([www.burlcojif.org](http://www.burlcojif.org))** – Mr. Miola noted that the JIF has a website that contains very useful information for the members:

- Directories
  - Fund Commissioners
  - Claims and Safety Contracts
  - Fund Professionals
- Coverage
  - Bulletins
  - Certificates of Insurance/ID Card Requests
  - Sample Indemnification Language
- Safety
  - Bulletins
  - Training Links

**New Member Activity** – Mr. Miola stated that there was no new member activity to report.

Mr. Miola asked if there were any questions at this time. There were none.

## ***SOLICITOR'S REPORT***

### ***Closed Claims Report***

Mr. DeWeese stated that there were (2) two closed cases since the last meeting.

*Boll vs. Township of Medford*

*Applegate vs. Township of Tabernacle*

## ***SAFETY DIRECTOR'S REPORT***

Mr. Saville thanked the members for his reappointment on behalf of J.A. Montgomery. He stated that the Safety Director's Report is self-explanatory. He highlighted the following items:

***MEL Video Library*** – He noted the email address: [melvideolibrary@jamontgomery.com](mailto:melvideolibrary@jamontgomery.com) and a new phone number: 856-552-4900.

***Safety Director's Bulletins*** – He noted that there was one (1) bulletin; *Managing Trips, Slips & Falls in the Winter Months*.

***MSI Training Programs*** – He noted that the upcoming MSI training programs for January, February and March, 2017 were included in the agenda packet. He noted that monthly reminders are being sent out via email. He asked the members to pre-register employees that are attending the training.

***MSI Training Administrators***– Mr. Saville stated that a list of the MSI Training Administrators was included in his report. He asked the members to review the list and make sure the correct name is listed. Any questions contact his office.

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

## ***CLAIMS ADMINISTRATOR'S REPORT***

### ***Lessons Learned from Losses – January***

Mr. Roselli thanked the Fund for their re-appointment and provided the members with the *Lessons Learned from Losses* which was included in the agenda packet.

Mr. Roselli stated that the Lessons from Losses for this month is on Exiting and Entering vehicle safety. He stated that many employees get injured when getting on and off some of the larger vehicles owned by municipalities. Workers slip and fall when they do not use vehicle steps and handhold devices. He noted that jumps and falls can cause strains and sprains, broken bones and fatalities. He noted some things to consider:

- Maintain 3 points of contact at all times; 2 hands and a foot or 2 feet and 1 hand until seated or standing on the ground
- Wear shoes with sturdy and non-slip soles and heels
- Only step on dedicated stepping areas, not fuel tanks and fenders
- Wear gloves in hot and cold weather to help grip handholds
- Face the vehicle when getting on and off a vehicle
- Do not grab the steering wheel unless it is locked
- Do not grip the door as it can swing out and cause a fall

- Do not jump down from a vehicle; use the steps
- Keep vehicles clean and maintained
- Examine the ground before stepping out to look for uneven ground, ice or water

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

#### ***WELLNESS DIRECTOR'S REPORT***

Ms. Schiffer thanked the Fund for her re-appointment and noted that her report is detailed in the agenda packet. She highlighted the following:

- Ms. Schiffer stated that Edgewater Park, Florence and Medford had five (5) people lose weight over the holidays during the "Maintain Don't Gain" Challenge.
- ***January Wellness Newsletter*** - She noted that the January Wellness Newsletter was included in her report.
- ***Planning for 2017*** – She noted some ideas to keep in mind for the upcoming year in wellness. Set up a meeting with her to lay out a plan; have at least one Wellness Event/Challenge every quarter; Wellness Coordinator Training; Fire Fighters Ad Hoc Committee is continuing; Distribute Employee Interest surveys.

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

#### ***MANAGED HEALTH CARE REPORT***

Ms. Beatty thanked the Fund for their re-appointment and reviewed the Managed Care Report for *December 2016*.

#### **Lost Time v. Medical Only Cases**

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

	<i>Dec</i>	<i>YTD</i>
<i>Lost Time</i>	0	34
<i>Medical Only</i>	9	123
<i>Report Only</i>	6	58
<i>Total Intakes</i>	15	215
<i>Report Only % of Total</i>	40.0%	27.0%
<i>Medical Only/Lost Time Ratio</i>	100:00	78:22
<i>Average Days to Report</i>	2.3	3.2

#### ***Transitional Duty Report***

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

<i>Transitional Duty Summary Report</i>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	2,675
<i>Transitional Duty Days Worked</i>	1,796
<i>% of Transitional Duty Days Worked</i>	67.1%
<i>Transitional Duty Days Not Accommodated</i>	879
<i>% of Transitional Duty Days Not Accommodated</i>	32.9%

**PPO Penetration Report:**

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>Dec</i>
<i>Bill Count</i>	150
<i>Original Provider Charges</i>	\$159,726
<i>Re-priced Bill Amount</i>	\$72,149
<i>Savings</i>	\$87,578
<i>% of Savings</i>	54.8%
<i>Participating Provider Penetration Rate - Bill Count</i>	95.3%
<i>Participating Provider Penetration Rate - Provider Charges</i>	91.5%
<i>EPO Provider Penetration Rate - Bill Count</i>	79.3%
<i>EPO Provider Penetration Rate - Provider Charges</i>	80.0%

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

**TREASURER'S REPORT**

Mr. Tontarski thanked the Fund for his re-appointment and presented an overview of the Treasurer's Report for month ending **December 31, 2016**, a copy of which was provided to the membership in the agenda packet.

**Investment Interest**

Interest received or accrued for the current month totaled \$11,501.63. This generated an average annual yield of .81%. After including an unrealized net loss of \$4,740.00 in the asset portfolio, the yield was adjusted to .48 % for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized loss of \$151,310.00 as it relates to market value of \$8,848,690.00 vs. the amount invested.

Our asset portfolio with TD Wealth Management consists of two (2) obligations with maturity greater than one year.

**Receipt Activity for the Period**

	Monthly	YTD
Subrogation Receipts	\$35.00	\$179,069.78
Overpayment Reimbursements	\$ .00	

**Claim Activity for the Period**

Claim activity for the period for claims paid by the Fund and claims payable by the Fund at month end are in the amount of \$262,983.22.

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

Delran Township	\$93,087.00
Chesterfield Township	\$1,040.00
Bordentown City	\$10,412.00

**Cash Activity for the Period**

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$17,408,007.91 to a closing balance of \$16,700,752.22 showing a decrease in the Fund of \$707,255.69.

***Loss Run Payment Register***

Chair Keller entertained a motion to approve the *December 2016 Loss Run Payment Register* as presented.

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

Motion by Mr. McMahon, seconded by Mr. Gural, to approve the *December 2016 Loss Run Payment Register*.

**ROLL CALL Yeas**

Rich Ireton, *Alternate*, **Bass River Twp**  
 Rich Wolbert, **Beverly City**  
 Dean Buhner, *Alternate*, **Bordentown**  
 Glenn McMahon, **Chesterfield**  
 John Browne, *Alternate*, **Delanco**  
 Jeffrey Hatcher, **Delran**  
 Patricia Hansell, **Fieldsboro Borough**  
 Richard Brook, **Florence**  
 Donna Kilburn, *Alternate*, **Hainesport**  
 Brandon Umba, *Alternate*, **Lumberton**  
 Mike Fitzpatrick, **Mansfield**  
 Kathy Burger, **Medford**  
 Jerry Mascia, *Alternate*, **Mt. Laurel**  
 John Gural, **Palmyra**  
 Debbie Vallari, *Alternate*, **Pemberton**  
 Meghan Jack, **Riverside**  
 David Matchett, **Shamong**  
 J. Paul Keller, **Springfield**

Doug Cramer, **Tabernacle**  
James Ingling, **Wrightstown**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

*Amended Bill List –January, 2017*

For the Executive Committee’s consideration, Mr. Tontarski presented the amended *January 2017 Bill List* in the amount of \$472,625.38.

Chair Keller entertained a motion to approve the amended *January 2017 Bill List* as presented.

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

Motion by Mr. McMahon, seconded by Mr. Gural, to approve the amended *January 2017 Bill List* totaling \$472,625.38.

**ROLL CALL**    *Yeas*

Rich Ireton, *Alternate*, **Bass River Twp**  
Rich Wolbert, **Beverly City**  
Dean Buhner, *Alternate*, **Bordentown**  
Glenn McMahon, **Chesterfield**  
John Browne, *Alternate*, **Delanco**  
Jeffrey Hatcher, **Delran**  
Patricia Hansell, **Fieldsboro Borough**  
Richard Brook, **Florence**  
Donna Kilburn, *Alternate*, **Hainesport**  
Brandon Umba, *Alternate*, **Lumberton**  
Mike Fitzpatrick, **Mansfield**  
Kathy Burger, **Medford**  
Jerry Mascia, *Alternate*, **Mt. Laurel**  
John Gural, **Palmyra**  
Debbie Vallari, *Alternate*, **Pemberton**  
Meghan Jack, **Riverside**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield**  
Doug Cramer, **Tabernacle**  
James Ingling, **Wrightstown**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

***Authorizing the Treasurer to draft a check in the amount of \$500,000.00 from TD Bank to Investors Bank***

Chair Keller stated the Fund Treasurer is in the process of transferring the BURLCO JIF's banking and assessment management accounts. He stated that in order for Qual-Lynx to pay claims in the month of January, 2017, the Fund Treasurer will need to transfer funds from TD Bank to Investors Bank.

Motion by Mr. McMahon, seconded by Mr. Gural, authorizing the Fund Treasurer to draft a check in the amount of \$500,000 on the TD Bank Expense account and deposit these funds into the BURLCO JIF's Claims Payment account at Investors Bank.

**ROLL CALL    *Yeas***

Rich Ireton, *Alternate*, **Bass River Twp**  
Rich Wolbert, **Beverly City**  
Dean Buhner, *Alternate*, **Bordentown**  
Glenn McMahon, **Chesterfield**  
John Browne, *Alternate*, **Delanco**  
Jeffrey Hatcher, **Delran**  
Patricia Hansell, **Fieldsboro Borough**  
Richard Brook, **Florence**  
Donna Kilburn, *Alternate*, **Hainesport**  
Brandon Umba, *Alternate*, **Lumberton**  
Mike Fitzpatrick, **Mansfield**  
Kathy Burger, **Medford**  
Jerry Mascia, *Alternate*, **Mt. Laurel**  
John Gural, **Palmyra**  
Debbie Vallari, *Alternate*, **Pemberton**  
Meghan Jack, **Riverside**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield**  
Doug Cramer, **Tabernacle**  
James Ingling, **Wrightstown**

*Nays:*        None  
*Abstain:*    None

Motion carried by unanimous vote.

**COMMITTEE REPORTS**

***SAFETY COMMITTEE MEETING***

Mr. Cramer noted that the minutes are in the agenda packet. He provided a detailed overview last month. No questions were entertained.

***COMMITTEE CHAIRS MEETING***

Chair Keller noted that the minutes from the January 5, 2017 meeting along with the 2017 Committee Appointments were distributed to the members for review. Please let him know if any Fund Commissioner would like to be reassigned to a different committee

***MEL/RCF/E-JIF REPORT***

***MEL Meeting – January 7, 2017***

Ms. Jack stated that the meeting minutes were included in the agenda packet for review.

***RCF Meeting – January 7, 2017***

Mr. Matchett stated that the meeting minutes were included in the agenda packet for review.

***EJIF Meeting – January 7, 2017***

Ms. Jack stated that the meeting minutes were included in the agenda packet for review.

***MISCELLANEOUS BUSINESS***

***Next Meeting***

Chair Keller noted that the next meeting of the BURLCO JIF will take place on **Tuesday, February 21, 2017 at 4:00 PM** at the **Hainesport Municipal Building, Hainesport, NJ.**

***Resolution 2017-16 – Commemorating the BURLCO JIF's 25<sup>th</sup> Anniversary***

Motion by Mr. McMahon, seconded by Ms. Jack, to approve Resolution 2017-16, Commemorating the BURLCO JIF's 25<sup>th</sup> Anniversary.

**ROLL CALL    *Yeas***

Rich Ireton, *Alternate*, **Bass River Twp**  
Rich Wolbert, **Beverly City**  
Dean Buhner, *Alternate*, **Bordentown**  
Glenn McMahon, **Chesterfield**  
John Browne, *Alternate*, **Delanco**  
Jeffrey Hatcher, **Delran**  
Patricia Hansell, **Fieldsboro Borough**  
Richard Brook, **Florence**  
Donna Kilburn, *Alternate*, **Hainesport**  
Brandon Umba, *Alternate*, **Lumberton**  
Mike Fitzpatrick, **Mansfield**  
Kathy Burger, **Medford**  
Jerry Mascia, *Alternate*, **Mt. Laurel**  
John Gural, **Palmyra**  
Debbie Vallari, *Alternate*, **Pemberton**  
Meghan Jack, **Riverside**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield**  
Doug Cramer, **Tabernacle**  
James Ingling, **Wrightstown**



*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

***PUBLIC COMMENT***

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

Chair Keller opened the meeting to the public for comment.

Hearing no comments, Chair Keller entertained a motion to close the public portion of the meeting.

Motion by Mr. Cramer, seconded by Ms. Jack, to close the meeting to the public. All in favor.  
Motion carried.

***EXECUTIVE SESSION MEETING – Resolution #2017-17***

Chair Keller entertained a motion to go into a closed session to discuss matters affecting the protection and safety of the public and to discuss pending or anticipated litigation and/or contract negotiations.

Motion by Ms. Jack, seconded by Mr. McMahon, to Adopt ***Resolution #2017-17***. All in favor.  
Motion carried.

A Closed Session of the BURLCO JIF was held and the meeting was then reopened to the public.

***REOPEN PUBLIC PORTION OF THE MEETING***

Chair Keller entertained a motion to reopen the public portion of the meeting.

Motion by Ms. Jack, seconded by Mr. McMahon, to reopen the public portion of the meeting.  
All in favor. Motion carried.

***APPROVAL OF CLAIMS PAYMENTS***

Chair Keller asked for a motion for *Approval of Claims Payment* on the following claims as presented in Closed Session.

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

Motion by Ms. Jack, seconded by Mr. Cramer, to approve the following claims as discussed in *Closed Session*.

<b><i>Workers' Compensation</i></b>
<i>001260212</i>
<i>0012583111</i>
<i>001226664</i>
<i>001236123</i>

**ROLL CALL**    *Yeas*

Rich Ireton, *Alternate*, **Bass River Twp**  
Rich Wolbert, **Beverly City**  
Dean Buhner, *Alternate*, **Bordentown**  
Glenn McMahon, **Chesterfield**  
John Browne, *Alternate*, **Delanco**  
Jeffrey Hatcher, **Delran**  
Patricia Hansell, **Fieldsboro Borough**  
Richard Brook, **Florence**  
Donna Kilburn, *Alternate*, **Hainesport**  
Brandon Umba, *Alternate*, **Lumberton**  
Mike Fitzpatrick, **Mansfield**  
Kathy Burger, **Medford**  
Jerry Mascia, *Alternate*, **Mt. Laurel**  
John Gural, **Palmyra**  
Debbie Vallari, *Alternate*, **Pemberton**  
Meghan Jack, **Riverside**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield**  
Doug Cramer, **Tabernacle**  
James Ingling, **Wrightstown**

*Nays:*        None

*Abstain:*    None

Motion carried by unanimous vote.

***AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL***

There was one (1) claim(s) presented for abandon subrogation.

#001236123 - \$1,420.00

Motion by Ms. Jack, seconded by Mr. McMahon, to authorize the abandon subrogation as presented.

**ROLL CALL**    *Yeas*

Rich Ireton, *Alternate*, **Bass River Twp**  
Rich Wolbert, **Beverly City**  
Dean Buhner, *Alternate*, **Bordentown**  
Glenn McMahon, **Chesterfield**  
John Browne, *Alternate*, **Delanco**  
Jeffrey Hatcher, **Delran**  
Patricia Hansell, **Fieldsboro Borough**  
Richard Brook, **Florence**  
Donna Kilburn, *Alternate*, **Hainesport**  
Brandon Umba, *Alternate*, **Lumberton**  
Mike Fitzpatrick, **Mansfield**  
Kathy Burger, **Medford**  
Jerry Mascia, *Alternate*, **Mt. Laurel**  
John Gural, **Palmyra**  
Debbie Vallari, *Alternate*, **Pemberton**

Meghan Jack, **Riverside**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield**  
Doug Cramer, **Tabernacle**  
James Ingling, **Wrightstown**

*Nays:* None  
*Abstain:* None

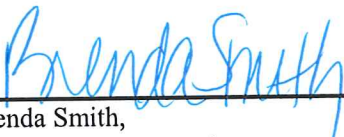
Motion carried by unanimous vote.

***MOTION TO ADJOURN***

Chair Keller entertained a motion to adjourn the January 17, 2017 meeting of the BURLCO JIF.

Motion by Ms. Jack, seconded by Mr. McMahon to adjourn the January 17, 2017 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:43pm.

  
\_\_\_\_\_  
Brenda Smith,  
Recording Secretary for

  
\_\_\_\_\_  
*Meghan Jack, SECRETARY*  
Glenn McMahon