

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

SEPTEMBER 19, 2017

OPEN SESSION MINUTES

The 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, September 19, 2017 at 4:00PM, prevailing time. Chair Keller, **Springfield**, presiding. The meeting was called to order at 4:00PM.

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

Amanda Somes, **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Michael Theokas, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Jeffrey Hatcher, **Delran Twp**
Gene DiFilippo, **Edgewater Park Twp**
Patricia Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp**
Paula Kosko, **Hainesport Twp**
Mike Fitzpatrick, **Mansfield Twp**
Kathy Burger, **Medford Twp**
Jerry Mascia, *Alternate*, **Mt. Laurel Township**
John Gural, **Palmyra Borough**
Dennis Gonzalez, **Pemberton Township**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Maria Carrington, **Westampton Twp**
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Mike Templeton, **Delanco Twp**
Mike Mansdoerfer, **Lumberton Twp**
Mary Picariello, **North Hanover Twp**
Donna Mull, **Pemberton Borough**
Meghan Jack, **Riverside Twp**
Kathy Hoffman, **Southampton Twp**
Maryalice Brown, **Woodland Twp**

Those also in attendance were:

Paul J. Miola, Executive Director, CPCU, ARM, *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

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

CONDUCT OF MONTHLY MEETING

Motion by Mr. Cramer, seconded by Mr. McMahon, to allow that this monthly meeting be conducted by the Fund Commissioners present with all matters to be decided upon by a combined majority vote of all the Fund Commissioners. All in favor. Motion carried.

ACTING SECRETARY APPOINTMENT

Motion by Mr. Cramer, seconded by Mr. Mascia, to appoint Commissioner McMahon as Acting Secretary in the absence of Fund Secretary Jack. All in favor. Motion carried.

APPROVAL OF THE OPEN & CLOSED SESSION MINUTES

Chair Keller presented the meeting minutes of the July 18, 2017 meeting of the Fund, as found in the agenda packet, for approval.

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 Open & Closed session meeting minutes of the July 18, 2017 meeting of the Fund as presented. Motion carried.

The Closed Session minutes of the July 18, 2017 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 July 18, 2017 meeting were collected at this time.

EXECUTIVE DIRECTOR'S REPORT

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

Lost Time Accident Frequency Report– Mr. Miola stated that the Lost Time Accident Frequency Summary and Statewide Recap for June and July 2017 were included in his report.

Certificates of Insurance - Mr. Miola asked that the Certificates of Insurance issued for the month of July and August 2017 be included as part of the meeting and was included in the agenda packet.

2016 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, 2017.

2017 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, 2017.

2017 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 27, 2017. He stated that the deadline for claiming or encumbering the funds was November 30, 2017. All encumbered funds must be claimed by February 1, 2018.

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 the lower co-pay and deductible.

EPL/Cyber Risk Management Budget – Mr. Miola stated that the JIF has budgeted **\$200** for each member to help offset employment practices and cyber security related expenses. This budget can be a valuable resource in addressing these areas of exposures. He noted to contact his office with any questions.

EPL Helpline – Authorized Contact List – Mr. Miola asked members to review the attached list for accuracy especially during this reorganization process. He noted the resolution for this is on the JIF website at www.burlcojif.org. Please contact the Executive Director's office with any questions.

Financial Fast Track – Mr. Miola noted that the Financial Fast Track Report for June and July, 2017 were included in his report. The JIF's surplus position as of June 30, 2017 was **\$11,289,908** and the JIF's surplus position as of July 31, 2017 was **\$11,410,817**.

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 was 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.

Renewing Members – Mr. Miola stated that as of September 13, 2017 his office has received Agreements and Resolutions from: Bass River, Beverly, Bordentown Twp., Delran, North Hanover, Palmyra, Riverside, Springfield and Woodland. His office is still waiting on Agreement and Resolutions from: Hainesport, Mt. Laurel and Shamong.

Quarterly Attendance – Mr. Miola stated that a report detailing attendance records through the second quarter of the 2017 Fund Year was included in the agenda packet for the members to review.

Elected Officials – Save the Date – Mr. Miola stated that Again, this year, the Fund will be sponsoring Elected Officials training. The MEL will reduce each member's 2018 MEL Assessment by \$250 for each municipal elected official who attends one of the training sessions by March 31, 2018. 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 2018 MEL Assessment. A Save the Date was emailed out to all Clerks, Fund Commissioners, and RMC's on or about September 7, 2017. Invitations/RSVP's for the sessions will be e-mailed to all Municipal Clerks and Fund Commissioners in late October. The trainings have been scheduled on the following dates:

December 7, 2017 - Merighi's Savoy Inn, Vineland
January 30, 2018 - Nicolosi's Catering, West Deptford
February 7, 2018 - Merighi's Savoy Inn, Vineland
March 28, 2018 - O'Connor's American Bar & Grille, Eastampton

MEL Cyber Risk Management Program – Mr. Miola stated that the MEL is in the process of developing a Cyber Risk Management Program that will be presented to all the members later this fall. The program will incorporate employee training, the adoption and implementation of cyber related policies and procedures, and other software and hardware related compliance programs. Members who come into compliance with the program will have a reduced deductible for cyber related claims. Additional details on the program will be forthcoming. If you have any questions, please contact the Executive Director's office.

Qual Lynx Memo – Mr. Miola stated that a memorandum from Ann Noble, President and CEO of Qual-Lynx, in regard to her resignation as President of Qual Lynx and the new management team, was included in his report.

Website (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 Cases – Mr. DeWeese reported that there was one (1) closed case(s) for the month of September, 2017.

MEL EPL/POL Meeting– Mr. DeWeese stated that he attended the MEL EPL/POL meeting which involved several Fund Solicitors. He noted that there was a great discussion regarding the handling of EPL/POL claims, a good exchange of ideas and it certainly will assist us going forward. He noted that there was a representative at the meeting from Summit Risk and consulted as to some of the defense issues regarding these types of claims.

SAFETY DIRECTOR'S REPORT

Mr. Saville 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 and a new phone number: 856-552-4900. He noted that there are over 100 videos eligible to rent.

Safety Director's Bulletins – He noted that there were four (4) bulletin(s);

- *Preventing Heat-Related Illnesses*
- *Resources for School Crossing Guard Safety Programs*
- *Ticks & Tick-Bourne Diseases*
- *Firefighter Fitness for Duty and Medical Evaluations*

2018 Class Request List – He noted that the deadline to host a class has been extended to September 29, 2017.

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 – September

Mr. Roselli 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 hurricane preparedness. He noted the following:

- Make sure flood policies are in place on buildings that are in a flood zone. Discuss this with your RMC
- Appoint someone to be the point person for a catastrophic event. This person should be the person that acts to gather information about damages in the municipality and communicates with insurance claims personnel and FEMA personnel
- Take pictures of all damages to buildings, building contents and vehicles
- Make sure the titles and keys to any damaged vehicles are kept in one place
- Report the claim to Qual-Lynx as soon as possible
- Report the claim to FEMA as soon as possible and understand FEMA “mitigation” (Mitigation from FEMA can take the form of a payment for preventative measures that ensure a similar cause of loss and damage does not occur in the future)
- Keep all receipts and rental agreements

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

WELLNESS DIRECTOR'S REPORT

Ms. Schiffer noted that her report is detailed in the agenda packet. She highlighted the following:

- Ms. Schiffer stated that Palmyra, Bass River, Woodland Twp, Shamong, Florence, Delanco, Medford and Westampton completed Wellness events in August. Lumberton, Pemberton Borough, Pemberton Twp, Tabernacle, North Hanover, Delanco and Chesterfield have presentations scheduled for September
- Lumberton is having a “Movement vs. Exercise” presentation
- Pemberton Twp is having a presentation on the benefits of Acupuncture
- North Hanover is having the ShopRite Dietitian present healthy lunch options and effects of energy drinks
- Mansfield is having a smoking cessation presentation
- Delanco is having Stress Management Sessions with neighboring municipalities. A Lunch & learn event for the Police Department is also scheduled
- Palmyra held a Mini-Health Fair on August 29th

- Pemberton is having a Fall Wellness Day on September 29th and Hainesport will hold one on October 18th
- Wellness Incentive Allowances must be encumbered by November 30, 2017
- *September Wellness Newsletter* - She noted that the September Wellness Newsletter was included in her report.

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

MANAGED HEALTH CARE REPORT

Ms. Beatty reviewed the Managed Care Report for July and August, 2017.

Lost Time v. Medical Only Cases

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

	<i>July</i>	<i>August</i>	<i>YTD</i>
<i>Lost Time</i>	1	2	14
<i>Medical Only</i>	8	8	79
<i>Report Only</i>	7	4	35
<i>Total Intakes</i>	16	14	128
<i>Report Only % of Total</i>	43.8%	28.6%	27.3%
<i>Medical Only/Lost Time Ratio</i>	89:11	80:20	85:15
<i>Average Days to Report</i>	3.6	2.1	2.6

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>	1,082
<i>Transitional Duty Days Worked</i>	879
<i>% of Transitional Duty Days Worked</i>	81.2%
<i>Transitional Duty Days Not Accommodated</i>	203
<i>% of Transitional Duty Days Not Accommodated</i>	18.8%

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>July</i>	<i>August</i>
<i>Bill Count</i>	147	142
<i>Original Provider Charges</i>	\$78,758	\$155,399

<i>Re-priced Bill Amount</i>	\$28,819	\$53,898
<i>Savings</i>	\$49,939	\$101,502
<i>% of Savings</i>	63.4%	65.3%
<i>Participating Provider Penetration Rate - Bill Count</i>	98.0%	93.7%
<i>Participating Provider Penetration Rate – Provider Charges</i>	97.7%	75.9%
<i>EPO Provider Penetration Rate - Bill Count</i>	95.5%	88.6%
<i>EPO Provider Penetration Rate – Provider Charges</i>	97.8%	92.6%

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

TREASURER'S REPORT

Mr. Tontarski presented an overview of the Treasurer's Report for month ending **August 31, 2017**, a copy of which was provided to the membership in the agenda packet.

Investment Interest

Interest received or accrued for the current month totaled \$34,762.48. This generated an average annual yield of 1.16%. After including an unrealized net gain of \$37,250.08 in the asset portfolio, the yield was adjusted to 2.40% for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized loss of \$96,239.54 as it relates to market value of \$14,875,836.48 vs. the amount invested. The current market value, however, when considering the total accrued income at month end is \$14,920,835.54.

Our asset portfolio with Wilmington Trust consists of eight (8) obligations with maturity greater than one year.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$25,213.00	\$94,207.24
Overpayment Reimbursements	312.00	
FY 2017 Premium Assessments	\$2,536,658.01	
RCF FY 2016 Claims Reimbursement	\$40,851.42	
FY 2017 Appropriation Refunds	\$37.33	

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

Delran Township	\$73,914.00
Chesterfield Township	\$1,051.00
Bordentown City	\$22,589.00

Cash Activity for the Period

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$17,286,500.32 to a closing balance of \$18,660,663.27 showing an increase in the Fund of \$1,374,162.95.

Loss Run Payment Register – July & August 2017

Mr. Tontarski stated that 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 in the amount of \$468,293.64. The claim detail shows 450 claim payments issued.

Bill List – Ratification of August 2017

For the Executive Committee's consideration, Mr. Tontarski presented the August 2017 Bill List in the amount of \$75,027.89.

Bill List – September 2017

For the Executive Committee's consideration, Mr. Tontarski presented the September 2017 Bill List in the amount of \$69,352.34.

Chair Keller entertained a motion to approve the August 2017 Loss Run Payment Register, August 2017 and September 2017 Bill Lists as presented.

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

Motion by Mr. McMahon, seconded by Mr. Mascia, to approve the *August 2017 Loss Run Payment Register August 2017 and September 2017 Bill Lists* as presented.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Michael Theokas, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Jeffrey Hatcher, **Delran Twp**
Gene DiFilippo, **Edgewater Park Twp**
Patricia Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp**
Paula Kosko, **Hainesport Twp**
Mike Fitzpatrick, **Mansfield Twp**
Kathy Burger, **Medford Twp**
Jerry Mascia, *Alt*, **Mt. Laurel Township**
John Gural, **Palmyra Borough**
Dennis Gonzalez, **Pemberton Township**

David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Maria Carrington, **Westampton Twp**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

STRATEGIC PLANNING COMMITTEE

Ms. Burger stated that the Committee met on July 18, 2017 and a copy of the meeting minutes was included in the agenda packet.

FINANCE COMMITTEE

Mr. Hatcher stated that the Committee met on August 17, 2017 and a copy of the meeting minutes were included in the agenda packet.

Resolution 2017-30 – Authorizing Release of Surplus

Mr. Hatcher stated that the Finance Committee recommended to release \$700,000.00 surplus to the members.

Chair entertained a motion to approve the Resolution 2017-30, Authorizing Refund of Closed Year Accounts (2004-2013) Surplus as presented.

Motion by Mr. McMahon, seconded by Mr. Gural, to approve the Resolution 2017-30, Authorizing Refund of Closed Year Accounts (2004-2013) Surplus as presented.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Michael Theokas, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Jeffrey Hatcher, **Delran Twp**
Gene DiFilippo, **Edgewater Park Twp**
Patricia Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp**
Paula Kosko, **Hainesport Twp**
Mike Fitzpatrick, **Mansfield Twp**
Kathy Burger, **Medford Twp**
Jerry Mascia, *Alt*, **Mt. Laurel Township**
John Gural, **Palmyra Borough**

Dennis Gonzalez, **Pemberton Township**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Maria Carrington, **Westampton Twp**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

MEL Fiduciary Disclosure

Mr. Hatcher stated that the MEL Fiduciary Disclosure was included in the agenda packet for the members to review.

SAFETY COMMITTEE

Mr. Cramer stated that the Committee met before the meeting and a copy of the meeting minutes will be included in the October agenda packet. He highlighted the following items:

Semi-Annual Safety Director's Loss Control Report

Mr. Cramer stated that the committee reviewed the loss control reports.

JIF/MEL Loss Ratio

Mr. Cramer stated that the MEL is at 25.8% which is excellent and he thanked the everyone for their efforts and continued support.

2018 Regional Training Schedule

Mr. Cramer stated that if the Fund Commissioners have any suggestions to contact the Executive Director's office.

MEL Safety Institute

Mr. Cramer stated that the members have until September 29th to request classes.

PEOSHA Advisory Committee

Mr. Cramer noted that PEOSHA is in Burlington County so if they have not visited your Public Works Department or Fire Department they will be shortly.

Firefighter Ad Hoc Committee

Mr. Cramer stated that the Safety Committee is discussing ways for improvement in 2018.

Resolution 2017-31 – Amending Resolution 2017-03 and Authorizing an Amendment to the 2017 Right To Know Contract between the BURLCO JIF and J.A. Montgomery

Motion by Mr. McMahon, seconded by Mr. Mascia, approving Resolution 2017-31 amending Resolution 2017-03 and authorizing an amendment to the 2017 Right To Know Contract between the BURLCO JIF and J.A Montgomery.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Michael Theokas, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Jeffrey Hatcher, **Delran Twp**
Gene DiFilippo, **Edgewater Park Twp**
Patricia Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp**
Paula Kosko, **Hainesport Twp**
Mike Fitzpatrick, **Mansfield Twp**
Kathy Burger, **Medford Twp**
Jerry Mascia, *Alt*, **Mt. Laurel Township**
John Gural, **Palmyra Borough**
Dennis Gonzalez, **Pemberton Township**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Maria Carrington, **Westampton Twp**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

MEL REPORT

The MEL met on September 6, 2017 and a copy of the meeting minutes were included in the agenda packet.

RCF REPORT

Mr. Matchett stated that the Residual Claims Fund met and reviewed the 2018 Budget and the RFQs for professional services for the 2018-2020 contract term were received.

EJIF REPORT

Mr. Matchett stated that the Environmental JIF met and reviewed the 2018 Budget and the RFQs for professional services for the 2018-2020 contract term were received. He noted that there is a growing concern regarding Above Ground Storage Tanks with underground piping. He noted

that there will be a meeting held on October 24th at Haddonfield Municipal Building from 10am-12pm for this issue and the Public Works Manager will get credit for attendance.

Resolution 2017-32 – Renew Membership in the EJIF

Motion by Mr. Cramer, seconded by Mr. McMahon, to Renew Membership in the Environmental Joint Insurance Fund.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Michael Theokas, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Jeffrey Hatcher, **Delran Twp**
Gene DiFilippo, **Edgewater Park Twp**
Patricia Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp**
Paula Kosko, **Hainesport Twp**
Mike Fitzpatrick, **Mansfield Twp**
Kathy Burger, **Medford Twp**
Jerry Mascia, *Alt*, **Mt. Laurel Township**
John Gural, **Palmyra Borough**
Dennis Gonzalez, **Pemberton Township**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Maria Carrington, **Westampton Twp**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

MISCELLANEOUS BUSINESS

Next Meeting

Chair Keller noted that the next meeting of the BURLCO JIF will take place on **Tuesday, October 17, 2017 at 4:00 PM** at the **Hainesport Municipal Building, Hainesport, NJ.**

PUBLIC COMMENT

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

EXECUTIVE SESSION MEETING – Resolution #2017-33

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 Mr. McMahon, seconded by Mr. Cramer, to Adopt ***Resolution #2017-33***. 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 Mr. Gural, 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.

<i>Workers' Compensation</i>	<i>Property</i>	<i>General Liability</i>
001200940	2018110007	1222715
2017100711	2017105222	1257068
001260212	2017099804	1208676
2018109886		1210439
2018108894		
001211009		
001242371		
001242784		
001235103		
001260310		

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 following claims as discussed in *Closed Session*.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
 Rich Wolbert, **Beverly City**
 Grace Archer, **Bordentown City**

Michael Theokas, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Jeffrey Hatcher, **Delran Twp**
Gene DiFilippo, **Edgewater Park Twp**
Patricia Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp**
Paula Kosko, **Hainesport Twp**
Mike Fitzpatrick, **Mansfield Twp**
Kathy Burger, **Medford Twp**
Jerry Mascia, *Alt*, **Mt. Laurel Township**
John Gural, **Palmyra Borough**
Dennis Gonzalez, **Pemberton Township**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Maria Carrington, **Westampton Twp**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

There were four (4) abandonment of Subrogation claim(s) presented in Closed Session.

#001242371 - \$2,025.63

#001242784 - \$2,225.06

#001235103 - \$1,270.34

#001260210 - \$2,149.06

Motion by Mr. McMahon, seconded by Mr. Mascia, to authorize to Abandon Subrogation as presented.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Michael Theokas, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
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Mike Fitzpatrick, **Mansfield Twp**

Kathy Burger, **Medford Twp**
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John Gural, **Palmyra Borough**
Dennis Gonzalez, **Pemberton Township**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Maria Carrington, **Westampton Twp**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

MOTION TO ADJOURN

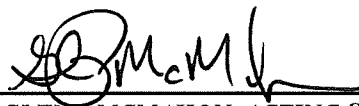
Chair Keller entertained a motion to adjourn the September 19, 2017 meeting of the BURLCO JIF.

Motion by Mr. Cramer, seconded by Mr. McMahon, to adjourn the September 19, 2017 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 5:08pm.



Brenda Smith,
Recording Secretary for



GLENN MCMAHON, ACTING SECRETARY