

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

NOVEMBER 22, 2016

OPEN SESSION MINUTES

The meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at Hainesport Municipal Building, 1 Hainesport Centre, Hainesport, New Jersey, on Tuesday, November 22, 2016 at 4:00PM, prevailing time. Chair Mansdoerfer, **Lumberton**, presiding. The meeting was called to order at 4:00PM.

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 Ireton, *Alternate*, **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City** (*arrived after rollcall*)
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Richard Brook, **Florence Twp**
Leo Selb, **Hainesport Twp**
Mike Mansdoerfer, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Rich Meder, *Alternate*, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel Twp**
Scott Pearlman, *Alternate*, **Palmyra Borough**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Maria Carrington, **Westampton Twp**
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Jeffrey Hatcher, **Delran Twp**
Linda Dougherty, **Edgewater Park Twp**
Patricia Hansell, **Fieldsboro Borough**
Mary Picariello, **North Hanover Twp**
Donna Mull, **Pemberton Borough**
Dennis Gonzalez, **Pemberton Township**
Kathy Hoffman, **Southampton Twp**
Maryalice Brown, **Woodland Twp**

Those also in attendance were:

Paul Miola, CPCU, ARM, 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

CONDUCT OF MONTHLY MEETING

Motion by Mr. Keller, seconded by Ms. Jack, 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.

APPROVAL OF THE MINUTES

Chair Mansdoerfer presented the meeting minutes of the October 18, 2016 Meeting of the Fund, as found in the agenda packet, for approval.

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

Motion by Mr. McMahon, seconded by Ms. Jack, to approve the meeting minutes of the October 18, 2016 meeting of the Fund as presented. All in favor. Motion carried.

APPROVAL OF CLOSED SESSION MINUTES

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

Chair Mansdoerfer presented the Closed Session Meeting Minutes of the October 18, 2016 meeting of the Fund for approval.

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

Motion by Mr. Cramer, seconded by Mr. McMahon, to approve the Closed Session minutes of the October 18, 2016 meeting of the Fund as presented. All in favor. Motion carried.

The Closed Session minutes of the October 18, 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 October 18, 2016 meeting were collected at this time.

EXECUTIVE DIRECTOR'S REPORT

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

Loss Ratio Report– Mr. Miola stated that the September 30, 2016 Loss Ratio Snapshots were distributed to the members this evening.

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

Certificates of Insurance - Mr. Miola asked that the Certificates of Insurance issued for the month of October, 2016 be included as part of the meeting and was 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 is November 30, 2016.

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 is November 30, 2016.

2016 Wellness Incentive Program Allowance – Mr. Miola stated that a report detailing the available balance for each member for the 2016 Wellness Incentive Program is included in the agenda packet. He stated that the deadline for claiming or encumbering the funds is November 30, 2016. All encumbered funds must be claimed by February 1, 2017.

He asked the members to file for reimbursement for through these programs and not to wait until the end of November, 2016.

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 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. He noted that the resolution to change the contact list is on the JIF website at 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 September 30, 2016 was **\$10,634,097.**

Regulatory Filing Checklists - Mr. Miola noted that there are 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 to verify its accuracy.

Skateboard Park Approval Status– Mr. Miola stated that a report listing the current status of all approved skateboard parks or those under construction were 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 Fund will be sponsoring Elected Officials training. 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 loss funding premium. A *Save the Date* was emailed out to all Clerks, Fund Commissioners, and RMC's on or about September 9, 2016. The trainings have been scheduled on the following dates:

December 7, 2016 - Merighi's Savoy Inn, Vineland
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

2016 Dividend Distribution Notice– Mr. Miola stated that each member who was eligible to receive a portion of this year's dividend distribution should have received a notice via email from his office. He noted that those members were asked to complete the necessary paperwork directing how they would like to receive their portion of the dividend and return it to his office no later than December 16, 2016.

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). 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.

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

Mr. DeWeese stated that he had some reports to discuss in closed session.

Closed Cases – Mr. DeWeese reported that there was one (1) closed case(s) for the month of November, 2016.

Carroll vs. Township of Mount Laurel

Defense Counsel Breakfast– Mr. DeWeese stated that the Defense Counsel Breakfast is scheduled for December 6, 2016 at 9:00 AM. He will have a report for the members at the December meeting.

SAFETY DIRECTOR'S REPORT

Mr. Saville 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.

Safety Director's Bulletins – He noted that there were two (2) bulletins issued this month; *October is Fire Prevention Month and Leaf Collection Time*.

MSI Training Programs – He noted that the upcoming MSI training programs for November and December 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 should be directed to 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 – November

Mr. Roselli stated that the *Lessons Learned from Losses* was included in the agenda packet.

Mr. Roselli stated that the focus for this month is Workers' Compensation. He noted that worker injuries account for over 75% of all of the JIF claims. Studies show that most injuries are preventable and injuries can have a lifelong impact on the employee's work and home life. He noted that there are some steps that can be done.

- Report a claim as soon as possible to Qual-Lynx @ 888-342-3839
- Maintain contact with the injured employee periodically which can help prevent them from getting an attorney
- Investigate the accident promptly to help determine the root cause of the actions leading to the injury and secure any evidence or pictures
- Develop a Transitional Duty Policy which helps reduce claim costs and raise employee morale

- Make sure a Supervisors Incident Report is completed and forwarded to Qual-Lynx

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 items:

- Wellness Connection Newsletter for November, 2016 was included in the agenda packet as well as being posted to the JIF website.
- City of Beverly City: Planning to have two educational workshops and also planning chair massages.
- Delanco Township: Chair massages.
- Florence Township: Promoting a walking club for after work Fridays and Mondays. They also will be offering their employees the chance to join Maintain Don't Gain beginning prior to Thanksgiving.
- Lumberton Township: Held their 2nd Employee Health Fair and planning an Employee Appreciation luncheon in December with chair massages.
- Mansfield: They will be using their wellness funds to provide fruit for the various departments.
- Medford Township: Offered their employees Reflexology and planning a presentation on Diabetes and Your Body for the firefighters.
- Palmyra: Planning a grand re-opening of their Community Center's fitness room. Firefighters have a "weigh-out" at the end of the month. This was a year long challenge to see who could lose the most and keep it off.
- Pemberton Borough: Held a Lunch and Learn with the Shoprite dietitian on surviving the holidays. Completed their walking challenge.
- Pemberton Township: Working to organize an event for the Fire Department.
- Shamong Township: Used their wellness funds for reimbursing their employees for the purchase of any wellness service or product.
- Southampton: Presenting on the "sitting disease" and everyone is planning to bring a salad topping for a buffet lunch.
- Westhampton Township: Having a good participation in their walking challenge which started in October. All employees were able to purchase pedometers to track their steps.
- Wrightstown: Four of their Firefighters will be participating in the H.E.R.O.'s Program offered by Virtua Center for HealthFitness.
- Ms. Schiffer noted that she will be attending the Fire Chiefs Association Conference with Tracy Kilmer of Palmyra on November 19, 2016 and will have handouts, brochures, BMI analysis and stretching demonstrations.

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 *October, 2016*.

Lost Time v. Medical Only Cases

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

	<i>Oct</i>	<i>YTD</i>
<i>Lost Time</i>	3	17
<i>Medical Only</i>	18	125
<i>Report Only</i>	1	51
<i>Total Intakes</i>	22	193
<i>Report Only % of Total</i>	4.5%	26.4%
<i>Medical Only/Lost Time Ratio</i>	86:14	88:12
<i>Average Days to Report</i>	1.0	2.3

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>	2,673
<i>Transitional Duty Days Worked</i>	1,836
<i>% of Transitional Duty Days Worked</i>	68.7%
<i>Transitional Duty Days Not Accommodated</i>	837
<i>% of Transitional Duty Days Not Accommodated</i>	31.3%

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>October</i>
<i>Bill Count</i>	118
<i>Original Provider Charges</i>	\$94,163
<i>Re-priced Bill Amount</i>	\$43,162
<i>Savings</i>	\$51,001
<i>% of Savings</i>	54.2%
<i>Participating Provider Penetration Rate - Bill Count</i>	91.5%
<i>Participating Provider Penetration Rate - Provider Charges</i>	96.3%
<i>EPO Provider Penetration Rate - Bill Count</i>	89.9%
<i>EPO Provider Penetration Rate - Provider Charges</i>	86.7%

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 **October 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 \$11,900.70. This generated an average annual yield of .79%. After including an unrealized net loss of \$28,330.00 in the asset portfolio, the yield was adjusted to -1.09 % for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized loss of \$49,560.00 as it relates to market value of \$10,950,440.00 vs. the amount invested.

Our asset portfolio with TD Wealth Management consists of one (1) obligation with maturity less than one year and two (2) obligations with maturity greater than one year.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$1,791.29	\$168,156.52
Overpayment Reimbursements	\$227.50	
FY 2016 Premium Assessments	\$62,185.00	

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 \$179,710.61. The claim detail for the 185 checks is as follows:

Direct Loss Payments	\$160,192.46
Claim Expenses	\$5,610.70
Legal Defense Costs	\$13,907.45

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

Delran Township	\$93,583.00
Chesterfield Township	\$1,046.00
Bordentown City	\$10,468.00

Cash Activity for the Period

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$18,396,555.80 to a closing balance of \$17,687,565.61 showing a decrease in the Fund of \$708,990.19.

Loss Run Payment Register

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

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

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

ROLL CALL *Yeas*

Rich Ireton, *Alt*, **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Richard Brook, **Florence Twp**
Leo Selb, **Hainesport Twp**
Mike Mansdoerfer, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Rich Meder, *Alt*, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel Twp**
Scott Pearlman, *Alt*, **Palmyra Borough**
Meghan Jack, **Riverside Twp**
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.

Bill List –November, 2016

For the Executive Committee’s consideration, Mr. Tontarski presented the *November 2016 Bill List* in the amount of \$72,121.89.

Chair Mansdoerfer entertained a motion to approve the *November 2016 Bill List* as presented.

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

Motion by Mr. Keller, seconded by Mr. McMahon, to approve the *November 2016 Bill List* totaling \$72,121.89.

ROLL CALL *Yeas*

Rich Ireton, *Alt*, **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Richard Brook, **Florence Twp**
Leo Selb, **Hainesport Twp**
Mike Mansdoerfer, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Rich Meder, *Alt*, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel Twp**

Scott Pearlman, *Alt*, **Palmyra Borough**
Meghan Jack, **Riverside Twp**
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

FINANCE COMMITTEE – October 11, 2016

In Mr. Hatcher's absence, Chair Mansdoerfer stated that the Finance Committee met on October 11, 2016 and the minutes were included in the agenda packet. He stated that the Committee reviewed the 2017 Budget and it is set to be introduced this evening. He stated that there are three (3) items that will need to be introduced this evening.

Chair Mansdoerfer stated that the first action item is to introduce the 2017 Budget which totals \$7,827,203 which is a reduction of -\$62,268 (.79%). The second item is the 2017 Assessment Certification, which is included in the agenda packet. The last item is 2017 Assessment Allocation Strategy.

2017 Budget Introduction

Motion by Mr. Keller, seconded by Mr. McMahon, to introduce the 2017 Budget as presented.

ROLL CALL *Yeas*

Rich Ireton, *Alt*, **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Richard Brook, **Florence Twp**
Leo Selb, **Hainesport Twp**
Mike Mansdoerfer, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Rich Meder, *Alt*, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel Twp**
Scott Pearlman, *Alt*, **Palmyra Borough**
Meghan Jack, **Riverside Twp**
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.

2017 Assessment Certification

Motion by Mr. McMahon, seconded by Mr. Keller, to introduce the 2017 Assessment Certification as presented.

ROLL CALL *Yeas*

Rich Ireton, *Alt*, **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Richard Brook, **Florence Twp**
Leo Selb, **Hainesport Twp**
Mike Mansdoerfer, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Rich Meder, *Alt*, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel Twp**
Scott Pearlman, *Alt*, **Palmyra Borough**
Meghan Jack, **Riverside Twp**
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.

2017 Assessment Allocation Strategy

Motion by Mr. Keller, seconded by Mr. McMahon, to introduce the 2017 Assessment Allocation Strategy as presented.

ROLL CALL *Yeas*

Rich Ireton, *Alt*, **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Richard Brook, **Florence Twp**

Leo Selb, **Hainesport Twp**
Mike Mansdoerfer, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Rich Meder, *Alt*, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel Twp**
Scott Pearlman, *Alt*, **Palmyra Borough**
Meghan Jack, **Riverside Twp**
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.

NOMINATING COMMITTEE – November 4, 2016

Mr. Brook stated that the Nominating Committee met on November 4, 2016 and the minutes were included in the agenda packet. He noted that the Committee recommended the following draft Nominating Slate for 2017:

Chair: Paul Keller, Springfield Township
Secretary: Megan Jack, Riverside Township

Executive Committee: Glenn McMahon, Chesterfield Township
Meredith Tomczyk, Mount Laurel Township
John Gural, Palmyra Borough
Dennis Gonzalez, Pemberton Township
Doug Cramer, Tabernacle Township

Alternates: Mike Templeton, Delanco Township
James Ingling, Wrightstown Borough
Richard Wolbert, Beverly City
Dave Matchett, Shamong Township
Jeffrey Hatcher, Delran Township
Mike Mansdoerfer, Lumberton Township
Richard Brook, Florence Township

MEL/RCF/E-JIF REPORT

Meeting minutes were included in the agenda packet.

Resolution 2016-37 – Appointing the 2017 MEL/RCF/EJIF Representatives

Motion by Mr. Keller, seconded by Ms. Tomczyk, to adopt Resolution 2016-37, Appointing Meghan Jack as the Fund's Representative to the Municipal Excess Liability Joint Insurance Fund, David Matchett as the Fund's Representative to the Residual Claims Joint Insurance Fund

and Meghan Jack as the Fund's Representative to the Environmental Risk Management Fund for the 2017 Fund Year.

ROLL CALL *Yeas*

Rich Ireton, *Alt*, **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Richard Brook, **Florence Twp**
Leo Selb, **Hainesport Twp**
Mike Mansdoerfer, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Rich Meder, *Alt*, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel Twp**
Scott Pearlman, *Alt*, **Palmyra Borough**
Meghan Jack, **Riverside Twp**
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 Mansdoerfer noted that the next meeting of the BURLCO JIF will take place on **Tuesday, December 20, 2016 at 4:00 PM** at the **Medford Municipal Building, Medford, NJ.**

EPL/POL Coverage

Motion by Mr. McMahon, seconded by Mr. Keller, to authorize the Executive Director's Office to bind EPL/POL Coverage with QBE Insurance for the 2017 Fund Year. All in favor. Motion carried.

Volunteers, Directors and Officers Coverage

Motion by Mr. Keller, seconded by Ms. Tomczyk, to authorize the Executive Director's Office to bind Volunteers, Directors and Officers Coverage with QBE Insurance for the 2017 Fund Year. All in favor. Motion carried.

Cyber Liability Coverage

Motion by Mr. Keller, seconded by Ms. Jack, to authorize the Executive Director's Office to bind Cyber Liability Coverage with XL Insurance for the 2017 Fund Year. All in favor. Motion carried.

Resolution 2016-38 – Amending the 2017 Public Officials and Employment Practices Liability Policy

Motion by Mr. Keller, seconded by Mr. McMahon, to adopt Resolution 2016-38, Amending the 2017 Public Officials and Employment Practices Liability Policy.

ROLL CALL	<i>Yeas</i>	Rich Ireton, <i>Alt</i> , Bass River Twp
		Rich Wolbert, Beverly City
		Grace Archer, Bordentown City
		Frank Nucera, Bordentown Twp
		Glenn McMahon, Chesterfield Twp
		Mike Templeton, Delanco Twp
		Richard Brook, Florence Twp
		Leo Selb, Hainesport Twp
		Mike Mansdoerfer, Lumberton Twp
		Mike Fitzpatrick, Mansfield Twp
		Rich Meder, Alt , Medford Twp
		Meredith Tomczyk, Mt. Laurel Twp
		Scott Pearlman, Alt , Palmyra Borough
		Meghan Jack, Riverside Twp
		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.

Resolution 2016-39 – Supporting Senate Bill 2663 and Assembly Bill 4234

Motion by Ms. Jack, seconded by Mr. Keller, to adopt Resolution 2016-39, supporting Senate Bill 1663 and Assembly Bill 4234.

ROLL CALL *Yeas*

Rich Ireton, *Alt*, **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Richard Brook, **Florence Twp**
Leo Selb, **Hainesport Twp**
Mike Mansdoerfer, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Rich Meder, *Alt*, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel Twp**
Scott Pearlman, *Alt*, **Palmyra Borough**
Meghan Jack, **Riverside Twp**
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.

Resolution 2016-40 – Amending Resolution 2016-05, adopting Fiscal Policies and Procedures

Motion by Mr. Keller, seconded by Ms. Jack, to adopt Resolution 2016-40, amending Resolution 2016-05 Adopting Fiscal Policies and Procedures – Designation of Depositories, Signatories, Investments and Cash Management Plan.

ROLL CALL *Yeas*

Rich Ireton, *Alt*, **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Richard Brook, **Florence Twp**
Leo Selb, **Hainesport Twp**
Mike Mansdoerfer, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Rich Meder, *Alt*, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel Twp**
Scott Pearlman, *Alt*, **Palmyra Borough**
Meghan Jack, **Riverside Twp**

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.

PUBLIC COMMENT

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

Chair Mansdoerfer opened the meeting to the public for comment.

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

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

Commissioner Jack left the meeting.

EXECUTIVE SESSION MEETING – Resolution #2016-41

Chair Mansdoerfer 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. Keller, seconded by Mr. McMahon, to adopt ***Resolution #2016-41***. 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 Mansdoerfer 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 Mansdoerfer asked for a motion for *Approval of Claims Payment* on the following claims as presented in Closed Session.

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

Motion by Mr. Keller, seconded by Mr. McMahon, to approve the following claims as discussed in *Closed Session*.

<i>Workers' Compensation</i>	<i>General Liability</i>
Z08990	X63546
Z44145	Z04784
Z15704	Z11006
Z48877	

ROLL CALL *Yeas*

Rich Ireton, *Alt*, **Bass River Twp**
 Rich Wolbert, **Beverly City**
 Grace Archer, **Bordentown City**
 Frank Nucera, **Bordentown Twp**
 Glenn McMahon, **Chesterfield Twp**
 Mike Templeton, **Delanco Twp**
 Richard Brook, **Florence Twp**
 Leo Selb, **Hainesport Twp**
 Mike Mansdoerfer, **Lumberton Twp**
 Mike Fitzpatrick, **Mansfield Twp**
 Rich Meder, *Alt*, **Medford Twp**
 Meredith Tomczyk, **Mt. Laurel Twp**
 Scott Pearlman, *Alt*, **Palmyra Borough**
 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 was two (2) claim(s) presented for abandon subrogation.

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

ROLL CALL *Yeas*

Rich Ireton, *Alt*, **Bass River Twp**
 Rich Wolbert, **Beverly City**
 Grace Archer, **Bordentown City**
 Frank Nucera, **Bordentown Twp**
 Glenn McMahon, **Chesterfield Twp**
 Mike Templeton, **Delanco Twp**
 Richard Brook, **Florence Twp**
 Leo Selb, **Hainesport Twp**
 Mike Mansdoerfer, **Lumberton Twp**
 Mike Fitzpatrick, **Mansfield Twp**
 Rich Meder, *Alt*, **Medford Twp**

Meredith Tomczyk, **Mt. Laurel Twp**
Scott Pearlman, *Alt*, **Palmyra Borough**
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 Mansdoerfer entertained a motion to adjourn the November 22, 2016 meeting of the BURLCO JIF.

Motion by Mr. Keller, seconded by Mr. McMahon, to adjourn the November 22, 2016 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:59 pm.



Brenda Smith,
Recording Secretary for



Paul Keller, *SECRETARY*