

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
MEDFORD SAFETY BUILDING
91 UNION STREET
MEDFORD, NEW JERSEY**

DECEMBER 15, 2015

OPEN SESSION MINUTES

The regular Meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at the Medford Public Safety Building, 91 Union Street, Medford, New Jersey, on Tuesday, December 15, 2015 at 4:00 PM, prevailing time. Chair Mansdoerfer, **Lumberton Twp**, presiding. The meeting was called to order at 4:00 PM.

FLAG SALUTE

STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETING ACT

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

ROLL CALL

Rich Ireton, *Alternate*, **Bass River Twp**
Richard Wolbert, **Beverly City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Jeff Hatcher, **Delran Twp**
Linda Dougherty, **Edgewater Park Twp**
Rich Brook, **Florence Twp**
Leo Selb, **Hainesport Twp**
Mike Mansdoerfer, *Chair*, **Lumberton Twp**
Kathy Burger, **Medford Twp**
Barbara Shiepe, *Alternate*, **Palmyra Borough**
Donna Mull, **Pemberton Borough**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, *Secretary*, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Borough**

Absent Fund Commissioner were:

Grace Archer, **Bordentown City**
Mike Templeton, **Delanco Twp**
Sean Gable, **Mansfield Twp**
Meredith Tomczyk, **Mt. Laurel Twp**
Mary Picariello, **North Hanover Twp**

Dennis Gonzalez, **Pemberton Twp**
Kathy Hoffman, **Southampton Twp**
Mary Alice 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 DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*
Tom Tontarski, Treasurer
John Saville, Loss Control Consultant, *J.A. Montgomery Risk Control*
Tim Sheehan, Loss Control Consultant, *J.A. Montgomery Risk Control*
Kathie Tyler-Schohl, Claims Administrator, *Qual-Lynx*
Chris Roselli, Claims Administrator, *Qual-Lynx*
Karen Beatty, *QualCare*
Debby Schiffer, *Wellness Director*

Also present were the following Risk Management Consultant agencies:

Conner Strong & Buckelew
EJA/Capacity Insurance
Hardenberg Insurance Group
Insurance Agency Management
Model Consulting Inc.

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

MONTHLY MEETING CONDUCT

Chair Mansdoerfer 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. Keller, seconded by Ms. Jack, to allow the meeting to be conducted directly by the Fund Commissioners present. All in favor. Motion carried.

APPROVAL OF THE MINUTES

Chair Mansdoerfer presented the meeting minutes of the November 16, 2015 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. Hatcher, seconded by Mr. McMahon, to approve the meeting minutes of the November 16, 2015 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 November 16, 2015 meeting of the Fund for approval.

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

Motion by Mr. Keller, seconded by Mr. Cramer, to approve the Closed Session minutes of the November 16, 2015 meeting of the Fund as presented. All in favor. Motion carried.

The Closed Session minutes of the November 16, 2015 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 November 16, 2015 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 reported that the Lost Time Accident Frequency Report for November, 2015 was distributed to the members at the meeting. The BURLCO JIF is in second place and finishing strong for the year.

Certificates of Insurance– Mr. Miola stated that a summary of the Certificates of Insurance issued during the month of November, 2015 was included in the agenda and asked that they be made a part of the minutes.

2014 Safety Incentive Program Awards – Mr. Miola asked that all members review available balances for this year's program. He reminded the members that the deadline to claim or encumber these funds is November 30, 2015. All encumbered funds must be claimed by February 1, 2016.

2015 Optional Safety Budget - Mr. Miola asked that all members review available balances for this year's program. He reminded the members that the deadline to claim or encumber these funds is November 30, 2015. All encumbered funds must be claimed by February 1, 2016.

Employment Practices Liability Coverage– Mr. Miola stated that a compliance status report regarding the Employment Practices Liability coverage was included in his report. He asked the members to review the report and to contact his office with any discrepancies.

EPL Allowance– Mr. Miola stated that the JIF has budgeted \$200 for each member to help offset employment practice related expenses. He stated that this can be a valuable resource to members that wish to offset the cost of in house training or legal expenses involved with the updating of member policies and procedures.

EPL Helpline – Authorized Contact List– Mr. Miola stated that XL has implemented an EPL Helpline for the members to use. There is no restriction to the number of calls or the amount of time to contact this service. He noted that members can appoint two representatives to use this service. Appointments are made by Resolution of the Governing Body. He noted that Municipal Solicitors cannot be appointed as helpline contacts. He noted that the most recent list of authorized contacts was included in his report.

Financial Fast Track Report– Mr. Miola stated that the Financial Fast Track Report for October 31, 2015 was included in his report. He stated that the JIF's surplus position was \$8,905,612.

Regulatory Filing Checklists– Mr. Miola stated that regulatory filing is up-to-date.

Capehart & Scatchard Updates– Mr. Miola stated that John Geaney, Esquire of the law firm of Capehart & Scatchard periodically provides updates on court cases dealing with workers' compensation, ADA and FMLA issues. Copies of the latest updates were included in his report.

Statutory Bond Status– Mr. Miola stated that the latest listing of Statutory Bonds issued by the MEL was included in his report. He asked the members to review the list and contact his office with any questions.

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.

Elected Officials Training – Invite– Mr. Miola stated that invitations for the sessions were emailed to all Municipal Clerks and Fund Commissioners on November 3, 2015. He stated that the first training class was held on December 2, 2015 at Merighi’s Savoy Inn, Vineland, New Jersey.

Managerial and Supervisory Training – Invite– Mr. Miola stated that an invitation was emailed to the Clerks, Fund Commissioners and Risk Management Consultants on November 3, 2016. There will be two (2) identical sessions each day; a morning session and an afternoon session. The first session is scheduled for January 5, 2016 at Merighi’s Savoy Inn, Vineland, New Jersey.

Police Risk Management Training – Invite– Mr. Miola stated that invitations for the sessions were emailed to all Municipal Clerks and Fund Commissioners on November 3, 2015. He stated that the first training class was held on December 8, 2015 at Nicolosi’s Catering, West Deptford, New Jersey. He noted that there was a great turnout.

2015 Dividend Distribution Notice – Mr. Miola stated that the 2015 Dividend Distribution Notice was included in his report for review.

Sweep Letters – Mr. Miola stated that a copy of a “sweep letter” that was emailed to all the Clerks, Fund Commissioners, Risk Management Consultants and Claims Coordinators was included in his report. He noted that with the pending change in the Fund’s EPL/POL carriers effective January 1, 2016, it is important that the members report any potential EPL/POL claims to the current carrier, XL Insurance, prior to the end of the policy year. He noted that if a member fails to report a potential claim to the carrier, prior to the end of the year, coverage may be denied. Please contact his office with any questions.

2016 Committee Volunteers– Mr. Miola stated that the Committee Volunteer Request forms were emailed to all the Fund Commissioners and Risk Management Consultants. The 2016 Committee Chairs will be meeting in early January to determine the membership of Standing Committees.

Inclement Weather Policy – Mr. Miola stated that a copy of the Inclement Weather Policy 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 email, direct telephone contact or posting a message to the Fund’s website. Members can also call 856-446-9148 for a pre-recorded message announcing the cancellation of a meeting.

2015 Annual Report – Mr. Miola stated that the 2015 Annual Report was distributed to the members at the meeting and posted to the JIF website.

New Member Activity– Mr. Miola stated that a New Member Review Committee meeting was held before the Executive Committee meeting regarding Fieldsboro Borough. He noted that their

application for membership would be effective January 1, 2016. A report will be given later in the meeting.

Mr. Miola asked if there were any questions at this time. There were no questions.

SOLICITOR'S REPORT

Mr. DeWeese stated that he has reports to review in Closed Session.

Closed Cases – Mr. DeWeese reported that there were no closed cases for the month of November, 2015.

Summary of General Liability files– Mr. DeWeese reported that there are 14 active General Liability claims.

SAFETY DIRECTOR'S REPORT

Mr. Saville stated that the Safety Director's Report is self-explanatory and included in the agenda packet. He highlighted the following items:

MEL Video Library – He noted that the following towns used the MEL Video Library in the month of June: Florence, Palmyra and Wrightstown. He noted that there is a new email address: melvideolibrary@jamontgomery.com and a new phone number: 856-552-4900.

Safety Director's Bulletins – He noted that there were two bulletins issued recently; *Establishing Temporary Traffic Controls in Mobile Work Zones and Managing Slip and Fall Risks during Winter Months*.

MSI Training Programs – He noted that the upcoming MSI training programs for December, January and February were included in the agenda packet. He noted that monthly reminders are being sent out via email. He asked the members to contact his office if they are receiving the emails.

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – November

Ms. Tyler-Schohl reported on the *Lessons Learned from Losses for November* which was included in the agenda packet. She stated that she would be moving to different responsibilities in Qual-Lynx and introduced Chris Roselli as the new Account Manager for the Fund.

She stated that this month the focus was MEL POL/EPL Corner. She noted that the MEL discontinued writing Public Officials and Employment Practices Liability coverages at the end of 2010. Qual-Lynx continues to handle those claims which were made prior to the beginning of 2011. They started with 404 open claims and are down to 23 open claims from 13 local JIFs. She noted that no claims were resolved from the BURLCO JIF and there is currently only one open MEL POL claim. She noted that they are finding that this year, the courts have actually granted summary judgments on EPL claims and affirmed on appeal, something which was relatively unheard of 5 years ago. She noted that one successful EPL claim resolved this year involved a police officer who claimed retaliation and harassment after alleged whistleblowing. Summary Judgment was granted and the New Jersey Appellate Division affirmed the dismissal. The case was successfully defended to the very end; however, it cost just under \$100,000 in defense costs.

She noted that the MEL has had many lawsuits filed against its members by disabled plaintiffs who allege various municipalities not being handicapped-accessible. In one claim, the plaintiff's demand was unreasonable in what they wanted in terms of remediation plus fees and the case went to trial. As a result of negotiations, the remedial relief was resolved but the fee application went to the Appellate Division who agreed earlier this year with the lower court's fee award. Instead of the plaintiff's attorney's demand of \$300,000, he received \$63,920. She noted that the case stresses the importance that municipal properties are handicap-accessible but we also did see the court's reasonableness regarding the fee application.

WELLNESS DIRECTOR'S REPORT

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

- Five towns had guest speakers and chair massages.
- Three towns are participating in the "Maintain Don't Gain" Healthy Holiday Challenge.
- She noted that invitations have been sent to all the Fire Chiefs in the JIF for the Firefighters Ad Hoc Committee. She is hoping to start the New Year addressing wellness for all the career and volunteer firefighters. She noted so far, there have been 4 (four) Chiefs interested. Chair Mansdoerfer asked her to also send the Fund Commissioners an invitation so they may pass it on to their Fire Department. She stated that she would.
- She stated that she would be presenting a Wellness "Tool Kit" every other month which will include flyers to be posted and distributed; ideas for events that are connected to the topic; challenges that may or may not include an incentive but instead allow the employees to become aware of certain issues.
- She stated the each town will be receiving a wellness budget in 2016 and she will be contacting each town to help them spend the money on events etc.

She noted that the December Newsletter has been posted to the website and a copy was included in the agenda packet. She asked if there were any questions at this time. No questions were entertained. She asked the members to distribute the "Needs and Interest" Survey to employees.

MANAGED HEALTH CARE REPORT

Ms. Beatty reviewed the Managed Care Report for *November 2015*.

Lost Time v. Medical Only Cases

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

	<i>November</i>	<i>YTD</i>
<i>Lost Time</i>	<i>0</i>	<i>13</i>
<i>Medical Only</i>	<i>14</i>	<i>135</i>
<i>Report Only</i>	<i>3</i>	<i>51</i>
<i>Total Intakes(New Claims)</i>	<i>17</i>	<i>199</i>
<i>Report Only % of Total</i>	<i>17.6%</i>	<i>25.6%</i>

<i>Medical Only/Lost Time Ratio</i>	<i>100:00</i>	<i>91:09</i>
<i>Average Days to Report</i>	<i>1.8</i>	<i>2.8</i>

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>	<i>2,723</i>
<i>Transitional Duty Days Worked</i>	<i>1,761</i>
<i>% of Transitional Duty Days Worked</i>	<i>64.7%</i>
<i>Transitional Duty Days Not Accommodated</i>	<i>962</i>
<i>% of Transitional Duty Days Not Accommodated</i>	<i>35.3%</i>

Nurse Case Assignment Report:

<i>Nurse Case Summary Report (Inclusive of 3 JIFs)</i>	<i>November</i>
<i>Total Cases Assigned in month</i>	<i>235</i>
<i>Total Cases Closed in month</i>	<i>37</i>
<i>Total Cases Open in month</i>	<i>50</i>

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>November</i>	<i>YTD</i>
<i>Bill Count</i>	<i>118</i>	<i>1,619</i>
<i>Original Provider Charges</i>	<i>\$200,451</i>	<i>\$1,751,070</i>
<i>Re-priced Bill Amount</i>	<i>\$63,537</i>	<i>\$652,138</i>
<i>Savings</i>	<i>\$136,914</i>	<i>\$1,094,408</i>
<i>% of Savings</i>	<i>68.3%</i>	<i>62.5%</i>
<i>Participating Provider Penetration Rate - Bill Count</i>	<i>94.9%</i>	<i>96.0%</i>
<i>Participating Provider Penetration Rate – Provider Charges</i>	<i>99.5%</i>	<i>92.4%</i>
<i>EPO Provider Penetration Rate - Bill Count</i>	<i>91.8%</i>	<i>90.8%</i>
<i>EPO Provider Penetration Rate – Prov Chrgs</i>	<i>98.1%</i>	<i>89.3%</i>

Ms. Beatty asked if there were any questions.

TREASURER'S REPORT

Mr. Tontarski presented an overview of the Treasurer's Report valued as of **November 30, 2015**, a copy of which was provided to the membership in the agenda packet.

Investment Interest

Interest received or accrued for the current month totaled \$5,462.59. This generated an average annual yield of .39%. After including an unrealized net loss of \$5,865.00 in the asset portfolio, the yield was adjusted to -.03 % for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized gain of \$2,665.00 as it relates to market value of \$5,502,665.00 vs. the amount invested.

Our asset portfolio with TD Wealth Management consists of three (3) obligations with maturities greater than one (1) year.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$6,195.00	\$70,681.09
Overpayment Reimbursements	\$.00	
New Member App. Fieldsboro Borough	\$600.00	

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 \$223,144.06. The claim detail for the 176 checks is as follows:

Direct Loss Payments	\$187,418.57
Claim Expenses	\$3,312.20
Legal Defense Costs	\$37,413.29

Cash Activity for the Period

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$17,163,876.46 to a closing balance of \$16,850,636.24 showing a decrease of \$313,240.22.

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

Delran Township	\$93,608.00
Chesterfield Township	\$3,726.00

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

Loss Run Payment Register

Chair Mansdoerfer entertained a motion to approve the **November 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 Ms. Jack, to approve the **November Loss Run Payment Register**.

ROLL CALL *Yeas*

Rich Ireton, *Alternate*, **Bass River Twp**
Richard Wolbert, **Beverly City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Jeff Hatcher, **Delran Twp**
Linda Dougherty, **Edgewater Park Twp**
Rich Brook, **Florence Twp**
Leo Selb, **Hainesport Twp**
Mike Mansdoerfer, *Chair*, **Lumberton Twp**
Kathy Burger, **Medford Twp**
Barbara Shiepe, *Alternate*, **Palmyra Borough**
Donna Mull, **Pemberton Borough**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, *Secretary*, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Approval of December, 2015 Bill List

For the Executive Committee's consideration, Mr. Tontarski presented the corrected ***December Bill List*** in the amount of \$732,374.13, a copy of which was distributed to the members at the meeting.

Chair Mansdoerfer entertained a motion to approve the corrected ***December Bill List***.

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

Motion by Mr. Hatcher, seconded by Ms. Jack, to approve the corrected ***December Bill List***.

ROLL CALL *Yeas*

Rich Ireton, *Alternate*, **Bass River Twp**
Richard Wolbert, **Beverly City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Jeff Hatcher, **Delran Twp**
Linda Dougherty, **Edgewater Park Twp**
Rich Brook, **Florence Twp**
Leo Selb, **Hainesport Twp**
Mike Mansdoerfer, *Chair*, **Lumberton Twp**
Kathy Burger, **Medford Twp**

Barbara Shiepe, *Alternate*, **Palmyra Borough**
Donna Mull, **Pemberton Borough**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, *Secretary*, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

FINANCE COMMITTEE REPORT – Mr. Hatcher noted that the 2016 Budget was introduced at the November meeting and a public budget hearing needs to be completed before the budget can be presented for approval.

2016 Budget Hearing – Motion to Open

Chair Mansdoerfer entertained a motion to *Open the 2016 Budget Public Hearing*.

Motion by Ms. Jack, seconded by Mr. Keller, to *Open the 2016 Budget Public Hearing* - All in favor. Motion carried.

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

2016 Budget Hearing – Motion to Close

Chair Mansdoerfer entertained a motion to *Close the 2016 Budget Public Hearing*.

Motion by Mr. Keller, seconded by Ms. Jack, to *Close the 2016 Budget Public Hearing* - All in favor. Motion carried.

2016 Budget Adoption

Chair Mansdoerfer entertained a motion to *Adopt the 2016 Budget* as presented.

Motion by Mr. Hatcher, seconded by Mr. McMahon, to *Adopt the 2016 Budget* as presented.

ROLL CALL *Yeas*

Rich Ireton, *Alternate*, **Bass River Twp**
Richard Wolbert, **Beverly City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Jeff Hatcher, **Delran Twp**
Linda Dougherty, **Edgewater Park Twp**
Rich Brook, **Florence Twp**

Leo Selb, **Hainesport Twp**
Mike Mansdoerfer, *Chair*, **Lumberton Twp**
Kathy Burger, **Medford Twp**
Barbara Shiepe, *Alternate*, **Palmyra Borough**
Donna Mull, **Pemberton Borough**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, *Secretary*, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

2016 Assessment Certification

Chair Mansdoerfer entertained a motion to *Adopt the 2016 Assessment Certification* as presented.

Motion by Mr. Keller, seconded by Mr. McMahon, to *Adopt the 2016 Assessment Certification* as presented.

ROLL CALL *Yeas*

Rich Ireton, *Alternate*, **Bass River Twp**
Richard Wolbert, **Beverly City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Jeff Hatcher, **Delran Twp**
Linda Dougherty, **Edgewater Park Twp**
Rich Brook, **Florence Twp**
Leo Selb, **Hainesport Twp**
Mike Mansdoerfer, *Chair*, **Lumberton Twp**
Kathy Burger, **Medford Twp**
Barbara Shiepe, *Alternate*, **Palmyra Borough**
Donna Mull, **Pemberton Borough**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, *Secretary*, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

2016 Assessment Allocation Strategy

Chair Mansdoerfer entertained a motion to *Adopt the 2016 Assessment Allocation Strategy* as presented.

Motion by Mr. Hatcher, seconded by Mr. McMahon, to *Adopt the 2016 Assessment Allocation Strategy* as presented.

ROLL CALL	<i>Yeas</i>	Rich Ireton, <i>Alternate</i> , Bass River Twp Richard Wolbert, Beverly City Frank Nucera, Bordentown Twp Glenn McMahon, Chesterfield Twp Jeff Hatcher, Delran Twp Linda Dougherty, Edgewater Park Twp Rich Brook, Florence Twp Leo Selb, Hainesport Twp Mike Mansdoerfer, <i>Chair</i> , Lumberton Twp Kathy Burger, Medford Twp Barbara Shiepe, <i>Alternate</i> , Palmyra Borough Donna Mull, Pemberton Borough Meghan Jack, Riverside Twp David Matchett, Shamong J. Paul Keller, <i>Secretary</i> , Springfield Twp Doug Cramer, Tabernacle Twp Donna Ryan, Westampton Twp James Ingling, Wrightstown Borough
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Nays: None
Abstain: None

Motion carried by unanimous vote.

SAFETY COMMITTEE – December 16, 2015 – Mr. Cramer stated that the Safety Committee met before the Executive Committee meeting and a copy of the meeting minutes will be included in the next agenda packet. He highlighted the following item:

Safety and Claims Coordinator Training– Mr. Cramer stated that a Safety and Claims Coordinator Training session will be held on February 4, 2016.

The Committee also reviewed the 3rd Quarter Loss Control Report, JIF and MEL Loss Ratio Reports, Regional Training Schedule, Safety Director’s Bulletins that were distributed recently and Police Ad Hoc Committee.

NEW MEMBER REVIEW COMMITTEE – December 16, 2015 – Ms. Burger stated that the committee met before the Executive Committee meeting and a copy of the meeting minutes will be included in the next agenda packet. She highlighted the following items:

Fieldsboro Borough– Ms. Burger stated that the Committee met with the Mayor of Fieldsboro and their insurance agent, Steve Walsh. She noted that they have a municipal budget of \$647,000. They have one (1) full time employee and twenty (20) part time employees, which includes the council members. They have waterfront exposure along with a utility exposure. She noted that their loss history was reviewed and they had one (1) loss claim in 2012 that drove their loss numbers up a little. She noted that they will not have a police department as of January 1, 2016. The Safety Director went out to the town and had a few maintenance issues but nothing that would keep them from joining the BURLCO JIF. She noted that they have shared services with Bordentown City and Bordentown Township. It is the Committee’s recommendation to extend an offer of membership to the Borough for coverage effective 1/1/2016.

Motion by Mr. Keller, seconded by Mr. Cramer, to authorize an offer of membership to the Borough of Fieldsboro with an assessment of \$28,579.00 for the 2016 Fund Year.

ROLL CALL *Yeas*

Rich Ireton, *Alternate*, **Bass River Twp**
Richard Wolbert, **Beverly City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Jeff Hatcher, **Delran Twp**
Linda Dougherty, **Edgewater Park Twp**
Rich Brook, **Florence Twp**
Leo Selb, **Hainesport Twp**
Mike Mansdoerfer, *Chair*, **Lumberton Twp**
Kathy Burger, **Medford Twp**
Barbara Shiepe, *Alternate*, **Palmyra Borough**
Donna Mull, **Pemberton Borough**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, *Secretary*, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

MEL/RCF/E-JIF REPORTS – October 21, 2015

MEL REPORT - Ms. Jack noted that the meeting minutes were included in the agenda packet for review. She highlighted the following items:

MEL Budget – Ms. Jack stated that the MEL adopted their 2016 Budget at the League of Municipalities meeting with an overall decrease of 3.6% for the 2016 Fund Year.

Blanket Certificates – Ms. Jack stated that the Master Blanket Certificate for the period of January 1, 2016 to January 1, 2017 was included in the agenda packet. Also included was the suggested Hold Harmless wording for “use of facilities” and “use of services” agreements between members.

EJIF REPORT – Mr. Brook noted that the meeting minutes were included in the agenda packet for review.

MISCELLANEOUS BUSINESS

Rescinding the Authorization of Payment to the MEL for Reimbursement of Overpayment from Super Storm Sandy – Resolution 2015-31

Mr. Forlenza explained that the MEL had overpaid Medford Township as a result of Super Storm Sandy claims. As a result, the MEL was seeking reimbursement of the overpayment. Due to the surplus in the 2012 Fund Year, the Finance Committee recommended the Fund reimburse the MEL on Medford Township’s behalf. The Fund adopted Resolution 2015-31 at the November Executive Committee meeting authorizing this payment. Since that time, the MEL decided to “wash” that expenditure out of their books so there is no need for the Fund to exercise the authorization provided in that resolution.

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

Motion by Mr. Keller, seconded by Mr. McMahon, to rescind the authorization of payment to the MEL for reimbursement of overpayment from Super Storm Sandy.

ROLL CALL	<i>Yeas</i>	Rich Ireton, <i>Alternate</i> , Bass River Twp Richard Wolbert, Beverly City Frank Nucera, Bordentown Twp Glenn McMahon, Chesterfield Twp Jeff Hatcher, Delran Twp Linda Dougherty, Edgewater Park Twp Rich Brook, Florence Twp Leo Selb, Hainesport Twp Mike Mansdoerfer, <i>Chair</i> , Lumberton Twp Kathy Burger, Medford Twp Barbara Shiepe, <i>Alternate</i> , Palmyra Borough Donna Mull, Pemberton Borough Meghan Jack, Riverside Twp David Matchett, Shamong J. Paul Keller, <i>Secretary</i> , Springfield Twp Doug Cramer, Tabernacle Twp Donna Ryan, Westampton Twp James Ingling, Wrightstown Borough
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Nays: None
Abstain: None

Motion carried by unanimous vote.

Resolution 2015-34 – PivotPoint Security

Chair Mansdoerfer stated that the Fund authorized the Executive Director to prepare, issue, and receive an RFP to complete a risk assessment for the IT systems in all the member towns. He noted that there were numerous inquiries but only one (1) response was received which was from PivotPoint Security. He noted that on December 8, 2015, he and representatives from the TRICO JIF and the ACM JIF met with PivotPoint Security to review their proposal. He noted that PivotPoint would initially send out a survey to each town to gather information on network systems of each municipality. They would review the information to determine potential exposures based on different levels; Critical, High Risk, Medium Risk or Low Risk. Once they identify the risks, they will go out to each town to interview key personnel and review the survey results. He noted that once the information is gathered, it can be used by the members to help them protect themselves from technology based claims and by the Fund to shop for cyber liability insurance with different carriers. He noted that there are three (3) tiers of service they offer: Silver, Gold and Platinum. The Silver and Gold programs would only identify critical or high risk problems, whereas the Platinum would cover the entire system. He noted that the cost would be approximately \$3,000.00 per town for the Platinum program. His recommendation was to move forward with PivotPoint Security at the Platinum service for a total of \$79,000.00.

Mr. Keller pointed out that the resolution stated payment of \$61,500 from the 2015 budget and \$39,500 from the 2016 budget. He stated that the numbers did not add up. Mr. Miola stated that the numbers in the resolution were incorrect; it should read as \$39,500.00 from the 2015 budget and \$39,500.00 from the 2016 budget. He noted that the resolution will be corrected.

Motion by Mr. Hatcher, seconded by Mr. McMahon, to *adopt Resolution 2015-34, authorizing the Execution of a Contract with PivotPoint Security to complete Technology Risk Management Exposure Audits at a cost not to exceed \$79,000.00.*

ROLL CALL	<i>Yeas</i>	Rich Ireton, <i>Alternate</i> , Bass River Twp Richard Wolbert, Beverly City Glenn McMahon, Chesterfield Twp Jeff Hatcher, Delran Twp Linda Dougherty, Edgewater Park Twp Rich Brook, Florence Twp Leo Selb, Hainesport Twp Mike Mansdoerfer, <i>Chair</i> , Lumberton Twp Kathy Burger, Medford Twp Barbara Shiepe, <i>Alternate</i> , Palmyra Borough Donna Mull, Pemberton Borough Meghan Jack, Riverside Twp David Matchett, Shamong J. Paul Keller, <i>Secretary</i> , Springfield Twp Doug Cramer, Tabernacle Twp Donna Ryan, Westampton Twp James Ingling, Wrightstown Borough
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<i>Nays:</i>	None
<i>Abstain:</i>	None

Motion carried by unanimous vote.

NEXT MEETING

Chair Mansdoerfer noted that the 2016 Reorganization meeting of the BURLCO JIF will be held on **Tuesday, January 19, 2016 at 4:00 PM** at the **Hainesport Municipal Building, Hainesport, NJ.**

PUBLIC COMMENT

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

EXECUTIVE SESSION MEETING – Resolution #2015-35

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. Hatcher, seconded by Ms. Jack, to adopt Resolution #2015-35. 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. Hatcher, 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. Hatcher, seconded by Ms. Jack, to approve the following claims as discussed in *Closed Session*.

<i>Workers' Compensation</i>	<i>General Liability</i>
Z12001	Z18329
Z27950	Z18330
	X63546
	X43401

ROLL CALL *Yeas*

Rich Ireton, *Alternate*, **Bass River Twp**
 Richard Wolbert, **Beverly City**
 Frank Nucera, **Bordentown Twp**
 Glenn McMahon, **Chesterfield Twp**
 Jeff Hatcher, **Delran Twp**
 Linda Dougherty, **Edgewater Park Twp**
 Rich Brook, **Florence Twp**
 Leo Selb, **Hainesport Twp**
 Mike Mansdoerfer, *Chair*, **Lumberton Twp**
 Kathy Burger, **Medford Twp**
 Barbara Shiepe, *Alternate*, **Palmyra Borough**
 Donna Mull, **Pemberton Borough**
 Meghan Jack, **Riverside Twp**
 David Matchett, **Shamong**
 J. Paul Keller, *Secretary*, **Springfield Twp**
 Doug Cramer, **Tabernacle Twp**
 Donna Ryan, **Westampton Twp**
 James Ingling, **Wrightstown Borough**
 James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION

There were no Abandonment of Subrogation claim(s) presented in Closed Session.

MOTION TO ADJOURN

Chair Mansdoerfer entertained a motion to adjourn the December 15, 2015 meeting of the BURLCO JIF.

Motion by Ms. Jack, seconded by Mr. McMahon, to adjourn the December 15, 2015 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:50 pm.



Brenda Smith,
Recording Secretary for



J. Paul Keller, Secretary