

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

FEBRUARY 16, 2016

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, February 16, 2016 at 4:00PM, prevailing time. Chair Mansdoerfer, **Lumberton**, presiding. The meeting was called to order at 4:00PM.

ROLL CALL of FUND COMMISSIONERS

Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
Linda Dougherty, **Edgewater Park Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Patrice Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp**
Leo Selb, **Hainesport Twp**
Mike Mansdoerfer, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Kathy Burger, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel Twp**
Mary Picariello, **North Hanover Twp**
John Gural, **Palmyra Borough**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Amanda Somes, **Bass River Twp**
Donna Mull, **Pemberton Borough**
Dennis Gonzalez, **Pemberton Township**
Kathy Hoffman, **Southampton Twp**
Maryalice Brown, **Woodland Twp**

Those also in attendance were:

Paul J. Miola, CPCU, ARM, Executive Director, *AJG Risk Management Services, Inc.*

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

Also present were the following Risk Management Consultant agencies:

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

Absent Risk Management Consultant agencies were:

Conner Strong & Buckelew

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

APPROVAL OF THE MINUTES

Chair Mansdoerfer presented the meeting minutes of the January 19, 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. Hatcher, seconded by Mr. Keller, to approve the meeting minutes of the January 19, 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 January 19, 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. Keller, seconded by Ms. Jack, to approve the Closed Session minutes of the January 19, 2016 meeting of the Fund as presented. All in favor. Motion carried.

The Closed Session minutes of the January 19, 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 January 19, 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:

Lost Time Accident Frequency Report – Mr. Miola directed the members to the report in the agenda noting that the BURLCO JIF has the second best results in the State.

Certificates of Insurance – Mr. Miola asked that these certificates of insurance be made part of the minutes of today's meeting.

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 was included in the agenda packet. Instructions on claiming the funds were emailed to all members on January 20, 2016. He stated that the deadline for claiming or encumbering the funds is November 30, 2016. All encumbered funds must be claimed by February 1, 2017.

Employment Practices Liability Compliance– Mr. Miola asked members to review the attached status report for the member's individual deductibles. He reminded the members that they must update their Plan of Risk Management to be eligible for 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 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 reported that the JIF's surplus position as of December 31, 2015 was \$9,278,654.

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 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 – 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 last training class is scheduled for March 1, 2016 at O'Connor's American Bar & Grille, Eastampton, 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 next session is scheduled for February 25, 2016 at the Wildwood Convention Center, Wildwood, New Jersey. There also will be a makeup session held on April 19, 2016.

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 last training class will be held on March 22, 2016 at O'Connor's American Bar & Grille, Eastampton, New Jersey. He noted that there have been some employees attending the training classes without being registered. He asked the Fund Commissioners to make sure all the employees are registered for the class.

Inclement Weather Policy – Mr. Miola stated that the Fund has adopted an Inclement Weather Policy, a copy of which is available on the JIF website www.burlcojig.org. Should it be necessary to cancel a meeting, his office will attempt to contact the Fund Commissioners via e-mail, direct telephone contact or posting a message on the Fund's website.

PRIMA/AGRIP Conferences – Mr. Miola stated that the BURLCO JIF members will be eligible to attend two AGRIP Conferences and the Annual PRIMA Conference. The 2016 Budget includes funding for four (4) attendees in total. The BURLCO JIF has adopted an Attendance Conference Policy that establishes clear guidelines and preferences for Commissioners' attendance. Those Fund Commissioners who have first priority for attendance at the conferences received information on AGRIP from his office on December 15, 2015 and information regarding the PRIMA Conference on February 2, 2016.

2016 Safety Kickoff Breakfast – Mr. Miola noted that the 2016 Safety Kickoff Breakfast will be held on April 7, 2016 at the Indian Springs Country Club in Marlton, New Jersey. The kickoff begins at 8:30AM. A *Save the Date* was emailed to all the Safety Coordinators, Claims Coordinators, Fund Commissioners and Risk Management Consultants on January 6, 2016. Invitations will be sent out in March, 2016.

Police Accreditation Announcement – Mr. Miola stated an email regarding reimbursement for the Police Accreditation Program fees was sent to all Clerks and RMCs on February 5, 2016. He reminded the members to forward the information to a police chief.

Financial Disclosure Form Filing– Mr. Miola stated that in 2014, the Division of Local Government Services implemented a new online process from completion and submission of Financial Disclosure forms. Each Fund Commissioner has a unique PIN# for which to file as their position of Fund Commissioner with the JIF. Newly appointed

Fund Commissioners receive their PIN# from his office once notification is received and they have 30 days in which to file.

Payroll Audits – Mr. Miola stated that a letter was emailed to all Municipal Clerks, with a copy to the Fund Commissioner, advising that Bowman & Company will be performing workers' compensation exposure verification audits of members' 2015 payrolls. Once the information is processed, the auditor will contact each town to discuss the results of the audit and clarify any questions.

Property Appraisals– Mr. Miola stated that each member and their RMCs will receive a notification from his office asking that they review and update their property schedule located in the Exigis Exposure Data Management System. Once a member responds, those that are going to receive a physical appraisal this year will be contacted by the Fund Property Appraiser, ASSEWORKS. Those that are not receiving a physical inspection in 2016 will have their building and contents values trended accordingly.

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. Mr. Cramer asked if the Elected Officials was available online. Mr. Forlenza stated that he has not seen an announcement yet; however, anticipates that one will be forthcoming.

SOLICITOR'S REPORT

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

Closed Cases – Mr. DeWeese reported that there were no closed cases for the month of February, 2016.

Summary of General Liability files– Mr. DeWeese reported that there are 13 active General Liability 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 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; *Best Practices for Snow Emergencies; Conducting MVR Record Checks and NJOSH 300A Reminder.*

MSI Training Programs – He noted that the upcoming MSI training programs for February, March and April 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.

Safety and Claims Coordinator Roundtable Training– Mr. Saville stated that the Safety and Claims Coordinator Roundtable Training was held on February 4, 2016 at the Indian Springs Country Club, Marlton, New Jersey.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – February

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

Mr. Roselli stated that the focus this month is on the pitfalls in late reporting of claims. In workers' compensation claims, 24-48 hours is very important in controlling costs. A claim reported just two (2) weeks late can increase the cost of the claim by fifty-one percent. Late reporting inhibits the ability to start the employee on the road to recovery.

In liability claims, delayed reporting can hamper the best possible defense. The sooner a claim is reported to Qual-Lynx, the more accurate the results of the investigation will be.

In property claims, damages can worsen with time if proper steps are not taken. Coverage can be denied based on late reporting if damages have not been mitigated. In general, the first thirty days are very important in a claim.

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:

- One town is joining the Mayors Wellness Campaign. The mission is to be the healthy city. They are planning for future changes in the community that will benefit residents as well as municipal employees.
- A second meeting of the Firefighters Ad Hoc Committee is scheduled for February 16, 2016 at 6pm. She will report on that next month.
- Wellness Connection Newsletter for January, 2016 was included in the agenda packet as well as being posted to the JIF website.
- All municipalities have been allocated funds for support of any wellness initiatives this year. She will continue to contact the towns and help them use the funds. There are several towns participating in the "Healthy Weight for Life Challenge" which focuses on reaching a healthy weight for life instead of the biggest loser concept.
- The Wellness Connection Newsletter for February, 2016 was included in the agenda packet and is also on the JIF website.
- NJWELL program – Once again, employees covered under the NJ State Health Insurance will receive a \$125 reward gift card after completing the online health assessment, completing a Biometric health screening and earning 400 points. The website is: <http://shbp.horizonblue.com/health-wellness/njwell>

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 *January 2016*.

Lost Time v. Medical Only Cases

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

	<i>Jan</i>	<i>YTD</i>
<i>Lost Time</i>	1	1
<i>Medical Only</i>	8	8
<i>Report Only</i>	13	13
<i>Total Intakes</i>	22	22
<i>Report Only % of Total</i>	59.1%	59.1%
<i>Medical Only/Lost Time Ratio</i>	89:11	89:11
<i>Average Days to Report</i>	1.6	1.6

Transitional Duty Report

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

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	187
<i>Transitional Duty Days Worked</i>	69
<i>% of Transitional Duty Days Worked</i>	36.9%
<i>Transitional Duty Days Not Accommodated</i>	118
<i>% of Transitional Duty Days Not Accommodated</i>	63.1%

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

PPO Penetration Rate	Jan
<i>Bill Count</i>	95
<i>Original Provider Charges</i>	\$114,292
<i>Re-priced Bill Amount</i>	\$66,561
<i>Savings</i>	\$47,731
<i>% of Savings</i>	41.8%
<i>Participating Provider Penetration Rate - Bill Count</i>	95.8%
<i>Participating Provider Penetration Rate -</i>	96.3%

<i>Provider Charges</i>	
<i>EPO Provider Penetration Rate - Bill Count</i>	<i>91.4%</i>
<i>EPO Provider Penetration Rate – Provider Charges</i>	<i>86.1%</i>

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 **January 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 \$5,169.00. This generated an average annual yield of .39%. After including an unrealized net gain of \$6,605.00 in the asset portfolio, the yield was adjusted to .90 % for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized gain of \$7,220.00 as it relates to market value of \$3,007,220.00 vs. the amount invested.

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

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$1,255.60	\$1,255.60
MEL Excess Property Reimbursement	\$17,185.41	
FY 2016 Premium Assessments	\$40,669.00	
FY 2013 Retrospective Premium Assessments	\$8,229.00	
FY 2015 Appropriation Refund	40.00	

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 \$447,766.73. The claim detail for the 144 checks is as follows:

Direct Loss Payments	\$425,149.49
Claim Expenses	\$1,177.77
Legal Defense Costs	\$21,439.47

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

Delran Township	\$93,756.00
Chesterfield Township	\$3,732.00
Bordentown City	\$10,487.00

Cash Activity for the Period

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$15,953,484.94 to a closing balance of \$15,541,443.16 showing a decrease in the Fund of \$412,041.78.

Loss Run Payment Register

Chair Mansdoerfer entertained a motion to approve the *January 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. Hatcher, to approve the *January 2016 Loss Run Payment Register*.

ROLL CALL	<i>Yeas</i>	
		Rich Wolbert, Beverly City
		Grace Archer, Bordentown City
		Frank Nucera, Bordentown Twp
		Linda Dougherty, Edgewater Park Twp
		Glenn McMahon, Chesterfield Twp
		Mike Templeton, Delanco Twp
		Jeffrey Hatcher, Delran Twp
		Patrice Hansell, Fieldsboro Borough
		Richard Brook, Florence Twp
		Leo Selb, Hainesport Twp
		Mike Mansdoerfer, Lumberton Twp
		Mike Fitzpatrick, Mansfield Twp
		Kathy Burger, Medford Twp
		Meredith Tomczyk, Mt. Laurel Twp
		Mary Picariello, North Hanover Twp
		John Gural, Palmyra Borough
		Meghan Jack, Riverside Twp
		David Matchett, Shamong
		J. Paul Keller, Springfield Twp
		Doug Cramer, Tabernacle Twp
		Donna Ryan, Westampton Twp
		James Ingling, Wrightstown Borough

Nays: None

Abstain: None

Motion carried by unanimous vote.

Bill List – February, 2016

For the Executive Committee's consideration, Mr. Tontarski presented the amended *February 2016 Bill List* in the amount of \$840,775.12.

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

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 amended *February 2016 Bill List* totaling \$840,775.12.

ROLL CALL *Yeas*

Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
Linda Dougherty, **Edgewater Park Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Patrice Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp**
Leo Selb, **Hainesport Twp**
Mike Mansdoerfer, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Kathy Burger, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel Twp**
Mary Picariello, **North Hanover Twp**
John Gural, **Palmyra Borough**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

RMC List – February, 2016

For the Executive Committee's consideration, Mr. Tontarski presented the *RMC List* in the amount of \$62,769.00.

Chair Mansdoerfer entertained a motion to approve the *RMC List* as presented.

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 *RMC List* as presented.

ROLL CALL *Yeas*

Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
Linda Dougherty, **Edgewater Park Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**

Patrice Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp**
Leo Selb, **Hainesport Twp**
Mike Mansdoerfer, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Kathy Burger, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel Twp**
Mary Picariello, **North Hanover Twp**
John Gural, **Palmyra Borough**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, **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 MEETING

Mr. Forlenza noted that the Finance Committee met and a copy of the meeting minutes will be in the March agenda packet.

MEL/RCF/E-JIF REPORT

MEL Meeting – January 7, 2016

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

RCF Meeting – January 7, 2016

Mr. Matchett stated that the next RCF meeting is scheduled for February 19, 2016.

EJIF Meeting – January 7, 2016

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

MISCELLANEOUS BUSINESS

Next Meeting

Chair Mansdoerfer noted that the next meeting of the BURLCO JIF will take place on **Tuesday, March 15, 2016 at 4:00 PM** at the **Hainesport Municipal Building, Hainesport, NJ.**

PUBLIC COMMENT

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

EXECUTIVE SESSION MEETING – Resolution #2016-13

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 Ms. Jack, to Adopt ***Resolution #2016-13***. 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 Mr. Keller, seconded by Ms. Jack, 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 Ms. Jack, seconded by Mr. Hatcher, to approve the following claims as discussed in *Closed Session*.

<i>Workers' Compensation</i>	<i>Property</i>
X31745	Z29788
Z27855	
Z32232	

ROLL CALL *Yeas*

Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
Linda Dougherty, **Edgewater Park Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Patrice Hansell, **Fieldsboro Borough**

Richard Brook, **Florence Twp**
Leo Selb, **Hainesport Twp**
Mike Mansdoerfer, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Kathy Burger, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel Twp**
Mary Picariello, **North Hanover Twp**
John Gural, **Palmyra Borough**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

There were no claims presented for abandon subrogation.

MOTION TO ADJOURN

Chair Mansdoerfer entertained a motion to adjourn the February 16, 2016 meeting of the BURLCO JIF.

Motion by Mr. Keller, seconded by Ms. Jack to adjourn the February 16, 2016 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:54pm.



Brenda Smith,
Recording Secretary for



Paul Keller, **SECRETARY**