

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

FEBRUARY 20, 2015

OPEN SESSION MINUTES

The regular 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 Friday, February 20, 2015 at 2:00 PM, prevailing time. Chair Mansdoerfer, **Lumberton**, presiding. The meeting was called to order at 2:00 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

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Caryn Hoyer, *Alternate*, **Chesterfield Twp**
Jeffrey Hatcher, **Delran**
Leo Selb, **Hainesport**
Mike Mansdoerfer, **Lumberton**
Kathy Burger, **Medford Twp**
Art Puglia, *Alternate*, **Mansfield Twp** (arrived 2:15pm)
Meredith Tomczyk, **Mt. Laurel**
John Gural, **Palmyra Boro**
Dennis Gonzalez, **Pemberton Twp**
David Matchett, **Shamong**
J. Paul Keller, **Springfield**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Absent Fund Commissioners were:

Frank Nucera, **Bordentown Twp**
Mike Templeton, **Delanco**
Linda Dougherty, **Edgewater Park**
Rich Brook, **Florence**
Cindy Dye, **North Hanover Twp**
Donna Mull, **Pemberton Boro**
Meghan Jack, **Riverside**

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 DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*
Tom Tontarski, Treasurer
Kathie Tyler-Schohl, Claims Administrator, *Qual-Lynx*
Chris Roselli, *Qual-Lynx*
Karen Beatty, *QualCare*
Debby Schiffer, *Wellness Director*

Also present were the following Risk Management Consultant agencies:

Conner Strong & Buckelew
Insurance Agency Management
Model Consulting Inc.

Also absent were the following Risk Management Consultant agencies:

The Barclay Group
EJA/Capacity Insurance
Hardenberg Insurance Group

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. Hatcher, seconded by Mr. Keller, 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 January 20, 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. Keller, to approve the meeting minutes of the January 20, 2015 meeting of the Fund as presented. 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 20, 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 January 20, 2015 meeting of the Fund as presented. Motion carried.

The Closed Session minutes of the January 20, 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 January 20, 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 to the members that the BURLCO JIF continues to perform extremely well.

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

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 December 1, 2015. All encumbered funds must be claimed by February 1, 2016.

Employee Practices Liability Coverage Update – Mr. Miola informed the members that the checklist is in the agenda and to contact PERMA with any questions.

EPL Allowance – Mr. Miola reminded the members that the balances for the EPL related expenses are on page 29 of the agenda packet.

EPL Hotline – Mr. Miola asked members to review the authorized contacts listed in the agenda packet on page 30.

Financial Fast Track Report – Mr. Miola noted that the FFT depicts a surplus of over \$9 million.

Regulatory Filings – Mr. Miola reported that two regulatory filing checklists are provided each month as part of our due diligence reporting on behalf of the JIF.

Capehart & Scatchard Updates – Mr. Miola stated that Capehart and Scatchard periodically provides updates on court cases dealing with workers' compensation, ADA and FMLA issues. Copies of the latest updates were included in the agenda packet.

Statutory Bond Status – Mr. Miola asked members to review the lists on page 42. He reminded the members that the bond is on the person not the position.

Elected Officials Training – Mr. Miola stated that there are only two sessions left: February 24, 2015 at Merighi's Savoy Inn, Vineland and March 11, 2015 at Charley's Other Brother, Eastampton. Sign in sheets from the first two sessions are posted to the JIF website.

Inclement Weather Policy – Mr. Miola reported that the Fund adopted an inclement weather policy, a copy of which can be found on the JIF website, www.burlcojif.org.

He noted that the policy worked to reschedule today's meeting. Should it be necessary to cancel a meeting, his office will attempt to contact the Fund Commissioner 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.

Police Accreditation Announcement – Mr. Miola reported that an email was sent on February 5, 2015 regarding reimbursement for the Police Accreditation Program Fees. It was sent to all the Clerks and RMC's. The memo asked that if the town or city had an operating Police Department, to please forward it to the Police Chief. Any questions, contact Denise Plavchak at 856-446-9131.

Financial Disclosure Forms – Mr. Miola reported that in 2014, the Division of Local Government Services implemented a new "on line" process for completion and submission of Financial Disclosure forms. His office is currently awaiting word from the Division on how this process will be completed in 2015. Once his office is notified, information will be sent to those required to complete and submit a form for their position with the JIF.

Payroll Audits – Mr. Miola reported that on February 6, 2015, a letter was emailed to all Municipal Clerks, with a copy to the Fund Commissioners, advising that Bowman & Company will be performing workers' compensation exposure verification audits of members' year 2014 payrolls. These payrolls will serve as the basis for your 2016 workers compensation renewal data. Attached to the email was a spreadsheet that included employee counts by payroll classification as reported during last year's payroll audit. Members were asked to review and update this spreadsheet prior to the actual audit. In addition, members are invited to send the required payroll data to the auditors for processing prior to the auditor's visit to their town. Members not wishing to send their data to the auditors ahead of time will be contacted by a representative from Bowman to set up a mutually convenient date and time for the audit.

Property Appraisals – Mr. Miola reported that each member and their RMC received 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, ASSETWORKS. Those that are not receiving a physical inspection for 2015 will have their building and contents values trended accordingly.

PRIMA/AGRIP Conferences – Mr. Miola reported that this year, BURLCO JIF members will be eligible to attend two AGRIP Conferences and the Annual PRIMA Conference. The 2015 Budget includes funding for four (4) attendees in total. The BURLCO JIF adopted an Attendance Conference Policy at the Reorg meeting in January, that outlines those with priority to attend.

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

Military Surplus Vehicles – Mr. Miola reported that there have been a lot of questions about this issue recently and a MEL Bulletin on how to value this equipment will be distributed shortly.

Loss Ratio Snapshots – Mr. Miola stated that the Loss Ratio Snapshots valued as of 12/31/2014 were distributed at today's meeting to the Fund Commissioners and RMCs.

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

SOLICITOR'S REPORT

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

Defense Panel – Mr. DeWeese reported that he sent an email to all the members of the Defense Panel with a copy of the resolution that appoints them as members of the Defense Panel referring them to the hourly rates which are listed in the resolution. The term of the RFQ actually goes from October, 2014 to June, 2016; however, the Resolution appoints the defense panel members from October, 2014 to June, 2015 so the Fund will need to adopt another resolution and re-appoint them for the remainder of the term as outlined in the RFQ. He also noted that the members of the Defense Panel should have a contract with the Fund. Currently, they are no contracts with the Fund to perform the work that they are permitted to do under the resolution. He suggested that when the Defense Panel resolution is approved in June, 2015 that the Fund authorizes him to also forward contracts to them for execution.

Personal Vehicle Use Bulletin – Mr. DeWeese reported that he has a bulletin that provides guidelines to the municipality as to the use of personal vehicles by employees and guidelines to to what they should do if they allow employees to use their personal vehicles. This issue came up as a result of a case in another JIF where the employee was utilizing their personal vehicle and was involved in a motor vehicle accident. They had the minimum coverage limits on their personal automobile insurance policy so the JIF was responsible to pay the majority of the costs associated with the claim.

Sports Commission Bulletin – Mr. DeWeese reported that many towns authorize by way of ordinance the formation of sports committees or commissions that organize all the sporting events for the municipality. Typically, the members of those commissions are appointed by the governing body by resolution. As a result, the actions of these commissions are covered under the JIF policy. Recently, it has been discovered that some of these commissions have additional sport specific commissions that are not authorized by the municipality by resolution but were created and/or approved by the sports commission. The bulletin provides guidelines as to how to manage these other sport specific entities.

He asked the Fund Commissioners for their approval to send out the two mentioned bulletins. The members approved this request.

Subrogation – Mr. DeWeese reported that he has communicated with the firm that was appointed to handle all subrogation matters on behalf of the Fund. He noted that the firm was requested to handle these matters by the prior Fund Solicitor with the understanding that they would continue to be assigned defense files on behalf of the Fund. The firm indicated that they have not received a new file since they took over the subrogation matters. At this point, they are willing to turn over all subrogation matters to the Fund Solicitor. He asked that the Finance committee review this issue and make some recommendations going forward.

SAFETY DIRECTOR'S REPORT

Mr. Forlenza stated that the Safety Director's Report is self-explanatory and included in the agenda packet. He highlighted several bulletins that have been released in the last months for the membership's review.

ADMINISTRATOR'S REPORT

Lessons Learned from Losses – February

Ms. Tyler-Schohl reported on the *Lessons Learned from Losses for February* which was included in the agenda packet.

She then briefly reviewed the document that focuses claims that result from the improper backing up of municipal vehicles. There have been several tragic claims resulting from the backing up of these vehicles. She listed a few precautions that may help to avoid these types of accidents.

- Make sure all lights, cameras and backup beepers are working
- Use a co-worker as a spotter when backing up
- Vehicle is to back up only when the spotter says it is safe
- Make sure you know where all the workers are in relation to the truck

She noted that J.A. Montgomery/MEL Safety Institute has a wealth of information on its website, which can be accessed through www.njmel.org. You can also view safety articles and the MSI also has a free DVD/VCR lending library that has some videos on the subject.

WELLNESS DIRECTOR'S REPORT

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

- Bordentown City is having a Weight Loss Challenge and they have 18 participants. It will run for 8 weeks.
- Delran completed their 7 week Walking Challenge. There were 11 participants and each received a pedometer purchased through SIP funds. As a group they walked 1,938 miles which is like walking from Delran to Sante Fe, Mexico. The winner walked 287.53 miles and received a \$50 gift card.
- Lumberton Twp started their annual Weight Loss Challenge and has 5 participants. A Lunch & Learn was held on February 11, 2015.
- Mansfield Twp is having a Health Educator do a session on "getting ready to quit". The session is being held at night per the request of interested firefighters.
- Mt. Laurel continues to have their after work Zumba classes.
- Palmyra is being proactive in the message of wellness to the Fire Department. They have introduced vegetable trays during meeting nights and it has actually been well received.

She noted that the February Newsletter has been updated 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.

MANAGED HEALTH CARE REPORT

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

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> | 7 | 7 |
| <i>Report Only</i> | 8 | 8 |

| | | |
|-------------------------------------|-------|-------|
| <i>Total Intakes(New Claims)</i> | 16 | 16 |
| <i>Report Only % of Total</i> | 50.0% | 50.0% |
| <i>Medical Only/Lost Time Ratio</i> | 88:12 | 88:12 |
| <i>Average Days to Report</i> | 2.0 | 2.0 |

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> | 197 |
| <i>Transitional Duty Days Worked</i> | 130 |
| <i>% of Transitional Duty Days Worked</i> | 66.0% |
| <i>Transitional Duty Days Not Accommodated</i> | 67 |
| <i>% of Transitional Duty Days Not Accommodated</i> | 34.0% |

Nurse Case Assignment Report:

| <i>Nurse Case Summary Report (Inclusive of 3 JIFs)</i> | <i>January</i> |
|---|-----------------------|
| <i>Total Cases Assigned in month</i> | 212 |
| <i>Total Cases Closed in month</i> | 54 |
| <i>Total Cases Open in month</i> | 79 |

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

| <i>PPO Penetration Rate</i> | <i>January</i> | <i>YTD</i> |
|---|-----------------------|-------------------|
| <i>Bill Count</i> | 95 | 95 |
| <i>Original Provider Charges</i> | \$81,085 | \$81,085 |
| <i>Re-priced Bill Amount</i> | \$30,632 | \$30,632 |
| <i>Savings</i> | \$50,454 | \$50,454 |
| <i>% of Savings</i> | 62.2% | 62.2% |
| <i>Participating Provider Penetration Rate - Bill Count</i> | 94.7% | 94.7% |
| <i>Participating Provider Penetration Rate – Provider Charges</i> | 97.2% | 97.2% |
| <i>EPO Provider Penetration Rate - Bill Count</i> | 84.7% | 84.7% |
| <i>EPO Provider Penetration Rate – Provider Charges</i> | 93.8% | 93.8% |

Ms. Beatty asked if there were any questions.

TREASURER'S REPORT

Mr. Tontarski presented an overview of the Treasurer's Report for month ending **January 31, 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 \$4,841.36. This generated an average annual yield of .40%. After including an unrealized net gain of \$22,745.00 in the asset portfolio, the yield was adjusted to 2.28 % for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized gain of \$16,900.00 as it relates to market value of \$5,516,900.00 vs. the amount invested.

Our asset portfolio with TD Wealth Management consists of three (3) obligations with maturities greater than two (2) years.

Receipt Activity for the Period

| | Monthly | YTD |
|-----------------------------|----------------|------------|
| Subrogation Receipts | \$3,986.62 | \$3,986.62 |
| Overpayment Reimbursements | 632.00 | |
| FY 2015 Assessment Premiums | \$810,204.00 | |

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 \$123,754.84. The claim detail for the 132 checks is as follows:

| | |
|----------------------|-------------|
| Direct Loss Payments | \$84,415.87 |
| Claim Expenses | \$4,583.25 |
| Legal Defense Costs | \$34,755.72 |

Cash Activity for the Period

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$14,480,397.67 to a closing balance of \$14,593,474.90 showing an increase of \$113,077.23.

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 ***January 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 Loss Run Payment Register***.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**

Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Caryn Hoyer, *Alternate*, **Chesterfield Twp**
Jeffrey Hatcher, **Delran**
Leo Selb, **Hainesport**
Mike Mansdoerfer, **Lumberton**
Kathy Burger, **Medford Twp**
Art Puglia, *Alternate*, **Mansfield Twp**
Meredith Tomczyk, **Mt. Laurel**
John Gural, **Palmyra Boro**
Dennis Gonzalez, **Pemberton Twp**
David Matchett, **Shamong**
J. Paul Keller, **Springfield**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Approval of Amended January, 2015 Bill List

For the Executive Committee's consideration, Mr. Tontarski presented the amended *January Bill List* in the amount of \$328,563.55.

Chair Mansdoerfer entertained a motion to approve the amended *January Bill List*.

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 amended *January Bill List*.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Caryn Hoyer, *Alternate*, **Chesterfield Twp**
Jeffrey Hatcher, **Delran**
Leo Selb, **Hainesport**
Mike Mansdoerfer, **Lumberton**
Kathy Burger, **Medford Twp**
Art Puglia, *Alternate*, **Mansfield Twp**
Meredith Tomczyk, **Mt. Laurel**
John Gural, **Palmyra Boro**
Dennis Gonzalez, **Pemberton Twp**
David Matchett, **Shamong**
J. Paul Keller, **Springfield**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Nays: None

Abstain: None

Motion carried by unanimous vote.

RMC Bill List

Chair Mansdoerfer entertained a motion to approve the ***RMC Bill List*** as presented in the amount of \$90,277.00.

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

Motion by Mr. Keller, seconded by Ms. Tomchyk, to approve the ***RMC Bill List***.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Caryn Hoyer, *Alternate*, **Chesterfield Twp**
Jeffrey Hatcher, **Delran**
Leo Selb, **Hainesport**
Mike Mansdoerfer, **Lumberton**
Kathy Burger, **Medford Twp**
Art Puglia, *Alternate*, **Mansfield Twp**
Meredith Tomczyk, **Mt. Laurel**
John Gural, **Palmyra Boro**
Dennis Gonzalez, **Pemberton Twp**
David Matchett, **Shamong**
J. Paul Keller, **Springfield**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Nays: None

Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

Nothing to report.

MEL/RCF/E-JIF REPORTS

Mr. Miola stated that the minutes of the meetings were included in the agenda packet.

MISCELLANEOUS BUSINESS

Next Meeting

Chair Mansdoerfer noted that the next meeting of the BURLCO JIF will take place on **Tuesday, March 17, 2015 at 4:00 PM** at the **Hainesport Municipal Building, Hainesport, NJ**.

PUBLIC COMMENT

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

EXECUTIVE SESSION MEETING – Resolution #2015-14

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. Cramer, seconded by Mr. Keller, to adopt Resolution #2015-14. 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 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. Keller, seconded by Mr. Cramer, to approve the following claims as discussed in *Closed Session*.

| <i>Workers' Compensation</i> | <i>Property</i> |
|------------------------------|-----------------|
| X79192 | Z06750 |
| Z06458 | Z06608 |
| X12969 | Z07155 |
| Z07935 | |

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Caryn Hoyer, *Alternate*, **Chesterfield Twp**
Jeffrey Hatcher, **Delran**

Leo Selb, **Hainesport**
Mike Mansdoerfer, **Lumberton**
Kathy Burger, **Medford Twp**
Art Puglia, *Alternate*, **Mansfield Twp**
Meredith Tomczyk, **Mt. Laurel**
John Gural, **Palmyra Boro**
Dennis Gonzalez, **Pemberton Twp**
David Matchett, **Shamong**
J. Paul Keller, **Springfield**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Nays: None
Abstain: None

Motion carried by unanimous vote.

MOTION TO ADJOURN

Chair Mansdoerfer entertained a motion to adjourn the February 20, 2015 meeting of the BURLCO JIF.

Motion by Mr. Cramer, seconded by Mr. Keller, to adjourn the February 20, 2015 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 2:57 pm.



Brenda Smith,
Recording Secretary for



J. Paul Keller, Secretary