

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

JANUARY 19, 2016

OPEN SESSION MINUTES

The *Reorganization* 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, January 19, 2016 at 4:00PM, prevailing time. Chair Mansdoerfer, **Lumberton**, presiding. The meeting was called to order at 4:00PM.

***SINE DIE and REORGANIZATION MEETING CALLED TO ORDER BY CHAIRPERSON
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 of 2015 FUND COMMISSIONERS

Amanda Somes, **Bass River Twp**
Rich Wolbert, **Beverly City**
Frank Nucera, **Bordentown Twp**
Linda Dougherty, **Edgewater Park Twp**
Glenn McMahon, **Chesterfield Twp**
Nancy Bray, *Alternate*, **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Richard Brook, **Florence Twp**
Mike Mansdoerfer, **Lumberton Twp**
Mike Fitzpatrick, *Representing*, **Mansfield Twp**
Kathy Burger, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel Twp**
John Gural, **Palmyra Borough**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:
Grace Archer, **Bordentown City**
Leo Selb, **Hainesport Twp**
Mary Picariello, **North Hanover Twp**

Donna Mull, **Pemberton Borough**
Kathy Hoffman, **Southampton Twp**
Donna Ryan, **Westampton Twp**
Maryalice Brown, **Woodland Twp**

Those also in attendance were:

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:

Conner Strong & Buckelew
EJA/Capacity Insurance
Hardenberg Insurance Group
Insurance Agency Mgmt.
Model Consulting Inc. (*arrived at 3:15pm*)

Absent Risk Management Consultant agencies were:

The Barclay Group

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 December 15, 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. Keller, seconded by Mr. McMahon, to approve the meeting minutes of the December 15, 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 December 15, 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. Cramer, seconded by Mr. Keller, to approve the Closed Session minutes of the December 15, 2015 meeting of the Fund as presented. All in favor. Motion carried.

The Closed Session minutes of the December 15, 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 December 15, 2015 meeting were collected at this time.

ADJOURN THE SINE DIE MEETING

Chair Mansdoerfer entertained a motion to adjourn the Sine Die Meeting. Motion by Mr. Hatcher, seconded by Ms. Jack, to adjourn the Sine Die Meeting. All in favor. Motion carried.

At this time Officers, Executive Committee, and Alternates vacated their chairs. Fund Chair Mansdoerfer passed the gavel to Paul Forlenza, Deputy Executive Director, until the election of the Chair, Secretary and Executive Committee for the 2016 Fund Year is completed.

Mr. Forlenza welcomed all in attendance to the *2016 Reorganization Meeting of the BURLCO JIF*.

ROLL CALL of 2016 FUND COMMISSIONERS

Amanda Somes, **Bass River Twp**
Rich Wolbert, **Beverly City**
Frank Nucera, **Bordentown Twp**
Linda Dougherty, **Edgewater Park Twp**
Glenn McMahon, **Chesterfield Twp**
Nancy Bray, *Alternate*, **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Patrice Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp**
Mike Mansdoerfer, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Kathy Burger, **Medfordd Twp**
Meredith Tomczyk, **Mt. Laurel Twp**
John Gural, **Palmyra Borough**
Dennis Gonzalez, **Pemberton Township**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Grace Archer, **Bordentown City**
Leo Selb, **Hainesport Twp**
Mary Picariello, **North Hanover Twp**
Donna Mull, **Pemberton Borough**
Kathy Hoffman, **Southampton Twp**
Donna Ryan, **Westampton Twp**
Maryalice Brown, **Woodland Twp**

ELECTION OF 2016 OFFICERS

2016 Nomination Slate

Mr. Forlenza presented for the membership's consideration the 2016 Nomination Slate. The Nominating Committee met in November 2015 and presented the 2016 Nomination Slate at the November 2015 Executive Committee Meetings.

Chair:	Mike Mansdoerfer, Lumberton Township
Secretary:	Paul Keller, Springfield Township
Executive Committee:	Meghan Jack, Riverside Township Douglas Cramer, Tabernacle Township Jeffrey Hatcher, Delran Glenn McMahon, Chesterfield Meredith Tomczyk, Mount Laurel Township

Executive Committee Alternates:

#1	Richard Brook, Florence Township
#2	David Matchett, Shamong Township
#3	John Gural, Palmyra Borough
#4	Dennis Gonzalez, Pemberton Township
#5	Mike Templeton, Delanco Township
#6	James Ingling, Wrightstown Boro
#7	Rich Wolbert, Beverly City

Mr. Forlenza *Opened the Floor* for nominations for a position on the *2016 Nomination Slate*.

Hearing no additional nominations, Mr. Forlenza *Closed the Floor* for a position to the *2016 Nomination Slate*.

Confirming the Election of a Chairman and Secretary

Mr. Forlenza asked for a Roll Call Vote of the full membership for an *Election of a Chairman and Secretary* as presented.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Rich Wolbert, **Beverly City**
Frank Nucera, **Bordentown Twp**
Linda Dougherty, **Edgewater Park Twp**
Glenn McMahon, **Chesterfield Twp**
Nancy Bray, *Alternate*, **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Patrice Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp**

Mike Mansdoerfer, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Kathy Burger, **Medfordd Twp**
Meredith Tomczyk, **Mt. Laurel Twp**
John Gural, **Palmyra Borough**
Dennis Gonzalez, **Pemberton Township**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Confirming the Election of an Executive Committee and Alternates for 2016

Mr. Forlenza asked for a Roll Call Vote to *Elect an Executive Committee and Alternates for 2016* as presented.

ROLL CALL	Yeas	
		Amanda Somes, Bass River Twp
		Rich Wolbert, Beverly City
		Frank Nucera, Bordentown Twp
		Linda Dougherty, Edgewater Park Twp
		Glenn McMahon, Chesterfield Twp
		Nancy Bray, <i>Alternate</i> , Delanco Twp
		Jeffrey Hatcher, Delran Twp
		Patrice Hansell, Fieldsboro Borough
		Richard Brook, Florence Twp
		Mike Mansdoerfer, Lumberton Twp
		Mike Fitzpatrick, Mansfield Twp
		Kathy Burger, Medfordd Twp
		Meredith Tomczyk, Mt. Laurel Twp
		John Gural, Palmyra Borough
		Dennis Gonzalez, Pemberton Township
		Meghan Jack, Riverside Twp
		David Matchett, Shamong
		J. Paul Keller, Springfield Twp
		Doug Cramer, Tabernacle Twp
		James Ingling, Wrightstown Borough

Nays: None
Abstain: None

Motion carried by unanimous vote.

OATHS OF OFFICE

Oaths of Office were administered by Mr. DeWeese, Fund Solicitor, to the newly elected Chairperson, Secretary, Executive Committee, and Alternates for the 2016 Fund Year.

All *Oaths of Office* were signed and presented to the Fund Solicitor.

At this time, Mr. Forlenza passed the gavel to Fund Chair Mike Mansdoerfer, *Lumberton* to conduct the 2016 Reorganization Meeting of the Fund. Mr. Forlenza congratulated the Fund Chair, Secretary, Executive Committee Members and Alternates.

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

ORGANIZATIONAL RESOLUTIONS

The following 2016 Organizational Resolutions were presented for adoption by Acting Fund Chair Keller.

R 2016-01 – Confirming the Election of a Fund Chair and Fund Secretary

R 2016-02 – Confirming the Election of an Executive Committee and Alternates

R 2016-03 – Appointing Professional Staff

R 2016-04 – Adopting Procedures in Compliance with Open Public Meetings Act

R 2016-05 – Adopting Fiscal Policies and Procedures

R 2016-06 – Designating Executive Director as Public Agency Compliance Officer

R 2016-07 – Cash Management and Investment Policy

R 2016-08 – Establishing a Fund Records Program

R 2016-09 – Establishing the 2016 Plan of Risk Management

R 2016-10 – Designation of Certifying and Approving Officer for Payment of Claims

Chair Mansdoerfer entertained a motion to adopt the *Organizational Resolutions 2016-01 through 2016-10* as presented.

Motion by Mr. Keller, seconded by Mr. Hatcher, to adopt *Organizational Resolutions 2016-01 through 2016-10*.

ROLL CALL Yeas

Amanda Somes, **Bass River Twp**
Rich Wolbert, **Beverly City**
Frank Nucera, **Bordentown Twp**
Linda Dougherty, **Edgewater Park Twp**
Glenn McMahon, **Chesterfield Twp**
Nancy Bray, *Alternate*, **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Patrice Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp**
Mike Mansdoerfer, **Lumberton Twp**

Mike Fitzpatrick, **Mansfield Twp**
Kathy Burger, **Medfordd Twp**
Meredith Tomczyk, **Mt. Laurel Twp**
John Gural, **Palmyra Borough**
Dennis Gonzalez, **Pemberton Township**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

EXPENSE RESOLUTION

The following 2016 Expense Resolution was presented by Chair Mansdoerfer for adoption.

R 2016-11 - Authorizing Advanced Travel Expenses for Authorized Official Travel to PRIMA & AGRIP Conferences.

Any member interested in attending a conference should contact the Executive Director's office.

Chair Mansdoerfer entertained a motion to adopt *R 2016-11* as presented.

Motion by Mr. Keller, seconded by Mr. Hatcher, to adopt *R 2016-11*.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Rich Wolbert, **Beverly City**
Frank Nucera, **Bordentown Twp**
Linda Dougherty, **Edgewater Park Twp**
Glenn McMahon, **Chesterfield Twp**
Nancy Bray, *Alternate*, **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Patrice Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp**
Mike Mansdoerfer, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Kathy Burger, **Medfordd Twp**
Meredith Tomczyk, **Mt. Laurel Twp**
John Gural, **Palmyra Borough**
Dennis Gonzalez, **Pemberton Township**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
James Ingling, **Wrightstown Borough**

Nays: None

Abstain: None

Motion carried by unanimous vote.

EXECUTIVE DIRECTOR'S REPORT

Mr. Forlenza reviewed the Executive Director's Report found in the agenda packet with the membership. He thanked the membership on behalf of AJG for the 2016 re-appointment as Fund Administrator. He highlighted the following items:

AJG Risk Management Service, Inc. Disclosure Statement – Mr. Forlenza referenced a disclosure statement included in his report on page 90 and asked the Fund Secretary to incorporate this memo into the minutes of the January Reorganization meeting and make it a permanent record of the Fund.

Lost Time Accident Frequency Report – Mr. Forlenza directed the members to the report in the agenda noting that the BURLCO JIF has the second lowest LTAF rate in the State.

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

2014 Safety Incentive Program Awards – Mr. Forlenza asked that all members review available balances for this program. He reminded the members that the deadline for claiming the *encumbered* funds is February 1, 2016.

2015 Optional Safety Budget - Mr. Forlenza asked that all members review available balances for this program. He reminded the members that the deadline for claiming the *encumbered* funds is February 1, 2016.

Employment Practices Liability Compliance– Mr. Forlenza 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 Helpline – Authorized Contact List – Mr. Forlenza 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. Forlenza reported that the JIF's surplus position as of November 30, 2015 was \$9,037,873.

Statutory Bond Status – Mr. Forlenza 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.

Elected Officials Training – Invite– Mr. Forlenza stated that invitations for the sessions were emailed to all Municipal Clerks and Fund Commissioners on November 3, 2015. He stated that the next training class is scheduled for February 10, 2016 at Merighi's Savoy Inn, Vineland, New Jersey.

Managerial and Supervisory Training – Invite– Mr. Forlenza 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 January 27, 2016 at O’Connor’s American Bar & Grille, Eastampton, New Jersey.

Police Risk Management Training – Invite– Mr. Forlenza 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 has 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.

RMC Resolutions and Agreements – Mr. Forlenza noted that on December 5, 2016 a memo and sample copies of the JIF RMC Resolution and Agreement for the 2016 Fund Year were e-mailed to all the Risk Management Consultants. He stated that if an RMC represents more than one municipality, they need to execute one set for each municipality. He stated that once his office receives the necessary documentation, payment will be issued for the 2016 fees at the February meeting of the JIF. Payments cannot be processed until this documentation is received.

Inclement Weather Policy – Mr. Forlenza 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.

2016 1st Installment Billing – Mr. Forlenza noted that 1st installment billings were sent out to member Municipal Clerks, Fund Commissioners and Risk Management Consultants on December 22, 2015 and noted that the first installment is due by February 15, 2016.

2015 Attendance Records – Mr. Forlenza reported that the report detailing attendance records through the end of 2015 was included in the agenda packet.

PRIMA/AGRIP Conferences – Mr. Forlenza 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.

2016 Safety Kickoff Breakfast – Mr. Forlenza 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. Invitations were emailed to all the Safety Coordinators, Claims Coordinators, Fund Commissioners and Risk Management Consultants on January 6, 2016.

New Member Activity – Mr. Forlenza stated that a New Member Review Committee meeting was held on December 16, 2015 to review the Borough of Fieldsboro application. The Borough of Fieldsboro was extended an offer of membership and accepted, effective January 1, 2016.

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

SOLICITOR'S REPORT

Mr. DeWeese stated that he had some reports to discuss in closed session. He thanked the members for his reappointment.

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

Summary of General Liability files– Mr. DeWeese reported that there are 13 active General Liability claims.

SAFETY DIRECTOR'S REPORT

Mr. Saville thanked the members for his reappointment on behalf of J.A. Montgomery. He 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; *Snow Emergency and Managing Slips & Falls during Winter months* distributed since the last meeting.

MSI Training Programs – He noted that the upcoming MSI training programs for December, January, February and March 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 reminded the members that the Safety and Claims Coordinator Roundtable Training will be held on February 4, 2016 at the Indian Springs Country Club, Marlton, New Jersey. The invite and RSVP form was included in the agenda packet.

MEL Leadership Training– Mr. Saville reminded the members that the deadline for signups for the next MEL Leadership Training is February 5, 2016.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – January

Mr. Roselli thanked the Fund for their re-appointment and provided the members with the *Lessons Learned from Losses* which was included in the agenda packet.

Mr. Roselli stated that the focus this month is on taking pictures. He noted that having pictures of all items damaged can help document and prove a loss. Without pictures, a claim could be denied. It mainly involves items that are to be discarded due to being damaged, but could involve vehicle damages where repairs have been completed prior to reporting the claim. Taking pictures of damaged items also assists with securing subrogation reimbursement from responsible parties. Taking a picture of the scene of a trip and fall or an accident as soon as possible after it happened, can lock that location in time. These areas can change in time, such as foliage that

looks different in the spring versus the winter, or a pothole or raised piece of sidewalk that change with time.

He suggested that municipalities have their Police, Fire and Department of Public Works look for and report dangerous conditions as they travel around the municipality.

Chair Mansdoerfer suggested putting a reminder on the Supervisor Report. Mr. DeWeese noted that pictures are very important on the subrogation part of a claim.

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

WELLNESS DIRECTOR'S REPORT

Ms. Schiffer thanked the Fund for her re-appointment and noted that her report is detailed in the agenda packet. She highlighted the following:

- “Maintain Don’t Gain” program has been very successful.
- The first Police Ad Hoc Committee was held on January 15, 2016.
- 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 be contacting all the towns and helping them use the funds. Ms. Tomczyk asked if an email could be sent to each town with the amount. Ms. Schiffer stated that she could do that and the budget is handled the same way as the Safety Incentive Program.
- January “Healthy Weight for Life Challenge” focuses on reaching a healthy weight for life instead of the biggest loser concept.

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

MANAGED HEALTH CARE REPORT

Ms. Beatty thanked the Fund for their re-appointment and reviewed the Managed Care Report for December 2015.

Lost Time v. Medical Only Cases

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

	<i>Dec</i>	<i>YTD</i>
<i>Lost Time</i>	0	13
<i>Medical Only</i>	8	143
<i>Report Only</i>	3	54
<i>Total Intakes</i>	11	14
<i>Report Only % of Total</i>	27.3%	25.7%
<i>Medical Only/Lost Time Ratio</i>	100:0	92:08
<i>Average Days to Report</i>	1.6	2.7

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>2,835</i>
<i>Transitional Duty Days Worked</i>	<i>1,914</i>
<i>% of Transitional Duty Days Worked</i>	<i>67.5%</i>
<i>Transitional Duty Days Not Accommodated</i>	<i>921</i>
<i>% of Transitional Duty Days Not Accommodated</i>	<i>32.5%</i>

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>Dec</i>
<i>Bill Count</i>	<i>135</i>
<i>Original Provider Charges</i>	<i>\$230,277</i>
<i>Re-priced Bill Amount</i>	<i>\$62,775</i>
<i>Savings</i>	<i>\$167,501</i>
<i>% of Savings</i>	<i>72.7%</i>
<i>Participating Provider Penetration Rate - Bill Count</i>	<i>93.3%</i>
<i>Participating Provider Penetration Rate - Provider Charges</i>	<i>93.2%</i>
<i>EPO Provider Penetration Rate - Bill Count</i>	<i>96.9%</i>
<i>EPO Provider Penetration Rate - Provider Charges</i>	<i>99.7%</i>

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

TREASURER'S REPORT

Mr. Tontarski thanked the Fund for his re-appointment and presented an overview of the Treasurer's Report for month ending **December 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 \$5,291.80. This generated an average annual yield of .39%. After including an unrealized net loss of \$2,050.00 in the asset portfolio, the yield was adjusted to .24 % for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized gain of \$615.00 as it relates to market value of \$5,500,615.00 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	\$523.00	\$71,204.09
Overpayment Reimbursements	.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 \$173,121.34. The claim detail for the 160 checks is as follows:

Direct Loss Payments	\$146,275.04
Claim Expenses	\$5,483.73
Legal Defense Costs	\$21,362.57

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

Delran Township	\$93,640.00
Chesterfield Township	\$3,727.00

Cash Activity for the Period

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$16,850,464.59 to a closing balance of \$15,953,468.26 showing a decrease in the Fund of \$896,996.33.

1st Installment Billing

Mr. Tontarski noted that the 1st installment bills were issued December 31, 2015 and is due February 15, 2016. These were emailed to the clerks and the Fund Commissioners. He added to please check with your CFOs to make sure they received it and if another copy is required, please contact him or the Executive Director's office.

Loss Run Payment Register

Chair Mansdoerfer entertained a motion to approve the *December 2015 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 *December 2015 Loss Run Payment Register*.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
 Rich Wolbert, **Beverly City**
 Frank Nucera, **Bordentown Twp**
 Linda Dougherty, **Edgewater Park Twp**
 Glenn McMahon, **Chesterfield Twp**
 Nancy Bray, *Alternate*, **Delanco Twp**
 Jeffrey Hatcher, **Delran Twp**

Patrice Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp**
Mike Mansdoerfer, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Kathy Burger, **Medfordd Twp**
Meredith Tomczyk, **Mt. Laurel Twp**
John Gural, **Palmyra Borough**
Dennis Gonzalez, **Pemberton Township**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Bill List – January, 2016

For the Executive Committee’s consideration, Mr. Tontarski presented the *January 2016 Bill List* in the amount of \$80,122.78.

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

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Rich Wolbert, **Beverly City**
Frank Nucera, **Bordentown Twp**
Linda Dougherty, **Edgewater Park Twp**
Glenn McMahon, **Chesterfield Twp**
Nancy Bray, *Alternate*, **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Patrice Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp**
Mike Mansdoerfer, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Kathy Burger, **Medfordd Twp**
Meredith Tomczyk, **Mt. Laurel Twp**
John Gural, **Palmyra Borough**
Dennis Gonzalez, **Pemberton Township**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

SAFETY COMMITTEE MEETING

Mr. Cramer noted that the minutes are in the agenda packet. He provided a detailed overview last month. No questions were entertained.

NEW MEMBER COMMITTEE MEETING

Ms. Burger noted that the minutes are in the agenda packet. She also provided a detailed overview last month. No questions were entertained.

COMMITTEE CHAIRS MEETING

Chair Mansdoerfer noted that the minutes from the January 7, 2016 are in the 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 meeting minutes were included in the agenda packet for review.

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, February 16, 2016 at 4:00 PM** at the **Hainesport Municipal Building, Hainesport, NJ.**

PUBLIC COMMENT

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

EXECUTIVE SESSION MEETING – Resolution #2016-12

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 #2016-12**. 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 Mr. Keller, seconded by Ms. Tomczyk, to approve the following claims as discussed in *Closed Session*.

<i>Workers' Compensation</i>	<i>Property</i>
X23574	Z31313
X96603	
Z21880	

ROLL CALL Yeas

Amanda Somes, **Bass River Twp**
Rich Wolbert, **Beverly City**
Frank Nucera, **Bordentown Twp**
Linda Dougherty, **Edgewater Park Twp**
Glenn McMahon, **Chesterfield Twp**
Nancy Bray, *Alternate*, **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Patrice Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp**
Mike Mansdoerfer, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Kathy Burger, **Medfordd Twp**
Meredith Tomczyk, **Mt. Laurel Twp**
John Gural, **Palmyra Borough**
Dennis Gonzalez, **Pemberton Township**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle 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 January 19, 2016 meeting of the BURLCO JIF.

Motion by Mr. Hatcher, seconded by Ms. Jack to adjourn the January 19, 2016 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:59pm.



Brenda Smith,
Recording Secretary for



Paul Keller, SECRETARY