

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

**JANUARY 24, 2014**

***OPEN SESSION MINUTES***

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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 Friday, January 24, 2014 at 10:00AM, prevailing time. Acting Chair Keller, **Springfield Twp**, presiding. The meeting was called to order at 10:01 AM.

***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 2013 FUND COMMISSIONERS***

Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City** (*arrived 10:02 am*)  
Frank Nucera, **Bordentown Twp**  
Linda Dougherty, **Edgewater Park**  
Glenn McMahon, **Chesterfield** (*arrived 10:06 am*)  
Mike Templeton, **Delanco** (*arrived 10:06 am*)  
Jeffrey Hatcher, **Delran**  
Leo Selb, *Representing*, **Hainesport**  
Dawn Merriman, *Alternate*, **Lumberton**  
Arthur Puglia, *Representing*, **Mansfield**  
Chris Schultz, *Alternate*, **Medford**  
Meredith Tomczyk, **Mt. Laurel**  
Cindy Dye, **North Hanover**  
Dennis Gonzalez, **Pemberton Township**  
Meghan Jack, *Acting Secretary*, **Riverside**  
Sheri Hannah, *Representing*, **Southampton**  
J. Paul Keller, *Acting Chair*, **Springfield**  
Doug Cramer, **Tabernacle**  
Donna Ryan, **Westampton**  
James Ingling, *Alternate*, **Wrightstown**

Absent Fund Commissioners were:

Rich Bethea, **Bass River Twp**  
Richard Brook, **Florence**

John Gural, **Palmyra**  
Donna Mull, **Pemberton Borough**  
David Matchett, **Shamong**  
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.*  
Bill Kearns, Fund Solicitor, *Kearns, Reale & Kearns*  
Tom Tontarski, Treasurer  
Joanne Hall, Safety Director, *J.A. Montgomery Risk Control*  
Patty Davidson, Claims Administrator, *Qual-Lynx*  
Karen Beatty, *QualCare*  
Debby Schiffer, *Wellness Director*

Also present were the following Risk Management Consultant agencies:

The Barclay Group  
Conner Strong & Buckelew  
EJA/Capacity Insurance  
Haines & Haines/T.C. Irons Agency  
Hardenberg Insurance Group  
Model Consulting Inc.

Absent Risk Management Consultant agencies were:

None

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

#### ***APPROVAL OF THE MINUTES***

Acting Chair Keller presented the meeting minutes of the December 17, 2013 Meeting of the Fund, as found in the agenda packet, for approval.

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

Motion by Mr. Hatcher, seconded by Ms. Jack, to approve the meeting minutes of the December 17, 2013 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.

Acting Chair Keller presented the Closed Session Meeting Minutes of the December 17, 2013 meeting of the Fund for approval.

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

Motion by Mr. Hatcher, seconded by Ms. Jack to approve the Closed Session minutes of the December 17, 2013 meeting of the Fund as presented. All in favor. Motion carried.

The Closed Session minutes of the December 17, 2013 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 17, 2013 meeting were collected at this time.

***ADJOURN THE SINE DIE MEETING***

Acting Chair Keller 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. Acting Fund Chair Keller passed the gavel to Paul J. Miola, Executive Director, until the election of the Chair, Secretary and Executive Committee for the 2014 Fund Year is completed.

Mr. Miola welcomed all in attendance to the *2014 Reorganization Meeting of the BURLCO JIF*.

***ROLL CALL of 2014 FUND COMMISSIONERS***

Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City** (*arrived 10:02 am*)  
Frank Nucera, **Bordentown Twp**  
Linda Dougherty, **Edgewater Park**  
Glenn McMahon, **Chesterfield** (*arrived 10:06 am*)  
Mike Templeton, **Delanco** (*arrived 10:06 am*)  
Jeffrey Hatcher, **Delran**  
Leo Selb, **Hainesport**  
Dawn Merriman, *Alternate*, **Lumberton**  
Arthur Puglia, *Representing*, **Mansfield**  
Chris Schultz, *Alternate*, **Medford**  
Meredith Tomczyk, **Mt. Laurel**  
Cindy Dye, **North Hanover**  
Dennis Gonzalez, **Pemberton Township**  
Meghan Jack, **Riverside**  
Sheri Hannah, *Representing*, **Southampton**  
J. Paul Keller, **Springfield**  
Doug Cramer, **Tabernacle**  
Donna Ryan, **Westampton**  
James Ingling, *Alternate*, **Wrightstown**

Absent Fund Commissioners were:

Rich Bethea, **Bass River Twp**  
Richard Brook, **Florence**  
John Gural, **Palmyra**  
Donna Mull, **Pemberton Borough**  
David Matchett, **Shamong**  
Maryalice Brown, **Woodland Twp**

***ELECTION OF 2014 OFFICERS***

***2014 Nomination Slate***

Mr. Miola presented for the membership's consideration the 2014 Nomination Slate. The Nominating Committee met in November 2013 and presented the 2014 Nomination Slate at the November and December 2013 Executive Committee Meetings.

Chair: Kathy Burger, **Medford Township**  
Secretary: Mike Mansdoerfer, **Lumberton Township**  
Executive Committee: Paul Keller, **Springfield Township**  
Meghan Jack, **Riverside Township**  
Douglas Cramer, **Tabernacle Township**  
Jeffrey Hatcher, **Delran**  
Glenn McMahon, **Chesterfield**

Executive Committee Alternates:

#1 Richard Brook, **Florence Township**  
#2 David Matchett, **Shamong Township**  
#3 Meredith Tomczyk, **Mount Laurel Township**  
#4 John Gural, **Palmyra Borough**  
#5 Dennis Gonzalez, **Pemberton Township**  
#6 Donna Ryan, **Westampton Township**  
#7 Mike Templeton, **Delanco Township**

Mr. Miola *Opened the Floor* for nominations for a position on the *2014 Nomination Slate*.

Hearing no additional nominations, Mr. Miola *Closed the Floor* for a position to the *2014 Nomination Slate*.

***Confirming the Election of a Chairman and Secretary***

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

<b>ROLL CALL</b>	<b>Yeas</b>	
		Rich Wolbert, <b>Beverly City</b>
		Grace Archer, <b>Bordentown City</b>
		Frank Nucera, <b>Bordentown Twp</b>
		Linda Dougherty, <b>Edgewater Park</b>
		Glenn McMahon, <b>Chesterfield</b>
		Mike Templeton, <b>Delanco</b>
		Jeffrey Hatcher, <b>Delran</b>
		Leo Selb, <b>Hainesport</b>
		Dawn Merriman, <i>Alternate</i> , <b>Lumberton</b>
		Arthur Puglia, <i>Representing</i> , <b>Mansfield</b>
		Chris Schultz, <i>Alternate</i> , <b>Medford</b>
		Meredith Tomczyk, <b>Mt. Laurel</b>

Cindy Dye, **North Hanover**  
Meghan Jack, **Riverside**  
Sheri Hannah, Representing,  
**Southampton**  
J. Paul Keller, **Springfield**  
Doug Cramer, **Tabernacle**  
Donna Ryan, **Westampton**  
James Ingling, *Alternate*, **Wrightstown**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

***Confirming the Election of an Executive Committee and Alternates for 2014***

Mr. Miola asked for a Roll Call Vote to *Elect an Executive Committee and Alternates for 2014* as presented.

**ROLL CALL**    *Yeas*

Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Frank Nucera, **Bordentown Twp**  
Linda Dougherty, **Edgewater Park**  
Glenn McMahon, **Chesterfield**  
Mike Templeton, **Delanco**  
Jeffrey Hatcher, **Delran**  
Leo Selb, **Hainesport**  
Dawn Merriman, *Alternate*, **Lumberton**  
Arthur Puglia, *Representing*, **Mansfield**  
Chris Schultz, *Alternate*, **Medford**  
Meredith Tomczyk, **Mt. Laurel**  
Cindy Dye, **North Hanover**  
Meghan Jack, **Riverside**  
Sheri Hannah, Representing,  
**Southampton**  
J. Paul Keller, **Springfield**  
Doug Cramer, **Tabernacle**  
Donna Ryan, **Westampton**  
James Ingling, *Alternate*, **Wrightstown**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

***OATHS OF OFFICE***

*Oaths of Office* were administered by Mr. Kearns, Fund Solicitor, to the newly elected Chairperson, Secretary, Executive Committee, and Alternates for the 2014 Fund Year.

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

At this time, Mr. Miola passed the gavel to Acting Fund Chair Paul Keller, *Springfield* to conduct the 2014 Reorganization Meeting of the Fund. Mr. Miola congratulated the Fund Chair, Secretary, Executive Committee Members and Alternates.

### **MONTHLY MEETING CONDUCT**

Acting Chair Keller 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. Cramer, seconded by Mr. McMahon, to allow the meeting to be conducted directly by the Fund Commissioners present. All in favor. Motion carried.

### **ORGANIZATIONAL RESOLUTIONS**

The following 2014 Organizational Resolutions were presented for adoption by Acting Fund Chair Keller.

*R 2014-01 – Confirming the Election of a Fund Chair and Fund Secretary*

*R 2014-02 – Confirming the Election of an Executive Committee and Alternates*

*R 2014-03 – Appointing Professional Staff*

*R 2014-04 – Adopting Procedures in Compliance with Open Public Meetings Act*

*R 2014-05 – Adopting Fiscal Policies and Procedures*

*R 2014-06 – Designating Executive Director as Public Agency Compliance Officer*

*R 2014-07 – Cash Management and Investment Policy*

*R 2014-08 – Establishing a Fund Records Program*

*R 2014-09 – Establishing the 2014 Plan of Risk Management*

*R 2014-10 – Designation of Certifying and Approving Officer for Payment of Claims*

Acting Chair Keller entertained a motion to adopt the *Organizational Resolutions 2014-01* through *2014-10* as presented.

Motion by Mr. Hatcher, seconded by Ms. Jack to adopt *Organizational Resolutions 2014-01* through *2014-10*.

### **ROLL CALL    Yeas**

Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Frank Nucera, **Bordentown Twp**  
Linda Dougherty, **Edgewater Park**  
Glenn McMahon, **Chesterfield**  
Mike Templeton, **Delanco**  
Jeffrey Hatcher, **Delran**  
Leo Selb, **Hainesport**  
Dawn Merriman, *Alternate*, **Lumberton**  
Arthur Puglia, *Representing*, **Mansfield**  
Chris Schultz, *Alternate*, **Medford**  
Meredith Tomczyk, **Mt. Laurel**  
Cindy Dye, **North Hanover**  
Meghan Jack, *Acting Sec*, **Riverside**

Sheri Hannah, Representing,  
**Southampton**  
J. Paul Keller, *Acting Chair*, **Springfield**  
Doug Cramer, **Tabernacle**  
Donna Ryan, **Westampton**  
James Ingling, *Alternate*, **Wrightstown**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

**EXPENSE RESOLUTION**

The following 2014 Expense Resolution was presented for adoption by Acting Chair Keller.

*R 2014-11 - Authorizing Advanced Travel Expenses for Authorized Official Travel to PRIMA & AGRIP Conferences.*

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

Acting Chair Keller entertained a motion to adopt *R 2014-11* as presented.

Motion by Ms. Jack, seconded by Mr. Hatcher to adopt *R 2014-11*.

**ROLL CALL**    *Yeas*

Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Frank Nucera, **Bordentown Twp**  
Linda Dougherty, **Edgewater Park**  
Glenn McMahon, **Chesterfield**  
Mike Templeton, **Delanco**  
Jeffrey Hatcher, **Delran**  
Leo Selb, **Hainesport**  
Dawn Merriman, *Alternate*, **Lumberton**  
Arthur Puglia, *Representing*, **Mansfield**  
Chris Schultz, *Alternate*, **Medford**  
Meredith Tomczyk, **Mt. Laurel**  
Cindy Dye, **North Hanover**  
Meghan Jack, *Acting Sec*, **Riverside**  
Sheri Hannah, Representing,  
**Southampton**  
J. Paul Keller, *Acting Chair*, **Springfield**  
Doug Cramer, **Tabernacle**  
Donna Ryan, **Westampton**  
James Ingling, *Alternate*, **Wrightstown**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

### ***EXECUTIVE DIRECTOR'S REPORT***

Mr. Miola reviewed the Executive Director's Report found in the agenda packet with the membership. He thanked the membership on behalf of AJG for the 2014 re-appointment as Administrator and his re-appointment as Executive Director. He highlighted the following items:

***Loss Ratio Reports*** – Mr. Miola noted that the Loss Ratio Snapshot reports valued as of 12/31/2013 were distributed at the meeting.

***AJG Risk Management Service, Inc. Disclosure Statement*** – Mr. Miola referenced a disclosure statement included in his report on page 87 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. Miola 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. Miola asked that these certificates of insurance be made part of the minutes of today's meeting.

***2012 Safety Incentive Program Awards*** – Mr. Miola 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, 2014.

***2013 Optional Safety Budget*** - Mr. Miola 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, 2014.

***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 Training Budget*** – 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](http://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, 2013 was **\$6,973,331**.

***Regulatory Filing Checklists*** - – Mr. Miola noted that the filings are up to date.

***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.

***Managers and Supervisors Training*** – Mr. Miola stated that a session was held yesterday at Charley's Other Brother in Eastampton. There was good attendance and great feedback from this seminar. Mr. Miola noted that the next one is scheduled for March 6, 2014 at the Wildwood Convention Center in Wildwood.

***Elected Officials Training*** – Mr. Miola reported that the remaining Elected Officials trainings are scheduled for January 30, 2014 at Kerri Brooke Caterers, Hammonton; March 12, 2014 at Charley's Other Brother, Eastampton; and March 25, 2014 at Nicolosi's, West Deptford, which is the make up from December 10<sup>th</sup>.

***Police Training*** – Mr. Miola reported that the Managerial & Supervisory Training for Police Personnel has had excellent attendance. The remaining sessions are January 30, 2014 at Kerri Brooke Caterers, Hammonton; and March 12, 2014 at Charley's Other Brother, Eastampton.

***RMC Resolutions and Agreements*** – Mr. Miola noted that once the resolutions and agreements are properly executed, please forward to the Executive Director's office. He also stated that no RMC can be paid in February without these documents on file.

***Contact Designation Verification*** – Mr. Miola asked the members to please go to the Exigis website and make all appropriate updates.

***Incident Weather Policy*** – Mr. Miola stated that this seemed to work well this past Tuesday when the meeting was cancelled. He also commented that we will begin to collect cell phone numbers from the Executive Committee members for situations like this in the future.

***2014 1<sup>st</sup> Installment Billing*** – Mr. Miola noted that 1<sup>st</sup> installment billings were sent out and commented that Mr. Tontarski will report on this during his report.

***2013 Attendance Record*** – Mr. Miola reported that the report is located in the agenda and to please review.

***EPL/POL Buy Down Options*** – Mr. Miola stated that on January 7, 2014 each eligible member was sent a notification of their EPL/POL Buy Down Options. Please respond to Jodi Palmeri by February 7, 2014.

***Cyber Excess Limits*** – Mr. Miola noted that a memo was included in the agenda regarding available higher limits for Cyber Liability coverage. Mr. Forlenza noted that this memo was sent to the Executive Committee and Alternates a week prior as the Fund will be entertaining a vote on purchasing higher limits this meeting. He stated that to increase the coverage to double our per claim and aggregate limits, the cost will be about \$100 additional per each member annually and the money is available in the budget so the assessments will not be affected.

Acting Chair Keller entertained a motion to purchase **Excess Cyber Liability Limits** as presented.

Motion by Mr. Hatcher, seconded by Mr. McMahon to purchase **Excess Cyber Liability Limits** as presented.

**ROLL CALL**    *Yeas*

Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Frank Nucera, **Bordentown Twp**  
Linda Dougherty, **Edgewater Park**  
Glenn McMahon, **Chesterfield**  
Mike Templeton, **Delanco**  
Jeffrey Hatcher, **Delran**  
Leo Selb, **Hainesport**  
Dawn Merriman, *Alternate*, **Lumberton**  
Arthur Puglia, *Representing*, **Mansfield**  
Chris Schultz, *Alternate*, **Medford**  
Meredith Tomczyk, **Mt. Laurel**  
Cindy Dye, **North Hanover**  
Meghan Jack, *Acting Sec*, **Riverside**  
Sheri Hannah, *Representing*,  
**Southampton**  
J. Paul Keller, *Acting Chair*, **Springfield**  
Doug Cramer, **Tabernacle**  
Donna Ryan, **Westampton**  
James Ingling, *Alternate*, **Wrightstown**

*Nays:*            None

*Abstain:*        None

Motion carried by unanimous vote.

*New Commissioner Orientation* – Mr. Miola noted that orientation for new commissioners will be held in early Spring.

*PRIMA/AGRIP Conferences* – Mr. Miola stated that Fund Commissioners eligible to attend the PRIMA/AGRIP conference will be sent information from our office.

*Safety Kickoff Breakfast* – Mr. Miola reminded the members that the Safety Kickoff Breakfast will be held on February 6, 2014 at the Indian Springs Country Club in Marlton. He noted the RSVP date is January 30, 2014.

*New Member Activity* – Mr. Miola reported that offers were extended to Washington Township and Borough of Medford Lakes. Each of these municipalities decided not to join the Fund and stay with their incumbent insurers. He further noted that Washington Township was given a 15% reduction in their by Statewide to stay with them. The Borough of Medford Lakes decided to stay in their current Fund even though the 2014 assessment offered to the Borough was less than their current assessment.

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

**SOLICITOR'S REPORT**

*Legal Alerts*

**Gun Permits** - Mr. Kearns reported that legal alerts are now being sent out via email when pertinent cases occur. He noted that one was just released when a police department had their own gun permit form in addition to the State form. The State has said that the towns cannot have their own form. He commented that the Judge ruled that they can ask the individual to fill them out, but cannot require them to complete it.

**Agenda Attachments** – Mr. Kearns reported to the members that another recent case involved the lack of providing agenda attachments when a meeting agenda was put online. He noted that the JIF agenda is very complete and online for accessibility but a different school board was only posting the one page agenda.

Mr. Templeton questioned if the online version of the attachments were acceptable or if the printed materials were required. Mr. Kearns answered online versions were acceptable.

**Bids** – Mr. Kearns noted that some municipalities are charging very high fees to potential bidders for a copy of a bid packet. A recent ruling indicates that the OPRA law must be followed or actual cost of reproduction when charging for these materials.

**Workers' Comp Coverage** – Mr. Kearns reported that the Judge ruled that the employee who left work, but was still in the parking lot by only her back wheels was still considered on premises and received workers' compensation benefits when she was involved in an accident.

#### **SAFETY DIRECTOR'S REPORT**

Ms. Hall thanked the members for her reappointment on behalf of J.A. Montgomery. She stated that the Safety Director's Report is self-explanatory. She highlighted the following items:

**Safety Bulletin** – Ms. Hall noted that the Annual MVR Check Bulletin was recently issued.

**Fast Track Training** – Ms. Hall reminded members that there will be an all day Fast Track training programs again this year. Information is in the agenda and available on the website. Pre-registration is suggested.

**Online Training** – Ms. Hall stated that the online training schedule listed in the agenda was for 2013. 2014 was emailed out to the members in an email from Karen LaSala.

**Safety Breakfast** – Ms. Hall reminded the members that the kickoff is February 6, 2014 as Mr. Miola stated. She also noted that the Safety Coordinator roundtable will be held immediately following the breakfast.

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

#### **CLAIMS ADMINISTRATOR'S REPORT**

##### **Lessons Learned from Losses – January**

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

##### **2013 YEAR IN REVIEW**

Ms. Davidson reported that for all years, Qual-Lynx closed 6,589 (99%) of the 6,820 claims reported. 359 claims were received in 2013 and 245 (69%) were closed year to date. She noted that the Workers' Comp line (82%) is still the leading claim type reported.

Ms. Davidson noted that they continue to monitor; identify cost saving opportunities; meet quarterly to review claims open for 90 days and open psychiatric claims; review performance measures of Physical Therapy and Pain Management; work closely with the JIF's defense panel to ensure the best outcomes pre-litigation and in WC court.

Ms. Davidson stated that for all years, \$965,500 in subrogation and salvage recoveries have been posted.

Ms. Davidson reported on the G.O.T.C.H.A. program detailing activities from September 1 – November 10, 2013. She noted none were unusual. She further stated that the BURLCO JIF only having 3 G.O.T.C.H.A. visits indicating that their Loss Time Accident rate is very good and that transitional duty is being utilized.

Ms. Davidson reported that the Fund is also using the Bona Fide Offer program. In 2013, the Fund recognized a savings of \$4,277.81 in attorney's fees by making offers to those filing claims.

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

The remainder of the Claims Administrator's report is for Closed Session.

#### ***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:

- Three more municipalities completed surveys.
- Delanco's health fair was great. Concern expressed that some employees can't take advantage of the events offered so Ms. Schiffer will try to come up with an alternate plan.
- Bass River is small but meets every month on wellness topics; Edgewater Park is planning on holding a spring health fair; Riverside will start with small activities to get started; Southampton is beginning another Biggest Loser challenge and will have a nutritionist come and speak to Public Works employees and begin a Zumba class after work; Westampton is implementing a physical fitness assessment for officers (no pass/fail), but will provide assistance if needed. They are also concerned about sleep deprivation and Ms. Schiffer is looking into getting a speaker on this topic.
- Deborah Health and Lung will host a table at the safety breakfast with information and offering blood pressure screenings.
- NJWELL has incentives that began 1/1/14.

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 2013*.

#### **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>	12	134
<i>Report Only</i>	4	44
<i>Total Intakes</i>	16	191
<i>Report Only % of Total</i>	25.0%	23.0%
<i>Medical Only/Lost Time Ratio</i>	100:00	91:09
<i>Average Days to Report</i>	1.9	2.9

***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>	1,109
<i>Transitional Duty Days Worked</i>	776
<i>% of Transitional Duty Days Worked</i>	70%
<i>Transitional Duty Days Not Accommodated</i>	333
<i>% of Transitional Duty Days Not Accommodated</i>	30.0%

***PPO Penetration Report:***

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>Dec</i>
<i>Bill Count</i>	1,547
<i>Original Provider Charges</i>	\$1,380,701
<i>Re-priced Bill Amount</i>	\$663,301
<i>Savings</i>	\$717,609
<i>% of Savings</i>	52%
<i>Participating Provider Penetration Rate - Bill Count</i>	95.3%
<i>Participating Provider Penetration Rate – Provider Charges</i>	93.7%
<i>EPO Provider Penetration Rate - Bill Count</i>	80.8%
<i>EPO Provider Penetration Rate – Provider Charges</i>	84.3%

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, 2013**, a copy of which was provided to the membership in the agenda packet.

**Investment Interest**

Interest received or accrued for the current month totaled \$3,023.06. This generated an average annual yield of .27%. After including an unrealized net loss of \$8,980.00 in the asset portfolio, the yield was adjusted to -.54 % for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized loss of \$3,090.00 as it relates to market value of \$3,996,650.00 vs. the amount invested.

Our asset portfolio with TD Wealth Management consists of three (3) obligations with maturities greater than two (2) years and one (1) obligation less than two years.

**A.E.L.C.F. Member Participation**

Member	2013 Contribution	YTD 2013 Interest	YTD 2013 Balance
Delran Township	\$60,211	\$70	\$60,281
Chesterfield Twsp	\$3,697	\$3	\$3,700

**Receipt Activity for the Period**

	Monthly	YTD
Subrogation Receipts	\$1,419.66	\$131,607.00
Overpayment Reimbursements	\$0.00	
FY 2013 Holiday Dinner Meeting Refund	\$60.00	

**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 \$276,299.15. The claim detail for the 171 checks is as follows:

Direct Loss Payments	\$251,341.96
Claim Expenses	\$2,885.49
Legal Defense Costs	\$22,071.70

**Cash Activity for the Period**

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$13,496,653.13 to a closing balance of \$13,131,836.67 showing a decrease in the Fund of \$364,726.46.

**1<sup>st</sup> Installment Billing**

Mr. Tontarski noted that the 1<sup>st</sup> installment bills were issued January 2, 2014 and is due February 14, 2014. 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.

**2013 Dividends**

Mr. Miola reminded Riverside, Southampton and Springfield that their Dividend response forms are still outstanding.

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

***Loss Run Payment Register***

Acting Chair Keller entertained a motion to approve the ***December 2013 Loss Run Payment Register*** as presented.

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

Motion by Mr. Hatcher, seconded by Mr. McMahon to approve the ***December 2013 Loss Run Payment Register***.

**ROLL CALL**    *Yeas*

Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Frank Nucera, **Bordentown Twp**  
Linda Dougherty, **Edgewater Park**  
Glenn McMahon, **Chesterfield**  
Mike Templeton, **Delanco**  
Jeffrey Hatcher, **Delran**  
Leo Selb, **Hainesport**  
Dawn Merriman, *Alternate*, **Lumberton**  
Arthur Puglia, *Representing*, **Mansfield**  
Chris Schultz, *Alternate*, **Medford**  
Meredith Tomczyk, **Mt. Laurel**  
Cindy Dye, **North Hanover**  
Meghan Jack, *Acting Sec*, **Riverside**  
Sheri Hannah, *Representing*,  
**Southampton**  
J. Paul Keller, *Acting Chair*, **Springfield**  
Doug Cramer, **Tabernacle**  
Donna Ryan, **Westampton**  
James Ingling, *Alternate*, **Wrightstown**

*Nays:*        None

*Abstain:*    None

Motion carried by unanimous vote.

***Bill List - January***

For the Executive Committee's consideration, Mr. Tontarski presented the ***January 2014 Bill List*** in the amount of \$570,243.42.

Acting Chair Keller entertained a motion to approve the ***January 2014 Bill List*** as presented.

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

Motion by Mr. Hatcher, seconded by Ms. Jack, to approve the ***January 2014 Bill List*** as presented.

**ROLL CALL**    *Yeas*

Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Frank Nucera, **Bordentown Twp**  
Linda Dougherty, **Edgewater Park**  
Glenn McMahon, **Chesterfield**  
Mike Templeton, **Delanco**  
Jeffrey Hatcher, **Delran**  
Leo Selb, **Hainesport**  
Dawn Merriman, *Alternate*, **Lumberton**  
Arthur Puglia, *Representing*, **Mansfield**  
Chris Schultz, *Alternate*, **Medford**  
Meredith Tomczyk, **Mt. Laurel**  
Cindy Dye, **North Hanover**  
Meghan Jack, *Acting Sec*, **Riverside**  
Sheri Hannah, *Representing*,  
**Southampton**  
J. Paul Keller, *Acting Chair*, **Springfield**  
Doug Cramer, **Tabernacle**  
Donna Ryan, **Westampton**  
James Ingling, *Alternate*, **Wrightstown**

*Nays:*            None

*Abstain:*        None

Motion carried by unanimous vote.

**COMMITTEE REPORTS**

**JOINT COVERAGE COMMITTEE MEETING**

Mr. Forlenza reported that the minutes are included in the agenda packet noting that Mr. Brook gave a very detailed overview last month. He highlighted the following:

**Excess Property Coverage Changes** – Mr. Forlenza stated that pages 177 and 178 outline the 2014 property program changes. He noted that with the adoption of the 2014 Plan of Risk Management earlier in the meeting, most of the changes was implemented. He further stated that later in the year the Fund may need to adopt an amended Plan of Risk Management as Mr. Hrubash is finalizing some changes.

**Cyber Liability** – Mr. Forlenza noted that pages 178 and 179 discuss Cyber Liability coverage and available limits noting that the Fund voted to purchase higher limits earlier in the meeting.

**Quasi Municipal Entities** – Mr. Forlenza reported that quasi municipal entities were also discussed. Mr. Brook reviewed what was covered and what was not covered and the parameters used for this determination.

Mr. Forlenza asked if there were any questions. No questions were entertained.

**SAFETY COMMITTEE MEETING**

Ms. Jack noted that the minutes are in the agenda packet as she gave a detailed overview last month. No questions were entertained.



***NEW MEMBER REVIEW COMMITTEE***

Mr. Forlenza noted that as Mr. Miola commented earlier in the meeting, Washington Township opted to stay with their current carrier.

***COMMITTEE CHAIRS MEETING***

Mr. Forlenza noted that the minutes from the January 13, 2014 are in the agenda packet. He stated that Fund accommodated the requests of the respondents to the Committee volunteer form. He also commented that a notice will be sent to all Fund Commissioners reminding everyone of the committees to which they were assigned.

***MEL/RCF/E-JIF REPORT***

***Online Training***

Ms. Hall noted that the MEL online training program is available through the learning management system. She commented that the new programs are the Hazard Communication and the Bloodborne Pathogens. She also reminded the members that the Elected Officials training will be available in the next few weeks and the login instructions will be sent from the MEL.

***RCF/EJIF***

Mr. Miola commented that Mr. Matchett's report regarding the RCF reorganization was included in the agenda packet as was Mr. Brook's report on the EJIF reorganization. Mr. Miola again highlighted that all members should review this material especially the Foreclosed Properties bulletin.

Mr. Forlenza also asked members to review the section of the report on the Passaic River Clean Up and the settlement of the claim on pg 217.

***MISCELLANEOUS BUSINESS***

***Resolution 2014-12 Honoring Paul Tuliano***

Mr. Schultz, Medford, asked to present the Resolution Honoring Mr. Tuliano due to their long time friendship. Mr. Schultz read the Resolution into the minutes.

Acting Chair Keller entertained a motion to Adopt *Resolution 2014-12 Honoring Paul Tuliano* as presented.

Motion by Mr. Schultz, seconded by Mr. Hatcher, to Adopt *Resolution 2014-12 Honoring Paul Tuliano* as presented.

Acting Chair Keller asked if there were any questions. No questions were entertained.

**ROLL CALL    *Yeas***

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

Leo Selb, **Hainesport**  
Dawn Merriman, *Alternate*, **Lumberton**  
Arthur Puglia, *Representing*, **Mansfield**  
Chris Schultz, *Alternate*, **Medford**  
Meredith Tomczyk, **Mt. Laurel**  
Cindy Dye, **North Hanover**  
Meghan Jack, *Acting Sec*, **Riverside**  
Sheri Hannah, *Representing*,  
**Southampton**  
J. Paul Keller, *Acting Chair*, **Springfield**  
Doug Cramer, **Tabernacle**  
Donna Ryan, **Westampton**  
James Ingling, *Alternate*, **Wrightstown**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

***Next Meeting***

Acting Chair Keller noted that the next meeting of the BURLCO JIF will take place on **Tuesday, February 18, 2014 at 4:00 PM** at the **Hainesport Municipal Building, Hainesport, NJ**.

***PUBLIC COMMENT***

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

Acting Chair Keller opened the meeting to the public for comment.

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

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

***WELCOME NEW FUND COMMISSIONER***

Mr. Miola welcomed new Fund Commissioner, Leo Selb, Hainesport Township.

***EXECUTIVE SESSION MEETING – Resolution #2014-13***

Acting Chair Keller 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 Ms. Jack, seconded by Mr. Cramer to Adopt ***Resolution #2014-13***. 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***

Acting Chair Keller entertained a motion to reopen the public portion of the meeting.

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

***APPROVAL OF CLAIMS PAYMENTS***

Acting Chair Keller asked for a motion for *Approval of Claims Payment* on the following claims as presented in Closed Session.

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

Motion by Ms. Jack, seconded by Mr. Cramer, to approve the following claims as discussed in *Closed Session*.

<i>Workers' Compensation</i>	<i>General</i>
X65024	X12399
X30221	W71030
X74815	
W79924	
X65119	
X77627	
X32473	

**ROLL CALL    *Yeas***

- Rich Wolbert, **Beverly City**
- Grace Archer, **Bordentown City**
- Frank Nucera, **Bordentown Twp**
- Linda Dougherty, **Edgewater Park**
- Glenn McMahon, **Chesterfield**
- Mike Templeton, **Delanco**
- Jeffrey Hatcher, **Delran**
- Leo Selb, **Hainesport**
- Dawn Merriman, *Alternate*, **Lumberton**
- Arthur Puglia, *Representing*, **Mansfield**
- Chris Schultz, *Alternate*, **Medford**
- Meredith Tomczyk, **Mt. Laurel**
- Cindy Dye, **North Hanover**
- Meghan Jack, *Acting Sec*, **Riverside**
- Sheri Hannah, *Representing*,  
**Southampton**
- J. Paul Keller, *Acting Chair*, **Springfield**
- Doug Cramer, **Tabernacle**
- Donna Ryan, **Westampton**
- James Ingling, *Alternate*, **Wrightstown**

*Nays:*            None  
*Abstain:*        None

Motion carried by unanimous vote.

**AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL**

There were (1) *abandonment of subrogation* claim(s) presented in Closed Session.

<i>Qual-Lynx File</i>
X32473

Motion by Ms. Jack, seconded by Mr. Cramer, to authorize abandonment of subrogation on the above file(s).

**ROLL CALL    *Yeas***

Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Frank Nucera, **Bordentown Twp**  
Linda Dougherty, **Edgewater Park**  
Glenn McMahon, **Chesterfield**  
Mike Templeton, **Delanco**  
Jeffrey Hatcher, **Delran**  
Leo Selb, **Hainesport**  
Dawn Merriman, *Alternate*, **Lumberton**  
Arthur Puglia, *Representing*, **Mansfield**  
Chris Schultz, *Alternate*, **Medford**  
Meredith Tomczyk, **Mt. Laurel**  
Cindy Dye, **North Hanover**  
Meghan Jack, *Acting Sec*, **Riverside**  
Sheri Hannah, *Representing*,  
**Southampton**  
J. Paul Keller, *Acting Chair*, **Springfield**  
Doug Cramer, **Tabernacle**  
Donna Ryan, **Westampton**  
James Ingling, *Alternate*, **Wrightstown**

*Nays:*        None  
*Abstain:*    None

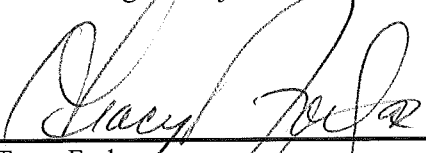
Motion carried by unanimous vote.

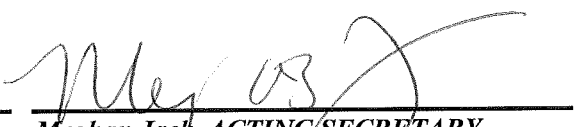
**MOTION TO ADJOURN**

Acting Chair Keller entertained a motion to adjourn the January 24, 2014 meeting of the BURLCO JIF.

Motion by Mr. Cramer, seconded by Ms. Jack to adjourn the January 24, 2014 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 10:59am.

  
\_\_\_\_\_  
Tracy Forlenza,  
Recording Secretary for

  
\_\_\_\_\_  
Meghan Jack, **ACTING SECRETARY**