

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

JANUARY 20, 2015

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 20, 2015 at 4:00PM, prevailing time. Chair Burger, **Medford**, 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 2014 FUND COMMISSIONERS

Amanda Somes, **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
Gene DiFillippo, *Representing*, **Edgewater Park**
Glenn McMahon, **Chesterfield**
Mike Templeton, **Delanco**
Jeffrey Hatcher, **Delran**
Richard Brook, **Florence**
Leo Selb, **Hainesport**
Mike Mansdoerfer, **Lumberton**
Sean Gable, **Mansfield**
Kathy Burger, **Medford**
Meredith Tomczyk, **Mt. Laurel**
Mark Keubler, *Alternate*, **North Hanover**
John Gural, **Palmyra**
Dennis Gonzalez, **Pemberton Township**
Meghan Jack, **Riverside**
David Matchett, **Shamong**
Kathy Hoffman, **Southampton**
J. Paul Keller, **Springfield**
Doug Cramer, **Tabernacle**
Donna Ryan, **Westampton**
James Ingling, **Wrightstown**

Absent Fund Commissioners were:

Donna Mull, **Pemberton Borough**
Maryalice Brown, **Woodland Twp**

Those also in attendance were:

Paul J. Miola, CPCU, ARM, Executive Director, *AJG Risk Management Services, Inc.*
Paul Forlenza, Deputy Executive Director, *AJG Risk Management Services, Inc.*
David S. DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*
Tom Tontarski, Treasurer
Joanne Hall, Safety Director, *J.A. Montgomery Risk Control*
Kathie Tyler-Schohl, Claims Administrator, *Qual-Lynx*
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
Hardenberg Insurance Group
Insurance Agency Mgmt.
Model Consulting Inc. (*arrived at 3:15pm*)

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

Chair Burger presented the meeting minutes of the December 16, 2014 Meeting of the Fund, as found in the agenda packet, for approval.

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

Motion by Mr. Hatcher, seconded by Mr. Cramer, to approve the meeting minutes of the December 16, 2014 meeting of the Fund as presented. Ms. Jack abstained. 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 Burger presented the Closed Session Meeting Minutes of the December 16, 2014 meeting of the Fund for approval.

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

Motion by Mr. Keller, seconded by Mr. Hatcher, to approve the Closed Session minutes of the December 16, 2014 meeting of the Fund as presented. Ms. Jack abstained. Motion carried.

The Closed Session minutes of the December 16, 2014 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 16, 2014 meeting were collected at this time.

ADJOURN THE SINE DIE MEETING

Chair Burger entertained a motion to adjourn the Sine Die Meeting. Motion by Mrs. Jack, seconded by Mr. Cramer, to adjourn the Sine Die Meeting. All in favor. Motion carried.

At this time Officers, Executive Committee, and Alternates vacated their chairs. Fund Chair Burger passed the gavel to Paul J. Miola, Executive Director, until the election of the Chair, Secretary and Executive Committee for the 2015 Fund Year is completed.

Mr. Miola welcomed all in attendance to the *2015 Reorganization Meeting of the BURLCO JIF*.

ROLL CALL of 2015 FUND COMMISSIONERS

Amanda Somes, **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
Gene DiFillippo, *Representing*, **Edgewater Park**
Glenn McMahon, **Chesterfield**
Mike Templeton, **Delanco**
Jeffrey Hatcher, **Delran**
Richard Brook, **Florence**
Leo Selb, **Hainesport**
Mike Mansdoerfer, **Lumberton**
Sean Gable, **Mansfield**
Kathy Burger, **Medford**
Meredith Tomczyk, **Mt. Laurel**
Mark Keubler, *Alternate*, **North Hanover**
John Gural, **Palmyra**
Dennis Gonzalez, **Pemberton Township**
Meghan Jack, **Riverside**
David Matchett, **Shamong**
Kathy Hoffman, **Southampton**
J. Paul Keller, **Springfield**
Doug Cramer, **Tabernacle**
Donna Ryan, **Westampton**
James Ingling, **Wrightstown**

Absent Fund Commissioners were:

Donna Mull, **Pemberton Borough**
Maryalice Brown, **Woodland Twp**

ELECTION OF 2015 OFFICERS

2015 Nomination Slate

Mr. Miola presented for the membership's consideration the 2015 Nomination Slate. The Nominating Committee met in November 2014 and presented the 2015 Nomination Slate at the December 2014 Executive Committee Meeting.

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	Donna Ryan, Westampton Township
#6	Mike Templeton, Delanco Township
#7	James Ingling, Wrightstown Boro

Mr. Miola *Opened the Floor* for nominations for a position on the *2015 Nomination Slate*.

Hearing no additional nominations, Mr. Miola *Closed the Floor* for a position to the *2015 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.

ROLL CALL	<i>Yeas</i>	Amanda Somes, Bass River Twp
		Rich Wolbert, Beverly City
		Grace Archer, Bordentown City
		Frank Nucera, Bordentown Twp
		Glenn McMahon, Chesterfield
		Mike Templeton, Delanco
		Jeffrey Hatcher, Delran
		Richard Brook, Florence
		Leo Selb, Hainesport
		Mike Mansdoerfer, Lumberton

Sean Gable, **Mansfield**
Kathy Burger, **Medford**
Meredith Tomczyk, **Mt. Laurel**
Mark Keubler, *Alternate*, **North Hanover**
John Gural, **Palmyra**
Dennis Gonzalez, **Pemberton Township**
Meghan Jack, **Riverside**
David Matchett, **Shamong**
Kathy Hoffman, **Southampton**
J. Paul Keller, **Springfield**
Doug Cramer, **Tabernacle**
Donna Ryan, **Westampton**
James Ingling, **Wrightstown**

Nays: None

Abstain: None

Motion carried by unanimous vote.

Confirming the Election of an Executive Committee and Alternates for 2015

Mr. Miola asked for a Roll Call Vote to *Elect an Executive Committee and Alternates for 2015* as presented.

ROLL CALL	<i>Yeas</i>	
		Amanda Somes, Bass River Twp
		Rich Wolbert, Beverly City
		Grace Archer, Bordentown City
		Frank Nucera, Bordentown Twp
		Glenn McMahon, Chesterfield
		Mike Templeton, Delanco
		Jeffrey Hatcher, Delran
		Richard Brook, Florence
		Leo Selb, Hainesport
		Mike Mansdoerfer, Lumberton
		Sean Gable, Mansfield
		Kathy Burger, Medford
		Meredith Tomczyk, Mt. Laurel
		Mark Keubler, <i>Alternate</i> , North Hanover
		John Gural, Palmyra
		Dennis Gonzalez, Pemberton Township
		Meghan Jack, Riverside
		David Matchett, Shamong
		Kathy Hoffman, Southampton
		J. Paul Keller, Springfield
		Doug Cramer, Tabernacle
		Donna Ryan, Westampton
		James Ingling, Wrightstown

Nays: None

Abstain: None

Motion carried by unanimous vote.

OATHS OF OFFICE

Oaths of Office were administered by Mr. DeWeese, Esquire, to the newly elected Chairperson, Secretary, Executive Committee, and Alternates for the 2015 Fund Year.

All *Oaths of Office* were signed.

At this time, Mr. Miola passed the gavel to Fund Chair Mike Mansdoerfer, *Lumberton*, to conduct the 2015 Reorganization Meeting of the Fund. Mr. Miola 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 2015 Organizational Resolutions were presented for adoption by Fund Chair Mansdoerfer:

- R 2015-01 – Confirming the Election of a Fund Chair and Fund Secretary*
- R 2015-02 – Confirming the Election of an Executive Committee and Alternates*
- R 2015-03 – Appointing Professional Staff*
- R 2015-04 – Adopting Procedures in Compliance with Open Public Meetings Act*
- R 2015-05 – Adopting Fiscal Policies and Procedures*
- R 2015-06 – Designating Executive Director as Public Agency Compliance Officer*
- R 2015-07 – Cash Management and Investment Policy*
- R 2015-08 – Establishing a Fund Records Program*
- R 2015-09 – Establishing the 2015 Plan of Risk Management*
- R 2015-10 – Designation of Certifying and Approving Officer for Payment of Claims*

Chair Mansdoerfer entertained a motion to adopt the *Organizational Resolutions 2015-01* through *2015-10* as presented.

Motion by Mr. Keller, seconded by Ms. Jack, to adopt *Organizational Resolutions 2015-01* through *2015-10*.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**

Glenn McMahon, **Chesterfield**
Mike Templeton, **Delanco**
Jeffrey Hatcher, **Delran**
Richard Brook, **Florence**
Leo Selb, **Hainesport**
Mike Mansdoerfer, **Lumberton**
Sean Gable, **Mansfield**
Kathy Burger, **Medford**
Meredith Tomczyk, **Mt. Laurel**
Mark Keubler, *Alternate*, **North Hanover**
John Gural, **Palmyra**
Dennis Gonzalez, **Pemberton Township**
Meghan Jack, **Riverside**
David Matchett, **Shamong**
Kathy Hoffman, **Southampton**
J. Paul Keller, **Springfield**
Doug Cramer, **Tabernacle**
Donna Ryan, **Westampton**
James Ingling, **Wrightstown**

Nays: None

Abstain: None

Motion carried by unanimous vote.

EXPENSE RESOLUTION

The following 2015 Expense Resolution was presented for adoption by Chair Mansdoerfer.

R 2015-11 - Authorizing Advanced Travel Expenses for Authorized Official Travel to PRIMA & AGRIP Conferences.

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

Chair Mansdoerfer entertained a motion to adopt *R 2015-11* as presented.

Motion by Mr. Keller, seconded by Ms. Jack, to adopt *R 2015-11*.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield**
Mike Templeton, **Delanco**
Jeffrey Hatcher, **Delran**
Richard Brook, **Florence**
Leo Selb, **Hainesport**
Mike Mansdoerfer, **Lumberton**
Sean Gable, **Mansfield**
Kathy Burger, **Medford**
Meredith Tomczyk, **Mt. Laurel**
Mark Keubler, *Alternate*, **North Hanover**

John Gural, **Palmyra**
Dennis Gonzalez, **Pemberton Township**
Meghan Jack, **Riverside**
David Matchett, **Shamong**
Kathy Hoffman, **Southampton**
J. Paul Keller, **Springfield**
Doug Cramer, **Tabernacle**
Donna Ryan, **Westampton**
James Ingling, **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 2015 re-appointment as Administrator and his re-appointment as Executive Director. He highlighted the following items:

AJG Risk Management Service, Inc. Disclosure Statement – Mr. Miola referenced a disclosure statement included in his report on page 83 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.

2013 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, 2015.

2014 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, 2015.

Employment Practices Liability Compliance – Mr. Miola indicated that this report was not available for today's meeting.

EPL Allowance – Mr. Miola reminded members that the Fund has budgeted \$200 for each member to help offset employment practice related expenses such as the solicitor's fee for updating member's EPL policies and procedures.

EPL Helpline – Authorized Contact List – Mr. Miola asked members to review the attached list for accuracy especially following local reorganization meetings. He noted that a sample resolution to make changes is on the JIF website at www.burlcojif.org. Please contact the Executive Director's office with any questions.

Financial Fast Track – Mr. Miola reported that the JIF’s surplus position as of November 30, 2014 was \$8,744,253.

Regulatory Filing Checklists - – Mr. Miola noted that there were two regulatory filing checklists in his report and they provide an outline of required reporting to the Departments of Banking and Insurance and Community Affairs on an annual and monthly basis.

Capehart & Scatchard Updates – Mr. Miola noted that the Capehart & Scatchard updates are in the agenda packet and provide valuable information regarding WC, ADA and FMLA issues.

Statutory Bond Status – Mr. Miola reminded members to review the latest listing of the Statutory Bonds issued by the MEL for JIF members. These are issued to the individual, NOT the position. Members should review this list as some changes might have occurred at municipal reorganization meetings requiring new bonds to be issued.

Elected Officials Training – Mr. Miola reported that the remaining Elected Officials trainings are scheduled for January 27, 2015 at Merighi’s Savoy Inn, Vineland and March 11, 2015 at Charley’s Other Brother, Easthampton.

RMC Resolutions and Agreements – Mr. Miola noted that on December 5, 2015 a memo and sample copies of the JIF RMC Resolution and Agreement for the 2015 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 2015 fees at the February meeting of the JIF. Payments cannot be processed until this documentation is received.

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

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

2015 1st Installment Billing – Mr. Miola noted that 1st installment billings were sent out and noted that the first installment is due by February 13, 2015.

2014 Attendance Records – Mr. Miola reported that the report is located in the agenda and asked the members to review it.

PRIMA/AGRIP Conferences – Mr. Miola stated that the BURLCO JIF members will be eligible to attend two AGRIP Conferences and the Annual PRIMA Conference. The 2015 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.

2015 Safety Kickoff Breakfast – Mr. Miola noted that the 2015 Safety Kickoff Breakfast will be held on February 5, 2015 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 5, 2015. Members were asked to RSVP by January 29, 2015.

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

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

SOLICITOR'S REPORT

Mr. DeWeese thanked the membership for his appointment as Fund Solicitor. He noted that he looks forward to working with the members. He further stated that he had several reports to discuss with the membership during closed session.

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 regional training announcements and Bulletins were distributed by e-mail to the Fund Commissioners, Safety Coordinators and Risk Management Consultants and included in the agenda packet.

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 2015 was emailed out to the members in an email from Karen LaSala.

Safety Breakfast – Ms. Hall reminded the members that the kickoff is February 5, 2015 as Mr. Miola stated. She also noted that the Safety Coordinator roundtable will be held immediately following the breakfast.

Ms. Hall stated that Timothy Sheehan will be taking on a greater role with JA Montgomery as she moves to a part time schedule. She then asked if there were any questions at this time. No questions were entertained.

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – January

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

Claims Reporting Refresher – She noted that as we start the New Year, her office thought it would be a good time to review claims reporting procedures. She noted that in 2014, there was an increase in weather-related claims which included slips and falls on ice and snow and motor vehicle accidents. She stated that even if an insured vehicle is not involved, they can be brought into a claim if the property or roadway is owned and maintained by the municipality. She stressed the importance of prompt claims reporting, having as much information as possible and who should be contacted in the municipality, especially in an emergency situation. The investigation can start quickly and provide a speedy evaluation and resolution to the claim. He

noted that the emergency claim reporting procedures were included in the agenda packet for the members to review.

Ms. Tyler-Schohl 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:

- Ms. Schiffer stated that Lumberton, Bordentown and Southampton will be starting a Biggest Loser Challenge.
- ***Palmyra*** – Ms. Schiffer noted that Palmyra has launched a year-long Safety and Wellness Challenge. Employees and Fire Fighters will be asked to sign up and every quarter they will be given activities to complete which will earn them cash prizes.
- ***Delran*** – Ms. Schiffer noted that Delran hosted a Walking Challenge which started December 15, 2014 and will run for 7 weeks. There are eight (8) employees participating. The top walker will receive a cash reward.
- ***Mansfield*** – Ms. Schiffer noted that Mansfield will have a “Quit Smoking” presentation.
- ***Pemberton*** – Ms. Schiffer noted that Pemberton will promote “Heart Healthy month”.

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 2014*.

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>	1	15
<i>Medical Only</i>	9	136
<i>Report Only</i>	4	69
<i>Total Intakes</i>	14	220
<i>Report Only % of Total</i>	28.6%	31.4%
<i>Medical Only/Lost Time Ratio</i>	90:10	90:10
<i>Average Days to Report</i>	2.1	2.5

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>	2,277
<i>Transitional Duty Days Worked</i>	1,729
<i>% of Transitional Duty Days Worked</i>	75.9%
<i>Transitional Duty Days Not Accommodated</i>	548
<i>% of Transitional Duty Days Not Accommodated</i>	24.1%

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>Dec</i>
<i>Bill Count</i>	95
<i>Original Provider Charges</i>	\$127,911
<i>Re-priced Bill Amount</i>	\$44,629
<i>Savings</i>	\$83,313
<i>% of Savings</i>	65.1%
<i>Participating Provider Penetration Rate - Bill Count</i>	98.9%
<i>Participating Provider Penetration Rate – Provider Charges</i>	99.0%
<i>EPO Provider Penetration Rate - Bill Count</i>	92.4%
<i>EPO Provider Penetration Rate – Provider Charges</i>	93.7%

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, 2014**, a copy of which was provided to the membership in the agenda packet.

Investment Interest

Interest received or accrued for the current month totaled \$4,815.49. This generated an average annual yield of .39%. After including an unrealized net loss of \$14,755.00 in the asset portfolio, the yield was adjusted to -.81 % for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized loss of \$5,845.00 as it relates to market value of \$5,494,155.00 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	\$5,309.35	\$66,212.75
Overpayment Reimbursements	\$.00	
FY 2014 POL/EPL Premium Refund	\$3,293.00	

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 \$142,491.42. The claim detail for the 158 checks is as follows:

Direct Loss Payments	\$119,349.34
Claim Expenses	\$4,117.68
Legal Defense Costs	\$19,024.40

Cash Activity for the Period

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$15,064,427.81 to a closing balance of \$14,480,397.677 showing a decrease in the Fund of \$584,030.14.

1st Installment Billing

Mr. Tontarski noted that the 1st installment bills were issued December 31, 2014 and is due February 13, 2015. 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 2014 Loss Run Payment Register* as presented.

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

Motion by Mr. Keller, seconded by Ms. Jack, to approve the *December 2014 Loss Run Payment Register*.

ROLL CALL Yeas

Amanda Somes, **Bass River Twp**
 Rich Wolbert, **Beverly City**
 Grace Archer, **Bordentown City**
 Frank Nucera, **Bordentown Twp**
 Glenn McMahon, **Chesterfield**
 Mike Templeton, **Delanco**
 Jeffrey Hatcher, **Delran**
 Richard Brook, **Florence**
 Leo Selb, **Hainesport**
 Mike Mansdoerfer, **Lumberton**
 Sean Gable, **Mansfield**
 Kathy Burger, **Medford**
 Meredith Tomczyk, **Mt. Laurel**
 Mark Keubler, *Alternate*, **North Hanover**
 John Gural, **Palmyra**
 Dennis Gonzalez, **Pemberton Township**

Meghan Jack, **Riverside**
David Matchett, **Shamong**
Kathy Hoffman, **Southampton**
J. Paul Keller, **Springfield**
Doug Cramer, **Tabernacle**
Donna Ryan, **Westampton**
James Ingling, **Wrightstown**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Amended Bill List – January, 2015

For the Executive Committee's consideration, Mr. Tontarski presented the amended ***January 2015 Bill List*** in the amount of \$601,785.23.

Chair Mansdoerfer entertained a motion to approve the amended ***January 2015 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 Ms. Jack, to approve the amended ***January 2015 Bill List*** as presented.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield**
Mike Templeton, **Delanco**
Jeffrey Hatcher, **Delran**
Richard Brook, **Florence**
Leo Selb, **Hainesport**
Mike Mansdoerfer, **Lumberton**
Sean Gable, **Mansfield**
Kathy Burger, **Medford**
Meredith Tomczyk, **Mt. Laurel**
Mark Keubler, *Alternate*, **North Hanover**
John Gural, **Palmyra**
Dennis Gonzalez, **Pemberton Township**
Meghan Jack, **Riverside**
David Matchett, **Shamong**
Kathy Hoffman, **Southampton**
J. Paul Keller, **Springfield**
Doug Cramer, **Tabernacle**
Donna Ryan, **Westampton**
James Ingling, **Wrightstown**

Nays: None

Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

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.

COMMITTEE CHAIRS MEETING

Mr. Forlenza noted that the minutes from the January 13, 2015 meeting 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.

NEW MEMBER COMMITTEE MEETING

Chair Mansdoerfer noted that the minutes are in the agenda packet as he gave a detailed overview last month. No questions were entertained.

MEL/RCF/E-JIF REPORT

MEL Meeting – January 7, 2015

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

RCF Meeting – January 7, 2015

Mr. Matchett stated that the meeting minutes were included in the agenda packet for review.

EJIF Meeting – January 7, 2015

Mr. Brook stated that the meeting minutes were included in the agenda packet for review.

MISCELLANEOUS BUSINESS

Resolution 2015-12 Honoring Kathy Burger

Fund Secretary, Paul Keller read the Resolution into the minutes.

Chair Mansdoerfer entertained a motion to Adopt *Resolution 2015-12 Honoring Kathy Burger* as presented.

Motion by Mr. Keller, seconded by Mr. Hatcher, to Adopt *Resolution 2015-12 Honoring Kathy Burger* as presented.

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

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield**

Mike Templeton, **Delanco**
Jeffrey Hatcher, **Delran**
Richard Brook, **Florence**
Leo Selb, **Hainesport**
Mike Mansdoerfer, **Lumberton**
Sean Gable, **Mansfield**
Kathy Burger, **Medford**
Meredith Tomczyk, **Mt. Laurel**
Mark Keubler, *Alternate*, **North Hanover**
John Gural, **Palmyra**
Dennis Gonzalez, **Pemberton Township**
Meghan Jack, **Riverside**
David Matchett, **Shamong**
Kathy Hoffman, **Southampton**
J. Paul Keller, **Springfield**
Doug Cramer, **Tabernacle**
Donna Ryan, **Westampton**
James Ingling, **Wrightstown**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Next Meeting

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

PUBLIC COMMENT

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

Chair Mansdoerfer opened the meeting to the public for comment.

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

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

EXECUTIVE SESSION MEETING – Resolution #2015-13

Chair Mansdoerfer entertained a motion to go into a closed session to discuss matters affecting the protection and safety of the public and to discuss pending or anticipated litigation and/or contract negotiations.

Motion by Mr. Hatcher, seconded by Ms. Jack, to Adopt ***Resolution #2015-13***. All in favor.
Motion carried.

A Closed Session of the BURLCO JIF was held and the meeting was then reopened to the public.

REOPEN PUBLIC PORTION OF THE MEETING

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

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

APPROVAL OF CLAIMS PAYMENTS

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

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

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

<i>Workers' Compensation</i>	<i>General</i>	<i>Property</i>
Z00696	X70290	Z05347
X99053		
X28847		
X74815		
X30221		
X85347		
Z02348		
X73417		
X35313		

ROLL CALL *Yeas*

- Amanda Somes, **Bass River Twp**
- Rich Wolbert, **Beverly City**
- Grace Archer, **Bordentown City**
- Frank Nucera, **Bordentown Twp**
- Glenn McMahon, **Chesterfield**
- Mike Templeton, **Delanco**
- Jeffrey Hatcher, **Delran**
- Richard Brook, **Florence**
- Leo Selb, **Hainesport**
- Mike Mansdoerfer, **Lumberton**
- Sean Gable, **Mansfield**
- Kathy Burger, **Medford**
- Meredith Tomczyk, **Mt. Laurel**
- Mark Keubler, *Alternate*, **North Hanover**
- John Gural, **Palmyra**
- Dennis Gonzalez, **Pemberton Township**
- Meghan Jack, **Riverside**
- David Matchett, **Shamong**
- Kathy Hoffman, **Southampton**
- J. Paul Keller, **Springfield**
- Doug Cramer, **Tabernacle**
- Donna Ryan, **Westampton**
- James Ingling, **Wrightstown**

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 20, 2015 meeting of the BURLCO JIF.

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

The meeting was adjourned at 5:16pm.



Brenda Smith,
Recording Secretary for



Paul Keller, SECRETARY