

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

**JULY 21, 2015**

***OPEN SESSION MINUTES***

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The regular Meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at the Hainesport Municipal Building, 1 Hainesport Centre, Hainesport, New Jersey, on Tuesday, July 21, 2015 at 4:00 PM, prevailing time. Acting Chair Keller, **Springfield Twp**, presiding. The meeting was called to order at 4:00 PM.

***FLAG SALUTE***

***STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETING ACT***

Notice of this meeting was given by: (1) sending sufficient notice herewith to the *Burlington County Times*, Mt. Holly, NJ, and to the *Courier Post*, Cherry Hill, NJ; (2) filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities of the Burlington County Municipal Joint Insurance Fund; and (3) posting notice on the public bulletin boards of all member municipalities of the Burlington County Municipal Joint Insurance Fund.

***ROLL CALL***

Grace Archer, **Bordentown City**  
Dean Buhner, *Alternate*, **Bordentown Twp**  
Glenn McMahon, **Chesterfield Twp**  
Mike Templeton, **Delanco Twp**  
Jeffrey Hatcher, **Delran Twp**  
Linda Dougherty, **Edgewater Park Twp**  
Rich Brook, **Florence Twp**  
Ed Ruggiano, *Alternate*, **Hainesport Twp**  
Brandon Umba, *Alternate*, **Lumberton Twp**  
Kathy Burger, **Medford Twp**  
Sean Gable, **Mansfield Twp**  
John Gural, **Palmyra Borough**  
Dennis Gonzalez, **Pemberton Twp**  
David Matchett, **Shamong**  
J. Paul Keller, *Acting Chair*, **Springfield Twp**  
Doug Cramer, *Acting Secretary*, **Tabernacle Twp**  
Donna Ryan, **Westampton Twp**  
Nancy Seeland, *Alternate*, **Woodland Twp** (*arrived 4:06pm*)

Absent Fund Commissioner were:

Amanda Somes, **Bass River Twp**  
Richard Wolbert, **Beverly City**  
Meredith Tomczyk, **Mt. Laurel Twp**  
Mary Picariello, **North Hanover Twp**

Donna Mull, **Pemberton Borough**  
Meghan Jack, **Riverside Twp**  
Kathy Hoffman, **Southampton Twp**  
James Ingling, **Wrightstown Borough**

Those also in attendance were:

Paul Forlenza, Deputy Executive Director, *AJG Risk Management Services, Inc.*  
David DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*  
Tim Sheehan, Safety Director, *J.A. Montgomery Risk Control*  
Kathie Tyler-Schohl, 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  
Hardenberg Insurance Group  
Insurance Agency Management  
Model Consulting Inc.

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

Acting Chair Keller entertained a motion to appoint Mr. Cramer, Tabernacle, as Acting Secretary.

Motion by Mr. Hatcher, seconded by Mr. McMahon, to have Mr. Cramer serve as Acting Secretary. All in favor. Motion carried.

#### ***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. McMahon, seconded by Mr. Hatcher, to allow the meeting to be conducted directly by the Fund Commissioners present. All in favor. Motion carried.

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

Acting Chair Keller presented the meeting minutes of the June 16, 2015 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. McMahon, seconded by Mr. Hatcher, to approve the meeting minutes of the June 16, 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.

Acting Chair Keller presented the Closed Session Meeting Minutes of the June 16, 2015 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 Mr. McMahon, to approve the Closed Session minutes of the June 16, 2015 meeting of the Fund as presented. Motion carried.

The Closed Session minutes of the June 16, 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 June 16, 2015 meeting were collected at this time.

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

Mr. Forlenza reviewed the Executive Director's Report found in the agenda packet with the membership. He highlighted the following items:

***2014 Safety Incentive Program Awards*** – Mr. Forlenza asked that all members review available balances for this year's program. He reminded the members that the deadline to claim or encumber these funds is November 30, 2015. All encumbered funds must be claimed by February 1, 2016.

***2015 Optional Safety Budget*** - Mr. Forlenza asked that all members review available balances for this year's program. He reminded the members that the deadline to claim or encumber these funds is December 1, 2015. All encumbered funds must be claimed by February 1, 2016. He noted that these funds should be used for the employees; it is a good mechanism in which to build employee moral and reward them for a job well done.

***EPL Helpline*** – Mr. Forlenza asked members to review the authorized contacts listed in the agenda packet on page 25.

***Renewing Members***– Mr. Forlenza stated that there are (8) eight members whose membership in the JIF is up for renewal on January 1, 2016. These members were reviewed by the Safety Committee and all of them have the Safety Director's recommendation for renewal. He reminded those members to have the resolution place on their governing body's agenda and return both the resolution and the agreement to his office by August 14, 2015. He noted that (5) five of those members up for renewal have already submitted the documentation for renewal.

***Annual Exposure Renewal Process***– Mr. Forlenza stated that the 2016 exposure renewal process will be completed this year utilizing the Exigis Exposure Data Management System. Each member and their RMC will receive notification when the Renewal Process has begun.

***Quasi Municipal Entity Reminder***– Mr. Forlenza stated that on June 22, 2015, each member and their RMC received the Annual Quasi Municipal Entity Coverage reminder. A copy was included in his report. The reminder outlines coverage restrictions for various types of Quasi Municipal Entities. He asked all the RMCs to review the information with the member towns they represent as they complete the Exposure Renewal Process. He stated that all questions could be directed to him.

***Loss Ratio Reports*** – Mr. Forlenza noted that the Loss Ratio reports valued as of June 30, 2015 were distributed to the members and RMCs at this evening's meeting.

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

### ***SOLICITOR'S REPORT***

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

***Defense Panel Luncheon Meeting*** – Mr. DeWeese reported that the Defense Panel Luncheon meeting was held on June 29, 2015. He stated that a luncheon meeting was held for the Employment Practices Liability/ Public Official defense attorneys and representatives from XL, Summit Risk and Qual-Lynx. All attorneys from the (3) JIFs were present and it was a very informative meeting. He noted that several issues were raised and addressed. He stated that he intends to have a meeting with the BURLCO JIF General Liability defense attorneys in early fall. The proposed revisions to the Litigation Management Guidelines will be discussed at the meeting.

***Closed Cases*** – Mr. DeWeese reported that there were (2) two closed cases for the month of July, 2015.

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

Mr. Sheehan stated that the Safety Director's Report is self-explanatory and included in the agenda packet. He highlighted the following items:

***MEL Video Library*** – He noted that the following towns used the MEL Video Library in the month of June: Florence, Palmyra and Wrightstown. He noted that there is a new email address: [melvideolibrary@jamontgomery.com](mailto:melvideolibrary@jamontgomery.com) and a new phone number: 856-552-4900 for securing videos.

***Safety Director's Bulletin*** – He noted that there was a bulletin on Preventing Heat Related Illnesses and Managing Special Events.

***MSI Training Programs*** – He noted that the upcoming MSI training programs for July, August and September were included in the agenda packet. He noted that monthly reminders are being sent out via email.

***Right to Know Surveys*** – He stated that a notice was sent out to all members introducing the Right to Know interns and they will be visiting towns and completing Right To Know surveys.

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

#### ***Lessons Learned from Losses – July***

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

She stated that this month the focus is on Open Public Records Act (OPRA). She noted that under the New Jersey Open Public Records Act (OPRA), an individual is entitled to have access to many public records. Government records are defined under the law as any records that has been made, maintained or kept on file or received in the course of official business. The Government Records Council (GRC) has a website, [www.nj.gov/grc/custodians/](http://www.nj.gov/grc/custodians/) and it included a handbook and a Toolkit for Custodians of public records. She recommended that all Municipal Clerks carefully review and reference these guidelines when responding to OPRA requests.

She stated that when an OPRA request is received, the municipal attorney should be contacted immediately for guidance in responding to the request. She stated that Qual-Lynx can assist a municipality with requests for claims information. There also is a deadline to respond to requests, which depends on the type of request. Immediate access must be granted regarding budgets, bills, vouchers, contracts and public employee salary and overtime information. If the documents requested are not produced in a timely matter or are incomplete, the requestor can either file a Complaint in the New Jersey Superior Court alleging a violation of OPRA or they can file a Complaint with the New Jersey Government Records Council.

She stated that OPRA has become an evolving issue in New Jersey and there are new decisions being rendered by the Courts and the GRC on a regular basis which are shaping how the requests are to be handled. She urged the members to view the GRC website often for updates and changes.

### ***WELLNESS DIRECTOR'S REPORT***

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

- Bordentown Township's Police Chief is interested in establishing an exercise room and since the weather is warm, the police officers are patrolling on foot instead of a car.
- Edgewater Park has designated specific areas to display wellness information. They are going to focus on a theme per month that supports the material.
- Lumberton may implement a Recognition Program for the employees possibly using the scratch off card idea that is available through Positive Promotions. They also will be hosting an Employee Health Fair in the fall.
- North Hanover is looking to offer a Lunch & Learn on nutritional guidelines and stress management. They are also looking to post wellness information in a location that is assessable for all the employees.
- Pemberton Township ended their Biggest Loser Challenge on July 3, 2015. There were 20 participants that lost a total of 160 pounds. The winner lost over 49 pounds.
- Shamong has started a walking challenge that will run through September. All interested participants were provided with a pedometer.
- Ms. Shiffer met with a representative from K&R Vending Services to review a new vending service option, mini market within a municipality. They will install everything; employees will receive a US Connect reward card on which they can load as much or little money as they want to pay for their purchases. K&R Vending can monitor purchases for restocking and determine favorite items to assure adequate replenishing through the internet. The only requirement is that a town has a minimum of 50 employees accessible to this and internet accessibility into the room. She asked the members to let her know if they are interested and they can go to [www.krvending.com](http://www.krvending.com) to check out their website.
- She noted that she has a new section on her website called Curb Appeal. She will be posting pictures from different events.
- She reminded the members to hand out the "Needs and Interest" Survey to their employees.

She noted that the July/August Newsletter has been posted to the website and a copy was included in the agenda packet. She asked if there were any questions at this time. No questions were entertained. She reminded the members to distribute the Needs and Interest Survey to employees.

**MANAGED HEALTH CARE REPORT**

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

**Lost Time v. Medical Only Cases**

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

|                                     | <i>June</i> | <i>YTD</i> |
|-------------------------------------|-------------|------------|
| <i>Lost Time</i>                    | 1           | 9          |
| <i>Medical Only</i>                 | 24          | 57         |
| <i>Report Only</i>                  | 6           | 31         |
| <i>Total Intakes(New Claims)</i>    | 31          | 97         |
| <i>Report Only % of Total</i>       | 19.4%       | 32.0%      |
| <i>Medical Only/Lost Time Ratio</i> | 96:04       | 83:17      |
| <i>Average Days to Report</i>       | 1.6         | 3.7        |

**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>             | 1388       |
| <i>Transitional Duty Days Worked</i>                | 851        |
| <i>% of Transitional Duty Days Worked</i>           | 61.3%      |
| <i>Transitional Duty Days Not Accommodated</i>      | 537        |
| <i>% of Transitional Duty Days Not Accommodated</i> | 38.7%      |

**Nurse Case Assignment Report:**

| <i>Nurse Case Summary Report (Inclusive of 3 JIFs)</i> | <i>June</i> |
|--|-------------|
| <i>Total Cases Assigned in month</i>                   | 152         |
| <i>Total Cases Closed in month</i>                     | 54          |
| <i>Total Cases Open in month</i>                       | 48          |

**PPO Penetration Report:**

Ms. Beatty presented the PPO Penetration Report:

| <i>PPO Penetration Rate</i>      | <i>June</i> | <i>YTD</i> |
|----------------------------------|-------------|------------|
| <i>Bill Count</i>                | 141         | 807        |
| <i>Original Provider Charges</i> | \$74,745    | \$635,237  |

|   |          |           |
|---|----------|-----------|
| <i>Re-priced Bill Amount</i>                                      | \$30,882 | \$271,815 |
| <i>Savings</i>  | \$43,363 | \$361,350 |
| <i>% of Savings</i>   | 58.0%    | 56.9%     |
| <i>Participating Provider Penetration Rate - Bill Count</i>       | 97.9%    | 96.4%     |
| <i>Participating Provider Penetration Rate – Provider Charges</i> | 98.5%    | 83.6%     |
| <i>EPO Provider Penetration Rate - Bill Count</i>                 | 91.9%    | 83.4%     |
| <i>EPO Provider Penetration Rate – Prov Chrgs</i>                 | 95.7%    | 86.2%     |

Ms. Beatty asked if there were any questions.

**TREASURER'S REPORT**

In Mr. Tontarski's absence, Mr. Forlenza presented an overview of the Treasurer's Report for month ending **June 30, 2015**, a copy of which was provided to the membership in the agenda packet.

**Investment Interest**

Interest received or accrued for the current month totaled \$4,364.12. This generated an average annual yield of .34%. After including an unrealized net gain of \$165.00 in the asset portfolio, the yield was adjusted to .35 % for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized gain of \$9,515.00 as it relates to market value of \$4,509,515.00 vs. the amount invested.

Our asset portfolio with TD Wealth Management consists of two (2) obligations with maturities greater than one (1) year.

**Receipt Activity for the Period**

|                                   | <b>Monthly</b> | <b>YTD</b>  |
|-----------------------------------|----------------|-------------|
| Subrogation Receipts              | \$7,327.57     | \$52,069.75 |
| Overpayment Reimbursements        | \$323.01       |             |
| 2015 Premium Assessments          | \$164,144.00   |             |
| Retrospective Premium Assessments | \$17,340.00    |             |

**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 \$154,967.69. The claim detail for the 162 checks is as follows:

|                      |              |
|----------------------|--------------|
| Direct Loss Payments | \$189,219.53 |
| Claim Expenses       | \$7,001.65   |
| Legal Defense Costs  | \$43,430.06  |

***Cash Activity for the Period***

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$15,414,573.79 to a closing balance of \$15,296,156.75 showing an decrease of \$118,417.04.

Mr. Forlenza 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 *June 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. McMahon, seconded by Mr. Hatcher, to approve the *June Loss Run Payment Register*.

| <b>ROLL CALL</b> | <b>Yeas</b> |  |
|------------------|-------------|--|
|                  |             | Grace Archer, <b>Bordentown City</b>                     |
|                  |             | Dean Buhner, <i>Alternate</i> , <b>Bordentown Twp</b>    |
|                  |             | Glenn McMahon, <b>Chesterfield Twp</b>                   |
|                  |             | Mike Templeton, <b>Delanco</b>                           |
|                  |             | Jeffrey Hatcher, <b>Delran</b>                           |
|                  |             | Linda Dougherty, <b>Edgewater Park</b>                   |
|                  |             | Rich Brook, <b>Florence</b>                              |
|                  |             | Ed Ruggiano, <i>Alternate</i> , <b>Hainesport</b>        |
|                  |             | Brandon Umba, <i>Alternate</i> , <b>Lumberton</b>        |
|                  |             | Kathy Burger, <b>Medford Twp</b>                         |
|                  |             | Sean Gable, <b>Mansfield Twp</b>                         |
|                  |             | John Gural, <b>Palmyra Boro</b>                          |
|                  |             | Dennis Gonzalez, <b>Pemberton Twp</b>                    |
|                  |             | David Matchett, <b>Shamong</b>                           |
|                  |             | J. Paul Keller, <i>Acting Chair</i> , <b>Springfield</b> |
|                  |             | Doug Cramer, <i>Acting Secretary</i> , <b>Tabernacle</b> |
|                  |             | Donna Ryan, <b>Westampton Twp</b>                        |
|                  |             | Nancy Seeland, <i>Alternate</i> , <b>Woodland Twp</b>    |

*Nays:* None

*Abstain:* None

Motion carried by unanimous vote.

***Approval of July, 2015 Bill List***

For the Executive Committee's consideration, Mr. Forlenza presented the amended *July Bill List* in the amount of **\$620,974.46**.

Acting Chair Keller entertained a motion to approve the amended *July Bill List*.

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 amended *July Bill List*.

**ROLL CALL**    *Yeas*

Grace Archer, **Bordentown City**  
Dean Buhner, *Alternate*, **Bordentown Twp**  
Glenn McMahon, **Chesterfield Twp**  
Mike Templeton, **Delanco**  
Jeffrey Hatcher, **Delran**  
Linda Dougherty, **Edgewater Park**  
Rich Brook, **Florence**  
Ed Ruggiano, *Alternate*, **Hainesport**  
Brandon Umba, *Alternate*, **Lumberton**  
Kathy Burger, **Medford Twp**  
Sean Gable, **Mansfield Twp**  
John Gural, **Palmyra Boro**  
Dennis Gonzalez, **Pemberton Twp**  
David Matchett, **Shamong**  
J. Paul Keller, *Acting Chair*, **Springfield**  
Doug Cramer, *Acting Secretary*, **Tabernacle**  
Donna Ryan, **Westampton Twp**  
Nancy Seeland, *Alternate*, **Woodland Twp**

*Nays:*            None  
*Abstain:*        None

Motion carried by unanimous vote.

***Approval of RMC Bill List***

For the Executive Committee's consideration, Mr. Forlenza presented the *RMC Bill List* in the amount of **\$137,916.00**.

Acting Chair Keller entertained a motion to approve the *RMC Bill List*.

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 *RMC Bill List*.

**ROLL CALL**    *Yeas*

Grace Archer, **Bordentown City**  
Dean Buhner, *Alternate*, **Bordentown Twp**  
Glenn McMahon, **Chesterfield Twp**  
Mike Templeton, **Delanco**  
Jeffrey Hatcher, **Delran**  
Linda Dougherty, **Edgewater Park**  
Rich Brook, **Florence**  
Ed Ruggiano, *Alternate*, **Hainesport**  
Brandon Umba, *Alternate*, **Lumberton**  
Kathy Burger, **Medford Twp**

Sean Gable, **Mansfield Twp**  
John Gural, **Palmyra Boro**  
Dennis Gonzalez, **Pemberton Twp**  
David Matchett, **Shamong**  
J. Paul Keller, *Acting Chair*, **Springfield**  
Doug Cramer, *Acting Secretary*, **Tabernacle**  
Donna Ryan, **Westampton Twp**  
Nancy Seeland, *Alternate*, **Woodland Twp**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

### ***COMMITTEE REPORTS***

***FINANCE COMMITTEE – May 13, 2015*** – Commissioner Hatcher noted that the Fund has advertised a proposed amendment to the 2015 Budget. The proposed amendment is for the addition of the Tabernacle Fire District as well as other minor changes and was included in the agenda packet on page 131.

### ***BUDGET AMENDMENT – PUBLIC HEARING***

Acting Chair Keller entertained a motion to open the meeting for public hearing of the 2015 Budget Amendment.

Motion by Mr. Hatcher, seconded by Mr. McMahon, to open the meeting for public hearing of the 2015 Budget Amendment. All in favor. Motion carried by unanimous vote.

There was no comment from the Public.

Acting Chair Keller entertained a motion to close the meeting for public hearing of the 2015 Budget Amendment.

Motion by Mr. Hatcher, seconded by Mr. McMahon, to close the meeting for public hearing of the 2015 Budget Amendment. All in favor. Motion carried by unanimous vote.

### ***2015 AMENDED BUDGET ADOPTION***

Acting Chair Keller entertained a motion to adopt the 2015 Amended Budget.

Motion by Mr. McMahon, seconded by Mr. Hatcher, to adopt the 2015 Amended Budget.

### **ROLL CALL    *Yeas***

Grace Archer, **Bordentown City**  
Dean Buhner, *Alternate*, **Bordentown Twp**  
Glenn McMahon, **Chesterfield Twp**  
Mike Templeton, **Delanco**

Jeffrey Hatcher, **Delran**  
Linda Dougherty, **Edgewater Park**  
Rich Brook, **Florence**  
Ed Ruggiano, *Alternate*, **Hainesport**  
Brandon Umba, *Alternate*, **Lumberton**  
Kathy Burger, **Medford Twp**  
Sean Gable, **Mansfield Twp**  
John Gural, **Palmyra Boro**  
Dennis Gonzalez, **Pemberton Twp**  
David Matchett, **Shamong**  
J. Paul Keller, *Acting Chair*, **Springfield**  
Doug Cramer, *Acting Secretary*, **Tabernacle**  
Donna Ryan, **Westampton Twp**  
Nancy Seeland, *Alternate*, **Woodland Twp**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

***2015 AMENDED ASSESSMENT CERTIFICATION ADOPTION***

Acting Chair Keller entertained a motion to adopt the 2015 Amended Assessment Certification as presented in the agenda packet on page 132.

Motion by Mr. Hatcher, seconded by Mr. McMahon, to adopt the 2015 Amended Assessment Certification as presented.

**ROLL CALL**    *Yeas*

Grace Archer, **Bordentown City**  
Dean Buhner, *Alternate*, **Bordentown Twp**  
Glenn McMahon, **Chesterfield Twp**  
Mike Templeton, **Delanco**  
Jeffrey Hatcher, **Delran**  
Linda Dougherty, **Edgewater Park**  
Rich Brook, **Florence**  
Ed Ruggiano, *Alternate*, **Hainesport**  
Brandon Umba, *Alternate*, **Lumberton**  
Kathy Burger, **Medford Twp**  
Sean Gable, **Mansfield Twp**  
John Gural, **Palmyra Boro**  
Dennis Gonzalez, **Pemberton Twp**  
David Matchett, **Shamong**  
J. Paul Keller, *Acting Chair*, **Springfield**  
Doug Cramer, *Acting Secretary*, **Tabernacle**  
Donna Ryan, **Westampton Twp**  
Nancy Seeland, *Alternate*, **Woodland Twp**

*Nays:* None

***Abstain:*** None

Motion carried by unanimous vote.

***SAFETY COMMITTEE – June 16, 2015*** – Mr. Sheehan noted that the Safety Committee met and a copy of the meeting minutes was distributed to the members. He highlighted the following items:

***1<sup>st</sup> Quarter Safety Director's Loss Control Report***– He stated that the committee reviewed the Safety Director's 1<sup>st</sup> quarter loss control report. He stated that as of March 31, 2015, all the members have submitted their signed Safety Contracts and Safety Committee Schedules.

***Safety Intervention/Monitoring***– He noted that safety intervention monitoring is a formal process and if a municipality is being monitored they are notified in writing. He noted that the process is meant to keep any eye on towns with slightly elevated loss metrics.

***JIF Loss Ratio Reports***– He noted that the Loss Ratio reports as of June 30, 2015 were reviewed by the Committee.

***Proposed Revisions to the 2016 Safety Program Format***– He stated that the Executive Director's office and his office have come together to develop new ideas for the program. The revisions were reviewed with the Safety Committee and will be discussed further at the next Safety Committee meeting.

***STRATEGIC PLANNING COMMITTEE – July 21, 2015*** – Ms. Burger noted that the Strategic Planning Committee met before the Executive Committee meeting. She highlighted the following items:

***AGRIP***– She noted that the Fall AGRIP Conference will be held on October 4-7, 2015. At the present time, there is one member interested in attending the conference.

***Fund Commissioner Orientation***– She noted that the Committee discussed having the new Fund Commissioners sit next to experience Fund Commissioners at the Executive Committee meeting so they can ask questions about anything they do not understand.

***2015 Elected Officials Training***– She noted that the Committee discussed non-attendance at events where they have sent an RSVP to attend and have not attended the event. She noted that some of the suggestions were to announce those who have sent an RSVP of attending and did not attend or even charging them for the event.

***December 2015 Dinner Meeting***– She noted that the December Executive meeting scheduled for December 15, 2015 will be held in Medford and the dinner following the meeting will be held at Fleming's in Marlton.

***25<sup>th</sup> Anniversary of the BURLCO JIF***– She noted that the BURLCO JIF will be celebrating 25 years as a JIF. The Committee will be looking for ideas on how to commemorate this event.

***2105 Planning Retreat***– She noted that the 2015 Planning Retreat was held on April 26, 2015. She noted that Committee will be looking at different venues. Café Madison, Indian Springs Country Club and Valanzano Winery will be among the venues being considered.

***Technology Update***– She noted that the RFP for the Cyber Audit is complete and ready to go out.

***MEL/RCF/E-JIF REPORTS***

Nothing to report.

***MISCELLANEOUS BUSINESS***

***Issuance of Workers' Compensation Checks to Members***

Mr. Forlenza reported that the Treasurers have expressed concern regarding the issuing of workers' compensation checks. He stated that when the JIF was initially established, the members were given an option as to how a check would be issued, whether it would be issued to the employee or the town. He noted that one of the problems has been that normally, the town pays the employee while they are on workers' compensation and when the check is issued to the employee, they cash the check, and the municipality has a problem trying to get reimbursed. In addition, checks issued to the employee that are sent to the town have to be endorsed by the employee before the town can deposit the check. This can be difficult which has led to a number of outstanding checks.

He noted that the recommendation is that the check be issued to the town, in care of the employee, the check is deposited by the town and the employee is paid by the town. This process would allow the problem of outstanding checks to be eliminated. The treasurers agreed that this provision would lead to a significant reduction in outstanding checks.

***RFP for Technology Risk Management Exposure Audit***

Acting Chair Keller entertained a motion to authorize the Executive Director's office to prepare, advertise and receive Requests for Proposals for the completion of Technology Risk Management Exposure Audits.

Motion by Mr. McMahon, seconded by Mr. Hatcher, to authorize the Executive Director's office to prepare, advertise and receive Requests for Proposals for the completion of Technology Risk Management Exposure Audits. All in favor. Motion carried by unanimous vote.

***Motion to Pay Fund Vendors in August***

Mr. Forlenza asked for authorization to process and pay Fund Vendors in August, 2015.

Acting Chair Keller entertained a motion to process and pay Fund Vendors in August, 2015.

Motion by Mr. McMahon, seconded by Mr. Hatcher, to process and pay Fund Vendors in August, 2015.

**ROLL CALL    Yeas**

Grace Archer, **Bordentown City**  
Dean Buhner, *Alternate*, **Bordentown Twp**  
Glenn McMahon, **Chesterfield Twp**  
Mike Templeton, **Delanco**  
Jeffrey Hatcher, **Delran**  
Linda Dougherty, **Edgewater Park**  
Rich Brook, **Florence**

Ed Ruggiano, *Alternate*, **Hainesport**  
Brandon Umba, *Alternate*, **Lumberton**  
Kathy Burger, **Medford Twp**  
Sean Gable, **Mansfield Twp**  
John Gural, **Palmyra Boro**  
Dennis Gonzalez, **Pemberton Twp**  
David Matchett, **Shamong**  
J. Paul Keller, *Acting Chair*, **Springfield**  
Doug Cramer, *Acting Secretary*, **Tabernacle**  
Donna Ryan, **Westampton Twp**  
Nancy Seeland, *Alternate*, **Woodland Twp**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

#### ***PRIMA Conference Reports***

Commissioners Brook, Ryan and Selb attended the PRIMA conference and all agreed that the conference is very informative. Their reports were included in the agenda packet for review.

#### ***NEXT MEETING***

Acting Chair Keller noted that there is no meeting in August, 2015 so the next meeting of the BURLCO JIF will take place on **Tuesday, September 15, 2015 at 4:00 PM** at the **Hainesport Municipal Building, Hainesport, NJ**.

#### ***PUBLIC COMMENT***

Motion by Mr. Hatcher, seconded by Mr. McMahon, 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 Mr. McMahon, seconded by Mr. Hatcher, to close the meeting to the public. All in favor. Motion carried.

#### ***EXECUTIVE SESSION MEETING – Resolution #2015-25***

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 Mr. Cramer, seconded by Mr. McMahon, to adopt Resolution #2015-25. 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. McMahon, seconded by Mr. Cramer, 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 Mr. McMahon, seconded by Mr. Hatcher, to approve the following claims as discussed in *Closed Session*.

| <i>Workers' Compensation</i> | <i>General Liability</i> | <i>Property</i> |
|------------------------------|--------------------------|-----------------|
| X23574                       | X45155                   | Z18431          |
| Z17891                       | X56046                   | Z19069          |
| Z16537                       | X84742                   |                 |
| Z16103                       |                          |                 |

**ROLL CALL**    *Yeas*

Grace Archer, **Bordentown City**  
 Dean Buhner, *Alternate*, **Bordentown Twp**  
 Glenn McMahon, **Chesterfield Twp**  
 Mike Templeton, **Delanco**  
 Jeffrey Hatcher, **Delran**  
 Linda Dougherty, **Edgewater Park**  
 Rich Brook, **Florence**  
 Ed Ruggiano, *Alternate*, **Hainesport**  
 Brandon Umba, *Alternate*, **Lumberton**  
 Kathy Burger, **Medford Twp**  
 Sean Gable, **Mansfield Twp**  
 John Gural, **Palmyra Boro**  
 Dennis Gonzalez, **Pemberton Twp**  
 David Matchett, **Shamong**  
 J. Paul Keller, *Acting Chair*, **Springfield**  
 Doug Cramer, *Acting Secretary*, **Tabernacle**  
 Donna Ryan, **Westampton Twp**  
 Nancy Seeland, *Alternate*, **Woodland Twp**

*Nays:*        None  
*Abstain:*    None

Motion carried by unanimous vote.

***AUTHORIZATION TO ABANDON SUBROGATION***

There were no Abandonment of Subrogation claim(s) presented in Closed Session.

***MOTION TO ADJOURN***

Acting Chair Keller entertained a motion to adjourn the July 21, 2015 meeting of the BURLCO JIF.

Motion by Mr. McMahon, seconded by Mr. Cramer, to adjourn the July 21, 2015 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 5:04 pm.



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Brenda Smith,  
*Recording Secretary for*



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*Doug Cramer, Acting Secretary*