



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

**JUNE 21, 2016**

***OPEN SESSION MINUTES***

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The meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at Hainesport Municipal Building, 1 Hainesport Centre, Hainesport, New Jersey, on Tuesday, June 21, 2016 at 4:00PM, prevailing time. Chair Mansdoerfer, **Lumberton**, presiding. The meeting was called to order at 4:02PM.

***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***

Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Dean Buhrer, *Alternate*, **Bordentown Twp**  
Glenn McMahon, **Chesterfield Twp**  
Jeffrey Hatcher, **Delran Twp**  
Gene DiFillippo, *Alternate*, **Edgewater Park Twp**  
David Hansell, *Alternate*, **Fieldsboro Borough**  
Richard Brook, **Florence Twp**  
Leo Selb, **Hainesport Twp**  
Mike Mansdoerfer, **Lumberton Twp**  
Mike Fitzpatrick, **Mansfield Twp**  
Kathy Burger, **Medford Twp**  
Jerry Mascia, *Alternate*, **Mt. Laurel Twp**  
Mary Picariello, **North Hanover Twp**  
Barbara Sheipe, *Alternate*, **Palmyra Borough**  
Dennis Gonzalez, **Pemberton Township**  
Meghan Jack, **Riverside Twp**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp**  
Doug Cramer, **Tabernacle Twp**  
Donna Ryan, **Westampton Twp**  
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Amanda Somes, **Bass River Twp**  
Mike Templeton, **Delanco Twp**  
Donna Mull, **Pemberton Borough**  
Kathy Hoffman, **Southampton Twp**  
Maryalice Brown, **Woodland Twp**

Those also in attendance were:

Paul Forlenza, Deputy Executive Director, *AJG Risk Management Services, Inc.*  
David S. DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*  
Tom Tontarski, Treasurer  
John Saville, Safety Director, *J.A. Montgomery Risk Control*  
Chris Roselli, Claims Administrator, *Qual-Lynx*  
Karen Beatty, *QualCare*  
Debby Schiffer, *Wellness Director*

Also present were the following Risk Management Consultant agencies:

AJM Insurance  
CBIZ Benefits & Insurance Services  
EJA/Capacity Insurance  
Conner Strong & Buckelew  
Hardenberg Insurance Group  
Insurance Agency Mgmt.  
Model Consulting

Absent Risk Management Consultant agencies were:

The Barclay Group

### ***CONDUCT OF MONTHLY MEETING***

Motion by Mr. Hatcher, seconded by Ms. Jack, to allow that this monthly meeting be conducted by the Fund Commissioners present with all matters to be decided upon by a combined majority vote of all the Fund Commissioners. All in favor. Motion carried.

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

Chair Mansdoerfer presented the meeting minutes of the May 17, 2016 Meeting of the Fund, as found in the agenda packet, for approval.

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

Motion by Mr. Hatcher, seconded by Ms. Jack, to approve the meeting minutes of the May 17, 2016 meeting of the Fund as presented. All in favor. Motion carried.

### ***APPROVAL OF CLOSED SESSION MINUTES***

There was a distribution of the Closed Session Meeting Minutes to the Executive Committee at this time.

Chair Mansdoerfer presented the Closed Session Meeting Minutes of the May 17, 2016 meeting of the Fund for approval.

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

Motion by Mr. Keller, seconded by Mr. Cramer, to approve the Closed Session minutes of the May 17, 2016 meeting of the Fund as presented. All in favor. Motion carried.

The Closed Session minutes of the May 17, 2016 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 May 17, 2016 meeting were collected at this time.

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

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

***2015 Safety Incentive Program Awards*** – Mr. Forlenza asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds is November 30, 2016.

***2016 Optional Safety Budget*** - Mr. Forlenza asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds is November 30, 2016.

***2016 Wellness Incentive Program Allowance*** – Mr. Forlenza stated that a report detailing the available balance for each member for the 2016 Wellness Incentive Program was included in the agenda packet. Instructions on claiming the funds were emailed to all members on January 20, 2016. He stated that the deadline for claiming or encumbering the funds is November 30, 2016. All encumbered funds must be claimed by February 1, 2017.

***Employment Practices Liability Compliance***– Mr. Forlenza asked members to review the attached status report for the member's individual deductibles. He reminded the members that they must update their Plan of Risk Management to be eligible for the lower co-pay and deductible.

***EPL Allowance*** – Mr. Forlenza 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.

***MEL 2017-2018 Employment Practices Liability Program***– Mr. Forlenza stated that an email was sent outlining the compliance procedure for the 2017-18 MEL EPL Plan of Risk Management Program. Members that update their loss control programs by October 1, 2016 will receive the standard EPL deductible of \$20,000 per claim plus a co-pay of 20% on each claim capped at \$50,000 and may be eligible to buy down deductibles and co-insurance caps. Members, who fail to come into compliance by the October 1, 2016 deadline, will have a minimum deductible of \$100,000 per claim plus a co-pay of 20% on each claim with no cap. He encouraged the members to review the memo with their RMC and Municipal Solicitor to be sure they understand the procedure for compliance. All the information is available on the JIF & Mel websites.

***Renewing Members*** – Mr. Forlenza stated renewal letters were emailed to the six (6) members who are up for renewal on January 1, 2016. Those members are: Bordentown City, Lumberton Township, Mansfield Township, Medford Township, Pemberton Borough and Southampton Township. The letter included necessary renewal documents and resolutions and asked that they put the resolution on their governing body's agenda and return both the resolution and agreement to his office by August 19, 2016.

**Fireworks – MEL Bulletin** – Mr. Forlenza reminded the membership that if their municipality is planning a fireworks display, coverage is not automatic. To secure coverage the town must comply with the terms and conditions outlined in MEL Coverage Bulletin 2016-08. He also reminded the membership not to wait until the last minute as the underwriter needs time to review all the documentation submitted to determine compliance.

**Technology Risk Assessments**– Mr. Forlenza stated he received an email from Pivot Point listing the members who have not completed the technology survey: Bass River, Bordentown, Chesterfield, Delran, Edgewater Park, Mt. Laurel, North Hanover, Palmyra, Shamong and Springfield. He asked these members to let his office know if they completed the survey to keep records current. Pivot Point is trying to conduct their visits on a regional basis and it is important that all members complete the required survey before a GAP visit is scheduled. He told the members to contact his office or Pivot Point if they are experiencing problems with the system.

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

**Safety Banners & Posters**– Mr. Forlenza stated that as part of the ongoing process to promote safety amongst municipal employees, The Executive Safety Committee authorized the purchase and distribution of safety banners and posters for each member. The posters promote the 2016 Annual Safety Breakfast theme, “A Second Can Change Your Life”. They were distributed to the members at the meeting.

Mr. Forlenza asked if there were any questions at this time. There were none.

### **SOLICITOR'S REPORT**

Mr. DeWeese stated that he had some reports to discuss in closed session.

**Resolution 2016-19 – Authorizing the Release of Fund Year 2015 Closed Session Executive Committee Meeting Minutes** - Mr. DeWeese stated that the resolution releases 2015 Executive Closed Session minutes with the exception of matters discussed that are still not resolved as listed in the resolution.

Motion by Mr. Keller, seconded by Mr. Hatcher, to approve Resolution 2016-19, the Release of Fund Year 2015 Closed Session Executive Committee Meeting Minutes as presented.

### **ROLL CALL Yeas**

Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Dean Buhrer, *Alt*, **Bordentown Twp**  
Glenn McMahon, **Chesterfield Twp**  
Jeffrey Hatcher, **Delran Twp**  
Gene DiFillippo, *Alt*, **Edgewater Park**  
David Hansell, *Alt*, **Fieldsboro Borough**  
Richard Brook, **Florence Twp**  
Leo Selb, **Hainesport Twp**  
Mike Mansdoerfer, **Lumberton Twp**  
Mike Fitzpatrick, **Mansfield Twp**  
Kathy Burger, **Medford Twp**  
Jerry Mascia, *Alt*, **Mt. Laurel Twp**

Mary Picariello, **North Hanover Twp**  
Barbara Sheipe, *Alt*, **Palmyra Borough**  
Dennis Gonzalez, **Pemberton Township**  
Meghan Jack, **Riverside Twp**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp**  
Doug Cramer, **Tabernacle Twp**  
Donna Ryan, **Westampton Twp**  
James Ingling, **Wrightstown Borough**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

*Resolution 2016-20 – Rejecting the Responses to the Request for Qualifications for the Position of General Liability Defense Attorney and Authorizing the Fund Administrator to Prepare, Advertise and Receive Responses to Requests for Qualifications for the Position of General Liability Defense Attorney -* Mr. DeWeese stated that this resolution states that the Fund does hereby reject all proposals received in response to the Fund’s advertisement for RFQs for General Liability Defense Attorneys and that the Fund Administrator is hereby authorized to prepare and advertise the availability of Requests for Qualifications for the position of General Liability Defense Attorneys and receive responses at a date to be determined by the Fund Administrator. Mr. DeWeese will contact all firms that previously submitted responses to the original advertisement and notify them of the Fund’s determination.

Motion by Mr. Keller, seconded by Mr. Hatcher, to approve Resolution 2016-20, rejecting the Responses to the Request for Qualifications for the Position of General Liability Defense Attorney and Authorizing the Fund Administrator to Prepare, Advertise and Receive Responses to Requests for Qualifications for the Position of General Liability Defense Attorney as presented.

**ROLL CALL**    *Yeas*

Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Dean Buhrer, *Alt*, **Bordentown Twp**  
Glenn McMahon, **Chesterfield Twp**  
Jeffrey Hatcher, **Delran Twp**  
Gene DiFillippo, *Alt*, **Edgewater Park**  
David Hansell, *Alt*, **Fieldsboro Borough**  
Richard Brook, **Florence Twp**  
Leo Selb, **Hainesport Twp**  
Mike Mansdoerfer, **Lumberton Twp**  
Mike Fitzpatrick, **Mansfield Twp**  
Kathy Burger, **Medford Twp**  
Jerry Mascia, *Alt*, **Mt. Laurel Twp**  
Mary Picariello, **North Hanover Twp**  
Barbara Sheipe, *Alt*, **Palmyra Borough**

Dennis Gonzalez, **Pemberton Township**  
Meghan Jack, **Riverside Twp**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp**  
Doug Cramer, **Tabernacle Twp**  
Donna Ryan, **Westampton Twp**  
James Ingling, **Wrightstown Borough**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

***Resolution 2016-21 – Extending the Contracts of the Existing General Liability Assigned Defense Counsel for Six (6) Months*** - Mr. DeWeese stated that based on the rejection of the proposals submitted to the General Liability RFQs, it is necessary to extend the contracts of the existing General Liability Assigned Defense Counsel for six (6) months- from July 1, 2016 to December 31, 2016 at the hourly rates set forth in the RFQ.

Motion by Mr. Hatcher, seconded by Ms. Jack, to approve Resolution 2016-21, Extending the Contracts of the Existing General Liability Assigned Defense Counsel for Six (6) Months as presented.

**ROLL CALL**    *Yeas*

Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Dean Buhner, *Alt*, **Bordentown Twp**  
Glenn McMahon, **Chesterfield Twp**  
Jeffrey Hatcher, **Delran Twp**  
Gene DiFillippo, *Alt*, **Edgewater Park**  
David Hansell, *Alt*, **Fieldsboro Borough**  
Richard Brook, **Florence Twp**  
Leo Selb, **Hainesport Twp**  
Mike Mansdoerfer, **Lumberton Twp**  
Mike Fitzpatrick, **Mansfield Twp**  
Kathy Burger, **Medford Twp**  
Jerry Mascia, *Alt*, **Mt. Laurel Twp**  
Mary Picariello, **North Hanover Twp**  
Barbara Sheipe, *Alt*, **Palmyra Borough**  
Dennis Gonzalez, **Pemberton Township**  
Meghan Jack, **Riverside Twp**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp**  
Doug Cramer, **Tabernacle Twp**  
Donna Ryan, **Westampton Twp**  
James Ingling, **Wrightstown Borough**

*Nays:* None

*Abstain:* None

Motion carried by unanimous vote.

**Resolution 2016-22 – Adopting the Revised BURLCO JIF Litigation Management Guidelines**  
- Mr. DeWeese stated that the Finance Committee reviewed the revisions and the Fund Commissioners have agreed to adopt the revised BURLCO JIF Litigation Management Guidelines.

Motion by Mr. Hatcher, seconded by Mr. Keller, to approve Resolution 2016-22, adopting the Revised BURLCO JIF Litigation Management Guidelines as presented.

**ROLL CALL**    *Yeas*

Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Dean Buhner, *Alt*, **Bordentown Twp**  
Glenn McMahon, **Chesterfield Twp**  
Jeffrey Hatcher, **Delran Twp**  
Gene DiFillippo, *Alt*, **Edgewater Park**  
David Hansell, *Alt*, **Fieldsboro Borough**  
Richard Brook, **Florence Twp**  
Leo Selb, **Hainesport Twp**  
Mike Mansdoerfer, **Lumberton Twp**  
Mike Fitzpatrick, **Mansfield Twp**  
Kathy Burger, **Medford Twp**  
Jerry Mascia, *Alt*, **Mt. Laurel Twp**  
Mary Picariello, **North Hanover Twp**  
Barbara Sheipe, *Alt*, **Palmyra Borough**  
Dennis Gonzalez, **Pemberton Township**  
Meghan Jack, **Riverside Twp**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp**  
Doug Cramer, **Tabernacle Twp**  
Donna Ryan, **Westampton Twp**  
James Ingling, **Wrightstown Borough**

*Nays:* None

*Abstain:* None

Motion carried by unanimous vote.

**Resolution 2016-23 – Appointing Members to the Workers Compensation Defense Panel** - Mr. DeWeese stated that the Finance Committee reviewed, discussed and evaluated all the responses that were received and each member of the Finance Committee individually completed the evaluation and scoring process and it was determined that certain firms are recommended to be awarded contracts. The three top firms are Pietras, Saracino, Smith & Meeks, LLP; Affanato Marut, LLC; and Capehart & Scatchard.

Motion by Mr. Keller, seconded by Mr. Cramer, to approve Resolution 2016-23, Appointing Members to the Workers Compensation Defense Panel as presented.

**ROLL CALL**    *Yeas*

Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Dean Buhner, *Alt*, **Bordentown Twp**  
Glenn McMahon, **Chesterfield Twp**  
Jeffrey Hatcher, **Delran Twp**  
Gene DiFillippo, *Alt*, **Edgewater Park**  
David Hansell, *Alt*, **Fieldsboro Borough**  
Richard Brook, **Florence Twp**  
Leo Selb, **Hainesport Twp**  
Mike Mansdoerfer, **Lumberton Twp**  
Mike Fitzpatrick, **Mansfield Twp**  
Kathy Burger, **Medford Twp**  
Jerry Mascia, *Alt*, **Mt. Laurel Twp**  
Mary Picariello, **North Hanover Twp**  
Barbara Sheipe, *Alt*, **Palmyra Borough**  
Dennis Gonzalez, **Pemberton Township**  
Meghan Jack, **Riverside Twp**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp**  
Doug Cramer, **Tabernacle Twp**  
Donna Ryan, **Westampton Twp**  
James Ingling, **Wrightstown Borough**

*Nays:*            None  
*Abstain:*        None

Motion carried by unanimous vote.

There was a discussion regarding the files currently being handled by Brown & Connery. Mr. DeWeese explained that a firm on the Fund's Workers Compensation Defense; Panel Freeman, Barton, Huber & Sacks, was recently purchased by Brown & Connery. The existing BURLCO JIF files that were being handled by assigned defense panel members for this firm were absorbed by the workers compensation attorneys at Brown & Connery. Following a lengthy discussion, the membership decided to re-assign the cases being handled by Brown & Connery to the new Workers' Compensation Defense Panel firms.

Motion by Mr. Hatcher, seconded by Ms. Jack, to authorize Patty Davidson at Qual-Lynx to reassign the files being handled by Brown & Connery to the new Workers' Compensation Defense Panel firms.

**ROLL CALL**    *Yeas*

Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Dean Buhner, *Alt*, **Bordentown Twp**  
Glenn McMahon, **Chesterfield Twp**



Jeffrey Hatcher, **Delran Twp**  
Gene DiFillippo, *Alt*, **Edgewater Park**  
David Hansell, *Alt*, **Fieldsboro Borough**  
Richard Brook, **Florence Twp**  
Leo Selb, **Hainesport Twp**  
Mike Mansdoerfer, **Lumberton Twp**  
Mike Fitzpatrick, **Mansfield Twp**  
Kathy Burger, **Medford Twp**  
Jerry Mascia, *Alt*, **Mt. Laurel Twp**  
Mary Picariello, **North Hanover Twp**  
Barbara Sheipe, *Alt*, **Palmyra Borough**  
Dennis Gonzalez, **Pemberton Township**  
Meghan Jack, **Riverside Twp**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp**  
Doug Cramer, **Tabernacle Twp**  
Donna Ryan, **Westampton Twp**  
James Ingling, **Wrightstown Borough**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

Mr. DeWesse stated that he will meet with the new firms as directed by the Finance Committee to review the revised Litigation Management Guidelines in detail and emphasize the requirement that only approved members of the defense counsel work on JIF files and answer any questions they may have.

*Closed Cases* – Mr. DeWeese reported that there was no closed case(s) for the month of June, 2016.

*Summary of General Liability files*– Mr. DeWeese reported that there are 18 active General Liability claims.

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

Mr. Saville stated that the Safety Director's Report is self-explanatory. He highlighted the following items:

*MEL Video Library* – He noted the email address: [melvideolibrary@jamontgomery.com](mailto:melvideolibrary@jamontgomery.com) and a new phone number: 856-552-4900.

*Safety Director's Bulletins* – He noted that there was one (1) bulletin; *Training Summer and Seasonal Employees*.

*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. He asked the members to pre-register employees that are attending the training.

***Status of Safety Contracts***– Mr. Saville stated that a list of the status of safety contracts received as of May 31, 2016 was included in his report. He asked the members to review the list and if they have any questions to contact his office.

***MSI Training Administrators***– Mr. Saville stated that a list of the MSI Training Administrators was included in his report. He asked the members to review the list and make sure the correct name is listed. Any questions contact his office.

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

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

#### ***Lessons Learned from Losses – June***

Mr. Roselli stated that the *Lessons Learned from Losses* was included in the agenda packet.

Mr. Roselli stated that the focus for this month is the *Roadways, Signs and Walkway Program*. He stated that accidents occur from poor surface conditions and poor sign maintenance are the leading cause of liability claims against municipalities. The best defense is a well-documented program that provides the means to identify and correct adverse conditions. He advised the members to enforce sidewalk ordinances and if a town does not have an ordinance that they need to put one in place.

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

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

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

- A fifth meeting of the Firefighters Ad Hoc Committee was scheduled for June 21, 2016 at 7pm. The topic was bringing wellness resources and awareness to all firefighters to improve overall well-being.
- Wellness Connection Newsletter for June, 2016 was included in the agenda packet as well as being posted to the JIF website.
- One (1) town asked all their employees to complete a WAWA form selecting a sandwich of their choice. Using WAWA nutritional website, healthier alternatives will be explored and shared with group.
- One (1) town is interested in offering a Recipe Swap during the month of July.
- One (1) town completed their “weigh-in for “Healthy Challenge” participants.
- One (1) town completed their “weight loss challenge”. A Quiet Room was created for the employees. Photos were included on the JIF website under “Curb Appeal”.
- One (1) town continues their “Healthy Weight for Life” challenge.
- One (1) town offered reimbursement for purchase such as sneakers, Fitbit, etc.
- Ms. Schiffer noted that an email was sent regarding AETNA and their “Healthiest City/County”. \$1.5 million in prizes is being offered over the next several years.
- NJWELL program – Once again, employees covered under the NJ State Health Insurance will receive a \$125 reward gift card after completing the online health assessment, completing a Biometric health screening and earning 400 points. The website is: <http://shbp.horizonblue.com/health-wellness/njwell>

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

**MANAGED HEALTH CARE REPORT**

Ms. Beatty reviewed the Managed Care Report for *May 2016*.

**Lost Time v. Medical Only Cases**

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

	<i>May</i>	<i>YTD</i>
<i>Lost Time</i>	<i>0</i>	<i>5</i>
<i>Medical Only</i>	<i>10</i>	<i>56</i>
<i>Report Only</i>	<i>4</i>	<i>29</i>
<i>Total Intakes</i>	<i>14</i>	<i>90</i>
<i>Report Only % of Total</i>	<i>28.6%</i>	<i>32.2%</i>
<i>Medical Only/Lost Time Ratio</i>	<i>100:00</i>	<i>92:08</i>
<i>Average Days to Report</i>	<i>9.0</i>	<i>2.7</i>

**Transitional Duty Report**

Ms. Beatty presented the Year-to-Date Transitional Duty Report:

<i>Transitional Duty Summary Report</i>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	<i>870</i>
<i>Transitional Duty Days Worked</i>	<i>436</i>
<i>% of Transitional Duty Days Worked</i>	<i>50.1%</i>
<i>Transitional Duty Days Not Accommodated</i>	<i>434</i>
<i>% of Transitional Duty Days Not Accommodated</i>	<i>49.9%</i>

**PPO Penetration Report:**

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>May</i>
<i>Bill Count</i>	<i>161</i>
<i>Original Provider Charges</i>	<i>\$205,757</i>
<i>Re-priced Bill Amount</i>	<i>\$73,515</i>
<i>Savings</i>	<i>\$132,242</i>
<i>% of Savings</i>	<i>64.3%</i>
<i>Participating Provider Penetration Rate - Bill Count</i>	<i>93.2%</i>

<i>Participating Provider Penetration Rate – Provider Charges</i>	95.9%
<i>EPO Provider Penetration Rate - Bill Count</i>	90.2%
<i>EPO Provider Penetration Rate – Provider Charges</i>	95.3%

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

**TREASURER'S REPORT**

Mr. Tontarski presented an overview of the Treasurer's Report for month ending **May 31, 2016**, a copy of which was provided to the membership in the agenda packet.

**Investment Interest**

Interest received or accrued for the current month totaled \$3,935.29. This generated an average annual yield of .29%. After including an unrealized net loss of \$1,840.00 in the asset portfolio, the yield was adjusted to .15 % for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized gain of \$4,060.00 as it relates to market value of \$3,004,060.00 vs. the amount invested.

Our asset portfolio with TD Wealth Management consists of one (1) obligation with maturity less than one year and one (1) obligation with maturity greater than one year.

**Receipt Activity for the Period**

	Monthly	YTD
Subrogation Receipts	\$4,060.00	\$22,812.78

**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 \$316,072.05. The claim detail for the 184 checks is as follows:

Direct Loss Payments	\$274,691.48
Claim Expenses	\$10,648.59
Legal Defense Costs	\$10,489.00

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

Delran Township	\$93,776.00
Chesterfield Township	\$3,733.00
Bordentown City	\$10,489.00

**Cash Activity for the Period**

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$16,598,511.81 to a closing balance of \$16,206,292.31 showing a decrease in the Fund of \$392,219.50.

***Loss Run Payment Register***

Chair Mansdoerfer entertained a motion to approve the ***May 2016 Loss Run Payment Register*** as presented.

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

Motion by Mr. Keller, seconded by Mr. Hatcher, to approve the ***May 2016 Loss Run Payment Register***.

**ROLL CALL    *Yeas***

Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Dean Buhner, ***Alt*, Bordentown Twp**  
Glenn McMahon, **Chesterfield Twp**  
Jeffrey Hatcher, **Delran Twp**  
Gene DiFillippo, ***Alt*, Edgewater Park**  
David Hansell, ***Alt*, Fieldsboro Borough**  
Richard Brook, **Florence Twp**  
Leo Selb, **Hainesport Twp**  
Mike Mansdoerfer, **Lumberton Twp**  
Mike Fitzpatrick, **Mansfield Twp**  
Kathy Burger, **Medford Twp**  
Jerry Mascia, ***Alt*, Mt. Laurel Twp**  
Mary Picariello, **North Hanover Twp**  
Barbara Sheipe, ***Alt*, Palmyra Borough**  
Dennis Gonzalez, **Pemberton Township**  
Meghan Jack, **Riverside Twp**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp**  
Doug Cramer, **Tabernacle Twp**  
Donna Ryan, **Westampton Twp**  
James Ingling, **Wrightstown Borough**

***Nays:***        None  
***Abstain:***    None

Motion carried by unanimous vote.

***Bill List –June, 2016***

For the Executive Committee’s consideration, Mr. Tontarski presented the ***June 2016 Bill List*** in the amount of \$118,144.64.

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

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

Motion by Ms. Jack, seconded by Mr. McMahon, to approve the ***June 2016 Bill List*** totaling \$118,144.64.

**ROLL CALL    *Yeas***

Rich Wolbert, **Beverly City**

Grace Archer, **Bordentown City**  
Dean Buhner, *Alt*, **Bordentown Twp**  
Glenn McMahon, **Chesterfield Twp**  
Jeffrey Hatcher, **Delran Twp**  
Gene DiFillippo, *Alt*, **Edgewater Park**  
David Hansell, *Alt*, **Fieldsboro Borough**  
Richard Brook, **Florence Twp**  
Leo Selb, **Hainesport Twp**  
Mike Mansdoerfer, **Lumberton Twp**  
Mike Fitzpatrick, **Mansfield Twp**  
Kathy Burger, **Medford Twp**  
Jerry Mascia, *Alt*, **Mt. Laurel Twp**  
Mary Picariello, **North Hanover Twp**  
Barbara Sheipe, *Alt*, **Palmyra Borough**  
Dennis Gonzalez, **Pemberton Township**  
Meghan Jack, **Riverside Twp**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp**  
Doug Cramer, **Tabernacle Twp**  
Donna Ryan, **Westampton Twp**  
James Ingling, **Wrightstown Borough**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

### **COMMITTEE REPORTS**

#### **FINANCE COMMITTEE – May 24, 2016**

Mr. Hatcher stated that the Finance Committee met on May 24, 2016 and reviewed the Litigation Management Guidelines, the Finance Committee charter, the Fund Audit as of December 31, 2015 and the Interim Financial Summary and recommended the following actions:

#### ***Resolution 2016-24 – Accepting the Annual Audit Report for the Period Ending December 31, 2015***

Motion by Mr. Keller, seconded by Mr. Cramer, to approve Resolution 2016-24, Accepting the Annual Audit Report for the Period Ending December 31, 2015 as presented.

#### **ROLL CALL    *Yeas***

Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Dean Buhner, *Alt*, **Bordentown Twp**  
Glenn McMahon, **Chesterfield Twp**  
Jeffrey Hatcher, **Delran Twp**  
Gene DiFillippo, *Alt*, **Edgewater Park**  
David Hansell, *Alt*, **Fieldsboro Borough**

Richard Brook, **Florence Twp**  
Leo Selb, **Hainesport Twp**  
Mike Mansdoerfer, **Lumberton Twp**  
Mike Fitzpatrick, **Mansfield Twp**  
Kathy Burger, **Medford Twp**  
Jerry Mascia, *Alt*, **Mt. Laurel Twp**  
Mary Picariello, **North Hanover Twp**  
Barbara Sheipe, *Alt*, **Palmyra Borough**  
Dennis Gonzalez, **Pemberton Township**  
Meghan Jack, **Riverside Twp**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp**  
Doug Cramer, **Tabernacle Twp**  
Donna Ryan, **Westampton Twp**  
James Ingling, **Wrightstown Borough**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

***Resolution 2016-25 –Transferring Fund Year 2012 to the Municipal Excess Liability Residual Claims Fund***

Motion by Mr. Keller, seconded by Mr. McMahon, to approve Resolution 2016-25, Transferring the 2012 Fund Year to the Municipal Excess Liability Residual Claims Fund as presented.

**ROLL CALL    *Yeas***

Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Dean Buhner, *Alt*, **Bordentown Twp**  
Glenn McMahon, **Chesterfield Twp**  
Jeffrey Hatcher, **Delran Twp**  
Gene DiFillippo, *Alt*, **Edgewater Park**  
David Hansell, *Alt*, **Fieldsboro Borough**  
Richard Brook, **Florence Twp**  
Leo Selb, **Hainesport Twp**  
Mike Mansdoerfer, **Lumberton Twp**  
Mike Fitzpatrick, **Mansfield Twp**  
Kathy Burger, **Medford Twp**  
Jerry Mascia, *Alt*, **Mt. Laurel Twp**  
Mary Picariello, **North Hanover Twp**  
Barbara Sheipe, *Alt*, **Palmyra Borough**  
Dennis Gonzalez, **Pemberton Township**  
Meghan Jack, **Riverside Twp**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp**  
Doug Cramer, **Tabernacle Twp**  
Donna Ryan, **Westampton Twp**  
James Ingling, **Wrightstown Borough**

*Nays:* None  
*Abstain:* None

***Resolution 2016-26 –Transfer of Funds in the amount of \$100,000 from the 2015 Deductible line to the 2015 Property line***

Motion by Mr. McMahon, seconded by Mr. Keller, to approve Resolution 2016-26, Transfer of Funds in the amount of \$100,000 from 2015 Deductible to 2015 Property as presented.

**ROLL CALL    *Yeas***

Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Dean Buhner, *Alt*, **Bordentown Twp**  
Glenn McMahon, **Chesterfield Twp**  
Jeffrey Hatcher, **Delran Twp**  
Gene DiFillippo, *Alt*, **Edgewater Park**  
David Hansell, *Alt*, **Fieldsboro Borough**  
Richard Brook, **Florence Twp**  
Leo Selb, **Hainesport Twp**  
Mike Mansdoerfer, **Lumberton Twp**  
Mike Fitzpatrick, **Mansfield Twp**  
Kathy Burger, **Medford Twp**  
Jerry Mascia, *Alt*, **Mt. Laurel Twp**  
Mary Picariello, **North Hanover Twp**  
Barbara Sheipe, *Alt*, **Palmyra Borough**  
Dennis Gonzalez, **Pemberton Township**  
Meghan Jack, **Riverside Twp**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp**  
Doug Cramer, **Tabernacle Twp**  
Donna Ryan, **Westampton Twp**  
James Ingling, **Wrightstown Borough**

*Nays:* None  
*Abstain:* None

***Resolution 2016-27 –Transfer of Funds in the amount of \$180,000 from the 2013 Deductible line to the 2013 Auto line***

Motion by Mr. Keller, seconded by Mr. McMahon, to approve Resolution 2016-27, Transfer of Funds in the amount of \$180,000 from 2013 Deductible to 2013 Auto as presented.

**ROLL CALL    *Yeas***

Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Dean Buhner, *Alt*, **Bordentown Twp**  
Glenn McMahon, **Chesterfield Twp**  
Jeffrey Hatcher, **Delran Twp**  
Gene DiFillippo, *Alt*, **Edgewater Park**



David Hansell, *Alt*, **Fieldsboro Borough**  
Richard Brook, **Florence Twp**  
Leo Selb, **Hainesport Twp**  
Mike Mansdoerfer, **Lumberton Twp**  
Mike Fitzpatrick, **Mansfield Twp**  
Kathy Burger, **Medford Twp**  
Jerry Mascia, *Alt*, **Mt. Laurel Twp**  
Mary Picariello, **North Hanover Twp**  
Barbara Sheipe, *Alt*, **Palmyra Borough**  
Dennis Gonzalez, **Pemberton Township**  
Meghan Jack, **Riverside Twp**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp**  
Doug Cramer, **Tabernacle Twp**  
Donna Ryan, **Westampton Twp**  
James Ingling, **Wrightstown Borough**

*Nays:* None  
*Abstain:* None

Mr. Forlenza apologized that the Finance Committee minutes were not available at the meeting as a handout and stated that he will email the minutes to the members tomorrow.

#### ***SAFETY COMMITTEE – June 21, 2016***

Mr. Cramer stated that the Safety Committee met before the Executive Committee meeting, a copy of the minutes will be included in the July agenda packet. He noted that the Committee reviewed the following items: 1<sup>st</sup> Quarter Safety Director's Report, Renewing Members, JIF/MEL Loss Ratio Report, Regional Training, Police Ad Hoc Committee, the Safety Kickoff Breakfast and Wellness issues, including the Fire Chief's Ad Hoc Committee.

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

##### ***MEL Report – June 1, 2016***

Ms. Jack stated that the Audit Report as of December 31, 2015 was reviewed and the MEL is in a strong financial position with a surplus of \$19 million. The management report included a note on the impact of the economic conditions on the Fund's earned investment income, a suggestion was made to monitor the position of the Residual Claims Fund and a comment on cyber security and crime coverage. The Audit Committee recommended that the MEL alter its internal audit schedule moving up the Claims Audit to 2016 and the Actuarial Second Opinion to 2017.

Ms. Jack noted that a Special Events Publication was reviewed and a checklist was sent out to the members. Mr. Forlenza stated that the checklist was not sent out due to poor print quality and he asked for the publication to be re-printed. He stated that when he received the re-print he will send it to all the members. In the meantime, the Special Events Booklet can be found on the JIF/Mel websites.

***RCF Report – June 1, 2016***

Mr. Matchett stated that the RCF has changed their asset manager this year and are working with them to increase the yield to 1.25%.

***EJIF Report – June 1, 2016***

Ms. Jack stated that the EJIF reviewed the Audit as of December 31, 2015 and there were no findings or recommendations. She also noted that the Appellate Division overturned Judge Rafferty's initial finding in the Kiddie College case, which helps to strengthen Title 59 immunities.

***MISCELLANEOUS BUSINESS***

***Next Meeting***

Chair Mansdoerfer noted that the next meeting of the BURLCO JIF will take place on **Tuesday, July 19, 2016 at 4:00 PM** at the **Hainesport Municipal Building, Hainesport, NJ.**

***PRIMA Conference – June 5-8, 2016***

Mr. Matchett attended the PRIMA Conference on June 6-8, 2016; a copy of his report was distributed to the members.

***PUBLIC COMMENT***

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

Chair Mansdoerfer opened the meeting to the public for comment.

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

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

***EXECUTIVE SESSION MEETING – Resolution #2016-28***

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

Motion by Mr. Keller, seconded by Mr. Cramer, to Adopt ***Resolution #2016-28***. 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 Ms. Jack, seconded by Mr. McMahon, 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 Liability</i>	<i>Property</i>
X99053	Z18330	X83375
Z30453		Z35916
Z37736		Z26819
Z33678		
X93684		

**ROLL CALL Yeas**

- Rich Wolbert, **Beverly City**
- Grace Archer, **Bordentown City**
- Dean Buhner, *Alt*, **Bordentown Twp**
- Glenn McMahon, **Chesterfield Twp**
- Jeffrey Hatcher, **Delran Twp**
- Gene DiFillippo, *Alt*, **Edgewater Park**
- David Hansell, *Alt*, **Fieldsboro Borough**
- Richard Brook, **Florence Twp**
- Leo Selb, **Hainesport Twp**
- Mike Mansdoerfer, **Lumberton Twp**
- Mike Fitzpatrick, **Mansfield Twp**
- Kathy Burger, **Medford Twp**
- Jerry Mascia, *Alt*, **Mt. Laurel Twp**
- Mary Picariello, **North Hanover Twp**
- Barbara Sheipe, *Alt*, **Palmyra Borough**
- Dennis Gonzalez, **Pemberton Township**
- Meghan Jack, **Riverside Twp**
- David Matchett, **Shamong**
- J. Paul Keller, **Springfield Twp**
- Doug Cramer, **Tabernacle Twp**
- Donna Ryan, **Westampton Twp**
- James Ingling, **Wrightstown Borough**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

**AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL**

There were one (1) claim(s) presented for abandon subrogation.

*Claim# X93684*

Motion by Ms. Jack, seconded by Mr. Cramer, authorizing to abandon subrogation as presented.

**ROLL CALL**    *Yeas*

Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Dean Buhner, *Alt*, **Bordentown Twp**  
Glenn McMahon, **Chesterfield Twp**  
Jeffrey Hatcher, **Delran Twp**  
Gene DiFillippo, *Alt*, **Edgewater Park**  
David Hansell, *Alt*, **Fieldsboro Borough**  
Richard Brook, **Florence Twp**  
Leo Selb, **Hainesport Twp**  
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Mike Fitzpatrick, **Mansfield Twp**  
Kathy Burger, **Medford Twp**  
Jerry Mascia, *Alt*, **Mt. Laurel Twp**  
Mary Picariello, **North Hanover Twp**  
Barbara Sheipe, *Alt*, **Palmyra Borough**  
Dennis Gonzalez, **Pemberton Township**  
Meghan Jack, **Riverside Twp**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp**  
Doug Cramer, **Tabernacle Twp**  
Donna Ryan, **Westampton Twp**  
James Ingling, **Wrightstown Borough**

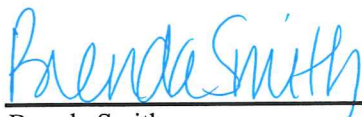
*Nays:*            None  
*Abstain:*        None

**MOTION TO ADJOURN**

Chair Mansdoerfer entertained a motion to adjourn the June 21, 2016 meeting of the BURLCO JIF.

Motion by Mr. McMahon, seconded by Ms. Jack, to adjourn the June 21, 2016 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 5:27 pm.



Brenda Smith,  
*Recording Secretary for*

  
\_\_\_\_\_  
Paul Keller, **SECRETARY**