

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

JUNE 16, 2015

OPEN SESSION MINUTES

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, June 16, 2015 at 4:00 PM, prevailing time. Chair Mansdoerfer, **Lumberton**, 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

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City** (arrived 4:05pm)
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco**
Jeffrey Hatcher, **Delran**
Linda Dougherty, **Edgewater Park**
Rich Brook, **Florence**
Leo Selb, **Hainesport**
Mike Mansdoerfer, *Chair*, **Lumberton**
Kathy Burger, **Medford Twp**
Sean Gable, **Mansfield Twp**
Meredith Tomczyk, **Mt. Laurel**
Mary Picariello, **North Hanover Twp**
Barbara Sheipe, *Alternate*, **Palmyra Boro**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside**
David Matchett, **Shamong**
Kathy Hoffman, **Southampton Twp**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Absent Fund Commissioner were:

Donna Mull, **Pemberton Boro**
J. Paul Keller, *Secretary*, **Springfield**
Maryalice Brown, **Woodland Twp**

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.*
Tom Tontarski, Treasurer
John Saville, 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
EJA/Capacity Insurance
Insurance Agency Management
Model Consulting Inc.

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

Chair Mansdoerfer stated that in the absence of Commissioner Keller, Fund Secretary, that Commissioner Jack will be Acting Secretary.

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

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.

APPROVAL OF THE MINUTES

Chair Mansdoerfer presented the meeting minutes of the May 19, 2015 meeting of the Fund, as found in the agenda packet, for approval.

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

Motion by Mr. Cramer, seconded by Mr. McMahon, to approve the meeting minutes of the May 19, 2015 meeting of the Fund as presented. Commissioners Jack and Dougherty 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 Mansdoerfer presented the Closed Session Meeting Minutes of the May 19, 2015 meeting of the Fund for approval.

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

Motion by Ms. Jack, seconded by Mr. Hatcher, to approve the Closed Session minutes of the May 19, 2015 meeting of the Fund as presented. Motion carried.

The Closed Session minutes of the May 19, 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 May 19, 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 can build moral within the municipalities 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 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.

Annual Exposure Renewal Process– Mr. Forlenza stated that the 2016 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.

Fireworks – MEL Bulletin– Mr. Forlenza stated that the July 4th holiday is quickly approaching and as a reminder, if a municipality is planning a Fireworks display, coverage for this event is not automatic. To secure coverage, the municipality must comply with the terms and conditions outlined in the MEL Coverage Bulletin 2015-08. He asked the members not to wait until the last minute before seeking coverage for this event as the Fund Underwriter needs time to review all documentation submitted to determine compliance.

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.

Resolution 2015-18 Authorizing the Release of Fund Year 2014 Closed Session Executive Committee Meeting Minutes

Chair Mansdoerfer entertained a motion to adopt Resolution 2015-18 authorizing the Release of Fund Year 2014 Closed Session Executive Meeting Minutes as presented.

Motion by Mr. Hatcher, seconded by Mr. Cramer, to *authorizing the Release of Fund Year 2014 Closed Session Executive Meeting Minutes.*

ROLL CALL Yeas

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco**
Jeffrey Hatcher, **Delran**
Linda Dougherty, **Edgewater Park**
Rich Brook, **Florence**
Leo Selb, **Hainesport**
Mike Mansdoerfer, *Chair*, **Lumberton**
Kathy Burger, **Medford Twp**
Sean Gable, **Mansfield Twp**
Meredith Tomczyk, **Mt. Laurel**
Mary Picariello, **North Hanover Twp**
Barbara Sheipe, *Alternate*, **Palmyra Boro**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside**
David Matchett, **Shamong**
Kathy Hoffman, **Southampton Twp**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Nays: None

Abstain: None

Motion carried by unanimous vote.

Resolution 2015-19 Approving Defense Panel members for the term July 1, 2015 to June 30, 2016

Chair Mansdoerfer entertained a motion to adopt Resolution 2015-19 Approving Defense Panel Members for the term July 1, 2015 to June 30, 2016 as presented.

Motion by Mr. Hatcher, seconded by Ms. Jack, to *Approving Defense Panel Members for the term July 1, 2015 to June 30, 2016.*

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco**
Jeffrey Hatcher, **Delran**
Linda Dougherty, **Edgewater Park**
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Mike Mansdoerfer, *Chair*, **Lumberton**
Kathy Burger, **Medford Twp**
Sean Gable, **Mansfield Twp**
Meredith Tomczyk, **Mt. Laurel**
Mary Picariello, **North Hanover Twp**
Barbara Sheipe, *Alternate*, **Palmyra Boro**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside**
David Matchett, **Shamong**
Kathy Hoffman, **Southampton Twp**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Closed Cases – Mr. DeWeese reported that there was (1) one closed case for the month of June, 2015.

SAFETY DIRECTOR'S REPORT

Mr. Saville 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 May: Palmyra and Tabernacle.

Safety Director's Bulletin – He noted that there was a bulletin on Training Summer Seasonal Employees and Traffic Control by Law Enforcement in Work Zones.

MSI Training Programs – He noted that the upcoming MSI training programs for June, July and August were included in the agenda packet.

ADMINISTRATOR'S REPORT

Lessons Learned from Losses – June

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

She stated that this month the focus is on seasonal employees. She noted that personal protective equipment and adequate training are a must with seasonal employees. She stated that her office handled a claim where a lifeguard was injured when he was on his paid lunch break. The beach was closed to bathers because the surf was rough and it was “swim at your own risk” so the lifeguard decided to go out on his break with his own surfboard and wetsuit. A wave hit him and he sustained a concussion. After investigation, the claim was denied as the claimant was not in the course and scope of his duties as a lifeguard. A claim petition was filed and it was argued by the claimant’s attorney that the beach patrol did not enforce an actual “lunch break” schedule nor did it enforce the “no surfing by guards on their breaks”. The case was conferenced with a workers’ compensation judge who agreed partially with our position but recommended a Section 20 for \$3,500.00 with the claimant being responsible for his own medical bills. She noted that this example shows the importance of training and description of job duties, what you can and cannot do while working.

She stated that the MEL has a number of resources on the MEL website: www.njmel.org to assist municipalities in training.

WELLNESS DIRECTOR'S REPORT

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

- Bordentown Township will be hosting an Employee BBQ instead of their June Lunch and Learn.
- Mount Laurel hosted their Annual Employee Safety BBQ in June 5, 2015. They included wellness components and many attended.
- Shamong is looking to possibly starting a walking challenge in June.
- Southampton hosted their Annual Employee BBQ and had the Hainesport ShopRite dietitian there doing demonstrations and educational sessions.
- Tabernacle had the Medford ShopRite dietitian make a presentation on label reading and healthy alternatives for snacks. They will also be hosting an Employee BBQ and adding wellness components.

She noted that the June Newsletter has been updated 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 asked the members to distribute the Needs and Interest Survey to employees.

MANAGED HEALTH CARE REPORT

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

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>	2	9
<i>Medical Only</i>	5	57
<i>Report Only</i>	9	31
<i>Total Intakes(New Claims)</i>	16	97
<i>Report Only % of Total</i>	56.3%	32.0%
<i>Medical Only/Lost Time Ratio</i>	71:29	83:17
<i>Average Days to Report</i>	2.6	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>	1070
<i>Transitional Duty Days Worked</i>	619
<i>% of Transitional Duty Days Worked</i>	57.9%
<i>Transitional Duty Days Not Accommodated</i>	451
<i>% of Transitional Duty Days Not Accommodated</i>	42.1%

Nurse Case Assignment Report:

<i>Nurse Case Summary Report (Inclusive of 3 JIFs)</i>	<i>May</i>
<i>Total Cases Assigned in month</i>	171
<i>Total Cases Closed in month</i>	56
<i>Total Cases Open in month</i>	36

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>May</i>	<i>YTD</i>
<i>Bill Count</i>	173	807
<i>Original Provider Charges</i>	\$140,418	\$635,237

<i>Re-priced Bill Amount</i>	\$76,645	\$271,815
<i>Savings</i>	\$63,397	\$361,350
<i>% of Savings</i>	45.1%	56.9%
<i>Participating Provider Penetration Rate - Bill Count</i>	97.1%	96.4%
<i>Participating Provider Penetration Rate – Provider Charges</i>	81.0%	83.6%
<i>EPO Provider Penetration Rate - Bill Count</i>	95.8%	83.4%
<i>EPO Provider Penetration Rate – Prov Chrgs</i>	96.6%	86.2%

Ms. Beatty asked if there were any questions.

TREASURER'S REPORT

Mr. Tontarski presented an overview of the Treasurer's Report for month ending **May 31, 2015**, a copy of which was provided to the membership in the agenda packet. He noted that all the assessments were paid before the due date and he thanked the members.

Investment Interest

Interest received or accrued for the current month totaled \$4,875.90. This generated an average annual yield of .38%. After including an unrealized net loss of \$2,175.00 in the asset portfolio, the yield was adjusted to .21 % for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized gain of \$9,350.00 as it relates to market value of \$4,509,350.00 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

	Monthly	YTD
Subrogation Receipts	\$7,411.49	\$44,742.18
Overpayment Reimbursements	\$.00	

Claim Activity for the Period

Claim activity for the period for claims paid by the Fund and claims payable by the Fund at month end are in the amount of \$154,967.69. The claim detail for the 162 checks is as follows:

Direct Loss Payments	\$106,207.37
Claim Expenses	\$3,218.30
Legal Defense Costs	\$45,542.02

Cash Activity for the Period

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$15,672,281.65 to a closing balance of \$15,414,573.79 showing an decrease of \$257,707.86.

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

Loss Run Payment Register

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

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

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

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco**
Jeffrey Hatcher, **Delran**
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Meredith Tomczyk, **Mt. Laurel**
Mary Picariello, **North Hanover Twp**
Barbara Sheipe, *Alternate*, **Palmyra Boro**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside**
David Matchett, **Shamong**
Kathy Hoffman, **Southampton Twp**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Approval of June, 2015 Amended Bill List

For the Executive Committee's consideration, Mr. Tontarski presented the amended *June Bill List* in the amount of **\$75,762.82**.

Chair Mansdoerfer entertained a motion to approve the amended *June Bill List*.

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 amended *June Bill List*.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco**
Jeffrey Hatcher, **Delran**
Linda Dougherty, **Edgewater Park**
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Mary Picariello, **North Hanover Twp**
Barbara Sheipe, *Alternate*, **Palmyra Boro**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside**
David Matchett, **Shamong**
Kathy Hoffman, **Southampton Twp**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Chair Mansdoerfer welcome Mary Picariello, new Fund Commissioner for North Hanover Township.

COMMITTEE REPORTS

FINANCE COMMITTEE – May 13, 2015 – Commissioner Hatcher noted that the Finance Committee met on May 13, 2015 which he reported on verbally last month and asked that the members review the written minutes in the agenda packet. He further stated that he was happy to report that there were no findings or comments in the 2014 Audit. He noted that there are three action items for this evening which are a Resolution to Adopt the Audit, a Resolution to Transfer the 2011 Fund Year to the RCF and a Resolution for an Interfund Transfer for Fund Year 2014.

Resolution 2015-20 Accepting 2014 Audit

Chair Mansdoerfer entertained a motion to adopt Resolution 2015-20 accepting the Annual Audit Report for the Period Ending December 31, 2014 as presented.

Motion by Mr. McMahon, seconded by Ms. Jack, to *Accepting the Annual Audit Report for the Period Ending December 31, 2014* as presented.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco**
Jeffrey Hatcher, **Delran**
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Barbara Sheipe, *Alternate*, **Palmyra Boro**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside**
David Matchett, **Shamong**
Kathy Hoffman, **Southampton Twp**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Resolution 2015-21 Authorizing Transfer of 2011 to RCF

Chair Mansdoerfer entertained a motion to adopt Resolution 2015-21 Authorizing Transfer of 2011 Fund Year to the Municipal Excess Liability Residual Claims Fund as presented.

Motion by Ms. Jack, seconded by Mr. Cramer, to adopt *Resolution 2015-21 Authorizing Transfer of 2011 Fund Year to the Municipal Excess Liability Residual Claims Fund* as presented.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco**
Jeffrey Hatcher, **Delran**
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Mike Mansdoerfer, *Chair*, **Lumberton**
Kathy Burger, **Medford Twp**
Sean Gable, **Mansfield Twp**
Meredith Tomczyk, **Mt. Laurel**
Mary Picariello, **North Hanover Twp**
Barbara Sheipe, *Alternate*, **Palmyra Boro**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside**
David Matchett, **Shamong**
Kathy Hoffman, **Southampton Twp**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Resolution 2015-22 Authorizing Interfund Transfer of 2014- \$25,000 from Deductible to Property

Chair Mansdoerfer entertained a motion to adopt Resolution 2015-22 Authorizing Interfund Transfer of 2014 Fund Year, \$25,000 from Deductible to Property as presented.

Motion by Mr. McMahon, seconded by Ms. Tomczyk, to adopt *Resolution 2015-22 Authorizing Interfund Transfer of 2014 Fund Year – Deductible to Property*.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco**
Jeffrey Hatcher, **Delran**
Linda Dougherty, **Edgewater Park**
Rich Brook, **Florence**

Leo Selb, **Hainesport**
Mike Mansdoerfer, *Chair*, **Lumberton**
Kathy Burger, **Medford Twp**
Sean Gable, **Mansfield Twp**
Meredith Tomczyk, **Mt. Laurel**
Mary Picariello, **North Hanover Twp**
Barbara Sheipe, *Alternate*, **Palmyra Boro**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside**
David Matchett, **Shamong**
Kathy Hoffman, **Southampton Twp**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Nays: None
Abstain: None

Motion carried by unanimous vote.

SAFETY COMMITTEE – June 16, 2015 – Commissioner Jack noted that the Safety Committee before the Executive Committee meeting. She highlighted the following items:

1st Quarter Safety Director's Loss Control Report– She stated that the committee reviewed the Safety Director's 1st quarter loss control report and the objectives for the 2nd quarter. She noted that the committee reviewed the beginning of the 2014 Right To Know Chemical Inventory survey and members should be contacted shortly for scheduling.

Regional Training– She noted that the committee reviewed potential changes to the Regional Training. The committee is looking to do away with the amount of Regional Training. The JIF currently does (5) five per year and the committee is looking to have John, Tim and Debby come up with something that is geared toward the individual members and what they may need for their towns.

Safety Kickoff Breakfast– She noted that the committee is looking to hold the Safety Kickoff Breakfast and Safety/Claims Coordinator Training separately. The suggestion was to hold a Safety Coordinator training and a Claims Coordinator training in February and have the Safety Kickoff Breakfast in March or April.

Minutes from the meeting will be included in the July agenda packet for review.

MEL/RCF/E-JIF REPORTS

Meeting minutes were included in the agenda packet for review.

The Year-end Financial Reports as of December 31, 2013 were reviewed and submitted and the Fund's surplus is at \$17,158,279. There was a suggestion to monitor the position of the Residual Claims Fund. The Fund is in excellent financial condition.

The Valuation Report as of December 31, 2014 was submitted and reviewed and it has decreased compared to this time last year particularly since the MEL transferred all open POL/EPL claims to the Residual Claims Fund.

MISCELLANEOUS BUSINESS

Next Meeting

Chair Mansdoerfer noted that the next meeting of the BURLCO JIF will take place on **Tuesday, July 21, 2015 at 4:00 PM** at the **Hainesport Municipal Building, Hainesport, NJ**.

PRIMA CONFERENCE

Commissioners Brook, Ryan and Selb attended the PRIMA conference and all agreed that the conference is very informative. They will present written reports for the July meeting.

PUBLIC COMMENT

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

EXECUTIVE SESSION MEETING – Resolution #2015-23

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. McMahon, seconded by Mr. Hatcher, to adopt Resolution #2015-23. 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. McMahon, seconded by Mr. Cramer, to reopen the public portion of the meeting. All in favor. Motion carried.

RESOLUTION 2015-24 – APPOINTING DAVID DEWESSE, ESQUIRE AS CUSTODIAN OF RECORDS IN COMPLAINTS FILED WITH GOVERNMENT RECORDS COUNCIL PERTAINING TO THE OPEN PUBLIC RECORDS ACT (OPRA)

Chair Mansdoerfer entertained a motion to approve Resolution 2015-24, Appointing David DeWeese, Esq., As Custodian of Records in complaints filed with government records council pertaining to the Open Public Records Act (OPRA) as discussed in Closed Session.

Motion by Ms. Jack, seconded by Mr. McMahon, approve *Resolution 2015-24, Appointing David DeWeese, Esq., as Custodian Of Records in complaints filed with government records council pertaining to the Open Public Records Act (OPRA).*

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco**
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Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside**
David Matchett, **Shamong**
Kathy Hoffman, **Southampton Twp**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Nays: None

Abstain: None

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. Tomczyk, to approve the following claims as discussed in *Closed Session*.

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>	<i>Auto</i>
<i>W83144</i>	<i>X33904</i>	<i>Z15643</i>	<i>Z16574</i>
<i>X21107</i>		<i>Z16254</i>	<i>Z15693</i>
<i>X77538</i>		<i>Z17392</i>	
<i>Z08889</i>			
<i>Z10728</i>			
<i>Z14682</i>			
<i>Z15504</i>			

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
 Richard Wolbert, **Beverly City**
 Grace Archer, **Bordentown City**
 Frank Nucera, **Bordentown Twp**
 Glenn McMahon, **Chesterfield Twp**
 Mike Templeton, **Delanco**
 Linda Dougherty, **Edgewater Park**
 Rich Brook, **Florence**
 Leo Selb, **Hainesport**
 Mike Mansdoerfer, *Chair*, **Lumberton**
 Kathy Burger, **Medford Twp**
 Sean Gable, **Mansfield Twp**
 Meredith Tomczyk, **Mt. Laurel**
 Mary Picariello, **North Hanover Twp**
 Barbara Sheipe, *Alternate*, **Palmyra Boro**
 Dennis Gonzalez, **Pemberton Twp**
 Meghan Jack, **Riverside**
 David Matchett, **Shamong**
 Kathy Hoffman, **Southampton Twp**
 Doug Cramer, **Tabernacle Twp**
 Donna Ryan, **Westampton Twp**

Nays: None
Abstain: James Ingling, **Wrightstown Boro**

Motion carried.

AUTHORIZATION TO ABANDON SUBROGATION

Chair Mansdoerfer asked for a motion for *Authorization to Abandon Subrogation* for (1) one claim as presented in Closed Session.

#X77538 - \$25,875.76

Chair Mansdoerfer asked if there were any questions at this time. No questions were entertained. Motion by Ms. Jack, seconded by Ms. Tomczyk, to approve the authorization to abandon subrogation as discussed in *Closed Session*.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco**
Linda Dougherty, **Edgewater Park**
Rich Brook, **Florence**
Leo Selb, **Hainesport**
Mike Mansdoerfer, *Chair*, **Lumberton**
Kathy Burger, **Medford Twp**
Sean Gable, **Mansfield Twp**
Meredith Tomczyk, **Mt. Laurel**
Mary Picariello, **North Hanover Twp**
Barbara Sheipe, *Alternate*, **Palmyra Boro**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside**
David Matchett, **Shamong**
Kathy Hoffman, **Southampton Twp**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Nays: None
Abstain: None

Motion carried by unanimous vote.

CHESTERFIELD CLAIM #X30515

Chair Mansdoerfer asked for a motion pertaining to the Chesterfield claim discussed in Closed Session.

Motion by Ms. Tomczyk, seconded by Ms. Jack, approving that no settlement authority is authorized based upon no liability issues for Chesterfield Township.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco**
Linda Dougherty, **Edgewater Park**
Rich Brook, **Florence**
Leo Selb, **Hainesport**
Mike Mansdoerfer, *Chair*, **Lumberton**
Kathy Burger, **Medford Twp**
Sean Gable, **Mansfield Twp**
Meredith Tomczyk, **Mt. Laurel**

Mary Picariello, **North Hanover Twp**
Barbara Sheipe, *Alternate*, **Palmyra Boro**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside**
David Matchett, **Shamong**
Kathy Hoffman, **Southampton Twp**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Nays: None
Abstain: None

Motion carried by unanimous vote.

MOTION TO ADJOURN

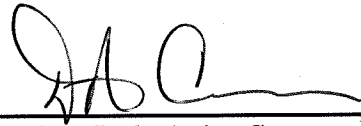
Chair Mansdoerfer entertained a motion to adjourn the June 16, 2015 meeting of the BURLCO JIF.

Motion by Mr. McMahon, seconded by Ms. Jack, to adjourn the June 16, 2015 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 5:42 pm.



Brenda Smith,
Recording Secretary for



Meghan Jack, Acting Secretary