

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

MAY 19, 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, May 19, 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**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco**
Jeffrey Hatcher, **Delran**
Rich Brook, **Florence**
Ed Ruggiano, *Alternate*, **Hainesport**
Mike Mansdoerfer, *Chair*, **Lumberton**
Kathy Burger, **Medford Twp**
Sean Gable, **Mansfield Twp**
Jerry Mascia, *Alternate*, **Mt. Laurel**
Barbara Sheipe, *Alternate*, **Palmyra Boro**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside**
David Matchett, **Shamong**
J. Paul Keller, *Secretary*, **Springfield**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**

Absent Fund Commissioner were:

Linda Dougherty, **Edgewater Park**
Cindy Dye, **North Hanover Twp**
Donna Mull, **Pemberton Boro**
Kathy Hoffman, **Southampton Twp**

Maryalice Brown, **Woodland Twp**
James Ingling, **Wrightstown Boro**

Those also in attendance were:

Paul Miola, CPCU, ARM, Executive Director, *AJG Risk Management Services, Inc.*
Paul Forlenza, Deputy Executive Director, *AJG Risk Management Services, Inc.*
David DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*
Tom Tontarski, Treasurer
Tim Sheehan, Safety Director, *J.A. Montgomery Risk Control*
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
Hardenberg Insurance Group
Insurance Agency Management
Model Consulting Inc.

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

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. Keller, seconded by Mr. McMahon, 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 April 21, 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. Hatcher, to approve the meeting minutes of the April 21, 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 April 21, 2015 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. McMahon, to approve the Closed Session minutes of the April 21, 2015 meeting of the Fund as presented. Motion carried.

The Closed Session minutes of the April 21, 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 April 21, 2015 meeting were collected at this time.

EXECUTIVE DIRECTOR'S REPORT

Mr. Miola 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. Miola 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. Miola 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.

EPL Helpline – Mr. Miola asked members to review the authorized contacts listed in the agenda packet on page 24.

Financial Fast Track Report – Mr. Miola noted that the FFT depicts a surplus of over \$10 million.

Statutory Bond Status – Mr. Miola asked members to review the lists on page 33. He reminded the members that the bond is on the person not the position.

Financial Disclosure Forms – Mr. Miola reported that if a Fund Commissioner did not file their Financial Disclosure statement, they will be fined \$100 by the State of New Jersey and the form still must be completed. He noted that his office has no ability to contact the State of New Jersey on a Fund Commissioner's behalf nor does the municipality since it is a personal fine.

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

Loss Run Report – He noted that that the Loss Run Reports were distributed to each Fund Commissioners and Risk Management Consultant at the meeting.

Mr. Miola 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.

Closed Cases – Mr. DeWeese reported that there was (1) one closed case for the month of May, 2015 and provided a brief explanation of the matter.

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 April: Chesterfield, Florence, Lumberton, Palmyra and Westampton.

Safety Director's Bulletin – He noted that there was a bulletin on playground inspection and maintenance.

Wellness Regional Training – He noted that that there was a Wellness Regional Training session held prior to the JIF meeting and it was well received.

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

SIR Mobile Quick Link – He noted that that information regarding the Supervisor's Incident Report (SIR) mobile link is up and running is on the BURLCOJIF website. Information on how to use the mobile link was handed out to the members and is available on the website.

ADMINISTRATOR'S REPORT

Lessons Learned from Losses – May

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

She stated that this month the focus is on photographs. Having pictures of damages, injuries and failed products is an integral part of any claim investigation. Pictures taken at the scene can point the claims adjuster in the right direction, to either deny the claim or attempt a resolution or proceed with subrogation. She noted that there was a town with five fire companies claiming damage to turn out gear, radios and other equipment during rescue efforts after Superstorm Sandy. The claim was submitted approximately four months after Sandy hit. All of the damaged equipment had been discarded and no pictures were taken. The town had no proof of the claimed damages and did not receive the full potential value of the lost equipment. They could only submit cost estimates printed from the internet showing prices. If the town had taken pictures of the damaged equipment, the damages could have been documented.

She advised to photograph scenes and equipment at the time of loss. Visual documentation will re-create the events that led to the claimed damages. The lack of documentation can cause the claim to be questioned and can also limit the ability to pursue subrogation.

WELLNESS DIRECTOR'S REPORT

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

- Bordentown Township hosted their second Lunch and Learn with 34 attending.
- Chesterfield Township is planning to have Dr. Denise Evans speak on “How to Live the 100 Year Lifestyle”.
- Florence had a Zumba and Yoga demonstration.
- Hainesport Township hosted a Lunch and Learn with 12 attending.
- Lumberton Township offered a De-Stress Day in April and it was well attended. They are planning to have an Employee Appreciation BBQ in June to kick off the summer. The new Administrator will offer an extra 15 minute break to encourage employees to get outside and walk. To take this extra break, they must go for a walk.
- Medford is planning to have the Burlington County Health Department in for scanning for sun damage and having EMT offer blood pressure screening.

- Mount Laurel is hosting their annual Employee Safety BBQ on June 5th. There will be wellness components included.
- Palmyra is having a “Don’t Fryday” to bring awareness to sun damage and promote using sunscreen.
- Pemberton Township had Dr. Peak do a presentation on stress management with 14 attending. They will be hosting a health fair for their volunteer firefighters. They are also working on a “quiet room” for employees to take breaks in, meditate and just have some down time.
- Riverside is planning to have the Burlington Shoprite dietitian come in June.
- Shamong is looking to start a walking challenge in June.
- Southampton is hosting their annual Employee BBQ and adding dietitians from the Hainesport Shoprite.
- Tabernacle is planning to have the Medford Shoprite dietitian in May.

She noted that the May Newsletter has been uploaded 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.

MANAGED HEALTH CARE REPORT

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

Lost Time v. Medical Only Cases

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

	<i>April</i>	<i>YTD</i>
<i>Lost Time</i>	0	7
<i>Medical Only</i>	20	52
<i>Report Only</i>	6	22
<i>Total Intakes(New Claims)</i>	26	81
<i>Report Only % of Total</i>	23.1%	27.2%
<i>Medical Only/Lost Time Ratio</i>	100:00	88:12
<i>Average Days to Report</i>	4.7	3.9

Transitional Duty Report

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

<i>Transitional Duty Summary Report</i>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	996
<i>Transitional Duty Days Worked</i>	680
<i>% of Transitional Duty Days Worked</i>	68.3%
<i>Transitional Duty Days Not Accommodated</i>	316
<i>% of Transitional Duty Days Not Accommodated</i>	31.7%

Nurse Case Assignment Report:

<i>Nurse Case Summary Report (Inclusive of 3 JIFs)</i>	<i>April</i>
<i>Total Cases Assigned in month</i>	218
<i>Total Cases Closed in month</i>	47
<i>Total Cases Open in month</i>	31

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>April</i>	<i>YTD</i>
<i>Bill Count</i>	185	634
<i>Original Provider Charges</i>	\$138,195	\$494,820
<i>Re-priced Bill Amount</i>	\$53,073	\$195,170
<i>Savings</i>	\$84,562	\$297,953
<i>% of Savings</i>	61.2%	60.2%
<i>Participating Provider Penetration Rate - Bill Count</i>	95.7%	96.2%
<i>Participating Provider Penetration Rate - Provider Charges</i>	79.0%	84.3%
<i>EPO Provider Penetration Rate - Bill Count</i>	84.5%	80.2%
<i>EPO Provider Penetration Rate - Provider Charges</i>	89.9%	83.4%

Ms. Beatty asked if there were any questions.

TREASURER'S REPORT

Mr. Tontarski presented an overview of the Treasurer's Report for month ending **April 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 \$5,118.06. This generated an average annual yield of .38%. After including an unrealized loss gain of \$1,150.00 in the asset portfolio, the yield was adjusted to .30 % for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized gain of \$11,525.00 as it relates to market value of \$5,511,525.00 vs. the amount invested.

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

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$7,836.07	\$37,330.69
Overpayment Reimbursements	\$377.69	

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 \$180,116.33. The claim detail for the 171 checks is as follows:

Direct Loss Payments	\$160,069.63
Claim Expenses	\$2,041.90
Legal Defense Costs	\$18,604.80

Cash Activity for the Period

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$16,546,001.66 to a closing balance of \$15,672,281.65 showing an decrease of \$873,720.01.

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 *April 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 *April 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**
 Rich Brook, **Florence**
 Ed Ruggiano, *Alternate*, **Hainesport**
 Mike Mansdoerfer, *Chair*, **Lumberton**
 Kathy Burger, **Medford Twp**
 Sean Gable, **Mansfield Twp**
 Jerry Mascia, *Alternate*, **Mt. Laurel**
 Barbara Sheipe, *Alternate*, **Palmyra Boro**
 Dennis Gonzalez, **Pemberton Twp**
 Meghan Jack, **Riverside**
 David Matchett, **Shamong**
 J. Paul Keller, *Secretary*, **Springfield**
 Doug Cramer, **Tabernacle Twp**
 Donna Ryan, **Westampton Twp**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Approval of May, 2015 Bill List

For the Executive Committee's consideration, Mr. Tontarski presented the *May Bill List* in the amount of **\$113,435.88**.

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

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

Motion by Mr. Hatcher, seconded by Mr. McMahon, to approve the *May 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
		Rich Brook, Florence
		Ed Ruggiano, <i>Alternate</i> , Hainesport
		Mike Mansdoerfer, <i>Chair</i> , Lumberton
		Kathy Burger, Medford Twp
		Sean Gable, Mansfield Twp
		Jerry Mascia, <i>Alternate</i> , Mt. Laurel
		Barbara Sheipe, <i>Alternate</i> , Palmyra Boro
		Dennis Gonzalez, Pemberton Twp
		Meghan Jack, Riverside
		David Matchett, Shamong
		J. Paul Keller, <i>Secretary</i> , Springfield
		Doug Cramer, Tabernacle Twp
		Donna Ryan, Westampton Twp

Nays: None
Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

JOINT COVERAGE COMMITTEE – April 22, 2015 – Commissioner Brook noted that the meeting minutes were distributed to the members at the meeting. He highlighted the following items:

EPL/POL Coverage – Mr. Brook reported that the Committee reviewed each Fund’s results as of December 31, 2014. He noted that the most recent results for the BURLCO JIF have shown some downward trends resulting in a higher than anticipated increase in the BURLCO assessment for 2015.

2015 Program Changes – XL Insurance – Mr. Brook reported that there were some significant increases coming into 2015, Statewide as well as JIFwide. The committee discussed that XL is now using a different procedure to determine unfavorable loss experience. In the previous Risk Management Plan, unfavorable loss experience had been defined as having three or more claims and a 200% loss ratio in the previous five years. That language has been removed from the Risk Management Plan and there will be a discussion with XL as to how that is going to be resolved going forward.

Cyber Liability Coverage – Mr. Brook reported that the committee reviewed Cyber Liability Coverage. They agreed that the important issue with cyber liability is the risk management and loss prevention part of the program. The Executive Director’s office is working on a RFQ for cyber audits to be completed. They also discussed a training program by Media Pro that can be tailored to the JIFs needs.

Technology Risk Audits – Mr. Brook reported that Mr. Forlenza is still working on the Technology Risk Audit RFP. He noted that the development if the RFP has been difficult. He is in the process of re-drafting it to be more basic for the JIFs to take on this project for all members.

Excess Property Policy – Mr. Brook reported that as a result of Superstorm Sandy, the MEL realized that their property coverage was broader than they thought. As a result, the types of outdoor property that was covered exceeded the MEL sub limit on flood coverage causing a delay in processing claims for some towns. As a result, the MEL’s excess property policy was written on a new policy form to ensure the policy would cover items that were intended to be covered.

American LaFrance Fire Vehicle Repairs – Mr. Forlenza reported that his office was notified that American LaFrance had gone out of business; therefore, there are no replacement parts for repairs to the vehicles. The potential problem could be where a fire vehicle needs repair that would normally cost approximately \$50,000 but due to the unavailability of parts, the vehicle would be a complete loss resulting in a \$500,000 claim. A report will be run from the Exigis System to determine which towns have American LaFrance vehicles.

Exigis Updates – Mr. Brook reported that Exigis will be moving the three JIFs database to a new platform prior to the 2016 renewal. Mr. Forlenza had a meeting with Exigis on May 4th to review the new platform and discuss pending changes to the system.

FINANCE COMMITTEE – May 13, 2015 – Commissioner Hatcher noted that the meeting minutes will be included in next month’s agenda packet. He highlighted the following items:

2014 Audit – Mr. Hatcher noted that the committee reviewed the 2014 Audit. He noted that it was a clean audit with no comments or recommendations.

State Audit Process – Mr. Hatcher reported that the committee reviewed the State audit process. It comes up every 6-8 years and many of the Fund Commissioners may not have any experience with it.

Finance Charter – Mr. Hatcher reported the committee reviewed the Finance Charter and there were no recommendations.

MEL/RCF/E-JIF REPORTS

Meeting minutes were included in the agenda packet for review. Mr. Forlenza stated that Mary Lou Doner, Vice President of Claims at the MEL will be retiring on July 1, 2015 and Robyn Walcoff, Esquire will assume her duties.

MISCELLANEOUS BUSINESS

Next Meeting

Chair Mansdoerfer noted that the next meeting of the BURLCO JIF will take place on **Tuesday, June 16, 2015 at 4:00 PM** at the **Hainesport Municipal Building, Hainesport, NJ**.

PUBLIC COMMENT

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

EXECUTIVE SESSION MEETING – Resolution #2015-17

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

Motion by Mr. Hatcher, seconded by Ms. Jack, to adopt Resolution #2015-17.

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**
Rich Brook, **Florence**
Ed Ruggiano, *Alternate*, **Hainesport**
Mike Mansdoerfer, *Chair*, **Lumberton**
Kathy Burger, **Medford Twp**
Sean Gable, **Mansfield Twp**
Jerry Mascia, *Alternate*, **Mt. Laurel**
Barbara Sheipe, *Alternate*, **Palmyra Boro**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside**
David Matchett, **Shamong**
J. Paul Keller, *Secretary*, **Springfield**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**

Nays: None
Abstain: None

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

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Auto</i>
X34027	X87915	X70802
Z12675		
X86251		
Z07935		
Z10793		
Z10169		
X10003		
Z12832		
Z12001		
X79093		
X72117		

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**
- Rich Brook, **Florence**
- Ed Ruggiano, *Alternate*, **Hainesport**
- Mike Mansdoerfer, *Chair*, **Lumberton**
- Kathy Burger, **Medford Twp**
- Sean Gable, **Mansfield Twp**
- Jerry Mascia, *Alternate*, **Mt. Laurel**
- Barbara Sheipe, *Alternate*, **Palmyra Boro**
- Dennis Gonzalez, **Pemberton Twp**
- Meghan Jack, **Riverside**
- David Matchett, **Shamong**
- J. Paul Keller, *Secretary*, **Springfield**
- Doug Cramer, **Tabernacle Twp**
- Donna Ryan, **Westampton Twp**

Nays: None
Abstain: None

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION

Chair Mansdoerfer asked for a motion for *Authorization to Abandon Subrogation* for (3) three claims as presented in Closed Session.

#X10003 #X79093 #X72117

Chair Mansdoerfer asked if there were any questions at this time. No questions were entertained. Motion by Ms. Jack, seconded by Mr. Keller, 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**
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Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside**
David Matchett, **Shamong**
J. Paul Keller, *Secretary*, **Springfield**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**

Nays: None
Abstain: None

Motion carried by unanimous vote.

MOTION TO ADJOURN

Chair Mansdoerfer entertained a motion to adjourn the May 19, 2015 meeting of the BURLCO JIF.

Motion by Mr. Keller, seconded by Ms. Jack, to adjourn the May 19, 2015 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 5:05 pm.



Brenda Smith,
Recording Secretary for



J. Paul Keller, Secretary
M. Jack - Acting Sec.