

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

NOVEMBER 17, 2014

OPEN SESSION MINUTES

The regular Meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at the Hainesport Township Municipal Building, 1 Hainesport Centre, Rte. 537, Hainesport, New Jersey, on Monday, November 17, 2014 at 4:00 PM, prevailing time. Chair Burger, **Medford Township**, presiding. The meeting was called to order at 4:03 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**
Dean Buhner, *Alternate*, **Bordentown Twp**
Mike Templeton, **Delanco**
Jeffrey Hatcher, **Delran**
Rich Brook, **Florence**
Ed Ruggiano, *Alternate*, **Hainesport**
Mike Mansdoerfer, **Lumberton**
Kathy Burger, **Medford Twp**
Jerry Mascia, *Alternate*, **Mt. Laurel**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside**
David Matchett, **Shamong**
Kathy Hoffman, **Southampton Twp**
J. Paul Keller, **Springfield**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Absent Fund Commissioners were:

Glenn McMahon, **Chesterfield Twp**
Linda Dougherty, **Edgewater Park**
Sean Gable, **Mansfield Twp**
Cindy Dye, **North Hanover Twp**
John Gural, **Palmyra Boro**
Donna Mull, **Pemberton Boro**

Maryalice Brown, **Woodland Twp**

Those also in attendance were:

Paul J. Miola, CPCU, ARM, Executive Director, *AJG Risk Management Services, Inc.*
Paul Forlenza, Deputy Executive Director, *AJG Risk Management Services, Inc.*
William J. Kearns, Solicitor, *Kearns, Reale & Kearns*
Tom Tontarski, Treasurer
John Saville, Safety Director, *J.A. Montgomery Risk Control*
Patty Davidson, Claims Administrator, *Qual-Lynx*
Karen Beatty, *QualCare*
Debby Schiffer, *Wellness Director*

Also present were the following Risk Management Consultant agencies:

The Barclay Group
EJA/Capacity Insurance
Hardenberg Insurance Group
Insurance Agency Management

Also absent were the following Risk Management Consultant agencies:

Conner Strong & Buckelew
Model Consulting Inc.

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

MONTHLY MEETING CONDUCT

Chair Burger 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. Cramer, seconded by Mr. Hatcher, to allow the meeting to be conducted directly by the Fund Commissioners present. All in favor. Motion carried.

APPROVAL OF THE MINUTES

Chair Burger presented the meeting minutes of the October 21, 2014 meeting of the Fund, as found in the agenda packet, for approval.

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

Motion by Mr. Cramer, seconded by Mr. Mansdoerfer, to approve the meeting minutes of the October 21, 2014 meeting of the Fund as presented. Ms. Jack abstained. Motion carried.

APPROVAL OF CLOSED SESSION MINUTES

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

Chair Burger presented the Closed Session Meeting Minutes of the October 21, 2014 meeting of the Fund for approval.

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

Motion by Mr. Hatcher, seconded by Mr. Mansdoerfer, to approve the Closed Session minutes of the October 21, 2014 meeting of the Fund as presented. Ms. Jack abstained. Motion carried.

The Closed Session minutes of the October 21, 2014 meeting shall not be released to the public until the reason(s) for their remaining closed is no longer applicable and the Fund Solicitor has had the opportunity to review them.

Closed Session Meeting Minutes from the October 21, 2014 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:

Lost Time Accident Frequency Report – Mr. Miola reported to the members that the BURLCO JIF continues to perform extremely well.

Certificates of Insurance – Mr. Miola asked that these certificates be made part of the minutes.

2013 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 has been extended to December 1, 2014 as November 30, 2014 is a Sunday. All encumbered funds must be claimed by February 1, 2015.

2014 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 has been extended to December 1, 2014 as November 30, 2014 is a Sunday. All encumbered funds must be claimed by February 1, 2015.

Employee Practices Liability Coverage Update – Mr. Miola informed the members that the checklist is in the agenda and to contact PERMA with any discrepancies.

EPL Allowance – Mr. Miola reminded the members that the balances for the EPL related expenses are on page 26 of the agenda packet.

EPL Hotline – Mr. Miola asked members to review the authorized contacts listed in the agenda packet on page 27.

Financial Fast Track Report – Mr. Miola noted that it shows a surplus of over \$8.7 million.

Regulatory Filings – Mr. Miola reported that the filings are up to date.

Capehart & Scatchard Updates – Mr. Miola stated that Capehart and Scatchard periodically provides updates on court cases dealing with workers' compensation, ADA and FMLA issues. Copies of the latest updates were included in the agenda packet.

Statutory Bonds – Mr. Miola asked members to review the lists on page 39. He reminded the members that the bond is on the person not the position.

Revenue and Appropriations– Mr. Miola stated that a request was emailed to all Municipal Clerks seeking copies of their 2014 Published Revenue and Appropriations Summary. He asked the members to forward their (1) page published budget summary to his office, to the attention of Kris Kristie. He noted that there is a checklist of the summaries received to date in the agenda packet.

Elected Officials Training Save the Date – Mr. Miola stated the first class was held on November 19, 2014 and had a great turnout. The MEL will reduce each member's 2015 workers' compensation loss funding premium by \$250 for each municipal elected official who attends one of the training sessions by March 31, 2015. The credit will be extended to the member's Municipal Manager or Administrator. Invitations for the sessions were

emailed to all Municipal Clerks and Fund Commissioners in early October. He noted that the schedule of training classes is listed in his report.

2014 Dividend Distribution Notice – Mr. Miola reported that each member eligible to receive a portion of this year’s dividend distribution should have received a notice via email from his office. He reminded those members to complete the necessary paperwork directing how they would like to receive their portion of the dividend and return it to his office no later than December 19, 2014. Any questions should be directed to Jodi Palmeri.

Inclement Weather Policy – Mr. Miola reported that the Fund adopted an inclement weather policy; a copy was included in the agenda packet. Should it be necessary to cancel a meeting, his office will attempt to contact the Fund Commissioner via email, direct telephone contact or posting a message to the Fund’s website. Members can also call 856-446-9148 for a pre-recorded message announcing the cancellation of a meeting.

New Member Activity – Mr. Miola reported that his office has received an application from Cinnaminson Township. The application is being processed for coverage effective January 1, 2015. A concept presentation was made to representatives of the Township on October 15, 2014. He noted that Mr. Forlenza is putting the final touches on it.

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

SOLICITOR'S REPORT

Sovereign Citizens– Mr. Kearns noted that there will be a presentation at the League of Municipalities regarding sovereign citizens.

SAFETY DIRECTOR'S REPORT

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

Monthly Activity Report– Mr. Saville commented that Lumberton, Palmyra, Pemberton and Shamong used videos this month.

2015 MSI Classes - Mr. Saville noted that the list of online training programs scheduled for November and December are included in his report. He noted that enrollment is required for all MSI classes.

Safety Bulletin: Establishing Temporary Traffic Controls in Mobile Work Zones- Mr. Saville stated that there was a safety bulletin released and included in the agenda packet on pages 51 & 52.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – November

Ms. Davidson reported on the *Lessons Learned from Losses for November* which was included in the agenda packet.

What is an Idiopathic Claim? – Ms. Davidson reported that an idiopathic injury is defined as being a purely personal injury as opposed to an employment condition. A workers’ compensation claim is one where the injury must arise both out of and in the course of

employment. An idiopathic injury is an injury arising from something personal to the employee and not a common or shared workplace risk.

She noted that it is a very gray area of workers' compensation. Each case must be reviewed on an individual basis. In order to deny a claim, a thorough investigation is needed. All the events surrounding the potential idiopathic injury must be investigated in order to make a correct determination of compensability. Whether the claim should be accepted, part of it accepted or entirely denied as not arising out of or in the course of employment.

She reported that a recent case for another JIF handled by Qual-Lynx was decided in our favor when the judge denied compensability in that it was indeed an idiopathic injury and was not employment related. The claimant was walking down the stairs with a co-employee when his knee buckled. Claimant had a previous knee claim; however, the statute had run out for additional treatment. He then proceeded to file a new claim. Qual-Lynx and the insured completed a detailed investigation and reports. The claim was denied and claimant filed a Claim Petition. The decision from the judge stated that the insured had proven by a preponderance of credible evidence that the claimant's current knee condition was caused by the buckling and was not employment related. If the claim was compensable, it would have resulted in a claim in excess of \$250,000.

She noted that every potential idiopathic claim must be reviewed on a case by case basis. It requires an in depth investigation by both the insured and Qual-Lynx before the claim is denied. We then need to determine if our denial is strong enough to avoid subsequent filing of a Claim Petition or, if and when a Claim Petition is filed, we have sufficient investigation and documentation to successfully defend it.

Mr. Miola commented that there was a lot of discussion on this trend at the AGRIP conference.

WELLNESS DIRECTOR'S REPORT

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

- Bordentown City hosted their first Lunch and Learn with a presentation from Evans Family Chiropractic on the four important elements of health: Nutrition, Endurance, Strength and Structure. They had a good turnout and audience participation.
- Delran is working on organizing a walking challenge.
- Florence encouraged their department heads to share information on the Great American Smoke Out and encourage their staff to take the one day pledge.
- Mansfield is holding their first Employee Health Fair on November 12, 2014. They are planning on 10 vendors to participate.
- Mt. Laurel has 17 employees participating in an 8-week Biggest Loser Challenge with the last weigh in scheduled for November 18, 2014. The biggest winner overall will receive a \$100 gift card and then the biggest loser from each participating department will get an additional \$100 gift card. They are also starting Zumba classes twice a week after the work day.
- Riverside is planning a presentation with Dr. Peak from the Foundation for Wellness Professionals on the topic of listening to your body signals, understanding them and learning what to do.

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 *October 2014*.

Lost Time v. Medical Only Cases

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

	October	YTD
<i>Lost Time</i>	0	13
<i>Medical Only</i>	11	116
<i>Report Only</i>	3	55
<i>Total Intakes(New Claims)</i>	14	184
<i>Report Only % of Total</i>	21.4%	29.9%
<i>Medical Only/Lost Time Ratio</i>	100:00	90:10
<i>Average Days to Report</i>	1.1	2.6

Transitional Duty Report

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

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	1754
<i>Transitional Duty Days Worked</i>	1325
<i>% of Transitional Duty Days Worked</i>	75.5%
<i>Transitional Duty Days Not Accommodated</i>	429
<i>% of Transitional Duty Days Not Accommodated</i>	24.5%

Nurse Case Assignment Report:

Nurse Case Summary Report (Inclusive of 3 JIFs)	October
Total Cases Assigned in month	43
Total Cases Closed in month	45
Total Cases Open in month	257

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

PPO Penetration Rate	October	YTD
Bill Count	151	1267
Original Provider Charges	\$149,926	\$1,506,142
Re-priced Bill Amount	\$58,261	\$646,276
Savings	\$89,617	\$858,584
% of Savings	59.8%	57.0%
Participating Provider Penetration Rate - Bill Count	96.7%	95.4%
Participating Provider Penetration Rate - Provider Charges	98.2%	95.8%
EPO Provider Penetration Rate - Bill Count	93.6%	83.8%
EPO Provider Penetration Rate - Provider Charges	84.8%	91.0%

Ms. Beatty asked if there were any questions.

TREASURER'S REPORT

Mr. Tontarski presented an overview of the Treasurer's Report for month ending **October 31, 2014**, a copy of which was provided to the membership in the agenda packet.

Investment Interest

Interest received or accrued for the current month totaled \$3,829.49. This generated an average annual yield of .29%. After including an unrealized net gain of \$14,530.00 in the asset portfolio, the yield was adjusted to 1.41 % for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized gain of \$3,990.00 as it relates to market value of \$5,503,990.00 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	\$10,334.14	\$58,645.40
Overpayment Reimbursements	.00	
New Member Application Fee	\$1,500.00	

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 \$167,602.47. The claim detail for the 182 checks is as follows:

Direct Loss Payments	\$133,999.10
Claim Expenses	\$5,763.88
Legal Defense Costs	\$27,839.49

Cash Activity for the Period

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$15,847,032.50 to a closing balance of \$15,353,250.41 showing a decrease of \$493,782.09.

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

Loss Run Payment Register

Chair Burger entertained a motion to approve the *October Loss Run Payment Register* as presented.

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

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

ROLL CALL Yeas

Amanda Somes, **Bass River Twp**
 Richard Wolbert, **Beverly City**
 Grace Archer, **Bordentown City**
 Dean Buhner, *Alternate*, **Bordentown Twp**
 Mike Templeton, **Delanco**
 Jeffrey Hatcher, **Delran**
 Rich Brook, **Florence**
 Ed Ruggiano, *Alternate*, **Hainesport**
 Mike Mansdoerfer, **Lumberton**
 Kathy Burger, **Medford Twp**
 Jerry Mascia, *Alternate*, **Mt. Laurel**
 Dennis Gonzalez, **Pemberton Twp**
 Meghan Jack, **Riverside**
 David Matchett, **Shamong**
 Kathy Hoffman, **Southampton Twp**
 J. Paul Keller, **Springfield**
 Doug Cramer, **Tabernacle Twp**
 Donna Ryan, **Westampton Twp**
 James Ingling, **Wrightstown Boro**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Approval of November Bill List

For the Executive Committee's consideration, Mr. Tontarski presented the *November Bill List* in the amount of \$69,981.97.

Chair Burger entertained a motion to approve the *November Bill List*.

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

Motion by Mr. Hatcher, seconded by Mr. Cramer, to approve the *November Bill List*.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, *Alternate*, **Bordentown Twp**
Mike Templeton, **Delanco**
Jeffrey Hatcher, **Delran**
Rich Brook, **Florence**
Ed Ruggiano, *Alternate*, **Hainesport**
Mike Mansdoerfer, **Lumberton**
Kathy Burger, **Medford Twp**
Jerry Mascia, *Alternate*, **Mt. Laurel**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside**
David Matchett, **Shamong**
Kathy Hoffman, **Southampton Twp**
J. Paul Keller, **Springfield**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Nays: None
Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

FINANCE COMMITTEE – October 30, 2014

Mr. Mansdoerfer reported that the Finance Committee met on October 30, 2014 and the minutes were included in the agenda packet. He noted that there are action items for today's meeting that arose from that meeting one of which is the budget introduction. Mr. Mansdoerfer reported that the 2015 Assessment Comparison was handed out to the membership. He thanked the committee for all the work they did preparing the 2015 budget. He reported that the budget totaled \$7,595,343 and will remain flat in comparison to last year; Loss Funding is down by 3.54%; there is one member who will be in the *Retrospective Assessment Program* and their minimum loss-funding assessment will be increased by 5%; Operating Expenses increased 4.62% primarily due to an increase of 2.0% for the fund professionals; the committee thought it was important to

increase Optional Safety Budget, Wellness Program and Safety Incentive Program and the Excess Liability premiums have increased 3.80%.

Motion to Introduce the 2015 Budget

Chair Burger entertained a motion to *Introduce the 2015 Budget* as presented.

Motion by Mr. Hatcher, seconded by Ms. Jack, to *Introduce the 2015 Budget* as presented.

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

ROLL CALL	<i>Yeas</i>	Amanda Somes, Bass River Twp Richard Wolbert, Beverly City Grace Archer, Bordentown City Dean Buhner, <i>Alternate</i> , Bordentown Twp Mike Templeton, Delanco Jeffrey Hatcher, Delran Rich Brook, Florence Ed Ruggiano, <i>Alternate</i> , Hainesport Mike Mansdoerfer, Lumberton Kathy Burger, Medford Twp Jerry Mascia, <i>Alternate</i> , Mt. Laurel Dennis Gonzalez, Pemberton Twp Meghan Jack, Riverside David Matchett, Shamong Kathy Hoffman, Southampton Twp J. Paul Keller, Springfield Doug Cramer, Tabernacle Twp Donna Ryan, Westampton Twp James Ingling, Wrightstown Boro
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<i>Nays:</i>	None
<i>Abstain:</i>	None

Motion carried by unanimous vote.

Motion to Introduce the 2015 Assessment Certification

Chair Burger entertained a motion to *Introduce the 2015 Assessment Certification* as presented.

Motion by Mr. Keller, seconded by Ms. Jack, to *Introduce the 2015 Assessment Certification* as presented.

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

ROLL CALL	<i>Yeas</i>	Amanda Somes, Bass River Twp Richard Wolbert, Beverly City Grace Archer, Bordentown City Dean Buhner, <i>Alternate</i> , Bordentown Twp Mike Templeton, Delanco Jeffrey Hatcher, Delran Rich Brook, Florence Ed Ruggiano, <i>Alternate</i> , Hainesport Mike Mansdoerfer, Lumberton Kathy Burger, Medford Twp
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Jerry Mascia, *Alternate*, **Mt. Laurel**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside**
David Matchett, **Shamong**
Kathy Hoffman, **Southampton Twp**
J. Paul Keller, **Springfield**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Nays: None

Abstain: None

Motion carried by unanimous vote.

Motion to Introduce the 2015 Assessment Allocation Strategy

Chair Burger entertained a motion to *Introduce the 2015 Assessment Allocation Strategy* as presented.

Motion by Mr. Hatcher, seconded by Ms. Jack, to *Introduce the 2015 Assessment Allocation Strategy* as presented.

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

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, *Alternate*, **Bordentown Twp**
Mike Templeton, **Delanco**
Jeffrey Hatcher, **Delran**
Rich Brook, **Florence**
Ed Ruggiano, *Alternate*, **Hainesport**
Mike Mansdoerfer, **Lumberton**
Kathy Burger, **Medford Twp**
Jerry Mascia, *Alternate*, **Mt. Laurel**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside**
David Matchett, **Shamong**
Kathy Hoffman, **Southampton Twp**
J. Paul Keller, **Springfield**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Nays: None

Abstain: None

Motion carried by unanimous vote.

STRATEGIC PLANNING COMMITTEE- November 17, 2014

Chair Burger reported that the Strategic Planning Committee meeting was held before the Executive Committee meeting and she highlighted the following:

New Member Activity - Cinnaminson has applied for membership in the JIF effective January 1, 2015.

December meeting – The December 16, 2014 meeting will be held at Medford Public Safety Building at 4:00pm. The holiday dinner meeting will follow at Flemings at 5:15pm.

2015 Executive Meeting Dates – The committee set the Executive meeting dates for the 2015 year. The time will remain at 4:00pm.

Fund Commissioner Attendance – A report was presented on Fund Commissioner Attendance.

PRIMA/AGRIP Conference – Dates for the PRIMA and AGRIP conferences were discussed.

Annual Report – A draft of the annual report has been completed and will be sent to the printers shortly.

2015 Planning Retreat – The 2015 Planning Retreat is scheduled for April 21, 2015 at Indian Springs Country Club in Evesham, New Jersey. That is also the date for the JIF Executive Committee Meeting.

MEL/RCF/E-JIF REPORTS

MEL MEETING– October 15, 2014

Ms. Jack reported that the MEL meeting was held on October 15, 2014. A copy of the meeting minutes was included in the agenda packet.

RCF MEETING– October 15, 2014

Mr. Matchett reported on the RCF Meeting held on October 15, 2014. A copy of the meeting minutes was included in the agenda packet.

EJIF MEETING– October 15, 2014

Mr. Brook reported on the EJIF meeting held on October 3, 2014. A copy of the minutes was included in the agenda packet.

2015 MEL/RCF/E-JIF REPRESENTATIVES – RESOLUTION #2014-31

Chair Burger entertained a motion to Adopt Resolution #2014-31, Appointing Meghan Jack as the Fund's representative to the MEL JIF, David Matchett as the Fund's representative to the RCF JIF and Richard Brook as the Fund's representative, with David Matchett as the alternate representative, to the E-JIF for the 2015 Fund Year.

Motion by Mr. Hatcher, seconded by Mr. Keller, to Adopt Resolution #2014-31 Appointing Meghan Jack as the Fund's representative to the MEL JIF, David Matchett as the Fund's representative to the RCF JIF and Richard Brook as the Fund's representative, with David Matchett as the alternate representative, to the E-JIF for the 2015 Fund Year as presented.

ROLL CALL Yeas

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, *Alternate*, **Bordentown Twp**
Mike Templeton, **Delanco**
Jeffrey Hatcher, **Delran**

Rich Brook, **Florence**
Ed Ruggiano, *Alternate*, **Hainesport**
Mike Mansdoerfer, **Lumberton**
Kathy Burger, **Medford Twp**
Jerry Mascia, *Alternate*, **Mt. Laurel**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside**
David Matchett, **Shamong**
Kathy Hoffman, **Southampton Twp**
J. Paul Keller, **Springfield**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Nays: None
Abstain: None

Motion carried by unanimous vote.

MISCELLANEOUS BUSINESS

RESOLUTION #2014-32 – Authorizing Armando Ricco to Perform EPL Training and other associated services at a cost not to exceed \$2,000

Chair Burger asked Mr. Forlenza to provide a little background on the need for this resolution. Mr. Forlenza explained he was contacted by a member that was having a very difficult employment related situation in the town. His office had to get someone very quickly to advise the municipality on how to address the situation. There were two potential employment related claims that could have come out of this situation if they did not move quickly. The membership is familiar with Mr. Ricco and he was able to advise the municipality that day. Because he is not a member of the defense panel, he thought it was appropriate to do a resolution approving Mr. Riccio's involvement in the situation.

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

Motion by Mr. Keller, seconded by Mr. Ruggiano, to approve Resolution #2014-32, authorizing Armando Ricco to perform EPL training and other associated services at a cost not to exceed \$2,000.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, *Alternate*, **Bordentown Twp**
Mike Templeton, **Delanco**
Jeffrey Hatcher, **Delran**
Rich Brook, **Florence**
Ed Ruggiano, *Alternate*, **Hainesport**
Mike Mansdoerfer, **Lumberton**
Kathy Burger, **Medford Twp**
Jerry Mascia, *Alternate*, **Mt. Laurel**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside**

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

Nays: None
Abstain: None

Motion carried by unanimous vote.

RESOLUTION #2014-33 – Acknowledging the Intent of the Fund to Appoint David S. DeWeese, Esq. of the DeWeese Law Firm, P.C. as the Fund Solicitor effective January 1, 2015.

Chair Burger presented Resolution #2014-33, *Acknowledging the Intent of the Fund to Appoint David S. DeWeese, Esq. of the DeWeese Law Firm, P.C. as the Fund Solicitor effective January 1, 2015.*

Chair Burger entertained a motion to approve resolution 2014-33.

Motion by Mr. Keller, seconded by Mr. Ruggiano, to approve the Resolution #2014-33, acknowledging the intent of the Fund to Appoint David S. DeWeese, Esq. of the DeWeese Law Firm as the Fund Solicitor effective January 1, 2015.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, *Alternate*, **Bordentown Twp**
Mike Templeton, **Delanco**
Jeffrey Hatcher, **Delran**
Rich Brook, **Florence**
Ed Ruggiano, *Alternate*, **Hainesport**
Mike Mansdoerfer, **Lumberton**
Kathy Burger, **Medford Twp**
Jerry Mascia, *Alternate*, **Mt. Laurel**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside**
David Matchett, **Shamong**
Kathy Hoffman, **Southampton Twp**
J. Paul Keller, **Springfield**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Next Meeting

Chair Burger noted that the next meeting of the BURLCO JIF will take place on **Tuesday, December 16, 2014 at 4:00 PM** at the **Medford Public Works Building, Medford, NJ.**

PUBLIC COMMENT

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

Chair Burger opened the meeting to the public for comment.

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

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

EXECUTIVE SESSION MEETING – Resolution #2014-34

Chair Burger 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 Ms. Jack, seconded by Mr. Keller, to approve Resolution #2014-34. 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 Burger entertained a motion to reopen the public portion of the meeting.

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

APPROVAL OF CLAIMS PAYMENTS

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

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

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

<i>Workers' Compensation</i>	<i>Property</i>	<i>General Liability</i>
X02390	X98635	X45155
Z01207		

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, *Alternate*, **Bordentown Twp**
Mike Templeton, **Delanco**

Jeffrey Hatcher, **Delran**
Rich Brook, **Florence**
Ed Ruggiano, *Alternate*, **Hainesport**
Mike Mansdoerfer, **Lumberton**
Kathy Burger, **Medford Twp**
Jerry Mascia, *Alternate*, **Mt. Laurel**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside**
David Matchett, **Shamong**
Kathy Hoffman, **Southampton Twp**
J. Paul Keller, **Springfield**
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 Burger entertained a motion to adjourn the November 17, 2014 meeting of the BURLCO JIF.

Motion by Ms. Jack, seconded by Mr. Ruggiano, to adjourn the November 17, 2014 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:44 pm.



Brenda Smith,
Recording Secretary for



Mike Mansdoerfer, Secretary