

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

**SEPTEMBER 20, 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, September 20, 2016 at 4:00PM, prevailing time. Chair Mansdoerfer, **Lumberton**, presiding. The meeting was called to order at 4:00PM.

***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**  
Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Frank Nucera, **Bordentown Twp**  
Glenn McMahon, **Chesterfield Twp**  
Mike Templeton, **Delanco Twp**  
Jeffrey Hatcher, **Delran Twp**  
Linda Dougherty, **Edgewater Park Twp**  
Patricia Hansel, **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**  
John Gural, **Palmyra Borough**  
Donna Mull, **Pemberton Borough**  
Dennis Gonzalez, **Pemberton Township**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp**  
Doug Cramer, **Tabernacle Twp**  
Maria Carrington, **Westampton Twp**  
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Mary Picariello, **North Hanover Twp**  
Meghan Jack, **Riverside Twp**  
Kathy Hoffman, **Southampton Twp**  
Maryalice Brown, **Woodland Twp**

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 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  
Conner Strong & Buckelew  
EJA/Capacity Insurance  
Hardenberg Insurance Group  
Insurance Agency Mgmt.

Absent Risk Management Consultant agencies were:

Model Consulting  
The Barclay Group

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

Motion by Mr. Hatcher, seconded by Mr. McMahon, 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 July 20, 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. Keller, seconded by Mr. Cramer, to approve the meeting minutes of the July 20, 2016 meeting of the Fund as presented. Mr. Hatcher 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 July 20, 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. McMahon, seconded by Mr. Keller, to approve the Closed Session minutes of the July 20, 2016 meeting of the Fund as presented. Mr. Hatcher abstained. Motion carried.

The Closed Session minutes of the July 20, 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 July 20, 2016 meeting were collected at this time.

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

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

***Lost Time Accident Frequency Report***– Mr. Miola stated that the Lost Time Accident Frequency Summary and Statewide Recap for June & July, 2016 were included in his report. He noted that the BURLCO JIF has the best results in the State.

***Certificates of Insurance*** - Mr. Miola asked that the Certificates of Insurance issued for the month of August, 2016 be included as part of the meeting and was included in the agenda packet.

***2015 Safety Incentive Program Awards*** – Mr. Miola 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. Miola 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. Miola 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.

He asked the members to file for these reimbursements ASAP and not to wait until the end of November, 2016.

***Employment Practices Liability Compliance***– Mr. Miola 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 by October 1<sup>st</sup> to be eligible for the lower co-pay and deductible.

***EPL Allowance*** – Mr. Miola 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.

***EPL Helpline – Authorized Contact List*** – Mr. Miola asked members to review the attached list for accuracy especially during this reorganization process. He noted the resolution for this is on the JIF website at [www.burlcojif.org](http://www.burlcojif.org). Please contact the Executive Director's office with any questions.

***Financial Fast Track*** – Mr. Miola reported that the JIF's surplus position as of June 30, 2016 was \$10,317,673 and the JIF's surplus position as of July 31, 2016 was \$10,515,068.

**Regulatory Filing Checklists** - - Mr. Miola noted that there are two regulatory filing checklists in his report and they provide an outline of required reporting to the Departments of Banking and Insurance and Community Affairs on an annual and monthly basis. All the filings are up-to-date.

**Capehart & Scatchard Updates** - Mr. Miola noted that the Capehart & Scatchard updates are in the agenda packet and provide valuable information regarding WC, ADA and FMLA issues.

**Statutory Bond Status** - Mr. Miola reminded members to review the latest listing of the Statutory Bonds issued by the MEL for JIF members. These are issued to the individual, NOT the position. Members should review this list as some changes might have occurred at municipal reorganization meetings requiring new bonds to be issued.

**Skateboard Park Approval Status**- Mr. Miola stated that a report listing the current status of all approved skateboard parks or those under construction were included in his report. He noted that any member with a park currently under construction or in the review process should review the spreadsheet to be sure that it accurately depicts the status of the town's facility. He also noted that all members considering construction of a skateboard park should contact his office prior to moving forward.

**MEL 2017-2018 Employment Practices Liability Program**- Mr. Miola stated that an email was sent to all members on February 29<sup>th</sup> 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. Miola stated that all six (6) renewing members have all renewed their membership and filed their paperwork with his office.

**Coverage Documents**- Mr. Miola stated that The 2016 JIF, MEL, EJIF, EPL, and Cyber Coverage Manuals were emailed to each member's Municipal Clerk, Fund Commissioner, and Risk Management Consultant on or about August 16, 2016. If you did not receive this email please contact the Executive Director's office immediately.

**Elected Officials Training - Save the Date**- Mr. Miola stated that the Fund will be sponsoring Elected Officials training. The MEL will reduce each member's 2017 Workers Compensation loss funding premium by \$250 for each municipal elected official who attends one of the training sessions by March 31, 2017. This credit will also be extended to the member's CEO (i.e. Municipal Manager or Administrator) this year. The total credit is limited to 25% of a member's Workers Compensation funding premium. A *Save the Date* was emailed out to all Clerks, Fund Commissioners, and RMC's on or about September 9, 2016. Invitations/RSVP's for the sessions will be e-mailed to all Municipal Clerks and Fund Commissioners in late October. The trainings have been scheduled on the following dates:

December 7, 2016 - Merighi's Savoy Inn, Vineland  
January 31, 2017 - Nicolosi's Catering, West Deptford

February 16, 2017 - Merighi's Savoy Inn, Vineland  
March 29, 2017 - O'Connor's American Bar & Grille, Eastampton

***Pfeiffer Power Seminars – Save the Date***– Mr. Miola stated that this year, in conjunction with the BURLCO & TRICO JIF's, the Fund will be sponsoring six (6) identical seminars presented by Janet Pfeiffer, a leading authority in the field of anger management and conflict resolution. A *Save the Date* was emailed to all Clerks, Fund Commissioners, and RMC's on or about September 9, 2016. Invitations/RSVP's for the sessions will be emailed to all Clerks, Fund Commissioners and RMC's in late September. The seminars have been scheduled for both AM & PM sessions on the following dates:

October 19, 2016 - Nicolosi's Catering, West Deptford  
October 20, 2016 - Merighi's Savoy Inn, Vineland  
October 21, 2016 - O'Connor's American Bar & Grille, Eastampton

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

Mr. Miola 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.

***Closed Cases*** – Mr. DeWeese reported that there were two (2) closed case(s) for the month of September, 2016.

***Summary of General Liability files***– Mr. DeWeese reported that there are 20 active General Liability claims.

***RFQs Update*** – Mr. DeWeese stated that he met with all three (3) firms that were approved for the Workers' Compensation Defense Panel. He stated that the purpose of the meeting was to review the revised Litigation Management Guidelines and to make sure that the defense counsel firms understood the goal of the guidelines and to emphasize that the JIF wants the files handled by assigned defense counsel and assigned representatives only. He received assurances from all three (3) firms that they will meet the guidelines. He stressed to them that he was the contact person and if they have any issues they need to contact him.

### ***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 were two (2) bulletin; *Ladder Safety and Resources for School Crossing Guard Safety Program*.

***MSI Training Programs*** – He noted that the upcoming MSI training programs for September, October and November 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.

**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 should be directed to 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 – September***

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 lifting safety. He noted that of all the New Jersey Municipal Workers Compensation claims, 80% involve either the Police Department or the Department of Public Works and of those claims; lifting injuries are the leading cause for both departments. He noted SMART lifting; **S**ize up the load, **M**ove the load closer, **A**lways bend your knees, **R**aise the load with your legs, **T**urn your feet in the direction you want to move.

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 items:

- There is a meeting scheduled for September 20<sup>th</sup> for the Firefighters Ad Hoc Committee. She noted that so far, the only municipalities that have had representation at the meeting have been: Medford, Palmyra, Wrightstown, Lumberton, Westampton and Pemberton Borough. Any input would be greatly appreciated.
- Wellness Connection Newsletter for September, 2016 was included in the agenda packet as well as being posted to the JIF website.
- One (1) town conducted a session on making healthier selections when ordering at WAWA. Employees submitted choices and then went through WAWA's Nutritional website to find ways of improving their choices. The food items highlighting those healthier suggestions were offered for lunch.
- Five (5) towns are planning a Fall Employee Health Fair.
- Three (3) towns are scheduling a Lunch & Learn..
- One (1) town is mid-point in their "weigh-in for "Healthy Challenge" participants. So far, they have lost a combined 70 lbs.
- One (1) town is scheduling a monthly guest speaker for the remainder of the year for the full time career Firefighters.
- Ms. Schiffer stated that she was a guest speaker at the Gloucester County Municipal Clerks Association Conference held on September 9, 2016. She presented "Techniques to manage stress". She noted that she is always open to address various groups.
- One (1) town continues their "Healthy Weight for Life" challenge.
- Ms. Schiffer noted the deadline to claim or encumber your 2016 Wellness Funds is November 30, 2016. The Final date to claim encumbered funds is February 1, 2017.

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 *July and August, 2016*.

**Lost Time v. Medical Only Cases**

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

	<i>July</i>	<i>August</i>	<i>YTD</i>
<i>Lost Time</i>	2	2	10
<i>Medical Only</i>	10	13	97
<i>Report Only</i>	7	5	46
<i>Total Intakes</i>	19	20	153
<i>Report Only % of Total</i>	36.8%	25.0%	30.1%
<i>Medical Only/Lost Time Ratio</i>	83:17	97:13	91:09
<i>Average Days to Report</i>	3.4	1.4	2.6

**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>	1,724
<i>Transitional Duty Days Worked</i>	1,050
<i>% of Transitional Duty Days Worked</i>	60.9%
<i>Transitional Duty Days Not Accommodated</i>	674
<i>% of Transitional Duty Days Not Accommodated</i>	39.1%

**PPO Penetration Report:**

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>July</i>	<i>August</i>
<i>Bill Count</i>	137	200
<i>Original Provider Charges</i>	\$53,169	\$178,374
<i>Re-priced Bill Amount</i>	\$21,825	\$72,466
<i>Savings</i>	\$31,344	\$105,698
<i>% of Savings</i>	59.0%	59.3%
<i>Participating Provider Penetration Rate - Bill Count</i>	90.5%	92.0%

<i>Participating Provider Penetration Rate – Provider Charges</i>	89.9%	94.8%
<i>EPO Provider Penetration Rate - Bill Count</i>	79.3%	86.0%
<i>EPO Provider Penetration Rate – Provider Charges</i>	79.6%	92.4%

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 **August 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 \$22,657.07. This generated an average annual yield of .82%. After including an unrealized net loss of \$46,110.00 in the asset portfolio, the yield was adjusted to -.85 % for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized loss of \$34,490.00 as it relates to market value of \$10,991,379.43 vs. the amount invested.

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

**Receipt Activity for the Period**

	Monthly	YTD
Subrogation Receipts	\$102,705.54	158,951.60
FY 2013 Retrospective Premium Receipts	\$2,693.00	
2016 Premium Assessments	\$2,402,555.00	

**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 \$417,030.79. The claim detail for the 360 checks is as follows:

Direct Loss Payments	\$328,703.57
Claim Expenses	\$15,532.80
Legal Defense Costs	\$72,794.42

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

Delran Township	\$93,655.00
Chesterfield Township	\$1,442.00
Bordentown City	\$10,476.00

**Cash Activity for the Period**

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$16,004,445.16 to a closing balance of \$17,236,403.04 showing an increase in the Fund of \$1,231,957.88.



***Loss Run Payment Register***

Chair Mansdoerfer entertained a motion to approve the ***July and August 2016 Loss Run Payment Registers*** as presented.

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 ***July and August 2016 Loss Run Payment Registers***.

**ROLL CALL    *Yeas***

- Amanda Somes, **Bass River Twp**
- Rich Wolbert, **Beverly City**
- Grace Archer, **Bordentown City**
- Frank Nucera, **Bordentown Twp**
- Glenn McMahon, **Chesterfield Twp**
- Mike Templeton, **Delanco Twp**
- Jeffrey Hatcher, **Delran Twp**
- Linda Dougherty, **Edgewater Park Twp**
- Patricia Hansel, **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**
- John Gural, **Palmyra Borough**
- Donna Mull, **Pemberton Borough**
- Dennis Gonzalez, **Pemberton Township**
- David Matchett, **Shamong**
- J. Paul Keller, **Springfield Twp**
- Doug Cramer, **Tabernacle Twp**
- Maria Carrington, **Westampton Twp**
- James Ingling, **Wrightstown Borough**

***Nays:***        None

***Abstain:***     None

Motion carried by unanimous vote.

***Ratification of Bill List –August, 2016***

For the Executive Committee’s consideration, Mr. Tontarski presented the ***August 2016 Bill List*** in the amount of \$75,285.21.

Chair Mansdoerfer entertained a motion to approve the ***August 2016 Bill List*** 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 *August 2016 Bill List* totaling \$75,285.21.

**ROLL CALL**    *Yeas*

Amanda Somes, **Bass River Twp**  
Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Frank Nucera, **Bordentown Twp**  
Glenn McMahon, **Chesterfield Twp**  
Mike Templeton, **Delanco Twp**  
Jeffrey Hatcher, **Delran Twp**  
Linda Dougherty, **Edgewater Park Twp**  
Patricia Hansel, **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**  
John Gural, **Palmyra Borough**  
Donna Mull, **Pemberton Borough**  
Dennis Gonzalez, **Pemberton Township**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp**  
Doug Cramer, **Tabernacle Twp**  
Maria Carrington, **Westampton Twp**  
James Ingling, **Wrightstown Borough**

*Nays:*        None  
*Abstain:*    None

Motion carried by unanimous vote.

***Approval of Bill List –September, 2016***

For the Executive Committee’s consideration, Mr. Tontarski presented the *September 2016 Bill List* in the amount of \$68,986.82.

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

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

Motion by Mr. McMahon, seconded by Mr. Cramer, to approve the *September 2016 Bill List* totaling \$68,986.82.

**ROLL CALL**    *Yeas*

Amanda Somes, **Bass River Twp**  
Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Frank Nucera, **Bordentown Twp**  
Glenn McMahon, **Chesterfield Twp**

Mike Templeton, **Delanco Twp**  
Jeffrey Hatcher, **Delran Twp**  
Linda Dougherty, **Edgewater Park Twp**  
Patricia Hansel, **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**  
John Gural, **Palmyra Borough**  
Donna Mull, **Pemberton Borough**  
Dennis Gonzalez, **Pemberton Township**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp**  
Doug Cramer, **Tabernacle Twp**  
Maria Carrington, **Westampton Twp**  
James Ingling, **Wrightstown Borough**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

***COMMITTEE REPORTS***

***FINANCE COMMITTEE – August 2, 2016***

Mr. Forlenza stated that the Finance Committee met on August 2, 2016 and the detailed meeting minutes are included in the agenda packet. He highlighted the following items:

***Interim Financial Summary as of June 30, 2016***

Mr. Forlenza stated that the Fund's surplus position as of 6/30/2016 is \$10,156,933 which is an increase of \$677,304 since March 31, 2016.

***Closed Years Contingency Fund***

Mr. Forlenza stated that as of June 30, 2016, the Fund's Closed Year Fund has a surplus position of \$3,950,700. He stated that there is a Resolution for consideration this evening to authorize the release of \$600,000 to the membership this year.

***Preliminary 2017 Budget***

Mr. Forlenza stated that the Finance Committee is still reviewing the Excess Premiums, which is a large portion of the budget. The Fund's MEL assessment will be reduced as the Fund is continuing to do very well in the excess layer.

***EPL/POL Premiums***

Mr. Forlenza stated that the Finance Committee is still reviewing these premiums. He noted the Fund is doing well in this line of coverage so he does not anticipate an increase in these premiums. The Fund has been performing extremely well over the past three years.

***Service Providers Comparison & 2017 Fee Request Letters***

Mr. Forlenza stated that the Finance Committee reviewed the service provider fee requests for the 2017 Fund Year.

***Resolution 2016-30 Authorizing the Release of Surplus***

Chair Mansdoerfer stated that the Resolution is to release \$600,000 to the membership which represents closed Fund Years 2002-2012. He noted that the Finance Committee looked at three (3) options: \$550,000; \$600,000; and \$650,000. He noted that the members are fortunate that the Fund is in a good financial position. He noted that the \$600,000 release allows the best return to the members as otherwise some members would be looking at a decrease in their surplus return in comparison to prior years. He entertained a motion to approve the resolution.

Motion by Mr. Keller, seconded by Mr. Hatcher, to approve Resolution 2016-30 as presented.

**ROLL CALL    *Yeas***

Amanda Somes, **Bass River Twp**  
Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Frank Nucera, **Bordentown Twp**  
Glenn McMahon, **Chesterfield Twp**  
Mike Templeton, **Delanco Twp**  
Jeffrey Hatcher, **Delran Twp**  
Linda Dougherty, **Edgewater Park Twp**  
Patricia Hansel, **Fieldsboro Borough**  
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Leo Selb, **Hainesport Twp**

Mike Mansdoerfer, **Lumberton Twp**  
Mike Fitzpatrick, **Mansfield Twp**  
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David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp**  
Doug Cramer, **Tabernacle Twp**  
Maria Carrington, **Westampton Twp**  
James Ingling, **Wrightstown Borough**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

***STRATEGIC PLANNING COMMITTEE – July 19, 2016***

Ms. Burger stated that she reviewed the topics at the July meeting and the minutes were included in the agenda packet.

***SAFETY COMMITTEE – September 20, 2016***

Mr. Cramer stated that the Safety Committee met before the Executive Committee meeting, the minutes will be included in the October, 2016 agenda packet. He highlighted the following items:

***Semi Annual Safety Director's Report***

Mr. Cramer stated that the Committee reviewed the semi-annual Safety Director's report.

***JIF/MEL Loss Ratio Reports***

Mr. Cramer stated that the Committee reviewed the JIF and MEL Loss Ratio reports; the Fund is doing very well.

***Regional Safety Training***

Mr. Cramer stated that the Committee discussed regional training and asked the members to contact him if they had any ideas for training.

***Safety Bulletins***

Mr. Cramer stated that the Committee reviewed the Safety Director's safety bulletins; these are sent out monthly and included in the Safety Director's report.

***Wellness Initiatives***

Mr. Cramer stated that the Committee discussed wellness initiatives for the upcoming Fund Year.

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

***MEL Report – September 7, 2016***

Mr. Miola stated that the MEL met on September 7, 2016 and he highlighted the following items:

***Preliminary Budget***

Mr. Miola stated that the preliminary 2017 budget and rate table were reviewed. Based upon 2016 exposures, the 2017 MEL Budget will increase .6%.

***EPL/POL Liability***

Mr. Miola stated that there is a task force looking into EPL/POL Liability coverage as there is a real concern that coverage meant to be excluded could be included creating some major financial issues with the carrier. It has to do with planning and zoning issues for religious institutions.

***Marketing RFQs***

Mr. Miola stated that the MEL has released a Marketing RFQ to help promote the MEL/JIF program.

***MEL Fiduciary Disclosure***

Mr. Miola stated that the agenda includes the Annual MEL Fiduciary Disclosure explaining that the MEL, like the BURLCO JIF, is a self-insured fund and although the MEL continues to perform well, there is always a chance that they cannot perform so well and the MEL would come back to the JIF and ask for an additional assessment. He stated that this ensures that information is disclosed to the membership. He noted that the BURLO JOF has a representative, Meghan Jack, who sits on the Executive Committee and shares reports from their meetings with the membership.

***Resolution 2016-31 Authorizing Participation in the MEL Named Storm Deductible Risk Sharing Program***

Mr. Miola stated that this resolution authorizes participation in the MEL *Named Storm Deductible Risk Sharing Program* and is a repeat of a resolution adopted several years ago. The Program is for JIF's that have members with property east of the Garden State Parkway who have a higher deductible should a named storm create property losses. He noted that one BURLCO member, Bass River, has a small portion of property at risk, but rather than have the BURLO JIF sustain a big deductible in the case of damage from a named storm, the deductible will be spread among all the JIFs participating in the program and sustaining damage from the same named storm. Going forward, this Resolution will be adopted on a yearly basis at the re-organization meeting.

Motion by Mr. Keller, seconded by Mr. McMahon, to approve Resolution 2016-31 as presented.

**ROLL CALL    Yeas**

Amanda Somes, **Bass River Twp**  
Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Frank Nucera, **Bordentown Twp**  
Glenn McMahon, **Chesterfield Twp**  
Mike Templeton, **Delanco Twp**

Jeffrey Hatcher, **Delran Twp**  
Linda Dougherty, **Edgewater Park Twp**  
Patricia Hansel, **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**  
John Gural, **Palmyra Borough**  
Donna Mull, **Pemberton Borough**  
Dennis Gonzalez, **Pemberton Township**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp**  
Doug Cramer, **Tabernacle Twp**  
Maria Carrington, **Westampton Twp**  
James Ingling, **Wrightstown Borough**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

***RCF Report – September 7, 2016***

No report.

***EJIF Report – September 7, 2016***

No report.

***MISCELLANEOUS BUSINESS***

***Next Meeting***

Chair Mansdoerfer noted that the next meeting of the BURLCO JIF will take place on **Tuesday, October 18, 2016 at 4:00 PM** at the **Hainesport Municipal Building, Hainesport, NJ.**

***Resolution 2016-32 Honoring Commissioner Donna Ryan of Westhampton Twp***

Motion by Mr. Hatcher, seconded by Mr. Keller, to approve Resolution 2016-32, Honoring Commissioner Donna Ryan. All in favor. Motion carried by unanimous vote.

***PUBLIC COMMENT***

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

***EXECUTIVE SESSION MEETING – Resolution #2016-33***

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. Hatcher, to Adopt ***Resolution #2016-33***. 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. Hatcher, 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. Keller, seconded by Mr. McMahon, to approve the following claims as discussed in *Closed Session*.

<b><i>Workers' Compensation</i></b>	<b><i>General Liability</i></b>
<i>Z42992</i>	<i>X69109</i>
<i>X99053</i>	<i>X85375</i>
<i>Z40839</i>	<i>Z17324</i>
<i>Z36227</i>	<i>Z18330</i>
<i>Z41585</i>	<i>Z18329</i>
<i>X96136</i>	
<i>Z00182</i>	

**ROLL CALL    *Yeas***

- Amanda Somes, **Bass River Twp**
- Rich Wolbert, **Beverly City**
- Grace Archer, **Bordentown City**
- Frank Nucera, **Bordentown Twp**
- Glenn McMahon, **Chesterfield Twp**
- Mike Templeton, **Delanco Twp**
- Jeffrey Hatcher, **Delran Twp**
- Linda Dougherty, **Edgewater Park Twp**
- Patricia Hansel, **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**  
John Gural, **Palmyra Borough**  
Donna Mull, **Pemberton Borough**  
Dennis Gonzalez, **Pemberton Township**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp**  
Doug Cramer, **Tabernacle Twp**  
Maria Carrington, **Westampton Twp**  
James Ingling, **Wrightstown Borough**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

***AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL***

There were three (3) claim(s) presented for abandon subrogation.

*X99053 - \$50,541.65*

*X96136 - \$9,516.09*

*Z00182 - \$547.56*

Motion by Mr. McMahon, seconded by Mr. Hatcher, authorizing to abandon subrogation as presented.

**ROLL CALL    *Yeas***

Amanda Somes, **Bass River Twp**  
Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Frank Nucera, **Bordentown Twp**  
Glenn McMahon, **Chesterfield Twp**  
Mike Templeton, **Delanco Twp**  
Jeffrey Hatcher, **Delran Twp**  
Linda Dougherty, **Edgewater Park Twp**  
Patricia Hansel, **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**  
John Gural, **Palmyra Borough**  
Donna Mull, **Pemberton Borough**  
Dennis Gonzalez, **Pemberton Township**

David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp**  
Doug Cramer, **Tabernacle Twp**  
Maria Carrington, **Westampton Twp**  
James Ingling, **Wrightstown Borough**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

***MOTION TO ADJOURN***

Chair Mansdoerfer entertained a motion to adjourn the September 20, 2016 meeting of the BURLCO JIF.

Motion by Mr. Keller, seconded by Mr. Cramer, to adjourn the September 20, 2016 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 5:19 pm.



Brenda Smith,  
*Recording Secretary for*



*Paul Keller, SECRETARY*