

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

SEPTEMBER 16, 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 Tuesday, September 16, 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

Rich Ireton, *Alternate*, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, *Alternate*, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Nancy Bray, *Alternate*, **Delanco**
Jeffrey Hatcher, **Delran**
Rich Brook, **Florence**
Leo Selb, **Hainesport**
Mike Mansdoerfer, **Lumberton**
Sean Gable, **Mansfield Twp**
Kathy Burger, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel**
Mark Keubler, *Alternate*, **North Hanover Twp**
John Gural, **Palmyra Boro**
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:

Linda Dougherty, **Edgewater Park**
Donna Mull, **Pemberton Boro**
Maryalice Brown, **Woodland Twp**

Those also in attendance were:

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*
Kathy Tyler-Schohl, Claims Administrator, *Qual-Lynx*
Kim DeLaurentis, Claims Administrator, *Qual-Lynx*
Karen Beatty, *QualCare*
Debby Schiffer, *Wellness Director*

Also present were the following Risk Management Consultant agencies:

The Barclay Group
Conner Strong & Buckelew
EJA/Capacity Insurance
Insurance Agency Management
Model Consulting Inc.

Absent Risk Management Consultant agencies were:

Hardenberg Insurance Group

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. Hatcher, 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 Burger presented the meeting minutes of the July 15, 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. Hatcher, seconded by Mr. Keller, to approve the meeting minutes of the July 15, 2014 meeting of the Fund as presented. All in favor. Motion carried.

APPROVAL OF CLOSED SESSION MINUTES

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

Chair Burger presented the Closed Session Meeting Minutes of the July 15, 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. Keller, seconded by Mr. Cramer to approve the Closed Session minutes of the July 15, 2014 meeting of the Fund as presented. All in favor. Motion carried.

The Closed Session minutes of the July 15, 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 July 15, 2014 meeting were collected at this time.

EXECUTIVE DIRECTOR'S REPORT

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

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

Certificates of Insurance – Mr. Forlenza asked that these certificates be made part of the minutes. Those that were issued between June 19th and July 22nd were a handout to the members.

2013 Safety Incentive Program Awards – Mr. Forlenza asked that all members review available balances for this year's program. He reminded the members that the deadline to claim or encumber these funds 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. Forlenza asked that all members review available balances for this year's program. He reminded the members that the deadline to claim or encumber these funds 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. Forlenza informed the members that the checklist is in the agenda and to contact PERMA with any discrepancies.

EPL Allowance – Mr. Forlenza reminded the members that the balances for the EPL related expenses are on page 27 of the agenda packet.

EPL Hotline – Mr. Forlenza asked members to review the authorized contacts listed in the agenda packet on page 28.

Financial Fast Track – Mr. Forlenza noted that it shows a surplus of over \$8.5 million.

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

Capehart & Scatchard Updates – Mr. Forlenza 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. Forlenza asked members to review the lists on pages 46-47.

Revenue and Appropriations– Mr. Forlenza 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.

Renewing Members – Mr. Forlenza reported that as of September 8, 2014, all of the 2015 Renewal Resolutions and Agreements have been received from the twelve (12) renewing members.

Annual Renewal Process – Mr. Forlenza reported that the annual renewal process is nearing completion. He noted that all members were asked to complete the renewal process by August 30, 2014, but that date has been extended. He commented that Ms. Palmeri will be closing out the system in the next few days.

Coverage Documents – Mr. Forlenza stated that the 2014 JIF, MEL and EPL Coverage Manuals were emailed to each member's Municipal Clerk, Fund Commissioner and Risk Management Consultant. Please contact his office with any questions.

Elected Officials Training Save the Date – Mr. Forlenza stated that the Fund will be sponsoring Elected Officials training. 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 will be emailed to all Municipal Clerks and Fund Commissioners in early October. It is being held on November 11, 2014 at Merighi's; December 9, 2014 at Nicolosi's; January 27, 2015 at Merighi's and March 11, 2015 at Charley's Other Brother.

New Member Activity – Mr. Forlenza reported that his office has received a partial application from the RMC representing Cinnaminson Township.

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

SOLICITOR'S REPORT

Mr. Kearns stated that his report would be given in closed session.

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 Palmyra and Lumberton used videos this month.

2015 MSI Classes - Extension– Mr. Saville noted that the request to host training deadline has been extended to September 30, 2014.

On-line Training – Mr. Saville stated that the MEL has made a new on-line training course entitled "Attention & Distraction" driver training. He noted that it is designed for drivers of all municipal agencies including CDL and CDL drivers, drivers of emergency vehicles and drivers of personal vehicles while on municipal business.

Safety Bulletin: School Crossing Guard Safety Program- Mr. Saville stated that there was a bulletin released and included in the agenda packet regarding crossing guard safety.

Safety Bulletin: Backing Fire Apparatus into the Station– Mr. Saville stated that there was a bulletin released and included in the agenda packet regarding backing fire apparatus into the fire stations.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – September

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

Ms. Tyler-Schohl reported that the MEL resolved 7 claims on behalf of 5 JIFs. Total MEL payments amounted to \$721,987. No claims were resolved on behalf of BURLCO JIF member's this quarter. The BURLCO JIF only has (1) claim open, which is an EPL claim.

She noted that there was a claim in another JIF that involved owners/operators of multiple towing services that alleged that their civil rights were violated when they were wrongfully denied inclusion on the City's list of disabled vehicle towers. They sought compensatory and punitive damages, alleging retaliation and wrongful interference with economic advantage, amongst other allegations. Ultimately, most of the claims were dismissed on Summary Judgment. One claim was settled for \$6,000, as an economic settlement. Despite the dismissals, defense fees and related expenses for the covered counts amounted to over \$47,500.

WELLNESS DIRECTOR'S REPORT

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

- Fall Health Fairs– Tabernacle 9/12; Chesterfield 9/17; Delran 9/25 or 10/9; Pemberton Twp 9/26; Delanco 10/3 (open to the public) Delran 10/9; Medford 10/10; and Mansfield 11/12.
- Bordentown City is holding a safety committee meeting on September 17th.
- Ms. Schiffer was invited to participate in Florence's Benefits Fair that was hosted by IAA and she will be handing out some information on nutrition, exercise and stress management.
- Mount Laurel is starting an 8-week biggest loser challenge. The township is offering \$75 to the overall biggest loser. In addition, the biggest loser in each department will also receive \$75. Ms. Schiffer will also be attending their safety meeting on Sept 11th.
- Southampton is planning a "Potluck Lunch" where employees make a healthier version of their favorite dish.
- Tabernacle will finalize plans for their first Employee and Volunteer Wellness Day. Over 15 vendors attended and it was well received.
- Westampton is planning to have a speaker on Stress Management for two departments on separate days and times. Public Works is planning to offer a "healthier" lunch in hopes of motivating them to attend.

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 2014*.

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>	0	2	11

<i>Medical Only</i>	13	12	95
<i>Report Only</i>	6	4	50
<i>Total Intakes(New Claims)</i>	19	18	156
<i>Report Only % of Total</i>	31.6%	22.2%	32.1%
<i>Medical Only/Lost Time Ratio</i>	100:00	86.14	90.10
<i>Average Days to Report</i>	2.2	3.9	2.7

Transitional Duty Report

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

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	1,494
<i>Transitional Duty Days Worked</i>	1,108
<i>% of Transitional Duty Days Worked</i>	74.2%
<i>Transitional Duty Days Not Accommodated</i>	386
<i>% of Transitional Duty Days Not Accommodated</i>	25.8%

Nurse Case Assignment Report:

Nurse Case Summary Report (Inclusive of 3 JIFs)	August
<i>Total Cases Assigned in month</i>	256
<i>Total Cases Closed in month</i>	59
<i>Total Cases Open in month</i>	39

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

PPO Penetration Rate	August	YTD
<i>Bill Count</i>	106	999
<i>Original Provider Charges</i>	\$159,784	\$1,155,009
<i>Re-priced Bill Amount</i>	\$96,133	\$527,562
<i>Savings</i>	\$63,702	\$628,213
<i>% of Savings</i>	39.9%	54.4%
<i>Participating Provider Penetration Rate - Bill Count</i>	95.3%	95.5%
<i>Participating Provider Penetration Rate – Provider Charges</i>	98.9%	95.2%
<i>EPO Provider Penetration Rate - Bill Count</i>	72.5%	84.2%
<i>EPO Provider Penetration Rate – Provider</i>	84.6%	89.8%

<i>Charges</i>		
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Ms. Beatty asked if there were any questions.

TREASURER'S REPORT

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

Investment Interest

Interest received or accrued for the current month totaled \$8,119.08. This generated an average annual yield of .33%. After including an unrealized net gain of \$1,770.00 in the asset portfolio, the yield was adjusted to .40 % for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized loss of \$1,905.00 as it relates to market value of \$5,498,095.00 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	\$3,585.50	\$44,718.06
Overpayment Reimbursements	.00	
2014 Premium Assessment Receipts	\$3,874,615.00	
FY 2013 Appropriation Refund	\$54.00	
FY 2014 Appropriation Refund	\$313.00	
RCF Reimbursement	\$83,828.57	

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 \$324,579.21. The claim detail for the 335 checks is as follows:

Direct Loss Payments	\$297,414.64
Claim Expenses	\$8,154.92
Legal Defense Costs	\$19,009.65

Cash Activity for the Period

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$13,330,362.93 to a closing balance of \$16,180,249.83 showing an increase in the fund of \$2,849,886.90.

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 *July and August Loss Run Payment Register* as presented.

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

Motion by Mr. Keller, seconded by Mr. McMahon to approve the *July and August Loss Run Payment Register*.

ROLL CALL *Yeas*

Rich Ireton, *Alternate*, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, *Alternate*, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Nancy Bray, *Alternate*, **Delanco**
Jeffrey Hatcher, **Delran**
Rich Brook, **Florence**
Leo Selb, **Hainesport**
Mike Mansdoerfer, **Lumberton**
Sean Gable, **Mansfield Twp**
Kathy Burger, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel**
Mark Keubler, *Alt.*, **North Hanover Twp**
John Gural, **Palmyra Boro**
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.

Ratification of August Bill List

For the Executive Committee's consideration, Mr. Tontarski presented the *August Bill List* in the amount of \$76,921.53.

Chair Burger entertained a motion to ratify the *August Bill List* as presented.

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

Motion by Ms. Jack, seconded by Mr. Hatcher, to ratify the *August Bill List* as presented.

ROLL CALL *Yeas*

Rich Ireton, *Alternate*, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, *Alternate*, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Nancy Bray, *Alternate*, **Delanco**
Jeffrey Hatcher, **Delran**
Rich Brook, **Florence**
Leo Selb, **Hainesport**

Mike Mansdoerfer, **Lumberton**
Sean Gable, **Mansfield Twp**
Kathy Burger, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel**
Mark Keubler, *Alt.*, **North Hanover Twp**
John Gural, **Palmyra Boro**
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 September Bill List

For the Executive Committee's consideration, Mr. Tontarski presented the *September Bill List* in the amount of \$67,449.18.

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

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

Motion by Mr. Keller, seconded by Mr. McMahon, to approve the *September Bill List* as presented.

ROLL CALL Yeas

Rich Ireton, *Alternate*, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, *Alternate*, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Nancy Bray, *Alternate*, **Delanco**
Jeffrey Hatcher, **Delran**
Rich Brook, **Florence**
Leo Selb, **Hainesport**
Mike Mansdoerfer, **Lumberton**
Sean Gable, **Mansfield Twp**
Kathy Burger, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel**
Mark Keubler, *Alt.*, **North Hanover Twp**
John Gural, **Palmyra Boro**
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

BUDGET AMENDMENT

Mr. Mansdoerfer stated that a notice for the 2014 Budget Amendment Public Hearing was included in the agenda packet.

2014 Budget Amendment Public Hearing

Chair Burger entertained a motion to *Open the 2014 Budget Amendment Public Hearing*.

Motion by Mr. Keller, seconded by Mr. Hatcher, to *Open the 2014 Budget Amendment Public Hearing*. All in favor. Motion carried.

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

Hearing no comments, Chair Burger entertained a motion to *Close the 2014 Budget Amendment Public Hearing*.

Motion by Mr. Keller, seconded by Ms. Jack, to *Close the 2014 Budget Amendment Public Hearing*. All in favor. Motion carried.

2014 Amended Budget Adoption

Chair Burger entertained a motion to *Adopt the 2014 Budget Amendment* as presented.

Motion by Mr. Hatcher, seconded by Mr. McMahon, to *Adopt the 2014 Budget Amendment* as presented.

ROLL CALL Yeas

Rich Ireton, *Alternate*, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, *Alternate*, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Nancy Bray, *Alternate*, **Delanco**
Jeffrey Hatcher, **Delran**
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John Gural, **Palmyra Boro**
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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.

2014 Amended Assessment Certification Adoption

Chair Burger entertained a motion to *Adopt the 2014 Amended Assessment Certification* as presented.

Motion by Mr. Keller, seconded by Mr. Hatcher, to *Adopt the 2014 Amended Assessment Certification*.

ROLL CALL *Yeas*

Rich Ireton, *Alternate*, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, *Alternate*, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Nancy Bray, *Alternate*, **Delanco**
Jeffrey Hatcher, **Delran**
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Kathy Burger, **Medford Twp**
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John Gural, **Palmyra Boro**
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.

FINANCE COMMITTEE- July 29, 2014

Mike Mansdoerfer reported on the Finance Committee meeting minutes from July 29, 2014, a copy of the minutes were included in the agenda packet. He highlighted the following:

Revised Surplus Distribution Policy

Mr. Mansdoerfer reported that the Finance Committee is recommending a revision to the *Surplus Distribution Policy* that excludes the payment of dividends to any prior member that has outstanding payments due and owing to the Fund, including any payments due pursuant to a Retrospective Agreement are settled. The policy would also restrict dividend payments to prior members from Fund Years that are still active within the Closed Years Fund

Chair Burger entertained a motion to adopt the Revised Surplus Distribution Policy as presented.

Motion by Ms. Jack, seconded by Mr. McMahon, to adopt the Revised Surplus Distribution Policy.

ROLL CALL *Yeas*

- Rich Ireton, *Alternate*, **Bass River Twp**
- Richard Wolbert, **Beverly City**
- Grace Archer, **Bordentown City**
- Dean Buhner, *Alternate*, **Bordentown Twp**
- Glenn McMahon, **Chesterfield Twp**
- Nancy Bray, *Alternate*, **Delanco**
- Jeffrey Hatcher, **Delran**
- Rich Brook, **Florence**
- Leo Selb, **Hainesport**
- Mike Mansdoerfer, **Lumberton**
- Sean Gable, **Mansfield Twp**
- Kathy Burger, **Medford Twp**
- Meredith Tomczyk, **Mt. Laurel**
- Mark Keubler, *Alt.*, **North Hanover Twp**
- John Gural, **Palmyra Boro**
- 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 #2014-25 Authorizing Release of Surplus

Chair Burger entertained a motion to adopt Resolution #2014-25, Authorizing the Release of Surplus as presented.

Motion by Mr. Keller, seconded by Mr. Hatcher, to adopt Resolution #2014-25, Authorizing the Release of Surplus.

ROLL CALL *Yeas*

Rich Ireton, *Alternate*, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, *Alternate*, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Nancy Bray, *Alternate*, **Delanco**
Jeffrey Hatcher, **Delran**
Rich Brook, **Florence**
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Mark Keubler, *Alt.*, **North Hanover Twp**
John Gural, **Palmyra Boro**
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 #2014-26 Authorizing Release of Surplus to Cover 2009 Fund Year Deficit

Chair Burger entertained a motion to adopt Resolution #2014-26, Authorizing the Release of Surplus to cover the 2009 Fund Year Deficit as presented.

Motion by Ms. Jack, seconded by Mr. Hatcher, to adopt Resolution #2014-26, Authorizing the Release of Surplus to cover the 2009 Fund Year Deficit.

ROLL CALL *Yeas*

Rich Ireton, *Alternate*, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, *Alternate*, **Bordentown Twp**

Glenn McMahon, **Chesterfield Twp**
Nancy Bray, *Alternate*, **Delanco**
Jeffrey Hatcher, **Delran**
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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.

MEL Fiduciary Disclosure – Mr. Forlenza noted that the MEL Fiduciary Disclosure was included in the Finance Committee Meeting minutes on page 188.

Resolution #2014-29 Authorizing a Contract with TD Bank for Banking and Asset Management Services and Wilmington Trust for Asset Management Services

Chair Burger entertained a motion to adopt Resolution #2014-29 to Authorize a Contract with TD Bank for Banking and Asset Management Services and Wilmington Trust for Asset Management Services as presented.

Motion by Mr. Keller, seconded by Ms. Jack, to Adopt Resolution #2014-29, Authorizing a Contract with TD Bank for Banking and Asset Management Services and Wilmington Trust for Asset Management Services.

ROLL CALL *Yeas*

Rich Ireton, *Alternate*, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, *Alternate*, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Nancy Bray, *Alternate*, **Delanco**
Jeffrey Hatcher, **Delran**
Rich Brook, **Florence**
Leo Selb, **Hainesport**
Mike Mansdoerfer, **Lumberton**
Sean Gable, **Mansfield Twp**

Kathy Burger, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel**
Mark Keubler, **Alt., North Hanover Twp**
John Gural, **Palmyra Boro**
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- July 31, 2014

Meghan Jack reported on the Strategic Planning Committee meeting minutes, a copy of the meeting minutes were included in the agenda packet.

Motion to Re-advertise the Date and Location of the December Executive Committee meeting

Ms. Jack stated that the December Dinner Meeting will be held on December 16, 2014 at 4:00pm and the meeting location will be at the Medford Public Safety Building and the dinner meeting will begin at 5:15pm at Flemings in Marlton on Rte. 73.

Chair Burger entertained a motion to Authorize the Executive Director to Re-advertise the Date and Location of the December 2014 Executive Committee meeting as presented.

Motion by Ms. Jack, seconded by Mr. McMahon, to authorize the Executive Director to Re-advertise the Date and Location of the December 2014 Executive Committee meeting. All in favor. Motion carried by unanimous vote.

SAFETY COMMITTEE- September 16, 2014

Mr. Forlenza noted that the Safety Committee meeting was held prior to the Executive Committee meeting and the minutes will be in next month's agenda packet. He highlighted the following:

He noted that the Committee reviewed the Semi Annual Safety Director's Loss Control Report indicating that the results from the BURLCO JIF from the last several years have been very good.

He noted that the Committee also reviewed the Loss Ratio reports from both the JIF and the MEL and they indicate continuing good performance from the BURLCO JIF.

He noted that the Committee reviewed the last several Safety Bulletins and he asked the members to contact the Safety Director's office if they are not receiving the bulletins.

He noted that the Committee reviewed the Narcan Program and reported that there continues to be some concerns with that program.

The Safety Kickoff Breakfast is scheduled for February 5, 2015 at Indian Springs Country Club.

The next meeting for the Safety Committee is scheduled for December 16, 2014 at Medford Public Safety Building prior to the Executive Committee meeting.

MEL/RCF/E-JIF REPORTS

MEL MEETING– September 3, 2014

Ms. Jack reported on the MEL meeting held on September 3, 2014. A copy of the meeting minutes are included in the agenda packet. She highlighted the following:

MEL 2015 Budget - Ms. Jack stated that the 2015 Budget reflects an overall increase of 1.6% when applying the 2014 exposures and limits against the 2015 rate table to provide a comparison.

RFQ Responses – Ms. Jack stated that several RFQ responses were received. She noted that the Board authorized an expenditure not to exceed \$20,000 for the Fund’s Internal Auditor, Parente Beard, to provide an independent review of the process (and results) being used by the Fund to evaluate the multiple responses received for the Third Party Administrator and Managed Care Positions.

Sandy Update – Ms. Jack stated that “Sandy” claims have now been segregated into 4 groups.

Safety & Education – Ms. Jack reported that the Board of Fund Commissioners accepted the Safety & Education Committee’s recommendation and approved an expenditure not to exceed \$15,000 to maintain and update the MEL Media Library, including replacements for popular DVDs.

Legislative Committee – Ms. Jack reported that JIFs have raised the concern with “Overdose Prevention Act” for the Narcan and not having the medication on hand.

2015 Renewal Applications – Ms. Jack reported that the new online underwriting database through Exigis was launched the first week of August.

Safety Expo – Ms. Jack reported that the Safety Expo is scheduled for September 26, 2014 at Camden County Emergency Services Training Center and November 7, 2014 at the Middlesex County Fire Academy.

RCF MEETING– September 3, 2014

Mr. Matchett reported on the RCF Meeting held on September 3, 2014 and a copy of the meeting minutes was included in the agenda packet. He highlighted the following:

RCF 2014 Budget Amendment – Mr. Matchett reported that a Public Hearing will take place on October 15, 2014 for the proposed 2014 RCF Budget Amendment for \$26,466,461 to accept the transfer of the 2010 Fund Year.

RCF 2015 Budget – Mr. Matchett reported that the Commissioners reviewed the 2015 Budget which reflected the specific amounts in the various RFQ responses. The Board decided to revise amounts for the Administrator and Deputy Administrator to reflect the third year (2017) of the requested three year increase provided that the actual 2015 increase will be one third of that amount. The Commissioners voted to introduce the revised 2015 revised Budget on first reading and to schedule a public hearing for October 15, 2014, at 10:30am at the Forsgate Country Club, Jamesburg, New Jersey.

Claims Committee – Mr. Matchett reported that the Claims Committee met in June and July and also on September 3rd and minutes were sent out.

EJIF MEETING– September 3, 2014

Mr. Brook reported on the EJIF meeting held on September 3, 2014. A copy of the minutes is included in the agenda packet. He highlighted the following:

Regulatory Affairs – Mr. Brook reported that PERMA filed the 2013 Year End Audit, Certification of the Audit adopted by the Executive Committee, Actuarial Valuation and Actuarial Certification with the Department of Banking and Insurance.

2015 Budget Process – Mr. Brook reported that the 2015 draft budget was included in the agenda packet for review. The Finance Committee met on September 2, 2014 and recommended the 2015 budget as presented.

2014 Dividend – Mr. Brook reported that the Finance Committee is recommending a 2014 dividend of \$475,000. A resolution was adopted authorizing that return dividend.

2014 Defense Panel – Mr. Brook reported that the Claims Committee recommended to add the Law Offices of John F. Hipp to the 2014 Defense Panel for the purpose of handling a specific claim. The Executive Board passed the recommendation.

Web Site – Mr. Brook reported that the EJIF's web site is up and running and can be found at www.NJEJIF.org.

Next Meeting – The next meeting of the EJIF is scheduled for October 15, 2014 at the Forsgate Country Club, Jamesburg, New Jersey.

Resolution #2014-27 Renewal of EJIF

Membership in the New Jersey Municipal Environmental Risk Management Fund – Mr. Brook presented Resolution #2014-27, Approving the BURLCO JIF renewal in the New Jersey Municipal Environmental Risk Management Fund.

Chair Burger entertained a motion to adopt Resolution #2014-27 Approving renewal of the Fund's membership in the New Jersey Municipal Environmental Risk Management Fund as presented.

Motion by Ms. Jack, seconded by Mr. Cramer, to adopt Resolution #2014-27, approving the renewal of membership in the New Jersey Municipal Environmental Risk Management Fund.

ROLL CALL *Yeas*

Rich Ireton, *Alternate*, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, *Alternate*, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Nancy Bray, *Alternate*, **Delanco**
Jeffrey Hatcher, **Delran**
Rich Brook, **Florence**
Leo Selb, **Hainesport**
Mike Mansdoerfer, **Lumberton**
Sean Gable, **Mansfield Twp**
Kathy Burger, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel**
Mark Keubler, *Alt.*, **North Hanover Twp**
John Gural, **Palmyra Boro**
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

Chair Burger noted that a report from Commissioner Hatcher and Commissioner Ryan regarding their attendance at the PRIMA Conference are included in the agenda packet.

Next Meeting

Chair Burger noted that the next meeting of the BURLCO JIF will take place on **Tuesday, October 21, 2014 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 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 Mr. Keller, seconded by Ms. Jack, to close the meeting to the public. All in favor. Motion carried.

EXECUTIVE SESSION MEETING – Resolution #2014-28

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. Mansdoerfer, to Adopt ***Resolution #2014-28***. All in favor. Motion carried.

A Closed Session of the BURLCO JIF was held and the meeting was then reopened to the public.

REOPEN PUBLIC PORTION OF THE MEETING

Chair Burger 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.

Resolution #2014-24 Appointing Liability Defense Panel Members

Chair Burger entertained a motion to adopt Resolution 2014-24 for the Appointment of the Members to the BURLCO JIF Workers' Compensation and Liability Defense Panel.

Motion by Ms. Jack, seconded by Mr. Keller, to Adopt Resolution #2014-24, Appointing Members to the BURLCO JIF Workers' Compensation and Liability Defense Panel as presented.

ROLL CALL Yeas

Rich Ireton, *Alternate*, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, *Alternate*, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Nancy Bray, *Alternate*, **Delanco**
Jeffrey Hatcher, **Delran**
Rich Brook, **Florence**
Leo Selb, **Hainesport**
Mike Mansdoerfer, **Lumberton**
Sean Gable, **Mansfield Twp**
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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 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 Mr. Keller, seconded by Mr. Cramer, to approve the following claims as discussed in *Closed Session*.

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>
X96329	X13252	X96236
X05516	X63285	
X65024	X30515	
X75210		
X93981		
X97521		
X60450		
X96603		
X96136		
X43956		
X98133		
X42036		
X45291		
X91897		
X35313		

ROLL CALL *Yeas*

Rich Ireton, *Alternate*, **Bass River Twp**
 Richard Wolbert, **Beverly City**
 Grace Archer, **Bordentown City**
 Dean Buhner, *Alternate*, **Bordentown Twp**
 Glenn McMahon, **Chesterfield Twp**
 Nancy Bray, *Alternate*, **Delanco**
 Jeffrey Hatcher, **Delran**
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 Mike Mansdoerfer, **Lumberton**
 Sean Gable, **Mansfield Twp**
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 John Gural, **Palmyra Boro**

Dennis Gonzalez, **Pemberton Twp**
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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.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

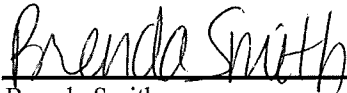
There was no subrogation to abandon.

MOTION TO ADJOURN

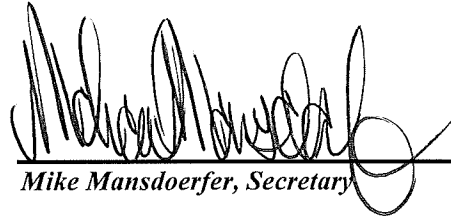
Chair Burger entertained a motion to adjourn the September 16, 2014 meeting of the BURLCO JIF.

Motion by Mr. McMahon, seconded by Mr. Hatcher to adjourn the September 16, 2014 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 5:22 pm.



Brenda Smith,
Recording Secretary for



Mike Mansdoerfer, Secretary