

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

SEPTEMBER 15, 2015

OPEN SESSION MINUTES

The regular Meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at the Hainesport Municipal Building, 1 Hainesport Centre, Hainesport, New Jersey, on Tuesday, September 15, 2015 at 4:00 PM, prevailing time. Chair Mansdoerfer, **Lumberton Twp**, 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**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Linda Dougherty, **Edgewater Park Twp** (*arrived 4:06pm*)
Rich Brook, **Florence Twp**
Leo Selb, **Hainesport Twp**
Mike Mansdoerfer, *Chair*, **Lumberton Twp**
Kathy Burger, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel Twp**
Mary Picariello, **North Hanover Twp**
Barbara Sheipe, *Alternate*, **Palmyra Borough**
Donna Mull, **Pemberton Borough**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, *Secretary*, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
James Ingling, **Wrightstown Borough**

Absent Fund Commissioner were:

Jeffrey Hatcher, **Delran Twp**
Sean Gable, **Mansfield Twp**

Kathy Hoffman, **Southampton Twp**
Donna Ryan, **Westampton Twp**
Mary Alice Brown, **Woodland Twp**

Those also in attendance were:

Paul J. Miola, CPCU, ARM, Executive Director, *AJG Risk Management Services, Inc.*
David DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*
Tom Tontarski, Treasurer
John Saville, Loss Control Consultant, *J.A. Montgomery Risk Control*
Kathie Tyler-Schohl, Claims Administrator, *Qual-Lynx*
Karen Beatty, *QualCare*
Debby Schiffer, *Wellness Director*

Also present were the following Risk Management Consultant agencies:

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

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

MONTHLY MEETING CONDUCT

Chair Mansdoerfer entertained a motion to allow this monthly meeting to be conducted directly by the Fund Commissioners present with all matters to be decided upon by a combined majority vote of all Fund Commissioners.

Motion by Mr. Keller, seconded by Ms. Jack, to allow the meeting to be conducted directly by the Fund Commissioners present. All in favor. Motion carried.

APPROVAL OF THE MINUTES

Chair Mansdoerfer presented the meeting minutes of the July 21, 2015 meeting of the Fund, as found in the agenda packet, for approval.

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

Motion by Mr. Keller, seconded by Mr. Cramer, to approve the meeting minutes of the July 21, 2015 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 Mansdoerfer presented the Closed Session Meeting Minutes of the July 21, 2015 meeting of the Fund for approval.

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

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

The Closed Session minutes of the July 21, 2015 meeting shall not be released to the public until the reason(s) for their remaining closed is no longer applicable and the Fund Solicitor has had the opportunity to review them.

Closed Session Meeting Minutes from the July 21, 2015 meeting were collected at this time.

EXECUTIVE DIRECTOR'S REPORT

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

Lost Time Accident Frequency Report– Mr. Miola stated that the Lost Time Accident Frequency Summary and the Statewide Recap for July and August, 2015 were included in his report.

Certificates of Insurance– Mr. Miola stated that the Certificates of Insurance issued for July and August, 2015 were included in his report and should be made a part of the minutes.

2014 Safety Incentive Program Awards – Mr. Miola asked that all members review available balances for this year's program. He reminded the members that the deadline to claim or encumber these funds is November 30, 2015. All encumbered funds must be claimed by February 1, 2016.

2015 Optional Safety Budget - Mr. Miola asked that all members review available balances for this year's program. He reminded the members that the deadline to claim or encumber these funds is December 1, 2015. All encumbered funds must be claimed by February 1, 2016.

Employment Practices Liability Coverage– Mr. Miola stated that a compliance status report regarding the Employment Practices Liability Coverage was included in his report and there were still three (3) members who are non-compliant.

EPL Allowance– Mr. Miola stated that the JIF has budgeted \$200 for each member to help offset employment practice related expenses. He noted that this budget can be a valuable resource to members who wish to offset the cost of in house training or legal expenses involved with the updating of member policies and procedures.

EPL Hotline – Authorized Contact List– Mr. Miola stated that XL has implemented an EPL Helpline for the members to use. There is no restriction to the number of calls or the amount of time to contact this service. He noted that members can appoint two representatives to use this service. Appointments are made by Resolution of the Governing Body. He noted that Municipal Solicitors cannot be appointed as helpline contacts. He noted that the most recent list of authorized contacts was included in his report.

Financial Fast Track Report– Mr. Miola stated that the Financial Fast Track Report for June 30, 2015 and July 31, 2015 were included in his report. He noted that the JIF's surplus position as of July 31, 2015 was \$8,740,813. He explained that the JIF had a dip in July and found that it was because of some large claims. His office would be monitoring them closely.

Regulatory Filing Checklists– Mr. Miola stated that the regulatory checklists were included in his report.

Capehart & Scatchard Updates– Mr. Miola stated that Capehart & Scatchard provides updates on court cases dealing with workers' compensation, ADA and FMLA issues. He noted that copies of the latest updates were included in his report.

Statutory Bond Status– Mr. Miola stated that a copy of the latest listing of Statutory Bonds issued by the MEL for JIF members was included in his report. Any questions on the status of an application or a listed bond should be directed to Cate Kiernan at PERMA.

Skateboard Park Approval Status– Mr. Miola stated that the current status of all approved skateboard parks or those currently under construction by a member municipality was included in his report.

Renewing Members– Mr. Miola stated that as of September 9, 2015 all of the 2015 Renewal Resolutions and Agreements have been received from all the renewing members with the exception of Chesterfield. He noted that the resolution has been passed and are just waiting for the Mayor's signature.

Coverage Documents– Mr. Miola stated that the 2015 JIF, MEL, EPL and Cyber Coverage Manuals were emailed to each member's Municipal Clerk, Fund Commissioner and Risk Management Consultant on August 14, 2015.

Elected Officials Training – Save the Date– Mr. Miola stated a Save the Date was emailed to the Clerks, Fund Commissioners and Risk Management Consultant on September 9, 2015. Invitations for the sessions will be emailed to all Municipal Clerks and Fund Commissioners in late October. The training session dates were included in his report.

Managerial and Supervisory Training – Save the Date– Mr. Miola stated that one of the requirements of the MEL's 2016-17 EPL Plan of Risk Management is the training of all member managers and supervisors. Four training sessions have been scheduled in conjunction with the TRICO and ACMJIF for later this Fall and early next year. A Save the Date was emailed to all Clerks, Fund Commissioners and Risk Management Consultants on September 9, 2015. A formal invitation including signup sheets will be emailed to all members in late October. The training session dates were included in his report.

Police Risk Management Training – Save the Date– Mr. Miola stated that Risk Management Training for Police Personnel has been scheduled. He stated that attendance at this training by Police Command Staff is required for compliance with the MEL's 2016-17 EPL Plan of Risk Management. A Save the Date was emailed to all Clerks on September 9, 2015. He noted that the classes will be held both in the morning and afternoon and a corrected invitation will be sent. An official notification including signup sheets will be emailed to all members in late October. The training session dates were included in his report.

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

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

SOLICITOR'S REPORT

Mr. DeWeese stated that he has reports to review in Closed Session.

Closed Cases – Mr. DeWeese reported that there were (3) three closed cases for the months of August/September, 2015.

Summary of General Liability files– Mr. DeWeese reported that there are 14 active General Liability claims.

Qual-Lynx Meeting– Mr. DeWeese stated that there will be a meeting with Qual-Lynx supervisors and adjusters held on October 19, 2015.

Defense Panel Breakfast– Mr. DeWeese that there will be a Defense Panel Breakfast held on October 22, 2015. He stated that the Litigation Management Guidelines will be discussed.

SAFETY DIRECTOR'S REPORT

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

MEL Video Library – He noted that the following towns used the MEL Video Library in the month of June: Florence, Palmyra and Wrightstown. He noted that there is a new email address: melvideolibrary@jamontgomery.com and a new phone number: 856-552-4900.

Safety Director's Bulletin – He noted that there were two bulletins; *Summertime and High Visibility Apparel* and *Annual School Crossing Guard Training*.

MSI Training Programs – He noted that the upcoming MSI training programs for July, August and September were included in the agenda packet. He noted that monthly reminders are being sent out via email. He asked the members to contact his office if they are receiving the emails.

2016 Course Requests– He stated that action is required if anyone would like to host classes in 2016. The deadline has been extended to September 30, 2015. He stated that there are only four towns that have requested training.

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.

She stated that this month the focus is on business licenses in municipalities and what happens if they reject a license or refuse to renew a license. She noted that there are several claims in New Jersey pertaining to this issue and they can become very expensive. She noted that one claim was not only expensive to defend but resulted in a \$1 million settlement. It involved a towing company that was taken off the approved towing list due to the failure to comply with Code and Zoning regulations. It was found that other companies remained on the list with the same violations.

She noted another claim involved a junk yard owner who allegedly lost the sale of their property to a potential buyer when the insured town refused to issue a permit to renew their business license. The defense argued that the prospective buyer did not have the funding to proceed and the permit was eventually granted. The claim still cost \$161,000 to defend.

She noted another claim involves a town that has refused to issue a mercantile license. The plaintiff is alleging selective enforcement, municipal interference and abuse of process. The insured town alleges numerous violations of zoning and permits. The matter is still pending.

She noted that many of these kinds of claims can pierce both Public Officials and local JIF coverage and are extremely costly to defend. Each application for licenses should be reviewed neutrally and go by the book in granting or refusing to grant the licenses.

WELLNESS DIRECTOR'S REPORT

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

- Lumberton Township, Tabernacle Township, Pemberton Township, Delanco Township, Medford Township, Westampton Township and Pemberton Township will be having Employee Health Fairs this Fall.
- Mansfield Township had a ShopRite dietitian speak to their Firefighters during one of their drills and may be looking to have a trained professional demonstrate various exercises and proper form when using equipment in their offsite fitness room.
- North Hanover will be having a Lunch and Learn with a focus on nutrition.
- Shamong started a walking challenge over the summer to encourage movement throughout the day. All employees interested received a pedometer.
- Southampton discussed having another speaker in October and having a healthy Fiesta Friday lunch. They also liked the idea of taking turns bringing in a healthy soup each Friday throughout the Winter.
- The deadline for the NJWELL program is October 31, 2015.
- She reminded the members to hand out the Needs and Interest Survey to their employees.

She noted that the September Newsletter has been uploaded to the website and a copy was included in the agenda packet. She asked if there were any questions at this time. No questions were entertained. She asked the members to distribute the Needs and Interest Survey to employees.

MANAGED HEALTH CARE REPORT

Ms. Beatty reviewed the Managed Care Report for *July/August 2015*.

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>	<i>1</i>	<i>1</i>	<i>12</i>
<i>Medical Only</i>	<i>11</i>	<i>12</i>	<i>104</i>
<i>Report Only</i>	<i>3</i>	<i>4</i>	<i>44</i>
<i>Total Intakes(New Claims)</i>	<i>15</i>	<i>17</i>	<i>160</i>
<i>Report Only % of Total</i>	<i>20.0%</i>	<i>23.5%</i>	<i>27.5%</i>
<i>Medical Only/Lost Time Ratio</i>	<i>92:08</i>	<i>92:08</i>	<i>90:10</i>
<i>Average Days to Report</i>	<i>2.1</i>	<i>2.1</i>	<i>3.0</i>

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>	<i>1811</i>
<i>Transitional Duty Days Worked</i>	<i>1165</i>
<i>% of Transitional Duty Days Worked</i>	<i>64.3%</i>
<i>Transitional Duty Days Not Accommodated</i>	<i>646</i>
<i>% of Transitional Duty Days Not Accommodated</i>	<i>35.7%</i>

Nurse Case Assignment Report:

<i>Nurse Case Summary Report (Inclusive of 3 JIFs)</i>	<i>August</i>
<i>Total Cases Assigned in month</i>	<i>47</i>
<i>Total Cases Closed in month</i>	<i>56</i>
<i>Total Cases Open in month</i>	<i>156</i>

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>July</i>	<i>August</i>	<i>YTD</i>
<i>Bill Count</i>	<i>187</i>	<i>112</i>	<i>1247</i>
<i>Original Provider Charges</i>	<i>\$298,143</i>	<i>\$280,799</i>	<i>\$1,288,925</i>
<i>Re-priced Bill Amount</i>	<i>\$94,269</i>	<i>\$103,311</i>	<i>\$500,276</i>
<i>Savings</i>	<i>\$203,347</i>	<i>\$176,912</i>	<i>\$784,973</i>
<i>% of Savings</i>	<i>68.2%</i>	<i>63.0%</i>	<i>60.9%</i>
<i>Participating Provider Penetration Rate - Bill Count</i>	<i>97.9%</i>	<i>98.2%</i>	<i>97.0%</i>
<i>Participating Provider Penetration Rate – Provider Charges</i>	<i>96.0%</i>	<i>99.5%</i>	<i>90.8%</i>
<i>EPO Provider Penetration Rate - Bill Count</i>	<i>90.8%</i>	<i>95.7%</i>	<i>90.7%</i>
<i>EPO Provider Penetration Rate – Prov Chrgs</i>	<i>59.8%</i>	<i>98.1%</i>	<i>86.8%</i>

Ms. Beatty asked if there were any questions.

TREASURER'S REPORT

Mr. Tontarski presented an overview of the Treasurer's Report for July & August valued as of **August 31, 2015**, a copy of which was provided to the membership in the agenda packet.

Investment Interest

Interest received or accrued for the current month totaled \$9,753.99. This generated an average annual yield of .36%. After including an unrealized net loss of \$3,180.00 in the asset portfolio, the yield was adjusted to .24 % for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized gain of \$6,335.00 as it relates to market value of \$5,506,335.00 vs. the amount invested.

Our asset portfolio with TD Wealth Management consists of three (3) obligations with maturities greater than one (1) year.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$5,770.00	\$57,739.75
Overpayment Reimbursements	\$432.50	
2015 Premium Assessments	\$3,639,077.00	
R.C.F. Claim Payment Reimbursements	\$9,226.47	
FY 2015 Appropriation Reimbursement	\$3.00	

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 \$472,307.11. The claim detail for the 364 checks is as follows:

Direct Loss Payments	\$397,871.93
Claim Expenses	\$5,847.41
Legal Defense Costs	\$68,587.77

Cash Activity for the Period

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$15,296,156.75 to a closing balance of \$17,618,485.53 showing an increase of \$2,322,328.78.

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

Delran Township	\$93,577.00
Chesterfield Township	\$3,723.00

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

Loss Run Payment Register

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

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

Motion by Mr. Keller, seconded by Mr. McMahon, to approve the ***July 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**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Linda Dougherty, **Edgewater Park Twp**
Rich Brook, **Florence Twp**
Leo Selb, **Hainesport Twp**
Mike Mansdoerfer, *Chair*, **Lumberton Twp**
Kathy Burger, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel Twp**
Mary Picariello, **North Hanover Twp**
Barbara Sheipe, *Alternate*, **Palmyra Borough**
Donna Mull, **Pemberton Borough**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, *Secretary*, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Ratification of August, 2015 Bill List

For the Executive Committee's consideration, Mr. Tontarksi presented the ***August Bill List*** in the amount of **\$100,289.98**.

Chair Mansdoerfer entertained a motion to ratify the ***August Bill List***.

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

Motion by Ms. Jack, seconded by Mr. McMahon, to ratify the ***August Bill List***.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, *Alternate*, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Linda Dougherty, **Edgewater Park Twp**
Rich Brook, **Florence Twp**
Leo Selb, **Hainesport Twp**
Mike Mansdoerfer, *Chair*, **Lumberton Twp**
Kathy Burger, **Medford Twp**

Meredith Tomczyk, **Mt. Laurel Twp**
Mary Picariello, **North Hanover Twp**
Barbara Sheipe, *Alternate*, **Palmyra Borough**
Donna Mull, **Pemberton Borough**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, *Secretary*, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Approval of September, 2015 Bill List

For the Executive Committee's consideration, Mr. Tontarski presented the ***September Bill List*** in the amount of **\$61,995.93**.

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

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

Motion by Mr. Keller, seconded by Ms. Jack, to approve the ***September Bill List***.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, *Alternate*, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Linda Dougherty, **Edgewater Park Twp**
Rich Brook, **Florence Twp**
Leo Selb, **Hainesport Twp**
Mike Mansdoerfer, *Chair*, **Lumberton Twp**
Kathy Burger, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel Twp**
Mary Picariello, **North Hanover Twp**
Barbara Sheipe, *Alternate*, **Palmyra Borough**
Donna Mull, **Pemberton Borough**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, *Secretary*, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**

James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

STRATEGIC PLANNING COMMITTEE – July 21, 2015 – Ms. Burger noted that she provided a verbal report at the July Executive Committee meeting and the minutes are included in the agenda packet.

Chair Mansdoerfer entertained a motion to authorize the Executive Director to re-advertise the December Executive Committee Meeting date, location and time. The meeting will be held on December 15, 2015 at the Medford Public Works Building at 3:00pm.

Motion by Ms. Jack, seconded by Mr. McMahon, to authorize the Executive Director to re-advertise the December Executive Committee meeting. All in favor. Motion carried.

FINANCE COMMITTEE – August 11, 2015 – Chair Mansdoerfer noted that the committee met and the minutes were included in the agenda packet. He stated that at the meeting, the Finance Committee recommended to release \$550,000 for surplus from years 1999-2011.

Resolution 2015-26 - Authorizing Refund of Closed Year Accounts (1999-2011) Surplus

Chair Mansdoerfer entertained a motion to authorize the Refund of Closed Year Accounts (1999-2011) Surplus.

Motion by Mr. Keller, seconded by Mr. McMahon, to authorize the Refund of Closed Year Accounts (1999-2011) Surplus.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, *Alternate*, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Linda Dougherty, **Edgewater Park Twp**
Rich Brook, **Florence Twp**
Leo Selb, **Hainesport Twp**
Mike Mansdoerfer, *Chair*, **Lumberton Twp**
Kathy Burger, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel Twp**
Mary Picariello, **North Hanover Twp**
Barbara Sheipe, *Alternate*, **Palmyra Borough**
Donna Mull, **Pemberton Borough**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, *Secretary*, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

MEL Fiduciary Disclosure– Chair Mansdoerfer stated that the MEL Fiduciary Disclosure was included in the agenda packet on page 187.

MEL/RCF/E-JIF REPORTS

MEL Meeting – September 2, 2015 – Ms. Jack noted that the MEL met on September 2, 2015, the minutes were included in the agenda packet. She highlighted the following item:

2016 Budget– Ms. Jack stated that a preliminary 2016 budget was reviewed and it reflects an overall decrease of 4% when applying the 2015 exposures and limits against the 2016 rate table to provide a comparison. She noted that the claims fund rating included an experience modification factor.

Super Storm Sandy– Ms. Jack stated that July 31, 2015 was the date to resolve the remaining Super Storm Sandy claims. Once the final court order is executed, the MEL will contact member towns concerning their share of the flood sublimit. The MEL tried to move the process along quickly so the towns affected could complete their FEMA filings. She noted that FEMA is expected to process a payment of 90% of the amounts not paid by Zurich.

Resolution 2015-27 - Authorizing the Renewal of Membership in the Municipal Excess Liability Joint Insurance Fund

Chair Mansdoerfer entertained a motion to authorize the renewal of membership in the Municipal Excess Liability Joint Insurance Fund.

Motion by Ms. Jack, seconded by Mr. McMahon, to authorize the renewal of membership in the Municipal Excess Liability Joint Insurance Fund.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, *Alternate*, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
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Mike Mansdoerfer, *Chair*, **Lumberton Twp**
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Barbara Sheipe, *Alternate*, **Palmyra Borough**
Donna Mull, **Pemberton Borough**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, *Secretary*, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
James Ingling, **Wrightstown Borough**

Nays: None

Abstain: None

Motion carried by unanimous vote.

RCF Meeting – September 2, 2015 – Mr. Matchett noted that the RCF met on September 2, 2015, the minutes were included in the agenda packet.

Resolution 2015-28 - Authorizing the Renewal of Membership in the Municipal Excess Liability Residual Claims Fund.

Chair Mansdoerfer entertained a motion to authorize the renewal of membership in the Municipal Excess Liability Residual Claims Fund.

Motion by Mr. Keller, seconded by Ms. Jack, to authorize the renewal of membership in the Municipal Excess Liability Residual Claims Fund.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, *Alternate*, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
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Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, *Secretary*, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

EJIF Meeting – September 2, 2015 – Mr. Brook noted that the EJIF met on September 2, 2015, the minutes were included in the agenda packet. He highlighted the following items:

2016 Budget– Mr. Brook stated that the 2016 draft budget will increase .68%. A copy of the budget was included in the agenda packet.

MISCELLANEOUS BUSINESS

NEXT MEETING

Chair Mansdoerfer noted that the next meeting of the BURLCO JIF will take place on **Tuesday, October 20, 2015 at 4:00 PM** at the **Hainesport Municipal Building, Hainesport, NJ**.

PUBLIC COMMENT

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

Chair Mansdoerfer opened the meeting to the public for comment.

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

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

EXECUTIVE SESSION MEETING – Resolution #2015-29

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 Ms. Jack, to adopt Resolution #2015-29. 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 Ms. Jack, seconded by Mr. Keller, to reopen the public portion of the meeting. All in favor. Motion carried.

APPROVAL OF CLAIMS PAYMENTS

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

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

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

<i>Workers' Compensation</i>	<i>Property</i>
<i>Z20598</i>	<i>Z22636</i>
<i>Z20600</i>	<i>Z18431</i>
<i>Z08990</i>	<i>Z21813</i>
<i>X967521</i>	<i>Z21737</i>
<i>X71979</i>	<i>Z22637</i>
<i>Z04291</i>	
<i>X73100</i>	
<i>X83189</i>	
<i>Z09256</i>	
<i>X88400</i>	
<i>X87603</i>	
<i>X70544</i>	
<i>X90683</i>	

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, *Alternate*, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Linda Dougherty, **Edgewater Park Twp**
Rich Brook, **Florence Twp**
Leo Selb, **Hainesport Twp**
Mike Mansdoerfer, *Chair*, **Lumberton Twp**
Kathy Burger, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel Twp**
Mary Picariello, **North Hanover Twp**
Barbara Sheipe, *Alternate*, **Palmyra Borough**
Donna Mull, **Pemberton Borough**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, *Secretary*, **Springfield Twp**
James Ingling, **Wrightstown Borough**

Nays: None

Abstain: Doug Cramer, Tabernacle Twp

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION

There were four (4) Abandonment of Subrogation claim(s) presented in Closed Session.

Chair Mansdoerfer asked for a motion to authorize abandon subrogation on the following claims as presented in Closed Session.

88400
X87603
X70544
X90683

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

ROLL CALL *Yeas*

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

Linda Dougherty, **Edgewater Park Twp**
Rich Brook, **Florence Twp**
Leo Selb, **Hainesport Twp**
Mike Mansdoerfer, *Chair*, **Lumberton Twp**
Kathy Burger, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel Twp**
Mary Picariello, **North Hanover Twp**
Barbara Sheipe, *Alternate*, **Palmyra Borough**
Donna Mull, **Pemberton Borough**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, *Secretary*, **Springfield Twp**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: Doug Cramer, Tabernacle Twp

Motion carried by unanimous vote.

Corrello vs. City of Bordentown

Chair Mansdoerfer asked for a motion to reject the proposed settlement offer in the pending subrogation matter as discussed in closed session.

Motion by Mr. Keller, seconded by Mr. Cramer, to reject the proposed settlement offer in the pending subrogation matter as discussed in closed session.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, *Alternate*, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Linda Dougherty, **Edgewater Park Twp**
Rich Brook, **Florence Twp**
Leo Selb, **Hainesport Twp**
Mike Mansdoerfer, *Chair*, **Lumberton Twp**
Kathy Burger, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel Twp**
Mary Picariello, **North Hanover Twp**
Barbara Sheipe, *Alternate*, **Palmyra Borough**
Donna Mull, **Pemberton Borough**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, *Secretary*, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

MOTION TO ADJOURN

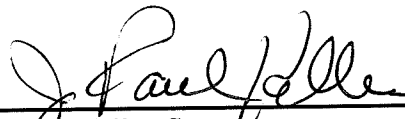
Chair Mansdoerfer entertained a motion to adjourn the September 15, 2015 meeting of the BURLCO JIF.

Motion by Ms. Jack, seconded by Mr. Keller, to adjourn the September 15, 2015 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 5:16 pm.



Brenda Smith,
Recording Secretary for



J. Paul Keller, Secretary