

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

**OCTOBER 18, 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, October 18, 2016 at 4:00PM, prevailing time. Chair Mansdoerfer, **Lumberton**, presiding. The meeting was called to order at 4:02PM.

***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**  
Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City** (*arrived after rollcall*)  
Frank Nucera, **Bordentown Twp** (*arrived after rollcall*)  
Glenn McMahan, **Chesterfield Twp**  
Jeffrey Hatcher, **Delran Twp**  
Mike Templeton, **Delanco Twp**  
Linda Dougherty, **Edgewater Park Twp**  
Richard Brook, **Florence Twp**  
Leo Selb, **Hainesport Twp**  
Mike Mansdoerfer, **Lumberton Twp**  
Mike Fitzpatrick, **Mansfield Twp**  
Kathy Burger, **Medford Twp**  
Meredith Tomczyk, **Mt. Laurel Twp**  
Budd Wells, *Alternate*, **North Hanover Twp** (*arrived after rollcall*)  
Michele Brown, *Alternate*, **Pemberton Township**  
Meghan Jack, **Riverside Twp**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp**  
Doug Cramer, **Tabernacle Twp**  
Maria Carrington, **Westampton Twp**  
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Patricia Hansell, **Fieldsboro Borough**  
John Gural, **Palmyra Borough**  
Donna Mull, **Pemberton Borough**  
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  
Bob Holwitt, 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  
Conner Strong & Buckelew  
EJA/Capacity Insurance  
Hardenberg Insurance Group  
Insurance Agency Mgmt.

Absent Risk Management Consultant agencies were:

CBIZ Benefits & Insurance Services  
Model Consulting  
The Barclay Group

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

Motion by Ms. Jack, seconded by Mr. Cramer, 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 September 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. McMahon, to approve the meeting minutes of the September 20, 2016 meeting of the Fund as presented. Ms. Jack abstained. Motion carried.

#### ***APPROVAL OF CLOSED SESSION MINUTES***

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

Chair Mansdoerfer presented the Closed Session Meeting Minutes of the September 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. Cramer, seconded by Mr. Hatcher, to approve the Closed Session minutes of the September 20, 2016 meeting of the Fund as presented. Ms. Jack abstained. Motion carried.

The Closed Session minutes of the September 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 September 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 August, 2016 were included in his report.

***Certificates of Insurance*** - Mr. Miola asked that the Certificates of Insurance issued for the month of September, 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 any reimbursement requests 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 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 the upcoming reorganization process. He noted that the resolution to amend this list 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 August 31, 2016 was **\$10,645,738.**

**Regulatory Filing Checklists** – Mr. Miola noted that there were 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.

**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 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.

**Elected Officials Training** – 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. 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** – 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. 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

**Quarterly Attendance**– Mr. Miola stated that a report detailing attendance records through the third quarter of the 2016 Fund Year was included in his report. He asked the members to review the report and contact his office with any issues.

**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 stated that there were two (2) closed case(s) since the last meeting.

*McCarthy vs. Township of Westhampton*  
*Abdul-Ali Muhammad vs. Township of Florence*

***Summary of General Liability files***– Mr. DeWeese reported that there are 19 active General Liability claims.

***Annual Workers Compensation Defense Panel Report*** – Mr. DeWesse stated that he sent this letter to the Finance Committee and they will be reviewing it at their next meeting.

***Annual Evaluation of General Liability Defense Panel Report***– Mr. DeWesse stated that he sent this letter to the Finance Committee and they will be reviewing it at their next meeting.

### ***SAFETY DIRECTOR'S REPORT***

Mr. Holwitt 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) bulletins; *Office Safety and September is National Preparedness Month*.

***MSI Training Programs*** – He noted that the upcoming MSI training programs for October, November and December 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. Holwitt stated that a list of the MSI Training Administrators is included in his report. He asked the members to review the list and make sure the correct name is listed. Any questions contact his office.

Mr. Holwitt 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 being your own risk manager. He noted that building a culture of safety starts with the town's leadership and it must include all employees. They should be a legitimate concern and focus on the employee's health and well-being – this is accomplished by training and education as the job environment is always changing. He

suggested that every town hold regular safety meetings. He also noted that employees who walk around and check things can make a real difference.

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:

- Wellness Connection Newsletter for September, 2016 was included in the agenda packet as well as being posted to the JIF website.
- City of Beverly City: They had a Lunch and Learn with the Shoprite dieticians and it had good participation.
- Delanco Township: They are planning to have chair massages in November.
- Bordentown Township: They are planning a Lunch and Learn.
- Florence Township: They are promoting a walking club for after work Fridays and Mondays. They also will be offering their employees the chance to join Maintain Don't Gain beginning prior to Thanksgiving.
- Lumberton Township: They are planning an Employee Appreciation luncheon in December and planning an Employee Health Fair for October 27<sup>th</sup>.
- Medford Township: They will be offering their employees Reflexology and planning a presentation on Diabetes and Your Body for the firefighters.
- Pemberton Borough: They are planning a Lunch and Learn with the Shoprite dietitian on surviving the holidays. They also are offering a walking challenge to walk at least 5 miles a week.
- Pemberton Township: They held their annual Employee Health Fair on September 30<sup>th</sup> and there was a great turnout. They also offered a walking or water challenge to those interested and four participated.
- Riverside Township: They held their first Employee Health Fair on September 28<sup>th</sup> and they had great participation.
- Westhampton Township: They are starting a walking challenge and purchased pedometers for those who needed one. They are also planning a presentation on the Sitting Disease to help support movement throughout the day and increased the effort to walk.
- She reminded the members that the deadline for claiming or encumbering their Wellness funds is November 30, 2016. The final deadline to claim encumbered funds will be February 1, 2017.
- Ms. Schiffer stated that the Firefighters Ad Hoc Committee meetings will be cancelled for the remainder of the year due to low attendance. She noted that there is a program called the HERO program (Healthy Emergency Response Organization) and (3) three towns will be participating in this program. It is through the Virtua Fitness in Moorestown and is available to all members. It is an 8 week program which includes Health Risk assessments, pre-assessments, boot camp, 15 minute nutrition or wellness workshop at the end of each session and will end with a post assessment to see any improvement. It also includes usage of the facility for 8 weeks and will be governed by health and fitness professionals. She will keep the membership posted on the progress and hopes that it can be extended to other towns and JIFs.

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 *September, 2016*.

**Lost Time v. Medical Only Cases**

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

	<i>Sept</i>	<i>YTD</i>
<i>Lost Time</i>	4	14
<i>Medical Only</i>	10	107
<i>Report Only</i>	4	50
<i>Total Intakes</i>	18	171
<i>Report Only % of Total</i>	22.2%	29.2%
<i>Medical Only/Lost Time Ratio</i>	71:29	88:12
<i>Average Days to Report</i>	1.3	2.4

**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>	2,287
<i>Transitional Duty Days Worked</i>	1,503
<i>% of Transitional Duty Days Worked</i>	65.7%
<i>Transitional Duty Days Not Accommodated</i>	784
<i>% of Transitional Duty Days Not Accommodated</i>	34.3%

**PPO Penetration Report:**

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>Sept</i>
<i>Bill Count</i>	166
<i>Original Provider Charges</i>	\$136,762
<i>Re-priced Bill Amount</i>	\$54,507
<i>Savings</i>	\$82,256
<i>% of Savings</i>	60.1%
<i>Participating Provider Penetration Rate - Bill Count</i>	92.8%

<i>Participating Provider Penetration Rate – Provider Charges</i>	96.7%
<i>EPO Provider Penetration Rate - Bill Count</i>	80.5%
<i>EPO Provider Penetration Rate – Provider Charges</i>	89.2%

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 **September 30, 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 \$11,446.91. This generated an average annual yield of .77%. After including an unrealized net gain of \$13,260.00 in the asset portfolio, the yield was adjusted to 1.66 % for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized loss of \$21,230.00 as it relates to market value of \$10,978,770.00 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	\$7,413.63	\$166,365.23
FY 2016 Appropriation Refund	\$153.00	
FY 2016 Premium Assessments	\$1,415,982.00	

**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 \$224,732.13. The claim detail for the 203 checks is as follows:

Direct Loss Payments	\$180,471.31
Claim Expenses	\$9,663.57
Legal Defense Costs	\$34,597.25

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

Delran Township	\$93,726.00
Chesterfield Township	\$1,443.00
Bordentown City	\$10,484.00

**Cash Activity for the Period**

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$17,251,013.06 to a closing balance of \$18,396,555.80 showing an increase in the Fund of \$1,145,542.74.



***Loss Run Payment Register***

Chair Mansdoerfer entertained a motion to approve the ***September 2016 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. Cramer, to approve the ***September 2016 Loss Run Payment Register***.

<b>ROLL CALL</b>	<b><i>Yeas</i></b>	
		Rich Ireton, <b><i>Alt</i></b> , <b>Bass River Twp</b>
		Rich Wolbert, <b>Beverly City</b>
		Grace Archer, <b>Bordentown City</b>
		Frank Nucera, <b>Bordentown Twp</b>
		Glenn McMahon, <b>Chesterfield Twp</b>
		Jeffrey Hatcher, <b>Delran Twp</b>
		Mike Templeton, <b>Delanco Twp</b>
		Linda Dougherty, <b>Edgewater Park Twp</b>
		Richard Brook, <b>Florence Twp</b>
		Leo Selb, <b>Hainesport Twp</b>
		Mike Mansdoerfer, <b>Lumberton Twp</b>
		Mike Fitzpatrick, <b>Mansfield Twp</b>
		Kathy Burger, <b>Medford Twp</b>
		Meredith Tomczyk, <b>Mt. Laurel Twp</b>
		Budd Wells, <b>Alt</b> , <b>North Hanover</b>
		Michele Brown, <b>Alt</b> , <b>Pemberton Twp</b>
		Meghan Jack, <b>Riverside Twp</b>
		David Matchett, <b>Shamong</b>
		J. Paul Keller, <b>Springfield Twp</b>
		Doug Cramer, <b>Tabernacle Twp</b>
		Maria Carrington, <b>Westampton Twp</b>
		James Ingling, <b>Wrightstown Borough</b>

***Nays:*** None  
***Abstain:*** None

Motion carried by unanimous vote.

***Bill List –October, 2016***

For the Executive Committee’s consideration, Mr. Tontarski presented the ***October 2016 Bill List*** in the amount of \$565,970.74.

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

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

Motion by Mr. Hatcher, seconded by Ms. Jack, to approve the ***October 2016 Bill List*** totaling \$565,970.74.

**ROLL CALL**    *Yeas*

Rich Ireton, *Alt*, **Bass River Twp**  
Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Frank Nucera, **Bordentown Twp**  
Glenn McMahon, **Chesterfield Twp**  
Jeffrey Hatcher, **Delran Twp**  
Mike Templeton, **Delanco Twp**  
Linda Dougherty, **Edgewater Park Twp**  
Richard Brook, **Florence Twp**  
Leo Selb, **Hainesport Twp**  
Mike Mansdoerfer, **Lumberton Twp**  
Mike Fitzpatrick, **Mansfield Twp**  
Kathy Burger, **Medford Twp**  
Meredith Tomczyk, **Mt. Laurel Twp**  
Budd Wells, *Alt*, **North Hanover**  
Michele Brown, *Alt*, **Pemberton Twp**  
Meghan Jack, **Riverside Twp**  
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***

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

Mr. Cramer stated that the Safety Committee met on September 20, 2016 and the minutes are included in the agenda packet. He provided the membership with a verbal report

***FINANCE COMMITTEE – October 11, 2016***

Mr. Hatcher stated that the Finance Committee met on October 11, 2016 and the minutes will be included in the November agenda packet. He stated that the Committee reviewed the 2017 Budget, Status of the MEL Budget, MEL Retro Program, EPL/POL Draft Budget, Assessment Allocation Strategy and Mount Laurel early renewal. He noted that there are (2) two items that will need to be approved at today's meeting.

Chair Mansdoefer stated that the first action item is the creation of the MEL Retrospective Account. Beginning with 2016, the MEL started a *Retrospective Program* where the Fund is billed 85% of the MEL workers compensation and liability loss funding to the MEL; however, the Fund is obligated to pay up to 100% of the total workers compensation and liability loss funding premium for a period of up to 10 years. The remaining 15% will be paid to the MEL if

paid claims exceed the initial 85% payment. This 15% will be set aside in the MEL retrospective Account.

***Resolution 2016-34 Authorizing the Creation of the MEL Retrospective Account***

Motion by Mr. Keller, seconded by Mr. McMahon, to adopt Resolution 2016-34, Authorizing the creation of the MEL Retrospective Account as presented.

<b>ROLL CALL</b>	<b><i>Yeas</i></b>	Rich Ireton, <b><i>Alt</i></b> , <b>Bass River Twp</b> Rich Wolbert, <b>Beverly City</b> Grace Archer, <b>Bordentown City</b> Frank Nucera, <b>Bordentown Twp</b> Glenn McMahon, <b>Chesterfield Twp</b> Jeffrey Hatcher, <b>Delran Twp</b> Mike Templeton, <b>Delanco Twp</b> Linda Dougherty, <b>Edgewater Park Twp</b> Richard Brook, <b>Florence Twp</b> Leo Selb, <b>Hainesport Twp</b> Mike Mansdoerfer, <b>Lumberton Twp</b> Mike Fitzpatrick, <b>Mansfield Twp</b> Kathy Burger, <b>Medford Twp</b> Meredith Tomczyk, <b>Mt. Laurel Twp</b> Budd Wells, <b><i>Alt</i></b> , <b>North Hanover</b> Michele Brown, <b><i>Alt</i></b> , <b>Pemberton Twp</b> Meghan Jack, <b>Riverside Twp</b> David Matchett, <b>Shamong</b> J. Paul Keller, <b>Springfield Twp</b> Doug Cramer, <b>Tabernacle Twp</b> Maria Carrington, <b>Westampton Twp</b> James Ingling, <b>Wrightstown Borough</b>
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***Nays:*** None  
***Abstain:*** None

Motion carried by unanimous vote.

***Resolution 2016-35 Authorizing the Fund Chair and Fund Secretary to execute a contract with Investors Bank for Banking services and Wilmington Trust for Asset Management services and authorizing the Fund Treasurer to open an account with M&T Bank***

Motion by Mr. McMahon, seconded by Mr. Keller, to adopt the Resolution 2016-35, Authorizing the Fund Chair and Fund Secretary to execute a contract with Investors Bank for Banking services and Wilmington Trust for Asset Management services and authorizing the Fund Treasurer to open an account with M&T Bank as presented.

<b>ROLL CALL</b>	<b><i>Yeas</i></b>	Amanda Somes, <b>Bass River Twp</b> Rich Wolbert, <b>Beverly City</b> Grace Archer, <b>Bordentown City</b>
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Glenn McMahon, **Chesterfield Twp**  
Mike Templeton, **Delanco 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**  
Meredith Tomczyk, **Mt. Laurel Twp**  
Mary Picariello, **North Hanover Twp**  
Scott Pearlman, *Alt*, **Palmyra Borough**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp**  
Doug Cramer, **Tabernacle Twp**  
Donna Ryan, **Westampton Twp**  
James Ingling, **Wrightstown Borough**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

#### ***STRATEGIC PLANNING COMMITTEE – October 18, 2016***

Ms. Burger stated that the Strategic Planning Committee met before today's Executive Committee meeting and reviewed the Member Visitation program, Fund Commissioner Attendance, Draft of the 2016 Annual Reports, EPL/POL Plan of Risk Management, Elected Officials Training. She highlighted the following items:

#### ***2017 Membership Renewals***

Ms. Burger stated that the committee discussed the 2017 membership renewals and there are no prospects for 2017.

#### ***PRIMA/AGRIP Conferences***

Ms. Burger stated that the committee discussed the PRIMA/AGRIP conferences for 2017.

#### ***Technology Liability***

Ms. Burger stated that the committee reviewed the cyber study being performed by Pivot Point. She noted that Lou Romero from Pivot Point will be coming around shortly to conduct onsite surveys.

#### ***BURLCO JIF 25<sup>th</sup> Anniversary***

Ms. Burger stated that the committee discussed how to commemorate the 25<sup>th</sup> Anniversary of the Fund and are reviewing several ideas.

#### ***Executive Meeting Dates***

Ms. Burger stated that the Executive meetings will remain the same; the second Tuesday of the month at 4:00pm.

***December, 2016 Meeting***

Ms. Burger stated that the committee decided that the December 20<sup>th</sup> Executive Committee meeting will be held at the Medford Public Safety Building and the holiday dinner meeting will follow at Braddock's Tavern in Medford, New Jersey.

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

No reports. Meetings will be held on October 19, 2016.

***MISCELLANEOUS BUSINESS***

***Next Meeting***

Chair Mansdoerfer noted that the next meeting of the BURLCO JIF will take place on **Tuesday, November 22, 2016 at 4:00 PM** at the **Hainesport Municipal Building, Hainesport, NJ.**

***PUBLIC COMMENT***

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

***EXECUTIVE SESSION MEETING – Resolution #2016-36***

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. Cramer, to adopt ***Resolution #2016-36***. 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. 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. McMahon, seconded by Mr. Cramer, to approve the following claims as discussed in *Closed Session*.

<i>Workers' Compensation</i>	<i>Property</i>
Z43893	Z42521
Z06458	
Z44974	
Z43826	
X93980	
Z44973	

**ROLL CALL**    *Yeas*

Rich Ireton, *Alt*, **Bass River Twp**  
 Rich Wolbert, **Beverly City**  
 Grace Archer, **Bordentown City**  
 Frank Nucera, **Bordentown Twp**  
 Glenn McMahon, **Chesterfield Twp**  
 Mike Templeton, **Delanco Twp**  
 Linda Dougherty, **Edgewater Park Twp**  
 Richard Brook, **Florence Twp**  
 Leo Selb, **Hainesport Twp**  
 Mike Mansdoerfer, **Lumberton Twp**  
 Mike Fitzpatrick, **Mansfield Twp**  
 Kathy Burger, **Medford Twp**  
 Budd Wells, *Alt*, **North Hanover**  
 Michele Brown, *Alt*, **Pemberton Twp**  
 Meghan Jack, **Riverside Twp**  
 David Matchett, **Shamong**  
 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 no claim(s) presented for abandon subrogation.

***MOTION TO ADJOURN***

Chair Mansdoerfer entertained a motion to adjourn the October 18, 2016 meeting of the BURLCO JIF.

Motion by Ms. Jack, seconded by Mr. McMahon, to adjourn the October 18, 2016 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:51 pm.



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Brenda Smith,  
*Recording Secretary for*



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*Paul Keller, SECRETARY*