

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
MEDFORD MUNICIPAL BUILDING
91 UNION STREET
MEDFORD, NEW JERSEY**

DECEMBER 20, 2016

OPEN SESSION MINUTES

The meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at Medford Municipal Building, 91 Union Street, Medford, New Jersey, on Tuesday, December 20, 2016 at 4:00PM, prevailing time. Chair Mansdoerfer, **Lumberton**, presiding. The meeting was called to order at 4:00PM.

STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETING ACT

Notice of this meeting was given by: (1) sending sufficient notice herewith to the *Burlington County Times*, Mt. Holly, NJ, and to the *Courier Post*, Cherry Hill, NJ; (2) filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities of the Burlington County Municipal Joint Insurance Fund; and (3) posting notice on the public bulletin boards of all member municipalities of the Burlington County Municipal Joint Insurance Fund.

ROLL CALL

Rich Ireton, *Alternate*, **Bass River Twp**
Rich Wolbert, **Beverly City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Patricia Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp**
Mike Mansdoerfer, **Lumberton Twp**
Kathy Burger, **Medford Twp**
John Gural, **Palmyra Borough**
Dennis Gonzalez, **Pemberton Township**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Grace Archer, **Bordentown City**
Linda Dougherty, **Edgewater Park Twp**
Leo Selb, **Hainesport Twp**
Mike Fitzpatrick, **Mansfield Twp**
Mary Picariello, **North Hanover Twp**
Donna Mull, **Pemberton Borough**
Meredith Tomczyk, **Mt. Laurel Twp**
Meghan Jack, **Riverside Twp**
Kathy Hoffman, **Southampton Twp**
Maria Carrington, **Westampton Twp**
Maryalice Brown, **Woodland Twp**

Those also in attendance were:

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

Also present were the following Risk Management Consultant agencies:

AJM Insurance
CBIZ Benefits & Insurance Services
Conner Strong & Buckelew
EJA/Capacity Insurance
Hardenberg Insurance Group
Insurance Agency Mgmt.

Absent Risk Management Consultant agencies were:

Model Consulting
The Barclay Group

CONDUCT OF MONTHLY MEETING

Motion by Mr. Hatcher, seconded by Mr. 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 November 22, 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. McMahon, seconded by Mr. Keller, to approve the meeting minutes of the November 22, 2016 meeting of the Fund as presented. Commissioner Hatcher abstained. Motion carried.

APPROVAL OF CLOSED SESSION MINUTES

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

Chair Mansdoerfer presented the Closed Session Meeting Minutes of the November 22, 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. McMahon, to approve the Closed Session minutes of the November 22, 2016 meeting of the Fund as presented. Commissioner Hatcher abstained. Motion carried.

The Closed Session minutes of the November 22, 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 November 22, 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 October, 2016 are included in his report.

Certificates of Insurance - Mr. Miola asked that the Certificates of Insurance issued for the month of November, 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 was November 30, 2016. All encumbered funds must be claimed by February 1, 2017.

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 was November 30, 2016. All encumbered funds must be claimed by February 1, 2017.

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. He stated that the deadline for claiming or encumbering the funds was November 30, 2016. All encumbered funds must be claimed by February 1, 2017.

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 had to update their EPL 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 the resolution for

this is on the JIF website at 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 October 31, 2016 was **\$10,218,677.**

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 occur at the upcoming municipal reorganization meetings requiring new bonds to be issued.

Skateboard Park Approval Status– Mr. Miola stated that a report listing the current status of all approved skateboard parks or those under construction is 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.

Website (www.burlcojif.org) – Mr. Miola noted that the JIF has a website that contains very useful information for the members. Information available includes:

- Directories
 - Fund Commissioners
 - Claims and Safety Contracts
 - Fund Professionals
- Coverage
 - Bulletins
 - Certificates of Insurance/ID Card Requests
 - Sample Indemnification Language
- Safety
 - Bulletins
 - Training Links

Elected Officials Training – Mr. Miola stated that the Fund held the first seminar for Elected Officials earlier this month. 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 MEL loss funding premium. The trainings have been scheduled on the following dates:

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

2016 Dividend Distribution Notice– Mr. Miola stated that each member who is eligible to receive a portion of this year’s dividend distribution should have received a notice by email from his office. He noted that those members were asked to complete the necessary paperwork directing how they would like to receive their portion of the dividend and return it to his office no later than December 16, 2016.

RMC Resolutions & Agreements – Mr. Miola noted that a memo and sample copies of the JIF RMC Resolution and Agreement for the 2017 Fund Year were e-mailed to all Risk Management Consultants. If an RMC represents more than one municipality, we request that the form be copied and one set executed for each municipality represented. Once his office receives this documentation, payment can be issued for the 2017 fees at the February 2017 meeting of the JIF. Please note that RMC payments cannot be processed until this documentation is received. Also all RMC’s are required to execute a Confidentiality Agreement with the JIF and forward it to the Executive Director’s office. Each RMC is asked to execute one copy of the Confidentiality Agreement for each member of their staff that might attend the JIF Executive Committee. If you have any questions in this regard, please contact Tracy Forlenza at 856-446-9143.

Risk Management Consultant – Model RFQ– Mr. Miola noted that an email containing a Model RMC RFQ was sent to all Fund Commissioners and Municipal Clerks. Also included was a memo explaining the benefits of using the Model RFQ. It is recommended that should a member solicit for RMC services for 2017, that they utilize the RFQ rather than an RFP. The RFQ format focuses the solicitation process on services to be provided while allowing the member to determine the cost they are willing to pay for the services provided. The Model RFQ can also be found on the JIF website www.burlcojif.org under Appointment Documents. If you have any questions, please contact Tracy Forlenza at 856-446-9143.

Inclement Weather Policy– Mr. Miola noted that the Fund adopted an Inclement Weather Policy, a copy of which is available on the JIF website (www.burlcojif.org). Should it be necessary to cancel a meeting, his office will attempt to contact the Fund Commissioners via e-mail, telephone contact or posting a message on the website. Members can also call 856-446-9148 for a pre-recorded message announcing the cancellation of a meeting.

2016 Annual Report – Mr. Miola noted that 2016 Annual Report, along with 2017 Calendars were distributed to the members at the meeting. The Annual Report will also be posted on the JIF website and he encouraged the members to review it.

2017 Committee Volunteers– Mr. Miola noted that Committee Volunteer Request Forms were e-mailed to all Fund Commissioners and Risk Management Consultants. All those who received the form were asked to reply by December 16, 2016. The 2017 Committee Chairs will be meeting in early January to determine the membership of the Standing Committees. Please be sure to return this form as soon as possible.

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

Mr. Miola asked if there were any questions at this time. There were none.

SOLICITOR'S REPORT

Mr. DeWeese stated that he had some reports to discuss in closed session.

Closed Cases – Mr. DeWeese reported that there were three (3) closed case(s) for the month of December, 2016.

Defense Counsel Breakfast– Mr. DeWeese stated that the Defense Panel Breakfast was held on December 6, 2016. He noted that representatives from the BURLCO JIF Defense Panel as well as from the TRICO JIF and ACM JIF were present at the meeting. There were also representatives from the MEL present. He noted that the meeting was 2 ½ hours long with several great topics and suggestions which he hopes to incorporate into the Litigation Management Guidelines. He noted that he thought that the meeting was the best one to date. He will have a report for the members at the January meeting.

SAFETY DIRECTOR'S REPORT

Mr. Saville 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 and a new phone number: 856-552-4900.

Safety Director's Bulletins – He noted that there were two (2) bulletins; *Managing Trips, Slips & Falls in the Winter Months and Shift Increases for Police*.

MSI Training Programs – He noted that the upcoming MSI training programs for December, 2016 and January and February, 2017 were included in the agenda packet. He noted that monthly reminders are being sent out via email. He asked the members to pre-register employees that are attending the training.

MSI Training Administrators– Mr. Saville stated that a list of the MSI Training Administrators was included in his report. He asked the members to review the list and make sure the correct name is listed. Any questions contact his office.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – December

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 Subrogation. He noted that subrogation is the right of the JIF to pursue an at fault party after a claim payment is made by the JIF. The JIF ultimately makes the decision regarding subrogation recoveries when the offer is less than 100%. He noted that the JIF can only subrogate for loss payments made and cannot pursue file relates expenses. He noted that there are a few things the towns can do to help with subrogation:

- Be careful not to waive subrogation in AIA documents when undertaking a construction project.

- Supply Qual-Lynx with the Police Report ASAP so they can request restitution be ordered in municipal court.
- Save surveillance videos, in-car mobile videos, faulty equipment or anything that has caused injuries or damages.
- Save contracts, certificates of insurance and indemnity agreements.

He also noted that Qual-Lynx suggests taking all damaged vehicles back to the town's DPW yard or other owned facility. If it is repairable, the repairing shop will pick it up and likely not charge for the towing and storage. If it is totaled, then the vehicle will be taken by the highest bidder for the salvage; however, the facility where it is being stored will charge for initial towing and storage.

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 December, 2016 was included in the agenda packet as well as being posted to the JIF website.
- HERO Program will be ending soon and she is hoping to get some feedback from those who participated from Wrightstown, Palmyra and North Hanover. She hopes the feedback will bring opportunities to improve the program and offer it to other interested municipalities.
- She noted that every town with an available balance encumbered their funds from the Wellness Program for this year. She noted some ideas: chair massages, purchasing lunchboxes and water bottles, gift cards, reimbursement towards wellness services or products and rewards for the "Maintain Don't Gain" program.

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 *November, 2016*.

Lost Time v. Medical Only Cases

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

	<i>Nov</i>	<i>YTD</i>
<i>Lost Time</i>	<i>0</i>	<i>17</i>
<i>Medical Only</i>	<i>12</i>	<i>137</i>
<i>Report Only</i>	<i>6</i>	<i>58</i>
<i>Total Intakes</i>	<i>18</i>	<i>212</i>
<i>Report Only % of Total</i>	<i>33.3%</i>	<i>27.4%</i>
<i>Medical Only/Lost Time Ratio</i>	<i>100:00</i>	<i>89:11</i>
<i>Average Days to Report</i>	<i>1.9</i>	<i>2.3</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>	2,457
<i>Transitional Duty Days Worked</i>	1,516
<i>% of Transitional Duty Days Worked</i>	61.7%
<i>Transitional Duty Days Not Accommodated</i>	941
<i>% of Transitional Duty Days Not Accommodated</i>	38.3%

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>November</i>
<i>Bill Count</i>	130
<i>Original Provider Charges</i>	\$97,283
<i>Re-priced Bill Amount</i>	\$40,594
<i>Savings</i>	\$56,689
<i>% of Savings</i>	58.3%
<i>Participating Provider Penetration Rate - Bill Count</i>	98.5%
<i>Participating Provider Penetration Rate – Provider Charges</i>	99.7%
<i>EPO Provider Penetration Rate - Bill Count</i>	100.0%
<i>EPO Provider Penetration Rate – Provider Charges</i>	100.0%

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 **November 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 \$12,043.86. This generated an average annual yield of .82%. After including an unrealized net loss of \$97,010.00 in the asset portfolio, the yield was adjusted to -5.81 % for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized loss of \$146,570.00 as it relates to market value of \$10,950,440.00 vs. the amount invested. He noted that interest rates have been going up and the Fund has AAA insured investments. He noted that the Fund holds their investments to majority

so although the unrealized gains and losses are shown, they are never realized. He noted that an explanation from Jason Wallach, Senior Investment Advisor from TD Wealth was included in his report.

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	\$10,878.26	\$179,034.78
Overpayment Reimbursements	\$0.00	
FY 2013 Retro Premium Assessments	\$18,892.00	
Late Payment Penalty Receipt	\$119.69	

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 \$144,276.40. The claim detail for the 186 checks is as follows:

Direct Loss Payments	\$112,615.32
Claim Expenses	\$8,363.62
Legal Defense Costs	\$23,297.46

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

Delran Township	\$93,087.00
Chesterfield Township	\$1,040.00
Bordentown City	\$10,412.00

Cash Activity for the Period

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$17,687,565.61 to a closing balance of \$17,408,007.90 showing a decrease in the Fund of \$279,557.71.

Loss Run Payment Register

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

ROLL CALL *Yeas*

Rich Ireton, *Alternate*, **Bass River Twp**
 Rich Wolbert, **Beverly City**
 Frank Nucera, **Bordentown Twp**
 Glenn McMahon, **Chesterfield Twp**
 Mike Templeton, **Delanco Twp**

Jeffrey Hatcher, **Delran Twp**
Patricia Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp**
Mike Mansdoerfer, **Lumberton Twp**
Kathy Burger, **Medford Twp**
John Gural, **Palmyra Borough**
Dennis Gonzalez, **Pemberton Township**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Bill List –December, 2016

For the Executive Committee’s consideration, Mr. Tontarski presented the ***December 2016 Bill List*** in the amount of \$500,521.86.

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

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

Motion by Mr. Keller, seconded by Mr. Hatcher, to approve the ***December 2016 Bill List*** totaling \$500,521.86.

ROLL CALL *Yeas*

Rich Ireton, *Alternate*, **Bass River Twp**
Rich Wolbert, **Beverly City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Patricia Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp**
Mike Mansdoerfer, **Lumberton Twp**
Kathy Burger, **Medford Twp**
John Gural, **Palmyra Borough**
Dennis Gonzalez, **Pemberton Township**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Authorizing the Treasurer to draft a check in the amount of \$500,000.00 from TD Bank to Investors Bank

Chair Mansdoerfer stated the Fund Treasurer is in the process of transferring the BURLCO JIF's banking and assessment management accounts. He stated that in order for Qual-Lynx to pay claims in the month of January, 2017 from Investor's Bank, the Fund Treasurer will need to transfer monies from TD Bank to Investors Bank.

Motion by Mr. Keller, seconded by Mr. Hatcher, authorizing the Fund Treasurer to draft a check in the amount of \$500,000 on the TD Bank Expense account and deposit these funds into the BURLCO JIF's Claims Payment account at Investors Bank.

ROLL CALL	<i>Yeas</i>	Rich Ireton, <i>Alternate</i> , Bass River Twp Rich Wolbert, Beverly City Frank Nucera, Bordentown Twp Glenn McMahon, Chesterfield Twp Mike Templeton, Delanco Twp Jeffrey Hatcher, Delran Twp Patricia Hansell, Fieldsboro Borough Richard Brook, Florence Twp Mike Mansdoerfer, Lumberton Twp Kathy Burger, Medford Twp John Gural, Palmyra Borough Dennis Gonzalez, Pemberton Township David Matchett, Shamong J. Paul Keller, Springfield Twp Doug Cramer, Tabernacle Twp James Ingling, Wrightstown Borough
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Nays: None
Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

FINANCE COMMITTEE – Chair Mansdoerfer stated that the 2017 Budget totaling \$7,827,203.00 was introduced at the November meeting and a public budget hearing needs to be completed before the budget can be presented for approval.

2017 Budget Hearing – Motion to Open

Chair Mansdoerfer entertained a motion to *open the 2017 Budget Hearing to the public.*

Motion by Mr. Hatcher, seconded by Mr. McMahon, to *open the 2017 Budget Hearing to the public*. All in favor. Motion carried.

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

2017 Budget Hearing – Motion to Close

Chair Mansdoerfer entertained a motion to *close the 2017 Budget Hearing to the public*.

Motion by Mr. Hatcher, seconded by Mr. McMahon, to *close the 2017 Budget Hearing to the public*. All in favor. Motion carried.

Chair Mansdoerfer entertained a motion to *adopt the 2017 Budget* totaling \$7,827,203.00 as presented.

2017 Budget Adoption

Motion by Mr. Hatcher, seconded by Mr. Keller, to adopt the 2017 Budget as presented.

ROLL CALL	<i>Yeas</i>	Rich Ireton, <i>Alternate</i> , Bass River Twp Rich Wolbert, Beverly City Frank Nucera, Bordentown Twp Glenn McMahon, Chesterfield Twp Mike Templeton, Delanco Twp Jeffrey Hatcher, Delran Twp Patricia Hansell, Fieldsboro Borough Richard Brook, Florence Twp Mike Mansdoerfer, Lumberton Twp Kathy Burger, Medford Twp John Gural, Palmyra Borough Dennis Gonzalez, Pemberton Township David Matchett, Shamong J. Paul Keller, Springfield Twp Doug Cramer, Tabernacle Twp James Ingling, Wrightstown Borough
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Nays: None
Abstain: None

Motion carried by unanimous vote.

Chair Mansdoerfer entertained a motion to *adopt the 2017 Assessment Certification* as presented.

2017 Assessment Certification

Motion by Mr. Hatcher, seconded by Mr. Keller, to adopt the 2017 Assessment Certification as presented.

ROLL CALL	<i>Yeas</i>	Rich Ireton, <i>Alternate</i> , Bass River Twp Rich Wolbert, Beverly City
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Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Patricia Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp**
Mike Mansdoerfer, **Lumberton Twp**
Kathy Burger, **Medford Twp**
John Gural, **Palmyra Borough**
Dennis Gonzalez, **Pemberton Township**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Chair Mansdoerfer entertained a motion to *adopt the 2017 Assessment Allocation Strategy* as presented.

2017 Assessment Allocation Strategy

Motion by Mr. Keller, seconded by Mr. McMahon, to adopt the 2017 Assessment Allocation Strategy as presented.

ROLL CALL *Yeas* Rich Ireton, *Alternate*, **Bass River Twp**
Rich Wolbert, **Beverly City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Patricia Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp**
Mike Mansdoerfer, **Lumberton Twp**
Kathy Burger, **Medford Twp**
John Gural, **Palmyra Borough**
Dennis Gonzalez, **Pemberton Township**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Resolution 2016-42 – Authorizing the Fund Treasurer to transfer funds from the Fund Year 2016 MEL Liability and Workers’ Compensation budget line item to the MEL Retrospective Account.

Motion by Mr. Keller, seconded by Mr. McMahon, Authorizing the Fund Treasurer to transfer funds from the Fund Year 2016 MEL Liability and Workers’ Compensation budget line item to the MEL Retrospective Account.

ROLL CALL	Yeas	Rich Ireton, <i>Alternate</i> , Bass River Twp Rich Wolbert, Beverly City Frank Nucera, Bordentown Twp Glenn McMahon, Chesterfield Twp Mike Templeton, Delanco Twp Jeffrey Hatcher, Delran Twp Patricia Hansell, Fieldsboro Borough Richard Brook, Florence Twp Mike Mansdoerfer, Lumberton Twp Kathy Burger, Medford Twp John Gural, Palmyra Borough Dennis Gonzalez, Pemberton Township David Matchett, Shamong J. Paul Keller, Springfield Twp Doug Cramer, Tabernacle Twp James Ingling, Wrightstown Borough
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Nays: None
Abstain: None

Motion carried by unanimous vote.

SAFETY COMMITTEE – December 20, 2016 - Mr. Cramer stated that the Safety Committee met before the Executive Committee meeting and the meeting minutes will be included in the January agenda packet. He highlighted the following items:

JIF & MEL Loss Ratio Reports– He noted that the Committee reviewed both reports and the six year average for the TRICO JIF was 66.6% and the six year average for the MEL was 6.2%, which prompted the MEL to reduce the Fund’s overall assessment for 2017.

Regional Training– He noted that the Committee reviewed regional training for 2016 and 2017 and hopes to add Cyber Risk Management and Wellness Training for next year. The Committee also wants to combine DPW Supervisors Roundtable with a Roadway, Sign and Walk Program.

PEOSHA Advisory Committee Updates– He noted that the Committee reviewed the updates and the most cited regulation is failure to post the 300 Log.

2017 Safety Kickoff Breakfast– He noted that the Safety Kickoff Breakfast is scheduled for April 4, 2017.

2017 Safety & Claim Coordinators– He noted that the Safety & Claims Coordinators training session is scheduled for February 23, 2017.

2017 Safety Incentive Program– He noted that the Committee continues to discuss and review the 2017 Safety Incentive Program.

MEL/RCF/E-JIF REPORT

Meeting minutes were included in the agenda packet.

MISCELLANEOUS BUSINESS

Next Meeting

Chair Mansdoerfer noted that the Reorganizational meeting of the BURLCO JIF will take place on **Tuesday, January 17, 2017 at 4:00 PM** at the **Hainesport Municipal Building, Hainesport, NJ.**

Notice Regarding OPRA Requests and Litigation – Chair Mansdoerfer noted that there was a Notice regarding OPRA requests and litigation and asked the members to review the notice and direct any questions to the Executive Director or the Fund Solicitor.

PUBLIC COMMENT

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

Chair Mansdoerfer opened the meeting to the public for comment.

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

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

EXECUTIVE SESSION MEETING – Resolution #2016-43

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. McMahon, to adopt ***Resolution #2016-43***. All in favor. Motion carried.

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

REOPEN PUBLIC PORTION OF THE MEETING

Chair Mansdoerfer entertained a motion to reopen the public portion of the meeting.

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

APPROVAL OF CLAIMS PAYMENTS

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

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

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

<i>Workers' Compensation</i>	<i>Property</i>	<i>General Liability</i>
1170924	Z46123	1245595
1243851 1243852	2017090168	
1249982 1249980 1250033		
1257432		

ROLL CALL *Yeas*

- Rich Ireton, *Alternate*, **Bass River Twp**
- Rich Wolbert, **Beverly City**
- Frank Nucera, **Bordentown Twp**
- Glenn McMahon, **Chesterfield Twp**
- Mike Templeton, **Delanco Twp**
- Jeffrey Hatcher, **Delran Twp**
- Patricia Hansell, **Fieldsboro Borough**
- Richard Brook, **Florence Twp**
- Mike Mansdoerfer, **Lumberton Twp**
- Kathy Burger, **Medford Twp**
- John Gural, **Palmyra Borough**
- Dennis Gonzalez, **Pemberton Township**
- David Matchett, **Shamong**
- J. Paul Keller, **Springfield Twp**
- Doug Cramer, **Tabernacle Twp**
- James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

There was no claim(s) presented for abandon subrogation.

MOTION TO ADJOURN

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

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

The meeting was adjourned at 5:01 pm.



Brenda Smith,
Recording Secretary for



Paul Keller, SECRETARY