

AGENDA PACKET



Tuesday, February 21, 2017 at 4:00 PM

Hainesport Municipal Building One Hainesport Centre Hainesport, NJ

WWW.BURLCOJIF.ORG

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

Hainesport Municipal Building One Hainesport Center, Hainesport, NJ Tuesday, February 21, 2017 – 4:00 PM

AGENDA

I.	Meeting called to order by Chairman					
II.	Salute	Salute the Flag				
III.	Stater A.	 Meetings Act Notice of this meeting was given by: Sending sufficient notice herewith to the <i>Burlington County</i> and <i>Courier Post</i>, Cherry Hill NJ; Filing advance written notice of this meeting with the Clerks member municipalities; and Posting notice on the public bulletin boards of all member m BURLCOJIF. 	/Administrators of all			
IV.	Roll (Call				
	A. B. C.	Fund Commissioners Fund Professionals Risk Management Consultants				
V.	Motion to allow that this monthly meeting be conducted directly by the Fund Commissioners present with all matters to be decided upon by a combined majority vote of all Fund Commissioners – Approval – All in Favor					
VI.	Minu	tes of the January 17, 2017 Meeting – Motion – All in Favor	Pages 1-19			
VII.	The Cremai	on to adopt the January 17, 2017 , Closed Session Minutes – Motion – A Closed Session Minutes shall not be released to the public until the real ining confidential is no longer applicable and the Fund Solicitor has an we them.	son(s) for their			
VIII.	Execu	utive Director's Report	Pages 20-59			
	A. B. C.	Lost Time Accident Frequency Reports. Certificates of Insurance	Handout			
	D. E. F. G.	2017 Optional Safety Budget 2017 Wellness Incentive. Employment Practices Liability Coverage Update EPL Allowance.	Page 41 Page 42 Page 43			
	H. I. J. K.	EPL Helpline – Authorized Contact List. Financial Fast Track Report Regulatory Filing Checklists Capehart & Scatchard Updates	HandoutPages 45-46			
	L. M. N.	Statutory Bond Status Skateboard Park Approval Status Elected Officials Training – Invite.	Page 53			
	O. P. Q.	Inclement Weather Policy Police Accreditation Announcement Financial Disclosure Form	Pages 57-58			

	R.	Payroll Audits			
	S.	Property Appraisals			
	T.	PRIMA/AGRiP Conferences			
	U.	Safety Breakfast Kickoff – Save the Date	Page 59		
	V.	Safety Coordinator & Claims Coordinator Roundtable			
	W.	Community Safety Leadership: Management of Special Events booklet			
	X.	Website			
	Y.	New Member Activity			
IX.	Solic	itor's Report			
X.	Safet	y Director's Report			
	A.	Activity Report	Pages 60-67		
	B.	Bulletin: Snow Emergency	Pages 68-69		
	C.	Bulletin: MVR Checks Reminder	Pages 70-71		
	D.	Bulletin: OSHA Recordkeeping Reminder	Pages 72-73		
	E.	NJ Recordkeeping Overview.			
XI.	Clain	ns Administrator's Report			
	A.	Lessons Learned from Losses –February 2017	Page 90		
XII.	Wellness Director Report				
	A.	Monthly Activity Report	Page 91		
	В.	Corner Connection	_		
	C.	Exercise: Partner Workout	0		
XIII.	Mana	aged Health Care Report			
	A.	Summary Report	Page 97		
	B.	Average Number of Days to Report a Claim			
	C.	Transitional Duty Summary Report	-		
	D.	PPO Savings & Penetration Reports			
	E.	Paid Provider by Specialty	-		
	F.	Top 5 Provider by Specialty	-		
	G.	Nurse Case Management Report.	-		
XIV.	Treas	surer's Report as of January 31, 2017	.Pages 104-147		
	A.	Investment Report			
	В.	Loss Run Payment Registers – Motion – Roll Call			
	C.	Fund Status			
	D.	Disbursements			
	E.	Approval of February Bill List – Motion – Roll Call	Pages 148-149		
	F.	Approval of RMC Bill List – Motion – Roll Call	-		
XV.	Comi	mittee Reports			
		ting to Report			
XVI.	MEL	/RCF/E-JIF Reports			
		2017 MEL Coverage Bulletins	.Pages 151-152		

XVII. Miscellaneous Business

Nothing to Report

The next meeting will be held on Tuesday, March 21, 2017 @ 4:00 PM at the Hainesport Municipal Bldg, Hainesport, NJ

- XVIII. Meeting Open to Public Comment
 - A. Motion to Open Meeting to Public Comment Motion All in Favor
 - B. Motion to Close Meeting to Public Comment Motion All in Favor
- XIX. Closed Session Resolution 2017- _____ Authorizing a Closed Session of the Burlington County Municipal Joint Insurance Fund to discuss matters affecting the protection of safety and property of the public and to discuss pending or anticipated litigation and/or contract negotiations **Motion Roll Call**
 - A. Professionals' Reports
 - 1. Claims Administrator's Report
 - a. Review of PARs over \$10,000
 - 2. Executive Director's Report
 - 3. Safety Director's Report
 - 4. Solicitor's Report
 - B. Reopen Public Portion of Meeting **Motion All in Favor**
- XX Approval of Claims Payments Motion Roll Call
- XXI. Authorization to Abandon Subrogation (if necessary) Motion Roll Call
- XXII. Motion to Adjourn Meeting Motion All in Favor

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

JANUARY 17, 2017

OPEN SESSION MINUTES

The *Reorganization* Meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at the Hainesport Township Municipal Building, 1 Hainesport Centre, Rte. 537, Hainesport, New Jersey, on Tuesday, January 17, 2017 at 4:00PM, prevailing time. Acting Chair Keller, **Springfield**, presiding. The meeting was called to order at 4:00PM.

SINE DIE and REORGANIZATION MEETING CALLED TO ORDER BY CHAIRPERSON 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 of 2016 FUND COMMISSIONERS

Rich Ireton, Alternate, Bass River Twp Rich Wolbert, Beverly City Dean Buhrer, Alternate, Bordentown Twp Glenn McMahon, Chesterfield Twp John Browne, Alternate, Delanco Twp Jeffrey Hatcher, Delran Twp Patricia Hansell, Fieldsboro Borough Richard Brook, Florence Twp Brandon Umba, Alternate, Lumberton Twp Donna Kilburn, Alternate, Hainesport Twp Mike Fitzpatrick, Mansfield Twp Kathy Burger, Medford Twp Jerry Mascia, Alternate, Mt. Laurel Township John Gural, Palmyra Borough Debbie Vallari, Alternate, Pemberton Borough Meghan Jack, Riverside Twp 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

Mary Picariello, North Hanover Twp

Dennis Gonzalez, Pemberton Township

David Matchett, Shamong

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

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

APPROVAL OF THE MINUTES

Acting Chair Keller presented the meeting minutes of the December 20, 2016 meeting of the Fund, as found in the agenda packet, for approval.

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

Motion by Mr. McMahon, seconded by Mr. Cramer, to approve the meeting minutes of the December 20, 2016 meeting of the Fund as presented. Commissioners Jack and Umba 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.

Acting Chair Keller presented the Closed Session Meeting Minutes of the December 20, 2016 meeting of the Fund for approval.

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

Motion by Mr. McMahon, seconded by Mr. Cramer, to approve the Closed Session minutes of the December 20, 2016 meeting of the Fund as presented. Commissioners Jack and Umba abstained. Motion carried.

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

ADJOURN THE SINE DIE MEETING

Acting Chair Keller entertained a motion to adjourn the Sine Die Meeting. Motion by Mr. Cramer, seconded by Ms. Jack, to adjourn the Sine Die Meeting. All in favor. Motion carried.

At this time Officers, Executive Committee, and Alternates vacated their chairs. Acting Fund Chair Keller passed the gavel to Paul J. Miola, Executive Director, until the election of the Chair, Secretary and Executive Committee for the 2017 Fund Year is completed.

Mr. Miola welcomed all in attendance to the 2017 Reorganization Meeting of the BURLCO JIF.

ROLL CALL of 2017 FUND COMMISSIONERS

Rich Ireton, Alternate, Bass River Twp Rich Wolbert, Beverly City Dean Buhrer, Alternate, Bordentown Twp Glenn McMahon, Chesterfield John Browne, Alternate, Delanco Jeffrey Hatcher, Delran Patricia Hansell, Fieldsboro Borough Richard Brook, Florence Donna Kilburn, Alternate, Hainesport Brandon Umba, Alternate, Lumberton Mike Fitzpatrick, Mansfield Kathy Burger, Medford Jerry Mascia, Alternate, Mt. Laurel John Gural, Palmyra Debbie Vallari, Alternate, Pemberton Borough Meghan Jack, Riverside David Matchett, Shamong J. Paul Keller, Springfield Doug Cramer, Tabernacle James Ingling, Wrightstown

Absent Fund Commissioners were:

Grace Archer, Bordentown City

Linda Dougherty, Edgewater Park
Mary Picariello, North Hanover
Dennis Gonzalez, Pemberton Township
Kathy Hoffman, Southampton
Maria Carrington, Westampton
Maryalice Brown, Woodland Twp

ELECTION OF 2017 OFFICERS

2016 Nomination Slate

Mr. Miola presented for the membership's consideration the 2017 Nomination Slate. The Nominating Committee met in November 2016 and presented the 2017 Nomination Slate at the November & December 2016 Executive Committee Meetings.

Chair: Paul Keller, **Springfield Township**Secretary: Meghan Jack, **Riverside Township**

Executive Committee: Glenn McMahon, Chesterfield Township

Meredith Tomczyk, Mt. Laurel Township

John Gural, Palmyra Borough

Dennis Gonzalez, **Pemberton Township**Douglas Cramer, **Tabernacle Township**

Executive Committee Alternates:

#1	Mike Templeton, Delanco Township
#2	James Ingling, Wrightstown Borough
#3	Rich Wolbert, Beverly City
#4	David Matchett, Shamong Township
#5	Jeffrey Hatcher, Delran Township
#6	Michael Keller, Lumberton Township
#7	Richard Brook, Florence Township

Mr. Miola Opened the Floor for nominations for a position on the 2017 Nomination Slate.

Hearing no additional nominations, Mr. Miola *Closed the Floor* for nominations to a position on the 2017 Nomination Slate.

Confirming the Election of a Chairman, Secretary and Executive Committee/Alternates

Mr. Miola asked for a Roll Call Vote of the full membership for an *Election of a Chairman*, *Secretary and Executive Committee/Alternates* as presented.

ROLL CALL Yeas Rich Ireton, Alternate, Bass River Twp Rich Wolbert, Beverly City

> Dean Buhrer, Alternate, Bordentown Glenn McMahon, Chesterfield John Browne, Alternate, Delanco Jeffrey Hatcher, Delran Patricia Hansell, Fieldsboro Borough Richard Brook. Florence Donna Kilburn, Alternate, Hainesport Brandon Umba, Alternate, Lumberton Mike Fitzpatrick, Mansfield Kathy Burger, Medford Jerry Mascia, Alternate, Mt. Laurel John Gural, Palmyra Debbie Vallari, Alternate, Pemberton Meghan Jack, Riverside

David Matchett, Shamong J. Paul Keller, Springfield Doug Cramer, Tabernacle James Ingling, Wrightstown

Navs: None Abstain: None

Motion carried by unanimous vote.

OATHS OF OFFICE

Oaths of Office were administered by Mr. DeWeese, Fund Solicitor, to the newly elected Chairperson, Secretary, Executive Committee, and Alternates for the 2017 Fund Year.

All Oaths of Office were signed and presented to the Fund Solicitor.

At this time, Mr. Miola passed the gavel to Fund Chair Paul Keller, Springfield to conduct the 2017 Reorganization Meeting of the Fund. Mr. Miola congratulated the Fund Chair, Secretary, Executive Committee Members and Alternates.

MONTHLY MEETING CONDUCT

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

ORGANIZATIONAL RESOLUTIONS

The following 2017 Organizational Resolutions were presented for adoption by Fund Chair Keller.

R2017-01 Confirming the Election of a Fund Chair and Fund Secretary

R2017-02 Confirming the Election of an Executive Committee and Alternates

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R2017-03	Appointing Professional Staff
R2017-04	Awarding Contracts to Workers' Compensation Assigned Defense Counsel and Approved Associates
R2017-05	Awarding Contracts to General Liability Assigned Defense Counsel and Approved Associates
R2017-06	Recommending the Employment Practices Liability and Public Officials Liability Defense Panel
R2017-07	Adopting Procedures in Compliance with the Open Public Meetings Act
R2017-08	Adopting Fiscal Policies
R2017-09	Designating Executive Director as Public Agency Compliance Officer
R2017-10	Cash Management Policy
R2017-11	Establishing a Fund Records Program
R2017-12	Establishing the 2017 Plan of Risk Management
R2017-13	Designation of Certifying and Approving Officer for Payment of Claims
R2017-14	Authorizing participation in the MEL Names Storm Deductible Risk Sharing Program
R2017-15	Authorizing Advance Travel Expenses for Authorized Official Travel to PRIMA & AGRIP Conferences

BURLCO JIF Executive Committee Meeting

Chair Keller entertained a motion to adopt the *Organizational Resolutions 2017-01* through 2017-15 as presented.

Motion by Mr. McMahon, seconded by Mr. Cramer, to adopt *Organizational Resolutions 2017-01 through 2017-15*.

ROLL CALL	Yeas	Rich Ireton, Alternate, Bass River Twp Rich Wolbert, Beverly City Dean Buhrer, Alternate, Bordentown Glenn McMahon, Chesterfield John Browne, Alternate, Delanco Jeffrey Hatcher, Delran Patricia Hansell, Fieldsboro Borough Richard Brook, Florence Donna Kilburn, Alternate, Hainesport
		Brandon Umba, Alternate, Lumberton Mike Fitzpatrick, Mansfield Kathy Burger, Medford Jerry Mascia, Alternate, Mt. Laurel

John Gural, **Palmyra**Debbie Vallari, *Alternate*, **Pemberton**Meghan Jack, **Riverside**David Matchett, **Shamong**J. Paul Keller, **Springfield**Doug Cramer, **Tabernacle**James Ingling, **Wrightstown**

Nays: None Abstain: None

Motion carried by unanimous vote.

EXECUTIVE DIRECTOR'S REPORT

Mr. Miola reviewed the Executive Director's Report found in the agenda packet with the membership. He thanked the membership on behalf of AJG for the 2017 re-appointment as Administrator and his re-appointment as Executive Director. He highlighted the following items:

AJG Risk Management Services – Disclosure Statement– Mr. Miola stated that a disclosure statement for AJG Management Services, Inc was included in his report for the members to review. He asked that it be made a part of the minutes.

Lost Time Accident Frequency Report– Mr. Miola stated that the Lost Time Accident Frequency Summary and Statewide Recap for November, 2016 is included in his report.

Certificates of Insurance - Mr. Miola asked that the Certificates of Insurance issued for the month of December, 2016 be included as part of the meeting minutes and is 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. 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. 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. 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 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 must update their Plan of Risk Management to be eligible for lower co-pays 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 following the recent Municipal Reorganizations. 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 November 30, 2016 was \$10,120,142.

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 at Municipal Reorganization meetings requiring new bonds to be issued.

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

Elected Officials Training – Mr. Miola stated that the first locally held training class for Elected Officials was just held. 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. The sign in sheets from the December 7, 2016 training are on the JIF website. Additional 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

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 our 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.

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.

2017 *I*st *Installment Billing* – Mr. Miola stated that first installment bills were emailed to the Clerks with a copy to the Fund Commissioner and Risk Management Consultant. He noted that the first installment is due by February 15, 2017.

2016 Attendance Records—Mr. Miola stated that a report detailing attendance records through the end of 2016 was included in his report.

PRIMA/AGRIP Conferences – Mr. Miola stated that BURLCO JIF members will be eligible to attend two (2) AGRIP Conferences and the annual PRIMA Conference. The 2017 Budget includes funding for four (4) attendees in total. He noted that the BURLCO JIF adopted an Attendance Conference Policy that establishes guidelines for commissioners to attend. He noted that those fund commissioners who had first priority for attendance were sent information on the AGRIP conferences from his office. Information on the PRIMA conference will be emailed by the end of the month.

2017 Safety Kickoff Breakfast – Save the Date – Mr. Miola stated that the BURLCO JIF will hold its 26th Annual Safety Breakfast at Indian Springs Country Club in Marlton, New Jersey. The breakfast will begin at 8:30am. He noted that a Save the Date was emailed to all Safety Coordinators, Claims Coordinators, Fund Commissioners and Risk Management Consultants on January 11, 2017. The invitation and response forms will be emailed out in early March.

Safety Coordinator & Claim Coordinator Roundtable – Mr. Miola stated that the BURLCO JIF will be sponsoring a Safety Coordinator and Claims Coordinator Roundtable on February 22, 2017 at Indian Springs Country Club, Marlton, New Jersey. The Wellness Coordinators are also invited to attend. Invites will be emailed out from the Safety Director's Office to all the Safety Coordinators, Claims Coordinators and Wellness Coordinators shortly.

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

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

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

Closed Claims Report

Mr. DeWeese stated that there were (2) two closed cases since the last meeting.

Boll vs. Township of Medford

Applegate vs. Township of Tabernacle

SAFETY DIRECTOR'S REPORT

Mr. Saville thanked the members for his reappointment on behalf of J.A. Montgomery. He stated that the Safety Director's Report is self-explanatory. He highlighted the following items:

MEL Video Library – He noted the email address: <u>melvideolibrary@jamontgomery.com</u> and a new phone number: 856-552-4900.

Safety Director's Bulletins – He noted that there was one (1) bulletin; Managing Trips, Slips & Falls in the Winter Months.

MSI Training Programs – He noted that the upcoming MSI training programs for January, February and March, 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 - January

Mr. Roselli thanked the Fund for their re-appointment and provided the members with the *Lessons Learned from Losses* which was included in the agenda packet.

Mr. Roselli stated that the Lessons from Losses for this month is on Exiting and Entering vehicle safety. He stated that many employees get injured when getting on and off some of the larger vehicles owned by municipalities. Workers slip and fall when they do not use vehicle steps and handhold devices. He noted that jumps and falls can cause strains and sprains, broken bones and fatalities. He noted some things to consider:

- Maintain 3 points of contact at all times; 2 hands and a foot or 2 feet and 1 hand until seated or standing on the ground
- Wear shoes with sturdy and non-slip soles and heels
- · Only step on dedicated stepping areas, not fuel tanks and fenders
- Wear gloves in hot and cold weather to help grip handholds
- Face the vehicle when getting on and off a vehicle
- Do not grab the steering wheel unless it is locked
- Do no grip the door as it can swing out and cause a fall

- Do not jump down from a vehicle; use the steps
- · Keep vehicles clean and maintained
- · Examine the ground before stepping out to look for uneven ground, ice or water

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

WELLNESS DIRECTOR'S REPORT

Ms. Schiffer thanked the Fund for her re-appointment and noted that her report is detailed in the agenda packet. She highlighted the following:

- Ms. Schiffer stated that Edgewater Park, Florence and Medford had five (5) people lose weight over the holidays during the "Maintain Don't Gain" Challenge.
- January Wellness Newsletter She noted that the January Wellness Newsletter was included in her report.
- *Planning for 2017* She noted some ideas to keep in mind for the upcoming year in wellness. Set up a meeting with her to lay out a plan; have at least one Wellness Event/Challenge every quarter; Wellness Coordinator Training; Fire Fighters Ad Hoc Committee is continuing; Distribute Employee Interest surveys.

Ms. Schiffer asked if there were any questions at this time. No questions were entertained.

MANAGED HEALTH CARE REPORT

Ms. Beatty thanked the Fund for their re-appointment and reviewed the Managed Care Report for *December 2016*.

Lost Time v. Medical Only Cases

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

	Dec	YTD
Lost Time	0	34
Medical Only	9	123
Report Only	6	58
Total Intakes	15	215
Report Only % of Total	40.0%	27.0%
Medical Only/Lost Time Ratio	100:00	78:22
Average Days to Report	2.3	3.2

Transitional Duty Report

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

Transitional Duty Summary Report	YTD
Transitional Duty Days Available	2,675
Transitional Duty Days Worked	1,796
% of Transitional Duty Days Worked	67.1%
Transitional Duty Days Not Accommodated	879
% of Transitional Duty Days Not Accommodated	32.9%

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

PPO Penetration Rate	Dec
Bill Count	150
Original Provider Charges	\$159,726
Re-priced Bill Amount	\$72,149
Savings	\$87,578
% of Savings	54.8%
Participating Provider Penetration Rate - Bill Count	95.3%
Participating Provider Penetration Rate – Provider Charges	91.5%
EPO Provider Penetration Rate - Bill Count	79.3%
EPO Provider Penetration Rate – Provider Charges	80.0%

Ms. Beatty asked if there were any questions. No questions were entertained.

TREASURER'S REPORT

Mr. Tontarski thanked the Fund for his re-appointment and presented an overview of the Treasurer's Report for month ending **December 31, 2016**, a copy of which was provided to the membership in the agenda packet.

Investment Interest

Interest received or accrued for the current month totaled \$11,501.63. This generated an average annual yield of .81%. After including an unrealized net loss of \$4,740.00 in the asset portfolio, the yield was adjusted to .48 % for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized loss of \$151,310.00 as it relates to market value of \$8,848,690.00 vs. the amount invested.

Our asset portfolio with TD Wealth Management consists of two (2) obligations with maturity greater that one year.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$35.00	\$179,069.78
Overpayment Reimbursements	\$.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 \$262,983.22.

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 \$17,408,007.91 to a closing balance of \$16,700,752.22 showing a decrease in the Fund of \$707,255.69.

Loss Run Payment Register

Chair Keller entertained a motion to approve the *December 2016 Loss Run Payment Register* as presented.

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

Motion by Mr. McMahon, seconded by Mr. Gural, to approve the *December 2016 Loss Run Payment Register*.

ROLL CALL Yeas Rich Ireton, Alternate, Bass River Twp

Rich Wolbert, **Beverly City**

Dean Buhrer, Alternate, Bordentown

Glenn McMahon. Chesterfield

John Browne, Alternate, **Delanco**

Jeffrey Hatcher, Delran

Patricia Hansell, Fieldsboro Borough

Richard Brook, Florence

Donna Kilburn, Alternate, Hainesport

Brandon Umba, Alternate, Lumberton

Mike Fitzpatrick, Mansfield

Kathy Burger, Medford

Jerry Mascia, Alternate, Mt. Laurel

John Gural, Palmyra

Debbie Vallari, Alternate, Pemberton

Meghan Jack, **Riverside**David Matchett, **Shamong**

J. Paul Keller, Springfield

Doug Cramer, **Tabernacle**James Ingling, **Wrightstown**

Nays: None Abstain: None

Motion carried by unanimous vote.

Amended Bill List -January, 2017

For the Executive Committee's consideration, Mr. Tontarski presented the amended *January* **2017** *Bill List* in the amount of \$472,625.38.

Chair Keller entertained a motion to approve the amended *January 2017 Bill List* as presented.

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

Motion by Mr. McMahon, seconded by Mr. Gural, to approve the amended *January 2017 Bill List* totaling \$472,625.38.

ROLL CALL Yeas Rich Ireton, Alternate, Bass River Twp

Rich Wolbert, Beverly City

Dean Buhrer, *Alternate*, **Bordentown** Glenn McMahon, **Chesterfield** John Browne, *Alternate*, **Delanco**

Jeffrey Hatcher, Delran

Patricia Hansell, Fieldsboro Borough

Richard Brook, Florence

Donna Kilburn, *Alternate*, **Hainesport** Brandon Umba, *Alternate*, **Lumberton**

Mike Fitzpatrick, **Mansfield** Kathy Burger, **Medford**

Jerry Mascia, Alternate, Mt. Laurel

John Gural, Palmyra

Debbie Vallari, Alternate, Pemberton

Meghan Jack, **Riverside**David Matchett, **Shamong**J. Paul Keller, **Springfield**Doug Cramer, **Tabernacle**James Ingling, **Wrightstown**

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 Keller 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, the Fund Treasurer will need to transfer funds from TD Bank to Investors Bank.

Motion by Mr. McMahon, seconded by Mr. Gural, 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 Yeas Rich Ireton, Alternate, Bass River Twp

Rich Wolbert, Beverly City

Dean Buhrer, *Alternate*, **Bordentown** Glenn McMahon, **Chesterfield** John Browne, *Alternate*, **Delanco**

Jeffrey Hatcher, Delran

Patricia Hansell, Fieldsboro Borough

Richard Brook, Florence

Donna Kilburn, *Alternate*, **Hainesport** Brandon Umba, *Alternate*, **Lumberton**

Mike Fitzpatrick, **Mansfield** Kathy Burger, **Medford**

Jerry Mascia, Alternate, Mt. Laurel

John Gural, Palmyra

Debbie Vallari, Alternate, Pemberton

Meghan Jack, **Riverside**David Matchett, **Shamong**J. Paul Keller, **Springfield**Doug Cramer, **Tabernacle**James Ingling, **Wrightstown**

Nays: None Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

SAFETY COMMITTEE MEETING

Mr. Cramer noted that the minutes are in the agenda packet. He provided a detailed overview last month. No questions were entertained.

COMMITTEE CHAIRS MEETING

Chair Keller noted that the minutes from the January 5, 2017 meeting along with the 2017 Committee Appointments were distributed to the members for review. Please let him know if any Fund Commissioner would like to be reassigned to a different committee

MEL/RCF/E-JIF REPORT

MEL Meeting - January 7, 2017

Ms. Jack stated that the meeting minutes were included in the agenda packet for review.

RCF Meeting – January 7, 2017

Mr. Matchett stated that the meeting minutes were included in the agenda packet for review.

EJIF Meeting - January 7, 2017

Ms. Jack stated that the meeting minutes were included in the agenda packet for review.

MISCELLANEOUS BUSINESS

Next Meeting

Chair Keller noted that the next meeting of the BURLCO JIF will take place on **Tuesday**, **February 21, 2017 at 4:00 PM** at the **Hainesport Municipal Building**, **Hainesport**, **NJ**.

Resolution 2017-16 – Commemorating the BURLCO JIF's 25th Anniversary

Motion by Mr. McMahon, seconded by Ms. Jack, to approve Resolution 2017-16, Commemorating the BURLCO JIF's 25th Anniversary.

ROLL CALL Yeas

Rich Ireton, Alternate, Bass River Twp Rich Wolbert, Beverly City Dean Buhrer, Alternate, Bordentown Glenn McMahon, Chesterfield John Browne, Alternate, Delanco Jeffrey Hatcher, Delran Patricia Hansell, Fieldsboro Borough Richard Brook, Florence Donna Kilburn, Alternate, Hainesport Brandon Umba, Alternate, Lumberton Mike Fitzpatrick, Mansfield Kathy Burger, Medford Jerry Mascia, Alternate, Mt. Laurel John Gural, Palmyra Debbie Vallari, Alternate, Pemberton Meghan Jack, Riverside David Matchett, Shamong J. Paul Keller, Springfield Doug Cramer, Tabernacle James Ingling, Wrightstown

Nays: None Abstain: None

Motion carried by unanimous vote.

PUBLIC COMMENT

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

Chair Keller opened the meeting to the public for comment.

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

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

EXECUTIVE SESSION MEETING – Resolution #2017-17

Chair Keller entertained a motion to go into a closed session to discuss matters affecting the protection and safety of the public and to discuss pending or anticipated litigation and/or contract negotiations.

Motion by Ms. Jack, seconded by Mr. McMahon, to Adopt *Resolution #2017-17*. 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 Keller 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 Keller asked for a motion for *Approval of Claims Payment* on the following claims as presented in Closed Session.

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

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

Workers' Compensation
001260212
0012583111
001226664
001236123

ROLL CALL Yeas

Rich Ireton, Alternate, Bass River Twp

Rich Wolbert, Beverly City

Dean Buhrer, *Alternate*, **Bordentown** Glenn McMahon, **Chesterfield**

John Browne, Alternate, Delanco

Jeffrey Hatcher, **Delran**

Patricia Hansell, Fieldsboro Borough

Richard Brook, Florence

Donna Kilburn, *Alternate*, **Hainesport** Brandon Umba, *Alternate*, **Lumberton**

Mike Fitzpatrick, **Mansfield** Kathy Burger, **Medford**

Jerry Mascia, Alternate, Mt. Laurel

John Gural, Palmyra

Debbie Vallari, Alternate, Pemberton

Meghan Jack, **Riverside**David Matchett, **Shamong**J. Paul Keller, **Springfield**Doug Cramer, **Tabernacle**James Ingling, **Wrightstown**

Nays: None Abstain: None

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

There was one (1) claim(s) presented for abandon subrogation.

#001236123 - \$1,420.00

Motion by Ms. Jack, seconded by Mr. McMahon, to authorize the abandon subrogation as presented.

ROLL CALL Yeas Rich Ireton, Alternate, Bass River Twp

Rich Wolbert, Beverly City

Dean Buhrer, *Alternate*, **Bordentown** Glenn McMahon, **Chesterfield** John Browne, *Alternate*, **Delanco**

Jeffrey Hatcher, Delran

Patricia Hansell, Fieldsboro Borough

Richard Brook, Florence

Donna Kilburn, *Alternate*, **Hainesport** Brandon Umba, *Alternate*, **Lumberton**

Mike Fitzpatrick, **Mansfield** Kathy Burger, **Medford**

Jerry Mascia, Alternate, Mt. Laurel

John Gural, Palmyra

Debbie Vallari, Alternate, Pemberton

Meghan Jack, **Riverside**David Matchett, **Shamong**J. Paul Keller, **Springfield**Doug Cramer, **Tabernacle**James Ingling, **Wrightstown**

Nays: None Abstain: None

Motion carried by unanimous vote.

MOTION TO ADJOURN

Chair Keller entertained a motion to adjourn the January 17, 2017 meeting of the BURLCO JIF.

Motion by Ms. Jack, seconded by Mr. McMahon to adjourn the January 17, 2017 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:43pm.

Brenda Smith,

Recording Secretary for

Meghan Jack, SECRETARY



To: Fund Commissioners

From: Paul J. Miola, CPCU, ARM, Executive Director

Date: February 21, 2017

Re: Executive Director's Report

A. Lost Time Accident Frequency Report – handout

The December 2016 Lost Time Accident Frequency Summary and the Statewide Recap for the December 2016 is a handout.

B. Certificates of Insurance (pgs. 25-39)

A summary of the Certificates of Insurance issued during January 2017 are attached for your review.

C. 2016 Safety Incentive Program Awards

A letter from our office describing how to collect your 2016 Safety Incentive Awards money will be emailed out to all members on February 27, 2017. Please note that the deadline to claim or encumber these funds is November 30, 2017. All encumbered funds have to be claimed by February 1, 2018.

D. 2017 Optional Safety Budget (pg. 40)

A letter from our office describing how to collect your 2017 Optional Safety Budget allowance was e-mailed on or about January 24, 2017 A report detailing the available balances for each member is attached for your review. If you have any questions on how to collect your 2017 Optional Safety Budget allowance, please contact our office.

Please note that the deadline to claim or encumber these funds is November 30, 2017. All encumbered funds have to be claimed by February 1, 2018.

E. 2017 Wellness Incentive Program Allowance (pg. 41)

A report detailing the available balance for each member for the 2017 Wellness Incentive Program is attached for your review. Instructions on claiming these funds were e-mailed to all members on or about January 27, 2017. If you have any questions on how to utilize your 2017 Wellness Incentive Program funding, please contact Debby Schiffer, Wellness Director, or our office. Please note that the deadline for claiming or encumbering these funds is November 30, 2017. All encumbered funds must be claimed by February 1, 2018.

F. Employment Practices Liability Coverage – (pg. 42)

A compliance status report regarding the Employment Practices Liability Coverage is included for your review. Each member should review this report carefully to insure its accuracy. If you believe the report to be inaccurate regarding your town, please contact PERMA directly.

G. EPL Allowance (pg. 43)

The JIF has budgeted \$200 for each member to help offset employment practice related expenses. This budget can be a valuable resource to members that wish to offset the cost of in house training or legal expenses involved with the updating of member policies & procedures. If you need additional information regarding this program, please contact our office.

H. EPL Helpline – Authorized Contact List (pg. 44)

With the placement of the member's EPL/POL coverage in the commercial insurance market, the insurance company QBE has implemented an EPL Helpline for the member's use. There is no restriction on the number of calls or amount of time that members can contact this service. Members can appoint two representatives to use this service. Appointments must be made by Resolution of the Governing Body. Please note that Municipal Solicitors can not be appointed as Helpline Contacts. Enclosed, please find the most recent list of authorized contacts for the EPL Helpline. These are the only representatives authorized to access this service. Please contact the Executive Director's Office with any questions.

I. Financial Fast Track Report (handout)

The Financial Fast Track Report for December 31, 2016 is a handout. The report is generated by PERMA and provides a "snapshot" of the JIF's financial status.

J. Regulatory Filing Checklists (pgs. 45-46)

Enclosed please find two regulatory filing checklists that we provide each month as part of our due diligence reporting on behalf of the JIF. These checklists provide an outline of required reporting to the Departments of Banking and Insurance and Community Affairs on an annual and a monthly basis, and the status of the items outlined.

K. Capehart & Scatchard Updates (pgs. 47-52)

John Geaney, Esq. of the law firm of Capehart & Scatchard periodically provides updates on court cases dealing with workers' compensation, ADA and FMLA issues. Copies of his latest updates are included for your information.

L. Statutory Bond Status (pg. 53)

Attached for your review is the latest listing of Statutory Bonds issued by the MEL for JIF members. This list should be reviewed for accuracy. Any questions on the status of an application or a listed bond should be directed to Cate Kiernan at PERMA. Cate can be reached at 201-518-7031.

M. Skateboard Park Approval Status (pg. 54)

Enclosed, please find a spreadsheet depicting the current status of all approved skateboard parks or those currently under construction by a member municipality. The MEL has established a process, outlined in MEL Coverage Bulletin 2017-09, which must be followed by all members who wish to construct a skateboard park and have the BURLCO JIF and MEL provide said facility with coverage. Any member with a park currently under construction or in the review process should review the enclosed spreadsheet to be sure that it accurately depicts the status of your facility. All members considering construction of a skateboard park should contact the Executive Director's office prior to moving forward.

N. Elected Officials Training – Invite (pgs. 55-56)

Again, this year, the Fund will be sponsoring Elected Officials training. The MEL will reduce each member's 2017 Workers Compensation loss funding premium by \$250 for each municipal elected official who attends one of the training sessions by March 31, 2017. This credit will also be extended to the member's CEO (i.e. Municipal Manager or Administrator) this year. The total credit is limited to 25% of a member's Workers Compensation funding premium. A Save the Date was emailed out to all Clerks, Fund Commissioners, and RMC's on or about September 9, 2016. Invitations/RSVP's for the sessions were e-mailed to all Municipal Clerks and Fund Commissioners on or about November 1, 2016. The sign-in sheets from December 7, 2016, January 31, 2017 and February 16, 2017 are posted on the JIF website. The remaining training has been scheduled on the following date:

March 29, 2017 - O'Connor's American Bar & Grille, Eastampton

O. Inclement Weather Policy

Please note that the Fund has adopted an Inclement Weather Policy, a copy of which is available on the JIF website www.burlcojif.org. Should it become necessary to cancel a meeting, pursuant to the policy, the Executive Director's office will attempt to contact the Fund Commissioners via e-mail, direct telephone contact or posting a message to the Fund's website (www.burlcojif.org). In addition, members can also call 856-446-9148 for a pre-recorded message announcing the cancellation of a meeting.

P. Police Accreditation Announcement (pgs. 57-58)

On or about February 7, 2017 an email with an attached memorandum regarding reimbursement for the Police Accreditation Program Fees was sent to all Clerks and RMC's. It was asked that if the town or city had an operating Police Department, to please forward to the Police Chief. If you have any questions regarding the Reimbursement, please contact Denise Playchak at 856-446-9131

Q. Financial Disclosure Form

In 2014, the Division of Local Government Services implemented a new "on line" process for completion and submission of Financial Disclosure forms. Each Fund Commissioner has a unique PIN # for which to file as their position of Fund Commissioner with the JIF. Newly assigned Fund Commissioners receive their Filing PIN # from our office once we are notified of their assignment and have 30 days from their day of assignment in which to file. Any newly appointed Fund Commissioner that has not yet received their PIN# from the Executive Director's office, or has any questions, should contact Kris Kristie at 856-446-9136.

R. Payroll Audits

On or about February 10, 2017 a letter was e-mailed to all Municipal Clerks, with a copy to Fund Commissioners, advising that Bowman & Company will be performing workers' compensation exposure verification audits of members' 2016 payrolls. These payroll figures will serve as the basis for your 2018 workers compensation excess premiums. Attached to the e-mail was a spreadsheet that included employee counts by payroll classification as reported during last year's payroll audit. As employee counts have a tendency to be the most time consuming part of the payroll audit process, members were asked to review and update this spreadsheet upon receipt. Members are asked to send the required payroll data to the auditors for processing either via mail or electronically. Details on how the data can be sent were included in the February 7, 2017 correspondence. Once the information is processed, the auditor will contact each town to discuss the results of the audit and clarify any questions. Members who still have questions following

the audit can contact a representative from Bowman to set up a mutually convenient date and time to meet and discuss the audit results

S. Property Appraisals

On or about February 8, 2017, each member and their RMC's will receive a notification from our office asking that they review and update their property schedule located in the Exigis Exposure Data Management System. Once a member responds, those that are going to receive a physical appraisal this year will be contacted by the Fund Property Appraiser, ASSETWORKS. Those that are not receiving a physical inspection in 2017 will have their building & contents values trended accordingly. All members are asked to complete the review and update process no later than March 24, 2017.

T. PRIMA/AGRiP Conferences

This year BURLCOJIF members will be eligible to attend two (2) AGRIP Conferences and the Annual PRIMA Conference. The 2017 Budget includes funding for four (4) attendees in total. The BURLCOJIF has adopted an Attendance Conference Policy that establishes clear guidelines and preferences for Commissioner Attendance. Those Fund Commissioners who have first priority for attendance at these conferences received information on the AGRiP Conferences from our office on or about December 19, 2016. Information on the PRIMA Conference was emailed out on or about February 2, 2017.

U. 2017 Safety Kickoff Breakfast – Save the Date (pg. 59)

On April 4, 2017 the Fund will hold its 26th Annual Safety Breakfast at Indian Springs Country Club, Marlton, NJ beginning at 8:30 AM. A Save the Date was emailed to all Safety Coordinators, Claims Coordinators, Fund Commissioners, and Risk Management Consultants on January 11, 2017 The invitations and Response Forms will be emailed out in early March.

V. Safety Coordinator & Claim Coordinator Roundtable

Again this year, the JIF will be sponsoring a Safety Coordinator & Claims Coordinator Roundtable on February 23, 2017 at Indian Springs Country Club, Medford, NJ. The Wellness Coordinators are also invited to attend. Invites with more information will be emailed out from the Safety Directors office, to all Safety Coordinators, Claims Coordinators and Wellness Coordinators within the next week.

W. Community Safety Leadership: Management of Special Events

On February 2, 2017 the Executive Directors office mailed out hardcopies of the Community Safety Leadership: *Management of Special Events* booklet to the clerk of each member town, asking them to distribute a copy to the Fund Commissioner and the Safety Coordinator. A copy was also mailed to each RMC. Members should reference this booklet as they plan upcoming community events.

X. WEBSITE (WWW.BURLCOJIF.ORG)

The JIF has a website that contains useful information for our members:

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

- Safety
 - Bulletins
 - Training Links

And much, much more. Why not take a moment and explore our website!

Y. New Member Activity

Nothing to Report.

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND Certificate Of Insurance Monthly Report

From 1/1/2017 To 1/20/2017

Holder (H) / Insured Name (I)	Holder / Insured Address	Holder Code	Description of Operations	Issue Date	Coverag
BURLINGTON JIF					
H- Township of Riverside I- Township of Riverside	PO Box 188 Riverside, NJ 08075 PO Box 188 Riverside, NJ 08075	1341	Evidence of insurance as respects to Statutory Bond coverage for Mindie Weiner - Tax Collector and Meghan O. Jack - Treasurer, effective 1/01/2017.	r 1/10/201	7 BOND
H- Township of Tabernacle I- Township of Tabernacle	163 Carranza Road Tabernacle, NJ 08088 163 Carranza Road Tabernacle, NJ 08088	1364	Evidence of insurance as respects to Statutory Bond Coverage for Kimberly Smith - Tax Collector, effective 1/01/2017.	or 1/10/201	7 BOND
H- Burlington County Board of Chosen Freeholders I- Borough of Pemberton	50 Egbert St. Pemberton, NJ 08068	3644	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) Covers training activities by the Good Will Fire Company at vacant houses owned by Burlington County located on Route 530, Pemberton NJ. Burlington.		GL EX AU WC
H- Burlington County Board of Chosen Freeholders I- City of Bordentown	s Att: Insurance & Risk Management Division 49 Rancocas Road, PO Box 6000 Mt. Holly, NJ 08 324 Farnsworth Avenue Bordentown, NJ 0850		Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) shared services agreement with Burlington County Bd of Chosen Freeholders for central communicationa/911 calls through county's office of Publi Safety.		GL EX AU WC
H- Burlington County Board of Chosen Freeholders I- City of Bordentown	s Att: Insurance & Risk Management Division 49 Rancocas Road, PO Box 6000 Mt. Holly, NJ 08 324 Farnsworth Avenue Bordentown, NJ 0850		Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) city wide events, 5k run, prades and street closings. Does not include amusements or fireworks.		GL EX AU WC
H- Burlington County Board of Chosen Freeholders	s Att: Insurance & Risk Management Division 49 Rancocas Road, PO Box 6000 Mt. Holly, NJ 08	5099 8060-6000	Evidence of insurance with respects to Carslake Community Center for Nutritional & Recreational Program for elderly.	1/10/2017	GL EX AU WC
I- City of Bordentown	324 Farnsworth Avenue Bordentown, NJ 0850)5			

H- County of Burlington I- City of Bordentown	Office of the Fire Marshall 49 Rancocas Rd., PO Box 5104 6000 Mt. Holly, NJ 08060 324 Farnsworth Avenue Bordentown, NJ 08505	vidence of insurance as respects shared services agreement for emergency ashphalt paving contract (CEG-15-0024)	1/10/2017 GL EX AU WC
1- City of Bordentown	,		
H- County of Burlington)	Office of the Fire Marshall 49 Rancocas Rd., PO Box 5104	Evidence of insurance as respects shared services agreement fo	r 1/10/2017 GL EX
I- City of Bordentown	324 Farnsworth Avenue Bordentown, NJ 08505		
H- NJ Dept of Health & Senior Services	Office of EMS PO Box 360 Trenton, NJ 08625-0360 5966	Evidence of Insurance as respects to Westampton Township Emergency Services	1/19/2017 GL EX AU WC
I- Township of Westampton	710 Rancocas Road Westampton, NJ 08060	• ,	
H- State of New Jersey	NJ Transit Corp. One Penn Plaza East Newark, NJ 6048 07105	Evidence of insurance.	1/10/2017 GL EX AU WC
I- City of Bordentown	324 Farnsworth Avenue Bordentown, NJ 08505		
H- Township of Lumberton	34 Municipal Drive P O Box 1860 Lumberton, NJ 08048 12268	8 Evidence of insurance as respects to Statutory Bond coverage fo Robin D. Sarlo - Tax Collector and Kimberly M. McGowan -	or 1/17/2017 BOND
I- Township of Lumberton	34 Municipal Drive PO Box 1860 Lumberton, NJ 08048	Treasurer/CFO (Lumberton Emergency Squad, Inc.), Effective 01/01/17.	
H- Township of North Hanover I- North Hanover Township	41 Schoolhouse Road Jacobstown, NJ 08562 14190 41 School House Road Jacobstown, NJ 08562	Evidence of insurance as respects to Statutory Bond coverage fo Joseph Greene - Treasurer and Mary Alice Picariello -Tax Collector, effective 01/01/2017.	or 1/10/2017 BOND
H- Bordentown Fire District #2 I- City of Bordentown	262 Crosswicks Road Bordentown, NJ 08505 18696 324 Farnsworth Avenue Bordentown, NJ 08505	Evidence of Insurance as respects to Consolidated Fire Assn Bordentown City, NJ	1/10/2017 GL EX AU WC
H- Division of Law & Public Safety	Juvenile Medium Security Unit PO Box 307 Bordentown 19932 NJ 08505	Evidence of insurance.	1/10/2017 GL EX AU WC
I- City of Bordentown	324 Farnsworth Avenue Bordentown, NJ 08505		
H- State of New Jersey	Department of Treasury Contract Compliance & Audit 20142 Unit 33 West State St., PO Box 236 Trenton, NJ 08625- 0990	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General	1/6/2017 GL EX AU PR
I- City of Bordentown	324 Farnsworth Avenue Bordentown, NJ 08505	Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) as respects 324 Farnsworth Ave., Bordentown, NJ 08505, RC: real property amount is \$8,860,500, personal property \$1,556,800. 30 day NC clause, 10 day NOC nonpayment of premium.	

H- State of New Jersey I- City of Bordentown	Department of Treasury Contract Compliance & Audit 20 Unit 33 West State St., PO Box 236 Trenton, NJ 08625 0990 324 Farnsworth Avenue Bordentown, NJ 08505	
H- Borough of Palmyra I- Borough of Palmyra	20 W. Broad Street Palmyra, NJ 08065 20 W. Broad St. Palmyra, NJ 08065	59 Evidence of insurance as respects to Statutory Bond coverage for 1/9/2017 ALL Tanyika Johns, Tax Collector, effective 01/01/17.
H- Borough of Fieldsboro I- Borough of Fieldsboro	204 Washington Street Fieldsboro, NJ 08505 211 204 Washington St. Fieldsboro, NJ 08505	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).
H- Borough of Fieldsboro I- Borough of Fieldsboro	204 Washington Street Fieldsboro, NJ 08505 211 204 Washington St. Fieldsboro, NJ 08505	Figure 273 Evidence of insurance as respects to Statutory Bond coverage for 1/9/2017 BOND Lan Chen Shen - Tax Collector and Peter Federico - Treasurer, effective 01/01/17.
H- State of New Jersey AU WC	Department of Transportation Division of Support 212	
76 76	Services, Attn: J. Figon 1035 Parkway Avenue Ewing Twp., NJ 08618-2309	cover water requirements.
I- City of Bordentown	324 Farnsworth Avenue Bordentown, NJ 08505	
H- Eastampton Fire District	Eastampton Board of Fire Commissioners 788 Smithville: Rd Eastampton, NJ 08060	1874 Evidence of insurance as respects to loaning a 1996 KME 1/19/2017 GL EX AU WC Structure Firetruck, more particularly, Engine 3412, to the
I- Township of Westampton	710 Rancocas Road Westampton, NJ 08060	Lumberton Fire Company.
H- Burlington County Bridge Commision	1300 Route 73 North PO Box 6 Palmyra, NJ 08065-1090	22138 Certificate Holder is amended to be included as "additional 1/13/2017 GL EX AU WC
I- Township of Riverside	PO Box 188 Riverside, NJ 08075	insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability & as "Mortgagee" ATIMA, for Property pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty and Property Insurance Policies (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured)Government Leasing Program 2002
H- NJ Department of Health & Senior Services	Office of EMS PO Box 360 Trenton, NJ 08625-0360 225	49Evidence of Insurance with respects to licensing requirements for 1/19/2017 GL EX AU WC Brick Township EMS.
I- Township of Westampton	710 Rancocas Road Westampton, NJ 08060	

H- State of New Jersey	Dept. of Treasury PO Box 211 Trenton, NJ 08625-0211 22
- Burlington County Municipal Joint Insurance Fur	ndPO Box 489 Marlton, NJ 08053
H- State of New Jersey	Dept. of Environmental Protection Div of Parks & 23018 Forestry, State Park Srvc Mail Code 501-04, Po box 420 Trenton, NJ 08625
- Township of Pemberton	500 Pemberton-Browns Mills Rd. Pemberton, NJ 08068
H- State of New Jersey	Dept. of Environmental Protection Div of Parks & 23018 Forestry, State Park Srvc Mail Code 501-04, Po box 420 Trenton, NJ 08625
- Township of Pemberton	500 Pemberton-Browns Mills Rd. Pemberton, NJ 08068
H- Berkadia Commercial Mortgagee, LLC - City of Bordentown	Master Servicer PO Box 557 Ambler, PA 19002 23038 324 Farnsworth Avenue Bordentown, NJ 08505
H- State of New Jersey - Bordentown Township	Division of Fish & Wildlife Po Box 400 Trenton, NJ 23107 08625 1 Municipal Drive Bordentown, NJ 08505-2193
·	·
H- State of New Jersey	Division of Fish & Wildlife Po Box 400 Trenton, NJ 23107 08625
	1 Municipal Drive Bordentown, NJ 08505-2193
- Bordentown Township	1 Manioipal Brive Bordentown, 140 00000 2100

211 :	22829		1/10/2017	GL EX AU WC
230 420 8068	18	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) as respects to the "superhero Run 5K/Walk to be held at Whitesbog Village in Browns Mills, NJ on 4/8/17.	1/6/2017	GI EX
230 420 8068	18	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) as respects to the "superhero Run 5K/Walk to be held at Whitesbog Village in Browns Mills, NJ on 4/8/17.	1/6/2017	GIEX
230	38	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability & as "Mortgagee" ATIMA, for Property pursuant to the terms, conditions, limitations, and exclusions of tI JIF Casualty and Property Insurance Policies (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured). Value \$2,000,000 for the municipal building located at Fire Ave., Atlantic Highlands, NJ 07716, RC \$6,102,802		GL EX AU PR
2310	07	Evidence of insurance.	1/10/2017	GL EX AU WC
2310	07	Evidence of insurance.	1/10/2017	GL EX AU WC
625 2	3169	Evidence of insurance as respects to waivered service contracts cover water requirements.	to1/10/201	7GL EX AU WC

I- Burlington County Municipal Joint Insurance FundPO Box 489 Marlton, NJ 08053

I- Township of Westampton 710 Rancocas Road Westampton, NJ 08060

H- KPG-MCG Curtis Tenant, LLC

Suite 400 Conshohocken, PA 19428

C/O Curtis Center Management, LLC 125 E. Elm Street, 23922 KPG-MCG Curtis Tenant, LLC, Curtis Cente4r Management, 1/3/2017 GL EX AU WC LLC, Keystone Properties Group, Inc. included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) with respect to the Police Department picking up furniture from certificate holder.

H- Pemberton Township BOE I- Township of Pemberton	PO Box 228 Pemberton, NJ 08068 500 Pemberton-Browns Mills Rd. Pemberton, NJ 08	24129 3068	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) use of Board of Education facilities by the recreation department for all township sponsored activities in 2017.	NC
H- Bass River Township I- Bass River Township	3 North Maple Avenue New Gretna, NJ 08224 3 North Maple Avenue New Gretna, NJ 08224	24190	Evidence of insurance as respects to Statutory Bond coverage for 1/5/2017 BOND Linda Eliason-Ash - Tax Collector and Eileen Brower - Treasurer, effective 01/01/2017.	
H- Bass River Township I- Bass River Township	3 North Maple Avenue New Gretna, NJ 08224 3 North Maple Avenue New Gretna, NJ 08224	24191	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	
H- Borough of Palmyra I- Borough of Palmyra	20 W. Broad Street Palmyra, NJ 08065 20 W. Broad St. Palmyra, NJ 08065	24455	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	
H- Borough of Pemberton	50 Egbert Street PO Box 265 Pemberton, NJ 08068	24458	Evidence of insurance as respects to Statutory Bond coverage for 1/9/2017 BOND Kathleen Smick - Tax Collector and Donna Mull - Treasurer,	
I- Borough of Pemberton	50 Egbert St. Pemberton, NJ 08068		effective 1/01/2017.	
H- Borough of Pemberton	50 Egbert Street PO Box 265 Pemberton, NJ 08068	24461	JIF Blanket Crime – Evidence of Public Employee Dishonesty 1/9/2017 Fidelity (Employees & Volunteers)-Coverage O; Forgery and Alteration-	
I- Borough of Pemberton	50 Egbert St. Pemberton, NJ 08068		Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	

H- Borough of Wrightstown I- Borough of Wrightstown	21 Saylors Pond Road Wrightstown, NJ 08562 21 Saylors Pond Road Wrightstown, NJ 08562	24463	Evidence of insurance as respects to Statutory Bond coverage for 1/9/2017 BOND Ronald A. Ghrist - Treasurer and Jeffrey C. Elsasser - Tax Collector, effective 1/01/2017.	
H- Borough of Wrightstown I- Borough of Wrightstown	21 Saylors Pond Road Wrightstown, NJ 08562 21 Saylors Pond Road Wrightstown, NJ 08562	24467	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	
H- City of Beverly I- Beverly City	446 Broad Street Beverly, NJ 08010 446 Broad Street Beverly, NJ 08010	24475	Evidence of insurance as respects to Statutory Bond coverage for 1/10/2017 Shari Lynn Phillip - Tax Collector and Yvonne Bullock - Treasurer / CFO Crime, effective 1/01/2017.	BOND
H- City of Beverly I- Beverly City	446 Broad Street Beverly, NJ 08010 446 Broad Street Beverly, NJ 08010	24476	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	
H- City of Bordentown	324 Farnsworth Avenue Bordentown, NJ 08505	24477	Evidence of insurance as respects to Statutory Bond coverage for 1/10/2017	BOND
I- City of Bordentown	324 Farnsworth Avenue Bordentown, NJ 08505		Caryn Hoyer - Tax Collector and Margaret Peak - Treasurer/CFO-Crime, effective 1/01/2017.	
H- City of Bordentown	324 Farnsworth Avenue Bordentown, NJ 08505	24478	JIF Blanket Crime – Evidence of Public Employee Dishonesty 1/10/2017 Fidelity	
I- City of Bordentown	324 Farnsworth Avenue Bordentown, NJ 08505		(Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	
H- Township of North Hanover I- North Hanover Township	41 Schoolhouse Road Jacobstown, NJ 08562 41 School House Road Jacobstown, NJ 08562	24479	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	
H- Township of Bordentown I- Bordentown Township	1 Municipal Drive Bordentown, NJ 08505-2193 1 Municipal Drive Bordentown, NJ 08505-2193	24481	Evidence of insurance as respects to Statutory Bond coverage for 1/10/2017 Donna Muldrow - Treasurer and Jeffrey Elasser - Tax Collector, effective 1/01/2017.	BOND

H- Township of Bordentown I- Bordentown Township	1 Municipal Drive Bordentown, NJ 08505-2193 2: 1 Municipal Drive Bordentown, NJ 08505-2193	24482	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	
H- Township of Chesterfield	300 Bordentown-Chesterfield Road Chesterfield, NJ 208515	24483	Evidence of insurance as respects to Statutory Bond coverage for 1/10/2017 Caryn M. Hoyer - Tax Collector and Wendy Wulstein - Treasurer,	BOND
I- Township of Chesterfield	300 Bordentown - Chesterfield Road Chesterfield, NJ 08515		effective 1/01/2017.	
H- Township of Chesterfield	300 Bordentown-Chesterfield Road Chesterfield, NJ 208515	24484	JIF Blanket Crime – Evidence of Public Employee Dishonesty 1/10/2017 Fidelity (Employees & Volunteers)-Coverage O; Forgery and Alteration-	
I- Township of Chesterfield	300 Bordentown - Chesterfield Road Chesterfield, NJ 08515		Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	
H- Township of Delanco I- Delanco Township	770 Coopertown Road Delanco, NJ 08075 2-770 Coopertown Road Delanco, NJ 08075	24485	Evidence of insurance as respects to Statutory Bond coverage for 1/10/2017 Jennifer Dellavalle - Tax Collector and Robert L. Hudnell - Treasurer (CFO Crime), effective 1/01/2017.	BOND
H- Township of Delanco I- Delanco Township	770 Coopertown Road Delanco, NJ 08075 2-770 Coopertown Road Delanco, NJ 08075	24486	JIF Blanket Crime – Evidence of Public Employee Dishonesty 1/10/2017 Fidelity (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	
H- Township of Delran I- Delran Township	900 Chester Avenue Delran, NJ 08075 2- 900 Chester Avenue Delran, NJ 08075-9703	24487	Evidence of insurance as respects to Statutory Bond coverage for 1/10/2017 Teresa A. Leisse - Treasurer and Victoria Boras - Tax Collector, effective 1/01/2017.	BOND
H- Township of Delran I- Delran Township	900 Chester Avenue Delran, NJ 08075 2: 900 Chester Avenue Delran, NJ 08075-9703	24488	JIF Blanket Crime – Evidence of Public Employee Dishonesty 1/10/2017 Fidelity (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	
H- Township of Hainesport I- Hainesport Township	One Hainesport Centre PO Box 477 Hainesport, NJ 2: 08036-0477 One Hainesport Centre PO Box 477 Hainesport, NJ 08036	24489	Evidence of insurance as respects to Statutory Bond coverage for 1/10/2017 Sharon A. Deviney - Tax Collector, effective 1/01/2017.	BOND

H- Township of Hainesport I- Hainesport Township).	One Hainesport Centre PO Box 477 Hainesport, NJ 24491 08036-0477 One Hainesport Centre PO Box 477 Hainesport, NJ 08036	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	
H- Township of Lumberton I- Township of Lumberton	34 Municipal Drive PO Box 1860 Lumberton, NJ 0804824493	3 JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	
H- Township of Mansfield I- Township of Mansfield	3135 Route 206 South Columbus, NJ 08022 24494 3135 Rt. 206 South Columbus, NJ 08022	Evidence of insurance as respects to Statutory Bond coverage for 1/10/2017 Elaine Fortin - Tax Collector and Joseph P Monzo - Treasurer (CFO), effective 1/01/2017.	BOND
H- Township of Mansfield I- Township of Mansfield	3135 Route 206 South Columbus, NJ 08022 24495 3135 Rt. 206 South Columbus, NJ 08022	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	
H- Township of Medford I- Township of Medford	17 North Main Street Medford, NJ 08055 24496 17 North Main Street Medford, NJ 08055	Evidence of insurance as respects to Statutory Bond coverage for 1/10/2017 Patricia Capasso - Tax Collector and Albert Stanley - Treasurer/CFO, effective 1/01/2017.	BOND

H- Township of Medford I- Township of Medford	17 North Main Street Medford, NJ 08055 17 North Main Street Medford, NJ 08055	24497	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	
H- Township of Mount Laurel	100 Mount Laurel Road Mount Laurel, NJ 08054	24498	Evidence of insurance as respects to Statutory Bond coverage for 1/10/2017 Meredith Tomczyk - Treasurer / CFO Crime and Kim Muchowski	BOND
I- Township of Mount Laurel	100 Mount Laurel Road Mount Laurel, NJ 08054		- Tax Collector, effective 1/01/2017.	
H- Township of Mount Laurel	100 Mount Laurel Road Mount Laurel, NJ 08054	24499	JIF Blanket Crime – Evidence of Public Employee Dishonesty 1/10/2017 Fidelity (Employees & Volunteers)-Coverage O; Forgery and Alteration-	
I- Township of Mount Laurel	100 Mount Laurel Road Mount Laurel, NJ 08054		Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	
H- Township of Pemberton	500 Pemberton-Browns Mills Road Pemberton, NJ	24500	Evidence of insurance as respects to Statutory Bond coverage for 1/10/2017	BOND
I- Township of Pemberton	08068 500 Pemberton-Browns Mills Rd. Pemberton, NJ 0	8068	Alison Varrelmann - Tax Collector and Robert Benick - Treasurer, effective 1/01/2017.	
H- Township of Pemberton	500 Pemberton-Browns Mills Road Pemberton, NJ 08068	24501	JIF Blanket Crime – Evidence of Public Employee Dishonesty 1/10/2017 Fidelity (Employees & Volunteers)-Coverage O; Forgery and Alteration-	
I- Township of Pemberton	500 Pemberton-Browns Mills Rd. Pemberton, NJ 0	98068	Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	
H- Township of Riverside I- Township of Riverside	PO Box 188 Riverside, NJ 08075-0188 PO Box 188 Riverside, NJ 08075	24503	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	
H- Township of Shamong I- Township of Shamong	105 Willow Grove Road Shamong, NJ 08088 105 Willow Grove Road Shamong, NJ 08088	24504	Evidence of insurance as respects to Statutory Bond coverage for 1/10/2017 Kathryn J. Taylor - Tax Collector and Christine Chambers - Treasurer(CFO Crime), effective 1/01/2017.	BOND

H- Township of Shamong I- Township of Shamong	105 Willow Grove Road Shamong, NJ 08088 2450 105 Willow Grove Road Shamong, NJ 08088	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).
H- Township of Southampton I- Township of Southampton	5 Retreat Road Southampton, NJ 08088 2450 5 Retreat Road Southampton, NJ 08088	8 Evidence of insurance as respects to Statutory Bond coverage for 1/10/2017 BOND Nancy Gower - Treasurer (CFO Crime) and Melissa Chesla - Tax Collector, effective 1/01/2017.
H- Township of Southampton I- Township of Southampton	5 Retreat Road Southampton, NJ 08088 2451 5 Retreat Road Southampton, NJ 08088	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).
H- Township of Springfield BOND	2159 Jacksonville-Jobstown Road PO Box 119 Jobstown,	24514 Evidence of insurance as respects to Statutory Bond coverage for 1/10/2017
I- Township of Springfield	NJ 08041 2159 Jacksonville-Jobstown Road PO Box 119 Jobstown, NJ 08041	Dianne Kelly - Treasurer/CFO and Melissa Chesla - Tax Collector, effective 1/01/2017.
H- Township of Springfield	·	4514 Evidence of insurance as respects to Statutory Bond coverage for 1/10/2017 BOND
I- Township of Springfield	NJ 08041 2159 Jacksonville-Jobstown Road PO Box 119 Jobstown, NJ 08041	Dianne Kelly - Treasurer/CFO and Melissa Chesla - Tax Collector, effective 1/01/2017.
H- Township of Springfield Fidelity	2159 Jacksonville-Jobstown Road PO Box 119 Jobstown,	24521 JIF Blanket Crime – Evidence of Public Employee Dishonesty 1/10/2017
I- Township of Springfield	NJ 08041 2159 Jacksonville-Jobstown Road PO Box 119 Jobstown, NJ 08041	(Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).
H- Township of Tabernacle I- Township of Tabernacle	163 Carranza Road Tabernacle, NJ 08088 2452 163 Carranza Road Tabernacle, NJ 08088	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).
H- Township of Westampton I- Township of Westampton	710 Rancocas Road Westampton, NJ 08060 710 Rancocas Road Westampton, NJ 08060	9 Evidence of insurance as respects to Statutory Bond coverage for 1/10/2017 BOND Robert L. Hudnell - Treasurer and Carol A. Brown-Layou - Tax Collector, effective 1/01/2017.

H- Township of Westampton I- Township of Westampton	710 Rancocas Road Westampton, NJ 08060 710 Rancocas Road Westampton, NJ 08060	24530	JIF Blanket Crime – Evidence of Public Employee Dishonesty 1/10/2017 Fidelity (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).
H- Township of Woodland I- Township of Woodland	Route 563 PO Box 388 Chatsworth, NJ 08019 Route 563 PO Box 388 Chatsworth, NJ 08019	24531	Evidence of insurance as respects to Statutory Bond coverage for 1/10/2017 Kathleen Rosmando - Treasurer and Nancy Seeland - Tax Collector, effective 1/01/2017.
H- Township of Woodland I- Township of Woodland	Route 563 PO Box 388 Chatsworth, NJ 08019 Route 563 PO Box 388 Chatsworth, NJ 08019	24533	JIF Blanket Crime – Evidence of Public Employee Dishonesty 1/10/2017 Fidelity (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).
H- Clarks LandingYacht Club I- Township of Delanco EMS	63St. Miguel Drive Delran, NJ 08075 PO Box 5124 Delanco, NJ 08075	24597	Evidence of insurance. Includes Host Liquor Liability for EMS 1/12/2017 GL EX AU WC Banquet to be held on 2/11/17 at Clarks Landing Yacht Club.
H- Ridgeway Fire Company	2848 Ridgeway Road Manchester Township, NJ 0875	59 24620	
I- Borough of Pemberton	50 Egbert St. Pemberton, NJ 08068		insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability & as "Loss Payee" ATIMA, for Property pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty and Property Insurance Policies (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) for Spartan Fire Truck VIN # 1S9BT0B03KC185148 being leased to the Borough of Pemberton

H- Stryker Flex Financial, I- Township of Lumberton	a Division of Stryker Sales Corporation 1901 Romence 24659 Road Parkway Porgate, MI 49002 34 Municipal Drive PO Box 1860 Lumberton, NJ 08048	Stryker Flex Financial, a division of Stryker Sales Corporation is 1/17/2017 GL EX AU PR amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability & as "Lender Loss Payee" ATIMA, for Property pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty and Property Insurance Policies (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) as respects to Power Load System Sales Agreement #210017528 valued at \$36,604.00, for the Lumberton Emergency Squad.
H- Township of Eastampton I- Township of Westampton	12 Manor House Court Eastampton, NJ 08060 24752 710 Rancocas Road Westampton, NJ 08060	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) for use of Cliver Park Softball field, 25 Woodcrest Drive by the Westampton Fall Softball League
H- Mulcahy Education, Inc.	08060	Evidence of Insurance as respects the Township's Summer Pre-1/19/2017 GL EX AU WC School program at Westampton Middle School
I- Township of Westampton	710 Rancocas Road Westampton, NJ 08060	
H- Joint Base McGuire-Dix-Lakehurst I- Township of Westampton	Vera L. Borum Realty Specialist 787 Civil Engineer 24754 Squadron 2404 Tuskegee Airmen Avenue 2404 Tuskegee Airmen Avenue 710 Rancocas Road Westampton, NJ 08060	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) for the Westampton
		Police Department use of the firing range at Maguire/Fort Dix for shooting qualifications
H- Township of Mount Holly I- Township of Westampton	23 Washington Street Mt. Holly, NJ 08060 24755 710 Rancocas Road Westampton, NJ 08060	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) for use of ball fields.

H- Fraser Advanced Information Systems I- Township of Westampton	c/o Insurance Services 1310 Madrid Street, Suite 101 24 Marshall, MN 56258 710 Rancocas Road Westampton, NJ 08060	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) Leased Copier, Lease #500-0353323-000, valued at \$16,000. Theft Coverage included.
H- Burlington County Fire Training School I- Township of Westampton	49 Rancocas Road Mt. Holly, NJ 08060 247 710 Rancocas Road Westampton, NJ 08060	7 Evidence of Insurance as respects use of premise from 1/1/17 to 1/19/2017 GL EX AU WC 1/1/18.
H- Borough of Medford Lakes I- Township of Westampton	1 Cabin Circle Medford Lakes, NJ 08055 247 710 Rancocas Road Westampton, NJ 08060	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) for use of a 2000 Ford E-350 VIN 1FDWE35F3YHB47402 valued at \$40,000.
H- Burlington County Board of Chosen Freeholders	s 49 Rancocas Road; P.O. Box 6000 Mt. Holly, NJ 08060 2 Attn: Insurance & Risk Management Division	1/19/2017 GL EX AU WC insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General
I- Township of Westampton	710 Rancocas Road Westampton, NJ 08060	Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) Shared Services Agreement to operate and maintain the Rancocas Nature Center.
H- Township of Willingboro I- Township of Westampton	One Salem Road Willingboro, NJ 08046 710 Rancocas Road Westampton, NJ 08060	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) for use of Sportsman's Field, Beverly Rancocas Road by the Westampton Fall Softball League.

H- Eastampton Township Schools I- Township of Westampton	1 Student Drive Eastampton, NJ 08060 710 Rancocas Road Westampton, NJ 08060	24761	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) for use of fields by the insured's sports teams.
H- Burlington County Institute of Technology I- Township of Westampton	695 Woodlane Road Westampton, NJ 08060 710 Rancocas Road Westampton, NJ 08060	24762	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) for use of premises for softball, baseball, wrestling, basketball, and soccer games and practices and an annual soccer tournament.
H- Mt. Holly Board of Education I- Township of Westampton	333 Levis Drive Mt. Holly, NJ 08060 710 Rancocas Road Westampton, NJ 08060	24763	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) for use of premises for use of facilities for all recreational activities during policy year.
H- Westampton Public Schools I- Township of Westampton	700 Rancocas Road Westampton, NJ 08060 710 Rancocas Road Westampton, NJ 08060	24764	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) for use of premises for activities held at Westampton Middle School & Holly Hills School during 2017.
H- Rancocas Valley High School BOE I- Township of Westampton	520 Jacksonville Road Mt. Holly, NJ 08060 710 Rancocas Road Westampton, NJ 08060	24765	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) for use of premises at the High School & the Sports Complex on 1 Mill Creek Road in Eastampton for softball, baseball, (SEE PAGE 2)

H- Rancocas Valley High School BOE I- Township of Westampton	520 Jacksonville Road Mt. Holly, NJ 08060 710 Rancocas Road Westampton, NJ 08060	24765	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) for use of premises at the High School & the Sports Complex on 1 Mill Creek Road in Eastampton for softball, baseball, wrestling, basketball, field hockey, lacrosse, and soccer games and practices and an annual soccer tournament.	VC
H- Burlington County Special Services School Distr I- Township of Westampton	ictP.O. Box 775 Mt. Holly, NJ 08060 Attn: Janis Flanaga 710 Rancocas Road Westampton, NJ 08060	an 24766	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) for use of facilities by Westampton Recreation for sports teams during the policy year.	VC
H- Springfield Township I- Township of Westampton	P.O. Box 19 Jobstown, NJ 08041 710 Rancocas Road Westampton, NJ 08060	24767	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured).	VC
H- Borough of Sayreville I- Township of Westampton	167 Main Street Sayreville, NJ 08872 710 Rancocas Road Westampton, NJ 08060	24768	vidence of insurance as respects 1992 Pierce Fire Truck on loan.1/19/2017 GL EX AU V	۷C

	Burlington County Municipal Joint Insurance Fund																
	2017 Optional Safety Budget										4						
Member	Member Opening January February March April May June July August September October November December Paid Date of										Total	Remaining					
Municipality	Balance	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2018	Encumbrance	Paid	Balance
Bass River	995.00	2011	2011	20	20	20	20	2011	2011	2011	2011	2011	2011	20.0	211041110141100	0.00	995.00
Beverly	1,595.00															0.00	1,595.00
Bordentown City	1,595.00															0.00	1,595.00
Bordentown Twp.	2,660.00															0.00	2,660.00
Chesterfield	995.00															0.00	995.00
Delanco	1,595.00															0.00	1,595.00
Delran	2,660.00															0.00	2,660.00
Edgewater Park	1,595.00															0.00	1,595.00
Fieldsboro	750.00															0.00	750.00
Florence	2,660.00															0.00	2,660.00
Hainesport	995.00															0.00	995.00
Lumberton	2,660.00															0.00	2,660.00
Mansfield	1,595.00															0.00	1,595.00
Medford	4,645.00															0.00	4,645.00
Mount Laurel	4,645.00															0.00	4,645.00
North Hanover	1,595.00															0.00	1,595.00
Palmyra	1,595.00															0.00	1,595.00
Pemberton Boro	995.00															0.00	995.00
Pemberton Twp.	4,645.00															0.00	4,645.00
Riverside	2,660.00															0.00	2,660.00
Shamong	995.00															0.00	995.00
Southampton	1,595.00															0.00	1,595.00
Springfield	995.00															0.00	995.00
Tabernacle	995.00															0.00	995.00
Westampton	1,595.00					_					-					0.00	1,595.00
Woodland	995.00															0.00	995.00
Wrightstown	995.00															0.00	995.00
Total By Line	51,295	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0.00	51,295.00

Must be Claimed or Encumbered by November 30, 2017. All Encumbered Claims Must be Claimed by February 1, 2018

	Burlington County Municipal Joint Insurance Fund																
	2017 Wellness Incentive Program																
Member Municipality	Opening Balance	January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	Paid 2018	Date of Encumbrance	Total Paid	Remaining Balance
Bass River	500.00			-	-	-	-									0.00	500.00
Beverly	750.00															0.00	750.00
Bordentown City	750.00															0.00	750.00
Bordentown Twp.	1,000.00															0.00	1,000.00
Chesterfield	500.00															0.00	500.00
Delanco	750.00															0.00	750.00
Delran	1,000.00															0.00	1,000.00
Edgewater Park	750.00															0.00	750.00
Fieldsboro	500.00															0.00	500.00
Florence	1,000.00															0.00	1,000.00
Hainesport	500.00															0.00	500.00
Lumberton	1,000.00															0.00	1,000.00
Mansfield	750.00															0.00	750.00
Medford	1,500.00															0.00	1,500.00
Mount Laurel	1,500.00															0.00	1,500.00
North Hanover	750.00															0.00	750.00
Palmyra	750.00															0.00	750.00
Pemberton Boro	500.00															0.00	500.00
Pemberton Twp.	1,500.00															0.00	1,500.00
Riverside	1,000.00															0.00	1,000.00
Shamong	500.00															0.00	500.00
Southampton	750.00															0.00	750.00
Springfield	500.00															0.00	500.00
Tabernacle	500.00															0.00	500.00
Westampton	750.00															0.00	750.00
Woodland	500.00															0.00	500.00
Wrightstown	500.00															0.00	500.00
Total By Line	\$21,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0.00	21,250.00

Must be Claimed or Encumbered by November 30, 2017. All Encumbered Claims Must be Claimed by February 1, 2018

Data Valued As of :		February 7, 2017					
Total Davisinating Mambana		0.7					
Total Participating Members		27					
Complaint		26					
Percent Compliant		96.30%					
			0	1/01/17		2017	
¥ Ţ	Checklis	Osmanliant		ED!		DOI -	Co-Insurance
	Submitted	Compliant 💌	_	EPL 🔻	_	POL 💌	
Member Name			_	eductible		eductible	01/01/17
BASS RIVER	Yes	Yes	\$	20,000	\$	20,000	20% of 1st 250K
BEVERLY	Yes	Yes	\$	20,000	\$	20,000	20% of 1st 250K
BORDENTOWN CITY	Yes	Yes	\$	20,000	\$	20,000	20% of 1st 250K
BORDENTOWN TOWNSHIP	Yes	Yes	\$	5,000	\$	5,000	0%
CHESTERFIELD	Yes	Yes	\$	20,000	\$	20,000	20% of 1st 250K
DELANCO	Yes	Yes	\$	20,000	\$	20,000	20% of 1st 100K
DELRAN	Yes	Yes	\$	20,000	\$	20,000	20% of 1st 250K
EDGEWATER PARK	Yes	Yes	\$	2,500	\$	2,500	0%
FIELDSBORO	Yes	Yes	\$	20,000	\$	20,000	20% of 1st 250K
FLORENCE	Yes	Yes	\$	20,000	\$	20,000	20% of 1st 250K
HAINESPORT	Yes	Yes	\$	2,500	\$	2,500	0%
LUMBERTON	Yes	Yes	\$	20,000	\$	20,000	20% of 1st 100K
MANSFIELD TOWNSHIP B	Yes	Yes	\$	2,500	\$	2,500	0%
MEDFORD TOWNSHIP	Yes	Yes	\$	75,000	\$	75,000	20% of 1st 250K
MOUNT LAUREL	Yes	Yes	\$	20,000	\$	20,000	20% of 1st 250K
NORTH HANOVER	Yes	Yes	\$	20,000	\$	20,000	20% of 1st 250K
PALMYRA	Yes	Yes	\$	20,000	\$	20,000	0%
PEMBERTON	Yes	Yes	\$	20,000	\$	20,000	20% of 1st 250K
PEMBERTON BOROUGH	Yes	Yes	\$	20,000	\$	20,000	20% of 1st 250K
RIVERSIDE	Yes	Yes	\$	20,000	\$	20,000	20% of 1st 250K
SHAMONG	Yes	Yes	\$	10,000	\$	10,000	0%
SOUTHAMPTON	Yes	Yes	\$	2,500	\$	2,500	0%
SPRINGFIELD	Yes	Yes	\$	7,500	\$	7,500	20% of 1st 100K
TABERNACLE	Yes	Yes	\$	10,000	\$	10,000	0%
WESTAMPTON	Yes	Yes	\$	20,000	\$	20,000	20% of 1st 250K
WOODLAND	Yes	Yes	\$	20,000	\$	20,000	20% of 1st 250K
WRIGHTSTOWN	No	No	\$	100,000	\$	20,000	f 1st 2Mil/20% of 1st 25

Burlington County Municipal Joint Insurance Fund 2017 JIF EPL Training Budget Member Opening January Feb March August September October November December Paid in Remaining April May June July Municipality Balance 2017 2017 2017 2017 2017 2017 2017 2017 2017 2017 2017 2017 2018 Balance Bass River 200.00 200.00 Beverly 200.00 200.00 Bordentown City 200.00 200.00 Bordentown Twp. 200.00 200.00 Chesterfield 200.00 200.00 Delanco 200.00 200.00 Delran 200.00 200.00 Edgewater Park 200.00 200.00 Fieldsboro 200.00 200.00 Florence 200.00 200.00 200.00 Hainesport 200.00 Lumberton 200.00 200.00 Mansfield 200.00 200.00 Medford 200.00 200.00 Mt. Laurel 200.00 200.00 North Hanover 200.00 200.00 Palmyra 200.00 200.00 Pemberton Boro 200.00 200.00 Pemberton Twp. 200.00 200.00 Riverside 200.00 200.00 Shamong 200.00 200.00 Southampton 200.00 200.00 Springfield 200.00 200.00 Tabernacle 200.00 200.00 Westampton 200.00 200.00 Woodland 200.00 200.00 Wrightstown 200.00 200.00 Total By Line \$5,400.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$5,400.00

Must be used by December 31, 2017



EPL Helpline

Authorized Contact Person(s)

TOWN	AUTHORIZED CONTACT PERSON	ADDITIONAL CONTACT PERSON				
Bass River Township	Amanda Somes, Clerk	NA				
Beverly City	Donna Snyder	Randy Miller, Mayor				
Bordentown City	Grace I. Archer, Deputy City Clerk	Margaret Peak				
Bordentown Township	N/A	Colleen Eckert, Clerk				
Chesterfield Township	Glenn McMahon	Caryn Hoyer				
Delanco Township	Richard Schwab, Administrator	Janice M. Lohr, Clerk				
Delran Township	Jeffrey S. Hatcher, Administrator	Jamey Eggers, Clerk				
Edgewater Park Township	Linda Dougherty, Administrator	Gene DiFilippo, Police Chief				
Florence Township	Richard A. Brook, Administrator	Joy M. Weiler, Clerk				
Hainesport Township	N/A	NA				
Lumberton Township	Dawn Merriman	Stephanie Yurko				
Mansfield Township	Linda Semus, Clerk	Bonnie Grouser, Treasurer				
Medford Township	Dawn Bielec	Kathy Burger				
Mount Laurel Township	Maureen Mitchell	Meredith Tomczyk				
North Hanover Township	Cindy Dye	Mark Keubler, Police Chief				
Palmyra Borough	John Gural, Administrator	Barbara Sheipe, RMC				
Pemberton Borough	Donna Mull, Clerk	Kathy Smick, Deputy Clerk				
Pemberton Township	Dennis Gonzalez	Michele Brown				
Riverside Township	Meghan Jack, Administrator	Susan Dydek				
Shamong Township	Susan Onorato, Clerk	Barbara Valenzano, Deputy Clerk				
Southampton Township	Kathy Hoffman	Charles E. Oatman				
Springfield Township	Paul Keller, Administrator	Patricia Clayton, Clerk				
Tabernacle Township	Douglas Cramer	LaShawn Barber				
Westampton Township	Maria Carrington Clerk/Administrator	Joseph Otto				
Woodland Township	Maryalice Brown Nancy Seeland					
Wrightstown Borough	Freda Gorman	James Ingling, Fire Official				

Burlington County Municipal Joint Insurance Fund

P.O. Box 489, Marlton, New Jersey 08053 · P: 856-446-9100 · F: 856-446-9149 · www.burlcojif.org

Burlington County Municipal Joint Insurance Fund

Monthly Regulatory Filing Checklist

Fund Year 2017 for the Month of January

ITEM	FILING STATUS
Meeting Minutes	2/22/17
Bylaws Amendments	N/A
Risk Management Program Changes	1/20/17
New Member Filings	N/A
Supplemental Assessments/Contributions	N/A
Budget Amendments (transfers, etc.)	12/22/17
Surplus Distribution (refunds/dividends)	N/A
Changes/Amendments/Additions to Service Providers	N/A
Executive Committee Changes	1/20/17

Burlington County Municipal Joint Insurance Fund <u>Annual</u> Regulatory Filing Check List

Year: January 1, 2017 - December 31, 2017

ITEM	FILING STATUS
Ethics Filings (Notification to FC's and Prof's)	
Renewal Resolutions and Indemnity & Trust Agreements	
Budget and Actuarial Certification/Opinion Letter	12/22/16
Annual Assessments/Contributions	12/22/16
Supplemental Assessments/Contributions	N/A
Risk Management Program	1/20/17
Annual Certified Audit	
List of Fund Commissioners & Executive Committee	1/20/17
Identity of Administrator	1/20/17
Identity of Treasurer	1/20/17
Excess Insurance / Group Purchase Insurance / Reinsurance Policies	MEL
Withdrawals	N/A
Exhibit A - Certification of JIF Fund Professionals	1/20/17
Exhibit B - Certification of JIF Data Forms	N/A
Exhibit D - New Member Filings	N/A
New Service Providers	1/20/17
Annual Reorganization Resolutions, including Cash Management Plan	1/20/17

Professionals	Contract	Gen Ins	Fidelity	E&O	Surety
Actuary – Actuarial Advantage	X	7/9/17	N/A	7/16/17	N/A
Administrative Consultant -PERMA	X	12/10/17	N/A	12/10/17	N/A
Administrator - AJG	X	10/1/17	JIF	9/1/17	N/A
Asset Manager-TD Bank	X	9/30/17	5/1/16	10/1/17	N/A
Attorney - DeWeese	X	9/1/17	N/A	9/1/17	N/A
Auditor - Bowman	X	8/1/17	N/A	8/1/17	N/A
Claims Administrator- Qual-Lynx	X	7/1/17	5/1/16	10/1/17	12/30/15
Managed Care - QualCare	X	7/1/17	N/A	10/1/17	N/A
Database Management- Exigis	X	3/31/17	NA	3/31/17	NA
Payroll Auditor - Bowman	X	8/1/17	N/A	8/1/16	N/A
Property Appraiser - AssetWorks	X	9/27/17	N/A	9/27/17	N/A
Safety Director - JA Montgomery	X	12/10/17	N/A	12/10/17	N/A
Underwriting Manager- Hrubash, Conner Strong	X	12/10/17	N/A	12/10/17	N/A
Treasurer - Tontarski	X	N/A	5/1/16	N/A	JIF
Recording Secretary – Brenda Smith	X	N/A	N/A	N/A	N/A
Website – Joyce Media	X	N/A	N/A	N/A	N/A
Wellness Director – Target Wellness	X	N/A	N/A	N/A	N/A

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A Capehart Scatchard Blog

Court Upholds City's Termination of Worker with Lupus Based on Doctor's Note Prohibiting Outdoor Work

John H. Geaney

January 6, 2017

Court Rulings, Uncategorized

0 Comments

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Jimmy Mathis worked as a laborer for the City of Red Bank in Tennessee. Eventually he rose to the position of Assistant to the Director of Public Works. Initially he would inspect for building code violations, handle animal control problems, oversee street projects and handle citizen requests. A written job description described his duties, which also included exposure to temperature extremes during outdoor work.

In 2011 a new Public Works Director required of Mathis more code inspections, which meant more outdoors work. The level of outdoor work continued to rise in 2012 when Mathis's desk was moved from City Hall to the Public Works Garage. He was no longer responsible for much of his former administrative work, and those duties moved to other employees.

By 2012 Mathis began to have skin problems and saw a dermatologist, who diagnosed Lupus. He took FMLA leave and his dermatologist, Dr. Susong, noted that Mathis needed to be indoors. Mathis next sought an indefinite leave, which lasted six months. During that time, the Department continued to restructure its workflow. A code enforcement officer was hired, and the position of Assistant to the Public Works Director was eliminated.

Preparing to return to work from leave, Mathis met with the Public Works Director and City Manager. There was a dispute whether they told Mathis his job would mainly involve code work. The reality is that his job continued to evolve into outdoor work. Mathis did not request an accommodation at this juncture. He bought protective clothing and was permitted to wear ultraviolet light protective shirts. He paid for them himself, but the City eventually bought him other such shirts.

By 2013 it was clear that the protective clothing was not reducing Mathis's symptoms. He requested a new FMLA leave. His job at this point was described mainly as mowing grass and weeding. Dr. Susong wrote a certification stating that Mathis must avoid sunlight. Asked to clarify whether Mathis could not work outside, Dr. Susong said emphatically that he must work indoors.

The City met with Mathis, who inquired about possible indoor work but he was advised that he was not qualified for the two open jobs, lacking computer skills and a CDL. On account of the strongly worded note from Dr. Susong and the absence of any vacant positions, the City terminated Mathis's employment. Mathis sued under the ADA alleging failure to make reasonable accommodation.

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Employer is Entitled to Reimbursement of Lien Even if Comp Case is Ultimately Found Not Compensable The City prevailed at the federal court level, and Mathis appealed to the Sixth Circuit Court of Appeals. The Appeals Court observed that Mathis must show that he can perform the essential functions of his job with or without accommodation, but Mathis failed to do that. Mathis said he wanted to be returned to his pre-2011 work, but even that job required some outdoor work. There were days even in his pre-2011 job when Mathis would be outside four to five hours. The Court said that Dr. Susong's note disqualified Mathis from any outdoor work.

During the course of litigation, Mathis changed his position and argued that he could handle limited sun exposure with protective clothing. After the City's motion for summary judgment was filed, Dr. Susong watered down his initial certification which prohibited any outdoor work. The Court said that these after-the-fact changes in Mathis's position were irrelevant. The City had the right to base its decision on the note that Dr. Susong prepared in 2013 prohibiting any outdoor work. The Court commented that essential functions of a job can and often do change. The changes in this case occurred well before Mathis's diagnosis of lupus.

The Court concluded, "Mathis's reasonable accommodation claim fails most plainly because the need for an accommodation was not apparent until mid-2013, when his limitations would not have allowed him to perform his desired job's essential functions. But it also appears that no accommodation would have been available even if Mathis had requested one in early 2012, because the job he desired no longer existed."

Mathis also argued that the City failed to engage in the interactive process. But the Court responded that before that process commences, the worker must inform the employer that a reasonable accommodation is needed. 29 C.F.R. Pt. 1630, App. In the end, the Court explained that the City really had no options once Dr. Susong wrote his note saying that Mathis could not have any outdoor exposure because Mathis was not qualified for any available indoor job.

This case points out the importance of having a good job description and the fact that jobs can and do change, adding and sometimes subtracting essential functions. The case also demonstrates the power that doctors have when they prepare medical certifications regarding restrictions at work. In this case Dr. Susong's restriction against any outdoor work boxed the plaintiff out of his job. A late attempt by the doctor to amend his opinion during litigation but after the job termination was properly rejected by the court. What matters is what information the employer has at the time it makes its employment decision, and in this case, the doctor's report was crystal clear in stating that Mathis could have no outdoor exposure. This case can be found at *Mathis v. City* of *Red Bank*, 2016 *U.S. App. LEXIS* 19423 (6th Cir. 2016).

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Tags: Reasonable Accommodation

About the Author:

John H. Geaney, an executive committee member and shareholder with Capehart Scatchard, began an email newsletter entitled Currents in Workers' Compensation, ADA and FMLA in 2001 in order to keep clients and readers informed on leading developments in these three areas of law. Since that time he has written over 500 newsletter updates.



Mr. Geaney is the author of Geaney's New Jersey Workers' Compensation Manual for Practitioners, Adjusters & Employers. The manual is distributed by the New Jersey Institute for Continuing Legal Education (NJICLE). He also

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2014

Second Injury Fund

2013

LexisNexis*



Workers' Compensation



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Employee Can Proceed on ADA Claim That He Was Discriminated Against on Account of Severe Obesity

John H. Geaney

January 13, 2017

Key Defenses

0 Comments

Mark Richardson worked for the Chicago Transit Authority as a Bus Operator from 1999 to 2012. He took an extended medical leave from work and attempted to return to his job in September 2010. The Authority sent plaintiff for a fitness exam, and the doctor cleared Richardson to return to work. He was next required to submit to a safety assessment, which he contended turned out to be different than the normal safety assessment required of bus operators.

The Authority eventually rejected Plaintiff's request to return to work. Plaintiff then filed a charge with the EEOC, stating that the Authority discriminated against him based his disability, namely severe obesity. After the parties were not able to resolve the charge, plaintiff sued in federal court.

Defendant Transit Authority moved to dismiss the case right away before doing any discovery by arguing that the plaintiff's complaint was fatally flawed. The Authority argued that obesity is not a disability unless it is due to a physiological disorder and further contended that since plaintiff never *alleged* that there was a physiological basis for his obesity, his complaint must be dismissed.

The Court noted that the Americans with Disabilities Act Amendments Act of 2008 expanded coverage under the ADA. The Court reflected on 42 *U.S.C.* 12102(3)(A), which states:

An individual is 'regarded as having such an impairment' if the individual is subjected to a prohibited action because of an actual or perceived physical or mental impairment, whether or not that impairment substantially limits, or is perceived to substantially limit, a major life activity.

The Court also reviewed conflicting decisions nationally on the question of whether a plaintiff must prove a physiological basis for obesity to establish a disability. It observed that there is a split among Circuit Courts on what is required for obesity to be considered a covered disability. Some Circuit Courts have required proof of a physiological basis for obesity while others have not.

In this case the Court did not decide which approach was right, but it said that "[e]ven if Plaintiff is ultimately required to prove that his obesity was caused by a physiological disorder, he was not required to allege the same." In other words, plaintiff's complaint was sufficient to allow him to move forward with discovery and to attempt to prove his case.

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4,479 views | posted on March 28, 2016



Employer Is Entitled to Reimbursement of Lien Even If Comp Case Is Ultimately Found Not Compensable The case can be found at *Richardson v. Chicago Transit Authority*, 2016 *U.S. Dist. LEXIS* 143485 (N.D. III. 2016). It is an interesting case because obesity claims are likely to become a major area of litigation given both the near epidemic levels of obesity in the United States and the expansion of coverage of disability under the ADAAA.

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Tags: Americans with Disabilities Act, EEOC

About the Author:

John H. Geaney, an executive committee member and shareholder with Capehart Scatchard, began an email newsletter entitled Currents in Workers' Compensation, ADA and FMLA in 2001 in order to keep clients and readers informed on leading developments in these three areas of law. Since that time he has written over 500 newsletter updates.



Mr. Geaney is the author of Geaney's New Jersey Workers' Compensation Manual for Practitioners, Adjusters & Employers. The manual is distributed by the New Jersey Institute for Continuing Legal Education (NJICLE). He also authored an ADA and FMLA manual as distributed by NJICLE. If you are interested in purchasing the manual, please contact NJICLE at 732-214-8500 or visit their website at www.njicle.com.

Mr. Geaney represents employers in the defense of workers' compensation, ADA and FMLA matters. He is a Fellow of the College of Workers' Compensation Lawyers of the American Bar Association and is certified by the Supreme Court of New Jersey as a workers' compensation law attorney. He is one of two firm representatives to the National Workers' Compensation Defense Network. He has served on the Executive Committee of Capehart Scatchard for over ten (10) years.

A graduate of Holy Cross College summa cum laude, Mr. Geaney obtained his law degree from Boston College Law School. He has been named a "Super Lawyer" by his peers and Law and Politics. He serves as Vice President of the Friends of MEND, the fundraising arm of a local charitable organization devoted to promoting affordable housing.

Capehart Scatchard is a full service law firm with offices in Mt. Laurel and Trenton, New Jersey. The firm represents employers and businesses in a wide variety of areas, including workers' compensation, civil litigation, labor, environmental, business, estates and governmental affairs.

More blog posts from John H. Geaney.

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Workers' Compensation



WORKERS' COMP BLOG

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A Capehart Scatchard Blog

Understanding the Mutual Benefit Doctrine in Workers' Comp

John H. Geaney

January 24, 2017

Compensability

0 Comments

Sometimes activities that would otherwise be non-compensable are covered under the Mutual Benefit Doctrine. That doctrine covers certain activities when there is "a clear and substantial benefit" to the employer by reason of the permitted activity. *Daus v. Marble*, 270 *N.J. Super*. 241 (App. Div. 1994). An example might be an injury to an employee when one employee spills hot coffee on another employee during an impromptu on-premises coffee break. Employees who gather around the coffee machine during work hours to exchange personal news or to joke around are not technically working, but this sort of coffee break provides a mutual benefit to both the employer and the employee. Therefore an incident involving a coffee burn to an employee would be covered.

An older case *Saintsing v. Steinbach Company*, 1 *N.J. Super*. 259 (App. Div. 1949) illustrates the point. In that case the personnel director proposed to the store manager a vaccination service for employees to guard against a smallpox epidemic which had begun in New York City. A notice was delivered to all employees stating, "On April 22, 1947, we will provide free inoculation to all those who choose to be immunized against smallpox. We are sure that everyone is aware of the current spread of smallpox and we strongly urge that you take advantage of this service, which we are glad to provide in the interest of your health."

Most employees were vaccinated but petitioner, Mary Saintsing, developed a bad reaction which caused temporary and permanent disability. She brought a workers' compensation claim. The carrier denied the claim and argued that this program was voluntary. Not everyone agreed to be inoculated. The personnel director testified on behalf of the injured employee that the company wanted to avoid absenteeism because that would disrupt its business. The court reviewed conflicting decisions in other states and held, "The employees, although not compelled, were strongly urged to submit to the vaccination and, in natural response, most of them did. . . . We have concluded that the activity was mutually beneficial, that the risk was reasonably incident to the employment and that the petitioner's injury resulted from an untoward event or accident arising out of and in the course of her employment. . . "

New Jersey later amended its statute in 1979 to make clear that recreational and health activities whose intended purpose is to promote health and morale (and not something more than health and morale) are not compensable. But that provision of the statute in *N.J.S.A.* 34:15-7 did not invalidate the Mutual Benefit Doctrine. If the employer derives some benefit beyond mere health and morale, the social or recreational activity is compensable.

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Employer Is Entitled to Reimbursement of Lien Even If Comp Case Is Ultimately Found Not Compensable So for example in High v. Rose, 2011 N.J. Super. Unpub. LEXIS 2026 (App. Div. July 26, 2011), the Court affirmed a decision of a Judge of Compensation finding that an accident in a parking lot long after school ended was compensable based on a mutual benefit. The plaintiff, High, was employed at Montclair Kimberley Academy as a nurse. She remained late at school to assist another teacher for an hour and a half. The defendant, Rose, remained late at school after teaching her class and then completing her instructional work. Then at 4:15 she picked up her son who attended the school's pre-kindergarten after-school care program. Both employees of the Academy backed their cars out at the same time and their cars struck each other, causing injuries to plaintiff High.

The plaintiff argued that Rose was not in the course of her employment because she stayed after school primarily to pick up her child from the pre-kindergarten program. The plaintiff clearly wanted to proceed in a civil suit against Rose, but the carrier for Rose argued that the plaintiff's only remedy was workers' compensation. The Judge of Compensation held that just because Rose stayed late to pick up her child from the prekindergarten program did not remove her from employment. Having the child in the program at the school provided a mutual benefit to the school and the employee. Since High and Rose were still on school premises when the accident happened, the Judge of Compensation found the accident to be compensable. The Appellate Division agreed and barred High's civil suit against Rose. The Court noted, "The child was attending the after-school program so that defendant could complete her teaching duties."

The Mutual Benefit Doctrine, like its close cousin, the Comfort Doctrine, is not written into the New Jersey statute. These doctrines exist in case law handed down over the years. Without these doctrines many claims would be found non-compensable. For example, employees need to use the restrooms during the day. If a slip and fall occurs in a restroom, it might not be covered without the Personal Comfort Doctrine because technically the employee is not working. These doctrines make sense because they avoid a hyper-technical look at every activity which employees engage in during the course of a day. The Personal Comfort Doctrine embraces activities that are basic human needs, and the Mutual Benefit Doctrine embraces activities that benefit the employer and employee equally. However, the Mutual Benefit Doctrine has its statutory boundaries as noted above under Section 7 such that an activity whose purpose is just to improve health and morale is not compensable.

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Tags: Mutual Benefit Doctrine

About the Author:

John H. Geaney, an executive committee member and shareholder with Capehart Scatchard, began an email newsletter entitled Currents in Workers' Compensation, ADA and FMLA in 2001 in order to keep clients and readers informed on leading developments in these three areas of law. Since that time he has written over 500 newsletter updates.



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Workers Compensation



2/4

MEL STATUTORY BONDS as of 2/1/17

Member ID	Fund ID	Member Name	Applicant	Title	Effective Date
577	BURL	BASS RIVER	Linda Eliason-Ash	Tax Collector	01/01/07
577	BURL	BASS RIVER	Eileen Brower	Treasurer	06/13/16
75	BURL	BEVERLY	Shari Lynn Phillip	Tax Collector	05/01/14
75	BURL	BEVERLY	Yvonne Bullock	Treasurer / CFO Crime	05/01/14
589	BURL	BORDENTOWN CITY	Caryn Hoyer	Tax Collector	08/10/15
589	BURL	BORDENTOWN CITY	Margaret Peak	Treasurer/CFO-crime	08/01/13
600	BURL	BORDENTOWN TOWNSHIP	Donna Muldrow	Treasurer	03/05/09
600	BURL	BORDENTOWN TOWNSHIP	Jeffrey Elasser	Tax Collector	08/01/15
531	BURL	CHESTERFIELD	Caryn M. Hoyer	Tax Collector	06/30/08
531	BURL	CHESTERFIELD	Wendy Wulstein	Treasurer	01/31/12
76	BURL	DELANCO	Robert L. Hudnell	Treasurer (CFO crime)	01/01/07
76	BURL	DELANCO	Lvnn A. Davis	Tax Collector	11/01/16
76	BURL	DELANCO	Jennifer Dellavalle	Tax Collector	11/01/16
77	BURL	DELRAN	Teresa A. Leisse	Treasurer	01/01/07
77	BURL	DELRAN	Victoria Boras	Tax Collector	06/27/11
679	BURL	FIELDSBORO	Lan Chen Shen	Tax Collector	01/01/16
679	BURL	FIELDSBORO	Peter Federico	Treasurer	01/01/16
80	BURL	HAINESPORT	Sharon A. Deviney	Tax Collector	01/01/07
81	BURL	LUMBERTON	Robin D. Sarlo	Tax Collector	01/01/16
81	BURL	LUMBERTON	Kimberly M. McGowan	Treasurer/CFO (Lumberton	
82	BURL	MANSFIELD TOWNSHIP B	Elaine Fortin	Tax Collector	01/01/07
82	BURL	MANSFIELD TOWNSHIP B	Joseph P Monzo	Treasurer (CFO)	01/01/07
83	BURL	MEDFORD TOWNSHIP	Patricia Capasso	Tax Collector	01/01/13
83	BURL	MEDFORD TOWNSHIP	Albert Stanley	Treasurer / CFO	08/03/15
576	BURL	MOUNT LAUREL	Meredith Tomczyk	Treasurer / CFO Crime	01/09/12
576	BURL	MOUNT LAUREL	Kim Muchowski	Tax Collector	10/24/16
576	BURL	MOUNT LAUREL	Karen Cohen	Library Treasurer	01/15/14
601	BURL	NORTH HANOVER	Mary Alice Picariello	Tax Collector	06/27/09
601	BURL	NORTH HANOVER	Joseph Greene	Treasurer	04/29/13
650	BURL	PALMYRA	Tanyika Johns	Tax Collector	01/01/16
642	BURL	PEMBERTON BOROUGH	Kathleen Smick	Tax Collector	05/19/14
642	BURL	PEMBERTON BOROUGH	Donna Mull	Treasurer	01/01/11
208	BURL	PEMBERTON	Alison Varrelmann - name change	Tax Collector	03/23/15
208	BURL	PEMBERTON	Robert Benick	Treasurer	01/01/14
85	BURL	SHAMONG	Kathryn J. Taylor	Tax Collector	01/01/07
85	BURL	SHAMONG	Christine Chambers	Treasurer(CFO Crime)	11/24/14
373	BURL	SOUTHAMPTON	Nancy Gower	Treasurer (CFO Crime)	01/01/07
373	BURL	SOUTHAMPTON	Melissa Chesla	Tax Collector	09/01/14
456	BURL	SPRINGFIELD	Dianne Kelly	Treasurer/CFO	01/01/10
456	BURL	SPRINGFIELD	Melissa Chesla	Tax Collector	11/01/14
86	BURL	TABERNACLE	Kimberly Smith	Tax Collector	04/01/14
532	BURL	WESTAMPTON	Robert L. Hudnell	Treasurer	01/01/07
532	BURL	WESTAMPTON	Carol A. Brown-layou	Tax Collector	01/01/07
651	BURL	WOODLAND	Kathleen Rosmando	Treasurer	06/06/13
651	BURL	WOODLAND	Nancy Seeland	Tax Collector	01/01/15
636	BURL	WRIGHTSTOWN	Ronald A. Ghrist	Treasurer	01/01/10
636	BURL	WRIGHTSTOWN	Jeffrey C. Elsasser	Tax Collector	11/01/16
000	DOILE	***************************************	John J. Libabbo	Tax Collector	. 1/0 1/ 10

Burlington County Municipal Joint Insurance Fund Skateboard Park Approval Status

Member	Stage	Status	Notes
Municipality	Stage	Status	Notes
Bass River			
Beverly			
Bordentown City			
Bordentown Twp			
Chesterfield			
Delanco	Approved		Approved June 19, 2001
Delran			
Edgewater			
Florence			
Hainesport			
Lumberton			
Mansfield			
Medford	Approved		Approved March 21, 2000
Mount Laurel			
North Hanover			
Palmyra	Approved		Did not qualify as a skate park for MEL underwriting purposes
Pemberton Boro.			
Pemberton Twp.			
Riverside			
Shamong			
Southampton			
Springfield			
Tabernacle			
Westampton			
Woodland			
Wrightstown			
F:\DATA\Risk\EXCEL\BURLCO\2017\[2017 Skateboard status.xls]ACM			

Last Update: 2/6/2017



South Jersey Communities Securing Their Future P. O. Box 530, Marlton, New Jersey 08053

To: Municipal Clerks

Fund Commissioners

From: Kris Kristie, Sr. Account Representative

Date: November 1, 2016

Re: Elected Officials Seminar

It is time once again to extend an invitation to the JIF Elected Officials for this year's training program. This year's program will focus on public official's liability; specifically, land use matters, as well as employment practices liability and ethics. The goal of this training is to make our Elected Officials aware of the potential impact of their actions on their municipality, and potential personal exposure, while acting in official capacity.

As in the past, the New Jersey Municipal Excess Liability Joint Insurance Fund (MEL) will reduce each member's 2017 MEL Loss Funding by \$250 for each municipal Elected Official who completes the course by May 1, 2017. This credit is also extended to the member's CEO (i.e. municipal manager/administrator). The maximum credit for each member is 25% of the member's 2017 MEL workers' compensation loss funding assessment.

The schedule of local Elected Official's training seminars is listed below. You are welcome to attend any of the sessions listed. To register, please complete the attached form and return it to Sheila Ortiz at our office.

Locally, the dates & location of this training is as follows:

Registration for all seminars is 5:30 PM - 6:00 PM. Seminars are from 6:00pm - 8:00 pm

Wednesday, December 7, 2016 – Merighi's Savoy Inn, Vineland Tuesday, January 31, 2017 – Nicolosi's Caterers, West Deptford Thursday, February 16, 2017 – Merighi's Savoy Inn, Vineland Wednesday, March 29, 2017 – O'Connor's, Eastampton

Please feel free to contact my office if you have any questions.

cc: Risk Management Consultants

PLEASE RESPOND NO LATER THAN 2 WEEKS PRIOR TO ANY TRAINING DATE!

ELECTED OFFICIALS RISK MANAGEMENT SEMINAR

REGISTRATION FORM

Please Print

Course Date/Location:
Name:
Title:
Municipality:
Contact:
Phone Number:
Fax:
E-Mail:

Forward the completed form to:

Ms. Sheila Ortiz

Arthur J. Gallagher Risk Management Services PO Box 530

Marlton, NJ 08053

E-Mail: Sheila_Ortiz@ajg.com

Fax: (856) 446-9149



TO: Member Police Chiefs

FROM: Denise C. Plavchak, Director of Risk Management Services

DATE: February 2, 2017

RE: JIF Reimbursement - Police Accreditation Program

In 2003, the Muncipal Excess Liability Joint Insurance Fund (MEL), in conjunction with the NJ State Association of Chiefs of Police announced a new Accreditation process for municipal police departments. To date, more than 200 agencies have begun the Accreditation process with more than 70 having achieved Accreditation. Nationally, it is well documented that Accredited police departments have fewer claims.

The JIF recognizes the value that formal Police Accreditation programs have in reducing claims against members. To that end, the JIF offers the following incentives:

- The JIF will reimburse 50% of the Accreditation Fee charged by the NJ State Association of Chiefs of Police to those JIF Police agencies who successfully complete the New Jersey Law Enforcement Accreditation Program as well as 50% of your Re-Accreditation fees*.
- The MEL will provide a \$1,000 Grant to member agencies who successfully complete the New Jersey Law Enforcement Accreditation Program as well as Re-Accreditation.
- Qualifying agencies are eligible for premium discounts from the MEL JIF.

The schedule of Fees eligible for reimbursement to date are outlined below:

Number of Sworn	Accreditation Fee	JIF	MEL
Personnel		Reimbursement	Reimbursement
01-09	\$3,000	\$1,500	\$1,000
10-24	\$4,000	\$2,000	\$1,000
25-99	\$5,000	\$2,500	\$1,000
100-299	\$6,000	\$3,000	\$1,000
300-499	\$7,000	\$3,500	\$1,000
500 +	\$8,000	\$4,000	\$1,000

^{*}Re-Accreditation occurs three years after Accreditation. Re-Accreditation fees are paid annually and are one-third the regular accreditation fee. Re-Accreditation fees are also eligible for reimbursement <u>after</u> re-accreditation is achieved.

The program fees eligible for reimbursement do not include personnel costs, the costs of training, or the costs associated with the Mock or Actual On-Site Assessment as described in the NJ State Association of Chiefs of Police program.

In order to qualify for reimbursement under the program, participating agencies must notify this office at three points in time throughout the accreditation process:

- 1. When you apply, forward a copy of your NJSACOP Law Enforcement Accreditation Program application and your letter of acceptance into the program. This notifies us that you are working on the program.
- 2. When you schedule your NJSACOP Law Enforcement Accreditation Program On-Site Assessment.
- 3. When you receive your final report and approval from the NJSACOP Law Enforcement Accreditation Commission.

Send your notifications to:

Municipal Joint Insurance Fund Police Accreditation Coordinator PO Box 530 Marlton, New Jersey 08053

If you have any questions about the MEL/JIF reimbursement program please call Denise Plavchak at (856) 446-9131. If you have any questions about the Police Accreditation Program, please contact Harry J. Delgado, Accreditation Program Manager, N.J.S.A.C.O.P., at (856) 988-5880, https://doi.org/nlease-10.26 Melgado@njsacop.org or check out the N.J.S.A.C.O.P. website at www.NJSACOP.org.

cc: Risk Management Consultants

File: Subject/Police Accreditation Reimbursement Program Tab: 2017 Announcement

SAFETY CELEBRATION BREAKFAST

Save the Date: April 4, 2017



Burlington County Municipal Joint Insurance Fund (BURLCO JIF)

The BURLCO JIF 2017 Safety Celebration Breakfast will be held on

APRIL 4, 2017

The Breakfast will:

- Celebrate Your 2016 Safety Accomplishments
- Strengthen Your resolve for 2017

Additional information will follow over the next few weeks.

Safety & Claim Coordinators

Please Note: The Safety & Claim Coordinators Regional Training will be held on February 23, 2017.

More information is to follow.

Please feel free to contact Sheila Ortiz at sheila_ortiz@ajg.com with any questions.

All information will be emailed as well as posted on the BURLCO JIF website www.burlcojif.com





BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND SAFETY DIRECTOR'S REPORT

TO: Fund Commissioners, Safety Coordinators and Risk Managers

Timothy Sheehan, Associate Public Sector Director FROM:

DATE: February 2, 2017

Service Team:

Timothy Sheehan		John Saville
Associate Public Sector Director		Consultant
tsheehan@jamontgomery.com	Mailing Address:	jsaville@jamontgomery.com
Office: 856-552-6862	-	Office: 732-736-5009
Cell: 609-352-6378	231 Main Street P. O. Box 2017,	Cell: 609-330-4092
	Toms River	
Danielle Sanders	New Jersey 08754	Robert Garish
Administrative Assistant	Toll Free: 877-398-3046	Consultant
dsanders@jamontgomery.com		rgarish@jamontgomery.com
Office: 856-552-6898		Office: 856-552-4650
Fax: 856-552-6899		Cell: 609-947-9719

JANUARY ACTIVITIES

LOSS CONTROL SERVICES

- Township of Mount Laurel Conducted a Loss Control Survey on January 12
- Township of Mount Laurel Conducted a Loss Control Survey on January 31
- Township of Tabernacle Conducted a Loss Control Survey on January 10

JIF MEETINGS ATTENDED

Fund Commissioners/ Claims Meeting – January 17

MEL VIDEO LIBRARY

The following members used the MEL Video Library during January. Please note the new e-mail address: melvideolibrary@jamontgomery.com and telephone number: 856-552-4900. To either view the full video catalog or rent videos, use the above website or NJMEL.org.

<u>Municipality</u>	# of Videos
Township of Florence	1
Township of Medford	1

MEL MEDIA CATALOG

To view the entire updated MEL Media Catalog with 100 new DVD titles go to NJMEL.org, click on the Video button at the top of the page, then choose 'Order Conventional Videos'.

NEW SAFETY DIRECTOR'S BULLETINS AND NOTICES

Regional training announcements and Bulletins are distributed by e-mail to Fund Commissioners, Safety Coordinators and Risk Consultants.

Please access the BURLCO JIF (http://www.burlcojif.org/) to verify Fund Commissioners, Safety Coordinators and Risk Managers contact information is correct. If you find a discrepancy, please let us know.

The following Safety Director Bulletins and alerts were distributed by e-mail during January. If you are not receiving updates or would like to add other names to the distribution list, please let us know. If applicable, a copy or copies of the Safety Director's Bulletins are attached.

- BURLCO JIF Safety Director's Bulletin Best Practices for Snow Emergencies January 4
- **Ø** BURLCO JIF Safety Director's Message *CYBERSECURITY ALERT* January 5
- BURLCO JIF Safety Director's Bulletin Conducting MVR Record Checks January 9
- BURLCO JIF Regional Roundtable Invite January 11
- **B** BURLCO JIF Safety Director's Bulletin OSHA Recordkeeping Annual Reminder- January 23
- **Ø** BURLCO JIF Did You Know? MSI Training Schedule, Feb. 2017 January 23
- BURLCO JIF Workplace Injury & Illness Recordkeeping Webinar January 26

UPCOMING EVENTS

- Executive Committee/ Claims Meeting February 21, 2017
- Safety and Claims Coordinators' Regional Roundtable Training February 23, 2017

MSI TRAINING PROGRAMS

NOTE: We need to keep our list of MSI Training Administrators up-to-date. If there are any changes, deletions or if you need to add a new Training Administrator, please advise (dsanders@jamontgomery.com).

Below are upcoming MSI training programs scheduled for February, March and April, 2017. *Enrollment is required for all MSI classes.* MSI classes are subject to cancellation or rescheduling at any time.

Members are reminded to log on to the <u>www.njmel.org</u> website, then click on the MSI logo to access the Learning Management System where you can enroll your employees and verify classes. <u>Enrolling your staff ensures you will be notified of any schedule changes</u>.

If you need assistance using the MSI Learning Management System, please call the MSI helpline at 866-661-5120.

DATE	LOCATION	TOPIC	TIME
2/1/17	Ocean County College #3	Leaf Collection	8:30 - 10:30 am
2/1/17	Ocean County College #3	Snow Plow/Snow Removal	10:45 - 12:45 pm
2/1/17	Ocean County College #3	BBP	1:30 - 2:30 pm
2/1/17	Pennsauken SA #3	LOTO	11:15 - 1:15 pm
2/1/17	Pennsauken SA #3	Fire Safety	1:30 - 2:30 pm

2/1/17	Pennsauken SA #3	Fire Extinguisher	2:45 - 3:45 pm
2/1/17	City of Vineland #1	Flagger/Work Zone	8:00 - 12:00 pm
2/2/17	Township of Middletown #5	Sanitation/Recycling Safety	8:30 - 10:30 am
2/2/17	Township of Middletown #5	CDL-Drivers Safety Regulations	10:45 - 12:45 pm
2/2/17	City of Ocean City #1	HazCom w/GHS	8:30 - 10:00 am
2/3/17	Township of Wall #1	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
2/3/17	Township of Berlin #2	Sanitation/Recycling Safety	8:30 - 10:30 am
2/3/17	Township of Berlin #2	BBP	10:45 - 11:45 am
2/3/17	Township of Berlin #2	Back Safety/Material Handling	12:30 - 1:30 pm
2/6/17	Township of Stafford	LOTO	8:30 - 10:30 am
2/6/17	Township of Stafford	Shop & Tool Safety	10:45 - 11:45 am
2/6/17	Township of Stafford	HazCom w/GHS	12:30 - 2:00 pm
2/7/17	Logan Township MUA #1	Snow Plow/Snow Removal	8:30 - 10:30 am
2/7/17	Logan Township MUA #1	HazCom w/GHS	10:45 - 12:15 pm
2/8/17	Borough of Tuckerton #2	CEVO-Police	12:30 - 4:30 pm
2/8/17	Pennsauken SA #3	Ladder Safety/Walking Surfaces	12:30 - 2:30 pm
2/8/17	Pennsauken SA #3	Hearing Conservation	2:45 - 3:45 pm
2/8/17	City of Millville #1	Sanitation/Recycling Safety	8:30 - 10:30 am
2/8/17	City of Millville #1	Back Safety/Material Handling	10:45 - 11:45 am
2/8/17	City of Millville #1	BBP	12:00 - 1:00 pm
2/9/17	Brick Township MUA #2	Excavation/Trenching/Shoring	8:30 - 12:30 pm
2/9/17	Township of Pennsville #1	Driving Safety Awareness	8:30 - 10:00 am
2/9/17	Township of Pennsville #1	Fire Safety	10:15 - 11:15 am
2/10/17	Township of Cherry Hill #4	PPE	8:30 - 10:30 am
2/10/17	Township of Cherry Hill #4	Hearing Conservation	10:45 - 11:45 am
2/10/17	Township of Cherry Hill #4	Asbestos, Lead, Silica Regulatory Overview	12:00 - 1:00 pm
2/13/17	Township of Hamilton #3	Landscape Safety	8:30 - 11:30 am
2/13/17	Township of Hamilton #3	Playground Safety Inspections	12:45 - 2:45 pm
2/14/17	Borough of Avalon #4	DDC-6	8:30 - 3:00 pm w/lunch brk
2/15/17	Ocean County College #3	HazMat Awareness w/HazCom GHS	8:30 - 11:30 am
2/15/17	Ocean County College #3	BBP	11:45 - 12:45 pm
2/15/17	Township of Burlington #3	Fire Safety	8:00 - 9:00 am
2/15/17	Township of Burlington #3	Fire Extinguisher	9:15 - 10:15 am
2/15/17	City of Vineland #1	Flagger/Work Zone	8:00 - 12:00 pm
2/15/17	Township of Oldmans	LOTO-Evening	6:30 - 8:30 pm
2/15/17	Township of Oldmans	Confined Space Awareness-Evening	8:45 - 9:45 pm
2/16/17	Borough of Beach Haven #1	CDL-Drivers Safety Regulations	8:30 - 10:30 am
2/16/17	Borough of Beach Haven #1	Playground Safety Inspections	10:45 - 12:45 pm
2/16/17	City of Cape May #1	Jetter/Vacuum Safety	8:30 - 10:30 am
2/17/17	Township of Mantua	Employee Conduct/Violence Prevention	12:30 - 2:00 pm
2/17/17	Township of Mantua	Back Safety/Material Handling	2:15 - 3:15 pm
2/21/17	Borough of Red Bank	DDC-6	8:00 - 2:30 pm w/lunch brk
2/21/17	Township of Elsinboro	BBP-Evening	6:30 - 7:30 pm
2/21/17	Township of Elsinboro	Confined Space Awareness-Evening	7:45 - 8:45 pm

2/22/17	Township of Lacey #1	Heavy Equipment Safety	8:30 - 11:30 am
2/22/17	Borough of Magnolia #1	CSE-Permit Required w/Classroom Demo-Evening	6:30 - 10:30 pm
2/22/17	Borough of Woodstown #1	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
2/23/17	Jackson Twp. MUA	DDC-6	8:30 - 3:00 pm w/lunch brk
2/23/17	Township of Middletown #5	PPE	8:30 - 10:30 am
2/23/17	Township of Middletown #5	Hearing Conservation	10:45 - 11:45 am
2/23/17	City of Margate #4	LOTO	8:30 - 10:30 am
2/24/17	Township of Berlin #2	CDL-Drivers Safety Regulations	8:30 - 10:30 am
2/24/17	Township of Berlin #2	Confined Space Awareness	10:45 - 11:45 am
2/27/17	Borough of Glassboro #1	Sanitation/Recycling Safety	8:00 - 10:00 am
		Asbestos, Lead, Silica Health	
2/27/17	Borough of Glassboro #1	Overview	10:15 - 11:15 am
2/27/17	Borough of Glassboro #1	LOTO-Evening	7:00 - 9:00 pm
2/27/17	Borough of Glassboro #1	Confined Space Awareness-Evening	9:00 - 10:00 pm
2/27/17	Township of Upper	Safety Coordinators Skills Training Employee Conduct/Violence	8:30 - 3:00 pm w/lunch brk
2/28/17	Borough of Deal #2	Prevention	7:30 - 9:00 am
2/28/17	Borough of Deal #2	Hearing Conservation	9:15 - 10:15 am
2/28/17	Borough of Deal #2	Sanitation/Recycling Safety	10:30 - 12:30 pm
2/28/17	Marlboro BOFC District #3	CEVO-Fire-Evening	6:30 - 10:30 pm
2/28/17	Borough of Woodstown #1	Accident Investigation	8:30 - 10:30 am
3/1/17	Borough of Point Pleasant	PPE	8:30 - 10:30 am
3/1/17	Borough of Point Pleasant	Asbestos, Lead, Silica Health Overview	10:45 - 11:45 am
0/4/47	T 1: (0 !!	Employee Conduct/Violence	0.00 40.00
3/1/17	Township of Galloway	Prevention	9:00 - 10:30 am
3/1/17	Township of Galloway	Fire Extinguisher	10:45 - 11:45 am
3/2/17	Township of Lacey #1	Back Safety/Material Handling	8:30 - 9:30 am
3/2/17	Township of Lacey #1	Fire Extinguisher	9:45 - 10:45 am
3/2/17	Township of Lacey #1	Hearing Conservation	11:00 - 12:00 pm
3/2/17	Township of Pemberton	DDC-6	8:00 - 2:45 pm w/lunch brk
3/7/17	Township of Manchester	HazMat Awareness w/HazCom GHS-Evening	7:00 - 10:00 pm
3/7/17	Borough of Woodstown #1	DDC-6	8:30 - 3:00 pm w/lunch brk
3/8/17	Ocean County College #3	Special Events Management	8:30 - 10:30 am
3/8/17	Borough of Tuckerton #2	Employee Conduct/Violence Prevention	12:30 - 2:00 pm
3/8/17	City of Vineland	Heavy Equipment	8:00 - 11:00 am
3/8/17	City of Vineland	Confined Space Awareness	11:15 - 12:15 pm
3/9/17	Brick Township MUA #2	Flagger/Work Zone	8:30 - 12:30 pm
3/9/17	Deptford Township MUA	Jetter/Vacuum Safety	9:00 - 11:00 am
3/3/17	Deputora Township MOA	Asbestos, Lead, Silica Health	9.00 - 11.00 alli
3/9/17	Deptford Township MUA	Overview	11:15 - 12:15 pm
3/10/17	Borough of Clementon #3	Fire Safety	8:30 - 9:30 am
3/10/17	Borough of Clementon #3	Fire Extinguisher	9:45 - 10:45 am
3/10/17	City of Sea Isle City #6	Jetter/Vacuum Safety	8:30 - 10:30 am
3/13/17	Borough of Glassboro #1	HazMat Awareness w/HazCom GHS	12:00 - 3:00 pm
3/13/17	Township of Hamilton #3	Ladder Safety/Walking Working	8:30 - 10:30 am

		Surfaces	
3/13/17	Township of Hamilton #3	Fall Protection Awareness	10:45 - 12:45 pm
3/14/17	Township of Middletown #5	CMVO	8:30 - 12:30 pm
3/14/17	Township of Washington	LOTO	8:30 - 10:30 am
3/14/17	Township of Washington	Shop & Tool Safety	10:45 - 11:45 am
3/14/17	Township of Washington	HazCom w/GHS	12:30 - 2:00 pm
3/15/17	Western Monmouth UA	HazCom w/GHS	8:00 - 9:30 am
3/15/17	Western Monmouth UA	BBP	9:45 - 10:45 am
3/15/17	Western Monmouth UA	Fire Safety	11:00 - 12:00 pm
3/15/17	Western Monmouth UA	Fire Extinguisher	12:15 - 1:15 pm
3/15/17	Lower Township MUA	HazCom w/GHS	8:30 - 10:00 am
3/15/17	Lower Township MUA	BBP	10:15 - 11:15 am
3/15/17	Township of Oldmans	CEVO-Fire-Evening	6:30 - 10:30 pm
3/16/17	Borough of Deal #2	Confined Space Awareness	7:30 - 8:30 am
3/16/17	Borough of Deal #2	Driving Safety Awareness	8:45 - 10:15 am
3/16/17	Borough of Deal #2	PPE	10:30 - 12:30 pm
3/16/17	City of Vineland	Excavation/Trenching/Shoring	8:00 - 12:00 pm
3/17/17	Borough of Tinton Falls	Landscape Safety	7:30 - 10:30 am
3/17/17	Township of Lower	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
3/20/17	Borough of Shrewsbury	HazMat Awareness w/HazCom	8:30 - 11:30 am
3/20/17	Township of Egg Harbor #5	DDC-6	8:30 - 3:00 pm w/lunch brk
3/21/17	Borough of Clementon #3	HazMat Awareness w/HazCom GHS	8:30 - 11:30 am
3/21/17	Borough of Clementon #3	BBP	11:45 - 12:45 pm
3/22/17	Two River Water Reclamation Authority	Heavy Equipment Safety	8:30 - 11:30 am
3/23/17	Township of Pemberton	Hoists, Cranes, Rigging Safety	8:00 - 10:00 am
3/23/17	City of Cape May #1	Sanitation/Recycling Safety	8:30 - 10:30 am
3/23/17	City of Cape May #1	Shop & Tool Safety	10:45 - 11:45 am
3/24/17	Township of Evesham #4	Landscape Safety	8:30 - 11:30 am
3/27/17	Township of Stafford	Landscape Safety	8:30 - 11:30 am
3/27/17	Township of Stafford	Playground Safety Inspections	12:00 - 2:00 pm
3/27/17	Borough of Glassboro #1	Landscape Safety	8:00 - 11:00 am
3/28/17	Township of Middletown #5	Heavy Equipment Safety	8:30 - 11:30 am
3/28/17	Township of Middletown #5	Jetter Safety Awareness	12:00 - 2:00 pm
3/28/17	Township of Voorhees #1	Fire Safety	9:00 - 10:00 am
3/28/17	Township of Voorhees #1	Fire Extinguisher	10:15 - 11:15 am
3/28/17	Borough of Woodstown #1	Excavation/Trenching/Shoring	8:30 - 12:30 pm
3/29/17	Township of Manalapan	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
3/29/17	City of Burlington #2	Driving Safety Awareness	8:30 - 10:00 am
3/30/17	Borough of Tinton Falls	Hearing Conservation	7:30 - 8:30 am
3/30/17	Borough of Tinton Falls	BBP	8:45 - 9:45 am
3/30/17	City of Ocean City #1	Heavy Equipment Safety	8:30 - 11:30 am
3/31/17	Township of Toms River	Employee Conduct/Violence Prevention	8:30 - 10:00 am
3/31/17	Township of Toms River	HazCom w/GHS	10:15 - 11:45 am
3/31/17	Township of Willingboro	Ladder Safety/Walking Surfaces	8:30 - 10:30 am

3/31/17	Township of Willingboro	Shop & Tool Safety	10:45 - 11:45 am	
3/31/17	City of Brigantine #3	CDL-Drivers Safety Regulations	8:30 - 10:30 am	
3/31/17	City of Brigantine #3	BBP	10:45 - 11:45 am	
4/3/17	Township of Stafford	CDL-Drivers Safety Regulations	8:30 - 10:30 am	
4/3/17	Township of Stafford	Driving Safety Awareness	10:45 - 12:15 pm	
4/3/17	Township of Stafford	CDL-Supervisors Reasonable Suspicion	1:00 - 3:00 pm	
4/3/17	Township of Pemberton	Landscape Safety	8:00 - 11:00 am	
4/4/17	Jackson Twp. MUA	Flagger/Work Zone	8:30 - 12:30 pm	
4/4/17	Township of Voorhees #1	Driving Safety Awareness	9:00 - 10:30 am	
4/4/17	Township of Voorhees #1	HazCom w/GHS	10:45 - 12:15 pm	
4/4/17	City of Millville #1	Fast Track to Safety 8:30 - 2:30 pm w/luncl		
4/5/17	Western Monmouth UA	CSE-Permit Required w/Classroom Demo 8:30 - 12:30		
4/5/17	Township of Burlington #3	BBP	8:00 - 9:00 am	
4/5/17	Township of Burlington #3	Confined Space Awareness	9:15 - 10:15 am	
4/5/17	City of Margate #4	Playground Safety Inspections	8:30 - 10:30 am	
4/5/17	City of Margate #4	Sanitation/Recycling Safety	10:45 - 12:45 pm	
4/6/17	Township of Middletown #5	Fall Protection Awareness	8:30 - 10:30 am	
4/6/47	Township of Middletown #F	Asbestos, Lead, Silica Health Overview	10:45 11:45 om	
4/6/17	Township of Middletown #5		10:45 - 11:45 am	
4/6/17	Township of Middletown #5	Ladder Safety/Walking Surfaces	•	
4/6/17	Township of Winslow	LOTO		
4/7/17	Township of Colts Neck	Fire Safety	8:30 - 9:30 am	
4/7/17	Township of Colts Neck	Fire Extinguisher	9:45 - 10:45 am	
4/7/17	Township of Colts Neck	Confined Space Awareness	11:00 - 12:00 pm	
4/7/17	Township of Colts Neck	BBP	12:30 - 1:30 pm	
4/7/17	Township of Willingboro	Flagger/Work Zone	8:30 - 12:30 pm	
4/7/17	City of Brigantine #3	Flagger/Work Zone	8:30 - 12:30 pm	
4/10/17	Borough of Glassboro #1	Driving Safety Awareness	8:00 - 9:30 am	
4/10/17	Township of Hamilton #3	PPE	8:30 - 10:30 am	
4/10/17	Township of Hamilton #3	Hearing Conservation Asbestos, Lead, Silica Regulatory Overview	10:45 - 11:45 am	
4/10/17	Township of Hamilton #3	Employee Conduct/Violence	12:00 - 1:00 pm	
4/11/17	Township of Toms River	Prevention	8:30 - 10:00 am	
4/11/17	Township of Toms River	BBP	10:15 - 11:15 am	
4/11/17	Logan Township MUA #1	Fire Safety	8:30 - 9:30 am	
4/11/17	Logan Township MUA #1	Fire Extinguisher	9:45 - 10:45 am	
4/12/17	Township of Lacey #1	PPE	8:30 - 10:30 am	
4/12/17	Evesham Township MUA	PPE	8:30 - 10:30 am	
4/12/17	Evesham Township MUA	Ladder Safety/Walking Surfaces	10:45 - 12:45 pm	
4/12/17	City of Vineland	Excavation/Trenching/Shoring	8:00 - 12:00 pm	
4/13/17	Borough of Beach Haven #1	Fast Track to Safety 8:30 - 2:30 pm w/lune		
4/13/17	Township of Pennsville #1	BBP	8:30 - 9:30 am	
4/13/17	Township of Pennsville #1	Hearing Conservation	9:45 - 10:45 am	
4/17/17	Middletown SA	HazCom w/GHS	8:30 - 10:00 am	
4/17/17	Middletown SA	BBP	10:15 - 11:15 am	

4/17/17	Township of Cherry Hill #4	Heavy Equipment 8:30 - 11:30 am		
		CSE-Permit Required w/Classroom		
4/18/17	Borough of Red Bank	Demo	8:00 - 12:00 pm	
4/18/17	Borough of Clementon #3	Special Events Management	8:30 - 10:30 am	
4/18/17	City of Brigantine #3	LOTO	8:30 - 10:30 am	
4/18/17	City of Brigantine #3	HazCom w/GHS	10:45 - 12:15 pm	
4/19/17	Western Monmouth UA	CSE-Permit Required w/Classroom Demo	8:30 - 12:30 pm	
4/19/17	Township of Washington	Flagger/Work Zone	8:30 - 12:30 pm	
4/19/17	Township of Galloway	Heavy Equipment Safety 9:00 - 12:00 pm		
4/20/17	Jackson Twp. BOFC #3	LOTO 8:30 - 10:30 am		
4/20/17	Township of Pemberton	Excavation/Trenching/Shoring	8:30 - 1:30 pm w/lunch brk	
4/20/17	City of Sea Isle City #1	CEVO-EMS-Evening 4:00 - 8:00 pm		
4/21/17	Township of Manchester	DDC-6	8:30 - 3:00 pm w/lunch brk	
4/21/17	Township of Bordentown	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk	
4/24/17	Borough of Union Beach #2	PPE	8:30 - 10:30 am	
4/24/17	Borough of Union Beach #2	HazCom w/GHS 10:45 - 12:15		
4/24/17	Township of Winslow	DDC-6	8:30 - 3:00 pm w/lunch brk	
4/24/17	Township of Cherry Hill #4	Jetter/Vacuum Safety 8:30 - 10:30 am		
4/24/17	Township of Upper	LOTO*	8:30 - 10:30 am	
4/24/17	Township of Upper	Shop & Tool Safety	10:45 - 11:45 am	
4/24/17	Township of Upper	HazCom w/GHS	12:30 - 2:00 pm	
4/25/17	Township of Toms River	Playground Safety Inspections	8:30 - 10:30 am	
4/25/17	Township of Toms River	Sanitation/Recycling Safety	10:45 - 12:45 pm	
4/25/17	Township of Washington	Landscape Safety	8:30 - 11:30 am	
4/25/17	Township of Washington	Playground Safety Inspections 12:00 - 2:00 pm		
4/25/17	City of Ocean City #1	Fall Protection Awareness	8:30 - 10:30 am	
4/25/17	City of Ocean City #1	Back Safety/Material Handling	10:45 - 11:45 am	
4/26/17	Borough of Lavallette #1	Excavation/Trenching/Shoring	8:30 - 12:30 pm	
4/26/17	City of Burlington #2	HazMat Awareness w/HazCom	8:30 - 11:30 am	
4/27/17	Township of Middletown #5	Landscape Safety 8:30 - 11:30 am		
4/27/17	Township of Middletown #5	Playground Safety Inspections	12:00 - 2:00 pm	
4/27/17	City of Vineland	Heavy Equipment	8:00 - 11:00 am	
4/27/17	City of Vineland	Confined Space Awareness	11:15 - 12:15 pm	
4/28/17	Township of Little Egg Harbor #1	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk	
4/28/17	Township of Evesham #4	Employee Conduct/Violence Prevention	8:30 - 10:00 am	
4/28/17	Township of Evesham #4	Back Safety / Material Handling	ng 10:15 - 11:15 am	
4/28/17	Township of Evesham #4	Shop & Tool Safety	11:30 - 12:30 pm	

CELL's for Cortified Dublies Works Mana	~~~~		1 1
CEU's for Certified Publics Works Mana	gers CEU's/Cat.	MSI Course	CEU's/Cat.
Accident Investigation	2 / M	Hazard Identification - Making Your Observations Count	1 /T,M
Advanced Safety Leadership	10/M	Hearing Conservation	1 /T,M
Asbestos, Lead & Silica Industrial Health Overview	1 /T,G	Heavy Equipment Safety	1/G-2/T
Back Safety / Material Handling	1/T	Hoists, Cranes and Rigging	2/T
Bloodborne Pathogens Training	1/G	Housing Authority Safety Awareness	3/T
Bloodborne Pathogens Train- the- Trainer	1/T	Jetter Safety	2/T
BOE Safety Awareness	3/T	Landscape Safety	2/T
CDL – Supervisors Reasonable Suspicion	2/M	Leaf Collection Safety Awareness	2/T
CDL - Drivers' Safety Regulations	2/G	Lockout Tagout	2/T
Coaching the Maintenance Vehicle Operator	2 /T,M	Personal Protective Equipment (PPE)	2/T
Confined Space Entry – Permit Required	3.5 / T	Playground Safety	2/T
Confined Space Awareness	1 /T,G	Sanitation and Recycling Safety	2/T
Driving Safety Awareness	1.5 / T	Safety Committee Best Practices	1.5 / M
Employee Conduct and Violence in the Work Place	1.5/E	Safety Coordinator's Skills Training	3 / M,G
Excavation Trenching & Shoring Fall Protection Awareness	2 /T,M 2 /T,M	Shop and Tool Safety Seasonal Public Works Operations	1/T 3/T
Fast Track to Safety	4/T	Snow Plow Safety	2/T
Ragger / Workzone Safety	2 /T,M	Special Events Management	2/M
HazCom with Globally Harmonized System	1 /T,G	Toolbox Talk Essentials	1/M
Hazardous Materials Awareness w/ HazCom & GHS	3/T		1
CEU's for Registered Municipal Clerks			
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Asbestos, Lead & Silica Industrial Health Overview	1/P	Hazard Identification - Making your Observations Count	2/P
Bloodborne Pathogens Training	1/P	Safety Committee Best Practices	1.5/ P
Employee Conduct and Violence in the Work Place	1.5/E	Safety Coordinator's Skills Training	6/P
	i i	Special Event Management	2/P
TCH's For Water/ Wastewater			
MSI Course	TCH's/Cat.	MSI Course	TCH's/Cat.
Accident Investigation	1.5 / S	Hazardous Materials Awareness w/ HazCom & GHS	3/\$
Advanced Safety Leadership	10/S	Heavy Equipment Safety	3/S
Asbestos, Lead & Silica Industrial Health Overview	1/8	Housing Authority Safety Awareness	3/\$
Back Safety / Material Handling Bloodborne Pathogens Training	1/S 1/S	Hazard Identification - Making your Observations Count Hearing Conservation	1.5/S 1/S
Bloodborne Pathogens Train-the-Trainer	2.5 / S	Hoists, Cranes and Rigging	2/S
BOE Safety Awareness	3/8	Jetter Safety	2/S
CDL – Supervisors Reasonable Suspicion	1.5/S	Ladder Safety/Walking Working Surfaces	2/S
CDL - Drivers' Safety Regulations	2/S	Landscape Safety	2/S
Confined Space Awareness	1 /S	Leaf Collection Safety Awareness	2/S
Confined Space Entry - Permit Required	3.5 / S	Lockout Tagout	2/S
Defensive Driving-6-Hour	5.5 / S	Shop and Tool Safety	1/S
Driving Safety Awareness	1.5 / S	Office Safety	2/S
Excavation Trenching & Shoring	4/S	Personal Protective Equipment (PPE)	2/S
Fall Protection Awareness	2/S	Safety Committee Best Practices	1.5 / S
Fast Track to Safety	5/S	Safety Coordinator's Skills Training	5/S
Fire Extinguisher	1/8	Seasonal Public Works Operations	3/S
Fire Safety	1/S	Snow Plow Safety	2/S
Flagger / Workzone Safety	2/8	Special Event Management	2/\$
HazCom with Globally Harmonized System	1.5/S	Toolbox Talk Essentials	1/S
CEU's for Tax Collectors		CEU's for County/Municipal Finance Office	rs
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Employee Conduct and Violence in the Work Place	1.5/E	Employee Conduct and Violence in the Work Place	1.5 / E
	· .		
CEU's for Certified Recycling Profession		CEU's for Qualified Purchasing Agents	CEL "a/Cat
MSI Course Fire Extinguisher Safety	CEU's/Cat.	MSI Course Employee Conduct and Violence in the Work Place	1.5 / E
Hazard Recognition- Making your Observations Count		Employee conduct and violence in the work Flace	1.57
Heavy Equipment	3		
Sanitation and Recycling Safety	2		
***Category			
E- Ethics			
T- Technical			
G- Governmental			
S- Safety			
P- Professional Development			
M- Management			



Safety Director Bulletin

One in a series of safety bulletins from your Joint Insurance Fund

January 2017

Best Practices for Snow Emergencies

The following guidelines are offered as suggestions when planning for emergency operations presented by winter storms. Every storm event is different and municipal needs and resources will vary. This document offers best practices that have been identified by our member towns regarding hours of operation, rest breaks, and rotating schedules for before, during and after snow events.

Municipal emergency planners are also encouraged to refer to federal and state CDL driving limitations, and other standards or regulations that may apply.

Pre-planning

• Chain of command

- Identify who will hold command staff positions. Plan for at least two persons for each command staff position to man the command center around the clock for the first day or two for major snow events.
- Develop a written snow plan with defined roles and hierarchy.
- Verify emergency contact information.

Staffing

- · Supplement crews with back ups, including contractors, utilities, fire department and per diem drivers
- · Consider developing a list of retired CDL drivers you might call upon.
- · Consider areas that may require the use of contractors with specialized equipment i.e. cul-de-sacs.
- · Consider having departments clear their own lots if possible; i.e. fire departments and utilities.

• Shift work planning

- · Remind workers of need to prepare their homes and families for their absence during the emergency.
- Consider sending workers home early in anticipation of call back e.g. sending a crew home if storm predicted to begin during the night. May be treated as "excused absence."
- Consider shifts of 12 hours of continuous operation (with allowances for meal breaks and periodic rest. periods); followed by 6 hours of downtime. Under extreme conditions, entities may need to extend to, but should not exceed, 18 hours.

• Plan for rest breaks / sleeping accommodations

- Entities may need to encourage drivers to stay at municipal facilities. Provide sleeping arrangements at fire and EMS stations, Senior Centers or municipal complex.
- Ensure quiet time at these locations.
- Plan for possible power interruptions at these locations.

Plan for Health and Welfare

- · Consider needs for food and hydration.
- Educate workers on appropriate winter and protective apparel.
- · Remind workers to pack personal items such as medications, special dietary needs, etc.
- Remind supervisors and employees that employees on transitional duty may not work beyond their medical restrictions.

This bulletin is intended for general information purposes only. It should not be construed as legal advice or legal opinion regarding any specific or factual situation. Always follow your organization's policies and procedures as presented by your manager or supervisor. For further information regarding this bulletin, contact your Safety Director at 877.398.3046.

Operations during storm

• Establish priority routes and areas

- · Clear parking lots and access routes of emergency response agencies (police, fire, and EMS) first
- · Consider providing sand / salt to use until clearing occurs at municipal facilities

Communication plans / telephone or radio contact

- Establish who will operate as Base (part of incident command structure)
- Determine who takes calls from residents, both emergency and non-emergency (complaints)
- Establish liaison with other towns or agencies, news agencies, etc.
- Ensure operators remain in constant contact with base
- Establish procedures for reporting and responding to accidents / incidents

• Deteriorating Storm Conditions "When to temporarily halt operations"

- · Who makes the final call
- Include the criteria for "temporary halting of operations" in plan, i.e., discontinuing operations until conditions improve, with consultation of major stakeholders,
- · Encourage all who are in the field to report status of conditions for the safety of the entire crew

Rest breaks / Fatigue

• Inform drivers that they have the personal responsibility to pull themselves from driving if they feel overly fatigued or diminished. Have a procedure on how the driver will report to a supervisor and how to address the situation within employment agreements.

Rotations

• Incorporate travel distance to work into shift planning. Those who live farthest, home after 12 hours to sleep and return for next shift.

Post-Storm Operations

• Return to normal operations

- · As conditions normalize, transition back to normal 8-hour shifts
- Consider the impact of fatigue from the extended shifts when transitioning back to normal operations.
- · Inspect, repair and perform routine maintenance on equipment

Conduct after-incident debriefing

- · Review with all stakeholders what worked and what challenges were encountered
- Update Snow Emergency Plan with lessons learned from the event

Liability issues - Recommendations to limit liability

- Maintain a record of weather conditions
- Document actions taken, date, time, crews, equipment employed, and materials (salt etc.) used
- Record *all* complaints with date and time received
- Document specific actions taken and time of action in response to complaints
- Take photographs to record weather conditions and incidents
- Preserve newspaper articles on storm severity and clean up activities
- Work with police to have their accident reports supplemented with photographs showing conditions

Snow events are difficult. Proper planning and training can ease the strain on employees, managers, and the community. The Safety drop-down menu on the MEL homepage offers Toolbox Talk lesson plans on several topics to assist.



SAFETY DIRECTOR'S BULLETIN Motor Vehicle Record Checks

January 2017

Conducting Motor Vehicle Record Checks

Public entities have many drivers in their employ. Law enforcement officers are on patrol around the clock. Volunteer firefighters and emergency medical technicians respond in their private vehicles before getting in apparatus and ambulances. Public works and utility employees drive large vehicles that require Commercial Drivers Licenses (CDL). Administrative personnel may occasionally use agency or private vehicles to conduct official business. **Managers of public agencies must verify that all employees who drive on the agency's behalf possess a valid driver's license and an acceptable driving record.**

Public entities should have a motor vehicle policy that encompasses all the types of drivers they employ. The Model Employee Handbook on the MEL website (www.njmel.org) includes a basic policy. Department managers should supplement the general policies and procedures to fully reflect their operations. The Safety Directors recommend Motor Vehicle Records (MVRs) be obtained and reviewed:

- once a year for all full-time, part-time, seasonal and volunteer employees who drive a public or personal vehicle as part of their job responsibilities.
- As part of the pre-employment screening process, MVRs of prospective employees should also be reviewed.
- Before approving a "Blue Light" application, the volunteer's MVR should be reviewed.

Here are answers to several frequently asked questions:

IS IT LEGAL TO OBTAIN MVR'S?

Employer may order MVRs on their employees under the Federal Driver's Privacy Act (effective 9-13-97). The Act defines the following "permissible uses" of an MVR:

- i. For use by any governmental agency...in carrying out its functions...
- ii. For use by any insurer or insurance support organization or by a self-insured entity...in connection with claims investigation activities, antifraud activities rating or underwriting.
- iii. For use by an employer ... to obtain or verify information relating to a holder of a commercial drivers license (CDL) that is required under Chapter 313 of Title 49.

WHO SHOULD OBTAIN THE MVR ABSTRACTS?

Designate one or two authorized individuals to order the MVRs from the N.J. Motor Vehicle Commission, by establishing a CAIR account. MVRs may not be obtained through the local Police Department. Authorized individuals may be the Clerk, an Administrator, a Human Resource representative or the Police Chief. The designated individual must understand they are not to share the information with unauthorized individuals. *Remember, these are confidential reports.* Department heads who review or act upon the MVR reports must also be aware of the confidential nature of driving histories.

WHAT ABOUT VOLUNTEERS AND SEASONAL EMPLOYEES?

Inform part-time or seasonal employees and volunteers who may operate a public agency's or personal vehicles as part of their job duties that their MVRs will be periodically checked. The policy must be enforced consistently and without discrimination.

This bulletin is intended for general information purposes only. It should not be construed as legal advice or legal opinion regarding any specific or factual situation. Always follow your organization's policies and procedures as presented by your manager or supervisor. For further information regarding this bulletin, contact your Safety Director at 877.398.3046.

HOW DO I ORDER MVRS?

New Jersey Public Entities and/or Authorities can order MVR abstracts from the NJ Motor Vehicle Commission (NJMVC). If you are ordering less than 25 MVRs per year and your agency has not received notification from the NJMVC of the CAIR system then you are eligible to request MVRs by mail. Mail your request on letterhead to New Jersey Motor Vehicle Commission, Business and Government Services, 225 East State Street, 3rd Floor East Wing, P.O. Box 122, Trenton, New Jersey 08666-0122. If you have any questions, you can call 609-292-4572.

Public employers requiring more than 25 MVRs will need to establish a Customer Abstract Information Retrieval (CAIR) account by applying on-line at http://www.state.nj.us/mvcbiz/Records/CAIR.htm. There is an annual fee. This allows the employer to request up to 5,000 MVRs per year. A User Guide is also available on the CAIR homepage. New regulations require users to log in to their account at least every 90 days or their account will be suspended and update their password every 45 days. Suspended accounts need to be reactivated by a CAIR Administrator. The Safety Director suggests users put a reminder on their calendars.

HOW DO I EVALUATE INFORMATION ON THE MVR?

A <u>sample policy for evaluating MVR information</u> is provided below. It is up to each public entity / authority to establish evaluation standards for their agency. Be sure to apply standards consistently among all drivers.

All employees authorized to drive vehicles owned, leased, or controlled by the [Public Entity Name] or use their personal vehicles to conduct business on behalf of the [Entity Name] may have their MVRs reviewed prior to entrustment of a vehicle and annually thereafter.

Drivers with acceptable, marginal or probation grading **may** be allowed to operate [Entity Name] vehicles or their personal vehicles to conduct business on behalf of the agency.

Drivers with marginal or probation grading will have their MVRs reviewed more frequently. [Semiannual or quarterly reports are recommended] Additional violations or accidents may result in suspension of driving privileges for [Public Entity / Department Name].

Drivers with unacceptable driving records will not be permitted to operate an agency or their personal vehicle to conduct business on behalf of [Public Entity Name].

Acceptable: No moving violations and/or preventable accidents over the last 36 months.

Marginal: Up to 2 moving violations and/or preventable accidents in the last 36 months.

Probation: Up to 3 moving violations and/or preventable accidents within the last 36 months.

Unacceptable: More than 3 moving violations and/or preventable accidents within the last 36 months, or more than 2 moving violations and/or preventable accidents within the most recent year, or <u>any</u> of the violations listed below:

- *Driving while under the influence (DWI or DUI)*
- Leaving the scene of an accident
- Reckless driving violations
- Homicide or assault through the use of a motor vehicle
- Drivers who currently have a revoked or suspended license

If an accident is shown on an MVR, it will be assumed to be an "at-fault," chargeable accident. Any change to such a classification will be made only upon receipt of a police report or ruling from the Accident Review Panel showing that the driver in question was not at fault.

Please contact your Risk Control Consultant or JIF Safety Director if you have any additional Motor Vehicle Record questions.



Safety Director Bulletin

One in a series of safety bulletins from your Joint Insurance Fund

January 2017

OSHA Recordkeeping – Annual Reminder

February 1st is the deadline to tabulate the Log of Work-Related Injuries and Illnesses (NJOSH-300). The Summary Log (NJOSH-300A) must be posted in a visible area for each establishment, where notices to employees are posted, from February 1 to April 30 of each year.

New Jersey requires all public employers to *record* occupational injuries and illnesses. In addition, certain serious injuries must be *reported* directly to New Jersey PEOSH within specified timeframes. The complete rules for recording and reporting injuries can be accessed at http://nj.gov/health/peosh/record.shtml

Recording of Occupational Injuries

There are two important forms for the recording of injuries. The *Log of Work-Related Injuries and Illnesses* (NJOSH-300) is a listing of work-related injuries and illness that is maintained throughout the year. Injuries and illnesses are entered into the *Log* within 7 days of being notified of the injury / illness. Five years of NJOSH-300 *Logs* must be readily available to NJPEOSH inspectors. The second form is the annual summary of work-related injuries, NJOSH 300A Summary of Work-Related Injuries and Illnesses. This summary is posted at each work establishment from February through April.

'Work-related' is defined as any event or exposure in the work environment either causing or contributing to the resulting condition, or significantly aggravating a pre-existing injury or illness. 'Work-related' is presumed for injuries and illnesses resulting from events occurring in the work environment, unless an exception given in OSHA 1904.5(b)(2) applies. Recordable work-related injuries and illnesses are those that result in:

- Death or loss of consciousness
- Days away from work, placement on restricted work activity, or a job transfer
- Medical treatment beyond first aid

Public employers must <u>also</u> record the following conditions if they have been determined to be work-related:

- Any needle stick injury or cut from an object that is contaminated with a potentially infectious material
- Any case requiring an employee to be medically removed under an OSHA health (chemical) standard
- A tuberculosis infection as evidenced by a positive skin test or diagnosis by a physician
- An employee's audiogram reveals a specified hearing Standard Threshold Shift in one or both ears

Reporting of Serious Occupational Injuries to NJPEOSH

New Jersey Public Employers must report fatalities to NJPEOSH within eight (8) hours of the occurrence, and report work-related hospitalizations, amputations, or loss of an eye within **24 hours** by calling the 24-hour hotline (800) 624-1644 or the 24-hour fax line (609) 292-3749. Refer to the decision-making flow chart on page 2.

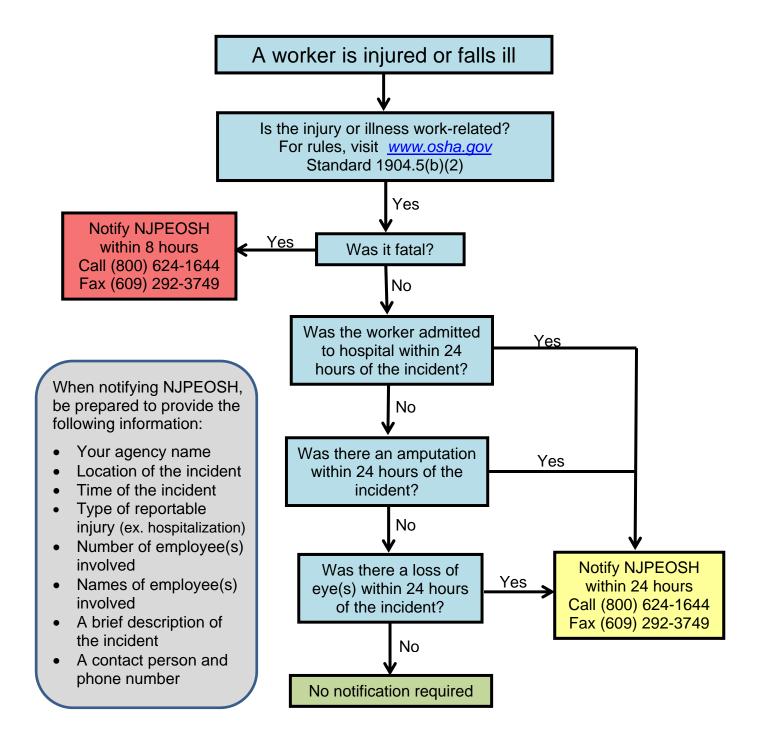
Links to additional resources

NJPEOSH 16-page guide to Recording and Reporting of Occupational Injuries and Illnesses is available at http://lwd.dol.state.nj.us/labor/forms pdfs/lsse/NJOSH300.pdf

NPEOSH revised their Public Employee Alert #27 to reflect the new reporting regulations. It is available at http://lwd.dol.state.nj.us/labor/forms_pdfs/lsse/Alert27.pdf.

Now is also a good time to verify the PEOSH poster is posted. A copy can be downloaded at http://lwd.dol.state.nj.us/labor/forms_pdfs/lsse/wps35.pdf

This bulletin is intended for general information purposes only. It should not be construed as legal advice or legal opinion regarding any specific or factual situation. Always follow your organization's policies and procedures as presented by your manager or supervisor. For further information regarding this bulletin, contact your Safety Director at 877.398.3046.



Notes:

- OSHA defines amputation as the traumatic loss of a limb or external body part, including a part, such as a limb or appendage, that has been severed, cut off (either completely or partially); fingertip amputations with or without bone loss; medical amputations resulting from irreparable damage; amputations of parts that have been reattached.
 Amputations do not include avulsions, enucleations, deglovings, scalpings, severed ears, or broken or chipped teeth.
- If a motor vehicle accident occurs in a construction work zone, you must report the fatality, in-patient hospitalization, amputation, or loss of an eye. If the motor vehicle accident occurred on a public street or highway, but not in a construction work zone, you do not have to report the fatality, hospitalization, amputation, or loss of an eye.
- A work-related fatality or in-patient hospitalization caused by a heart attack must be reported





Office of Public Employees' Occupational Safety & Health PO Box 386, Trenton, New Jersey 08625

RECORDING AND REPORTING OF OCCUPATIONAL INJURIES AND ILLNESSES

An Overview:

Recording Work-Related Injuries and Illnesses

The Occupational Safety and Health (OSH) Act of 1970 requires certain employers to prepare and maintain records of work-related injuries and illnesses. Use these definitions when you classify cases on the Log. OSHA's recordkeeping regulation (see 29CFR Part 1904) provides more information about the definitions below.

<u>New Jersey requires all public employers regardless of size or SIC code to report all</u> occupational injuries and illnesses.

The <u>Log of Work-Related Injuries and Illnesses (NJOSH-300)</u> is used to classify work-related injuries and illnesses and to note the extent and severity of each case. When an incident occurs, use the **Log** to record specific details about what happened and how it happened.

The <u>Summary (NJOSH-300A)</u>, a separate form, shows the totals for the year in each category. At the end of the year, post the <u>Summary</u> in a visible location so that your employees are aware of the injuries and illnesses occurring in their workplace.

Employers must keep a *Log* for each establishment or site. If you have more than one establishment, you must keep a separate *Log & Summary* for each physical location that is expected to be in operation for one year or longer.

Note that your employees have the right to review your injury and illness records. For more information, see 29CFR Part 1904.35, *Employee Involvement*.

Cases listed on the *Log of Work-Related Injuries and Illnesses* are not necessarily eligible for workers' compensation or other insurance benefits. Listing a case on the *Log* does not mean that the employer or worker was at fault or that a PEOSHA standard was violated.

When is an Injury or Illness considered work-related?

An injury or illness is considered work-related if an event or exposure in the work environment causes or contributed to the condition or significantly aggravated a preexisting condition. Work-

relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the workplace, unless an exception specifically applies. See 29 CFR Part 1904.5(b)(2) for the exceptions. The work environment includes the establishment and other locations where one or more employees are working or are present as a condition of their employment. See 29CFR1904.5(b)(1).

Which work-related Injuries and Illnesses should you record?

Record those work-related injuries and illnesses that result in:

- > Death
- > Loss of consciousness,
- > Days away from work,
- > Restricted work activity or job transfer, or
- Medical treatment beyond first aid.

You must also record work-related injuries and illnesses that are significant (as defined below) or meet any of the additional criteria listed below.

You must record any significant work-related injury or illness that is diagnosed by a physician or other licensed health care professional. You must record any work-related case involving cancer, chronic irreversible disease, a fractured or cracked bone, or a punctured eardrum, See 29CFR 1904.7.

What are the additional criteria?

You must record the following conditions when they are work-related:

- Any needlestick injury or cut from a sharp object that is contaminated with another person's blood or other potentially infectious material;
- Any case requiring an employee to be medically removed under the requirements of an OSHA health standard;
- Tuberculosis infection as evidenced by a positive skin test or diagnosis by a physician or other licensed health care professional after exposure to a known case of active tuberculosis.
- An employee's hearing test (audiogram) reveals 1) that the employee has experienced a Standard Threshold Shift (STS) in hearing in one or both ears (averaged at 2000, 3000, and 4000 Hz) and 2) the employee's total hearing level is 25 decibels (dB) or more above audiometric zero (also averaged at 2000, 3000, and 4000 Hz) in the same ear(s) as the STS.

What is medical treatment?

Medical treatment includes managing and caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatments and are **NOT** recordable:

> Visits to a doctor or health care professional solely for observation or counseling;

- ➤ Diagnostic procedures, including administering prescription medication that are used solely for diagnostic purposes; and,
- Any procedure that can be labeled first aid. (See below for more information about first aid.)

WHAT DO YOU NEED TO DO?

- 1. Within seven (7) calendar days after you receive information about a case, decide if the case is recordable under the PEOSHA recordkeeping requirements.
- 2. Determine whether the incident is a new case or a recurrence of an existing one.
- 3. Establish whether the case was work-related.
- 4. If the case is recordable, decide which form you will fill out as the injury and illness incident report.

You may use *NJOSH's – 301: Injury and Illness Incident Report* or an equivalent form.

Some state workers compensation, insurance, or other reports may be acceptable substitutes, as long as they provide the same information as the NJOSH - 301.

How To Work With The Log

- 1. Identify the employee involved unless it is a privacy concern case as described below.
- 2. Identify when and where the case occurred.
- 3. Describe the case, as specifically as you can.
- 4. Classify the seriousness of the case by recording the **most serious outcome** associated with the case, with column J (Other recordable cases) being the least serious and column G (Death) being the most serious.
- 5. Identify whether the case is an injury or illness. If the case is an injury, check the injury category. If the case is an illness, check the appropriate illness category.

What Is First Aid?

If the incident required only the following types of treatment, consider it first aid. Do **NOT** record the case if it involves only:

- > Using non-prescription medications at non-prescription strength;
- > Administering tetanus immunizations;
- > Cleaning, flushing, or soaking wounds on the skin surface;
- ➤ Using wound coverings, such as bandages, BandAids TM, gauze pads, etc; or using SteriStripsTM, or butterfly closures;
- > Using hot or cold therapy;
- ➤ Using any totally non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.;
- > Using temporary immobilization devices while transporting an accident victim (splints, slings, neck collars, or backboards).
- > Drilling a fingernail or toenail to relieve pressure, or draining fluids from blisters;
- > Using eyepatches;
- ➤ Using simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye;
- > Using irrigation, tweezers, cotton swab or other simple means to remove splinters or

foreign material from areas other than the eye;

- Using finger guards;
- Using massages;
- > Drinking fluids to relieve heat stress.

How Do You Decide If The Case Involved Restricted Work

Restricted work activity occurs when, as the result of a work-related injury or illness, an employer or health care professional keeps, or recommends keeping, an employee from doing the routine functions of his or her job or from working the full workday that the employee would have been scheduled to work before the injury or illness occurred.

How Do You Count The Number Of Days Of Restricted Work Activity Or The Number Of Days Away From Work?

Count the number of calendar days the employee was on restricted work activity or was away from work as a result of the recordable injury or illness. Do not count the day on which the injury or illness occurred in this number. Begin counting days from the day **after** the incident occurs. If a single injury or illness involved both days away from work and days of restricted work activity, enter the total number of days for each. You may stop counting days of restricted work activity or days away from work once the total of either or the combination of both reaches 180 days.

<u>Under What Circumstances Should You NOT Enter The Employee's Name On The NJOSH – 300?</u>

You must consider the following types of injuries or illnesses to be privacy concern cases:

- An injury or illness to an intimate body part or to the reproductive system,
- An injury or illness resulting from a sexual assault,
- > A mental illness,
- A case of HIV infection, hepatitis or tuberculosis,
- A needlestick injury or cut from a sharp object that is contaminated with blood or other potentially infectious material (see 29CFR Part 1904.8 for definition), and
- ➤ Other illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the log.

You must not enter the employee's name on the NJOSH 300 *Log* for these cases. Instead, enter "privacy case" in the space normally used for the employee's name. You must keep a separate, confidential list of the case numbers and employee names for the establishment's privacy concern cases so that you can update the cases and provide information to the government if asked to do so.

If you have a reasonable basis to believe that information describing the privacy concern case may be personally identifiable even though the employee's name has been omitted, you may use discretion in describing the injury or illness on both the NJOSH 300 and 301 forms. You must enter enough information to identify the cause of the incident and the general severity of the injury or illness, but you do not need to include details of an intimate or private nature.

What If The Outcome Changes After You Record The Case?

If the outcome or extent of an injury or illness changes after you have recorded the case, simply draw a line through the original entry or, if you wish, delete or white-out the original entry. Then write the new entry where it belongs. Remember, you need to record the most serious outcome for each case.

Classifying Injuries

An injury is any wound or damage to the body resulting from an event in the work environment.

Examples: Cut, puncture, laceration, abrasion, fracture, bruise, contusion, chipped tooth, amputation, insect bite, electrocution, or a thermal, chemical, electrical or radiation burn. Sprain and strain injuries to muscles, joints, and connective tissues are classified as injuries when they result from a slip, trip, fall or other similar accidents.

Classifying Illnesses

Skin diseases or disorders

Skin diseases or disorders are illnesses involving the worker's skin that are caused by work exposure to chemicals, plants, or other substances.

Examples: Contact dermatitis, eczema, or rash caused by primary irritants and sensitizers or poisonous plants, oil acne, friction blisters, chrome ulcers, inflammation of the skin.

Respiratory conditions

Respiratory conditions are illnesses associated with breathing hazardous biological agents, chemicals, dust, gases, vapors, or fumes at work.

Examples: Silicosis, asbestosis, pneumonitis, pharyngitis, rhinitis, or acute congestion; farmer's lung, beryllium disease, tuberculosis, occupational asthma, reactive airways dysfunction syndrome (RADS), chronic obstructive pulmonary disease (COPD), hypersensitivity pneumonitis, toxic inhalation injury, such as metal fume fever, chronic obstructive bronchitis, and other pneumoconiosis.

Poisoning

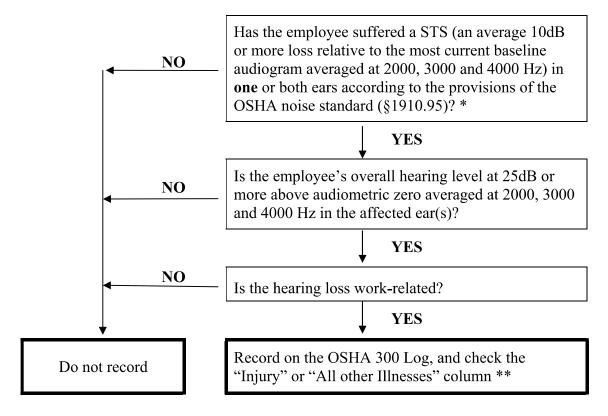
Poisoning includes disorders evidenced by abnormal concentrations of toxic substances in blood, other tissues, other bodily fluids, or the breath that are caused by the ingestion or absorption of toxic substances into the body.

Examples: Poisoning by lead, mercury, cadmium, arsenic, or other metals; poisoning by carbon monoxide, hydrogen sulfide, or other gases; poisoning by benzene, carbon tetrachloride, benzol, or other organic solvents; poisoning by insecticide sprays, such as parathion or lead arsenate; poisoning by other chemicals such as formaldehyde.

Hearing Loss

Noise-induced hearing loss is defined for recordkeeping purposes as a change in hearing threshold relative to the baseline audiogram of an average of 10 dB or more in either ear at 2000, 3000 and 4000 hertz, and the employee's total hearing level is 25 decibels (dB) or more above audiometric zero (also averaged at 2000, 3000, and 4000 hertz) in the same ear(s).

Use this "decision tree" to determine whether the results of the audiometric exam given on or after January 1, 2003 reveal a recordable STS.



Note: In all cases, use the most current baseline to determine recordability as you would to calculate a STS under the hearing conservation provisions of the noise standard (§1910.95). If an STS occurs in only one ear, you may only revise the baseline audiogram for that ear.

- * The audiogram may be adjusted for presbycusis (aging) as set out in §1910.95.
- ** A separate hearing loss column on the OSHA 300 Log beginning in calendar year 2004.

All Other Illnesses

All other occupational illnesses.

Examples: Heatstroke, sunstroke, heat exhaustion, heat stress and other effects of environmental heat; freezing, frostbit, and other effects of exposure to low temperatures; decompression sickness; effects of ionizing radiation (isotopes, x-rays, radium); effects of nonionizing radiation (welding flash, ultra-violet rays, lasers); anthrax; bloodborne pathogenic diseases, such as AIDS, HIV, hepatitis B or hepatitis C; brucellosis, malignant or benign tumors, histoplasmosis, coccidioidomycosis.

When Must You Post The Summary?

You must post the Summary only – not the Log – by February 1 of the year following the year covered by the form and keep it posted until April 30 of that year.

How Long Must You Keep The Log And Summary On File?

You must keep the *Log* and *Summary* for 5 years following the year to which they pertain.

Do You Have To Send These Forms To The OPEOSH At The End Of The Year?

No, you do not have to send the completed forms to the OPEOSH unless specifically asked to do so.

CALCULATING INJURY AND ILLNESS INCIDENCE RATES

What is an incidence rate?

An incidence rate is the number or recordable injuries and illnesses occurring among a given number of full-time workers (usually 100 full-time workers) over a given period of time (usually one year). To evaluate your public entity's injury and illness experience over time or to compare your public entity's experience with that of the public sector as a whole, you need to compute your incidence rate. Because a specific number of workers and specific period of time are involved, these rates can help you identify problems in your workplace and/or progress you may have made in preventing work-related injuries and illnesses.

How do you calculate an incidence rate?

You can compute an occupational injury and illness incidence rate for all recordable cases that involved days away from work quickly and easily. The formula requires that you follow instructions in paragraph (a) below for the total recordable cases or those in paragraph (b) for cases that involved days away from work, and for both rates the instructions paragraph (c).

- a) To find out the total number of recordable injuries and illnesses that occurred during the year, count the number of line entries on your NJOSH form 300, or refer to NJOSH form 300A and sum the entries for columns (G), (H), (I), and (J).
- b) To find out the number of injuries and illnesses that involved days away from work, count the number of line entries on your NJOSH Form 300 that received a check mark in column (H), or refer to the entry for column (H) on the NJOSH form 300A.
- c) The number of hours all employees actually worked during the year. Refer to NJOSH form 300A and optional worksheet to calculate this number.

You can compute the incidence rate for all recordable cases of injuries and illnesses using the following formula:

Total number of injuries and illnesses divided by the Number of hours worked by all employees times 200,000 hours = Total recordable case rate.

(The 200,000 figure in the formula represents the number of hours 100 employees working 40 hours per week, 50 weeks per year would work, and provides the standard base for calculating incidence rates).

You can compute the incidence rate for recordable cases involving days away from work, days of restricted work activity or job transfer (DART) using the following formula:

(Number of entries in column H + Number of entries in column I) divided by the Number of hours worked by all employees times 200,000 hours = DART incidence rate.

You can use the same formula to calculate incidence rates for other variables such as cases involving restricted work activity (column (I) on Form 300A), cases involving skin disorders (column (M-2) on Form 300A), etc. Just substitute the appropriate total for these cases, from Form 300A, into the formula in place of the total number of injuries and illnesses.

What can I compare my incidence rate to?

The Bureau of Labor Statistics (BLS) conducts a survey of occupational injuries and illnesses each year and publishes incidence rate data by various classifications (e.g., by industry, by employer size, etc.). You can obtain these published data at www.bls.gov or by calling a BLS Regional Office.

Worksheet		
Total number of recordable injuries and illnesses for your Public Entity.		
		Total recordable cases Incidence rate
÷	X 200,000 =	
Hours worked by all your employees		
Total number of recordable injuries And illnesses with a checkmark in Column H or column I		
		DART incidence rate
÷	X 200,000 =	
Hours worked by all your employees		

Worksheet to Help You Fill Out the Summary

At the end of the year, the OPEOSH requires you to enter the average number of employees and the total hours worked by your employees on the summary. If you don't have these figures, you can use the information on this page to estimate the numbers you will need to enter on the *Summary* page at the end of the year.

How to figure the average number of employees who worked for you during the year:

• Add the total number of employees you paid in all pay periods during the year. Include all employees: full-time, part-time, temporary seasonal, salaried, and hourly.

The number of employees paid in all pay periods =

2 Count the number of pay periods you had during the year. Be sure to include any pay periods when you had no employees.

The number of pay periods during the year =

3 Divide the number of employees by the number of pay periods.

0____ = **8**____

4 Round the answer to the next highest whole number. Write the rounded number in the blank marked *Annual average number of employees*.

The number rounded = **4**____

For example, the Township of Able figured its average employment this way:

For pay period	Able paid this number of employees		
î	10	Number of employees paid = 830	0
2	0		
3	15	Number of pay periods $= 26$	Q
4	30		
5	40	830 = 31.92	❸
Ψ	↓	26	
24	20		
25	15	31.92 rounds to 32	4
26	+10		
	830	32 is the annual average number of en	nployees

How to figure the total hours worked by all employees:

Include hours worked by salaried, hourly, part-time and seasonal workers, as well as hours worked by other workers subject to day to day supervision by you. Do not include vacation, sick leave, holidays, or any other non-work time, even if employees were paid for it. If you keep records of only the hours paid or if you have employees who are not paid by the hour, please estimate the hours that the employees actually worked.

If this number isn't available, you can use this optional worksheet to estimate it.

OPTIONAL WORKSHEET Find the number of full-time employees for the year. Multiply by the number of work hours for a full-time employee in a year. This is the number of full-time hours worked. Add the number of any overtime hours as well as the

hours worked by other employees (part-time, temporary, seasonal).

Round the answer to the next highest whole number

Round the answer to the next highest whole number. Write the rounded number in the blank marked *Total hours worked by all employees last year*.

HOW TO FILL OUT THE LOG:

The Log of Work-Related Injuries and Illnesses is used to classify work-related injuries and illnesses and to note the extent and severity of each case. When an incident occurs, use the Log to record specific details about what happened and how it happened.

If your public entity has more than one worksite, you must keep separate records for each physical location that is expected to remain in operation for one year or longer.

Copies of this *Log* are available from our website at:

(http://lwd.dol.state.nj.us/labor/forms_pdfs/lsse/NJOSH300_forms.pdf)

If you need more than one, you may photocopy and use as many as you need.

The Summary - a separate form – shows the work-related injury and illness totals for the year in each category. At the end of the year, count the number of incidents in each category and transfer the totals from the Log to the Summary. Then post the Summary in a visible location so that your employees are aware of injuries and illnesses occurring in their workplace. You do not post the Log.

You post only the Summary at the end of the year.

NJOSH - 300 (EXAMPLE of how to fill out)

Log of Work-Related Injuries and Illnesses

N.J. Department of Labor & Workforce Development
Public Employees Occupational Safety and Health

Year 20

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

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for a single whether a	for a single case if you need to. You must complete an Injury and Illness incident Report (NJOSH 301) or equivalent form for each injury or illness whether a case is recordable, call the Office of Public Employees Occupational Safety and Health for help.	n Injury and Illness Incident Employees Occupational St	t Report (NJOSH 301) o. afety and Health for help	r equivalent form for each injury or illnes o.	ss recorded on this form. If you're not sure				County:					Other			
Identify	dentify the person		Describe the case	case		Classify CHECK	the case	Classify the case	9889								
(A)	(B)	(0)	(D)	(E)	(F)	based on	the most s	based on the most serious outcome for	ome for	Enter the number of days the injured or ill worker	oer of days I worker	Check the " (M)	Check the "injury" column or choose one type of illness:	mn or choo	se one type	of illness:	l
Case no.	Employee's name	Job title (e.g., Welder)	Date of injury or onset of illness	Where the event occurred (e.g. Loading dock north end)	Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree	illat case.		Remained at work	at work	Away	doj nO		isorder	uo Ajouja	бијі	ssoj D	02 01
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8	Sam Sander	Electrician	8/5	2 nd floor storeroom	Broken left foot, fell over box		×			7	30	×			□		П
Š	Ralph Boccella	Laborer	9/12	Packaging dept.	Back strain, lifting boxes		×				8	X	_ _	_			П
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Public reg to review Questions New Jers	Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time for review the instructions, search and gather the data needed, and complete and review the collection of information. Questions regarding this form should be directed to the Office of Public Employees Occupational Safety and Health, New Jersey Department of Labor and Workforce Development, PO Box 386, Tention, New Jersey 19825.	formation is estimated to be data needed, and coned to the Office of Publice Development, PO Bc	o average 14 minute mplete and review th ic Employees Occup xx 386, Trenton, New	ss per response, including time ne collection of information. entional Safety and Health, v Jersey 08625.	Choose ONE of these categories. Classify case by recording most serious outcome of the case with column J (Other recordable cases) being the least serious and column G (Death) being the most earling.	ify case by case with g the least most	K 4 0 0	tevise the log nd the outcor riginally recor r white-out th	Revise the log if the injury or illness progresses and the outcome is more serious than you originally recorded for the case. Cross out, erase, or white-out the original entry.	r illness progrious than you ise. Cross o	gresses ou out, erase,	<u> </u>	(2)	eriqeeA <u>©</u>	(4)	(9)	>⊪v @
					2000							_					

NJOSH Form-300

Log of Work-Related Injuries and Illnesses

injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related You must record information about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment injury and illness incident report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call the Office of Public Employees Occupational Safety and Health for help.

to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Public Employer:

State:

Attention: This form contains information relating

			type of	səs	er illness	dto IIA	(9)								0
			Check the "injury" column or choose one type of illness:		ssoq f	Hearing	(2)								0
			lumn or che		Виј	nosio9	(4)								0
			ry" colun		on	Respira Conditi	(3)								0
			the "inju		sorder	Skin Di	(2)								0
Other:			Check	€		Yuujul	Ð								0
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		Enter the number of	days the injured or ill worker was:	L	Away From	Work (days)	3								0
			ase based on ase:		Remained at work	Other record- able cases	(5)								0
County:	0		CHECK ONLY ONE box for each case based on the most serious outcome for that case:		Remain	Job transfer Other record or restriction able cases	€								0
	Classify the case		ONLY ONE		Days away from work		Œ								0
	Classi		CHECK the mos		Death		(<u>B</u>)								0
	case		(F) Describe injury or illness, parts of body affected,	and object/substance that directly injured of the person ill (e.g. Second degree burns on right	forearm from acetylene torch)										Page totals
	Describe the case		(E) Where the event occurred (e.g.	Loading dock nottil end)											
			(D) Date of	onset or	illness (mo./day)										
<u>.</u>			(C) Job Title (e.g.,	(velder)											
	Identify the person		(B) Employee's Name												
20(21)	<u> </u>		Case	2			8	7							

Public reporting burden for this collection of information is estimated to average 14 minutes per response, induding time to review the instruction, search and gather the data needed, and complete and review the collection of information. Questions regarding this form should be directed to the Office of Public Employees Occupational Safety and Health, New Jersey Department of Labor and Workforce Development, PO Box 386, Trenton, New Jersey 08625, Do not send the completed forms to this office.

All other illnesses

Hearing Loss

Condition

Respiratory

Skin Disorder

λιηία

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

9

(2)

4

3

(5)

Ξ

1 of 1

Page

NJOSH - 300A

Summary of Work-Related Injuries and Illnesses

Year

N.J. DOL & WD Public Employees Occupational Safety & Health

All establishments covered by Part 1904 must complete this Summany pages, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Leg, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases writer '0,"

Employees, former employees and their representatives have the right to review the NJOSH Form 300 in its entirety. They also have limited access to the NJOSH Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordscepting rule, for further details on the access provisions for these forms.

Number of Cases			
Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	0
(9)	(H)	(I)	(r)
Number of Days			
Total number of days away from work		Total number of days of job transfer or restriction	
0 (X)		(٦)	
Injury and Illness Types	ypes		
Total number of (M)			
(1) Injury (2) Skin Disorder	0 0	(4) Poisoning (5) Hearing Loss	0 0
(3) Respiratory Condition		(6) All Other Illnesses	

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. Comments regarding this form should be sent to the Office of Public Employees Occupational Safety and Health, NJ Department of Labor and Workforce Development, PO Box 386. Trenton, NJ 08625.

Public Employer	
Department or Agency	
Street State City State	Zip
Industry description (e.g., Police, DPW, Sewerage Treatment, School)	chool)
Standard Industrial Classification (SIC), if known (e.g., SIC 3715)	
OR North American Industrial Classification (NAICS), if known (e.g., 336212)	336212)
Employment information	
Annual average number of employees	
Total hours worked by all employees last year	
Sign here	
Knowingly falsifying this document may result in a fine.	
I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.	onowledge the entries are true, accurate, and complete.
Public Employer Management Representative	Title
Phone	Date

NJOSH Form 301

Injuries and Illnesses Incident Report

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.



N J DOL & WD

Public Employees Occupational Safety & Health

	Information about the employee	Information about the case	
	1) Full Name	10) Case number from the Log	(Transfer the case number from the Log after you record the case.)
This Injury and Illness Incident Report is one of the first forms von must fill out when a recordable work-	2) Street	11) Date of injury or illness	
related injury or illness has occurred. Together with the I on of Work-Related Injuries and Illnesses and	City State Zip	12) Time employee began work	AM/PM
the accompanying Summary, these forms help the	3) Date of birth	13) Time of event	AM/PM Check if time cannot be determined
employer and PEOSH develop a picture of the extent and severity of work-related incidents.		*Please do not include any personally identifiable int numbers, or SSNs) in the following fields.	Please do not include any personally identifiable information (PII) pertaining to worker(s) involved in the incident (e.g., no names, phone numbers, or SSNs) in the following fields.
Within 7 calendar days after you receive	4) Date hired	*14) What was the employee doing ju	*14) What was the employee doing just before the incident occurred? Describe the activity, as well
information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation,	5) Male	as the tools, equipment or materia ladder while carrying roofing mater entry."	as the tools, equipment or material the employee was using. Be specific. Examples: "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer keyentry."
insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information	Information about the physician or other health care professional		
asked for on this form. According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep	6) Name of physician or other health care professional	*15) What happened? Tell us how the injury occurred worker fell 20 feet"; "Worker was sprayed with ch "Worker developed soreness in wrist over time."	*15) What happened? Tell us how the injury occurred. Examples: "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."
this form on file for 5 years following the year to which it pertains.			
If you need additional copies of this form, you	7) If treatment was given away from the worksite, where was it given?		
in the priorocopy and use as many as you need.	Facility	*16) What was the injury or illness?	*16) What was the injury or illness? Tell us the part of the body that was affected and how it was
	Street	affected. Examples: "strained bac	affected. Examples: "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."
	City State Zip		
Completed by	8) Was employee treated in an emergency room?	*17) What object or substance direct	*17) What object or substance directly harmed the employee? Examples: "concrete floor";
⊕ ⊞	ON	"chlorine"; "radial arm saw." If this	chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.
Phone Date	9) Was employee hospitalized overnight as an in-patient?		
	°N	18) If the employee died, when did death occur? Date of death	death occur? Date of death

Public reporting burden for this collection of information is estimated to average 22 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information unless it displays a current valid OMB control number. If you have any comments about this estimate or any other aspects of this data collection, including suggestions for reducing this burden, contact. The Office of Public Employees Occupational Safety and Health, NJ Department of Labor & Workforce Development, PO Box 386, Trenton, New Jersey 08625.

10 STEPS BY MUNICIPALITIES TO DEMOLISH UNFIT STRUCTURES

NJSA. 40:48-2.5 provides the strict statutory requirements that must be adhered to by a municipality in demolishing an unfit or dilapidated building.

- 1. Issue notice to the owner stating the charges
- 2. State the time and place of the hearing related to the charges.
- 3. Notify the owner that they will be given the right to answer the complaint.
- 4. The owner shall be given the right to appear in person and give testimony at the time and place fixed in the complaint.
- 5. The Rules of Evidence prevailing in the Courts shall not be controlling in the hearing.
- 6. If the municipality finds the building unfit for human habitation or occupancy, they must state in writing their findings in supports of such a determination to be served upon the owner. This order sent to the owner requiring repair, alteration
 - or improvement must allow a reasonable period of time for these actions.
- 7. If the owner fails to repair or improve the building and the condition is such that it is a danger to persons near the premises, then the owner will be required to remove or demolish said structure.
- 8. The municipality can repair or improve the building themselves, or cause it to be vacated, or post a placard indicating that the building is unfit and any occupation is unlawful and prohibited.
- 9. If the owner fails to comply with an order to remove or demolish the building, the municipality may remove or demolish the building after advertising and receiving bids for such work.
- 10. Any related costs, not recouped from the sale of any building materials shall be a municipal lien against the property

Example; A town failed to comply with all requirements of the statute when they could not prove that they had complied with the notice requirement to the owner of the demolition hearing. The town could not produce the green return receipt card confirming it had noticed the owner. Total payout to the claimant in this file was \$50,000 plus legal expenses. Personal service and Registered mail service





BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND WELLNESS DIRECTOR'S REPORT

TO: Municipal Fund Commissioners, Safety Coordinators, and Risk Managers

FROM: Debby Schiffer, JIF Wellness Director

DATE: February 21, 2017 at Hainesport Municipal Building Contact Information: debby_schiffer@targetingwellness.com 856-322-1220

FEBRUARY ACTIVITY & PLANNED EVENTS

2017 Wellness Days:

Several municipalities are planning to work together to offer their employees a Joint Municipality Wellness Day.

1) Chesterfield, Bordentown City, Fieldsboro (planned for April 26th)

2) Medford, Tabernacle, Lumberton, Shamong and Southampton (planned for May 23rd)

Municipality already planning a wellness day for later in the year – Pemberton Township (Sept 29th).

Presentations:

Delanco – Feb presentation on "Movement vs exercise – Sitting Disease"

Medford – Jan presentation at the Firehouse - "Healthy Gut and Food Sensitivities" also "Movement vs. exercise – Sitting Disease"

Tabernacle – Feb presentation on CERT Group meeting night - "Healthy Heart"

Pemberton Township – Feb presentation for the PW Group – "Diabetes and your body"

Year Long Maintain Don't Gain Challenge: Florence Twp

Initial cost to participate is \$1.00

Weigh in will take place at the end of every month

Those who gain contribute an extra \$1 per pound gained

Maintain your names goes in for a drawing at the end of the year

Lose weight and your name goes in twice.

Prize: Money collected plus \$75 gift card to health conscience restaurant

Employee Needs Assessment:

A few of you have indicated that you distributed the new version of the wellness survey. Westampton and Chesterfield have gotten a good response. If you have also distributed and are waiting for responses, please let me know. Or if you need me to email you the survey, please don't hesitate. I will be happy to review the responses and discuss with you any highlights and ideas on how we can fulfill some of the requests.

2017 Wellness Funds:

You should have received notification from AJG on your Wellness Funds for 2017. Let's please try to work together early in the year to allocate these funds so we don't miss out or feel pressured at the end of the year to spend them.

February Wellness Connection Newsletter

• The February Newsletter features information on a healthy heart. Tips on what to do to keep your heart strong, tips on eating out, information about fat cells and a healthier version of a favor sweet for your Valentine!

The Exercise of the Month highlights a few simple exercises to strength your Core...one of the most important set of muscles in keeping you stable.

Wear Red Day: Feb 3rd was Wear Red Day to increase awareness of women and heart disease. Thank you to all the municipalities who encouraged their employees to support this cause by wearing red.

Fire Fighters Ad Hoc Committee – Meetings will be held Quarterly. Notice went out to all JIF members. First meeting is February 21st at 7pm at the Emergency Service Training Building in Westampton.

Other Ideas:

Fresh fruit Friday's or any day

Salad bar lunches or healthy Pot luck

Positive and motivating quote posted in office

Lunch & Learns

Massage or Reflexology

Standing Desks, ergonomic chairs, desk bike

1x reimbursement for Wellness services or products

Wellness Corner Connection

February 2017

Debby Schiffer, Wellness Director for BURLCO & TRICO JIFs

Women and Heart Disease

The facts

The stats don't lieheart disease is a major concern for women.

Women tend to develop cardiovascular disease 10 years later than men, making it more likely that they may have an accompanying disease that masks heart attack symptoms. Age also makes their chance of survival less likely.

When a heart attack does strike, women under 50 are twice as likely to die as men. The same holds true for bypass surgery, in which twice as many women die as men.

Over 1/3 of female adults have some form of cardiovascular disease.

Of the women who die suddenly from coronary heart disease (CHD), twothirds may have no previous symptoms.

A heart attack strikes approximately every 34 seconds — and it doesn't care what gender you are.

American Heart Month

February Means Heart Disease Awareness!



Heart disease is the leading cause of death in the United States. The month of February is dedicated to raising awareness about heart disease and increasing knowledge about prevention. Educate yourself on the dangers of heart disease and get on track to better heart health now!

A Powerful, Hard-working Muscle

The heart is the human body's hardest working organ. Throughout life it continuously pumps blood enriched with oxygen and vital nutrients through a network of arteries to all tissues of the body. To perform this strenuous task, the heart muscle itself needs a plentiful supply of oxygen-rich blood, provided through a network of coronary arteries. These arteries carry oxygen-rich blood to the heart's muscular walls (the *myocardium*).

A heart attack (myocardial infarction) occurs when blood flow to the heart muscle is blocked, and tissue death occurs from loss of oxygen, severely damaging a portion of the heart.

Heart Attack Symptoms

Heart attack symptoms can vary. They may come on suddenly and severely or may progress slowly, beginning with mild pain. Symptoms can also vary between men and women. Women are less likely than men to have classic chest pain, but they are more likely to experience shortness of breath, nausea or vomiting, or jaw and back pain. (see side bar)

Common signs and symptom of heart attack include:

- Chest pain. Chest pain or discomfort (angina) is the main sign of a heart attack. It can feel like pressure, squeezing, fullness, or pain in the center of the chest. Patients with coronary artery disease who have stable angina often experience chest pain that lasts for a few minutes and then goes away. With heart attack, the pain usually lasts for more than a few minutes and the feeling may go away but then come back.
- Discomfort in the upper body. People having a heart attack may feel discomfort in one or both arms, neck, back, jaw, or stomach.
- Shortness of breath can occur with or without chest pain.
- Nausea, vomiting, lightheadedness or breaking out in a cold sweat.

BE IN THE KNOW -









Research suggests that morning heart attacks are also most serious (between 6am and noon). The study was the first to link circadian fluctuations to heart attack severity in humans.

The study, conducted by Dr. Ibanez for Spain's National Center for Cardiovascular Research, also showed that the fewest heart attacks occurred between midnight and 6am.



Fat Cells—Heart Disease, Diabetes, Fatty Liver

Have you ever been on a diet that claims to "eliminate fat cells"? Well guess what? They lied! Eliminating fat cells is IMPOSSIBLE! The number of fat cells we have were determined throughout our childhood and adolescence. By the time we reach 20 years old, our genetics and how much we consumed as a child has given us all the fat cells we are going to have. Most people have the same number of fat cells throughout their entire life. When we gain weight or lose weight we don't lose fat cells, they just change in size. Typically we store fat based on the sex hormones estrogen and testosterone. Therefore, men tend to carry body fat in their chest and abdomen producing the "apple" shape. Women tend to carry fat in their breasts, hips, waist and buttocks creating a "pear" shape.

Many of us, as we get a little older, tend to believe that the "middle-age spread" is inevitable. As we approach our middle years, the ratio of fat to body weight tends to increase especially for women. The extra pounds tend to park themselves right around our waistline. As our waistline grows, so does our health risks. Abdominal or visceral fat (also referred to as *deep* fat) is more of a health concern than subcutaneous (adipose) fat which is just below the skin and typically can pinch with your fingers. Visceral fat lies out of reach and fills in the spaces between and around your organs. This can be an issue even if you are thin. It as been linked to metabolic disturbances and increased risk of cardiovascular disease and type 2 diabetes. It can even lead to a term we have been hearing more and more about "Fatty Liver".

According to Harvard Medical School, it is not certain but perhaps as many as 20% of American adults have some degree of **fatty liver disease**. This used to be a condition that occurred exclusively in heavy drinkers. The epidemics of obesity and diabetes are to blame. Fatty liver affects between 70% and 90% of people with these conditions. As you may recall from past discussions of diabetes, insulin is needed for glucose to enter cells for energy. If someone is insulin resistant, it means their muscle, fat and liver cells do not respond properly to insulin and thus cannot easily absorb glucose from the bloodstream. As a result, the body needs higher levels of insulin to keep glucose under control. The pancreas will continue to pump out excess insulin in an attempt to overcome the resistance, eventually wearing out the pancreas and resulting in type 2 diabetes. But while this is happening, there is also an increase in the amount of free fatty acids circulating in the blood. Fatty liver disease occurs when some of those fatty molecules accumulate inside liver cells. It can lead to inflammation in the liver and damage surrounding liver tissue.

Once that happens, if excess alcohol is not involved, the condition is called **nonalcoholic steatohepatitis** (*steato*- for fat and –*hepatitis* because the liver is inflamed). Fortunately, that unwieldy name boils down to a handier acronym, NASH. Estimates vary quite a bit, but it seems that 5% to 10% of people with fatty liver disease go on to develop NASH. NASH is often a relatively stable, low-grade condition that people live with for years, with few if any symptoms. But it can also start a cascade of serious damage to the liver and attempts by the organ to regenerate itself that culminate in an abundance of scar tissue and impaired liver function — **a condition called cirrhosis**. Cirrhosis is irreversible and can lead to total failure of the liver. It also is associated with an increased risk for developing liver cancer.

To learn more, go to Harvard Health Publications. Harvard Medical School. "Abdominal fat and what to do about it" (Oct 2015) and "When the liver gets fatty." (Jan 2011).

Do you know YOUR numbers?



Do you know the heart health numbers that could literally save your life? There are three key numbers you need -- including one surprisingly easy one that could give you a lifesaving preview of your cardiac risk.

- 1. Your blood pressure
- 2. Your cholesterol levels
- 3. Your waist size

Don't wait until it's raining to get the roof fixed!!! Make the effort to get your screenings now. Check with your physical to determine what is "normal" for YOU.

For more details on the ranges in which these numbers should be, visit: http://www.webmd.com/heart/features/do-you-know-your-heart-numbers

Heart disease is often preventable. Follow this advise to help keep your heart healthy:



Get regular checkups. Assessing your blood cholesterol, blood sugar and blood pressure are the most common first

steps toward getting an idea of the health of your heart. Based on the results, your doctor may decide to do further tests.

Stay smoke-free. Smoking may be associated with heart attacks even in younger women. Within three years of quitting, the risk of heart attack for former smokers is the same as it is for lifetime non-smokers.

Lose weight. A lower body weight can lead to lower cholesterol and blood pressure levels, as well as reduce your risk of developing Type 2 diabetes, a disease which increases the risk of heart attack or stroke.

Eat more fresh fruit and vegetables. A



diet high in fruits and vegetable has been linked to lower blood pressure and a reduced risk of heart disease

Consume less fat. In addition to lowering your total intake of fat, focus especially on reducing the amount of saturated fat your eat. Saturated fats are mostly found in animal products, including meat, butter and lard.

Get moving. We all know exercise is good for us, but how good is it? Among other things, getting active can lower blood pressure and reduce triglycerides, a form of fat present in your bloodstream. Exercise also helps improve endothelial function (related to the inner lining of blood vessels) and may help keep the vessels dilated.

Laughing can be a great workout for your



heart. Whenever you laugh, the blood flow in your heart is increased for up to 45 minutes, which in turn improves your heart health.

Healthy Heart = Healthy Brain

Research published in the Archives of Neurology suggests that people with low levels of "good cholesterol", or Highdensity lipoprotein (HDL) cholesterol, may





be more likely to develop Alzheimer's disease. HDL levels can be increased through losing weight, exercising, quitting smoking and eating healthier fats.





Spice it Up and Improve Heart Health

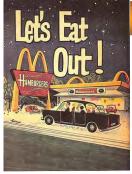
Regardless of whether they are dried or fresh, herbs and spices have wonderful health benefits. If you're trying to prevent heart disease or simply preparing a heart-friendly meal, try to add these herbs and spices in whenever you can.

- 1. Garlic: Whether raw or ground, no one can deny the healing powers of garlic. If you buy garlic powder though, make sure it is pure with no other ingredients added to it, especially salt. This spice has antioxidants and is used in thinning blood, making it an effective remedy for those with high cholesterol.
- **2. Cinnamon:** Although this is used to add flavor to coffee and pies, cinnamon is actually quite useful in the kitchen. Add this to your dishes to help lower your blood sugar levels, while improving your insulin sensitivity. Cinnamon also has antioxidants that help remove toxins in the body.
- 3. Onion: Lower your blood pressure by adding onions to your meals. Aside from that, onions can reduce the unhealthy fats found in your blood. Onions also prevent blood clotting and can also lower your blood sugar, which is why it is popular to diabetic patients as well as those with heart diseases.
- **4. Ginger:** Ginger also acts like garlic, which can help thin the blood. In most places, ginger is used to help digestion and other tummy problems. It can also treat nausea for patients who take morphine or codeine. When it comes to aiding the heart, it is considered an anti-inflammatory spice and can help relax the blood vessels.
- 5. Turmeric: A distant cousin of ginger, turmeric is very popular because of its health benefits that it owes from curcumin. This spice is used for curry powder, giving it its distinctive color. Meanwhile, curcumin is a compound that has several healing powers. Some researchers believe that it can cure arthritis and even prevent Alzheimer's disease. Turmeric is a heart-friendly spice that can prevent blood clotting and lower blood pressure. It can also raise good cholesterol levels by up to 30%.



Herbalists recommend sipping sage tea for upset stomachs and sore throats; one study found that spraying sore throats with a sage solution gave effective pain relief. And whoever gave the herb the wisdom-connoting "sage" moniker may have been onto something: preliminary research suggests the herb may improve some symptoms of early Alzheimer's disease by preventing a key enzyme from destroying acetylcholine, a brain chemical involved in memory and learning. In another study, college students who took sage extracts in capsule form performed significantly better on memory tests, and their moods im-





Think about your portions

- Ask for a half-size portion of the meal. Or ask if the restaurant offers lunch-sized portions, which tend to be smaller.
- At fast-food restaurants, choose the smallest-size meal option instead of "super-sizing."
- If you enjoy leftovers, try putting half of your meal in a to-go box. Ask your server to bring the box with your meal, so that you can split the meal before you even take the first bite.
- Try splitting a meal with someone else at your table.
 - Avoid all-you-can-eat menu options and buffet-style restaurants. Unlimited refills of soup or pasta may sound like a good deal, but they can make it easier to overeat.
- Before you order, find out how the food is prepared. Foods that are broiled, poached, grilled, baked, or steamed tend to be lower in fat than foods that are fried. Limit foods that are breaded or that come with cream sauce or gravy.
- Ask to have butter, sour cream, gravy, dressings and sauces served on the side.
- Choose reduced-fat salad dressings. Or choose oil-and-vinegar salad dressings instead of creamy dressings.
- Order hamburgers and sandwiches without the high-fat extras, such as cheese and bacon.
- Choose leaner deli meats such as turkey or roast beef rather than salami or bologna.
- Order extra vegetables on pizzas and sandwiches.
- Substitute vegetables or a baked potato for french fries. At fast-food restaurants, ask if you can have a salad or fruit instead of french fries.
- If you want dessert, look for low-fat frozen yogurt, sorbet, fruit ice, or sherbert





Heart Facts

With Valentine's Day just around the corner, I thought it would be interesting to share some "Fun facts" about the heart. But learning these facts can be more than mere entertainment. These facts will also educate you on just how amazing the heart is and why it's so critical we help our own stay strong and continue working properly.

- The heart weighs less than one pound. The average weight for women is eight ounces and for men, 10 ounces.
- Your heartbeats with enough strength to shoot blood a distance of 30 feet.
- Your left lung is smaller than your right one to make room in your chest cavity for your heart.
- On average, a million barrels worth of blood is pumped through the heart in a lifetime.
- ♥ Every year, your heart beats approximately 35 million times. That is 100,000 beats per day and 70 beats per minute. Over the course of a lifetime, that adds up to an average of 2.5 billion heartbeats.
- Your heart is made up almost entirely of muscle. It is strong enough to lift approximately 3,000 pounds − roughly the weight of a compact car.
- ▼ The blood vessels fed by your heart are more than 60,000 miles long. According to The Cleveland Clinic, they could wrap around the world twice.
- Clench your fists and put them side by side. This is roughly the size of your heart. A child's heart is approximately the size of on clenched fist on an adult hand.
- Women's hearts beat faster than male hearts.
- Morning is peak time for heart attacks. The majority of heart attacks happen during the hours of 8 and 9 in the morning. Most heart attacks happen on Mondays.
- ♥ For men, there is a strange link between the ring finger and the heart. According to scientific studies, the longer a man's ring finger is, the lower his chance of having a heart attack.
- You really can have a "broken heart." When you experience an emotionally difficult event, like a death of a loved one or the end of a romantic relationship, your body releases stress hormones. These hormones can sometimes cause symptoms similar to those of a heart attack. In some cases, there hormones can cause an actual heart attack.

Recipe Corner

ALMOND JOYFULS

This is a great Valentine's Day Sweet for your sweetie! And it's MUCH healthier version of an old favorite!

Prep Time: 10 minutes

"Cooking" time: 30 minutes in the refrigera-

tor-no cooking!

Yields 12 to 15 pieces.

Ingredients:

2 cups unsweetened shredded coconut

2 tablespoons Ghee* or vegan butter substitute

3 tablespoons brown rice syrup

scant pinch sea salt

1/4 teaspoon cinnamon

2 cups dark chocolate morsels (Ghirardelli 60% cacao)

Note*: Ghee is clarified butter and can be purchased at most supermarkets in their Natural/Organic section.



Directions:

Place all ingredients except chocolate in a food processor and pulse until a sticky mixture forms that hold together.

Line a baking sheet with parchment. Use a melon baller or a tablespoon to scoop coconut mixture onto parchment. Press an almond onto top of each scoop of coconut. Chill in refrigerator for 30 minutes (or longer).

When coconut is firm, temper the chocolate. Melt 1 1/2 cups of chocolate in a double boiler or glass bowl over a pan of boiling water and stir until chocolate melts and reaches 119 degrees. Remove from heat (do not let water get in chocolate).

Stir in the remaining chocolate until it is smooth and temperature reduces to 85 degrees.

Spoon chocolate over each coconut almond mound and chill to set the chocolate.

Enjoy your Almond Joyfuls!

Recipe from Christina Cooks—https://www.christinacooks.com/recipes/almond-joyfuls

Debby Schiffer, Wellness Director for BURLCO & TRICO JIF E-mail: debby_schiffer@targetingwellness.com

Home Office: 856-322-1220 Cell: 856-520-9908



In honor of National Heart Month and Valentine's Day, I found this "heart pumping partner workout" to try. **CAUTION**: This is NOT a workout: if new to exercise, have any injuries or joint issues nor for the faint of heart! Please check with your doctor first. Other than water, a towel and possible a mat, the only other thing you will need is a partner. Hopefully someone you like! ①

Heart Pumping Partner Workout

Wheelbarrow Push Up / Wall Sit

One partner wall sits and holds feet of other partner for 10 push ups. Switch positions.

Partner Leg Raises

One person stands, the other lays on back near partner's feet, grasping ankles. Legs are raised toward standing partner who then pushes legs downward. Repeat 10 times. Switch positions.



Leapfrog Burpees

Take turns jumping over each other in down burpee position until each partner has burpeed 10 times.

Dynamic Lunges

Face each other, holding hands. One partner lunges forward with right leg while other moves back on left leg. Do 20 lunges.

Double-Decker Plank

Larger partner forearm planks while smaller partner straight-arm planks on top with feet on

partner's shoulders, hands on ankles. Aim for 1 minute.



Burlington County Municipal JIF Managed Care Summary Report 2016

Intake	January-17	January-16	2017 YTD	2016 YTD
# of New Claims Reported	10	22	10	22
# of Report Only	3	13	3	13
% Report Only	30.0%	59.1%	30.0%	59.1%
# of Medical Only	7	8	7	8
# of Lost Time	0	1	0	1
Medical Only to Lost Time Ratio	100:00	89:11	100:00	89:11
Average # of Days to Report a Claim	10.7	1.6	10.7	1,6

Nurse Case Management	January-17	January-16
# of Cases Assigned to Case Management	17	19
# of Cases >90 days	17	14

Savings	January-17	January-16	2017 YTD	2016 YTD
Bill Count	93	95	93	95
Provider Charges	\$66,400	\$114,292	\$66,400	\$114,292
Repriced Amount	\$29,910	\$66,561	\$29,910	\$66,561
Savings \$	\$36,489	\$47,731	\$36,489	\$47,731
% of Savings	55.0%	41.8%	55.0%	41.8%

Participating Provider Penetration Rate	January-17	January-16	2017 YTD	2016 YTD
Bill Count	95.7%	95.8%	95.7%	95.8%
Provider Charges	97.2%	96.3%	97.2%	96.3%

EPO Penetration Rate	January-17	January-16	2017 YTD	2016 YTD
Bill Count	77.6%	91.4%	77.6%	91.4%
Provider Charges	82.9%	86.1%	82.9%	86.1%

Transitional Duty Summary	2017 YTD	2016 YTD
% of Transitional Duty Days Worked	43.3%	36.9%
% of Transitional Duty Days Not Accommodated	56.7%	63.1%



Burlington County Municipal JIF Average Days To Report By JIF Member January 1, 2017 - January 30, 2017

	# Of Claims Reported	Average	e Days To Report
DELANCO TOWNSHIP		1	3.0
EDGEWATER PARK		1	0.0
LUMBERTON TWP		1	45.0
MOUNT LAUREL TOWNSHIP		1	0.0
PALMYRA BOROUGH		1	0.0
PEMBERTON TOWNSHIP		1	1.0
RIVERSIDE TWP		1	1.0
SOUTHAMPTON TOWNSHIP		3	19.0
Grand Total		10	10.7



Burlington County Municipal JIF Transitional Duty Summary Report January 1, 2017 - January 31, 2017

	Transitional Duty Days Available	Transitional Duty Days Worked	% Of Transitional Duty Days Worked	Transitional Duty Days Not Accommodated	% Of Transitional Duty Days Not Accommodated
DELRAN TOWNSHIP	31	31	100.0%	0	0.0%
EDGEWATER PARK	11	11	100.0%	0	0.0%
FLORENCE TOWNSHIP	16	0	0.0%	16	100.0%
PEMBERTON TOWNSHIP	17	0	0.0%	17	100.0%
WESTAMPTON TOWNSHIP	22	0	0.0%	22	100.0%
Grand Total	97	42	43.3%	55	56.7%



Burlington County Municipal JIF PPO Savings And Penetration Report January 1, 2017 - January 30, 2017

	Bill Count	Provider Charges	Repriced Amount	\$ Savings	% Of Savings
Participating Provider	89	\$64,549.44	\$28,264.98	\$36,284.46	56.2%
Facility	10	\$36,610.45	\$18,364.20	\$18,246.25	49.8%
Physical Therapy	38	\$10,553.00	\$3,240.00	\$7,313.00	69.3%
Ortho/Neuro	12	\$8,742.07	\$3,196.22	\$5,545.85	63.4%
Occ Med/Primary Care	14	\$3,356.92	\$1,903.61	\$1,453.31	43.3%
Occupational Therapy	7	\$2,085.00	\$616.00	\$1,469.00	70.5%
Anesthesia	1	\$1,400.00	\$455.00	\$945.00	67.5%
Physicians Fees	2	\$1,326.00	\$352.70	\$973.30	73.4%
MRI/Radiology	5	\$476.00	\$137.25	\$338.75	71.2%
Out Of Network	4	\$1,850.18	\$1,645.18	\$205.00	11.1%
Other	3	\$1,770.18	\$1,565.18	\$205.00	11.6%
Physician Fees	1	\$80.00	\$80.00	\$0.00	0.0%
Grand Total	93	\$66,399.62	\$29,910.16	\$36,489.46	55.0%

Participating Provider Penetration Rate Bill Count 95.7%

Provider Charges 97.2%

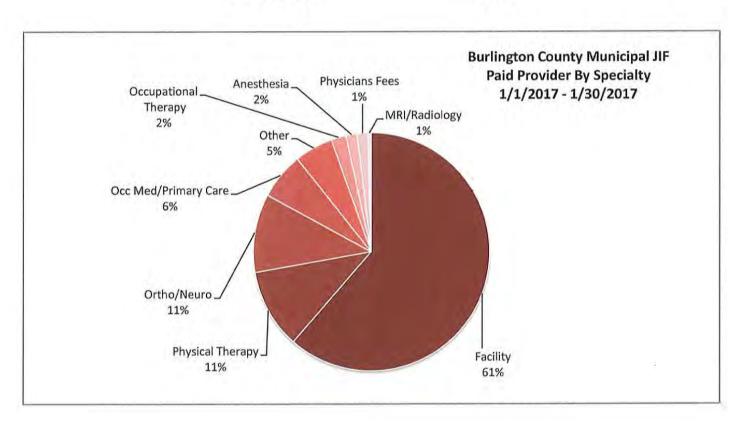
EPO Penetration Rate

Bill Count 77.6% Provider Charges 82.9%



Burlington County Municipal JIF Paid Provider By Specialty January 1, 2017 - January 30, 2017

priced Amount
\$18,364.20
\$3,240.00
\$3,196.22
\$1,903.61
\$1,565.18
\$616.00
\$455.00
\$432.70
\$137.25





Burlington County Municipal JIF Top 5 Providers By Specialty January 1, 2017 - January 30, 2017

	Bill Count	Repriced Amount
Anesthesia	1	\$455.00
LOURDES ANESTHESIA ASSOC PA	1	\$455.00
Facility	10	\$18,364.20
VIRTUA MEMORIAL HOSPITAL BURLINGTON COUNTY INC	7	\$14,606.20
VIRTUA WEST JERSEY HEALTH, INC.	1	\$1,491.00
FELLOWSHIP SURGICAL CENTER, LLC	1	\$1,344.00
DENVILLE SURGERY CENTER, LLC	1	\$923.00
MRI/Radiology	5	\$137.25
RADIOLOGY ASSOCIATES OF BURLINGTON COUNTY P A	4	\$122.37
SOUTH JERSEY RADIOLOGY ASSOCIATES PA	1	\$14.88
Occ Med/Primary Care	13	\$1,818.27
U.S. HEALTHWORKS MEDICAL GROUP OF NEW JERSEY, P.C.	5	\$893.68
MEDEXPRESS URGENT CARE- NEW JERSEY, INC	5	\$564.00
WORKNET OCCUPATIONAL MEDICINE	1	\$162.00
ATLANTICARE URGENT CARE & OCCUPATIONAL HEALTH	1	\$106.08
OCCUPATIONAL HEALTH CENTERS OF NEW JERSEY, PA	1	\$92.51
Occupational Therapy	7	\$616.00
NOVACARE REHABILITATION	7	\$616.00
Ortho/Neuro	12	\$3,196.22
HAND SURGERY AND REHABILITATION CENTER OF NEW JERSEY	3	\$1,473.41
COASTAL SPINE, PC.	1	\$1,020.00
PREMIER ORTHOPEDIC OF SOUTH JERSEY	7	\$509.07
SPRAINS, STRAINS & FRACTURES	1	\$193.74
Physical Therapy	38	\$3,240.00
NOVACARE REHABILITATION	12	\$1,240.00
REHAB EXCELLENCE CENTER, LLC	15	\$1,230.00
REHAB CONNECTION	11	\$770.00



Nurse Case Management Assignment Report January 2017

ACM, BURLCO, TRICO, ACCASBO, BCIP, GCSSD Jennifer Hann Stephanie Dionisio 66 Sharon Maurer 63 Sharon Maurer 64 Vineland & Other Accounts Patricia Henchy 55 Team Leader Russel Bayer 21 Total 60 00 00 00 00 00 00 00 00 00 00 00 00		Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
	ACM, BURLCO,												
	TRICO, ACCASBO,												
	BCIP, GCSSD												
	Jennifer Hann	63											
	Stephanie Dionisio	99											
	Sharon Maurer	63											
	Karen Kofoet	64											
unts ia Henchy Leader I Bayer	Vineland & Other												
ia Henchy Leader	Accounts												
Leader I Bayer	Patricia Henchy	55											
l Bayer	Team Leader												
	Russel Bayer	21											
	Total	332	0	0	0	0	0	0	0	0		0	0

Valued as of 1/30/17

February 8, 2017

To the Members of the Executive Board of the Burlington County Municipal Joint Insurance Fund

I have enclosed for your review and, in some cases consideration, documents of presentation relating to claims, transfers, and the financial condition of the Fund.

The statements included in this report are prepared on a "modified cash basis" and relate to financial activity through the one month period ending January 31, 2017 for Closed Fund Years 1991 to 2012, and Fund Years 2013, 2014, 2015, 2016 and 2017. The reports, where required, are presented in a manner prescribed or permitted by the Department of Insurance and the Division of Local Government Services of the Department of Community Affairs.

All statements contained in this report are subject to adjustment by annual audit.

A summary of the contents of these statements is presented below.

INVESTMENT INTEREST & INVESTMENTS:

Interest received or accrued for the reporting period totaled \$11,235.76. This generated an average annual yield of .81%. However, after including an unrealized net gain of \$13,550.00 in the asset portfolio, the yield is adjusted to 1.78% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$137,760.00 as it relates to current market value of \$8,862,240.00 vs. the amount we have invested.

Our asset portfolio with TD Wealth Management consists of 2 obligations with maturity greater than one year.

RECEIPT ACTIVITY FOR THE PERIOD

Subrogation Receipts \$ 337.00 (detailed in my report) Overpayment Reimbursements \$.00 FY 2017 Premium Receipts \$ 553,974.00 FY 2017 Approp. Refund \$200.00

LOSS RUN PAYMENT REGISTER ACTIVITY FOR THE PERIOD:

The enclosed report shows net claim activity during the reporting period for claims paid by the fund and claims payable by the Fund at period end in the amount of \$ 146,171.02. The claims detail shows 190 claim payments issued.

A.E.L.C.F. PARTICIPANT BALANCES AT PERIOD END:

Delran Township \$73,477.00 Chesterfield Township \$1,045.00 Bordentown City \$10,455.00

CASH ACTIVITY FOR THE PERIOD:

The enclosed reconciliation report details that during the reporting period the Fund's "Cash Position" changed from an opening balance of \$ 16,700,752.22 to a closing balance of \$ 16,651,255.59 showing a decrease in the fund of \$ 49,496.63. A detailed reconciliation of this change, including its affect on our banking instruments, is included in my report.

BILL LIST FOR THE PERIOD:

Vouchers to be submitted for your consideration at the scheduled meeting show on the accompanying bill list at the end of my report.

The information contained in this cover report is a summary of key elements related to activity during the reporting period. Other detailed information is contained in the attached documents and, if desired, a more specific explanation on any question can be obtained by contacting me at 609-744-3597.

Respectfully Submitted,

Thomas J. Tontarski Treasurer

BURLINGTON COUNTY MUNICIPAL JOINT INS. FUND Subrogation/ Salvage Report Calendar Year 2017

		CLAIM/					
DATE	CREDITED	FILE		COV.	FUND	AMOUNT	RECEIVED
REC'D	TO:	NUMBER	CLAIMANT NAME	TYPE	YEAR	RECEIVED	Y.T.D.
1/5	MOUNT LAUREL TWP.	1264498	MOUNT LAUREL TWP.	PR	2016	125.00	
1/9	DELRAN TOWNSHIP	Z32558	KEVIN PFEFFER	WC	2016	204.00	
1/9	WESTAMPTON TWP.	X57755	RALPH LUTZ	WC	2013	8.00	
TOTAL-JAN						337.00	
TOTAL-YTD							337.00

BURLINGTON COUNTY MUNICIPAL JIF ACCOUNT RECONCILIATION ACTIVITY REPORT FY 2017

Vear To Date Total	FY 2017		
RECEIPTS: Interest Income (Cash)		<u>January</u>	
Interest Income (Cash)	•	16,700,752.22	
Premium Assessment Receipts		14.785.77	14.785.77
Prior Yr. Premium Assessment Receipts	, ,		
Subrogation & Reimb. Receipts: Fund Year 2017			
Fund Year 2017	•	0.00	0.00
Fund Year 2016 329.00 329.00 Co.00 Co.00 Co.00 Co.00 Fund Year 2014 Co.00 Co.00 Fund Year 2014 Co.00 Co.00 Fund Year 2013 So.00 So.00 Co.00 Fund Year 2013 So.00 So.00 Co.00	·	0.00	0.00
Fund Year 2015			
Fund Year 2014			-
Fund Year 2013			
Closed Fund Year 337.00 337.00 FV 2017 Appropriation Refunds 200.00 200.			
Total Subrogation & Reimb. Receipts 337.00 337.00 FY 2017 Appropriation Refunds 200.00 200.00 EV 2017 Appropriation Refunds 0.00 0.			
FY 2017 Appropriation Refunds			-
Section Continue			
Late Payment Penalties 0.00 0.00 0.00 CRCF Clsed Yr. Claims Reimbursement 0.00			
RCF Clsied Yr. Claims Reimbursement RCF Claims Reimbursement Other			
Claims Reimbursement			
Other Content Conten		0.00	0.00
DISBURSEMENTS: Net Claim Payments: Fund Year 2017	RCF Claims Reimbursement	0.00	0.00
DISBURSEMENTS: Net Claim Payments: Fund Year 2017	Other	0.00	0.00
Fund Year 2017	TOTAL RECEIPTS:	569,296.77	569,296.77
Fund Year 2016 Fund Year 2015 Fund Year 2015 Fund Year 2014 Fund Year 2014 Fund Year 2013 Fund Year 2013 Fund Year 2013 Closed Fund Year 2014 Fund Year 2013 Closed Fund Year 2010 Closed Fund Year 2010 Fund Year 2013 Closed Fund Year 2010 Fund Year 2013 Closed Fund Year 2010 Fund Year 2017 Fund Year 2016 Fund Year 2	Net Claim Payments:	1 622 40	1 622 40
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Fund Year 2013		,	
Closed Fund Year			· · · · · · · · · · · · · · · · · · ·
Total Net Claim Payments		· ·	· · · · · · · · · · · · · · · · · · ·
Exp. & Cont. Charges FY 2018			
Exp. & Cont. Charges FY 2017 71,270.25 71,270.25 Property Fund Charges FY 2017 0.00 0.00 E-JIF Premium FY 2017 0.00 0.00 M.E.L. Premium FY 2017 396,515.32 396,515.32 POL/EPL Policy Premium FY 2017 0.00 0.00 Exp. & Cont. Charges FY 2016 3,189.81 3,189.81 Property Fund Charges FY 2016 0.00 0.00 M.E.L. Premium FY 2016 0.00 0.00 Exp. & Cont. Charges FY 2016 0.00 0.00 Exp. & Cont. Charges FY 2015 1,650.00 1,650.00 Exp. & Cont. Charges FY 2014 0.00 0.00 Other	Exp.& Admin Bill List Payments:		
Property Fund Charges FY 2017			
E-JIF Premium FY 2017 0.00		71,270.25	71,270.25
M.E.L. Premium FY 2017 POL/EPL Policy Premium FY 2017 Exp. & Cont. Charges FY 2016 Property Fund Charges FY 2016 M.E.L. Premium FY 2016 M.S. 1.89.81 M.B. 1.3,189.81 M.J. 1.89.81 M.J	. ,	0.00	0.00
POL/EPL Policy Premium FY 2017 Exp. & Cont. Charges FY 2016 3,189.81 3,189.81 3,189.81 Property Fund Charges FY 2016 0.00	E-JIF Premium FY 2017		
Exp. & Cont. Charges FY 2016 Property Fund Charges FY 2016 M.E.L. Premium FY 2016 Exp. & Cont. Charges FY 2015 Exp. & Cont. Charges FY 2014 Other Closed Fund Year Total Bill List Payments Net Bank Services Fees Other TOTAL DISBURSEMENTS: Closing Balance for the Period: Operating Account Investment Account Investment Account Claims Imprest Account Claims Imprest Account Expense & Contingency Account Total Change in Account Net Cash: -49,496.63 -0.00 -0		396,515.32	396,515.32
Property Fund Charges FY 2016 0.00 0.00 M.E.L. Premium FY 2016 0.00 0.00 Exp. & Cont. Charges FY 2015 1,650.00 1,650.00 Exp. & Cont. Charges FY 2014 0.00 0.00 Closed Fund Year 0.00 0.00 Total Bill List Payments 472,625.38 472,625.38 Net Bank Services Fees 0.00 0.00 Other 0.00 0.00 TOTAL DISBURSEMENTS: 618,793.40 618,793.40 Closing Balance for the Period: 16,651,255.59 Account Net Cash Change During the Period: 0.00 0.00 Investment Account 2,137,450.37 2,137,450.37 NJ Cash Management Account 0.00 0.00 Investment Account 13,550.00 -2,150,000.00 Asset Management Account -49,997.00 -49,997.00 Expense & Contingency Account -500.00 -500.00 Total Change in Account Net Cash: -49,496.63 -49,496.63		0.00	0.00
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Exp. & Cont. Charges FY 2014		0.00	0.00
Exp. & Cont. Charges FY 2014	Exp. & Cont. Charges FY 2015	1,650.00	1,650.00
Closed Fund Year 0.00 0.00		0.00	0.00
Total Bill List Payments 472,625.38 472,625.38 Net Bank Services Fees 0.00 0.00 Other 0.00 0.00 TOTAL DISBURSEMENTS: 618,793.40 618,793.40 Closing Balance for the Period: Operating Account Operating Account Number Account Operating Account Investment Account Operating Account Operating Account Operating Account Investment Account Operating Account O	Other	0.00	0.00
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Closing Balance for the Period: 16,651,255.59	TOTAL DISBURSEMENTS:		
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Investment Account			
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Total Change in Account Net Cash: -49,496.63 -49,496.63			
- <u> </u>			
			-49,496.63

Proof: 0.00

SUMMARY OF CASH AND INVESTMENT INSTRUMENTS BURLINGTON COUNTY MUNCIPAL JOINT INSURANCE FUND ALL FUND YEARS COMBINED

CURRENT MONTH January
CURRENT FUND YEAR 2017

CURRENT FUND YEAR 20	017									
	Description: I	nstrument #1 Inst	r #2 Ins	tr #3	instr #4	Instr #5	Instr #6	Instr #7	nstr #8 In	str #9
	ID Number: (OPER. ACCOUNNJ	CASH MGMN' INV	VEST. ACCT.	ASSET MGR.	CLAIMS ACCOU	ADMIN. EXP.	OPERATING ACC	CLAIMS AACCO A	DMIN. EXPENSE
	Maturity (Yrs)	0	0	0	0	0	0	0	0	
	Purchase Yield:	0	0	0	0	0	0	0	0	
	TOTAL for All									
	Accts & instruments									
Opening Cash & Investment Balance	\$16,700,751.80	5,144,623.90	0.00	2,156,838.59	8,848,690.00	50,000.00	500.00	399,099.31	100,000.00	1,000.00
Opening Interest Accrual Balance	\$6,666.66	0	0	0	6666.66	0	0	0	0	
ı										
1 Interest Accrued and/or Interest Cost	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2 Interest Accrued - discounted Instr.s	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3 (Amortization and/or Interest Cost)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 Accretion	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5 Interest Paid - Cash Instr.s	\$1,235.76	\$811.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$423.93	\$0.00	\$0.00
6 Interest Paid - Term Instr.s	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7 Unrealized Gain (Loss)	\$13,550.00	\$0.00	\$0.00	\$0.00	\$13,550.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8 Net Investment Income	\$24,785.76	\$811.83	\$0.00	\$0.00	\$23,550.00	\$0.00	\$0.00	\$423.93	\$0.00	\$0.00
9 Deposits - Purchases	\$4,373,807.40	\$2,200,700.00	\$0.00	\$0.00	\$0.00	\$146,171.02	\$500,000.00	\$1,054,311.00	\$0.00	\$472,625.38
10 (Withdrawals - Sales)	(\$4,438,089.80)	(\$646,171.02)	\$0.00	(\$2,150,000.00)	\$0.00	(\$196,168.02)	(\$500,500.00)	(\$472,625.38)	\$0.00	(\$472,625.38
Ending Cash & Investment Balance	\$16,651,255.16	\$6,699,964.71	\$0.00	\$6,838.59	\$8,862,240.00	\$3.00	\$0.00	\$981,208.86	\$100,000.00	\$1,000.00
Ending Interest Accrual Balance	\$16,666.66	\$0.00	\$0.00	\$0.00	\$16,666.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Plus Outstanding Checks	\$68,445.43	\$0.00	\$0.00	\$0.00	\$0.00	\$39,162.22	\$0.00	\$0.00	\$0.00	\$29,283.21
(Less Deposits in Transit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Balance per Bank	\$16,719,700.59	\$6,699,964.71	\$0.00	\$6,838.59	\$8,862,240.00	\$39,165.22	\$0.00	\$981,208.86	\$100,000.00	\$30,283.21
Annualized Rate of Return This Month	1.78%	0.16%	0.00%	0.00%	3.19%	0.00%	0.00%	0.74%	0.00%	0.00%

Investment Income Allocation

		Prop	Liab	Auto	WC	Ded	Cont	EJIF	MEL	Admin	Total
2017	Opening Cash & Investment Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
	Opening Interest Accrual Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	1 Interest Accrued and/or Interest Cost					\$0.00					\$0.00
	2 Interest Accrued - discounted Instr.s					\$0.00					\$0.00
	3 (Amortization and/or Interest Cost)					\$0.00					\$0.00
	4 Accretion					\$0.00					\$0.00
	5 Interest Paid - Cash Instr.s					\$0.00					\$0.00
	6 Interest Paid - Term Instr.s					\$0.00					\$0.00
	7 Unrealized Gain (Loss)					\$0.00					\$0.00
	8 Net Investment Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	9 Interest Accrued - Net Change	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Ending Cash & Investment Balance	\$16,544.58	\$33,268.01	\$8,723.08	\$152,443.30	\$37,572.79	\$7,634.34	\$18,503.54	(\$229,729.30)	\$39,804.61	\$84,764.95
	Ending Interest Accrual Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

		Prop	Liab	Auto	WC	Ded	Cont	EJIF	MEL	Admin	Total
2016	Opening Cash & Investment Balance	(90,087.93)	(44,330.00)	103,960.12	1,536,343.00	549,610.91	92,962.66	(15,938.92)	565,395.87	207,376.67	\$2,905,292.38
	Opening Interest Accrual Balance	\$24.44	(\$0.00)	\$44.81	\$664.37	\$237.26	\$40.13	(\$0.00)	\$434.66	\$125.52	\$1,571.18
	1 Interest Accrued and/or Interest Cost					\$1,789.35					\$1,789.35
	2 Interest Accrued - discounted Instr.s					\$0.00					\$0.00
	3 (Amortization and/or Interest Cost)					\$0.00					\$0.00
	4 Accretion					\$0.00					\$0.00
	5 Interest Paid - Cash Instr.s					\$221.12					\$221.12
	6 Interest Paid - Term Instr.s					\$0.00					\$0.00
	7 Unrealized Gain (Loss)					\$2,424.57					\$2,424.57
	8 Net Investment Income	\$0.00	\$0.00	\$0.00	\$0.00	\$4,435.04	\$0.00	\$0.00	\$0.00	\$0.00	\$4,435.04
	9 Interest Accrued - Net Change	\$0.00	\$0.00	\$0.00	\$0.00	\$1,789.35	\$0.00	\$0.00	\$0.00	\$0.00	\$1,789.35
	Ending Cash & Investment Balance	(\$102,594.28)	(\$46,757.95)	\$103,960.12	\$1,493,549.40	\$552,256.60	\$92,962.66	(\$15,938.92)	\$565,395.87	\$204,186.86	\$2,847,020.36
	Ending Interest Accrual Balance	\$24.44	(\$0.00)	\$44.81	\$664.37	\$2,026.61	\$40.13	(\$0.00)	\$434.66	\$125.52	\$3,360.53

		Prop	Liab	Auto	WC	Ded	Cont	EJIF	MEL	Admin	Total
2015	Opening Cash & Investment Balance	(47,948.85)	488,087.67	87,438.47	966,523.55	590,317.88	99,847.95	(40.61)	113,653.66	219,620.38	\$2,517,500.10
	Opening Interest Accrual Balance	(\$2.00)	\$180.16	\$32.56	\$340.31	\$219.92	\$37.20	(\$0.00)	\$42.89	\$81.58	\$932.62
	1 Interest Accrued and/or Interest Cost					\$1,502.32					\$1,502.32
	2 Interest Accrued - discounted Instr.s					\$0.00					\$0.00
	3 (Amortization and/or Interest Cost)					\$0.00					\$0.00
	4 Accretion					\$0.00					\$0.00
	5 Interest Paid - Cash Instr.s					\$185.65					\$185.65
	6 Interest Paid - Term Instr.s					\$0.00					\$0.00
	7 Unrealized Gain (Loss)					\$2,035.64					\$2,035.64
	8 Net Investment Income	\$0.00	\$0.00	\$0.00	\$0.00	\$3,723.61	\$0.00	\$0.00	\$0.00	\$0.00	\$3,723.61
	9 Interest Accrued - Net Change	\$0.00	\$0.00	\$0.00	\$0.00	\$1,502.32	\$0.00	\$0.00	\$0.00	\$0.00	\$1,502.32
	Ending Cash & Investment Balance	(\$47,998.85)	\$487,325.17	\$87,438.47	\$923,077.13	\$592,539.17	\$99,847.95	(\$40.61)	\$113,653.66	\$217,970.38	\$2,473,812.47
	Ending Interest Accrual Balance	(\$2.00)	\$180.16	\$32.56	\$340.31	\$1,722.23	\$37.20	(\$0.00)	\$42.89	\$81.58	\$2,434.94

		Prop	Liab	Auto	WC	Ded	Cont	EJIF	MEL	Admin	Total
2014	Opening Cash & Investment Balance	68,963.31	451,660.12	86,961.84	1,259,155.43	573,518.54	89,434.68	0.15	171,010.41	222,536.08	\$2,923,240.56
	Opening Interest Accrual Balance	\$25.70	\$167.62	\$31.09	\$463.44	\$213.71	\$33.33	\$0.00	\$63.72	\$82.93	\$1,081.54
	1 Interest Accrued and/or Interest Cost					\$1,711.81					\$1,711.81
	2 Interest Accrued - discounted Instr.s					\$0.00					\$0.00
	3 (Amortization and/or Interest Cost)					\$0.00					\$0.00
	4 Accretion					\$0.00					\$0.00
	5 Interest Paid - Cash Instr.s					\$211.54					\$211.54
	6 Interest Paid - Term Instr.s					\$0.00					\$0.00
	7 Unrealized Gain (Loss)					\$2,319.51					\$2,319.51
	8 Net Investment Income	\$0.00	\$0.00	\$0.00	\$0.00	\$4,242.86	\$0.00	\$0.00	\$0.00	\$0.00	\$4,242.86
	9 Interest Accrued - Net Change	\$0.00	\$0.00	\$0.00	\$0.00	\$1,711.81	\$0.00	\$0.00	\$0.00	\$0.00	\$1,711.81
	Ending Cash & Investment Balance	\$68,963.31	\$448,760.12	\$86,961.84	\$1,221,991.71	\$576,049.59	\$89,434.68	\$0.15	\$171,010.41	\$222,536.08	\$2,885,707.89
	Ending Interest Accrual Balance	\$25.70	\$167.62	\$31.09	\$463.44	\$1,925.53	\$33.33	\$0.00	\$63.72	\$82.93	\$2,793.36

		Prop	Liab	Auto	WC	Ded	Cont	EJIF	MEL	Admin	Total
2013	Opening Cash & Investment Balance	82,151.46	347,799.95	(177,688.04)	971,696.20	647,368.53	60,591.88	(79.83)	250,632.22	135,943.64	\$2,318,416.01
	Opening Interest Accrual Balance	\$30.57	\$125.10	(\$0.07)	\$351.85	\$241.21	\$22.58	(\$0.00)	\$93.39	\$55.66	\$920.29
	1 Interest Accrued and/or Interest Cost					\$1,461.73					\$1,461.73
	2 Interest Accrued - discounted Instr.s					\$0.00					\$0.00
	3 (Amortization and/or Interest Cost)					\$0.00					\$0.00
	4 Accretion					\$0.00					\$0.00
	5 Interest Paid - Cash Instr.s					\$180.64					\$180.64
	6 Interest Paid - Term Instr.s					\$0.00					\$0.00
	7 Unrealized Gain (Loss)					\$1,980.65					\$1,980.65
	8 Net Investment Income	\$0.00	\$0.00	\$0.00	\$0.00	\$3,623.02	\$0.00	\$0.00	\$0.00	\$0.00	\$3,623.02
	9 Interest Accrued - Net Change	\$0.00	\$0.00	\$0.00	\$0.00	\$1,461.73	\$0.00	\$0.00	\$0.00	\$0.00	\$1,461.73
	Ending Cash & Investment Balance	\$82,151.46	\$347,799.95	(\$177,688.04)	\$969,539.20	\$649,529.82	\$60,591.88	(\$79.83)	\$250,632.22	\$135,943.64	\$2,318,420.30
	Ending Interest Accrual Balance	\$30.57	\$125.10	(\$0.07)	\$351.85	\$1,702.95	\$22.58	(\$0.00)	\$93.39	\$55.66	\$2,382.02

	Prop	Liab	Auto	WC	Ded	Cont	EJIF	MEL	Admin	Total
Closed Opening Cash & Investment Balance	90,966.15	174,910.43	102,387.06	789,441.75	528,555.96	52,710.37	1,679.62	168,336.22	4,127,315.61	\$6,036,303.17
Opening Interest Accrual Balance	\$33.92	\$59.74	\$38.15	\$293.08	\$196.95	\$19.64	\$0.63	\$62.73	\$1,456.18	\$2,161.02
1 Interest Accrued and/or Interest Cost					\$3,534.78					\$3,534.78
2 Interest Accrued - discounted Instr.s					\$0.00					\$0.00
3 (Amortization and/or Interest Co	ost)				\$0.00					\$0.00
4 Accretion					\$0.00					\$0.00
5 Interest Paid - Cash Instr.s					\$436.81					\$436.81
6 Interest Paid - Term Instr.s					\$0.00					\$0.00
7 Unrealized Gain (Loss)					\$4,789.63					\$4,789.63
8 Net Investment Income	\$0.00	\$0.00	\$0.00	\$0.00	\$8,761.23	\$0.00	\$0.00	\$0.00	\$0.00	\$8,761.23
9 Interest Accrued - Net Change	\$0.00	\$0.00	\$0.00	\$0.00	\$3,534.78	\$0.00	\$0.00	\$0.00	\$0.00	\$3,534.78
Ending Cash & Investment Balance	\$90,966.15	\$174,910.43	\$102,387.06	\$789,441.75	\$533,782.41	\$52,710.37	\$1,679.62	\$168,336.22	\$4,127,315.61	\$6,041,529.62
Ending Interest Accrual Balance	\$33.92	\$59.74	\$38.15	\$293.08	\$3,731.74	\$19.64	\$0.63	\$62.73	\$1,456.18	\$5,695.81





BURLINGTON COUNTY MUNICIPAL JIF INVESTMENT MANAGEMENT ACCOUNT NO. 65-P143-01-2

FINANCIAL STATEMENT FOR THE PERIOD 01/01/17 THROUGH 01/31/17

ACCOUNT MANAGER: JASON J. WALLACH

201-574-4836

PORTFOLIO MANAGER: JASON WALLACH

MR THOMAS TONTARSKI 10796 MALLARD POINT ROAD CHESTERTOWN MD 21620



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ACCOUNT NO. 65-P143-01-2

BURLINGTON COUNTY MUNICIPAL JIF INVESTMENT MANAGEMENT

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STATEMENT OF CHANGES IN NET ASSETS FOR PERIOD 01/01/17 THRU 01/31/17

PAGE 1

ACCOUNT NO. 65-P143-01-2	BURLINGTON COUNTY MUNICIPAL JIF INVESTMENT MANAGEMENT
BEGINNING TOTAL PORTFOLIO AS OF 01/01/17	8,855,356.66
TRANSACTION ACTIVITY	
CHANGE IN UNREALIZED CAPITAL GAIN/LOSS	
UNREALIZED GAIN/LOSS CURRENT PERIOD	137,760.00-
UNREALIZED GAIN/LOSS PRIOR PERIOD	151,310.00-
NET CHANGE	13,550.00
ACCRUED INCOME RECONCILIATION	
ENDING INTEREST ACCRUAL BALANCE	16,666.66
BEGINNING INTEREST ACCRUAL BALANCE	6,666.66

TOTAL TRANSACTIONS

23,550.00

ENDING TOTAL PORTFOLIO AS OF 01/31/17

CHANGE IN INCOME ACCRUAL

8,878,906.66

TOTAL PORTFOLIO VALUE INCLUDES ASSET MARKET VALUE PLUS ACCRUED INCOME

10,000.00



PORTFOLIO SUMMARY AS OF 01/31/17

OF 01/31/17 PAGE 2

ACCOUNT NO. 65-P143-01-2

BURLINGTON COUNTY MUNICIPAL JIF INVESTMENT MANAGEMENT

	TOTAL COST	TOTAL MARKET		ESTIMATED PURCH ANN INCOME YLD
FIXED INCOME SECURITIES GOVERNMENT OBLIGATIONS CASH AND EQUIVALENTS	9,000,000.00	8,862,240.00	100.00	120,000 1.3
	9,000,000.00	8,862,240.00	100.00	1.3



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PORTFOLIO SUMMARY AS OF 01/31/17

ACCOUNT NO. 65-P143-01-2

BURLINGTON COUNTY MUNICIPAL JIF INVESTMENT MANAGEMENT

3

PAGE

BOND MATURITY SUMMARY

	RANGE	PAR VALUE	MARKET VALUE
DEBT OBLIGATIONS GREATER THAN 2 YEARS		9,000,000	8,862,240.00
TOTAL DEBT OBLIGATIONS		9,000,000	8,862,240.00
TOTAL		9,000,000	8,862,240.00



PORTFOLIO APPRAISAL AS OF 01/31/17

AS OF 01/31/17 PAGE 4

ACCOUNT NO. 65-P143-01-2

BURLINGTON COUNTY MUNICIPAL JIF INVESTMENT MANAGEMENT

PAR VALUE/ NO. SHARES	CUSIP/ DESCRIPTION	TOTAL ACCRUED INTEREST	MARKET VALUE ACQUISITION COST	UNREALIZED GAIN/LOSS	MARKET PRICE CURRENT BOOK	% OF PORTFOLIO	PURCHASE YIELD
CASH &	EQUIVALENTS						
CASH							
0	INCOME CASH	.00	.00	.00	.000		
0	PRINCIPAL CASH	.00	.00	.00	.000		
	TOTAL CASH	.00	.00	.00	.00	.00	0.0
	TOTAL CASH & EQUIVALENTS	.00	.00	.00	.00	.00	0.0
DEBT OF	BLIGATIONS						
GREAT	TER THAN 2 YEARS						
1,000,000	3134GA-AR-5 FHLMC 1.2% 05/23/2019 DTD 08/23/2016 CALLABLE 11/23/2016	2,266.66	994,320.00 1,000,000.00	5,680.00-	99.432	11.22	1.2
8,000,000	3130A8-FB-4 FHLB 1.35% 12/13/2019 DTD 06/13/2016 CALLABLE 12/13/2016	14,400.00	7,867,920.00 8,000,000.00	132,080.00-	98.349 8,000,000.00	88.78	1.3
	TOTAL GREATER THAN 2 YEARS	16,666.66	8,862,240.00 9,000,000.00	137,760.00-	9,000,000.00	100.00	1.3
	TOTAL DEBT OBLIGATIONS	16,666.66	8,862,240.00 9,000,000.00	137,760.00-	9,000,000.00	100.00	1.3



PORTFOLIO APPRAISAL AS OF 01/31/17

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ACCOUNT NO. 65-P143-01-2

BURLINGTON COUNTY MUNICIPAL JIF INVESTMENT MANAGEMENT

PAR VALUE/	CUSIP/	TOTAL ACCRUED INTEREST	MARKET VALUE	UNREALIZED	MARKET PRICE	% OF	PURCHASE
NO. SHARES	DESCRIPTION		ACQUISITION COST	GAIN/LOSS	CURRENT BOOK	PORTFOLIO	YIELD
	NET ASSETS	16,666.66	8,862,240.00 9,000,000.00	137,760.00-	9,000,000.00	100.00	1.3

TOTAL SECURITIES CURRENTLY HELD 8,878,906.66

BURLINGTON COUNTY MUNCIPAL JOINT INSURANCE FUND SUMMARY OF CASH TRANSACTIONS - ALL FUND YEARS COMBINED

Current Fund Year:	2017									
Month Ending:	January									
	Prop	Liab	Auto	WC	Ded	Cont	EJIF	MEL	Admin	TOTAL
OPEN BALANCE	104,044.14	1,418,128.17	203,059.45	5,523,159.93	2,889,371.82	395,547.54	(14,379.59)	1,269,028.38	4,912,792.38	16,700,752.22
RECEIPTS										
Assessments	18,168.06	33,268.01	8,723.08	152,443.30	37,572.79	7,634.34	18,503.54	166,786.02	110,874.86	553,974.00
Refunds	125.00	0.00	0.00	212.00	0.00	0.00	0.00	0.00	0.00	337.00
Invest Pymnts	0.00	0.00	0.00	0.00	14,785.77	0.00	0.00	0.00	0.00	14,785.77
Invest Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Invest	0.00	0.00	0.00	0.00	14,785.77	0.00	0.00	0.00	0.00	14,785.77
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00
TOTAL	18,293.06	33,268.01	8,723.08	152,655.30	52,358.56	7,634.34	18,503.54	166,786.02	111,074.86	569,296.77
EXPENSES										
Claims Transfers	14,304.83	6,090.45	0.00	125,772.74	0.00	0.00	0.00	0.00	0.00	146,168.02
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	396,515.32	76,110.06	472,625.38
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	14,304.83	6,090.45	0.00	125,772.74	0.00	0.00	0.00	396,515.32	76,110.06	618,793.40
END BALANCE	108,032.37	1,445,305.73	211,782.53	5,550,042.49	2,941,730.38	403,181.88	4,123.95	1,039,299.08	4,947,757.18	16,651,255.59

REPORT STATUS SECTION

Report Moi January											
		Balance Differences									
Opening Balances:	Opening Balances are equal		\$0.00								
Imprest Transfers:	Imprest Totals are equal		\$0.00								
Investment Balances:	Investment Payment Balances are equa	al	\$0.00								
	Investment Adjustment Balances are ed	qual	\$0.00								
Ending Balances:	Ending Balances are equal		\$0.00								
Accural Balances:	Accural Balances are equal		\$0.00								
Claims Transaction Stat	us:										
Allocation variance 1:	Daily xactions add to monthly totals		0.00								
Allocation variance 2:	Monthly transactions and allocation total	als are equal	0.00								
Allocation variance 3:	Treasurer/TPA net payments NOT ec	Max/Min	1,831,232.92	/	(0.00)						
Pre-existing variance:	No prior unreconciled variance	Max/Min	0.00	/	(0.00)						

SUMMARY OF CASH TH	RANSACTIONS									
FUND YEAR	2017									
Month Ending:	January									
	Prop	Liab	Auto	WC	Ded	Cont	EJIF	MEL	Admin	TOTAL
OPEN BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RECEIPTS										
Assessments	18,168.06	33,268.01	8,723.08	152,443.30	37,572.79	7,634.34	18,503.54	166,786.02	110,874.86	553,974.00
Refunds	0.00	0.00	0.00	0.00						0.00
Invest Pymnts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Invest Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Invest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00
TOTAL	18,168.06	33,268.01	8,723.08	152,443.30	37,572.79	7,634.34	18,503.54	166,786.02	111,074.86	554,174.00
EXPENSES										0.00
Claims Transfers	1,623.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,623.48
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	396,515.32	71,270.25	467,785.57
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	1,623.48	0.00	0.00	0.00	0.00	0.00	0.00	396,515.32	71,270.25	469,409.05
END BALANCE	16,544.58	33,268.01	8,723.08	152,443.30	37,572.79	7,634.34	18,503.54	(229,729.30)	39,804.61	84,764.95

SUMMARY OF CASH TR	RANSACTIONS									
FUND YEAR	2016									
Month Ending:	January									
	Prop	Liab	Auto	WC	Ded	Cont	EJIF	MEL	Admin	TOTAL
OPEN BALANCE	(90,087.93)	(44,330.00)	103,960.12	1,536,343.00	549,610.91	92,962.66	(15,938.92)	565,395.87	207,376.67	2,905,292.38
RECEIPTS										
Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refunds	125.00	0.00	0.00	204.00						329.00
Invest Pymnts	0.00	0.00	0.00	0.00	2,645.69	0.00	0.00	0.00	0.00	2,645.69
Invest Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Invest	0.00	0.00	0.00	0.00	2,645.69	0.00	0.00	0.00	0.00	2,645.69
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	125.00	0.00	0.00	204.00	2,645.69	0.00	0.00	0.00	0.00	2,974.69
EXPENSES										
Claims Transfers	12,631.35	2,427.95	0.00	42,997.60	0.00	0.00	0.00	0.00	0.00	58,056.90
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,189.81	3,189.81
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	12,631.35	2,427.95	0.00	42,997.60	0.00	0.00	0.00	0.00	3,189.81	61,246.71
END BALANCE	(102,594.28)	(46,757.95)	103,960.12	1,493,549.40	552,256.60	92,962.66	(15,938.92)	565,395.87	204,186.86	2,847,020.36

SUMMARY OF CASH TR	RANSACTIONS									
FUND YEAR	2015									
Month Ending:	January									
	Prop	Liab	Auto	WC	Ded	Cont	EJIF	MEL	Admin	TOTAL
OPEN BALANCE	(47,948.85)	488,087.67	87,438.47	966,523.55	590,317.88	99,847.95	(40.61)	113,653.66	219,620.38	2,517,500.10
RECEIPTS										
Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refunds	0.00	0.00	0.00	0.00						0.00
Invest Pymnts	0.00	0.00	0.00	0.00	2,221.29	0.00	0.00	0.00	0.00	2,221.29
Invest Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Invest	0.00	0.00	0.00	0.00	2,221.29	0.00	0.00	0.00	0.00	2,221.29
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00	2,221.29	0.00	0.00	0.00	0.00	2,221.29
EXPENSES										
Claims Transfers	50.00	762.50	0.00	43,446.42	0.00	0.00	0.00	0.00	0.00	44,258.92
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,650.00	1,650.00
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	50.00	762.50	0.00	43,446.42	0.00	0.00	0.00	0.00	1,650.00	45,908.92
END BALANCE	(47,998.85)	487,325.17	87,438.47	923,077.13	592,539.17	99,847.95	(40.61)	113,653.66	217,970.38	2,473,812.47

SUMMARY OF CASH TR	ANSACTIONS									
FUND YEAR	2014									
Month Ending: J	anuary									
	Prop	Liab	Auto	WC	Ded	Cont	EJIF	MEL	Admin	TOTAL
OPEN BALANCE	68,963.31	451,660.12	86,961.84	1,259,155.43	573,518.54	89,434.68	0.15	171,010.41	222,536.08	2,923,240.56
RECEIPTS										
Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refunds	0.00	0.00	0.00	0.00						0.00
Invest Pymnts	0.00	0.00	0.00	0.00	2,531.05	0.00	0.00	0.00	0.00	2,531.05
Invest Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Invest	0.00	0.00	0.00	0.00	2,531.05	0.00	0.00	0.00	0.00	2,531.05
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00	2,531.05	0.00	0.00	0.00	0.00	2,531.05
EXPENSES										
Claims Transfers	0.00	2,900.00	0.00	37,163.72	0.00	0.00	0.00	0.00	0.00	40,063.72
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	0.00	2,900.00	0.00	37,163.72	0.00	0.00	0.00	0.00	0.00	40,063.72
END BALANCE	68,963.31	448,760.12	86,961.84	1,221,991.71	576,049.59	89,434.68	0.15	171,010.41	222,536.08	2,885,707.89

SUMMARY OF CASH TR	RANSACTIONS									
FUND YEAR	2013									
Month Ending:	January									
	Prop	Liab	Auto	WC	Ded	Cont	EJIF	MEL	Admin	TOTAL
OPEN BALANCE	82,151.46	347,799.95	(177,688.04)	971,696.20	647,368.53	60,591.88	(79.83)	250,632.22	135,943.64	2,318,416.01
RECEIPTS										
Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refunds	0.00	0.00	0.00	8.00						8.00
Invest Pymnts	0.00	0.00	0.00	0.00	2,161.29	0.00	0.00	0.00	0.00	2,161.29
Invest Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Invest	0.00	0.00	0.00	0.00	2,161.29	0.00	0.00	0.00	0.00	2,161.29
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	8.00	2,161.29	0.00	0.00	0.00	0.00	2,169.29
EXPENSES										
Claims Transfers	0.00	0.00	0.00	2,165.00	0.00	0.00	0.00	0.00	0.00	2,165.00
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	2,165.00	0.00	0.00	0.00	0.00	0.00	2,165.00
END BALANCE	82,151.46	347,799.95	(177,688.04)	969,539.20	649,529.82	60,591.88	(79.83)	250,632.22	135,943.64	2,318,420.30

SUMMARY OF CASH T	RANSACTIONS									
FUND YEAR	Closed									
Month Ending:	January									
	Prop	Liab	Auto	WC	Ded	Cont	EJIF	MEL	Admin	TOTAL
OPEN BALANCE	90,966.15	174,910.43	102,387.06	789,441.75	528,555.96	52,710.37	1,679.62	168,336.22	4,127,315.61	6,036,303.17
RECEIPTS										
Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refunds	0.00	0.00	0.00	0.00						0.00
Invest Pymnts	0.00	0.00	0.00	0.00	5,226.45	0.00	0.00	0.00	0.00	5,226.45
Invest Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Invest	0.00	0.00	0.00	0.00	5,226.45	0.00	0.00	0.00	0.00	5,226.45
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00	5,226.45	0.00	0.00	0.00	0.00	5,226.45
EXPENSES										
Claims Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
END BALANCE	90,966.15	174,910.43	102,387.06	789,441.75	533,782.41	52,710.37	1,679.62	168,336.22	4,127,315.61	6,041,529.62

CERTIFICATION AND RECONCILIATION OF CLAIMS PAYMENTS AND RECOVERIES BURLINGTON COUNTY MUNCIPAL JOINT INSURANCE FUND

Month Current Fund Year January 2017

		1.	2.	3.	4.	5.	6.	7.	8.
		Calc. Net	Monthly	Monthly	Calc. Net	TPA Net	Variance	Delinquent	Change
Policy		Paid Thru	Net Paid	Recoveries	Paid Thru	Paid Thru	To Be	Unreconciled	This
Year	Coverage	Last Month	January	January	January	January	Reconciled	Variance From	Month
2017	Prop	0.00	1,623.48	0.00	1,623.48	1,623.48	0.00	0.00	0.00
	Liab	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Auto	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	WC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	1,623.48	0.00	1,623.48	1,623.48	0.00	0.00	0.00
2016	Prop	316,935.50	12,631.35	125.00	329,441.85	329,441.85	0.00	0.00	0.00
	Liab	12,545.73	2,427.95	0.00	14,973.68	14,973.68	0.00	0.00	0.00
	Auto	13,047.72	0.00	0.00	13,047.72	13,047.72	0.00	0.00	0.00
	WC	641,481.80	42,997.60	204.00	684,275.40	684,275.40	0.00	0.00	0.00
	Total	984,010.75	58,056.90	329.00	1,041,738.65	1,041,738.65	0.00	0.00	0.00
2015	Prop	297,253.75	50.00	0.00	297,303.75	297,303.75	0.00	0.00	0.00
	Liab	29,060.57	762.50	0.00	29,823.07	29,823.07	(0.00)	(0.00)	0.00
	Auto	39,592.38	0.00	0.00	39,592.38	39,592.38	0.00	0.00	0.00
	WC	1,376,597.36	43,446.42	0.00	1,420,043.78	1,420,043.78	0.00	0.00	0.00
	Total	1,742,504.06	44,258.92	0.00	1,786,762.98	1,786,762.98	(0.00)	(0.00)	0.00
2014	Prop	215,962.10	0.00	0.00	215,962.10	215,962.10	(0.00)	0.00	(0.00)
	Liab	109,195.06	2,900.00	0.00	112,095.06	112,095.06	0.00	0.00	0.00
	Auto	47,722.84	0.00	0.00	47,722.84	47,722.84	0.00	0.00	0.00
	WC	1,165,020.41	37,163.72	0.00	1,202,184.13	1,202,184.13	0.00	0.00	0.00
	Total	1,537,900.41	40,063.72	0.00	1,577,964.13	1,577,964.13	(0.00)	0.00	(0.00)
2013	Prop	169,044.74	0.00	0.00	169,044.74	169,044.74	0.00	0.00	0.00
	Liab	232,179.37	0.00	0.00	232,179.37	232,179.37	0.00	0.00	0.00
	Auto	326,298.88	0.00	0.00	326,298.88	326,298.88	0.00	0.00	0.00
	WC	1,474,936.68	2,165.00	8.00	1,477,093.68	1,477,093.68	(0.00)	0.00	(0.00)
	Total	2,202,459.67	2,165.00	8.00	2,204,616.67	2,204,616.67	(0.00)	0.00	(0.00)
	TOTAL	6,466,874.89	146,168.02	337.00	6,612,705.91	6,612,705.91	(0.00)	(0.00)	(0.00)



Check Register Report Bank Account: BURLINGTON CNTY JIF Account

				QL File Number		
Check Number	Check Date	Claimant Name	Payee Name	IVOS Claim Number	Loss Date	Payment Amount
623362	1/3/2017	Allen, Anne Marie	ESSEX NEUROLOGICAL ASSOC. P.A.			
				X60525	4/3/2013	\$550.00
				001170924		
					623362 Total:	\$550.00
623363	1/3/2017	Ross, Ann	LITIGATION SOLUTIONS, LLC			
				2017089123	10/15/2015	\$350.00
					623363 Total:	\$350.00
623364	1/3/2017	Combined	STONERIVER PHARMACY SOLUTIONS	(
		Mcguigan, Mark		Z20598	6/24/2015	\$256.26
				001232500		
		Weil, Eric		Z29160	11/2/2015	\$56.35
				001241222		
					623364 Total:	\$312.61
623365	1/3/2017	Edwards, Andrea	ANDREA EDWARDS			
				Z44749	8/31/2016	\$206.45
				001257067		
					623365 Total:	\$206.45
623366	1/3/2017	Matthews, Daniel	PEMBERTON TOWNSHIP			
				MLT-Z31745	12/19/2015	\$1,710.00
				001243852		
					623366 Total:	\$1,710.00
623367	1/3/2017	Hunt, Tiffany	WESTAMPTON TOWNSHI	P		
		•		Z47151	10/17/2016	\$872.68
					10/11/2010	ψ012.00



Check Register Report Bank Account: BURLINGTON CNTY JIF Account

				QL File Number		
Check Number	Check Date	Claimant Name	Payee Name	IVOS Claim Number	Loss Date	Payment Amount
				001260212		
					623367	Total: \$872.68
623368	1/3/2017	Mcbreen, Joseph	PEMBERTON TOWNSHIP			
		,,,,,,,,		Z43826	8/22/2016	\$1,317.80
				001256150	0/22/2010	\$1,317.00
					623368	Total: \$1,317.80
			PREMIER ORTHOPEDIC ()E		. ,
623369	1/3/2017	Petner, Stephen	SOUTH JERSEY	51		
				Z49628	11/8/2016	\$69.76
				001264176		
					623369	Total: \$69.76
623370	1/3/2017	Higgins, John	VIRTUA WEST JERSEY			
023370	1/3/2017	Higgiris, John	HEALTH, INC.			
				2017088707	11/24/2016	\$1,491.00
					623370	Total: \$1,491.00
			VIRTUA MEMORIAL			
623371	1/3/2017	Combined	HOSPITAL BURLINGTON			
			COUNTY INC			
		Deviney, Sharon		Z49455 001263999	11/3/2016	\$1,491.00
					0/04/0045	# F 040 00
		Mcguigan, Mark		Z20598 001232500	6/24/2015	\$5,016.20
		Silk, Jason		Z49529	11/6/2016	\$1,491.00
		Olik, Gasori		001264074		\$1,101.00
					623371	Total: \$7,998.20
000070	1/0/0047		SOUTH JERSEY			
623372	1/3/2017	Higgins, John	RADIOLOGY ASSOCIATES	S		



Check Register Report Bank Account: BURLINGTON CNTY JIF Account

Check Number	Check Date	Claimant Name	Payee Name	QL File Number IVOS Claim Number	Loss Date		Payment Amount
			PA				
				2017088707	11/24/2016		\$14.88
						623372 Total:	\$14.88
623373	1/3/2017	Combined	RADIOLOGY ASSOCIATE OF BURLINGTON COUNT P A				
		Hofstein, Joshua		Z49062 001263604	10/27/2016		\$77.52
		Silk, Jason		Z49529 001264074	11/6/2016		\$15.93
						623373 Total:	\$93.45
623374	1/3/2017	Costello, Christophe	MEDEXPRESS URGENT CARE- NEW JERSEY, INC				
				Z47150 001260211	10/13/2016		\$112.80
						623374 Total:	\$112.80
623375	1/3/2017	Tantum, Gregory	MEDEXPRESS URGENT CARE-NEW JERSEY INC.				
				Z49177 001263719	10/30/2016		\$112.80
						623375 Total:	\$112.80
623376	1/9/2017	Hernandez, David	SMITH,MAGRAM,BERENA & MICHAU	ATO			
				MLT-Z16537 001228378	4/24/2015		\$5,875.00
						623376 Total:	\$5,875.00
623377	1/9/2017	Hernandez, David	STATE SHORTHAND				
Run Date: 2/7/2017 1	2:35:43 Rur	n by: Teresa Drummond	В	URLINGTON COUNTY J.I.F.	Reporting System: Ri	skConsole V1	Page 3 of 39



Check Register Report Bank Account: BURLINGTON CNTY JIF Account

Chook Number	Cheek Date	Claimant Nama	Daves Name	QL File Number IVOS Claim Number	Loss Date		Downant Amount
Check Number	Check Date	Claimant Name	Payee Name	- IVOS Ciaim Number	LOSS Date		Payment Amount
			REPORTING SERV				
				MLT-Z16537 001228378	4/24/2015		\$90.00
				001220376		C02077 Tatal	* 00.00
						623377 Total:	\$90.00
623378	1/9/2017	Peters, Rita	Rita Peters and Philip T. Ciprietti, Esq.				
				MLT-X90386	2/23/2014		\$2,900.00
				001201785			•
						623378 Total:	\$2,900.00
623379	1/9/2017	Sprowl, Herbert	PROFESSIONAL SERVICE FUND	=			
				Z39803	6/5/2016		\$44.00
				001252074			
						623379 Total:	\$44.00
623380	1/9/2017	Shaw, David	NAGLE & ASSOCIATES, L	LC			
				Z42328	7/18/2016		\$678.00
				001254635			
						623380 Total:	\$678.00
623381	1/9/2017	Combined	AFFANATO MARUT, LLC				
		Johnston, Michael		Z06458 001218117	12/22/2014		\$50.00
		Ziegler, Zachary		Z11157 001222867	2/19/2015		\$217.50
						623381 Total:	\$267.50
623382	1/9/2017		GREYSTONE APPRAISAL	S,			
			LLC				
,							



Check Register Report Bank Account: BURLINGTON CNTY JIF Account

				QL File Number		
Check Number	Check Date	Claimant Name	Payee Name	IVOS Claim Number	Loss Date	Payment Amount
				Z50028	11/12/2016	\$40.00
				001264573		
					623382 Total:	\$40.00
623383	1/9/2017	Combined	STONERIVER PHARMACY SOLUTIONS	(
		Bruzzese, Giancarlo		Z40839 001253132	6/26/2016	\$358.91
		Hale, Gregory		MLT-Z08990 001221727	1/16/2015	\$416.14
		Mcguigan, Mark		Z20598 001232500	6/24/2015	\$97.22
		Urtasun, Amaya		Z12001 001223718	2/28/2015	\$121.00
					623383 Total:	\$993.27
			DIETE AG GARAGING		020000 Totali.	4000.2 1
623384	1/9/2017	Gunning, David	PIETRAS, SARACINO, SMITH,&MEEK			
			- 7	Z00696 001212273	9/23/2014	\$165.73
					623384 Total:	\$165.73
623385	1/9/2017	Hernandez, David	CAPEHART & SCATCHAR PA.	D,	33333	*******
				MLT-Z16537 001228378	4/24/2015	\$475.00
					623385 Total:	\$475.00
			NEW JERSEY IME			*
623386	1/9/2017	Knight, Christophe	ASSOCIATES, LLC			
				Z32232	12/31/2015	\$650.00
				001244342	12/31/2013	φ030.00



Check Register Report Bank Account: BURLINGTON CNTY JIF Account

				QL File Number			
Check Number	Check Date	Claimant Name	Payee Name	IVOS Claim Number	Loss Date		Payment Amount
						623386 Total:	\$650.00
623387	1/9/2017	Chenier, Troy	TROY CHENIER				
020001	17072011	Chomor, 110y	THO F OFFICIALITY	Vanaga	=/0.//00.		
				X96603 001208170	7/24/2014		\$1,101.20
				001200170			* 4.404.00
						623387 Total:	\$1,101.20
623388	1/9/2017	Loveland, Mark	MARK LOVELAND				
				X97521	8/7/2014		\$2,472.00
				001209085			,
						623388 Total:	\$2,472.00
000000	4/0/0047	Hamandan Barid	DAVID HEDNANDEZ				, ,
623389	1/9/2017	Hernandez, David	DAVID HERNANDEZ				
				MLT-Z16537	4/24/2015		\$13,206.80
				001228378			
						623389 Total:	\$13,206.80
623390	1/9/2017	Everett, James	PEMBERTON TOWNSHIP				
				Z44974	9/14/2016		\$1,466.00
				001257299	3/14/2010		ψ1,400.00
						623390 Total:	\$1,466.00
						023330 Total.	Ψ1,400.00
623391	1/9/2017	Stephenson, Christop	he PEMBERTON TOWNSHIP				
				MLT-Z37736	4/21/2016		\$1,742.00
				001250033			
						623391 Total:	\$1,742.00
623392	1/9/2017	Phillips, Bruce	PEMBERTON TOWNSHIP				
020002	17072011	i illinpo, Brace	TEMBERTON TOWNORM				
				Z44145 001256470	8/27/2016		\$1,244.29
				001230470			*****
						623392 Total:	\$1,244.29



Check Register Report Bank Account: BURLINGTON CNTY JIF Account

Check Number	Check Date	Claimant Name	Payee Name	QL File Number IVOS Claim Number	Loss Date		Payment Amount
623393	1/9/2017	Young, Brian	FLORENCE TOWNSHIP				
		-		<u>Z34871</u> 001247013	2/19/2016		\$1,742.00
						623393 Total:	\$1,742.00
623394	1/9/2017		MEDFORD TWP				
				Z50028 001264573	11/12/2016		\$2,660.93
						623394 Total:	\$2,660.93
623395	1/9/2017	Willhouse, Dyllon	COASTAL SPINE, PC.				
I				Z45109 001257432	9/15/2016		\$1,020.00
1						623395 Total:	\$1,020.00
623396	1/9/2017	Lloyd, Matthew	SPRAINS, STRAINS & FRACTURES				
1				Z42687 001255000	7/30/2016		\$193.74
1				00120000		623396 Total:	\$193.74
623397	1/9/2017	Boral, George	PREMIER ORTHOPEDIC C SOUTH JERSEY	OF			
l				X94202	6/23/2014		\$8.63
1				001205758		623397 Total:	\$8.63
1			RADIOLOGY ASSOCIATES	:S		020007 Total.	ψ0.00
623398	1/9/2017	Combined	OF BURLINGTON COUNTY				
		Koroseta, Michelle		Z45983 001258311	10/4/2016		\$11.87



Check Register Report Bank Account: BURLINGTON CNTY JIF Account

Check Number	Check Date	Claimant Name	Payee Name	QL File Number IVOS Claim Number	Loss Date	Payment Amount
		Megara, Michael		Z45836 001258164	10/1/2016	\$17.05
					62339	8 Total: \$28.92
623399	1/9/2017	Phillips, Bruce	REHAB CONNECTION			
				Z44145 001256470	8/27/2016	\$70.00
					62339	9 Total: \$70.00
623400	1/9/2017	Everett, James	NovaCare Rehabilitation			
				Z44974 001257299	9/14/2016	\$264.00
					62340	0 Total: \$264.00
623401	1/9/2017	Herkoperec, Mark	MEDSOURCE, LLC			
				Z42992 001255304	8/4/2016	\$695.00
					62340	1 Total: \$695.00
623402	1/13/2017	Troutman, Thomas				
				Z48877 001263405	10/20/2016	\$3.00
					62340	2 Total: \$3.00
623403	1/13/2017	Johnston, Michael	STATE SHORTHAND REPORTING SERV			
				Z06458	12/22/2014	\$180.00
				001218117	62340	3 Total: \$180.00
623404	1/13/2017	Combined	KINEMATIC CONSULTANTS,INC			*******



Check Register Report Bank Account: BURLINGTON CNTY JIF Account

				QL File Number			
Check Number	Check Date	Claimant Name	Payee Name	IVOS Claim Number	Loss Date		Payment Amount
		Herkoperec, Mark		Z42992	8/4/2016		\$720.00
				001255304			
		Mcbreen, Joseph		Z43826	8/22/2016		\$720.00
				001256150			• • • • • • •
						623404 Total:	\$1,440.00
623405	1/13/2017	Shinn, Robert	EXAMWORKS, INC.				
				X86793	3/9/2014		\$348.33
				001198083			
				X99453	9/7/2014		\$348.33
				001211009			
				Z10793	2/17/2015		\$348.34
				001222507			
						623405 Total:	\$1,045.00
623406	1/13/2017	Hale, Gregory	M. JODY WHITEHOUSE LLC	MD			
			LLC				
				MLT-Z08990 001221727	1/16/2015		\$140.00
				001221727			****
						623406 Total:	\$140.00
623407	1/13/2017	Hale, Gregory	JENNIFER KELLY, PHD,	LLC			
				MLT-Z08990	1/16/2015		\$300.00
				001221727			
						623407 Total:	\$300.00
623408	1/13/2017	Combined	LEO PETETTI, LLC.				
				2017090263	12/15/2016		\$95.00
				2017091307	12/17/2016		\$95.00
				2017031307	12/11/2010	000 400 T I	
						623408 Total:	\$190.00



Check Register Report Bank Account: BURLINGTON CNTY JIF Account

		01.1	5 11	QL File Number		
Check Number	Check Date	Claimant Name	Payee Name	IVOS Claim Number	Loss Date	Payment Amount
623409	1/13/2017		THE DEWEESE LAW FIRM	1		
				Z08377	1/11/2015	\$50.00
				001220063		
					623409 Total:	\$50.00
623410	1/13/2017	Schoen, Daniel	AFFANATO MARUT, LLC			
				Z16103	4/20/2015	\$162.50
				001227943		
					623410 Total:	\$162.50
623411	1/13/2017	Matthews, Daniel	STONERIVER PHARMACY	(
020	.,, .		SOLUTIONS			
				MLT-Z31745 001243852	12/19/2015	\$261.66
				001243852		4004.00
					623411 Total:	\$261.66
623412	1/13/2017	Combined	PIETRAS, SARACINO, SMITH,&MEEK			
		Shinn, Robert		Z10793	2/17/2015	\$343.50
				001222507		
		Warren, Sharon		Z14898	4/1/2015	\$604.00
				001226664		
					623412 Total:	\$947.50
623413	1/13/2017	Young, Brian	CAPEHART & SCATCHAR PA.	D,		
				<u>Z</u> 34871	2/19/2016	\$287.50
				001247013		
					623413 Total:	\$287.50
623414	1/13/2017	Murphy, Josiah	CAPEHART & SCATCHAR PA.	D,		
D Date: 0/7/0047 40	05.40	h Tanaaa Duuranaand		IDLINGTON COUNTY LLE	Departies Custom BisloCanada VA	Dama 40 of 20



Check Register Report Bank Account: BURLINGTON CNTY JIF Account

Check Number	Check Date	Claimant Name	Payee Name	QL File Number IVOS Claim Number	Loss Date		Payment Amount
CHECK NUMBER	Check Date	Claimant Name	i ayee Name	Z30453 001242537	11/22/2015		\$277.00
						623414 Total:	\$277.00
623415	1/13/2017		MOUNT LAUREL TWP				
				2017090468	12/17/2016		\$1,967.70
						623415 Total:	\$1,967.70
623416	1/13/2017	Murphy, Josiah	JOSIAH MURPHY				
				Z30453	11/22/2015		\$912.00
				001242537		623416 Total:	\$912.00
623417	1/13/2017	Knight, Christophe	CHRISTOPHE KNIGHT			023410 Total.	ψ312.00
023417	1/13/2017	Knight, Chilstophe	CHRISTOI HE RIVIOITI	Z32232	12/31/2015		\$912.00
				001244342	12/31/2013		ψ312.00
						623417 Total:	\$912.00
623418	1/13/2017	Mcbreen, Joseph	PEMBERTON TOWNSHIP				
				Z43826 001256150	8/22/2016		\$1,317.80
				001230130		623418 Total:	\$1,317.80
623419	1/13/2017		BORDENTOWN CITY			3-011010101	41,611.00
				2017091307	12/17/2016		\$1,627.60
				2011 001.001		623419 Total:	\$1,627.60
623420	1/13/2017	Matthews, Daniel	PEMBERTON TOWNSHIP				
				MLT-Z31745	12/19/2015		\$1,710.00
				001243852			
						623420 Total:	\$1,710.00
D Data: 0/7/0047 40	05.40	h Tanaaa Duuranaa			Donostino Customi	Dial Occasio V4	Dama 44 of 20



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				QL File Number			
Check Number	Check Date	Claimant Name	Payee Name	IVOS Claim Number	Loss Date		Payment Amount
623421	1/13/2017		WESTAMPTON TOWNSHIP	P			
				2017090263	12/15/2016		\$4,868.30
						623421 Total:	\$4,868.30
623422	1/13/2017	Hunt, Tiffany	WESTAMPTON TOWNSHIP	P			
1	.,	,,		Z47151	10/17/2016		\$872.68
				001260212	10/11/2010		ψ0, 2.00
						623422 Total:	\$872.68
			ATLANTICARE URGENT				
623423	1/13/2017	Buttacavoli, Anthony	CARE & OCCUPATIONAL HEALTH				
			HEALIH	740000	40/20/2046		¢406.00
				Z49269 001263813	10/28/2016		\$106.08
						623423 Total:	\$106.08
			PREMIER ORTHOPEDIC C	nF			·
623424	1/13/2017	Petner, Stephen	SOUTH JERSEY	· ·			
				Z49628	11/8/2016		\$69.76
				001264176			
						623424 Total:	\$69.76
000405	4/40/0047	Manusan Manus	VIRTUA MEMORIAL				
623425	1/13/2017	Mcguigan, Mark	HOSPITAL BURLINGTON COUNTY INC				
				Z20598	6/24/2015		\$5,117.00
				001232500			*-/
						623425 Total:	\$5,117.00
623426	1/13/2017	Imhof, Arthur	RWJUHH OCCUPATIONAL	-			
020420	1/13/2017	IIIIIoi, Aitilai	HEALTH				
				2017088844	11/23/2016		\$85.34



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Instance Type: All Coverage : All ,Claimant Type: All

				QL File Number			
Check Number	Check Date	Claimant Name	Payee Name	IVOS Claim Number	Loss Date		Payment Amount
						623426 Total:	\$85.34
623427	1/13/2017	Koroseta, Michelle	HAND SURGERY AND REHABILITATION CENTER OF NEW JERSEY				
				Z45983 001258311	10/4/2016		\$68.00
I						623427 Total:	\$68.00
623428	1/13/2017	Combined	REHAB CONNECTION				
1		Mcbreen, Joseph		Z43826 001256150	8/22/2016		\$280.00
l		Phillips, Bruce		Z44145 001256470	8/27/2016		\$70.00
				0012004.0		623428 Total:	\$350.00
623429	1/13/2017	Allen, Andrew	OCCUPATIONAL HEALTH CENTERS OF NEW JERSE PA	Υ,			
				Z50193 001264744	11/21/2016		\$92.51
						623429 Total:	\$92.51
623430	1/13/2017	Higgins, John	U.S. HEALTHWORKS MEDICAL GROUP OF NEW JERSEY, P.C.	1			
				2017088707	11/24/2016		\$317.00
						623430 Total:	\$317.00
623431	1/13/2017	Combined	NovaCare Rehabilitation				
		Imhof, Arthur		2017088844	11/23/2016		\$88.00
		Lloyd, Matthew		Z42687	7/30/2016		\$114.00

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Instance Type: All Coverage : All ,Claimant Type: All

				QL File Number			
Check Number	Check Date	Claimant Name	Payee Name	IVOS Claim Number	Loss Date		Payment Amount
				001255000			
						623431 Total:	\$202.00
623432	1/13/2017	Silk, Jason	WORKNET OCCUPATION	AL			
020402	1/13/2017	Olik, Jason	MEDICINE				
				Z49529	11/6/2016		\$162.00
				001264074			
						623432 Total:	\$162.00
623433	1/13/2017	Willhouse, Dyllon	MEDEXPRESS URGENT CARE- NEW JERSEY, INC				
			CARE- NEW JERSET, INC				****
				Z45109 001257432	9/15/2016		\$112.80
						623433 Total:	\$112.80
			DENCALEM DECOLIE			020400 Total.	Ų112.33
623434	1/13/2017	Erlston, Michael	BENSALEM RESCUE SQUAD INC				
				Z46040	10/6/2016		\$700.35
				001258364			ψ. 00.00
						623434 Total:	\$700.35
000405	4/00/0047	T Th	ADMINISTRATIVE CLAIM				
623435	1/23/2017	Troutman, Thomas	SERVICES				
				<u>Z</u> 48877	10/20/2016		\$3.00
				001263405			
						623435 Total:	\$3.00
623436	1/23/2017	Combined	SMITH,MAGRAM,BERENA & MICHAU	ATO			
		Hernandez, David		MLT-Z16537	4/24/2015		\$1,200.00
				001228378			
		Petroni, Gary		X67678	7/11/2013		\$1,615.00

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Check Number	Check Date	Claimant Name	Payee Name	QL File Number IVOS Claim Number	Loss Date		Payment Amount
-			.,	001178363			
						623436 Total:	\$2,815.00
623437	1/23/2017	Johnston, Michael	LIEBLING,MALAMUT & SUNKETT LLC				
				Z06458 001218117	12/22/2014		\$1,940.00
						623437 Total:	\$1,940.00
623438	1/23/2017	Johnston, Michael	Sonstein Law, LLC				
				Z06458 001218117	12/22/2014		\$1,294.00
						623438 Total:	\$1,294.00
623439	1/23/2017	Bohn, Michael	EXAMWORKS, INC.				
				X96329 001207890	7/15/2014		\$850.00
						623439 Total:	\$850.00
623440	1/23/2017		LEO PETETTI, LLC.				
				Z46123 001258451	10/8/2016		\$710.00
						623440 Total:	\$710.00
623441	1/23/2017	Cestare, Vincent	AFFANATO MARUT, LLC				
				Z40242 001252526	6/14/2016		\$270.00
						623441 Total:	\$270.00
623442	1/23/2017	Combined	PIETRAS, SARACINO, SMITH,&MEEK				



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Check Number	Check Date	Claimant Name	Payee Name	QL File Number IVOS Claim Number	Loss Date	Payment Amount
		Allison, Clifford		X83699 001194915	2/5/2014	\$246.00
		Boral, George		X94202 001205758	6/23/2014	\$1,072.00
		Knight, Christophe		<u>Z32232</u> 001244342	12/31/2015	\$218.95
					623	3442 Total: \$1,536.95
623443	1/23/2017	Bartleson, Brian	CAPEHART & SCATCHA PA.	RD,		
				Z14682 001226444	3/31/2015	\$250.00
					623	3443 Total: \$250.00
623444	1/23/2017	Cestare, Vincent	VINCENT CESTARE			
				<u>Z40242</u> 001252526	6/14/2016	\$928.00
					623	3444 Total: \$928.00
623445	1/23/2017	Zerr, Kevin	KEVIN ZERR			
				<u>Z09592</u> 001221294	1/30/2015	\$912.00
					623	3445 Total: \$912.00
623446	1/23/2017	Johnston, Michael	MICHAEL JOHNSTON			
				<u>Z06458</u> 001218117	12/22/2014	\$9,979.00
					623	3446 Total: \$9,979.00
623447	1/23/2017	Cestare, Vincent	VINCENT CESTARE			
				<u>Z40242</u>	6/14/2016	\$2,320.00



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Check Number	Check Date	Claimant Name	Payee Name	QL File Number IVOS Claim Number	Loss Date		Payment Amount
_	,	:		001252526	-		
						623447 Total:	\$2,320.00
623448	1/23/2017	Cestare, Vincent	VINCENT CESTARE				
				Z40242	6/14/2016		\$406.00
				001252526			
						623448 Total:	\$406.00
623449	1/23/2017		PSE&G,				
				Z45216	8/5/2016		\$540.00
				001257541		C02440 Total:	¢540.00
000.450	4/00/0047		MOUATI IOUNISTON			623449 Total:	\$540.00
623450	1/23/2017	Johnston, Michael	MICHAEL JOHNSTON				
				Z06458 001218117	12/22/2014		\$4,000.00
						623450 Total:	\$4,000.00
623451	1/23/2017	Hunter, Edward	EDWARD HUNTER				
	.,,	,		Z21880	7/13/2015		\$912.00
				001233855	1710/2010		ψ012.00
						623451 Total:	\$912.00
623452	1/23/2017	Everett, James	PEMBERTON TOWNSHIP				
				Z44974	9/14/2016		\$1,466.00
				001257299			
						623452 Total:	\$1,466.00
623453	1/23/2017	Young, Brian	FLORENCE TOWNSHIP				
				Z34871	2/19/2016		\$1,742.00
				001247013			



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				QL File Number			
Check Number	Check Date	Claimant Name	Payee Name	IVOS Claim Number	Loss Date		Payment Amount
						623453 Total:	\$1,742.00
623454	1/23/2017	Stephenson, Christo	phe PEMBERTON TOWNSHIP				
		, ,	,	MLT-Z37736	4/21/2016		\$1,742.00
				001250033	4/21/2010		\$1,742.00
						623454 Total:	\$1,742.00
			REHAB EXCELLENCE				, ,, ,
623455	1/23/2017	Combined	CENTER - MT LAUREL				
		Hunt, Tiffany		Z47151	10/17/2016		\$405.00
		Tiditt, Tilidity		001260212	10/17/2010		Ψ-03.00
		Petner, Stephen		Z49628	11/8/2016		\$72.00
		, ,		001264176			
						623455 Total:	\$477.00
000450	4/00/0047	Complete ord	PREMIER ORTHOPEDIC	OF			
623456	1/23/2017	Combined	SOUTH JERSEY				
		Hunt, Tiffany		Z47151	10/17/2016		\$282.53
				001260212			
		Megara, Michael		Z45836	10/1/2016		\$69.76
				001258164			
						623456 Total:	\$352.29
623457	1/23/2017	Willhouse, Dyllon	LOURDES ANESTHESIA				
020.0.	.,_0,_0		ASSOC PA				
				Z45109	9/15/2016		\$455.00
				001257432			
						623457 Total:	\$455.00
000450	4/00/0047	Facial MACIE	HAND SURGERY AND	0			
623458	1/23/2017	Fasick, William	REHABILITATION CENTER OF NEW JERSEY	ĸ			



Check Register Report Bank Account: BURLINGTON CNTY JIF Account

Instance Type: All Coverage : All ,Claimant Type: All

Check Number	Check Date	Claimant Name	Payee Name	QL File Number IVOS Claim Number	Loss Date	Payment Amount
Oncok Number	Oncok Bate	Oldiniant Name	T dyce Hume	Z50187 001264740	11/21/2016	\$1,405.41
					623458 Total:	\$1,405.41
623459	1/23/2017	Phillips, Bruce	REHAB CONNECTION			
				Z44145 001256470	8/27/2016	\$350.00
					623459 Total:	\$350.00
623460	1/23/2017	Combined	U.S. HEALTHWORKS MEDICAL GROUP OF NE JERSEY, P.C.	W		
		Dotson, Miranda		2017090323	12/19/2016	\$357.34
		Otto, Charles		2017089797	12/13/2016	\$219.34
					623460 Total:	\$576.68
623461	1/23/2017	Herkoperec, Mark	REHAB EXCELLENCE CENTER, LLC			
				Z42992 001255304	8/4/2016	\$600.00
					623461 Total:	\$600.00
623462	1/23/2017	Combined	NovaCare Rehabilitation			
		Everett, James		Z44974 001257299	9/14/2016	\$440.00
		Imhof, Arthur		2017088844	11/23/2016	\$528.00
		Lloyd, Matthew		Z42687 001255000	7/30/2016	\$422.00
					623462 Total:	\$1,390.00
623463	1/23/2017	Willhouse, Dyllon	FELLOWSHIP			

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Instance Type: All Coverage : All ,Claimant Type: All

				QL File Number			
Check Number	Check Date	Claimant Name	Payee Name	IVOS Claim Number	Loss Date		Payment Amount
			SURGICALCENTER, LLC				
				Z45109	9/15/2016		\$1,344.00
				001257432			*
						623463 Total:	\$1,344.00
623464	1/23/2017	Jackson, Doretha	MEDEXPRESS URGENT CARE- NEW JERSEY, INC				
				Z49853	11/7/2016		\$112.80
				001264401		0004047	****
						623464 Total:	\$112.80
623465	1/23/2017	Combined	EMERGENCY PHYSICIAN OF NEW JERSEY P A	S			
		Lloyd, Matthew		Z42687	7/30/2016		\$176.35
				001255000	- 1-1		*
		Schwalbe, Matthew		Z40113 001252395	6/5/2016		\$176.35
						623465 Total:	\$352.70
000400	4/00/0047	Matthaus Basis	REHAB EXCELLENCE CT	R-			
623466	1/23/2017	Matthews, Daniel	VOORHEES LLC				
				MLT-Z31745	12/19/2015		\$153.00
				001243852			
						623466 Total:	\$153.00
623467	1/23/2017	Bruzzese, Giancarlo	DENVILLE SURGERY CENTER, LLC				
				Z40839 001253132	6/26/2016		\$923.00
						623467 Total:	\$923.00
623468	1/30/2017	Cole, Donnell	STARK & STARK, P.C.				
D Data: 0/7/0047 40	-25-42 D.	h Tanaaa Duuranaand	D	URLINICTON COUNTY LLE	Danastia a Costana Di	-1-011	Da 20 120

Run Date: 2/7/2017 12:35:43 Run by: Teresa Drummond **BURLINGTON COUNTY J.I.F.** Reporting System: RiskConsole V1

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Check Number	Check Date	Claimant Name	Payee Name	QL File Number IVOS Claim Number	Loss Date		Payment Amount
Oneck Number	Officer Date	Olaimant Name	1 ayee Name	X93980 001205537	6/18/2014		\$2,051.52
						623468 Total:	\$2,051.52
623469	1/30/2017	Combined	QUAL-LYNX				
		Everett, James		Z44974 001257299	9/14/2016		\$75.00
		Koroseta, Michelle		Z45983 001258311	10/4/2016		\$75.00
		Mcbreen, Joseph		Z43826 001256150	8/22/2016		\$75.00
						623469 Total:	\$225.00
623470	1/30/2017	Cole, Donnell	GUY J. RENZI & ASSOCIATES				
				X93980 001205537	6/18/2014		\$90.00
						623470 Total:	\$90.00
623471	1/30/2017	Combined	MARSHALL, DENNEHEY, WARNER,				
		Hesse,Est Of, Morgan		MLT-Z41852 001254160	4/16/2016		\$1,681.50
		Reed, William		Z17324 001229173	2/3/2015		\$762.50
						623471 Total:	\$2,444.00
623472	1/30/2017	Cole, Donnell	Regional Independent Med Evaluations	ical			
				X93980 001205537	6/18/2014		\$400.00



Check Register Report Bank Account: BURLINGTON CNTY JIF Account

Check Number	Check Date	Claimant Name	Payee Name	QL File Number IVOS Claim Number	Loss Date		Payment Amount
Check Number	Check Date	Cialillatit Natile	Fayee Name		LOSS Date		
						623472 Total:	\$400.00
623473	1/30/2017	Johnston, Michael	Sonstein Law, LLC				
		, , ,	, ,	700450	40/00/0044		Ф000 00
				<u>Z06458</u> 001218117	12/22/2014		\$600.00
				331213111		000 470 Taxal	* 200.00
						623473 Total:	\$600.00
623474	1/30/2017	Bozoski, Chad	JENNIFER KELLY, PHD,	LLC			
				Z15704	1/16/2015		\$175.00
				001227517	., ., 20.10		Ψ.1.0.00
						623474 Total:	\$175.00
							4.1.6.00
623475	1/30/2017		THE DEWEESE LAW FIR	M			
				Z39400	1/23/2016		\$566.82
				001251670			
						623475 Total:	\$566.82
623476	1/30/2017	D'Alonzo, Philip	Advanced Ent				
023470	1/30/2017	D'Alonzo, Frillip	Auvanceu Liit				
				Z28785	10/1/2014		\$10.00
				001240839			
						623476 Total:	\$10.00
623477	1/30/2017	Cole, Donnell	PIETRAS, SARACINO, SMITH, & MEEK				
				X93980	6/18/2014		\$868.50
				001205537	0/10/2014		\$606.30
						CO2 477 Totals	\$200.50
						623477 Total:	\$868.50
623478	1/30/2017	Cole, Donnell	DONNELL COLE				
				X93980	6/18/2014		\$9,088.48
				001205537	0/10/2014		ψ0,000.40



Check Register Report Bank Account: BURLINGTON CNTY JIF Account

		01: 411	- ·	QL File Number				
Check Number	Check Date	Claimant Name	Payee Name	IVOS Claim Number		Loss Date		Payment Amount
							623478 Total:	\$9,088.48
623479	1/30/2017	Hunt, Tiffany	WESTAMPTON TOWNSHI	Р				
				Z47151		10/17/2016		\$872.68
				001260212				****
							623479 Total:	\$872.68
623480	1/30/2017		PEMBERTON TOWNSHIP					
020.00	.,							#4.000.40
				2017092442		1/16/2017		\$1,623.48
							623480 Total:	\$1,623.48
623481	1/30/2017	Mcbreen, Joseph	PEMBERTON TOWNSHIP					
				Z43826		8/22/2016		\$282.39
				001256150				
							623481 Total:	\$282.39
			VIRTUA MEMORIAL					
623482	1/30/2017	Allen, Andrew	HOSPITAL BURLINGTON COUNTY INC					
			COONTTING					
				Z50193 001264744		11/21/2016		\$1,491.00
				001204744			623482 Total:	\$1,491.00
							623462 TOtal:	\$1,491.00
623483	1/30/2017	Jackson, Doretha	MEDEXPRESS URGENT CARE- NEW JERSEY, INC					
			OARL NEW SERGET, INO					2442.22
				Z49853 001264401		11/7/2016		\$112.80
				001201101			623483 Total:	\$112.80
		Total for DUDI INCTO	N COUNTY II F				020703 I Otal.	<u>`</u>
		Total for BURLINGTO	umber of Checks:	122	First Check Number:	622362		\$146,171.02
			nber of Payments:	190	Last Check Number:			
				6,064.00				



Instance Type: All Coverage : All ,Claimant Type: All

BURLINGTON COUNTY J.I.F.

Check Register Report
Bank Account: BURLINGTON CNTY JIF Account

Legal Payments: \$8,569.00 **Loss Payments:** \$131,538.02

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

BILL LIST - FEBRUARY 2017

	Payable to:	FY 2017	FY 2016	FY 2015	JIF Appropriation	Description
_1	Arthur J. Gallagher Risk Management Services, Inc.	28,398.00			Prof Services/Administration	Feb 2017 Fees
2	Arthur J. Gallagher Risk Management Services, Inc.	128.52			Misc/Postage/Copies/Faxes	Jan 2017 postage/copies expenses
3	Arthur J. Gallagher Risk Management Services, Inc.	414.31			Wellness Program	Positive Promotions-wellness items for distribution
4	The DeWeese Law Firm, P.C.	5,417.00			Prof Services/Attorney	Feb 2017 Fees
5	Qual-Lynx	16,414.00			Prof Services/Claims Admin.	Feb 2017 Fees
6	Brenda Smith	360.00			Misc/Recording Secretary	Feb 2017 Fees
7	J. A. Montgomery Risk Control Services	9,841.00			Prof Services/Safety Director	Feb 2017 Fees
8	Tom Tontarski	894.00			Prof Services/Treasurer	Feb 2017 Fees
9	Conner Strong & Buckelew	633.00			Prof Services/Underwriting Mgr	Feb 2017 Fees
10	Conner Strong & Buckelew	56.43			Misc/Other	Auto ID cards 1/1/17-18 renewal (1,575)
11	Joyce Media	260.00			Misc/JIF Website	Feb 2017 Fees and annual domain fee
12	Debby Schiffer	2,421.00			Wellness Program	Feb 2017 Fees
13	Apex Insurance Services c/o QBE Insurance	256,763.50			EPL/POL Policy - Excess Insurance	EPL/POL coverage; Policy #QJC01005-01; 1/1//17-1/1/18; 1st instmt; Inv#3001098
14	Apex Insurance Services c/o QBE Insurance	5,382.00			EPL/POL Policy - Excess Insurance	VDO coverage;Policy #QVC01005-01; 1/1//17- 1/1/18; 1st instmt; Inv#3003951
15	Apex Insurance Services c/o XL Insurance	9,315.00			EPL/POL Policy - Excess Insurance	Cyber coverage; Policy #MTP0039483-04; 1/1//17- 1/1/18; 1st instmt; Inv#3012914
16	EJIF	130,719.82			EJIF	1st installment 2017 assessment
17	Consolidated Services Group	21.69			Misc/Record Retention Service	1st quarter storage fees Ad#1876599 contract awards; Ad#1876588 2017
18	Courier Post	250.96			Misc/Legal Notices	mtg dates Ad#107067750 contract awards; Ad#107067734
19	Courier Times	302.20			Misc/Legal Notices	2017 mtg dates
20	Iron Mountain	110.56			Misc/Record Retention Service	Inv#NEH0343 #NKM0118; storage 1/1-2/28/17; service 11/22/16-1/24/17
21	Nicolosi's Catering	1,090.00			Police Defense & Training/EPL	Elected Officials training 1/31/17; split Inv#827953 file storage boxes; Inv#817457 voucher
22	OfficeMax Contract, Inc	122.93			Misc/Office Supplies	binders
23	Paul's Custom Awards & Trophies Inc	126.00			Misc/Meeting Expense/Dinner Mtg	Inv#35952 Mansdoerfer past chair plaque
24	Pivot Point Security			13,673.00	Risk Control Contingency	Inv#2599; 33 1/3% pymt for 50% completion of surveys
25	Pivot Point Security		13,673.00		Risk Control Contingency	Inv#2599; 33 1/3% pymt for 50% completion of surveys
26	PRIMA	385.00			Misc/PRIMA/AGRIP	Membership renewal #11099912; 4/1/17-3/31/18
27	City of Beverly		200.00		Police Defense & Training/EPL	Legal fees for handbook
28	City of Beverly		258.64		Optional Safety Budget	Safety vests, ear muffs, ice chains
29	City of Beverly		212.50		Wellness Program	chair massages
30	City of Bordentown		1,187.24		Optional Safety Budget	Safety products

31 City of Bordentown		750.00		Wellness Program	Healthy lunch
32 City of Bordentown		720100	1.963.59	Safety Incentive Program	Shirts, hats, equipment
33 Township of Bordentown		2,000,00		Optional Safety Budget	Solar message sign
34 Township of Bordentown		,		Safety Incentive Program	Solar message sign
35 Township of Bordentown		1,000.00	,	Wellness Program	lunch and learn; chair massages
36 Delanco Township		1,195.30		Optional Safety Budget	ladder, electrical fix for break room
37 Delanco Township		290.85		Wellness Program	chair massages; healthy items
38 Edgewater Park Township			1,733.96	Safety Incentive Program	safety clothing, supplies
39 Edgewater Park Township		745.45		Wellness Program	wellness books; supplies; massages
40 Borough of Fieldsboro		227.01		Optional Safety Budget	safety items
41 Florence Township		990.89		Wellness Program	water bottles; lunch bags; scale; protein bars
42 Township of Medford		404.87		Wellness Program	fruit baskets; reflexology clinic
43 North Hanover Township		212.86		Wellness Program	lunch totes
44 Pemberton Borough		204.31		Optional Safety Budget	rain overalls
45 Pemberton Borough		136.52		Wellness Program	walking promotion
46 Pemberton Township		449.90		Wellness Program	blender; weight challenge
47 Pemberton Township		2,001.36		Optional Safety Budget	High viz overalls; cones
48 Shamong Township		187.02		Wellness Program	Lifting belts; luncheon
49 Tabernacle Township			1,118.09	Safety Incentive Program	Holiday safety lunch
TOTAL	\$469,826.92	\$26,327.72	\$20,763.64		

JIF BILL LIST TOTAL	\$516,918.28
RMC BILL LIST TOTAL	\$74,196.00
TOTAL COMBINED BILL LIST	\$591,114.28

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND RMC BILL LIST (1st installments) - FEBRUARY 2017

Payable to:	FY 2017	Appropriation	Description
1 AJM Insurance	5,592.00	Risk Management Consultants	1st installment payment -Westampton Township
2 Connor Strong & Buckelew	1,956.00	Risk Management Consultants	1st installment payment -Bass River Township
3 EJA/Capacity Insurance	25,415.00	Risk Management Consultants	1st installment payment - Bordentown City, Chesterfield, Delanco, Fieldsboro, North Hanover, Pemberton Boro, Springfield, Woodland, Wrightstown
4 Hardenbergh Insurance Group	22,813.00	Risk Management Consultants	1st installment payment -Medford (Jan only), Palmyra Borough, Pemberton Twp
5 Insurance Agency Management	18,420.00	Risk Management Consultants	1st installment payment -Hainesport, Lumberton Twp, Mansfield Twp, Shamong, Tabenacle
RMC BILL LIST TOTAL	\$ 74,196.00		

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND

9 Campus Drive, Suite 216 Parsippany, NJ 07054 Telephone (201) 881-7632

BULLETIN MEL 17-01

Date:

January 1, 2017

To:

Fund Commissioners of Member Joint Insurance Funds

From:

Underwriting Manager

Conner Strong & Buckelew

Re:

2017 MEL Coverage Bulletins

The 2017 MEL Coverage Bulletins will be available on the MEL's website (<u>www.njmel.org</u>) on Sunday, January 1, 2017. The bulletins will not be distributed to the membership by mail since they will be accessible on the website.

You can request an electronic or hard copy from the Underwriting Manager or from your member JIF Executive Director if you do not have access to the MEL website.

The list of bulletins on the website is below.

If you have any questions, please contact your Risk Management Consultant, JIF Executive Director or the Underwriting Manager.

This bulletin is for information purposes only. It is not intended to be all-inclusive but merely an overview. It does not alter, amend or change your coverage. Please refer to specific policies for limits, terms, conditions and exclusions.

cc:

Fund Executive Directors

Fund Professionals

Risk Management Consultants

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2017 CHANGES

17-01 MEL Coverage Bulletins

17-02 Property and Casualty Renewal Overview

COVERAGE SUMMARY - EXCESS INSURANCE/REINSURANCE

17-03 Property / Equipment Breakdown

17-04 Workers Compensation

17-05 Casualty and Excess Public Officials / Employment Liability

17-06 Non-Owned Aircraft Liability

17-07 JIF Blanket Crime Coverage and MEL Excess Crime Coverage

POLICY & PROCEDURE / GUIDELINES & REQUIREMENTS

- 17-08 Fireworks Displays / Amusement Ride Requirements
- 17-09 Skateboard Facilities Guidelines and Coverage Requirements
- 17-10 Vacant, Historic, Builders Risk, Newly Acquired Reporting Requirements
- 17-11 Boiler & Machinery Inspections
- 17-12 Procedure for requesting Certificates of Insurance, Automobile ID Cards and Workers Compensation Posting Notices
- 17-13 Shared Services Insurance Requirement Guidelines
- 17-14 Employment Practices Liability (EPL) Program

OPTIONAL COVERAGES AVAILABLE

- 17-15 Directors & Officers Liability for Fire Company/Emergency Service Units Optional Coverage Available
- 17-16 Quasi Entities
- 17-17 Excess Liability Optional Limits
- 17-18 Excess POL/EPL Optional Limits
- 17-19 Employed Attorney (Full Time only) Optional Professional Liability Coverage
- 17-20 Improvement Districts
 - a. All Other Member JIFs
 - b. Atlantic JIF
- 17-21 Tulip Program Optional Tenant and Users Liability Insurance Program

COVERAGE RESTRICTIONS

- 17-22 Use of Aircraft on Municipal Business Coverage Restriction Excess Workers Compensation
- 17-23 "All Terrain Vehicle" Parks Coverage Restriction Liability
- 17-24 Paintball Liability Coverage Restriction Liability

MEMBER JIF COMMERCIALLY INSURED COVERAGE

- 17-25 Public Officials and Employment Practices Liability
- 17-26 Cyber Liability- Media Communication/Network Security/Privacy Liability

OTHER BULLETINS

- 17-27 MEL Underwriting Manager Team & Schedule
- 17-28 Unmanned Aircraft Systems ("Drones")