

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

FEBRUARY 21, 2017

OPEN SESSION MINUTES

The 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, February 21, 2017 at 4:00PM, prevailing time. Chair Keller, **Springfield**, presiding. The meeting was called to order at 4:00PM.

FLAG SALUTE

STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETING ACT

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

ROLL CALL

Amanda Somes, **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
John Browne, *Alternate*, **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Linda Dougherty, **Edgewater Park Twp**
Richard Brook, **Florence Twp**
Mike Mansdoerfer, **Lumberton Twp**
Donna Kilburn, *Alternate*, **Hainesport Twp**
Mike Fitzpatrick, **Mansfield Twp**
Kathy Burger, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel Township**
Mary Picariello, **North Hanover Twp**
Scott Pearlman, *Alternate*, **Palmyra Borough**
Debbie Vallari, *Alternate*, **Pemberton Borough**
Dennis Gonzalez, **Pemberton Township**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Maria Carrington, **Westampton Twp**
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Patricia Hansell, **Fieldsboro Borough**
Meghan Jack, **Riverside Twp**
Kathy Hoffman, **Southampton Twp**
Maryalice Brown, **Woodland Twp**

Those also in attendance were:

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.

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

OATHS OF OFFICE

Oath of Office were administered by Mr. DeWeese to those Fund Commissioners who were not present at the January Reorganization meeting.

CONDUCT OF MONTHLY MEETING

Motion by Mr. McMahan, seconded by Ms. Tomczyk, to allow that this monthly meeting be conducted by the Fund Commissioners present with all matters to be decided upon by a combined majority vote of all the Fund Commissioners. All in favor. Motion carried.

APPROVAL OF THE MINUTES

Chair Keller presented the meeting minutes of the January 17, 2017 meeting of the Fund, as found in the agenda packet, for approval.

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

Motion by Mr. McMahan, seconded by Ms. Tomczyk, to approve the meeting minutes of the January 17, 2017 meeting of the Fund as presented. Commissioner Dougherty abstained. Motion carried.

APPROVAL OF CLOSED SESSION MINUTES

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

Chair Keller presented the Closed Session Meeting Minutes of the January 17, 2017 meeting of the Fund for approval.

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

Motion by Mr. McMahon, seconded by Ms. Tomczyk, to approve the Closed Session minutes of the January 17, 2017 meeting of the Fund as presented. Commissioner Dougherty abstained. Motion carried.

The Closed Session minutes of the January 17, 2017 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 January 17, 2017 meeting were collected at this time.

EXECUTIVE DIRECTOR'S REPORT

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

Lost Time Accident Frequency Report– Mr. Forlenza stated that the Lost Time Accident Frequency Summary and Statewide Recap for December, 2016 would be included in next month's report.

Certificates of Insurance - Mr. Forlenza asked that the Certificates of Insurance issued for the month of January, 2017 be included as part of the meeting and was included in the agenda packet.

2017 Optional Safety Budget - Mr. Forlenza asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds is November 30, 2017. All encumbered funds must be claimed by February 1, 2018.

2017 Wellness Incentive Program Allowance – Mr. Forlenza 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 27, 2017. He stated that the deadline for claiming or encumbering the funds was November 30, 2017. All encumbered funds must be claimed by February 1, 2018.

He asked the members to file ASAP and not to wait until the end of November, 2016.

Employment Practices Liability Compliance– Mr. Forlenza asked members to review the attached status report for the member's individual deductibles.

EPL Helpline – Authorized Contact List – Mr. Forlenza asked members to review the attached list for accuracy especially during this reorganization process. He noted the resolution for this is on the JIF website at www.burlcojif.org. Please contact the Executive Director's office with any questions.

Financial Fast Track – Mr. Forlenza reported that the FFT valued as of December 31, 2016 will be included in next month's agenda.

Statutory Bond Status – Mr. Forlenza 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.

Elected Officials Training – Mr. Forlenza stated that the Fund is 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 loss funding premium. The sign-in sheets from the previous classes can be found on the JIF's website. The last training date is scheduled on the following date:

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

Police Accreditation Announcement – Mr. Forlenza stated that an email was sent to all the Clerks and RMCs regarding reimbursement for the Police Accreditation program fees. If the town or city has an operating Police Department, the email asked that it be forwarded to the Police Chief.

Financial Disclosure Form – Mr. Forlenza stated that in 2014, the Division of Local Government Services implemented a new "online" 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 BURLCO JIF. He stated that newly appointed Fund Commissioners that have not received their PIN# yet should contact his office.

Payroll Audits – Mr. Forlenza stated that a letter was emailed to all the Clerks, with a copy to the Fund Commissioner, advising that Bowman & Company will be performing workers' compensation exposure verification audits of members' 2016 payrolls. He noted that these payroll figures will serve as the basis for the 2018 workers' compensation excess premiums. He noted that a spreadsheet that included employee counts by payroll classification was attached to the email. He asked the members to review and update the spreadsheet and send the required payroll data to the auditors either via mail or electronically.

Property Appraisals – Mr. Forlenza stated that each member will receive a notification from his office asking that they review and update their property schedule located in the Exigis Exposure Data Management System. Once the members respond, those that are going to receive a physical appraisal this year will be contacted by the Fund Property Appraiser, ASSETWORKS. Those who are not receiving a physical inspection in 2017 will have their building and contents values trended accordingly.

PRIMA/AGRIP Conferences – Mr. Forlenza stated that BURLCO JIF members will be eligible to attend two (2) AGRIP Conferences and the annual PRIMA Conference this year. 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. Forlenza stated that On April 4, 2017, 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. Forlenza stated that the BURLCO JIF will be sponsoring a Safety Coordinator and Claims Coordinator roundtable on February 23, 2017 at Indian Springs Country Club, Marlton, New Jersey. The Wellness Coordinators are also invited to attend.

Community Safety Leadership: Management of Social Events – Mr. Forlenza stated that his office mailed out hardcopies of the Community Safety Leadership 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 Risk Management Consultant. He noted that members should reference the booklet when planning community events.

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

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

SOLICITOR'S REPORT

Closed Cases – Mr. DeWeese reported that there were three (3) closed case(s) for the month of February, 2017.

Angelini vs. Township of Hanover

Berk & Berk at Hunters Glen, LLC vs. Township of Delran

Graham vs. Township of Delran

Bona fide offers– Mr. DeWeese reported that the Fund saved \$6,492.24 on seven (7) files in 2016 utilizing this program.

SAFETY DIRECTOR'S REPORT

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

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

Safety Director's Bulletins – He noted that there were three (3) bulletin(s) recently released; *Snow Emergency, MVR Checks Reminder and OSHA Recording Keeping Reminder.*

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

Safety & Claims Coordinators Roundtable– Mr. Saville stated that the Safety and Claims Coordinators Roundtable will be held on February 23, 2017.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – February

Mr. Roselli 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 Demolition of Unfit Structures. He noted 10 steps municipalities should follow when demolishing unfit structures.

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 support of such 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.

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

WELLNESS DIRECTOR'S REPORT

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

- Ms. Schiffer stated that Chesterfield, Bordentown City and Fieldsboro are planning to work together to offer their employees a Joint Municipality Wellness Day on April 26, 2017.
- Ms. Schiffer stated that Medford, Tabernacle, Lumberton, Shamong and Southampton are planning to work together to offer their employees a Joint Municipality Wellness Day on May 23, 2017.
- Pemberton Township is planning a wellness day in September.
- Florence Township is having a year long “Maintain Don’t Gain” Challenge; the initial cost will be \$1.00 to participate. Weigh-ins take place once a month. Those who gain contribute an extra \$1.00 per pound. If you maintain, your name goes into a drawing at the end of the

year; lose weight and your name goes in twice. The prize is the money collected plus \$75 gift card to a health conscience restaurant.

- 2017 Wellness Funds: Members should have received notification on their Wellness Funds for 2017. She asked the members to try to work together early in the year to allocate the funds.
- Firefighters Ad Hoc Committee – Meetings will be held quarterly. The first meeting is scheduled for February 21st @ 7pm at the Emergency Service Training Building in Westhampton.
- *February Wellness Newsletter* - She noted that the February Wellness Newsletter was included in her report.

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

MANAGED HEALTH CARE REPORT

Ms. Beatty reviewed the Managed Care Report for *January 2017*.

Lost Time v. Medical Only Cases

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

	<i>Jan</i>	<i>YTD</i>
<i>Lost Time</i>	<i>0</i>	<i>0</i>
<i>Medical Only</i>	<i>7</i>	<i>7</i>
<i>Report Only</i>	<i>3</i>	<i>3</i>
<i>Total Intakes</i>	<i>10</i>	<i>10</i>
<i>Report Only % of Total</i>	<i>30.0%</i>	<i>30.0%</i>
<i>Medical Only/Lost Time Ratio</i>	<i>100:00</i>	<i>100:00</i>
<i>Average Days to Report</i>	<i>10.7</i>	<i>10.7</i>

Transitional Duty Report

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

<i>Transitional Duty Summary Report</i>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	<i>97</i>
<i>Transitional Duty Days Worked</i>	<i>42</i>
<i>% of Transitional Duty Days Worked</i>	<i>43.3%</i>
<i>Transitional Duty Days Not Accommodated</i>	<i>55</i>
<i>% of Transitional Duty Days Not Accommodated</i>	<i>56.7%</i>

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>Jan</i>
<i>Bill Count</i>	<i>93</i>
<i>Original Provider Charges</i>	<i>\$66,400</i>
<i>Re-priced Bill Amount</i>	<i>\$29,910</i>
<i>Savings</i>	<i>\$36,489</i>
<i>% of Savings</i>	<i>55.0%</i>
<i>Participating Provider Penetration Rate - Bill Count</i>	<i>95.7%</i>
<i>Participating Provider Penetration Rate - Provider Charges</i>	<i>97.2%</i>
<i>EPO Provider Penetration Rate - Bill Count</i>	<i>77.6%</i>
<i>EPO Provider Penetration Rate - Provider Charges</i>	<i>82.9%</i>

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

TREASURER'S REPORT

Mr. Tontarski presented an overview of the Treasurer's Report for month ending **January 31, 2017**, a copy of which was provided to the membership in the agenda packet.

Investment Interest

Interest received or accrued for the current month totaled \$11,235.76. This generated an average annual yield of .81%. After including an unrealized net gain of \$13,550.00 in the asset portfolio, the yield was 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 market value of \$8,862,240.00 vs. the amount invested.

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

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$337.00	337.00
Overpayment Reimbursements	\$.00	\$.00
FY 2017 Premium Receipts	\$553,974.00	\$553,974.00
FY 2017 Approp. Refund	\$200.00	\$200.00

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 \$146,171.02. The claim detail includes 190 checks.

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

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.

Loss Run Payment Register

Chair Keller entertained a motion to approve the *January 2017 Loss Run Payment Register* as presented.

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

Motion by Mr. Cramer, seconded by Mr. McMahon, to approve the *January 2017 Loss Run Payment Register*.

ROLL CALL *Yeas*

- Amanda Somes, **Bass River Twp**
- Rich Wolbert, **Beverly City**
- Grace Archer, **Bordentown City**
- Dean Buhner, **Bordentown Twp**
- Glenn McMahon, **Chesterfield Twp**
- John Browne, *Alt*, **Delanco Twp**
- Jeffrey Hatcher, **Delran Twp**
- Linda Dougherty, **Edgewater Park Twp**
- Richard Brook, **Florence Twp**
- Mike Mansdoerfer, **Lumberton Twp**
- Donna Kilburn, *Alt*, **Hainesport Twp**
- Mike Fitzpatrick, **Mansfield Twp**
- Kathy Burger, **Medford Twp**
- Meredith Tomczyk, **Mt. Laurel Township**
- Mary Picariello, **North Hanover Twp**
- Scott Pearlman, *Alt*, **Palmyra Borough**
- Debbie Vallari, *Alt*, **Pemberton Borough**
- Dennis Gonzalez, **Pemberton Township**
- David Matchett, **Shamong**
- J. Paul Keller, **Springfield Twp**
- Doug Cramer, **Tabernacle Twp**
- Maria Carrington, **Westampton Twp**
- James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Bill List –February, 2017

For the Executive Committee’s consideration, Mr. Tontarski presented the ***February 2017 Bill List*** in the amount of \$516,918.28.

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

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

Motion by Mr. Cramer, seconded by Mr. McMahon, to approve the ***February 2017 Bill List*** totaling \$516,918.28.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
John Browne, *Alt*, **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Linda Dougherty, **Edgewater Park Twp**
Richard Brook, **Florence Twp**
Mike Mansdoerfer, **Lumberton Twp**
Donna Kilburn, *Alt*, **Hainesport Twp**
Mike Fitzpatrick, **Mansfield Twp**
Kathy Burger, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel Township**
Mary Picariello, **North Hanover Twp**
Scott Pearlman, *Alt*, **Palmyra Borough**
Debbie Vallari, *Alt*, **Pemberton Borough**
Dennis Gonzalez, **Pemberton Township**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Maria Carrington, **Westampton Twp**
James Ingling, **Wrightstown Borough**

Nays: None

Abstain: None

Motion carried by unanimous vote.

RMC Bill List –February, 2017

For the Executive Committee’s consideration, Mr. Tontarski presented the ***February 2017 RMC Bill List*** in the amount of \$74,196.00.

Chair Keller entertained a motion to approve the ***February 2017 RMC Bill List*** as presented.

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

Motion by Mr. Cramer, seconded by Mr. McMahon, to approve the *February 2017 RMC Bill List* totaling \$74,196.00.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
John Browne, *Alt*, **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Linda Dougherty, **Edgewater Park Twp**
Richard Brook, **Florence Twp**
Mike Mansdoerfer, **Lumberton Twp**
Donna Kilburn, *Alt*, **Hainesport Twp**
Mike Fitzpatrick, **Mansfield Twp**
Kathy Burger, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel Township**
Mary Picariello, **North Hanover Twp**
Scott Pearlman, *Alt*, **Palmyra Borough**
Debbie Vallari, *Alt*, **Pemberton Borough**
Dennis Gonzalez, **Pemberton Township**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Maria Carrington, **Westampton Twp**
James Ingling, **Wrightstown Borough**

Nays: None

Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

No reports.

MEL/RCF/E-JIF REPORT

2017 MEL Coverage Bulletin

Mr. Forlenza stated the 2017 MEL Coverage Bulletins can be found on the MEL's website, www.njmel.org. He noted that they will not be distributed to the membership by mail; you can request an electronic or hard copy from the Underwriting Manager or his office.

MISCELLANEOUS BUSINESS

Next Meeting

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

Resolution #2017-18 – Honoring Mike Mansdoerfer

Chair Keller read Resolution 2017-18, Honoring Mike Mansdoerfer into the minutes and thanked him for his years of service as Fund Commissioner and Chairman of the BURLCO JIF.

Motion by Ms. Tomczyk, seconded by Mr. Cramer, to approve Resolution 2017-18. All in favor. Motion carried.

PUBLIC COMMENT

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

EXECUTIVE SESSION MEETING – Resolution #2017-19

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 Mr. McMahon, seconded by Ms. Tomczyk, to Adopt ***Resolution #2017-19***. 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 Mr. McMahon, seconded by Ms. Tomczyk, 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.

<i>General Liability</i>	<i>Property</i>	<i>Auto Liability</i>
1207807	2017092637	1195460
1214987	1264274	

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

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

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
John Browne, *Alt*, **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Linda Dougherty, **Edgewater Park Twp**
Richard Brook, **Florence Twp**
Mike Mansdoerfer, **Lumberton Twp**
Donna Kilburn, *Alt*, **Hainesport Twp**
Mike Fitzpatrick, **Mansfield Twp**
Kathy Burger, **Medford Twp**
Meredith Tomczyk, **Mt. Laurel Township**
Mary Picariello, **North Hanover Twp**
Scott Pearlman, *Alt*, **Palmyra Borough**
Debbie Vallari, *Alt*, **Pemberton Borough**
Dennis Gonzalez, **Pemberton Township**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Maria Carrington, **Westampton Twp**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

There were no claims presented for authorization to abandon subrogation.

MOTION TO ADJOURN

Chair Keller entertained a motion to adjourn the February 21, 2016 meeting of the BURLCO JIF.

Motion by Mr. McMahon, seconded by Ms. Tomczyk, to adjourn the February 21, 2017 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:56pm.



Brenda Smith,
Recording Secretary for



Glenn McMahon, *ACTING SECRETARY*