

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

November 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, Tuesday, November 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**...arrived 3:05
Glenn McMahon, **Chesterfield Twp.**
Jeff Hatcher, **Delran Twp.**
Mike Templeton, **Delanco Twp.**
Gene DiFilippo, **Edgewater Park Twp.**
Richard Brook, **Florence Twp**
Paula Kosko, **Hainesport Twp.**
Brian Umba, *Alternate*, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp.**
Rich Meder, *Alternate*, **Medford Twp.**
Jerry Mascia, *Alternate*, **Mt. Laurel Twp.**
Michelle Brown, *Alternate*, **Pemberton Twp**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
Doug Cramer, **Tabernacle Twp.**
Maria Carrington, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Mike Theokas, **Bordentown Twp.**
Patrica Hansell, **Fairfield Twp.**
Mary Picariello, **North Hanover Twp.**
John Gural, **Palmyra Borough**
Donna Mull, **Pemberton Borough**
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

Absent Risk Management Consultant agencies:

Insurance Agency Mgmt

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

CONDUCT OF MONTHLY MEETING

Motion by Ms. Jack, seconded by Mr. Cramer, to allow that this monthly meeting to 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 OPEN & CLOSED SESSION MINUTES

Chair Keller presented the meeting minutes of the October 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. Cramer, seconded by Mr. Mascia, to approve the Open & Closed session meeting minutes of the October 17, 2017 meeting of the Fund as presented.

Motion carried.

The Closed Session minutes of the October 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 October 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:

2016 Safety Incentive Program Awards – 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. If encumbered, you have until February 1, 2018 to utilize the funds. Mr. Forlenza noted reminder letters were emailed out to all Fund Commissioners, Clerks and RMC's on November 15th in regards to available balances.

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. If encumbered, you have until February 1, 2018 to utilize the funds. Mr. Forlenza noted reminder letters were emailed out to all Fund Commissioners, Clerks and RMC's on November 15th in regards to available balances.

2017 Wellness Incentive Program Allowance – 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. If encumbered, you have until February 1, 2018 to utilize the funds. Mr. Forlenza noted reminder letters were emailed out to all Fund Commissioners, Clerks and RMC's on November 15th in regards to available balances.

EPL Helpline – Authorized Contact List – Mr. Forlenza asked members to review the attached list for accuracy. He noted any changes must be done by Resolution and the Resolution for this is available on the JIF website at www.burlcojif.org. Please contact the Executive Director's office with any questions.

Elected Officials – Save the Date – Mr. Forlenza stated that the Fund will be sponsoring Elected Officials training. The MEL will reduce each member's 2018 MEL Assessment by \$250 for each municipal elected official who attends one of the training sessions by March 31, 2018. 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 5% of a member's 2018 MEL Assessment. Invitations/RSVP's for the sessions were e-mailed to all Municipal Clerks and Fund Commissioners on November 2, 2017. The trainings have been scheduled on the following dates:

December 7, 2017 - Merighi's Savoy Inn, Vineland
January 30, 2018 - Nicolosi's Catering, West Deptford
February 7, 2018 - Merighi's Savoy Inn, Vineland
March 28, 2018 - O'Connor's American Bar & Grille, Eastampton

MEL Cyber Risk Management Program – Mr. Forlenza stated that this program will be discussed in greater detail over the next couple of weeks. The program will incorporate employee training, the adoption and implementation of cyber related policies and procedures, and other software and hardware related compliance standards. Members who come into compliance with the program will have a reduced deductible for cyber related claims. Currently members have a \$10,000 Cyber Liability deductible per claim; however, if the member is in compliance with the MELs program, the deductible drops to \$5,000, with options for an even

lower deductible based on conformance in other areas of Cyber safety. Mr. Forlenza noted the MEL is looking to role this program out by the end of the year. If you have any questions, please contact the Executive Director's office.

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.

Mr. Forlenza noted that the Safety and Wellness Calendars were distributed this evening and are placed at everyone's seat for distribution to your personnel. He noted that should anyone need a few more, his office does have a small inventory left over.

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 four (4) closed cases for the month of November, 2017.

Ordinances– Mr. DeWeese stated that included in the agenda packet is a bulletin he had issued to all members on November 2, 2017 on Vacant Property Registration and Fee Ordinances. He suggests that these Ordinances be reviewed with your Solicitor as there are a number of challenges questioning the legality of these ordinances and he feels there will be many more challenges coming. He reiterated that it is important for members to review this matter with their Solicitor as a large portion of these law suits might not be covered under your EPL/POL policies or the JIF GL policy as these challenges are seeking for the ordinances to be nullified and the fees collected returned.

Defense Panel Report – Mr. DeWeese referenced his report included in the agenda packet and highlighted the following:

- In the first 10 months of 2017, seven (7) new GL cases were filed against the BURLCOJIF, which represents a decrease in the number of complaints filed over the same time period in 2016. However, Mr. DeWeese noted he is very concerned regarding the current jury climate and the recent adverse jury verdicts that this may increase the number of filing against our member in the future.
- Assigned Defense Counsel has been strictly adhering to the "Procedures for Assigned Defense Counsel's Authorized Delegation of Litigation Tasks".
- The new "Litigation Management Guidelines were adopted by the Fund in June 2017 and the Guidelines continue to provide effective, consistent guidelines to our Defense Panel Members.
- The Fund authorized and advertised Requests for Qualifications (RFQs) for the General Liability Defense Panel and the Worker's Compensation Defense Panel in 2016. The RFQ's offer a contract term of two (2) – one (1) year contracts from January 2017 through December 2018. Therefore, in 2018, the Fund will be issuing a new RFQ.

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

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 this has been updated recently, so please utilize it. If a copy of the video library titles is needed, you can find it at the MEL or JIF website. He also pointed out there is a new email address: melvideolibrary@jamontgomery.com, and phone number: 856-552-4900.

Safety Director's Bulletins – He noted that there were two (2) bulletin(s);

- *Fire Prevention Month*
- *Leaf Collection Safety*

Right to Know Update – He noted that in addition to the annual Right to Know services, included will be an electronic Central file link distributed to each member town through a Dropbox link. Once the online chemical inventory has been completed, this will allow the following information to be filed in the States RTK portal for each member:

- Safety Data Sheets
- Hazardous Substance Facts Sheets
- Right to Know Survey
- Written Hazardous Communication Program
- Training Documentation
- Right to Know poster
- Instructions on how to download, store, and share the files with affected departments and employees.

Mr. Saville stated it is anticipated that all links will be emailed out by years end.

MSI Class Listing for the Remainder of 2017 – He referenced the list of MSI Classes that are available in November and December that were included in the agenda packet.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – November

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 Slip and Fall Risks During Winter Months*. He noted there are a number of slip-on or add-on devices that are an inexpensive way to improve traction and prevent slip and fall accidents. He then referenced a Slip and Fall claim with a total incurred of over \$107,000 that could have been completely prevented with the use of this device.

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:

- North Hanover: A Shoprite Dietitian presented on Healthy eating and energy drinks
- Mansfield finished their five (5) week smoking cessation program for the Firefighters. There were 6 participants and the third week was the quit week. She reported 2 did quit, 2 cut back substantially, 1 had no change, and 1 dropped out after the first meeting.
- Mt. Laurel EMT Training Officers Meeting: Ms. Schiffer stated she had attended this meeting on November 1 to share activities that have been done in the JIF and may help this group. Topic of interest was having a “train the trainer” on dealing with stress and adversity.
- She referenced a chart included that depicts how much exercise it takes to burn off a Thanksgiving Day meal.
- Ms. Schiffer noted in her News Letter this month its highlights stats and facts on Diabetes, and a test to see if you are at risk for Type 2 Diabetes.

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 October, 2017 noting there were nineteen (19) claims reported.

Lost Time v. Medical Only Cases

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

	Oct.	YTD
<i>Lost Time</i>	3	19
<i>Medical Only</i>	9	89
<i>Report Only</i>	7	44
<i>Total New Claims Reported</i>	19	152
<i>Report Only % of Total</i>	36.8%	28.9%
<i>Medical Only/Lost Time Ratio</i>	75.25	82:18
<i>Average Days to Report</i>	.9	2.1

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>1,396</i>
<i>Transitional Duty Days Worked</i>	<i>1,060</i>
<i>% of Transitional Duty Days Worked</i>	<i>75.9%</i>
<i>Transitional Duty Days Not Accommodated</i>	<i>336</i>
<i>% of Transitional Duty Days Not Accommodated</i>	<i>24.1%</i>

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>October</i>
<i>Bill Count</i>	<i>142</i>
<i>Original Provider Charges</i>	<i>\$104,732</i>
<i>Re-priced Bill Amount</i>	<i>\$49,388</i>
<i>Savings</i>	<i>\$55,343</i>
<i>% of Savings</i>	<i>52.8%</i>
<i>Participating Provider Penetration Rate - Bill Count</i>	<i>97.2%</i>
<i>Participating Provider Penetration Rate – Provider Charges</i>	<i>97.4%</i>
<i>EPO Provider Penetration Rate - Bill Count</i>	<i>96.7%</i>
<i>EPO Provider Penetration Rate – Provider Charges</i>	<i>98.0%</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 **October 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 \$17,564.70. This generated an average annual yield of 1.10%. After including an unrealized net loss of \$23,785.08 in the asset portfolio, the yield was adjusted to -.39% for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized loss of \$158,164.54 as it relates to market value of \$14,813,911.48 vs. the amount invested. The current market value; however, when considering the total accrued income at month end is \$14,883,066.65.

Our asset portfolio with Wilmington Trust consists of eight (8) obligations with maturities greater than one year.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$2,339.50	\$96,597.04
Overpayment Reimbursements	\$.00	
FY 2017 Premium Assessments	\$86,934.00	
Due to BCIP	\$90.00	

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

Delran Township	\$74,055.00
Chesterfield Township	\$1,053.00
Bordentown City	\$22,632.00

Cash Activity for the Period

During the reporting period, the Fund’s “Cash Position” changed from an opening balance of \$19,405,158.43 to a closing balance of \$18,801,604.51 showing a decrease in the Fund of \$603,553.92.

Loss Run Payment Register – October 2017

Mr. Tontarski stated that the report included in the agenda packet 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 \$207,005.09. The claim detail shows 355 claim payments issued.

Bill List – November 2017

For the Executive Committee’s consideration, Mr. Tontarski presented the November 2017 Bill List in the amount of \$83,260.23.

Chair Keller entertained a motion to approve the October 2017 Loss Run Payment Register and the November 2017 Bill List as presented.

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

Motion by Ms. Jack, seconded by Mr. Mc Mahon, to approve the *October 2017 Loss Run Payment Register and November 2017 Bill List* as presented.

- ROLL CALL** *Yeas*
- Amanda Somes, **Bass River Twp.**
 - Rich Wolbert, **Beverly City**
 - Grace Archer, **Bordentown City**
 - Glenn McMahon, **Chesterfield Twp.**
 - Jeff Hatcher, **Delran Twp.**
 - Mike Templeton, **Delanco Twp.**
 - Gene DiFilippo, **Edgewater Park Twp.**
 - Richard Brook, **Florence Twp**
 - Paula Kosko, **Hainesport Twp.**

Brian Umba, *Alternate*, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp.**
Rich Meder, *Alternate*, **Medford Twp.**
Jerry Mascia, *Alternate*, **Mt. Laurel Twp.**
Michelle Brown, *Alternate*, **Pemberton Twp**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong Twp.**
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

STRATEGIC PLANNING COMMITTEE

Mr. Forlenza stated that the Committee met on October 17, 2017 and a copy of the meeting minutes is included in the agenda packet. He stated that Ms. Burger provided the membership with a verbal report at last month's meeting.

Mr. Forlenza noted that at this meeting it was discussed and approved to move the monthly Executive Committee Meetings to 3:30 pm for 2018. He asked for authority to have his office re-advertise the change in time starting with the January 2018 Re-Organizational meeting.

Motion by Mr. Cramer, seconded by Mr. McMahon to approve the re-advertisement of the January 16, 2018 Executive Committee Meeting. Motion carried by unanimous vote.

Mr. Forlenza noted that the time change will be reflected in the Legal Notice for 2018 Meetings when that notice goes out after approval at the January Meeting.

Mr. Forlenza asked if there were any questions. No questions were entertained.

NOMINATING COMMITTEE

Mr. Brook stated that the Nominating Committee met on November 2, 2017 and the minutes were included in the agenda packet. He noted that the Committee recommended the following draft Nominating Slate for 2018:

Chair: Paul Keller, Springfield Township
Secretary: Megan Jack, Riverside Township

Executive Committee: Glenn McMahon, Chesterfield Township
John Gural, Palmyra Borough
Dennis Gonzalez, Pemberton Township

Doug Cramer, Tabernacle Township
Rich Wolbert, Beverly City

Alternates:

Mike Templeton, Delanco Township
James Ingling, Wrightstown Borough
Dave Matchett, Shamong Township
Jeffrey Hatcher, Delran Township
Jerry Mascia, Mt. Laurel Township
Maria Carrington, Westampton Township

FINANCE COMMITTEE

Mr. Hatcher stated that the Finance Committee met on November 3, 2017 and the minutes were included in the agenda packet. He stated that the Committee reviewed the 2018 Budget and it is set to be introduced this evening. He stated that there are three (3) items that will need to be introduced this evening.

Chair Keller stated that the first action item is to introduce the 2018 Budget which totals \$7,800,316 which is a reduction of -\$186,342.00 (-2.43%) over 2017. The second item is the 2018 Assessment Certification, which is included in the agenda packet. The last item is 2018 Assessment Allocation Strategy.

2018 Budget Introduction

Motion by Ms. Jack, seconded by Mr. McMahon, to introduce the 2018 Budget as presented.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp.**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Glenn McMahon, **Chesterfield Twp.**
Jeff Hatcher, **Delran Twp.**
Mike Templeton, **Delanco Twp.**
Gene DiFilippo, **Edgewater Park Twp.**
Richard Brook, **Florence Twp**
Paula Kosko, **Hainesport Twp.**
Brian Umba, *Alternate*, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp.**
Rich Meder, *Alternate*, **Medford Twp.**
Jerry Mascia, *Alternate*, **Mt. Laurel Twp.**
Michelle Brown, *Alternate*, **Pemberton Twp**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong Twp.**
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.

2018 Assessment Allocation Strategy

Motion by Mr. Mascia, seconded by Ms. Jack, to introduce the 2018 Assessment Allocation Strategy as presented.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp.**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Glenn McMahon, **Chesterfield Twp.**
Jeff Hatcher, **Delran Twp.**
Mike Templeton, **Delanco Twp.**
Gene DiFilippo, **Edgewater Park Twp.**
Richard Brook, **Florence Twp**
Paula Kosko, **Hainesport Twp.**
Brian Umba, *Alternate*, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp.**
Rich Meder, *Alternate*, **Medford Twp.**
Jerry Mascia, *Alternate*, **Mt. Laurel Twp.**
Michelle Brown, *Alternate*, **Pemberton Twp**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong Twp.**
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.

2018 Assessment Certification

Motion by Ms. Jack, seconded by Mr. Mascia, to introduce the 2018 Assessment Certification as presented.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp.**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Glenn McMahon, **Chesterfield Twp.**
Jeff Hatcher, **Delran Twp.**
Mike Templeton, **Delanco Twp.**
Gene DiFilippo, **Edgewater Park Twp.**
Richard Brook, **Florence Twp**
Paula Kosko, **Hainesport Twp.**
Brian Umba, *Alternate*, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp.**
Rich Meder, *Alternate*, **Medford Twp.**

Jerry Mascia, *Alternate*, **Mt. Laurel Twp.**
Michelle Brown, *Alternate*, **Pemberton Twp**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong Twp.**
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.

MEL REPORT

Ms. Jack reported the MEL met on October 18, 2017 and a copy of the meeting minutes, which are self-explanatory, are included in the November 2017 agenda.

Resolution 2017-36 – Appointing the 2018 MEL/RCF/EJIF Representatives

Motion by Mr. McMahan, seconded by Mr. Mascia, to adopt Resolution 2017-36, Appointing Meghan Jack as the Fund’s Representative to the Municipal Excess Liability Joint Insurance Fund, David Matchett as the Fund’s Representative to the Residual Claims Joint Insurance Fund and Meghan Jack as the Fund’s Representative to the Environmental Risk Management Fund for the 2018 Fund Year.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp.**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Glenn McMahan, **Chesterfield Twp.**
Jeff Hatcher, **Delran Twp.**
Mike Templeton, **Delanco Twp.**
Gene DiFilippo, **Edgewater Park Twp.**
Richard Brook, **Florence Twp**
Paula Kosko, **Hainesport Twp.**
Brian Umba, *Alternate*, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp.**
Rich Meder, *Alternate*, **Medford Twp.**
Jerry Mascia, *Alternate*, **Mt. Laurel Twp.**
Michelle Brown, *Alternate*, **Pemberton Twp**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong Twp.**
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.

RCF REPORT

Mr. Matchett reported the RCF met on October 18, 2017 and a copy of the meeting minutes, which are self-explanatory, are included in the November 2017 agenda.

EJIF REPORT

Ms. Jack reported the EJIF met on October 18, 2017 and a copy of the meeting minutes, which are self-explanatory, are included in the November 2017 agenda.

MISCELLANEOUS BUSINESS

Next Meeting

Chair Keller noted that the next meeting of the BURLCO JIF will take place on **Tuesday, December 21, 2017 at 4:00 PM** at the Medford Village Country Club, Medford, NJ.

PUBLIC COMMENT

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

EXECUTIVE SESSION MEETING – Resolution #2017-37

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. Mascia, seconded by Ms. Jack, to Adopt ***Resolution #2017-37***. 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.

<i>Workers' Compensation</i>	<i>Property</i>	<i>General Liability</i>
001233855	2018115986	1201736
2018116558		
2018111770		
2018109564		

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

Motion by Ms. Jack, seconded by Mr. MAscias, 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**
- Glenn McMahon, **Chesterfield Twp.**
- Jeff Hatcher, **Delran Twp.**
- Mike Templeton, **Delanco Twp.**
- Gene DiFilippo, **Edgewater Park Twp.**
- Richard Brook, **Florence Twp**
- Paula Kosko, **Hainesport Twp.**
- Brian Umba, *Alternate*, **Lumberton Twp**
- Mike Fitzpatrick, **Mansfield Twp.**
- Rich Meder, *Alternate*, **Medford Twp.**
- Jerry Mascia, *Alternate*, **Mt. Laurel Twp.**
- Michelle Brown, *Alternate*, **Pemberton Twp**
- Meghan Jack, **Riverside Twp.**
- David Matchett, **Shamong Twp.**
- 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 was one (1) abandonment of Subrogation claim(s) presented in Closed Session.

#001255235

Motion by Mr. McMahon, seconded by Ms. Jack, to authorize to Abandon Subrogation as presented.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp.**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Glenn McMahon, **Chesterfield Twp.**
Jeff Hatcher, **Delran Twp.**
Mike Templeton, **Delanco Twp.**
Gene DiFilippo, **Edgewater Park Twp.**
Richard Brook, **Florence Twp**
Paula Kosko, **Hainesport Twp.**
Brian Umba, *Alternate*, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp.**
Rich Meder, *Alternate*, **Medford Twp.**
Jerry Mascia, *Alternate*, **Mt. Laurel Twp.**
Michelle Brown, *Alternate*, **Pemberton Twp**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
Doug Cramer, **Tabernacle Twp.**
Maria Carrington, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

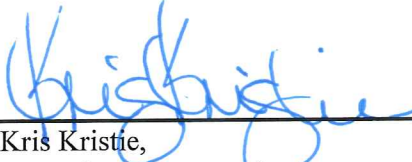
Motion carried by unanimous vote.

MOTION TO ADJOURN

Chair Keller entertained a motion to adjourn the November 21, 2017 meeting of the BURLCO JIF.

Motion by Ms. Jack, seconded by Mr. Mascia, to adjourn the November 21, 2017 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:53 pm.



Kris Kristie,
Recording Secretary for



MEGHAN JACK, ACTING SECRETARY