

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

**February 20, 2018**

***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, February 20, 2018 at 3:30PM, prevailing time. Chair Keller, **Springfield**, presiding. The meeting was called to order at 3:30PM.

***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**  
Mike Theokas, **Bordentown Twp.**  
Glenn McMahon, **Chesterfield Twp.**  
Mike Templeton, **Delanco Twp.**  
Gene DiFilippo, **Edgewater Park Twp.**  
Richard Brook, **Florence Twp**  
Paula Kosko, **Hainesport Twp.**  
Mike Mansdoerfer, **Lumberton Twp**....arrived 3:40 pm  
Kathy Burger, **Medford Twp.**  
Jerry Mascia, **Mt. Laurel Twp.**  
Mary Picariello, **North Hanover Twp**.....arrived 3:35 pm  
John Gural, **Palmyra Borough**  
Dennis Gonzalez, **Pemberton Twp**  
David Matchett, **Shamong Twp.**  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Jeff Hatcher, **Delran Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Meghan Jack, **Riverside Twp.**  
Maria Carrington, **Westampton Twp.**  
Patrica Hansell, **Fairfield Twp.**  
Donna Mull, **Pemberton Borough**  
Kathy Hoffman, **Southampton Twp.**  
Maryalice Brown, **Woodland Twp.**

Those also in attendance were:

Paul Miola, 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:

Assured Partners  
CBIZ Benefits & Insurance Services  
EJA/Capacity Insurance...arrived 3:43 pm  
Hardenberg Insurance Group...arrived 3:35 pm

Absent Risk Management Consultant agencies:

Conner Strong & Buckelew  
Insurance Agency Mgmt

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

### **CONDUCT OF MONTHLY MEETING**

Motion by Mr. Gural, seconded by Mr. McMahon, 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 January 16, 2018 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. McMahon, seconded by Mr. Cramer, to approve the Open & Closed session meeting minutes of the January 16, 2018 meeting of the Fund as presented.

**Motion carried.**

The Closed Session minutes of the January 16, 2018 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 16, 2018 meeting were collected at this time.

### ***EXECUTIVE DIRECTOR'S REPORT***

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

***2018 Optional Safety Budget*** - Mr. Miola asked that all members review available balances for this program, and to contact the Executive Directors office or your RMC with any questions.

***2018 Wellness Incentive Program Allowance*** – Mr. Miola asked that all members review available balances for this program and to contact the Executive Director's office or your RMC with any questions.

***Employment Practices Liability Coverage Update*** – Mr. Miola asked the members to please review this spreadsheet for accuracy.

***EPL/Cyber Risk Management Budget*** – Mr. Miola noted the JIF has budgeted \$500 for each member to help offset employment practice and cyber security related expenses. This budget can be a valuable resource to members in addressing these areas of exposure. If you need additional information regarding this program, please contact our office.

***EPL Helpline – Authorized Contact List*** – Mr. Miola 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](http://www.burlcojif.org). Please contact the Executive Director's office with any questions.

***Financial Fast Track*** – Mr. Miola noted the “snapshot” was included in the agenda packet and as of December 31, 2017, the JIF's surplus position was \$11,689,315.

***Regulatory Filing Checklists*** – Mr. Miola stated included in the agenda were 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.

***Capohart & Scatchard Updates*** – Mr. Miola noted John Geaney, Esq. of the law firm of Capohart & 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.

***Statutory Bond Status*** – Mr. Miola stated that attached to his report 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.

***Skateboard Park Approval Status*** – Mr. Miola noted there have been no changes to this report.

***Elected Officials – Save the Date*** – Mr. Miola reminded the member that the Fund is 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. The sign-in sheets from December 7, 2017, January 30, 2018 and February 7, 2018 seminars are posted on the JIF website. The remaining training has been scheduled for March 28, 2018 at O'Connor's American Bar & Grille, Eastampton.

***MEL Cyber Risk Management Program*** – Mr. Miola stated on December 18, 2017 the MEL released the *MEL Cyber Risk Management Program*. The program includes employee training, the adoption and implementation of cyber related policies and procedures, and other software and hardware related compliance components. Members who come into compliance with the *Program* will be eligible for reimbursement of a portion of their deductible for cyber related claims. Members are encouraged to work with their IT Professional to come into compliance with the *Program* components. If you have any questions, please contact the Executive Director's office.

***Website*** – Mr. Miola reminded the members to please utilize the website as there are many helpful features on that, and it is being updated daily.

***Inclement Weather Policy*** – Mr. Miola noted the Fund has adopted an *Inclement Weather Policy*, a copy of which is available on the JIF website [www.burlojif.org](http://www.burlojif.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.burlojif.org](http://www.burlojif.org)). In addition, members can also call 856-446-9148 for a pre-recorded message announcing the cancellation of a meeting.

***AGRiP/PRIMA 2018 Conferences*** – Mr. Miola noted the BURLCO JIF members will be eligible to attend two AGRIP Conferences and the Annual PRIMA Conference. The 2018 Budget includes funding for four (4) attendees in total. 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 11, 2017. Information on the PRIMA Conference was emailed on January 26, 2018.

***Police Command Staff Training*** – Mr. Miola stated the Risk Management Training for Police Personnel has been scheduled. Attendance at this training by Police Command Staff is required for compliance with the MEL's 2018/2019 EPL Plan of Risk Management. Invitations for the sessions were e-mailed to all Municipal Clerks and Fund Commissioners on January 10, 2018. There will be two (2) identical sessions each day. The sign-in sheets from February 13, 2018 are posted on the JIF website. The remaining training dates are scheduled as follows:

April 26, 2018 – Nicolosi's Catering, West Deptford

June 12, 2018 - O'Connor's, Eastampton

June 28, 2018 – Merighi's Savoy Inn, Vineland

***Managerial & Supervisory Training*** – Mr. Miola noted that one of the requirements of the MEL's 2018/2019 EPL Plan of Risk Management is the training of all member managers & supervisors. Four training sessions have been scheduled in conjunction with the TRICO and ACMJIFs. Invitations for the sessions were e-mailed to all Municipal Clerks and Fund

Commissioners on February 2, 2018. There will be two (2) identical sessions each day. The trainings have been scheduled on the following dates:

March 6, 2018 – O’Connors, Eastampton  
May 8, 2018 – Merighi’s Savoy Inn, Vineland  
September 11, 2018 – Wildwood Convention Center  
September 27, 2018 – Nicolosi’s Catering, West Deptford

**Payroll Audits** – Mr. Miola explained that on or about February 12, 2018 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’ 2017 payrolls. These payroll figures will serve as the basis for your 2019 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. 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 12, 2018 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.

**Property Appraisals** - On or about February 12, 2018, each member and their RMC’s received 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 2018 will have their building & contents values trended accordingly. All members are asked to complete the review and update process no later than March 23, 2018.

**Safety Coordinator & Claims Coordinator Roundtable** – Mr. Miola reminded the members the JIF will be sponsoring a Safety Coordinator & Claims Coordinator Roundtable on February 22, 2018 at Indian Springs Country Club, Medford, NJ. The Wellness Coordinators are also invited to attend.

**Safety Breakfast Kickoff** – Mr. Miola noted that on April 10, 2018 the Fund will hold its 27th 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, 2018. The invitations and Response Forms will be emailed out in early March.

**Police Accreditation Announcement** – Mr. Miola stated that on or about February 6, 2018 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 Plavchak at 856-446-9131.

**Financial Disclosure Form** – Mr. Miola noted that 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.

Mr. Miola asked the membership if there were any questions regarding his report. None were heard.

### ***SOLICITOR'S REPORT***

***Closed Cases*** – Mr. DeWeese reported that there were no closed cases since the January 16, 2018 meeting.

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](mailto:melvideolibrary@jamontgomery.com), and phone number: 856-552-4900.

***Safety Director's Bulletins*** – He noted that there were three (3) bulletin(s) included in the agenda;

- *Motor Vehicle Checks*
- *Commercial Driver License Opioid Testing Regulations*
- *NJPEOSH Recordkeeping*

***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***– Mr. Seville referenced the list of MSI Classes that are available in February, March and April that were included in the agenda packet.

***Risk Control Service Team Memo*** – Mr. Saville noted that in the agenda packet was a memo from Dave Grubb announcing the retirement of Ms. Joanne Hall. Replacing Ms. Hall will be Paul Shives.

Mr. Saville noted the 2018 SIP email had been distributed and everyone's Safety Committee Dates were due back on 1/31/18.

He mentioned the Regional Training on Excited Delirium will be held on the following dates: March 6, 12, and 16<sup>th</sup>, 2018, and an email had gone out to all FC's, SC's, RMC's and Police Chiefs prior.

Lastly, he noted there is a total of five (5) Special Recognition Awards that will be presented to the "award committee" for review. Awards will be given out at the Safety Breakfast in April.

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 presented the Lessons Learned from Losses for February which reviewed Office Safety. Mr. Roselli noted that some of the worst injuries occur indoors in a controlled environment, and that slip, trip, and falls are the most common and costly accidents amongst office workers.

Mr. Roselli stated it is important to talk to staff frequently about your expectations for maintaining a safe workplace and to inspect areas often for problems. Be sure to report them, fix them, and document these efforts.

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

### ***WELLNESS DIRECTOR'S REPORT***

Ms. Schiffer started her report by thanking the members who have contacted her to set up a Wellness Meeting. Ms. Schiffer then noted that her report is detailed in the agenda packet. She highlighted the following:

- Bordentown Twp. Police Department is interested in implementing a voluntary physical fitness test for Officers with Comp time as an incentive award. Department Doctor will be administering medical clearance. Medford is also looking to set this up with their Fire Department.
- Delran/Westampton/Medford is looking to start a Wellness Committee.
- Edgewater Park is currently surveying employees on Wellness ideas and are interested having a nutritionist visit them.
- Palmyra has a Dietitian scheduled to present in March. They have also purchased simple workout equipment for use in their Community Center in which all employees have access. They are working on having a presentation for their Public Works on Chiropractic care and minimizing lifting and bending injuries.
- She noted she is hoping to have an "In the Spotlight" next month and if your town has any wellness activities scheduled, please let her know.
- Ms. Schiffer noted in her News Letter this month its highlights the 30 day Plank Challenge, and that February is Heart Month.
- Lastly, she reminded the members to use NJWELL and work towards earning \$250 by completing health and wellness screenings along with other activities by October 31, 2018. [www.state.nj.us/treasury/pensions/njwell/](http://www.state.nj.us/treasury/pensions/njwell/)

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, 2018 noting there were eighteen (18) claims reported.

**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>	4	4
<i>Medical Only</i>	9	9
<i>Report Only</i>	5	5
<i>Total New Claims Reported</i>	18	18
<i>Report Only % of Total</i>	27.8%	27.8%
<i>Medical Only/Lost Time Ratio</i>	69:31	69:31
<i>Average Days to Report</i>	1.3	1.3

***Transitional Duty Report***

Ms. Beatty presented the January Transitional Duty Report:

<b><i>Transitional Duty Summary Report</i></b>	<b><i>Jan</i></b>
<i>Transitional Duty Days Available</i>	112
<i>Transitional Duty Days Worked</i>	59
<i>% of Transitional Duty Days Worked</i>	52.7%
<i>Transitional Duty Days Not Accommodated</i>	53
<i>% of Transitional Duty Days Not Accommodated</i>	47.3%

***PPO Penetration Report:***

Ms. Beatty presented the PPO Penetration Report:

<b><i>PPO Penetration Rate</i></b>	<b><i>January</i></b>
<i>Bill Count</i>	100
<i>Original Provider Charges</i>	\$80,734
<i>Re-priced Bill Amount</i>	\$38,523
<i>Savings</i>	\$42,211
<i>% of Savings</i>	52.3%
<i>Participating Provider Penetration Rate - Bill Count</i>	93.0%



<i>Participating Provider Penetration Rate – Provider Charges</i>	<i>87.9%</i>
<i>EPO Provider Penetration Rate - Bill Count</i>	<i>84.7%</i>
<i>EPO Provider Penetration Rate – Provider Charges</i>	<i>79.4%</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, 2018** a copy of which was provided to the membership in the agenda packet.

***Investment Interest***

Interest received or accrued for the current month totaled \$17,207.03. This generated an average annual yield of 1.15%. After including an unrealized net loss of \$49,074.30 in the asset portfolio, the yield was adjusted to -2.13% for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized loss of \$260,268.06 as it relates to market value of \$14,711,807.96 vs. the amount invested. The current market value; however, when considering the total accrued income at month end is \$14,741,457.50.

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	\$49,790.54	\$49,790.54
Overpayment Reimbursements	\$461.00	
Salvage Receipts	\$1,400.00	

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

Delran Township	\$74,347.00
Chesterfield Township	\$1,057.00
Bordentown City	\$37,476.00
Bordentown Township	\$13,709.00

***Cash Activity for the Period***

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$18,000,543.84 to a closing balance of \$17,908,170.03 showing a decrease in the Fund of \$92,373.81.

***Loss Run Payment Register – January 2018***

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 \$206,931.27. The claim detail shows 203 claim payments issued.

***Amended Bill List and Amended RMC Bill List – January 2018***

For the Executive Committee’s consideration, Mr. Tontarski presented the February 2018 Amended Bill List in the amount of \$791,689.73, and the February 2018 1<sup>st</sup> Installment Amended RMC Bill List in the amount of \$101,031.00.

Chair Keller entertained a motion to approve the January 2018 Loss Run Payment Register, the Amended February 2018 Bill List, and the Amended February 2018 1<sup>st</sup> Installment RMC Bill List in the amount of \$101,031.00 as presented.

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

Motion by Mr. Cramer, seconded by Mr. Mc Mahon, to approve the *January 2018 Loss Run Payment Register, the Amended February 2018 Bill List, and the Amended February 2018 1<sup>st</sup> Installment RMC Bill List in the amount of \$101,031.00* as presented.

<b>ROLL CALL</b>	<b><i>Yeas</i></b>	Amanda Somes, <b>Bass River Twp.</b> Rich Wolbert, <b>Beverly City</b> Grace Archer, <b>Bordentown City</b> Mike Theokas, <b>Bordentown Twp.</b> Glenn McMahon, <b>Chesterfield Twp.</b> Mike Templeton, <b>Delanco Twp.</b> Gene DiFilippo, <b>Edgewater Park Twp.</b> Richard Brook, <b>Florence Twp</b> Paula Kosko, <b>Hainesport Twp.</b> Mike Mansdoerfer, <b>Lumberton Twp</b> Kathy Burger, <b>Medford Twp.</b> Jerry Mascia, <b>Mt. Laurel Twp.</b> Mary Picariello, <b>North Hanover Twp</b> John Gural, <b>Palmyra Borough</b> Dennis Gonzalez, <b>Pemberton Twp</b> David Matchett, <b>Shamong Twp.</b> J. Paul Keller, <b>Springfield Twp.</b> Doug Cramer, <b>Tabernacle Twp.</b> James Ingling, <b>Wrightstown Borough</b>
	<b><i>Nays:</i></b>	None
	<b><i>Abstain:</i></b>	None

Motion carried by unanimous vote.

**COMMITTEE REPORTS**

Nothing to Report

***MEL/RCF/EJIF REPORTS***

***MEL Coverage Bulletins*** – Mr. Forlenza noted a listing of the 2018 MEL Coverage Bulletins was included in the agenda for the member’s reference and they can be found on the MEL

website [www.njmel.org](http://www.njmel.org). He noted they will not be emailed/mailed out as they are accessible via the MEL website.

**MISCELLANEOUS BUSINESS**

Chair Keller read the following Resolutions for consideration:

***Resolution 2018-18 – Agreement with Community Education Online, LLC***

Resolution 2018-18, Authorizing the Executive Director to Execute an Agreement with Community Education Online, LLC, for Excited Delirium Training for Emergency Responders.

***Resolution 2018-19 – Agreement with Armando Riccio, Esq to present at Managers & Supervisory Trainings***

Resolution 2018-19, Authorizing the Fund Executive Director to Execute an Agreement with Armando Riccio, Esq., for the Preparation and Presentation of Anti-Harassment training to Member Municipality Managers & Supervisors.

***Resolution 2018-20– Agreement to Participate in a Shared Services Agreement for Online Police Training***

Resolution 2018-20, Authorizing the Fund Chairperson and Secretary of the Burlington Count Municipal Joint Insurance Fund to Execute an Agreement to Participate in a Shared Service Agreement for an Online Police Training.

Motion by Mr. Gural, seconded by Mr. Mc Mahon, to Adopt Resolutions 2018-18, Resolution 2018-19 and Resolution 2018-20 as presented.

<b>ROLL CALL</b>	<b>Yeas</b>	Amanda Somes, <b>Bass River Twp.</b> Rich Wolbert, <b>Beverly City</b> Grace Archer, <b>Bordentown City</b> Mike Theokas, <b>Bordentown Twp.</b> Glenn McMahon, <b>Chesterfield Twp.</b> Mike Templeton, <b>Delanco Twp.</b> Gene DiFilippo, <b>Edgewater Park Twp.</b> Richard Brook, <b>Florence Twp</b> Paula Kosko, <b>Hainesport Twp.</b> Mike Mansdoerfer, <b>Lumberton Twp</b> Kathy Burger, <b>Medford Twp.</b> Jerry Mascia, <b>Mt. Laurel Twp.</b> Mary Picariello, <b>North Hanover Twp</b> John Gural, <b>Palmyra Borough</b> Dennis Gonzalez, <b>Pemberton Twp</b> David Matchett, <b>Shamong Twp.</b> J. Paul Keller, <b>Springfield Twp.</b> Doug Cramer, <b>Tabernacle Twp.</b> James Ingling, <b>Wrightstown Borough</b>
------------------	-------------	---

**Nays:** None

**Abstain:** None

Motion carried by unanimous vote.

***Next Meeting***

Chair Keller noted that the next meeting of the BURLCO JIF will take place on **Tuesday, March 20, 2018 at 3:30 PM** at the Hainesport Municipal Building, Hainesport, NJ.

***PUBLIC COMMENT***

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

***EXECUTIVE SESSION MEETING – Resolution #2018-21***

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. Gural, seconded by Mr. McMahon, to Adopt ***Resolution #2018-21***. 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 Mr. Gural, 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.

<b><i>Workers' Compensation</i></b>	<b><i>Property</i></b>	<b><i>General Liability</i></b>
2018122311	2018110727	1257517
2018108894	2018122374	1222784
2018116558	2018121978	1208676
201822274		
2018121517		
2018119837		
001245135		

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

Motion by Mr. McMahon, seconded by Mr. Wolbert, 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**  
Mike Theokas, **Bordentown Twp.**  
Glenn McMahon, **Chesterfield Twp.**  
Mike Templeton, **Delanco Twp.**  
Gene DiFilippo, **Edgewater Park Twp.**  
Richard Brook, **Florence Twp**  
Paula Kosko, **Hainesport Twp.**  
Mike Mansdoerfer, **Lumberton Twp**  
Kathy Burger, **Medford Twp.**  
Jerry Mascia, **Mt. Laurel Twp.**  
Mary Picariello, **North Hanover Twp**  
John Gural, **Palmyra Borough**  
Dennis Gonzalez, **Pemberton Twp**  
David Matchett, **Shamong Twp.**  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
James Ingling, **Wrightstown Borough**

*Nays:*            None  
*Abstain:*        None

Motion carried by unanimous vote.

***AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL***

There was one (1) abandonment of Subrogation claim(s) presented in Closed Session.

#001245135

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

**ROLL CALL**    *Yeas*    Amanda Somes, **Bass River Twp.**  
Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Mike Theokas, **Bordentown Twp.**  
Glenn McMahon, **Chesterfield Twp.**  
Mike Templeton, **Delanco Twp.**  
Gene DiFilippo, **Edgewater Park Twp.**  
Richard Brook, **Florence Twp**  
Paula Kosko, **Hainesport Twp.**  
Mike Mansdoerfer, **Lumberton Twp**  
Kathy Burger, **Medford Twp.**  
Jerry Mascia, **Mt. Laurel Twp.**  
Mary Picariello, **North Hanover Twp**  
John Gural, **Palmyra Borough**

Dennis Gonzalez, **Pemberton Twp**  
David Matchett, **Shamong Twp.**  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
James Ingling, **Wrightstown Borough**

*Nays:* None  
*Abstain:* None

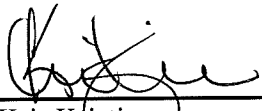
Motion carried by unanimous vote.

***MOTION TO ADJOURN***

Chair Keller entertained a motion to adjourn the February 20, 2018 meeting of the BURLCO JIF.

Motion by Mr. McMahon, seconded by Mr. Gural, to adjourn the February 20, 2018 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:33 pm.

  
Kris Kristie,  
*Recording Secretary for*

  
MEGHAN JACK, SECRETARY