

## AGENDA PACKET



Tuesday, March 20, 2018 at **3:30 PM**

**Hainesport Municipal Building  
1 Hainesport Centre  
Hainesport, NJ**

[WWW.BURLCOJIF.ORG](http://WWW.BURLCOJIF.ORG)

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND**  
**Hainesport Municipal Building**  
**1 Hainesport Centre**  
**Hainesport, NJ**  
**Tuesday, March 20, 2018 – 3:30 PM**

**AGENDA**

- I. Meeting called to order by Chairman
- II. Salute the Flag
- III. Statement of Compliance with Open Public Meetings Act
  - A. Notice of this meeting was given by:
    - 1. Sending sufficient notice herewith to the *Burlington County Times*, Mount Holly, and *Courier Post*, Cherry Hill NJ;
    - 2. Filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities; and
    - 3. Posting notice on the public bulletin boards of all member municipalities of the BURLCO JIF.
- IV. Roll Call
  - A. Fund Commissioners
  - B. Fund Professionals
  - C. Risk Management Consultants
  - D. Move up Alternates (*if necessary*)
- V. 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 – **Motion – All in Favor**
- VI. Approval of Minutes
  - A. Adoption of the **February 20, 2018** Meeting Minutes.....Pages 1-14
  - B. Adoption of the **February 20, 2018** Closed Session Minutes.....Handout

Motion to Adopt the above meeting minutes – **Motion – All in Favor**

The Closed Session Minutes shall not be released to the public until the reason(s) for their remaining confidential is no longer applicable and the Fund Solicitor has an opportunity to review them.
- VII. Executive Director’s Report.....Pages 15-55
  - A. Lost Time Accident Frequency.....Pages 20-21
  - B. Certificates of Insurance..... Pages 22-30
  - C. 2017 Safety Incentive Program Awards.....Page 31
  - D. 2018 Optional Safety Budget.....Page 32
  - E. 2018 Wellness Incentive.....Page 33
  - F. Employment Practices Liability Coverage Update .....Page 34
  - G. EPL/Cyber Risk Management Budget.....Page 35
  - H. EPL Helpline – Authorized Contact List.....Page 36
  - I. Financial Fast Track Report.....Page 37
  - J. Regulatory Filing Checklists.....Pages 38-39
  - K. Capehart & Scatchard Updates.....Pages 40-45
  - L. Statutory Bond Status.....Page 46
  - M. Skateboard Park Approval Status.....Page 47
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U.	Property Appraisals	
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D.	Disbursements	
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F.	Motion to approve the Payment Register & Bill Lists– <b>Motion – Roll Call</b>	
XIV.	Committee Reports	
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B.	Executive Safety Committee Meeting – March 20, 2018.....	Verbal

XV. MEL/RCF/E-JIF Reports

Nothing to Report

XVI. Miscellaneous Business

- A. Resolution 2018-\_\_\_\_ Authorizing the Chairperson and Secretary to Execute an Agreement to Participate in a Shared Services Agreement for the Completion of a Claims Audit– **Motion – Roll Call**.....Pages 115-116
- B. Resolution 2018-\_\_\_\_ Authorizing the Chairperson and Secretary to Execute an Agreement to Participate in a Shared Services Agreement for the Purchase of Cyber and Technology Risk Management Services – **Motion – Roll Call**.....Page 117-118

**The next meeting will be held on Tuesday, April 17, 2018  
at 3:30 PM at Café Madison, Riverside, NJ following the Retreat**

XVII. 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**

XVIII. Closed Session – Resolution 2018- \_\_\_\_\_ 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**

XIX Approval of Claims Payments – **Motion – Roll Call**

XX. Authorization to Abandon Subrogation (if necessary) – **Motion – Roll Call**

XXI. 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**

**February 20, 2018**

***OPEN SESSION MINUTES***

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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.

***Capehart & Scatchard Updates*** – Mr. Miola noted 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.

***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.burlcojif.org](http://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](http://www.burlcojif.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, ASSEWORKS. 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. Seveille 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)*:

	<b>Jan.</b>	<b>YTD</b>
<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>Transitional Duty Summary Report</b>	<b>Jan</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>PPO Penetration Rate</b>	<b>January</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>	87.9%
<i>EPO Provider Penetration Rate - Bill Count</i>	84.7%
<i>EPO Provider Penetration Rate – Provider Charges</i>	79.4%

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>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>
	<b>Nays:</b>	None
	<b>Abstain:</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.

**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.

***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>
<i>2018122311</i>	<i>2018110727</i>	<i>1257517</i>
<i>2018108894</i>	<i>2018122374</i>	<i>1222784</i>
<i>2018116558</i>	<i>2018121978</i>	<i>1208676</i>
<i>201822274</i>		
<i>2018121517</i>		
<i>2018119837</i>		
<i>001245135</i>		

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.

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Kris Kristie,  
*Recording Secretary for*

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***MEGHAN JACK, SECRETARY***



To: Fund Commissioners  
From: Paul J. Miola, CPCU, ARM, Executive Director  
Date: March 20, 2018  
Re: **Executive Director's Report**

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**A. Lost Time Accident Frequency Report – (pgs. 20-21)**

The January 2018 Lost Time Accident Frequency Summary and the Statewide Recap for January 2018 are attached for your review

**B. Certificates of Insurance (pgs. 22-30 )**

A summary of the Certificates of Insurance issued during February 2018 are attached for your review.

**C. 2017 Safety Incentive Program Awards (pg. 31)**

A letter from our office describing how to collect your 2017 Safety Incentive Awards money was emailed out to all members on or about February 23, 2018. 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 Safety Incentive Program allowance, please contact our office. **Please note that the deadline to claim or encumber these funds is November 30, 2018. All encumbered funds have to be claimed by February 1, 2019.**

**D. 2018 Optional Safety Budget (pg. 32)**

A letter from our office describing how to collect your 2018 Optional Safety Budget allowance was e-mailed on or about January 25, 2018. A report detailing the available balances for each member is attached for your review. If you have any questions on how to collect your 2018 Optional Safety Budget allowance, please contact our office. **Please note that the deadline to claim or encumber these funds is November 30, 2018. All encumbered funds have to be claimed by February 1, 2019.**

**E. 2018 Wellness Incentive Program Allowance (pg. 33)**

A letter from our office describing how to collect your 2018 Wellness Incentive money was emailed out on or about February 5, 2018. A report detailing the available balances for each member is attached for your review. If you have any questions on how to collect your 2018 Wellness Incentive Program allowance, please contact our office. **Please note that the deadline for claiming or encumbering these funds is November 30, 2018. All encumbered funds must be claimed by February 1, 2019.**

**F. Employment Practices Liability Coverage – (pg. 34)**

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/Cyber Risk Management Budget (pg. 35)**

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.

**H. EPL Helpline – Authorized Contact List (pg. 36)**

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 (pg. 37)**

The Financial Fast Track Report as of January 31, 2018 is attached for your review. The report is generated by PERMA and provides a “snapshot” of the JIF’s financial status. The JIF’s surplus position as of January 31, 2018 was **\$11,588,969.**

**J. Regulatory Filing Checklists (pgs. 38-39)**

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. 40-45)**

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. 46)**

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. 47)**

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 – Invite (pgs. 48-49)**

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. A Save the Date was emailed out to all Clerks, Fund Commissioners, and RMC's on or about September 7, 2017. Invitations/RSVP's for the sessions were e-mailed to all Municipal Clerks, Fund Commissioners, and RMC's on November 1, 2017. 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 - O'Connor's American Bar & Grille, Eastampton

**O. MEL Cyber Risk Management Program**

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.

**P. WEBSITE ([WWW.BURLCOJIF.ORG](http://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!

**Q. 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](http://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](http://www.burlcojif.org)). In addition, members can also call 856-446-9148 for a pre-recorded message announcing the cancellation of a meeting.

**R. Police Command Staff Training – Invite (pgs. 50-51)**

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: a morning session 9:00 am – 11:30 am, and an afternoon session 1:00 pm – 3:30 pm. 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

**S. Managerial & Supervisory Training – Invite (pgs. 52-54)**

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: a morning session 9:00 am – 11:30 am, and an afternoon session 1:00 pm – 3:30 pm. The sign-in sheets from March 6, 2018 are posted to the JIF website. The trainings have been scheduled on the following dates:

May 8, 2018 – Merighi's Savoy Inn, Vineland  
September 11, 2018 – Wildwood Convention Center  
September 27, 2018 – Nicolosi's Catering, West Deptford

**T. Payroll Audit**

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. 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 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.

**U. Property Appraisals**

On or about February 12, 2018, 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 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.

**V. Safety Breakfast Kickoff – Invite (pg. 55)**

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 were emailed out on or about March 12, 2018.

**W. New Fund Commissioner Orientation**

We will be conducting New Fund Commissioner Orientation training prior to the Executive Committee Meeting on May 15, 2018 at 1:30 PM in Hainesport. An email notification with further details will be sent out to all Fund Commissioners and RMC's in early April.

**X. Financial Disclosure Statement**

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.

**Y. New Member Activity**

Nothing to Report.

**Burlington County Municipal Joint Insurance Fund  
2017 Safety Incentive Program**

Member Municipality	Opening Balance	Jan 2017	Feb 2017	March 2017	April 2017	May 2017	June 2017	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Paid in 2018	Total Paid	Remaining Balance	Encumb. Funds
Bass River	1,650.00			1,650.00											1,650.00	0.00	
Beverly	1,975.00														0.00	1,975.00	11/29/2017
Bordentown City	1,975.00												1,975.00		1,975.00	0.00	11/22/2017
Bordentown Twp	2,275.00												1,437.80		1,437.80	837.20	10/13/2017
Chesterfield	1,650.00					1,650.00									1,650.00	0.00	
Delanco	1,650.00				1,650.00										1,650.00	0.00	
Delran	2,275.00										2,265.48				2,265.48	9.52	
Edgewater	1,975.00												392.07		392.07	1,582.93	11/2/2017
Fieldsboro Boro	1,650.00				1,650.00										1,650.00	0.00	
Florence	2,275.00													2,275.00	2,275.00	0.00	11/08/17
Hainesport	1,650.00			1,650.00											1,650.00	0.00	
Lumberton	2,275.00					2,275.00									2,275.00	0.00	
Mansfield	1,975.00												1,975.00		1,975.00	0.00	11/29/2017
Medford	2,600.00				2,600.00										2,600.00	0.00	
Mount Laurel	2,600.00			2,600.00											2,600.00	0.00	
North Hanover	1,975.00							1,975.00							1,975.00	0.00	
Palmyra	1,975.00				1,975.00										1,975.00	0.00	
Pemberton Boro.	1,650.00			1,650.00											1,650.00	0.00	
Pemberton Twp.	2,600.00			2,600.00											2,600.00	0.00	
Riverside	1,975.00								1,246.13				728.87		1,975.00	0.00	11/29/2017
Shamong	1,650.00			1,650.00											1,650.00	0.00	
Southampton	1,975.00					1,975.00									1,975.00	0.00	
Springfield	1,650.00										1,650.00				1,650.00	0.00	
Tabernacle	1,650.00											199.60			199.60	1,450.40	11/1/2017
Westampton	1,975.00					1,975.00									1,975.00	0.00	
Woodland	1,650.00														0.00	1,650.00	10/24/2017
Wrightstown	1,650.00				1,650.00										1,650.00	0.00	11/30/2017
<b>Total By Line</b>	<b>\$52,825.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,800.00</b>	<b>\$9,525.00</b>	<b>\$7,875.00</b>	<b>\$0.00</b>	<b>\$1,975.00</b>	<b>\$1,246.13</b>	<b>\$0.00</b>	<b>\$3,915.48</b>	<b>\$199.60</b>	<b>\$6,508.74</b>	<b>\$2,275.00</b>	<b>\$45,319.95</b>	<b>\$7,505.05</b>	

**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  
2018 Optional Safety Budget**

Member Municipality	Opening Balance	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	Paid 2018	Date of Encumbrance	Total Paid	Remaining Balance
Bass River	995.00															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, 2018. All Encumbered Claims Must be Claimed by February 1, 2019**

**Burlington County Municipal Joint Insurance Fund  
2018 EPL/CYBER Risk Management Budget**

Member Municipality	Opening Balance	January 2018	Feb 2018	March 2018	April 2018	May 2018	June 2018	July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	Paid in 2018	Remaining Balance	Date Encumbered
Bass River	500.00														500.00	
Beverly	500.00														500.00	
Bordentown City	500.00														500.00	
Bordentown Twp.	500.00														500.00	
Chesterfield	500.00														500.00	
Delanco	500.00														500.00	
Delran	500.00														500.00	
Edgewater Park	500.00														500.00	
Fieldsboro	500.00														500.00	
Florence	500.00														500.00	
Hainesport	500.00														500.00	
Lumberton	500.00														500.00	
Mansfield	500.00														500.00	
Medford	500.00														500.00	
Mt. Laurel	500.00														500.00	
North Hanover	500.00														500.00	
Palmyra	500.00														500.00	
Pemberton Boro	500.00														500.00	
Pemberton Twp.	500.00														500.00	
Riverside	500.00														500.00	
Shamong	500.00														500.00	
Southampton	500.00														500.00	
Springfield	500.00														500.00	
Tabernacle	500.00														500.00	
Westampton	500.00														500.00	
Woodland	500.00														500.00	
Wrightstown	500.00														500.00	
Total By Line	#####	\$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	#####	

**Must be used by December 31, 2018**

**Burlington County Municipal Joint Insurance Fund  
2018 Wellness Incentive Program**

Member Municipality	Opening Balance	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	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		73.83													73.83	926.17
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
<b>Total By Line</b>	<b>\$21,250.00</b>	<b>\$0.00</b>	<b>\$73.83</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>73.83</b>	<b>21,176.17</b>

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

**Municipal  
Joint Insurance  
Fund** 

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, 2017

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 2018 MEL Loss Funding by \$250 for each municipal Elected Official who completes the course by May 1, 2018. This credit is also extended to the member's CEO (i.e. municipal manager/administrator). The maximum credit for each member is 5% of the member's 2018 MEL 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**

**Thursday, December 7, 2017 – Merighi's Savoy Inn, Vineland**

**Tuesday, January 30, 2018 – Nicolosi's Caterers, West Deptford**

**Wednesday, February 7, 2018 – Merighi's Savoy Inn, Vineland**

**Wednesday, March 28, 2018 – 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

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

**Thursday, December 7, 2017 – Merighi’s Savoy Inn, Vineland**

**Tuesday, January 30, 2018 – Nicolosi’s Caterers, West Deptford**

**Wednesday, February 7, 2018 – Merighi’s Savoy Inn, Vineland**

**Wednesday, March 28, 2018 – O’Connor’s, Eastampton**



## **Police Command Staff Risk Management Seminar**

As part of their continuing commitment to Police Command Staff Training the Atlantic, Burlington, and Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Funds are jointly sponsoring a seminar on Police Risk Management. **The seminar is intended for all Command Staff who manage or supervise other officers within your municipality. This includes, but is not limited to, Chiefs, Deputy Chiefs, Lieutenants, Captains, Sergeants, and Corporals.** Attendance at bi-annual employment practices training is mandatory for Police Command Staff in order to comply with the MEL's 2018-2019 Employment Practices Liability (EPL) Plan of Risk Management. Failure to attend training can lead to costly litigation and may result in higher co-pays and deductibles for EPL Claims against your municipality.

Today, Police Command Staff face a multitude of challenges in performing their job. These include workforce issues and regulatory training requirements just to name a few. However, the field of employment law remains perhaps the most rapidly evolving area of law both in the State of New Jersey and nationally. As legislators and the courts afford greater protection to more groups of employees, the nature and frequency of claims against employers increase proportionately. Public employers are not immune from this trend. Your knowledge of basic legal and administrative employment principles will help keep you out of trouble.

### ***Topics***

Training will be offered twice each day as noted on the registration form; an AM Session and a PM Session. Each session is identical and each command staff officer only needs to attend one session.

The training will focus on common employee/employer issues including discipline and discharge, promotion procedures, and discrimination and harassment including the Conscientious Employee Protection Act (CEPA). In addition, information will be provided on immunities available for police operations under Title 59, how to protect your agency against liability claims, and managing these claims when they occur. Time will also be spent discussing workers compensation and liability coverage afforded police officers as well as various safety and risk management programs implemented to manage the risk associated with police operations.

For your convenience, and to facilitate maximum participation, the seminar will be presented in three different locations throughout Southern New Jersey. **Please note that all sessions are identical. Please see the attached documentation for specific times and locations.**

**PLEASE RESPOND TWO WEEKS PRIOR TO ANY TRAINING DATE**

## Police Risk Management Training Registration Form

Sessions – There will be (2) identical sessions each day.  
You need only attend one of the sessions. Choose One:

**Dates and Locations: Please indicate your choice**

\_\_\_\_\_ **Tuesday, February 13, 2018 at Merighi’s Savoy Inn, Vineland**

\_\_\_\_\_ **9:00 AM – 11:30 AM** ...Registration starts at 8:15 AM

\_\_\_\_\_ **1:00 PM – 3:30 PM**.....Registration starts at 12:00 Noon

\_\_\_\_\_ **Thursday, April 26, 2018 at Nicolosi Caterers, West Deptford**

\_\_\_\_\_ **9:00 AM – 11:30 AM** ...Registration starts at 8:15 AM

\_\_\_\_\_ **1:00 PM – 3:30 PM**.....Registration starts at 12:00 Noon

\_\_\_\_\_ **Tuesday, June 12, 2018 at O’Connors, Eastampton**

\_\_\_\_\_ **9:00 AM – 11:30 AM** ...Registration starts at 8:15 AM

\_\_\_\_\_ **1:00 PM – 3:30 PM**.....Registration starts at 12:00 Noon

\_\_\_\_\_ **Thursday, June 28, 2018 at Merighi’s Savoy Inn, Vineland**

\_\_\_\_\_ **9:00 AM – 11:30 AM** ...Registration starts at 8:15 AM

\_\_\_\_\_ **1:00 PM – 3:30 PM**.....Registration starts at 12:00 Noon

***Please Print Clearly***

Municipality \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

Name: \_\_\_\_\_ Title \_\_\_\_\_

Name: \_\_\_\_\_ Title \_\_\_\_\_

Name: \_\_\_\_\_ Title \_\_\_\_\_

Name: \_\_\_\_\_ Title \_\_\_\_\_

Name: \_\_\_\_\_ Title \_\_\_\_\_

Name: \_\_\_\_\_ Title \_\_\_\_\_

Name: \_\_\_\_\_ Title \_\_\_\_\_

Forward Completed Registration Form to:

**Carol Mason**

Account Rep.

PHONE: (856) 446-9127

FAX: (856) 446-9149

E-MAIL: [Carol\\_Mason@ajg.com](mailto:Carol_Mason@ajg.com)



## **Municipal Managers and Supervisors Risk Management Seminar**

As part of their continuing commitment to management/supervisory training, the Atlantic, Burlington and Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Funds are jointly sponsoring a seminar on municipal risk management. The seminar is intended for all employees who manage or supervise others within your municipality. That will include department heads, managers, foremen, and supervisors from all departments included but not limited to Administration, Public Works, Recreation, Fire, Rescue and Emergency Services (paid or volunteer). CFO's, Tax Collectors and Tax Assessors who manage or supervise staff are included within this category.

**Police officers that currently manage or supervise others including Police Chiefs, Captains, Lieutenants, Sergeants, etc are required to attend the specific Police Command Staff Training. In addition, it is recommended that any officer that will be eligible to be promoted into a supervisory or management position within the next two (2) years also attend that training. A separate announcement regarding this training was sent out on or about January 10, 2018 via email to all Clerks and Fund Commissioners.**

Today, municipal managers and supervisors face a multitude of challenges in performing their job. These include workforce issues and regulatory training requirements just to name a few. However, the field of employment law remains perhaps the most rapidly evolving area of law both in the State of New Jersey and nationally. As legislators and the courts afford greater protection to more groups of employees, the nature and frequency of claims against employers increase proportionally. Public employers are not immune from this trend. Your knowledge of basic legal and administrative employment principles will help keep you out of trouble.

### ***Topics***

The training offered will include information on how managers and supervisors can help reduce accidents in the workplace over time, accident rates in various municipal departments and the importance of safety training. In addition, these sessions will address common employee/employer issues including discipline and discharge, and discrimination and harassment including the Conscientious Employee Protection Act (CEPA). Finally, these sessions will examine liability in municipal operations, and how Managers and Supervisors can assist in reducing these exposures. These seminars will count toward Managerial/Supervisory continuing training required by the MEL for compliance with the 2018-2019 EPL Plan of Risk Management.

For your convenience, and to facilitate maximum participation, the seminar will be presented in a morning and afternoon session. Please note that all sessions are identical. **Please see the attached documentation for specific times and locations.**





## ***Managerial & Supervisory Training Seminar Details***

**Morning Session – Continental Breakfast provided beginning at 8:30 AM**

**Afternoon Session – Lunch provided beginning at 12:30 PM**

<i>Date</i>	<i>Location</i>	<i>Time (2 Sessions)</i>
Tuesday March 6, 2018	O’Connors <i>(formally Charley’s Other Brother)</i> Eastampton	Morning Session: 8:30 AM Registration Session 9:00 AM - 11: 30 AM Afternoon Session: 12:30 PM Registration Training Session 1:00 PM - 3:30 PM
Tuesday, May 8, 2018	Merighi’s Savoy Inn, Vineland	Morning Session: 8:30 AM Registration Session 9:00 AM - 11: 30 AM Afternoon Session: 12:30 PM Registration Training Session 1:00 PM - 3:30 PM
Tuesday, September 11, 2018	Wildwood Convention Center Wildwood	Morning Session: 8:30 AM Registration Session 9:00 AM - 11: 30 AM Afternoon Session: 12:30 PM Registration Training Session 1:00 PM - 3:30 PM
Thursday, September 27, 2018	Nicolosi Caterers West Deptford	Morning Session: 8:30 AM Registration Session 9:00 AM - 11: 30 AM Afternoon Session: 12:30 PM Registration Training Session 1:00 PM - 3:30 PM

**Please confirm your registration via the attached response form at  
least 2 weeks prior to any of the scheduled training dates!**

***\*All Sessions are Identical\****

# Managerial & Supervisory Registration Form

## Dates and Locations

### Both Sessions are Identical

9:00 AM – 11:30 AM

1:00 PM – 3:30 PM

\_\_\_\_\_ Tuesday, March 6, 2018 at O'Connors, Eastampton

\_\_\_\_\_ Tuesday, May 8, 2018 at Merighi's Savoy Inn, Vineland

\_\_\_\_\_ Tuesday, September 11, 2018 at Wildwood Convention Center, Wildwood

\_\_\_\_\_ Thursday, September 27, 2018 at Nicolosi Caterers, West Deptford

---

## Please Print Clearly

**Check One:** Morning 9:00 AM – 11:30 AM \_\_\_\_\_ Afternoon 1:00 PM – 3:30 PM \_\_\_\_\_

**Municipality** \_\_\_\_\_ **Contact Name** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title** \_\_\_\_\_

Forward Completed Registration Form to:

**Sheila Ortiz**  
AJG Risk Management Services, Inc.  
P.O. Box 530  
Marlton, NJ 08053  
PHONE: (856) 446-9137  
FAX: (856) 446-9149  
E-MAIL: Sheila\_Ortiz@ajg.com

Burlington County  
Municipal Joint  
Insurance  
Fund  
Established in 1991  
South Jersey Communities Securing Their Future



**27<sup>th</sup>  
Annual**

**CLICK HERE TO  
RSVP**

# **SAFETY CELEBRATION BREAKFAST**



**Tuesday, April 10, 2018  
8:30am**

**Indian Springs Country Club, 115 S. Elmwood Rd (2nd Fl.), Marlton**

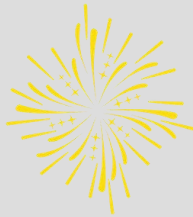
**RSVP By 4/3/18**

Contact Sheila Ortiz at  
sheila\_ortiz@ajg.com  
with any questions.

- ◆ Celebrate 2017 Safety Accomplishments
- ◆ Strengthen Resolve for 2018
- ◆ Share Safety Ideas with Others
- ◆ Learn from Real Life Experiences

## **INVITED TO ATTEND:**

- ◆ Fund Commissioners
- ◆ Elected Officials
- ◆ Safety Coordinators
- ◆ Supervisors
- ◆ Claims Coordinators
- ◆ Safety Delegates
- ◆ Safety Committee Reps
- ◆ Risk Management Consultants



**IMPORTANT:** Should you not be able to attend for any reason, please advise our office ASAP as payment is on a per person basis.

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND  
 SAFETY DIRECTOR'S REPORT**

**TO:** Fund Commissioners, Safety Coordinators and Risk Managers  
**FROM:** Robert Garish, Senior Risk Control Consultant  
**DATE:** March 2, 2018

**Service Team:**

Keith Hummel Associate Director Public Sector Risk Control <a href="mailto:khummel@jamontgomery.com">khummel@jamontgomery.com</a> Office: 856-552-6862 Fax: 856-552-6863	Mailing Address:  231 Main Street P. O. Box 2017 Toms River, New Jersey 08754 Toll Free: 877-398-3046	John Saville Consultant <a href="mailto:jsaville@jamontgomery.com">jsaville@jamontgomery.com</a> Office: 732-736-5009 Cell: 609-330-4092
Danielle Sanders Administrative Assistant <a href="mailto:dsanders@jamontgomery.com">dsanders@jamontgomery.com</a> Office: 856-552-6898 Fax: 856-552-6899		Robert Garish Consultant <a href="mailto:rgarish@jamontgomery.com">rgarish@jamontgomery.com</a> Office: 856-552-4650 Cell: 609-947-9719

**FEBRUARY ACTIVITIES**

**LOSS CONTROL SERVICES**

- Township of Bass River – Conducted a Loss Control Survey on February 5
- Township of Bordentown – Conducted a Loss Control Survey on February 6
- Township of Shamong – Conducted a Loss Control Survey on February 15
- Township of Tabernacle – Conducted a Loss Control Survey on February 13
- Township of Westampton – Conducted a Loss Control Survey on February 15

**JIF MEETINGS ATTENDED**

- Executive Committee Meeting – February 20
- Safety and Claims Coordinators Roundtable – February 22

## **MEL MEDIA LIBRARY**

The following members used the MEL Media Library during February. **Please note the new e-mail address: [melvideolibrary@jamontgomery.com](mailto:melvideolibrary@jamontgomery.com) and telephone number: 856-552-4900. To either view the full media catalog or rent videos, use the above website or NJMEL.org.**

<b><u>Municipality</u></b>	<b><u># of Videos</u></b>
Township of Hainesport	2
Township of Medford	1
Borough of Palmyra	1
Township of Shamong	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, and 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.burlocojif.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 February. 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.

- Ø February 2 - SD Bulletin - Safe Patient Lifting Resources for Emergency Response Agencies
- Ø February 6 - Roundtable Invite Reminder - February 22, 2018
- Ø February 9 - Regional Training - Excited Delirium - March, 2018
- Ø February 15 - Roundtable Invite Reminder - February 22, 2018
- Ø February 15 - Regional Training - Excited Delirium - March, 2018
- Ø February 20 - Regional Training Reminder - Excited Delirium - March, 2018
- Ø February 22 - Regional Training Reminder - Excited Delirium - March, 2018
- Ø February 22 - Did You Know? – MSI Training Schedule – BURLCO JIF, March 2018.
- Ø February 26 - Excited Delirium Regional Trainings – Postponed
- Ø February 27 - S:ERVE and Distracted Driving online classes available

## **UPCOMING EVENTS**

- Executive Committee Meeting – March 20
- Elected Officials Training - March 28
- Safety Celebration Breakfast – April 10

## **RIGHT TO KNOW UPDATE**

J. A. Montgomery Risk Control will include an additional feature with the annual Right-To-Know service. An electronic Central File will be distributed by email to each member town through a Dropbox link. After the on-site chemical inventory has been completed, the Safety Data sheets are collected and the chemical data is entered into the State's RTK portal for each member. We will then send the Dropbox link to the Right-to-Know Coordinators. This additional process of preparing the items for the Dropbox will take time to prepare and distribute.

We anticipate that all links will be emailed by spring 2018. As in prior years, the JIF's will not be billed until the service is completed for all member towns. The Dropbox link to each member town will include the following:

- **Safety Data Sheets**- Electronic inventory of all Safety Data Sheets (SDS) sorted for each reporting location. Note: members who choose to keep hardcopy documentation and binders for their SDS inventory would be responsible for printing the Safety Data Sheets and preparation of binders. However, please note that hardcopy documentation is not required, as long as electronic access is provided.
- **Hazardous Substance Facts Sheets** – An electronic link will be provided to view or obtain the HSFS prepared by the New Jersey Department of Health.
- **Right-to-Know Survey**- An electronic copy of the last full survey report and any subsequent surveys will be filed in chronological order.
- **Written Hazard Communication Program**- An electronic copy of the Hazard Communication Program will be customized for each reporting location.
- **Training Documentation**- If Hazard Communication / GHS safety training has been provided through the MSI, we will generate an electronic copy of the member's current training records, including the name and date of all persons trained.
- **Right to Know Poster** - An electronic ordering link will be provided so the required posters can be ordered from the State for each location with the name of the official RTK Coordinator listed.
- **Instructions on how to download, store and share the files with affected departments and employees.**

## **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 (afelip@jamontgomery.com).**

Below are upcoming MSI training programs scheduled for March, April and May of 2018. **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 [www.njmel.org](http://www.njmel.org) website, then click on the MSI logo to access the Learning Management System where you can enroll your employees and verify classes. Enrolling your staff ensures you will be notified of any schedule changes.**

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

<b>DATE</b>	<b>LOCATION</b>	<b>TOPIC</b>	<b>TIME</b>
3/1/18	Borough of Beach Haven #2	Sanitation/Recycling Safety	8:30 - 10:30 am
3/1/18	Borough of Beach Haven #2	Shop & Tool Safety	10:45 - 11:45 am
3/1/18	Borough of Somerdale	Fire Safety	8:00 - 9:00 am
3/1/18	Borough of Somerdale	Fire Extinguisher	9:15 - 10:15 am
3/1/18	Township of Pennsville #1	Excavation/Trenching/Shoring	8:30 - 12:30 pm
3/2/18	Borough of Neptune City #1	Heavy Equipment Safety	7:30 - 10:30 am
3/2/18	Borough of Collingswood	Flagger/Work Zone Safety	8:30 - 12:30 pm
3/2/18	City of Somers Point #1	Landscape Safety	8:00 - 11:00 am
3/5/18	Township of Manchester	Fall Protection Awareness	8:30 - 10:30 am
3/5/18	Township of Manchester	Driving Safety Awareness	10:45 - 12:15 pm
3/5/18	Township of Hamilton #3	Jetter/Vacuum Safety	8:00 - 10:00 am
3/5/18	Township of Hamilton #3	Fire Extinguisher	10:15 - 11:15 am
3/5/18	Township of Hamilton #3	Hearing Conservation	11:30 - 12:30 pm

<b>DATE</b>	<b>LOCATION</b>	<b>TOPIC</b>	<b>TIME</b>
3/6/18	Township of Freehold	HazCom w/GHS	8:30 - 10:00 am
3/6/18	Township of Freehold	Hearing Conservation	10:15 - 11:15 am
3/6/18	Deptford Twp. MUA	HazCom w/GHS	8:00 - 9:30 am
3/6/18	Deptford Twp. MUA	Fire Extinguisher	9:45 - 10:45 am
3/6/18	Deptford Twp. MUA	Respiratory Protection	11:00 - 12:00 pm
3/7/18	Pennsauken SA #3	CSE-Permit Required w/Classroom Demo	8:30 - 12:30 pm
3/8/18	Borough of Lavallette #1	Excavation/Trenching/Shoring	8:30 - 12:30 pm
3/8/18	Township of Middletown #6	Back Safety/Material Handling	8:00 - 9:00 am
3/8/18	Township of Middletown #6	BBP	9:15 - 10:15 am
3/8/18	Township of Middletown #6	Confined Space Awareness	10:30 - 11:30 am
3/8/18	Township of Middletown #6	Shop & Tool Safety	12:30 - 1:30 pm
3/8/18	City of Vineland	CDL-Drivers Safety Regulations	9:30 - 11:30 am
3/8/18	City of Vineland	CDL-Supervisors Reasonable Suspicion	12:30 - 2:30 pm
3/9/18	Borough of Tinton Falls	CDL-Supervisors Reasonable Suspicion	7:30 - 9:30 am
3/9/18	Township of Berlin #2	CSE-Permit Required w/Classroom Demo	8:00 - 12:00 pm
3/9/18	City of Somers Point #1	BBP	8:00 - 9:00 am
3/9/18	City of Somers Point #1	Back Safety/Material Handling	9:15 - 10:15 am
3/12/18	Middletown SA	BBP	8:30 - 9:30 am
3/12/18	Middletown SA	Respiratory Protection	9:45 - 10:45 am
3/12/18	Borough of Glassboro #1	HazMat Awareness w/HazCom GHS	12:00 - 3:00 pm
3/12/18	Township of Egg Harbor #5	CDL-Drivers Safety Regulations	8:30 - 10:30 am
3/12/18	Township of Egg Harbor #5	CDL-Supervisors Reasonable Suspicion	10:45 - 12:45 pm
3/13/18	Borough of Avon-by-the-Sea #1	Heavy Equipment Safety	8:00 - 11:00 am
3/13/18	Borough of Avon-by-the-Sea #1	Confined Space Awareness	11:15 - 12:15 pm
3/13/18	City of Cape May #1	Heavy Equipment Safety	8:00 - 11:00 am
3/13/18	City of Cape May #1	Hearing Conservation	11:15 - 12:15 pm
3/14/18	Township of Jackson	Landscape Safety	9:30 - 12:30 pm
3/14/18	Township of Hainesport #1	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
3/14/18	Township of Burlington #3	BBP	8:00 - 9:00 am
3/14/18	Township of Burlington #3	Confined Space Awareness	9:15 - 10:15 am
3/15/18	Township of Toms River	HazCom w/GHS	12:30 - 2:00 pm
3/15/18	Township of Toms River	BBP	2:15 - 3:15 pm
3/16/18	Borough of Deal #3	Jetter/Vacuum Safety	8:00 - 10:00 am
3/16/18	Borough of Deal #3	CDL-Drivers Safety Regulations	10:15 - 12:15 pm
3/16/18	Township of Moorestown	Flagger/Work Zone	8:30 - 12:30 pm
3/16/18	City of Somers Point #1	Fire Safety	8:00 - 9:00 am
3/16/18	City of Somers Point #1	Fire Extinguisher	9:15 - 10:15 am
3/19/18	Barneгат Twp. BOE	DDC-6	8:00 - 2:30 pm

<b>DATE</b>	<b>LOCATION</b>	<b>TOPIC</b>	<b>TIME</b>
			w/lunch brk
3/19/18	Borough of Glassboro #1	Playground Safety Inspections	8:00 - 10:00 am
3/20/18	Borough of Red Bank	PPE	8:00 - 10:00 am
3/20/18	Borough of Red Bank	LOTO	10:15 - 12:15 pm
3/20/18	City of Ventnor	LOTO	9:00 - 11:00 am
3/20/18	City of Ventnor	Confined Space Awareness	11:15 - 12:15 pm
3/21/18	Lower Township MUA	Flagger/Work Zone	8:30 - 12:30 pm
3/22/18	Township of Marlboro #3	Leaf Collection Safety	8:30 - 10:30 am
3/22/18	Township of Marlboro #3	Hearing Conservation	10:45 - 11:45 am
3/22/18	Township of Delran	Landscape Safety	8:00 - 11:00 am
3/22/18	Township of Delran	Shop & Tool Safety	11:15 - 12:15 pm
3/22/18	Township of Lower	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
3/23/18	Township of Evesham #4	BBP	10:45 - 11:45 am
3/23/18	City of Somers Point #1	HazCom w/GHS	8:00 - 9:30 am
3/23/18	City of Somers Point #1	Employee Conduct/Violence Prevention	9:45 - 11:15 am
3/26/18	Township of Manalapan	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
3/26/18	Township of Lacey #2	HazCom w/GHS-Evening	7:00 - 8:30 pm
3/26/18	Township of Lacey # 2	BBP-Evening	8:45 - 9:45 pm
3/26/18	Borough of Collingswood #1	Hoists, Cranes, Rigging Safety	8:00 - 10:00 am
3/26/18	Borough of Collingswood #1	Back Safety/Material Handling	10:15 - 11:15 am
3/26/18	Borough of Collingswood #1	BBP	11:30 - 12:30 pm
3/27/18	Borough of Lavallette #1	DDC-6	8:30 - 3:00 pm w/lunch brk
3/27/18	Township of Winslow	Heavy Equipment Safety	8:00 - 11:00 am
3/28/18	Western Monmouth UA	BBP	8:00 - 9:00 am
3/28/18	Western Monmouth UA	Fire Safety	9:15 - 10:15 am
3/28/18	Western Monmouth UA	Fire Extinguisher	10:30 - 11:30 am
3/28/18	Western Monmouth UA	Hearing Conservation	11:45 - 12:45 pm
3/29/18	Township of Ocean (Waretown)	CSE-Permit Required w/Classroom Demo	8:30 - 12:30 pm
3/29/18	City of Somers Point #1	Fall Protection Awareness	8:00 - 10:00 am
4/2/18	Township of Manchester	CDL-Drivers Safety Regulations	8:30 - 10:30 am
4/2/18	Township of Manchester	CDL-Supervisors Reasonable Suspicion	10:45 - 12:45 pm
4/2/18	Deptford Twp. MUA	Flagger/Work Zone	8:00 - 12:00 pm
4/3/18	Township of Marlboro #3	Heavy Equipment Safety	8:30 - 11:30 am
4/3/18	City of Brigantine #3	Hoists, Cranes, Rigging Safety	8:30 - 10:30 am
4/3/18	City of Brigantine #3	Sanitation/Recycling Safety	10:45 - 12:45 pm
4/4/18	Township of Florence	Playground Safety Inspections	8:30 - 10:30 am
4/4/18	Township of Florence	Hearing Conservation	10:45 - 11:45 am
4/4/18	Township of Galloway	Landscape Safety	8:30 - 11:30 am
4/6/18	Borough of Lavallette #1	Flagger/Work Zone	8:30 - 12:30 pm
4/6/18	City of Somers Point #1	CDL-Drivers Safety Regulations	8:00 - 10:00 am
4/9/18	Borough of Shrewsbury	BBP Administrator Training	9:00 - 11:00 am



<b>DATE</b>	<b>LOCATION</b>	<b>TOPIC</b>	<b>TIME</b>
4/9/18	Borough of Glassboro #1	Jetter/Vacuum Safety	8:00 - 10:00 am
4/9/18	Township of Willingboro	DDC-6	8:30 - 3:00 pm w/lunch brk
4/9/18	Township of Egg Harbor #5	Accident Investigation	8:30 - 10:30 am
4/10/18	Township of Toms River	DDC-6	8:30 - 3:00 pm w/lunch brk
4/10/18	Township of Barnegat #1	Fall Protection Awareness	9:00 - 11:00 am
4/10/18	Township of Barnegat #1	Back Safety/Material Handling	11:15 - 12:15 pm
4/10/18	Township of Barnegat #1	Fire Extinguisher	1:00 - 2:00 pm
4/10/18	Logan Twp. MUA #1	BBP	8:30 - 9:30 am
4/10/18	Logan Twp. MUA #1	Fire Safety	9:45 - 10:45 am
4/10/18	Logan Twp. MUA #1	Fire Extinguisher	11:00 - 12:00 pm
4/11/18	Western Monmouth UA	CDL-Drivers Safety Regulations	8:00 - 10:00 am
4/11/18	Western Monmouth UA	PPE	10:15 - 12:15 pm
4/11/18	Borough of Runnemede	Landscape Safety	8:30 - 11:30 am
4/11/18	City of Pleasantville #1	Flagger/Work Zone	8:30 - 12:30 pm
4/12/18	Township of Pennsville #1	HazCom w/GHS	8:30 - 10:00 am
4/12/18	Township of Pennsville #1	BBP	10:15 - 11:15 am
4/13/18	Borough of Neptune City #1	Fire Safety	7:30 - 8:30 am
4/13/18	Borough of Neptune City #1	Fire Extinguisher	8:45 - 9:45 am
4/13/18	Township of Cherry Hill #1	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
4/13/18	Borough of Pitman	Excavation/Trenching/Shoring	8:30 - 12:30 pm
4/13/18	City of Somers Point #1	LOTO	8:00 - 10:00 am
4/16/18	Township of Ocean (Oakhurst)	HazMat Awareness w/HazCom GHS	11:30 - 2:30 pm
4/16/18	Township of Hainesport #1	Confined Space Awareness	8:30 - 9:30 am
4/16/18	Township of Hainesport #1	Back Safety/Material Handling	9:45 - 10:45 am
4/17/18	Borough of Red Bank	Landscape Safety	8:00 - 11:00 am
4/17/18	Logan Twp. MUA #1	CSE-Permit Required w/Classroom Demo	8:30 - 12:30 pm
4/17/18	City of Ventnor	Excavation/Trenching/Shoring	9:00 - 1:00 pm
4/18/18	Two Rivers Water Reclamation Authority	Accident Investigation	8:30 - 10:30 am
4/18/18	City of Burlington #2	Employee Conduct/Violence Prevention	9:45 - 11:15 am
4/18/18	City of Burlington #2	HazCom w/GHS	8:00 - 9:30 am
4/18/18	Borough of Avalon #4	CMVO	8:30 - 12:30 pm
4/19/18	Borough of Tuckerton #2	Heavy Equipment Safety	8:00 - 11:00 am
4/19/18	Borough of Beachwood #3	Fire Extinguisher	12:30 - 1:30 pm
4/19/18	Borough of Beachwood #3	Hearing Conservation	1:45 - 2:45 pm
4/19/18	Township of Tabernacle #1	HazMat Awareness w/HazCom GHS	8:30 - 11:30 am
4/19/18	Township of Pennsville #1	Employee Conduct/Violence Prevention	8:30 - 10:00 am
4/19/18	Township of Pennsville #1	Fire Safety	10:15 - 11:15 am
4/20/18	Borough of Collingswood	Driving Safety Awareness	8:00 - 9:30 am
4/20/18	Borough of Collingswood	Confined Space Awareness	9:45 - 10:45 am

<b>DATE</b>	<b>LOCATION</b>	<b>TOPIC</b>	<b>TIME</b>
4/20/18	Borough of Collingswood	Hearing Conservation	11:00 - 12:00 pm
4/20/18	City of Somers Point #1	Ladder Safety/Walking Surfaces	8:00 - 10:00 am
4/23/18	Borough of Bradley Beach	Leaf Collection Safety	8:30 - 10:30 am
4/23/18	Borough of Bradley Beach	Sanitation/Recycling Safety	10:45 - 12:45 pm
4/23/18	Borough of Glassboro #1	Employee Conduct/Violence Prevention	8:00 - 9:30 am
4/23/18	Township of Hamilton #3	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
4/24/18	Township of Manchester	Employee Conduct/Violence Prevention	8:30 - 10:00 am
4/24/18	Township of Manchester	Fire Extinguisher	10:15 - 11:15 am
4/24/18	Township of Manchester	Ladder Safety/Walking Working Surfaces	12:30 - 2:30 pm
4/24/18	Logan Twp. MUA #1	DDC-6	8:30 - 3:00 pm w/lunch brk
4/25/18	Western Monmouth UA	HazMat Awareness w/HazCom GHS	8:00 - 11:00 am
4/25/18	City of Cape May #1	Ladder Safety/Walking Working Surfaces	8:30 - 10:30 am
4/25/18	City of Cape May #1	BBP	10:45 - 11:45 am
4/26/18	Township of Lacey #4	Playground Safety Inspections	8:30 - 10:30 am
4/26/18	Township of Middle #3	Special Events Management	8:00 - 10:00 am
4/26/18	Township of Middle #3	Playground Safety Inspections	10:15 - 12:15 pm
4/27/18	Borough of Tinton Falls	Landscape Safety	7:30 - 10:30 am
4/27/18	Township of Evesham #4	CDL-Drivers Safety Regulations	8:30 - 10:30 am
4/27/18	Township of Evesham #4	Driving Safety Awareness	10:45 - 11:45 am
4/27/18	Township of Carneys Point #3	CSE-Permit Required w/Classroom Demo	8:30 - 12:30 pm
4/30/18	Borough of Deal #3	CSE-Permit Required w/Classroom Demo	8:30 - 12:30 pm
4/30/18	City of Vineland	CDL-Drivers Safety Regulations	9:30 - 11:30 am
4/30/18	City of Vineland	CDL-Supervisors Reasonable Suspicion	12:30 - 2:30 pm
5/1/18	Township of Jackson	Jetter/Vacuum Safety	9:30 - 11:30 am
5/1/18	Township of Jackson	HazCom w/GHS	11:45 - 1:15 pm
5/1/18	Borough of Runnemede	Playground Safety Inspections	8:30 - 10:30 am
5/2/18	Borough of Eatontown #2	DDC-6	9:00 - 3:30 pm w/lunch brk
5/2/18	Township of Toms River	Heavy Equipment Safety	8:30 - 11:30 am
5/2/18	Township of Toms River	Fire Safety	12:00 - 1:00 pm
5/2/18	Borough of Avalon #4	Forklift Operator Train-the-Trainer	8:30 - 11:30 am
5/3/18	Borough of Deal #3	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
5/3/18	City of Brigantine #3	CSE-Permit Required w/Classroom Demo	8:30 - 12:30 pm
5/4/18	Township of Little Egg Harbor #1	Landscape Safety	8:00 - 11:00 am

<b>DATE</b>	<b>LOCATION</b>	<b>TOPIC</b>	<b>TIME</b>
5/4/18	Township of Little Egg Harbor #1	Back Safety/Material Handling	11:15 - 12:15 pm
5/4/18	City of Somers Point #1	Jetter/Vacuum Safety	8:00 - 10:00 am
5/7/18	Township of Middletown #5	Ladder Safety/Walking Working Surfaces	8:30 - 10:30 am
5/7/18	Township of Middletown #5	Fire Extinguisher	10:45 - 11:45 am
5/7/18	Township of Cherry Hill #4	Fall Protection Awareness	8:30 - 10:30 am
5/7/18	Township of Cherry Hill #4	LOTO	10:45 - 12:45 pm
5/7/18	Township of Hamilton #3	Heavy Equipment Safety	8:30 - 11:30 am
5/8/18	Township of Ocean (Waretown)	CDL-Drivers Safety Regulations	8:30 - 10:30 am
5/8/18	Township of Ocean (Waretown)	Hearing Conservation	10:45 - 11:45 am
5/8/18	City of Ventnor	Flagger/Work Zone	9:00 - 1:00 pm
5/9/18	South Monmouth Regional SA	CSE-Permit Required w/Classroom Demo	8:30 - 12:30 pm
5/10/18	Township of Lacey #4	Excavation/Trenching/Shoring	8:30 - 12:30 pm
5/10/18	Township of Winslow	CMVO	8:00 - 12:00 pm
5/10/18	City of Vineland	Fall Protection Awareness	9:00 - 11:00 am
5/11/18	Borough of Tinton Falls	Confined Space Awareness	7:30 - 8:30 am
5/11/18	Borough of Tinton Falls	Shop & Tool Safety	8:45 - 9:45 am
5/11/18	Township of Mantua	Sanitation/Recycling Safety	12:30 - 2:30 pm
5/11/18	City of Somers Point #1	Confined Space Awareness	8:00 - 9:00 am
5/11/18	City of Somers Point #1	Hearing Conservation	9:15 - 10:15 am
5/14/18	Township of Hazlet	Flagger/Work Zone	8:30 - 12:30 pm
5/14/18	City of Wildwood #3	Employee Conduct/Violence Prevention	8:30 - 10:00 am
5/15/18	Borough of Red Bank	Seasonal (Summer) Employee Orientation	8:00 - 12:00 pm
5/15/18	Borough of Clementon #3	Confined Space Awareness	8:30 - 9:30 am
5/15/18	Borough of Clementon #3	Fire Extinguisher	9:45 - 10:45 am
5/15/18	Borough of Clementon #3	Hearing Conservation	11:00 - 12:00 pm
5/16/18	Township of Marlboro #3	PPE	8:00 - 10:00 am
5/16/18	Township of Marlboro #3	Shop & Tool Safety	10:15 - 11:15 am
5/16/18	Township of Marlboro #3	Fire Extinguisher	11:30 - 12:30 pm
5/17/18	City of Millville #1	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
5/18/18	Borough of Union Beach #2	Playground Safety Inspections	8:00 - 10:00 am
5/18/18	Borough of Union Beach #2	Back Safety/Material Handling	10:15 - 11:15 am
5/18/18	Township of Carneys Point #2	Accident Investigation	8:30 - 10:30 am
5/18/18	Township of Carneys Point #2	CDL-Supervisors Reasonable Suspicion	10:45 - 12:45 pm
5/21/18	Township of Manchester	CSE-Permit Required w/Classroom Demo	8:30 - 12:30 pm
5/22/18	Township of Barnegat #1	DDC-6	8:00 - 2:30 pm w/lunch brk
5/22/18	Township of Wall #7	Excavation/Trenching/Shoring	8:30 - 12:30 pm
5/22/18	Borough of Runnemede	Heavy Equipment Safety	8:30 - 11:30 am
5/22/18	City of Pleasantville #1	Safety Coordinators' Skills Training	8:30 - 3:00 pm w/lunch brk

<b>DATE</b>	<b>LOCATION</b>	<b>TOPIC</b>	<b>TIME</b>
5/23/18	Borough of Eatontown #2	Fall Protection Awareness	8:30 - 10:30 am
5/23/18	Borough of Eatontown #2	Employee Conduct/Violence Prevention	10:45 - 12:15 pm
5/23/18	Township of Hainesport #1	Excavation/Trenching/Shoring	8:30 - 12:30 pm
5/24/18	Jackson Twp. MUA	HazMat Awareness w/HazCom GHS	8:00 - 11:00 am
5/24/18	Jackson Twp. MUA	Fire Extinguisher	11:15 - 12:15 pm
5/24/18	Township of Winslow	Landscape Safety	8:00 - 11:00 am
5/24/18	Township of Winslow	Hearing Conservation	11:15 - 12:15 pm
5/24/18	City of Vineland	Fall Protection Awareness	9:00 - 11:00 am
5/30/18	Borough of Rumson #1	Landscape Safety	8:00 - 11:00 am
5/30/18	Western Monmouth UA	DDC-6	8:30 - 3:00 pm w/lunch brk

<b>CEU's for Certified Public Works Managers</b>			
<b>MSI Course</b>	<b>CEU's/Cat.</b>	<b>MSI Course</b>	<b>CEU's/Cat.</b>
Accident Investigation	2 / M	Hazardous Materials Awareness w/ HazCom & GHS	3 / T
Advanced Safety Leadership	10 / M	Hazard Identification - Making Your Observations Count	1 / T,M
Asbestos, Lead & Silica Industrial Health Overview	1 / T,G	Hearing Conservation	1 / T,G
Back Safety / Material Handling	1 / T	Heavy Equipment Safety	1 / G - 2 / T
Bloodborne Pathogens Training	1 / G	Hoists, Cranes and Rigging	2 / T
Bloodborne Pathogens Administrator Training	1 / T,M	Housing Authority Safety Awareness	3 / T
BOE Safety Awareness	3 / T	Jetter Safety	2 / T
CDL – Supervisors Reasonable Suspicion	2 / M	Landscape Safety	2 / T
CDL - Drivers' Safety Regulations	2 / G	Leaf Collection Safety Awareness	2 / T
Coaching the Maintenance Vehicle Operator	2 / T,M	Lockout Tagout	2 / T
Confined Space Entry – Permit Required	3.5 / T	Personal Protective Equipment (PPE)	2 / T
Confined Space Awareness	1 / T,G	Playground Safety	2 / T
Driving Safety Awareness	1.5 / T	Sanitation and Recycling Safety	2 / T
Employee Conduct and Violence in the Work Place	1.5 / E	Safety Committee Best Practices	1.5 / M
Excavation Trenching & Shoring	2 / T,M	Safety Coordinator's Skills Training	3 / M,G
Fall Protection Awareness	2 / T,M	Shop and Tool Safety	1 / T
Fast Track to Safety	4 / T	Seasonal Public Works Operations	3 / T
Fire Extinguisher	1 / T	Snow Plow Safety	2 / T
Fire Safety	.5/T - .5/G	Special Events Management	2 / M
Flagger / Workzone Safety	2 / T,M	Toolbox Talk Essentials	1 / M
HazCom with Globally Harmonized System	1 / T,G		
<b>CEU's for Registered Municipal Clerks</b>			
<b>MSI Course</b>	<b>CEU's/Cat.</b>	<b>MSI Course</b>	<b>CEU's/Cat.</b>
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
		Special Event Management	2 / P
<b>TCH's For Water/ Wastewater</b>			
<b>MSI Course</b>	<b>TCH's/Cat.</b>	<b>MSI Course</b>	<b>TCH's/Cat.</b>
Accident Investigation	1.5 / S	Hazardous Materials Awareness w/ HazCom & GHS	3 / S
Advanced Safety Leadership	10 / S	Heavy Equipment Safety	3 / S
Asbestos, Lead & Silica Industrial Health Overview	1 / S	Housing Authority Safety Awareness	3 / S
Back Safety / Material Handling	1 / S	Hazard Identification - Making your Observations Count	1.5 / S
Bloodborne Pathogens Training	1 / S	Hearing Conservation	1 / S
Bloodborne Pathogens Administrator Training	2 / Non S	Hoists, Cranes and Rigging	2 / S
BOE Safety Awareness	3 / S	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
Employee Conduct and Violence in the Work Place	1.5 / Non S	Personal Protective Equipment (PPE)	2 / S
Excavation Trenching & Shoring	4 / S	Safety Committee Best Practices	1.5 / S
Fall Protection Awareness	2 / S	Safety Coordinator's Skills Training	5 / Non S
Fast Track to Safety	5 / S	Seasonal Public Works Operations	3 / S
Fire Extinguisher	1 / S	Snow Plow Safety	2 / S
Fire Safety	1 / S	Special Event Management	2 / S
Flagger / Workzone Safety	2 / S	Toolbox Talk Essentials	1 / S
HazCom with Globally Harmonized System	1.5 / S		
<b>CEU's for Tax Collectors</b>		<b>CEU's for County/Municipal Finance Officers</b>	
<b>MSI Course</b>	<b>CEU's/Cat.</b>	<b>MSI Course</b>	<b>CEU's/Cat.</b>
Employee Conduct and Violence in the Work Place	1.5 / E	Employee Conduct and Violence in the Work Place	1.5 / E
<b>CEU's for Certified Recycling Professionals</b>		<b>CEU's for Qualified Purchasing Agents</b>	
<b>MSI Course</b>	<b>CEU's/Cat.</b>	<b>MSI Course</b>	<b>CEU's/Cat.</b>
Fire Extinguisher Safety	1 / CRP	Employee Conduct and Violence in the Work Place	1.5 / E
Hazard Recognition- Making your Observations Count	2 / CRP		
Heavy Equipment	3 / CRP		
Sanitation and Recycling Safety	2 / CRP		
<b>***Category</b>			
E - Ethics			
T - Technical			
G - Governmental			
S - Safety / Non S - Non Safety			
Non S - Non Safety (Management)			
P - Professional Development			
M - Management			
CRP - Certified Recycling Professional Classroom CEU			

# LESSONS LEARNED FROM LOSSES

## MONTHLY NEWSLETTER

### MARCH 2018

# DEFENSE AND INDEMNITY

- When another company is contracted to complete work or provide services, assuring that company and their insurance carrier will defend and indemnify your town is crucial.
- Consult with your town's solicitor, your Risk Management Consultant(RMC) or one of the other JIF professionals to determine the exposures involved and assess how the risk may be transferred to the other company.
- Check all indemnification agreements and contracts to make sure your town has been added as an additional insured and you have the Certificate of Insurance, the signed and dated Contract itself and any indemnity agreements in your possession.
- Laying the groundwork by assuring these Contracts and agreements are executed properly will assist us in defending any claims brought against your town.



**Example:** A resident was walking her dog along the curbside of a newly paved road when she claims she fell due to sloped and uneven pavement and a “crater-like” hole. She sustained serious and permanent injuries as a result. The resident alleged the Township was negligent in failing to properly maintain the condition of the curbside. Through investigation it was determined that the ground’s condition likely occurred as a result of recent paving work done by a paving company. The Township was able to provide the contract between them and the paving company, which contained coverage provisions with defense and indemnification language. This enabled the JIF Solicitor to obtain a defense for the Township from the paving company’s carrier. The claim was ultimately settled for \$147,000 with no contribution from the JIF and a total of only \$67.05 paid in miscellaneous expenses on the claim.

# 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:** March 20, 2018 at Hainesport Municipal Building  
**Contact Information:** [debby\\_schiffer@targetingwellness.com](mailto:debby_schiffer@targetingwellness.com) 856-322-1220

## MARCH ACTIVITY & PLANNED EVENTS

### **Presentations scheduled for March:**

Lumberton - Portion Control  
Medford – Dietitian from Medford ShopRite  
Palmyra Fire – Dietitian from Burlington Twp ShopRite

### **Monthly Trivia Question:**

Lumberton – note that for every activity employees partake in, they get an entry towards a grand prize at the end of the year.

### **Chair Massage:**

Pemberton Borough  
Tabernacle

### **Wellness Committee Formed:**

Medford  
Westampton

### **Challenges:**

Florence - Maintain Don't Gain (for the year – 14 already signed up)

### **Safety or Wellness Meetings planning to attend:**

Bordentown City  
Tabernacle  
Westampton (wellness)  
Wrightstown (wellness)

### **Ideas in the works:**

Chesterfield – Diabetes presentation including the Seniors in April  
Delanco – Healthy recipe swap (unhealthy for healthy ingredients)  
Edgewater Park and Hainesport – Dietitian coming in April  
Florence – Baseball Theme Fitness Challenge, Sitting Disease Presentation and Walking Club for April  
Medford – water challenge and Stress presentation for April; Theme Monday once a month  
Palmyra and Wrightstown – looking into boot camp work out at the Virtua center for 8 weeks with access to the facility  
Southampton – chair massage and water challenge in April  
Several towns – planning fresh fruit for departments, healthier snack options

### **March Wellness Connection Newsletter**

- How lack of Sleep can affect weight
- Foods that help or hinder sleep
- Focus on Adding healthy foods not Depriving yourself
- Colorectal Cancer Awareness
- New F.D.A. Nutritional Labels
- Artichokes in the month of March – Nutritional value and Recipe idea

I also included this **month's Challenge - 30-day Fruit & Veggie challenge in honor of National Nutrition Month**. Check out ideas on how you can incorporate more fruits and vegetables to your diet. Here are a few websites that can also help:

<https://www.fruitsandveggiesmorematters.org/>

They have a category for quick recipes, 30 minutes or less

<http://www.eatingwell.com/category/4286/meal-plans/>

They provide a ton of meal planning ideas and healthy delicious recipes!

Cooking Light is another good source:

<http://www.cookinglight.com/food/recipe-finder>

ShopRite has been working hard on providing recipes under the title of Meals Made Well.

There are video demonstrations on how to make the recipes. Here is that

link: <http://www.shoprite.com/mealsmadewell/>

**NJWELL:** Remind employees with "NJ State Health Insurance" to work towards earning \$250 by completing health and wellness screenings along with other activities by October 31<sup>st</sup>, 2018. Have them go to: <http://www.state.nj.us/treasury/pensions/njwell/>





**Burlington County Municipal JIF  
Managed Care Summary Report  
2018**

<b>Intake</b>	<b>February-18</b>	<b>February-17</b>	<b>2018 February YTD</b>	<b>2017 February YTD</b>
# of New Claims Reported	17	13	36	24
# of Report Only	3	5	8	8
% Report Only	17.6%	38.5%	22.2%	33.3%
# of Medical Only	11	5	19	13
# of Lost Time	3	3	8	3
Medical Only to Lost Time Ratio	79:21	63:37	70:30	81:09
Average # of Days to Report a Claim	0.6	1.2	1.0	5.1

<b>Nurse Case Management</b>	<b>February-18</b>	<b>February-17</b>
# of Cases Assigned to Case Management	16	18
# of Cases >90 days	14	15

<b>Savings</b>	<b>February-18</b>	<b>February-17</b>	<b>2018 February YTD</b>	<b>2017 February YTD</b>
Bill Count	143	124	243	211
Provider Charges	\$133,972	\$218,192	\$214,706	\$276,049
Repriced Amount	\$74,616	\$64,073	\$113,139	\$90,411
Savings \$	\$59,356	\$154,118	\$101,567	\$185,638
% Savings	44.3%	70.6%	47.3%	67.2%

<b>Participating Provider Penetration Rate</b>	<b>February-18</b>	<b>February-17</b>	<b>2018 February YTD</b>	<b>2017 February YTD</b>
Bill Count	92.6%	92.7%	93.0%	93.8%
Provider Charges	95.5%	96.3%	94.2%	96.4%

<b>Exclusive Provider Panel Penetration Rate</b>	<b>February-18</b>	<b>February-17</b>	<b>2018 February YTD</b>	<b>2017 February YTD</b>
Bill Count	68.5%	85.1%	76.4%	81.9%
Provider Charges	70.7%	96.6%	74.8%	94.8%

<b>Transitional Duty Summary</b>	<b>2018 February YTD</b>	<b>2017 February YTD</b>
% of Transitional Duty Days Worked	58.3%	50.7%
% of Transitional Duty Days Not Accommodated	41.7%	38.9%

March 9, 2018

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 February 28, 2018 for Closed Fund Years 1991 to 2013, and Fund Years 2014, 2015, 2016, 2017 and 2018. 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 \$ 18,587.17. This generated an average annual yield of 1.21%. However, after including an unrealized net loss of \$8,256.00 in the asset portfolio, the yield is adjusted to .67% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$268,524.06 as it relates to current market value of \$ 14,703,551.96 vs. the amount we have invested. This current market value, however, when considering the total accrued income at month end is \$14,748,305.08.

Our asset portfolio with Wilmington/Trust consists of 8 obligations with maturity greater than one year.

#### RECEIPT ACTIVITY FOR THE PERIOD

Subrogation Receipts \$ 3,856.47 w/YTD Total \$ 53,647.01 (detailed in my report)  
Salvage Receipts \$ 500.00  
Overpayment Reimbursements \$ .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 \$ 221,951.77. The claims detail shows 219 claim payments issued.

**A.E.L.C.F. PARTICIPANT BALANCES AT PERIOD END: (\$129. Interest Allocated)**

Delran Township	\$65,150.00
Chesterfield Township	\$ 1,068.00
Bordentown City	\$37,723.00
Bordentown Township	\$13,723.00

**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 \$ 17,908,170.03 to a closing balance of \$ 18,941,510.55 showing an increase in the fund of \$ 1,033,340.52. 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 INSURANCE FUND**

**BILL LIST - MARCH 2018**

	<b>Payee</b>	<b>FY 2018</b>	<b>FY2017</b>	<b>JIF Appropriation</b>	<b>Description</b>
1	Arthur J. Gallagher Risk Management Services, Inc.	<b>28,966.00</b>		Prof Services/Administration	March 2018 Fees
2	Arthur J. Gallagher Risk Management Services, Inc.	<b>58.22</b>		Misc/Postage/Copies/Faxes	Feb 2018 postage/copies expenses
3	The DeWeese Law Firm, P.C.	<b>5,525.00</b>		Prof Services/Attorney	March 2018 Fees
4	Qual-Lynx	<b>16,414.00</b>		Prof Services/Claims Admin.	March 2018 Fees
5	Exigis LLC	<b>550.00</b>		Exposure Data Mgmt System	March 2018 Fees
6	Joyce Media	<b>225.00</b>		Misc/JIF Website	March 2018 Fees
7	Kris Kristie	<b>368.00</b>		Misc/Recording Secretary	March 2018 Fees
8	J. A. Montgomery Risk Control Services	<b>10,391.00</b>		Prof Services/Safety Director	March 2018 Fees
9	Tom Tontarski	<b>912.00</b>		Prof Services/Treasurer	March 2018 Fees
10	Conner Strong & Buckelew	<b>646.00</b>		Prof Services/Underwriting Mgr	March 2018 Fees
11	Debby Schiffer	<b>2,445.00</b>		Wellness Program	March 2018 Fees
12	4imprint, Inc.	<b>885.26</b>		Misc/Office Supplies	Pens for events/split cost
13	ARC Reprographics	<b>918.45</b>		Misc/Printing	1/30 EO; 2/13 police; 2/21 cc roundtable; 3/6 mgr/sup training
14	Iron Mountain	<b>62.16</b>		Misc/Record Retention Service	#PVP4566 Storage 3/1/18-3/31/18; Service 1/24-2/20/18
15	Marco's Inc.	<b>1,459.12</b>		Safety Incentive Program	2/22/18 SC/CC roundtable
16	Merighi's Savoy Inn	<b>1,032.50</b>		EPL/Cyber Consult/Training	Food & Grat 2/13/18 Police Command Sem (split)
17	O'Connor's American Bar and Grille	<b>438.30</b>		EPL/Cyber Consult/Training	3/6/18 Mgrs & Superv training
18	Office Depot	<b>72.87</b>		Misc/Office Supplies	Inv#109887032001 binders/folders (split)
19	PRIMA	<b>590.00</b>		Misc/AGRIP/PRIMA	PRIMA conf reg 6/3-6/2018; Dave Matchett
20	Wildwoods Convention Center	<b>105.00</b>		EPL/Cyber Consult/Training	9/11/18 Mgr & Supvr training; deposit
21	Township of Chesterfield		<b>1,650.00</b>	Safety Incentive Program	Award - full check
22	Insurance Agency Management	<b>9,086.00</b>		Risk Management Consultants	1st installment for Edgewater and Lumberton
23	Richard Brook	<b>2,107.07</b>		Misc/AGRIP/PRIMA	Reimb for travel to AGRIP conf 3/2018
	<b>TOTAL</b>	<b>\$83,256.95</b>	<b>\$1,650.00</b>		

<b>JIF BILL LIST TOTAL</b>	<b>\$84,906.95</b>
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**BURLINGTON COUNTY MUNICIPAL  
JOINT INSURANCE FUND  
RESOLUTION #2018-\_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE CHAIRPERSON AND  
SECRETARY OF THE BURLINGTON COUNTY MUNICIPAL  
JOINT INSURANCE FUND TO EXECUTE AN AGREEMENT TO  
PARTICIPATE IN A SHARED SERVICES AGREEMENT FOR THE  
COMPLETION OF A CLAIMS AUDIT**

**WHEREAS**, the Burlington County Municipal Joint Insurance Fund has been organized pursuant to *N.J.S.A. 40A:10-36 et. seq.*; and

**WHEREAS**, the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) is duly constituted as a Municipal Self Insurance Fund to provide insurance coverage to its member municipalities; and

**WHEREAS**, the Commissioners of the BURLCO JIF have determined that the BURLCO JIF is distinguished from commercial insurance providers by virtue of the fact that it is formed by municipalities, it is funded by public monies appropriated by the member municipalities, it serves a public purpose and is responsible for the discharge of its function in a manner consistent with policies applicable to municipal government; and

**WHEREAS**, *N.J.S.A. 40A:65-1 et. seq.* provides the authority for a “local unit” to enter into a Shared Services Agreement with other “local units”, and it has been determined that the BURLCO JIF qualifies as a “local unit” under the definitions contained in the Statute; and

**WHEREAS**, members of the BURLCO JIF purchase the services of a Claims Administrator on an annual basis to adjust claims filed against the Fund members; and

**WHEREAS**, the Fund Claims Administrator adjusts workers compensation, property, auto liability, and general liability claims on behalf of the Fund members; and

**WHEREAS**, the performance of the Claims Administrators adjusters, their adherence to Fund policies and procedures, and sound adjusting procedures has a direct impact on the Fund’s performance; and

**WHEREAS**, it is in the Fund’s best interest to contract with an outside firm to complete an audit of the Claims Administrator performance; and

**WHEREAS**, it has been deemed to be in the best interest of the BURLCO JIF to enter into a Shared Services Agreement with the following “local units” for the purpose of advertising a Request for Proposals under the “Competitive Contracting” section of the Local Public Contracts Law (*N.J.S.A. 40A:11-4.1*) for the purchase of claims auditing services since each of the below “local units” utilizes the same Claims Administrator:

- a.) Atlantic County Municipal Joint Insurance Fund

b.) Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund;  
and

**WHEREAS**, the Commissioners of the BURLCO JIF have determined that it is appropriate to authorize the execution of this Shared Services Agreement, which authorizes the advertisement of the Request for Proposals for the purchase of claims auditing services.

**NOW THEREFORE BE IT RESOLVED**, by the Commissioners of the BURLCO JIF assembled in a public session March 20, 2018, that:

1. The Chairperson and Secretary of the BURLCO JIF are authorized to execute the Shared Services Agreement.

2. The Agreement provides that the Request for Proposals for the purchase of claims auditing services under the “Competitive Contracting” section of the Local Public Contracts Law (*N.J.S.A. 40A:11-4.1*) shall be advertised and submitted to vendors offering these services requesting that they submit proposals to provide the requested services to the “local units” participating in the Shared Services Agreement.

**BE IT FURTHER RESOLVED**, that a copy of this Resolution shall be filed with the New Jersey Division of Local Government Services in the Department of Community Affairs.

This Resolution was duly adopted by the Burlington County Municipal Joint Insurance Fund at a public meeting held on March 20, 2018.

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE  
FUND**

Attest: \_\_\_\_\_  
Meghan Jack, Secretary

By: \_\_\_\_\_  
J. Paul Keller, Chairperson

Date: \_\_\_\_\_

**BURLINGTON COUNTY MUNICIPAL  
JOINT INSURANCE FUND  
RESOLUTION #2018-\_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE CHAIRPERSON AND  
SECRETARY OF THE BURLINGTON COUNTY MUNICIPAL  
JOINT INSURANCE FUND TO EXECUTE AN AGREEMENT TO  
PARTICIPATE IN A SHARED SERVICES AGREEMENT FOR THE  
PURCHASE OF CYBER AND TECHNOLOGY RISK  
MANAGEMENT SERVICES**

**WHEREAS**, the Burlington County Municipal Joint Insurance Fund has been organized pursuant to *N.J.S.A. 40A:10-36 et. seq.*; and

**WHEREAS**, the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) is duly constituted as a Municipal Self Insurance Fund to provide insurance coverage to its member municipalities; and

**WHEREAS**, the Commissioners of the BURLCO JIF have determined that the BURLCO JIF is distinguished from commercial insurance providers by virtue of the fact that it is formed by municipalities, it is funded by public monies appropriated by the member municipalities, it serves a public purpose and is responsible for the discharge of its function in a manner consistent with policies applicable to municipal government; and

**WHEREAS**, *N.J.S.A. 40A:65-1 et. seq.* provides the authority for a “local unit” to enter into a Shared Services Agreement with other “local units”, and it has been determined that the BURLCO JIF qualifies as a “local unit” under the definitions contained in the Statute; and

**WHEREAS**, during 2016 & 2017 each member of the BURLCO JIF underwent a risk assessment of their computer operations and other use of technology; and

**WHEREAS**, the risk assessments included a review of each members policies and procedures, cyber related training, security protocols, and other technology related matters; and

**WHEREAS**, following the completion of the member assessments the Fund has determined it to be in the best interest of its members to contract with a firm to provide cyber related security services to its members; and

**WHEREAS**, it has been deemed to be in the best interest of the BURLCO JIF to enter into a Shared Services Agreement with the following “local units” for the purpose of advertising a Request for Proposals under the “Competitive Contracting” section of the Local Public Contracts Law (*N.J.S.A. 40A:11-4.1*) for the purchase of cyber and technology risk management services with the below “local units”:

- a.) Atlantic County Municipal Joint Insurance Fund;
- b.) Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund; and



**WHEREAS**, the Commissioners of the BURLCO JIF have determined that it is appropriate to authorize the execution of this Shared Services Agreement, which authorizes the advertisement of the Request for Proposals for the purchase of claims auditing services.

**NOW THEREFORE BE IT RESOLVED**, by the Commissioners of the BURLCO JIF assembled in a public session March 20, 2018, that:

1. The Chairperson and Secretary of the BURLCO JIF are authorized to execute the Shared Services Agreement.

2. The Agreement provides that the Request for Proposals for the purchase of cyber and technology risk management services under the “Competitive Contracting” section of the Local Public Contracts Law (*N.J.S.A. 40A:11-4.1*) shall be advertised and submitted to vendors offering these services requesting that they submit proposals to provide the requested services to the “local units” participating in the Shared Services Agreement.

**BE IT FURTHER RESOLVED**, that a copy of this Resolution shall be filed with the New Jersey Division of Local Government Services in the Department of Community Affairs.

This Resolution was duly adopted by the Burlington County Municipal Joint Insurance Fund at a public meeting held on March 20, 2018.

**BURLINGTON COUNTY  
MUNICIPAL JOINT INSURANCE FUND**

Attest: \_\_\_\_\_  
Meghan Jack, Secretary

By: \_\_\_\_\_  
J. Paul Keller, Chairperson

Date: \_\_\_\_\_