

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

June 19, 2018

OPEN SESSION MINUTES

A 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, June 19, 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.**
Jeff Hatcher, **Delran Twp.**
Patrice Hansell, **Fieldsboro Twp.**arrived 3:36pm
Richard Brook, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Brandon Umba, **Lumberton Twp.** *Alternate*
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Mary Picariello, **North Hanover Twp.**
John Gural, **Palmyra Borough**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
Doug Cramer, **Tabernacle Twp.**
Maria Carrington, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Tom Pullion, **Edgewater Park Twp.**
Dennis Gonzalez, **Pemberton Twp**
Donna Mull, **Pemberton Boro**
Kathy Hoffman, **Southampton Twp.**
Maryalice Brown, **Woodland Twp.**

Those also in attendance were:

Paul Miola, Executive Director, *AJG Risk Management Services, Inc.*
David DeWeese, Fund Solicitor, *The DeWeese Law Firm, P.C.*
Tom Tontarski, Treasurer
John Saville, Safety Director, *J.A. Montgomery Risk Control*
Chris Roselli, Account Manager, *Qual-Lynx*
Karen Beatty, *QualCare*
Debby Schiffer, *Wellness Director*

Also present were the following Risk Management Consultant agencies:

Hardenberg Insurance Group
EJA/Capacity Insurance
Conner Strong & Buckelew
CBIZ Benefits & Insurance Services

Absent Risk Management Consultant agencies:

Insurance Agency Mgmt.

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

CONDUCT OF MONTHLY MEETING

Motion by Mr. Gural, seconded by Ms. Jack, 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 Open & Closed session meeting minutes of the May 15, 2018 meeting of the Fund for approval.

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

Motion by Mr. McMahon, seconded by Mr. Cramer, to approve the Open & Closed session meeting minutes of the May 15, 2018 meeting of the Fund as presented.

Motion carried.

The Closed Session minutes of the May 15, 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 May 15, 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. 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 April 30, 2018; the JIF's surplus position was \$11,673,086.

Regulatory Filing Checklists – Mr. Miola stated that 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.

Statutory Bond Status – Mr. Miola stated that attached to his report is the latest listing of Statutory Bonds issued by the MEL to 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.

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 that the JIF website contains useful information and is constantly being updated, and to please be sure and check it out.

Police Command Staff Training - Mr. Miola noted Risk Management Training for Police Command Staff has been scheduled. Attendance at this training by Police Command Staff is required for compliance with the MEL's 2019/2020 EPL Plan of Risk Management. Invitations for the sessions were e-mailed to all Municipal Clerks and Fund Commissioners on January 10, 2018. There are 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, April 26, and June 12, 2018 are posted on the JIF website. The remaining training date is scheduled as follows:

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

Managerial & Supervisory Training – Mr. Miola reminded the members that one of the requirements of the MEL's 2019/2020 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 are 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 and May 8, 2018 are posted to the JIF website. The trainings have been scheduled on the following dates:

September 11, 2018 – Wildwood Convention Center

September 27, 2018 – Nicolosi's Catering, West Deptford

Renewing Members - Mr. Miola stated that Renewal letters were emailed to the nine (9) members whose membership in the JIF is up for renewal on January 1, 2019. These members are: Chesterfield, Delanco, Edgewater Park, Fieldsboro, Medford, Pemberton Twp., Tabernacle, Westampton, and Wrightstown. Included in the mailing was a Resolution for Renewal of Membership in the Burlington County Municipal JIF, a Certification required under the Local Public Contracts Law, and an Agreement to Renew Membership in the Burlington County Municipal JIF. Please have the Resolution placed on your governing body's agenda and return both the Resolution and the Agreement to our office by August 17, 2018.

Member Visitation Program- Mr. Miola noted that a Representative from his office has contacted those members up for renewal this year to schedule an appointment with the Fund Commissioner, Risk Management Consultant, and Representatives of the Governing Body. These appointments are an opportunity to discuss the member's participation in the JIF and the many programs available to them. The Executive Director's office believes it is very important for the decision makers in each member municipality to understand the value of JIF membership.

MEL 2019/2020 Employment Practices Liability Program- Mr. Miola stated that all members should have received an email and accompanying memorandum outlining the compliance procedure for the 2019/2020 MEL EPL Plan of Risk Management Program. Members that update their loss control programs by October 1, 2018 will receive the standard EPL deductible of \$20,000 per claim plus a co-pay of 20% of the first \$250,000 on each claim and may be eligible to buy down deductibles and co-insurance caps. Members that fail to come into compliance by the October 1, 2018 deadline will have a minimum deductible of \$100,000 per claim plus a co-pay of 20% on each claim with no cap. Members submitting this form after the October 1, 2018 deadline will become eligible for reduced deductibles and co-pays upon approval of their EPL Plan of Risk Management application by the MEL; but not retroactively. Members are encouraged to review this memorandum with their RMC and Municipal Solicitor to be sure they understand the procedure for compliance. Questions on this procedure can be directed to the Executive Director's office.

Mr. Miola concluded his report and asked if there were any questions at this time. There were none.

SOLICITOR'S REPORT

Closed Cases – Mr. DeWeese reported that there were three (3) closed case(s) since the May 15, 2018 meeting.

Berardi v. Township of Pemberton

Butts v. Township of Pemberton

DeCamp v Township of Medford

Next, Mr. DeWeese stated that he was notified by both Parker McCay and Capehart & Scatchard about changes in their Associate Attorneys. Mr. DeWeese stated he has reviewed each new Associates resume and they are more than qualified to be assigned to the Defense Panel and he asked the members approval to add them by Resolution to the Defense Panel. The members agreed.

Lastly, Mr. DeWeese noted that in the first 5 months of the year, we have recovered over \$80K in subrogation and he is very pleased with this outcome.

Mr. DeWeese concluded his report and asked if there were any questions at this time. There were none.

SAFETY DIRECTOR'S REPORT

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

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

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

- *Ticks and Tick-Borne Diseases*
- *Training Summer Employees*

Right to Know Update – He noted that in addition to the annual Right to Know services, included in this year's contract is an electronic Central file link which is being distributed to each member town through a Dropbox link and everyone should have received a links via email. The Dropbox link to each member town will include:

- 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.

MSI Class Listing – Mr. Saville referenced the list of MSI Classes that are available in June, July, and August that are included in the agenda packet. He noted the MSI Attendance, for both instructor lead and online courses for the BURLCO JIF was included in the agenda packet, so please look it over.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – June

Mr. Roselli presented the Lessons Learned from Losses for June that reviews *Entering and Exiting Vehicles Properly and Safely*.

Mr. Roselli noted some rules to follow are:

- Wear proper footwear with sturdy non-slip soles
- Maintain three (3) points of contact at all times until seated or on the ground
- Face the vehicle when getting in or out
- Do not jump down from the vehicle, use the steps
- Examine the ground for uneven area, ice, and water.

Mr. Roselli then provided some examples of costly claims that might have been prevented with a little more safety awareness.

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

WELLNESS DIRECTOR'S REPORT

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

- May presentations: Bordentown, Riverside, and Florence – Movement v. Exercise; Medford Fire Dept.- Dr. Peak offered Ragland Test, which utilized a blood pressure screening to estimate adrenal gland fatigue; Westampton – Shoprite Dietitian scheduled for a smoothie taste testing demo; Palmyra Fire Dept. – Shoprite Dietitian presentation.
- May Challenges: Bordentown Twp. – Home Run Challenge; Florence – Maintain Don't Gain and Home Run Challenge; Hainesport, and Westampton – Home Run Challenge for the month of May
- Florence's Maintain Don't Gain has turned into a Biggest Loser contest with 14 participants and over 105lbs lost total. This will run throughout the year.
- Medford will be hosting a Diva Day (Mammo Van) in Sept.
- Edgewater Park created a wellness program for the Police to support and encourage components of both safety and wellness.
- Mansfield offers discounted gym memberships for EMTs with incentives to participate.
- Ms. Schiffer noted in her News Letter this month is a 30 day Mental Health Day Challenge.
- Ms. Schiffer reminded everyone if you are planning any event, please let her know so she can help and share with other members.
- Ms. Schiffer reviewed other unique ideas for Health and Wellness activities from her other JIF.

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

Lost Time v. Medical Only Cases

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

	<i>May</i>	<i>YTD</i>
<i>Lost Time</i>	4	19
<i>Medical Only</i>	13	45
<i>Report Only</i>	1	23
<i>Total New Claims Reported</i>	18	87
<i>Report Only % of Total</i>	5.6%	26.4%
<i>Medical Only/Lost Time Ratio</i>	76:24	70:30
<i>Average Days to Report</i>	1.3	2.5

Transitional Duty Report

Ms. Beatty presented the May Transitional Duty Report:

<i>Transitional Duty Summary Report</i>	<i>May</i>
<i>Transitional Duty Days Available</i>	925
<i>Transitional Duty Days Worked</i>	477
<i>% of Transitional Duty Days Worked</i>	51.6%
<i>Transitional Duty Days Not Accommodated</i>	448
<i>% of Transitional Duty Days Not Accommodated</i>	48.4%

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>May</i>
<i>Bill Count</i>	160
<i>Original Provider Charges</i>	\$116,617
<i>Re-priced Bill Amount</i>	\$43,062
<i>Savings</i>	\$73,555
<i>% of Savings</i>	63.1%
<i>Participating Provider Penetration Rate - Bill Count</i>	95.0%
<i>Participating Provider Penetration Rate - Provider Charges</i>	90.8%
<i>EPO Provider Penetration Rate - Bill Count</i>	96.1%
<i>EPO Provider Penetration Rate - Provider Charges</i>	97.5%

Ms. Beatty noted there have been some changes to Virtua's Occ-Med facilities. They have closed two of their Urgent Care locations and have changed some locations over to Urgent Care facilities only. Going forward, initial visits can be at any Urgent Care location; however, follow up visits will be scheduled at the Occ-Med locations.

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 **May 31, 2018** a copy of which was provided to the membership in the agenda packet.

Investment Interest

Interest received or accrued for the reporting period totaled \$20,595.88. This generated an average annual yield of 1.41%. However, after including an unrealized net gain of \$28,916.04 in the asset portfolio, the yield is adjusted to 3.38% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$203,160.60 as it relates to current market value of \$ 16,862,125.73 vs. the amount we have invested. This current market value, however, when considering the total accrued income at month end is \$16,918,863.37.

Our asset portfolio with Wilmington/Trust consists of five (5) obligations with maturities greater than one year and 6 obligations with maturities less than one year.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$23,352.70	\$80,212.45
Overpayment Reimbursements	\$0.00	
Salvage Receipts	\$0	
FY 2015 Retro Prem/Bordentown City	13,210.00	

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

Delran Township	\$65,379.00
Chesterfield Township	\$1,072.00
Bordentown City	\$37,737.00
Bordentown Township	\$13,771.00
Westampton Township	\$10,035.00

Cash Activity for the Period

During the reporting period the Fund's "Cash Position" changed from an opening balance of \$17,709,155.93 to a closing balance of \$17,432,534.55 showing a decrease in the fund of \$276,621.38.

Loss Run Payment Register – April 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 \$307,956.54. The claim detail shows 262 claim payments issued.

Bill List – June 2018

For the Executive Committee's consideration, Mr. Tontarski presented the June 2018 Bill List in the amount of \$103,319.78.

Chair Keller entertained a motion to approve the May 2018 Loss Run Payment Register and the June 2018 Bill List in the amount of \$103,319.78 presented.

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

Motion by Ms. Jack, seconded by Mr. Gural, to approve the *May 2018 Loss Run Payment Register and the June 2018 Bill List, in the amount of \$103,319.78* 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.**
Jeff Hatcher, **Delran Twp.**
Patrice Hansell, **Fieldsboro Twp**
Richard Brook, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Brandon Umba, **Lumberton Twp. Alternate**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Mary Picariello, **North Hanover Twp.**
John Gural, **Palmyra Borough**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
Doug Cramer, **Tabernacle Twp.**
Maria Carrington, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

Mr. Hatcher noted the meeting minutes of the May 24, 2018 meeting were a handout and were self-explanatory. Mr. Hatcher then presented two (2) Resolutions for approval:

Resolution 2018-28 Accepting the Annual Audit Report for the Period Ending December 31, 2017

Mr. Hatcher noted there were no findings in the Audit.

Resolution 2018-29 Authorizing the Transfer of the 2014 Fund Year to the Municipal Excess Liability Residual Claims Fund.

Motion by Mr. Wolbert, seconded by Mr. Cramer, to Adopt Resolutions 2018-28 and 2018-29 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.**
Jeff Hatcher, **Delran Twp.**
Patrice Hansell, **Fieldsboro Twp.**
Richard Brook, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Brandon Umba, **Lumberton Twp. Alternate**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Mary Picariello, **North Hanover Twp.**
John Gural, **Palmyra Borough**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
Doug Cramer, **Tabernacle Twp.**
Maria Carrington, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None

Abstain: None

Safety Committee Meeting Report

Mr. Cramer noted that the Safety Committee met earlier today and noted the meeting minutes would be included in next month's agenda. Mr. Cramer then highlighted the following from the meeting.

- The Committee reviewed the 1st Qtr Loss Control Report
- It was noted the Excited Delirium Training would be taking place in October and November with notices being sent out from the Executive Director's office in early September
- It was noted the Active Shooter Training would be taking place in late September and a notice will be going out closer to that date.
- Inspection Report's for renewing members have been completed.

MEL/RCF/EJIF REPORTS

MEL Report

Ms. Jack noted there were two (2) Bulletin's included in the agenda packet and were self-explanatory:

- ***Solicitation Ordinances***
- ***2018 NJUA Safety Expo***

She noted they had reviewed the 2017 Audit and there were no recommendations, with a surplus of approximately \$31 million.

Ms. Jack also noted there was authorization to offer additional training to Planning Board Members and a letter will be going out from the MEL with more information.

RCF Report

Mr. Matchett stated they had also reviewed the 2017 Audit. The RCF is monitoring IBNR on the older years.

EJIF Report

Ms. Jack reported they reviewed the Audit and they are doing well. They also wanted a reminder sent to all members regarding compliance with the new Storm Water Regulations. Towns need to have their SP3 Plan on their website along with the Storm Water Coordinators. The State is checking, so please be sure to follow up and complete this requirement.

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

MISCELLANEOUS BUSINESS

Chair Keller presented the following Resolution for consideration and approval:

Resolution 2018-30 Authorizing the Fund Chair and Fund Secretary to Execute a Contract with North Shore Consulting to Complete a Claims Audit in Conjunction with the ACM and TRICO JIF's at a Cost Not to Exceed \$9,750.

Motion by Ms. Jack, seconded by Mr. McMahon, to Adopt Resolution 2018-30 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.**
Jeff Hatcher, **Delran Twp.**
Patrice Hansell, **Fieldsboro Twp.**
Richard Brook, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Brandon Umba, **Lumberton Twp. Alternate**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Mary Picariello, **North Hanover Twp.**
John Gural, **Palmyra Borough**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
Doug Cramer, **Tabernacle Twp.**
Maria Carrington, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

PRIMA Report

Mr. Matchett thanked the members for allowing him to attend the PRIMA Conference and expressed the topics were both very good and current and his report was included in the agenda packet and was self-explanatory.

Next Meeting

Chair Keller noted that the next meeting of the BURLCO JIF will take place on **Tuesday, July 17, 2018 at 3:30 PM** at the Hainesport Municipal Building, Hainesport, NJ.

PUBLIC COMMENT

Mr. Brook wished to express to the members how thankful he was for Ms. Schiffer's assistance in Florence earlier today as she completed 2-45 minute trainings and attended their Wellness Seminar and he stated she did an exceptional job.

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

Chair Keller opened the meeting to the public for comment.

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

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

EXECUTIVE SESSION MEETING – Resolution #2018-31

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

Motion by Mr. McMahon, seconded by Ms. Jack, to Adopt Resolution #2018-31. All in favor. Motion carried.

A Closed Session of the BURLCO JIF was held and the meeting was then reopened to the public.

REOPEN PUBLIC PORTION OF THE MEETING

Chair Keller entertained a motion to reopen the public portion of the meeting.

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

APPROVAL OF CLAIMS PAYMENTS

Chair Keller asked for a motion for *Approval of Claims Payment* on the following claims as presented in Closed Session.

<i>Workers' Compensation</i>	<i>Property</i>
001247013	2018142387
2018130588	
2018129110	
2018143484	
2018127480	

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

Motion by Mr. McMahon, seconded by Ms. Jack, 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.**
Jeff Hatcher, **Delran Twp.**
Patrice Hansell, **Fieldsboro Twp**
Richard Brook, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
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David Matchett, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
Doug Cramer, **Tabernacle Twp.**
Maria Carrington, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

There were zero (0) abandonment of Subrogation claim(s) presented in Closed Session.

MOTION TO ADJOURN

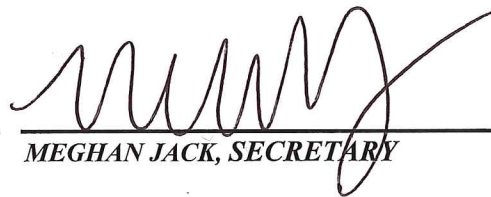
Chair Keller entertained a motion to adjourn the June 19, 2018 meeting of the BURLCO JIF.

Motion by Ms. Jack, seconded by Mr. Cramer, to adjourn the June 19, 2018 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:37 pm.



Kris Kristie,
Recording Secretary for



MEGHAN JACK, SECRETARY