

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

**July 17, 2018**

***OPEN SESSION MINUTES***

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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, July 17, 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***

Sherri Hannah, **Beverly City**, *Alternate*  
Grace Archer, **Bordentown City**  
Mike Theokas, **Bordentown Twp.**  
Glenn McMahon, **Chesterfield Twp.**  
John Browne, **Delanco Twp.** *Alternate*  
Richard Brook, **Florence Twp.**  
Paula Kosko, **Hainesport Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Kathy Burger, **Medford Twp.**  
Jerry Mascia, **Mt. Laurel Twp.**  
John Gural, **Palmyra Borough**  
Dennis Gonzalez, **Pemberton Twp.**  
Meghan Jack, **Riverside Twp.**  
David Matchett, **Shamong Twp.**  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
Maria Carrington, **Westampton Twp.**  
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Amanda Somes, **Bass River Twp.**  
Jeff Hatcher, **Delran Twp.**  
Tom Pullion, **Edgewater Park Twp.**  
Patrice Hansell, **Fieldsboro Twp.**  
Mike Mansdoerfer, **Lumberton Twp.**  
Mary Picariello, **North Hanover 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.*  
Paul Forlenza, Deputy 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*  
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  
Insurance Agency Mgmt.

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

#### ***CONDUCT OF MONTHLY MEETING***

Motion by Ms. Jack, seconded by Mr. 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 Open & Closed session meeting minutes of the June 19, 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. Gural, seconded by Ms. Jack to approve the Open & Closed session meeting minutes of the June 19, 2018 meeting of the Fund as presented.

#### **Motion carried.**

The Closed Session minutes of the June 19, 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 June 19, 2018 meeting were collected at this time.

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

Mr. Miola stated that the Executive Director's Report was found in the agenda packet and was self-explanatory. If anyone had any questions, please contact the Executive Directors 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 no (0) closed case(s) since the June 19, 2018 meeting.

Next, Chair Keller presented two (2) Resolutions for consideration and approval:

***Resolution 2018-32 Removing Approved Associates and Designating Additional Approved Associates to the Defense Panel from Parker McCay.***

And

***Resolution 2018-33 Designating Additional Assigned Defense Counsel and Removing Certain Approved Associates and Designating Additional Approved Associates to the Defense Panel from Capehart & Scatchard.***

Motion by Mr. McMahon, seconded by Ms. Jack, to Adopt Resolutions 2018-32 and 2018-33 as presented.

**ROLL CALL**    *Yeas*    Sherri Hannah, **Beverly City, Alternate**  
Grace Archer, **Bordentown City**  
Mike Theokas, **Bordentown Twp.**  
Glenn McMahon, **Chesterfield Twp.**  
John Browne, **Delanco Twp. Alternate**  
Richard Brook, **Florence Twp.**  
Paula Kosko, **Hainesport Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Kathy Burger, **Medford Twp.**  
Jerry Mascia, **Mt. Laurel Twp.**  
John Gural, **Palmyra Borough**  
Dennis Gonzalez, **Pemberton Twp**  
Meghan Jack, **Riverside Twp.**  
David Matchett, **Shamong Twp.**  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
Maria Carrington, **Westampton Twp.**  
James Ingling, **Wrightstown Borough**

*Nays:*            None

*Abstain:*        None

Motion carried by unanimous vote.

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:

***Loss Control Survey's*** – Mr. Saville noted there were five (5) Loss Control Survey's conducted in June

***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 two (2) bulletin(s) included in the agenda;

- *Hurricane Preparedness*
- *Pedestrian Safety*

**MSI Class Listing** – Mr. Saville referenced the list of MSI Classes that are available in July, August, and September that are included in the agenda packet. He noted that a current list of MSI Training Administrators needs to be kept up to date, so if there are any changes in regards to the Training Administrator, please advise [afelip@jamontgomery.com](mailto:afelip@jamontgomery.com)

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

### ***CLAIMS ADMINISTRATOR'S REPORT***

#### ***Lessons Learned from Losses – July***

Mr. Roselli presented the *Lessons Learned from Losses* for July which reviewed Working Safely with Trees.

Mr. Roselli noted some rules to follow are:

- Ensure only qualified personnel direct tree related operations
- Workers involved should be given instruction including fall prevention, first aid, methods of communication and rescue procedures.
- Be aware of surrounding debris, etc.
- Be aware of potential electrical hazards
- Wear protective equipment

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 less “time-consuming” events to try during the busy summer months:

- Prepare of list of healthy dining options within a few miles of your building
- Work with local farmers or produce stands to offer employees a discount on fresh fruits and vegetables. This promotes health at the same time you support your local farmers!
- Offer your employees a lunchtime barbeque that encourages department camaraderie and to show appreciation for their hard work.
- Provide fresh fruit for break rooms for a healthy “grab and go” option
- Facilitate a healthy recipe exchange or potluck lunch incorporating the local fresh produce now in season.
- Coordinate a “healthy snack of the month” club (some ideas include: unsalted mixed nuts, celery w/fat free dips or try different nut butters, dark chocolate, smoothie drinks, etc.)
- Hang posters promoting stretching at your desk, using the stairs, standing every hour, safe bike riding, maps of outdoor walking routes etc)
- Start a wellness committee and start planning events for the rest of the year

### **Challenges Continue:**

- Florence - Maintain Don't Gain – this will run throughout the year
- Florence – Home Run Challenge running April 2<sup>nd</sup> to October 28<sup>th</sup> World Series

**Other:**

- Delanco – hosted a lunch and learn Yoga Demonstration
- Florence – Bring your Dog to Work Day – reduced stress, creates camaraderie within the workplace, improves morale and feelings of trust and happiness with employer
- Lumberton Twp – chair massages for employees scheduled for July 19th
- Hainesport – “Smoothie of the Month” continues – second Monday each month
- Medford – Plan to offer Lunch and Learn on “sitting disease”
- Westampton Employee Assistance Program (EAP) through Cooper – Ms. Schiffer attended the orientation offered for employees. Very impressive program. If you are interested in learning more, please contact her.
- Ms. Schiffer noted in her News Letter this month is a 30 day “Your Choice” Challenge with 4 choices to choose from and try.
- Ms. Schiffer noted her Corner Connection Newsletter focuses on skeletal health.
- 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 noted other topics to consider this month should include: sun safety, hydration, grill safety, heat stroke prevention, and planning a vacation for mental health.

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

***MANAGED HEALTH CARE REPORT***

In Ms. Beatty’s absence, Mr. Roselli reviewed the Managed Care Report for June, 2018 noting there were twenty eight (28) new claims reported.

**Lost Time v. Medical Only Cases**

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

	<i>June</i>	<i>YTD</i>
<i>Lost Time</i>	2	21
<i>Medical Only</i>	12	58
<i>Report Only</i>	14	36
<i>Total New Claims Reported</i>	28	115
<i>Report Only % of Total</i>	50%	31.3%
<i>Medical Only/Lost Time Ratio</i>	86:14	73:27
<i>Average Days to Report</i>	4.9	3.0

***Transitional Duty Report***

Mr. Roselli presented the May Transitional Duty Report:

<b><i>Transitional Duty Summary Report</i></b>	<b><i>June</i></b>
<i>Transitional Duty Days Available</i>	1,153
<i>Transitional Duty Days Worked</i>	524
<i>% of Transitional Duty Days Worked</i>	45.4%
<i>Transitional Duty Days Not Accommodated</i>	629

<i>% of Transitional Duty Days Not Accommodated</i>	54.6%
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**PPO Penetration Report:**

Mr. Roselli presented the PPO Penetration Report:

<b>PPO Penetration Rate</b>	<b>June</b>
<i>Bill Count</i>	139
<i>Original Provider Charges</i>	\$226,320
<i>Re-priced Bill Amount</i>	\$98,114
<i>Savings</i>	\$128,206
<i>% of Savings</i>	56.6%
<i>Participating Provider Penetration Rate - Bill Count</i>	97.1%
<i>Participating Provider Penetration Rate – Provider Charges</i>	98.8%
<i>EPO Provider Penetration Rate - Bill Count</i>	96.0%
<i>EPO Provider Penetration Rate – Provider Charges</i>	98.7%

Mr. Roselli 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 **June 30, 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 \$17,719.53. This generated an average annual yield of 1.23%. However, after including an unrealized net loss of \$7,235.34 in the asset portfolio, the yield is adjusted to .73% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$203,759.85 as it relates to current market value of \$16,854,890.38 vs. the amount we have invested. This current market value, however, when considering the total accrued income at month end is \$16,874,523.14.

Our asset portfolio with Wilmington/Trust consists of four (4) 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	\$3,480.53	\$83,692.98
Overpayment Reimbursements	\$875.00	
Salvage Receipts	\$0.00	

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

Delran Township	\$65,446.00
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Chesterfield Township	\$1,073.00
Bordentown City	\$37,785.00
Bordentown Township	\$13,775.00
Westampton Township	\$10,046.00

***Cash Activity for the Period***

During the reporting period the Fund's "Cash Position" changed from an opening balance of \$17,432,534.55 to a closing balance of \$17,180,772.63 showing a decrease in the fund of \$251,761.92.

***Loss Run Payment Register – May 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 \$192,559.92. The claim detail shows 209 claim payments issued.

***Bill List and RMC Bill List – July 2018***

For the Executive Committee's consideration, Mr. Tontarski presented the July 2018 Bill List in the amount of \$83,006.61 and the RMC Bill List in the amount of \$119,939.00.

Chair Keller entertained a motion to approve the June 2018 Loss Run Payment Register and the July 2018 Bill List in the amount of \$83,006.61 and the RMC Bill List in the amount of \$119,939.00 as presented.

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

Motion by Ms. Jack, seconded by Mr. Cramer, to approve the *June 2018 Loss Run Payment Register and the July 2018 Bill List in the amount of \$83,006.61 and the RMC Bill List in the amount of \$119,939.00* as presented.

**ROLL CALL**    *Yeas*    Sherri Hannah, **Beverly City, Alternate**  
 Grace Archer, **Bordentown City**  
 Mike Theokas, **Bordentown Twp.**  
 Glenn McMahon, **Chesterfield Twp.**  
 John Browne, **Delanco Twp. Alternate**  
 Richard Brook, **Florence Twp.**  
 Paula Kosko, **Hainesport Twp.**  
 Mike Fitzpatrick, **Mansfield Twp.**  
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 John Gural, **Palmyra Borough**  
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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.

**COMMITTEE REPORTS**

***2018 Budget Amendment Hearing – Motion to Open***

Chair Keller entertained a motion to open the *2018 Budget Amendment Public Hearing*.

Motion by Mr. McMahon, seconded by Ms. Jack, to open the *2018 Budget Amendment Public Hearing*. All in favor. Motion carried.

Chair Keller asked if there were any questions. No questions were entertained.

***2018 Budget Amendment Hearing – Motion to Close***

Chair Keller entertained a motion to close the *2018 Budget Amendment Public Hearing*.

Motion by Ms. Jack seconded by Mr. McMahon, to close the *2018 Budget Amendment Public Hearing*. All in favor. Motion carried.

***2018 Amended Budget Adoption & 2018 Amended Assessment Certification Adoption***

Chair Keller entertained a motion to adopt the 2018 Amended Budget and the 2018 Amended Assessment Certification as presented.

Motion by Mr. Gural, seconded by Ms. Jack, to adopt the 2018 Amended Budget and 2018 Amended Assessment Certification as presented.

**ROLL CALL**    *Yeas*    Sherri Hannah, **Beverly City, Alternate**  
Grace Archer, **Bordentown City**  
Mike Theokas, **Bordentown Twp.**  
Glenn McMahon, **Chesterfield Twp.**  
John Browne, **Delanco Twp. Alternate**  
Richard Brook, **Florence Twp.**  
Paula Kosko, **Hainesport Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Kathy Burger, **Medford Twp.**  
Jerry Mascia, **Mt. Laurel Twp.**  
John Gural, **Palmyra Borough**  
Dennis Gonzalez, **Pemberton Twp**  
Meghan Jack, **Riverside Twp.**  
David Matchett, **Shamong Twp.**  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
Maria Carrington, **Westampton Twp.**  
James Ingling, **Wrightstown Borough**

*Nays:*            None

*Abstain:*        None

All in favor. Motion carried by unanimous vote.

***Safety Committee Meeting Report- June 19, 2018***

Mr. Cramer noted that the Safety Committee met on June 19, 2018 and the Minutes were self-explanatory and are a handout for today's meeting. Mr. Cramer stated that a verbal report was provided last month, so unless anyone had any questions, that concluded his report.

***Strategic Planning Committee Meeting Report- July 17, 2018***

Ms. Burger reported that the Strategic Planning Committee met today prior to the Executive Committee meeting and noted some of the topics for discussion included:

- 2019 Member Renewals



- 2018 Attendance
- 2018 December Dinner location options
- Cyber training and budget

Ms. Burger noted more detail will be provided in the minutes and will be included in the September agenda.

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

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

As there were no meetings, there was nothing to report. The next meetings will take place on September 4, 2018.

***MISCELLANEOUS BUSINESS***

Chair Keller asked for Authorization to Process and Pay Fund Vendors in August 2018 and presented Resolutions 2018-34 and 2018-35 for consideration and approval:

***Resolution 2018-34 Authorizing the Fund Chair and Fund Secretary to Execute a Contract with Police One Academy to Provide Online Related Training in Conjunction with the ACM and TRICO JIF's at a Cost Not to Exceed \$8,500.***

***Resolution 2018-35 Authorizing the Fund Chair and Fund Secretary to Execute a Contract with Media Pro and PivotPoint Security to Provide Technology Risk Management Services Training in Conjunction with the ACM and TRICO JIF's at a Cost Not to Exceed \$27,543.***

Motion by Mr. Gural, seconded by Mr. McMahon to Authorize to Process and Pay Fund Vendors in August 2018 and Adopt Resolutions 2018-34 and Resolution 2018-35 as presented.

**ROLL CALL**      *Yeas*      Sherri Hannah, **Beverly City, Alternate**  
Grace Archer, **Bordentown City**  
Mike Theokas, **Bordentown Twp.**  
Glenn McMahon, **Chesterfield Twp.**  
John Browne, **Delanco Twp. Alternate**  
Richard Brook, **Florence Twp.**  
Paula Kosko, **Hainesport Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Kathy Burger, **Medford Twp.**  
Jerry Mascia, **Mt. Laurel Twp.**  
John Gural, **Palmyra Borough**  
Dennis Gonzalez, **Pemberton Twp**  
Meghan Jack, **Riverside Twp.**  
David Matchett, **Shamong Twp.**  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
Maria Carrington, **Westampton Twp.**  
James Ingling, **Wrightstown Borough**

*Nays:*              None

*Abstain:*          None

All in favor. Motion carried by unanimous vote.

***Next Meeting***

Chair Keller noted that the next meeting of the BURLCO JIF will take place on **Tuesday, September 18, 2018 at 3:30 PM** at the Hainesport Municipal Building, Hainesport, NJ. There will be no August meeting.

***PUBLIC COMMENT***

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

***EXECUTIVE SESSION MEETING – Resolution #2018-36***

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 #2018-36. 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.

<b><i>Workers' Compensation</i></b>	<b><i>General Liability</i></b>	<b><i>Property</i></b>
<i>2018139163</i>	<i>2018145432 - 01</i>	<i>2018145270</i>
<i>001208748</i>	<i>2018145432 - 02</i>	
	<i>2018145432 - 03</i>	
	<i>2018145432 - 04</i>	
	<i>2018145432 - 05</i>	
	<i>2018145432 - 06</i>	
	<i>2018145432 - 07</i>	
	<i>2018145432 - 08</i>	
	<i>2018145432 - 09</i>	
	<i>2018145432 - 10</i>	
	<i>2018145432 - 11</i>	

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*    Sherri Hannah, **Beverly City, Alternate**  
Grace Archer, **Bordentown City**  
Mike Theokas, **Bordentown Twp.**  
Glenn McMahon, **Chesterfield Twp.**  
John Browne, **Delanco Twp. Alternate**  
Richard Brook, **Florence Twp.**  
Paula Kosko, **Hainesport Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Kathy Burger, **Medford Twp.**  
Jerry Mascia, **Mt. Laurel Twp.**  
John Gural, **Palmyra Borough**  
Dennis Gonzalez, **Pemberton Twp**  
Meghan Jack, **Riverside Twp.**  
David Matchett, **Shamong Twp.**  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
Maria Carrington, **Westampton Twp.**  
James Ingling, **Wrightstown Borough**

*Nays:*            None  
*Abstain:*        None

Motion carried by unanimous vote.

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


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


***MOTION TO ADJOURN***

Chair Keller entertained a motion to adjourn the July 18, 2018 meeting of the BURLCO JIF.

Motion by Ms. Jack, seconded by Mr. McMahon, to adjourn the July 18, 2018 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:36 pm.

  
Kris Kristie,  
Recording Secretary for

  
MEGHAN JACK, SECRETARY