

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

**SEPTEMBER 18, 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, on Tuesday, September 18, 2018 at 3:30 PM, 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**  
Michael Theokas, **Bordentown Twp.**  
Glenn McMahon, **Chesterfield Twp.**  
Mike Templeton, **Delanco Twp.**  
Patricia Hansell, **Fieldsboro Borough**  
Richard Brook, **Florence Twp.**  
Paula Kosko, **Hainesport Twp.**  
Brandon Umba, *Alternate*, **Lumberton Twp.**  
Rich Meder, *Alternate*, **Medford Twp.**  
Jerry Mascia, **Mt. Laurel Township**  
Mary Picariello, **North Hanover Twp.**  
John Gural, **Palmyra Borough**  
Meghan Jack, **Riverside Twp.**  
David Matchett, **Shamong** ...arrived 3:38 PM  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
Maria Carrington, **Westampton Twp.**  
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Jeffrey Hatcher, **Delran Twp.**  
Tom Pullion, **Edgewater Park Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Dennis Gonzalez, **Pemberton Township**  
Donna Mull, **Pemberton Borough**

Kathy Hoffman, **Southampton Twp.**  
Maryalice Brown, **Woodland Twp**

Those also in attendance were:

Paul J. Miola, Executive Director, CPCU, ARM, *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:

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

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

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

Motion by Mr. Cramer, seconded by Mr. McMahon, to allow that this monthly meeting 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 July 17, 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 Ms. Jack, seconded by Mr. Cramer, to approve the Open & Closed session meeting minutes of the July 17, 2018 meeting of the Fund as presented. **Motion carried.**

The Closed Session minutes of the July 17, 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 July 17, 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:

***Lost Time Accident Frequency Report***– Mr. Miola stated that the Lost Time Accident Frequency Summary and Statewide Recap for June and July 2018 were included in his report.

***Certificates of Insurance*** - Mr. Miola asked that the Certificates of Insurance issued for the month of July and August 2018 be included as part of the meeting and was included in the agenda packet.

***2017 Safety Incentive Program Awards*** – Mr. Miola asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds is November 30, 2018. All encumbered funds must be claimed by February 1, 2018.

***2018 Optional Safety Budget*** - Mr. Miola asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds is November 30, 2018. All encumbered funds must be claimed by February 1, 2018.

***2018 Wellness Incentive Program Allowance*** – Mr. Miola stated that a report detailing the available balance for each member for the 2018 Wellness Incentive Program was included in the agenda packet. He stated that the deadline for claiming or encumbering the funds is November 30, 2018. All encumbered funds must be claimed by February 1, 2018.

***Employment Practices Liability Compliance***– Mr. Miola asked members to review the attached status report for the member’s individual deductibles. He reminded the members that they must update their Plan of Risk Management to be eligible for the lower co-pay and deductible. Currently, there are no towns that are in Compliance, and the deadline to submit your checklist is October 1, 2018.

***EPL/Cyber Risk Management Budget*** – Mr. Miola stated that the JIF has budgeted **\$500** for each member to help offset employment practices and cyber security related expenses. This budget can be a valuable resource in addressing these areas of exposures. He noted that the deadline to claim or encumber these funds is November 30, 2018. All encumbered funds must be claimed by February 1, 2018.

***MEL Cyber Risk Management Plan Compliance Status*** – Mr. Miola noted a new compliance status report regarding the MEL Cyber Risk Management Plan is included in the agenda 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 Ed Cooney, Fund Underwriter at 973-659-6424.

***EPL Helpline – Authorized Contact List*** – Mr. Miola asked members to review the attached list for accuracy. He noted the resolution for this is 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 that the Financial Fast Track Report for June and July, 2018 were included in his report. The JIF’s surplus position as of June 30, 2018 was **\$11,730,712** and the JIF’s surplus position as of July 31, 2018 was **\$11,888,824**.

***Regulatory Filing Checklists*** - – Mr. Miola noted that there were two regulatory filing checklists in his report and they provide an outline of required reporting to the Departments of Banking and Insurance and Community Affairs on an annual and monthly basis.

***Capehart & Scatchard Updates*** – Mr. Miola noted that the Capehart & Scatchard updates are in the agenda packet and provide valuable information regarding WC, ADA and FMLA issues.

***Statutory Bond Status*** – Mr. Miola reminded members to review the latest listing of the Statutory Bonds issued by the MEL for JIF members. These are issued to the individual, NOT the position. Members should review this list as some changes might have occurred requiring new bonds to be issued.

**Skateboard Park Approval Status**– Mr. Miola stated that a spreadsheet depicting the current status of all approved skateboard parks or those currently under construction by a member municipality are included in the agenda packet.

**MEL Cyber Risk Management Program**– Mr. Miola stated that the MEL has developed a Cyber Risk Management Program that was sent to all members last December. The program includes employee training, the adoption and implementation of cyber related policies and procedures, and other software and hardware related compliance programs. Members who come into compliance with the program will have a reduced deductible for cyber related claims. If you have any questions, please contact the Executive Director’s office.

**Quarterly Attendance** – Mr. Miola stated that a report detailing attendance records through July of the 2018 Fund Year is included in the agenda packet for the members to review.

**Website ([www.burlcojif.org](http://www.burlcojif.org))** – Mr. Miola noted that the JIF has a website that contains very useful information for the members:

- Directories
  - Fund Commissioners
  - Claims and Safety Contracts
  - Fund Professionals
- Coverage
  - Bulletins
  - Certificates of Insurance/ID Card Requests
  - Sample Indemnification Language
- Safety
  - Bulletins
  - Training Links

**Managerial & Supervisory Training** – Mr. Miola reminded everyone 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 ACM JIFs. 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, and May 8, and September 11, 2018 sessions are posted to the JIF website. The remaining training has been scheduled on the following date:  
September 27, 2018 – Nicolosi’s Catering, West Deptford

**Renewing Members** – Mr. Miola noted As of September 10, 2018 all Members up for Renewal effective January 1, 2019, with the exception of Edgewater Park – which is on the agenda for adoption this month -, have submitted their Renewal Resolution and Agreements to the Executive Directors office.

**MEL 2019-2020 Employment Practices Liability Program** –Mr. Miola stated that on or about May 4, 2018 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. A reminder email was sent out on September 10, 2018. 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.

***New Member Activity*** – Mr. Miola stated that there was no new member activity to report.

Mr. Miola then discussed with the Fund requests his office is receiving for an extension on the EPL Program deadline of October 1, 2018. Mr. Forlenza explained this is the deadline put into place by the MEL, so that come November, Budgets can be properly developed and Assessments allocated correctly and timely.

The Executive Committee held a brief discussion and approved the extension of the October 1, 2018 deadline to November 1, 2018, for justifiable reasons.

Motion by Ms. Jack, seconded by Mr. Cramer, to extend the 2019/2020 EPL Compliance deadline of October 1, 2018 to November 1, 2018 as presented.

Mr. Forlenza noted that should someone call the Executive Directors office asking for an extension, his office will notify the MEL of the approved extension date.

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

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

***Closed Cases*** – Mr. DeWeese reported that there was one (1) closed case(s) for the month of September, 2018 and he reviewed the claim with the Committee.

### ***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 four (4) bulletin(s) included in the agenda, along with one (1) Law Enforcement Bulletin in regards to the Below 100 Training

- *Sanitation Best Practices*
- *Buckle Up*
- *Fatalities from Distracted Driving*
- *Crossing Guard Safety*

***2019 Class Request List*** – He noted that the deadline to request a class has been extended to September 28, 2018.

**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 – September***

Mr. Roselli presented the *Lessons Learned from Losses* for September which reviewed Safe Lifting and noted that lifting injuries are one of the most common claims reported.

He noted that most times, the injury occurs simply because the employee does not take a moment to determine the proper way to lift something and noted the S.M.A. R. T. method:

Size up the load  
Move the load closer  
Always bend your knees  
Raise the load with your legs  
Turn your feet in the direction you want to move.

#### ***Qual-Lynx Supervisor Changes Memo***

Mr. Roselli referenced a memo included in the agenda packet announcing the following changes to Qual-Lynx Supervisors:

Ms. Davidson has taken a new position within Qual-Lynx and the Assistant Supervisor, Tammy Langsdorf, will be filling in for her until a formal replacement is announced. Ms. Davidson will continue to be a resource to guide this transition.

Ms. Maclean has taken a new position within Qual-Lynx, and Ms. Mooney has moved into her position as Liability Supervisor. Qual-Lynx is currently searching for a candidate to fill Ms. Mooney's old position.

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:

- Ms. Schiffer stated that in regards to Mr. Roselli's report, a strong core is also required to avoid lifting injuries as it only takes 4.5 lbs to buckle the spine, so be sure to take care of your back.
- Ms. Schiffer noted she was pleased with all of the activities planned by the member towns, and some of the new Wellness Committees that have formed.
- Ms. Schiffer noted if your town is hosting any type of Wellness event, please let her know so she can keep track of who is doing what, and what ideas she can pass onto other towns.

- Wellness Incentive Allowances must be encumbered by November 30, 2018, and used by February 1, 2018, so if you haven't planned any wellness activities for the end of this year, be sure to encumber the money.
- **September Wellness Newsletter** - She noted that the September Wellness Newsletter was included in her report.
- Included with her report were two (2) Spotlight Shout Outs: Hainesport for putting together a Healthy Smoothie Demonstration each month, and Medford for establishing a new Wellness Committee and holding the Water Challenge, Lunch and Learns, and Smoothie Demonstrations to name a few!

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 July and August, 2018.

**Lost Time v. Medical Only Cases**

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

	<b>July</b>	<b>August</b>	<b>YTD</b>
<i>Lost Time</i>	3	2	28
<i>Medical Only</i>	8	13	79
<i>Report Only</i>	1	9	45
<i>Total Intakes</i>	12	24	152
<i>Report Only % of Total</i>	8.3%	37.5%	29.6%
<i>Medical Only/Lost Time Ratio</i>	73:27	87:13	74:26
<i>Average Days to Report</i>	1.2	1.4	3.2

**Transitional Duty Report**

Ms. Beatty stated that due to a report running issue and incorrect data, this report is not available this month, but will be presented in October.

**PPO Penetration Report:**

Ms. Beatty presented the PPO Penetration Report:

<b>PPO Penetration Rate</b>	<b>July</b>	<b>August</b>
<i>Bill Count</i>	181	118
<i>Original Provider Charges</i>	\$489,210	\$119,656
<i>Re-priced Bill Amount</i>	\$119,382	\$40,673
<i>Savings</i>	\$369,379	\$78,983

<i>% of Savings</i>	75.5%	66%
<i>Participating Provider Penetration Rate - Bill Count</i>	93.4%	91.5%
<i>Participating Provider Penetration Rate -- Provider Charges</i>	96.9%	94.7%
<i>EPO Provider Penetration Rate - Bill Count</i>	94.7%	93.8%
<i>EPO Provider Penetration Rate -- Provider Charges</i>	99.6%	98.7%

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

***TREASURER'S REPORT***

Mr. Tontarski presented a combined overview of the Treasurer's Report for month ending **July 31** and **August 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 \$ 40,542.73. This generated an average annual yield of 1.32%; however, after including an unrealized net gain of \$28,325.44 in the asset portfolio, the yield is adjusted to 2.23% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$175,434.41 as it relates to current market value of \$ 16,883,571.28 vs. the amount invested. This current market value, however, when considering the total accrued income at month end is \$16,936,229.59.

Our asset portfolio with Wilmington/Trust consists of four (4) obligations with maturities greater than one year and six (6) obligations with maturities less than one year.

**Receipt Activity for the Period**

	Monthly	YTD
Subrogation Receipts	\$12,009.87	\$95,702.85
Overpayment Reimbursements	\$ .00	
FY 2018 Premium Assessments	\$3,740,163.00	

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

Delran Township	\$65,551.00
Chesterfield Township	\$1,075.00
Bordentown City	\$37,835.00
Bordentown Township	\$13,807.00
Westampton	\$10,062.00



***Cash Activity for the Period***

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$17,180,772.63 to a closing balance of \$ 19,808,658.05 showing an increase in the fund balance of \$2,627,885.42.

***Loss Run Payment Register – July & August 2018***

Mr. Tontarski stated that 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 \$698,693.37. The claim detail shows 733 claim payments issued.

***Bill List – Ratification of August 2018***

For the Executive Committee's consideration, Mr. Tontarski presented the August 2018 Bill List in the amount of \$597,338.81.

***Bill List – September 2018***

For the Executive Committee's consideration, Mr. Tontarski presented the September 2018 Bill List in the amount of \$81,212.40.

Chair Keller entertained a motion to approve the July and August 2018 Loss Run Payment Register, ratify the August 2018 Bill List in the amount of \$597,338.81, and approve the September 2018 Bill List in the amount of \$81,212.40 as presented

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

Motion by Ms. Jack, seconded by Mr. McMahon, to approve the *July and August 2018 Loss Run Payment Register, ratify the August 2018 Bill List in the amount of \$597,338.81 and approve the September Bill List in the amount of \$81,212.40* as presented.

<b>ROLL CALL</b>	<b><i>Yeas</i></b>	Amanda Somes, <b>Bass River Twp</b> Rich Wolbert, <b>Beverly City</b> Grace Archer, <b>Bordentown City</b> Michael Theokas, <b>Bordentown Twp</b> Glenn McMahon, <b>Chesterfield Twp</b> Mike Templeton, <b>Delanco Twp</b> Patricia Hansell, <b>Fieldsboro Borough</b> Richard Brook, <b>Florence Twp</b> Paula Kosko, <b>Hainesport Twp</b> Brandon Umba, <i>Alternate</i> , <b>Lumberton Twp</b> Rich Meder, <i>Alternate</i> , <b>Medford Twp</b> Jerry Mascia, <b>Mt. Laurel Township</b> Mary Picariello, <b>North Hanover Twp</b> John Gural, <b>Palmyra Borough</b> Meghan Jack, <b>Riverside Twp</b> David Matchett, <b>Shamong</b> J. Paul Keller, <b>Springfield Twp</b> Doug Cramer, <b>Tabernacle Twp</b> Maria Carrington, <b>Westampton Twp</b> James Ingling, <b>Wrightstown Borough</b>
	<b><i>Nays:</i></b>	None

***Abstain:*** None

Motion carried by unanimous vote.

## **COMMITTEE REPORTS**

### ***STRATEGIC PLANNING COMMITTEE***

Ms. Forlenza stated that the Committee met on July 17, 2018 and a verbal report was given at that time by Ms. Burger. He also noted a copy of the meeting minutes was included in the agenda packet.

### ***FINANCE COMMITTEE***

Mr. Forlenza stated that the Committee met on August 15, 2018 and a copy of the meeting minutes were included in the agenda packet and highlighted the following items:

He asked everyone to please review the *Interim Financials* as of 6/30/18, and noted the Fund's Net Current Surplus of \$11,655,663 which is slight increase of \$57,315 since 3/31/18. He then referenced each Fund Year's budget from 2014-2017 and stated the total surplus in the Closed Year account is \$6,144,515.00.

Mr. Forlenza then referenced a fairly extensive discussion on the Firefighters WC Compensation Cancer Presumption Legislation, which is something the Finance Committee is discussing in depth. Should this legislation pass, it could mean a potential substantial annual cost to the BURLCO JIF of \$4,152,375. He noted the MEL is working with the Assembly Majority office trying to get amendments to the legislation to lessen its potential financial impact. As we are uncertain of the outcome of this legislation, the Finance Committee is reviewing recommendations should this cause a financial impact for 2020.

Mr. Forlenza noted the Committee reviewed the 2019 Budget, inclusive of Excess Premiums. He noted that the MEL is holding a lot of line items flat right now in anticipation of the Firefighters WC Legislation.

Mr. Forlenza explained that the Fund's EPL/POL 5 Year Loss Ratio has increased over the past several years. The BURLCO JIF EPL/POL Loss Ratio is currently approximately 60%. As a result, the Fund might see an increase in these premiums since break even for this line of coverage is 55%.

A thorough review of the vendors and their requests for the 2019 Budget, along with several Assessment Strategies for renewing and non-renewing members, were also reviewed.

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

### ***Resolution 2018-37 – 2018-40***

Mr. Forlenza stated that the Finance Committee recommended the release of \$700,000 in surplus to the members from Fund Years 2005-2013.

Chair Keller entertained a motion to approve the **Resolution 2018-37**, Authorizing Refund of Closed Year Accounts (2005-2013) Surplus as presented; and

**Resolution 2018-38**, to Renew membership in the MEL; and

**Resolution 2018-39**, to Renew membership in the RCF; and

**Resolution 2018-40**, Authorizing the Executive Director to Execute the Required NJ Department of Taxation, Division of Revenue & Enterprise Services, Records Management Services forms for the Destruction of Claims Files

Motion by Ms. Jack, seconded by Mr. Wolbert, to approve the *Resolutions 2018-37, 2018-38, 2018-39, and 2018-40*, 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>
		Michael Theokas, <b>Bordentown Twp</b>
		Glenn McMahon, <b>Chesterfield Twp</b>
		Mike Templeton, <b>Delanco Twp</b>
		Patricia Hansell, <b>Fieldsboro Borough</b>
		Richard Brook, <b>Florence Twp</b>
		Paula Kosko, <b>Hainesport Twp</b>
		Brandon Umba, <i>Alternate</i> , <b>Lumberton Twp</b>
		Rich Meder, <i>Alternate</i> , <b>Medford Twp</b>
		Jerry Mascia, <b>Mt. Laurel Township</b>
		Mary Picariello, <b>North Hanover Twp</b>
		John Gural, <b>Palmyra Borough</b>
		Meghan Jack, <b>Riverside Twp</b>
		David Matchett, <b>Shamong</b>
		J. Paul Keller, <b>Springfield Twp</b>
		Doug Cramer, <b>Tabernacle Twp</b>
		Maria Carrington, <b>Westampton Twp</b>
		James Ingling, <b>Wrightstown Borough</b>

*Nays:* None

*Abstain:* None

Motion carried by unanimous vote.

### ***MEL Fiduciary Disclosure***

Mr. Forlenza stated that the MEL Fiduciary Disclosure was included in the agenda packet for the members to review and is a memo put out each year simply stating the MEL is financially sound; however, is not subject to any Guaranty Fund protection in the event of insolvency. As a result, be aware of any potential additional assessments should the MEL become insolvent.

### ***MEL REPORT***

Ms. Jack stated the MEL met on September 5, 2018 and a copy of the meeting minutes was included in the agenda packet. She then highlighted the following:

The MEL has released the 2019 budget, and there is an overall 2% increase as they are holding flat in anticipation of the Fire Fighters Cancer Presumption Bill.

Included in the 2% increase is budgeted monies under the EPL/POL for the expanded Land Use Coverage.

Ms. Jack noted to the Committee that the MEL has asked each JIF to adopt the Resolution in regards to the Fire Fighters Cancer Presumption Act, and asked Mr. Forlenza if that Resolution had made its way to the Executive Directors office. Mr. Forlenza stated it is something they are aware of and that all members should have received an email containing a model Resolution indicating opposition to the pending Legislation. He stated that he believes there is a reluctance to adopt the Resolution by the Elected Officials as they don't want to seem "anti-fire fighter". Ms. Jack noted the MEL would like the JIF to adopt this resolution as well. Mr. Jack noted she would follow up with the MEL.

### ***MEL Bulletin: OPMA***

Ms. Jack noted this bulletin was a handout and reviewed updated verbiage in regards to the Open Public Meetings Act for Section 5 of your Policies and Procedures manual.

### ***RCF REPORT***

Mr. Matchett stated that the Residual Claims Fund met on September 5, 2018 and the minutes were included in the agenda packet. He did note the RCF has changed the language in the Renewal Resolution, now stating that when you renew either in the MEL, RCF, or EJIF, it is considered a joint purchasing agreement.

### ***EJIF REPORT***

Ms. Jack stated that the Environmental JIF met on September 5, 2018 and noted the minutes were included in the agenda packet. She highlighted the following:

The 2019 Budget was introduced which shows a decrease of 1% from 2018.

Ms. Jack noted a handout from the EJIF noting dates/times/location of various 2018 workshops regarding a number of changes to Under Ground Storage Tanks and Storm Water Compliance.

### ***EJIF PS&S Service Team Memo***

Ms. Jack noted this was a handout and lists new contacts for PS&S, which is the Environmental Engineer for the EJIF. She asked that everyone please make note of the new contact information.

### ***Next Meeting***

Chair Keller noted that the next meeting of the BURLCO JIF will take place on **Tuesday, October 16, 2018 at 3:30 PM** at the **Hainesport Municipal Building, Hainesport, NJ**.

***PUBLIC COMMENT***

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

Chair Keller opened the meeting to the public for comment.

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

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

***EXECUTIVE SESSION MEETING – Resolution #2018-41***

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. Wolbert, to Adopt ***Resolution #2018-41***. All in favor.  
Motion carried.

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

***REOPEN PUBLIC PORTION OF THE MEETING***

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

Motion by Ms. Jack, seconded by Mr. McMahan, 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>	<b><i>Auto Liability</i></b>
<i>2018119837</i>	<i>2019148405</i>	<i>001229173</i>	<i>2018144699</i>
<i>2018125979</i>			
<i>2018146046</i>			
<i>001222867</i>			
<i>001220912</i>			
<i>2018146837</i>			
<i>001256764</i>			
<i>001256216</i>			

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

Motion by Mr. McMahan, 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**

Michael Theokas, **Bordentown Twp**  
Glenn McMahon, **Chesterfield Twp**  
Mike Templeton, **Delanco Twp**  
Patricia Hansell, **Fieldsboro Borough**  
Richard Brook, **Florence Twp**  
Paula Kosko, **Hainesport Twp**  
Brandon Umba, *Alternate*, **Lumberton Twp**  
Rich Meder, *Alternate*, **Medford Twp**  
Jerry Mascia, **Mt. Laurel Township**  
Mary Picariello, **North Hanover Twp**  
John Gural, **Palmyra Borough**  
Meghan Jack, **Riverside Twp**  
David Matchett, **Shamong**  
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 two (2) abandonment of Subrogation claim(s) presented in Closed Session.

#001256216 - \$899.91

#001256764 - \$5,182.63

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

**ROLL CALL**    *Yeas*

Amanda Somes, **Bass River Twp**  
Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Michael Theokas, **Bordentown Twp**  
Glenn McMahon, **Chesterfield Twp**  
Jeffrey Hatcher, **Delran Twp**  
Gene DiFilippo, **Edgewater Park Twp**  
Patricia Hansell, **Fieldsboro Borough**  
Richard Brook, **Florence Twp**  
Paula Kosko, **Hainesport Twp**  
Mike Fitzpatrick, **Mansfield Twp**  
Kathy Burger, **Medford Twp**  
Jerry Mascia, *Alt*, **Mt. Laurel Township**  
John Gural, **Palmyra Borough**  
Dennis Gonzalez, **Pemberton Township**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp**  
Doug Cramer, **Tabernacle Twp**  
Maria Carrington, **Westampton Twp**

James Ingling, **Wrightstown Borough**

*Nays:* None  
*Abstain:* None

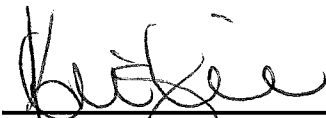
Motion carried by unanimous vote.

***MOTION TO ADJOURN***

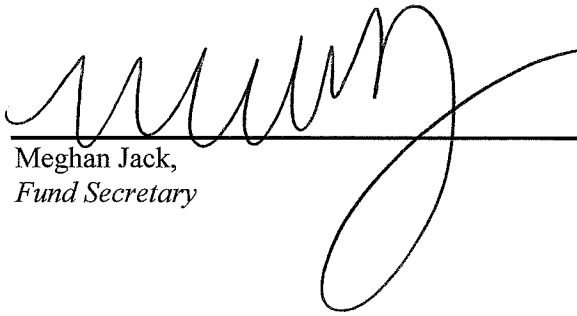
Chair Keller entertained a motion to adjourn the September 18, 2018 meeting of the BURLCO JIF.

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

The meeting was adjourned at 4:39 PM.



Kris Kristie,  
*Recording Secretary for*



Meghan Jack,  
*Fund Secretary*