

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

**October 16, 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, October 16, 2018 at 3:30 PM, prevailing time. Chair Keller, **Springfield**, presiding. The meeting was called to order at 3:32PM.

***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.**  
Grace Archer, **Bordentown City**  
Dean Buhner, *Alternate*, **Bordentown Twp.**  
Glenn McMahon, **Chesterfield Twp.**  
John Browne, *Alternate*, **Delanco Twp.** ....arrived 3:40 PM  
Jeffrey Hatcher, **Delran Twp.**  
Patricia Hansell, **Fieldsboro Borough**  
Richard Brook, **Florence Twp.**  
Paula Kosko, **Hainesport Twp.**  
Brandon Umba, *Alternate*, **Lumberton Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Kathy Burger, **Medford Twp.**  
Jerry Mascia, **Mt. Laurel Township**  
Mary Picariello, **North Hanover Twp.**  
John Gural, **Palmyra Borough**  
Michele Brown, *Alternate*, **Pemberton Township**  
Meghan Jack, **Riverside Twp.**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
Steve Ent, *Alternate*, **Westampton Twp.**

Absent Fund Commissioners were:

Rich Wolbert, **Beverly City**  
Tom Pullion, **Edgewater Park Twp.**  
Donna Mull, **Pemberton Borough**  
Kathy Hoffman, **Southampton Twp.**  
James Ingling, **Wrightstown Borough**  
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:

AJM Insurance  
Conner Strong & Buckelew  
EJA/Capacity Insurance  
Hardenberg Insurance Group  
Insurance Agency Mgmt

Absent Risk Management Consultant agencies:

CBIZ Benefits & Insurance Services

*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 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 September 18, 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 September 18, 2018 meeting of the Fund as presented. **Motion carried.**

The Closed Session minutes of the September 18, 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 September 18, 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 August 2018 were included in his report.

***Certificates of Insurance*** - Mr. Miola asked that the Certificates of Insurance issued for the month of September 2018 are included in the agenda packet and should be included as part of the meeting minutes.

***Financial Fast Track*** – Mr. Miola noted that the Financial Fast Track Report for September, 2018 is included in his report. The JIF’s surplus position as of September 30, 2018 was **\$11,869,308**.

***Regulatory Filing Checklists*** - – Mr. Miola noted that there are 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.

***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.

***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.

***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.

***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 13 towns that are not in Compliance, and the deadline to submit your checklist has been previously extended to November 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.

***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.

**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.

**Elected Officials Training – Save the Date** – Mr. Miola noted that again this year, the Fund will be sponsoring Elected Officials training. The MEL will reduce each member’s 2019 MEL Assessment by \$250 for each municipal elected official who attends one of the training sessions by March 31, 2019. This credit will also be extended to the member’s CEO (i.e. Municipal Manager or Administrator) again this year. The total credit is limited to 5% of a member’s 2019 MEL Assessment. A Save the Date was emailed out to all Clerks, Fund Commissioners, and RMC’s on or about October 5, 2018. Invitations/RSVP’s for the sessions will be e-mailed to all Municipal Clerks and Fund Commissioners in early November. The trainings have been scheduled on the following dates:

December 6, 2018 - Merighi’s Savoy Inn, Vineland  
January 31, 2019 - Nicolosi’s Catering, West Deptford  
February 6, 2019 - Merighi’s Savoy Inn, Vineland  
March 21, 2019 - O’Connor’s American Bar & Grille, Eastampton

**MEL 2019/2020 Employment Practices Liability Program**– Mr. Miola stated that members who fail to come into compliance by the November 1, 2018 will be subject to a 20% surcharge on this line of coverage. In addition, employment related claims will have a minimum deductible of \$100,000 per claim plus a co-pay of 20% on the first \$2,000,000 of a loss. Members submitting this form after the November 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 receiving a surcharge will be ineligible for reimbursement of the surcharge until the following year if the members plan is not approved by January 1, 2019. 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.

**Quarterly Attendance** – Mr. Miola stated that a report detailing attendance records through September 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

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

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

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

***Closed Cases*** – Mr. DeWeese reported that there were no closed case(s) for the month of September, 2018.

### ***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 was one (1) bulletin(s) included in the agenda:

- *Hayride Best Practices*

***MSI Class Listing*** – Mr. Saville referenced the list of MSI Classes that are available in October, November, and December 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 – October***

Mr. Roselli presented the *Lessons Learned from Losses* for October which reviewed *Leaf Collection Safety*.

Mr. Roselli noted:

- Drivers should maintain visual contact of workers on foot and check mirrors frequently
- Workers on foot need to stay visible to the driver, clear of crush zones and in view of the mirrors
- Never allow anyone to ride on the vehicle or trailer unless specifically designed for that purpose
- Department leaders must provide training and reinforce desirable behavior

Mr. Roselli then reviewed some examples of costly claims involving leaf collections that could have been avoided if a few safety precautions had been followed.

Next, Mr. Roselli referenced a report included in the agenda packet, depicting the G.O.T.C.H. visits over a two (2) month period (August & September).

Mr. Roselli explained a G.O.T.C.H.A (Go Out To Check Home Activity) visit is usually performed when an employee is out of work for more than two (2) weeks on a WC Claim. It is a

visit where a representative of Qual-Lynx checks in on the employee, speaks with them, makes sure they are following Dr.'s orders, and look for evidence of activity going on that should not be due to the nature of the employee's injuries.

Lastly, Mr. Roselli noted a handout which depicted the updated Emergency Reporting Procedures with revised contact information based on the Management changes discussed at last month's meeting. He noted once the newly assigned positions are permanent, he will be updating the Claims Road Maps as well.

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 noted Pemberton Twp. held a Health Fair and started it out with a ½ hour of meditation, which was very well received.
- Southampton is participating in a Water Challenge as well as a Plank Challenge through October.
- Hainesport, Riverside and Tabernacle all held Lunch and Learns
- Westampton scheduled a Shoprite Dietitian to speak on Nutrition Myths Buster
- Ms. Schiffer noted she had included a Word Search in her report which is a fun way to reduce stress.
- Ms. Schiffer also noted in her report was a Wellness Initiative Ideas for Best Practices, which listed many different types of activities that can be done including ideas for Stress Management, Happiness at Work, Screenings, Challenges, etc.
- 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.
- ***October Wellness Newsletter*** - She noted that the October Wellness Newsletter was included in her report.

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 September, 2018.

#### **Lost Time v. Medical Only Cases**

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

	<b><i>September</i></b>	<b><i>YTD</i></b>
<i>Lost Time</i>	<i>1</i>	<i>31</i>
<i>Medical Only</i>	<i>13</i>	<i>90</i>
<i>Report Only</i>	<i>9</i>	<i>54</i>
<i>Total Intakes</i>	<i>23</i>	<i>175</i>
<i>Report Only % of Total</i>	<i>39.1%</i>	<i>30.9%</i>

<i>Medical Only/Lost Time Ratio</i>	93:07	74:28
<i>Average Days to Report</i>	2.5	3.1

***Transitional Duty Report***

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

***PPO Penetration Report:***

Ms. Beatty presented the PPO Penetration Report:

<b><i>PPO Penetration Rate</i></b>	<b><i>September</i></b>
<i>Bill Count</i>	99
<i>Original Provider Charges</i>	\$60,051
<i>Re-priced Bill Amount</i>	\$33,665
<i>Savings</i>	\$26,386
<i>% of Savings</i>	43.9%
<i>Participating Provider Penetration Rate - Bill Count</i>	91.9%
<i>Participating Provider Penetration Rate – Provider Charges</i>	97.5%
<i>EPO Provider Penetration Rate - Bill Count</i>	88.3%
<i>EPO Provider Penetration Rate – Provider Charges</i>	77.9%

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 **September 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 \$23,988.67. This generated an average annual yield of 1.47%. However, after including an unrealized net loss of \$14,024.21 in the asset portfolio, the yield is adjusted to .61% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$189,458.62 as it relates to current market value of \$16,871,798.15 vs. the amount invested. The current market value when considering the total accrued income at month end is \$16,938,310.90.

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	\$125.00	\$95,827.85
Overpayment Reimbursements	\$ .00	
FY 2018 Appropriation Refund	\$25,868.49	

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

Delran Township	\$65,633.00
Chesterfield Township	\$1,076.00
Bordentown City	\$37,883.00
Bordentown Township	\$13,825.00
Westampton	\$10,074.00

***Cash Activity for the Period***

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$19,808,658.05 to a closing balance of \$19,224,623.77 showing a decrease in the fund balance of \$584,034.28.

***Loss Run Payment Register – September 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 \$196,816.40. The claim detail shows 201 claim payments issued.

***Bill List – October 2018***

For the Executive Committee's consideration, Mr. Tontarski presented the October 2018 Bill List in the amount of \$78,976.96.

Chair Keller entertained a motion to approve the September 2018 Loss Run Payment Register, and approve the October 2018 Bill List in the amount of \$78,976.96 as presented

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 *September 2018 Loss Run Payment Register, and approve the October Bill List in the amount of \$78,976.96* as presented.

**ROLL CALL**    *Yeas*    Amanda Somes, **Bass River Twp.**  
 Grace Archer, **Bordentown City**  
 Dean Buhner, *Alternate*, **Bordentown Twp.**  
 Glenn McMahon, **Chesterfield Twp.**  
 John Browne, *Alternate*, **Delanco Twp.**  
 Jeffrey Hatcher, **Delran Twp.**  
 Patricia Hansell, **Fieldsboro Borough**  
 Richard Brook, **Florence Twp.**  
 Paula Kosko, **Hainesport Twp.**  
 Brandon Umba, *Alternate*, **Lumberton Twp.**  
 Mike Fitzpatrick, **Mansfield Twp.**  
 Kathy Burger, **Medford Twp.**  
 Jerry Mascia, **Mt. Laurel Township**



Mary Picariello, **North Hanover Twp.**  
John Gural, **Palmyra Borough**  
Michele Brown, *Alternate*, **Pemberton Township**  
Meghan Jack, **Riverside Twp.**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
Steve Ent, *Alternate*, **Westampton Twp.**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

## COMMITTEE REPORTS

### *SAFETY COMMITTEE*

Ms. Cramer stated that the Committee met on September 18, 2018 and a verbal report was given at that time. He also noted a copy of the meeting minutes was included in the agenda packet and were self-explanatory.

### *FINANCE COMMITTEE*

Mr. Hatcher stated that the Committee met on October 4, 2018 and a copy of the meeting minutes were a handout and highlighted the following items:

He stated the 2019 Budget will have less than a 1% increase and the Finance Committee will be meeting again in November. Mr. Hatcher then explained there was a Resolution for consideration:

#### *Resolution 2018-42*

Mr. Hatcher stated that the Finance Committee recommends that the Executive Director establish accounts for each member of the Fund within the Fund's AELCF account and to transfer the 2018 dividends received from the EJIF into each members account to be used as each member sees fit.

Chair Keller entertained a motion to approve the *Resolution 2018-42, Authorizing the Executive Director to Establish Accounts for Each Member of the Fund Within the Fund's AELCF Account and to Transfer the 2018 Dividends Received from the EJIF Fund into Each Members Accounts, as presented.*

Motion by Ms. Jack, seconded by Mr. McMahon, to approve the *Resolutions 2018-42*, as presented.

**ROLL CALL**      *Yeas*

Amanda Somes, **Bass River Twp.**  
Grace Archer, **Bordentown City**  
Dean Buhrer, *Alternate*, **Bordentown Twp.**  
Glenn McMahon, **Chesterfield Twp.**  
John Browne, *Alternate*, **Delanco Twp.**  
Jeffrey Hatcher, **Delran Twp.**

Patricia Hansell, **Fieldsboro Borough**  
Richard Brook, **Florence Twp.**  
Paula Kosko, **Hainesport Twp.**  
Brandon Umba, *Alternate*, **Lumberton Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Kathy Burger, **Medford Twp.**  
Jerry Mascia, **Mt. Laurel Township**  
Mary Picariello, **North Hanover Twp.**  
John Gural, **Palmyra Borough**  
Michele Brown, *Alternate*, **Pemberton Twp.**  
Meghan Jack, **Riverside Twp.**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
Steve Ent, *Alternate*, **Westampton Twp.**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

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

Ms. Burger noted the Committee met today prior to the Executive Committee meeting and highlighted the following:

- The committee discussed the members who renewed this year, and discussed Bordentown Township, Delran, and Riverside possibly renewing early next year to assist with the realignment of the membership renewals and assessments.
- In regards to the Member Visitation program, all renewing towns had been visited and there were currently no prospects for new members for 2019.
- The Holiday Dinner meeting will be December 18<sup>th</sup> at O'Connors in Eastampton at 5:00 PM, following the Executive Committee Meeting at 3:30 PM in Hainesport.
- For 2019, the Executive Committee Meetings will continue to be at 3:30 PM in Hainesport, and the Annual Planning Retreat will be held on April 16, 2019.

Ms. Burger noted the minutes will be included in next month's agenda for further details. Ms. Burger asked if there were any questions. No questions were entertained.

#### ***MEL REPORT***

Nothing to report this month. The next MEL Meetings are scheduled for October 17, 2018.

#### ***Next Meeting***

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

#### ***PUBLIC COMMENT***

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

***EXECUTIVE SESSION MEETING – Resolution #2018-43***

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 Ms. Jack, seconded by Mr. McMahon, to Adopt ***Resolution #2018-43***. 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. McMahon, 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>
001239995	2019151170	001257068
2019152686		
001218117		
2018146837		
2019148581		
2019147693		
2018142882		
001136910		
2019150875		
001264740		
2017088707		

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.**  
Grace Archer, **Bordentown City**  
Dean Buhner, *Alternate*, **Bordentown Twp.**  
Glenn McMahon, **Chesterfield Twp.**  
John Browne, *Alternate*, **Delanco Twp.**  
Jeffrey Hatcher, **Delran Twp.**  
Patricia Hansell, **Fieldsboro Borough**

Richard Brook, **Florence Twp.**  
Paula Kosko, **Hainesport Twp.**  
Brandon Umba, *Alternate*, **Lumberton Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Kathy Burger, **Medford Twp.**  
Jerry Mascia, **Mt. Laurel Township**  
Mary Picariello, **North Hanover Twp.**  
John Gural, **Palmyra Borough**  
Michele Brown, *Alternate*, **Pemberton Twp.**  
Meghan Jack, **Riverside Twp.**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
Steve Ent, *Alternate*, **Westampton Twp.**

*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.

#2017088707 - \$2,054.16

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

**ROLL CALL**    *Yeas*    Amanda Somes, **Bass River Twp.**  
Grace Archer, **Bordentown City**  
Dean Buhner, *Alternate*, **Bordentown Twp.**  
Glenn McMahon, **Chesterfield Twp.**  
John Browne, *Alternate*, **Delanco Twp.**  
Jeffrey Hatcher, **Delran Twp.**  
Patricia Hansell, **Fieldsboro Borough**  
Richard Brook, **Florence Twp.**  
Paula Kosko, **Hainesport Twp.**  
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Mike Fitzpatrick, **Mansfield Twp.**  
Kathy Burger, **Medford Twp.**  
Jerry Mascia, **Mt. Laurel Township**  
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John Gural, **Palmyra Borough**  
Michele Brown, *Alternate*, **Pemberton Twp.**  
Meghan Jack, **Riverside Twp.**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
Steve Ent, *Alternate*, **Westampton Twp.**

*Nays:* None  
*Abstain:* None

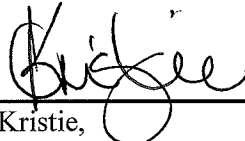
Motion carried by unanimous vote.

***MOTION TO ADJOURN***

Chair Keller entertained a motion to adjourn the October 16, 2018 meeting of the BURLCO JIF.

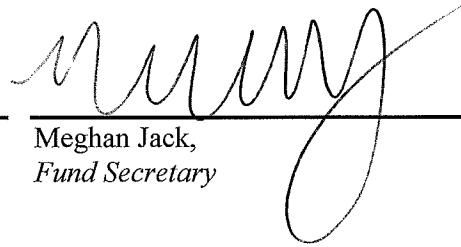
Motion by Ms. Jack, seconded by Mr. McMahon, to adjourn the October 16, 2018 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:26 PM.



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Kris Kristie,  
*Recording Secretary for*



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Meghan Jack,  
*Fund Secretary*