

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

**November 20, 2018**

***OPEN SESSION MINUTES***

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The meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at the Hainesport Township Municipal Building, 1 Hainesport Centre, Rte. 537, Hainesport, New Jersey, on Tuesday, November 20, 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**  
Mike Theokas, **Bordentown Twp.**  
Glenn McMahon, **Chesterfield Twp.**  
Mike Templeton, **Delanco Twp.**  
Richard Brook, **Florence Twp.**  
Paula Kosko, **Hainesport Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Kathy Burger, **Medford Twp.**  
Jerry Mascia, **Mt. Laurel Township**  
Bud Wells, *Alternate*, **North Hanover Twp.**  
Scott Pearlman, *Alternate*, **Palmyra Borough**  
Debbie Vallari, *Alternate*, **Pemberton Borough**  
Meghan Jack, **Riverside Twp.**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
Steve Ent, **Westampton Twp.**  
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Jeffrey Hatcher, **Delran Twp.**  
Patricia Hansell, **Fieldsboro Borough**  
Tom Pullion, **Edgewater Park Twp.**  
Mike Mansdoerfer, **Lumberton Twp.**  
Dennis Gonzalez, **Pemberton Township**  
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  
Hardenberg Insurance Group

Absent Risk Management Consultant agencies:

Assured Partners  
EJA/Capacity Insurance  
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. Cramer, 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 October 16, 2018 meeting of the Fund, as found in the agenda packet, for approval.

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

Motion by Mr. McMahon, seconded by Ms. Jack, to approve the Open & Closed session meeting minutes of the October 16, 2018 meeting of the Fund as presented. **Motion carried.**

The Closed Session minutes of the October 16, 2018 meeting shall not be released to the public until the reason(s) for their remaining closed is no longer applicable and the Fund Solicitor has had the opportunity to review them.

Closed Session Meeting Minutes from the October 16, 2018 meeting were collected at this time.

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

Mr. Miola reviewed the Executive Director's Report found in the agenda packet with the membership. He highlighted the following items:

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

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

***Financial Fast Track*** – Mr. Miola noted that the Financial Fast Track Report for September 30, 2018 is included in his report. The JIF’s surplus position as of September 30, 2018 was **\$12,371,095**.

***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 to make changes to this list is on the JIF website at [www.burlcojif.org](http://www.burlcojif.org). Please contact the Executive Director’s office with any questions.

***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.

***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 were e-mailed to all Municipal Clerks and Fund Commissioners on November 1, 2018. 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

***Police One Training***– Mr. Miola stated that to help reduce the skyrocketing costs associated with police related injuries and lawsuits, the JIF is pleased to announce the availability of the

Police One Academy online training system. All JIF Member Police Agencies are eligible to participate in this web-based training. Announced on October 15, 2018, the initial course offerings include De-Escalation Strategies, Sexual Harassment, and Ethics in Law Enforcement. Police One offers training in many different areas of importance to Police personnel and additional courses will be made available over the next several months. If you have any suggestions for police training topics or questions about the system, please contact Megan Matro in the Executive Director Office or Keith Hummel in the Safety Director's Office for assistance.

**MediaPro** – Mr. Miola stated that to combat the rise in cybersecurity threats, the JIF has contracted with MediaPro to deliver online technology risk training for Member Municipalities. MediaPro specializes in cybersecurity and data privacy employee awareness programs. Every full time, part time, and seasonal municipal employee who utilizes a municipally owned computer will be assigned training. Training courses include password best practices, how to avoid malware, social media usage and many more. On Friday, November 9, 2018 an email containing a spreadsheet was sent to all Fund Commissioners asking that they provide the first name, last name, title, and email address of each employee that they want to have access to the training module. Once this information is received, the employees listed will receive an introduction on how to access and utilize the training program. Please contact Megan Matro in the Executive Director Office if you have any questions.

**Inclement Weather** – Mr. Miola stated that the Fund has adopted an *Inclement Weather Policy*, a copy of which is available on the JIF website [www.acmjif.org](http://www.acmjif.org). Should it become necessary to cancel a meeting, pursuant to the policy, the Executive Director's office will attempt to contact the Fund Commissioners via e-mail, direct telephone contact or by posting a message to the Fund's website ([www.acmjif.org](http://www.acmjif.org)). In addition, members can also call 856-446-9148 for a pre-recorded message announcing the cancellation of a meeting.

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

### **SOLICITOR'S REPORT**

**Closed Cases** – Mr. DeWeese reported that there were three (3) closed case(s) for the month of October, 2018 with no payment to the Plaintiffs. He then briefly reviewed the matters.

### **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 no members utilized the Library for October and asked that it please be utilized. 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:

- *Fire Safety Week*

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

Mr. Roselli presented the *Lessons Learned from Losses* for November is a *Reporting Refresher*. He noted that not reporting these claims timely can hamper the best possible defense that could be provided and lead to increased costs.

He also noted the Claims Reporting Roadmaps are on the homepage of the JIF website, and also under the Claims Tab is other information to help in reporting a claim, such as:

- Supervisors Incident Report & First Accident Report
- ACORD Forms
- Listings of Urgent Care Providers
- Emergency Reporting Procedures

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:

- Bordentown Twp. – Started annual Fitness Testing for Police Officers. Those that pass receive comp time as incentive reward. All received pre-examination from physician covered by wellness funds.
- Chesterfield – Hosted Lunch & Learn on benefits of meditation and guided practice followed by chair massages for employees interested.
- Delanco – monthly fresh fruit to each department; looking at possible reimbursement for Police for meeting a certain number of gym visits throughout 2019 for a set dollar refund if met. Chair massages for December.
- Florence – Ended their Home Run Challenge. After completing 30 weeks, the average number of workouts for each participant was 3.5 per week. To think that they all continued for 7 months is fantastic!!
- Lumberton – Jefferson schedule to present on “Eating for Longevity”. Participants get entry towards year-end grand prize. Earned entries throughout the year for participating in the hosted wellness events.
- Mansfield – presented “Movement vs Exercise” Combating sitting disease.
- Medford – Scheduled Jefferson to present “Men’s Health” at the Firehouse and “Women’s Health” at the municipal building.
- Mt. Laurel – first of two presentations for EMT’s will take place this month with second to follow in December. ShopRite Dietitians to speak on sustaining energy on shift work through healthy food selections.
- North Hanover – presentation on Holiday Survival Tips
- Palmyra – Boot camp for volunteer firefighters and any Borough Employee interested scheduled for 1x/week for 4 months.
- Pemberton Borough – employees have a choice between 10 min meditation and 10 min chair massage or 20 mins of one.
- Riverside – Lunch & Learn on “Movement vs Exercise” Combating sitting disease
- Westampton – ShopRite Dietitians spoke on “Nutrition Myths Buster”
- Ms. Schiffer also noted in her report was a Wellness Gratitude Calendar showing a small suggestion each day that can be done to show Gratitude or kindness to promote wellbeing.

- 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.
- **November Wellness Newsletter** - She noted that the November Wellness Newsletter was included in her report.

Ms. Schiffer then referenced an email in the agenda packet from Chief Pesce, Bordentown Township, which expressed his thanks and happiness with the help Ms. Schiffer has provided to Bordentown Township in helping to create and maintain the townships Health and Wellness program. Mr. Theokas also noted the thankfulness he has to Ms. Schiffer and the dedication she has to this program. They are very pleased with all she has done for them.

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 October, 2018.

**Lost Time v. Medical Only Cases**

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

|                                     | <b>October</b> | <b>YTD</b> |
|-------------------------------------|----------------|------------|
| <i>Lost Time</i>                    | 1              | 34         |
| <i>Medical Only</i>                 | 13             | 102        |
| <i>Report Only</i>                  | 4              | 58         |
| <i>Total Intakes</i>                | 18             | 194        |
| <i>Report Only % of Total</i>       | 22.2%          | 29.9%      |
| <i>Medical Only/Lost Time Ratio</i> | 93:07          | 75:25      |
| <i>Average Days to Report</i>       | 2.8            | 3.1        |

**Transitional Duty Report**

Ms. Beatty presented the May Transitional Duty Report:

| <b>Transitional Duty Summary Report</b>             | <b>October</b> |
|---|----------------|
| <i>Transitional Duty Days Available</i>             | 2,242          |
| <i>Transitional Duty Days Worked</i>                | 929            |
| <i>% of Transitional Duty Days Worked</i>           | 41.4%          |
| <i>Transitional Duty Days Not Accommodated</i>      | 1,313          |
| <i>% of Transitional Duty Days Not Accommodated</i> | 58.6%          |

**PPO Penetration Report:**

Ms. Beatty presented the PPO Penetration Report:

| <i>PPO Penetration Rate</i>  | <i>October</i>   |
|--|------------------|
| <i>Bill Count</i>  | <i>142</i>       |
| <i>Original Provider Charges</i>                                   | <i>\$193,536</i> |
| <i>Re-priced Bill Amount</i>                                       | <i>\$97,911</i>  |
| <i>Savings</i>   | <i>\$95,625</i>  |
| <i>% of Savings</i>  | <i>49.4%</i>     |
| <i>Participating Provider Penetration Rate - Bill Count</i>        | <i>95.8%</i>     |
| <i>Participating Provider Penetration Rate -- Provider Charges</i> | <i>97.9%</i>     |
| <i>EPO Provider Penetration Rate - Bill Count</i>                  | <i>95.2%</i>     |
| <i>EPO Provider Penetration Rate -- Provider Charges</i>           | <i>91.5%</i>     |

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 **October 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 \$20,390.45. This generated an average annual yield of 1.28%. However, after including an unrealized net gain of \$7,951.54 in the asset portfolio, the yield is adjusted to 1.79% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$181,507.08 as it relates to current market value of \$16,873,306.32 vs. the amount invested. The current market value, however, when considering the total accrued income at month end is \$16,946,709.08.

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       | \$201.00 | \$96,028.85 |
| Overpayment Reimbursements | \$0.00   |             |
| Salvage Receipts           | \$0.00   |             |

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

|                       |             |
|-----------------------|-------------|
| Delran Township       | \$65,742.00 |
| Chesterfield Township | \$1,078.00  |
| Bordentown City       | \$37,946.00 |
| Bordentown Township   | \$13,848.00 |
| Westampton            | \$10,091.00 |

***Cash Activity for the Period***

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$19,224,623.77 to a closing balance of \$18,871,216.54 showing a decrease in the fund of \$353,407.23.

***Loss Run Payment Register – October 2018***

Mr. Tontarski stated that his 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 \$296,083.28. The claim detail shows 290 claim payments issued.

***Bill List – November 2018***

For the Executive Committee's consideration, Mr. Tontarski presented the November 2018 Bill List in the amount of \$97,193.27.

Chair Keller entertained a motion to approve the October 2018 Loss Run Payment Register and the November 2018 Bill List in the amount of \$97,193.27 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 *October 2018 Loss Run Payment Register, and the November Bill List in the amount of \$97,193.27* as presented.

|                  |                 |  |
|------------------|-----------------|--|
| <b>ROLL CALL</b> | <b>Yeas</b>     | Amanda Somes, <b>Bass River Twp.</b><br>Rich Wolbert, <b>Beverly City</b><br>Grace Archer, <b>Bordentown City</b><br>Mike Theokas, <b>Bordentown Twp.</b><br>Glenn McMahon, <b>Chesterfield Twp.</b><br>Mike Templeton, <b>Delanco Twp.</b><br>Richard Brook, <b>Florence Twp.</b><br>Paula Kosko, <b>Hainesport Twp.</b><br>Mike Fitzpatrick, <b>Mansfield Twp.</b><br>Kathy Burger, <b>Medford Twp.</b><br>Jerry Mascia, <b>Mt. Laurel Township</b><br>Bud Wells, <i>Alternate</i> , <b>North Hanover Twp.</b><br>Scott Pearlman, <i>Alternate</i> , <b>Palmyra Borough</b><br>Debbie Vallari, <i>Alternate</i> , <b>Pemberton Borough</b><br>Meghan Jack, <b>Riverside Twp.</b><br>David Matchett, <b>Shamong</b><br>J. Paul Keller, <b>Springfield Twp.</b><br>Doug Cramer, <b>Tabernacle Twp.</b><br>Steve Ent, <b>Westampton Twp.</b><br>James Ingling, <b>Wrightstown Borough</b> |
|                  | <b>Nays:</b>    | None   |
|                  | <b>Abstain:</b> | None   |

Motion carried by unanimous vote.

**COMMITTEE REPORTS**



***STRATEGIC PLANNING COMMITTEE***

Ms. Burger stated that the Committee met on October 16, 2018 and a verbal report was provided at the October Executive Committee meeting. She also noted a copy of the meeting minutes was included in the agenda packet and were self-explanatory.

***NOMINATING COMMITTEE***

Mr. Theokas stated that the Nominating Committee met on October 31, 2018, and the minutes were included in the agenda packet. He noted that the Committee recommended the following draft Nomination Slate for 2019:

Chair: Megan Jack, Riverside Township  
Secretary: Glenn McMahon, Chesterfield Township

Executive Committee: John Gural, Palmyra Borough  
Rich Wolbert, Beverly City  
Doug Cramer, Tabernacle Township  
Mike Templeton, Delanco Township  
James Ingling, Wrightstown Borough

Alternates: Jerry Mascia, Mount Laure Township  
Mike Fitzpatrick, Mansfield Township  
Paula Kosko, Hainesport Township  
Grace Archer, Bordentown City  
Mike Theokas, Bordentown Township  
Amanda Somes, Bass River Township  
Dave Matchett, Shamong Township

Mr. Theokas noted that the Nominating Committee agreed this lineup would allow newer Fund Commissioners to become more involved.

Mr. Theokas asked if there were any questions. None were entertained at this time.

***FINANCE COMMITTEE***

Mr. Forlenza stated that the Finance Committee met on November 8, 2018 and the minutes were a handout at today's meeting.

Mr. Forlenza stated that the first action item is to introduce the 2019 Budget which totals \$7,328,457 which is a 1.01% increase over 2018. The 2019 JIF Budget of \$4,586,395 represents a decrease of 1.60% (\$74,406) over last year's \$4,660,801 annualized budget. Budgeted lost funds decreased by \$89,086 (2.65%). Operating Expenses increased \$14,680 (1.13%) over 2018, while the excess premiums, inclusive of the MEL, EPL/POL, and EJIF policies, are projected at \$2,742,062 in comparison to \$2,594,140 for 2018, an increase of \$147,922 (5.70%)

He stated that the Committee reviewed the 2019 Budget and it is set to be introduced this evening along with the 2019 Assessment Certification, and the 2019 Assessment Allocation Strategy, all of which are also included in the agenda packet. He noted that the public hearing for the Budget will be held at the December Executive Committee meeting on December 18, 2018.

***2019 Budget Introduction, 2019 Assessment Allocation Strategy, and 2019 Assessment Certification***

Motion by Mr. Wolbert, seconded by Mr. Cramer to Introduce the 2019 Budget Introduction, 2019 Assessment Allocation Strategy, and 2019 Assessment Certification 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.**  
Richard Brook, **Florence Twp.**  
Paula Kosko, **Hainesport Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Kathy Burger, **Medford Twp.**  
Jerry Mascia, **Mt. Laurel Township**  
Bud Wells, *Alternate*, **North Hanover Twp.**  
Scott Pearlman, *Alternate*, **Palmyra Borough**  
Debbie Vallari, *Alternate*, **Pemberton Borough**  
Meghan Jack, **Riverside Twp.**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
Steve Ent, **Westampton Twp.**  
James Ingling, **Wrightstown Borough**

*Nays:*            None

*Abstain:*        None

Chair Keller presented the MEL/RCF/EJIF appointments for 2019.

***Resolution 2018-44 – Appointing the 2019 MEL/RCF/EJIF Representatives***

Motion by Mr. Wolbert, seconded by Mr. Cramer, to adopt Resolution 2018-44, Appointing Meghan Jack as the Fund's Representative to the Municipal Excess Liability Joint Insurance Fund, David Matchett as the Fund's Representative to the Residual Claims Joint Insurance Fund and Meghan Jack as the Fund's Representative to the Environmental Risk Management Fund for the 2019 Fund Year 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.**  
Richard Brook, **Florence Twp.**  
Paula Kosko, **Hainesport Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Kathy Burger, **Medford Twp.**

Jerry Mascia, **Mt. Laurel Township**  
Bud Wells, *Alternate*, **North Hanover Twp.**  
Scott Pearlman, *Alternate*, **Palmyra Borough**  
Debbie Vallari, *Alternate*, **Pemberton Borough**  
Meghan Jack, **Riverside Twp.**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
Steve Ent, **Westampton Twp.**  
James Ingling, **Wrightstown Borough**

*Nays:* None

*Abstain:* None

### ***MEL REPORT***

Ms. Jack reported that the MEL met on October 17, 2018 and a copy of the meeting minutes, which are self-explanatory, are included in the agenda.

### ***RCF REPORT***

Mr. Matchett reported the RCF met on October 17, 2018 and a copy of the meeting minutes, which are self-explanatory, are included in the agenda.

### ***EJIF REPORT***

Ms. Jack reported the EJIF met on October 17, 2018 and a copy of the meeting minutes, which are self-explanatory, are included in the agenda.

### ***Next Meeting***

Chair Keller noted that the next meeting of the BURLCO JIF will take place on **Tuesday, December 18, 2018 at 3:30 PM** at the **Hainesport Municipal Building, Hainesport, NJ.**

### ***PUBLIC COMMENT***

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

### ***EXECUTIVE SESSION MEETING – Resolution #2018-45***

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 #2018-45***. 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.

| <i>Workers' Compensation</i> | <i>Property</i> |
|------------------------------|-----------------|
| 001209082                    | 2019155792      |
| 2018121619                   | 2019150578      |
| 2018143484                   |                 |
| 2019150875                   |                 |
| 2019156968                   |                 |
| 2019154385                   |                 |
| 001263719                    |                 |
| 2017090236                   |                 |

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.**
  - Richard Brook, **Florence Twp.**
  - Paula Kosko, **Hainesport Twp.**
  - Mike Fitzpatrick, **Mansfield Twp.**
  - Kathy Burger, **Medford Twp.**
  - Jerry Mascia, **Mt. Laurel Township**
  - Bud Wells, *Alternate*, **North Hanover Twp.**
  - Scott Pearlman, *Alternate*, **Palmyra Borough**
  - Debbie Vallari, *Alternate*, **Pemberton Borough**
  - Meghan Jack, **Riverside Twp.**
  - David Matchett, **Shamong**
  - J. Paul Keller, **Springfield Twp.**
  - Doug Cramer, **Tabernacle Twp.**
  - Steve Ent, **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.

#001263719 - \$927.23

#2017090236 - \$1,383.63

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

**ROLL CALL**    *Yeas*    Amanda Somes, **Bass River Twp.**  
Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Mike Theokas, **Bordentown Twp.**  
Glenn McMahon, **Chesterfield Twp.**  
Mike Templeton, **Delanco Twp.**  
Richard Brook, **Florence Twp.**  
Paula Kosko, **Hainesport Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Kathy Burger, **Medford Twp.**  
Jerry Mascia, **Mt. Laurel Township**  
Bud Wells, *Alternate*, **North Hanover Twp.**  
Scott Pearlman, *Alternate*, **Palmyra Borough**  
Debbie Vallari, *Alternate*, **Pemberton Borough**  
Meghan Jack, **Riverside Twp.**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
Steve Ent, **Westampton Twp.**  
James Ingling, **Wrightstown Borough**

*Nays:*            None  
*Abstain:*        None

Motion carried by unanimous vote.

Chair Keller entertained a Motion to issue an RFQ for the position of Executive Director/Administrator.

Motion by Ms. Jack, seconded by Mr. McMahon to issue an RFQ for the position of Executive Director/Administrator 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.**  
Richard Brook, **Florence Twp.**  
Paula Kosko, **Hainesport Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Kathy Burger, **Medford Twp.**  
Jerry Mascia, **Mt. Laurel Township**  
Bud Wells, *Alternate*, **North Hanover Twp.**  
Scott Pearlman, *Alternate*, **Palmyra Borough**

Debbie Vallari, *Alternate*, **Pemberton Borough**  
Meghan Jack, **Riverside Twp.**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
Steve Ent, **Westampton Twp.**  
James Ingling, **Wrightstown Borough**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

Chair Keller entertained a motion to extend the current Executive Director/Administrators contract for an additional 60 days, or February 28, 2019.

Motion by Ms. Jack, Seconded by Mr. McMahon to extend the current Executive Director/Administrators contract for an additional 60 days, or February 28, 2019

**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.**  
Richard Brook, **Florence Twp.**  
Paula Kosko, **Hainesport Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Kathy Burger, **Medford Twp.**  
Jerry Mascia, **Mt. Laurel Township**  
Bud Wells, *Alternate*, **North Hanover Twp.**  
Scott Pearlman, *Alternate*, **Palmyra Borough**  
Debbie Vallari, *Alternate*, **Pemberton Borough**  
Meghan Jack, **Riverside Twp.**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
Steve Ent, **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 November 20, 2018 meeting of the BURLCO JIF.

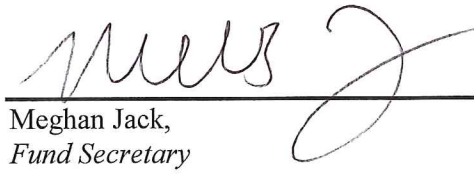
Motion by Ms. Jack, seconded by Mr. McMahon, to adjourn the November 20, 2018 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:50 PM.



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Kris Kristie,  
*Recording Secretary for*



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Meghan Jack,  
*Fund Secretary*