

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

December 18, 2018

OPEN SESSION MINUTES

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, December 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

Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Mike Theokas, **Bordentown Twp.**
Glenn McMahon, **Chesterfield Twp.**
Mike Templeton, **Delanco Twp.**
Jeffrey Hatcher, **Delran Twp.**
Patricia Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Township**
Brandon Umba, *Alternate*, **Lumberton Twp.**
Mary Picariello, **North Hanover Twp.** (*arrived after roll call*)
John Gural, **Palmyra 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:

Amanda Somes, **Bass River Twp.**
Tom Pullion, **Edgewater Park Twp.**
Donna Mull, **Pemberton Borough**
Dennis Gonzalez, **Pemberton Township**
Kathy Hoffman, **Southampton Twp.**
Maryalice Brown, **Woodland Twp.**

Those also in attendance were:

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:

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

Absent Risk Management Consultant agencies:

Insurance Agency Mgmt

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

CONDUCT OF MONTHLY MEETING

Motion by 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 November 20, 2018 meeting of the Fund, as found in the agenda packet and as a handout, for approval.

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

Motion by Mr. McMahon, seconded by Mr. Wolbert, to approve the Open & Closed session meeting minutes of the November 20, 2018 meeting of the Fund as presented. **Motion carried.**

The Closed Session minutes of the November 20, 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 November 20, 2018 meeting were collected at this time.

EXECUTIVE DIRECTOR'S REPORT

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

2017 Safety Incentive Program Awards – Mr. Forlenza asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds was November 30, 2018. All encumbered funds must be claimed by February 1, 2019.

2018 Optional Safety Budget - Mr. Forlenza asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds was November 30, 2018. All encumbered funds must be claimed by February 1, 2019.

2018 Wellness Incentive Program Allowance – Mr. Forlenza 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 was November 30, 2018. All encumbered funds must be claimed by February 1, 2019.

EPL/Cyber Risk Management Budget – Mr. Forlenza 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 was November 30, 2018. All encumbered funds must be claimed by February 1, 2019.

EPL Helpline – Authorized Contact List – Mr. Forlenza asked members to review the attached list for accuracy as their local Reorganization meetings come up in January. He noted the resolution to make changes to this list is on the JIF website at www.burlcojif.org. Please contact the Executive Director's office with any questions.

Statutory Bond Status – Mr. Forlenza 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 or will be occurring at Reorganization meetings requiring new bonds to be issued.

Elected Officials Training- Mr. Forlenza stated that again, this year, the Fund is 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 sign-in sheets from December 6, 2018 seminar are posted on the JIF website and should be reviewed to be certain your Elected Officials signed in to receive the credit. The remaining trainings have been scheduled on the following dates:

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. Forlenza noted 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. Mr. Saville will provide an update on this matter during the Safety Director's Report.

MediaPRO – Mr. Forlenza stated that to help 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 courses. 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. Mr. Forlenza noted that to date there are still quite a few member towns who have not submitted this information. This information is needed in order to assign employees to this training. 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.

Technology Risk Services – Mr. Forlenza noted that on November 27, 2018, an email was sent to all members asking that they provide the Executive Director’s office with the IP addresses of all of their public facing networks and the contact information for their IT professional. He explained that the IP addresses are needed by Pivot Point Security so they can begin the vulnerability testing of members’ networks. Members were asked to respond to this request by Friday, December 14, 2018, and to date there are still many member towns who have not supplied the requested information. Once this information is received, members will begin to see the role out of different risk management services from Pivot Point. Please do not hesitate to contact the Executive Director’s office if you have any questions.

RMC Resolution & Agreements – Mr. Forlenza stated that on or about December 7, 2018, a memo and sample copies of the JIF RMC Resolution and Agreement for the 2019 Fund Year were e-mailed to all Risk Management Consultants. If an RMC represents more than one municipality, we request that the form be copied and one set executed for each municipality represented. Once our office receives this documentation, payment can be issued for the 2019 fees at the February 2019 JIF meeting. He noted that RMC payments cannot be processed until this documentation is received. Also, all RMC’s are required to execute a Confidentiality Agreement with the JIF and forward it to the Executive Director’s office. Each RMC is asked to execute one copy of the Confidentiality Agreement for each member of their staff that might attend the JIF Executive Committee. If you have any questions in this regard, please contact Tracy Forlenza at 856-446-9143.

Annual Report – Mr. Forlenza noted that several copies of the 2018 Annual Report have been handed out to each Fund Commissioner and RMC at tonight’s meeting. The report can also be downloaded from the JIF website. Mr. Forlenza asked that members please share the Annual Report with your Governing Bodies.

2019 Committee Volunteers – Mr. Forlenza noted that on November 27, 2018 Committee Volunteer Request Forms were emailed to all Fund Commissioners and RMC’s so they could indicate which Committees’ they were interested in serving on for the 2019 Fund Year. Forms were asked to be returned by December 14, 2018 and the 2019 Committee Chair’s will be meeting in early January to review the requests and assign the members to subcommittees.

AGRiP/PRIMA Conference Schedules and Policy – Mr. Forlenza noted this year BURLCO JIF members will be eligible to attend two AGRiP Conferences and the Annual PRIMA Conference. The 2019 Budget includes funding for four (4) attendees in total. The BURLCO JIF has adopted an Attendance Conference Policy that establishes clear guidelines and preferences for Commissioner Attendance. Those Fund Commissioners who have first priority for attendance at these conferences received information on the AGRiP Conferences from our office on or about December 13, 2018. Information on the PRIMA Conference will be emailed early next year

SOLICITOR'S REPORT

Closed Cases – Mr. DeWeese reported that there were no (0) closed case(s) for the month of November, 2018.

Defense Panel RFQ – Mr. DeWeese stated Mr. Forlenza had sent an email to the Finance Committee members on November 12th with a link to the Defense Panel RFQ responses. He had asked that the Finance Committee members to complete their review of the responses and return their score sheets by December 7th. Due to a low response, he noted a second email was sent to the Committee members on December 12th, asking for completed score sheets to be returned December 14th.

Mr. DeWeese noted the individual score sheets are being tallied into one master score sheet that will be sent to him for review. Once the process is completed, the membership will discuss the scoring and Mr. DeWeese's recommendations with final recommendations and appointments made at the January Reorganizational meeting.

Mr. DeWeese then noted a Motion would be sought later in the meeting for consideration of appointing Mr. Forlenza as the acting Executive Director through the end of 2018, as well as for the 60 day extension of Arthur J. Gallagher's contract.

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

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 two (2) members utilized the Library for November and asked that it please continue to 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, and phone number: 856-552-4900.

Safety Director's Bulletins – He noted that there was one (1) bulletin(s) included in the agenda:

- *Leaf Collection Safety*

MSI Class Listing – Mr. Saville referenced the list of MSI Classes that are available in December 2018, and January and February 2019 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.

Mr. Saville reminded the members that the *Special Recognition Award* nominations reminders were sent out on September 5 and to please remember to submit these nominations. He also reported the Police One Training that is specific to Law Enforcement has been rolled out and asked the membership to please continue to promote this program within your member towns. It is a fully online platform and additional certain customization by your Police Department can be done to facilitate additional training needs.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – December

Mr. Roselli presented the *Lessons Learned from Losses* for December which reviewed *Winter Safety*. He noted that during the winter months, weather can have an impact on the number and severity of claims and how a sound snow and ice management plan will help in keeping these claims at bay.

Mr. Roselli noted some precautions to take should include:

- Pre-treat parking lots and sidewalks
- Discuss footwear with employees
- Provide “Caution/Wet Floor” signs at entrances
- Plan where snow should be piled

Mr. Roselli then reviewed two claims where claims may have been prevented if the proper precautions were taken.

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:

- Chair massages are a great event to have this time of year to help relieve stress. Six municipalities had participated this month.
- Mt. Laurel – the second of the two presentations was given for EMT’s this month by Shoprite Dietician regarding foods for sustaining energy on shift work and to use wellness funds to provide fresh fruit for grab-n-go.
- Palmyra – Boot camp for volunteer firefighters and any Borough Employee interested continues 1x/week for 4 months.
- 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 had to be encumbered by November 30, 2018, and used by February 1, 2018, so if you hadn’t planned any wellness activities for the end of this year, be sure to encumber the money.
- Included in her report was a Holiday Hustle which depicts quick exercises you can do with a fun holiday themed twist.
- ***In the Spotlight – Fieldsboro*** - At each Safety Committee Meeting, there is a wellness discussion including work placed goals and reviewing topics in the Wellness Newsletter: one employee has quit smoking, 3 continue to lose weight, and one has brought his A1C counts down to normal.
- ***December Wellness Newsletter*** - She noted that the December Wellness Newsletter was included in her report and shared tips on how to reduce stress during the holidays, and just take a moment to breathe!

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 November, 2018.

Lost Time v. Medical Only Cases

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

	<i>November</i>	<i>YTD</i>
<i>Lost Time</i>	1	38
<i>Medical Only</i>	10	109
<i>Report Only</i>	2	59
<i>Total Intakes</i>	13	206

<i>Report Only % of Total</i>	<i>15.4%</i>	<i>28.6%</i>
<i>Medical Only/Lost Time Ratio</i>	<i>91:09</i>	<i>74:26</i>
<i>Average Days to Report</i>	<i>3.2</i>	<i>2.7</i>

Transitional Duty Report

Ms. Beatty presented the May Transitional Duty Report:

<i>Transitional Duty Summary Report</i>	<i>November</i>
<i>Transitional Duty Days Available</i>	<i>2,502</i>
<i>Transitional Duty Days Worked</i>	<i>1,078</i>
<i>% of Transitional Duty Days Worked</i>	<i>43.1%</i>
<i>Transitional Duty Days Not Accommodated</i>	<i>1,423</i>
<i>% of Transitional Duty Days Not Accommodated</i>	<i>56.9%</i>

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>November</i>
<i>Bill Count</i>	<i>122</i>
<i>Original Provider Charges</i>	<i>\$452,290</i>
<i>Re-priced Bill Amount</i>	<i>\$147,300</i>
<i>Savings</i>	<i>\$304,990</i>
<i>% of Savings</i>	<i>67.4%</i>
<i>Participating Provider Penetration Rate - Bill Count</i>	<i>96.7%</i>
<i>Participating Provider Penetration Rate – Provider Charges</i>	<i>98.6%</i>
<i>EPO Provider Penetration Rate - Bill Count</i>	<i>93.5%</i>
<i>EPO Provider Penetration Rate – Provider Charges</i>	<i>98.7%</i>

Ms. Beatty referenced a handout which is a new OBG Report that depicts guidelines for normal cost, time out of work, medical expenses, etc. for certain types of workers compensation claims. She explained one column depicts average claims costs for a claimant with a specific type of injury with comorbidities, and the other column for the same type of claim wherein the claimant has comorbidities including hypertension, smoking, and obesity. Each column then shows the increase in out of work time, claim cost, and indemnity cost based on those comorbidities.

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 **November 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 \$29,153.99. This generated an average annual yield of 1.86%; however, after including an unrealized net gain of \$16,481.88 in the asset portfolio, the yield is adjusted to 2.92% for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized loss of \$165,025.20 as it relates to current market value of \$16,891,073.30 vs. the amount we have invested. This current market value; however, when considering the total accrued income at month end is \$16,952,745.23.

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

Subrogation Receipts	\$6,095.21
Overpayment Reimbursements	\$1,608.00
Salvage Receipts	\$0.00
E-JIF Dividend	\$39,758.00

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

Delran Township	\$65,943.00
Chesterfield Township	\$1,081.00
Bordentown City	\$38,062.00
Bordentown Township	\$13,890.00
Westampton	\$10,122.00

Cash Activity for the Period

During the reporting period, the Fund’s “Cash Position” changed from an opening balance of \$18,871,216.51 to a closing balance of \$18,669,018.72 showing a decrease in the fund of \$202,197.79.

Loss Run Payment Register – November 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 \$209,832.39. The claim detail shows 178 claim payments issued.

Bill List – December 2018

For the Executive Committee’s consideration, Mr. Tontarski presented the December 2018 Bill List in the amount of \$501,527.64.

Chair Keller entertained a motion to approve the November 2018 Loss Run Payment Register and the December 2018 Bill List in the amount of \$501,527.64 presented

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

Motion by Mr. McMahon, seconded by Mr. Wolbert, to approve the *November 2018 Loss Run Payment Register, and the December Bill List in the amount of \$501,527.64* presented.

ROLL CALL *Yeas* Rich Wolbert, **Beverly City**
 Grace Archer, **Bordentown City**
 Mike Theokas, **Bordentown Twp.**
 Glenn McMahon, **Chesterfield Twp.**
 Mike Templeton, **Delanco Twp.**

Jeffrey Hatcher, **Delran Twp.**
Patricia Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Township**
Brandon Umba, *Alternate*, **Lumberton Twp.**
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.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None

Abstain: None

Motion carried by unanimous vote.

FINANCE COMMITTEE - Mr. Hatcher stated that the 2019 Budget was discussed and reviewed at the November Executive Committee meeting and a Public Hearing and Adoption of the 2019 Budget, 2019 Assessment Certification and the 2019 Assessment Allocation Strategy will need to be voted on at tonight's meeting.

2019 Budget Hearing – Motion to Open

Chair Keller entertained a motion to *open the 2019 Budget Public Hearing*.

Motion by Mr. McMahan, seconded by Mr. Wolbert, to *open the 2019 Budget Public Hearing*. All in favor. Motion carried.

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

2019 Budget Hearing – Motion to Close

Chair Keller entertained a motion to *close the 2019 Budget Public Hearing*.

Motion by Mr. Wolbert, seconded by Mr. McMahan, to *close the 2019 Budget Public Hearing*. All in favor. Motion carried.

Chair Keller entertained a Motion to *Adopt the 2019 Budget, to Adopt the 2019 Assessment Certification, and to Adopt the 2019 Assessment Allocation Strategy*.

Motion by Mr. Wolbert, seconded by Mr. McMahan to *Adopt the 2019 Budget, to Adopt the 2019 Assessment Certification, and to Adopt the 2019 Assessment Allocation Strategy*, as presented.

ROLL CALL *Yeas* Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Mike Theokas, **Bordentown Twp.**
Glenn McMahan, **Chesterfield Twp.**
Mike Templeton, **Delanco Twp.**
Jeffrey Hatcher, **Delran Twp.**

Patricia Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Township**
Brandon Umba, *Alternate*, **Lumberton Twp.**
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.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Resolution 2018-47 Authorizing the Fund Treasurer to Transfer \$143,850 from the Fund Year 2018 MEL Liability & Workers Compensation Budget Line Item and \$44,230 from the MEL Excess Property Line Item to the Municipal Excess Liability Joint Insurance Fund Retrospective Account.

Motion by Mr. McMahon, seconded by Mr. Wolbert, to adopt Resolution 2018-47.

ROLL CALL *Yeas* Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Mike Theokas, **Bordentown Twp.**
Glenn McMahon, **Chesterfield Twp.**
Mike Templeton, **Delanco Twp.**
Jeffrey Hatcher, **Delran Twp.**
Patricia Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Township**
Brandon Umba, *Alternate*, **Lumberton Twp.**
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.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

SAFETY COMMITTEE

Mr. Cramer stated that the Committee met earlier today and the detailed minutes will be in next month's agenda. He then highlighted the following items.

He noted to watch for the updated SIP information in the next agenda packet as revisions have been made in regards to the enhanced awards you can acquire and how to acquire them.

Mr. Cramer also noted they are trying to cut down on the amount of time members spend out of the office as they are looking to combine the Safety Breakfast and Safety Coordinator & Claims Coordinator roundtable into one day and a *Save The Date* will be emailed out to everyone as soon as a date and location has been decided.

NOMINATING COMMITTEE

Mr. Theokas stated that the Nominating Committee met on October 31, 2018, and the minutes were included in the November agenda packet and the 2019 Nomination Slate was reviewed and discussed at that time and will be presented at the January Reorganizational meeting for a final vote. 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 asked if there were any questions. None were entertained at this time.

MEL REPORT

Ms. Jack reported that the MEL met on November 14, 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.

MISCELLANEOUS

Chair Keller entertained a Motion to Accept the following Motions by consensus: *the Designation of Paul A. Forlenza as the Executive Director and Bradford W. Hoffman as the Deputy Executive Director under Gallagher's Contract with the BURLCO JIF for the Remainder of 2018, Authorize the Executive Director's Office to Bind EPL/POL Coverage with QBE Insurance for the 2019 Fund Year, Authorize the Executive Director's Office to Bind Volunteers Directors & Officers Coverage with QBE Insurance for the 2019 Fund Year, and lastly, to Authorize the Executive Director's Office to Bind Cyber Liability Coverage with XL Insurance for the 2019 Fund Year.*

Motion by Mr. Wolbert, seconded by Ms. Jack, to accept the Motions as presented. All in favor. Motion carried.

Resolution 2018-48 – Honoring Michael Mansdoerfer, Lumberton.

Motion by Mr. Wolbert, seconded by Mr. McMahon, to adopt Resolution 2018-48.

Next Meeting

Chair Keller noted that the 2019 Reorganization meeting of the BURLCO JIF will take place on **Tuesday, January 15, 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.

At this time, Mr. Paul Miola read a letter he had handed out to the members in regards to his prior position as Executive Director of the BURLCO JIF. Chair Keller thanked Mr. Miola for his comments and wished him well. A copy of Mr. Miola's letter is attached to the minutes of today's meeting.

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

Motion by Ms. Jack, seconded by Mr. Wolbert, 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 #2018-49**. All in favor. Motion carried.

A Closed Session of the BURLCO JIF was held and the RMC's, Mr. Forlenza and Ms. Kristie stepped out of the room. After closed discussions, the meeting was reopened to the public.

REOPEN PUBLIC PORTION OF THE MEETING

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

Motion by Mr. Cramer, 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>General Liability</i>	<i>Auto</i>	<i>Property</i>
<i>MLT-2019156627</i>	<i>2018146312</i>	<i>2018144699</i>	<i>2019157154</i>
<i>001194398</i>	<i>001181047</i>		

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

Motion by Mr. McMahon, seconded by Ms. Jack, to approve the following claims as discussed in *Closed Session*.

- ROLL CALL** *Yeas*
- Rich Wolbert, **Beverly City**
 - Grace Archer, **Bordentown City**
 - Mike Theokas, **Bordentown Twp.**
 - Glenn McMahon, **Chesterfield Twp.**
 - Mike Templeton, **Delanco Twp.**
 - Jeffrey Hatcher, **Delran Twp.**
 - Patricia Hansell, **Fieldsboro Borough**
 - Richard Brook, **Florence Twp.**
 - Paula Kosko, **Hainesport Twp.**
 - Mike Fitzpatrick, **Mansfield Twp.**
 - Kathy Burger, **Medford Twp.**
 - Jerry Mascia, **Mt. Laurel Township**
 - Brandon Umba, *Alternate*, **Lumberton Twp.**
 - 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.**
 - Steve Ent, **Westampton Twp.**
 - James Ingling, **Wrightstown Borough**
- Nays:* None
- Abstain:* None

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

There were no (0) abandonment of Subrogation claim(s) presented in Closed Session.

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

MOTION TO ADJOURN


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

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

The meeting was adjourned at 4:53 PM.



Kris Kristie,
Recording Secretary for



Meghan Jack,
Fund Secretary