

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

**JANUARY 15, 2019**

***OPEN SESSION MINUTES***

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The **Reorganization** 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, January 15, 2019 at 3:30PM, prevailing time. Chair Keller, **Springfield**, presiding. The meeting was called to order at 3:30PM.

***SINE DIE and REORGANIZATION MEETING CALLED TO ORDER BY CHAIRPERSON  
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 of 2018 FUND COMMISSIONERS***

Amanda Somes, **Bass River Twp**...arrived after Roll Call  
Rich Wolbert, **Beverly City**  
Mike Theokas, **Bordentown Twp**  
Grace Archer, **Bordentown City**  
Glenn McMahon, **Chesterfield Twp**  
Mike Templeton **Delanco Twp**  
Jeffrey Hatcher, **Delran Twp**  
Charlene Lewis, *Representative*, **Fieldsboro Boro**  
Richard Brook, **Florence Twp**  
Brandon Umba, *Alternate*, **Lumberton Twp**  
Mike Fitzpatrick, **Mansfield Twp**  
Kathy Burger, **Medford Twp**  
Jerry Mascia, **Mt. Laurel Twp**  
Mary Picariello, **North Hanover Twp**  
Scott Pearlman, *Alternate*, **Palmyra Boro**  
Debbie Vallari, *Alternate*, **Pemberton Boro**  
Dennis Gonzalez, **Pemberton Twp**  
David Matchett, **Shamong Twp**  
Meghan Jack, **Riverside Twp**  
J. Paul Keller, **Springfield Twp**  
Doug Cramer, **Tabernacle Twp**  
Steve Ent, **Westampton Twp**  
James Ingling, **Wrightstown Boro**

Absent Fund Commissioners were:

Tom Pullion, **Edgewater Park**  
Paula Kosko, **Hainesport Twp**  
Kathy Hoffman, **Southampton Twp**  
Maryalice Brown, **Woodland Twp**

Those also in attendance were:

Paul Forlenza, Executive Director, *AJG Risk Management Services, Inc.*  
Paul Miola, CPCU, ARM, *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:

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.*

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

Chair Keller entertained a motion to allow this monthly meeting to be conducted directly by the Fund Commissioners present with all matters to be decided upon by a combined majority vote of all Fund Commissioners.

Motion by Ms. Jack, seconded by Mr. McMahon, to allow the meeting to be conducted directly by the Fund Commissioners present. All in favor. Motion carried.

### ***APPROVAL OF THE OPEN & CLOSED SESSION MINUTES***

Chair Keller presented the meeting minutes of the December 19, 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 December 19, 2018 meeting of the Fund as presented.

### **Motion carried.**

The Closed Session minutes of the December 19, 2018 meeting shall not be released to the public until the reason(s) for their remaining closed is no longer applicable and the Fund Solicitor has had the opportunity to review them.

Closed Session Meeting Minutes from the December 19, 2018 meeting were collected at this time.

***ADJOURN THE SINE DIE MEETING***

Chair Keller entertained a motion to adjourn the Sine Die Meeting. Motion by Ms. Jack, seconded by Mr. McMahon, to adjourn the Sine Die Meeting. All in favor. Motion carried.

At this time Officers, Executive Committee, and Alternates vacated their chairs.

Mr. Forlenza welcomed all in attendance to the *2019 Reorganization Meeting of the BURLCO JIF*.

***ROLL CALL of 2019 FUND COMMISSIONERS***

Amanda Somes, **Bass River Twp**...arrived after Roll Call  
Rich Wolbert, **Beverly City**  
Mike Theokas, **Bordentown Twp**  
Grace Archer, **Bordentown City**  
Glenn McMahon, **Chesterfield Twp**  
Mike Templeton **Delanco Twp**  
Jeffrey Hatcher, **Delran Twp**  
Charlene Lewis, *Representative*, **Fieldsboro Boro**  
Richard Brook, **Florence Twp**  
Brandon Umba, **Lumberton Twp**  
Mike Fitzpatrick, **Mansfield Twp**  
Kathy Burger, **Medford Twp**  
Jerry Mascia, **Mt. Laurel Twp**  
Mary Picariello, **North Hanover Twp**  
Scott Pearlman, *Alternate*, **Palmyra Boro**  
Debbie Vallari, *Alternate*, **Pemberton Boro**  
Dennis Gonzalez, **Pemberton Twp**  
David Matchett, **Shamong Twp**  
Meghan Jack, **Riverside Twp**  
J. Paul Keller, **Springfield Twp**  
Doug Cramer, **Tabernacle Twp**  
Steve Ent, **Westampton Twp**  
James Ingling, **Wrightstown Boro**

Absent Fund Commissioners were:

Tom Pullion, **Edgewater Park**  
Paula Kosko, **Hainesport Twp**  
Kathy Hoffman, **Southampton Twp**  
Maryalice Brown, **Woodland Twp**

***ELECTION OF 2019 OFFICERS***

***2019 Nomination Slate***

Mr. Forlenza presented for the membership's consideration the 2019 Nomination Slate. The Nominating Committee met in November 2018 and presented the 2019 Nomination Slate at the November & December 2018 Executive Committee Meetings.

Chair: Meghan Jack, **Riverside Township**  
Secretary: Glenn McMahon, **Chesterfield Township**  
Executive Committee: John Gural, **Palmyra Borough**  
Rich Wolbert, **Beverly City**  
Douglas Cramer, **Tabernacle Township**  
James Ingling, **Wrightstown Borough**  
Jerry Mascia, **Mt. Laurel Township**

Executive Committee Alternates:

#1 Mike Templeton, **Delanco Township**  
#2 Paula Kosko, **Hainesport Township**  
#3 Grace Archer, **Bordentown City**  
#4 Mike Theokas, **Bordentown Township**  
#5 Amanda Somes, **Bass River Township**  
#6 Dave Matchett, **Shamong Township**  
#7 Vacant

Mr. Forlenza asked if there were any nominations from the floor for a position on the 2019 Executive Committee Nomination Slate. Hearing none, Mr. Forlenza asked for a Roll Call Vote of the full membership for an Election of a Chairman and Secretary as presented.

*Election of a Chairman and Secretary*

<b>ROLL CALL</b>	<i>Yeas</i>	
		Amanda Somes, <b>Bass River Twp</b>
		Rich Wolbert, <b>Beverly City</b>
		Mike Theokas, <b>Bordentown Twp</b>
		Grace Archer, <b>Bordentown City</b>
		Glenn McMahon, <b>Chesterfield Twp</b>
		Mike Templeton <b>Delanco Twp</b>
		Jeffrey Hatcher, <b>Delran Twp</b>
		Charlene Lewis, <i>Representative</i> , <b>Fieldsboro Boro</b>
		Richard Brook, <b>Florence Twp</b>
		Brandon Umba, <b>Lumberton Twp</b>
		Mike Fitzpatrick, <b>Mansfield Twp</b>
		Kathy Burger, <b>Medford Twp</b>
		Jerry Mascia, <b>Mt. Laurel Twp</b>
		Mary Picariello, <b>North Hanover Twp</b>
		Scott Pearlman, <i>Alternate</i> , <b>Palmyra Boro</b>
		Debbie Vallari, <i>Alternate</i> , <b>Pemberton Boro</b>
		Dennis Gonzalez, <b>Pemberton Twp</b>
		David Matchett, <b>Shamong Twp</b>
		Meghan Jack, <b>Riverside Twp</b>
		J. Paul Keller, <b>Springfield Twp</b>
		Doug Cramer, <b>Tabernacle Twp</b>
		Steve Ent, <b>Westampton Twp</b>

James Ingling, **Wrightstown Boro**

*Nays:* None

*Abstain:* None

Motion carried by unanimous vote.

Mr. Forlenza then asked for a Roll Call Vote of the full membership for an *Election of Executive Committee/Alternates* as presented.

*Election of Executive Committee/Alternates*

**ROLL CALL**    *Yeas*

Amanda Somes, **Bass River Twp**

Rich Wolbert, **Beverly City**

Mike Theokas, **Bordentown Twp**

Grace Archer, **Bordentown City**

Glenn McMahon, **Chesterfield Twp**

Mike Templeton **Delanco Twp**

Jeffrey Hatcher, **Delran Twp**

Charlene Lewis, *Representative*, **Fieldsboro Boro**

Richard Brook, **Florence Twp**

Brandon Umba, **Lumberton Twp**

Mike Fitzpatrick, **Mansfield Twp**

Kathy Burger, **Medford Twp**

Jerry Mascia, **Mt. Laurel Twp**

Mary Picariello, **North Hanover Twp**

Scott Pearlman, *Alternate*, **Palmyra Boro**

Debbie Vallari, *Alternate*, **Pemberton Boro**

Dennis Gonzalez, **Pemberton Twp**

David Matchett, **Shamong Twp**

Meghan Jack, **Riverside Twp**

J. Paul Keller, **Springfield Twp**

Doug Cramer, **Tabernacle Twp**

Steve Ent, **Westampton Twp**

James Ingling, **Wrightstown Boro**

*Nays:* None

*Abstain:* None

Motion carried by unanimous vote.

***OATHS OF OFFICE***

*Oaths of Office* were administered by Mr. DeWeese, Fund Solicitor, to the newly elected Chairperson, Secretary, Executive Committee, and Alternates for the 2019 Fund Year. Mr. DeWeese congratulated the Fund Chair, Secretary, Executive Committee Members, and Alternates on their election.

All *Oaths of Office* were signed and presented to the Fund Solicitor.

At this time, Mr. Forlenza congratulated the Fund Chair, Secretary, Executive Committee Members, and Alternates on their election and asked Fund Chair Meghan Jack, *Riverside* to conduct the 2019 Reorganization Meeting of the Fund.

***ORGANIZATIONAL RESOLUTIONS***

The following 2019 Organizational Resolutions were presented for adoption by Fund Chair Jack.

- R2019-01      Confirming the Election of a Fund Chair and Fund Secretary
- R2019-02      Confirming the Election of an Executive Committee and Alternates
- R2019-03      Appointing Professional Staff
- R2019-04      Awarding Contracts to Workers' Compensation Assigned Defense Counsel and Approved Associates
- R2019-05      Awarding Contracts to General Liability Assigned Defense Counsel and Approved Associates
- R2019-06      Recommending the Employment Practices Liability and Public Officials Liability Defense Panel
- R2019-07      Adopting Procedures in Compliance with the Open Public Meetings Act
- R2019-08      Adopting Fiscal Policies
- R2019-09      Designating Executive Director as Public Agency Compliance Officer
- R2019-10      Cash Management and Investment Policy
- R2019-11      Establishing a Fund Records Program
- R2019-12      Establishing the 2019 Plan of Risk Management
- R2019-13      Designation of Certifying and Approving Officer for Payment of Claims
- R2019-14      Authorizing participation in the MEL Names Storm Deductible Risk Sharing Program
- R2019-15      Authorizing an Interim Service Contract with Arthur J. Gallagher for Administrative Services
- R2019-16      Authorizing Advance Travel Expenses for Authorized Official Travel to PRIMA & AGRIP Conferences

Chair Jack entertained a motion to adopt the *Organizational Resolutions 2019-01 through 2019-16* as presented.

Motion by Mr. McMahan, seconded by Mr. Wolbert, to adopt *Organizational Resolutions 2019-01 through 2019-16*.

<b>ROLL CALL</b>	<b>Yeas</b>	
		Amanda Somes, <b>Bass River Twp</b>
		Rich Wolbert, <b>Beverly City</b>
		Mike Theokas, <b>Bordentown Twp</b>
		Grace Archer, <b>Bordentown City</b>
		Glenn McMahan, <b>Chesterfield Twp</b>
		Mike Templeton <b>Delanco Twp</b>
		Jeffrey Hatcher, <b>Delran Twp</b>
		Charlene Lewis, <i>Representative</i> , <b>Fieldsboro Boro</b>
		Richard Brook, <b>Florence Twp</b>
		Brandon Umba, <b>Lumberton Twp</b>
		Mike Fitzpatrick, <b>Mansfield Twp</b>
		Kathy Burger, <b>Medford Twp</b>
		Jerry Mascia, <b>Mt. Laurel Twp</b>
		Mary Picariello, <b>North Hanover Twp</b>
		Scott Pearlman, <i>Alternate</i> , <b>Palmyra Boro</b>
		Debbie Vallari, <i>Alternate</i> , <b>Pemberton Boro</b>
		Dennis Gonzalez, <b>Pemberton Twp</b>
		David Matchett, <b>Shamong Twp</b>
		Meghan Jack, <b>Riverside Twp</b>

J. Paul Keller, **Springfield Twp**  
Doug Cramer, **Tabernacle Twp**  
Steve Ent, **Westampton Twp**  
James Ingling, **Wrightstown Boro**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

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

Mr. Forlenza reviewed the Executive Director's Report found in the agenda packet with the membership. He thanked the membership on behalf of AJG for the 2019 re-appointment as Administrator. He highlighted the following items:

***AJG Risk Management Services – Disclosure Statement***– Mr. Forlenza stated that a disclosure statement for AJG Management Services, Inc was included in his report for the members to review. He asked that it be made a part of the minutes of today's meeting.

***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 and if you had encumbered these funds, they 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 and if you encumbered these funds, they 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 and if you had encumbered these funds they must be claimed by February 1, 2019.

***EPL/Cyber Allowance*** - Mr. Forlenza noted the JIF has budgeted \$500 for each member to help offset employment practice and cyber security related expenses and 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 and if you encumbered these funds, they must be claimed by February 1, 2019.

***EPL Helpline – Authorized Contact List*** – Mr. Forlenza asked members to review the attached list for accuracy especially following the recent Municipal Reorganizations. 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.

***Employment Practices Liability Compliance***– Mr. Forlenza asked members to review the attached status report for the member's individual deductibles to make sure the noted deductibles & coinsurance figures are accurate.

***MEL Cyber Risk Management Plan Compliance Status*** – Mr. Forlenza stated that a compliance report indicating each member's status with the MEL Cyber Risk Management Program is included in the agenda for your review. Each member should review this report carefully to insure its accuracy, and if you feel the report to be inaccurate, please contact Ed Cooney, Fund Underwriter.

***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 at Municipal Reorganization meetings requiring new bonds to be issued.

***Elected Officials Training*** – Mr. Forlenza reminded the members of the ongoing 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. 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. 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 reminded the Committee about the Police One Academy online training system and that all JIF member Police Agencies are eligible to participate in this web-based training. The initial courses offered include: De-Escalation Strategies, Sexual Harassment, and Ethics in Law Enforcement, with updated courses being added every few months. If you have any suggestions for police training topics or questions about the system, please contact Megan Matro in the Executive Directors Office or Keith Hummel in the Safety Director's Office for assistance.

***MediaPRO*** – Mr. Forlenza reminded the members 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 Resolutions & Agreements*** – Mr. Forlenza noted that 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 this documentation is received, payment can be issued for the 2019 fees at the February 2019 meeting of the JIF. Please note that RMC payments cannot be processed until this documentation is received. Also, if not already completed, 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.

***2019 1<sup>st</sup> Installment Billing*** – Mr. Forlenza stated that first installment bills were emailed to the Clerks with a copy to the Fund Commissioner and Risk Management Consultant. He noted that the first installment is due by February 15, 2019

***PRIMA/AGRIP Conferences*** – Mr. Forlenza stated that 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 out by the end of the month.

***2018 Attendance Records*** – Mr. Forlenza stated that a report detailing attendance records through the end of 2018 was included in his report and this information is taken directly from the monthly minutes.

***Safety Breakfast Kickoff/Safety Coordinator & Claim Coordinator Roundtable*** – Mr. Forlenza stated the Fund is scheduled to hold its 28th Annual Safety Breakfast on March 5, 2019 at a location to be determined beginning at 8:30 AM. A Save the Date will be emailed to all Safety Coordinators, Claims Coordinators, Fund Commissioners, and Risk Management Consultants within the next week. The invitations and Response Forms will be emailed in February. Also, immediately following the Safety Breakfast, the JIF will be sponsoring a Safety Coordinator & Claims Coordinator Roundtable at the same venue. The Wellness Coordinators are also invited to attend. Invites with additional information will be emailed from the Safety Director's office to all Safety Coordinators, Claims Coordinators, and Wellness Coordinators within the next week, as we should have a location finalized by then.

***Website ([www.burlcojif.org](http://www.burlcojif.org))*** – Mr. Forlenza stated the new and improved BURLCOJIF website is due to be launched in the next week or so and an announcement will be sent out once it is up and running. Please be sure to check it out.

Mr. Forlenza asked if there were any questions at this time. Mr. Templeton noted that in regards to acquiring the IP Address for his municipality, he has spoken with Verizon and is having difficulty obtaining that information as he has been told the IP Address changes every few months. Mr. Forlenza noted he would have a representative from PivotPoint get in touch with him for assistance.

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

Mr. DeWeese thanked the membership on behalf of his firm and his team for the 2019 re-appointment as Fund Solicitor.

#### ***Closed Claims Report***

Mr. DeWeese stated that there were no (0) closed case since the last meeting.

### ***SAFETY DIRECTOR'S REPORT***

Mr. Saville thanked the members for his reappointment on behalf of J.A. Montgomery. He 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 December 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](mailto:melvideolibrary@jamontgomery.com), and phone number: 856-552-4900.

***Safety Director's Bulletins*** – He noted that there were three (3) bulletin(s) included in the agenda:

- *Fire Service CDL Exemption*
- *Conducting Motor Vehicle Record Checks*
- *Avoiding Deer-Vehicle Collisions*

***MSI Class Listing*** – Mr. Saville referenced the list of MSI Classes that are available in 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](mailto:afelip@jamontgomery.com).

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 – January***

Mr. Roselli thanked the members for the reappointment of Qual-Lynx.

Mr. Roselli presented the *Lessons Learned from Losses* for January which reviewed *Liability Claims 101* which covered:

##### *What is a Liability Claim:*

- Trips/slips/falls resulting in injury to a member of the public
- Damage to someone else's property
- Police cases: excessive force, false arrest, wrongful detention
- Claimed damage from potholes/road conditions
- Improper signage/view obstructions

##### *What to do if you have a Liability Claim:*

- Gather information at the scene
- Report as soon as possible
- Never admit liability
- Advise you will send the claim to the Insurance Company

Mr. DeWeese noted it is very important to be sure to take action if there is any type of hazardous condition observed and/or there is a resulting claim. Do not discard anything, secure the area, document the condition of the area, take pictures, etc., and report the incident even if you aren't sure that the incident will become a claim, because it may just turn into one.

Mr. Roselli then provided an example of a recent situation that was addressed by the municipality correctly, which allowed Qual-Lynx to deny liability in the matter.

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

### ***WELLNESS DIRECTOR'S REPORT***

Ms. Schiffer thanked the Fund for her re-appointment and noted that her report is detailed in the agenda packet. She highlighted the following:

- Delanco is offering all employees a Gym Membership reimbursement incentive meant to encourage those who already go to continue to go, and those who do not, to perhaps join. They receive \$10/month towards the fee for attending a minimum 2x/week or 8x/monthly.
- Florence Twp. ended 2018 with a successful Maintain Don't Gain throughout the year. Out of 18 participants, 11 either maintained or lost every month. Total pounds lost were 181.20; three (3) employees losing over 20lbs each with the top "loser" reaching nearly 44lbs! They are planning on another year long challenge in 2019 "Are you a Maintainer or Loser?"
- Hainesport has already had a planning meeting to lay out ideas and activities for the year. Starting off with a Monday Mover where a different exercise will be done each Monday to start everyone's week off together.
- Mt. Laurel – EMS Chief interested in offering a presentation or demo every other month. Working on one for January. Also looking to have fresh fruit and portion control healthy snack options available for EMT. Ended the year with tips from RD on healthier options to have for meal prep.
- Southampton - Using some of their encumbered wellness funds to have a healthy lunch and offer chair massages this month. Also a good way to "kickoff" the new year.
- Ms. Schiffer noted it is a good idea to try to figure out how you can spend your Wellness Funds each quarter so you don't end up in a "Use it or Lose it" situation at the end of the year. She is currently setting up planning meetings with all the members to take place over the next two months to aid in formulating plans for the Wellness Funds. The last day to claim any encumbered funds from 2018 is February 1, 2019.
- ***January Wellness Newsletter*** - She noted that the January Wellness Newsletter was included in her report and focused on how you can start to change habits.
- She referenced a Reflection Calendar for January which depicts simple things you can do each day to aid in a Healthy lifestyle.

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

**MANAGED HEALTH CARE REPORT**

Ms. Beatty thanked the Fund for their re-appointment and reviewed the Managed Care Report for *December 2018*.

**Lost Time v. Medical Only Cases**

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

	<b>Dec</b>	<b>YTD</b>
<i>Lost Time</i>	1	39
<i>Medical Only</i>	7	118
<i>Report Only</i>	4	62
<i>Total Intakes</i>	12	219
<i>Report Only % of Total</i>	33.3%	28.3%
<i>Medical Only/Lost Time Ratio</i>	88:12	75:25
<i>Average Days to Report</i>	.05	2.3

**Transitional Duty Report**

Ms. Beatty presented the Year-to-Date Transitional Duty Report:

<b>Transitional Duty Summary Report</b>	<b>YTD</b>
<i>Transitional Duty Days Available</i>	2,780
<i>Transitional Duty Days Worked</i>	1,098
<i>% of Transitional Duty Days Worked</i>	39.5%
<i>Transitional Duty Days Not Accommodated</i>	1,709
<i>% of Transitional Duty Days Not Accommodated</i>	61.5%

**PPO Penetration Report:**

Ms. Beatty presented the PPO Penetration Report:

<b>PPO Penetration Rate</b>	<b>Dec</b>
<i>Bill Count</i>	185
<i>Original Provider Charges</i>	\$259,289
<i>Re-priced Bill Amount</i>	\$119,987
<i>Savings</i>	\$139,302
<i>% of Savings</i>	53.7%
<i>Participating Provider Penetration Rate - Bill Count</i>	97.8%
<i>Participating Provider Penetration Rate —</i>	99.3%

<i>Provider Charges</i>	
<i>EPO Provider Penetration Rate - Bill Count</i>	<i>94.9%</i>
<i>EPO Provider Penetration Rate – Provider Charges</i>	<i>98.5%</i>

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

**TREASURER'S REPORT**

Mr. Tontarski thanked the Fund for his re-appointment and presented an overview of the Treasurer's Report for month ending **December 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 \$26,342.86. This generated an average annual yield of 1.73%. However, after including an unrealized net gain of \$37,873.56 in the asset portfolio, the yield is adjusted to 4.22% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$127,151.64 as it relates to current market value of \$16,927,548.76 vs. the amount we have invested.

Our asset portfolio with Wilmington/Trust consists of 2 obligations with maturities greater than one year and 8 obligations with maturities less than one year.

**Receipt Activity for the Period**

	Monthly	YTD
Subrogation Receipts	\$5,951.17	\$108,075.23
Overpayment Reimbursements	\$ .00	

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

Delran Township	\$66,038.00
Chesterfield Township	\$1,083.00
Bordentown City	\$52,856.00
Bordentown Township	\$27,843.00
Westampton Township	\$10,136.00
E-JIF Dividend	\$29,815.32

**Cash Activity for the Period**

During the reporting period the Fund's "Cash Position" changed from an opening balance of \$18,669,018.72 to a closing balance of \$17,887,641.72 showing a decrease in the fund of \$781,377.00.

**Loss Run Payment Register – December 2018**

Mr. Tontarski stated that the report included in the agenda packet shows net claim activity during the reporting period for claims paid by the Fund and claims payable by the Fund at period end in the amount of \$394,551.03. The claim detail shows 317 claim payments issued.

***Bill List –January, 2019***

For the Executive Committee’s consideration, Mr. Tontarski presented the January 2019 Bill List in the amount of \$116,498.90

Chair Jack entertained a motion to approve the December 2018 Loss Run Payment Register and the January 2019 Bill List as presented.

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

Motion by Mr. Wolbert, seconded by Mr. Ingling, to approve the *December 2018 Loss Run Payment Register and January 2019 Bill List* as presented.

<b>ROLL CALL</b>	<b>Yeas</b>	Amanda Somes, <b>Bass River Twp</b> Rich Wolbert, <b>Beverly City</b> Mike Theokas, <b>Bordentown Twp</b> Grace Archer, <b>Bordentown City</b> Glenn McMahon, <b>Chesterfield Twp</b> Mike Templeton <b>Delanco Twp</b> Jeffrey Hatcher, <b>Delran Twp</b> Charlene Lewis, <i>Representative</i> , <b>Fieldsboro Boro</b> Richard Brook, <b>Florence Twp</b> Brandon Umba, <b>Lumberton Twp</b> Mike Fitzpatrick, <b>Mansfield Twp</b> Kathy Burger, <b>Medford Twp</b> Jerry Mascia, <b>Mt. Laurel Twp</b> Mary Picariello, <b>North Hanover Twp</b> Scott Pearlman, <i>Alternate</i> , <b>Palmyra Boro</b> Debbie Vallari, <i>Alternate</i> , <b>Pemberton Boro</b> Dennis Gonzalez, <b>Pemberton Twp</b> David Matchett, <b>Shamong Twp</b> Meghan Jack, <b>Riverside Twp</b> J. Paul Keller, <b>Springfield Twp</b> Doug Cramer, <b>Tabernacle Twp</b> Steve Ent, <b>Westampton Twp</b> James Ingling, <b>Wrightstown Boro</b>
	<b>Nays:</b>	None
	<b>Abstain:</b>	None

Motion carried by unanimous vote.

**COMMITTEE REPORTS**

***SAFETY COMMITTEE MEETING***

Mr. Cramer noted that the minutes are in the agenda packet. He provided a detailed overview last month. No questions were entertained.

### ***COMMITTEE CHAIRS MEETING***

Ms. Burger noted that the minutes from the January 8, 2019 meeting along with the 2019 Committee Appointments were included in the agenda packet for the members to review. She asked that everyone please take note of what Committee they have been assigned to, and to please contact the Executive Director's office if any Fund Commissioner would like to be reassigned to a different committee.

### ***MEL/RCF/E-JIF REPORT***

#### ***MEL Meeting – January 2, 2019***

Ms. Jack reported that the MEL met on January 2, 2019 and copies of the meeting minutes, which are self-explanatory, are included in the agenda packet.

#### ***RCF Meeting – January 2, 2019***

Ms. Matchett reported that the EJIF met on January 2, 2019 and copies of the meeting minutes, which are self-explanatory, are included in the agenda packet.

#### ***EJIF Meeting – January 2, 2019***

Ms. Jack reported that the EJIF met on January 4, 2018 and copies of the meeting minutes, which are self-explanatory, are included in the agenda packet.

### ***MISCELLANEOUS BUSINESS***

Chair Jack entertained a motion to accept *Resolution 2019-17*, Honoring Paul Keller.

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

### ***Next Meeting***

Chair Jack noted that the next meeting of the BURLCO JIF will take place on **Tuesday, February 19, 2019 at 3:30 PM** at the Hainesport Municipal Building, Hainesport, NJ.

Chair Jack entertained the following Motions:

### ***PUBLIC COMMENT***

Motion by Mr. Wolbert, seconded by Mr. Mascia, to open the meeting to the public. All in favor. Motion carried.

Chair Jack opened the meeting to the public for comment.

At this time, Ms. Cindy LaMantia with Arthur J Gallagher's, Risk Pool Administrator's Division addressed the membership. She stated that she was happy to announce that Mr. Miola had rejoined the Gallagher team and they are very happy to have him back. She then provided a brief overview of Risk Pool Administration and their activities across the country.

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

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

***EXECUTIVE SESSION MEETING – Resolution #2019-18***

Chair Jack entertained a motion to go into a closed session to discuss matters affecting the protection and safety of the public and to discuss pending or anticipated litigation and/or contract negotiations.

Motion by Mr. McMahon, seconded by Mr. Ingling, to Adopt ***Resolution #2019-18***. 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 Jack entertained a motion to reopen the public portion of the meeting.

Motion by Mr. Wolbert, seconded by Mr. Mascia, to reopen the public portion of the meeting. All in favor. Motion carried.

***APPROVAL OF CLAIMS PAYMENTS***

Chair Jack asked for a motion for *Approval of Claims Payment* on the following claims as presented in Closed Session.

<b><i>Workers' Compensation</i></b>	<b><i>General Liability</i></b>	<b><i>Property</i></b>
<i>MLT-2019155776</i>	<i>2018145140</i>	<i>2019157923</i>
<i>2019159962</i>		<i>2019159466</i>
<i>2019158514</i>		<i>2019158005</i>
<i>2019156186</i>		<i>2019154311</i>
<i>2019154157</i>		
<i>2018117944</i>		
<i>001252828</i>		
<i>2019153387</i>		
<i>2018107338</i>		

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

Motion by Mr. Wolbert, seconded by Mr. Mascia, to approve the following claims as discussed in *Closed Session*.

**ROLL CALL**    *Yeas*    Amanda Somes, **Bass River Twp**  
 Rich Wolbert, **Beverly City**  
 Mike Theokas, **Bordentown Twp**  
 Grace Archer, **Bordentown City**  
 Glenn McMahon, **Chesterfield Twp**  
 Mike Templeton **Delanco Twp**  
 Jeffrey Hatcher, **Delran Twp**  
 Charlene Lewis, *Representative*, **Fieldsboro Boro**  
 Richard Brook, **Florence Twp**  
 Brandon Umba, **Lumberton Twp**  
 Mike Fitzpatrick, **Mansfield Twp**



Kathy Burger, **Medford Twp**  
Jerry Mascia, **Mt. Laurel Twp**  
Mary Picariello, **North Hanover Twp**  
Scott Pearlman, *Alternate*, **Palmyra Boro**  
Debbie Vallari, *Alternate*, **Pemberton Boro**  
Dennis Gonzalez, **Pemberton Twp**  
David Matchett, **Shamong Twp**  
Meghan Jack, **Riverside Twp**  
J. Paul Keller, **Springfield Twp**  
Doug Cramer, **Tabernacle Twp**  
Steve Ent, **Westampton Twp**  
James Ingling, **Wrightstown Boro**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

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

There were no (0) claim(s) presented for abandon subrogation.

***MOTION TO ADJOURN***

Chair Jack entertained a motion to adjourn the January 15, 2019 meeting of the BURLCO JIF.

Motion by Mr. McMahon, seconded by Mr. Ingling to adjourn the January 15, 2019 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:57pm.



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Kris Kristie,  
*Recording Secretary for*



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*Glenn McMahon, SECRETARY*