

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
CAFÉ MADISON
33 LAFAYETTE RD
RIVERSIDE, NJ**

APRIL 16, 2019

OPEN SESSION MINUTES

The meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at Café Madison, 33 Lafayette St, Riverside, New Jersey, on Tuesday, April 16, 2019 at 3:00 PM, prevailing time. Chair Jack, **Riverside**, presiding. The meeting was called to order at 3:00PM.

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.**
Jeffrey Hatcher, **Delran Twp.**
Tom Pullion, **Edgewater Park Twp....arrived after roll call**
Patrice Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Brandon Umba, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Bud Wells, **Alternate, North Hanover Twp.**
John Gural, **Palmyra Borough**
Michelle Brown, **Alternate, Pemberton Township**
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:

Donna Mull, **Pemberton Borough**
Kathy Hoffman, **Southampton Twp.**
Maryalice Brown, **Woodland Twp**

Those also in attendance were:

Paul Forlenza, Executive Director, *AJG Risk Management Services, Inc.*
David S. DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*
Tom Tontarski, Treasurer
Rob Garish, Safety Director, *J.A. Montgomery Risk Control*
Chris Roselli, Claims Administrator, *Qual-Lynx*
Karen Beatty, *QualCare*
Debby Schiffer, *Wellness Director*
Lou Romero, Technology Risk Services Director, *Secure Data Consulting Services*

Also present were the following Risk Management Consultant agencies:

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

Absent Risk Management Consultant agencies:

Insurance Agency Mgmt

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

OATHS OF OFFICE

An Oath of Office was administered by Mr. DeWeese, Fund Solicitor, to John Gural, Palmyra Borough, Executive Committee Member #1, for the 2019 Fund Year. Mr. DeWeese congratulated him on his election.

The *Oath of Office* was signed and presented to the Fund Solicitor.

CONDUCT OF MONTHLY MEETING

Motion by Mr. Cramer, seconded by Mr. Mascia, 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 Jack presented the meeting minutes of the March 19, 2019 meeting of the Fund, as found in the agenda packet, for approval.

Chair Jack 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 March 19, 2019 meeting, as well as the Closed Session meeting minutes of November 20, 2018 and December 18, 2018 of the Fund as presented. **Motion carried.**

The Closed Session minutes of the March 19, 2019 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 March 19, 2019 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:

Certificates of Insurance – Mr. Forlenza referenced this report in the agenda packet and asked everyone to please review it for accuracy.

2018 Safety Incentive Program Awards – Mr. Forlenza noted a letter from his office describing how to collect your 2018 Safety Incentive Awards money was emailed to all members on April 10, 2019 and noted included in that letter was a notice of extension to be able to claim your funds in the form of a check. That deadline was extended to May 3, 2019. A report detailing the available balances for each member is attached for your review. If you have any questions on how to collect your 2018 Safety Incentive Program allowance, please contact his office. He reminded the committee that the deadline to claim or encumber these funds is November 30, 2019. All encumbered funds have to be claimed by February 1, 2020.

2019 Optional Safety Budget - Mr. Forlenza stated that a letter from his office describing how to collect your 2019 Optional Safety Budget allowance was e-mailed on or about February 15, 2019. A report detailing the available balances for each member is attached for your review. If you have any questions on how to collect your 2019 Optional Safety Budget allowance, please contact his office. Please note that the deadline to claim or encumber these funds is November 30, 2019. All encumbered funds have to be claimed by February 1, 2020.

2019 Wellness Incentive Program Allowance – Mr. Forlenza stated a letter from his office describing how to collect your 2019 Wellness Incentive allowance was e-mailed on or about February 15, 2019. A report detailing the available balances for each member is attached for your review. If you have any questions on how to collect your 2019 Optional Safety Budget allowance, please contact our office. Please note that the deadline to claim or encumber these funds is November 30, 2019. All encumbered funds have to be claimed by February 1, 2020.

EPL/Cyber Allowance -Mr. Forlenza noted that the JIF has budgeted \$500 for each member to help offset employment practice and/or 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 is November 30, 2019 and if you encumbered these funds, they must be claimed by February 1, 2020.

New MEL EPL Helpline – Authorized Contact List – Mr. Forlenza noted that the MEL has established the *MEL Employment Practices Helpline* to assist our members by providing legal advice on employment related issues. The Members have unlimited access to the *Helpline* attorneys to seek advice on employment related issues. The Members can appoint up to **two (2)** municipal representatives who will be permitted to contact the *Helpline* attorneys with their inquiries. The appointment of the municipal representatives must be made by Resolution of the Governing Body. **Please note that Municipal Solicitors cannot be appointed as Helpline Contacts.** Enclosed please find the most recent list of authorized contacts for the *MEL Employment Practices Helpline*. These authorized contacts are the only representatives permitted to access this service. Please contact the Executive Director's Office or David S. DeWeese, Esquire with any questions regarding the *Helpline*.

Statutory Bond Status— Mr. Forlenza referenced a report in the agenda of the latest listing of Statutory Bonds issued by the MEL for JIF members is included for your review. This list should be reviewed for accuracy, and remember the coverage is for the individual, not the position. Any questions on the status of an application or a listed bond should be directed to Cate Kiernan at PERMA.

Police One Training – Mr. Forlenza noted the Police One online training is underway and in place to help reduce the skyrocketing costs associated with police related injuries and lawsuits. Mr. Garish will provide any updates in his report.

Employee Cyber Hygiene Training – Media Pro – 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 and noted Mr. Romero covered a lot of this in his presentation earlier today. Mr. Forlenza noted there is still one (1) town that has not provided this information. Once that information is received, the training will be assigned to these employees. Please contact Megan Matro in the Executive Director Office's if you have any questions.

Technology Risk Management Services – Pivot Point – 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, to date there are still two (2) members who have not supplied this information; Chesterfield and Pemberton Borough. 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.

Quarterly Attendance – Mr. Forlenza noted the Attendance report through March was included in the agenda packet, and he asked the members to please review. He stated the attendance is taken directly from the minutes of each meeting.

New Fund Commissioner Orientation – Mr. Forlenza noted he will be conducting New Fund Commissioner Orientation training prior to the Executive Committee Meeting on May 21, 2019 at 1:30 PM in Hainesport. An email notification with further details was sent out to all Fund Commissioners and RMC's on or about April 1, 2019, and he noted that any Fund Professional or staff that would like to attend, please just let his office know so we can have the proper amount of handouts.

Elected Officials Online – Mr. Forlenza noted the 2019-2020 in person Elected Officials Training Sessions have concluded. Members with elected officials that attended this training will receive a credit of \$250 for each municipal elected official who attended one of the in person training sessions. This credit is also available to the member's CEO (i.e. Municipal Manager or Administrator) this year. The sign-in sheets from December 6, 2018, January 31, 2019, February 6, 2019, and March 21, 2019 seminars are posted on the JIF website. Earlier this month, the MEL announced the availability of online training for elected officials via the MEL Safety Institute. Elected officials that complete the online training session by May 1, 2019 will also be eligible for the \$250 per elected official credit. The total credit is limited to 5% of a member's 2019 MEL Assessment. Instructions on how to access the online training are attached for your review and also available on the MEL website; www.njmel.org.

Financial Disclosure Statement Filing – Mr. Forlenza stated in 2014, the Division of Local Government Services implemented a new “on line” process for completion and submission of Financial Disclosure forms. Each Fund Commissioner has a unique PIN # for which to file as their position of Fund Commissioner with the JIF. Newly assigned Fund Commissioners receive their Filing PIN # from our office once we are notified of their assignment and have 30 days from their day of assignment in which to file. Any newly appointed Fund Commissioner that has not yet received their PIN# from the Executive Director’s office should contact Kris Kristie at 856-446-9136.

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

SOLICITOR'S REPORT

Closed Cases – Mr. DeWeese reported that there were no closed case(s) for the month of March, 2019.

For the Executive Committee’s consideration, Mr. DeWeese presented Resolution 2019-23 Authorizing the Release of Fund Year 2018 Closed Session Executive Committee meeting Minutes with certain redactions as noted.

Motion by Mr. Mascia, seconded by Mr. Wolbert, to Adopt **Resolution #2019-23** 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. Jeffrey Hatcher, Delran Twp. Patrice Hansell, Fieldsboro Borough Richard Brook, Florence Twp. Paula Kosko, Hainesport Twp. Brandon Umba, Lumberton Twp. Mike Fitzpatrick, Mansfield Twp. Kathy Burger, Medford Twp. Jerry Mascia, Mt. Laurel Twp. Bud Wells, <i>Alternate</i> , North Hanover Twp. John Gural, Palmyra Borough Michelle Brown, <i>Alternate</i> , Pemberton Township 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.

For the Executive Committee's consideration, Mr. DeWeese presented Resolution 2019-24 Seeking Authorization to Designate an Additional Approved Associate.

Mr. DeWeese explained Affanato Marut, LLC requested that Caitlin Carroll, Esq., be added as an Approved Associate for the ACM JIF for 2019. Mr. DeWeese noted Ms. Carroll was included in the RFQ response from this firm; however, her name was not included in the Resolution which was simply an oversight on his part. Mr. DeWeese also noted her resume had been included in the RFQ, and was included in today's agenda for review. Mr. DeWeese noted she is more than qualified.

Motion by Mr. Wolbert, seconded by Mr. Gural, to Adopt *Resolution #2019-24* 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.**
Jeffrey Hatcher, **Delran Twp.**
Patrice Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Brandon Umba, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Bud Wells, *Alternate*, **North Hanover Twp.**
John Gural, **Palmyra Borough**
Michelle Brown, *Alternate*, **Pemberton Township**
Meghan Jack, **Riverside Twp.**
J. Paul Keller, **Springfield Twp.**
Doug Cramer, **Tabernacle Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**
Nays: David Matchett, **Shamong**
Abstain: None

Motion carried by popular vote.

SAFETY DIRECTOR'S REPORT

Mr. Garish then stated that the Safety Director's Report is self-explanatory and is included in the agenda. He highlighted the following items:

In regards to Police One Training, Mr. Garish reported that out of 27 members, 19 member towns actually have Police departments, and to date, eleven (11) of those members have currently enrolled in the training program or submitted their rosters; however, of those eleven (11), only five (5) member towns have actually participated in the training. This equates to 384 classes taken. Mr. Garish reported his office, along with Police One Academy, will be reaching out to those members to get them on board with the program. He also noted if you would like to see

what activity your specific Police department has done in terms of the training, please see him after the meeting. Mr. Garish stated he would like to give kudos to those members who have already made use of these trainings.

MEL Video Library – He noted three members utilized the Library in February 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, and phone number: 856-552-4900.

Safety Director's Bulletins – He noted bulletins and notices send out in March included:

- *Drug & Alcohol Policy for NJ Public Employee Template*
- *Selecting a Designated Employer Representative*

MSI Class Listing – Mr. Garish referenced the list of MSI Classes that are available in April, May, and June 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. Garish asked if there were any questions at this time. No questions were entertained.

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – April

Mr. Roselli presented the *Lessons Learned from Losses* for April which reviewed the importance of Inspections. He highlighted the following, noting that to ensure that observations are reported, corrected and documented consider the following:

- A system of regular inspections and observations
- Training for employees to identify potential hazards
- Procedures for employees and citizens to report potential hazards
- Procedures to log all reports and record corrective actions
- Procedures to notify other entities/authorities of conditions and/or incidents that require attention
- Procedures to investigate incidents and accidents

Mr. Roselli then reviewed examples of claims that were settled in the member's favor because of the having proper inspection procedures in place.

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 stated that she is setting up appointments with those she has not yet met with to start planning for wellness activities throughout the year. She then highlighted the following:

- Step, Drink More Water, and Make a Change Challenges are very popular, simple ways to add wellness into your day.
- Chesterfield – Lunch and Learn on Sedentary Lifestyles. Interesting topic for a future L&L is on Handling Diversities.
- Delanco – Lunch and learn on 10 Keys to Healthy Living. Launching new challenge called “Making a change, Makes a change”. Encourage employees to choose something they would like to change for improving their well-being. Asked to talk a selfie of

themselves actually achieving it to be posted on an “Inspiration Board” so all can help each other reach their goal!

- Florence – April “Powers” where every day there is a type of Hallway Exercise that can be done. For instance, Move-it Mondays with side squats. Way to motivate employees to move especially during the 3pm slump! Also have the yearlong “Are you a Maintainer or Loser” challenge. Sleep Deprivation presentation for the Police through JAM
- Hainesport – Planning for an April Step Challenge. Details to follow.
- Mansfield – Setting up EMT to offer blood pressure screenings in the office for employees. Starting the Healthy Lifestyle Challenge!
- Healthy Lifestyle Challenge participants: Beverly City, Bordentown Township, Chesterfield (pending), Lumberton, Medford, and Westampton. If you are interested in offering this challenge, please let me know. It can be started at any time throughout the year.
- April Wellness Connection Newsletter – Ms. Schiffer noted her newsletter includes small changes that can have a big impact in honor of National Stress Awareness Month.
- Ms. Schiffer reviewed simple ideas for your wellness funds: Fresh Fruit/healthy snacks; Team Building fun; Wellness Bulletin Boards; BP Screenings; purchase aromatherapy dispenser or a BP Cuff.
- Wellness Incentive Allowances must be claimed/encumbered by November 30, 2019, and collected by February 1, 2020, so if you haven’t planned any wellness activities for the end of this year, be sure to contact her for a meeting.

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 March, 2019.

Lost Time v. Medical Only Cases

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

	<i>March</i>	<i>YTD</i>
<i>Lost Time</i>	<i>1</i>	<i>8</i>
<i>Medical Only</i>	<i>12</i>	<i>28</i>
<i>Report Only</i>	<i>2</i>	<i>14</i>
<i>Total Intakes</i>	<i>15</i>	<i>50</i>
<i>Report Only % of Total</i>	<i>13.3%</i>	<i>28.0%</i>
<i>Medical Only/Lost Time Ratio</i>	<i>92:08</i>	<i>78:22</i>
<i>Average Days to Report</i>	<i>1.1</i>	<i>1.4</i>

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report:

<i>Transitional Duty Summary Report</i>	<i>March YTD</i>
<i>Transitional Duty Days Available</i>	<i>683</i>
<i>Transitional Duty Days Worked</i>	<i>307</i>
<i>% of Transitional Duty Days Worked</i>	<i>44.9%</i>

<i>Transitional Duty Days Not Accommodated</i>	376
<i>% of Transitional Duty Days Not Accommodated</i>	55.1%

Ms. Beatty noted included this month was a separate Transitional Duty Summary Report by Occupation.

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>March</i>
<i>Bill Count</i>	165
<i>Original Provider Charges</i>	\$212,673
<i>Re-priced Bill Amount</i>	\$73,250
<i>Savings</i>	\$139,423
<i>% of Savings</i>	65.6%
<i>Participating Provider Penetration Rate - Bill Count</i>	93.9%
<i>Participating Provider Penetration Rate – Provider Charges</i>	93.6%
<i>EPO Provider Penetration Rate - Bill Count</i>	98.5%
<i>EPO Provider Penetration Rate – Provider Charges</i>	98.2%

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

TECHNOLOGY RISK SERVICES REPORT

Mr. Romero reported that for the month of March 546 phishing emails were sent out to members, with only 11 being clicked. This is 2% of the emails which is well below average.

Mr. Romero stated that in regards to the Media Pro Cyber Training six (6) municipalities are 100% compliant; nine (9) are 80-90% compliant; six (6) are 70-70% compliant, and four (4) are 50-60% compliant.

Mr. Romero reported he has confirmed appointments with 16 member towns for their Risk Assessment visits, which will all be taking place in April and May and he is still reaching out to towns to try and set up these visits.

Mr. Romero 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 **March 31, 2019**, a copy of which was provided to the membership in the agenda packet.

Investment Interest

Interest received or accrued for the reporting period totaled \$26,944.68. This generated an average annual yield of 1.69%; however, after including an unrealized net gain of \$21,471.88 in the asset portfolio, the yield is adjusted to 3.03% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$78,593.59 as it relates to current market value of \$16,946,314.56 vs. the amount we have invested. The current market value; however, when considering the total accrued income at month end is \$17,018,269.56.

The Fund’s 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	\$4,783.95	\$14,986.99
Overpayment Reimbursements	\$0.0	
Salvage Receipts	\$300.00	
FY 2019 Premium Assessments	\$194,660.00	

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

Delran Township	\$66,214.00
Chesterfield Township	\$1,085.00
Bordentown City	\$52,997.00
Bordentown Township	\$27,917.00
Westampton	\$10,164.00

Cash Activity for the Period

During the reporting period, the Fund’s “Cash Position” changed from an opening balance of \$19,205,118.81 to a closing balance of \$19,156,364.21 showing a decrease in the fund of \$48,754.60.

Mr. Tontarski noted in the agenda this month was a quarterly AELCF Allocation report for the EJIF Dividends. He noted the dividends shown are in addition to any towns that have their own AELCF accounts.

Loss Run Payment Register – March 2019

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 \$185,793.14. The claim detail shows 269 claim payments issued.

Bill List – April 2019

For the Executive Committee’s consideration, Mr. Tontarski presented the April 2019 Bill List in the amount of \$88,864.58.

Chair Jack entertained a motion to approve the March 2019 Loss Run Payment Register and the April 2019 Bill List in the amount of \$432,721.87 as presented.

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

Motion by Mr. McMahon, seconded by Mr. Cramer, to approve the *March 2019 Loss Run Payment Register and the April 2019 Bill List in the amount of \$432,721.87* 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.**
Jeffrey Hatcher, **Delran Twp.**
Patrice Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Brandon Umba, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Bud Wells, *Alternate*, **North Hanover Twp.**
John Gural, **Palmyra Borough**
Michelle Brown, *Alternate*, **Pemberton Township**
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

Strategic Planning Committee Meeting – March 12, 2019

Ms. Burger stated that the minutes of the March 12, 2019 meeting were included in the agenda packet and are self-explanatory. She noted that she provided a detailed report at last month's meeting.

Safety Committee Meeting – March 19, 2019

Mr. Cramer stated that the minutes of the March 19, 2019 meeting were included in the agenda packet and were self-explanatory.

MEL/RCF/EJIF REPORT

Chair Jack stated the MEL Report of March 29, 2019 meeting was included in the agenda packet and the EJIF Report from March 29, 2019 was a handout and both were self-explanatory.

Mr. Matchett stated the RCF Report from March 29, 2019 meeting were included in the agenda packet and were self-explanatory. He added that the MEL, RCF, and EJIF, held their Fund Commissioner Retreat and it was a very good meeting.

Next Meeting

Chair Jack noted that the next meeting of the BURLCO JIF will take place on **Tuesday, May 21 19, 2019 at 3:30 PM** at Hainesport Municipal Building, Hainesport, NJ.

PUBLIC COMMENT

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

Chair Jack opened the meeting to the public for comment.

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

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

EXECUTIVE SESSION MEETING – Resolution #2019-25

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. Cramer, seconded by Mr. Wolbert, to Adopt ***Resolution #2019-25***. 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. Cramer, seconded by Mr. Ingling, 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.

<i>Workers' Compensation</i>	<i>General Liability</i>
2019166742	2018126936
2019165703	001237862

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

Motion by Mr. McMahon, 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**
Grace Archer, **Bordentown City**
Mike Theokas, **Bordentown Twp.**
Glenn McMahon, **Chesterfield Twp.**
Mike Templeton, **Delanco Twp.**
Jeffrey Hatcher, **Delran Twp.**
Patrice Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**

Brandon Umba, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Bud Wells, *Alternate*, **North Hanover Twp.**
John Gural, **Palmyra Borough**
Michelle Brown, *Alternate*, **Pemberton Township**
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 was no abandonment of Subrogation claims presented in Closed Session.

MOTION TO ADJOURN

Chair Jack entertained a motion to adjourn the April 16, 2019 meeting of the BURLCO JIF.

Motion by Mr. McMahon, seconded by Mr. Ingling, to adjourn the April 16, 2019 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 3:47 PM.



Kris Kristie,
Recording Secretary for



Glenn McMahon,
Fund Secretary