

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
HAINESPORT TOWNSHIP MUNICIPAL BUILDING
1 HAINESPORT CENTRE, RTE 537
HAINESPORT, NEW JERSEY
July 16, 2019**

OPEN SESSION MINUTES

The meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at Hainesport Township Municipal Building, Hainesport, New Jersey, on Tuesday, July 16, 2019 at 3:30 PM, prevailing time. Chair Jack, **Riverside**, presiding. The meeting was called to order at 3:30 PM.

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 Ireton, *Alternate*, **Bass River Twp.**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Mike Theokas, **Bordentown Twp.**
Glenn McMahon, **Chesterfield Twp.**
John Brown, *Alternate*, **Delanco Twp.**
Jeffrey Hatcher, **Delran Twp.**
Tom Pullion, **Edgewater Park Twp**
Richard Brook, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Mary Picariello, **North Hanover Twp.**
Dennis Gonzalez, **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:

Patrice Hansell, **Fieldsboro Borough**
Brandon Umba, **Lumberton Twp.**
Jerry Mascia, **Mt. Laurel Twp**
John Gural, **Palmyra Borough**
Donna Mull, **Pemberton Borough**
Kathy Hoffman, **Southampton Twp.**
Maryalice Brown, **Woodland Twp**

Those also in attendance were:

Paul Forlenza, MGA, 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*
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
Insurance Agency Mgmt.

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

CONDUCT OF MONTHLY MEETING

Motion by Mr. Cramer, seconded by Mr. Ingling, 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 June 18, 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. Ingling seconded by Mr. McMahon, to approve the Open & Closed session meeting minutes of the June 18, 2019 meeting as presented. Motion carried with one abstention from Mr. Wolbert.

The Closed Session minutes of the June 18, 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 June 18, 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 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 members 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 the members 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.

MEL Cyber Risk Management Plan Compliance Status – Mr. Forlenza noted a report regarding each member's compliance status with the MEL Cyber Risk Management Plan is included for your review. He reported only two (2) towns are compliant to date. Each member should review this report carefully to insure its accuracy. He stated Mr. Romero would cover this more in his report. If you believe the report to be inaccurate regarding your town, please contact Ed Cooney, Fund Underwriter at 973-659-6424.

Statutory Bond Status– Mr. 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.

Member Visitation Program – Mr. Forlenza noted he has started the Member Renewal visits and he has received very good feedback and many positive comments at these visits where he discusses with the Governing Body their participation in the JIF and the many programs available to them. The visits should conclude in mid-September.

Renewal Resolutions & Agreements – Mr. Forlenza noted on or about June 3, 2019, Renewal Resolutions & Agreements were emailed out to those eight (8) towns up for renewal effective January 1, 2020. In order to ensure a smooth budget and renewal process for the JIF, we ask that you forward your Renewal Resolution and the included Agreement to Renew Membership in the BURLCO JIF to the Executive Directors office by Friday, August 16, 2019. To date we have received Renewal Resolutions & Agreements from Bordentown Township and Delran Township. If you have any questions, please contact the Executive Directors office.

2020 Exposure Renewal Process – Mr. Forlenza stated that earlier today all members and their risk managers received a notification that the 2020 Exposure Renewal Process has begun. In addition, last weeks correspondence was sent to each member and their risk manager containing important information pertaining to your property and equipment schedules, employee payroll information/counts, and other exposure data. In addition, the correspondence included important information regarding coverage exclusions and limits. All members and risk managers are urged

to carefully review this information prior to starting the renewal process. Anyone with questions regarding the exposure renewal process should contact Jodi or Tracy in the Executive Directors office. Members are asked to complete the 2020 exposure renewal process no later than Friday, August 30, 2019.

2019 Property Reports – Mr. Forlenza stated that on June 18, 2019 members that received a physical appraisal this year should have received a copy of their appraisal report via email to the Municipal Clerk, copying the FC and RMC. Members are encouraged to review the report and notify the Property Appraisal if any properties were missed during the appraisal process, as we have found some of the buildings addresses were incorrect. Any questions regarding the report can be addressed to Mel Ngayan at AssetWORKS at Melvin.ngayan@assetworks.com or 215-354-1078.

New Member Activity – Mr. Forlenza noted he met with New Hanover representatives early last week, including the Mayor, Clerk, Administrator and Mr. McMahon. The meeting went very well, they are very interested in joining the JIF effective January 1, 2020.

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 was one (1) closed case(s) for the month of June, 2019.

Reed v. Borough of Palmyra

MEL Helpline & Contact List – Mr. DeWeese reminded the Committee about the MEL EPL Helpline and asked the members to please to review the list of authorized contacts for the *MEL Employment Practices Helpline*. He reminded the members they 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. These authorized contacts are the only representatives permitted to access this service.

He stated the members that the calls have gone well, however please call BEFORE any action is taken, not after the action is taken. This is the best way to try and diminish a situation before it blows up.

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 and is included in the agenda. He highlighted the following items:

Police One Training, Mr. Saville reported that out of 27 members, 19 member towns actually have Police departments, and to date, twelve (12) member towns have actually participated in the training, with the most trainings being completed by Medford, Bordentown Township, Westampton, Riverside, and Lumberton. This equates to 587 classes taken. Mr. Saville also reported that four (4) towns have uploaded their roster; however, have not participated in any training, and three (3) towns have not done anything. Mr. Saville reported his office, along with Police One Academy, will be reaching out to those remaining 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.

MEL Video Library – He noted one (1) member utilized the Library in June 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 sent out in May included:

- *Training Summer Employees*

MSI Class Listing – Mr. Saville referenced the list of MSI Classes that are available in July, August and September 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.

Lastly, Mr. Saville reminded the members that he is still waiting on a handful of Safety Contracts with your municipality's Safety Meeting schedule included in the contract, so please get them in to him as soon as possible.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses

Mr. Roselli presented the *Lessons Learned from Losses* for July which reviewed the importance of *Prompt Reporting*. He noted things to remember prior to the storm:

- Please report any claims as soon as possible to Qual-Lynx
- Delays can cost us the ability to secure restitution from negligent parties
- In WC, late reporting can lead to injuries becoming worse, and more difficult to determine if the injury happened on the job.
- In Liability, late reporting can jeopardize the best possible defense being provided
- In Property, late reporting can cause coverage issues and delays in getting repairs completed.

Mr. Roselli then reviewed an example of how prompt reporting and documentation of damage to municipally owned property would have allowed a town to seek subrogation for damage. Unfortunately, this was not done and the Fund was able to collect only a small portion of its costs in this matter.

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 reminded the Committee that she welcomes the opportunity to assist in organizing, researching, or presenting any wellness topic that may help get/keep your staff interested in Health and Wellness. She then highlighted the following:

- Bordentown City – presentation scheduled by Susie Procini on “10 Keys to a Healthy Life”
- Bordentown Twp – Three (3) Public Works employees have quit smoking; at least 4 of them are making healthier choices for lunch and have replaced soda with water!! Continuing with the wellness board and Fitbit challenges within the Police Dept.

- Florence – “Bring your Dog to Work” day was celebrated with employees bringing in their pet companions to inspire, de-stress, and engage with fellow co-workers. All pups were well behaved and attentive.
- Several ideas for the summer months include: Recipe Exchange, Potluck Lunch, Water Challenge, incorporate stretch breaks daily, start a work garden or do a team Charity Event.
- Wellness Connection Newsletter – Ms. Schiffer noted her newsletter focused on Gut Health and reviewed the importance of how your gut is related to your overall health.
- Exercise of the Month: The benefits of Foam Rolling for Warm up and Cool Down.
- 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 June, 2019.

Lost Time v. Medical Only Cases

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

	<i>June</i>	<i>YTD</i>
<i>Lost Time</i>	<i>1</i>	<i>11</i>
<i>Medical Only</i>	<i>11</i>	<i>63</i>
<i>Report Only</i>	<i>9</i>	<i>38</i>
<i>Total Intakes</i>	<i>21</i>	<i>112</i>
<i>Report Only % of Total</i>	<i>42.9%</i>	<i>33.9%</i>
<i>Medical Only/Lost Time Ratio</i>	<i>92:08</i>	<i>85:15</i>
<i>Average Days to Report</i>	<i>2.4</i>	<i>1.5</i>

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report:

<i>Transitional Duty Summary Report</i>	<i>June YTD</i>
<i>Transitional Duty Days Available</i>	<i>1,595</i>
<i>Transitional Duty Days Worked</i>	<i>881</i>
<i>% of Transitional Duty Days Worked</i>	<i>55.2%</i>
<i>Transitional Duty Days Not Accommodated</i>	<i>714</i>
<i>% of Transitional Duty Days Not Accommodated</i>	<i>44.8%</i>

Ms. Beatty noted included 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>June</i>
<i>Bill Count</i>	141
<i>Original Provider Charges</i>	\$114,520
<i>Re-priced Bill Amount</i>	\$61,054
<i>Savings</i>	\$53,466
<i>% of Savings</i>	46.7%
<i>Participating Provider Penetration Rate - Bill Count</i>	99.3%
<i>Participating Provider Penetration Rate – Provider Charges</i>	99.3%
<i>EPO Provider Penetration Rate - Bill Count</i>	97.3%
<i>EPO Provider Penetration Rate – Provider</i>	99.3%

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

TECHNOLOGY RISK SERVICES REPORT

Mr. Romero reported that for the month of June: 653 phishing emails were sent out to members, with only 14 being clicked. This is 2.1% of the emails which is well below average, and the BURLCO JIF continues to do well. He stated he has individual member reports, so if you would like to see who clicked on what when, please see him for your detailed report

Mr. Romero stated that in regards to the Media Pro Cyber Training seventeen (17) municipalities are 100% compliant; seven (7) are 80-99% compliant; one (1) is 70-79% compliant, and two (2) are below 69% compliant.

Mr. Romero reported he has completed his visits in regards to the Cyber Risk Assessments and noted in regards to providing IP address and emails to review and discuss computer security and compliance, as well as start training, the BURLCO JIF is 100% complete.

Mr. Romero noted it is important to encrypt any emails and/or files that have any personal information or sensitive information in them and stated how to do this is included in his report in the agenda.

As far as the individual Assessment Reports, Mr. Romero reported he should have them completed and should start to get them out to the members in the next 3 weeks.

Lastly, Mr. Romero referenced the Tech Watch Newsletter which was included in the agenda, and noted he will be sending this out monthly, and will have it posted on the JIF website.

Compliance with the Cyber Risk Management Plan

Mr. Romero stated there was a handout at everyone's seat. He emphasized that 1 in 4 people will be hacked, so it isn't a matter of "if", but "when". He noted the handout explains in great

detail, in easy to follow steps, how to become compliant with the Tier 1 & Tier 2 standards of the MEL Cyber Liability Risk Management Program. He stated if anyone had any questions or needed any assistant with this, to please contact him.

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 **June 30, 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 \$24,889.37. This generated an average annual yield of 1.72%. However, after including an unrealized net gain of \$27,249.69 in the asset portfolio, the yield is adjusted to 3.60% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$19,683.76 as it relates to current market value of \$16,927,548.76 vs. the amount we have invested. This current market value, however, when considering the total accrued income at month end is \$16,945,324.63.

The Fund's asset portfolio with Wilmington/Trust consists of 2 obligations with maturities greater than one year and 7 obligations with maturities less than one year.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$71.00	\$54,669.56
Overpayment Reimbursements	\$0	
Salvage Receipts	\$0	

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

Delran Township	\$66,506.00
Chesterfield Township	\$1,090.00
Bordentown City	\$53,252.00
Bordentown Township	\$28,061.00
Westampton	\$10,208.00
E-JIF Dividends	\$40,153.80

Cash Activity for the Period

During the reporting period the Fund's "Cash Position" changed from an opening balance of \$17,462,385.98 to a closing balance of \$17,256,221.71 showing a decrease in the fund of \$206,164.27.

Loss Run Payment Register – June 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 \$179,257.53. The claim detail shows 217 claim payments issued.

Bill List/RMC Bill List – July 2019

For the Executive Committee's consideration, Mr. Tontarski presented the July 2019 Bill List in the amount of \$645,480.62, and the 2nd Installment RMC Bill List in the amount of \$124,015.00 which were included in the agenda packet.

Chair Jack entertained a motion to approve the July 2019 Bill List in the amount of \$645,480.62, and the 2nd Installment RMC Bill List in the amount of \$124,015.00 as presented.

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

Motion by Mr. Ingling, seconded by Mr. McMahon, to approve the *June 2019 Loss Run Payment Register, the July 2019 Bill List in the amount \$645,480.62, and the 2nd Installment RMC Bill List in the amount of \$124,015.00* as presented.

ROLL CALL *Yeas* Rich Ireton, *Alternate*, **Bass River Twp.**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Mike Theokas, **Bordentown Twp.**
Glenn McMahon, **Chesterfield Twp.**
John Brown, *Alternate*, **Delanco Twp.**
Jeffrey Hatcher, **Delran Twp.**
Tom Pullion, **Edgewater Park Twp**
Richard Brook, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Mary Picariello, **North Hanover Twp.**
Dennis Gonzalez, **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.

Mr. Tontarski reminded the Committee members the 2nd Installment Assessment payments are due by August 15, 2019, and he has slowly been receiving them.

Mr. Tontarski asked if there were any questions. No questions were entertained.

COMMITTEE REPORTS

Finance Committee Report

2019 Budget Amendment Hearing – Motion to Open

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

Motion by Mr. Cramer, seconded by Mr. Ingling, to open the *2019 Budget Amendment Public Hearing*. All in favor. Motion carried.

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

2019 Budget Amendment Hearing – Motion to Close

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

Motion by Mr. McMahon seconded by Mr. Ingling, to close the *2019 Budget Amendment Public Hearing*. All in favor. Motion carried.

2019 Amended Budget Adoption & 2019 Amended Assessment Certification Adoption

Chair Jack entertained a motion to adopt the *2019 Amended Budget* as presented.

Motion by Mr. Wolbert, seconded by Mr. McMahon, to adopt the *2019 Amended Budget* as presented.

ROLL CALL *Yeas*

Rich Ireton, *Alternate*, **Bass River Twp.**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Mike Theokas, **Bordentown Twp.**
Glenn McMahon, **Chesterfield Twp.**
John Brown, *Alternate*, **Delanco Twp.**
Jeffrey Hatcher, **Delran Twp.**
Tom Pullion, **Edgewater Park Twp**
Richard Brook, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Mary Picariello, **North Hanover Twp.**
Dennis Gonzalez, **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

All in favor. Motion carried by unanimous vote.

Chair Jack entertained a motion to adopt the *2019 Amended Assessment Certification* as presented.

Motion by Mr. Ingling, seconded by Mr. Cramer to adopt the *2019 Amended Assessment Certification* as presented.

ROLL CALL *Yeas*

Rich Ireton, *Alternate*, **Bass River Twp.**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Mike Theokas, **Bordentown Twp.**
Glenn McMahon, **Chesterfield Twp.**
John Brown, *Alternate*, **Delanco Twp.**
Jeffrey Hatcher, **Delran Twp.**
Tom Pullion, **Edgewater Park Twp**
Richard Brook, **Florence Twp.**

Paula Kosko, **Hainesport Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Mary Picariello, **North Hanover Twp.**
Dennis Gonzalez, **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

All in favor. Motion carried by unanimous vote.

Safety Committee Meeting Minutes – June 20, 2019

Mr. Cramer stated he gave an overview at the last meeting, and the minutes of the June 20, 2019 meeting were included in the agenda packet and were self-explanatory.

Mr. Cramer asked if there were any questions. No questions were entertained.

Strategic Planning Committee Meeting – July 16, 2019

Ms. Burger reported that the Strategic Planning Committee met today prior to the Executive Committee meeting and noted some of the topics for discussion included:

- Elected Officials Training
- 2019 Attendance
- 2019 December Dinner location options
- Cyber Risk Management
- Technology Risk Director
- Dates/Times/Location of 2020 Monthly meeting, which will be kept the same

Ms. Burger noted more detail will be provided in the minutes which will be included in the September agenda.

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

MEL/RCF/EJIF REPORT

MEL Cyber Task Force News

Mr. Forlenza stated a copy of the MEL Cyber Task Force News was included in the agenda for the members' review which discusses public entities that have been hacked, with the Baltimore case being one of the more interesting ones. He noted there is a lot of information out there on cyber incidents. To keep it from overwhelming everyone, he included one article in the agenda from the MEL for the members to review.

Mr. Forlenza asked if there were any questions. No questions were entertained.

MISCELLANEOUS BUSINESS

Chair Jack asked for Authorization to Process and Pay Fund Vendors in August 2019.

Motion by Mr. McMahon, seconded by Mr. Wolbert to Authorize to Process and Pay Fund Vendors in August 2019.

ROLL CALL *Yeas*

Rich Ireton, *Alternate*, **Bass River Twp.**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Mike Theokas, **Bordentown Twp.**
Glenn McMahon, **Chesterfield Twp.**
John Brown, *Alternate*, **Delanco Twp.**
Jeffrey Hatcher, **Delran Twp.**
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Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Mary Picariello, **North Hanover Twp.**
Dennis Gonzalez, **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

All in favor. Motion carried by unanimous vote.

Chair Jack entertained a Motion to Adopt *Resolution 2019-31 Authorizing the Fund Chair and Fund Secretary to Execute a Contract with Police One Academy to Provide Online Related Training at a Cost Not to Exceed \$9,500.*

Motion by Mr. Ingling, seconded by Mr. Wolbert to Authorize to Adopt Resolution 2019-31 as presented.

ROLL CALL *Yeas*

Rich Ireton, *Alternate*, **Bass River Twp.**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Mike Theokas, **Bordentown Twp.**
Glenn McMahon, **Chesterfield Twp.**
John Brown, *Alternate*, **Delanco Twp.**
Jeffrey Hatcher, **Delran Twp.**
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Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**

Mary Picariello, **North Hanover Twp.**
Dennis Gonzalez, **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

All in favor. Motion carried by unanimous vote.

Chair Jack entertained a Motion to Adopt *Resolution 2019-32 Authorizing the Fund Chair and Fund Secretary to Execute a Contract with Media Pro and PivotPoint Security to Provide Technology Risk Management Services Training at a Cost Not to Exceed \$14,212.*

Motion by Mr. Wolbert, seconded by Mr. McMahon to Adopt Resolution 2019-32 as presented.

ROLL CALL *Yeas* Rich Ireton, *Alternate*, **Bass River Twp.**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Mike Theokas, **Bordentown Twp.**
Glenn McMahon, **Chesterfield Twp.**
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Jeffrey Hatcher, **Delran Twp.**
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Paula Kosko, **Hainesport Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Mary Picariello, **North Hanover Twp.**
Dennis Gonzalez, **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

All in favor. Motion carried by unanimous vote.

Lastly, Chair Jack entertained a Motion to Extend the 2nd Installment payment due date for the 2019 Assessment to August 30, 2019, with a Grace Period through September 13, 2019. She noted that there have been delays with the State's *FAST* system and the striking of the County tax rate

Motion by Mr. Wolbert, seconded by Mr. McMahon to Extend the 2nd Installment of the 2019 Assessment to August 30, 2019, with a Grace Period through September 13, 2019. All in Favor. Motion carried.

Next Meeting

Chair Jack noted that the next meeting of the BURLCO JIF will take place on **Tuesday, September 17, 2019 at 3:30 PM** at the Hainesport Municipal Building, Hainesport, NJ. There will be no August meeting.

PUBLIC COMMENT

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

EXECUTIVE SESSION MEETING – Resolution #2019-33

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. Ingling, seconded by Mr. Wolbert, to Adopt ***Resolution #2019-33***. 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. Ingling seconded by Mr. McMahon, 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>Property</i>
2019165703	2019176836
2018146046	2019173206
2019163514	2019176854
2019176278	2019175858
	2019172235
	2019157923

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

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

ROLL CALL	<i>Yeas</i>	Rich Ireton, <i>Alternate</i> , Bass River Twp. Rich Wolbert, Beverly City Grace Archer, Bordentown City Mike Theokas, Bordentown Twp. Glenn McMahon, Chesterfield Twp. John Brown, <i>Alternate</i> , Delanco Twp. Jeffrey Hatcher, Delran Twp. Tom Pullion, Edgewater Park Twp Richard Brook, Florence Twp. Paula Kosko, Hainesport Twp. Mike Fitzpatrick, Mansfield Twp. Kathy Burger, Medford Twp. Mary Picariello, North Hanover Twp. Dennis Gonzalez, 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
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Nays: None
Abstain: None

All in favor. Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

There were zero (0) abandonment of Subrogation claims presented in Closed Session.

It was noted that this is Mr. Gonzalez, Pemberton Township's Fund Commissioner's, last meeting as he will be retiring. Mr. Gonzalez stated it was a pleasure to be part of one of the best run organizations with which he has had the pleasure to work. Mr. Forlenza stated that it has been a pleasure to work with Mr. Gonzalez and that he was an instrumental part of the JIF. Mr. Forlenza wished Mr. Gonzalez the best of luck in his future endeavors.

MOTION TO ADJOURN


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

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

The meeting was adjourned at 4:35 PM.



Kris Kristie,
Recording Secretary for



Fund Secretary