

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
RAMBLEWOOD COUNTRY CLUB
200 COUNTRY CLUB PARKWAY
MT. LAUREL, NEW JERSEY
December 17, 2019**

OPEN SESSION MINUTES

The meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at the Ramblewood Country Club, Mt. Laurel New Jersey, on Tuesday, December 17, 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

Grace Archer, **Bordentown City**
Mike Theokas **Bordentown Twp.**
Glenn McMahon, **Chesterfield Twp.**
Jeffrey Hatcher, **Delran Twp.**
Patrice Hansell, **Fieldsboro Borough**
Rich Brook, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Brandon Umba, **Lumberton Twp.**
Kathy Burger, **Medford Twp.**
Mary Picariello, **North Hanover Twp.**
Daniel Hornickel, **Pemberton Township...arrived after roll call**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong**
Doug Cramer, **Tabernacle Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Rich Wolbert, **Beverly City**
Mike Templeton, **Delanco Twp.**
Tom Pullion, **Edgewater Park Twp**
John Gural, **Palmyra Borough**
Donna Mull, **Pemberton Borough**
J. Paul Keller, **Springfield Twp.**
Amanda Somes, **Bass River Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Jerry Mascia, **Mt. Laurel Twp**
Kathy Hoffman, **Southampton Twp.**
Maryalice Brown, **Woodland Twp**

Those also in attendance were:

Paul A. Forlenza, MGA, Executive Director, *RPA – A Division of Gallagher*
Paul Miola, CPCU, ARM, Deputy Executive Director, *RPA – A Division of Gallagher*
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*
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
EJA/Capacity Insurance
Insurance Agency Mgmt.
Hardenberg Insurance Group

Absent Risk Management Consultant agencies:

None

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

CONDUCT OF MONTHLY MEETING

Motion by Mr. McMahan, seconded by Mr. Cramer to allow that this monthly meeting be conducted by the Fund Commissioners present with all matters to be decided upon by a combined majority vote of all the Fund Commissioners. All in favor. Motion carried.

APPROVAL OF THE OPEN & CLOSED SESSION MINUTES

Chair Jack presented the meeting minutes of the November 26, 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. Cramer seconded by Mr. McMahan, to approve the Open & Closed session meeting minutes of the November 26, 2019 meeting as presented.

The Closed Session minutes of the November 26, 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 November 26, 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:

He noted that at each member's seat are eight (8) copies of the Annual Report to share with your Governing Body and Administrative Staff. He recognized Megan Matro from his office and acknowledged her hard work in putting together the report.

Mr. Forlenza also noted there were several copies of the Wellness Calendars distributed at each member's seat to share with your town. He noted a delay in receiving the Safety Calendars and that they would be distributed to each town at the January meeting.

Lost Time Accident Frequency – Mr. Forlenza referenced the report in the agenda and noted the BURLCOJIF currently has the best LTAF in the state.

Certificates of Insurance – Mr. Forlenza referenced this report in the agenda packet and asked everyone to please review it for accuracy and that the limits and named additional insured are correct and were issued properly.

2018 Safety Incentive Program Awards – Mr. Forlenza noted a report detailing the remaining balances for each member is attached for your review. He reminded the members that the deadline to claim or encumber these funds was November 30, 2019. All encumbered funds have to be claimed by February 1, 2020.

2019 Optional Safety Budget - Mr. Forlenza stated that a report detailing the remaining balances for each member is attached for your review. Please note that the deadline to claim or encumber these funds was November 30, 2019. All encumbered funds have to be claimed by February 1, 2020.

2019 Wellness Incentive Program Allowance – Mr. Forlenza stated a report detailing the remaining balances for each member is attached for the members review. Please note that the deadline to claim or encumber these funds was November 30, 2019. All encumbered funds have to be claimed by February 1, 2020.

EPL/Cyber Allowance - Mr. Forlenza stated a report detailing the remaining balances for each member is attached for the members review. Please note that the deadline to claim or encumber these funds was November 30, 2019. Mr. Forlenza stated final reminders were emailed early November, so if you encumbered you money for any of the programs, you must claim it by February 1, 2020 as no other reminders will be sent out.

MEL Cyber Risk Management Plan Compliance Status – Mr. Forlenza noted Mr. Romero will discuss more on this in his report. If you believe the report to be inaccurate regarding your town, please contact Ed Cooney, Fund Underwriter, at 973-659-6424 or ecooney@connerstrong.com.

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 about a bond listed on the report should be directed to Ed Cooney, Fund Underwriter at 973-659-6424 or ecooney@connerstrong.com.

Elected Officials Seminar Save the Dates – Mr. Forlenza stated the Fund is sponsoring Elected Officials training. The MEL will reduce each member's 2020 MEL Assessment by \$250 for each municipal elected official who attends one of the training sessions by March 31, 2020. The sign-in sheets from December 5, 2019 seminar are posted on the JIF website. The remaining trainings have been scheduled on the following dates

January 29, 2020 - Merighi's Savoy Inn, Vineland
February 6, 2020 - Auletto Caterers, Deptford
March 24, 2020 - Merighi's Savoy Inn, Vineland

Employee Cyber Hygiene Training - MediaPro – Mr. Forlenza noted Mr. Romero will discuss this further in his report.

2020 RMC Resolutions & Agreements – Mr. Forlenza stated a memo and sample copies of the JIF RMC Resolution and Agreement for the 2020 Fund Year were e-mailed to all Risk Management Consultants. Once our office receives this documentation, payment can be issued for the 2020 fees at the February 2020 JIF meeting. Please note that RMC payments cannot be processed until this documentation is received. Also, all RMC's are required to execute a Confidentiality Agreement with the JIF and forward it to the Executive Director's office. Each RMC is asked to execute one copy of the Confidentiality Agreement for each member of their staff that might attend the JIF Executive Committee. If you have any questions in this regard, please contact Tracy Forlenza at 856-446-9143.

Committee Volunteers – Mr. Forlenza stated that on or about December 5, 2019, *Committee Volunteer Request Forms* were e-mailed to all Fund Commissioners and Risk Management Consultants. All those who received the form were asked to reply by December 16, 2019. The 2020 Committee Chairs will be meeting in early January via conference call to determine the membership of the Standing Committees. Please be sure to return this form as soon as possible. If you have any questions, please contact Sheila Ortiz at 856-446-9137.

New Member Activity – Mr. Forlenza stated he was happy to announce that New Hanover had executed the agreement to join the BURLCOJIF, effective January 1, 2020 at their meeting last night and he is waiting to receive the documentation.

Mr. Forlenza then wished everyone a happy and healthy holiday season on behalf of his entire staff.

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 two (2) closed case(s) since the last meeting.

Bocchieri & Goods v. City of Bordentown
Dan v. Borough of Palmyra

MEL EPL Helpline & Authorized Contact List – Mr. DeWeese noted he recently had a conference call with the other two Attorneys on the MEL Helpline, along with Mr. Hrubash and Ms. Steinmiller to discuss the effective of the *Helpline* over the course of the last nine months. All agreed it is a great program and is running well. Mr. DeWeese stated of the three attorneys, he is receiving the most calls by far, though since the other two Attorneys have started to reference the program in their JIF's agenda's, their volume of calls has increased as well. He noted everyone he has spoken with in regards to the *Helpline* has been pleased with the results and have followed the advice of the Attorneys, thus he believes the conversations are helping to prevent future claims, which is the ultimate goal. It was agreed to continue this program for 2020 under the same format. Mr. DeWeese noted it has been decided to also provide webinars and to distribute some generic opinions/answered questions that may help others. These are currently being reviewed and all personal information is being removed so Mr. Semurau can distribute them in the future.

Mr. DeWeese wished everyone a safe and happy holiday season from himself and his staff.

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:

MEL Video Library – He noted no one utilized the Library in November 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 December included:

- *Minimum Age for Fire & EMS Drivers*
- *Best Practices for Youth Coaches*
- *NJ Domestic Violence Act for Public Employers*

MSI Class Listing – Mr. Saville referenced the list of MSI Classes that are available in December, January, and February are included in the agenda packet. He noted that a current list of MSI Training Administrators needs to be kept up to date, so if there are any changes in regards to the Training Administrator, please advise afelip@jamontgomery.com.

Mr. Saville stated on behalf of the Staff of J.A. Montgomery, he would like to wish all a happy holiday and happy New Year.

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 December which discussed Comorbidities. He then highlighted what a Comorbidity is:

- It is the presence of one or more additional conditions occurring at the same time as the primary condition (injury).
- Examples include: obesity, diabetes and high cholesterol
- Comorbidities are associated with worse health and treatment outcomes, more complex medical management, and increased healthcare costs.
- Inevitably, comorbidities lead to a more expensive claims experience for the municipality and a more problematic existence for the employee.
- Qual-Lynx is now tracking comorbidities in the claims so they will be able to help pinpoint areas where these conditions affect claims the most.

Mr. Roselli reminded the members to take advantage of the JIF Wellness program, Wellness Director, and other resources to help control claim costs. He then presented an example of a claim that increased in cost substantially due to the complications with procedures and healing due to the fact the claimant was a smoker.

Mr. Roselli wished everyone a happy and safe New Year from himself and everyone at Qual-Lynx.

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 Twp. – offering chair massages after holiday lunch
- Florence – Year-long weight challenge ends this month
- Lumberton – Dec. presentation on healthy snacks and office exercises. Chair massages at their holiday lunch
- Mt. Laurel – Smoothie demonstration and tasting from local Smoothie King
- Pemberton Twp. – hosted a “Friendsgiving” potluck lunch; have already developed a monthly theme for 2020 and will complement each theme with an educational event/presentation/challenge
- Riverside – planning to host the BP screening program offer through Wegman’s for Jan
- Tabernacle – Dec. presentation scheduled on portion distortion and serving sizes
- Woodland – offering chair massages

Ms. Schiffer noted she would be reaching out to all members to set up a time to meet regarding 2020 Wellness and to focus on how we can bring wellness to your employees throughout the year so that their health and overall wellbeing will be in the forefront of their minds. She noted she wants to create a clear “2020 vision” where wellness becomes part of the everyday culture and guides employees to making wellness a lifestyle!

- Several ideas for the fall months include: Healthy Tailgate snack ideas, Gratitude Board and Wall, and Police officers promoted healthy lifestyle by offering a free community workout at the Middle school.
- Wellness Connection Newsletter – Ms. Schiffer noted her newsletter focused on Holiday Tips to help manage stress and stay healthy during the holiday season.
- Exercise of the Month: Included a high intensity interval training workout for aerobic and muscle building benefits as well as the benefits of Yoga.

Ms. Schiffer thanked everyone for their efforts in 2019 and wished everyone a healthy holiday season.

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

MANAGED HEALTH CARE REPORT

Ms. Beatty reviewed the Managed Care Report for November 2019.

Lost Time v. Medical Only Cases

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

	<i>November</i>	<i>YTD</i>
<i>Lost Time</i>	<i>1</i>	<i>60</i>
<i>Medical Only</i>	<i>10</i>	<i>124</i>
<i>Report Only</i>	<i>3</i>	<i>60</i>
<i>Total Intakes</i>	<i>14</i>	<i>203</i>
<i>Report Only % of Total</i>	<i>21.4%</i>	<i>29.6%</i>

<i>Medical Only/Lost Time Ratio</i>	<i>91:09</i>	<i>87:13</i>
<i>Average Days to Report</i>	<i>4.8</i>	<i>2.2</i>

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report:

<i>Transitional Duty Summary Report</i>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	<i>2,400</i>
<i>Transitional Duty Days Worked</i>	<i>1,402</i>
<i>% of Transitional Duty Days Worked</i>	<i>58.4%</i>
<i>Transitional Duty Days Not Accommodated</i>	<i>998</i>
<i>% of Transitional Duty Days Not Accommodated</i>	<i>41.6%</i>

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>November</i>
<i>Bill Count</i>	<i>95</i>
<i>Original Provider Charges</i>	<i>\$253,771</i>
<i>Re-priced Bill Amount</i>	<i>\$68,281</i>
<i>Savings</i>	<i>\$185,489</i>
<i>% of Savings</i>	<i>73.1%</i>
<i>Participating Provider Penetration Rate - Bill Count</i>	<i>93.7%</i>
<i>Participating Provider Penetration Rate – Provider Charges</i>	<i>98.1%</i>
<i>EPO Provider Penetration Rate - Bill Count</i>	<i>97.6%</i>
<i>EPO Provider Penetration Rate – Provider</i>	<i>85.6%</i>

Lastly, Ms. Beatty reported on a Pharmaceutical Plan update and advised the members that effective January 1, 2020, Qual Care would be changing pharmaceutical providers from Avia to My Matrix which is a division of Express Scripts. Ms. Beatty explained that Qual Care has been working with My Matrix in other states for a number of years and has had very good experience with this firm. She stated that My Matrix will provide better program oversight, better reporting capabilities, and better pricing of pharmaceuticals for workers compensation claimants. She stated that claimants that are currently receiving pharmaceuticals as part of their treatment will receive a new prescription drug card in the mail in the next few weeks that they will use to fill their prescriptions after January 1, 2020. Finally, Ms. Beatty stated that she wanted to disclose to the membership that My Matrix is owned by Cigna who also owns Qual Care. She stated that this relationship had no impact on Qual Care’s decision to move to My Matrix from Avia.

Ms. Beatty wished everyone a wonderful holiday season and a happy New Year on behalf of herself and everyone at QualCare.

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

TECHNOLOGY RISK SERVICES REPORT

Mr. Romero reported that during November: 614 phishing emails were sent to members, with only 11 being clicked. This is 1.8% of the emails which is well below average. He stated he can run individual member reports, so if you would like to see who clicked on what and when, please see him for your detailed report.

Mr. Romero stated that in regards to the Media Pro Cyber Training twenty-three (23) municipalities are 100% compliant and four (4) are 80-99% compliant. This means 87% of the BURLCOJIF is 100% complete. All members should be receiving these stats at the beginning of the month in an emailed report. He also noted that come February, new trainings are going to be rolled out, so he would like to get everyone up to 100% prior to the new training being released.

In regards to the MEL Cyber Risk Management Program he is happy to report that 15 members (and he noted Riverside just handed in their paperwork today) are Tier1 certified, and 13 members are Tier 2 certified.

In regards to the Vulnerability Scanning report, he referenced a report in the agenda packet and noted it is important to review and be sure the person receiving the report is actually getting it, and is the correct person to receive it. If there are any changes to what is in the presented report, please let Mr. Romero know so he can correct it.

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, and referenced a recent potential hack, but due to a good antivirus program, was able to be contained.

Lastly, Mr. Romero noted with all of the holiday travel going on, beware of utilizing public charging areas, as there is a scam going around called "Juice Jacking". When you plug your charger into one of these kiosks, there could be malware installed that can hijack all of the information from your phone. If you need to charge your phone, use your own charger plugged into a wall outlet. Also, be wary of any emails that look suspicious from UPS, FEDEX, etc requesting you to click on a link to verify delivery information as there are a lot of these types of scams going on now as well.

Mr. Romero wished everyone the best of holidays.

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

Mr. Forlenza referenced a handout in regards to the *MEL 2020 Cyber Insurance Renewal*. He noted the memo was emailed out to everyone yesterday morning and wanted to be sure everyone had received it and reviewed it. The 2020 Cyber Insurance Renewal has been discussed over the last several months as we knew this was going to be a difficult renewal. Statewide, the MEL JIFs have about a 350% Loss Ratio over the past two years have paid roughly \$1 million dollars' in premium in comparison to \$3.5 million in incurred losses on this line of coverage.

Mr. Forlenza noted that as a result the 2020 Cyber renewal will include a 30% increase in the base rates, which equates to a \$250 increase per member. In addition, there is now a \$25,000 per claim deductible if you are compliant in BOTH Tier 1 & Tier 2. He explained there are deductible reimbursement options and procedures that will remain in effect as long as you are in compliance with the Tiers at the time of the incident. A member will be eligible for a reimbursement of \$20,000 if in compliance with the Tier 1 standards at the time of the incident, and \$22,500 if in compliance with Tier 2 standards at the time of the incident. He noted it is vitally important that each town comes into compliance and remains in compliance going forward, as the MEL will ask for documentation proving you were in compliance at the time of the incident. He stated it is great to see everyone coming into compliance, but you need to remain in compliance.

Mr. Forlenza stated that the MEL Cyber Task Force will be updating the Technology requirements and possibly combining Tier 1 & Tier 2 standards and expanding them as the threats are multiplying and becoming more sophisticated.

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

TREASURER'S REPORT

Mr. Tontarski presented an overview of the combined Treasurer's Report for the month of **November 2019**, a copy of which was provided to the membership in the agenda packet. Mr. Tontarski's reports are valued as of November 30, 2019.

Investment Interest

Interest received or accrued for the reporting period totaled \$30,999.97. This generated an average annual yield of 1.94%; however, after including an unrealized net loss of \$8,950.80 in the asset portfolio, the yield is adjusted to 1.38% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$9,448.21 as it relates to current market value of \$16,097,160.71 vs. the amount we have invested. This current market value, however, when considering the total accrued income at month end is \$16,190,799.00.

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	\$85.72	\$135,119.65
Overpayment Reimbursements	\$112.80	
Salvage Receipts	\$3,200.00	

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

Delran Township	\$30,764.00
Chesterfield Township	\$1,098.00
Bordentown City	\$53,621.00
Bordentown Township	\$28,256.00
Westampton	\$10,279.00

Cash Activity for the Period

During the reporting period the Fund's "Cash Position" changed from an opening balance of \$19,365,439.06 to a closing balance of \$ 19,066,998.85 showing a decrease in the fund of \$298,440.21.

Loss Run Payment Register – October 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 \$197,862.89. The claim detail shows 221 claim payments issued.

Bill List – December 2019

For the Executive Committee's consideration, Mr. Tontarski presented the December 2019 Bill List in the amount of \$498,760.30 which was included in the agenda packet.

Chair Jack entertained a motion to approve the November 2019 Loss Run Payment Register and approve the December 2019 Bill List in the amount of \$498,760.30 as presented

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

Motion by Mr. McMahon seconded by Mr. Ingling, to approve the *November 2019 Loss Run Payment Register and approve the December 2019 Bill List in the amount of \$498,760.30* as presented.

ROLL CALL

Grace Archer, **Bordentown City**
Mike Theokas **Bordentown Twp.**
Glenn McMahon, **Chesterfield Twp.**
Jeffrey Hatcher, **Delran Twp.**
Patrice Hansell, **Fieldsboro Borough**
Rich Brook, **Florence Twp.**
Brandon Umba, **Lumberton Twp.**
Kathy Burger, **Medford Twp.**
Mary Picariello, **North Hanover Twp.**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong**
Doug Cramer, **Tabernacle Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None

Motion carried by unanimous vote.

Mr. Tontarski wished everyone a happy and prosperous New Year.

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

COMMITTEE REPORTS

New Member Review Committee – November 26, 2019

Ms. Burger stated the New Member Review Committee met on November 26, 2019 and the minutes were included in the agenda for your review. She noted the meeting was discussed at last month's meeting, and as Mr. Forlenza announced during his report, New Hanover will be joining the BURLCO JIF effective January 1, 2020.

Finance Committee Report

Mr. Hatcher stated that the Committee reviewed the 2020 Budget and it is set to be adopted this evening along with the 2020 Assessment Certification, and the 2020 Assessment Allocation Strategy, all of which are included in the agenda packet.

Chair Jack asked for a Motion to Open the 2020 Budget Public Hearing. Motion by Mr. Ingling, seconded by Mr. Cramer to Open the 2020 Budget Public Hearing. All in Favor. Motion carried by unanimous vote.

Hearing no comment from the public:

Chair Jack asked for a Motion to Close the 2020 Budget Public Hearing. Motion by Mr. McMahon, seconded by Mr. Ingling to Close the 2020 Budget Public Hearing. All in Favor. Motion carried by unanimous vote.

2020 Budget Introduction, 2020 Assessment Allocation Strategy, and 2020 Assessment Certification

Motion by Mr. McMahon, seconded by Mr. Cramer to Adopt the 2020 Budget, 2020 Assessment Allocation Strategy, and 2020 Assessment Certification as presented

ROLL CALL

Grace Archer, **Bordentown City**
Mike Theokas **Bordentown Twp.**
Glenn McMahon, **Chesterfield Twp.**
Jeffrey Hatcher, **Delran Twp.**
Patrice Hansell, **Fieldsboro Borough**
Rich Brook, **Florence Twp.**
Brandon Umba, **Lumberton Twp.**
Kathy Burger, **Medford Twp.**
Mary Picariello, **North Hanover Twp.**
Dan Hornickel, **Pemberton Township**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong**
Doug Cramer, **Tabernacle Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None

Motion carried by unanimous vote.

Resolution 2019-45 – Authorizing the Fund Treasurer to Transfer \$238,530 from the FY 2019 MEL Liability & Workers Compensation Budget Line Item and \$3,821 from the MEL Excess Property Line Item to the MEL Retrospective Account.

Motion by Mr. McMahon, seconded by Mr. Ingling Authorizing the Fund Treasurer to Transfer \$238,530 from the FY 2019 MEL Liability & Workers Compensation Budget Line Item and \$3,821 from the MEL Excess Property Line Item to the MEL Retrospective Account, as presented.

ROLL CALL

Grace Archer, **Bordentown City**
Mike Theokas **Bordentown Twp.**
Glenn McMahon, **Chesterfield Twp.**
Jeffrey Hatcher, **Delran Twp.**
Patrice Hansell, **Fieldsboro Borough**
Rich Brook, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Brandon Umba, **Lumberton Twp.**
Kathy Burger, **Medford Twp.**
Mary Picariello, **North Hanover Twp.**
Dan Hornickel, **Pemberton Township**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong**
Doug Cramer, **Tabernacle Twp.**

Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None

Motion carried by unanimous vote.

Safety Committee Meeting Report – December 17, 2019

Mr. Cramer noted the Committee met earlier today and a more detailed report would be included in the January agenda packet. He then highlighted the following:

He noted the Committee discussed and reviewed:

- 3rd Quarter Safety Directors Loss Control Report
- 2019 Regional Training Schedule and the proposed 2020 Regional Training Schedule
- Recently released Safety Directors Bulletins
- Multiple Police topics
- MEL Safety and Educational Safety Meeting
- PEOSHA Advisory Committee Updates, as well as violations July – September 2019
- 2019 Wellness Program
- Calendars, Wellness and Safety
- 2020 Safety Kickoff Breakfast on Tuesday, March 3, 2020 at Old York Country Club in Chesterfield.

Concluding his report, Mr. Cramer asked if there were any questions. No questions were entertained.

Nominating Committee Meeting Minutes – November 7, 2019

Mr. Forlenza noted a copy of the 2020 Slate is in the agenda packet, and was previously introduced at the November meeting, and will be voted on at the January 2020 Reorganizational Meeting.

The 2020 Slate is as follows:

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, Mount Laurel Township

Alternates: #1 **Paula Kosko**, Hainesport Township
#2 **Grace Archer**, Bordentown City

- #3 **Mike Theokas**, Bordentown Township
- #4 **Amanda Somes**, Bass River Township
- #5 **David Matchett**, Shamong Township
- #6 **Mike Templeton**, Delanco Township
- #7 **Vacant**

MEL/RCF/EJIF REPORTS

Chair Jack noted there were no MEL/RCF/EJIF Reports this month.

MISCELLANEOUS BUSINESS

Chair Jack entertained the following Motions:

Authorize the Executive Director's Office to Bind EPL/POL Coverage with QBE Insurance for the 2020 Fund Year.

Motion by Mr. McMahon, seconded by Mr. Ingling, to accept the Motion as presented. All in favor. Motion carried.

Authorize the Executive Director's Office to Bind Volunteers Directors & Officers Coverage with QBE Insurance for the 2020 Fund Year.

Motion by Mr. Ingling, seconded by Mr. Cramer, to accept the Motion as presented. All in favor. Motion carried.

Authorize the Executive Director's Office to Bind Cyber Liability Coverage with XL Insurance for the 2020 Fund Year.

Motion by Mr. McMahon, seconded by Mr. Ingling, to accept the Motion as presented. All in favor. Motion carried.

Next Meeting

Chair Jack noted that the next meeting of the BURLCO JIF will take place on **Tuesday, January 21, 2020 at 3:30 PM** at the Hainesport Municipal Building, Hainesport, NJ

PUBLIC COMMENT

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

Chair Jack opened the meeting to the public for comment.

Mr. Forlenza asked the RMC's that should one of their towns not be present at tonight's meeting, to please gather their Calendars and Annual Reports and deliver to them, as postage can be expensive, especially with the calendars.

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

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

EXECUTIVE SESSION MEETING – Resolution #2019-46

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. Ingling, to Adopt ***Resolution #2019-46***. 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. Cramer, 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>
<i>2019169455</i>	<i>2019177099</i>
<i>2020184520</i>	<i>2019177631</i>
<i>2018146395</i>	

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 claims as discussed in *Closed Session*.

ROLL CALL

Grace Archer, **Bordentown City**
Mike Theokas **Bordentown Twp.**
Glenn McMahon, **Chesterfield Twp.**
Jeffrey Hatcher, **Delran Twp.**
Patrice Hansell, **Fieldsboro Borough**
Rich Brook, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Brandon Umba, **Lumberton Twp.**
Kathy Burger, **Medford Twp.**
Mary Picariello, **North Hanover Twp.**
Dan Hornickel, **Pemberton Township**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong**
Doug Cramer, **Tabernacle Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

There was one (1) abandonment of Subrogation claim(s) presented in Closed Session:

#2018146395

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

ROLL CALL

Grace Archer, **Bordentown City**
Mike Theokas **Bordentown Twp.**
Glenn McMahon, **Chesterfield Twp.**
Jeffrey Hatcher, **Delran Twp.**
Patrice Hansell, **Fieldsboro Borough**
Rich Brook, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Brandon Umba, **Lumberton Twp.**
Kathy Burger, **Medford Twp.**
Mary Picariello, **North Hanover Twp.**
Dan Hornickel, **Pemberton Township**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong**
Doug Cramer, **Tabernacle Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None

Motion carried by unanimous vote.

MOTION TO ADJOURN

Chair Jack entertained a motion to adjourn the December 17, 2019 meeting of the BURLCO JIF.

Motion by Mr. McMahon, seconded by Mr. Ingling, to adjourn the December 17, 2019 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:27 PM.



Kris Kristie,
Recording Secretary for



Glenn McMahon,
Fund Secretary