

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
HAINESPORT TOWNSHIP MUNICIPAL BUILDING
1 HAINESPORT CENTRE, RTE 537
HAINESPORT, NEW JERSEY
February 18, 2020**

OPEN SESSION MINUTES

The meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at the Hainesport Township Municipal Building, Hainesport, New Jersey, on Tuesday, February 18, 2020 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

Amanda Somes, **Bass River Twp.**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Jeff Elsasser, *Alternate*, **Bordentown Twp.**
Glenn McMahon, **Chesterfield Twp.**
Erin Provanzano, **Delanco Twp.**
Jeffrey Hatcher, **Delran Twp.**
Patrice Hansell, **Fieldsboro Borough**
Rich Brook, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Brandon Umba, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Chris Ridings, *Alternate*, **Mt. Laurel Twp.**
Kyle Tuliano, **New Hanover Twp.**
Mary Picariello, **North Hanover Twp.**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp.**
Doug Cramer, **Tabernacle Twp.**
Craig Farnsworth, *Alternate*, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Tom Pullion, **Edgewater Park Twp**
John Gural, **Palmyra Borough**
Dona Mull, **Pemberton Borough**
Daniel Hornickel, **Pemberton Township**
Kathy Hoffman, **Southampton Twp.**
Maryalice Brown, **Woodland Twp**

Those also in attendance were:

Paul 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*
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
EJA/Capacity Insurance
Insurance Agency Mgmt.
Hardenberg Insurance Group

Absent Risk Management Consultant agencies:

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

OATHS OF OFFICE

Oaths of Office was administered by Mr. DeWeese, Fund Solicitor, to Amanda Somes, Bass River and Grace Archer, Bordentown Township, Alternate Executive Committee Members, and Rich Wolbert, Beverly, Executive Committee Member, for the 2020 Fund Year. Mr. DeWeese congratulated them on their election.

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

CONDUCT OF MONTHLY MEETING

Motion by Mr. Cramer, seconded by Mr. McMahon 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 open & closed session meeting minutes of the January 21, 2020 meeting of the Fund, as found in the agenda packet and handed out, for approval.

Chair Jack noted an amendment to the January 21, 2020 minutes to include Erin Provanzano, Fund Commissioner, Delanco Township, as present for the 2020 Roll Call and Voting.

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 Open & Closed session meeting minutes of the January 21, 2020 meeting as amended. All In Favor. Abstained by Mr. Wolbert. Motion carried by majority vote.

The Closed Session minutes of the January 21, 2020 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 January 21, 2020 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 the Loss Ratio Snapshots valued as of 12/31/19 for the MEL, JIF and EPL were a handout at everyone's seat this evening.

Lost Time Accident Frequency Report – Mr. Forlenza referenced this report, noting 2019 was a great year for the BURLCO JIF as they hold the lowest LTAF of all MEL affiliated JIFs 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.

2019 Safety Incentive Program Awards – Mr. Forlenza noted a letter describing how to collect your 2019 Safety Incentive Awards money will be emailed to all members after the Safety Breakfast. He reminded the members that the deadline to claim or encumber these funds is November 30, 2020. All encumbered funds have to be claimed by February 1, 2021.

2020 Optional Safety Budget - Mr. Forlenza noted a consolidated announcement letter including instructions on how to collect your 2020 Optional Safety Budget allowance will be emailed out to all members this week. If you have any questions on how to collect your 2020 Optional Safety Budget allowance, please contact his office. He noted the deadline to claim or encumber these funds is November 30, 2020. All encumbered funds have to be claimed by February 1, 2021.

2020 Wellness Incentive Program Allowance – Mr. Forlenza noted a consolidated announcement letter including instructions on how to collect your 2020 Wellness Incentive Program allowance will be emailed out to all members this week. If you have any questions on how to collect your 2020 Wellness Incentive Program allowance, please contact his office. He noted the deadline to claim or encumber these funds is November 30, 2020. All encumbered funds have to be claimed by February 1, 2021.

2020 EPL/Cyber Allowance - Mr. Forlenza noted a consolidated announcement letter including instructions on how to collect your 2020 EPL/Cyber allowance will be emailed out to all members this week. If you have any questions on how to collect your 2020 EPL/Cyber allowance, please contact his office. He noted the deadline to claim or encumber these funds is November 30, 2020. All encumbered funds have to be claimed by February 1, 2021.

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 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 there is only one more training date left to qualify for the MEL to 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 total credit is limited to 5% of a member's 2020 MEL Assessment. The sign-in sheets from December 5, 2019, January 29, 2020 and February 6, 2020 seminars are posted on the JIF website. Please be sure to review them, and verify those who say they attended, signed in. The remaining training has been scheduled on the following date:

March 24, 2020 - Merighi's Savoy Inn, Vineland

Police Command Staff Training – Mr. Forlenza noted Risk Management Training for Police Personnel has been scheduled. Attendance at this training by Police Command Staff is required for compliance with the MEL's 2021/2022 EPL Plan of Risk Management. Invitations for the sessions were e-mailed to all Municipal Clerks and Fund Commissioners on January 8, 2020. There will be two (2) identical sessions each day: a morning session 9:00 am – 11:30 am, and an afternoon session 1:00 pm – 3:30 pm. The sign-ins sheets from the February 5, 2020 trainings are posted on the JIF websites. Please be sure to review them, and verify those who say they attended, signed in. The remaining training dates are scheduled as follows:

April 1, 2020 – Auletto Caterers, Deptford
September 22, 2020 – O'Connors, Eastampton
October 15, 2020 - Merighi's Savoy Inn, Vineland

Managerial & Supervisory Training – Mr. Forlenza stated one of the requirements of the MEL's 2020/2021 EPL Plan of Risk Management is the training of all member managers & supervisors. Four training sessions have been scheduled in conjunction with the TRICO and ACMJIFs. A *Save the Date* for the sessions was e-mailed to all Municipal Clerks, RMC's, and Fund Commissioners on February 7, 2020. A formal invitation will be emailed to all members in early March. There will be two (2) identical sessions each day: a morning session 9:00 am – 11:30 am, and an afternoon session 1:00 pm – 3:30 pm. The trainings have been scheduled on the following dates:

Tuesday, April 7, 2020 – Wildwood Convention Center
Wednesday, June 24, 2020 – O'Connors, Eastampton
Thursday, September 24, 2020 – Auletto Caterers, Deptford
Tuesday, September 29, 2020 – Merighi's Savoy Inn, Vineland

AGRIP/PRIMA 2020 Conferences – Mr. Forlenza noted this year BURLCO JIF members will be eligible to attend two AGRIP Conferences and the Annual PRIMA Conference. The 2020 Budget includes funding for four (4) attendees in total. Those Fund Commissioners who have first priority for attendance at these conferences received information on the Conferences from our office in mid-December and mid-January. There is currently no one signed up for AGRIP, and one person signed up for PRIMA. If anyone has any interest in attending, please contact the Executive Directors office.

Safety Breakfast Kickoff/Safety and Claims Coordinator Roundtable – Mr. Forlenza reported the Fund is scheduled to hold its Annual Safety Breakfast on March 5, 2020 at Old York Country Club in Chesterfield, beginning at 8:30 AM. An invitation was emailed to all Safety Coordinators, Claims Coordinators, Fund Commissioners, Clerks, and Risk Management Consultants on or about February 10, 2020. Also, immediately following the Safety Breakfast, the JIF will be sponsoring a Safety Coordinator & Claims Coordinator Roundtable at the same venue. The Wellness Coordinators are also invited to attend.

Land Use Training Certification – Mr. Forlenza noted on or about October 11th, a supply of Land Use Liability Training Booklets were mailed to each member's Municipal Clerk. Included with the Booklets was a memorandum and certification. The Clerk was asked to provide these materials to the municipality's Land Use Board Secretary(s), who will work with the Land Use Board Attorney(s) to complete the training process. Land Use Board members that complete the training process will be eligible for enhanced coverage should they be personally named in a Land Use claim. Attached for your review is a list of members that have provided a certification to the Fund Underwriter indicating that this training has been completed. Mr. Forlenza reminded everyone that the training is specific to the board member not the municipality. If you have any questions, please do not hesitate to contact Ed Cooney, Fund Underwriter at 973-659-6424 or

ecooney@connerstrong.com and should you need additional training materials, please contact the Executive Directors office.

Payroll Audits – Mr. Forlenza noted that earlier today a letter was e-mailed to all Municipal Clerks, with a copy to Fund Commissioners, advising that Bowman & Company will be performing workers' compensation exposure verification audits of members' 2019 payrolls. These payroll figures will serve as the basis for your 2021 workers compensation excess premiums. Attached to the e-mail was a spreadsheet that included employee counts by payroll classification as reported during last year's payroll audit. As employee counts have a tendency to be the most time consuming part of the payroll audit process, members were asked to review and update this spreadsheet upon receipt. Members are asked to send the required payroll data to the auditors for processing via Bowman's secure portal. Details on how the data can be sent were included in the February 14, 2020 correspondence. Once the information is processed, the auditor will contact each town to discuss the results of the audit and clarify any questions. Members who still have questions following the audit can contact a representative from Bowman to set up a mutually convenient date and time to meet and discuss the audit results.

Property Appraisals – Mr. Forlenza noted on or about February 14, 2020, each member and their RMC's received a notification from our office asking that they review and update their property schedule located in the Origami Exposure Data Management System. Once a member responds, those that are going to receive a physical appraisal this year will be contacted by the Fund Property Appraiser, ASSETWORKS. Those that are not receiving a physical inspection in 2020 will have their building & contents values trended accordingly. All members are asked to complete the review and update process no later than March 20, 2020.

Police Accreditation Announcement – Mr. Forlenza stated on or about February 6, 2020, an email with an attached memorandum regarding reimbursement for the Police Accreditation Program Fees was sent to all Fund Commissioners and RMC's. It was requested that if the town or city had an operating Police Department, to please forward to the Police Chief. If you have any questions regarding the Reimbursement, please contact Denise Plavchak at 856-446-9131

Annual Planning Retreat – Save the Date – Mr. Forlenza noted the Fund will be holding its Annual Planning Retreat on April 21, 2020 beginning at 8:30 AM. It was discussed at the Strategic Planning meeting earlier today to secure Ramblewood for that date. He noted his office with work with Ramblewood to work out some logistics, and should that not be possible, we will hold the Retreat at Café Madison in Riverside. Following the Retreat will be the Executive Committee Meeting beginning at 3:30 PM. A *Save the Date* was emailed out to all Fund Commissioners, Alternate Fund Commissioners, and RMC's on February 10, 2020. An invitation and the RSVP Form will be emailed out early March.

New Fund Commissioner Orientation – Mr. Forlenza stated we are looking to hold a New Fund Commissioner Orientation on May 19, 2020 prior to the Executive Committee Meeting. Mr. Forlenza stated that his office is considering holding the session as a webinar which may be a bit more convenient for some. He noted his office will be sending out an email to see how many members are interested in attending and we will work through the logistics at that time, once we see how many interested members we have.

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 three (3) closed case(s) since the last meeting and he reviewed them with the members.

MEL EPL Helpline & Authorized Contact List – Mr. DeWeese noted that last week he attended the Quarterly meeting with Summit Risk and Conner Strong to discuss the MEL Helpline and stated it was a good meeting. Mr. DeWeese reminded the members to please review the list of authorized contacts for the *MEL Employment Practices Helpline*. Mr. DeWeese stated of the three attorneys, he is receiving the most calls by far, and believes that the conversations are preventing claims. 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 individuals permitted to access this service.

Lastly, Mr. DeWeese noted Governor Murphy recently signed into law changes to the Workers Compensation Statute in regards to injuries to claimant's hands and feet. The bill provides modest increases in the awards for the loss of function of fingers, and more significant increases for serious hand and foot injury which exceed 25% permanent partial disability. He noted as a result of this new bill, the JIF can expect increases in comp claims for hand and foot injuries.

In addition, the new law increases the amount paid by the employer from \$3,500 to \$5,000 in case of the death of a person from any cause other than Occupational Disease during the period of payments of temporary total disability. Also, it was clarified that the amputation bonus is not subject to reimbursement for subrogation under Section 40 of the Statute and it is payable even when there is a total disability award. Mr. DeWeese noted, again, these changes will most likely increase the costs of these specific claims.

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 three (3) members utilized the Library in January 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 November included:

- *Checking Driving History for CDL Operators & Annual program review*
- *MVR Checks for non-CDL drivers*
- *PEOSH Record Keeping*

It was noted that Qual-Lynx can provide a report of the 300 and 300 A PEOSH Records if you need it.

MSI Class Listing – Mr. Saville referenced the list of MSI Classes that are available in February, March, and April 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 noted if anyone missed the DER Training, and would have liked to attend, there is another class on March 16 in Hainesport.

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 February which discussed *Entering and Exiting Vehicles Properly and Safely*. He then highlighted the following:

- Maintain 3 points of contact at all times until seated or on the ground
- Wear proper footwear with sturdy, non-slip soles
- Face the vehicle when getting in or out
- Do not jump down from the vehicle, use all the steps.
- Only grip fixed object: not the wheel or the door
- Wear gloves to help keep a proper hold

He then presented examples of claims resulting from employees not following the three points of contact rules.

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

WELLNESS DIRECTOR'S REPORT

Ms. Schiffer noted she has reached out to everyone and most have responded with meeting dates, or have already met to plan for 2020 Wellness. She noted if you have not met with her yet, but have planned some Wellness activities, please contact her.

Ms. Schiffer noted some of the highlights from the meetings she has already had include:

- Trivia Challenges
- Garden boxes for spring planting
- Designated Wellness Boards
- Yoga demonstrations
- Recipe exchanges
- Creating a Quiet Room or revamping an existing break room
- Chari massages
- Booked Atlantic Medical Imaging Mammography van
- Employee Picnic with activities

She also noted some new resources include:

- Simplex – meeting in February to review services offered
- Miracle Ear – offer onsite hearing tests at no cost
- Mt. Laurel Hearing – also may be another option

Ms. Schiffer referenced her Targeting Wellness newsletter which focuses on Heart Health and Heart Disease. She also noted a flyer on Signs of a Heart Attack and the differences in Men v. Woman.

Ms. Schiffer referenced her “Intention Calendar” which offers a suggested focus each day throughout the month, and the Exercise of the month which focuses on both beginning and advanced exercises for the Treadmill.

Lastly, Ms. Schiffer noted the program NJ WELL promotes and rewards actively employed SHBP/SEHBP members and covered spouses/partners for participating and completing various activities in the NJ Well Program. She noted if you earn 80 points, you can receive a \$250 reward card.

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 January 2020.

Lost Time v. Medical Only Cases

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

	January	YTD
<i>Lost Time</i>	1	1
<i>Medical Only</i>	11	11
<i>Report Only</i>	8	8
<i>Total Intakes</i>	20	20
<i>Report Only % of Total</i>	40.0%	40.0%
<i>Medical Only/Lost Time Ratio</i>	92:08	92:08
<i>Average Days to Report</i>	.4	.4

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report:

<i>Transitional Duty Summary Report</i>	YTD
<i>Transitional Duty Days Available</i>	219
<i>Transitional Duty Days Worked</i>	74
<i>% of Transitional Duty Days Worked</i>	34.0%
<i>\$ Saved by Accommodating</i>	\$7,074
<i>Transitional Duty Days Not Accommodated</i>	145
<i>% of Transitional Duty Days Not Accommodated</i>	66.0%
<i>Cost of Days Not Accommodated</i>	\$14,477

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	January
<i>Bill Count</i>	128
<i>Original Provider Charges</i>	\$347,510
<i>Re-priced Bill Amount</i>	\$50,341
<i>Savings</i>	\$297,169
<i>% of Savings</i>	86%
<i>Participating Provider Penetration Rate - Bill Count</i>	98%
<i>Participating Provider Penetration Rate – Provider Charges</i>	100%
<i>EPO Provider Penetration Rate - Bill Count</i>	97%
<i>EPO Provider Penetration Rate – Provider</i>	98%

Ms. Beatty then directed the members to the Transitional Duty Report where she highlighted that her report will now include the financial impact of accommodating and/or not accommodating Transitional Duty. Her report this month depicted 2019 Year End figures and noted there were 2,569 Transitional Duty days available, of which 1,493 were utilized. This saved the BURLCOJIF \$151,838; however, the nonuse of transitional duty days cost \$120,441. The Committee felt this was a good report to present.

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

TECHNOLOGY RISK SERVICES REPORT

Mr. Romero reported that during January 633 phishing emails were sent to members, with 34 being clicked. This is 5.4% of the emails which is the highest percentage to date. 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 seventeen (17) municipalities are 100% compliant and eight (8) are 80-99% compliant. He noted these numbers have gone down probably due to new employees not being trained. If you are currently not compliant you will be hearing from him. He reiterated that in 2020 each town will have a \$25,000 deductible for a cyber related claim; however, if the member is in compliance with BOTH the Tier 1 & Tier 2 standards at the time of the incident, that member may qualify for a reimbursement of up to \$22,500 of that deductible. Mr. Romero stated he has sent emails out to all members with a complete, easy to follow packet to make compliance as simple as it can be. There are still 7 towns remaining that are not approved for either Tier 1 or Tier 2, and currently 2 towns that are only Tier 1 compliant. Mr. Romero noted he will continue to work with these towns to assist in any way he can to get them compliant.

Mr. Romero referenced the monthly Pivot Point Newsletter included in the agenda packet which depicted a very successful scam known as the Amazon Prime Scan. This particular scam involves potential victims receiving an automated call telling them someone has signed up for Amazon Prime on their account. They are told to press 1 on their phone keypad to cancel, at which point they are transferred to the scammer, who collects their credit card details. Mr. Romero noted the lesson to be learned from this is to never give out your credit card information over the phone.

Mr. Romero 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 **January 2020**, a copy of which was provided to the membership in the agenda packet. Mr. Tontarski reports are valued as of January 2020.

Investment Interest

Interest received or accrued for the reporting period totaled \$22,779.51. This generated an average annual yield of 1.44%. However, after including an unrealized net gain of \$15,663.32 in the asset portfolio, the yield is adjusted to 2.42% for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized gain of \$31,016.42 as it relates to current market value of \$16,109,606.75 vs. the amount we have invested. This current market value, however, when considering the total accrued income at month end is \$16,155,791.04.

The Fund's asset portfolio with Wilmington/Trust consists of 5 obligations with maturities greater than one year and 4 obligations with maturities less than one year.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$183.80	\$183.80
Salvage Receipts	\$2,235.00	
Overpayment Reimbursements	\$936.50	
FY 2020 Premium Assessments	\$1,742,694.00	

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

Delran Township	\$30,838.00
Chesterfield Township	\$1,100.00
Bordentown City	\$85,415.00
Bordentown Township	\$59,020.00
Westampton	\$10,304.00

Cash Activity for the Period

During the reporting period the Fund's "Cash Position" changed from an opening balance of \$18,370,180.99 to a closing balance of \$19,718,958.27 showing an increase in the Fund of \$1,348,777.28.

Loss Run Payment Register – January 2020

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 \$205,967.97. The claim detail shows 306 claim payments issued.

Bill List – February 2020

For the Executive Committee's consideration, Mr. Tontarski presented the February Bill List in the amount of \$973,982.87 and the RMC Bill List (1st Installment) in the amount of \$122,988.00 which was included in the agenda packet.

Chair Jack entertained a motion to approve the January 2020 Loss Run Payment Register and approve the February 2020 Bill List in the amount of \$973,982.87 and the RMC Bill List in the amount of \$122,988.00 as presented

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

Motion by Mr. Wolbert, seconded by Mr. McMahon, to approve the *January 2020 Loss Run Payment Register and approve the February 2020 Bill List and the RMC Bill* as presented.

ROLL CALL *Yeas*

- Amanda Somes, **Bass River Twp.**
- Rich Wolbert, **Beverly City**
- Grace Archer, **Bordentown City**
- Jeff Elsasser, *Alternate*, **Bordentown Twp.**
- Glenn McMahon, **Chesterfield Twp.**
- Erin Provanzano, **Delanco Twp.**
- Jeffrey Hatcher, **Delran Twp.**
- Patrice Hansell, **Fieldsboro Borough**
- Rich Brook, **Florence Twp.**
- Paula Kosko, **Hainesport Twp.**
- Brandon Umba, **Lumberton Twp.**

Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Chris Ridings, *Alternate*, **Mt. Laurel Twp.**
Kyle Tuliano, **New Hanover Twp.**
Mary Picariello, **North Hanover Twp.**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp.**
Doug Cramer, **Tabernacle Twp.**
Craig Farnsworth, *Alternate*, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None

Motion carried by unanimous vote.

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

COMMITTEE REPORTS

Nothing to report

MEL/RCF/EJIF REPORTS

Nothing to report

MISCELLANEOUS BUSINESS

Next Meeting

Chair Jack noted that the next meeting of the BURLCO JIF will take place on **Tuesday, March 17, 2020 at 3:30 PM** at Hainesport Municipal Building, Hainesport, NJ

PUBLIC COMMENT

Motion by Mr. McMahon, 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.

Hearing no 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 #2020-18

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

Motion by Mr. Wolbert, seconded by Mr. McMahon, to Adopt ***Resolution #2020-18***.

ROLL CALL *Yeas* Amanda Somes, **Bass River Twp.**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Jeff Elsasser, *Alternate*, **Bordentown Twp.**
Glenn McMahon, **Chesterfield Twp.**
Erin Provanzano, **Delanco Twp.**
Jeffrey Hatcher, **Delran Twp.**
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David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp.**
Doug Cramer, **Tabernacle Twp.**
Craig Farnsworth, *Alternate*, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None

Motion carried by unanimous vote.

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. McMahon 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>Property</i>
<i>MLT-2020179427</i>	<i>20201884998</i>
<i>001258164</i>	
<i>001252073</i>	

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 following claims as discussed in *Closed Session*.

ROLL CALL *Yeas* Amanda Somes, **Bass River Twp.**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Jeff Elsasser, *Alternate*, **Bordentown Twp.**
Glenn McMahon, **Chesterfield Twp.**
Erin Provanzano, **Delanco Twp.**
Jeffrey Hatcher, **Delran Twp.**
Patrice Hansell, **Fieldsboro Borough**
Rich Brook, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Brandon Umba, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**

Chris Ridings, *Alternate*, **Mt. Laurel Twp.**
Kyle Tuliano, **New Hanover Twp.**
Mary Picariello, **North Hanover Twp.**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp.**
Doug Cramer, **Tabernacle Twp.**
Craig Farnsworth, *Alternate*, **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:

MLT-2020179427

Motion by Mr. McMahon, seconded by Mr. Wolbert, to abandon subrogation on the claim presented:

ROLL CALL *Yeas* Amanda Somes, **Bass River Twp.**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Jeff Elsasser, *Alternate*, **Bordentown Twp.**
Glenn McMahon, **Chesterfield Twp.**
Erin Provanzano, **Delanco Twp.**
Jeffrey Hatcher, **Delran Twp.**
Patrice Hansell, **Fieldsboro Borough**
Rich Brook, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Brandon Umba, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Chris Ridings, *Alternate*, **Mt. Laurel Twp.**
Kyle Tuliano, **New Hanover Twp.**
Mary Picariello, **North Hanover Twp.**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp.**
Doug Cramer, **Tabernacle Twp.**
Craig Farnsworth, *Alternate*, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None

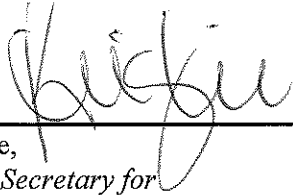
Motion carried by unanimous vote.

MOTION TO ADJOURN

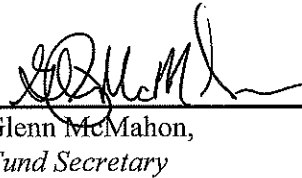
Chair Jack entertained a motion to adjourn the February 18, 2020 meeting of the BURLCO JIF.

Motion by Mr. McMahon, seconded by Mr. Ingling, to adjourn the February 18, 2020 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:26 PM.



Kris Kristie,
Recording Secretary for



Glenn McMahon,
Fund Secretary