

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
Via Conference Call

June 16, 2020

OPEN SESSION MINUTES

The meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held via conference call on Tuesday, June 16, 2020 at 3:30 PM, prevailing time. Chair Jack, **Riverside**, presiding. The meeting was called to order at 3:30 PM.

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 Wolbert, **Beverly City**
Mike Theokas, **Bordentown Twp.**
Glenn McMahan, **Chesterfield Twp.**
Erin Provanzano, **Delanco Twp.**
Jamey Eggers, *Alternate*, **Delran Twp.**
Patrice Hansell, **Fieldsboro Borough**
Steve Fazekas, **Florence Twp.**
Paula Kosko, **Hainesport 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.**
Donna Mull, **Pemberton Borough**
Daniel Hornickel, **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:

Grace Archer, **Bordentown City**
Amanda Somes, **Bass River Twp.**
Tom Pullion, **Edgewater Park Twp**
Brandon Umba, **Lumberton Twp.**
John Gural, **Palmyra Borough**
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

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

Chair Jack then entertained a Motion to move up Ms. Kosko, Alternate Executive Committee Member #1, to the Executive Committee in the absence of Mr. Gural for voting purposes of the seven (7) Executive Committee members only.

Motion by Mr. McMahon, seconded by Mr. Cramer to move up Ms. Kosko as presented. All In Favor. Motion carried by majority vote.

APPROVAL OF THE OPEN & CLOSED SESSION MINUTES

Chair Jack presented the open & closed session meeting minutes of the May 19, 2020 meeting of the Fund, as found in the agenda packet and as provided to the Executive Committee prior to the Executive Committee meeting, for approval.

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

Motion by Mr. Cramer seconded by Mr. McMahon to approve the Open & Closed session meeting minutes of the May 19, 2020 meeting as amended. All In Favor. Motion carried by majority vote.

The Closed Session minutes of the May 19, 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.

EXECUTIVE DIRECTOR'S REPORT

Mr. Forlenza referenced the Executive Director's Report found in the agenda packet noting it was mostly self-explanatory. He then highlighted the following:

Mr. Forlenza noted for members to review their SIP, OSB, Wellness, and EPL/Cyber Risk Management Budget balances, stating there may be items/situations in regards to COVID-19 the cost of which could be offset by one or more of these programs.

Mr. Forlenza stated there were several items in his report that have unfortunately either had to be cancelled or postponed to be rescheduled. The Managerial & Supervisory Training and the Police Command Training that was postponed will more than likely be rescheduled either late this year or early next year as members

have until June 1 2021 to complete the trainings and remain in compliance with the EPL Risk Management Plan. He further noted that the September & October trainings are still scheduled; however, might have to be rescheduled pending social distancing guidelines in effect at the time. Mr. Forlenza noted there are updated RSVP forms included in the agenda for both of these trainings as they were originally going to an employee in the Executive Directors office who is no longer with the company, however please hold off on responding until a decision is made in regards to the postponing and rescheduling of these trainings. A notice will be forthcoming to all members in the near future from his office.

In regards to all sub-committee meetings scheduled for the next 30 days or so, we believe they will be held via conference call and his office will send out the agendas, as well as any pertinent handouts and the dial-in information prior to those meetings. We will keep the Fund updated on any changes to this process.

Mr. Forlenza noted the Fund has had difficulty planning the Annual Planning Retreat due to the social distancing guidelines due to the pandemic. Mr. McMahon will update the Committee on the Retreat during his report later in the meeting.

Mr. Forlenza noted that on March 30, 2020, his office notified all Fund Commissioners, and Fund Professionals, via email, of their requirement to complete the FDS process due to their role with the JIF. All FDS must be submitted by July 31, 2020 which is an extension of its original deadline of April 30th. Any newly appointed Fund Commissioner that has not yet received their PIN# from the Executive Director's office should contact Kris Kristie.

Mr. Forlenza noted Renewal letters were emailed on or about June 3, 2020 to the ten (10) members whose membership in the JIF is up for renewal on January 1, 2021. Included in the mailing was a Resolution for Renewal of Membership in the Burlington County Municipal JIF, a Certification required under the Local Public Contracts Law, and an Agreement to Renew Membership in the Burlington County Municipal JIF. Please have the Resolution placed on your governing body's agenda and return both the Resolution and the Agreement to our office by August 14, 2020. With that said, the Renewal Visitation Program has kicked off as well for those ten (10) towns, and the Executive Directors office has reached out and set up visits with each town to do a quick presentation to the Governing Body. At this time, it is a bit odd to do so via teleconference, as many of the meetings are still being held this way, but it is working.

Lastly, Mr. Forlenza reiterated if anyone should have any questions, or needs assistance; please reach out at any time to any one of the Fund Professionals, either via phone or email, as we are here to help you.

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

SOLICITOR'S REPORT

Closed Cases – Mr. DeWeese reported that there were no closed case(s) since the last meeting.

MEL EPL Helpline & Authorized Contact List – Mr. DeWeese reminded the members to please review the list of authorized contacts for the *MEL Employment Practices Helpline*. He also noted he has been trying to stay abreast of the COVID-19 issues in the State of NJ and has sent out various Bulletins and Notices with information he learns. He is hopeful the correspondence is helpful to the members, and if anyone has any questions or concerns to reach out to him and he will be happy to assist the best he can.

Mr. DeWeese asked if there were any questions at this time. Mr. Cramer noted he is getting quite a few requests from the public to use Township parks for sports activities since the Governor recently allowed for the reopening of parks. He asked if there was any additional information that should be requested from the sports organizations or any additional forms that need to be completed.

Mr. DeWeese stated that earlier today he email to all members a NJ Department of Health Guidance bulletin in regards to sports activities which included a detailed explanation of what is and isn't permitted at this time. He noted in regards to outside organizations using municipal facilities we should be following the Use of Facilities Guidelines that are posted on the BURLCOJIF website, as well as continuing to execute the Use of Facilities Agreements and providing the appropriate forms of insurance.

Mr. DeWeese noted this is new territory for everyone; however, based on all of his research, if you are the owner of the facility or field being utilized by the outside organization, that does not make you responsible for enforcing the COVID -19 guidelines. If the organization decides they are going to participate in these sporting activities, they need to comply with and enforce the Department of Health Guidelines that have been issued. Mr. DeWeese stated that he feels as long as our municipalities are using the Use of Facilities Application & Agreement, getting agreements signed and securing the proper insurance forms, he feels the members are protected.

He noted that he, Mr. Forlenza, Mr. Miola and Mr. Cooney, discussed this recently. Mr. DeWeese stated there is coverage under the JIF General Liability Policy if there are claims brought against the municipality alleging the municipality somehow was to blame for someone contracting COVID-19 while utilizing a municipal facility, but he cautions everyone that there are exclusions in the policy for failure to comply with a Statute or Executive Order if you have blatantly ignored them and any punitive damages awarded are not covered under any policy. Mr. Cramer thanked Mr. DeWeese for his explanation.

SAFETY DIRECTOR'S REPORT

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

Mr. Saville noted his report included a list of the Safety Director Bulletins and Safety Announcements issued during the month, along with guidance for re-opening Public Facilities.

Mr. Saville noted that due to the requirements for social distancing, the upcoming MSI training normally found in his report has been postponed until further notice but stated JA Montgomery is currently offering several MSI training programs that will be delivered through a webinar format, with the applicable CEUs and TCH credits available for those who attend. These webinars began with eight (8) topics on June 2, 2020 and registration information is sent out by email prior to each training.

Lastly, Mr. Saville stated the results for "What's Wrong with This Picture" JSO Picture challenge has been compiled and will be sent out Wednesday. He noted only twelve (12) members participated in the challenge. He also noted that completion of two installments will count as a JSO towards their SIP Enhanced Program Award and reminded everyone again that the Safety Directors office remains open and available to help with any safety-related issues.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses

Mr. Roselli presented the *Lessons Learned from Losses* for June which reviewed *Police Vehicle Safety*. He then highlighted the following to consider for the safety of your Officers:

- Make sure Officers are wearing seatbelts at all times
- Limit the time the Officer is sitting on the side of the road in a police car
- Limit equipment in the car, as anything not tied down can become a projectile.

He then presented an example of a claim where the officer suffered severe injuries, and though no fault of the officers, had he not been on the side of the road, sitting in his vehicle doing paperwork, could have been avoided.

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

WELLNESS DIRECTOR'S REPORT

Ms. Schiffer referenced her report in the agenda packet, noting that events for June have been postponed due to the pandemic and social distancing.

Ms. Schiffer noted she is still sending out the weekly emails: "A note from your Wellness Director" in an effort to provide words of positivity and to remind everyone to take care of yourself first, as well as weekly Zoom meetings featuring short workouts, meditation and breathing and stretching exercises.

Ms. Schiffer noted as we start to transition back to dealing with the public face to face, we have to be particularly conscious of how your employees concerns are addressed. Health and well-being, financial stability, and job security are top concerns for employees right now and acknowledging, addressing and supporting those fears in meaningful ways will leave a lasting mark.

Ms. Schiffer noted she has recently completed her Health & Wellness Coaching Certification through NBHWC and she is hoping to explore the possibility of offering either individual or group health & wellness coaching for municipal employees (via phone, video, or person). This would be an opportunity for her to help people discover a way of living more consciously, which can enhance their overall well-being and resilience. Details will be proposed and discussed with Mr. Forlenza and Mr. Miola. Once a plan is formulated, she will present her idea to the Committee for review.

June Targeting Wellness Newsletter

The Newsletter focused on some of the transiting concerns and ways to manage stress.

Exercise of the Month:

Ms. Schiffer noted her "Exercise of the Month" included in the agenda packet depicts simple exercises you can do throughout the day to reduce the strain on your neck. Articles included in the packet further explain the concern that arises from these two postural conditions. Two note-worthy take-aways:

1. Neck muscles in the proper position, are designed to support the weight of your head, which can range from 10 to 12 pounds. For every inch you drop your head forward, you double the load on those muscles.
2. FHP results in loss of vital capacity of the lungs by as much as 30%

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 May 2020.

Lost Time v. Medical Only Cases

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

| | <i>May</i> | <i>YTD</i> |
|------------------|------------|------------|
| <i>Lost Time</i> | 3 | 16 |

| | | |
|-------------------------------------|-------|-------|
| <i>Medical Only</i> | 7 | 40 |
| <i>Report Only</i> | 96 | 251 |
| <i>Total Intakes</i> | 106 | 309 |
| <i>Report Only % of Total</i> | 91% | 81% |
| <i>Medical Only/Lost Time Ratio</i> | 70:30 | 71:29 |
| <i>Average Days to Report</i> | 1.5 | 3.6 |

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> | 1,054 |
| <i>Transitional Duty Days Worked</i> | 667 |
| <i>% of Transitional Duty Days Worked</i> | 63% |
| <i>\$ Saved by Accommodating</i> | \$77,515 |
| <i>Transitional Duty Days Not Accommodated</i> | 387 |
| <i>% of Transitional Duty Days Not Accommodated</i> | 37% |
| <i>Cost of Days Not Accommodated</i> | \$38,984 |

Ms. Beatty presented a new report that depicts the number of cases related to COVID-19 from January 2020 to present by town and month. The highlights of this report are as follows:

Total Cases in the BURLCOJIF: 233

Indemnity: 9
 Medical Only: 5
 Report Only: 219

Ms. Beatty noted there have only been nine (9) semi-serious COVID-19 cases reported with none being placed on ventilators. She noted if anyone would like details on their town's cases, please contact her.

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

| <i>PPO Penetration Rate</i> | <i>May</i> |
|---|-------------------|
| <i>Bill Count</i> | 147 |
| <i>Original Provider Charges</i> | \$128,204 |
| <i>Re-priced Bill Amount</i> | \$46,114 |
| <i>Savings</i> | \$82,090 |
| <i>% of Savings</i> | 64% |
| <i>Participating Provider Penetration Rate - Bill Count</i> | 94% |
| <i>Participating Provider Penetration Rate - Provider Charges</i> | 96% |
| <i>EPO Provider Penetration Rate - Bill Count</i> | 96% |
| <i>EPO Provider Penetration Rate - Provider</i> | 94% |

Ms. Beatty noted her office is still fully operation with the majority of employees working from home.

Ms. Beatty noted most medical facilities are starting to schedule procedures/surgeries that had been postponed due to the pandemic

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

TECHNOLOGY RISK SERVICES REPORT

Mr. Romero noted there are still seven (7) members who still have not completed last year's basic Cyber Security course, and he will be following up with those members; and eight (8) members are below 70% in regards to the latest Cyber Hygiene training course titled *Best Practices for Work and Home*. He had asked that all members complete this training by May 29, 2020, so please consider this a reminder.

Mr. Romero noted in regards to the phishing emails for the month of May, there were 653 phishing emails issued with 12 clicked, or 1.8%, which is great and lower than where we were at the beginning of the year. He then noted he is in the process of updating the "fake" emails and you will see them coming out from different sources, challenging your employees. Mr. Romero noted; however, there are some firewalls that are blocking the phishing email exercises, so he noted he will be notifying the members of the source used so they can please go to their IT department and ask them to allow access from those sources.

In regards to the MEL Cyber Risk Management Compliance, 21 of our 28 members are certified in Tier 1, and 18 of the 28 are completely certified. He noted that Bordentown Township is just about to become Tier 2 certified, so congratulations to them.

PivotPoint Security continues to do the Vulnerability Scanning of your firewalls and gateways, and included in the agenda is their most recent activity report. Mr. Romero asked that the members please review the report and be sure the person listed to receive these reports is still the proper person to receive these reports on a monthly basis.

He reminded the members to be aware of the numerous Covid-19 email scams that are circulating noting a big increase in COVID-19 related domain names. Please be sure emails received are coming from a trusted source. If you have any question regarding this, Mr. Romero had previously provided a link to all members, where if you type in the questionable email address, it will show you where the email originated.

In regards to Zoom, which a lot of towns are using for their meetings, they have released Version 5, however, there is now a malicious email in regards to downloading the latest Zoom version, and if clicked, will steal information from your computer. Mr. Romero noted to please only download from trusted sources, or original websites

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 the month of **May 2020**, a copy of which was provided to the membership in the agenda packet. Mr. Tontarski reports are valued as of May 31, 2020 for Closed Fund Years 1991 to 2015, and Fund Years 2016, 2017, 2018, 2019 and 2020.

Investment Interest

Interest received or accrued for the reporting period totaled \$22,281.12. This generated an average annual yield of 1.46%. However, after including an unrealized net loss of \$9,638.67 in the asset portfolio, the yield is adjusted to .83% for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized gain of \$103,363.15 as it relates to current market value of \$14,485,875.16 vs. the amount we have invested. This current market value, however, when considering the total accrued income at month end is \$14,557,349.13.

The Fund's asset portfolio with Wilmington/Trust consists of 4 obligations with maturities greater than one year and 6 obligations with maturities less than one year.

Receipt Activity for the Period

| | Monthly | YTD |
|------------------------------|------------|-------------|
| Subrogation Receipts | \$5,250.00 | \$54,782.17 |
| Salvage Receipts | \$0 | |
| Overpayment Reimbursements | \$0 | |
| FY '20 Appropriation Refunds | \$875.00 | |

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

| | |
|-----------------------|-------------|
| Delran Township | \$30,994.00 |
| Chesterfield Township | \$1,106.00 |
| Bordentown City | \$69,943.00 |
| Bordentown Township | \$43,901.00 |
| Westampton | \$10,356.00 |

Cash Activity for the Period

During the reporting period the Fund’s “Cash Position” changed from an opening balance of \$18,410,378.52 to a closing balance of \$18,150,030.45 showing a decrease in the Fund of \$260,348.07.

Loss Run Payment Register – May 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 \$125,755.69. The claim detail shows 265 claim payments issued.

Bill List – June 2020

For the Executive Committee’s consideration, Mr. Tontarski presented the June Bill List in the amount of \$668,842.01 which was included in the agenda packet. He explained an amount of \$3,400.00 for Westampton’s SIP payment was included on the Bill List presented, however the Bill List total was not updated, so the amended amount of \$668,842.01 is the total for consideration inclusive of that payment.

Chair Jack entertained a motion to approve the May 2020 Loss Run Payment Register and approve the June 2020 Bill List in the amount of \$668,842.01 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 *May 2020 Loss Run Payment Register and approve the June 2020 Bill List* as presented.

ROLL CALL

Yeas: Doug Cramer, **Tabernacle Twp.**
 James Ingling, **Wrightstown Borough**
 Jerry Mascia, **Mt. Laurel Twp.**
 Rich Wolbert, **Beverly City**
 Glenn McMahon, **Chesterfield Twp.**
 Meghan Jack, **Riverside Twp.**
 Paula Kosko, **Hainesport Twp.**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

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

COMMITTEE REPORTS

Finance Committee Meeting Minutes – May 27, 2020 – In the absence of Mr. Hatcher, Mr. Forlenza presented the Finance Committee Report, noting the detailed minutes were included in the agenda packet, along with the Interim Financials, and then highlighted the following:

Mr. Forlenza stated the main purpose of the meeting was to review the 12/31/19 Audit and noted there is great detail in the minutes of the Auditors findings and financial position of the Fund. He noted the Funds overall Net position decreased by approximately \$500,000, however, the Fund remains in a very healthy position overall. There were no findings or recommendations in the Audit.

Also reviewed were both the MEL and RCF financials positions as of 12/31/19 and the Interim Financials valued as of 3/31/20, which are included as an attachment to the minutes. The Net Current surplus position at 12/31/19 was \$10,691,400 with \$7,200,000 in the Closed Year account which is eligible to be returned to the members over time as a Surplus Distribution.

In regards to Surplus Distribution, three (3) different distribution scenarios were reviewed and discussed and the Committee will make a recommendation at the next meeting in regards to this year's release.

Mr. Forlenza noted a discussion on the Retrospective candidates was held on those currently participating in the program, and the Committee also reviewed the Loss Ratios as of March 31, 2020 for the JIF, MEL and EPL as well as the renewing members as we have 10 members up for renewal effective 1/1/2021.

The Committee reviewed several JIF Policies, one of which is up for approval tonight, as well as a Resolution that would authorize an intra-fund transfer from the Deductible line to the Property line in the 2019 Fund Year. As many are aware, the Property Line has been a tricky line of coverage as of late as we have had escalating claims within this line.

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

Mr. Forlenza then presented two (2) Resolutions for consideration and adoption:

Resolution 2020-26 Accepting the Annual Audit Report for the Period Ending December 31, 2019.

Motion by Mr. McMahon, seconded by Mr. Ingling to approve Resolution 2020-26 as presented.

| | | |
|------------------|--------------|---|
| ROLL CALL | Yeas: | Doug Cramer, Tabernacle Twp. James Ingling, Wrightstown Borough Jerry Mascia, Mt. Laurel Twp. Rich Wolbert, Beverly City Glenn McMahon, Chesterfield Twp. Meghan Jack, Riverside Twp. Paula Kosko, Hainesport Twp. |
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| Nays: | None |
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| Abstain: | None |
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All in favor. Motion carried by unanimous vote.

Resolution 2020-27 Authorizing an Intra-Fund Transfer for the 2019 Fund Year of \$120,000 from the Deductible Line to the Property Line

Motion by Ms. Kosko, seconded by Mr. McMaohon to approve Resolution 2020-27 as presented.

ROLL CALL *Yeas:* Doug Cramer, **Tabernacle Twp.**
James Ingling, **Wrightstown Borough**
Jerry Mascia, **Mt. Laurel Twp.**
Rich Wolbert, **Beverly City**
Glenn McMahan, **Chesterfield Twp.**
Meghan Jack, **Riverside Twp.**
Paula Kosko, **Hainesport Twp.**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Lastly, Chair Jack asked for a Motion to accept *Estimating Assessments by Department Policy* as detailed in the agenda.

Motion by Mr. McMahan, seconded by Mr. Wolbert to accept *Estimating Assessments by Department Policy* as presented. All in favor. Motion carried.

Strategic Planning Committee Meeting – June 16, 2020 – Mr. McMahan noted the Committee met earlier today and the minutes would be included in next month’s agenda. He then highlighted the following from the meeting:

Mr. McMahan stated the Committee reviewed and discussed Membership Renewals, Membership growth, the Fund Commissioner Orientation, Elected Officials Trainings, Cyber Liability and a possible increase in the Cyber Liability premiums. Also discussed was the December Dinner Meeting; however, we do not have a location for this meeting as of yet. In regards for the 2021 meetings, it was decided to keep meeting in Hainesport on the third Tuesday of each month at 3:30 PM, and in regards to the Executive Committee voting format, we have decided to leave it as a full vote of the members present at each meeting. Lastly, the Committee decided to cancel the Retreat his year due to Social Distancing restrictions; however, all members we will still be granted credit for ½ day attendance for the SIP program.

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

MEL/RCF/EJIF REPORTS

Chair Jack stated both the MEL and EJIF met via teleconference on June 3, 2020 and reports were included in the agenda packet and are self-explanatory. She then noted the MEL adopted their Rate Table which will stay flat which is good for all JIF members, and both entities had adopted their Audit Reports.

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

Mr. Matchett stated the RCF also met via teleconference on June 3 2020 and the report was included in the agenda packet and was self-explanatory. He then noted the RCF Adopted their Audit, which only had one recommendation, which is the same every year, to watch the Surplus amounts.

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

MISCELLANEOUS BUSINESS

Mr. Forlenza noted that due to the current situation and uncertainty of COVID-19, and what the social distancing guidelines will be in the next couple of weeks, he would like to ask for a Motion, after consultation with the Fund Chair, Secretary, & Solicitor to re-advertise the July Executive Committee Meeting to a conference call, if needed. He noted although he would very much like to have a face to face meeting, he would prefer to have authorization to re-advertise, as it is an uncertainty right now.

Chair Jack asked for a Motion to re-advertise the July Executive Committee Meeting as outlined by Mr. Forlenza.

Motion by Mr. Ingling, seconded by Mr. Mascia to re-advertise the July 2020 Executive Committee Meeting. All in Favor. Motion carried.

Next Meeting

Chair Jack noted that the next meeting of the BURLCO JIF will more than likely be a conference call on Tuesday, July 21, 2020 at 3:30 PM unless otherwise noted.

PUBLIC COMMENT

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

EXECUTIVE SESSION MEETING – Resolution #2020-28

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

Motion by Mr. McMahon seconded by Ms. Kosko to Adopt **Resolution #2020-28**.

| | | |
|------------------|--------------|---|
| ROLL CALL | Yeas: | Doug Cramer, Tabernacle Twp. James Ingling, Wrightstown Borough Jerry Mascia, Mt. Laurel Twp. Rich Wolbert, Beverly City Glenn McMahon, Chesterfield Twp. Meghan Jack, Riverside Twp. Paula Kosko, Hainesport Twp. |
|------------------|--------------|---|

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|--|--------------|------|
| | Nays: | None |
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| | Abstain: | None |
|--|-----------------|------|

All in favor. 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> |
| 2018143570 |

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:* Doug Cramer, **Tabernacle Twp.**
 James Ingling, **Wrightstown Borough**
 Jerry Mascia, **Mt. Laurel Twp.**
 Rich Wolbert, **Beverly City**
 Glenn McMahon, **Chesterfield Twp.**
 Meghan Jack, **Riverside Twp.**
 Paula Kosko, **Hainesport Twp.**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION -- APPROVAL

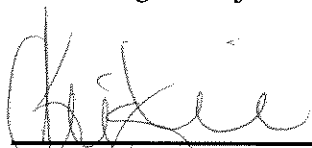
There were none (0) abandonment of Subrogation claim(s) presented in Closed Session:

MOTION TO ADJOURN

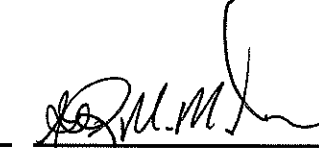
Chair Jack entertained a motion to adjourn the June 16, 2020 meeting of the BURLCO JIF.

Motion by Mr. McMahon, seconded by Mr. Wolbert, to adjourn the June 16, 2020 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:23 PM.



 Kris Kristie,
Recording Secretary for



 Glenn McMahon,
Fund Secretary