

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
OPEN SESSION MINUTES
December 15, 2020**

Via Zoom Conferencing

The meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was via Zoom Conferencing on Tuesday, December 15, 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

Grace Archer, **Bordentown City**
Glenn McMahon, **Chesterfield Twp.**
Erin Provensano, **Delanco Twp.**
Jeff Hatcher, **Delran Twp.**
Patrice Hansell, **Fieldsboro Borough**
Steve Fazekas, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Brandon Umba, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Kyle Tuliano, **New Hanover Twp**
Mary Picariello, **North Hanover Twp.**
John Gural, **Palmyra Borough**
Daniel Hornickel, **Pemberton Township**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong**
Kathy Hoffman, **Southampton Twp.**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Amanda Somes, **Bass River Twp.**
Rich Wolbert, **Beverly City**
Mike Theokas, **Bordentown Twp.**
Tom Pullion, **Edgewater Park Twp**
Donna Mull, **Pemberton Borough**
Maryalice Brown, **Woodland Twp**

Those also in attendance were:

Paul Forlenza, MGA, Executive Director, *RPA – A Division of Gallagher*
Paul J. 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 Account Rep, *J.A. Montgomery Risk Control*
Chris Roselli, Claims Administrator, *Qual-Lynx*
Karen Beatty, Managed Care Organization, *QualCare*
Debby Schiffer, Wellness Director
Lou Romero, Technology Risk Services Director, *Secure Data Consulting Services*

Also present were the following Risk Management Consultant agencies:

EJA/Capacity Insurance
Hardenberg Insurance Group
Insurance Agency Mgmt.

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

Mr. Forlenza then took a moment to verify call in phone numbers and rename them to the appropriate member.

Chair Jack entertained a Motion to move Ms. Kosko to the Executive Committee in the absence Mr. Wolbert for voting purposes of the seven (7) Executive Committee members only.

Motion by Mr. Cramer, seconded by Mr. Mascia 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 November 17, 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. McMahon seconded by Mr. Mascia to approve the Open & Closed session meeting minutes of the November 17, 2020 meeting. All in Favor. Motion carried by majority vote.

The Closed Session minutes of the November 17, 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 the agenda packet noting it was mostly self-explanatory. He then highlighted the following:

Mr. Forlenza referenced the most recent Certificates of Insurance report and asked the members to please review for accuracy and be sure they were issued to the correct organizations with the correct limits and types of coverage.

Mr. Forlenza noted for members to review their SIP, OSB, Wellness, and EPL/Cyber Risk Management Budget balances and if you encumbered unspent funds by the November 30, 2020 deadline there are many items/situations in regards to COVID-19, the cost of which could be offset by one or more of these programs. He noted his office will not be sending out any more reminders regarding available balances and if you have a question, please contact his office. All encumbered funds must be claimed by February 1, 2021.

Mr. Forlenza referenced the Statutory Bond Status report and asked members to please review the report for accuracy. He noted those members who had employees with Bonds issued by the MEL that expire at the end of 2020 received an email in August asking the bond holder to submit an application if they still wanted the MEL to provide this coverage. However, there are still a number of towns that have not completed the applications and Mr. Miola sent a reminder email to those members earlier today. The completed application must be submitted by Friday, December 18, 2020, or there will not be time to underwrite the applicant and you will need to seek coverage for this individual through other means. He

reminded the members that the bond is for the individual, not the position, and if you would like to check the status of an application, please contact Ed Cooney, Fund Underwriter.

Mr. Forlenza noted the 2022-2023 MEL EPL Risk Management Plan had been revised and in early July the Model Employment Practice Policies and Employee Handbook were placed on the NJ MEL's website (NJMEL.org). Adopting the revised policies and handbook are one of steps required by all members to become/remain in compliance with the MEL EPL Risk Management Plan.

In regards to the Police Command Staff Training, several members have suggested that we make this training available online; however, due to the sensitive nature of this training, the preference is hold this training in person. Training will be scheduled for the Spring 2021 should the social distancing guidelines be lifted. Additional information will be forthcoming.

Mr. Forlenza reminded that members that the in person Managerial & Supervisory Trainings have been cancelled due to the COVID-19 pandemic and the required social distancing guidelines. An email was sent to all Fund Commissioners and RMC's on September 1, 2020 explaining the change noting it was decided to break this training up into two different sessions. The Sexual Abuse & Molestation training for Managers & Supervisors has taken place in October and November via Webinar and was presented by Paul Shives from J.A. Montgomery. The Managers & Supervisor's employment related training required for compliance with the MEL's EPL Plan of Risk Management will be held in the Spring 2021 and will be presented as an in-person training should the social distancing guidelines be lifted, and presented by Armando Riccio. Information on this portion of the training will be forthcoming.

In regards to Non-Supervisory EPL Employee Training, Mr. Forlenza stated on November 23, 2020, a memorandum was sent to all members notifying them of the availability of non-supervisory employee training through the MEL Safety Institute (MSI). A required element of compliance with the MEL's 2022-2023 Employment Practices Liability (EPL) Risk Management Plan, all members are required to notify their non-supervisory employees of the availability of this training. The training module is entitled *Building a Safe Workplace: Anti-Harassment and Discrimination* and is approximately 20 minutes in length. The memorandum provided specific directions on how to access the training module in the MSI. All members should document the notification of the availability of this training to their employees and the notification should go out as soon as possible. The deadline to comply with all aspects of the EPL Risk Management Plan is June 1, 2021.

Mr. Forlenza noted, again, this year, the Fund will be sponsoring Elected Officials training. The MEL will reduce each member's 2021 MEL Assessment by \$250 for each municipal elected official who attends one of the training sessions. This credit will also be extended to the member's CEO (i.e. Municipal Manager or Administrator) again this year. The total credit is limited to 5% of a member's 2021 MEL Assessment. On November 23, 2020 a memorandum including detailed directions on how to access this training through the MSI was emailed to Municipal Clerks, Fund Commissioners, and Risk Management Consultants.

Mr. Forlenza stated that on or about October 15, 2020, a memo and sample copies of the JIF RMC Resolution and Agreement for the 2021 Fund Year were e-mailed to all Risk Management Consultants. Once his office receives this documentation, payment can be issued for the 2021 fees at the February 2021 JIF meeting. Please note that RMC payments cannot be processed until this documentation is received. .

Mr. Forlenza stated on December 2, 2020, *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 14, 2020. The 2021 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 to Sheila Ortiz in his office.

Mr. Forlenza noted the 2021 Safety & Wellness Calendars are in the process of being delivered to each member either by himself, Mr. Miola, Ms. Schiffer, or the folks from the Safety Directors office. He asked that these calendars be distributed around municipality facilities and placed in locations where the employees can see them as they act as a daily reminder of the importance your municipality and the JIF

places on employee wellness and safety. Once you receive your package, should you need more calendars, please contact the Executive Directors office.

Mr. Forlenza stated that the Fund's 2020 Annual Report is in the process of being sent to all members. He asked that a copy of the report be provided to each member of the governing body and shared with the Administrative staff

Lastly, in regards to the offer of membership extended to Mt. Holly effective January 1, 2021, the Township decided not accept the offer of membership offer and will remain with their current insurer.

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 was one (1) closed case(s) since the last meeting:
Reed Estate v. Township of Southampton

MEL EPL Helpline & Authorized Contact List – Mr. DeWeese reminded the members to please review the attached list of authorized contacts for the *MEL Employment Practices Helpline* and that members can appoint up to **two (2)** municipal representatives who will be permitted to contact the *Helpline* attorneys with their inquiries. The appointment of the municipal representatives must be made by Resolution of the Governing Body. These authorized contacts are the only individuals permitted to access this service, so please review the list and be sure who you would like appointed as the contacts is actually appointed.

Mr. DeWeese stated of the three attorneys on the MEL Helpline panel, he is receiving the most calls by far, and the volume of calls has increased as well mainly due to COVID issues. 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.

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

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.

Mr. Saville noted the MSI in-classroom training continues to be suspended due to the requirements for social distancing, but you may want to take advantage of one of the upcoming webinars currently being offered, or try the video streaming service through MSI as training requirements must still be met while dealing with the pandemic. The Applicable CEUs and TCH credits are available for those who attend the webinars. Feedback for the webinars has been positive. Group registrations are available for those with limited internet capabilities.

Mr. Saville noted one important change that has been made to PEOSH's programmed inspection program is instead of showing up unannounced, they have been calling ahead; to make sure that it is safe for them to visit and that someone will be there. Once again, he reminded everyone to please contact him if they are coming to visit you.

Mr. Saville reminded the members that there “Self-Assessment Forms” should have been received by December 1, 2020, so please check to be sure they were sent in.

In regards to the Police One Training, Mr. Saville reported that 16 of the 20 law Enforcement agencies in the BURLCOJIF are actively participating in the program and have participated in 1,202 classes. If anyone is interested in the details you may email him and he will provide that information.

Lastly, Mr. Saville reminded the members that participation in the S:ERVE programs for Police, Fire and EMS and the Distraction Driving for non-emergency responders who use municipally owned vehicles, is mandatory to qualify for the 2020 Safety Incentive Program. If you are not sure of how your town is doing, please reach out to him and he can tell you who has attended the training.

Mr. Saville wished everyone a Merry Christmas and a safe and healthy New Year.

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 December which reviewed *The Importance of Inspections*. He then highlighted the following in order to ensure observations are reported, corrected and documented:

- Training of employees to identify potential hazards
- Procedure for employees and citizens to identify potential hazards
- Procedures to log all reports and record corrective actions
- Procedures to notify other entities/authorities of conditions that require attention
- Procedures to investigate incidents and accidents

Mr. Roselli then presented a costly claim that could have been avoided had the employees working in the area recognized the dangerous condition, reported the issue, and repairs completed.

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 referenced her report in the agenda packet, noting that events continue to be postponed due to COVID, and reported on the following:

- This month she completed her second workshop offered to all municipalities. She has received positive responses to both the *Nutrition for Transition* as well as *Giving Yourself the Gift of Peace* and she would like to continue offering various topics into the New Year as long as there are participants.
- Offered and recorded the Finding Balance in Times of Uncertainty presentation on Dec 8th for anyone who missed it. A total of 3 sessions were offered this quarter.
- Planning to hold a Focus Group bringing together representation from a few municipalities to discuss ideas for wellness 2021 and ways to increase engagement in the program. Opportunity to explore ideas and think outside of the box. This is scheduled for Jan 5th. She would love to hear from anyone who would like to share any ideas for improving the wellness program for next year.
- Ms. Schiffer thanked everyone for encumbering their wellness funds. She referenced Page 5 of her newsletter where it highlighted a few ideas on how to bring fun to your office this holiday.

Ms. Schiffer noted some activities member towns are doing include:

- Fresh Produce and Healthy snacks for office
- Challenges:
 - Year-long Maintain Don't Gain challenge is ending (discovered it was more important than ever)
 - Bingo Games containing activities focused on self-care
 - Healthy Holiday Challenges
 - Step challenge
 - Random Acts of Kindness (do a kind act for someone else... what a great time of year to show kindness!)
- Chair massages (with special caution on extending time in between for cleaning)
- Beverage Tumblers/Yeti
- Fitness trackers

She has organized virtual cooking classes and exercise classes. If you are interested in setting something up, please do not hesitate to reach out to her.

Ms. Schiffer referenced her December *Targeting Wellness Newsletter* which discussed gifts to yourself Topics included:

- Give yourself the gift of health – focusing on all self-care including physical, mental, emotional and spiritual
- Fuel yourself against sickness – the power of the food choices we make
- Fiber: are you getting enough? Ways to add more vegetable and fruit into your diet.
- Planning some office fun this holiday season.
- Two recipes: Spicy Sicilian Soup and Mexican Hot Chocolate Cookies

Next, Ms. Schiffer noted her Exercise of the Month is a Holiday HIIT workout that can take anywhere from 5 to 30 minutes, depending on how many rounds you wish to complete – always listen to your body and never work through pain.

Ms. Schiffer wished everyone a healthy, safe holiday and she is looking forward to seeing everyone in 2021.

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 2020.

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>	2	44
<i>Medical Only</i>	60	153
<i>Report Only</i>	50	564
<i># of New Claims Reported</i>	112	763
<i>Report Only % of Total</i>	45%	74%
<i>Medical Only/Lost Time Ratio</i>	97:03	77:23
<i>Average Days to Report</i>	3.2	2.8

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>	2,235
<i>Transitional Duty Days Worked</i>	1,282
<i>% of Transitional Duty Days Worked</i>	57%
<i>\$ Saved by Accommodating</i>	\$139,993
<i>Transitional Duty Days Not Accommodated</i>	953
<i>% of Transitional Duty Days Not Accommodated</i>	43%
<i>Cost of Days Not Accommodated</i>	\$98,103

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: 590
 Indemnity: 20
 Medical Only: 68
 Report Only: 502

She stated there has been an uptick in the number or reported COVID claims and she is expecting the same in the coming months. Ms. Beatty also noted, with the uptick in COVID claims, the hospitals are getting filled up again, and there have been five (5) area Urgent Cares temporarily closed so the employees there can go to work in the hospitals. She is expecting to see more of this as well in the coming months. 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>November</i>
<i>Bill Count</i>	214
<i>Original Provider Charges</i>	\$332,127
<i>Re-priced Bill Amount</i>	\$147,012
<i>Savings</i>	\$185,115
<i>% of Savings</i>	56%
<i>Participating Provider Penetration Rate - Bill Count</i>	97%
<i>Participating Provider Penetration Rate – Provider Charges</i>	94%
<i>EPO Provider Penetration Rate - Bill Count</i>	97%
<i>EPO Provider Penetration Rate – Provider</i>	85%

Ms. Beatty wished everyone a healthy and safe holiday and all the best in the New Year, from herself and the staff at Qual-Care

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

TECHNOLOGY RISK SERVICES REPORT

Mr. Romero noted there are still four (4) members where all employees still have not completed last year’s basic Cyber Security course, though they are very close between 85-98%. In regards to the *Safe Computing*

Practices at Work & Home course, seven (7) members still have employees that have not completed that training, and he will be following up with those members and pushing for completion.

Mr. Romero noted in regards to the phishing emails for the month of November, there were 653 phishing emails issued with 12 clicked, or 1.8%, which is very good. Mr. Romero noted again, there are some firewalls that are blocking the phishing email exercises, and asked the members to please ask your IT service provider to whitelist the IP address that Pivot Point uses to launch their simulated phishing emails. He also noted he will continue to send reports to the Fund Commissioners so they can see which employees are clicking on the phishing emails.

In regards to the MEL Cyber Risk Management Compliance, 22 of our 28 members are certified in Tier 1, and 20 of the 28 are completely certified, so it is slowly getting better. He noted a revised program will be rolled out for 2021 and will include a third Tier. More information will be forthcoming.

Pivot Point 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.

Mr. Romero expressed it is his hope to be able to start up personal visits with the municipalities in January, but if not, due to social distancing guidelines, he is looking forward to starting that up again as soon as he is able.

Mr. Romero noted to be careful of emails indicating they are from Amazon, UPS, FED EX, etc letting you know about shipping details and orders. There are quite a few phishing emails going around, especially this time of year, in regards to “orders placed online” and “shipping information”. If you are unsure of an email, go to the website you may have originally ordered from and check the status there, or contact him and he will assist you with any questions or concerns.

Lastly, Mr. Romero mentioned the last webinar on Business Continuity Plans presented by him and his colleague, Mr. Cohen, was presented on December 8, 2020 went well and he received very good feedback. A recording of the session is available on the JIF website.

Mr. Romero wished everyone a safe and healthy holiday season, and stated he is excited to start visiting and seeing everyone again in 2021.

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 **November 2020**, a copy of which was provided to the membership in the agenda packet. Mr. Tontarski reports are valued as of November 30, 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 \$11,802.63. This generated an average annual yield of .73%. However, after including an unrealized net loss of \$3,927.72 in the asset portfolio, the yield is adjusted to .49% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized gain of \$64,327.15 as it relates to current market value of \$4,464,843.95 vs. the amount we have invested. This current market value, however, when considering the total accrued income at month end is \$4,481,217.33.

The Fund's asset portfolio with Wilmington Trust consists of 1 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	\$7,294.03	\$113,352.12

Salvage Receipts	\$0	
Overpayment Reimbursements	\$0	
E-JIF Dividends	\$44,031.00	
FY 2020 premium Receipts	\$80,605.00	

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

Delran Township	\$31,147.00
Chesterfield Township	\$1,112.00
Bordentown City	\$70,289.00
Bordentown Township	\$44,118.00
Westampton	\$10,407.00

Cash Activity for the Period

During the reporting period the Fund’s “Cash Position” changed from an opening balance of \$19,711,235.68 to a closing balance of \$19,174,602.86 showing a decrease in the fund of \$536,632.82.

Loss Run Payment Register – November 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 \$550,601.46. The claim detail shows 257 claim payments issued.

Bill List – December 2020

For the Executive Committee’s consideration, Mr. Tontarski presented the December 2020 Bill List in the amount of \$595,116.76 which was included in the agenda packet.

Chair Jack entertained a motion to approve the November 2020 Loss Run Payment Register, and approve the December 2020 Bill List in the amount of \$595,116.76 as presented

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

Motion by Mr. Gural, seconded by Mr. Mascia, to approve the *November 2020 Loss Run Payment Register, and approve the December 2020 Bill* as presented.

ROLL CALL *Yeas:* Doug Cramer, **Tabernacle Twp.**
 James Ingling, **Wrightstown Boro**
 John Gural, **Palmyra Borough**
 Jerry Mascia, **Mt. Laurel Twp.**
 Glenn McMahan, **Chesterfield Twp.**
 Meghan Jack, **Riverside Twp.**
 Paula Kosko, **Hainesport Twp.**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Mr. Tontarski wished everyone a safe and healthy New Year.

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

COMMITTEE REPORTS

Finance Committee Report

Mr. Hatcher stated that the 2021 Budget was introduced at the November JIF meeting and it is set to be adopted this evening along with the 2021 Assessment Certification, and the 2021 Assessment Allocation Strategy, all of which are included in the agenda packet.

Chair Jack asked for a Motion to Open the 2021 Budget Public Hearing. Motion by Mr. Ingling, seconded by Mr. McMahon to Open the 2021 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 2021 Budget Public Hearing. Motion by Mr. Ingling, seconded by Mr. Gural to Close the 2021 Budget Public Hearing. All in Favor. Motion carried by unanimous vote.

2021 Budget Adoption

Chair Jack asked for a Motion to Adopt the 2021 Budget as presented.

Motion by Mr. McMahon, seconded by Mr. Mascia to Adopt the 2021 Budget as presented

ROLL CALL *Yeas:* Doug Cramer, **Tabernacle Twp.**
James Ingling, **Wrightstown Boro**
John Gural, **Palmyra Borough**
Jerry Mascia, **Mt. Laurel Twp.**
Glenn McMahon, **Chesterfield Twp.**
Meghan Jack, **Riverside Twp.**
Paula Kosko, **Hainesport Twp.**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

2021 Assessment Allocation Strategy Adoption

Chair Jack asked for a Motion to Adopt the 2021 Assessment Allocation Strategy as presented.

Motion by Mr. Gural, seconded by Mr. McMahon to Adopt the 2021 Assessment Allocation Strategy as presented

ROLL CALL *Yeas:* Doug Cramer, **Tabernacle Twp.**
James Ingling, **Wrightstown Boro**
John Gural, **Palmyra Borough**
Jerry Mascia, **Mt. Laurel Twp.**
Glenn McMahon, **Chesterfield Twp.**
Meghan Jack, **Riverside Twp.**
Paula Kosko, **Hainesport Twp.**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

2021 Assessment Certification Adoption

Chair Jack asked for a Motion to Adopt the 2021 Assessment Certification as presented.

Motion by Mr. McMahon, seconded by Mr. Ingling to Adopt the 2021 Assessment Certification as presented

ROLL CALL *Yeas:* Doug Cramer, **Tabernacle Twp.**
James Ingling, **Wrightstown Boro**
John Gural, **Palmyra Borough**

Jerry Mascia, **Mt. Laurel Twp.**
Glenn McMahon, **Chesterfield Twp.**
Meghan Jack, **Riverside Twp.**
Paula Kosko, **Hainesport Twp.**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

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

Next, Mr. Hatcher stated there were two (2) Resolutions included in the agenda for consideration;

Resolution 2020-40 – Authorizing the Fund Treasurer to Transfer \$184,025 from the FY 2020 MEL Liability & Workers Compensation Budget Line Item and \$51,531 from the MEL Excess Property Line Item to the MEL Retrospective Account.

And

Resolution 2020-41 – Amending Resolution 2020-08 “Adopting Fiscal Policies & Procedures” and Resolution 2020-10 “Cash Management and Investment Policy” and Requesting Permission to Participate in the Municipal Excess Liability Fund Joint Cash Management & Investment Program (In compliance with P.L.2018, Chapter 40)

Motion by Mr. McMahon, seconded by Mr. Mascia to approve Resolution 2020-40 and Resolution 2020-41 as presented.

ROLL CALL *Yeas:* Doug Cramer, **Tabernacle Twp.**
James Ingling, **Wrightstown Boro**
John Gural, **Palmyra Borough**
Jerry Mascia, **Mt. Laurel Twp.**
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. Hatcher asked if there were any questions. No questions were entertained.

New Member Review Committee Meeting Minutes – November 24, 2020

Mr. Forlenza noted the New Member Review Committee met via Zoom on November 24, 2020 to discuss and review Mount Holly’s application to join the BURLCOJIF effective January 1, 2021, and the detailed minutes were included in the agenda and were self-explanatory.

Mr. Forlenza then reminded the membership that last month he asked for the authority from the Fund, for the purpose of timing, to release to Mount Holly an offer of membership, if approved by the New Member Review Committee due to the timing of the next Executive Committee meeting (December). The Committee had approved releasing an offer of membership to Mt. Holly prior to the December Executive Committee meeting, should the New Member Review Committee approve their application at their meeting. Although, Mount Holly has turned down the membership offer, he asked that the Executive Committee formally ratify the offer of membership. Mr. Forlenza then asked for a Motion ratifying the offer of membership to the Township of Mount Holly to join the BURLCOJIF effective January 1, 2021.

Motion by Mr. Gural seconded by Mr. McMahon to ratify the offer of membership to Mt. Holly as presented by Mr. Forlenza. All in Favor. Motion carried.

Safety Committee Meeting Minutes – November 24, 2020

Mr. Cramer noted the Safety Committee met via Zoom on November 24, 2020 and the minutes were included in the agenda packet and are self-explanatory. He then highlighted the following:

- 3rd Quarter Safety Director’s report was reviewed
- Loss Ratio Reports for both the JIF and the MEL
- Discussions on this past years trainings, including Elected Officials, Managerial & Supervisory, Police Command Staff, etc.
- Discussion on Fund Commissioner meeting attendance

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

2021 Executive Committee Nomination Slate

Mr. Forlenza noted a copy of the 2021 Executive Committee Nomination Slate is in the agenda packet, and was previously introduced at the November meeting. It will be voted on at the January 2021 Reorganizational Meeting.

The 2021 Executive Committee Nomination Slate is as follows:

Chair: **Glenn McMahon**, Chesterfield Township
Secretary: **John Gural**, Palmyra Borough

Executive Committee: **Rich Wolbert**, Beverly City
Douglas Cramer, Tabernacle Township
James Ingling, Wrightstown Borough
Jerry Mascia, Mount Laurel Township
Paula Kosko, Hainesport Township

Alternates: #1 **Grace Archer**, Bordentown City
#2 **Mike Theokas**, Bordentown Township
#3 **David Matchett**, Shamong Township
#4 **Brandon Umba**, Lumberton Township
#5 **Steve Ent**, Westampton Township
#6 **Vacant**
#7 **Vacant**

MEL/RCF/EJIF REPORTS

Chair Jack noted both the MEL and EJIF reports of November 18, 2020 were included in the agenda packet for review and are self-explanatory. The RCF did not meet.

Chair Jack then asked in there were any questions. No questions were entertained.

MISCELLANEOUS BUSINESS

Mr. Forlenza noted there were three (3) Motions he would like to present for authorization. Chair Jack entertained the following Motions:

Authorize the Executive Director’s Office to Bind EPL/POL Coverage with QBE Insurance for the 2021 Fund Year.

Authorize the Executive Director’s Office to Bind Volunteers Directors & Officers Coverage with QBE Insurance for the 2021 Fund Year.

Authorize the Executive Director’s Office to Bind Cyber Liability Coverage with XL Insurance & Beazley Insurance for the 2021 Fund Year.

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

Next Meeting

Chair Jack noted that the next meeting of the BURLCO JIF will be held on Tuesday, January 19, 2021 at 3:30 PM. Notification to the Fund will be forthcoming and the meeting will most likely be conducted via Zoom Conferencing.

PUBLIC COMMENT

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

Chair Jack opened the meeting to the public for comment.

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

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

EXECUTIVE SESSION MEETING – Resolution #2020-42

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 Ms. Kosko, seconded by Mr. McMahon to Adopt **Resolution #2020-42**.

ROLL CALL	Yeas:	Doug Cramer, Tabernacle Twp. James Ingling, Wrightstown Boro John Gural, Palmyra Borough Jerry Mascia, Mt. Laurel Twp. Glenn McMahon, Chesterfield Twp. Meghan Jack, Riverside Twp. Paula Kosko, Hainesport Twp.
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Nays: None

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

APPROVAL OF CLAIMS PAYMENTS

Chair Jack asked for a motion for *Approval of Claims Payment* on the following claims as presented in Closed Session.

<i>Workers Compensation</i>	<i>Property</i>
MLT-2021220626	2021221815

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 following claims as discussed in *Closed Session*.

ROLL CALL *Yeas:* Doug Cramer, **Tabernacle Twp.**
 James Ingling, **Wrightstown Boro**
 John Gural, **Palmyra Borough**
 Jerry Mascia, **Mt. Laurel Twp.**
 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

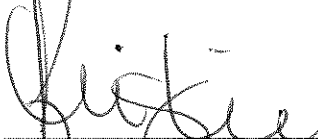
There were none (0) abandonment of Subrogation claim(s) presented in Closed Session:

MOTION TO ADJOURN

Chair Jack entertained a motion to adjourn the December 15, 2020 meeting of the BURLCO JIF.

Motion by Mr. McMahon, seconded by Mr. Ingling to adjourn the December 15, 2020 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:46 PM.



Kris Kristie,
Recording Secretary for



Glenn McMahon
Fund Secretary