

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
OPEN SESSION MINUTES
November 17, 2020**

Via Zoom Conferencing

The meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was via Zoom Conferencing on Tuesday, November 17, 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

Amanda Somes, **Bass River Twp.**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Mike Theokas, **Bordentown Twp.**
Glenn McMahon, **Chesterfield Twp.**
Erin Provencano, **Delanco Twp.**
Patrice Hansell, **Fieldsboro Borough**
Steve Fazekas, **Florence Twp.**
Brandon Umba, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Rich Meder, *Alternate*, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Mary Picariello, **North Hanover Twp.**
John Gural, **Palmyra Borough**
Donna Mull, **Pemberton 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:

Jeff Hatcher, **Delran Twp.**
Tom Pullion, **Edgewater Park Twp**
Paula Kosko, **Hainesport Twp.**
Kyle Tuliano, **New Hanover 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 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:

Conner Strong & Buckelew
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

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 by Armando Riccio. Information on this portion of the training will be forthcoming.

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. Invitations/RSVP's for the sessions are currently pending due to the social distancing guidelines in place due to the pandemic, however it seems these sessions will most likely be held online. Once information is available regarding the training, a notice will be sent out to all members.

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. .

Lastly, Mr. Forlenza noted or about November 8, 2020, members eligible to receive a portion of the 2020 Surplus release should have received notification from the Executive Director's office asking that they indicate how they would like to receive their dividend. Options include receipt of a check, as a credit against the member's 2021 assessment, leaving the Funds with the JIF in the Aggregate Excess Loss Contingency Fund or any combination of the three options. Member are asked to respond to the Executive Director's office no later than December 4, 2020

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

SOLICITOR'S REPORT

Closed Cases – Mr. DeWeese reported that there were two (2) closed case(s) since the last meeting:

Kilroy v. Township of Mt. Laurel
Versaggi v. township of Mt. Laurel

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, though their volume of calls has increased as well. He noted everyone he has spoken with in regards to the *Helpline* has been pleased with the results and have followed the advice of the Attorneys, thus he believes the conversations are helping to prevent future claims, which is the ultimate goal.

Mr. DeWeese reminded the Committee that in mid-October he had a conference call with Ms. Stienmiller, Ms. Howlett, and Mr. Semrau to review the effectiveness of the Helpline, future webinars to be conducted on employment related issues for all members, and how the Helpline will continue to work going forward. He noted they all agreed it is working very well, people are utilizing it and following the advice given to them, and they hope it will continue to benefit those members who use it

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 Now 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.

He noted that the Law Enforcement bulletins should be reviewed by the appropriate personnel to keep them informed of pertinent topics involving the police and community.

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 1,186 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 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 October which reviewed *Backing Large Vehicles Safely*. He then highlighted the following ways to assist with this, including Spotter Signals including:

- Make sure drivers get to know a vehicle's blind spots. In medium sized trucks, blind spots can extend from 16 to 160 feet behind the truck.
- When using a spotter, establish hand signals between the driver and spotter instead of verbal ones.
- The driver and spotter should maintain eye contact and if the driver cannot see the spotter the vehicle should be stopped immediately.
- Install back-up sensors, warning chimes and cameras and make sure these become part of the vehicle's daily inspection process.
- Consider orange cones around a parked truck. This forces an employee to walk around the truck before leaving to pick up the cones and also warns others of work being done around this truck.

- Larger vehicles should be parked “defensively”. This means the vehicle should be parked in areas that minimize the need to go in reverse. It also means not parking in such a way that crowds neighboring vehicles.

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:

- Ms. Schiffer noted she is launching another workshop this time addressing winter & COVID blues, with discussions around what is it and how do we deal with it. It will also look at the many roles played and how setting boundaries can help. This webinar titled “Giving yourself the gift of peace”, is a 3-part workshop meeting virtually every other week.
- New Pilot Project: Leadership Group Coaching: Transformational Leadership and Crisis Response. Ms. Schiffer is working with Elias Institute of Professional Coaching from West Coast and is being offered to 4 municipalities from each of the 3 JIFs. Details are included in agenda packet. Review of the program and discussion will be at this month’s Safety Committee Meeting with approval pending to proceed.
- Two virtual presentations with the Wellness Director of the ACM JIF on dealing with uncertainty has been completed and they are very pleased with the turnout.
- Ms. Schiffer is currently working with several towns on determining how to best utilize their remaining wellness funds. They must be encumbered by Nov 30th and spent before Feb. 1st 2021.
- Ms. Schiffer is planning to hold a Focus Group bringing together representation from other municipalities to discuss ideas for Wellness 2021 along with ways to increase engagement in the program, along with opportunities to explore ideas and think outside of the box.

Ms. Schiffer reported she has been distributing a List of Ideas to help increase employee engagement virtually or in-person and a copy is also included in the agenda packet.

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

- Offset Employee Assistance Program Fee
- Fresh Produce and Healthy snacks for office
- Team building workshops (during or after work – one town is doing pumpkin succulents)
- Year-long Maintain Don’t Gain challenge (discovered it was more important than ever)
- Flu Clinics (offering gift bags and/or door prizes)
- Recipe swap converting into Employee Cookbook
- Chair massages
- Air purification machines
- Beverage Tumblers/Yeti
- Blood Pressure cuffs for Office or each employee
- Gratitude Boards
- Bingo Game Challenges
- Wellness Events – offering activities for employees to participate in through the week (virtually)

Ms. Schiffer referenced her November *Targeting Wellness Newsletter* which discussed Diabetes. Topics included:

- Your risk for diabetes

- The role of insulin and why it's so important
- The real cause of insulin resistance
- Diabetes and COVID-19
- How gratitude can boost your health!

Next, Ms. Schiffer noted her Exercise of the Month is a Movement Chart to assist in keeping track of when you incorporate movement into your day. She suggested making your own personal chart to fill with goals you may want to prioritize in your life each month.

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 October 2020.

Lost Time v. Medical Only Cases

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

	<i>October</i>	<i>YTD</i>
<i>Lost Time</i>	0	38
<i>Medical Only</i>	22	97
<i>Report Only</i>	42	514
<i># of New Claims Reported</i>	64	651
<i>Report Only % of Total</i>	66%	79%
<i>Medical Only/Lost Time Ratio</i>	100:00	72:28
<i>Average Days to Report</i>	2.1	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>	2,136
<i>Transitional Duty Days Worked</i>	1,199
<i>% of Transitional Duty Days Worked</i>	56%
<i>\$ Saved by Accommodating</i>	\$127,501
<i>Transitional Duty Days Not Accommodated</i>	937
<i>% of Transitional Duty Days Not Accommodated</i>	44%
<i>Cost of Days Not Accommodated</i>	\$96,689

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:	495
Indemnity:	17
Medical Only:	20
Report Only:	458

She stated the majority of these claims reported have come from Mt. Laurel Township with 345 reported claims. 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:

PPO Penetration Rate	September
<i>Bill Count</i>	100
<i>Original Provider Charges</i>	\$68,537
<i>Re-priced Bill Amount</i>	\$29,555
<i>Savings</i>	\$38,982
<i>% of Savings</i>	57%
<i>Participating Provider Penetration Rate - Bill Count</i>	98%
<i>Participating Provider Penetration Rate – Provider Charges</i>	96%
<i>EPO Provider Penetration Rate - Bill Count</i>	99%
<i>EPO Provider Penetration Rate – Provider</i>	99%

Lastly, Ms. Beatty reminded the committee that MedExpress has been sold and are currently doing business under another name, Riverside Medical. Chair Jack noted MedExpress in Cinnaminson has indicated they no longer wish to handle Workers Compensation cases. Ms. Beatty stated they have not been notified of that to date, and are still accepting the contracted rates, however she will note to ask employees be sent to another urgent care provider.

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. In regards to the *Safe Computing Practices at Work & Home* course, eight (8) 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 October, there were 653 phishing emails issued with 13 clicked, or 2.0%, which is slightly up from last month, but still very good. Mr. Romero noted; however, 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 has sent 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, 21 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 with all of the cyber breaches going on, if you have wondered if your email or password has ever been compromised. He referenced a website: <https://haveibeenpwned.com/> and noted you can enter your email or password against this database and it will alert you if your information's found and the potential breach that occurred.

Lastly, Mr. Romero mentioned two (2) webinars on Business Continuity Plans that he and his colleague, Mr. Cohen, presented on October 27 and October 29th that went well and to which he received very good feedback. He noted one last webinar for the year will be scheduled in the next few weeks. An email from the Executive Directors office will be forthcoming.

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 **October 2020**, a copy of which was provided to the membership in the agenda packet. Mr. Tontarski reports are valued as of September 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 \$18,292.92. This generated an average annual yield of 1.11%. However, after including an unrealized net loss of \$13,208.65 in the asset portfolio, the yield is adjusted to .31% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized gain of \$68,254.87 as it relates to current market value of \$5,466,771.67 vs. the amount we have invested. This current market value, however, when considering the total accrued income at month end is \$5,491,901.11.

The Fund's asset portfolio with Wilmington/Trust consists of 3 obligations with maturities greater than one year and 3 obligations with maturities less than one year.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$35,098.05	\$95,543.81
Salvage Receipts	\$0	
Overpayment Reimbursements	\$1,560.84	
FY 2020 premium Receipts		\$660,959.00

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

Delran Township	\$31,099.00
Chesterfield Township	\$1,110.00
Bordentown City	\$70,181.00
Bordentown Township	\$44,051.00
Westampton	\$10,391.00
E-JIF Member Dividend	\$83,339.17

Cash Activity for the Period

During the reporting period the Fund's "Cash Position" changed from an opening balance of \$19,966,205.33 to a closing balance of \$19,711,235.68 showing a decrease in the fund of \$254,969.65.

Loss Run Payment Register – October 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 \$174,965.59. The claim detail shows 215 claim payments issued.

Bill List – November 2020

For the Executive Committee's consideration, Mr. Tontarski presented the November 2020 Bill List in the amount of \$134,592.38 which was included in the agenda packet.

Chair Jack entertained a motion to approve the October 2020 Loss Run Payment Register, and approve the November 2020 Bill List in the amount of \$134,592.38 as presented

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

Motion by Mr. Ingling, seconded by Mr. Wolbert, to approve the *October 2020 Loss Run Payment Register*, and approve the *November 2020 Bill* as presented.

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

Strategic Planning Committee Meeting Minutes – October 20, 2020

Mr. McMahon noted the Committee met on October 20 virtually and the minutes were included in the agenda packet and were self-explanatory, then noted the following topics were discussed:

- The December Dinner meeting has been cancelled, however, the December meeting will remain as advertised
- Cyber Liability coverage and the increase that will be coming for 2021
- Fund Commissioner Attendance
- Working on making the website ADA compatible
- Next year's Planning Retreat

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

Finance Committee Meeting Minutes – November 4, 2020

Ms. Jack reported that Mr. Hatcher, Finance Committee Chair, had to leave the meeting a short time ago, therefore, in the absence of Jeff Hatcher, Mr. Forlenza was asked to handle the Finance Committee report. Mr. Forlenza stated that the minutes of November 4, 2020 were emailed to all members earlier today. He then highlighted the following, noting there would be several action items requiring approval.

He stated the Committee reviewed the Interim Financial Summary valued as of September 30, 2020 and referenced those reports in the agenda as well, noting the Fund continues to be in good financial condition.

Mr. Forlenza noted that since date of inception through 9/30/20 the Fund has paid \$104,816,171 in Claims and Payments, including excess insurance. Investment income totals \$4,749,714 with a return surplus of \$9,580,084, leaving the JIF with a Cash Position of \$17,584,662. The Fund currently maintains \$4,134,808 in Case Reserves in the open years with \$2,552,010 in IBNR for a Net Current Surplus of \$10,810,125 which is an improvement of \$350,014 since 06/30/20.

Also discussed were the candidates and updates for the Retrospective Program, as well as a discussion on Banking and Assets Management arrangements that are currently in place. The Finance Committee has authorized the Executive Directors office to reach out to the MEL for participation in the JCMI as an investment vehicle. He will be working with Mr. Tontarski on this matter.

Mr. Forlenza stated there was a discussion on the MEL Retrospective Program and how the BURLCO JIF is performing, noting the BURLCO JIF's cap is still at 100% of the total obligation of the Loss Funding for Workers Compensation and Liability, however, the JIF's initial payment will remain at 85% with a continued obligation of 15% for up to 10 years should the JIF's paid claims exceed the minimum contribution of 85%.

Mr. Forlenza stated discussions continued in regards to the Excess Premium Budget, noting the market is very hard, especially in regards to Property and Cyber Liability coverage. The Executive Directors office is working with the MEL Underwriters to try and manage these renewals.

Mr. Forlenza stated the Defense Panel Report was also discussed and Mr. DeWeese will talk more about that in closed session.

Lastly, Mr. Forlenza stated again that the Committee reviewed the 2021 Budget and it is set to be introduced this evening along with the 2021 Assessment Certification, and the 2021 Assessment Allocation Strategy, all of which are included in the agenda packet. He noted that the public hearing for the Budget will be held at the December Executive Committee meeting on December 15, 2020.

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

Chair Jack entertained a Motion to *introduce the 2021 Budget; to introduce the 2012 Assessment Allocation Strategy; and to introduce the 2021 Assessment Certification* as presented.

Motion by Mr. Cramer, seconded by Mr. McMahon to *introduce the 2021 Budget; to introduce the 2021 Assessment Allocation Strategy; and to introduce 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.**
Rich Wolbert, **Beverly City**
Glenn McMahon, **Chesterfield Twp.**
Meghan Jack, **Riverside Twp.**

Nays: None

Abstain: None

Motion carried by unanimous vote.

Resolution 2020-36 – Authorizing a Transfer of the 2016 Fund Year to the MEL Residual Claims Fund

Motion by Mr. Gural seconded by Mr. Ingling to authorize a transfer of the 2016 Fund Year to the MEL Residual Claims Fund, as presented.

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

Nays: None

Abstain: None

Motion carried by unanimous vote.

Resolution 2020-37 - Authorizing the Fund Treasurer to Deposit the 2020 Dividends Received from the EJIF Fund into Member AELCF Accounts

Motion by Mr. Gural, seconded by Mr. Mascia to authorize the Fund Treasurer to deposit the 2020 dividends received from the EJIF Fund into member AELCF accounts, as presented.

ROLL CALL *Yeas:* Doug Cramer, **Tabernacle Twp.**
James Ingling, **Wrightstown Boro**

John Gural, **Palmyra Borough**
Jerry Mascia, **Mt. Laurel Twp.**
Rich Wolbert, **Beverly City**
Glenn McMahon, **Chesterfield Twp.**
Meghan Jack, **Riverside Twp.**

Nays: None

Abstain: None

Motion carried by unanimous vote.

Nominating Committee Meeting Minutes – October 28, 2020

In the absence of Jeff Hatcher, Nominating Committee Chair, Mr. Forlenza referenced the October 28, 2020 minutes included in the agenda packet and highlighted the following:

He referenced the 2021 Draft Slate in the agenda packet and noted a revised 2021 Draft Slate had been emailed to the members earlier today. He noted Mr. Fitzpatrick, Mansfield Township and Ms. Somes, Bass River Township would not be able to serve, thus the 2021 Draft Slate would now be presented as:

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**

Mount Holly Township Membership Application:

Mr. Forlenza reminded the membership that his office received a membership application from Mt. Holly to join the BURLCO JIF effective January 1, 2021. He noted that there have been some delays in obtaining information needed to complete the application, as well as the Safety Director needed to visit the municipality and prepare his report, which has just been received.

Mr. Forlenza 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. He explained that he is hoping to have the New Member Review Committee meet within the next two (2) weeks, and does not to wait until December to receive authorization form the Fund to release the offer of membership as that would put his office and Mount Holly in a difficult position to put everything together to make them a member effective January 1, 2021. The Committee 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. Motion by Mr. Gural seconded by Mr. McMahon to extend an offer to Mt. Holly as presented by Mr. Forlenza. All in Favor. Motion carried.

MEL/RCF/EJIF REPORTS

Mr. Forlenza referenced the MEL/RCF/EJIF Representative Resolution included in the agenda, appointing Meghan Jack, Riverside, as the BURLCO JIF Representative to the Municipal Excess Liability Joint Insurance Fund and the Environmental Risk Management Fund, and naming Mr. Matchett, Shamong, as the BURLCO JIF Representative to the Residual Claims Joint Insurance Fund, as well as the Alternate Representative to the Residual Claims Joint Insurance Fund and Environmental Risk Management Fund for 2021.

Chair Jack then asked for a motion in regards to Resolution 2020-38.

Resolution 2020-38 – Appointing the 2021 MEL/RCF/EJIF Representatives

Motion by Mr. Mascia seconded by Mr. Gural, to adopt Resolution 2020-38, Appointing Meghan Jack as the Fund’s Representative to the Municipal Excess Liability Joint Insurance Fund, David Matchett as the Fund’s Representative to the Residual Claims Joint Insurance Fund and Meghan Jack as the Fund’s Representative to the Environmental Risk Management Fund for the 2021 Fund Year as presented.

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

Nays: None

Abstain: None

Motion carried by unanimous vote.

Chair Jack noted the MEL/RCF/EJIF met on October 21, 2020 and the reports were included in the agenda and were self-explanatory. She also noted they will be meeting again tomorrow and additional reports will be included in the December agenda.

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

MISCELLANEOUS BUSINESS

Nothing to report.

Next Meeting

Chair Jack noted that the next meeting of the BURLCO JIF will be held on Tuesday, December 15, 2020 at 3:30 PM. Notification to the Fund will be forthcoming and the meeting will be conducted via Zoom Conferencing.

PUBLIC COMMENT

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

EXECUTIVE SESSION MEETING – Resolution #2020-39

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. Mascia seconded by Mr. Cramer to Adopt *Resolution #2020-39*.

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

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. Cramer, 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>General Liability</i>	<i>Property</i>
2021215912	2018118615	2020179244
	2021216010	2020207065
	2019165721	2020206730

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

Motion by Mr. Wolbert seconded by Mr. Gural, 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.**
Rich Wolbert, **Beverly City**
Glenn McMahon, **Chesterfield Twp.**
Meghan Jack, **Riverside Twp.**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

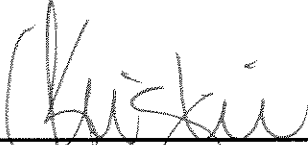
There were none (0) abandonment of Subrogation claim(s) presented in Closed Session:

MOTION TO ADJOURN

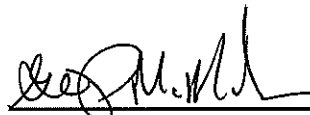
Chair Jack entertained a motion to adjourn the November 17, 2020 meeting of the BURLCO JIF.

Motion by Mr. Mascia, seconded by Mr. McMahon to adjourn the November 17, 2020 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 5:13 PM.



Kris Kristie,
Recording Secretary for



Glenn McMahon
Fund Secretary