

# **BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND**

**February 16, 2021  
Via Zoom Conferencing**

## ***OPEN SESSION MINUTES***

The meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held via Zoom Conferencing on Tuesday, February 16, 2021 at 3:30PM, prevailing time. Chair McMahon, **Chesterfield**, presiding. The meeting was called to order at 3:30PM.

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

## ***FLAG SALUTE***

## ***STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETING ACT***

Notice of this meeting was given by: (1) sending sufficient notice herewith to the *Burlington County Times*, Mt. Holly, NJ, and to the *Courier Post*, Cherry Hill, NJ; (2) filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities of the Burlington County Municipal Joint Insurance Fund; and (3) posting notice on the public bulletin boards of all member municipalities of the Burlington County Municipal Joint Insurance Fund.

## ***ROLL CALL***

Rich Wolbert, **Beverly City**  
Mike Theokas, **Bordentown Twp.**  
Grace Archer, **Bordentown City**  
Glenn McMahon, **Chesterfield Twp.**  
Erin Provencano, **Delanco Twp.**  
Jeffrey Hatcher, **Delran Twp.**  
Patrice Hansell, **Fieldsboro Boro**  
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 Boro**  
Donna Mull, **Pemberton Boro**  
Dan Hornickel, **Pemberton Twp.**  
Meghan Jack, **Riverside Twp.**  
David Matchett, **Shamong Twp.**  
Kathy Hoffman, **Southampton Twp.**  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
Steve Ent, **Westampton Twp.**  
James Ingling, **Wrightstown Boro**

Absent Fund Commissioners were:

Amanda Somes, **Bass River Twp.**  
Tom Pullion, **Edgewater Park**  
Maryalice Brown, **Woodland Twp.**

Those also in attendance were:

Paul Forlenza, MGA, Executive Director, *AJG Risk Management Services, Inc.*  
Paul Miola, CPCU, ARM, *AJG Risk Management Services, Inc.*  
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*

Also present were the following Risk Management Consultant agencies:

CBIZ Benefits & Insurance Services  
Conner Strong & Buckelew  
EJA/Capacity Insurance  
Hardenberg Insurance Group

Absent Risk Management Consultant agencies:

Insurance Agency Mgmt.

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

### ***APPROVAL OF THE OPEN & CLOSED SESSION MINUTES***

Chair McMahon presented the Open & Closed session meeting minutes of the January 19, 2021 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 McMahon asked if there were any questions at this time. No questions were entertained.

Motion by Mr. Cramer seconded by Mr. Mascia to approve the Open & Closed session meeting minutes of the January 19, 2021 meeting. All in Favor. Motion carried by majority vote.

The Closed Session minutes of the January 19, 2021 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 reviewed the Executive Director's Report found in the agenda packet with the membership. He then highlighted the following items from his report:

Mr. Forlenza referenced the Lost Time Accident Frequency report included in the agenda and noted the BULROC JIF was the 2<sup>nd</sup> lowest frequency of the 15 MEL affiliated JIFs for 2020 with their Lost Time at 1.02. Mr. Forlenza said this is a great result.

Mr. Forlenza noted as it is common this time of year for the Certificates of Insurance report to be delayed as the end of the year is a popular time to renew Certificates of Insurance. There are two months' worth of reports included in the agenda as last month's report was not ready for

distribution. Mr. Forlenza referenced the most recent Certificates of Insurance reports which included November and December 2020 and January 2021 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 asked for members to review their OSB, Wellness, and EPL/Cyber Risk Management Budget balances. He noted in regards to the 2020 Safety Award Money, a letter from his office will be emailed out to all members in the next few weeks.

Mr. Forlenza referenced the Statutory Bond Status report and asked members to please review the report for accuracy. He noted that December 31<sup>st</sup> is a popular time for employees to retire. 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. He stated the June 1, 2021 deadline has been extended to November 1, 2021, however please do not wait until the last minute to complete your trainings and other requirements. Use the extra allotted time wisely.

In regards to the Police Command Staff Training, a hybrid training process is being planned. Chief Hummel will be hosting the training in person with the Police Chiefs, and then doing a virtual session for the remaining Command Staff. We are looking to start up these training in late Spring/early Summer and 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. These sessions will now be held via Webinar. The trainings will be presented by Armando Riccio and include AM and PM sessions with a limit of 100 participants per session. He noted numerous dates have been establish for April and May and a notification of the dates was emailed to all members earlier today.

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, though not required to take it. 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. Again, the deadline to comply with all aspects of the EPL Risk Management Plan has been extended to November 1, 2021

Mr. Forlenza noted, again, this year, the Fund will be sponsoring Elected Officials training and it will be conducted online. The MEL will reduce each member's 2021 MEL Assessment by \$250 for each municipal elected official who completes one of the online 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 noted that since the release of the training in November, only 15 Elected Officials have taken the trainings. He emphasized not to lose that \$250 credit per attendee and reiterated the May 1, 2021 deadline.

In regards to Payroll Audits, Mr. Forlenza stated on or about February 4, 2021 a letter was e-mailed to all Municipal Clerks, with a copy to Fund Commissioners, advising that Bowman & Company will be performing workers' compensation exposure verification audits of members' 2020 payrolls. These payroll figures will serve as the basis for your 2022 workers compensation excess premiums. Attached to the e-mail was a spreadsheet that included employee counts by payroll classification as reported during last year's payroll audit and members were asked to review and update this spreadsheet upon receipt. Members are asked to send the required payroll data to the auditors for processing either via mail or electronically no later than **March 11, 2021**. Details on how the data can be sent were included in the February 11, 2021 correspondence. Once the information is processed, the auditor will contact each town to discuss the results of the audit and clarify any questions. Members who still have questions following the audit can contact a representative from Bowman to set up a mutually convenient date and time to meet and discuss the audit results.

Mr. Forlenza noted that on or about February 14, 2021, each member and their RMC's received a notification from his office asking that they review and update their property schedule located in the Origami Exposure Data Management System. Once a member responds, those that are going to receive a physical appraisal this year will be contacted by the Fund Property Appraiser, ASSETWORKS. Those that are not receiving a physical inspection in 2021 will have their building & contents values trended accordingly. All members are asked to complete the review and update process no later than **March 23, 2021**.

Mr. Forlenza stated that on or about February 4, 2021, an email with an attached memorandum regarding reimbursement for the Police Accreditation Program Fees was sent to all Fund Commissioners and RMC's. It was requested that if the town or city had an operating Police Department, to please forward to the Police Chief. If you have any questions regarding the Reimbursement, please contact Denise Plavchak in his office.

Lastly, Mr. Forlenza stated with the ongoing social distancing restrictions by the pandemic the format of the Annual Planning Retreat will be different this year and a proposed format for the Retreat was discussed with the Strategic Planning Committee prior to today's meeting. Additional information regarding the Retreat will be forthcoming.

Mr. Fitzpatrick voiced concern that there were quite a few training requirements, and so as not to miss any information or deadlines, asked if there was a simplified list to follow with training dates and compliance dates? Mr. Forlenza stated he had emailed such a memo out a few months ago, and all training dates are listed on the calendar of the JIF website; however, he will look at updating the memo and resending it to the membership.

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

## ***SOLICITOR'S REPORT***

### ***Closed Claims Report***

Mr. DeWeese stated that there were no (0) closed cases since the last meeting:

***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.

Lastly, Mr. DeWeese noted on February 4, 2021, the State of New Jersey Department of Labor & Workforce Development put out a memorandum regarding Accidental Disability Pensions & Medical Monitoring. Mr. DeWeese explained that the memorandum supersedes previous memorandums issued by the Department regarding Accidental Disability Pension offsets for medical monitoring. He explained that for many years, Workers Compensation insurers have been able to settle workers compensation claims for employees who suffered a significant injury, were unable to return to work, and filed for and received a disability pension for medical monitoring. This practice relieved the insurer from having to pay a permanent partial disability claim petition because the claimant would be receiving a pension from the State. In these cases, the claim petition would be settled for ongoing medical monitoring of the claimant's injuries. With this new directive from the Department, insurers will now have to settle the claim petition regardless of the claimant being approved for a pension. This new directive will likely result in increased costs to the JIF as they will now have to settle the claim petition, will still be responsible for medical monitoring, and subject to claim reopeners.

Mr. DeWeese noted that one of the JIF's Workers Compensation Respondent attorneys has pointed out the memo does not address a very common situation where the petitioner applies for an accidental disability pension but is ultimately granted an ordinary disability retirement pension. He noted in this scenario, the respondent (insurer) has the right to an offset which was decided in an appellate division case. In addition, the memo does not address the practicality of adjourning cases until a determination has been made as to which type of pension the injured employee is going to receive. In cases where there is a question as to the type of pension to be granted, the JIF's Workers Compensation attorneys may be seeking adjournments of pending cases waiting on that determination. Not only will this slow things down, but this will be costly to the insurer in additional Temporary Total Disability benefits and noted that the Fund Actuary has already started evaluating the potential monetary impact this change might have on the JIF and NJ MEL. As more information becomes available, he will update the members.

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

### ***SAFETY DIRECTOR'S REPORT***

Mr. Saville stated that the Safety Director's Report is 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. Group registrations are available for those with limited internet capabilities.

Mr. Saville asked to please make the appropriate personnel review the Law Enforcement Bulletins as they are distributed.

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. Activity has remained unchanged from last month's report with the exception of two additional course being completed last month. As of 2/15/21 members have participated in 1,205 classes. If anyone is interested in the details you may email him and he will provide that information.

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

### ***CLAIMS ADMINISTRATOR'S REPORT***

#### ***Lessons Learned from Losses***

Mr. Roselli presented the *Lessons Learned from Losses* for February which reviewed *Everybody's Job: Safety*. He then highlighted the following in order to keep claims at a minimum:

- Not all employees are aware of the possible consequences of their actions or inactions.
- They need to be made aware of some of the worst case scenarios that can occur as they are out there working on a daily basis
- In the case outlined, the process should not have ended after the camera work is complete. Looking for items such as cracked frames, missing bolts or damaged streets and sidewalks next to the manhole is just as important as looking for pipe damage and clogs and roots.
- The job should not be done until the area being worked on is better than it was before, or the process to make it better and safer has begun.
- Safety briefings and toolbox talks can help to raise awareness for employees.

Mr. Roselli then discussed an example of how a costly claim could have been prevented if everyone involved had taken the initiative to be a part of the safety culture.

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

### ***WELLNESS DIRECTOR'S REPORT***

Ms. Schiffer stated with 2020 now behind us and all encumbered funds now claimed, she is ready to begin planning for the New Year ahead with a new balance of wellness money.

The purpose of these funds is to offer employees opportunities to engage in wellness initiatives that promote self-care and overall well-being. To get the most from the program and to best utilize allocated funds, we need to work on offering activities and incentives that span throughout the year.

- This will promote the message that their health is important every day.
- It will prevent spending on things that do not necessarily convey the message of wellness to the employees.
- It can help eliminate the last minute hustle to encumber and spend the money all at once diminishing the value of the program as a yearlong opportunity to encourage our employees to put their health and wellness first.

This month, she will send all Wellness Coordinators an email invitation to set up a phone or zoom meeting to start planning for the year.

Ms. Schiffer stated other ways you can continue to incorporate wellness throughout the year is to highlight the connection of safety and wellness by including wellness on the Safety Committee Agenda and encourage department heads to bring ideas on how to best utilize funds for the specific needs of their team.

She noted towns are already starting to plan for some events. Some ideas to consider:

- Bingo challenges
- Step/walking challenges
- Water challenges
- Fitness challenges that can be sports related
- Chair massages
- Demonstrations/Presentations topics: cooking, exercise, nutrition, reading labels, smoothies, mindfulness practice, sleep, yoga, breaking habits, gut health, mental awareness

In regard to Ms. Schiffer's Mindful Workshop, she reported this consisted of an initial zoom call to review mindfulness and allow participants to experience a short practice together. Participants were offered a 10-day Mindfulness Experience sent via email every morning with a different mindfulness practice to consider. A total of 17 people signed up including both the TRICO and BURLCO JIFs.

Ms. Schiffer stated she has received many responses to her survey asking employees a few questions pertaining to their nutritional practice. Incorporating some of their responses, she is now working on formulating a program that will provide guidance on transitioning to a plant-powered lifestyle. Her initial presentation will be to explain the program and ask those interested to sign up for Phase II which will answer the question of how to transition. This will be a virtual event this first round.

Lastly Ms. Schiffer noted the February Targeting Wellness Newsletter is all about self-compassion and includes discussion on:

- Defining self-sabotage and why we do it

- Overcoming procrastination
- Overcoming perfectionism
- Being mindful by living in awareness
- Nutritional Bites: Cholesterol & Heart Disease in honor of Heart Month
- Recipe Corner: 1-pot pumpkin black bean soup

Also included was a Daily Mantra Calendar and a Fitness Bingo Challenge.

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

***MANAGED HEALTH CARE REPORT***

**Lost Time v. Medical Only Cases**

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

	<b><i>January</i></b>	<b><i>YTD</i></b>
<i>Lost Time</i>	2	2
<i>Medical Only</i>	9	9
<i>Report Only</i>	35	35
<i># of New Claims Reported</i>	46	46
<i>Report Only % of Total</i>	76%	76%
<i>Medical Only/Lost Time Ratio</i>	82:18	82:14
<i>Average Days to Report</i>	3.4	3.1

***Transitional Duty Report***

Ms. Beatty presented the Year-to-Date Transitional Duty Report:

<b><i>Transitional Duty Summary Report</i></b>	<b><i>YTD</i></b>
<i>Transitional Duty Days Available</i>	143
<i>Transitional Duty Days Worked</i>	122
<i>% of Transitional Duty Days Worked</i>	85%
<i>Transitional Duty Days Not Accommodated</i>	42
<i>% of Transitional Duty Days Not Accommodated</i>	15%
<i>\$ Saved by Accommodating</i>	\$10,426
<i>\$ Lost by Not Accommodating</i>	\$1,856

Ms. Beatty presented a report that depicts the number of cases related to COVID-19 from January 2020 to January 2021 by town and month. The highlights of this report are as follows:

Total Cases in the BURLCOJIF: 763  
 Indemnity: 38  
 Medical Only: 78  
 Report Only: 647



She stated there has been an uptick in the number of reported COVID claims and she is expecting the same in the coming months.

***PPO Penetration Report:***

Ms. Beatty presented the PPO Penetration Report:

<b><i>PPO Penetration Rate</i></b>	<b><i>January</i></b>
<i>Bill Count</i>	120
<i>Original Provider Charges</i>	\$86,817
<i>Re-priced Bill Amount</i>	\$34,188
<i>Savings</i>	\$52,629
<i>% of Savings</i>	61%
<i>Participating Provider Penetration Rate - Bill Count</i>	96%
<i>Participating Provider Penetration Rate – Provider Charges</i>	95%
<i>EPO Provider Penetration Rate - Bill Count</i>	99%
<i>EPO Provider Penetration Rate – Provider Charges</i>	100%

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

***TECHNOLOGY RISK SERVICES REPORT***

Mr. Romero noted there are still three (3) members where all employees still have not completed the 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 January there were 653 phishing emails issued with 14 clicked, or 2.1%, 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. He noted a revised program will be rolled out for 2021 and will include a third Tier. He will be working on webinars, a worksheet and a new assessment process which will include new findings, recommendations and guidance as he explained some controls have moved between Tiers and some have become more stringent. More information will be forthcoming.

Mr. Romero noted that Pivot Point Security was unable to continue with their Vulnerability Scanning of member firewalls and gateways this month due to the failure of a server. He noted that the issue has been corrected; however, there is no vulnerability scanning report this month.

Mr. Romero expressed it was his hope to be able to start up personal visits with the municipalities in January, but due to social distancing guidelines, he is looking forward to starting that up again as soon as he is able.

Lastly, Mr. Romero noted to be careful of emails indicating they are from the IRS, or related to taxes as cyber criminals are trying to get you to believing they are sending you legitimate tax documents, or insist you owe the IRS money. There are quite a few phishing emails going around, especially this time of year. If you are unsure of an email, contact him and he will assist you with any questions or concerns.

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 **January 2021**, a copy of which was provided to the membership in the agenda packet. Mr. Tontarski reports are valued as of January 31, 2021 for Closed Fund Years 1991 through 2016, and Fund Years 2017, 2018, 2019, 2020, and 2021.

### **Investment Interest**

Interest received or accrued for the reporting period totaled \$11,159.64. This generated an average annual yield of .71%. However, after including an unrealized net loss of \$4,499.13 in the asset portfolio, the yield is adjusted to .42% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized gain of \$53,864.21 as it relates to current market value of \$4,454,381.01 vs. the amount we have invested. This current market value, however, when considering the total accrued income at month end, is \$4,476,689.64.

Our 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	\$769.81	\$769.81
Salvage Receipts	\$0.00	
Overpayment Reimbursements	\$0.00	
FY 2021 Premium Receipts	\$1,411,642.00	

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

Delran Township	\$16,185.00
Chesterfield Township	\$1,113.00
Bordentown City	\$70,375.00
Bordentown Township	\$63,784.00
Westampton Township	\$10,419.00

### **Cash Activity for the Period**

During the reporting period the Fund's "Cash Position" changed from an opening balance of \$18,312,537.08 to a closing balance of \$19,380,982.12 showing an increase in the fund of \$1,068,444.66.

### **Loss Run Payment Register – January 2021**

Mr. Tontarski stated that the 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 \$126,495.32. The claim detail shows 257 claim payments issued.

***Bill List and RMC Bill List –February, 2021***

For the Executive Committee’s consideration, Mr. Tontarski presented the February 2021 Bill List in the amount of \$946,891.38, and the RMC Bill List in the amount of \$126,441.00.

Chair McMahon entertained a motion to approve the January 2021 Loss Run Payment Register, February 2021 Bill List, and the February 2021 RMC Bill List, as presented.

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

Motion by Mr. Ingling seconded by Mr. Wolbert to approve the *January 2021 Loss Run Payment Register, February 2021 Bill List, and the February 2021 RMC Bill List*, as presented.

**ROLL CALL**    *Yeas*    Doug Cramer, **Tabernacle Twp.**  
James Ingling, **Wrightstown Boro.**  
Paula Kosko, **Hainesport Twp.**  
Jerry Mascia, **Mt. Laurel Twp.**  
Rich Wolbert, **Beverly City**  
John Gural, *Secretary*, **Palmyra Boro.**  
Glenn McMahon, *Chair*, **Chesterfield Twp.**

*Nays:*            None  
*Abstain:*        None

Motion carried by unanimous vote.

**COMMITTEE REPORTS**

Nothing to report

***MEL/RCF/E-JIF REPORT***

Nothing to report

***MISCELLANEOUS BUSINESS***

***Next Meeting***

Chair McMahon noted that the next meeting of the BURLCO JIF will take place on **Tuesday, March 16, 2021 at 3:30 PM** via Zoom Conferencing.

***PUBLIC COMMENT***

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

Chair McMahon opened the meeting to the public for comment.

Chair McMahon entertained a motion to close the public portion of the meeting.

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

***EXECUTIVE SESSION MEETING – Resolution #2021-18***

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

Motion by Mr. Wolbert, seconded by Mr. Ingling to Adopt ***Resolution #2021-18***

**ROLL CALL**    *Yeas*    Doug Cramer, **Tabernacle Twp.**  
James Ingling, **Wrightstown Boro.**  
Paula Kosko, **Hainesport Twp.**  
Jerry Mascia, **Mt. Laurel Twp.**  
Rich Wolbert, **Beverly City**  
John Gural, *Secretary*, **Palmyra Boro.**  
Glenn McMahon, *Chair*, **Chesterfield 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 McMahon entertained a motion to reopen the public portion of the meeting.

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

***APPROVAL OF CLAIMS PAYMENTS***

Chair McMahon 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>
2021225936	2019163927
2020186961	
2018143403	

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

Motion by Ms. Kosko seconded by Mr. Ingling, to approve the following claims as discussed in *Closed Session*.

**ROLL CALL**    *Yeas*    Doug Cramer, **Tabernacle Twp.**  
James Ingling, **Wrightstown Boro.**  
Paula Kosko, **Hainesport Twp.**  
Jerry Mascia, **Mt. Laurel Twp.**  
Rich Wolbert, **Beverly City**  
John Gural, *Secretary*, **Palmyra Boro.**  
Glenn McMahon, *Chair*, **Chesterfield Twp.**

*Nays:*            None

*Abstain:*        None

Motion carried by unanimous vote.

***AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL***

There were two (2) claim(s) presented for abandon subrogation:

*MLT-2019174744*

*MLT-2019157598*

Chair McMahon asked for a motion to abandon subrogation on the following claims as presented in Closed Session.

Motion by Mr. Gural seconded by Mr. Wolbert, to approve the following claims as discussed in *Closed Session*.

<b>ROLL CALL</b>	<b>Yeas</b>	Doug Cramer, <b>Tabernacle Twp.</b> James Ingling, <b>Wrightstown Boro.</b> Paula Kosko, <b>Hainesport Twp.</b> Jerry Mascia, <b>Mt. Laurel Twp.</b> Rich Wolbert, <b>Beverly City</b> John Gural, <i>Secretary</i> , <b>Palmyra Boro.</b> Glenn McMahon, <i>Chair</i> , <b>Chesterfield Twp.</b>
------------------	-------------	---

<b>Nays:</b>	None
<b>Abstain:</b>	None

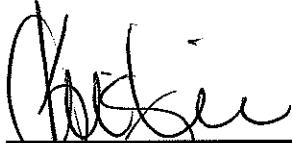
Motion carried by unanimous vote.

***MOTION TO ADJOURN***

Chair McMahon entertained a motion to adjourn the February 16, 2021 meeting of the BURLCO JIF.

Motion by Mr. Ingling, seconded by Ms. Kosko to adjourn the February 16, 2021 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:45 PM.

  
\_\_\_\_\_  
Kristie,  
*Recording Secretary for*

  
\_\_\_\_\_  
*John Gural, SECRETARY*