

# BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

May 18, 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, May 18, 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*

James Renwick, **Bass River Twp.**  
Rich Wolbert, **Beverly City**  
Mike Theokas, **Bordentown Twp.**  
Grace Archer, **Bordentown City**  
Glenn McMahon, **Chesterfield**  
Erin Provensano, **Delanco Twp.**  
Jeffrey Hatcher, **Delran Twp.**  
Steve Fazekas, **Florence Twp.**  
Paula Kosko, **Hainesport Twp.**  
Ed Dellorco, **Lumberton Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Kathy Burger, **Medford Twp.**  
Jerry Mascia, **Laurel Twp.**  
John Gural, **Palmyra Boro.**  
Donna Mull, **Pemberton Boro.**  
Dan Hornickel, **Pemberton Twp.**  
Meghan Jack, **Riverside Twp.**  
David Matchett, **Shamong Twp.**  
Doug Cramer, **Tabernacle Twp.**  
Steve Ent, **Westampton Twp.**

Absent Fund Commissioners were:

Tom Pullion, **Edgewater Park**  
Patrice Hansell, **Fieldsboro Boro.**  
Kyle Tuliano, **New Hanover Twp.**  
Mary Picariello, **North Hanover Twp.**  
Kathy Hoffman, **Southampton Twp.**  
J. Paul Keller, **Springfield Twp.**  
Maryalice Brown, **Woodland Twp.**  
James Ingling, **Wrightstown Boro.**

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  
Insurance Agency Mgmt.

Absent Risk Management Consultant agencies:

N/A

Motion to move up Grace Archer, Bordentown City in the absence of James Ingling, Wrightstown Boro to the Executive Committee for voting purposes.

Motion by Mr. Gural, seconded by Mr. Wolbert to move up the member as presented. All in Favor. Motion carried by majority vote.

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

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

Chair McMahan presented the Open & Closed session meeting minutes of the April 20, 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 McMahan asked if there were any questions at this time. No questions were entertained.

Motion by Mr. Gural seconded by Mr. Cramer to approve the Open & Closed session meeting minutes of the April 20, 2021 meeting. All in Favor. Motion carried by majority vote.

The Closed Session minutes of the April 20, 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 most recent Certificates of Insurance reports which included April 2021 certificates 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 included in the agenda. A consolidated announcement letter including instructions on how to collect your 2021 Optional Safety Budget allowance; Wellness allowance, and EPL/Cyber Risk allowance was emailed to all members the week of February 22, 2021, and a separate communication was sent to all members in regards to your Safety Incentive Program on March 3, 2021. He noted all funds needed to be claimed by November 30, 2021. If you encumber your funds, they must be claimed by February 1, 2022. Mr. Forlenza emphasized not to wait until the last moment to utilize your funds and if you needed any ideas in regards to spending your funds, Ms. Schiffer would be happy to speak with you.

Mr. Forlenza referenced the Statutory Bond Status report and asked members to please review the report for accuracy and be sure to check the list and make sure any new employees are listed. 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 July 2020 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 reminded the membership that 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 Police Command Staff training, on or about April 29, 2021 an invitation was emailed to all Fund Commissioners and Risk Management Consultants for the upcoming Police Command Staff Training, asking them to please forward to their Police Department for review and action. Mr. Forlenza reminded everyone completion of this training by the members of your Police Department's Command Staff is a required element for compliance with the MEL's 2022-2023 Employment Practices Liability Plan of Risk Management. He noted this training is being held in person and each of the three (3) training dates will include AM & PM sessions with each session identical in the materials to be covered. Social distancing and the wearing of masks will be enforced and due to the social distancing guidelines, there will be a cap on the number of participants per session. If you go to register and are unable to do so, it is because that particular class is full, and you will be directed to another date/time that still has availability. The training dates are as follows:

Thursday, June 3, 2021 @ Indian Springs Country Club, Marlton

Tuesday, June 8, 2021 @ Merighi's Savoy Inn, Vineland

Wednesday, June 23 @ Auletto's Catering, Deptford

Mr. Forlenza noted during the week of March 8, 2021, an invitation was emailed to all members regarding the Managers & Supervisor's Employment Liability Training. These trainings are being held via webinar and are presented by Armando Riccio, Esq. Participation in this training is required for compliance with the 2022-2023 MEL EPL Plan of Risk Management. Please note that participation in each session is limited to 100 participants. Mr. Forlenza noted that due to unforeseen circumstances, the May 12<sup>th</sup> sessions were postponed and rescheduled to June 9, 2021. All registrants for these sessions were notified of this change and sent a new link for the June 9<sup>th</sup> training. Please contact the Executive Director's office if you have any questions.

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, however a new memorandum has recently been emailed to all members as the MEL has changed the directions. 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 stated on or about March 1, 2021, a notice was sent to all Fund Commissioners and Municipal Clerks announcing the availability of additional training dates for the *Protection & Safe Treatment of Minors* webinars. He emphasized it is strongly recommended that all Managers & Supervisors complete this training as soon as possible if not already completed. Completion of this training will assist in defending the municipality and their employees should they be named in a SAM claim. Mr. Forlenza noted that this training is separate and distinct from the Managers & Supervisors employment training that must be completed for compliance with the MEL EPL Risk Management Plan.

In regards to filing your Financial Disclosure Statement, on or about April 29, 2021, an email, including instruction and a copy of Local Finance Notice 2021-8, was sent to all Fund Commissioners and Fund Professionals, required to complete the FDS process, notifying them of their responsibility to include their role with the JIF on their FDS. All FDS must be submitted by June 30, 2021. Any newly appointed Fund Commissioner that has not yet received their PIN# from the Executive Director's office should contact Kris Kristie at 856-446-9136.

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.

Next, Mr. DeWeese presented Resolution 2021-22 included in the agenda packet for the Executive Committee's consideration which, if approved, authorizes the release of 2020 Closed Session Minutes with certain redactions due to ongoing litigation. Mr. DeWeese stated his letter is attached to the Resolution indicating what should be redacted from the 2020 Closed Session

Minutes should the minutes be requested by a member of the public. He also indicated that his recommendations included in his letter were incorporated into the Resolution.

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

Chair McMahon entertained a Motion to Approve *Resolution 2021-22 Authorizing the Release of the 2020 Closed Session Minutes with Certain Redactions Due to Ongoing Litigation.*

Motion by Ms. Kosko, seconded by Mr. Cramer to approve Resolution 2021-22 as presented.

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

*Nays:*                    None  
*Abstain:*                None

Motion carried by unanimous vote.

Lastly, Mr. DeWeese noted he has emailed out several notices referencing the most updated COVID-19 Guidance from the NJ Department of Health including: Indoor/Outdoor Dining; Pool and Aquatic Activities; Sports Activities, Health Club/Gyms/Fitness Centers; and High Touch Amusement and Recreations Activities. Also, included in another email, was a summary of Executive Order 241 which eliminates the mask requirement in outdoor public spaces, along with the lifting of the Travel Advisory summary.

Mr. DeWeese noted he has already received calls in regards to questions on these orders, so please do not hesitate to reach out with any questions or concerns.

Mr. DeWeese asked if there were any questions. 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.

MSI training continues to be provided through the Zoom Webinar Format due to the restrictions brought about from the pandemic. Training requirements must still be met while dealing with the pandemic and that PEOSHA is actively conducting compliance visits. It is recommended that you review the hierarchy reports for your town in the learning management system to be sure your trainings are up to date. Mr. Saville noted to take advantage of the MSI Live Virtual classes or the videos offered through MSI Now. Group registrations are available for those with limited internet capabilities, and remember that PEOSH considers any training more than three years old to be outdated.

Mr. Saville reminded everyone that if you have not done so recently, look at the newly updated MSI website, it promises to make it easier to navigate, and to please make sure the appropriate personnel review the safety bulletins as they are distributed, especially those for law enforcement.

Mr. Saville also reminded the members to please remember to fill out the Supervisor's Incident Reports whenever an incident occurs. It will help J.A. Montgomery understand what happened and help get to the root cause of the incident, even in cases of COVID Exposures.

Lastly, 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. There have been 1,208 courses taken by those members as of 5/14/21, three members provided their rosters but have taken no courses, and we still have one member with no activity at all. 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 May which reviewed *Beat the Heat!* He then highlighted the following in order to ensure that employees know the basics:

- Drink water every 15 minutes, even if you are not thirsty.
- Rest in the shade to cool down
- Wear a hat and lightweight, light-colored, loose-fitting clothing
- Learn the signs of heat illness and what to do in an emergency
- Keep an eye on fellow workers

Mr. Roselli then reviewed signs of Heat Exhaustion and Heat Stroke and what you should do if you or a fellow worker shows any of these signs. He also highlighted two claims where heat exhaustion was the cause of employee claims including the death of an employee

Lastly, Mr. Roselli stated Mr. Miola sent an email to all members last week announcing that QualCare Alliance Networks, Inc. (QANI) would be acquired, upon closing in the second half of 2021, by Mitchell | Genex | Coventry, or M|G|C, a leader in cost containment technology, provider networks, clinical services, pharmacy benefit management (PBM) and disability management. Mr. Roselli noted there should be no changes to your Account Representatives, Managers, Adjusters, etc. Mr. Roselli noted he feels this is actually a much better fit and Qual-Lynx will receive better support from M|C|G.

Mr. Roselli stated if anyone would like a copy of the press release to please let him know and he will get it out to you.

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

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

Ms. Schiffer stated her report is included in the agenda packet and highlighted the following:

She noted Wellness fund supported or free activities among the BURLCO JIF municipalities include:

- ◆ Prizes for Baseball Homerun challenge
- ◆ Standing desks
- ◆ Fresh fruit

- ◆ Presentation - Eating Well and Diabetes through Food Bank of SJ
- ◆ Weight loss challenge

Ms. Schiffer noted some other ideas can include:

Various fun challenges, Educational presentations, Chair Massage/Meditation Practices, Office stretching demos, Cooking Demos, Recipe swap, Fitness/Walking club, Wellness Wednesdays, Potlucks, Game day, Gratitude boards, Team Walks/Races, Smoothie bar, office exercise equipment, and gym reimbursements.

Ms. Schiffer reported on some new resources she is hoping to engage with include:

- ◆ Misfit Markets – She is waiting on details to have them possible deliver produce packages to the municipal building for the employees to enjoy.
- ◆ Robert Wood Johnson – She is waiting on confirmation of screenings they can offer on-site.

Ms. Schiffer noted the Elias Institute of Professional Coaching – Launching Pilot Program – May Cohort Leadership Group Coaching is planning to test this pilot program with a small sampling of towns who agreed to participate out of the 3 JIFs. Based on the results and feedback of this first cohort group, the JIF may decide to offer this program to additional towns and groups of first responders.

Ms. Schiffer reviewed the Monthly Newsletter noting:

May has a lot of opportunity to share education and create themes to offer employees in the workplace. A few to consider are:

- Osteoporosis Month
- Better Sleep Month
- Employee Health and Fitness Month (The actual day is May 15)
- Healthy Vision Month
- High Blood Pressure and Stroke Awareness Month
- Lupus Awareness Month
- to name a few!

Also in her Newsletter, she highlighted the following:

1. Improve sleep hygiene and improve quality of life
2. Unplug from the dangers of technology
3. Prevent and Detect Skin Cancer
4. What is Mental Health and some ways to boost yours
5. Nutritional Bites: The "Magic" of Mushrooms
6. Recipe Corner: Mushroom Lentil "Meatloaf"

Also included in the agenda is a *30-day Mental Health Challenge plus the Exercises of the Month* which focus on Leg strengthening which will also strengthen your knees. She noted to always consult with your doctor if you are coming off of any injury. Stop if you feel any pain or discomfort while doing any of these moves, and always listen to your body.

Please share this with your employees; print them out and post them for all to see.

Also included this month was a list of Health and Wellness classes offered by the Food Bank of South Jersey, which included classes on cooking for both adults and teens, Eating Well and Diabetes, Healthy Baking, Youth Nutrition and Grow it, Try it, Like it!

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)*:

	<i>April</i>	<i>YTD</i>
<i>Lost Time</i>	6	32
<i>Medical Only</i>	12	41
<i>Report Only</i>	19	104
<i># of New Claims Reported</i>	37	177
<i>Report Only % of Total</i>	51%	59%
<i>Medical Only/Lost Time Ratio</i>	67:33	57:43
<i>Average Days to Report</i>	3.6	4.7

Ms. Beatty noted the Average Days to Report is running high due to the COVID claims and how long it takes to contact trace to confirm who may have been exposed and potential additional claims. Per Mr. Miola’s request last month, Ms. Beatty presented another report which broke out and depicted the number of Indemnity, Medical Only and Report only Claims for both COVID related and Non COVID related claims for the month of April 2021 and Year to Date 2021.

April 2021 COVID Related Average Days to Report: 4.6

April 2021 Non COVID Related Average Days to Report: 0.8

**Transitional Duty Report**

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

<i>Transitional Duty Summary Report</i>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	767
<i>Transitional Duty Days Worked</i>	510
<i>% of Transitional Duty Days Worked</i>	66%
<i>Transitional Duty Days Not Accommodated</i>	257
<i>% of Transitional Duty Days Not Accommodated</i>	34%
<i>\$ Saved by Accommodating</i>	\$51,585
<i>\$ Lost by Not Accommodating</i>	\$29,463

Ms. Beatty also included a report this month in the agenda that depicted examples, categorized by profession, of different duties that could be performed by employees who are on temporary job assignment due to injury, so they can come back and utilize Transitional Duty Days. These included such duties as, answering phones, inventory, desk duty, Dispatch, light office clean up, etc. Ms. Beatty noted she will be including this report monthly.



***PPO Penetration Report:***

Ms. Beatty presented the PPO Penetration Report:

<b><i>PPO Penetration Rate</i></b>	<b><i>April</i></b>
<i>Bill Count</i>	123
<i>Original Provider Charges</i>	\$130,665
<i>Re-priced Bill Amount</i>	\$50,969
<i>Savings</i>	\$79,696
<i>% of Savings</i>	61%
<i>Participating Provider Penetration Rate - Bill Count</i>	96%
<i>Participating Provider Penetration Rate – Provider Charges</i>	97%
<i>EPO Provider Penetration Rate - Bill Count</i>	96%
<i>EPO Provider Penetration Rate – Provider Charges</i>	95%

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

***TECHNOLOGY RISK SERVICES REPORT***

Mr. Romero noted in regards to the phishing emails for the month of April there were 648 phishing emails issued with 11 clicked, or 1.7%, which is very good, and the same as last month. 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 there are 22 members who are grandfathered for both Tiers going into the new program until January 2022. There are no members yet in compliance with the new Cyber Program.

Mr. Romero noted that Pivot Point Security continues to perform their Vulnerability Scanning of member firewalls and gateways noting a report in the agenda packet. He noted everyone should have received their Vulnerability Report for this month.

Next, Mr. Romero discussed internet speed. With everyone using the internet now more than ever there are numerous tools on the internet that can be used to measure the speed of your internet connection; however, for more accurate measurements make sure you are not streaming, playing games, and that you are as close to the wireless router as possible. Try connecting directly to the router and avoid the wireless connection. Remember, distance affects speed and performance.

If your plan is 300 mbps and your test consistently shows 56 mbps, call your service provider and complain. He noted his personal experience has been that they reset the router or change the channel which may temporarily fix the problem but will eventually come backdown.

Mr. Romero then discussed text phishing, also known as **SMiShing**, which is a type of social engineering attack initiated through SMS text messages.

There has been a recent increase in SMiShing using the COVID-19 vaccine as a campaign claiming access to an appointment or information regarding the vaccine. Other SMiShing campaigns include package delivery notifications from Amazon, FedEx, US Postal, ect.

These campaigns are designed to get you to click on a link that leads you to fraudulent websites and try to obtain user credentials, steal funds, and or load malware by promoting a service or addressing a problem. SMiShing messages may come from random phone numbers or email addresses and often use a sense of urgency to convince the target to take a desired action quickly.

*What to do:*

- Go to any online account directly by manually typing the URL into your browser.
- Don't click on links delivered in SMS text messages from unverified sources.
- Don't provide sensitive information in response to an SMS text message from unknown senders.
- Don't call the sender's phone number or phone numbers included in SMS text.
- Block senders and delete SMS text phishing messages.
- Consider blocking SMS messages from non-contacts.
- You can forward the message to 7726 and they will research it.

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 April 2021, a copy of which was provided to the membership in the agenda packet. Mr. Tontarski's reports are valued as of April 30, 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 \$15,984.63. This generated an average annual yield of 1.01%. However, after including an unrealized net gain of \$16,364.84 in the asset portfolio, the yield is adjusted to 2.05% for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized gain of \$48,915.51 as it relates to current market value of \$5,751,852.15 vs. the amount we have invested. This current market value, however, when considering the total accrued income at month end is \$15,766,610.88.

Our asset portfolio with Wilmington/Trust consists of 4 obligations with maturities less than one year.

#### **Receipt Activity for the Period**

	Monthly	YTD
Subrogation Receipts	\$0	\$13,109.83
Salvage Receipts	\$2,360.00	
Overpayment Reimbursements	\$0.00	
FY 2021 Premium Receipts	\$828.00	

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

Delran Township	\$16,224.00
Chesterfield Township	\$1,116.00
Bordentown City	\$70,544.00
Bordentown Township	\$63,937.00
Westampton Township	\$10,444.00

**Cash Activity for the Period**

During the reporting period the Fund’s “Cash Position” changed from an opening balance of \$19,344,614.69 to a closing balance of \$18,617,422.98 showing a decrease in the fund of \$727,191.71.

***Loss Run Payment Register – April 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 \$255,517.72. The claim detail shows 243 claim payments issued.

***Bill List – May 2021***

For the Executive Committee’s consideration, Mr. Tontarski presented the May 2021 Bill List in the amount of \$573,516.88. He noted a corrected Bill List had been emailed to all members earlier today as the Bill List included in the agenda had a formula error. There were no figure changes to the corrected Bill List.

Chair McMahan entertained a motion to approve the April 2021 Loss Run Payment Register and the May 2021 Bill List, as presented.

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

Motion by Ms. Kosko seconded by Mr. Mascia to approve the *April 2021 Loss Run Payment Register and the May 2021 Bill List* as presented.

**ROLL CALL**    *Yeas*    Doug Cramer, **Tabernacle Twp.**  
Paula Kosko, **Hainesport Twp.**  
**Jerry Mascia, Mt. Laurel Twp.**  
Rich Wolbert, **Beverly City**  
John Gural, *Secretary*, **Palmyra Boro.**  
Glenn McMahan, *Chair*, **Chesterfield**  
Grace Archer, **Bordentown City**

*Nays:*                    None  
*Abstain:*                None

Motion carried by unanimous vote.

**COMMITTEE REPORTS**

No reports this month.

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

No reports this month.

***MISCELLANEOUS BUSINESS***

***Next Meeting***

Chair McMahon noted that the next meeting of the BURLCO JIF will take place on **Tuesday, June 15, 2021 at 3:30 PM** via Zoom Conferencing.

***PUBLIC COMMENT***

Motion by Mr. Gural, 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.

Hearing no comment from the public, Chair McMahon entertained a motion to close the public portion of the meeting.

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

***EXECUTIVE SESSION MEETING – Resolution #2021-23***

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 Ms. Kosko, seconded by Mr. Gural to Adopt ***Resolution #2021-23***

<b>ROLL CALL</b>	<b><i>Yeas</i></b>	Doug Cramer, <b>Tabernacle Twp.</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</b> Grace Archer, <b>Bordentown City</b>
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<b><i>Nays:</i></b>	None
<b><i>Abstain:</i></b>	None

Motion carried by unanimous vote.

A Closed Session of the BURLCO JIF was held and the meeting was then reopened to the public.

***REOPEN PUBLIC PORTION OF THE MEETING***

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

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

Paula Kosko, **Hainesport Twp.**  
Jerry Mascia, **Mt. Laurel Twp.**  
Rich Wolbert, **Beverly City**  
John Gural, *Secretary*, **Palmyra Boro.**  
Glenn McMahon, *Chair*, **Chesterfield**  
Grace Archer, **Bordentown City**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

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

There were zero (0) claim(s) presented for abandon subrogation:

***MOTION TO ADJOURN***

Chair McMahon entertained a motion to adjourn the May 18, 2021 meeting of the BURLCO JIF.

Motion by Ms. Archer, seconded by Mr. Wolbert to adjourn the May 18, 2021 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:54 PM.

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

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