

# BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

June 15, 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, June 15, 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**  
Maria Carrington, **Bordentown Twp.**  
Grace Archer, **Bordentown City**  
Glenn McMahon, **Chesterfield**  
Erin Provencano, **Delanco Twp.**  
Jeffrey Hatcher, **Delran Twp.**  
Patrice Hansell, **Fieldsboro Boro.**  
Steve Fazekas, **Florence Twp.**  
Paula Kosko, **Hainesport Twp.**  
Ed Dellorco, **Lumberton Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Kathy Burger, **Medford Twp.**  
Jerry Mascia, **Mt. Laurel 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.**  
Doug Cramer, **Tabernacle Twp.**  
Steve Ent, **Westampton Twp.**

Absent Fund Commissioners were:

Tom Pullion, **Edgewater Park**  
Kyle Tuliano, **New Hanover 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 Borough to the Executive Committee for voting purposes.

Motion by Mr. Wolbert seconded by Mr. Gural 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 McMahon presented the Open & Closed session meeting minutes of the May 18, 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 Ms. Kosko to approve the Open & Closed session meeting minutes of the May 18, 2021 meeting. All in Favor. Motion carried by majority vote.

The Closed Session minutes of the May 18, 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 stated the April Lost Time Accident Frequency Report is included in the agenda packet and noted the BURLCO JIF is #2 in the State, which is a great result. This report is an indicator of the severity of injuries to your employees; the lower the number the better.

Mr. Forlenza referenced the most recent Certificates of Insurance reports which included May 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 SIP, 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.

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 the 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. 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. Please note that this training is being held in person. Each of the three (3) training dates include AM & PM sessions. Each session is identical in the materials to be covered. The sign-in sheets from the June 3 and June 8<sup>th</sup> dates are posted to the websites. The remaining training date is: Wednesday, June 23 @ Auletto's Catering, Deptford

Mr. Forlenza noted that since April 15, 2021, the ACM, BURLCO, & TRICO JIFs have sponsored 20 Managers & Supervisor's Employment Liability Training sessions. These trainings were held via webinar and were presented by Armando Riccio, Esq. Participation by your managers & supervisors in this training is required for compliance with the 2022-2023 MEL EPL Plan of Risk Management. A list of the attendees at each session is available on the JIF website; [www.burlcojif.org](http://www.burlcojif.org). 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 and again on April 14<sup>th</sup>, 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 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.

Lastly, Mr. Forlenza noted everyone should have received notification, along with instructions on how to access, that the Loss Control Reports as of March 31, 2021 inclusive of the JIF, MEL and EPL have been loaded in Origami for your review.

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 five (5) closed cases since the last meeting:

*Miles v. City of Beverly*  
*O'Keefe v. Township of Edgewater Park*  
*Mazahreh v. Township of Medford*  
*Jackson v. Township of Springfield*  
*Fisher v. Township of Southampton*

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

Lastly, Mr. DeWeese noted on or about June 9, 2021, he had emailed out a Government Records Council Special Statement stating that on June 4, 2021, based upon the signing of P.L. 2021, c. 104, the response time for OPRA requests is now 7 business days unless the request is for records related to the agency's "COVID-19 response". The custodian is permitted to abide by the abeyance of the time frame for a response to a request for "COVID-19 response" records in accordance with the Special Statement of the Government Records Council 2020-20 and N.J.S.A. 47:1A-5(i)(2). He asked the membership to please be cognoscente of the reinstated OPRA response of 7 business days.

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 and they seem to still be calling ahead for now. 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 stated, in regards to the Police One Training, 16 of the 20 law Enforcement agencies in the BURLCOJIF are actively participating in the program. There have been 1,219 courses taken as of 6/11/21 (the 3 new courses taken this month were completed by one member) 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.

Lastly, Mr. Saville reminded everyone to please fill out the Supervisors Incident Report whenever an incident occurs as this helps him to understand exactly what happened and to help get to the root cause of the incident. This is also important in COVID exposure cases.

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 June which reviewed *Entering and Exiting Vehicles Properly and Safely*. He then highlighted the following in order to ensure that employees know the basics:

- Maintain 3 points of contact at all times until seated or on the ground.
- Wear proper footwear with sturdy non-slip soles
- Only step in dedicated stepping areas
- Face the vehicle when getting in or out
- Do not jump down from the vehicle, use all of the steps
- Examine the ground for uneven areas, ice and debris before stepping onto ground
- Only grip fixed objects; do not grip an unlocked steering wheel or the door as it can swing open.
- Wear gloves to help facilitate a proper handhold.

Mr. Roselli then reviewed a number of expensive claims that could have been avoided had these guidelines been followed.

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 stated she has reached out to each municipality whom she has not yet had the pleasure of working with to plan for 2021 wellness, noting it is important that we try to implement use of wellness now so the employees can reap the benefits within the workplace.

Ms. Schiffer reviewed where Wellness Funds are being applied to some of the following activities across both JIFs.

- ◆ Walking, Step, Self-care, Water, Weight loss challenges (one week – bingo cards to month-long tracking of activity)
- ◆ Prizes for various challenge
- ◆ Standing desks
- ◆ Anti-fatigue mats for the standing desks
- ◆ Fresh fruit – Misfit Produce Deliveries
- ◆ Sunscreen and hats with a sun-safety awareness handout
- ◆ Presentations – Diabetes, Stress management, Nutrition (General, Women specific, etc.) and so much more!

Ms. Schiffer stated wellness does not have to be a big, elaborate event. It's creating an atmosphere of gratitude for everyone's continued hard work; its allowing for some laughter and fun while working which will actually help productivity. It's creating a culture where self-care is encouraged and practiced.

Ms. Schiffer noted a New Resource Connection:

- ◆ *Misfit Markets* – Imperfect organic produce delivered to your municipality through an online ordering system. As much and as often as YOU decide (\$30 minimum order required). A test has been set up with Delanco Township for processing orders without a Corporate Credit Card and being able to receive the required PO for processing.

Wellness Connection Newsletter:

This month's newsletter is on a topic that is affecting more and more adults in America: Alzheimer's disease. The following was touched on in the attached issue of Targeting Wellness: Good News for Good Health!

- Facts about Alzheimer's - June Awareness Month
- How Can We Prevent Alzheimer's Disease
- Creativity Can Improve Wellness
- Increasing Gratitude Towards Self - Keep these sayings handy for a daily practice
- Nutritional Bites: Turmeric and Alzheimer's
- Recipe Corner: Easy Turmeric Eggplant Curry

Also included in her report was the Exercises of the Month along with a Brain Teaser for you and your employees' enjoyment. Ms. Schiffer asked that you please share this with your employees; print them out and post them for all to see.

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>May</i></b>	<b><i>YTD</i></b>
<i>Lost Time</i>	<i>1</i>	<i>35</i>
<i>Medical Only</i>	<i>5</i>	<i>47</i>
<i>Report Only</i>	<i>6</i>	<i>110</i>

<i># of New Claims Reported</i>	12	192
<i>Report Only % of Total</i>	50%	57%
<i>Medical Only/Lost Time Ratio</i>	83:17	57:43
<i>Average Days to Report</i>	2.3	4.5

***Claims Report by Type***

Ms. Beatty presented a 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 May 2021 and Year to Date 2021. Ms. Beatty noted there were no COVID related claims for the month of May.

May 2021 COVID Related Average Days to Report: 0

May 2021 Non COVID Related Average Days to Report: 2.3

***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>	895
<i>Transitional Duty Days Worked</i>	617
<i>% of Transitional Duty Days Worked</i>	69%
<i>Transitional Duty Days Not Accommodated</i>	278
<i>% of Transitional Duty Days Not Accommodated</i>	31%
<i>\$ Saved by Accommodating</i>	\$60,650
<i>\$ Lost by Not Accommodating</i>	\$31,389

***PPO Penetration Report:***

Ms. Beatty presented the PPO Penetration Report:

<b><i>PPO Penetration Rate</i></b>	<b><i>May</i></b>
<i>Bill Count</i>	142
<i>Original Provider Charges</i>	\$276,835
<i>Re-priced Bill Amount</i>	\$92,827
<i>Savings</i>	\$184,007
<i>% of Savings</i>	66%
<i>Participating Provider Penetration Rate - Bill Count</i>	90%
<i>Participating Provider Penetration Rate - Provider Charges</i>	94%
<i>EPO Provider Penetration Rate - Bill Count</i>	90%
<i>EPO Provider Penetration Rate - Provider Charges</i>	86%

### ***Prescription Benefit Program***

Ms. Beatty presented a Prescription Benefit Program report for the 1<sup>st</sup> Quarter which depicts by month the savings incurred by utilizing the Prescription Benefit Program. This report is broken down by Script Count, Billed Amount, U&C Amount, Generic Utilization %, Cost per patient, Cost per Script, Opioid Cost %, and Opioid Script %. The Year to Date savings total from January 1 – March 31, 2021 utilizing this program is \$2,967 based on 46 prescriptions filled.

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

### ***TECHNOLOGY RISK SERVICES REPORT***

Mr. Romero stated he has asked each member for their employee rosters, and is still missing rosters from 9 member towns, so if you have not submitted that to him yet, please do so. He also noted they are still having issues with MediaPro, their new owners Knowb4, and the database. Mr. Forlenza stated MediaPro is no longer able to track the completion of training for each individual employee, which prevents Mr. Romero from notifying a town what employees have or haven't completed the training. As that is no longer available to us, Mr. Forlenza noted he has had conversations with the Strategic Planning Committee and the Fund Solicitor in regards to their contractual obligations to the JIF and what Media Pro/Knowb4 intends to do address this situation. We are hoping to have an update by the next meeting. This is why it is important to have the completed rosters as that information may need to be uploaded again.

Mr. Romero noted in regards to the phishing emails for the month of May there were 647 phishing emails issued with 6 clicked, or .9%, which is excellent, and lower than 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 Facebook Cloning. Facebook cloning is where scammers clone a victim's Facebook account by stealing their personal photos and information and create a new account with the stolen identity. They proceed to friend request people on the targeted victim's friends list, who may accept the request unknowingly that is coming from a scammer. After establishing a trust, they can try manipulating you into providing personal information or lend money. Mr. Romero stated to be aware of the scam, make sure your privacy settings are secure, and that your friends list, photos and personal information is hidden from the public.

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 May 2021, a copy of which was provided to the membership in the agenda packet. Mr. Tontarski's reports are valued as of May 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 \$18,316.83. This generated an average annual yield of 1.21%. However, after including an unrealized net gain of \$262.96 in the asset portfolio, the yield is adjusted to 1.22% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized gain of \$49,178.47 as it relates to current market value of \$15,764,720.18 vs. the amount we have invested. This current market value, however, when considering the total accrued income at month end is \$15,783,983.23.

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	\$15,679.36	\$28,789.19
Salvage Receipts	\$0.00	
Overpayment Reimbursements	\$945.00	
FY 2021 Premium Receipts	\$0.00	

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

Delran Township	\$16,240.00
Chesterfield Township	\$1,117.00
Bordentown City	\$70,614.00
Bordentown Township	\$64,001.00
Westampton Township	\$10,455.00

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

During the reporting period the Fund's "Cash Position" changed from an opening balance of \$18,617,422.98 to a closing balance of \$17,862,479.99 showing a decrease in the fund of \$754,942.99.

### ***Loss Run Payment Register – May 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 \$212,125.19. The claim detail shows 357 claim payments issued.

### ***Bill List – June 2021***

For the Executive Committee's consideration, Mr. Tontarski presented the June 2021 Bill List in the amount of \$336,020.19.

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

<b>ROLL CALL</b>	<b>Yeas</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 McMahan, <i>Chair</i> , <b>Chesterfield</b> Grace Archer, <b>Bordentown City</b>
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<b>Nays:</b>	None
<b>Abstain:</b>	None

Motion carried by unanimous vote.

### **COMMITTEE REPORTS**

#### ***Finance Committee Meeting – May 26, 2021***

As Mr. Hatcher was not present at the Finance Committee Meeting so Mr. Mansdoerfer reported that the main purpose of the meeting was to review the 12/31/20 Audit and noted there is great detail in the minutes of the Auditors findings and financial position of the Fund. He noted there were no findings or recommendations in the Audit. It was noted however that the total Assets for the Fund increased by approximately \$4,000 and the Liabilities increased by just under \$500,000 mostly due to changes in Case Reserves as well as the Trigger surplus liabilities from the MEL and RCF. Overall the Net position of the Fund decreased by approximately \$1,000,000, but overall the Fund is in very good financial shape.

Mr. Mansdoerfer then presented four (4) Resolutions for consideration and adoption:

***Resolution 2021-24 Accepting the Annual Audit Report for the Period Ending December 31, 2020.***

Motion by Mr. Gural, seconded by Mr. Mascia to approve Resolution 2021-24 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

All in favor. Motion carried by unanimous vote.

***Resolution 2021-25 Authorizing an Intra-Fund Transfer for the 2018 Fund Year of \$300,000 from the 2018 Deductible line to the 2018 General Liability Line, and \$30,000 from the 2018 Deductible Line to the 2018 Workers Compensation Line.***

Motion by Mr. Gural, seconded by Mr. Mascia to approve Resolution 2021-25 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

All in favor. Motion carried by unanimous vote.

***Resolution 2021-26 Authorizing payment of \$106,510 from the BURLCOJIF MEL Retrospective Account in Accordance with the Requirements of the New Jersey Municipal Excess Liability Joint Insurance Fund Surplus Trigger***

Motion by Mr. Cramer, seconded by Mr. Gural to approve Resolution 2021-26 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

All in favor. Motion carried by unanimous vote.

***Resolution 2021-27 Memorializing a Payment of \$87,719 from the 2015 Fund Year and Authorizing a Payment of \$124,040 from the 2016 Fund Year in Accordance with the Requirements of the New Jersey Municipal Residual Claims Fund Joint Insurance Fund Surplus Trigger.***

Motion by Mr. Wolbert, seconded by Mr. Gural to approve Resolution 2021-27 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

All in favor. Motion carried by unanimous vote.

***MEL/RCF/EJIF REPORTS***

*MEL/E-JIF Reports – June 1, 2021* In the absence of Ms. Jack, Mr. Mansdoerfer presented the MEL and EJIF reports included in the agenda packet, noting they were self-explanatory, however noting that the Audit and Year End reports were reviewed at both meetings, and that the EPL Risk Management Plan deadline has been extended to November 1, 2021, so please be sure to complete all of your obligations prior to that date to be compliant with the program.

*RCF Report – June 1, 2021* Mr. Matchett reported the RCF Report was included in the agenda packet and is self-explanatory unless anyone had any questions. No questions were entertained.

***MISCELLANEOUS BUSINESS***

***Next Meeting***

Chair McMahon noted that the next meeting of the BURLCO JIF will take place on **Tuesday, July 20, 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.

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

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

***EXECUTIVE SESSION MEETING – Resolution #2021-28***

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 Ms. Archer to Adopt **Resolution #2021-28**

**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.

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>Property</i>
2019165703	2021226600
2021231487	2021217305

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

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

**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.

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

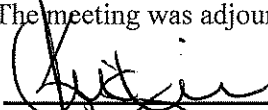
There were zero (0) claim(s) presented for abandon subrogation:

***MOTION TO ADJOURN***

Chair McMahon entertained a motion to adjourn the June 15, 2021 meeting of the BURLCO JIF.

Motion by Mr. Cramer, seconded by Ms. Kosko to adjourn the June 15, 2021 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:46 PM.



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Kris Kristie,  
*Recording Secretary for*



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*John Gural, SECRETARY*