

# BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

November 23, 2021  
Hainesport Municipal Building

## *OPEN SESSION MINUTES*

The meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at the Hainesport Municipal Building, 1 Hainesport Centre, Hainesport, NJ on Tuesday, November 23, 2021 at 3:30PM, prevailing time. Chair McMahon, **Chesterfield**, presiding. The meeting was called to order at 3:30PM.

## *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**  
Glenn McMahon, **Chesterfield**  
Erin Provenzano, **Delanco Twp.**  
Patrice Hansell, **Fieldsboro Boro.**  
Steve Fazekas, **Florence Twp.**  
Paula Kosko, **Hainesport Twp.**  
Jay Springer, *Alternate*, **Lumberton Twp.**  
Dawn Bielec, *Alternate*, **Medford Twp.**  
Robert Duff, *Representative*, **North Hanover Twp**  
Dan Hornickel, **Pemberton Twp.**  
David Matchett, **Shamong Twp.**  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
Steve Ent, **Westampton Twp.**  
James Ingling, **Wrightstown Boro.**

Absent Fund Commissioners were:

Grace Archer, **Bordentown City**  
Mike Theokas, **Bordentown Twp.**  
Jeffrey Hatcher, **Delran Twp.**  
Tom Pullion, **Edgewater Park**  
Mike Fitzpatrick, **Mansfield Twp.**  
Jerry Mascia, **Mt. Laurel Twp.**  
Kyle Tuliano, **New Hanover Twp.**  
John Gural, **Palmyra Boro.**  
Donna Mull, **Pemberton Boro.**  
Mike Mansdoerfer, **Riverside Twp.**  
Kathy Hoffman, **Southampton Twp.**  
Maryalice Brown, **Woodland Twp.**

Those also in attendance were:

Paul Miola, CPCU, ARM, *AJG Risk Management Services, Inc.*  
Kamini Patel, MBA, CIC, CPCU, *Pooling Administrator, 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:

Conner Strong & Buckelew  
EJA/Capacity Insurance  
Hardenberg Insurance Group  
Insurance Agency Mgmt.

Absent Risk Management Consultant agencies and Fund Professionals:

Paul Forlenza, MGA, Executive Director, *AJG Risk Management Services, Inc.*  
CBIZ Benefits & Insurance Services

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

Motion to move Rich Wolbert, Beverly City, to Acting Secretary in the absence of John Gural, Secretary, Palmyra Borough; and Dave Matchett, Shamong Township, and Steve Ent, Westampton Township, to the Executive Committee in the absence of Jerry Mascia, Mt. Laurel. Motion by Mr. Cramer, seconded by Mr. Ingling. All in Favor. Motion carried by unanimous vote.

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

Chair McMahon presented the Open & Closed session meeting minutes of the October 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. Matchett to approve the Open & Closed session meeting minutes of the October 19, 2021 meeting. All in Favor. Motion carried by majority vote.

The Closed Session minutes of the October 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. Miola introduced the newest Arthur J. Gallagher employee joining the municipal team, Kamini Patel.

Mr. Miola reviewed the Executive Director's Report found in the agenda packet with the membership. He then highlighted the following items from his report:

Mr. Miola asked members to review their SIP, OSB, Wellness, and EPL/Cyber Risk Management Budget balances included in the agenda. He noted all funds need to be claimed or encumbered by November 30, 2021. If you encumber your funds, they must be claimed by February 1, 2022.

Mr. Miola referenced the Statutory Bond Status report and asked members to please review the report for accuracy and be sure to check the list to make sure any new employees/bonds 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.

He referenced the Regulatory Filing Checklists and noted they were up to date.

Mr. Miola referenced the EPL Compliance status and noted those who were not in compliance by November 1<sup>st</sup>, received a letter recently indicating you will receive a surcharge on their premium going into the new year; however there is a grace period until January 1, 2022 in order to submit your checklist.

Mr. Miola referenced the Capehart & Scatchard Blog in the agenda noting there were some good articles in regards to "What makes a good Workers Compensation Adjuster" as well as an article on Workers Compensation law.

Mr. Miola noted the Police Command Staff training is now complete.

Mr. Miola noted the ACM, BURLCO, & TRICO JIFs sponsored 20 Managers & Supervisor's Employment Liability Training sessions with almost 1,000 participants among all three JIF's.

Mr. Miola stated it has been strongly recommended that all Managers & Supervisors complete the *Protection & Safe Treatment of Minors* webinars. Completion of this training will assist in defending the municipality and their employees should they be named in a SAM claim. Please remember 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.

Mr. Miola noted the Elected Officials Seminars will begin in late January and hopefully be held in person. Again this year the MEL will reduce each member's 2022 MEL Assessment by \$250 for each municipal elected official who attends one of the training sessions. This credit will also be extended to the member's CEO (i.e. Municipal Manager or Administrator) again this year. The total credit is limited to 5% of a member's 2022 MEL Assessment. Information on the training will be forthcoming.

Mr. Miola noted there were no new updates in regards to the Land Use Training, however, he reminded the members that the Land Use Board members that complete the training process will be eligible for enhanced coverage should they be named personally in a Land Use claim, reiterating that only the Board members that have completed the training are eligible for the enhanced coverage.

Mr. Miola reminded the members that on or about October 8, 2021, a model RFQ for Risk Management Services was sent to all Fund Commissioners, Municipal Clerks, and Risk Managers. This model RFQ was developed to assist members in prioritizing the securing of necessary risk management services from an insurance professional for their municipality instead of the price for these services.

Regarding the 2022 RMC Resolutions and Agreements, Mr. Miola stated on or about October 11, 2021, a memo and sample copies of the JIF RMC Resolution and Agreement for the 2022 Fund Year were e-mailed to all Risk Management Consultants. Once his office receives this documentation, payment can be issued for the 2022 fees at the February 2022 JIF meeting. Please note that RMC payments cannot be processed until this documentation is received. He also noted that all RMC's are required to execute a Confidentiality Agreement with the JIF and forward it to the Executive Director's office. Each RMC is asked to execute one copy of the Confidentiality Agreement for each member of their staff that might attend the JIF Executive Committee.

Mr. Miola noted Dividend Notices have gone out and more on that will be discussed during the Finance Committee report.

Mr. Miola referenced the Inclement Weather phone number, noting should we have bad weather and there is any question on the status of a meeting, please call that number or reference the JIF website for any questions and updates.

Lastly, he noted his office had recently sent out an email noting the 9/30/21 Loss Ratio Snapshots are in Origami and ready to view, along with instructions on how to access them.

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

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

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

Mr. DeWeese stated that there was one (1) closed case(s) since the last meeting:

*Parfitt v. Liberty Insurance Company v. Township of North Hanover*

***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 are actually appointed. Mr. DeWeese stated calls have diminished significantly, he hopes that means things are going smoothly with employees in the municipalities, but reminded everyone the Helpline is available.

Next, Mr. DeWeese noted that Court Preceding's involving litigated matters have recently been entered into an *Order* by the Supreme Court, noting there is currently no clear guidance yet on the resumption of in-person Civil Trials. The *Order* states that settlement conferences may be in person, but case management conferences and motion arguments will remain virtual, unless there are special circumstances. Further instructions will be coming from the Supreme Court regarding civil arbitrations which currently are all virtual, as they have been for the last 19 months, jury selections, and what Civil Trials may be scheduled in person going forward.

Lastly, Mr. DeWeese noted he had reported last month that of the eight (8) Finance Committee members who were provided Scoresheets, he received completed sheets from five (5) members. He noted he is tallying those scoresheets and will be sending out correspondence next week to the members of the Finance Committee with his analysis of the scoresheets and his recommendations as to those who should be awarded contracts in 2022.

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. He noted if anyone is not receiving these updates, please contact the Safety Directors office.

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, noting that we must abide by the State agency's rules that issued the designation, including that attendees of the class must attend the whole session. Attendees who enter the class more than 5 minutes late or leave early will not be awarded CEUs for the class or receive a certificate of completion. Group registrations are available for those with limited internet capabilities, and remember that PEOH considers any training more than three years old to be outdated.

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.

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 his *Lessons Learned from Losses* which reviewed Truck Safety. He highlighted the following to keep in mind when driving or working around trucks:

- Wear bright colored clothing and stay alert
- Workers should communicate and make eye contact with each other before walking in front or behind a vehicle or other mobile equipment.
- Do not walk between vehicles or towed vehicles
- Listen for back up alarms or horns and be sure these warning systems are operational.
- Use the vehicle as intended and not as a ladder.
- Maintain 3 points of contact

Mr. Roselli then discussed examples of costly injuries when workers did not use the vehicle as it was intended to be used.

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 thanked everyone for either using or encumbering their Wellness Funds, stating you had until February 1, 2022 to utilize any funds you had encumbered so if you are struggling with appropriate ways to utilize your remaining balances, please contact her and she will help you brainstorm. She then reviewed what some municipalities have done with their wellness funds:

- Reimbursement for wellness (gym membership, sneakers)
- Bottled water, Kind Bars, Mixed Nuts, Fruit per department
- Supplies for Wellness Week
- Chair massages in a few municipalities other than during a wellness day
- Ergonomic chair
- Gym bags
- Bingo and *Walktober* (step) challenge Prizes
- Treadmill
- Gift Card to local farm market along with handout on benefits of more fiber rich foods

- Misfit Market order
- Water bottle refilling station
- Monthly “grocery bag” challenge
- Presentations (no cost)
- Blue light computer glasses
- Insulated water bottles
- Portable exercise equipment
- Flu shots & blood pressure screening (no cost)

**Transformational Leadership and Crisis Response – Dr. Elias Pilot Program**

Ms. Schiffer noted Dr. Elias and research staff are working on pulling together findings along with recommendations for moving forward and its likely she could have a report as early as mid-December. Ms. Schiffer is hoping to provide a summary at next month’s meeting.

**November Targeting Wellness Connection Newsletter:**

Ms. Schiffer noted, one of the top comorbidities/chronic diseases challenging millions of people today is diabetes. Prediabetes is of particular interest not only because 1 in 3 adults have it, but also because making simple lifestyle changes now can prevent the future diagnoses of Type 2 diabetes, a diagnoses sure to be received if nothing changes. Since making any changes, let alone lifestyle habits, are particularly challenging, her newsletter discusses the stages of change and how to progress from one to the next. She then she presented a snapshot of the stages:

- Are you ready to make a change?
- What are the Stages of Change?
- Know your ABC's to prevent and/or manage diabetes
- Tips to manage prediabetes
- Nutritional Bites: A deeper dive into Diabetes and Diet
- Recipe Corner: Lentil Soup with Sweet Potato

In addition, due to popular demand, she included a quick self-test to determine if you are at risk for diabetes.

Lastly, Ms. Schiffer referenced a bulletin in her report which reported on how soda is linked to Colorectal Cancer in woman.

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>October</b>	<b>YTD</b>
<i>Lost Time</i>	0	32
<i>Medical Only</i>	11	30
<i>Report Only</i>	18	116
<i># of New Claims Reported</i>	29	178

<i>Report Only % of Total</i>	62%	65%
<i>Medical Only/Lost Time Ratio</i>	100:00	48:52
<i>Average Days to Report</i>	3.3	5.8

Ms. Beatty noted of the 29 claims reported this month, 17 were related to COVID.

***Claims Report by Type***

Ms. Beatty presented a report which broke out the number of Indemnity, Medical Only, and Report Only Claims for both COVID related and Non COVID related claims for the month of October 2021 and Year to Date 2021. She noted the number of COVID claims is slowly starting to rise again.

October 2021 COVID Related Average Days to Report: 4.6

October 2021 Non COVID Related Average Days to Report: 1.4

***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>	2,,197
<i>Transitional Duty Days Worked</i>	1,584
<i>% of Transitional Duty Days Worked</i>	72%
<i>Transitional Duty Days Not Accommodated</i>	613
<i>% of Transitional Duty Days Not Accommodated</i>	28%
<i>\$ Saved by Accommodating</i>	\$142,082

***PPO Penetration Report:***

Ms. Beatty presented the PPO Penetration Report:

<b><i>PPO Penetration Rate</i></b>	<b><i>October</i></b>
<i>Bill Count</i>	119
<i>Original Provider Charges</i>	\$179,383
<i>Re-priced Bill Amount</i>	\$60,544
<i>Savings</i>	\$118,840
<i>% of Savings</i>	66%
<i>Participating Provider Penetration Rate - Bill Count</i>	94%
<i>Participating Provider Penetration Rate – Provider Charges</i>	95%
<i>EPO Provider Penetration Rate - Bill Count</i>	97%
<i>EPO Provider Penetration Rate – Provider Charges</i>	92%

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

**TECHNOLOGY RISK SERVICES REPORT**

Mr. Romero introduced his new associate, Marta Romero, who will be assisting him with communications to the members, running reports, etc.

Mr. Romero stated in regards to the WIZER Training, the training course is approximately 25-30 minutes long and the FCs or clerks have been designated as the Point of Contact who will receive weekly status reports. He further stated that you are responsible for ensuring compliance within your municipality. If you are not receiving these reports, please contact him. If changes need to be made, please send them to him and he will forward (1,095 Users; 874 completed).

In regards to Phishing and Vulnerability Scanning, 647 total emails have been sent out with 13 clicks, or 2%, which is good.

In regards to the MEL's Cyber Risk Management Program, there are currently two (2) members approved in all three Tiers, and one (1) member approved in Tier's 1 & 2, and one (1) member approved in Tier 1. Mr. Romero noted he will be reaching out to members to see how he can assist.

Mr. Romero referenced a WIZER Training FAQ sheet in the agenda, which depicts some of the most commonly asked questions and their answers as a reference for the members.

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

**TREASURER'S REPORT**

Mr. Tontarski presented an overview of the Treasurer's Report for the month of October 2021, a copy of which was provided to the membership in the agenda packet. Mr. Tontarski's reports are valued as of October 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 \$14,695.45. This generated an average annual yield of .95%. However, after including an unrealized net loss of \$82,985.57 in the asset portfolio, the yield is adjusted to -4.43% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$16,453,446.22. This current market value, however, when considering the total accrued income at month end is \$16,463,544.67.

Our asset portfolio with Wilmington/Trust consists of two (2) obligations with maturities less than one year.

**Receipt Activity for the Period**

	Monthly	YTD
Subrogation Receipts	\$252.00	\$148,102.28
Salvage Receipts	\$0.00	
Overpayment Reimbursements	\$570.00	

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

Delran Township	\$16,312.00
Chesterfield Township	\$1,122.00
Bordentown City	\$40,927.00
Bordentown Township	\$64,284.00
Westampton Township	\$10,501.00



**Cash Activity for the Period**

During the reporting period the Fund's "Cash Position" changed from an opening balance of \$18,746,726.97 to a closing balance of \$18,285,525.27 showing a decrease in the fund of \$461,201.70.

***Loss Run Payment Register – October 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 \$277,221.02. The claim detail shows 232 claim payments issued.

***Bill List - November 2021***

For the Executive Committee's consideration, Mr. Tontarski presented the November 2021 Bill List in the amount of \$98,743.95 which was sent out to all members prior to the meeting.

Chair McMahon entertained a motion to approve the October 2021 Loss Run Payment Register and the November 2021 Bill List as presented.

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

Motion by Mr. Matchett, seconded by Mr. Cramer to approve the *October 2021 Loss Run Payment Register the November 2021 Bill Lists* as presented.

**ROLL CALL**    *Yeas*    Doug Cramer, **Tabernacle Twp.**  
James Ingling, **Wrightstown Boro**  
Paula Kosko, **Hainesport Twp.**  
Rich Wolbert, **Beverly City**  
Glenn McMahon, **Chesterfield**  
David Matchett, **Shamong Twp.**  
Steve Ent, **Westampton Twp.**  
James Renwick, **Bass River Twp.**  
Erin Provenzano, **Delanco Twp.**  
Patrice Hansell, **Fieldsboro Boro.**  
Steve Fazekas, **Florence Twp.**  
Dan Hornickel, **Pemberton Twp.**  
J. Paul Keller, **Springfield Twp.**

*Nays:*                    None  
*Abstain:*                None

Motion carried by unanimous vote.

**COMMITTEE REPORTS**

***Strategic Planning Committee Meeting Minutes – October 19, 2021***

In the absence of Mr. Gural, Mr. Miola stated the Strategic Planning Committee met on October 19<sup>th</sup> and the detailed minutes are included in the agenda packet and are self-explanatory. He noted a report was given last month, but wanted to make note there will not be a Holiday Dinner Meeting this year due to concerns of COVID. He stated there were discussions on establishing a Claims Review Committee and he is working on a Charter which will be presented at next month's meeting for adoption.

Other discussions included Fund Commissioner Attendance; Elected Officials training and next year's Planning Retreat. Annual Reports should be ready to go out next month as well as OPRA Policy revisions were discussed and that is on the agenda for approval tonight.

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

***Finance Committee Meeting Minutes – November 1, 2021 and November 8, 2021***

In the absence of Mr. Hatcher, Mr. Miola stated the Finance Committee met on both November 1<sup>st</sup> and the 8<sup>th</sup> and the detailed minutes are included in the agenda packet for your review. He then highlighted the meeting minutes. He noted that the Committee reviewed the financials stating the Closed Years surplus is close to \$8 million dollars. Copies of those are attached to the minutes for your reference. With that said, the Dividend letters have gone out and you can return your selections to our office indicating how you would prefer to received your dividend.

Mr. Miola stated the draft budget was discussed. He noted that there has been a lot of pressure on our budget as the reinsurance market has tightened up significantly. We are also seeing increases in our Loss Funding due to legislative and regulatory changes as well as by the impact of COVID Workers Compensation claims.

Next, Mr. Miola noted the Budget Message included in the agenda, and gave Mr. Forlenza and Mr. Palmeri kudos for a great job explaining the budget. He noted to the members that when your Elected Officials see their assessment this year as it is likely higher than in past years. He strongly recommends showing them the Budget Message as it has a lot of detail as to why the budget and assessments have increased.

In regards to the meeting on November 8<sup>th</sup>, Mr. Miola noted that due to the increase in the budget, the Finance Committee wanted to release an additional \$200,000 in surplus to the members, which brings the total Dividends released to \$1,050,000.00. The details of that decision are included in the minutes in the agenda.

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

***MOTION TO INTRODUCE 2022 BUDGET***

Chair McMahan entertained a motion to introduce the 2022 Budget.

Motion by Mr. Ingling, second by Mr. Matchett, to introduce the 2022 Budget as presented.

<b>ROLL CALL</b>	<b><i>Yeas</i></b>	Doug Cramer, <b>Tabernacle Twp.</b> James Ingling, <b>Wrightstown Boro</b> Paula Kosko, <b>Hainesport Twp.</b> Rich Wolbert, <b>Beverly City</b> Glenn McMahan, <b>Chesterfield</b> David Matchett, <b>Shamong Twp.</b> Steve Ent, <b>Westampton Twp.</b> James Renwick, <b>Bass River Twp.</b> Erin Provenzano, <b>Delanco Twp.</b> Patrice Hansell, <b>Fieldsboro Boro.</b> Steve Fazekas, <b>Florence Twp.</b> Dan Hornickel, <b>Pemberton Twp.</b> J. Paul Keller, <b>Springfield Twp.</b>
------------------	--------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

***Nays:*** None

***Abstain:*** None

Motion carried by unanimous vote.

***MOTION TO INTRODUCE 2022 ASSESSMENT ALLOCATION STRATEGY***

Chair McMahon entertained a motion to introduce the 2022 Assessment Allocation Strategy.

Motion by Mr. Wolbert, second by Mr. Ingling, to introduce the 2022 Assessment Allocation Strategy as presented.

**ROLL CALL**    *Yeas*    Doug Cramer, **Tabernacle Twp.**  
James Ingling, **Wrightstown Boro.**  
Paula Kosko, **Hainesport Twp.**  
Rich Wolbert, **Beverly City**  
Glenn McMahon, **Chesterfield**  
David Matchett, **Shamong Twp.**  
Steve Ent, **Westampton Twp.**  
James Renwick, **Bass River Twp.**  
Erin Provenzano, **Delanco Twp.**  
Patrice Hansell, **Fieldsboro Boro.**  
Steve Fazekas, **Florence Twp.**  
Dan Hornickel, **Pemberton Twp.**  
J. Paul Keller, **Springfield Twp.**

*Nays:*                    None  
*Abstain:*                None

Motion carried by unanimous vote.

***MOTION TO INTRODUCE 2022 ASSESSMENT CERTIFICATION***

Chair McMahon entertained a motion to introduce the 2022 Assessment Certification.

Motion by Mr. Cramer, second by Mr. Wolbert, to introduce the 2022 Assessment Certification as presented.

**ROLL CALL**    *Yeas*    Doug Cramer, **Tabernacle Twp.**  
James Ingling, **Wrightstown Boro**  
Paula Kosko, **Hainesport Twp.**  
Rich Wolbert, **Beverly City**  
Glenn McMahon, **Chesterfield**  
David Matchett, **Shamong Twp.**  
Steve Ent, **Westampton Twp.**  
James Renwick, **Bass River Twp.**  
Erin Provenzano, **Delanco Twp.**  
Patrice Hansell, **Fieldsboro Boro.**  
Steve Fazekas, **Florence Twp.**  
Dan Hornickel, **Pemberton Twp.**  
J. Paul Keller, **Springfield Twp.**

*Nays:*                    None  
*Abstain:*                None

Motion carried by unanimous vote.

***Resolution 2021-40 Authorizing Transfer of 2017 to the MEL Residual Claims Fund***

Chair McMahon entertained a motion to adopt Resolution 2021-40 Authorizing the Transfer of the 2017 Fund Year to the MEL Residual Claims Fund.

Motion by Mr. Matchett, second by Mr. Wolbert, to adopt Resolution 2021-40 Authorizing the Transfer of the 2017 Fund Year to the MEL Residual Claims Fund as presented.

**ROLL CALL**    *Yeas*    Doug Cramer, **Tabernacle Twp.**  
James Ingling, **Wrightstown Boro**  
Paula Kosko, **Hainesport Twp.**  
Rich Wolbert, **Beverly City**  
Glenn McMahon, **Chesterfield**  
David Matchett, **Shamong Twp.**  
Steve Ent, **Westampton Twp.**  
James Renwick, **Bass River Twp.**  
Erin Provenzano, **Delanco Twp.**  
Patrice Hansell, **Fieldsboro Boro.**  
Steve Fazekas, **Florence Twp.**  
Dan Hornickel, **Pemberton Twp.**  
J. Paul Keller, **Springfield Twp.**

*Nays:*            None  
*Abstain:*        None

Motion carried by unanimous vote.

***Resolution 2021-41 Authorizing a Refund of \$200,000 from Closed Year Accounts (2008-2016) Surplus***

Chair McMahon entertained a motion to adopt Resolution 2021-41 authorizing a Refund of \$200,000 from Closed Year Accounts (2008-2016) Surplus.

Motion by Mr. Matchett, second by Ms. Kosko, to adopt Resolution 2021-41, as presented.

**ROLL CALL**    *Yeas*    Doug Cramer, **Tabernacle Twp.**  
James Ingling, **Wrightstown Boro**  
Paula Kosko, **Hainesport Twp.**  
Rich Wolbert, **Beverly City**  
Glenn McMahon, **Chesterfield**  
David Matchett, **Shamong Twp.**  
Steve Ent, **Westampton Twp.**  
James Renwick, **Bass River Twp.**  
Erin Provenzano, **Delanco Twp.**  
Patrice Hansell, **Fieldsboro Boro.**  
Steve Fazekas, **Florence Twp.**  
Dan Hornickel, **Pemberton Twp.**  
J. Paul Keller, **Springfield Twp.**

*Nays:*            None  
*Abstain:*        None

Motion carried by unanimous vote.



Alternates:               #1     **Mike Theokas**, Bordentown Township  
                              #2     **David Matchett**, Shamong Township  
                              #3     **Steve Ent**, Westampton Township  
                              #4     **Daniel Hornickel**, Pemberton Township  
                              #5     **Erin Provenzano**, Delanco Township  
                              #6     **Mike Mansdoerfer**, Riverside Township  
                              #7     **Mary Picariello**, North Hanover Township

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

***Safety Committee Meeting – November 23, 2021***

Mr. Cramer noted the Safety Committee met earlier today and the detailed minutes will be included in next month's agenda. He then highlighted the following:

He noted discussions in regards to the 3<sup>rd</sup> Qtr. Loss Control report; Regional Trainings that have occurred in 2021, as well as trainings for 2022; MSI Safety Institute and the changes that have been made due to COVID and how the usage has been through the year. PEOSHA updates were reviewed as well as discussions about the Safety Kickoff Breakfast next year and the Claims Coordinator and Safety Coordinators Roundtable

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

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

***Resolution 2021-43 Appointing Meghan Jack, Riverside as the Fund's Representative to the MEL and E-JIF for 2022, and Appointing David Matchett, Shamong as the Fund's Representative to the RCF for 2022***

Chair McMahon entertained a motion to adopt Resolution 2021-43 Appointing Meghan Jack, Riverside, as the Fund's Representative to the MEL and E-JIF for 2022, and Appointing David Matchett, Shamong, as the Fund's Representative to the RCF for 2022.

Motion by Mr. Ingling, second by Mr. Wolbert, to adopt Resolution 2021-43, as presented.

**ROLL CALL**    *Yeas*     Doug Cramer, **Tabernacle Twp.**  
                              James Ingling, **Wrightstown Boro**  
                              Paula Kosko, **Hainesport Twp.**  
                              Rich Wolbert, **Beverly City**  
                              Glenn McMahon, **Chesterfield**  
                              David Matchett, **Shamong Twp.**  
                              Steve Ent, **Westampton Twp.**  
                              James Renwick, **Bass River Twp.**  
                              Erin Provenzano, **Delanco Twp.**  
                              Patrice Hansell, **Fieldsboro Boro.**  
                              Steve Fazekas, **Florence Twp.**  
                              Dan Hornickel, **Pemberton Twp.**  
                              J. Paul Keller, **Springfield Twp.**

*Nays:*                 None  
*Abstain:*            None

Motion carried by unanimous vote.

In the absence of Ms. Jack, Mr. Matchett reported that starting in February 2022 the MEL will host a Safety Institute Leadership Academy that will consist of 4 courses including Risk Management, Work Place Challenges, Ethics, and Basic Leadership Skills. These four courses will be a bit more thorough and you will become certified and receive a plaque upon completion, so please be sure to keep a look out for this program.

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

### **MISCELLANEOUS BUSINESS**

#### ***Resolution 2021-43 Authorizing Christopher Winter - Law Enforcement Consulting Services***

Chair McMahon entertained a motion to adopt Resolution 2021-44 Authorizing the Fund Chair and Fund Secretary to Execute a Contract with Christopher Winter, Sr. to provide law enforcement risk management consulting services to the members of the BURLCOJIF for the period of December 1, 2021 to December 31, 2021 at a cost Not to Exceed \$1,834.

Motion by Mr. Cramer, second by Mr. Matchett, to adopt resolution 2021-44 Authorizing the Fund Chair and Fund Secretary to execute a contract with Christopher Winter, Sr. to provide law enforcement risk management consulting services to the members of the ACM JIF for the period of December 1, 2021 to December 31, 2021 at a cost Not to Exceed \$1,834 as presented.

<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> Rich Wolbert, <b>Beverly City</b> Glenn McMahon, <b>Chesterfield</b> David Matchett, <b>Shamong Twp.</b> Steve Ent, <b>Westampton Twp.</b> James Renwick, <b>Bass River Twp.</b> Erin Provenzano, <b>Delanco Twp.</b> Patrice Hansell, <b>Fieldsboro Boro.</b> Steve Fazekas, <b>Florence Twp.</b> Dan Hornickel, <b>Pemberton Twp.</b> J. Paul Keller, <b>Springfield Twp.</b>
------------------	-------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Nays:** None

**Abstain:** None

Motion carried by unanimous vote.

Chair McMahon entertained a motion to Adopt the Revised OPRA Policy as presented in the agenda and discussed in detail at last month's meeting.

Motion by Mr. Wolbert, seconded by Ms. Kosko, to approve the motion as presented. All In Favor.  
Motion carried by unanimous vote.

#### ***Resolution 2021-46 Honoring and Recognizing the Service of Doug Cramer to the BURLCOJIF***

Chair McMahon read and then entertained a motion to adopt Resolution 2021-46 Honoring and Recognizing the Service of Doug Cramer for the BURLCOJIF

Motion by Mr. Ingling, second by Mr. Matchett, to adopt resolution 2021-46 honoring Doug Cramer, as presented

**ROLL CALL**    *Yeas*    Doug Cramer, **Tabernacle Twp.**  
James Ingling, **Wrightstown Boro**  
Paula Kosko, **Hainesport Twp.**  
Rich Wolbert, **Beverly City**  
Glenn McMahon, **Chesterfield**  
David Matchett, **Shamong Twp.**  
Steve Ent, **Westampton Twp.**  
James Renwick, **Bass River Twp.**  
Erin Provenzano, **Delanco Twp.**  
Patrice Hansell, **Fieldsboro Boro.**  
Steve Fazekas, **Florence Twp.**  
Dan Hornickel, **Pemberton Twp.**  
J. Paul Keller, **Springfield Twp.**

*Nays:*                    None  
*Abstain:*                None

Motion carried by unanimous vote.

***Next Meeting***

Chair McMahon noted that the next meeting of the BURLCO JIF will take place on **Tuesday, December 21, 2021 at 3:30 PM** either in-person in Hainesport, or via Zoom. More information to follow.

***PUBLIC COMMENT***

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

***EXECUTIVE SESSION MEETING – Resolution #2021-45***

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. Matchett, seconded by Mr. Ingling to Adopt ***Resolution #2021-45***

**ROLL CALL**    *Yeas*    Doug Cramer, **Tabernacle Twp.**  
James Ingling, **Wrightstown Boro**  
Paula Kosko, **Hainesport Twp.**  
Rich Wolbert, **Beverly City**  
Glenn McMahon, **Chesterfield**



David Matchett, **Shamong Twp.**  
Steve Ent, **Westampton Twp.**  
James Renwick, **Bass River Twp.**  
Erin Provenzano, **Delanco Twp.**  
Patrice Hansell, **Fieldsboro Boro.**  
Steve Fazekas, **Florence Twp.**  
Dan Hornickel, **Pemberton Twp.**  
J. Paul Keller, **Springfield Twp.**

*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. Matchett, seconded by Ms. Kosko 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>	<i>Property</i>	<i>Auto</i>
<i>2022249791</i>	<i>2020180405</i>	<i>2021224501</i>	<i>2019164472</i>
<i>2021234855</i>		<i>2021233637</i>	

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

Motion by Mr. Matchett, seconded by Mr. Wolbert, 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.**  
Rich Wolbert, **Beverly City**  
Glenn McMahon, **Chesterfield**  
David Matchett, **Shamong Twp.**  
Steve Ent, **Westampton Twp.**  
James Renwick, **Bass River Twp.**  
Erin Provenzano, **Delanco Twp.**  
Patrice Hansell, **Fieldsboro Boro.**  
Steve Fazekas, **Florence Twp.**  
J. Paul Keller, **Springfield Twp.**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

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

There was one (1) claim(s) presented for abandon subrogation:

2020190631

Motion by Mr. Kosko, seconded by Mr. Cramer, to approve Abandon Subrogation on the file as presented

**ROLL CALL**    *Yeas*    Doug Cramer, **Tabernacle Twp.**  
James Ingling, **Wrightstown Boro**  
Paula Kosko, **Hainesport Twp.**  
Rich Wolbert, **Beverly City**  
Glenn McMahon, **Chesterfield**  
David Matchett, **Shamong Twp.**  
Steve Ent, **Westampton Twp.**  
James Renwick, **Bass River Twp.**  
Erin Provenzano, **Delanco Twp.**  
Patrice Hansell, **Fieldsboro Boro.**  
Steve Fazekas, **Florence Twp.**  
J. Paul Keller, **Springfield Twp.**

*Nays:*                    None

*Abstain:*                None

Motion carried by unanimous vote.

Chair McMahon noted in regards to the conversation on the settlement of the MediaPro in closed session, and as recommended by Mr. DeWeese, asked for a motion to settle the MediaPro case as presented by Mr. DeWeese.

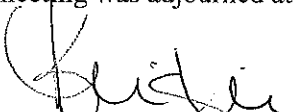
Motion by Ms. Kosko, seconded by Mr. Wolbert to open the meeting to the public. All in favor. Motion carried.


***MOTION TO ADJOURN***

Chair McMahon entertained a motion to adjourn the November 23, 2021 meeting of the BURLCO JIF.

Motion by Mr. Matchett, seconded by Mr. Mr. Wolbert to adjourn the November 23, 2021 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:50 PM.

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

  
\_\_\_\_\_  
~~John Gurat~~, SECRETARY, Acting  
Rich Wolbert