

# BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

February 15, 2022  
Via Zoom Conferencing

## *OPEN SESSION MINUTES*

The meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held via Zoom on Tuesday, February 15, 2022. Chair McMahon, **Chesterfield**, presiding. The meeting was called to order at 3:30PM.

### *FLAG SALUTE*

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

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

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

### *ROLL CALL*

Amanda Somes, *Alternate*, **Bass River Twp.**  
Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Maria Carrington, **Bordentown Twp.**  
Glenn McMahon, **Chesterfield**  
Erin Provenzano, **Delanco Twp.**  
Tom Pullion, **Edgewater Park**  
Steve Fazekas, **Florence Twp.**  
Paula Kosko, **Hainesport Twp.**  
Jay Springer, **Lumberton Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Kathy Burger, **Medford Twp.**  
Jerry Mascia, **Mt. Laurel Twp.**  
Mary Picariello, **North Hanover Twp**  
John Gural, **Palmyra Boro.**  
Dan Hornickel, **Pemberton Twp.**  
Mike Mansdoerfer, **Riverside Twp.**  
Susan Onorato, **Shamong Twp.**  
Kathy Hoffman, **Southampton Twp.**  
J. Paul Keller, **Springfield Twp.**  
Casey English, **Tabernacle Twp.**  
Steve Ent, **Westampton Twp.**  
James Ingling, **Wrightstown Boro.**

Absent Fund Commissioners were:

Joe Bellina, **Delran Twp.**  
Patrice Hansell, **Fieldsboro Boro.**  
Kyle Tuliano, **New Hanover Twp.**  
Donna Mull, **Pemberton Boro.**  
Maryalice Brown, **Woodland Twp.**

Those also in attendance were:

Paul Forlenza, MGA, Executive Director, *AJG Risk Management Services, Inc.*  
Paul Miola, CPCU, ARM, *AJG Risk Management Services, Inc.*  
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, Account Manager, *Qual-Lynx*  
Karen Beatty, Account Manager, *QualCare*  
Debby Schiffer, *Wellness Director*  
Lou Romero, *Technology Risk Services*  
Chris Winter, *Law Enforcement RMS*

Also present were the following Risk Management Consultant agencies:

EPIC Insurance  
Hardenberg Insurance Group  
Insurance Agency Mgmt.

Absent Risk Management Consultant agencies and Fund Professionals:

Conner Strong & Buckelew

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

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

Chair McMahon presented the Open & Closed session meeting minutes of the January 18, 2022 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 Ms. Kosko, seconded by Ms. Archer to approve the Open & Closed session meeting minutes of the January 18, 2022 meeting. All in Favor. Motion carried by unanimous vote.

The Closed Session minutes of the January 18, 2022 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.

#### ***CLAIMS REVIEW COMMITTEE MEETING REPORT – February 15, 2022***

Ms. Burger reported that a Claims Committee meeting met for the first time earlier today, Tuesday, February 15, 2022 via Zoom conference call.

The Committee reviewed eight (8) claims. Of the claims reviewed, there were four (4) Workers' Compensation, three (3) General Liability, and one (1) Property PARs recommended for approval of settlement or continuing defense.

She stated also stated that the Committee reviewed the Claim Committee Charter and the Managed Care Report. There were no Closed Cases or New Open claims to report on this month and she reminded everyone to please fill out your Supervisor Accident Investigation Report when an accident occurs as these reports are a valuable tool when investigating accidents. These reports get sent to J.A. Montgomery, who in turn uses it as a coaching tool when they visit with the member town to discuss the incident.

Lastly, Ms. Burger stated the minutes will be a handout at next month's meeting.

Questions will be addressed during Closed Session if necessary.

### ***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 a report showing the Certificates of Insurance issued for December 22, 2021 – January 22, 2022, and asked that members please review for accuracy.

Mr. Forlenza noted for the OSB, Wellness, and EPL/Cyber Risk Management Budget balances, a consolidated announcement letter, including instructions on how to collect your 2022 funds was emailed out to all members on February 7, 2022. He then referenced the allowance reports included in the agenda. He noted all funds need to either be claimed or encumbered by November 30, 2022, with encumbered funds needing to be claimed by February 1, 2023. In regards to the SIP funds, a letter from his office will be emailed out in the next few weeks.

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 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.

Mr. Forlenza referenced a copy of correspondence included in the agenda that was sent to all Municipal Clerks on or about February 7, 2022. The Municipal Clerks were asked to share this letter as well as a copy of the 2022 JIF Budget Message and Assessment Allocation Policy with all of their Elected Officials. Any Elected Officials or Administrative Staff that has a question regarding their individual assessment are invited to contact the Executive Directors Office.

Mr. Forlenza noted that again, this year, the Fund will be sponsoring Elected Officials training. 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. The Executive Director's office is currently planning to hold this training virtually. It is anticipated that this training will take place beginning in March 2022. Additional information including a "Save the Date" will be forthcoming shortly.

Regarding Payroll Audits, on February 11, 2022 a letter was e-mailed to all Municipal Clerks, with a copy to Fund Commissioners, advising that Bowman & Company will be performing workers' compensation exposure verification audits of members' 2021 payrolls. These payroll figures will serve as the basis for your 2023 workers compensation excess premiums. Attached to the e-mail was a spreadsheet that included employee counts by payroll classification as reported during last year's payroll audit. As employee counts have a tendency to be the most time consuming part of the payroll audit process, members were asked to review and update this spreadsheet upon receipt. Members are asked to send the required payroll data to the auditors for processing either via mail or electronically no later than March 11, 2022, and details on how the data can be sent were included in the February 11, 2022 correspondence. Once the information is processed, the auditor will contact each town to discuss the results of the audit and clarify any questions. Members who still have questions following the audit can contact a representative from Bowman to set up a mutually convenient date and time to meet and discuss the audit results.

Regarding Property Appraisals, Mr. Forlenza stated on or about February 14, 2022, each member and their RMC's received a notification from his office asking that they review and update their property schedule located in the Origami Exposure Data Management System. Once a member responds, those that are going to receive a physical appraisal this year will be contacted by the Fund Property Appraiser,

ASSETWORKS. Those that are not receiving a physical inspection in 2022 will have their building & contents values trended accordingly. All members are asked to complete the review and update process no later than March 21, 2022.

Mr. Forlenza note on February 10, 2022, an email with an attached memorandum regarding reimbursement for the Police Accreditation Program Fees was sent to all Fund Commissioners and RMC's. It was requested that if the town or city had an operating Police Department, to please forward to the Police Chief. If you have any questions regarding the Reimbursement, please contact Denise Plavchak in his office.

Mr. Forlenza stated at this time, the Executive Director's office and the Safety Director's office are evaluating the ability to hold a traditional Safety Kickoff Breakfast & Claims Coordinator Roundtable due to the ongoing pandemic. Due to the fact we still aren't real comfortable holding an event with over 100 participants in an enclosed venue, the Safety Kickoff and Claims Coordinator Roundtable may be virtual again this year. Additional information will be forthcoming.

Mr. Forlenza noted some years ago the Division of Local Government Services began using an "on line" process for completion and submission of Financial Disclosure forms. Each Fund Commissioner has a unique PIN # for which to file as their position of Fund Commissioner with the JIF. Newly assigned Fund Commissioners receive their Filing PIN # from our office once we are notified of their assignment. Any newly appointed Fund Commissioner that has not yet received their PIN# from the Executive Director's office, or has any questions, should contact Kris Kristie. As the filing cycle runs April to April, additional information will be forthcoming once the 2022 Financial Disclosure forms are available on the site to file.

Lastly, Mr. Forlenza stated earlier today an email went out from his office to all Fund Commissioners, Alternates, and Risk Management Consultants asking anyone that was interested in participating in a New Fund Commissioner Orientation to please respond to the email no later than February 25, 2022. Once we have an idea of how many participants are interested, we will send out further information in regards to a date and time. The training will be virtual, run approximately 90 minutes and is open to all members who would like to learn more about the JIF and how it operates. If you, or anyone in your municipality is interested in participating, please contact Kris Kristie and she will set you up to receive the training information.

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

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

#### ***Open/Closed Claims Reports***

Mr. DeWeese noted the Clams Committee met earlier today, and stated that there were no (0) closed case(s) since the last meeting.

Mr. DeWeese stated that there were no (0) new case(s) 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 be sure that who you want to have access to the Helpline are listed on this report, as calls can only be fielded from those on the list. He reminded the members that they 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.

### ***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 via the NJ MEL App, as well as the MSI Now, MSI Live, and DVD Services. He reminded the members the MSI communications will be distributed exclusively through the NJ MEL app, and an MSI Newsletter will be emailed to summarize the communications sent through the app.

If you wish to continue to receive communications as soon as they are released, please be sure to download the NJ MEL App and select "Role Content" to receive communications related only to your operations and responsibilities.

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 PEOSH 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. Garish noted this is also beneficial for the new Safety Coordinators to read.

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* for February, which reviewed the *Auto Repair Shop Program* and its benefits.

- Proper stewardship of taxpayer dollars.
- Safety is prioritized as "up fit" equipment is being removed and replaced properly.
- Minimized delays in the return of repaired vehicles.
- Manufacturer warranties remain in place.

Mr. Roselli then discussed an example where significant savings were realized using the program. He noted the program has been running very smoothly and is a win-win for both the shops and the JIF.

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

### ***LAW ENFORCEMENT LIABILITY CONSULTANT REPORT***

Mr. Winter stated in the month of January he has completed visits with seven (7) towns, with an additional two (2) more scheduled for the month. These towns have discussed and requested assistance with policies and Mr. Winter provided information on current Best Practices, NJAG Guidelines, and L/E

Accreditation requirements. He reported his visits have been well received and the agencies seem appreciative of any assistance he can offer. He has also been collecting contact information for newly assigned Chiefs and passing the information along to J.A. Montgomery for their records.

Mr. Winter noted the 7 agencies he has visited have completed the Cyber Security Training, and he himself has completed instructor training pertaining to Managing Aggressive Behavior and classes will commence later this year.

Lastly, Mr. Winter noted also included in the agenda was a Bulletin pertaining to Polling Place Restrictions and was distributed to all BURLCO Police agencies.

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

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

Ms. Schiffer stated her report is included in the agenda packet and highlighted the following and referenced some well-being initiatives and activities:

**Wear Red Day (Feb 4<sup>th</sup>)** – municipalities could show their support of heart health by wearing red on this day. Cardiovascular disease is the number 1 killer of women and overall, the leading cause of death in the US. In addition, throughout the month, towns are encouraged to promote continuing to support heart health through our food choices. Shared photos will be posted on the JIF website.

**Wellness Block Pool** – as employees complete the wellness tasks within the blocks, they earn a chance to win should the numbers corresponding with that box match an ending score for any of the 4 quarters of the Super Bowl.

**Step Challenge** – employees are encouraged to track their steps (step counter provided if needed)

**7-Day Sleep Challenge** - promoting healthy sleep hygiene, which is also very important for a healthy heart (and mind).

**Hydration Challenge for the Month** – employees are encouraged to keep track of how many glasses of water they drink

**Weight Loss Challenge**- based on percentage of weight loss by individual and overall department. Emphasis needs to be on making lifestyle changes not merely the number on the scale.

**Discussion has started in planning the best use of 2022 Wellness Funds.** Using the funds throughout the year will be much more beneficial for creating a culture of wellness and supporting employees on this life long journey of well-being, not just in receiving one item at the end of the year.

Ms. Schiffer than noted some new avenues for promoting wellness, including:

**Wellness Ad Hoc Committee** – Will be comprised of members from each JIF in addition to the Wellness Directors. One primary focus of the committee will be to identify ways to expand participation in wellness activities. A Charter is being prepared for approval. The date of first meeting will be announced once members are appointed.

**Wellness Coordinator Brainstorming Sessions** – All the wellness coordinators from the three JIFs will be invited to participate in this brainstorming session to share ideas and challenges while gaining peer support. Frequency – 3x in 2022 held virtually. Dates to be announced.

**List of Approved Wellness Items for Fund Coverage** – a revised version of the 2021 Wellness Approved Items and Activities should have been received along with your 2022 Fund balances.

**Ideas for Wellness Challenges Prize (by price ranges)** – check out the website for periodic updates on ideas for prizes when you are planning your activities and challenges.

**Participation in Safety Committee Meetings** – if appropriate and schedule permits, she would welcome the opportunity to attend at least one of your Safety Committee Meetings this year.

Ms. Schiffer noted two (2) virtual workshops

**New Approach to “Weight” Loss** – Wednesday, February 16<sup>th</sup>, 2:30pm-3pm

**Sustainable Habit Change Using Mental Fitness** – Wednesday, March 2<sup>nd</sup>, 2:30pm-3pm

**February Targeting Wellness Newsletter**

In regards to the Targeting Wellness Newsletter included in the agenda, Ms. Schiffer stated February is Heart Health Month and that in the US, every 40 seconds someone has a heart attack. Every year over 800,000 Americans have a heart attack and over 300,000 have out-of-hospital cardiac arrest.

Even though many heart conditions can be avoided by making some lifestyle changes, according to the CDC, it is still the leading cause of death in the US. Ms. Schiffer than reviewed some of the other topics covered in her newsletter.

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>January</b>	<b>YTD</b>
<i>Lost Time</i>	4	4
<i>Medical Only</i>	17	17
<i>Report Only</i>	51	51
<i># of New Claims Reported</i>	72	72
<i>Report Only % of Total</i>	71%	%
<i>Medical Only/Lost Time Ratio</i>	81:19	81:19
<i>Average Days to Report</i>	6.9	6.9

***Transitional Duty Report***

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

<b><i>Transitional Duty Summary Report</i></b>	<b>YTD</b>
<i>Transitional Duty Days Available</i>	151
<i>Transitional Duty Days Worked</i>	122

<i>% of Transitional Duty Days Worked</i>	81%
<i>Transitional Duty Days Not Accommodated</i>	29
<i>% of Transitional Duty Days Not Accommodated</i>	19%
<i>\$ Saved by Accommodating</i>	\$11,867
<i>\$ Lost by not Accommodating</i>	\$1,391

***PPO Penetration Report:***

Ms. Beatty presented the PPO Penetration Report:

<b><i>PPO Penetration Rate</i></b>	<b><i>January</i></b>
<i>Bill Count</i>	105
<i>Original Provider Charges</i>	\$99,420
<i>Re-priced Bill Amount</i>	\$48,699
<i>Savings</i>	\$50,721
<i>% of Savings</i>	51%
<i>Participating Provider Penetration Rate - Bill Count</i>	90%
<i>Participating Provider Penetration Rate – Provider Charges</i>	92%
<i>EPO Provider Penetration Rate - Bill Count</i>	87%
<i>EPO Provider Penetration Rate – Provider Charges</i>	92%

**Top 10 Providers by Specialty:** This report breaks down our top 10 providers by specialty e.g. Anesthesia/Pain Management, Facility, and MRI/Radiology as these are the heaviest expenses the Fund incurs.

**Nurse Case Assignment Report:** The final page of this report depicts the number of open cases each Nurse Case Manager carried for each month to date, along with how many cases were closed for the current month, and how many cases were opened for the current month. The attached report depicts the information through January 2022.

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

***TECHNOLOGY RISK SERVICES REPORT***

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 and 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 to the vendor. The JIF is already planning a new training course to be launched in the Spring, lets make sure all current training is completed as soon as possible.

The Wizer training program will incorporate phishing simulations to gauge the program’s effectiveness and knowledge of your employees. You will need to work with your IT service provider to ensure that Wizer’s IP address and web domains are white listed from each municipality’s network so the phishing emails can pass through your firewalls.



He then referenced the report in the agenda stating the BURLCOJIF is to date 92% complete (1,055 Users).

In regards to the MEL's Cyber Risk Management Program, there are currently six (6) members approved in all three Tiers, and nine (9) members approved in Tier's 1 & 2. Mr. Romero noted he will be reaching out to members to see how he can assist. He noted this is moving in the right direction, but very slowly coming along.

He stated he continues to focus on working with all the members and their IT service providers to achieve Tier 1, 2, or 3 certification and ensure the training roster is accurate and current. If you have an employee who works in multiple municipalities, please let him know so they don't have to retake the training in the other towns where they work.

He also presented a more detailed report which depicted where exactly member towns are in the certification process:

- Waiting for Questionnaire
- Risk Questionnaire to be Reviewed
- Waiting for Certification Checklist
- Checklist submitted to the MEL
- Incomplete
- Submitted to MEL, not by Mr. Romero
- Submitted to MEL and validated by Mr. Romero

Mr. Romero noted that the following new Cyber Claims Deductible eligibility reimbursements took effect January 1, 2022:

- Tier 1: \$10,000
- Tier 2: \$20,000
- Tier 3: \$25,000

Mr. Romero reminded the members that the Fund has contracted D2 Cybersecurity to provide network vulnerability scanning and annual penetration testing with relevant reporting and findings. The penetration testing or "ethical hacking" exercise will use the same tactics as bad actors to test your network's security controls. Reports will be provided with findings via a secure portal that you can review with your IT service provider.

In order to conduct the testing exercises described, we will need the Know Your Client (KYC) questionnaire and Vendor Service Agreement (VSA) completed, signed and returned to the JIF's office. The VSA has been reviewed and approved for signature by the Fund Attorney, David DeWeese. Please note that these testing exercises cannot begin until we have received completed forms from your municipality.

Mr. Romero is working with the Executive Directors office, D2, and Wizer to collect quite a bit of information from the members. This information is needed to undertake and complete the phishing exercises and network scanning. As you start to receive these emails and you have any questions, please reach out to his office. Mr. Romero noted he will be sending the email request directly to the IT personnel if he knows who they are, including the Clerk and try to gather the information that way.

Lastly Mr. Romero stated that all members should register with NJCCIC and MS-ISAC which has many free benefits for your municipality including, but not limited to:

- Weekly top malicious domains and IPs report
- Access to Cybersecurity table top exercises

- Incident response and digital forensics services
- Cyber alerts, bulletins, and training notifications
- And much more

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

### ***TREASURER'S REPORT***

Mr. Tontarski presented an overview of the Treasurer's Report for the month of January 2022, a copy of which was provided to the membership in the agenda packet. Mr. Tontarski's reports are prepared on a "modified cash basis" and relate to financial activity through the one month period ending January 31, 2022 for Closed Fund Years 1991 through 2017, and Fund Years 2018, 2019, 2020, 2021, and 2022.

#### **Investment Interest**

Interest received or accrued for the reporting period totaled \$16,286.91. This generated an average annual yield of .86%. However, after including an unrealized net loss of \$191,961.78 in the asset portfolio, the yield is adjusted to -1.27% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$14,779,221.38.

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

	Monthly	YTD
Subrogation Receipts	\$0.00	\$0.00
Salvage Receipts	\$0.00	
Overpayment Reimbursements	\$0.00	
FY 2022 Premium Assessments	\$1,801,429.00	

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

Delran Township	\$16,325.00
Chesterfield Township	\$1,123.00
Bordentown City	\$40,960.00
Bordentown Township	\$57,151.00
Westampton Township	\$10,510.00

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

During the reporting period the Fund's "Cash Position" changed from an opening balance of \$17,089,476.21 to a closing balance of \$17,713,350.39 showing an increase in the fund of \$ 623,874.18.

#### ***Loss Run Payment Register – January 2022***

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 \$186,186.22. The claim detail shows 403 claim payments issued.

#### ***Bill List – February 2022***

For the Executive Committee's consideration, Mr. Tontarski presented the February 2022 Bill List in the amount of \$511,488.74 which was sent out to all members prior to the meeting.

For the Executive Committee's consideration, Mr. Tontarski presented the RMC Bill List – 1<sup>st</sup> Installment in the amount of \$113,349.00 which was sent out to all members prior to the meeting.

Chair McMahon entertained a motion to approve the January 2022 Loss Run Payment Register, the February 2022 Bill List in the amount of \$511,488.74 and the RMC Bill List in the amount of \$113,349.00, as presented.

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

Motion by Mr. Ingling, seconded by Mr. Mascia to approve the *January 2022 Loss Run Payment Register, the February 2022 Bill List, and the RMC Bill List* as presented.

**ROLL CALL**    *Yeas*    James Ingling, **Wrightstown Boro**  
Jerry Mascia, **Mt. Laurel Twp.**  
Paula Kosko, **Hainesport Twp.**  
Grace Archer, **Bordentown City**  
Rich Wolbert, **Beverly City**  
John Gural, **Palmyra Borough**  
Glenn McMahon, **Chesterfield**

*Nays:*                    None  
*Abstain:*                None

Motion carried by unanimous vote.

Mr. Forlenza noted that Mr. Tontarski will be reaching out to those who have not paid their 1<sup>st</sup> Assessment Bill as of today, so they do not go over the grace period and have to pay a 10% assessed late fee.

#### **COMMITTEE REPORTS**

Nothing to report this month.

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

Nothing to report this month.

#### **MISCELLANEOUS BUSINESS**

Chair McMahon entertained a motion to approve *Resolution 2022-20 Authorizing the Fund Chair and Fund Secretary to Execute a Contract with Scibal Associates, Inc. DBA Qual-Lynx to Provide Workers Compensation Managed Care and Bill Repricing Services to the Members of the Burlington County Municipal Joint Insurance Fund*

Mr. Forlenza noted that within the Resolution that was included in the agenda, the date the contract would run through stated March 1, 2022 through January 1, 2022; that should be March 1, 2022 through January 1, 2023 and was correct in the Resolution for signature.

Motion by Mr. Gural, second by Mr. Mascia, to adopt *Resolution 2022-20*, as presented.

**ROLL CALL**    *Yeas*    James Ingling, **Wrightstown Boro**  
Jerry Mascia, **Mt. Laurel Twp.**  
Paula Kosko, **Hainesport Twp.**  
Grace Archer, **Bordentown City**  
Rich Wolbert, **Beverly City**  
John Gural, **Palmyra Borough**  
Glenn McMahon, **Chesterfield**

*Nays:* None  
*Abstain:* None

All in Favor. Motion carried by unanimous vote.

***Next Meeting***

Chair McMahon noted that the next meeting of the BURLCO JIF will take place on **Tuesday, March 15, 2022 at 3:30 PM** either in-person in Hainesport, or via Zoom. *At the time of these minutes, the March 15, 2022 meeting will be in person at the Hainesport Municipal Building.*

***PUBLIC COMMENT***

Motion by Mr. Gural, 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 further comment from the public, Chair McMahon entertained a motion to close the public portion of the meeting.

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

At this time, Chair McMahon asked Mr. DeWeese if there was a need for a Closed Session. Mr. DeWeese noted, at this time, there is not a need to hold a closed Session unless anyone had any questions in regard to the PARs. No questions were entertained.

***APPROVAL OF CLAIMS PAYMENTS***

Chair McMahon asked members for their questions at this time. No questions were entertained.

Chair McMahon entertained a motion to approve the following PARs as reviewed and recommended by the Claims Review Committee.

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>
2020189571	2020178871	2022260492
2021228252	2021224219	
2021229233	2019150650	
MLT-2022254089		

Motion by Mr. Ingling, seconded by Ms. Archer, to approve Payment Authority on the Claims reviewed and recommended by the Claims Review Committee:

**ROLL CALL**    *Yeas*    James Ingling, **Wrightstown Boro**  
Jerry Mascia, **Mt. Laurel Twp.**  
Paula Kosko, **Hainesport Twp.**  
Grace Archer, **Bordentown City**  
Rich Wolbert, **Beverly City**  
John Gural, **Palmyra Borough**  
Glenn McMahon, **Chesterfield**

*Nays:* None  
*Abstain:* None

All in Favor. Motion carried by unanimous vote.

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

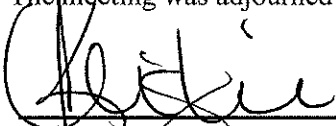
There were no (0) claim(s) presented for abandon subrogation since the last meeting.

***MOTION TO ADJOURN***

Chair McMahon entertained a motion to adjourn the February 15, 2022 meeting of the BURLCO JIF.

Motion by Mr. Gural, seconded by Ms. Archer to adjourn the February 15, 2022 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:43 PM.



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Kris Kristie,  
Recording Secretary for :



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*John Gural*, SECRETARY