

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

December 21, 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, December 21, 2021 along with being conference call enabled, 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

MariAnn Capriglio, *Alternate*, **Bass River Twp.**
Mike Theokas, **Bordentown Twp.**
Glenn McMahon, **Chesterfield**
Erin Provenzano, **Delanco 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.**
Mike Mansdoerfer, **Riverside Twp.**
David Matchett, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Boro.**

Absent Fund Commissioners were:

Grace Archer, **Bordentown City**
Rich Wolbert, **Beverly City**...left after roll call
Jeffrey Hatcher, **Delran Twp.**
Tom Pullion, **Edgewater Park**
Kyle Tuliano, **New Hanover Twp.**
Kathy Hoffman, **Southampton Twp.**
Doug Cramer, **Tabernacle Twp.**
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*

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:

CBIZ Benefits & Insurance Services

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

Motion to move Mike Theokas, Bordentown Township in the absence of Doug Cramer, Tabernacle, to the Executive Committee for voting purposes. Motion by Mr. Gural seconded by Ms. Kosko. All in Favor. Motion carried by unanimous vote.

APPROVAL OF THE OPEN & CLOSED SESSION MINUTES

Chair McMahan presented the Open & Closed session meeting minutes of the November 23, 2021 meeting of the Fund, as found in the agenda packet and as provided to the Executive Committee prior to the Executive Committee meeting, for approval.

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

Motion by Mr. Gural, seconded by Ms. Kosko to approve the Open & Closed session meeting minutes of the November 23, 2021 meeting. All in Favor. Motion carried by unanimous vote.

The Closed Session minutes of the November 23, 2021 meeting shall not be released to the public until the reason(s) for their remaining closed is no longer applicable and the Fund Solicitor has had the opportunity to review them.

EXECUTIVE DIRECTOR'S REPORT

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

Mr. Forlenza referenced a report showing the Certificates of Insurance issued for November, and asked that members please review for accuracy.

Mr. Forlenza 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 either be claimed or encumbered by November 30, 2021. If you encumbered your funds, they must be claimed by February 1, 2022. He reiterated that those towns that encumbered their funds will not receive an additional reminder from his office regarding the claiming of these 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 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 the EPL Compliance status and noted those who were not in compliance by November 1, recently received a letter indicating they 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. Forlenza reminded the members that 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. The date for completing the necessary steps for compliance with the MEL EPL Risk Management Plan was November 1, 2021. Mr. Forlenza noted that there are only a few member towns that have not submitted their checklist. He reiterated the importance of getting the checklist completed and submitted as soon as possible. He stated those members without an approved program could be subject to higher deductibles and/or a surcharge on their EPL premium. If you have any questions, please reach out to the Executive Director's office.

Mr. Forlenza noted the first Elected Officials Seminar is scheduled to be in person in late January, COVIUD restrictions pending. 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. Forlenza 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 personally named in a Land Use claim, reiterating that only the Board members that have completed the training are eligible for the enhanced coverage.

Regarding the 2022 RMC Resolutions and Agreements, Mr. Forlenza 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. Forlenza noted on or about December 6, 2021, Committee Volunteer Request Forms were e-mailed to all Fund Commissioners and Risk Management Consultants. All those who received the form were asked to reply by December 17, 2021. The 2022 Committee Chairs will be meeting in early January via conference call to determine the membership of the Standing Committees. Please be sure to return this form as soon as possible. If you have any questions, please contact Sheila Ortiz in his office.

Mr. Forlenza stated that a supply of 2022 Safety & Wellness calendars, as well as copies of the Annual Reports have been passed out to those members present and for those who are not we will start the process of delivering to each member of the JIF. Mr. Forlenza thanked Ms. Schiffer and J. A. Montgomery for their assistance in delivering the calendars to member towns. Mr. Forlenza asked members to please distribute the calendars around your municipal facilities and place them in locations

for your employees to see. The calendars act as a daily reminder of the importance that your municipality and the JIF places on employee safety and wellness. In regards to the Annual Reports, Mr. Forlenza asked that they please be distributed to your Elected Officials as there is a lot of good information included in these reports.

Mr. Forlenza stated that in early December, Dividend Notices were issued to those members who were eligible to receive a portion of the Dividend that was approved to be released by the Fund back in September. He noted Dividend forms have not been received to date from: Bordentown City, Fieldsboro, Riverside, and Wrightstown. This form is important as it indicates to our office how you want your dividend returned to you, whether in check form, as a credit applied to your Annual Assessment or if you want it deposited into your AELCF Account, etc. He asked that these towns return these completed forms no later than December 23, 2021.

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

SOLICITOR'S REPORT

Closed Claims Report

Mr. DeWeese stated that there were no (0) closed 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 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.

Defense Panel RFQ's

Mr. DeWeese noted he had reported to the Finance Committee his recommendations for awarding contracts to the General Liability and Workers Compensation Defense Panel for 2022.

Mr. DeWeese noted the Fund received a significant number of responses to the RFQ. The Finance Committee members were asked to score the responses, unfortunately, not many members returned their score sheets. Of those received, he tallied the scores, and noted that those tallied score sheets were sent to the Finance Committee for their review.

Mr. DeWeese noted he made certain recommendations in the correspondence, which included offering contracts to the four (4) Firms that are currently members of the General Liability Defense Panel with a recommendation for one (1) additional firms who scored the highest, and with whom he has personal experience.

With regard to the Workers Compensation Defense Panel, he recommended that the three (3) firms that are currently on the panel be offered Contracts, with no additional firms added to the Panel at this time.

Mr. DeWeese noted it is his understanding the Finance Committee wishes to accept his recommendations and are seeking authority from the Executive Committee to approve those recommendations and allow him to prepare Resolutions to be finalized and presented at the January Reorganizational meeting for adoption.

Chair McMahon asked for a Motion to accept the recommendations of the Finance Committee as presented by the Fund Solicitor in regards to appointments for the General Liability and Workers Compensation Defense Panel for 2022.

Motion by Ms. Kosko seconded by Mr. Ingling to approve the recommendations to the 2022 General Liability and Workers Compensation Defense Panel, as presented. All in favor. Motion carried by unanimous vote.

Mr. DeWeese noted that each year recommendations are made to the EPL/POL carrier for specific attorneys to handle these cases. Mr. DeWeese stated he is recommending that the current firms being utilized in 2021 be recommended again for 2022. Mr. DeWeese asked for a Motion approving those Defense Panel members as stated, and if approved, he will have that Resolution ready for adoption at the January Reorganizational meeting.

Chair McMahon asked for a Motion to accept the recommendations as presented by the Fund Solicitor in regards to appointments for the EPL/POL Defense Panel for 2022.

Motion by Ms. Kosko seconded by Mr. Gural to approve the recommendations to the 2022 EPL/POL Defense Panel, as presented. All in favor. Mr. Hornickel abstained. Motion carried by majority vote.

Lastly, Mr. DeWeese referenced a Bulletin he had forwarded to all members via email earlier this month. He stated that at previous Retreats and Executive Committee meetings, he has discussed his concerns with the Vacant Property Registration and Fee Ordinances some members have adopted.

Mr. DeWeese noted he is starting to see claims challenging these ordinances and the fees charged. He stated the risk to your municipality is significant because if you have been collecting these exorbitant fees for some time and these plaintiffs are successful in the litigation, you will need to pay that money back. On top of that, he noted there could be coverage issues as well.

Mr. DeWeese asked in 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 via the NJ MEL App, as well as the MSI Now, MSI Live, and DVD Services. 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 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. 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 Winter Safety noting winter weather can have a serious impact on claims, but this impact can be minimized with the right preparation and monitoring of problem areas:

- Consider who is performing snow and ice removal and whether they are capable of performing these actions safely. As an example, have they had previous injuries that could be worsened by shoveling?
- Pre-treat parking lots and sidewalks when snow or ice is expected.
- Plan where to pile snow as subsequent melting/refreezing cycles create icy patches
- Discuss footwear with employees
- Provide caution/wet floor signs at all entrances.
- Maintain heat and consider those colder areas of the building where heat may not easily reach as these areas are prone to pipe breaks

Mr. Roselli then discussed an example of a costly claim that could have been prevented had normal winter preparation tactics 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 expressed her gratitude to all the municipalities who put forth an effort to implement wellness initiatives using their Wellness Funds and noted that towns that have remaining funds, are being put to good use by offering:

- Holiday de-stress and Employee Appreciation Chair Massages
- Prizes for participating in Themed Bingo Challenges
- Door Prizes for attending presentations (Hot topic right now is Mental Fitness!)
- Fresh fruit and pre-approved snack bars
- Gratitude Boards

She noted if you have remaining funds and would like to do any of the above for January, it would be a great way to kick off the New Year, so please contact her. Other ideas can be explored as well, so please contact her.

Some Thoughts As We Look To 2022:

Consider formulating a small Wellness Committee or include and discuss wellness as part of the Safety committee's agenda if a Wellness Committee is not possible.

Wellness Initiative Brainstorming Sessions - virtual group support for all municipal Wellness Coordinators enabling collaboration efforts to identify wellness initiatives that motivate colleague engagement.

- Who: Wellness Coordinator from each municipality (ACM, BURLCO, TRICO JIFs)
- What: To plan, generate and share wellness ideas to help maintain a culture of wellness throughout the year
- When: March (or at Safety Breakfast Roundtable), June and October
- Where: Virtual

December Targeting Wellness Newsletter

In this month's Targeting Wellness Newsletter, Ms. Schiffer covered a lot about the holiday stress and temptations. Topics you will find addressed include:

- Maintaining not gaining over the holiday
- Ways to avoid getting sick this winter
- Managing holiday stress is possible keeping in mind a few of the shared tips
- Consider trying meditation as a way to build your resiliency and manage the challenges of the season
- Walking in the cold can actually have some added benefits
- Nutritional Bites: I share some ways to navigate the holidays when you are plant-based
- Recipe Corner: Delicata squash bake

Lastly, Ms. Schiffer noted for some enjoyment and brain-power, you'll also find a Nutrition Sudoku included with her report to share with all your employees

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

MANAGED HEALTH CARE REPORT

Lost Time v. Medical Only Cases

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

	<i>November</i>	<i>YTD</i>
<i>Lost Time</i>	5	60
<i>Medical Only</i>	5	106
<i>Report Only</i>	20	202
<i># of New Claims Reported</i>	30	368
<i>Report Only % of Total</i>	67%	55%

<i>Medical Only/Lost Time Ratio</i>	<i>50:50</i>	<i>64:36</i>
<i>Average Days to Report</i>	<i>3.5</i>	<i>4.1</i>

Ms. Beatty noted with the new Average Days to Report is running a bit high due to the COVID claims and how long it takes to contact trace to confirm who may have been exposed and potential additional claims, and it seems these claims are on the rise again with the new variant. Of the 30 New Cases reported, 14 were COVID related.

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 November 2021 and Year to Date 2021. She noted the number of COVID claims is slowly starting to rise again.

November 2021 COVID Related Average Days to Report: 4.5

November 2021 Non COVID Related Average Days to Report: 2.6

Transitional Duty Report

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

<i>Transitional Duty Summary Report</i>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	<i>2,445</i>
<i>Transitional Duty Days Worked</i>	<i>1,745</i>
<i>% of Transitional Duty Days Worked</i>	<i>71%</i>
<i>Transitional Duty Days Not Accommodated</i>	<i>700</i>
<i>% of Transitional Duty Days Not Accommodated</i>	<i>29%</i>
<i>\$ Saved by Accommodating</i>	<i>\$154,212</i>
<i>\$ Lost by not Accommodating</i>	<i>\$76,443</i>

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>November</i>
<i>Bill Count</i>	<i>112</i>
<i>Original Provider Charges</i>	<i>\$269,228</i>
<i>Re-priced Bill Amount</i>	<i>\$81,432</i>
<i>Savings</i>	<i>\$187,796</i>
<i>% of Savings</i>	<i>70%</i>
<i>Participating Provider Penetration Rate - Bill Count</i>	<i>93%</i>
<i>Participating Provider Penetration Rate - Provider Charges</i>	<i>98%</i>
<i>EPO Provider Penetration Rate - Bill Count</i>	<i>96%</i>
<i>EPO Provider Penetration Rate - Provider Charges</i>	<i>99%</i>

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 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 to the vendor. He then referenced the report in the agenda stating the BURLCOJIF is to date 90% complete (1,095 Users; 973 completed as of this report).

In regards to Phishing and Vulnerability Scanning, 647 total emails have been sent out with 12 clicks, or 1.8%, which is good compared to the normal 2-3%.

In regards to the MEL’s Cyber Risk Management Program, there are currently four (4) members approved in all three Tiers, and six (6) members approved in Tier’s 1 & 2. Mr. Romero noted he will be reaching out to members to see how he can assist.

Mr. Romero referenced a step by step instructional guide included with his report that depicted a simple explanation in how to complete the Cyber Risk Management Certification Process.

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 November 2021, a copy of which was provided to the membership in the agenda packet. Mr. Tontarski’s reports are valued as of November 30, 2021 for Closed Fund Years 1991 through 2016, and Fund Years 2017, 2018, 2019, 2020, and 2021.

Investment Interest

Interest received or accrued for the reporting period totaled \$16,078.83. This generated an average annual yield of 1.06%. However, after including an unrealized net gain of \$1,557.33 in the asset portfolio, the yield is adjusted to 1.16% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$15,468,077.42. This current market value, however, when considering the total accrued income at month end is \$15,473,085.99.

Our asset portfolio with Wilmington/Trust consists of one (1) obligations with a maturity of less than one year.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$1,635.90	\$149,738.18
Salvage Receipts	\$0.00	
Overpayment Reimbursements	\$1,230.96	
E-JIF Closed Year Accounts	\$57,267.00	

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 \$18,285,525.27 to a closing balance of \$18,066,732.14 showing a decrease in the fund of \$218,793.13.

Loss Run Payment Register – November 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 \$202,909.29. The claim detail shows 267 claim payments issued.

Bill List - December 2021

For the Executive Committee's consideration, Mr. Tontarski presented the December 2021 Bill List in the amount of \$710,793.65 which was sent out to all members prior to the meeting.

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

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

Motion by Mr. Ingling, seconded by Mr. Mascia to approve the *November 2021 Loss Run Payment Register the December 2021 Bill List* as presented.

ROLL CALL *Yeas* James Ingling, **Wrightstown Boro**
Paula Kosko, **Hainesport Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
John Gural, **Palmyra Borough**
Glenn McMahon, **Chesterfield**
Mike Theokas, **Bordentown Twp.**

Nays: None

Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

Finance Committee Report

In the absence of Mr. Hatcher, Mr. Forlenza stated an extensive Budget Message was included in the November Agenda packet, and asked members to please read it noting that when your Elected Officials see their assessment this year, it is likely higher than in past years and he strongly recommends showing them the Budget Message as it has a lot of detail as to why the budget and assessments have increased.

Chair McMahon entertained a motion to Open the Public Hearing on the Fund's 2022 Budget.

Motion by Mr. Gural, seconded by Ms. Kosko, to Open the Public Hearing on the Fund's 2022 Budget. All in Favor. Motion carried.

Hearing no comments, Chair McMahon entertained a motion to Close the Public Hearing.

Motion by Mr. Ingling, seconded by Mr. Gural, to Close the Public Hearing. All in Favor. Motion carried.

2022 Budget Adoption

Chair McMahon asked for a Motion to Adopt the 2022 Budget as presented.

Motion by Mr. Gural, seconded by Mr. Ingling to Adopt the 2022 Budget as presented.

ROLL CALL *Yeas* James Ingling, **Wrightstown Boro**
Paula Kosko, **Hainesport Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
John Gural, **Palmyra Borough**
Glenn McMahon, **Chesterfield**
Mike Theokas, **Bordentown Twp.**

Nays: None
Abstain: None

Motion carried by unanimous vote.

2022 Assessment Allocation Strategy Adoption

Chair McMahon asked for a Motion to Adopt the 2022 Assessment Allocation Strategy as presented.

Motion by Mr. Ingling, seconded by Mr. Mascia to Adopt the 2022 Assessment Allocation Strategy as presented.

ROLL CALL *Yeas* James Ingling, **Wrightstown Boro**
Paula Kosko, **Hainesport Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
John Gural, **Palmyra Borough**
Glenn McMahon, **Chesterfield**
Mike Theokas, **Bordentown Twp.**

Nays: None
Abstain: None

Motion carried by unanimous vote.

2022 Assessment Certification Adoption.

Chair McMahon asked for a Motion to Adopt the 2022 Assessment Certification as presented.

Motion by Ms. Kosko, seconded by Mr. Mascia to Adopt the 2021 Budget, the 2022 Assessment Certification as presented.

ROLL CALL *Yeas* James Ingling, **Wrightstown Boro**
Paula Kosko, **Hainesport Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
John Gural, **Palmyra Borough**
Glenn McMahon, **Chesterfield**
Mike Theokas, **Bordentown Twp.**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Safety Committee Meeting – November 23, 2021

In the absence of Mr. Cramer, Mr. Miola noted the Safety Committee met on November 23, 2021. Mr. Cramer provided a verbal report at last month's meeting and the detailed minutes are self-explanatory and included in the agenda packet.

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

2022 Executive Committee Nomination Slate

Mr. Hornickel noted there has been one change to the 2022 Executive Committee Nomination Slate since presented last month and referenced the Slate that was presented as a handout and was emailed prior to today's meeting. He stated with the retirement of Dave Matchett, who was to be appointed as Alternate Executive Committee member #2, he has been removed and the remaining Alternate Executive Committee Members have been moved up one spot, leaving Alternate Executive Committee #7 as Vacant. He stated that the Revised Slate that will be voted on at the Reorganizational meeting in January as follows:

Chair: **Glenn McMahon**, Chesterfield Township
Secretary: **John Gural**, Palmyra Borough

Executive Committee: **Rich Wolbert**, Beverly City
James Ingling, Wrightstown Borough
Jerry Mascia, Mount Laurel Township
Paula Kosko, Hainesport Township
Grace Archer, Bordentown City

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

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

MEL/RCF/EJIF REPORTS

Mr. Miola noted the MEL met on November 17, 2021 and the report was included in the agenda and was self-explanatory.

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

MISCELLANEOUS BUSINESS

Chair McMahon entertained a motion **Authorizing the Executive Director to Re-Advertise the January 18, 2022 Reorganization Meeting in consultation with the Fund Chair, Fund Secretary, and Fund Solicitor**

Motion by Mr. Gural, seconded by Mr. Ingling, to approve the motion as presented. All in Favor.
Motion carried.

Chair McMahon entertained a motion to **Authorize the Executive Director's Office to bind EPL/POL Insurance Coverage on behalf of the membership for the 2022 Fund Year.**

Motion by Mr. Ingling, seconded by Mr. Gural, to approve the motion as presented. All in favor. Motion carried.

Acting Chair Sweeney entertained a motion to **Authorize the Executive Director's Office to bind Volunteers Directors & Officers Insurance Coverage on behalf of the membership for the 2022 Fund Year.**

Motion by Ms. Kosko, seconded by Mr. Mascia, to approve the motion as presented. All in favor. Motion carried.

Chair McMahon entertained a motion to **Authorize the Executive Director's Office to bind Cyber Liability Insurance Coverage on behalf of the membership for the 2022 Fund Year.**

Motion by Mr. Gural, seconded by Ms. Kosko, to approve the motion as presented. All in favor. Motion carried.

Resolution 2021-47 Authorizing the Fund Chair & Fund Secretary to Execute a One Year Agreement with Wizer to provide Employee Cyber Hygiene Training, Security Awareness Notifications, and Phishing Assessments effective January 1, 2022 at a cost not to exceed \$7,244.00.

Chair McMahon entertained a motion to adopt Resolution 2021-47, as presented.

Motion by Mr. Gural, seconded by Ms. Kosko, to approve the motion as presented.

ROLL CALL *Yeas* James Ingling, **Wrightstown Boro**
Paula Kosko, **Hainesport Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
John Gural, **Palmyra Borough**
Glenn McMahon, **Chesterfield**
Mike Theokas, **Bordentown Twp.**

Nays: None

Abstain: None

All in Favor. Motion carried by unanimous vote.

Resolution 2021-48 Authorizing the Fund Chair & Fund Secretary to Execute a One Year Agreement with D2 to provide External Network Vulnerability Testing and External Network Penetration Testing effective January 1, 2022 at a cost not to exceed \$95,060.00

Chair McMahon entertained a motion to adopt Resolution 2021-48, as presented.

Motion by Mr. Ingling, seconded by Mr. Mascia to approve the motion as presented.

ROLL CALL *Yeas* James Ingling, **Wrightstown Boro**
Paula Kosko, **Hainesport Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
John Gural, **Palmyra Borough**
Glenn McMahon, **Chesterfield**
Mike Theokas, **Bordentown Twp.**

Nays: None

Abstain: None

All in Favor. Motion carried by unanimous vote.

Resolution 2021-49 Honoring and Recognizing the Service of Jeff Hatcher to the BURLCOJIF

Chair McMahon entertained a motion to adopt Resolution 2021-49 Honoring and Recognizing the Service of Jeff Hatcher for the BURLCOJIF

Motion by Mr. Ingling, second by Mr. Gural, to adopt resolution 2021-49 honoring Jeff Hatcher, as presented. All in Favor. Motion carried.

Resolution 2021-50 was a handout at today's meeting and was also emailed out to all members prior to today's meeting.

Chair McMahon entertained a motion to approve ***Resolution 2021-50 Amending Resolution 2021-43 and Appointing Meghan Jack as the Fund's Representative to the Residual Claims Joint Insurance Fund and Removing David Matchett as the Alternate Representative to the Municipal Excess Liability Joint Insurance Fund and the New Jersey Municipal Environmental Risk Management Fund for the 2022 Fund Year.***

Motion by Ms. Kosko, second by Mr. Mascia, to adopt Resolution 2021-50, as presented. All in Favor. Motion carried.

ROLL CALL *Yeas* James Ingling, **Wrightstown Boro**
Paula Kosko, **Hainesport Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
John Gural, **Palmyra Borough**
Glenn McMahon, **Chesterfield**
Mike Theokas, **Bordentown Twp.**

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, January 18, 2022 at 3:30 PM** either in-person in Hainesport, or via Zoom. *At the time of these minutes, the 2022 Reorganizational Meeting on January 18, 2022 will be Zoom Conferencing and further details will be emailed to all members and legally advertised.*

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.

At this time, Mr. Forlenza noted, as stated earlier, Mr. Matchett is retiring effective January 1, 2022 and felt it was appropriate to recognize David for all the years he has spent representing Shamong and the MEL and the JIF in various capacities. He has always been willing to assist on different committees and wants to thank him publically for his commitment to this organization.

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

Chair McMahon entertained a motion to **recommend as extension of the existing QualCare contract through February 28, 2022.**

Motion by Ms. Kosko, seconded by Mr. Ingling to approve the extension of the existing QualCare contract through February 28, 2022.

ROLL CALL *Yeas* James Ingling, **Wrightstown Boro**
Paula Kosko, **Hainesport Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
John Gural, **Palmyra Borough**
Glenn McMahon, **Chesterfield**
Mike Theokas, **Bordentown Twp.**

Nays: None

Abstain: None

All in Favor. Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

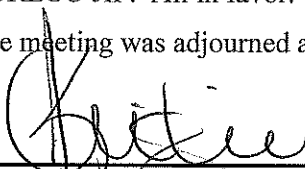
There were no (0) claim(s) presented for abandon subrogation since the last meeting.

MOTION TO ADJOURN

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

Motion by Mr. Ingling, seconded by Mr. Mascia to adjourn the December 18, 2021 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:43 PM.



Kris Kristie,
Recording Secretary for



John Gural, SECRETARY