

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

April 19, 2022
Hainesport Municipal Building
1 Municipal Centre Drive
Hainesport, NJ

OPEN SESSION MINUTES

The meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at Hainesport Municipal Building, Hainesport, NJ, Tuesday, April 19, 2022. Chair McMahon, **Chesterfield**, presiding. The meeting was called to order at 3:30 PM.

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

Amanda Somes, *Alternate*, **Bass River Twp.**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Maria Carrington, **Bordentown Twp.**
Glenn McMahon, **Chesterfield**
Joe Bellina, **Delran Twp.**
Fernand Ouellette, *Alternate*, **Delanco Twp.**
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.**
Susan Jackson, *Alternate*, **New Hanover Twp.**
Robert Duff, *Alternate*, **North Hanover Twp**
Debbie Vallari, *Alternate*, **Pemberton Boro.**
Dan Hornickel, **Pemberton Twp.**
Mike Mansdoerfer, **Riverside Twp.**
J. Paul Keller, **Springfield Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Boro.**

Absent Fund Commissioners were:

Tom Pullion, **Edgewater Park**
Patrice Hansell, **Fieldsboro Boro.**
John Gural, **Palmyra Boro.**
Susan Onorato, **Shamong Twp.**
Kathy Hoffman, **Southampton Twp.**
Casey English, **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, Deputy Executive Director, *AJG Risk Management Services, Inc.*

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

Conner Strong & Buckelew

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, Palmyra Borough.

Motion by Mr. Ingling, seconded by Mr. Mascia to move Rich Wolbert to Acting Secretary. All in Favor. Motion carried by unanimous vote.

CONDUCT OF MONTHLY MEETING

Motion by Mr. Mascia, seconded by Mr. Wolbert to allow that this monthly meeting be conducted by the Fund Commissioners present with all matters to be decided upon by a combined majority vote of all the Fund Commissioners. All in favor. Motion carried.

APPROVAL OF MINUTES

Chair McMahan presented the Open session meeting minutes of the March 15, 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 McMahan asked if there were any questions at this time. No questions were entertained.

Motion by Mr. Ingling, seconded by Mr. Wolbert to approve the Open session meeting minutes of the March 15, 2022 meeting. All in Favor. Motion carried by unanimous vote.

CLAIMS REVIEW COMMITTEE MEETING REPORT –April 12, 2022

Ms. Burger reported that a Claims Committee meeting was held via Zoom Tuesday, April 12, 2022. The minutes from this meeting were a handout at today's meeting and are self-explanatory. She then highlighted the following:

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

Also discussed was Adjuster staffing levels and that there were 8 new claims received with seven (7) Supervisor Incident Reports received and only one (1) missing. Under the Solicitors report there were no new cases to report from March.

Lastly, Ms. Burger noted the handout of the Claims minutes needs to be collected at the end of the meeting for confidentiality reasons and to please leave them at your spot so Ms. Kristie can collect them at the conclusion of tonight's meeting.

Ms. Burger noted any 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 February 22, 2022 thru March 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 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 was sent to all members on April 11, 2022 outlining their monetary award. He noted that members that want to receive the full allotment in the form of a check must submit their purchase order to his office by the end of the month. He then emphasized to please not wait until the last moment to claim your funds.

Mr. Forlenza referenced the Statutory Bond Status report and asked members to please review the report for accuracy and be sure to check the list 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 reminded the members that this year the Fund is 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 holding this training virtually and an invitation was emailed to all Fund Commissioner's, Municipal Clerks and Risk Management Consultants on February 16, 2022. The trainings of March 9, April 6, and April 11 have been completed and the attendance sheets are posted on the JIF websites. The remaining trainings dates are April 27th and April 28th and each sessions is limited to 95 participants. Please contact the Executive Director's office if you have any questions.

The Annual Planning Retreat is scheduled for May 3, 2022 at Café Madison, Riverside. A *Save the Date* was sent to all members on March 17, 2022 and the invitation was sent to Fund Commissioners, Clerks, and RMCs on April 6, 2022. Included at the end of the Retreat will be a discussion on the future format of Executive Committee meetings.

Mr. Forlenza noted on or about April 11, 2022, an email, including instruction and a copy of Local Finance Notice 2022-6, was sent to all Fund Commissioners and Fund Professionals, required to complete the FDS process, notifying them of their responsibility to include their role with the JIF on their FDS. All FDS must be submitted by April 30, 2022. Any newly appointed Fund Commissioner that has not yet received their PIN# from the Executive Director's office should contact Kris Kristie

Mr. Forlenza stated The BURLCO JIF New Fund Commissioner Orientation training was conducted on April 5th via Zoom Conferencing and was well attended. Any questions regarding the material covered should be directed to the Executive Director's office.

Mr. Forlenza stated A Risk Management Consultant's Roundtable is scheduled for May 19, 2022 at Merighi's, Vineland NJ. During these sessions, attendees will be provided important information on a variety of topics including coverage provided by the JIF and the Annual Renewal process. Attendees will also have an opportunity to ask questions on any subject of importance to them. The registration information was sent out for the Executive Directors office this morning.

In regards to the Special Law Enforcement Officers Training, this Annual training will be provided in two (2) sessions; one on May 17th at Cape May Police Academy County Complex and another on May 26th at Atlantic County Policy Academy. Chris Winter sent an invitation to all Police Chiefs, Fund Commissioners and RMCs on April 6, 2022.

Mr. Forlenza stated a report detailing attendance records through the first quarter of the 2022 Fund Year is attached for your review. If you notice any discrepancy, please contact Kris Kristie as this information comes directly from the minutes.

Mr. Forlenza noted to the members to be sure they took the Claims Coordinator and Safety Coordinator gifts that were packaged in the back of the room and provide them to the person named on the label.

Lastly, in regards to the new TULIP program, effective January 1, 2022 a new program went into effect for the MEL affiliated JIFs. The old program is no longer available. If you have community centers, etc. that you rent out to residents, you need to secure a location code from the new insurer for those buildings/facilities that you normally make available to the public. File those building locations with the Fund Underwriter now to get building location codes so you are ready to go when a rental request comes in for one of your facilities. It has been reported that it can take upwards of a week to secure the building/facility codes from the new TULIP provider.

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 also 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.

Lastly, Mr. DeWeese noted there were several resolutions being presented this evening authorizing the release of previously redacted sections of Closed Session Meeting Minutes from Fund Year 2015, 2019, 2020, and 2021. He also noted a letter stating his recommendations for each year was attached to each corresponding resolution.

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

Chair McMahon entertained a motion to approve the following Resolutions:

Resolution 2022-21 Authorizing the Release of Fund Year 2015 Closed Session Meeting Minutes

Resolution 2022-22 Authorizing the Release of Fund Year 2019 Closed Session Meeting Minutes

Resolution 2022-23 Authorizing the Release of Fund Year 2020 Closed Session Meeting Minutes

Resolution 2022-24 Authorizing the Release of Fund Year 2021 Closed Session Meeting Minutes

Motion by Ms. Kosko, seconded by Mr. Mascia, to approve ***Resolutions 2022-21; Resolution 2022-22, Resolution 2022-23; and Resolution 2022-24 as presented***

ROLL CALL *Yeas* Amanda Somes, *Alternate*, **Bass River Twp.**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Maria Carrington, **Bordentown Twp.**
Glenn McMahon, **Chesterfield**
Joe Bellina, **Delran Twp.**
Fernand Ouellette, *Alternate*, **Delanco Twp.**
Steve Fazekas, **Florence Twp.**
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Robert Duff, *Alternate*, **North Hanover Twp**
Debbie Vallari, *Alternate*, **Pemberton Boro.**
Dan Hornickel, **Pemberton Twp.**
Mike Mansdoerfer, **Riverside Twp.**
J. Paul Keller, **Springfield Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Boro.**

Nays: None
Abstain: None

Motion carried by unanimous vote.

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 continue to be presented through the Zoom Webinar Format; however, there will be a limited number of in-person training classes offered as part of the training expos being conducted this year.

Mr. Saville reminded the members that the Training EXPO will be next month at the Emergency training center in Westampton on May 24th.

He also asked the members to please remember to review the hierarchy reports for your town in the learning management system to be sure your training is up to date.

Mr. Saville reminded the members group registrations are available for those with limited internet capabilities. Keep in mind, that PEOSH considers any training more than three years old to be outdated.

Lastly, he asked the members to keep the list of MSI Training Administrators up to date. If there are any changes, deletions, or you need to appoint a new Training Administrator, please advise Andrea Felip in his office.

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 reviewed this month's *Lessons Learned from Losses* with respect to police vehicle safety. He advised J.A. Montgomery is reviewing police vehicle safety as part of the safety program this year.

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 March he has completed visits with nine (9) towns, with only one (1) agency left to visit. Mr. Winter had discussions with these agencies on identifying potential risks, reviewing current policies and procedure documents and training that is available to them from the JIF. He reported his visits have been well received and the agencies seem appreciative of any assistance he can offer. He continues to collect contact information for newly assigned Chiefs and passing the information along to J.A. Montgomery for their records.

In regards to Policy and Procedure, Mr. Winter noted requests have been received and have been forwarded to requesting agencies that will contain current L/E best practices, NJ AG Guideline and L/E Accreditation requirements. Some agencies have requested assistance with policy manual revisions and or selected topics for assistance, which is ongoing. A follow-up inquiry was conducted with agencies in regards to Critical Incident Debriefing and Transitional Duty. All agencies above have a process in place for police personnel, excluding Bordentown City and Pemberton Borough.

Lastly, Mr. Winter noted that all nine (9) agencies that he visited in March had completed the Wizer Cyber Security Training, and additional conversations were had in regards to future training pertaining to Report Writing and Managing Aggressive Behavior. The Defensive Driving Course on the MEL website was encouraged to all agencies due to the increase in accidents involving officers nationwide in the past two years.

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 items and referenced some well-being initiatives and activities:

Ms. Schiffer noted she continues to reach out to her Wellness contacts in an attempt to schedule time to have an idea generating conversation regarding ways to use allocated wellness funds for 2022. Several towns have already started to either implement or generate ideas for activities later this month or quarter. A lot of shifting of positions has taken place within several towns, so please be sure to notify her of any changes with your assigned Wellness Coordinator. She then noted some of the idea's she has spoken with member towns about so far include starting an employee garden; reflexology, chair massages;

Weight Loss Challenges; sleep hygiene, drink more water, eat more fiber or plants, move more, etc; Cooking demonstrations, and Employee Snack day.

Ms. Schiffer noted the Wellness Advisory Committee's Charter was recommended for approved at last month's Safety Committee Meeting (March 29th) and a motion to approve them this evening is listed on the agenda, the Meeting minutes are included in your agenda packet, and the next meeting date is being confirmed and will be announced at the May Executive meeting. With that said, Chair McMahon asked for a Motion to approve the Wellness Advisory Committee Charter.

Motion by Mr. Wolbert, seconded by Mr. Ingling to approve the Wellness Advisory Committee Charter. All in Favor. Motion carried by unanimous vote

In regards to the Wellness Coordinator Brainstorming Sessions – the first meeting is targeted for April 21st at 10am. All the wellness coordinators from the three JIFs have been invited to participate in this brainstorming session to share ideas and challenges while gaining peer support. She noted they will meet three times this year.

Ms. Schiffer stated a List of Approved Wellness Items for Fund Coverage is listed on the JIF website for your reference.

Update on Police Pilot Program

Meeting scheduled with Dr. Elias on April 5th. (Keith Hummel and Jordan Simone, Wellness Director, ACM JIF)

April Targeting Wellness Newsletter

This month brings more outdoor activities and with it might come the temptation to shorten the sleep time to get in more time that is fun. April is also Stress Awareness Month; stress is also affected by lack of sleep. Ms. Schiffer therefore devoted the April Targeting Wellness Newsletter to reminding all of the important part sleep plays not only in managing stress but also in how it is the most critical self-care routines you need to implement and maintain for health and well-being, and she then reviewed the topics addressed.

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>March</i>	<i>YTD</i>
<i>Lost Time</i>	2	10
<i>Medical Only</i>	5	29
<i>Report Only</i>	9	72
<i># of New Claims Reported</i>	18	113
<i>Report Only % of Total</i>	50%	64%
<i>Medical Only/Lost Time Ratio</i>	71:29	74:26
<i>Average Days to Report</i>	1.3	5.1

Claims Report by Type

Ms. Beatty explained that this number was running high due to COVID claims and the amount of time it took to track all of those exposed and potential additional positive claims, however, is coming down with COVID claims declining.

Days to Report – Non-COVID Claims: 1.4 days

Days to Report COVID Claims: 0 days

Managed Care Quick Notes

This is a new report which reviews a claim depicting the positive impact an assigned Managed Care Nurse can have on a claim by monitoring all aspects of the case. Ms. Beatty reviewed the case with the membership. Ms. Burger asked why a finger injury could take 5 years to resolve. Ms. Beatty explained it was a “re-opener”. Mr. Forlenza explained he is working with Qual-Lynx in regards to creating a “re-opener” report. The number of and cost of “Re-Openers” is growing. He noted that once this report is available, it will be shared with the Claims Committee for discussion.

Ms. Beatty also reviewed the organization structure of Qual-Lynx/Qual-Care for clarification purposes with respect to the questions that were raised during the RFP process for Managed Care services earlier this year.

Transitional Duty Report

Ms. Beatty presented the Year-to-Date Transitional Duty Report, noting these were great results:

<i>Transitional Duty Summary Report</i>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	540
<i>Transitional Duty Days Worked</i>	461
<i>% of Transitional Duty Days Worked</i>	85%
<i>Transitional Duty Days Not Accommodated</i>	79
<i>% of Transitional Duty Days Not Accommodated</i>	15%
<i>\$ Saved by Accommodating</i>	\$49,819
<i>\$ Lost by not Accommodating</i>	\$6,785

This month Ms. Beatty also attached sample transitional days assignments that municipalities can reference when assigning transitional duty days to employees.

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>March</i>
<i>Bill Count</i>	123
<i>Original Provider Charges</i>	\$244,119
<i>Re-priced Bill Amount</i>	\$127,923
<i>Savings</i>	\$116,196
<i>% of Savings</i>	48%
<i>Participating Provider Penetration Rate - Bill Count</i>	97%
<i>Participating Provider Penetration Rate – Provider Charges</i>	99%

<i>EPO Provider Penetration Rate - Bill Count</i>	94%
<i>EPO Provider Penetration Rate – Provider Charges</i>	97%

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 March 2022.

Prescription Benefit management Program: This report depicts by month the savings incurred by utilizing the Prescription Benefit Program. This report is broken down by Script Count, Billed Amount, U&C Amount, Generic Utilization %, Cost per patient, Cost per Script, Opioid Cost %, and Opioid Script %. The Year to Date savings total from January 1, 2022 to present utilizing this program is \$3,160 based on 20 prescriptions filled.

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 May, lets make sure all current training is completed as soon as possible.

The Wizer training program incorporates 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 BURLCO JIF, as of April 5, 2022, is 93% complete with 1,054 users and of today the BURLCO JIF is 96% complete with 1,076 users.

Mr. Romero then noted that to date only 12 members had confirmed the whitelisting of the Wizer Domain and IP addresses to take advantage of the phishing email program. He stated he will be following up again with those towns who have not yet submitted.

In regards to D2 Vulnerability testing, to date only 17 members have submitted their *Know Your Client* (KYC) questionnaire and *Vendor Service Agreement* (VSA). Both of these forms must be completed, signed and returned to the JIF's office. Please note that these testing exercises cannot begin until we have received both completed forms from your municipality, so please be sure to get them both in as soon as possible. He also reviewed some recent vulnerability findings with the members.

In regards to the MEL's Cyber Risk Management Program, there are currently eight (8) members approved in all three Tiers, and eleven (11) 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 still very slowly coming along and he will continue to reach out to members to schedule onsite visits

to provide assistance with any of the cyber initiatives as he realizes some of these programs can be challenging or overwhelming.

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.

Lastly Mr. Romero discussed how long it takes hackers to brute force their way into securing your password, noting length, not necessary complexity, will help keep you more secure. He gave an example of using a sentence, rather than Upper/Lower/Special Character combination.

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 February 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 March 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 \$12,368.04. This generated an average annual yield of .82%. However, after including an unrealized net loss of \$359,427.86 in the asset portfolio, the yield is adjusted to -23.91% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$14,348,515.14.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$18,786.18	\$18,8884.18
Salvage Receipts	\$0.00	
Overpayment Reimbursements	\$5,981.95	

Loss Run Payment Register – March 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 \$354,611.25. The claim detail shows 260 claim payments issued.

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

Delran Township	\$0.00
Chesterfield Township	\$2,226.00
Bordentown City	\$41,083.00
Bordentown Township	\$57,323.00
Westampton Township	\$10,541.00
E-JIF Dividend	\$180,681.02

Cash Activity for the Period

During the reporting period the Fund's "Cash Position" changed from an opening balance of \$18,477,712.89 to a closing balance of \$17,603,177.44 showing a decrease in the fund of \$874,535.45.

Bill List – April 2022

For the Executive Committee’s consideration, Mr. Tontarski presented the April 2022 Bill List in the amount of \$531,848.67 which was sent out to all members prior to the meeting.

Chair McMahan entertained a motion to approve the March 2022 Loss Run Payment Register and the April 2022 Bill List in the amount of \$531,848.67, as presented.

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

Motion by Mr. Wolbert, seconded by Mr. Mascia to approve the *March 2022 Loss Run Payment Register and the April 2022 Bill List*, as presented.

ROLL CALL *Yeas* Amanda Somes, *Alternate*, **Bass River Twp.**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Maria Carrington, **Bordentown Twp.**
Glenn McMahan, **Chesterfield**
Joe Bellina, **Delran Twp.**
Fernand Ouellette, *Alternate*, **Delanco Twp.**
Steve Fazekas, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
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Dan Hornickel, **Pemberton Twp.**
Mike Mansdoerfer, **Riverside Twp.**
J. Paul Keller, **Springfield Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Boro.**

Nays: None
Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

Safety Committee Meeting – March 29, 2022

Mr. Wolbert noted the Safety Committee met via Zoom on March 29, 2022, and the detailed minutes were a handout at today’s meeting and are self-explanatory. He stated some discussions included reviewing the Safety Committee Charter, of which there were no changes recommended; Loss Control reports for both the JIF and the MEL were reviewed; nine (9) members are up for renewal this year who will be visited by Paul & Paul to present to the Governing Body; in regards to the Supervisory Incident Reports, just a reminder to please complete them as they are helpful for many reasons and a tool used by J.A. Montgomery when discussing safety with member towns. There were discussions on the cost of claims with comorbidities, the Safety Director’s Bulletins were reviewed and he noted they would now only be sent out 2x a month, both the Wellness Advisory Committee and Charter were reviewed, as well as Fieldsboro’s request for Safety Money reimbursement after the deadline had already passed.

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

MEL/RCF/EJIF REPORTS

In the absence of Ms. Jack, Mr. Forlenza noted the MEL, RCF and EJIF Reports from the March 25, 2022 meetings were included in the agenda and were self-explanatory. He noted as the MEL Retreat was that day, the meetings were rather short.

MISCELLANEOUS BUSINESS

Next Meeting

Chair McMahon noted that the next meeting of the BURLCO JIF will take place on **Tuesday, May 17, 2022 at 3:30 PM** in-person in at the Hainesport Municipal Building.

PUBLIC COMMENT

Motion by Mr. Ingling, seconded by Ms. Kosko 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 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>
2022255888	2022266173
2022265805	
2021235657	

Motion by Mr. Wolbert, seconded by Mr. Mascia, to approve Payment Authority on the Claims reviewed and recommended by the Claims Review Committee:

- ROLL CALL** *Yeas*
- Amanda Somes, Alternate, Bass River Twp.
 - Rich Wolbert, Beverly City
 - Grace Archer, Bordentown City
 - Maria Carrington, Bordentown Twp.
 - Glenn McMahon, Chesterfield
 - Joe Bellina, Delran Twp.
 - Fernand Ouellette, Alternate, Delanco Twp.
 - 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.

Susan Jackson, Alternate, New Hanover Twp.
Robert Duff, Alternate, North Hanover Twp
Debbie Vallari, Alternate, Pemberton Boro.
Dan Hornickel, Pemberton Twp.
Mike Mansdoerfer, Riverside Twp.
J. Paul Keller, Springfield Twp.
Steve Ent, Westampton Twp.
James Ingling, Wrightstown Boro.

Nays: None
Abstain: None

All in Favor. Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

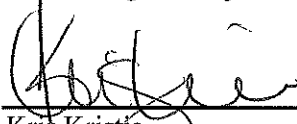
There were no (0) claim(s) recommended by the Claims Committee for abandonment of subrogation since the last meeting:

MOTION TO ADJOURN

Chair McMahon entertained a motion to adjourn the April 19, 2022 meeting of the BURLCO JIF.

Motion by Mr. Ingling, seconded by Ms. Kosko to adjourn the April 19, 2022 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:21 PM.


Kris Kristie,
Recording Secretary for


Rich Wolbert, Acting SECRETARY