

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

July 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, July 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**
Maria Carrington, **Bordentown Twp.**
Glenn McMahon, **Chesterfield**
Joe Bellina, **Delran Twp.**
Erin Provenzano, **Delanco Twp.**
Fern Ouellette, *Alternate*, **Delanco Twp.**
Patrice Hansell, **Fieldsboro Borough**
Paula Kosko, **Hainesport Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Brandon Shillingford, *Alternate*, **Mt. Laurel Twp.**
Susan Jackson, **New Hanover Twp.**
Mary Picarillo, **North Hanover Twp.**
Dan Hornickel, **Pemberton Twp.**
Meghan Jack, *Alternate*, **Riverside Twp.**
Susan Onorato, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Grace Archer, **Bordentown City**
Tom Pullion, **Edgewater Park**
Steve Fazekas, **Florence Twp.**
Lumberton Twp.
John Gural, **Palmyra Borough**
Steve Ent, **Westampton Twp.**
Donna Mull, **Pemberton Borough**
Kathy Hoffman, **Southampton Twp.**
Tabernacle Twp.
Maryalice Brown, **Woodland Twp.**

Those also in attendance were:

Paul A. Forlenza, MGA, *Executive Director, RPA – A Division of Gallagher*

Kamini Patel, MBA, CIC, CPCU, AIDA, *Pooling Administrator, RPA – A Division of Gallagher*
David DeWeese, Fund Solicitor, *The DeWeese Law Firm, P.C.*
John Saville, Risk Control Consultant, *J.A. Montgomery*
Chris Roselli, Account Manager, *General Liability Unit, Qual-Lynx*
Karen Beatty, Account Manager, *Qual-Care*
Debby Schiffer, Wellness Director, *Targeting Wellness*
Chris Winter, *Law Enforcement Risk Management Consultant*

Absent Fund Professionals were:

Paul Miola, CPCU, ARM, *Deputy Executive Director, RPA – A Division of Gallagher*
Tom Tontarski, *Treasurer*

Also present were the following Risk Management Consultant agencies:

Barclay Insurance
Hardenberg Insurance Group
Conner Strong & Buckelew

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

Motion to move up Mr. Wolbert, Beverly, to Acting Secretary in the absence of John Gural, Palmyra Borough.

Motion by Ms. Kosko, seconded by Mr. Shillingford. All in favor. Motion carried by unanimous vote.

CONDUCT OF MONTHLY MEETING

Motion 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. Motion by Mr. Wolbert, seconded by Ms. Kosko. All in favor. Motion carried by unanimous vote.

APPROVAL OF MINUTES

Chair McMahon presented the Open session meeting minutes of the June 21, 2022 meeting of the Fund, as found in the agenda packet, for approval.

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

Motion by Mr. Wolbert, seconded by Ms. Kosko to approve the Open session meeting minutes of the June 21, 2022 meeting. All in Favor. Motion carried by unanimous vote.

CLAIMS REVIEW COMMITTEE MEETING REPORT – July 12, 2022

Ms. Burger reported that a Claims Committee meeting was held via Zoom on Tuesday, July 12, 2022. The minutes from this meeting were a handout at today's meeting and are self-explanatory. She noted that the Committee reviewed various claims as well as the Solicitor reports.

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

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 May 22, 2022 thru June 22, 2022, and asked that members please review for accuracy.

Mr. Forlenza noted the allowance reports for SIP, OSB, Wellness, and EPL/Cyber Risk Management Budget balances, are 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. If you have made purchases and have the invoice, you do not need to wait until November 30th to seek reimbursement of these purchases. Send it in now and we will have reimbursement to you on the next bill list. He 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 stated that those towns that are up for renewal this year that are securing their statutory bonds utilizing this program will be receiving notification from the MEL Underwriter, if you haven't already, that they will be re-underwriting all bonds for your town. Mr. Forlenza stated if you would like to check the status of an application, please contact Ed Cooney, Fund Underwriter.

Mr. Forlenza stated and on June 6, 2022 Renewal letters were emailed out to the nine (9) members whose membership in the JIF is up for renewal on January 1, 2023. These members are: *Bordentown City, Bordentown Township, Delran, Lumberton, Mansfield, New Hanover, Pemberton Borough, Riverside Township, and Southampton Township*. Included in the email was a Resolution for Renewal of Membership in the Burlington County Municipal JIF, a Certification required under the Local Public Contracts Law, and an Agreement to Renew Membership in the Burlington County Municipal JIF. Members were asked to place the Renewal Resolution on the agenda of an upcoming governing body meeting and return both the approved Resolution and executed Agreement to our office by Friday, August 12, 2022. With that said, as part of the Renewal process, a representative from the Executive Director's office contacted those members up for renewal to schedule an appointment with the Fund Commissioner, Risk Management Consultant, and Representatives of the Governing Body. These meetings have already started to take place. These appointments are an opportunity to discuss the member's participation in the JIF and the many programs available to them. The Executive Director's office believes it is very important for the decision makers in each member municipality to understand the value of JIF membership.

Mr. Forlenza noted on or about July 13, 2021, all members and their risk managers received a notification that the 2023 Exposure Renewal Process will begin on or about July 18, 2021, however that did not happen. What we have been told by Origami is that they are having some issues with the upload of the data, so once that upload is complete, we will notify everyone. He noted that due to the delay in starting the process, the due date will be extended by a week or so.

In regards to the 2022 Property Appraisal reports, Mr. Forlenza noted that in the next week or so, members that received a physical appraisal this year will receive a copy of their appraisal report via email. The information is being updated and the reports should be distributed via email next week to the Municipal Clerk and copied to their RMC and Fund Commissioner. If anyone receives a notification that the report is too large for your email to accept, please contact the Executive Directors office and we will get it to you in another format. Members are encouraged to review the report and notify the Property Appraisal if any properties were missed during the appraisal process. Any questions regarding the report can be addressed to Mel Ngayan at AssetWORKS at Melvin.ngayan@assetworks.com or 215-354-1078

Mr. Forlenza noted the 2022 Coverage Documents have been received by his office and are in the process of being loaded into Origami. This will be the first year we will be notifying the members of the availability of your Coverage Documents in Origami, thus you will no longer be receiving them via email, but will be logging into Origami to view/download your Coverage Documents. Mr. Forlenza reminded the members of the retention requirements for these documents, which is 20 years, though he recommends keeping them forever as old policies can be very valuable when defending claims.

Lastly, Mr. Forlenza noted a report detailing attendance records through the second quarter of the 2022 Fund year is included for your review. As the attendance is taken directly from the minutes, please contact his office if you feel there are any discrepancies.

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 on Tuesday, July 12, and stated that there were three (3) closed case(s) since the last meeting:

Lutz v. Township of Medford
Smith v. Township of Medford
Franklin v. Township of Riverside

Mr. DeWeese stated that there were two (2) new case(s) since the last meeting:

Hoffman Est. v. Township of Medford
Diallo v. Township of Riverside

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

SAFETY DIRECTOR'S REPORT

Mr. Saville stated that the Safety Director's Report is included in the agenda and is self-explanatory. He then highlighted the following:

Mr. Saville noted his report included a list of the Safety Director Bulletins and Safety Announcements issued during the month via the NJ MEL App, as well as the MSI Now, MSI Live, and DVD Services. MSI will continue to be presented through the Zoom Webinar format with in-person training classes offered as part of the training expos being conducted this year. He reminded the members if they would like to receive communications from MEL and MSI related to your position or operations, follow the directions to select from the list of available Push Notification “subscriptions”.

Mr. Saville reminded the members to maintain the integrity of the MSI classes and our ability to offer CEUs, we must abide by the rules of the State agency that issued the designation. Chief among those rules is the attendee 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.**

For virtual classes, the MSI utilizes the Zoom platform to track the time each attendee logs in and logs out, as well as participation, to demonstrate to the State agency the student also participated in polls, quizzes, and question & answer activities during the class. The MSI maintains these records to document our compliance with the State agency.

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 floor drains. He reviewed the importance of keeping the drains clear of debris to prevent clogged drains. In addition,

Mr. Roselli reviewed a claim example where the clogged floor drain contributed to increased damage to a member's facility.

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

LAW ENFORCEMENT LIABILITY CONSULTANT REPORT

Mr. Winter stated his initial visits are complete with the exception of one (1) agency, but it is in the process of being scheduled. He is focusing on Transitional Duty noting it is very important for officers and there are many opportunities for them to complete important tasks while on transitional duty such as expungement of criminal convictions, clerical work, etc.

In regards to Policy Development, Mr. Winter reported requests for policies and procedure have been received and have been forwarded to requesting agencies. This process is ongoing. A follow-up inquiry was conducted with agencies in regards to Critical Incident Debriefing, Active Shooter, Employee Assistance Programs and Recruitment and Selection as it relates to Attorney General Guidelines.

Mr. Winter stated that preparation is being conducted for future class instruction for the Management of Aggressive Behavior. Class dates and times are being discussed and will be posted in the near future. A report writing class was determined to be needed based on reviews from litigation files in addition to input from various Chiefs who also concurred as well.

Mr. Winter noted that he forwards his activity reports to the Fund Commissioners and Police Chiefs and they have been well received.

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, and has met with many of them. She noted there are still a few towns that need to appoint a designated Wellness Coordinator. She then noted some new idea's she has spoken with member towns about have included Reiki demonstrations, Misfit Market orders, Snack/Fruit events, and Stretching demos. She then noted some resource highlights include:

Certified Personal Trainer – is willing to offering stretching demonstration to employees. Have had particular success with offering this to Public Workers.

Reiki Master – Certified with over 20 years' experience. Reiki can help reduce stress and promote healing.

Ergonomic Evaluation – License Physical Therapist will come out to do a general presentation on importance of posture and office set up and will offer some basic recommendations for those interested employees.

Food Bank of South Jersey – offer presentations and cooking demonstrations with a focus on preventing diabetes.

Ms. Schiffer noted she continues to share an idea each month with the Wellness Coordinators. Regardless of whether it's big or small, successful or a work in progress, it's meant to be another way to generate

possible initiatives for your municipality and she encourages her contacts to share photos and brief descriptions that she can have posted on the JIF websites.

In the July “Targeting Wellness Newsletter, Ms. Schiffer focused on Gut Health and Microbiome:

- How our gut health plays a critical role in our overall well-being
- Defining dysbiosis and how can it cause chronic disease
- Ways to improve our gut health
- The importance of taking breaks in our day (and in taking/planning that vacation)
- **Nutritional Bites:** Fermented foods and probiotics for gut health
- And two recipes from the **Recipe Corner:** Healthy Breakfast BLT and Southwestern Pasta Salad

In addition, she included a "*challenge*" to **Unlock Your Happy**. She explained there are 4 primary chemicals released in our brain that plays a part in our daily mood, stress management and relationships. In the flyer attached, you will find ways in which you can activate each one with easy and effective daily activities. Contemplate maybe focusing on one chemical a week throughout the month of July and try the suggested ideas.

Lastly, Mr. Schiffer gave an update on Dr. Elias’ Transformational Leadership and Crisis Response Program noting she was planning a zoom meeting for July 21st to discuss the next steps for moving the program forward: the next Cohort (proposed for July and/or Sept), recommendations for enhancements, and more. Towns that expressed some interest in the next Cohort include Carneys Point, Delanco, East Greenwich, North Hanover and Wildwood Crest. In addition, those towns from the May Cohort are being offered the opportunity to send another mid-level manager through the program. We have 15 spots that we are trying to fill.

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>June</i>	<i>YTD</i>
<i>Lost Time</i>	2	16
<i>Medical Only</i>	11	64
<i>Report Only</i>	18	121
<i># of New Claims Reported</i>	31	205
<i>Report Only % of Total</i>	58%	59%
<i>Medical Only/Lost Time Ratio</i>	85:15	78:22
<i>Average Days to Report to Qual-Lynx</i>	3.5	4.8
<i>Average Days Reported to employer</i>	0.2	1.8

Claims Report by Type

Ms. Beatty explained that this number may start to run high due to COVID claims on the rise again and the amount of time it takes to track all of those exposed and potential additional positive claims.

Days to Report – Non-COVID Claims: 0.1 days

Days to Report COVID Claims: 0.5 days

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>	902
<i>Transitional Duty Days Worked</i>	692
<i>% of Transitional Duty Days Worked</i>	77%
<i>Transitional Duty Days Not Accommodated</i>	210
<i>% of Transitional Duty Days Not Accommodated</i>	23%
<i>\$ Saved by Accommodating</i>	\$78,435
<i>\$ Lost by not Accommodating</i>	\$20,518

Ms. Beatty also included a listing of transitional duties that can be assigned for various positions within the municipality.

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>June</i>
<i>Bill Count</i>	85
<i>Original Provider Charges</i>	\$122,385
<i>Re-priced Bill Amount</i>	\$35,373
<i>Savings</i>	\$87,012
<i>% of Savings</i>	71%
<i>Participating Provider Penetration Rate - Bill Count</i>	92%
<i>Participating Provider Penetration Rate – Provider Charges</i>	98%
<i>EPO Provider Penetration Rate - Bill Count</i>	88%
<i>EPO Provider Penetration Rate – Provider Charges</i>	98%

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 the current month.

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.

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 \$12,338 or 59% based on 41 prescriptions filled.

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

TECHNOLOGY RISK SERVICES REPORT

In Mr. Romero's absence, Ms. Patel presented the Technology Risk Services Report stating in regards to the new WIZER Training, the new course is in progress and there are currently 1,113 users enrolled with a 67% completion rate, which is good progress, but keep pushing.

Whitelisting and Phishing

As of July 19th, there are 21 members (75%) actively enrolled with three (3) waiting test phishing email confirmation and four (4) who have not replied letting Mr. Romero know if they have completed their whitelisting.

Ms. Patel noted several reminders have been sent out and to please let Mr. Romero know when the whitelisting has been completed so Wizer can send a test phishing email and validate that the whitelisting is working.

D2 Cybersecurity Vulnerability Scanning & Penetration Testing

As of July 19th, there are 26 members (93%) are actively enrolled in the program. Mr. Romero is still missing the KYC or the VSA from two (2) members. She reiterated both documents need to be submitted to Mr. Romero at the same time so he can then forward to D2 and the JIF.

- The KYC Form needs to be completed by your IT & municipal point of contact. This identifies the IP addresses needed to perform the network VA scan & penetration test.
- The Vendor Service Agreement (VSA) (vetted by the JIF's solicitor) needs to be completed and signed by the municipal point of contact. This is the legal agreement/consent allowing D2 Cybersecurity to perform the vulnerability scan & penetration testing.

Ms. Patel noted it is important to include all departmental IP addresses to be tested (administrative, PD, Public Works, EMS, Fire Dept., etc.) Once the pen testing goes into production it cannot be stopped, and new IP addresses will need to be tested next year.

MEL's Cyber Risk Management

Ms. Patel reported that as of July 19th:

18 or 64% of the members are Tier 1 certified
15 or 54% of the members are Tier 2 certified
12 or 43% of the members are Tier 3 certified

Ms. Patel reviewed the Security tip of the month, noting if you are away on vacation, don't advertise it on social media. It only alerts thieves and stalkers, that you are not home and where you are.

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

TREASURER'S REPORT

In the absence of Mr. Tontarski, Mr. Forlenza presented an overview of the Treasurer's Report for the month of June 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 June 20, 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 \$14,312.53. This generated an average annual yield of 1.10%. However, after including an unrealized net loss of \$106,859.27 in the asset portfolio, the yield is adjusted to -7.11% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$14,124,099.12.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$1,898.00	\$27,253.69
Salvage Receipts	\$0.00	
Overpayment Reimbursements	\$0.00	
2022 Retro Program Assessments	\$0.00	

Loss Run Payment Register – June 2022

Mr. Forlenza 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 \$124,076.04. The claim detail shows 198 claim payments issued.

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

Interest Allocated	\$252.57
Delran Township	\$0.00
Chesterfield Township	\$2,232.00
Bordentown City	\$41,182.00
Bordentown Township	\$57,461.00
Westampton Township	\$10,567.00
E-Jif Dividends	\$180,831.59

Cash Activity for the Period

During the reporting period the Fund's "Cash Position" changed from an opening balance of \$15,868,042.20 to a closing balance of \$15,378,146.00 showing a decrease in the fund of \$489,896.20.

Bill Lists – July 2022

For the Executive Committee's consideration, Mr. Forlenza presented the July 2022 Bill List in the amount of \$857,498.82 and an RMC Bill List in the amount of \$182,735.00.

Chair McMahon entertained a motion to approve the June 2022 Loss Run Payment Register, the July 2022 Bill List in the amount of \$857,498.82, and the RMC Bill List in the amount of \$182,735.00, as presented.

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

Motion by Mr. Ingling, seconded by Mr. Shillingford to approve the *June 2022 Loss Run Payment Register, the July 2022 Bill List, and the RMC Bill List*, as presented.

ROLL CALL *Yeas* Amanda Somes, *Alternate*, **Bass River Twp.**
Rich Wolbert, **Beverly City**
Maria Carrington, **Bordentown Twp.**
Glenn McMahon, **Chesterfield**
Joe Bellina, **Delran Twp.**
Erin Provenzano, **Delanco Twp.**
Patrice Hansell, **Fieldsboro Borough**
Paula Kosko, **Hainesport Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Brandon Shillingford, *Alternate*, **Mt. Laurel Twp.**
Susan Jackson, **New Hanover Twp.**
Mary Picarillo, **North Hanover Twp.**
Dan Hornickel, **Pemberton Twp.**
Meghan Jack, *Alternate*, **Riverside Twp.**
J. Paul Keller, **Springfield Twp.**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

Finance Committee Report

2022 Budget Amendment Hearing – Motion to Open

Chair McMahon entertained a motion to open the *2022 Budget Amendment Public Hearing*.

Motion by Mr. Ingling, seconded by Mr. Wolbert, to open the *2022 Budget Amendment Public Hearing*. All in favor. Motion carried.

Chair McMahon asked if there were any questions. No questions were entertained.

2022 Budget Amendment Hearing – Motion to Close

Chair McMahon entertained a motion to close the *2022 Budget Amendment Public Hearing*.

Motion by Mr. Wolbert, seconded by Mr. Shillingford, to close the *2022 Budget Amendment Public Hearing*. All in favor. Motion carried.

2022 Amended Budget Adoption & 2022 Amended Assessment Certification Adoption

Chair McMahon entertained a motion to adopt the *2022 Amended Budget* as presented.

Motion by Mr. Ingling, seconded by Mr. Shillingford, to adopt the *2022 Amended Budget & 2022 Amended Assessment Certification* as presented.

ROLL CALL *Yeas* Amanda Somes, *Alternate*, **Bass River Twp.**

Rich Wolbert, **Beverly City**
Maria Carrington, **Bordentown Twp.**
Glenn McMahon, **Chesterfield**
Joe Bellina, **Delran Twp.**
Erin Provenzano, **Delanco Twp.**
Patrice Hansell, **Fieldsboro Borough**
Paula Kosko, **Hainesport Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Brandon Shillingford, *Alternate*, **Mt. Laurel Twp.**
Susan Jackson, **New Hanover Twp.**
Mary Picarillo, **North Hanover Twp.**
Dan Hornickel, **Pemberton Twp.**
Meghan Jack, *Alternate*, **Riverside Twp.**
Susan Onorato, **Shamong Township**
J. Paul Keller, **Springfield Twp.**
James Ingling, **Wrightstown Borough**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Strategic Planning Committee Meeting Minutes – June 21, 2022

In the absence of Mr. Gural, Mr. Forlenza noted the Committee met on July 12th and the minutes were self-explanatory and included in the agenda packet. He then noted the Committee was updated on the 2023 Member Renewals; notifications were sent out to Fund Commissioners in regards to attending the AGRiP conference in October in San Diego, CA; updated the Committee on Elected Officials training, noting there will be three (3) in person and two (2) virtual training opportunities available next year; Mr. Romero provided an update to the Committee on members in compliance with the MEL Cyber Risk Management Program and discussions on holding a December holiday dinner meeting. Lastly, the Committee discussed hold the 2023 monthly Executive Committee Meetings next year as six (6) in person and five (5) virtually.

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

Safety Committee Meeting Minutes – July 12, 2022

Mr. Forlenza stated the detailed committee meeting minutes would be included in the September agenda packet.

MEL/RCF/EJIF REPORTS

Nothing to report

MISCELLANEOUS BUSINESS

Chair McMahon asked for authorization to process and pay Fund vendors in August 2022.

Motion by Mr. Wolbert, seconded by Mr. Shillingford to process and pay Fund vendors in August 2022.

ROLL CALL *Yeas* Amanda Somes, *Alternate*, **Bass River Twp.**
Rich Wolbert, **Beverly City**
Maria Carrington, **Bordentown Twp.**
Glenn McMahon, **Chesterfield**

Joe Bellina, **Delran Twp.**
Erin Provenzano, **Delanco Twp.**
Patrice Hansell, **Fieldsboro Borough**
Paula Kosko, **Hainesport Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Brandon Shillingford, *Alternate*, **Mt. Laurel Twp.**
Susan Jackson, **New Hanover Twp.**
Mary Picarillo, **North Hanover Twp.**
Dan Hornickel, **Pemberton Twp.**
Meghan Jack, *Alternate*, **Riverside Twp.**
Susan Onorato, **Shamong Township**
J. Paul Keller, **Springfield Twp.**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Chair McMahon asked for authorization to extend the 2nd Installment Billing deadline to Friday, September 16, 2022.

Motion by Mr. Wolbert, seconded by Mr. Shillingford to extend the 2nd Installment Billing deadline to September 16, 2022. 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, September 20, 2022 at 3:30 PM** in-person in at the Hainesport Municipal Building. There will be no August meeting.

PUBLIC COMMENT

Motion by Mr. Shillingford, 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.

Mr. Forlenza noted that earlier today Mr. DeWeese received the *Professionalism Award* for Cape May County as recognized by the NJ Bar Association. The membership congratulated him.

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

Motion by Mr. Shillingford, seconded by Mr. Ingling, to close the meeting to the public. All in favor. Motion carried.

EXECUTIVE SESSION MEETING – Resolution #2022-30

Chair McMahon entertained a motion to go into a closed session to discuss matters affecting the protection and safety of the public and to discuss pending or anticipated litigation and/or contract negotiations.

Motion by Ms. Kosko, seconded by Mr. Shillingford to Adopt ***Resolution #2022-30***.

ROLL CALL *Yeas* Amanda Somes, *Alternate*, **Bass River Twp.**
Rich Wolbert, **Beverly City**
Maria Carrington, **Bordentown Twp.**
Glenn McMahon, **Chesterfield**
Joe Bellina, **Delran Twp.**
Erin Provenzano, **Delanco Twp.**

Patrice Hansell, **Fieldsboro Borough**
 Paula Kosko, **Hainesport Twp.**
 Mike Fitzpatrick, **Mansfield Twp.**
 Kathy Burger, **Medford Twp.**
 Brandon Shillingford, *Alternate*, **Mt. Laurel Twp.**
 Susan Jackson, **New Hanover Twp.**
 Mary Picarillo, **North Hanover Twp.**
 Dan Hornickel, **Pemberton Twp.**
 Meghan Jack, *Alternate*, **Riverside Twp.**
 Susan Onorato, **Shamong Township**
 J. Paul Keller, **Springfield Twp.**
 James Ingling, **Wrightstown Borough**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

A Closed Session of the BURLCO JIF was held and the meeting was then reopened to the public.

REOPEN PUBLIC PORTION OF THE MEETING

Chair McMahon entertained a motion to reopen the public portion of the meeting.

Motion by Mr. Wolbert, seconded by Mr. Shillingford, to reopen the public portion of the meeting. All in favor. Motion carried.

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>
2021233854	2019163927	2022270043
2022263400		2022270485
2022269800		
2022276093		
MLT-2022270889		
2022268639		

Motion by Mr. Wolbert, seconded by Mr. Ingling, 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.**
 Erin Provenzano, **Delanco Twp.**
 Patrice Hansell, **Fieldsboro Borough**
 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 Picarillo, **North Hanover Twp.**
John Gural, **Palmyra Borough**
Dan Hornickel, **Pemberton Twp.**
Mike Mansdoerfer, **Riverside Twp.**
Susan Onorato, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Chair McMahon asked for a Motion to Authorize the Executive Directors office to issue a Request for Proposal for the position of Technology Risk Services Director with the discretion to engage the Atlantic and Gloucester, Salem & Cumberland Counties Municipal Joint Insurance Funds as part of the RFP process.

Motion by Mr. Wolbert, seconded by Mr. Shillingford, to approve the issuance of an RFP for Technology Risk Services Director as presented by Mr. Forlenza:

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.**
Erin Provenzano, **Delanco Twp.**
Patrice Hansell, **Fieldsboro Borough**
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 Picarillo, **North Hanover Twp.**
John Gural, **Palmyra Borough**
Dan Hornickel, **Pemberton Twp.**
Mike Mansdoerfer, **Riverside Twp.**
Susan Onorato, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

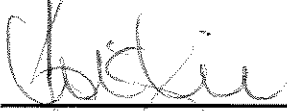
There were no (0) claim(s) recommended by the Claims Committee for abandonment of subrogation since the last meeting:

MOTION TO ADJOURN

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

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

The meeting was adjourned at 4:58 PM.



Kris Kristie,
Recording Secretary for



Rich Wolbert, Acting SECRETARY