

# BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

September 20, 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, September 20, 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.**  
Erin Provenzano, **Delanco Twp.**  
Fern Ouellette, *Alternate*, **Delanco Twp.**  
Paula Kosko, **Hainesport Twp.**  
Kathy Burger, **Medford Twp.**  
Susan Jackson, **New Hanover Twp.**  
Dan Hornickel, **Pemberton Twp.**  
Mike Mansdoerfer, **Riverside Twp....arrived after roll call/missed voting**  
Susan Onorato, **Shamong Twp.**  
J. Paul Keller, **Springfield Twp.**  
Lisa Cummins, **Tabernacle Twp.**  
Steve Ent, **Westampton Twp.**  
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Tom Pullion, **Edgewater Park**  
Patrice Hansell, **Fieldsboro Borough**  
Steve Fazekas, **Florence Twp.**  
Ed Dellorco, **Lumberton Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Jerry Mascia, **Mt. Laurel Twp.**  
Mary Picarillo, **North Hanover Twp.**  
John Gural, **Palmyra Borough**  
Donna Mull, **Pemberton Borough**  
Kathy Hoffman, **Southampton Twp.**  
Maryalice Brown, **Woodland Twp.**

Those also in attendance were:

Paul A. Forlenza, MGA, *Executive Director, RPA – A Division of Gallagher*  
Paul Miola, CPCU, ARM, *Deputy 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*  
Karen Beatty, Account Manager, *Qual-Care*  
Tom Tontarski, *Treasurer*  
Debby Schiffer, Wellness Director, *Targeting Wellness*  
Chris Winter, *Law Enforcement Risk Management Consultant*

Absent Fund Professionals were:

Chris Roselli, Account Manager, *General Liability Unit, Qual-Lynx*

Also present were the following Risk Management Consultant agencies:

Insurance Agency Mgmt.  
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 Mr. Ingling, seconded by Ms. Kosko. 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 July 19, 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. Ingling, seconded by Ms. Archer to approve the Open session meeting minutes of the July 20, 2022 meeting. All in Favor. Motion carried by unanimous vote.

#### ***CLAIMS REVIEW COMMITTEE MEETING REPORT – September 13, 2022***

As Ms. Burger, Claims Committee Chair, was absent from the September 13<sup>th</sup> meeting, Mr. Forlenza reported that a Claims Committee meeting was held via Zoom on Tuesday, September 13, 2022 and that the minutes from this meeting were a handout at today's meeting and are self-explanatory. He noted the Committee reviewed four (4) Property Pars and three (3) workers compensation PARs as well as the Solicitor reports.

He referenced one particular PAR in where there was "theft by deception" and a significant amount of money was stolen. He reported at this time, a portion of that amount has been recovered, however, it is still a significant financial loss. He asked the members when dealing with a large sum of money, please be cognizant and confirm not only the banking instructions in writing but be sure to confirm the instructions verbally as well.

Ms. Forlenza 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 both July and August, 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 30<sup>th</sup> 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 that 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 all been completed, and we have received *Renewal Resolutions & Agreements* from all nine (9) renewing members, which will be countersigned once Secretary Gural is available.

Mr. Forlenza noted each member's 2022 Coverage Documents have been loaded into Origami. On or about August 1, 2022, an email and accompanying memorandum notifying all members of the availability of the documents, and how to access them, was sent to the Municipal Clerk, Fund Commissioner, and Risk Management Consultant. He noted there was some confusion as the Clerks do not currently have access to Origami, and explained that he is working with the MEL and Origami in obtaining more licenses so the Clerks will have access going forward. Mr. Forlenza stated all members are encouraged to log into Origami, download the documents, and maintain them in accordance with State Retention guidelines. Members can contact the Executive Director's office with any questions. 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.

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, September 13, 2022, and stated that there no (0) closed cases in either July or August.

Mr. DeWeese also stated that there were no (0) new case(s) in either July or August.

***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 informed the Committee that on August 03, 2022 he received correspondence from Parker McCay, P.A. advising Mr. DeWeese that the firm would like to resign from the BURLCO JIF Defense Panel. Mr. DeWeese updated the Committee regarding the conversations he had with Counsel at Parker McCay, P.A. regarding the current open files. Parker McCay P.A. has agreed to complete the handling of the two open files for Fieldsboro Borough and Medford Township until their conclusion. In addition, they agreed to not represent any parties in any actions involving Fieldsboro Borough and Medford Township while they are actively working on these two files. Mr. DeWeese noted that a resolution removing Parker McCay from the Defense Panel will be prepared for the October Executive Committee Meeting.

Lastly, Mr. DeWeese noted that in regards to Police Civil Rights cases, Mr. Barker has found a way to save money in defending these types of cases by separating the liability issues within the case. Though this applies more to the ACM and TRICO JIF's, of which Mr. Barker is part of the Defense Panel, he explained that usually this is negotiated between the lawyers, however in a recent Millville case, it was the Judge who actually ruled in favor of this option, which will help us in future Civil Rights claims, saving significant time and money.

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, including Law Enforcement messages and Loss Control Surveys issued during July and August 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***

In Mr. Roselli's absence, Mr. Beatty reviewed this month's *Lessons Learned from Losses*, included in the agenda packet that outlines proper or the SMART lifting technique. In addition, Ms. Beatty reviewed some examples where proper lifting techniques were not utilized.

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

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

Mr. Winter reviewed his report for July and August that were included in the agenda, were self-explanatory, and highlighted the following.

In regards to Policy Development, Mr. Winter reported requests for policies and procedure have been received and responses 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 underway 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 and will be limited to 40 participants.

Mr. Winter reviewed a bulletin on the *New Requirements for the Carrying of Firearms in Public*, noting New Jersey state law has always recognized the risks to public safety and to law enforcement that carrying of firearms in public can present. Because of this an individual needs to obtain a permit to do so. Based on the recent Supreme Court decision issued it impacts New Jersey's "carry" law but does not eliminate the overall permitting requirements.

A 2<sup>nd</sup> bulletin included in the agenda was on the *Wellness/Physical Assessment Program* which, compared to the general public, police are at a higher risk for negative physical and mental health outcomes, including early death, injuries and illnesses, obesity, heart attacks, and sleep disorders. Officers will witness and respond to multiple critical incidents over their career without appropriate preparation, follow-up support, and mental health care having a dramatic effect on the short-and long term physical and mental health of a person. Agencies are encouraged to establish, expand and sustain officer safety and wellness programs to address challenges commonly faced by officers and to ensure access to resources and services promoting safety and wellbeing. Agencies need to address a variety of essential topics, including physical fitness, mental health, emotional wellness, stress management, financial wellness, peer and family support, as well as tactical and operational safety considerations.

The last bulletin Mr. Winter reviewed dealt with Protocols for Pregnant Officers and the guidance needed to follow, which included workplace breastfeeding rights.

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 as the deadline to use or encumber your funds is coming up quickly. She then reviews what some towns have been using their funds for, including: Setting up a flu clinic; Seminar on Mental Fitness; Starting deliveries

of Misfit Markets; purchase a picnic table for a “quiet space” outside for employees; Meditation sessions and Chair massages.

Ms. Schiffer reviewed events that had taken place to promote Well-being, including the Wellness Advisory Committee meeting; the Wellness Coordinator Brainstorming Sessions, and her Monthly Wellness Idea that is posted to the JIF website each month.

In the September “Targeting Wellness Newsletter, Ms. Schiffer focused on Healthy Aging and Aging Gracefully. Topics included:

- A look at what we know about aging gracefully
- Aging gracefully with strength training
- A look at stretching (how often do you stretch?)
- Nutritional Bites: Ultra-processed foods and Dementia
- Why people in the "Blue Zones" live longer
- Other traits and habits associated with longevity
- Recipe Corner: Roasted Beet Salad

In addition, she included a *Fall Cleanse Challenge*, with daily goals to achieve.

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

### ***MANAGED HEALTH CARE REPORT***

Ms. Beatty noted she had included both July and August reports in the agenda, but would verbally be reporting on the month of August.

#### **Lost Time v. Medical Only Cases**

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

	<b><i>August</i></b>	<b><i>YTD</i></b>
<i>Lost Time</i>	3	28
<i>Medical Only</i>	19	86
<i>Report Only</i>	23	179
<i># of New Claims Reported</i>	45	295
<i>Report Only % of Total</i>	51%	61%
<i>Medical Only/Lost Time Ratio</i>	88:12	66:34
<i>Average Days to Report to Qual-Lynx</i>	1.8	4.1
<i>Average Days Reported to employer</i>	0.5	1.4

#### ***Claims Report by Type***

This report depicts the number of claims and average number of days to report a claim by individual member YTD 2022.

Non-COVID Claims – 2.7 days to report

COVID Claims – 8.6 days to report

All Claims – 5.7 days to report

**Transitional Duty Report**

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

<b>Transitional Duty Summary Report</b>	<b>YTD</b>
<i>Transitional Duty Days Available</i>	1,318
<i>Transitional Duty Days Worked</i>	975
<i>% of Transitional Duty Days Worked</i>	47%
<i>Transitional Duty Days Not Accommodated</i>	343
<i>% of Transitional Duty Days Not Accommodated</i>	26%
<i>\$ Saved by Accommodating</i>	\$92,612
<i>\$ Lost by not Accommodating</i>	\$33,114

**PPO Penetration Report:**

Ms. Beatty presented the PPO Penetration Report:

<b>PPO Penetration Rate</b>	<b>August</b>
<i>Bill Count</i>	120
<i>Original Provider Charges</i>	\$97,321
<i>Re-priced Bill Amount</i>	\$40,057
<i>Savings</i>	\$57,263
<i>% of Savings</i>	59%
<i>Participating Provider Penetration Rate - Bill Count</i>	93%
<i>Participating Provider Penetration Rate – Provider Charges</i>	65%
<i>EPO Provider Penetration Rate - Bill Count</i>	98%
<i>EPO Provider Penetration Rate – Provider Charges</i>	99%

**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 report provides information and savings examples for provider bill negotiation.

Mr. Wolbert inquired as to when a member reports a claim, they sometimes end up speaking to two (2) different groups of people that answer the phone, and they seem to be asking questions that they should not be asking, ie: prior conditions, etc. Ms. Beatty explained, if the Intake Team is very busy, the Nurses may step in and assist, and noted the nurses may be trying to get as much info as necessary for the intake personnel, but she will speak to the Intake Team about this matter.

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

### ***TECHNOLOGY RISK SERVICES REPORT***

Mr. Romero presented the Technology Risk Services Report stating in regards to the new WIZER Training, the new course is in progress and there are currently 1,087 users enrolled with an 89% completion rate, which is good progress, so keep pushing.

### **Whitelisting and Phishing**

As of September 20<sup>th</sup>, there are 24 members (86%) actively enrolled with three (3) waiting test phishing email confirmation and one (1) who has not replied letting him know if they have completed their whitelisting.

Mr. Romero noted several reminders have been sent out and to please let him 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 September 20<sup>th</sup>, there are 27 members (96%) are actively enrolled in the program. Mr. Romero noted he is still missing the KYC or the VSA from one (1) member. He 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.

Mr. Romero 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**

Mr. Romero reported that as of September 20<sup>th</sup>:

- 19 or 68% of the members are Tier 1 certified
- 15 or 54% of the members are Tier 2 certified
- 13 or 46% of the members are Tier 3 certified

Mr. Romero reviewed the Security tip of the month, reminding parents to please stay vigilant of children accessing the internet and to take the precautions he has outlined in the Child Rescue Coalition website.

Lastly, Mr. Romero noted he has created a step by step instruction sheet to register your domain with haveIbeenpwned.com which is a website that monitors, and will automatically notify you if emails are found on the dark web. This is also a Tier 3 requirement under the Password Integrity control, though there are other tools out there that will do the same.

Mr. Forlenza stated earlier today at the Strategic Planning meeting he reported that the MEL Cyber JIF is getting off the ground January 1, 2023 and there have been ongoing discussions about the types and limits of coverage that will be provided. Currently 19 of the 28 BURLCO JIF members are not in compliance with all the tiers, which means there are 9 member who are in jeopardy of not having coverage come January 1<sup>st</sup>, and that is significant. He reiterated this has been a discussion for several years now, and IF you have coverage, you will have limited coverage with a very high deductible. If you are compliant in at least one of the Tiers, you will be grandfathered in for the coverage that adheres to that Tier and the



deductible that goes with those Tiers thought 2023. However, you will then need to come into compliance with the Tiers going forward. The market will only provide coverage for those towns that have cyber programs in place, and it is constantly changing.

If you are coming into the home stretch with being in compliance with any of the Tiers, please complete the steps necessary, it is extremely important. Mr. Romero stated he would be happy to attend any Council meetings and explain the situation directly to your Governing Body if any member would like that done.

Mr. Romero asked if everyone understood and 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 July & August 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 two month period ending August 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 \$29,898.74. This generated an average annual yield of 1.09%. However, after including an unrealized net loss of \$110,961.05 in the asset portfolio, the yield is adjusted to -4.06% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$14,009,118.40.

**Receipt Activity for the Period**

	Monthly	YTD
Subrogation Receipts	\$30,083.58.00	\$57,337.27
Salvage Receipts	\$0.00	
Overpayment Reimbursements	\$0.00	
2022 Premium Assessments	\$4,335,122.00	

**Loss Run Payment Register – July and August 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 \$520,395.11. The claim detail shows 463 claim payments issued.

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

Interest Allocated	\$207.00
Delran Township	\$0.00
Chesterfield Township	\$2,236.00
Bordentown City	\$41,258.00
Bordentown Township	\$57,568.00
Westampton Township	\$10,586.00

**Cash Activity for the Period**

During the reporting period the Fund's "Cash Position" changed from an opening balance of \$15,378,146.00 to a closing balance of \$17,398,108.67 showing an increase in the fund of \$2,019,962.67.

***Bill List – Ratification of August 2022***

For the Executive Committee’s consideration, Mr. Tontarski presented the August 2022 Bill List in the amount of \$699,252.21, which was included in the agenda, for ratification.

***Bill List - September 2022***

For the Executive Committee’s consideration, Mr. Tontarski presented the September 2022 Bill List in the amount of \$103,603.47, which was included in the agenda packet for approval.

Chair McMahon entertained a motion to approve the July and August 2022 Loss Run Payment Register, the August and September 2022 Bill Lists as presented.

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

Motion by Mr. Ingling, seconded by Mr. Wolbert to approve the *July and August 2022 Loss Run Payment Register, the August and September 2022 Bill Lists* 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.**  
Erin Provenzano, **Delanco Twp.**  
Paula Kosko, **Hainesport Twp.**  
Kathy Burger, **Medford Twp.**  
Susan Jackson, **New Hanover Twp.**  
Dan Hornickel, **Pemberton Twp.**  
Susan Onorato, **Shamong Twp.**  
J. Paul Keller, **Springfield Twp.**  
Lisa Cummins, **Tabernacle Twp.**  
Steve Ent, **Westampton Twp.**  
James Ingling, **Wrightstown Borough**

*Nays:*                None  
*Abstain:*            None

Motion carried by unanimous vote.

**COMMITTEE REPORTS**

***Safety Committee Meeting Minutes – July 12, 2022***

As Mr. Wolbert was not present at the July 12<sup>th</sup> meeting, Mr. Forlenza stated the minutes were self-explanatory and included in the agenda packet and noted the Tri-Annual Loss Control Report was also attached to the minutes for your review. He stated the Committee also reviewed the Loss Ratio reports valued as of March 31, 2022. He noted those reports valued as of June 30<sup>th</sup> are what are looked at as the Budget and Assessments start to be created, so please be cognicent of the Losses you have over that 6 year period.

Mr. Forlenza noted the Committee also reviewed the Regional Training events including the Wellness and Safety/Claims Coordinator Roundtable, as well as the upcoming session regarding PEOSHA visits. Also reviewed were Police Bulletins issued as well as approximately 20 MEL Safety Bulletins that are posted to the JIF website as well as received through the MEL App. Lastly were discussing on the Police Ad-Hoc Committee and what is going on with that as we have a meeting coming up later this Fall.

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

***Finance Committee Report Minutes – August 30, 2022***

Mr. Mansdoerfer stated the minutes of the August 30 meeting, were self-explanatory and were a handout for today’s meeting. He then highlighted the following from the meeting:

Mr. Mansdoerfer reported the Committee has been discussing the 2023 Budget and the Committee reviewed the Interim Financial Summary valued as of June 30, 2022 and referenced those reports in the agenda as well, noting the Fund continues to be in good financial condition. Mr. Mansdoerfer also noted included in the agenda was the yearly MEL Fiduciary Disclosure Statement memo put out each year for the members to review simply stating the MEL is financially sound; however, is not subject to any Guaranty Fund protection in the event of insolvency. As a result, be aware of any potential additional assessments should the MEL become insolvent.

Lastly Mr. Mansdoerfer stated there was one (1) Resolutions presented for consideration. One authoring the release of Surplus in the amount of \$900,000 from the Closed Year Accounts 2008-2017.

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

***Resolution 2022-31 – Authorizing Refund of Closed Year Account (2008-2017) Surplus Release of Surplus***

Chair McMahan entertained a motion to approve Resolution 2022-31, *Authorizing Refund of Closed Year Accounts (2008-2017) Surplus Release as presented*

Motion by Mr. Ingling, seconded by Mr. Wolbert, to approve *Resolution 2022-31* 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.*  
Erin Provenzano, *Delanco Twp.*  
Paula Kosko, *Hainesport Twp.*  
Kathy Burger, *Medford Twp.*  
Susan Jackson, *New Hanover Twp.*  
Susan Onorato, *Shamong Twp.*  
J. Paul Keller, *Springfield Twp.*  
Lisa Cummins, *Tabernacle Twp.*  
Steve Ent, *Westampton Twp.*  
James Ingling, *Wrightstown Borough*

*Nays:*                    None

*Abstain:*                Dan Hornickel, *Pemberton Twp.*

All in favor. Motion carried by majority vote.

***Strategic Planning Committee Meeting Minutes – September 20, 2022***

In the absence of Mr. Gural, Chair McMahan noted the Committee met earlier today and the minutes would be included in next month’s agenda. With that said, he noted the Committee discussed the meeting format for the 2023 Executive Committee meetings and that there would be five (5) virtual and six (6) in person; the Holiday Dinner Meeting will be held at O’Connor’s in Easthampton with a small reception prior to the meeting and more details will be forthcoming; the 2022 Annual Reports at 8 copies per town

will be printed and distributed at the December meeting; and the Elected Officials dates and format was discussed for 2023, along with discussion on the venue for the 2023 Annual Retreat.

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

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

In the absence of Ms. Jack, Mr. Mansdoerfer reported the MEL/RCF/EJIF all met on September 7, 2022 and those reports are included in the agenda and are self-explanatory, and highlighted the following.

Mr. Mansdoerfer asked the members to please review the Bulletin on the millions of dollars in savings in taxpayer money the MEL has saved it's members since its inception.

In regards to the RCF, the initial 2023 Budget was reviewed with a 2% increase over last year's budget. And lastly in regards to the EJIF, the initial 2023 budget was also reviewed with a .05% increase over last year.

Mr. Forlenza noted the MEL has introduced a Rate Table, which is the rate that is multiplied against an Exposure Unit to generate your Premium. He noted the Rate Table has increased 13.9%, which is significant, and does not take into consideration any type of exposure unit changes year over year. He stated that it is going to be a tough Budget cycle for everyone.

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

### **MISCELLANEOUS BUSINESS**

#### ***OPRA ROADMAPS***

Mr. Forlenza noted included in your agenda and as a handout was the updated OPRA Roadmap, which will also be emailed out to the Clerks shortly. He noted the Executive Director's office is the Custodian of Records for the JIF. He noted that should you receive an OPRA request, and after searching your files, you do not have what the requestor is seeking, please send the request to Kris Kristie in his office and we will start the procedure for obtaining the documents in the request. We will also advise you if an extension is needed and if you need to redact any information include in the documents that are supplied to you.

He explained some of these OPRA requests are being send directly to Mr. DeWeese, or Qual-Lynx and it is causing some confusion. The Executive Directors office keeps an OPRA log, as required, so it is important the Roadmap is followed in addressing OPRA requests. Again, you need to check your own records first to see if you have the requested documents in your possession.

Mr. Forlenza asked if there were any questions, no questions were entertained.

#### ***Next Meeting***

Chair McMahon noted that the next meeting of the BURLCO JIF will take place on **Tuesday, October 18, 2022 at 3:30 PM** at the Hainesport Municipal Building.

#### ***PUBLIC COMMENT***

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

Chair McMahon opened the meeting to the public for comment.

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

Motion by Mr. Wolbert, seconded by Mr. Ingling, to close the meeting to the public. 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>Property</i>
<i>MLT-2020179427</i>	<i>2022271713</i>
<i>2023277874</i>	<i>2022269034</i>
<i>2021229233</i>	<i>2023280920</i>
	<i>2020203174</i>

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.**  
 Paula Kosko, **Hainesport Twp.**  
 Kathy Burger, **Medford Twp.**  
 Susan Jackson, **New Hanover Twp.**  
 Dan Hornickel, **Pemberton Twp.**  
 Susan Onorato, **Shamong Twp.**  
 J. Paul Keller, **Springfield Twp.**  
 Lisa Cummins, **Tabernacle Twp.**  
 Steve Ent, **Westampton Twp.**  
 James Ingling, **Wrightstown Borough**

*Nays:*                None  
*Abstain:*            None

Motion carried by unanimous vote.

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

There were two (2) claim(s) recommended by the Claims Committee for abandonment of subrogation since the last meeting:

*2021211406*  
*2021238231*

Motion by Mr. Wolbert, seconded by Mr. Ingling, to approve the Abandonment of Subrogation Attempts on the Claims as 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.**  
 Paula Kosko, **Hainesport Twp.**  
 Kathy Burger, **Medford Twp.**  
 Susan Jackson, **New Hanover Twp.**  
 Dan Hornickel, **Pemberton Twp.**

Susan Onorato, **Shamong Twp.**  
J. Paul Keller, **Springfield Twp.**  
Lisa Cummins, **Tabernacle Twp.**  
Steve Ent, **Westampton Twp.**  
James Ingling, **Wrightstown Borough**

*Nays:* None  
*Abstain:* None


Motion carried by unanimous vote.

***MOTION TO ADJOURN***

Chair McMahon entertained a motion to adjourn the September 20, 2022 meeting of the BURLCO JIF.

Motion by Ms. Kosko, seconded by Ms. Archer to adjourn the September 20, 2022 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:35 PM.

  
Kris Kristie,  
Recording Secretary for

  
Rich Wolbert, Acting SECRETARY