

## BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

November 22, 2022  
Via Zoom Conferencing

### *OPEN SESSION MINUTES*

The meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was via Zoom Conferencing, Tuesday, November 22, 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**  
Mike Theokas, *Alternate*, **Bordentown Twp.**  
Glenn McMahon, **Chesterfield**  
Joe Bellina, **Delran Twp.**  
Erin Provenzano, **Delanco Twp.**  
Patrice Hansell, **Fieldsboro Borough**  
Paula Kosko, **Hainesport Twp.**  
Bobbie Quinn, **Lumberton Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Kathy Burger, **Medford Twp.**  
Jerry Mascia, **Mt. Laurel Twp.**  
Mary Picarillo, **North Hanover Twp.**  
John Gural, **Palmyra Borough**  
Mike Mansdoerfer, **Riverside Twp.**  
Meghan Jack, **Riverside Twp.**  
J. Paul Keller, **Springfield Twp.**  
Lisa Cummins, **Tabernacle Twp.**  
Steve Ent, **Westampton Twp.**  
James Ingling, **Wrightstown Borough**

### Absent Fund Commissioners were:

Grace Archer, **Bordentown City**  
Dan Hornickel, **Pemberton Twp.**  
Tom Pullion, **Edgewater Park**  
Steve Fazekas, **Florence Twp.**  
Susan Jackson, **New Hanover Twp.**  
Kathy Smick, **Pemberton Borough**  
Susan Onorato, **Shamong Twp.**  
Kathy Hoffman, **Southampton Twp.**  
Maryalice Brown, **Woodland Twp.**

### Absent Fund Professionals were:

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

Those also in attendance were:

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*  
Chris Roselli, Account Manager, *General Liability Unit, Qual-Lynx*  
Karen Beatty, Account Manager, *Qual-Care*  
Tom Tontarski, *Treasurer*  
Debby Schiffer, Wellness Director, *Targeting Wellness*  
Chris Winter, *Law Enforcement Risk Management Consultant*

Also present were the following Risk Management Consultant agencies:

Barclay Insurance  
Hardenberg Insurance Group  
Conner Strong & Buckelew  
Insurance Agency Management

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

### ***FLAG SALUTE***

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

Motion to move up Steve Ent, Westampton Township, in the absence of Grace Archer, Bordentown City to the Executive Committee for voting purposes. Motion by Mr. Gural, seconded by Mr. Wolbert to move up Mr. Ent as presented. All In Favor. Motion carried by unanimous vote.

### ***APPROVAL OF MINUTES***

Chair McMahon presented the Open session meeting minutes of the October 18, 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 Ms. Kosko seconded by Mr. Ent to approve the Open session meeting minutes of the October 18, 2022 meeting. All in Favor. Motion carried by unanimous vote.

### ***CLAIMS REVIEW COMMITTEE MEETING REPORT – November 22, 2022***

Ms. Burger reported that a Claims Committee meeting was held via Zoom on Tuesday, November 22, 2022 and that the minutes from this meeting were a screen shared at today's meeting and are self-explanatory. She noted the Committee reviewed two (2) Liability, four (4) Property and six (6) workers compensation PARs. She noted the Managed Care Report's will be provided at this meeting later on, and there were 2 out of 18 Supervisory Incidents Reports that were not completed this month.

Also presented and discussed by the Solicitor were 3 New Cases and 2 Closed cases since last month's report; Resolution to add an Associate to the Defense Panel; the Executive Directors office and Qual-Lynx will meet on December 6, 2022 to discuss staffing; there were 4 RFPs received for the Claims Audit and those need to be reviewed; and lastly, the 2023 Meeting dates were discussed.

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

### ***EXECUTIVE DIRECTOR'S REPORT***

Ms. Patel reviewed the Executive Director's Report found in the agenda packet with the membership. She then highlighted the following items from the report:

Ms. Patel referenced a report showing the Certificates of Insurance issued for October, and asked that members please review for accuracy.

Ms. Patel noted the allowance reports for SIP, OSB, Wellness, and EPL/Cyber Risk Management Budget balances, are included in the agenda. She 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.

Ms. Patel 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. She stated all renewal applications must have been submitted to the Fund Underwriter's office by **November 1, 2022**. Reminders to complete the application were sent on August 31<sup>st</sup>, September 22<sup>nd</sup>, and October 4<sup>th</sup>. Failure to have met the **November 1, 2022** deadline may result in an issuance of a non-renewal notice. Ms. Patel stated if you would like to check the status of an application, please contact Ed Cooney, Fund Underwriter.

Ms. Patel stated that again this year, the Fund will be sponsoring Elected Officials training with both in-person and virtual options. The MEL will reduce each member's 2023 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 2023 MEL Assessment. There will be both in person and virtual options and once more information is available regarding the training, a notice will be sent out to all members.

On or about October 18, 2022, a model RFQ for Risk Management Services was sent to all Fund Commissioners, Municipal Clerks, and Risk Managers. This model RFQ was developed by the Strategic Planning Committee to assist members in prioritizing the securing of necessary risk management services from an insurance professional for their municipality instead of the price for these services. If you have any questions, please contact the Executive Directors office.

On or about October 20, 2022 the JIF RMC Resolution and Agreements for the 2023 Fund Year were e-mailed to all Risk Management Consultants. If an RMC represents more than one municipality, we request that the form be copied and one set executed for each municipality represented. Once our office receives this documentation, payment can be issued for the 2023 fees at the February 2023 JIF meeting. Please note that RMC payments cannot be processed until this documentation is received. Also, all RMC's are required to execute a Confidentiality Agreement with the JIF and forward it to the Executive Director's office. Each RMC is asked to execute one copy of the Confidentiality Agreement for each member of their staff that might attend the JIF Executive Committee. If you have any questions in this regard, please contact the Executive Directors office.

And lastly, Ms. Patel stated on or about November 11, 2022, all members who were eligible to receive a share of this year's surplus release will receive a notification from Tracy Forlenza in regards to their balance and options for collecting their portion of the surplus. All members are asked to respond to Tracy as to the disposition of their portion of the surplus no later than **December 7, 2022**.

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

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

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

Mr. DeWeese noted the Claims Committee met on Tuesday, November 22, 2022, and stated there were three (3) New Cases since the last meeting:

*Tischner v. Township of Delran*  
*Garner v. Borough of Palmyra*  
*Karle v. Wawa, Inc and Neve Newell, Inc v. Township of Southampton*

Mr. DeWeese stated there were two (2) Closed Cases since the last meeting:

*Verizon New Jersey, Inc v. Township of Pemberton*

*Hoffman Estate v Township of Medford*

**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 noted for 2022 he has received 44 calls, so it is good to see the Helpline is still being used and continues to be a good resource.

Mr. DeWeese noted at the Claims meeting earlier today, he had presented a Resolution to designate an Additional Approved Associate, Crosley Gagnon, Esq. from the firm Raymond, Coleman, Heinold, LLP to the General Liability Defense Panel. Mr. DeWeese noted he has reviewed the resume and credentials of Mr. Gagnon and is recommending that Mr. Gagnon be added as an “Approved Associate” to the Defense Panel. He noted Mr. Gagnon’s work will be somewhat limited and overseen by Mr. Heynold, Esq. Mr. DeWeese then asked the Executive Committees consideration in adopting this Resolution as presented and he read the pertinent information of the Resolution to the Fund, and asked for a Motion to Approve Resolution 2022-04 as presented, adding Mr. Gagnon, Esq. to the BURLCOJIF Defense Panel as an Approved Associate.

Chair McMahon entertained a motion to approve *Resolution 2022-04* as presented.

Motion by Mr. Ingling seconded by Mr. Gural, to approve *Resolution 2022-04* as presented.

<b>ROLL CALL</b>	<b>Yeas</b>	James Ingling, <b>Wrightstown Borough</b> Jerry Mascia, <b>Mt. Laurel Twp.</b> Paula Kosko, <b>Hainesport Twp.</b> Rich Wolbert, <b>Beverly City</b> John Gural, <b>Palmyra Borough</b> Glenn McMahon, <b>Chesterfield Twp.</b> Steve Ent, <b>Westampton Twp.</b>
	<b>Nays:</b>	None
	<b>Abstain:</b>	None

Motion carried by unanimous vote.

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 issued during October via the NJ MEL App and Loss Control Surveys, 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.**

Mr. Saville reminded the members MSI DVD includes a vast library of DVDs topics on many aspects of safety, risk control, employment practices, and supervision, and most can be viewed in under 20 minutes. The DVDs can be requested free of charge for MEL members and held for up to 2 weeks so you can view them at your convenience.

Lastly, Mr. Saville note the hierarchy reports for your town are available for review in the Learning Management System to be sure your training is up to date.

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 the Lessons from Losses this month that outlines the importance of prompt claims reporting for all lines of coverage. He reviewed where the claims roadmap can be found on the JIF website. Mr. Roselli informed the Committee that roadmaps are reviewed with the members during the Safety and Claims Roundtable.

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

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

Mr. Winter reviewed his report for October that was included in the agenda, was 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 the *Management of Aggressive Behavior* class was November 16, 2022 at the Burlington County Emergency Services training center. A Training Bulletin will be sent to all BURLCO JIF agencies.

Mr. Winter noted Bulletin 22-09 was distributed to all agencies pertaining to Resiliency Program Officers and is included in the agenda.

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 thanks those towns who had either used or encumbered their Wellness funds and to those who have not, she noted you had until next Tuesday to use, encumber or lose those funds, so please reach out to her if you need any assistance. She then reviewed what some towns have been using their funds for,

including: Setting up a flu clinic; Sleep Hygiene Challenge; Starting deliveries of Misfit Markets; Stress Management Activities; Meditation sessions, De-Stress activities, and Chair massages.

Ms. Schiffer reminded the members that last year she introduced a beta program called “Transformational Leadership and Crisis Response” to offer coaching and peer support to Law Enforcement Leaders. Dr. Elias and research staff took 5 JIF municipalities through a guided course that proved to be extremely valuable and achievable for those who participated. Ms. Schiffer noted there are still spots remaining from the initial launch that she would love to fill. The goal is to continue offering this program beyond the beta cohort so all First Responder personnel can learn how to support each other during challenging times. If you are interested, please reach out to her for more details.

In the November “Targeting Wellness Newsletter”, Ms. Schiffer focused on Diabetes as well as other topics that included:

- The focus for this year's Diabetes Awareness Month is properly managing your diabetes team! You are the key part of that team! I share a few ideas on ways you can help prevent diabetes with small lifestyle changes that are achievable.
- Knowing your ABC's as it pertains to diabetes and overall well-being
- Diabetes and your diet: is it really all about the carbs?
- Work connections can improve overall well-being and gratitude - how?
- Nutritional Bites: Toxic Hunger or True Hunger?
- The Hunger-Satiety Scale to help detect true hunger

In addition, she included *Gratitude Challenge* and a *Manage your Diabetes* flyer.

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 the October reports in the agenda and highlighted the following:

**Lost Time v. Medical Only Cases**

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

	<b>October</b>	<b>YTD</b>
<i>Lost Time</i>	2	34
<i>Medical Only</i>	17	117
<i>Report Only</i>	21	217
<i># of New Claims Reported</i>	40	370
<i>Report Only % of Total</i>	53%	59%
<i>Medical Only/Lost Time Ratio</i>	89:11	77:23
<i>Average Days to Report to Qual-Lynx</i>	1.9	3.8
<i>Average Days Reported to employer</i>	0.7	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 – 7.6 days to report

All Claims – 5.0 days to report

**Transitional Duty Report**

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

<i>Transitional Duty Summary Report</i>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	<i>1,866</i>
<i>Transitional Duty Days Worked</i>	<i>1,229</i>
<i>% of Transitional Duty Days Worked</i>	<i>66%</i>
<i>Transitional Duty Days Not Accommodated</i>	<i>637</i>
<i>% of Transitional Duty Days Not Accommodated</i>	<i>34%</i>
<i>\$ Saved by Accommodating</i>	<i>\$120,115</i>
<i>\$ Lost by not Accommodating</i>	<i>\$55,912</i>

**PPO Penetration Report:**

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>October</i>
<i>Bill Count</i>	<i>208</i>
<i>Original Provider Charges</i>	<i>\$520,483</i>
<i>Re-priced Bill Amount</i>	<i>\$135,310</i>
<i>Savings</i>	<i>\$385,173</i>
<i>% of Savings</i>	<i>74%</i>

**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. This month focused on why reporting Workers Compensation Claims promptly is important.

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 1,106 users enrolled with a 93% completion rate, which is good progress, so keep pushing as he noted they are already planning a new cyber training module.

#### **Whitelisting and Phishing**

As of November 22, 2022, 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 November 22, 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 November 22:

- 24 or 86% of the members are Tier 1 certified
- 21 or 75% of the members are Tier 2 certified
- 19 or 68% of the members are Tier 3 certified

Mr. Romero reported there are currently four (4) members who are not compliant with any of the Tiers, and not only does leave them very vulnerable to cyber hacks, the program will be changing on January 1, 2023 and will drastically affect the municipalities Cyber insurance eligibility, coverage, and deductible. This includes: Beverly, Fieldsboro, New Hanover, and Westampton.

Mr. Romero then reviewed with the Fund:

#### Effective January 1st 2023

- Non compliant members could face up to a \$110,000 deductible.
  - \$50,000 + 20% coinsurance of the next \$300,000 of loss
- Tier 1 & 2 compliant members could face a \$25,000 deductible
- Tier 1, 2, & 3 compliant members could have a \$0 deductible.



Grandfathering

- The new program has two levels: Minimum & Advance Security

Current Tiers 1&2 will be grandfathered into the Minimum Security Level till January 1, 2024.

Current Tiers 1,2 & 3 will be grandfathered into the Minimum & Advance Security Levels till January 1, 2024.

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. He also noted he has reached out to everyone who is not fully compliant to schedule a review session along with their IT professional and risk manager. Mr. Romero also noted though you may be covered, you must provide evidence of compliance at the time of a cyber incident. You must submit a Deductible Reimbursement form executed by your administrative point of contact and your IT professional to be considered for reimbursement so be sure you keep hard copies of the requirements and update them regularly.

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 October 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 October 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 \$19,873.93. This generated an average annual yield of 1.44%. However, after including an unrealized net loss of \$79,693.14 in the asset portfolio, the yield is adjusted to -4.32% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$13,619,596.02.

**Receipt Activity for the Period**

	Monthly	YTD
Subrogation Receipts	\$7,219.00	\$72,872.70
Salvage Receipts	\$1,200.00	
Overpayment Reimbursements	\$0.00	
E-JIF Closed Year Dividends	\$50,962.00	

**Loss Run Payment Register – October 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 \$555,281.73. The claim detail shows 390 claim payments issued.

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

Interest Allocated	\$286.79
Delran Township	\$0.00
Chesterfield Township	\$2,241.00
Bordentown City	\$41,350.00



increase this year and go back to release a 2<sup>nd</sup> Surplus to the members of \$300,000 to assist in offsetting some of these 2023 Premiums, and that Resolution is on the agenda for authorization this evening. Lastly, Mr. Mansdoerfer noted the EJIF has a \$3.3 million dividend they will be releasing this year, and the BURLCOJIF's share of that is \$50,962. He noted that money is usually placed in the AELCF Funds of the members, however this year, it is being promoted as an option on your Dividend Announcement so you may also request those funds, or a portion of those funds, as part of your Surplus amount and use that money to aide as an additional source to assist in offsetting some of the 2023 Premium increases this year

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

***MOTION TO INTRODUCE 2023 BUDGET***

Chair McMahon entertained a motion to introduce the 2023 Budget.

Motion by Mr. Wolbert, second by Mr. Gural, to introduce the 2023 Budget as presented.

**ROLL CALL**    *Yeas*    James Ingling, **Wrightstown Borough**  
Jerry Mascia, **Mt. Laurel Twp.**  
Paula Kosko, **Hainesport Twp.**  
Rich Wolbert, **Beverly City**  
John Gural, **Palmyra Borough**  
Glenn McMahon, **Chesterfield Twp.**  
Steve Ent, **Westampton Twp.**  
*Nays:*                    None  
*Abstain:*                None

Motion carried by unanimous vote.

***MOTION TO INTRODUCE 2023 ASSESSMENT ALLOCATION STRATEGY***

Chair McMahon entertained a motion to introduce the 2032 Assessment Allocation Strategy.

Motion by Mr. Wolbert, second by Mr. Ent, to introduce the 2023 Assessment Allocation Strategy as presented.

**ROLL CALL**    *Yeas*    James Ingling, **Wrightstown Borough**  
Jerry Mascia, **Mt. Laurel Twp.**  
Paula Kosko, **Hainesport Twp.**  
Rich Wolbert, **Beverly City**  
John Gural, **Palmyra Borough**  
Glenn McMahon, **Chesterfield Twp.**  
Steve Ent, **Westampton Twp.**  
*Nays:*                    None  
*Abstain:*                None

Motion carried by unanimous vote.

***MOTION TO INTRODUCE 2023 ASSESSMENT CERTIFICATION***

Chair McMahon entertained a motion to introduce the 2023 Assessment Certification.

Motion by Mr. Ingling, second by Ms. Kosko, to introduce the 2023 Assessment Certification as presented.

**ROLL CALL**    *Yeas*    James Ingling, **Wrightstown Borough**  
Jerry Mascia, **Mt. Laurel Twp.**  
Paula Kosko, **Hainesport Twp.**  
Rich Wolbert, **Beverly City**  
John Gural, **Palmyra Borough**  
Glenn McMahon, **Chesterfield Twp.**  
Steve Ent, **Westampton Twp.**  
*Nays:*                    None

**Abstain:** None

Motion carried by unanimous vote.

***Resolution 2022-34 Authorizing Transfer of 2018 to the MEL Residual Claims Fund***

Chair McMahon entertained a motion to adopt Resolution 2022-34 *Authorizing the Transfer of the 2018 Fund Year to the MEL Residual Claims Fund.*

Motion by Mr. Gural, second by Mr. Wolbert, to adopt Resolution 2022-34 Authorizing the Transfer of the 2018 Fund Year to the MEL Residual Claims Fund as presented.

**ROLL CALL**    **Yeas**    James Ingling, **Wrightstown Borough**  
Jerry Mascia, **Mt. Laurel Twp.**  
Paula Kosko, **Hainesport Twp.**  
Rich Wolbert, **Beverly City**  
John Gural, **Palmyra Borough**  
Glenn McMahon, **Chesterfield Twp.**  
Steve Ent, **Westampton Twp.**  
**Nays:**                None  
**Abstain:**            None

Motion carried by unanimous vote.

***Resolution 2022-35 Authorizing a Refund of \$300,000 from Closed Year Accounts (2016-2017) Surplus***

Chair McMahon entertained a motion to adopt Resolution 2022-35 Authorizing a Refund of \$300,000 from Closed Year Accounts (2016-2017) Surplus.

Motion by Mr. Ingling, second by Ms. Kosko, to adopt Resolution 2022-35, as presented.

**ROLL CALL**    **Yeas**    James Ingling, **Wrightstown Borough**  
Jerry Mascia, **Mt. Laurel Twp.**  
Paula Kosko, **Hainesport Twp.**  
Rich Wolbert, **Beverly City**  
John Gural, **Palmyra Borough**  
Glenn McMahon, **Chesterfield Twp.**  
Steve Ent, **Westampton Twp.**  
**Nays:**                None  
**Abstain:**            None

Motion carried by unanimous vote.

***Resolution 2022-36 Authorizing the Fund Treasurer to Deposit the 2022 Dividends Received from the Environmental Risk Management Joint Insurance Fund into Member AELCF Accounts***

Chair McMahon entertained a motion to adopt Resolution 2022-36 Authorizing the Fund Treasurer to Deposit the 2022 Dividends Received from the Environmental Risk Management Joint Insurance Fund into Member AELCF Accounts

Motion by Ms. Kosko, second by Mr. Wolbert, to adopt Resolution 2022-36, as presented.

**ROLL CALL**    **Yeas**    James Ingling, **Wrightstown Borough**  
Jerry Mascia, **Mt. Laurel Twp.**  
Paula Kosko, **Hainesport Twp.**  
Rich Wolbert, **Beverly City**  
John Gural, **Palmyra Borough**

Glenn McMahon, **Chesterfield Twp.**  
Steve Ent, **Westampton Twp.**

*Nays:* None

*Abstain:* None

Motion carried by unanimous vote.

***Nominating Committee Meeting Minutes – November 4, 2022***

In the absence of Mr. Hornickel, Mr. Miola asked the members to review the minutes from the November 4, 2022 meeting which are included in the agenda packet and thanked the Committee for their time and participation. He noted they discussed the Committee Charter, eligible Fund Commissioners for the Nomination slate, noting both the history and the attendance records, in preparation for the 2023 Executive Committee draft slate. He then noted the 2023 Nomination Slate is as follows, and will be presented for adoption in January:

Chair: **John Gural**, Palmyra Borough

Secretary: **Rich Wolbert**, Beverly City

Executive Committee: **James Ingling**, Wrightstown Borough  
**Jerry Mascia**, Mount Laurel Township  
**Paula Kosko**, Hainesport Township  
**Grace Archer**, Bordentown City  
**Daniel Hornickel**, Pemberton Township

Alternates: #1 **Erin Provenzano**, Delanco Township  
#2 **Mike Mansdoerfer**, Riverside Township  
#3 **Mary Picariello**, North Hanover Township  
#4 **Steve Fazekas**, Florence Township  
#5 **Maria Carrington**, Bordentown Township  
#6 **Sue Onorato**, Shamong Township  
#7 **Kathy Burger**, Medford Township

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

***Technology Risk Services Director RFP Evaluation Committee Meeting Minutes – November 9, 2022***

Mr. Wolbert stated a meeting took place of representatives from the BURLCO, ACM and TRICO JIFs to discuss and evaluate the two (2) RFP's received for the Technology Risk Services Director. Both responses had been previously reviewed by Mr. Forlenza and Mr. DeWeese. Upon review, it was discovered that one respondent did not include mandatory required documents that were vital parts of the RFP, and the other exceeded the three JIFs' available funds, thus both were rejected, of which will be formally rejected by Resolution later on in the meeting. The Evaluation Committee decided that each JIF will adopt a resolution rejecting both proposals that were received at their respective November Executive Committee Meeting. In addition, the resolution includes language authorizing the Executive Director's office to engage both Respondents in negotiations for a potential one (1) year "non-fair and open" contact, the authority to reissue the Technology Risk Services Director RFP as deemed necessary by the Executive Director, and

engage Risk Program Administrators (RPA), a division of Gallagher, corporate office in regards to the possibility of hiring an in house Technology Risk Services Director that will service all three (3) JIFs.

Mr. Romero questioned the process, asking what the award would not default to his RFP response if the other respondent missed supplying required documents? Mr. DeWeese explained that was not how it worked, and the JIF's decided to reject all bids by Resolution and advertise again for the position of Technology Risk Service Director.

Mr. Wolbert noted the second RFP request would be advertised shortly.

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

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

Ms. Jack noted the MEL/RCF/EJIF met on October 19 2022 and the reports were included in the agenda and were self-explanatory, and then highlighted the following:

Ms. Jack noted each met and reviewed and introduced their 2023 Budget noting that the majority of the increases to the BURLCOJIF does stem from the Excess Coverages, driven mainly by the MEL, but she noted they have done their best to keep the increases where they are.

She noted Mr. Cooney's office did advise that the MEL that he does not believe the market is even hard yet, so be prepared that we could be in a similar position next year.

Lastly she noted the EJIF has uploaded their latest videos on the MSI website on Strom Water and there are significant changes to their permit requirements starting in 2023 along with unfunded mandates for Municipalities, so please be sure you are taking that information back to your administrators.

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

### ***Resolution 2022-37, Accepting the 2023 Annual Assessment for the NJ Cyber Risk Management JIF and Confirming Membership of the BURLCOJIF Effective January 1, 2023***

Chair McMahan entertained a motion to adopt Resolution 2022-37 *Accepting the 2023 Annual Assessment for the NJ Cyber Risk Management JIF and Confirming Membership of the BURLCOJIF Effective January 1, 2023*

Motion by Mr. Gural, second by Mr. Wolbert, to adopt resolution 2022-37, as presented

**ROLL CALL**    *Yeas*    James Ingling, **Wrightstown Borough**  
Jerry Mascia, **Mt. Laurel Twp.**  
Paula Kosko, **Hainesport Twp.**  
Rich Wolbert, **Beverly City**  
John Gural, **Palmyra Borough**  
Glenn McMahan, **Chesterfield Twp.**  
Steve Ent, **Westampton Twp.**

*Nays:*                    None

*Abstain:*                None

Motion carried by unanimous vote.

### ***Resolution 2022-38, Appointing Meghan Jack, Riverside Township, as the Funds Representative to the MEL/RCF/EJIF/Cyber JIF for 2023***

Chair McMahan entertained a motion to adopt Resolution 2022-38 *Appointing Meghan Jack, Riverside Township, as the Funds Representative to the MEL/RCF/EJIF/Cyber JIF for 2023*

Motion by Ms. Kosko, second by Mr. Ent, to adopt resolution 2022-38, as presented

**ROLL CALL**    *Yeas*    James Ingling, **Wrightstown Borough**  
Jerry Mascia, **Mt. Laurel Twp.**

Paula Kosko, **Hainesport Twp.**  
Rich Wolbert, **Beverly City**  
John Gural, **Palmyra Borough**  
Glenn McMahon, **Chesterfield Twp.**  
Steve Ent, **Westampton Twp.**

*Nays:* None

*Abstain:* None

Motion carried by unanimous vote.

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

#### **MISCELLANEOUS BUSINESS**

*Resolution 2022-39, Rejecting All Responses Received to the Technology Risk Services Director Request for Proposals and Authorizing the Executive Director to Undertake Certain Actions to Secure a Technology Risk Services Director*

Chair McMahon entertained a motion to adopt Resolution 2022-39 *Rejecting All Responses Received to the Technology Risk Services Director Request for Proposals and Authorizing the Executive Director to Undertake Certain Actions to Secure a Technology Risk Services Director*

Motion by Mr. Gural, second by Mr. Wolbert, to adopt resolution 2022-39, as presented

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

*Nays:* None

*Abstain:* None

Motion carried by unanimous vote.

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

Chair McMahon noted that the next meeting of the BURLCO JIF will take place on **Tuesday, December 20, 2022 at 3:30 PM** at O'Connor's American Grill, Eastampton, NJ

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

Motion by Mr. Ingling, 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. Ingling, seconded by Mr. Wolbert, 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>General Liability</i>	<i>Auto</i>	<i>Property</i>
2021211846	2021232886	2020194882	2022274559
2021240882			2023280220
2022269808			2023285826
2022276093			2023281549
2021234831			
MLT-2021279981			

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

**ROLL CALL**    *Yeas*    James Ingling, **Wrightstown Borough**  
 Jerry Mascia, **Mt. Laurel Twp.**  
 Paula Kosko, **Hainesport Twp.**  
 Rich Wolbert, **Beverly City**  
 John Gural, **Palmyra Borough**  
 Glenn McMahon, **Chesterfield Twp.**  
 Steve Ent, **Westampton Twp.**  
*Nays:*                    None  
*Abstain:*                None

Motion carried by unanimous vote.

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

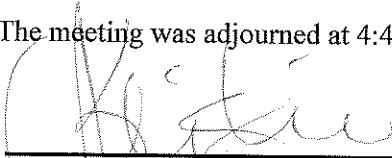
There were no claims presented for Abandonment of Subrogation this month


***MOTION TO ADJOURN***

Chair McMahon wished everyone a wonderful and safe holiday, and then entertained a motion to adjourn the November 22, 2022 meeting of the BURLCO JIF.

Motion by Ms. Kosko, seconded by Mr. Wolbert to adjourn the November 22, 2022 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:40 PM.

  
 \_\_\_\_\_  
 Kris Kristie,  
 Recording Secretary for

  
 \_\_\_\_\_  
 John Gural, SECRETARY