



## AGENDA PACKET



**Tuesday, February 21, 2023 at 3:30 PM**

**Via Zoom Conferencing**

<https://us06web.zoom.us/j/85248316865>

Meeting ID: 852 4831 6865

Telephone Access: 646-876-9923 US (New York)

[WWW.BURLCOJIF.ORG](http://WWW.BURLCOJIF.ORG)

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND**

**February 21, 2023 – 3:30 PM  
Via Zoom Conferencing**

**AGENDA**

- I. Meeting called to order by Chairman
- II. Salute the Flag
- III. Statement of Compliance with Open Public Meetings Act
  - A. Notice of this meeting was given by:
    - 1. Sending sufficient notice herewith to the *Burlington County Times*, Mount Holly, and the *Courier Post*, Cherry Hill NJ;
    - 2. Filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities; and
    - 3. Posting notice on the public bulletin boards of all member municipalities of the BURLCO JIF.
- IV. Roll Call
  - A. Fund Commissioners
  - B. Fund Professionals
  - C. Risk Management Consultants
  - D. Move up Alternates (*if necessary*) Motion to move up \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ in the absence of \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ to the Executive Committee for voting purposes – **Motion – All in Favor**

**Oaths of Office (administered by Fund Solicitor)**

- V. Approval of Minutes
  - A. Motion to Adopt the **January 17, 2023 Meeting Minutes – Motion – All in Favor**...Pages 1-17
- VII. Claims Review Committee Report: Open Session Items – February 14, 2023.....Shared Screen
- VIII. Executive Director’s Report.....Pages 18-39
  - A. Lost Time Accident Frequency.....Pages 22-23
  - B. Certificates of Insurance.....Page 24
  - C. Financial Fast Track Reports.....Page 25
  - D. Regulatory Filing Checklists.....Pages 26-27
  - E. 2021 Safety Incentive Program
  - F. 2023 Optional Safety Budget.....Page 28
  - G. 2023 Wellness Incentive.....Page 29
  - H. 2023 EPL/Cyber Risk Management Budget.....Page 30
  - I. EPL Compliance Status .....Handout
  - J. Statutory Bond Status.....Pages 31-33
  - K. Skateboard Park Approval Status.....Page 34
  - L. Capehart Scatchard Updates.....Pages 35-36
  - M. Elected Officials Training
  - N. Managerial & Supervisory Training
  - O. Police Command Staff Training
  - P. Land Use Training Certification.....Page 37
  - Q. Payroll Audit
  - R. Property Appraisals
  - S. Police Accreditation Announcement.....Pages 38-39

T.	2023 Safety Breakfast	
U.	Safety, Claims & Wellness Coordinator Roundtable	
V.	Inclement Weather Policy	
W.	Website	
X.	New Member Activity	
IX.	Solicitor's Report	
A.	MEL Helpline and Contact List.....	Pages 40-41
X.	Safety Director's Report	
A.	Activity Report .....	Pages 42-44
XI.	Claims Administrator's Report	
A.	Lessons Learned from Losses .....	Page 45
XII.	Law Enforcement Risk Management	
A.	Report.....	Pages 46-48
XIII.	Wellness Director Report	
A.	Monthly Activity Report.....	Pages 49-50
B.	Targeting Wellness Newsletter .....	Pages 51-60
C.	Wellness Visits Report.....	Page 61
XIV.	Managed Health Care Report	
A.	BURLCOJIF Summary.....	Page 62
B.	Average Days to Report.....	Page 63
C.	Claims Reported by Type.....	Page 64
D.	Nurse Case Management Reports.....	Page 65
E.	PPO Savings and Penetration Reports.....	Page 66
F.	Top 10 Providers & Paid Provider by Specialty.....	Page 67
G.	Transitional Duty Report.....	Page 68
H.	Prescription Benefit Program Report.....	Page 69
I.	Quick Notes.....	Page 70
XV.	Technology Risk Services	
A.	Report.....	Pages 71-73
B.	Announcements.....	Pages 74-75
XVI.	Treasurer's Report as of January 31, 2023 .....	Pages 76-101
A.	Investment Report	
B.	Investment JCMI	
C.	Loss Run Payment Registers	
D.	Fund Status	
E.	Disbursements	
F.	February Bill List.....	Pages 102-103
G.	RMC Bill List.....	Page 104
	Motion to approve the Payment Register & Bill List– <b>Motion – Roll Call</b>	
XVII.	Committee Report	
	Nothing to Report	
XVIII.	MEL/RCF/E-JIF Reports	
	Nothing to Report	

XIX. Miscellaneous Business

- A. Resolution 2023 - \_\_\_\_\_ Amending Resolution 2022-42 and Authorizing the Fund Chair and Fund Secretary to Execute a One Year Contract with D2 to Provide External Network Vulnerability Scanning and External Network Penetrating Testing to the Members of the Burlington County Municipal Joint Insurance Fund Effective January 1, 2023 at a Cost Not to Exceed \$92,208.00  
**Motion – Roll Call**.....Pages 105-106
- B. Resolution 2023- \_\_\_\_\_ Authorizing the Release of \$3, 000 of the Township of Bordentown’s Share of the Aggregate Excess Loss Contingency Fund – **Motion – Roll Call**.....Pages 107-109

**The next meeting of the BURLCOJIF will be held on Tuesday, March 21, 2023  
at 3:30 PM via Zoom Conferencing**

XX. Meeting Open to Public Comment

- C. Motion to Open Meeting to Public Comment – **Motion - All in Favor**
- D. Motion to Close Meeting to Public Comment – **Motion - All in Favor**

XXI. **Closed Session** (*if necessary*) – Resolution 2023- \_\_\_\_\_ A request shall be made to go into Closed Session to discuss matters affecting the protection of safety and property of the public and to discuss pending or anticipated litigation and/or contract negotiations -**Motion – Roll Call**

- A. Professionals’ Reports
  - 1. Claims Administrator’s Report
  - 2. Executive Director’s Report
  - 3. Safety Director’s Report
  - 4. Solicitor’s Report
- B. Reopen Public Portion of Meeting – **Motion – All in Favor**

XXII Approval of Claims Payments – **Motion – Roll Call**

XXIII Authorization to Abandon Subrogation (if necessary) – **Motion – Roll Call**

XXIV. Motion to Adjourn Meeting – **Motion – All in Favor**

# BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

Hainesport Municipal Building, Hainesport, NJ

January 17, 2023 @ 3:30 pm

## *EXECUTIVE COMMITTEE MEETING*

### *OPEN SESSION MINUTES*

The *Reorganizational* meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at the Hainesport Municipal Building, Hainesport, NJ on Tuesday, January 17, 2022. Fund Secretary, John Gural, **Palmyra Borough**, presiding. The meeting was called to order at 3:30 PM.

### *SINE DIE and REORGANIZATION MEETING CALLED TO ORDER BY FUND SECRETARY*

#### *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 of the 2022 FUND COMMISSIONERS*

Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Steve Fazekas, **Florence Twp.**  
Patrice Hansell, **Fieldsboro Borough**  
Paula Kosko, **Hainesport Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Mary Picarillo, **North Hanover Twp.**  
Dan Hornickel, **Pemberton Twp.**  
Kathy Burger, **Medford Twp.**  
Susan Jackson, **New Hanover Twp.**  
John Gural, **Palmyra Borough**  
Mike Mansdoerfer, **Riverside Twp.**  
Meghan Jack, *Alternate*, **Riverside Twp.**  
Susan Onorato, **Shamong Twp.**  
J. Paul Keller, **Springfield Twp.**  
Steve Ent, **Westampton Twp.**  
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Jay Renwick, **Bass River Twp.**  
Maria Carrington, **Bordentown Twp.**  
Glenn McMahon, **Chesterfield**  
Joe Bellina, **Delran Twp.**  
Erin Provenzano, **Delanco Twp.**  
Tom Pullion, **Edgewater Park**  
Bobbie Quinn, **Lumberton Twp.**  
Jerry Mascia, **Mt. Laurel Twp.**  
Kathy Smick, **Pemberton Borough**  
Kathy Hoffman, **Southampton Twp.**  
Lisa Cummins, **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*  
Tom Tontarski, *Treasurer*  
Debby Schiffer, Wellness Director, *Targeting Wellness*  
Chris Winter, *Law Enforcement Risk Management Consultant*  
Lou Romero, *Technology Risk Services Director*

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.*

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

In the absence of Fund Chair McMahan, Fund Secretary Gural presented the Open session meeting minutes of the December 18, 2022 meeting of the Fund, as found in the agenda packet, for approval.

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

Motion by Mr. Ingling, seconded by Mr. Wolbert to approve the Open session meeting minutes of the November 22, 2022 meeting. All in Favor. Abstained – Mr. Sahol and Mr. Hornickel. Motion carried by majority vote.

#### ***ADJOURN THE SINE DIE MEETING***

Fund Secretary Gural entertained a motion to adjourn the Sine Die Meeting. Motion by Mr. Wolbert, seconded by Mr. Hornickel, to adjourn the Sine Die Meeting. All in favor. Motion carried.

Mr. Forlenza welcomed all in attendance to the *2023 Reorganization Meeting of the BURLCO JIF*. He then requested a roll call of the 2023 Fund Commissioners

#### ***ROLL CALL of the 2023 FUND COMMISSIONERS***

Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Tom Sahol, **Chesterfield**  
Fern Oullette, *Alternate*, **Delanco Twp.**  
Patricia Clayton, *Alternate*, **Edgewater Park**  
Steve Fazekas, **Florence Twp.**  
Patrice Hansell, **Fieldsboro Borough**  
Paula Kosko, **Hainesport Twp.**  
Bobbie Quinn, **Lumberton Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Brandon Shillington, *Alternate*, **Mt. Laurel Twp.**  
Mary Picarillo, **North Hanover Twp.**  
Dan Hornickel, **Pemberton Twp.**  
Kathy Burger, **Medford Twp.**  
Susan Jackson, **New Hanover Twp.**

John Gural, **Palmyra Borough**  
Mike Mansdoerfer, **Riverside Twp.**  
Susan Onorato, **Shamong Twp.**  
J. Paul Keller, **Springfield Twp.**  
Steve Ent, **Westampton Twp.**  
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

**Bass River Twp.**  
Maria Carrington, **Bordentown Twp.**  
Joe Bellina, **Delran Twp.**  
Kathy Smick, **Pemberton Borough**  
Kathy Hoffman, **Southampton Twp**  
Lisa Cummins, **Tabernacle Twp.**  
Maryalice Brown, **Woodland Twp.**

### ***ELECTION OF 2023 OFFICERS***

#### ***2023 Nomination Slate***

Mr. Forlenza presented for the membership's consideration the 2023 Nomination Slate. The Nominating Committee met in November 2022 and presented the 2023 Nomination Slate at the November and December 2022 Executive Committee Meetings as follows:

Chair:	John Gural, <b>Palmyra Borough</b>
Secretary:	Richard Wolbert, <b>Beverly City</b>
Executive Committee:	James Ingling, <b>Wrightstown Borough</b> Jerry Masica, <b>Mt. Laurel Township</b> Paul Kosko, <b>Hainesport Township</b> Grace Archer, <b>Bordentown City</b> Daniel Hornickel, <b>Pemberton Borough</b>
Alternates:	Erin Provenzano, <b>Delanco Township</b> Mike Mansdoerfer, <b>Riverside Township</b> Mary Picariello, <b>North Hanover Township</b> Steve Fazekas, <b>Florence Township</b> Maria Carrington, <b>Bordentown Township</b> Sue Onorato, <b>Shamong Township</b> Kathy Burger, <b>Medford Township</b>

#### ***Election of a Chairman and Secretary***

Mr. Forlenza asked if there were any nominations from the floor for the position of Fund Chair or Fund Secretary for the 2023 Fund Year. Hearing none, Mr. Forlenza asked for a Roll Call Vote of the full membership for an *Election of a Chairman and Secretary* as presented.

<b>ROLL CALL</b>	<b>Yeas:</b>	Rich Wolbert, <b>Beverly City</b> Grace Archer, <b>Bordentown City</b> Tom Sahol, <b>Chesterfield Twp.</b> Fern Oullette, <i>Alternate</i> , <b>Delanco Twp.</b> Steve Fazekas, <b>Florence Twp.</b>
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Patrice Hansell, **Fieldsboro Borough**  
Paula Kosko, **Hainesport Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Brandon Shillington, *Alternate*, **Mt. Laurel Twp.**  
Mary Picarillo, **North Hanover Twp.**  
Dan Hornickel, **Pemberton Twp.**  
Kathy Burger, **Medford Twp.**  
Susan Jackson, **New Hanover Twp.**  
John Gural, **Palmyra Borough**  
Mike Mansdoerfer, **Riverside Twp.**  
Susan Onorato, **Shamong Twp.**  
Steve Ent, **Westampton Twp.**  
James Ingling, **Wrightstown Borough**

*Nays:* None  
*Abstain:* None

All in favor. Motion carried by unanimous vote.

***Election of an Executive Committee and Alternates***

Mr. Forlenza again asked if there were any nominations from the floor for a position on the 2023 Executive Committee Nomination Slate. Hearing none, Mr. Forlenza then asked for a Roll Call Vote of the full membership for an *Election of Executive Committee & Alternates* as presented.

**ROLL CALL**     *Yeas:* Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Tom Sahol, **Chesterfield Twp.**  
Fern Oullette, *Alternate*, **Delanco Twp.**  
Steve Fazekas, **Florence Twp.**  
Patrice Hansell, **Fieldsboro Borough**  
Paula Kosko, **Hainesport Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Brandon Shillington, *Alternate*, **Mt. Laurel Twp.**  
Mary Picarillo, **North Hanover Twp.**  
Dan Hornickel, **Pemberton Twp.**  
Kathy Burger, **Medford Twp.**  
Susan Jackson, **New Hanover Twp.**  
John Gural, **Palmyra Borough**  
Mike Mansdoerfer, **Riverside Twp.**  
Susan Onorato, **Shamong Twp.**  
Steve Ent, **Westampton Twp.**  
James Ingling, **Wrightstown Borough**

*Nays:* None  
*Abstain:* None

All in favor. Motion carried by unanimous vote.

***OATHS OF OFFICE***

*Oaths of Office* were administered by Mr. DeWeese, Fund Solicitor, to the newly elected Fund Chair, Secretary, Executive Committee, and Alternates for the 2023 Fund Year. Mr. DeWeese congratulated the Fund Chair, Secretary, Executive Committee Members, and Alternates on their election. He asked that each member of the Executive Committee sign their oath of office and return to him.

At this time, Mr. Forlenza congratulated the Fund Chair, Secretary, Executive Committee Members, and Alternates on their election.



Chair Gural asked for a Motion to allow that this monthly meeting be conducted directly by Fund Commissioners present with all matters to be decided upon by a combined majority vote of all Fund Commissions. Motion by Mr. Ingling, seconded by Mr. Hornickel. All in Favor. Motion carried by unanimous vote.

### ***ORGANIZATIONAL RESOLUTIONS***

The following 2023 Organizational Resolutions were presented for adoption by Chair Gural

- R 2023-01 – Confirming the Election of a Fund Chair and Fund Secretary*
- R 2023-02 – Confirming the Election of an Executive Committee and Alternates*
- R 2023-03 – Appointing Professional Staff*
- R 2023-04 – Awarding Contracts to Assigned Defense Counsel and Approved Associates*
- R 2023-05 – Recommending the EPL/POL Defense Panel*
- R 2023-06 – Appointing Joseph Nardi, III Esq. as Conflict Attorney*
- R 2023-07 – Adopting Procedures in Compliance with Open Public Meetings Act*
- R 2023-08 – Adopting Administrative Policies and Procedures*
- R 2023-09 – Adopting Fiscal Policies and Procedures*
- R 2023-10 – Designating Executive Director as Public Agency Compliance Officer*
- R 2023-11 – Cash Management and Investment Policies*
- R 2023-12 - Establishing a Conflict of Interest Policy*
- R 2023-13 – Establishing a Fund Records Program*
- R 2023-14 – Designation of Certifying and Approving Officer for Payment of Claims*
- R 2023-15 – Establishing the 2023 Plan of Risk Management*

Chair Gural entertained a motion to adopt the *Organizational Resolutions 2023-01 through 2023-15* as presented.

Motion by Mr. Hornickel, seconded by Ms. Kosko to adopt *Organizational Resolutions 2023-01 through 2023-15*.

**ROLL CALL**      **Yeas:**      Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Tom Sahol, **Chesterfield Twp.**  
Fern Oullette, *Alternate*, **Delanco Twp.**  
Steve Fazekas, **Florence Twp.**  
Patrice Hansell, **Fieldsboro Borough**  
Paula Kosko, **Hainesport Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Brandon Shillington, *Alternate*, **Mt. Laurel Twp.**  
Mary Picarillo, **North Hanover Twp.**  
Dan Hornickel, **Pemberton Twp.**  
Kathy Burger, **Medford Twp.**  
Susan Jackson, **New Hanover Twp.**  
John Gural, **Palmyra Borough**  
Mike Mansdoerfer, **Riverside Twp.**  
Susan Onorato, **Shamong Twp.**  
Steve Ent, **Westampton Twp.**  
James Ingling, **Wrightstown Borough**

**Nays:** None

**Abstain:** None

All in favor. Motion carried by unanimous vote.

### ***EXPENSE RESOLUTION***

The following 2023 Expense Resolution was presented for adoption by Chair Sweeney:

*R 2023-16 - Authorizing Reimbursement of Travel Expenses for Authorized Official Travel*

Chair Gural entertained a motion to adopt *R 2023-16* as presented.

Motion by Mr. Ingling, seconded by Mr. Shillingford to adopt *R 2023-16*

**ROLL CALL Yeas:** Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Tom Sahol, **Chesterfield Twp.**  
Fern Oullette, *Alternate*, **Delanco Twp.**  
Steve Fazekas, **Florence Twp.**  
Patrice Hansell, **Fieldsboro Borough**  
Paula Kosko, **Hainesport Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Brandon Shillington, *Alternate*, **Mt. Laurel Twp.**  
Mary Picarillo, **North Hanover Twp.**  
Dan Hornickel, **Pemberton Twp.**  
Kathy Burger, **Medford Twp.**  
Susan Jackson, **New Hanover Twp.**  
John Gural, **Palmyra Borough**  
Mike Mansdoerfer, **Riverside Twp.**  
Susan Onorato, **Shamong Twp.**  
Steve Ent, **Westampton Twp.**  
James Ingling, **Wrightstown Borough**

**Nays:** None

**Abstain:** None

All in favor. Motion carried by unanimous vote.

### ***CLAIMS REVIEW COMMITTEE MEETING REPORT – January***

Ms. Burger noted the minutes of the January 10, 2023 Claims Committee meeting were a handout at today's meeting and were self-explanatory. She then noted the Committee reviewed one (1) Property and one (1) Workers' Compensation PAR as well as the Managed Care report and discussed Qual-Lynx staffing issues. Ms. Burger also noted there were no Supervisor Incident Reports that were not received and no New or Closed cases since last month.

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 the report:

Mr. Forlenza thanked the membership on behalf of his staff and RPA/AJG for the 2023 re-appointment as Administrator. He then highlighted the following items from his report:

Mr. Forlenza stated that the annual Financial Disclosure Statement from Arthur J Gallagher Risk Management Services was included in his report for the members to review as it identifies the sources of income received from the BURLCO JIF resulting from AJG/RPA's roll as the Fund Administrator. He asked that it be made a part of the minutes of today's meeting.

Mr. Forlenza referenced a report showing the Certificates of Insurance issued for December, 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 and noted all funds needed 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 February 1, 2023 to seek reimbursement of these purchases. He noted there will not be any more reminders sent.

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. Mr. Forlenza stated if you would like to check the status of an application, please contact Ed Cooney, Fund Underwriter.

Mr. Forlenza noted earlier this month, on behalf of the ACM, BURLCO, & TRICO JIFs, his office released an invitation for our local elected officials to participate in the Annual Elected Officials Training seminar. The invitation included opportunities for participants to attend these seminars via Zoom or in person at a local catering facility. However, over the past several weeks, based upon the responses received to the Elected Officials invitation, it has become apparent that most elected officials would like to complete this training online. As a result, we are changing the format of the 2023 Elected Officials Training seminars. He noted that he, Mr. Hummel, and Mr. DeWeese have reviewed the online training and feel it touches on the most important information and is better than in past years. With that said, all of the 2023 Elected Officials Training will take place online via the MEL Safety Institute (MSI). Instructions on how to access this training will be sent to all members in February. All training sessions included in the original invitation are cancelled. Those that have already registered for the Zoom training session will be notified of the cancellation this week. This online training format allows for participation by all our elected officials and the convenience of completing this training when their schedule permits, prior to the May 1, 2023 deadline. By utilizing the MEL Safety Institute, his office will be able to better track the completion of the training and document the credits due to members' assessments. Please watch for an email from his office in the next few weeks with instructions on how to access the online training.

Mr. Forlenza stated the first installment bills were emailed to member Municipal Clerks, with a copy to the Fund Commissioner and Risk Management Consultant on or about December 29, 2023. Please note that the first installment is due by February 15, 2023.

Mr. Forlenza stated that a report detailing attendance records through the end of 2022 was included in his report and this information is taken directly from the monthly minutes. He asked that everyone please review this report and should you have any questions; please contact the Executive Directors office.

And lastly, Mr. Forlenza stated the JIF is looking to hold the 2023 Safety Kickoff Breakfast & Safety, Claims, & Wellness Coordinator Roundtable in person in March at the Indian Mills Country Club, Marlton NJ. Additional information will be forthcoming.

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

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

Mr. DeWeese thanked the membership on behalf of his staff and The DeWeese Law Firm for the 2023 re-appointment as Fund Solicitor. He then highlighted the following items from his report:

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

Mr. DeWeese noted the Claims Committee met on Tuesday, January 10, 2023, and stated there were no new or closed cases to report on since the last meeting and there are currently 21 active General Liability files.

Mr. DeWeese reminded the members that he maintains on a monthly basis a full General Liability Status Report; a Police Civil Rights Status Report and EPL/POL Liability Status Report. If anyone would like there towns cases carved out so you can see the status of your cases, please reach out to him and he will be happy to provide that to you. He stated this information can be shared with your Governing bodies in closed session, however be sure to collect these reports afterwards as they do contain privileged information regarding litigation strategies.

***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 whom you would like appointed as the contacts are actually appointed. He noted he is one of the attorneys on the panel so please reach out to him with any Employment Practices questions or issues.

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

### ***SAFETY DIRECTOR'S REPORT***

Mr. Saville thanked the membership on behalf of his team and J.A. Montgomery for the 2023 re-appointment as Safety Director. He then highlighted the following items from his 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 November 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 where a hands-on portion is needed, and that group registration is available for those with limited internet capabilities.

Mr. Saville reminded the members that they keep the list of MSI Training Administrators up to date, so if you know of any changes, or you need to appoint a new Training Administrator, please advise Andrea Felip in his office.

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.

Lastly, Mr. Saville noted PEOSH has been doing voluntary compliance visits, and he recommends inviting them to come out if they make the offer as any items identified as non-complaint are not being cited as violations during the voluntary visits.

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 thanked the membership on behalf of his team and Qual-Lynx for the 2023 re-appointment as Claims Administrator.

Mr. Roselli reviewed the *Lessons from Losses* this month that outlines the importance of utilizing transitional duty assignments for injured employees. He explained an employee's morale is impacted

negatively when the employee remains out of work for a long period. In addition, he reviewed the Sample Transitional Duty Job Bank that is located on the JIF website under the Claims tab for additional transitional duty assignment examples.

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

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

Mr. Winter thanked the membership for his 2023 re-appointment.

Mr. Winter reviewed his report for January that was included in the agenda noting it is mostly self-explanatory, and highlighted the following.

Mr. Winter stated that the *Management of Aggressive Behavior* class will be conducted February 16, 2023 at the Vineland Police Department from 8:30am- Noon. A Training Bulletin was distributed to all BURLCO Agencies and Fund Commissioners. Class size is limited to 40 participants.

Mr. Winter noted there were no Bulletins distributed in December; however, he continues to discuss Transitional Duty options and the importance of this program with the agencies.

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

### ***WELLNESS DIRECTOR'S REPORT***

Ms. Schiffer thanked the membership for the 2023 re-appointment as Wellness Director. She then highlighted the following items from his report:

Ms. Schiffer stated her report is included in the agenda packet, highlighted the following items, and referenced some well-being initiatives and activities.

Ms. Schiffer thanked those towns who had either used or encumbered their Wellness funds and to those who have encumbered, she noted you have until February 1, 2023 to use or lose those funds, so please reach out to her if you need any assistance. She noted there were two (2) towns who had not encumbered their funds.

Ms. Schiffer presented some thoughts and plans for 2023, noting she will be setting up her first meetings with the Wellness Coordinators starting end of February and please let her know if your towns Wellness Coordinator has changed since last year.

Ms. Schiffer noted some of her ideas for 2023 include:

- *1<sup>st</sup> Qtr. Proposed Idea for Peer Support Groups within the Municipality* – Invitations went to all Wellness Coordinators. This idea is to offer those employees looking to make a lifestyle change internal peer support to keep them accountable to those goals for change.
- *Wellness Advisory Committee* – First meeting scheduled for February 21<sup>st</sup> at 9:30am. Proposed meetings for rest of 2023 include June, September and possibly December.
- *Wellness Brainstorming Session* – Plans to host two zoom sessions with the Wellness Coordinators to discuss ideas, challenges and enhance peer support among the three JIF municipal members.
- *Refocusing the Wellness Program* – Attention will be given to the future of the Wellness Program and how it can best serve the needs of our JIF members. A task force will be established with representation from each JIF. This, along with input from our Wellness Advisory Committee, will offer suggestions on what the program will offer and how it will be enforced. More details to follow in the months ahead.
- *Participation in the March Safety Breakfast and Round Table Meetings* – BURLCO date March 16<sup>th</sup> at Indian Springs Country Club, Marlton.

- Coming Soon: Library of Past Challenges – a list of challenges past and present will be made available on the JIF website for easy and convenient access.

Ms. Schiffer noted she would be revamping her Targeting Wellness Newsletter with new theme highlighted each quarter, with handouts and resources shared for the following two months that quarter regarding the subject. These subjects include Nutrition; Physical Activity; Sleep, and Stress Management.

Lastly, Ms. Schiffer noted an article included with her report that talked about Creating Healthy Habits 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 November 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>December</b>	<b>YTD</b>
<i>Lost Time</i>	2	39
<i>Medical Only</i>	8	128
<i>Report Only</i>	12	238
<i># of New Claims Reported</i>	22	407
<i>Report Only % of Total</i>	55%	58%
<i>Medical Only/Lost Time Ratio</i>	80:20	77:23
<i>Average Days to Report to Qual-Lynx</i>	1.5	3.7
<i>Average Days Reported to employer</i>	0.4	1.3

**Claims Report by Type**

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

All Claims – 4.8 days to report  
 Non-COVID Claims – 2.7 days to report  
 COVID Claims – 7.2 days to report

**Transitional Duty Report**

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

<b>Transitional Duty Summary Report</b>	<b>YTD</b>
<i>Transitional Duty Days Available</i>	2,066
<i>Transitional Duty Days Worked</i>	1,368
<i>% of Transitional Duty Days Worked</i>	66%
<i>Transitional Duty Days Not Accommodated</i>	698
<i>% of Transitional Duty Days Not Accommodated</i>	34%
<i>\$ Saved by Accommodating</i>	\$140,841
<i>\$ Lost by not Accommodating</i>	\$62,473

**PPO Penetration Report:**

Ms. Beatty presented the PPO Penetration Report:

<b>PPO Penetration Rate</b>	<b>December</b>
<i>Bill Count</i>	140
<i>Original Provider Charges</i>	\$294,689
<i>Re-priced Bill Amount</i>	\$167,201
<i>Savings</i>	\$127,488
<i>% of Savings</i>	43%

**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.

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 1,107 users enrolled with a 91% 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 January 17, 2023, there is no change from last month with 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 December 20, 2022, there is no change over the last 2 months with 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 him 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 any new IP addresses will need to be tested next year.

### **MEL's Cyber Risk Management**

Mr. Romero reported that as of January 17, 2023:

- 27 or 96% of the members are Tier 1 certified
- 26 or 93% of the members are Tier 2 certified
- 24 or 86% of the members are Tier 3 certified

Mr. Romero reported there has been great effort made since last month and that only Fieldsboro is not compliant with any of the Tiers, and not only does that leave them very vulnerable to cyber-attacks, the program will be changing on January 1, 2023 and will drastically affect the municipalities Cyber insurance eligibility, coverage, and deductible.

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.

He reminded the members that though you may be covered, you must be able to provide evidence of compliance at the time of an incident leading to a claim. You must submit a Deductible Reimbursement form executed by your administrative point of contact and your IT professional to be considered for reimbursement. Make sure to 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 December 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 December 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 \$22,141.06. This generated an average annual yield of 1.70%. However, after including an unrealized net gain of \$4,021.23 in the asset portfolio, the yield is adjusted to 2.00% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$13,865,525.22.



**Receipt Activity for the Period**

	Monthly	YTD
Subrogation Receipts	\$12,439.39	\$85,562.09
Salvage Receipts	\$1,200.00	
Overpayment Reimbursements	\$0.00	
FY 2021 Retro Premium	\$15,255.00	

**Loss Run Payment Register – December 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 is \$307,301.79. The claim detail shows 300 claim payments issued.

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

All Member Balances are now combined in one report and shows that \$456.00 in interest has been applied to the existing balances totaling \$ 368,169.58 as of December 31, 2022.

**Cash Activity for the Period**

During the reporting period, the Fund’s “Cash Position” changed from an opening balance of \$16,235,073.75 to a closing balance of \$15,113,921.58 showing a decrease in the fund of \$1,121,152.17.

**Bill List – January 2023**

For the Executive Committee’s consideration, Mr. Tontarski presented the January 2023 Bill List in the amount of \$892,734.92 which was included in the agenda packet for approval.

Chair Gural entertained a motion to approve the December 2022 Loss Run Payment Register, and the January 2023 Bill List as presented.

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

Motion by Mr. Wolbert, seconded by Mr. Ingling to approve the *December 2022 Loss Run Payment Register, the January 2023 Bill Lists* as presented.

- ROLL CALL**    *Yeas*
- Rich Wolbert, **Beverly City**
  - Grace Archer, **Bordentown City**
  - Tom Sahol, **Chesterfield Twp.**
  - Fern Oullette, *Alternate*, **Delanco Twp.**
  - Steve Fazekas, **Florence Twp.**
  - Patrice Hansell, **Fieldsboro Borough**
  - Paula Kosko, **Hainesport Twp.**
  - Mike Fitzpatrick, **Mansfield Twp.**
  - Brandon Shillington, *Alternate*, **Mt. Laurel Twp.**
  - Mary Picarillo, **North Hanover Twp.**
  - Dan Hornickel, **Pemberton Twp.**
  - Kathy Burger, **Medford Twp.**
  - Susan Jackson, **New Hanover Twp.**
  - John Gural, **Palmyra Borough**
  - Mike Mansdoerfer, **Riverside Twp.**
  - Susan Onorato, **Shamong Twp.**
  - Steve Ent, **Westampton Twp.**
  - James Ingling, **Wrightstown Borough**

**Nays:**                    None

**Abstain:**                None

Motion carried by unanimous vote.

## **COMMITTEE REPORTS**

### ***Technology Risk Services Director RFP Evaluation Committee Meeting Minutes – January 11, 2023***

Mr. Wolbert noted the Technology Risk Services Director RFP Evaluation Committee, comprised of representatives from all three JIFs, met on January 11, 2023 and the minutes are included in the agenda packet.

Mr. Wolbert reminded the members that back in July, the membership authorized the Executive Director to issue a RFP for a Technology Risk Services Director. Originally, two (2) proposals were received, both of which had to be rejected for not meeting the RFP requirements, thus another RFP was authorized to be issued by the Executive Directors office. Again, two (2) proposals were received, both from the same firms as the first time, and this time all of the RFP requirements were met and they could be formally reviewed by the Evaluation Committee.

At this meeting, the consensus was to award a contract to Wintsec, LLC as the Technology Risk Services Director for the ACM, BURLCO and TRICO JIFs effective February 1, 2023.

Mr. Wolbert noted there is a Resolution on the agenda for later this evening authorizing that contract.

Mr. Forlenza stated Mr. Romero has done a wonderful job and has gone above and beyond with assisting our members with anything they needed, and noted our members are so much further along in their Cyber protection and knowledge thanks to Mr. Romero.

### ***Committee Chairs Meeting Minutes and 2023 Committee Assignments – January 6, 2023***

Mr. Gural noted the Sub-Committee Chairs met on January 6, 2023 and the minutes are included in the agenda packet. The meeting allows the sub-committee chairs to assemble their committee's members for 2023 based on choices the members made and submitted via the Committee Volunteer Forms that were emailed to all Fund Commissioners and RMC's on December 12, 2023.

Mr. Gural also referenced the final Sub-Committee listing included in the agenda and asked that everyone please note which Committee to which they have been assigned. If you feel you will better serve on another committee, please reach out to the Executive Directors office. Meeting notices will go out approximately 2 weeks prior to any meeting, which will indicate the date, time, and format of the meeting.

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

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

Ms. Jack thanked the membership for her reappointment as the representative to the MEL/RCF/EJIF and Cyber JIFs on behalf of the BURLCO JIF.

Ms. Jack noted the Reorganizational meetings of the MEL/RCF/EJIF took place on January 5, 2023 and the Cyber JIF met on January 6, 2023. The meeting reports are included in the agenda, along with a copy of an end of year letter from Chairwoman Tozzi. All are self-explanatory, but should anyone have any questions, please reach out to her. No questions were entertained.

## **MISCELLANEOUS BUSINESS**

### ***Resolution 2023-17 Authorizing the Fund Chair and Fund Secretary to Execute a Contract with North Shore Risk Consulting to Complete a Claims Audit at a Cost not to Exceed \$19,200.***

Chair Gural entertained a motion to adopt Resolution 2023-17, as presented.

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

**ROLL CALL**    *Yeas*    Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Tom Sahol, **Chesterfield Twp.**  
Fern Oullette, *Alternate*, **Delanco Twp.**  
Steve Fazekas, **Florence Twp.**  
Patrice Hansell, **Fieldsboro Borough**  
Paula Kosko, **Hainesport Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Brandon Shillington, *Alternate*, **Mt. Laurel Twp.**  
Mary Picarillo, **North Hanover Twp.**  
Dan Hornickel, **Pemberton Twp.**  
Kathy Burger, **Medford Twp.**  
Susan Jackson, **New Hanover Twp.**  
John Gural, **Palmyra Borough**  
Mike Mansdoerfer, **Riverside Twp.**  
Meghan Jack, **Riverside Twp**  
Susan Onorato, **Shamong Twp.**  
Steve Ent, **Westampton Twp.**  
James Ingling, **Wrightstown Borough**  
*Nays:*                    None  
*Abstain:*                None

All in Favor. Motion carried by unanimous vote.

***Resolution 2023-18 Appointing Wintsec Consulting, LLC as the Technology Risk Services Director for the Burlington County Municipal Joint Insurance Fund Effective February 1, 2023 at a Cost not to Exceed \$37,400 and Authorizing a Payment of \$5,544 to Secure Data Consulting Services***

Chair Gural entertained a motion to adopt Resolution 2023-18, as presented.

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

**ROLL CALL**    *Yeas*    Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Tom Sahol, **Chesterfield Twp.**  
Fern Oullette, *Alternate*, **Delanco Twp.**  
Steve Fazekas, **Florence Twp.**  
Patrice Hansell, **Fieldsboro Borough**  
Paula Kosko, **Hainesport Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Brandon Shillington, *Alternate*, **Mt. Laurel Twp.**  
Mary Picarillo, **North Hanover Twp.**  
Dan Hornickel, **Pemberton Twp.**  
Kathy Burger, **Medford Twp.**  
Susan Jackson, **New Hanover Twp.**  
John Gural, **Palmyra Borough**  
Mike Mansdoerfer, **Riverside Twp.**  
Meghan Jack, **Riverside Twp**  
Susan Onorato, **Shamong Twp.**  
Steve Ent, **Westampton Twp.**  
James Ingling, **Wrightstown Borough**  
*Nays:*                    None  
*Abstain:*                None

All in Favor. Motion carried by unanimous vote.

***Next Meeting***

Chair Gural noted that the next meeting of the BURLCO JIF would take place on **Tuesday, February 21, 2023 at 3:30 PM** at via Zoom Conferencing.

Chair Gural entertained a motion to accept **Resolution 2023-19 Honoring and Recognizing the Services of Glenn McMahon as Chair to the BURLCOJIF**. Chair Gural publically thanked Mr. McMahon for his time served, though he was not present at the meeting.

Motion by Mr. Ingling, seconded by Ms. Archer to accept **Resolution 2023-19**. All in Favor. Motion carries.

Mr. Forlenza noted a Plaque and executed Resolution would be sent to Mr. McMahon, with an executed copy of the Resolution to be sent to his Mayor and Council.

***PUBLIC COMMENT***

Motion by Mr. Hornickel, seconded by Mr. Wolbert to open the meeting to the public. All in favor. Motion carried.

Chair Gural opened the meeting to the public for comment.

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

Motion by Mr. Hornickel, seconded by Mr. Wolbert, to close the meeting to the public. All in favor. Motion carried.

***APPROVAL OF CLAIMS PAYMENTS***

Chair Gural asked members for their questions at this time. No questions were entertained.

Chair Gural entertained a motion to approve the following PARs as reviewed and recommended by the Claims Review Committee.

<b><i>Workers Compensation</i></b>	<b><i>Property</i></b>
2023282975	2023288362

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*    Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Tom Sahol, **Chesterfield Twp.**  
Fern Oullette, *Alternate*, **Delanco Twp.**  
Steve Fazekas, **Florence Twp.**  
Patrice Hansell, **Fieldsboro Borough**  
Paula Kosko, **Hainesport Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Brandon Shillington, *Alternate*, **Mt. Laurel Twp.**  
Mary Picarillo, **North Hanover Twp.**  
Dan Hornickel, **Pemberton Twp.**  
Kathy Burger, **Medford Twp.**  
Susan Jackson, **New Hanover Twp.**  
John Gural, **Palmyra Borough**  
Mike Mansdoerfer, **Riverside Twp.**  
Meghan Jack, **Riverside Twp**  
Susan Onorato, **Shamong 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 no claims presented for Abandonment of Subrogation this month

***MOTION TO ADJOURN***

Chair Gural entertained a motion to adjourn the January 17, 2023 meeting of the BURLCO JIF.

Motion by Mr. Ingling, seconded by Mr. Shillingford to adjourn the January 17, 2023 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:58 PM.

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Kris Kristie,  
*Recording Secretary for*

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***Richard Wolbert, SECRETARY***



To: Fund Commissioners  
From: Paul A. Forlenza, MGA, RMC, Executive Director  
Date: February 21, 2023  
Re: Executive Director's Report

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**A. Lost Time Accident Frequency Report – (pgs. 22-23)**

The December 2022 Lost Time Accident Frequency Summary and the Statewide Recap for December 2022 are attached for your review.

**B. Certificates of Insurance (pg. 24)**

A summary of the Certificates of Insurance issued during January 2023 are attached for your review.

**C. Financial Fast Track Report (pg. 25)**

The Financial Fast Track Report as of December 31, 2022 is attached for your review. The report is generated by PERMA and provides a “snapshot” of the JIF’s financial status. The JIF’s surplus position as of December 31, 2022 was **\$6,526,380**.

**D. Regulatory Filing Checklists (pgs. 26-27)**

Enclosed please find two regulatory filing checklists that we provide each month as part of our due diligence reporting on behalf of the JIF. These checklists provide an outline of required reporting to the Departments of Banking and Insurance and Community Affairs on an annual and a monthly basis, and the status of the items outlined.

**E. 2022 Safety Incentive Program Awards**

A letter from our office describing on how to collect your 2022 Safety Award Money will be emailed out to all members after the Safety Breakfast in March. **Please note that the deadline to claim or encumber these funds is November 30, 2023. All encumbered funds had to be claimed by February 1, 2023.**

**F. 2023 Optional Safety Budget (pg. 28)**

A consolidated announcement letter including instructions on how to collect your 2023 Optional Safety Money was emailed to all members on or about February 14, 2023. If you have any questions on how to collect your 2023 Optional Safety Budget allowance, please contact our office. **Please note that the deadline to claim or encumber these funds is November 30, 2023. All encumbered funds have to be claimed by February 1, 2024.**

**G. 2022 Wellness Incentive Program Allowance (pg. 29)**

A consolidated announcement letter including instructions on how to collect your 2023 Wellness Incentive Program Allowance was emailed to all members on or about February 14, 2023. If you have any questions on how to collect your 2023 Wellness Incentive Program Allowance, please contact our office. **Please note that the deadline to claim or encumber these funds is November 30, 2023. All encumbered funds have to be claimed by February 1, 2024.**

**H. 2022 EPL/Cyber Risk Management Budget (pg. 30)**

A consolidated announcement letter including instructions on how to collect your 2023 EPL/Cyber Risk Management monies was emailed to all members by the end of February. If you have any questions on how to collect your 2023 EPL/Cyber Risk Management allowance, please contact our office **Please note that the deadline to claim or encumber these funds is December 31, 2023. All encumbered funds have to be claimed by February 1, 2024.**

**I. Employment Practices Liability Compliance**

A report regarding each member's compliance status with the MEL EPL/POL Risk Management Plan is a handout for your review. Each member should review this report carefully to insure its accuracy. If you believe the report to be inaccurate regarding your town, please contact PERMA directly.

**J. Statutory Bond Status (pgs. 31-33)**

The latest listing of Statutory Bonds issued by the MEL for JIF members is included for your review. This list should be reviewed for accuracy. Please note that these bonds are written for the individual NOT the position to be bond. All applicants for a bond must complete an underwriting application and submit it to the Fund Underwriter for approval. Any questions on the status of an application or a bond listed on the report should be directed to Ed Cooney, Fund Underwriter at 973-659-6424 or [ecooney@connerstrong.com](mailto:ecooney@connerstrong.com).

**K. Skateboard Park Approval Status (pg. 34)**

The MEL has established a process, outlined in MEL Coverage Bulletin **2023-06**, which must be followed by all members who wish to construct a skateboard park and have the BURLCO JIF and MEL provide the facility with coverage. Any member with a park currently under construction or in the review process should review the enclosed spreadsheet to be sure that it accurately depicts the status of your facility. All members considering construction of a skateboard park should contact the Executive Director's office prior to moving forward.

**L. Capehart Scatchard Updates (pgs. 35-36)**

John Geaney, Esq. of the law firm of Capehart Scatchard periodically provides updates on court cases dealing with workers' compensation, ADA and FMLA issues. Copies of his latest updates are included for your information.

**M. Elected Officials Training**

This year, the Elected Officials Training will be available through the MEL Safety Institute. Utilizing the MEL Safety Institute will allow all Elected Officials to complete this training at their convenience. The MEL will reduce each member's 2023 MEL Assessment by \$250 for each municipal elected official who attends one of the training sessions by May 1, 2023. 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. An email including instructions on how to access this training will be sent to all Fund Commissioners, Municipal Clerks, and Risk Management Consultants once the training is available.

**N. Managerial & Supervisory Training**

In 2023, the BURLCO JIF, in conjunction with the ACM and TRICO JIFs, will be sponsoring Managers & Supervisor's Employment Liability Training sessions. These trainings will be presented by Armando Riccio, Esq. Participation by your managers & supervisors in this training is required for compliance with the 2023-2024 MEL EPL Plan of Risk Management. Additional information will be forthcoming.

**O. Police Command Staff**

In 2023, the BURLCO JIF, in conjunction with the ACM and TRICO JIFs, will be sponsoring Police Command Staff training. Completion of this training by the members of your Police Department's

Command Staff is a required element for compliance with the MEL's 2023-2024 Employment Practices Liability Plan of Risk Management. Additional information will be forthcoming.

**P. Land Use Training Certification (pg. 37)**

Attached for your review is a list of members that have provided a certification to the Fund Underwriter indicating that they have completed the Land Use Training process for at least some of their Board Members. Land Use Board members that complete the training process will be eligible for enhanced coverage should they be personally named in a Land Use claim. Please note that only these Board members that have completed the training are eligible for the enhanced coverage. If you would like additional copies of the Land Use Liability Training Booklets, please contact the Executive Director's office. If you have any questions regarding the individuals that have completed the training, please do not hesitate to contact Ed Cooney, Fund Underwriter at 973-659-6424 or [ecooney@connerstrong.com](mailto:ecooney@connerstrong.com).

**Q. Payroll Audits**

On or about February 15, 2023 a letter was e-mailed to all Municipal Clerks, with a copy to Fund Commissioners, advising that Bowman & Company will be performing workers' compensation exposure verification audits of members' 2022 payrolls. These payroll figures will serve as the basis for your 2024 workers compensation excess premiums. Attached to the e-mail was a spreadsheet that included employee counts by payroll classification as reported during last year's payroll audit. As employee counts have a tendency to be the most time consuming part of the payroll audit process, members were asked to review and update this spreadsheet upon receipt. Members are asked to send the required payroll data to the auditors for processing either via mail or electronically no later than March 17, 2023. Details on how the data can be sent were included in the February 15, 2023 correspondence. Once the information is processed, the auditor will contact each town to discuss the results of the audit and clarify any questions. Members who still have questions following the audit can contact a representative from Bowman to set up a mutually convenient date and time to meet and discuss the audit results

**R. Property Appraisals**

On or about February 17, 2023, each member and their RMC's received a notification from our office asking that they review and update their property schedule located in the Origami Exposure Data Management System. Once a member responds, those that are going to receive a physical appraisal this year will be contacted by the Fund Property Appraiser, ASSETWORKS. Those that are not receiving a physical inspection in 2023 will have their building & contents values trended accordingly. All members are asked to complete the review and update process no later than March 24, 2023.

**S. Police Accreditation Announcement (pgs. 38-39)**

On or about February 7, 2023, an email with an attached memorandum regarding reimbursement for the Police Accreditation Program Fees was sent to all Fund Commissioners and RMC's. It was requested that if the town or city had an operating Police Department, to please forward to the Police Chief. If you have any questions regarding the Reimbursement, please contact Denise Plavchak at [Denise\\_Plavchak@RPAdmin.com](mailto:Denise_Plavchak@RPAdmin.com)

**T. 2023 Safety Kickoff Breakfast**

The JIF will hold the 2023 Safety Kickoff Breakfast on March 16, 2023 at Indian Springs Country Club, Marlton. An invitation will be emailed to all members approximately one (1) month prior to the event.



**U. Safety, Claims & Wellness Coordinator Round Table**

The JIF will hold the 2023 Safety, Claims, Wellness Coordinator Roundtable via Zoom Conferencing. An invitation will be emailed to all members approximately one (1) month prior to the event

**V. Inclement Weather Policy**

Please note that the Fund has adopted an Inclement Weather Policy, a copy of which is available on the JIF website [www.burlcojif.org](http://www.burlcojif.org). Should it become necessary to cancel a meeting, pursuant to the policy, the Executive Director's office will attempt to contact the Fund Commissioners via e-mail, direct telephone contact or posting a message to the Fund's website ([www.burlcojif.org](http://www.burlcojif.org)). In addition, members can also call 856-446-9148 for a pre-recorded message announcing the cancellation of a meeting

**W. Website ([WWW.BURLCOJIF.ORG](http://WWW.BURLCOJIF.ORG))**

Please take a moment to explore the BURLCO JIF website, which contains a plethora of information in an easy to read and navigate format. If you have any questions, comments, or feedback, please contact Megan Matro at 856-446-9141 or [Megan\\_Matro@rpadmin.com](mailto:Megan_Matro@rpadmin.com).

**Y. New Member Activity**

Nothing to Report.

**Burlington County Municipal Joint Insurance Fund  
2023 Optional Safety Budget**

Member Municipality	Opening Balance	January 2023	February 2023	March 2023	April 2023	May 2023	June 2023	July 2023	August 2023	September 2023	October 2023	November 2023	December 2023	Paid 2024	Total Paid	Remaining Balance	Date Encumbered
Bass River Township	995.00														0.00	995.00	
Beverly City	1,595.00														0.00	1,595.00	
Bordentown City	1,595.00														0.00	1,595.00	
Bordentown Township	2,660.00														0.00	2,660.00	
Chesterfield Township	995.00														0.00	995.00	
Delanco Township	1,595.00														0.00	1,595.00	
Delran Township	2,660.00														0.00	2,660.00	
Edgewater Park Township	1,595.00														0.00	1,595.00	
Fieldsboro Borough	750.00														0.00	750.00	
Florence Township	2,660.00														0.00	2,660.00	
Hainesport Township	995.00														0.00	995.00	
Lumberton Township	2,660.00														0.00	2,660.00	
Mansfield Township	1,595.00														0.00	1,595.00	
Medford Township	4,645.00														0.00	4,645.00	
Mount Laurel Township	4,645.00														0.00	4,645.00	
New Hanover Township	750.00														0.00	750.00	
North Hanover Township	1,595.00														0.00	1,595.00	
Palmyra Borough	1,595.00														0.00	1,595.00	
Pemberton Borough	995.00														0.00	995.00	
Pemberton Township	4,645.00														0.00	4,645.00	
Riverside Township	2,660.00														0.00	2,660.00	
Shamong Township	995.00														0.00	995.00	
Southampton Township	1,595.00														0.00	1,595.00	
Springfield Township	995.00														0.00	995.00	
Tabernacle Township	995.00														0.00	995.00	
Westampton Township	1,595.00														0.00	1,595.00	
Woodland Township	995.00														0.00	995.00	
Wrightstown Borough	995.00														0.00	995.00	
<b>Total By Line</b>	<b>52,045</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>	<b>52,045.00</b>	
<b>Must be Claimed or Encumbered by November 30, 2023. All Encumbered Claims Must be Claimed by February 1, 2024</b>																	

F:\DATA\Risk\EXCEL\BURLCO\2023\Safety\BURLCO 2023 REIMBURSE.xlsx]OSB

**Burlington County Municipal Joint Insurance Fund  
2023 Wellness Incentive Program**

Member Municipality	Opening Balance	January 2023	February 2023	March 2023	April 2023	May 2023	June 2023	July 2023	August 2023	September 2023	October 2023	November 2023	December 2023	Paid 2024	Total Paid	Remaining Balance	Date of Encumber
Bass River Townsh	500.00														0.00	500.00	
Beverly City	750.00														0.00	750.00	
Bordentown City	750.00														0.00	750.00	
Bordentown Townsh	1,000.00														0.00	1,000.00	
Chesterfield Townsh	500.00														0.00	500.00	
Delanco Township	750.00														0.00	750.00	
Delran Township	1,000.00														0.00	1,000.00	
Edgewater Park Tow	750.00														0.00	750.00	
Fieldsboro Borough	500.00														0.00	500.00	
Florence Township	1,000.00														0.00	1,000.00	
Hainesport Townshi	500.00														0.00	500.00	
Lumberton Townshi	1,000.00														0.00	1,000.00	
Mansfield Township	750.00														0.00	750.00	
Medford Township	1,500.00														0.00	1,500.00	
Mount Laurel Towns	1,500.00														0.00	1,500.00	
New Hanover Towns	500.00														0.00	500.00	
North Hanover Town	750.00														0.00	750.00	
Palmyra Borough	750.00														0.00	750.00	
Pemberton Borough	500.00														0.00	500.00	
Pemberton Townshi	1,500.00														0.00	1,500.00	
Riverside Township	1,000.00														0.00	1,000.00	
Shamong Township	500.00														0.00	500.00	
Southampton Towns	750.00														0.00	750.00	
Springfield Townshi	500.00														0.00	500.00	
Tabernacle Townshi	500.00														0.00	500.00	
Westampton Towns	750.00														0.00	750.00	
Woodland Township	500.00														0.00	500.00	
Wrightstown Boroug	500.00														0.00	500.00	
<b>Total By Line</b>	<b>\$21,750.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>	<b>21,750.00</b>	
<b>Must be Claimed or Encumbered by November 30, 2023. All Encumbered Claims Must be Claimed by February 1, 2024</b>																	

**Burlington County Municipal Joint Insurance Fund  
2023 EPL/CYBER Risk Management Budget**

Member Municipality	Opening Balance	January 2023	Feb 2023	March 2023	April 2023	May 2023	June 2023	July 2023	August 2023	September 2023	October 2023	November 2023	December 2023	Paid in 2024	Total Paid	Remaining Balance	Date Encumbered
Bass River Township	500.00														0.00	500.00	
Beverly City	500.00														0.00	500.00	
Bordentown City	500.00														0.00	500.00	
Bordentown Township	500.00														0.00	500.00	
Chesterfield Township	500.00														0.00	500.00	
Delanco Township	500.00														0.00	500.00	
Delran Township	500.00														0.00	500.00	
Edgewater Park Townshi	500.00														0.00	500.00	
Fieldsboro Borough	500.00														0.00	500.00	
Florence Township	500.00														0.00	500.00	
Hainesport Township	500.00														0.00	500.00	
Lumberton Township	500.00														0.00	500.00	
Mansfield Township	500.00														0.00	500.00	
Medford Township	500.00														0.00	500.00	
Mount Laurel Township	500.00														0.00	500.00	
New Hanover Township	500.00														0.00	500.00	
North Hanover Township	500.00														0.00	500.00	
Palmyra Borough	500.00														0.00	500.00	
Pemberton Borough	500.00														0.00	500.00	
Pemberton Township	500.00														0.00	500.00	
Riverside Township	500.00														0.00	500.00	
Shamong Township	500.00														0.00	500.00	
Southampton Township	500.00														0.00	500.00	
Springfield Township	500.00														0.00	500.00	
Tabernacle Township	500.00														0.00	500.00	
Westampton Township	500.00														0.00	500.00	
Woodland Township	500.00														0.00	500.00	
Wrightstown Borough	500.00														0.00	500.00	
<b>Total By Line</b>	<b>14,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,000.00</b>	

**Must be Claimed or Encumbered by November 30, 2023. All Encumbered Claims Must be Claimed by February 1, 2024**



**TO:** Member Police Chiefs  
**FROM:** Denise C. Plavchak, Office Services Manager  
**DATE:** February 10, 2022  
**RE:** JIF Reimbursement - Police Accreditation Program

\*\*\*\*\*

In 2003, the Municipal Excess Liability Joint Insurance Fund (MEL), in conjunction with the NJ State Association of Chiefs of Police announced a new Accreditation process for municipal police departments. To date, more than 150 agencies have achieved Accreditation. Nationally, it is well documented that Accredited police departments have fewer claims.

The JIF recognizes the value that formal Police Accreditation programs have in reducing claims against members. To that end, the JIF offers the following incentives:

- The JIF will reimburse 50% of the Accreditation Fee charged by the NJ State Association of Chiefs of Police to those JIF Police agencies who successfully complete the New Jersey Law Enforcement Accreditation Program as well as 50% of your Re-Accreditation fees\*.
- The MEL will provide a \$1,000 Grant to member agencies who successfully complete the New Jersey Law Enforcement Accreditation Program as well as Re-Accreditation.
- Qualifying agencies are eligible for premium discounts from the MEL JIF.

The schedule of Fees eligible for reimbursement to date are outlined below:

Number of Sworn Personnel	Accreditation Fee	JIF Reimbursement	MEL Reimbursement
01-09	\$3,000	\$1,500	\$1,000
10-24	\$4,000	\$2,000	\$1,000
25-99	\$5,000	\$2,500	\$1,000
100-299	\$6,000	\$3,000	\$1,000
300-499	\$7,000	\$3,500	\$1,000
500 +	\$8,000	\$4,000	\$1,000

**\*Re-Accreditation occurs three years after Accreditation. Re-Accreditation fees are paid annually and are one-third the regular accreditation fee. Re-Accreditation fees are also eligible for reimbursement after re-accreditation is achieved.**

The program fees eligible for reimbursement do not include personnel costs, the costs of training, or the costs associated with the Mock or Actual On-Site Assessment as described in the NJ State Association of Chiefs of Police program.

In order to qualify for reimbursement under the program, participating agencies must notify this office at three points in time throughout the accreditation process:

1. When you apply, forward a copy of your NJSACOP Law Enforcement Accreditation Program application and your letter of acceptance into the program. This notifies us that you are working on the program.
2. When you schedule your NJSACOP Law Enforcement Accreditation Program On-Site Assessment.
3. When you receive your final report and approval from the NJSACOP Law Enforcement Accreditation Commission.

Send your notifications to:

Municipal Joint Insurance Fund  
Police Accreditation Coordinator  
PO Box 530  
Marlton, New Jersey 08053

**NEW: Because many police agencies do not have adequate resources to dedicate to the accreditation process, and due to the fact that a large portion of the work is administrative in nature, the JIF has authorized a program to reimburse qualifying agencies for the cost of a college intern to assist in the administrative work of maintaining accreditation records and typing polices for review and modification by the chief or his/her designee. Contact our office if you are interested in taking advantage of this program.**

If you have any questions about the MEL/JIF reimbursement program please call Denise Plavchak at (856) 446-9131. If you have any questions about the Police Accreditation Program, please contact Harry J. Delgado, Accreditation Program Manager, N.J.S.A.C.O.P., at (856) 988-5880, [hdelgado@njsacop.org](mailto:hdelgado@njsacop.org) or check out the N.J.S.A.C.O.P. website at [www.NJSACOP.org](http://www.NJSACOP.org).

cc: Risk Management Consultants

File: Subject/Police Accreditation Reimbursement Program Tab: 2022 Announcement

# SAFETY DIRECTOR REPORT

## Burlington County Municipal Joint Insurance Fund

**TO:** Fund Commissioners, Safety Coordinators, and Risk Managers  
**FROM:** Keith Hummel, JIF Safety Director  
**DATE:** February 1, 2023

### J. A. MONTGOMERY CONSULTING SERVICE TEAM & LOSS CONTROL ACTIVITIES

Keith Hummel Associate Director Public Sector Risk Control <a href="mailto:khummel@jamontgomery.com">khummel@jamontgomery.com</a> Office: 856-552-6862	Mailing Address: TRIAD 1828 CENTRE Cooper Street, 18 <sup>th</sup> Floor Camden, NJ 08102	Robert Garish Assistant Director Public Sector <a href="mailto:rgarish@jamontgomery.com">rgarish@jamontgomery.com</a> Office: 856-552-4650 Cell: 609-947-9719
Thomas Reilly Risk Control Consultant <a href="mailto:treilly@jamontgomery.com">treilly@jamontgomery.com</a> Office: 856-446-9205	P.O. Box 99106 Camden, NJ 08101	John Saville Assistant Director Public Sector <a href="mailto:jsaville@jamontgomery.com">jsaville@jamontgomery.com</a> Office: 732-660-5009
Melissa Meccariello Administrative Assistant <a href="mailto:mmeccariello@jamontgomery.com">mmeccariello@jamontgomery.com</a> Office: 856-479-2070		

#### *LOSS CONTROL SURVEYS*

- Township of Medford on January 25, 2023
- Township of Mount Laurel on January 26, 2023

#### *MEETINGS ATTENDED*

- Executive Claims Committee Meeting on January 10, 2023
- Executive Fund Committee Meeting on January 17, 2023

#### *MEL SAFETY INSTITUTE (MSI)*

All MSI communications will be distributed exclusively through the NJ MEL app, and an MSI Newsletter will be emailed to summarize the communications sent through the app.

If you 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.” Click here for [NJ MEL App Directions](#).

### ***MSI SAFETY DIRECTOR***

- How to Receive Push Notifications on the NJ MEL Mobile App?
- Training Announcement: Designated Employer Representative (Der) Tuesday, January 17, 2023, 9:00 AM - 4:00 PM
- Space Heater Safety
- Training Announcement: MEL Leadership Skill Classes
- PEOSH Recording and Reporting Occupational Injuries and Illnesses
- CDL Federal Motor Carrier Safety Administration (FMCSA) Drug & Alcohol Clearinghouse
- MSI LIVE Schedule

### ***MSI NOW & MSI DVD***

[MSI NOW](#) provides on-demand streaming videos and online classes that can be viewed 24/7 by our members. Topics pertain to many aspects of safety, risk control, employment practices, and supervision, and most can be viewed in under 20 minutes.

<b>MSI NOW</b>	
<b>Municipality</b>	<b>Number of Videos</b>
Mansfield	5
New Hanover	2
Pemberton Township	1

[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. A prepaid self-addressed envelope is included to return the DVD.

<b>MSI DVD</b>	
<b>Municipality</b>	<b>Number of Videos</b>
-0-	-0-

### ***MSI LIVE***

[MSI LIVE](#) features real-time, instructor-led in-person, and virtual classes. Experienced instructors provide an interactive experience for the attendee on a broad spectrum of safety and risk control topics. Most MSI LIVE offerings have been awarded continuing education credits for municipal designations and certifications. The

MSI LIVE catalog provides a description of the course, the intended audience, and available credits. The [MSI LIVE Schedule](#) is available for registration. Please register early, under-attended classes will be canceled.

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. Also, we can track 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.

If you need assistance using the MSI Learning Management System, please call the MSI Helpdesk at 866-661-5120.

**NOTE:** We need to keep our list of MSI Training Administrators up-to-date. If there are any changes or deletions, or you need to appoint a new Training Administrator, please advise Andrea Felip at [afelip@jamontgomery.com](mailto:afelip@jamontgomery.com).

# LESSONS LEARNED FROM LOSSES

## MONTHLY NEWSLETTER – FEBRUARY 2023

# SURVEILLANCE/SOCIAL MEDIA



- SURVEILLANCE CAN BE EXPENSIVE (\$650-\$900 PER DAY) BUT GIVEN THE PROPER INFORMATION, IT CAN BE A VALUABLE TOOL TO REDUCE THE COST OF WORKERS' COMPENSATION CLAIMS.
- WE ALSO UTILIZE SOCIAL MEDIA SEARCHES WHICH CAN PROVIDE INFORMATION THAT CAN HELP US REDUCE COSTS AND GET EMPLOYEES BACK TO WORK.
- PLEASE LET US KNOW IF YOU OR YOUR STAFF MAY BE QUESTIONING THE INJURIES CLAIMED OR THE MECHANISM OF INJURY.
- OUR ADJUSTERS ARE TRAINED TO RECOGNIZE RED FLAGS ENCOUNTERED OVER THE COURSE OF THEIR INVESTIGATION,, BUT WHAT CAN YOU DO OR LOOK OUT FOR?
- DOES THIS EMPLOYEE HAVE SECONDARY EMPLOYMENT OR A SIDE BUSINESS?
- DID YOU OR ANOTHER EMPLOYEE SEE SOMETHING ON SOCIAL MEDIA? SCREENSHOT IT!
- DID YOU HEAR INTERNAL RUMBLINGS ABOUT SOMEONE NOT BEING TRUTHFUL ABOUT SOME ASPECT OF THEIR CLAIM?
- HAS THE CLAIMS COORDINATOR SPOKEN WITH THE EMPLOYEE'S SUPERVISOR?



**DATE:** February 06, 2023

**TO:** The Members of the Executive Board of the Burlington County Municipal JIF

**FROM:** Christopher Winter L/E Risk Management Consultant

**RE:** BURLCO Activities (January)

1. **Policy Development:** Policy and Procedure requests have been received and have been forwarded to requesting agencies and continue to be an ongoing process.

2. **Training:** A Report Writing class is being prepared for future training at this time. Notice will be provided at a later date.

3. **Law Enforcement Bulletins / Newsletters:** L/E Bulletin 23-01 pertaining to Random Drug Testing was distributed to all BURLCO Police Agencies as a reminder of the New Jersey Attorney General revisions on this process which is attached to this report.

**4. Meetings Attended:**

BURLCO Claims Meeting:	01/10/2023
BURLCO Executive Meeting:	01/17/2023

Sincerely,  
Christopher J. Winter Sr., CPM  
Law Enforcement RMC  
ACM, BURLCO, and TRICO JIF  
609-780-4769  
[chriswinter1429@gmail.com](mailto:chriswinter1429@gmail.com)



TO: All BURLCO JIF Police Departments  
FROM Christopher J. Winter, L/E Risk Management Consultant  
DATE: January 31, 2023  
SUBJECT: Mandatory random Drug Testing Program  
L/E Bulletin : 23-01

DISCUSSION: As you know, the New Jersey Attorney General made modifications to the random drug testing program in March 2020 at the height of the COVID-19 pandemic response (AG Directive 2020-02). This was done in an effort to ease the administrative burden on L/E agencies by delaying certain statewide reporting, training and certification deadlines, so modifications were made to the AG Drug Testing Policy. Additionally, this was done again in 2021 due to the New Jersey Cannabis Regulatory, Enforcement Assistance and Modernization Act (CREAMMA). The following information is provided regarding Random Drug Testing as a reminder to police agencies for 2023.

- Every agency is required to test at least 10 percent of its officers at least four times over a two year period between January 1, 2022 and December 31, 2023.
- At least two random tests must be conducted during the period from January 1, 2022 to March 31, 2023. Each test must include at least 10 percent of the total number of sworn officers within the agency and every officer having equal chance of selection during each test. Basically, the two random test requirements for 2022 were extended to include the period January 1, 2022 to March 31, 2023.
- L/E agencies are required to conduct at least two random drug tests during the period April 1, 2023 to December 31, 2023 with the standard requirements as previously mentioned. NOTE: If an agency has conducted



two random tests during the calendar year 2022, then conducts a test during the January 1, 2022 to March 31, 2023 period, this third test may count toward the 2023 requirement of two tests. Overall, L/E agencies must conduct a total of at least four 4 random drug tests between January 1, 2022 and December 31, 2023.

- Reporting Requirements: The reporting requirement for all L/E agencies to the County Prosecutor which is normally December 31st., has been extended from December 31, 2022 to March 31, 2023 for the calendar year 2022. The reporting requirement for December 31, 2023 remains in place for the calendar year 2023.

Disclaimer: The materials provided in this correspondence are for general informational and educational purposes only and are not intended to be and should not be considered legal advice or opinions. Prior to making any policy or rule changes, seek the advice of your municipal attorney or County Prosecutor.

## **BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND WELLNESS DIRECTOR'S REPORT**

**TO:** Municipal Fund Commissioners, Safety Coordinators, and Risk Managers  
**FROM:** Debby Schiffer, JIF Wellness Director  
**DATE:** February 21, 2023 Zoom Meeting  
**Contact Info:** [debby\\_schiffer@targetingwellness.com](mailto:debby_schiffer@targetingwellness.com) 856-322-1220

### **FEBRUARY - ACTIVITY & PLANNED EVENTS**

#### **Member Municipality Visits:**

J. A. Montgomery provided me with a list of all scheduled Safety Meetings for 2023. I plan to attend at least one of those meetings per town and take 5-10 minutes to review pertinent wellness information to the committee. In those towns where the Wellness Coordinator or Wellness Committee regularly schedule meetings with me, attending a Safety Meeting may be unnecessary. However, I do feel it is a great opportunity to meet with the various department heads to better understand the specific needs of their staff. Here is a list of towns visited in January and scheduled for February at the time of preparing this report; updates will be provided during the Executive Committee Meeting this month.

- Chesterfield
- Delanco (wellness conversation in Jan)
- Delran
- New Hanover
- Shamong
- Southampton (presentation given in Jan)
- Tabernacle

I will be providing Paul and Kamini with a quarterly list of scheduled and completed visits along with any appropriate commentary. Each month I will report for the Committee those pending a response, those towns scheduled and those already visited for the current and following month.

**Objective:** To work with each town early in 2023 to lay out a plan for utilizing wellness funds to support initiatives and activities that will span **throughout the year** in order to avoid end-of-year, one-item purchases.

#### **Related Meetings and Announcements:**

- Wellness Advisory Committee – First meeting took place on February 8<sup>th</sup> at 9:30am. The minutes are included in your agenda packet for your review and approval. Proposed meetings for rest of 2023 include May, September and possibly December (based on Committee vote).
- Wellness Brainstorming Session – First meeting with all Wellness Coordinators will be in April. Purpose of meeting is to discuss ideas, challenges and enhance peer support among the three JIF municipal members. Second meeting proposed for October.
- Participation in the March Safety Breakfast and Round Table Meetings (date for Roundtable TBD) – BURLCO date March 16<sup>th</sup> at Indian Springs in Marlton. I'll be doing a short talk on how complacency and our well-being.
- Coming Soon: Updated List of Pre-approved Wellness Initiatives & Activities – upon completion, a copy will be sent to all municipalities (Wellness/Safety Coordinators, Fund Commissioners)

#### **New Resources:**

*Medical Essentials Diagnostics* – In January, I sent out an email to all my wellness contacts on the services offered by MED. Some towns have gotten an email directly from this company and may have already talked with them about their "Save a Life" campaign and services. They will come out and do a presentation for you and your staff. If you would like me to reach out to them on your behalf or if you would like more information on what they are all about, please just let me know. Their closest clinic is in Marlton NJ.

**New Resources (cont.):**

*Department of Addiction with Cooper Health Systems* – Having a meeting with the department team on Feb 13<sup>th</sup> to discuss what they could offer our JIF members in terms of educational materials, resources and presentation topics.

**Targeting Wellness Newsletter – Reminder of the New Approach:**

Each quarter there will be a theme highlighted in the Newsletter. The theme will be based around one lifestyle change along with a few spotlights on leading comorbidities greatly affecting our employees' quality of life as well as the cost/severity of the JIF workers compensation claims.

During the first month of the quarter, details will be shared around the selected lifestyle topic. In the two months that follow, handouts and/or resources will be shared, connecting back to the identified comorbidities. Here are the planned themes for 2023:

Quarter 1 – Nutrition

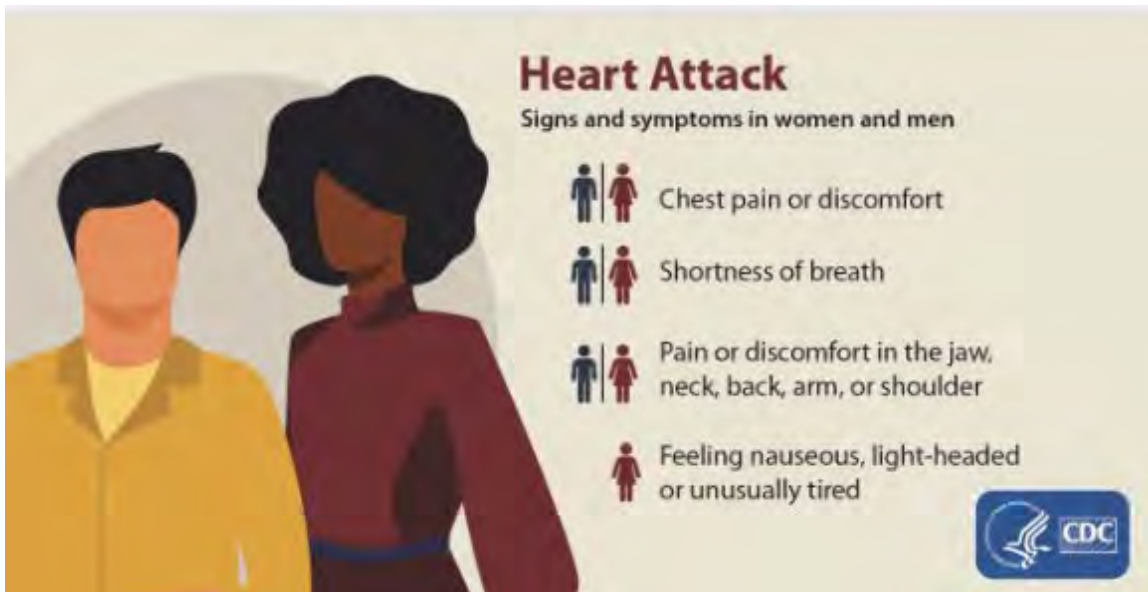
Quarter 2 – Physical Activity/Movement

Quarter 3 – Sleep

Quarter 4 – Stress Management

The comorbidities highlighted in quarter one will be *Heart Disease (February)* and *Diabetes (March)*. Your feedback is always welcomed and your support in getting this information out to all employees is greatly appreciated!

***February is American Heart Month!***  
***Be smart and save your heart!***





**Burlington County Municipal JIF  
Managed Care Summary Report  
2023**

<b>Intake</b>	<b>January-23</b>	<b>January-22</b>	<b>2023 January YTD</b>	<b>2022 January YTD</b>
# of New Claims Reported	33	72	33	72
# of Report Only	20	51	20	51
% Report Only	61%	71%	61%	71%
# of Medical Only	11	17	11	17
# of Lost Time	2	4	2	4
Medical Only to Lost Time Ratio	85:15	81:19	85:15	81:19
Claim Petition First Notice	0	0	0	0
COVID-19	11	52	11	52
Average Days Reported To Qual-Lynx (Indemnity, Medical Only, Report Only)	3.6	6.9	3.6	6.9
Average Days Reported To Employer (Indemnity, Medical Only, Report Only)	0.3	1.3	0.3	1.3

<b>Nurse Case Management</b>	<b>January-23</b>	<b>January-22</b>
# of Cases Assigned to Case Management	19	19
# of Cases >90 days	14	16

<b>Savings</b>	<b>January-23</b>	<b>January-22</b>	<b>2023 January YTD</b>	<b>2022 January YTD</b>
Bill Count	100	105	100	105
Provider Charges	\$91,871	\$99,420	\$91,871	\$99,420
Repriced Amount	\$36,531	\$48,699	\$36,531	\$48,699
Savings \$	\$55,339	\$50,721	\$55,339	\$50,721
% Savings	60%	51%	60%	51%

<b>QualCare Provider Network Penetration Rate</b>	<b>January-23</b>	<b>January-22</b>	<b>2023 January YTD</b>	<b>2022 January YTD</b>
Bill Count	95%	90%	95%	90%
Provider Charges	94%	92%	94%	92%

<b>Exclusive Provider Panel Penetration Rate</b>	<b>January-23</b>	<b>January-22</b>	<b>2023 January YTD</b>	<b>2022 January YTD</b>
Bill Count	99%	87%	99%	87%
Provider Charges	98%	92%	98%	92%

<b>Transitional Duty Summary</b>		<b>2023 January YTD</b>	<b>2022 January YTD</b>
% of Transitional Duty Days Worked		80%	81%
\$ Saved By Accommodating		\$8,142	\$11,867
% of Transitional Duty Days Not Accommodated		20%	19%
Cost Of Days Not Accommodated		\$3,089	\$1,391



## BURLCO JIF D2 Cyber Security - KYC VSA Status

Member	Received
Bass River Township	X
Beverly City	X
Bordentown City	X
Bordentown Township	X
Chesterfield Township	X
Delanco Township	X
Delran Township	X
Edgewater Park Township	X
Fieldsboro Borough	No Response
Florence Township	X
Hainesport Township	X
Lumberton Township	X
Mansfield Township	X
Medford Township	X
Mount Laurel Township	X
New Hanover Township	X
North Hanover Township	X
Palmyra Borough	X
Pemberton Borough	X
Pemberton Township	X
Riverside Township	X
Shamong Township	X
Southampton Township	X
Springfield Township	X
Tabernacle Township	X
Westampton Township	X
Woodland Township	X
Wrightstown Borough	X

**Percentage Completed**

**96%**

## WIZER - Whitelisting BURLCO JIF

Member	Confirmation Received
Bass River Township	X
Beverly City	X
Bordentown City	X
Bordentown Township	X
Chesterfield Township	X
Delanco Township	X
Delran Township	Pending Confirmation
Edgewater Park Township	X
Fieldsboro Borough	no response
Florence Township	X
Hainesport Township	X
Lumberton Township	X
Mansfield Township	X
Medford Township	X
Mount Laurel Township	X
New Hanover Township	X
North Hanover Township	X
Palmyra Borough	X
Pemberton Borough	X
Pemberton Township	X
Riverside Township	X
Shamong Township	X
Southampton Township	X
Springfield Township	Pending Confirmation
Tabernacle Township	X
Westampton Township	X
Woodland Township	X
Wrightstown Borough	Pending Confirmation

**Percentage Completed**

**86%**

**BURLCO JIF-Wizer**  
**Cyber Training and Phishing Report**  
**Valued as of February 06, 2023**

Member	Total Users	Training Completed	Phishing Average Score
Bass River Township	14	64%	7%
Beverly City	29	55%	0%
Bordentown City	21	100%	0%
Bordentown Township	48	98%	2%
Chesterfield Township	24	96%	0%
Delanco Township	25	96%	0%
Delran Township	60	97%	0%
Edgewater Park Township	32	94%	0%
Fieldsboro Borough	4	100%	0%
Florence Township	62	100%	0%
Hainesport Township	10	90%	0%
Lumberton Township	42	90%	5%
Mansfield Township	77	95%	0%
Medford Township	145	100%	0%
Mount Laurel Township	154	83%	1%
New Hanover Township	9	89%	0%
North Hanover Township	21	100%	0%
Palmyra Borough	33	100%	0%
Pemberton Borough	13	100%	0%
Pemberton Township	101	98%	0%
Riverside Township	35	73%	0%
Shamong Township	14	100%	0%
Southampton Township	16	88%	0%
Springfield Township	20	85%	0%
Tabernacle Township	20	65%	0%
Westampton Township	82	98%	0%
Woodland Township	9	89%	0%
Wrightstown Borough	4	75%	0%



February 1, 2023

Dear JIF Members,

Thank you to the JIF Executive Committees for appointing Wintsec Consulting as the Technology Risk Services Director for the Atlantic, Burlington, and TRICO JIFs. We look forward to assisting all members in their efforts to strengthen their cyber security protocols in their ongoing battle against cyber exploitation.

Although I will be leading the charge, I am backed by a capable team of technicians. These seasoned techs are intricately familiar with municipal cyber risks, as they have worked with many municipalities in Burlington and Camden County.

It takes a team to combat the Cyber criminals. Below is a list of our team members and their areas of expertise.

**Gary Smith** - Mr. Smith is the president of Wintsec and has an extensive background in router, switch, and firewall security. His primary responsibilities include the design and implementation of network protocol such as VPN and IPSec. Mr. Smith will work with the members and their IT professionals in examining network configurations for weaknesses, probing, and intrusion incident response. He will also work with D2 in evaluating member network vulnerability & penetration testing results.

**Brandon Tull** – Mr. Tull is a lead technician with Networks Plus for over 6 years. His primary duties are handling service tickets for existing Wintsec/Networks Plus clientele including municipalities and police departments. Mr. Tull is also responsible for the backup systems for all of our existing clients. His role will be to assist members in disaster recovery responses.

**Sean Elliot** - Mr. Elliot is a lead technician with Networks Plus for over 6 years. His primary duties include implementation and securing Office 365 products including Email, Sharepoint and Egnyte. His role will be to assist members with email protection and deciphering forensic analytics.

**Edward Miranda** - Mr. Miranda is a lead technician with Networks Plus for over 3 years. His primary role is handling service tickets for our existing clients. In addition, he will assist Wizer and the JIFs in creating cyber hygiene training including Phishing exercises.

On behalf of your entire team at Wintsec Consulting, we look forward to helping you battle the dark side of the Internet. Remember my role is to assist you and your IT professional in dodging cyber bullets. Your role is to make them look for a different target!

In the weeks ahead, I will be reaching out to you to review your current Cyber Security footprint. Together we can prevent Cyber losses.

In the meantime, if you or your IT Professionals need assistance, please contact us at **609-576-0348** or [jerry@wintsecconsulting.com](mailto:jerry@wintsecconsulting.com).

Thank you

Jerry Caruso, Technology Risk Services Director





## **ACM, BURLCO, TRICO JIFS**

### **ANNOUNCEMENT:**

**FEBRUARY 2023**

We are pleased to announce that the position of JIF Technology Risk Services Director has been awarded to Wintsec Consulting LLC, of Cinnaminson, NJ. The principle consultant is Jerry Caruso. Mr. Caruso has a dual background in commercial insurance and information technology which will be a valuable asset to the JIFs.

### **BACKGROUND:**

In 2003, Mr. Caruso started his own IT firm, Networks Plus. His mission was to bring sophisticated business technology to small and medium sized businesses as well as governmental entities. As a result, Networks Plus quickly became the largest IT provider to public entities in Burlington County. In 2018 Networks Plus merged with Wintsec Consulting LLC. Wintsec significantly increased its staff, including technicians who are intimately familiar with municipal, police and EMS networks. Wintsec will work closely with the Members, their IT Professionals and the JIFs to help municipalities come into compliance with the various cyber risk management standards as implemented by the Cyber JIF.

### **CONTACT INFORMATION:**

**Jerry Caruso**

**Wintsec Consulting LLC**

504 Rt 130 N Suite 110 Cinnaminson, NJ 08077

[jerry@wintsecconsulting.com](mailto:jerry@wintsecconsulting.com)

609-576-0348

February 13, 2023

To the Members of the  
Executive Board of the  
Burlington County Municipal  
Joint Insurance Fund

I have enclosed for your review and, in some cases consideration, documents of presentation relating to claims, transfers, and the financial condition of the Fund.

The statements included in this report are prepared on a “modified cash basis” and relate to financial activity through the one month period ending January 31, 2023 for Closed Fund Years 1991 to 2018, and Fund Years 2019, 2020, 2021, 2022 and 2023. The reports, where required, are presented in a manner prescribed or permitted by the Department of Insurance and the Division of Local Government Services of the Department of Community Affairs.

All statements contained in this report are subject to adjustment by annual audit.

A summary of the contents of these statements is presented below.

#### INVESTMENT INTEREST & INVESTMENTS:

Interest received or accrued for the reporting period totaled \$ 23,409.20. This generated an average annual yield of 1.82%. However, after including an unrealized net gain of \$ 171,463.76 in the asset portfolio, the yield is adjusted to 15.11% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$14,057,304.33.

#### RECEIPT ACTIVITY FOR THE PERIOD

Subrogation Receipts \$ 0.00 w/YTD Total \$ 0.00  
Salvage Receipts \$ 0.00  
Overpayment Reimbursements \$ 0.00  
FY 2023 Premium Assessments \$ 1,613,022.00

#### LOSS RUN PAYMENT REGISTER ACTIVITY FOR THE PERIOD: (Action Item)

The enclosed report 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 \$ 194,475.67. The claims detail shows 207 claim payments issued.

A.E.L.C.F. PARTICIPANT BALANCES AT PERIOD END:

Interest Allocated for the Period \$ 522.42 for a total Member Balance of \$344,977.49 with individual balances shown in the attached report.

CASH ACTIVITY FOR THE PERIOD:

The enclosed reconciliation report details that during the reporting period the Fund's "Cash Position" changed from an opening balance of \$ 15,113,921.58 to a closing balance of \$ 15,829,697.76 showing an increase in the fund of \$ 715,776.18. A detailed reconciliation of this change, including its affect on our banking instruments, is included in my report.

BILL LIST FOR THE PERIOD: (Action Item)

Vouchers to be submitted for your consideration at the scheduled meeting show on the accompanying bill list at the end of my report.

The information contained in this cover report is a summary of key elements related to activity during the reporting period. Other detailed information is contained in the attached documents and, if desired, a more specific explanation on any question can be obtained by contacting me at 609-744-3597.

Respectfully Submitted,

Thomas J. Tontarski  
Treasurer

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND**

**BILL LIST - FEBRUARY 2023**

	<b>Payee</b>	<b>FY2023</b>	<b>FY2022</b>	<b>FY2021</b>	<b>Clsd Yrs</b>	<b>JIF Appropriation</b>	<b>Description</b>
1	The Actuarial Advantage	3,630.00				Prof Services/Actuary	Jan 2023 Fee
2	Arthur J. Gallagher Risk Management Services	32,517.00				Prof Services/Administration	Feb 2023 Fee
3	Arthur J. Gallagher Risk Management Services	184.16				Misc/Postage/Copies/Faxes	Jan 2023 - Postage, copies, fax expense
4	Arthur J. Gallagher Risk Management Services	124.00				Misc/Other	Monkey survey annual fee split
5	Arthur J. Gallagher Risk Management Services		121.52			Misc/Meeting Expense/Dinner Mtg	TY gift for meeting venue
6	The DeWeese Law Firm, P.C.	6,413.00				Prof Services/Attorney	Feb 2023 Fees
7	Qual-Lynx	19,452.00				Prof Services/Claims Admin.	Feb 2023 Fees
8	Joyce Media	390.00				Misc/JIF Website	Feb 2023 Fees
9	Christopher J. Winter Sr.	1,833.00				Training/Police Risk Services	Law Enforcement Consultant-Feb 2023 fees
10	Kris Kristie	383.00				Misc/Recording Secretary	Feb 2023 Fees
11	J. A. Montgomery Consulting	12,125.00				Prof Services/Safety Director	Feb 2023 Fees
12	Secure Data Consulting Services, LLC	5,544.00				Prof Services/Technology Risk Serv Dir	Feb 2023 Fee extension-Final payment
13	Tom Tontarski	1,007.00				Prof Services/Treasurer	Feb 2023 Fees
14	Conner Strong & Buckelew	725.00				Prof Services/Underwriting Mgr	Feb 2023 Fees
15	Debby Schiffer	2,584.00				Wellness Program	Feb 2023 Fees
16	Apex Insurance Services c/o QBE Insurance	406,933.00				EPL/POL Policy - Excess Insurance	EPL and VDO Coverage; P#038248750-00; 1/1/23-1/1/24; Inv#8660680 1 of 2 installment
17	AGRiP	2,576.36				Misc/AGRIP/PRIMA	Cust #1216; Inv#090170 Annual Membership Renewal
18	Courier Post	353.05				Misc/Legal Notices	Ad#5576656 2023 Mtg Dates; #5576671 contract award
19	Gatehouse Media PA Holdings, Inc.	226.03				Misc/Legal Notices	Ad#8376474 2023 mtg dates; #8376541 contract awards
20	Iron Mountain	79.03				Misc/Record Retention Service	Inv#HGHW418; Storage 2/1-28/23; Service T2/T1/22-1/24/23
21	Office Depot		18.00			Misc/Meeting Expense/Dinner Mtg	Order #288343170 frames
22	Paul's Custom Awards & Trophies	96.00				Misc/Meeting Expense/Dinner Mtg	Inv#50256; work order #1665 Plaque for Glenn McMahon
23	City of Bordentown		1,595.00			Optional Safety Budget	Safety items
24	City of Bordentown			3,150.00		Safety Incentive Program	safety items and amazon
25	City of Bordentown		742.28			Wellness Program	standing desks, wellness items
26	Township of Bordentown				3,000.00	Closed Year-AELCF Withdrawal	Release of AELCF Funds; Res#2023-39
27	Delanco Township		443.04			Wellness Program	inspiration board; mobility session
28	Delanco Township		1,595.00			Optional Safety Budget	safety items
29	Delanco Township		500.00			EPL/CYBER/EPL/Cyber Incentive Program	backup for PD
30	Borough of Fieldsboro			194.78		Safety Incentive Program	assorted items fpr tea room



31	Borough of Fieldsboro		305.45			Wellness Program	produce; tea
32	Florence Township		1,317.20			Optional Safety Budget	safety items
33	Florence Township		474.66			Wellness Program	challenges; mindfulness cards; bingo; flake; sleep
34	Township of Lumberton		550.00			Wellness Program	chair massages; veggie and fruit
35	New Hanover Township		500.00			EPL/CYBER/EPL/Cyber Incentive Program	cyber security
36	New Hanover Township		750.00			Optional Safety Budget	roadway signs
37	Borough of Palmyra		500.00			EPL/CYBER/EPL/Cyber Incentive Program	epl matter invoice
38	Borough of Palmyra		750.00			Wellness Program	wellness challenges
39	Borough of Palmyra		1,595.00			Optional Safety Budget	safety items
40	Pemberton Borough		995.00			Optional Safety Budget	generator
41	Township of Pemberton			4,000.00		Safety Incentive Program	employee recognition
42	Riverside Township		1,000.00			Wellness Program	lunch bags
43	Springfield Township			2,100.00		Safety Incentive Program	air pack safety flow
44	Springfield Township		995.00			Optional Safety Budget	online officer training
45	Springfield Township		500.00			EPL/CYBER/EPL/Cyber Incentive Program	offsite storage
46	Springfield Township		500.00			Wellness Program	screen protectors; water
47	Tabernacle Township		995.00			Optional Safety Budget	safety items
48	Tabernacle Township			2,850.00		Safety Incentive Program	employee recognition
49	Tabernacle Township		275.00			Wellness Program	flowers to brighten building
50	Westampton Township		733.97			Wellness Program	air purifer
51	Woodland Township		304.84			Wellness Program	wellness items
52	Woodland Township		500.00			EPL/CYBER/EPL/Cyber Incentive Program	cyber security
53	Woodland Township			2,350.00		Safety Incentive Program	employee recognition
54	Woodland Township		995.00			Optional Safety Budget	safety items
55	Wrightstown Borough			1,000.00		Safety Incentive Program	Road salt
56	Wrightstown Borough		798.40			Optional Safety Budget	gloves; fire hoods
57	Wrightstown Borough		500.00			Wellness Program	wellness items
58	Wrightstown Borough		500.00			EPL/CYBER/EPL/Cyber Incentive Program	employee manual review by solicitor
	<b>Subtotals</b>	<b>\$497,174.63</b>	<b>\$21,349.36</b>	<b>\$15,644.78</b>	<b>\$3,000.00</b>		

<b>JIF Bill List Total</b>	<b>\$537,168.77</b>
<b>RMC Bill List Total</b>	<b>\$113,096.00</b>
<b>Grand Total</b>	<b>\$650,264.77</b>

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND**

**RMC BILL LIST (1st installments) - Feb 2023**

	<b>Payable to:</b>	<b>FY 2023</b>	<b>Appropriation</b>	<b>Description</b>
1	Barclay Insurance	<b>52,257.00</b>	Risk Management Consultants	1st installment payment - Bordentown City, Chesterfield, Delanco, Fieldsboro, Florence, North Hanover, Pemberton Boro, Springfield, Woodland, Wrightstown
2	Fairview Insurance Agency Associates	<b>15,052.00</b>	Risk Management Consultants	1st installment payment -Bordentown Township
3	Hardenbergh Insurance Group	<b>26,337.00</b>	Risk Management Consultants	1st installment payment -Beverly, Medford (jan only), New Hanover, Pemberton Twp
4	Insurance Agency Management	<b>19,450.00</b>	Risk Management Consultants	1st installment payment - Edgewater Pk, Lumberton, Shamong
	<b>RMC BILL LIST TOTAL</b>	<b>\$ 113,096.00</b>		

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND  
RESOLUTION #2023-\_\_**

**A RESOLUTION AMENDING RESOLUTION 2022-42 AND AUTHORIZING THE FUND  
CHAIR AND FUND SECRETARY TO EXECUTE A ONE YEAR CONTRACT WITH D2  
TO PROVIDE EXTERNAL NETWORK VULNERABILITY SCANNING AND  
EXTERNAL NETWORK PENETRATION TESTING TO THE MEMBERS OF THE  
BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND EFFECTIVE  
JANUARY 1, 2023 AT A COST NOT TO EXCEED \$92,208.00**

**WHEREAS**, the Burlington County Municipal Joint Insurance Fund (FUND) has been organized pursuant to *N.J.S.A. 40A:10-36 et. seq.*; and

**WHEREAS**, the FUND is duly constituted as a Municipal Self Insurance Fund to provide insurance coverage to its member municipalities; and

**WHEREAS**, the FUND members actively manage the risk associated with the use of technology in their day to day operations through a number of techniques including the scanning of external networks for vulnerabilities, external network penetration testing, completion of employee online cyber hygiene training, the circulation of security awareness notifications, and the use of phishing assessments; and

**WHEREAS**, on July 21, 2021, the FUND authorized the Executive Director to prepare, advertise, and receive Requests for Proposals (RFP) for the delivery of the aforementioned technology related risk management services on behalf of its members for a period of up to three (3) years; and

**WHEREAS**, after careful consideration, on December 21, 2021, the FUND awarded a contract to D2 via Resolution 2021-48 to provide External Network Vulnerability Scanning and External Network Penetration Testing to the members of the FUND for a period of one year beginning January 1, 2022, at a cost not to exceed \$95,060.00; and

**WHEREAS**, the FUND members continue to need External Network Vulnerability Scanning and External Network Penetration Testing to help protect themselves from the risk associated with the use of technology; and

**WHEREAS**, on December 20, 2022, the Executive Committee approved Resolution 2022-42 awarding Year 2 of the three (3) year proposal to D2 to provide External Network Vulnerability Scanning and External Network Penetration Testing to the members of the FUND for a period of one (1) year beginning January 1, 2023, at a cost not to exceed \$87,320; and

**WHEREAS**, following the December 20, 2022 meeting it was determined that Resolution 2022-42 contained an error in the amount of the not to exceed contract; and

**WHEREAS**, the total amount of the Year 2 not to exceed contract is \$92,208; and

**WHEREAS**, funds to pay for these services are included in the FUND's 2023 Budget;

**NOW THEREFORE BE IT RESOLVED**, by the Commissioners of the Burlington County Municipal Joint Insurance Fund that Resolution 2022-42 is hereby amended to reflect the correct not to exceed value of the Year 2 contract with D2 of \$92,208; and

**BE IT FURTHER RESOLVED** that the FUND Chair and FUND Secretary are hereby authorized to execute a Contract with D2, a copy of which is attached hereto, to provide External Network Vulnerability Scanning and External Network Penetration Testing to the members of the FUND for a period of one year beginning January 1, 2023, at a cost not to exceed \$92,208.00; and

**BE IT FURTHER RESOLVED** that a copy of this Resolution shall be provided to the Executive Director's office and Fund Treasurer, for their information and knowledge.

This Resolution was duly adopted by the Burlington County  
Municipal Joint Insurance Fund at a public meeting held on February 21, 2023.

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND**

Attest: \_\_\_\_\_ By: \_\_\_\_\_  
Fund Secretary Fund Chair

Date: February 21, 2023

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND  
RESOLUTION #2023-\_\_\_**

**RESOLUTION AUTHORIZING THE RELEASE OF \$3,000 OF THE TOWNSHIP OF  
BORDENTOWN'S SHARE OF THE AGGREGATE EXCESS LOSS CONTINGENCY FUND**

**WHEREAS**, the Burlington County Municipal Joint Insurance Fund (hereafter referred to as the FUND) has been organized pursuant to *N.J.S.A. 40A:10-36 et. seq.*; and

**WHEREAS**, the FUND is duly constituted as a Municipal Self Insurance Fund to provide insurance coverage to its member municipalities; and

**WHEREAS**, the FUND has established an Aggregate Excess Loss Contingency Fund pursuant to NJAC 11:15-2.23; and

**WHEREAS**, in accordance with NJAC 11:15-2.21, the FUND is authorized to release surplus from its Closed Years Fund upon approval from the Department of Banking & Insurance & Department of Community Affairs; and

**WHEREAS**, the Township of Bordentown has been a member of the FUND since January 1, 2009; and

**WHEREAS**, since 2014, the Township of Bordentown has received dividends from the BURLCO JIF; and

**WHEREAS**, at their option, the Township of Bordentown has directed a portion of their dividend from prior years into the FUND's Aggregate Excess Loss Contingency Fund resulting in a balance in the AELCF for Bordentown Township of approximately \$61,626.59 as of December 31, 2022; and

**WHEREAS**, on January 23, 2023, the governing body of the Township of Bordentown adopted Resolution 2023-39, a copy of which is attached hereto an incorporated herein by reference, authorizing the release of \$3,000 held in trust by the BURLCO JIF in the AELCF.

**NOW THEREFORE BE IT RESOLVED**, by the Commissioners of the Burlington County Municipal Joint Insurance Fund that the Fund Treasurer is hereby authorized to release to Bordentown Township the sum of \$3,000 from the Township of Bordentown's balance in the Aggregate Excess Loss Contingency Fund; and

**BE IT FURTHER RESOLVED** that a copy of this Resolution be provided to the FUND Treasurer and FUND Administrator for their information and action.

This Resolution was duly adopted by the Burlington County Municipal Joint Insurance Fund at a public meeting held on February 21, 2023.

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND**

Attest: \_\_\_\_\_  
Richard Wolbert, Secretary

By: \_\_\_\_\_  
John Gural, Chairperson

Date: February 21, 2023

TOWNSHIP OF BORDENTOWN  
RESOLUTION #2023-39

RESOLUTION AUTHORIZING THE RELEASE OF \$3,000 IN SURPLUS FROM THE TOWNSHIP OF  
BORDENTOWN'S SHARE OF THE AGGREGATE EXCESS  
LOSS CONTINGENCY FUND

WHEREAS, the Burlington County Municipal Joint Insurance Fund (hereafter referred to as the FUND) has been organized pursuant to *N.J.S.A. 40A:10-36 et. seq.*; and

WHEREAS, the FUND is duly constituted as a Municipal Self Insurance Fund to provide insurance coverage to its member municipalities; and

WHEREAS, the FUND has established an Aggregate Excess Loss Contingency Fund pursuant to NJAC 11:15-2.23; and

WHEREAS, in accordance with NJAC 11:15-2.21, the FUND is authorized to release surplus from its Closed Years Fund upon approval from the Department of Banking & Insurance & Department of Community Affairs; and

WHEREAS, should the FUND authorize the Release of Surplus from its Closed Years Fund, each member receiving a share of the surplus has the option of using the surplus as an offset against their next assessment billing, receiving the surplus as a direct payment, or placing a portion of their surplus in the FUND's Aggregate Excess Loss Contingency Fund; and

WHEREAS, several members, including the Township of Bordentown, have placed a portion of their Surplus from amounts released in prior years, into the Aggregate Excess Loss Contingency Fund; and

WHEREAS, based upon a financial review, the TOWNSHIP OF BORDENTOWN had an un-audited accumulated balance of approximately \$61,626.59 in the Aggregate Excess Loss Contingency Fund as of 12/31/22; and

WHEREAS, the Fund Commissioner from the TOWNSHIP OF BORDENTOWN has sent a written request to the Fund Administrator's office asking that \$3,000.00 of their available balance be released from the Aggregate Excess Loss Contingency Fund;

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Bordentown that the Fund Treasurer is hereby authorized to release \$3,000.00 from the Township of Bordentown's balance in the Aggregate Excess Loss Contingency Fund.

**CERTIFICATION**

I, CYNTHIA DZIURA, RMC, CMR, Deputy Municipal Clerk of Bordentown Township, County of Burlington, State of New Jersey, do hereby certify the foregoing to be a true and accurate copy of the resolution adopted by the Township Committee of the Township of Bordentown, at their Regular meeting held on January 23, 2023 at the Municipal Complex.

  
CYNTHIA DZIURA, RMC, CMR, DEPUTY TWP. CLERK

TOWNSHIP OF BORDENTOWN  
RESOLUTION #2023-39

RESOLUTION AUTHORIZING THE RELEASE OF \$3,000 IN SURPLUS FROM THE TOWNSHIP OF  
BORDENTOWN'S SHARE OF THE AGGREGATE EXCESS  
LOSS CONTINGENCY FUND

WHEREAS, the Burlington County Municipal Joint Insurance Fund (hereafter referred to as the FUND) has been organized pursuant to *N.J.S.A. 40A:10-36 et. seq.*; and

WHEREAS, the FUND is duly constituted as a Municipal Self Insurance Fund to provide insurance coverage to its member municipalities; and

WHEREAS, the FUND has established an Aggregate Excess Loss Contingency Fund pursuant to NJAC 11:15-2.23; and

WHEREAS, in accordance with NJAC 11:15-2.21, the FUND is authorized to release surplus from its Closed Years Fund upon approval from the Department of Banking & Insurance & Department of Community Affairs; and

WHEREAS, should the FUND authorize the Release of Surplus from its Closed Years Fund, each member receiving a share of the surplus has the option of using the surplus as an offset against their next assessment billing, receiving the surplus as a direct payment, or placing a portion of their surplus in the FUND's Aggregate Excess Loss Contingency Fund; and

WHEREAS, several members, including the Township of Bordentown, have placed a portion of their Surplus from amounts released in prior years, into the Aggregate Excess Loss Contingency Fund; and

WHEREAS, based upon a financial review, the TOWNSHIP OF BORDENTOWN had an un-audited accumulated balance of approximately \$61,626.59 in the Aggregate Excess Loss Contingency Fund as of 12/31/22; and

WHEREAS, the Fund Commissioner from the TOWNSHIP OF BORDENTOWN has sent a written request to the Fund Administrator's office asking that \$3,000.00 of their available balance be released from the Aggregate Excess Loss Contingency Fund;

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Bordentown that the Fund Treasurer is hereby authorized to release \$3,000.00 from the Township of Bordentown's balance in the Aggregate Excess Loss Contingency Fund.

**CERTIFICATION**

I, CYNTHIA DZIURA, RMC, CMR, Deputy Municipal Clerk of Bordentown Township, County of Burlington, State of New Jersey, do hereby certify the foregoing to be a true and accurate copy of the resolution adopted by the Township Committee of the Township of Bordentown, at their Regular meeting held on January 23, 2023 at the Municipal Complex.

  
CYNTHIA DZIURA, RMC, CMR, DEPUTY TWP. CLERK