

# BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

Via Zoom Conferencing

February 21, 2023 @ 3:30 pm

## *EXECUTIVE COMMITTEE MEETING*

### *OPEN SESSION MINUTES*

A meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held via Zoom Conferencing on Tuesday, February 21, 2023. Fund Chair, John Gural, **Palmyra Borough**, presiding. The meeting was called to order at 3:30 PM.

#### *FLAG SALUTE*

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

#### *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*

Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City**  
Maria Carrington, **Bordentown Twp.**  
Tom Sahol, **Chesterfield**  
Fern Oullette, *Alternate*, **Delanco Twp.**  
Joe Bellina, **Delran Twp.**  
Patricia Cahall, *Alternate*, **Edgewater Park**  
Steve Fazekas, **Florence Twp.**  
Patrice Hansell, **Fieldsboro Borough**  
Paula Kosko, **Hainesport Twp.**  
Bobbie Quinn, **Lumberton Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Kathy Burger, **Medford Twp.**  
Jerry Mascia, **Mt. Laurel Twp.**  
Sue Jackson, **New Hanover Twp.**  
Mary Picarillo, **North Hanover Twp.**  
John Gural, **Palmyra Borough**  
Kathy Smick, **Pemberton Borough**  
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.**  
Kathy Hoffman, **Southampton Twp.**  
Lisa Cummins, **Tabernacle Twp.**  
Steve Ent, **Westampton Twp.**  
Maryalice Brown, **Woodland Twp.**  
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

**Bass River Twp.**  
J. Paul Keller, **Springfield 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*  
Keith Hummel, Safety Director, *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*  
Jerry Caruso, *Technology Risk Services Director*

Also present were the following Risk Management Consultant agencies:

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

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

### ***OATHS OF OFFICE***

*Oaths of Office* were administered by Mr. DeWeese, Fund Solicitor, to those members of the Executive Committee and Alternates for the 2023 Fund Year that were absent at the January 17, 2023 Reorganizational meeting.

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

Chair Gural presented the Open session meeting minutes of the January 17, 2023 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 January 17, 2023 meeting. All in Favor. Motion carried by unanimous vote.

### ***CLAIMS REVIEW COMMITTEE MEETING REPORT – February 9, 2023***

Ms. Burger noted the minutes of the February 9, 2023 Claims Committee meeting were emailed out earlier to the Claims Committee members, Executive Committee and the Alternates and were self-explanatory. She then noted the Committee reviewed eleven (11) PARs including six (6) Workers' Compensation (*1 Police, 0 Fire, and 5 Other*); two (2) General Liability, zero (0) Automobile Liability, and three (3) Property claims which were reviewed for settlement, continuing defense, or to advise of trial date. The Committee also reviewed the Managed Care report and discussed Qual-Lynx staffing issues. Ms. Burger also noted there was only one (1) out of eleven (11) incidents where a Supervisor Incident Reports was not received and there were 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 referenced a report showing the Certificates of Insurance issued for January, and asked that members please review for accuracy.

Mr. Forlenza noted the allowance reports for the OSB, Wellness, and EPL/Cyber Risk Management Budget balances are included in the agenda and were emailed out in one inclusive email which noted your balances and how to collect the awards on February 14, 2023. He noted all funds need to either be claimed or encumbered by November 30, 2023, with encumbered funds needing to be claimed by February 1, 2024. Mr. Forlenza noted the SIP Award notification will be emailed out to all members at the conclusion of the Safety Breakfast in March.

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 reminded the members that 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 once his office receives word the program is loaded into the MSI platform, which he anticipates being in the next week. All training sessions included in the original invitation are cancelled, and anyone that had already registered for the Zoom training session was notified of the cancellation last month. 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 that include in the agenda was a list of members that have provided a certification to the Fund Underwriter indicating that they have complete 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. He noted, with the New Year, please be sure than anyone newly appointed completes the training. If you have any questions, please contact Ed Cooney, Fund Underwriter.

Mr. Forlenza noted 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. 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

In regards to Property Appraisals, Mr. Forlenza noted on or about February 17, 2023, each member and their RMC's received a notification from his 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, ASSEWORKS. Those that are not receiving a physical inspection in 2023 will have their building & contents values trended accordingly. All members were asked to complete the review and update process no later than March 24, 2023.

Mr. Forlenza stated that on or about February 7, 2023, an email with an attached memorandum regarding incentives for members with Police Departments for becoming accredited 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 in his office.

Lastly, Mr. Forlenza stated that the invitation and RSVP link for the 2023 Safety Kickoff Breakfast to be held on March 16, 2023 at the Indian Spring Country Club, Marlton was emailed out earlier today. He asked that you please respond no later than March 8, 2023. He noted the Breakfast should run approximately 1.5 hours and that the Safety, Claims, & Wellness Coordinator Roundtable which is usually held following the Breakfast will be held virtually this year at a later date. Additional information in regards to the Roundtable will be forthcoming.

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

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

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

Mr. DeWeese noted the Claims Committee met on Tuesday, February 14, 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, with six (6) of those being Police Civil Rights cases.

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 noted that on January 25, 2023 himself, along with colleagues from the Executive Directors office, Summit Risk, and Connor Strong, met to discuss and review the EPL Helpline; EPL claims; and EPL/POL losses among other things. It was a great meeting and we discussed the production of webinars and topics to include. This is currently being worked on and will hopefully be available to all members sometime in the Spring. Also being worked on is summarizing some of the memos that were issued as a result of a call into the Helpline, and it is anticipated those will be available in the Spring as well.

Lastly, Mr. DeWeese stated late last week the Attorney General issued law Enforcement Drug Testing Policy Guidelines, which specifically addresses the Marijuana/THC issues. He noted two aspects of the Policy that are important for everyone to understand:

In regards to testing: the Lab will only test for certain controlled, dangerous substances. As to Marijuana/Cannabis, it is only to be included in the testing process when the Officer is assigned to a Federal Task Force; the Officer holds a Federally Regulated License, which requires testing, such as a Pilot; Testing is required for a Federal Grant or a Federal Contract; or the Officer has been subject to reasonable suspicion

that they have been the influence of a controlled, dangerous substance while working. Thus marijuana will not be in the panel of normal drug testing for Law Enforcement Officers going forward, unless it relates to the examples Mr. DeWeese just reviewed.

Secondly, Mr. DeWeese outlined what happens if it is determined an Officer is under the influence of a controlled, dangerous substance. The Attorney General Guidelines reference the Workplace Impairment Recognition Expert which is supposed to be utilized to determine whether someone is under the influence. Unfortunately, the Cannabis Regulatory Commission has yet to set up that program, so there are currently no Workplace Impairment Recognition Experts. What has been suggested is to use a qualified Officer who has gone through the Drug Recognition training, however that has been shot down as the State Police issued an email stating those Officers are NOT permitted to issue an evaluation. Mr. DeWeese noted at this point it is recommended to have two Supervisors perform some type of evaluation on the individual, though he is not sure even that will up in Court, but that is the suggestion until the Workplace Impairment Recognition Expert program gets moving.

Mr. DeWeese stated he will stay on top of this issue and keep everyone informed of any information going forward. He stated is anyone has any questions, or should a situation arise, please reach out to him and he will assist the best he can.

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

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

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

Mr. Saville noted his report included a list of the Safety Director Bulletins and Safety Announcements, including Law Enforcement messages issued during January 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 and there will be a limited number of in-person trainings offered as part of the training expos being conducted this year.

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. He also noted to please keep in mind that PEOSH considers any training over 3 years old to be outdated.

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

### ***CLAIMS ADMINISTRATOR'S REPORT***

#### ***Lessons Learned from Losses***

Mr. Roselli reviewed the *Lessons from Losses* this month, which focuses on the use of surveillance and social media searches. Mr. Roselli noted that the use of surveillance is costly but can help reduce the cost of a claim when surveillance is utilized effectively. He cited an example where surveillance was utilized for an injured employee and the results of the surveillance were in favor of the employer.

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

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

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

Mr. Winter noted that a future training has been outlined for a Report Writing Class and is currently being finalized. Notice of this class will be provided at a later date.

Mr. Winter noted a Bulletin was distributed in January and outlined Random Drug Testing and the revisions made of the past two years. This is impacting agencies this year to ensure they have the required two tests completed by March 2023 for 2022. He asked everyone to please reference the bulletin included in the agenda for further details.

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

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

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

Ms. Schiffer noted she plans to meet with as many towns as she can in the 1<sup>st</sup> half of the year to assist with laying out a wellness plan for utilizing funds that span the entire year instead of a crunch at the end. She noted she will also be attending at least one Safety Committee meeting per town, and is working with J.A. Montgomery to acquire those dates. She also noted that a new report which is included in the agenda will indicate her visits.

Ms. Schiffer noted the Wellness Advisory Committee met on February 8<sup>th</sup>. As a reminder, this committee was started in 2022 to review the current wellness program and make any recommendations for ways to improve what is offered and to suggest ways to increase participation. Minutes still need to be approved by the Safety Committee scheduled for March 2<sup>nd</sup>, but both minutes and highlights will be shared at the March Executive Committee Meeting.

Ms. Schiffer noted some other related meetings and announcements include:

- 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 about 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* – Ms. Schiffer sent out an email to all her wellness contacts in January 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 her to reach out to them on your behalf or if you would like more information on what they are all about, please just let her know. Their closest clinic is in Marlton NJ.

*Department of Addiction with Cooper Health Systems* – Ms. Schiffer had 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:**

Ms. Schiffer stated that 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 life style topic. 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)***. Ms. Schiffer noted feedback is always appreciated.

Lastly, Ms. Schiffer noted an article included with her report describes the signs and symptoms of a heart attack in both men and woman, since February is American Heart Month.

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 January 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><i>January</i></b>	<b><i>YTD</i></b>
<i>Lost Time</i>	2	2
<i>Medical Only</i>	11	11
<i>Report Only</i>	20	20
<i># of New Claims Reported</i>	33	33
<i>Report Only % of Total</i>	61%	61%
<i>Medical Only/Lost Time Ratio</i>	85:15	85:15
<i>Average Days to Report to Qual-Lynx</i>	3.6	3.6
<i>Average Days Reported to employer</i>	0.3	0.3

***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 2023.

All Claims – 0.3 days to report

Non-COVID Claims – 0.0 days to report

COVID Claims – 0.7 days to report

**Transitional Duty Report**

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

<i>Transitional Duty Summary Report</i>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	<i>125</i>
<i>Transitional Duty Days Worked</i>	<i>100</i>
<i>% of Transitional Duty Days Worked</i>	<i>80%</i>
<i>Transitional Duty Days Not Accommodated</i>	<i>25</i>
<i>% of Transitional Duty Days Not Accommodated</i>	<i>20%</i>
<i>\$ Saved by Accommodating</i>	<i>\$8,142</i>
<i>\$ Lost by not Accommodating</i>	<i>\$3,039</i>

**PPO Penetration Report:**

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>January</i>
<i>Bill Count</i>	<i>100</i>
<i>Original Provider Charges</i>	<i>\$91,871</i>
<i>Re-priced Bill Amount</i>	<i>\$36,531</i>
<i>Savings</i>	<i>\$55,339</i>
<i>% of Savings</i>	<i>60%</i>

**Top 10 Providers by Specialty:** This report breaks down our top 10 providers by specialty e.g. Anesthesia/Pain Management, Facility, and MRI/Radiology as these are the heaviest expenses the Fund incurs.

**Nurse Case Assignment Report:** The final page of this report depicts the number of open cases each Nurse Case Manager carried for each month to date, along with how many cases were closed for the current month, and how many cases were opened for the current month. The attached report depicts the information through the current month.

**Prescription Benefit Management Program**

This report depicts the year-end statistics for the Prescription Benefit Management Program. Ms. Beatty reviewed the report with the committee outlining the year-end script count, utilizing patients count, opioid cost percentage, opioid script percentage, generic utilization percentage, cost per patient and cost per script.

**Managed Care Quick Notes**

This report depicts scenarios when an injured employee should utilize the emergency room vs. urgent care facility. Ms. Beatty reviewed the report outlining the scenarios and cost associated with emergency room and urgent care visits. Ms. Beatty noted that the average costs are inclusive of emergency room and urgent care visits in Atlantic, Burlington, and Gloucester, Salem and Cumberland Counties Municipal Joint Insurance Funds and pricing varies based on geographic locations.

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



**TECHNOLOGY RISK SERVICES REPORT**

Jerry Caruso of Wintsec Consulting, who has been appointed as the new Technology Risk Services Director for the ACM, BURLCO, and TRICO JIFs introduced himself and explained his role will be to help decrease members' exposure to Cyber Risk liability and threats. To that end, he explained the 3 P's: People, Property, and Process.

He explained in regards to *People*, this is the testing and training that the JIF provides through WIZER, in which he will be looking to assist with 100% participation by all members. He will also be working with the Town Managers to be sure we have updated lists of those employees who need to take the training. Mr. Caruso noted he will also be working to ensure the proper Whitelisting on all of the Domains, so proper probing can be done without issues for the towns that are being tested.

In regards to *Property*, he noted that D2 will be performing Penetration testing once he has secured all of the IP addresses of the various towns, Police Departments, MUA's, etc.

Lastly in regards to *Process*, which means what towns are doing to help protect themselves from Cyber Risk. Mr. Caruso wants to see what precautions the towns are taking should an employee click on an email that could expose data, or stop production.

Mr. Caruso noted he will be visiting all of the member towns to review these items, and should you have any issues in the meantime, please don't hesitate to reach out to him.

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

**TREASURER'S REPORT**

Mr. Tontarski presented an overview of the Treasurer's Report for the month of January 2023, 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 January 31, 2023 for Closed Fund Years 1991 through 2018, and Fund Years 2019, 2020, 2021, 2022 and 2023.

**Investment Interest**

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**

	Monthly	YTD
Subrogation Receipts	\$0.00	\$0.0
Salvage Receipts	\$0.00	
Overpayment Reimbursements	\$0.00	
FY 2023 Premium Assessments		\$1,613,022.00

**Loss Run Payment Register – January 2023**

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



Chair Gural entertained a motion to adopt Resolution 2023-20, as presented.

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

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

*Nays:*                    None

*Abstain:*                None

All in Favor. Motion carried by unanimous vote.

***Resolution 2023-21 Authorizing the Release of \$3,000 of the Township of Bordentown's Share of the Aggregate Excess Loss Contingency Fund***

Chair Gural entertained a motion to adopt Resolution 2023-21, as presented.

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

**ROLL CALL**    *Yeas*    James Ingling, **Wrightstown Borough**  
Jerry Mascia, **Mt. Laurel Twp.**  
Paula Kosko, **Hainesport Twp.**  
Grace Archer, **Bordentown City**  
Daniel Hornickel, **Pemberton Twp.**  
Rich Wolbert, **Beverly City**  
John Gural, **Palmyra 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, March 21, 2023 at 3:30 PM** at via Zoom Conferencing.

***PUBLIC COMMENT***

Motion by Mr. Hornickel, seconded by Ms. Archer 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.

<i>Workers Compensation</i>	<i>General Liability</i>	<i>Property</i>
2022249791	2022261438	2023291091
2023282963	2020206165	2023193215
2023280221		2022258141
2023290114		
2023289664		
2023282975		

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*    James Ingling, **Wrightstown Borough**  
 Jerry Mascia, **Mt. Laurel Twp.**  
 Paula Kosko, **Hainesport Twp.**  
 Grace Archer, **Bordentown City**  
 Daniel Hornickel, **Pemberton Twp.**  
 Rich Wolbert, **Beverly City**  
 John Gural, **Palmyra Borough**  
*Nays:*                    None  
*Abstain:*                None

Motion carried by unanimous vote.

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

There was one (1) claim presented for Abandonment of Subrogation:

2022256527

Chair Gural entertained a motion to approve the claim for Abandonment of Subrogation as reviewed and recommended by the Claims Review Committee.

Mr. Hornickel asked for information on the claim. Mr. Forlenza noted it was a Palmyra claims for \$4,407 and he read the PAR in regards to the reason for the recommendation to abandon subrogation efforts.

Motion by Mr. Ingling, seconded by Mr. Hornickel to Abandon Subrogation on the claims(s) as presented.

**ROLL CALL**    *Yeas*    James Ingling, **Wrightstown Borough**  
 Jerry Mascia, **Mt. Laurel Twp.**  
 Paula Kosko, **Hainesport Twp.**  
 Grace Archer, **Bordentown City**  
 Daniel Hornickel, **Pemberton Twp.**  
 Rich Wolbert, **Beverly City**  
 John Gural, **Palmyra Borough**  
*Nays:*                    None  
*Abstain:*                None


Motion carried by unanimous vote.

***MOTION TO ADJOURN***

Chair Gural entertained a motion to adjourn the February 21, 2023 meeting of the BURLCO JIF.

Motion by Ms. Archer, seconded by Mr. Wolbert to adjourn the February 21, 2023 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:27 PM.

  
Kris Kristie,  
Recording Secretary for

  
Richard Wolbert, SECRETARY