

# BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

Via Zoom Conferencing

March 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, March 21, 2023. Acting Fund Chair, Richard Wolbert, **Beverly City**, 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**  
Erin Provenzano, **Delanco Twp.**  
Joe Bellina, **Delran Twp.**  
Patricia Cahall, *Alternate*, **Edgewater Park**  
Steve Fazekas, **Florence Twp.**  
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.** ↗  
Rita Jackson, *Alternate*, **Palmyra Borough**  
Rachael Wall, *Alternate*, **Pemberton Borough**  
Dan Hornickel, **Pemberton Twp.**  
Mike Mansdoerfer, **Riverside Twp.**  
J. Paul Keller, **Springfield Twp.**  
Lisa Cummins, **Tabernacle Twp.**  
Steve Ent, **Westampton Twp.**  
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Mari Ann Capriglione, **Bass River Twp.**  
Patrice Hansell, **Fieldsboro Borough**  
Mary Picarillo, **North Hanover Twp.**  
Susan Onorato, **Shamong Twp.**  
Kathy Hoffman, **Southampton 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*  
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.*

Motion to move Mr. Richard Wolbert, Beverly, to Acting Chair in the absence of John Gural, Palmyra Borough; Mr. James Ingling, Wrightstown Borough, to Acting Secretary, and Ms. Erin Provenzano, Dalanco Township, to the Executive Committee for voting purposes.

Motion by Mr. Hornickel, seconded by Mr. Mascia. All in favor. Motion carried by unanimous vote.

#### ***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 February 21, 2023 Reorganizational meeting.

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

Acting Chair Wolbert presented the Open session meeting minutes of the February 21, 2023 meeting of the Fund, as found in the agenda packet, for approval.

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

Motion by Mr. Hornickel, seconded by Ms. Provenzano to approve the Open session meeting minutes of the February 21, 2023 meeting. All in Favor. Motion carried by unanimous vote.

#### ***CLAIMS REVIEW COMMITTEE MEETING REPORT – March 14, 2023***

As Ms. Burger was not present at the March 14, 2023 Claims Review Meeting, Mr. Forlenza noted the minutes of the March 14, 2023 Claims Review Committee meeting were emailed out earlier to the Claims Committee members, Executive Committee and the Alternates. He noted the Committee reviewed four (4) PARs including three (3) Workers' Compensation (*2 Police, 0 Fire, and 1 Other*); zero (0) General Liability, zero (0) Automobile Liability, and one (1) 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. Mr. DeWeese also reviewed one (1) open case and one (1) closed case. Ms. Forlenza also noted there were only two (2) claims reported this month, and both had a Supervisor Incident Report completed.

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

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

Mr. Forlenza reviewed the Executive Director's Report found in the agenda packet with the membership. He then highlighted the following items from the report:

Mr. Forlenza referenced a report showing the Certificates of Insurance issued for February, 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. Notices were emailed to all members on February 14, 2023, in one inclusive letter which noted your balances and how to collect the awards. 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 to all members at the conclusion of the Safety Breakfast in March.

Mr. Forlenza reminded the members that Elected Officials Training is being conducted online through the MEL Safety Institute and will allow all Elected Officials to complete this training at their convenience and is approximately 30 minutes long. 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 was sent to all Fund Commissioners, Municipal Clerks, and Risk Management Consultants on or about February 24, 2023. He noted to date only 126 people have taken the course across all three JIFs with which he works, so please check with your Elected Officials as again the deadline is May 1<sup>st</sup>. Mr. Forlenza stated he receives weekly reports as to who had taken the training, so you can look for them to be posted to the BURLCOJIF website for you to reference. If you have any questions, or need assistance with the training, please contact the MSI Helpline at 866-661-5120

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 were 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, ASSETWORKS. 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 noted only a handful of the 28 members have completed the review and a reminder email was issued by his office earlier today.

Mr. Forlenza noted that again this year his office will be holding New Fund Commissioner Orientation sessions in conjunction with the ACM and TRICOJIFs, for those Fund Commissioners, Alternates, RMC's or anyone else that would like to learn more about the JIF. An email was sent from his office to all three JIFs on February 24, 2023 to gauge who would be interested in attending these sessions, which will be done virtually. We received 11 responses from the BURLCOJIF, with 52 responses in total. With that said, he will be holding two (2) identical virtual session on April 27 @ 1:00 pm and another on May 2, @ 10:00am. Both sessions will be generic and identical. An additional email from his office with links to RSVP for the specific sessions will be sent out to those interested next week.

Lastly, Mr. Forlenza noted in regards to Financials Disclosure Filing, each Fund Commissioner has been assigned a unique PIN # for which to file for their position of Fund Commissioner with the JIF. Newly appointed Fund Commissioners receive their Filing PIN # from our office once we are notified of their appointment. Any newly appointed Fund Commissioner that has not yet received their PIN# from the Executive Director's office, or has any questions, should contact Kris Kristie at [Kristi\\_Kristie@rpadmin.com](mailto:Kristi_Kristie@rpadmin.com). Additional information will be sent to all Fund Commissioners once it is released by the Department of Community Affairs.

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, March 14, 2023, and stated there was one (1) new and one (1) 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 their town's cases 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 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 reported that Entry Level Driver Training (ELDT) will be rolled out on April 3, 2023 in Camden with other dates to be announced. If you want your employees to obtain a CDL it will be necessary for them to have this formal training.

He also noted the new learning management system will be rolled out in May and notices of the training dates to learn how to use the new system were sent out last week. The first training session will be held on April 5<sup>th</sup> for administrators and learners.

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 maintenance of heavy equipment. He reviewed a claim scenario where a mower blade on a boom mower was replaced by the town's maintenance staff improperly which resulted in the blade and pin coming detached from the mover during use. He stressed the importance of maintenance on heavy equipment should be performed by experienced staff or a qualified third party vendor.

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 March 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. He also noted an Advanced Resiliency Officer training class is being prepared that will include Dr. Kelly later this year, and a Use of Force and Control Techniques course is in review to be discussed further at the next L/E Consultant meeting.

Lastly, Mr. Winter reported the MOAB class went very well. It was attended by Administrative Commanders, Supervisors and Patrol Officers with 23 Officers in attendance. A good amount of discussion was generated by those in attendance and the Fund Commissioners will receive a course evaluation summary within the next few days.

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 has been meeting 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, noting her report includes some wellness ideas and initiatives that have been completed. 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 some other related meetings and announcements include:

*Wellness Brainstorming Session* – Since the Safety/Wellness Coordinator Roundtable is being planned for April 25<sup>th</sup>, and she has already been in contact with many of the WC's through visits, there will only be one *Brainstorming* session this year and will be held during the 3<sup>rd</sup> quarter. Purpose of this meeting is to discuss ideas, challenges and enhance peer support among the three JIF municipal members.

**New Resources:**

*Medical Essentials Diagnostics* – In January, an email was sent to all 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 her to reach out to them on your behalf or if you would like more information on what they are all about, please contact Ms. Schiffer. Their closest clinic is in Marlton NJ.

*Also looking into - 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. *Other resources available:* Reiki, chair yoga, meditation

**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

Ms. Schiffer noted the Wellness Advisory Committee met on February 8th. 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 were approved by the Safety Committee on March 2<sup>nd</sup> and are included in the agenda packet for your review.

Lastly, Ms. Schiffer noted the comorbidities highlighted for the month of March is Diabetes.

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 February 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)*:

	<i>February</i>	<i>YTD</i>
<i>Lost Time</i>	0	4
<i>Medical Only</i>	3	12
<i>Report Only</i>	10	30
<i># of New Claims Reported</i>	13	46

<i>Report Only % of Total</i>	77%	65%
<i>Medical Only/Lost Time Ratio</i>	100:00	75:25
<i>Average Days to Report to Qual-Lynx</i>	2.8	3.4
<i>Average Days Reported to employer</i>	1.9	0.7

**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 – 3.4 days to report  
 Non-COVID Claims – 3.8 days to report  
 COVID Claims – 2.5 days to report

**Transitional Duty Report**

Ms. Beatty presented the Year-to-Date Transitional Duty Report results:

<i>Transitional Duty Summary Report</i>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	310
<i>Transitional Duty Days Worked</i>	189
<i>% of Transitional Duty Days Worked</i>	61%
<i>Transitional Duty Days Not Accommodated</i>	121
<i>% of Transitional Duty Days Not Accommodated</i>	39%
<i>\$ Saved by Accommodating</i>	\$18,065
<i>\$ Lost by not Accommodating</i>	\$15,759

**PPO Penetration Report:**

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>February</i>
<i>Bill Count</i>	207
<i>Original Provider Charges</i>	\$205,249
<i>Re-priced Bill Amount</i>	\$79,150
<i>Savings</i>	\$126,100
<i>% of Savings</i>	61%

**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 Management Report:** 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.

### **Managed Care Quick Notes**

This report explains what an Exclusive Provider Organization (EPO) is and the specialties included in the EPO. She reviewed the positive financial impact of utilizing the EPO network.

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

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

Mr. Caruso referenced his reports included in the agenda packet and explained he will be looking to assist Town Managers to be sure we have updated lists of those employees who need to complete the training. He noted that 100% participation by all members is the goal in regards to the Wizer training; however, 6% of the members have not started the training. Mr. Caruso noted he is working to ensure the proper *Whitelisting* is correct for all Domains, so proper probing can be done without issues for the towns that are being tested. He noted to date three (3) towns are 100% complete: Fieldsboro, Hainesport, and Pemberton Borough.

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 February 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 February 28, 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 \$25,397.93. This generated an average annual yield of 1.87%. However, after including an unrealized net loss of \$215,233.67 in the asset portfolio, the yield is adjusted to -13.98% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$13,861,895.58.

### **Receipt Activity for the Period**

	Monthly	YTD
Subrogation Receipts	\$2,003.77	\$2,003.77
Salvage Receipts	\$0.00	
Overpayment Reimbursements	\$198.15	
FY 2023 Premium Assessments		\$2,069,492.00

### ***Loss Run Payment Register – February 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 \$315,159.37. The claim detail shows 273 claim payments issued.

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

Interest Allocated for the Period \$495.96 for a total Member Balance of \$318,758.45.



### **Cash Activity for the Period**

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$15,829,697.76 to a closing balance of \$16,752,857.79 showing an increase in the fund of \$923,760.08.

### **Bill List – March 2023**

For the Executive Committee's consideration, Mr. Tontarski presented the March 2023 Bill List in the amount of \$198,595.92 which was included in the agenda packet for approval.

Acting Chair Wolbert entertained a motion to approve the February 2023 Loss Run Payment Register, and the March 2023 Bill List in the amount of \$198,595.92 presented.

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

Motion by Mr. Hornickel, seconded by Ms. Kosko to approve the *February 2023 Loss Run Payment Register and the March 2023 Bill List* 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**  
Erin Provenzano, **Delanco Township**

*Nays:*                    None

*Abstain:*                None

Motion carried by unanimous vote.

### **COMMITTEE REPORTS**

#### ***Safety Committee Meeting Minutes – March 2, 2023***

Acting Chair Wolbert stated that the Safety Committee met via Zoom on March 2, 2023 and the report is included in the agenda and is self-explanatory. He then highlighted the following:

He stated having a Committee Vice-Chair was discussed and Ms. Archer volunteered to serve in that roll.

He noted Mr. Garish reported there are no towns that need to be monitored at this time or be placed on *Safety Intervention*. He also reviewed the 2022 Annual Safety Directors Loss Control Report.

Acting Chair Wolbert stated Mr. Forlenza reviewed the Loss Ratio Reports as of September 30 and December 31, 2022 noting the Loss Ratio Snapshots are now uploaded into Origami. And lastly, he stated the Annual Safety Breakfast was held on March 16, 2023 at Indian Springs Country Club and was well attended and included very good information from Chief Hummel, Ms. Schiffer, and Mr. Forlenza.

Acting Chair Wolbert asked if there were any questions. No questions were entertained.

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

Mr. Forlenza noted there is an EJIF Alert included in the agenda on Municipal Storm Water Permits, stating the Alert was self-explanatory and provides an update on this program. He noted this was a good reference for anyone updating their town's regulations.

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

### **MISCELLANEOUS BUSINESS**

Acting Chair Wolbert stated that prior to today's meeting he had asked Mr. Forlenza to be prepared to discuss coverage for appointed officials available through the JIF and municipal indemnification ordinances. Mr. Forlenza explained that generally, the JIF will provide liability coverage for appointed

officials that are sued for actions taken in their official roll with the municipality. He noted that in some cases depending upon the accusations made in the suit, coverage for the appointed officials might not be triggered under the Public Officials Liability Policy. For example, land use boards are often sued by a board applicant if their application is denied. The suit normally seeks *injunctive relief* which is a request that the board reconsider their actions and approve the application. In this scenario, the applicant is not seeking any damages, it is simply asking the land use board to take action. Under these circumstances, coverage under the Public Officials Liability Policy is not triggered. As a result, no legal counsel is assigned and the municipality's land use attorney or municipal solicitor will handle the suit on behalf of the municipality.

Mr. Forlenza explained that in other more rare situations, you could have a scenario where specific members of a board or appointed officials are named in a civil claim where there is no coverage or coverage is not triggered. In this scenario, an indemnification ordinance would require the municipality to provide a defense and indemnification for those individuals assuming that the individuals were acting in their capacity as appointed by the municipality when the occurrence took place leading to the claim.

Mr. Wolbert explained he was unaware of the existence of this type of ordinance and in checking with other Fund Commissioners many were also not aware. Mr. DeWeese noted that the sample ordinance available through the MEL will be reviewed and revised by his office and sent to the members for consideration.

***Next Meeting***

Acting Chair Wolbert noted that the next meeting of the BURLCO JIF would take place on **Tuesday, April 18, 2023 at 3:30 PM** at the Medford Village Country Club following the Annual Planning Retreat.

***PUBLIC COMMENT***

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

Acting Chair Wolbert opened the meeting to the public for comment.

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

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

***APPROVAL OF CLAIMS PAYMENTS***

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

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

<i>Workers Compensation</i>	<i>Property</i>
2023294791	2020191515
2023282863	
2021211869	

Motion by Mr. Hornickel, seconded by Mr. Mascia, 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**  
Erin Provenzano, **Delanco Township**  
*Nays:*                    None

*Abstain:* None

Motion carried by unanimous vote.

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

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

2022263913

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

Motion by Ms. Kosko, seconded by Ms. Provenzano 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**  
Erin Provenzano, **Delanco Township**

*Nays:* None

*Abstain:* None

Motion carried by unanimous vote.

***MOTION TO ADJOURN***

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

Motion by Ms. Kosko, seconded by Mr. Hornickel to adjourn the March 21, 2023 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:38 PM.

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

  
\_\_\_\_\_  
James Ingling, Acting SECRETARY