

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

Hainesport Municipal Building, Hainesport, NJ

July 18, 2023 @ 3:30 pm

EXECUTIVE COMMITTEE MEETING

OPEN SESSION MINUTES

A meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at the Hainesport Municipal Building, Hainesport, NJ on Tuesday, July 18, 2023. Fund Chair, John Gural, **Palmyra Borough**, presiding. The meeting was called to order at 3:30 PM.

FLAG SALUTE

STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETING ACT

Notice of this meeting was given by: (1) sending sufficient notice herewith to the *Burlington County Times*, Mt. Holly, NJ, and to the *Courier Post*, Cherry Hill, NJ; (2) filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities of the Burlington County Municipal Joint Insurance Fund; and (3) posting notice on the public bulletin boards of all member municipalities of the Burlington County Municipal Joint Insurance Fund.

ROLL CALL

Rich Wolbert, *Fund Secretary*, **Beverly City**
Grace Archer, **Bordentown City**
Maria Carrington, **Bordentown Twp.**
Tom Sahol, **Chesterfield**
Erin Provenzano, **Delanco Twp.**
Joe Bellina, **Delran Twp.**
Patricia Clayton, *Alternate*, **Edgewater Park**
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.**
Susan Jackson, **New Hanover Twp.**
Mary Picarillo, **North Hanover Twp.**
John Gural, *Fund Chair*, **Palmyra Borough**
Dan Hornickel, **Pemberton Twp.**
Meghan Jack, *Alternate*, **Riverside Twp.**
Susan Onorato, **Shamong Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Mari Ann Capriglione, **Bass River Twp.**
Nancy Erlston, **Florence Twp.**
Kathy Smick, **Pemberton Borough**
Kathy Hoffman, **Southampton Twp.**
Brandy Boyington, **Springfield 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, *Deputy Executive Director*, **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*
Jerry Caruso, *Technology Risk Services Director*.....arrived after roll call

Also present were the following Risk Management Consultant agencies:

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

Absent RMCs were:

Fairview Insurance Agency

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

Motion to allow this monthly meeting to be conducted directly by the Fund Commissioner present with all matters to be decided upon by a combined majority vote of all Fund Commissioners and Alternates.

Motion by Mr. Wolbert, seconded by Mr. Ingling. All in Favor. Motion carried by unanimous vote.

APPROVAL OF MINUTES

Chair Gural presented the Open session meeting minutes of the June 20, 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. Hornickel, seconded by Mr. Ingling to approve the Open session meeting minutes of the June 20, 2023 meeting. All in Favor. Mr. Wolbert abstained. Motion carried by majority vote.

CLAIMS REVIEW COMMITTEE MEETING REPORT – July 11, 2023

Ms. Burger noted the minutes of the July 11, 2023 Claims Review Committee meeting were a handout at today's meeting and are self-explanatory. She then noted the Committee reviewed four (4) PARs including two (2) Workers' Compensation (*1 Police, 0 Fire, and 1 Other*); and zero (0) General Liability, zero (0) Automobile Liability, and two (2) Property claims were reviewed for settlement, continuing defense, or to advise of trial date.

The Committee also reviewed the Managed Care reports and discussed Qual-Lynx staffing issues. Mr. DeWeese reviewed one (1) Closed case and one (1) case that was newly assigned this month. Ms. Burger also noted that a draft of the Claims Audit is currently being reviewed and the final report will be shared with Qual-Lynx to provide feedback on any areas of improvement or suggestions as noted by the Claims Auditor.

Ms. Burger noted for more detail on any of these topics, please reference the minutes.

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 June, 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 funds. The SIP Award notification was emailed to all members on April 5, 2023 which also included balances and how to collect your SIP award. He noted that all funds must be claimed or encumbered by November 30, 2023, with encumbered funds needing to be claimed by February 1, 2024.

Mr. Forlenza referenced the Statutory Bond listing in the agenda, stating that some towns may have seen retirements as of June 30th. If you wish to secure their replacement's statutory Bond through the MEL Program, please submit the application as soon as possible as there is an Underwriting process that needs to be completed as the Bond is for the individual, not the position. He also noted those towns that are up for renewal effective January 1, 2024, will receive notice from the Fund Underwriter's office that the statutory position that the MEL provides a Bond for will need to be re-underwritten. The MEL started this process a few years ago. The year a town is up for Renewal, the MEL will re-underwrite the Statutory Bonds positions, so please watch for a notice coming directly from the Fund Underwriter regarding this process.

Mr. Forlenza stated on or about May 17, 2023, a memorandum outlining the required steps necessary to remain, or come into compliance with, the MEL's EPL Risk Management Program was emailed to all Municipal Clerk's, Fund Commissioners, and Risk Management Consultants. Information pertaining to the availability of the updated policies and procedures, handbooks, required Police Command Staff and Managers and Supervisor's Training was included in the memorandum. Anyone that has questions pertaining to this Program should contact the Executive Director's Office for assistance. All members are reminded to complete the necessary steps and submit their compliance checklist by November 1, 2023.

Also, as a follow up to the May 17, 2023 MEL EPL Risk Management Program Memorandum email, Mr. Forlenza stated that on July 10, 2023 an announcement on how to access Anti-Harassment Training was emailed to all Municipal Clerks, Fund Commissioners, and Risk Management Consultants. He noted this announcement should be provided to all non-supervisory personnel (including police) and volunteers. Notifying these personnel of the availability of this training is a required element for compliance with the 2024-2025 MEL EPL Risk Management Program. Mr. Forlenza emphasized to all members that as employers they are required to notify all non-supervisory personnel (including police) and volunteers of the availability of this training; however, these personnel are not required to complete this training. All members should document and retain the process by which this notification process occurred. Anyone that has questions pertaining to this Program should contact the Executive Director's Office for assistance.

In regards to the Renewal visits, Mr. Forlenza noted either himself or Ms. Patel have been out presenting a JIF presentation to the Governing Bodies of those towns up for renewal and they have been going very well. To date, Renewal paperwork has been received in his office from Beverly City and Mr. Laurel Township. Mr. Forlenza noted members were asked to place the Renewal Resolution on the agenda of an upcoming governing body meeting and return both the approved Resolution and executed Agreement to our office by Friday, **August 18, 2023**.

In regards to the 2024 Exposure Renewal Process, Mr. Forlenza noted on or about July 20, 2023, all members and their risk managers will receive a notification that the 2024 Exposure Renewal Process will begin on or about July 25, 2023. As occurred last year, members will receive an email from Origami containing a link to the Origami renewal site. Included in the correspondence is important information pertaining to your property and equipment schedules, employee payroll information/counts, and other exposure data. In addition, the correspondence includes important information regarding coverage exclusions and limits. All members and risk managers are urged to carefully review this information prior to starting the renewal process. Anyone with questions regarding the exposure renewal process should

contact Jodi Palmeri or Tracy Forlenza. Members are asked to complete the 2024 exposure renewal process no later than Thursday, August 31, 2023.

In regards to the 2023 Property Appraisals, Mr. Forlenza stated that earlier today, members that received a physical appraisal this year were emailed a copy of their appraisal report. The reports were emailed to the Municipal Clerk and copied to their RMC and Fund Commissioner. Members are encouraged to review the report and notify the Property Appraisal if any properties were missed during the appraisal process. Any questions regarding the report can be addressed to Mel Ngayan at AssetWORKS.

Mr. Forlenza noted on or about July 11, 2023, an email was sent to all members notifying them of the availability of the 2023 Coverage Documents in Origami. The email also included instructions on how to access the Coverage Documents in Origami. It is strongly recommended that the Coverage Documents be downloaded and/or printed and kept as a long-term record by each member municipality. If you have any questions, please contact Kamini Patel or Tracy Forlenza.

Lastly, Mr. Forlenza noted that included in the agenda was a report detailing attendance records through the second quarter of the 2023 Fund Year. The attendance is taken directly from the minutes, so if you have any questions, please contact Kris Kristie.

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

SOLICITOR'S REPORT

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 could 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. Please remember appointments can only be made via Resolution to the Executive Directors office. He noted that 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 he reported to the Claims Review Committee that there was one (1) new case this month, and one (1) case closed. He also noted he provided a Summary General Liability File Report and stated there are currently 21 active General Liability cases.

Lastly, Mr. DeWeese reported that on June 30, 2023 Michelle DeWeese retired from her position as 1st Assistant Prosecutor at the Cape May County Prosecutor's office and has joined The DeWeese Law Firm as of July 01, 2023. He noted that Mrs. DeWeese is well versed in OPRA and subrogation matters and she will be handling these matters and other projects on behalf of the Fund.

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 the month via the NJ MEL App and Loss Control Services, as well as the MSI Now, MSI Live, and DVD Services. As MSI Training continues to be presented through Zoom a limited number of in-person trainings is offered as part of the training expos being conducted this year. In addition to the MSI Expos, the ELDT Train the Trainer program has been offered in various locations throughout the state. These trainings are in response to the federal mandate

that requires anyone seeking a new CDL, upgrading their existing CDL, or adding endorsements must attend basic orientation before testing at the motor vehicle station. Invitations have already been sent out, so if you have employees that need a CDL, please take advantage of this program as it can save you thousands of dollars per employee.

Mr. Saville noted as always, it is recommended you review the hierarchy reports for your town in the learning management system to be sure your training is up to date.

Mr. Saville noted that group registrations are available for those with limited internet capabilities, and PEOSH considers any training more than three years old outdated.

Lastly, Mr. Saville noted the new learning management system is up and running, so if you need any assistance, please contact his office.

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 Learned from Losses that focused on the importance of reporting General Liability and Automobile claims to Qual-Lynx as soon as possible. He reminded the Committee that if a Member voluntarily makes payment to a claimant, they do so at their own expense. Mr. Roselli explained that under Title 59, the Municipality is responsible to reimburse the claimant for their deductible only and that the claimant must submit a claim to their personal insurance carrier for all damages.

Mr. 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 June that was included in the agenda noting it is mostly self-explanatory, and highlighted the following.

Mr. Winter noted that Policy and Procedure requests have been received and will be forwarded to requesting agencies that will contain current L/E best practices, NJ AG Guidelines and L/E Accreditation requirements.

Mr. Winter noted he had recent agency visits with Bordentown City PD and Palmyra PD. These visits were provided to discuss agency concerns, trends and requests. L/E RM services were outlined and provided to Chiefs and Command members present. Police agency's with Command changes will be a priority and visited as well. Agency visits are ongoing with an additional 12 scheduled at this time to continue to build relationships with the Law Enforcement agencies within the BURLCO JIF. Mr. Winter stated Activity Reports will be forwarded to the FUND Commissioners upon completion.

Mr. Winter noted that a Report Writing Class is currently scheduled for August 3 at the Burlington County Emergency Training Center. The seminar will provide report writing guidelines for officers to write a more clear/concise report. Topics will include a review of the basic report writing principles; Common pitfalls of report writing; advance writing techniques; BWC Recording; Police investigation report critiques; and overviews of the NJ AG Guidelines pertaining to note taking and video recordings, review and reporting. Also in the works is an Advanced Skills and Strategies training for Resiliency Officers, as well as a class being developed with Dr. Kelly, Ph. D, ABPP and is anticipated for October. Training notices will be sent to police agencies and Fund Commissioners when finalized.

Mr. Winter noted in regards to the BURLCOJIF Law Enforcement Committee, a L/E Committee is being formulated with three (3) Police Chiefs to represent (JIF) police agencies in Burlington County. He will

meet with them on a quarterly basis virtually to discuss loss trends, concerns, training, policy and procedure assistance, L/E Accreditation guidance etc. This is being developed to maintain an ongoing forum throughout the year as an extension of the County Chiefs Association, to identify areas as previously mentioned and to reduce potential risks. The concept has been well received when discussed with Chiefs. Chiefs from Bordentown City and Chesterfield PD have agreed to be a representative to date. A third will be selected based on future agency visits.

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 met with two (2) municipalities in June, and has had ongoing communications via either phone or email reviewing and planning wellness ideas for the second half of the year, noting visits will pick up in the Fall. She currently has four (4) visits set up for July. Ms. Schiffer referenced a Visits Report she provides to the Executive Directors office each month. She noted her objective is to work with each town in 2023 and to lay out a plan for utilizing wellness funds to support initiatives and activities that will span throughout the entire year in order to avoid the end-of-year, one-item purchases. She continues to share ideas with all of her Wellness Coordinators on what different towns are doing in hopes it will help generate their own ideas. To date, there are only two (2) towns she has been unable to meet with: Bass River and Bordentown City.

Ms. Schiffer noted that some of the towns have formed a Wellness Committee and she has found that those towns find it opens up for more wellness ideas and wellness sharing. If your town may be interested and would like assistance in organizing a Wellness Committee, please reach out to Ms. Schiffer and she will be happy to assist.

Ms. Schiffer reviewed some wellness ideas and initiatives in hopes that towns will consider some of these ideas to utilize their funds.

Ms. Schiffer noted the next Wellness Advisory Committee is on September 19, 2023 and she will be sharing survey responses from that meeting at a future Executive Committee meeting.

Lastly, Ms. Schiffer noted this quarter's Newsletter theme focuses on Exercise and Physical activity, so please print out and distribute her newsletter to all employees. The comorbidities to be highlighted next quarter will be Hypertension and Cholesterol with August touching on Obesity, and September focusing on Inflammation.

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 May 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>June</i>	<i>YTD</i>
<i>Lost Time</i>	2	14
<i>Medical Only</i>	11	44
<i>Report Only</i>	8	69

<i># of New Claims Reported</i>	<i>21</i>	<i>127</i>
<i>% Report Only</i>	<i>38%</i>	<i>54%</i>
<i>Medical Only/Lost Time Ratio</i>	<i>85:15</i>	<i>76:24</i>
<i>Average Days to Report to Qual-Lynx</i>	<i>1.5</i>	<i>.9</i>
<i>Average Days Reported to employer</i>	<i>0.0</i>	<i>1.1</i>

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 – 2.9 days to report
 Non-COVID Claims – 3.0 days to report
 COVID Claims – 2.4 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>	<i>955</i>
<i>Transitional Duty Days Worked</i>	<i>522</i>
<i>% of Transitional Duty Days Worked</i>	<i>55%</i>
<i>Transitional Duty Days Not Accommodated</i>	<i>433</i>
<i>% of Transitional Duty Days Not Accommodated</i>	<i>45%</i>
<i>\$ Saved by Accommodating</i>	<i>\$56,345</i>
<i>\$ Lost by not Accommodating</i>	<i>\$54,004</i>

Ms. Beatty also presented a report that depicts examples of transitional duty assignments that can be utilized for injured employees who are released by the attending physician to return to work in a limited capacity.

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>June</i>
<i>Bill Count</i>	<i>93</i>
<i>Original Provider Charges</i>	<i>\$89,085</i>
<i>Re-priced Bill Amount</i>	<i>\$44,572</i>
<i>Savings</i>	<i>\$44,513</i>
<i>% of Savings</i>	<i>50%</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 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.

Prescription Benefit Summary YTD: Ms. Beatty reviewed a report in the agenda that depicts the year-to-date statistics for the Prescription Benefit Management Program. Ms. Beatty reviewed the report with the Committee outlining the year-to-date 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

Ms. Beatty reviewed and highlighted that virtual technology has proven to be extremely valuable in providing high-quality medical care to patients. She spoke about how virtual healthcare has evolved to incorporate specialized areas such as pulmonary, behavioral health, neurology, and concussion management. Ms. Beatty also mentioned Nurse Case Managers and adjusters work together to coordinate care for the claimants.

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, including the WIZER testing and phishing. He noted there were 4,671 phishing emails sent with 1,053 opened and 94 clicked, for a 2.01% click rate that is good.

In regards to the vulnerability and penetration testing, the BURLCO JIF is at 100%. He also noted there is a MEL Cyber JIF Framework status report, which depicts the minimum and advanced security levels that the BURLCO JIF members will need to meet in 2024 for our Cyber Liability Insurance. He noted if you do not meet even the minimal standards, you would have a very high deductible and co-insurance. He noted there has also been posted a FAQ page, which handles the questions most received to date, and the answers to most of these questions come directly from the Fund Underwriter. A link has been set up on the www.burlcojif.com website for our reference.

Mr. Caruso reported the Wizer Training for the first half of 2023 is completed and the new training began earlier this month. This training must be completed 2x per year to meet the MEL Cyber guidelines requirements. The first half of the training cannot be made up. All users received a new invite, so please encourage your users to complete the training as soon as they receive the invite. He noted that now would also be a good time to review your rosters and if you have less than five (5) changes you can just send them to him via email, but if you have over five (5) he would prefer a spreadsheet that he can use to do mass imports.

Mr. Caruso stated that now that he has all of the confirmations of receipt of the Tier documentation, he would turn his attention on proper completion of these forms so that each of you will have a realistic understanding of your deductible in the unfortunate case that you have a cyber-loss. Remember, this is VERY IMPORTANT, there can be no "NO" answers on these questionnaires. They are all REQUIREMENTS for your deductible reduction. If you have any questions about a particular requirement, you can refer them to him. He also noted that your eligibility for reduced deductibles would be determined at the time of a loss, not when you turn in your form.

Finally, this month's bulletin reviews and discusses Artificial Intelligence for Local Government including how it relates to Cyber Attacks and Data Breaches; Bias and Discrimination; Skills and Talent Gap; Lack of Standards; and Implementing AI Effectively.

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 June 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 June 30, 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 \$24,691.31. This generated an average annual yield of 2.16%. However, after including an unrealized net loss of \$32,293.46 in the asset portfolio, the yield is adjusted to -.66% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$13,102,970.70.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$0.00	\$38,557.62
Salvage Receipts	\$0.00	
Overpayment Reimbursements	\$0.00	

Loss Run Payment Register – June 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 \$193,044.67. The claim detail shows 202 claim payments issued.

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

Interest Allocated for the Period \$576.82 for a total Member Balance of \$321,030.32.

Cash Activity for the Period

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$13,897,037.46 to a closing balance of \$13,546,010.11 showing a decrease in the fund of \$351,027.35.

Bill List – July 2023

For the Executive Committee's consideration, Mr. Tontarski presented a revised July 2023 Bill List in the amount of \$288,086.02, which was a handout at the meeting.

RMC Bill List – 2nd Installment 2023

For the Executive Committee's consideration, Mr. Tontarski presented the 2nd Installment 2023 RMC Bill List in the amount of \$252,662.00 which was included in the agenda packet.

Chair Gural entertained a motion to approve the June 2023 Loss Run Payment Register, the revised July 2023 Bill List in the amount of \$288,086.02, and the 2nd Installment 2023 RMC Bill List in the amount of \$252,622.00 as presented.

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

Motion by Mr. Ingling, seconded by Mr. Mascia to approve the *June 2023 Loss Run Payment Register, the revised July 2023 Bill List, and the 2nd Installment RMC Bill List*, as presented.

ROLL CALL *Yeas* Rich Wolbert, **Fund Secretary, Beverly City**
Grace Archer, **Bordentown City**
Maria Carrington, **Bordentown Twp.**
Tom Sahol, **Chesterfield**
Erin Provenzano, **Delanco Twp.**
Joe Bellina, **Delran Twp.**

Patricia Clayton, *Alternate*, **Edgewater Park**
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.**
Susan Jackson, **New Hanover Twp.**
Mary Picarillo, **North Hanover Twp.**
John Gural, *Fund Chair*, **Palmyra Borough**
Dan Hornickel, **Pemberton Twp.**
Meghan Jack, *Alternate*, **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

Finance Committee Report

Finance Committee Report

2023 Budget Amendment Hearing – Motion to Open

Chair Gural entertained a motion to open the *2023 Budget Amendment Public Hearing*.

Motion by Mr. Wolbert, seconded by Mr. Hornickel, to open the *2023 Budget Amendment Public Hearing*. All in favor. Motion carried.

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

2023 Budget Amendment Hearing – Motion to Close

Chair Gural entertained a motion to close the *2023 Budget Amendment Public Hearing*.

Motion by Mr. Ingling, seconded by Mr. Hornickel, to close the *2023 Budget Amendment Public Hearing*. All in favor. Motion carried.

2023 Amended Budget Adoption

Chair Gural entertained a motion to adopt the *2023 Amended Budget* as presented.

Motion by Mr. Hornickel, seconded by Mr. Mascia, to adopt the *2023 Amended* as presented.

ROLL CALL *Yeas* Rich Wolbert, *Fund Secretary*, **Beverly City**
Grace Archer, **Bordentown City**
Maria Carrington, **Bordentown Twp.**
Tom Sahol, **Chesterfield**
Erin Provenzano, **Delanco Twp.**
Joe Bellina, **Delran Twp.**
Patricia Clayton, *Alternate*, **Edgewater Park**
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Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**

Susan Jackson, **New Hanover Twp.**
Mary Picarillo, **North Hanover Twp.**
John Gural, **Fund Chair, Palmyra Borough**
Dan Hornickel, **Pemberton Twp.**
Meghan Jack, **Alternate, Riverside Twp.**
Susan Onorato, **Shamong Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

2023 Amended Assessment Certification Adoption

Chair Gural entertained a motion to adopt the *2023 Amended Assessment Certification* as presented.

Motion by Mr. Ingling, seconded by Mr. Wolbert, to adopt the *2023 Amended Assessment Certification* as presented.

Roll Call

Yeas

Rich Wolbert, **Fund Secretary, Beverly City**
Grace Archer, **Bordentown City**
Maria Carrington, **Bordentown Twp.**
Tom Sahol, **Chesterfield**
Erin Provenzano, **Delanco Twp.**
Joe Bellina, **Delran Twp.**
Patricia Clayton, **Alternate, Edgewater Park**
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John Gural, **Fund Chair, Palmyra Borough**
Dan Hornickel, **Pemberton Twp.**
Meghan Jack, **Alternate, Riverside Twp.**
Susan Onorato, **Shamong Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by majority vote.

Safety Committee Meeting Minutes – June 20, 2023

Mr. Forlenza noted the Committee met on June 20 and the minutes were self-explanatory and included in the agenda packet.

He noted the committee reviewed the 1st Quarter Safety Directors report, which is also included in the agenda for your reference. Also reviewed were the 3/31/23 Loss Ratio Reports which are showing some positive trends, as well as the Loss Ratio Reports for the Renewing Members.

Mr. Forlenza noted the committee reviewed Regional Training topics and dates and stated they are always looking for any ideas and topics on trainings for next year. Mr. Saville and Mr. Garish reviewed the Bulletins that have previously been released since the beginning of the year, and they reviewed Police related topics as well, and PEOSH updates.

Mr. Forlenza stated Ms. Schiffer outlined her Wellness initiatives for the year as well as an update on the Wellness Advisory Committee, and we discussed a revised Wellness program that we are looking to start next year. The committee also discussed an evaluation of our reimbursement programs from feedback we received from the Safety Breakfast.

Lastly, Mr. Forlenza noted that Ms. Picariello volunteered to sit on the Nominating Committee this year as a representative of the Safety Committee.

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

MEL/RCF/EJIF/CYBER REPORTS

NJ Cyber JIF Meeting Report – June 22, 2023

Ms. Jack reported the NJ Cyber JIF met on June 22, 2023 and those minutes were included in the agenda packet, and another meeting is set for August 3, 2023 as the responses will be in from the RFP's issued for Cyber Security service.

MISCELLANEOUS BUSINESS

Chair Gural asked for authorization to process and pay Fund Vendors in August 2023.

Motion by Mr. Hornickel, seconded by Mr. Wolbert to process and pay Fund Vendors in August 2023

ROLL CALL *Yeas* Rich Wolbert, *Fund Secretary*, Beverly City
Grace Archer, **Bordentown City**
Maria Carrington, **Bordentown Twp.**
Tom Sahol, **Chesterfield**
Erin Provenzano, **Delanco Twp.**
Joe Bellina, **Delran Twp.**
Patricia Clayton, *Alternate*, **Edgewater Park**
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.**
Susan Jackson, **New Hanover Twp.**
Mary Picarillo, **North Hanover Twp.**
John Gural, *Fund Chair*, **Palmyra Borough**
Dan Hornickel, **Pemberton Twp.**
Meghan Jack, *Alternate*, **Riverside Twp.**
Susan Onorato, **Shamong Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Resolution 2023-25 Authorizing the Release of \$5,000 of the Township of Bordentown's Share of the Aggregate Excess Loss Contingency Fund

Motion by Mr. Ingling, seconded by Mr. Hornickel to release \$5,000 of the Township of Bordentown's Share of the Aggregate Excess Loss Contingency Fund

ROLL CALL *Yeas* Rich Wolbert, *Fund Secretary*, Beverly City
Grace Archer, **Bordentown City**
Maria Carrington, **Bordentown Twp.**
Tom Sahol, **Chesterfield**
Erin Provenzano, **Delanco Twp.**
Joe Bellina, **Delran Twp.**
Patricia Clayton, *Alternate*, **Edgewater Park**
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.**
Susan Jackson, **New Hanover Twp.**
Mary Picarillo, **North Hanover Twp.**
John Gural, *Fund Chair*, **Palmyra Borough**
Dan Hornickel, **Pemberton Twp.**
Meghan Jack, *Alternate*, **Riverside Twp.**
Susan Onorato, **Shamong Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Next Meeting

Chair Gural noted that the next meeting of the BURLCO JIF would take place on **Tuesday, September 19, 2023 at 3:30 PM** via Zoom. There will be no August meeting.

PUBLIC COMMENT

Motion by Mr. Wolbert, seconded by Mr. Mascia 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. Wolbert, seconded by Mr. Mascia, 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>Property</i>
2022269066	2022254027
2023298301	2023307940

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

ROLL CALL *Yeas* Rich Wolbert, *Fund Secretary*, Beverly City
Grace Archer, **Bordentown City**
Maria Carrington, **Bordentown Twp.**
Tom Sahol, **Chesterfield**
Erin Provenzano, **Delanco Twp.**
Joe Bellina, **Delran Twp.**
Patricia Clayton, *Alternate*, **Edgewater Park**
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.**
Susan Jackson, **New Hanover Twp.**
Mary Picarillo, **North Hanover Twp.**
John Gural, *Fund Chair*, **Palmyra Borough**
Dan Hornickel, **Pemberton Twp.**
Meghan Jack, *Alternate*, **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 zero (0) claims presented for Abandonment of Subrogation:


MOTION TO ADJOURN

Chair Gural entertained a motion to adjourn the July 18, 2023 meeting of the BURLCO JIF.

Motion by Mr. Ingling, seconded by Mr. Wolbert to adjourn the July 18, 2023 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:20 PM.


Kris Kristie,
Recording Secretary for


Richard Wolbert, SECRETARY