

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

Medford Village Country Club, Medford, NJ

December 19, 2023 @ 3:00 pm

EXECUTIVE COMMITTEE MEETING

OPEN SESSION MINUTES

A meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at the Medford Village Country Club, Medford, NJ on Tuesday, December 19, 2023. Fund Chair, John Gural, **Palmyra Borough**, presiding. The meeting was called to order at 3:00 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**
Maria Carrington, **Bordentown Twp.**
Tom Sahol, **Chesterfield**
Erin Provenzano, **Delanco Twp.**
Joe Bellina, **Delran Twp.**
Patricia Clayton, *Alternate*, **Edgewater Park**
Paula Kosko, **Hainesport Twp.**
Carrie Gregory, **Lumberton Twp.**
Dawn Bielec, **Medford Twp**
Jerry Mascia, **Mt. Laurel Twp.**
Susan Jackson, **New Hanover Twp.**
John Gural, *Fund Chair*, **Palmyra Borough**
Kathy Smick, **Pemberton Borough**
Susan Onorato, **Shamong Twp.**
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners/Professionals were:

Mari Ann Capriglione, **Bass River Twp.**
Margaret Peak, **Bordentown City**
Patrice Hansell, **Fieldsboro Borough**
Mike Muchowski, **Florence Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Mary Picariello, **North Hanover Twp.**
Dan Hornickel, **Pemberton Twp.**
Michael Mansdoerfer, **Riverside Twp.**
Kathy Hoffman, **Southampton Twp.**
Brandy Boyington, **Springfield Twp.**
Lisa Cummins, **Tabernacle Twp.**
Craig Farnsworth, **Westampton Twp.**
Maryalice Brown, **Woodland Twp.**
Tom Tontarski, *Treasurer*

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*
Rob Garish, *Asst. Director of Public Sector, J.A. Montgomery*
Keith Hummel, *Safety Director, J.A. Montgomery*
Chris Winter, *Law Enforcement Risk Management Consultant*
Chris Roselli, *Account Manager, General Liability Unit, Qual-Lynx*
Karen Beatty, *Account Manager, Qual-Care*
Debby Schiffer, *Wellness Director, Targeting Wellness*
Jerry Caruso, *Technology Risk Services Director*....missed Roll Call

Also present were the following Risk Management Consultant agencies:

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.

APPROVAL OF MINUTES

Chair Gural presented the Open session meeting minutes of the November 21, 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. Wolbert, seconded by Ms. Provenzano to approve the Open session meeting minutes of the November 21, 2023 meeting. All in Favor. Motion carried by unanimous vote.

CLAIMS REVIEW COMMITTEE MEETING REPORT – December 12, 2023

Mr. Bellina noted the minutes of the December 12, 2023 Claims Review Committee meeting were a handout for today's meeting and are self-explanatory. He then noted the Committee reviewed six (6) Workers' Compensation (0 Police, 3 Fire, and 3 Other); and two (2) General Liability, zero (0) Automobile Liability, and two (2) Property claims were reviewed for settlement, continuing defense, or to advise of trial date.

Mr. Bellina noted for more detail on any of these topics, please reference the minutes.

Mr. Bellina 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 stated that SIP, OSB, Wellness and EPL/Cyber balances for 2023 are listed in the agenda. He noted you the monies needed to be used or encumbered by November 30, 2023. If you had funds leftover, and had encumbered the money, please be sure to use it by February 1, 2024. There will be no more reminders sent out.

Mr. Forlenza reminded members that the MEL's 2024-2025 EPL Risk Management Program was released on May 17, 2023 and was due November 1, 2023. He stated the current program status is on page 103 and the 2024 status is on page 104. All checklists were due November 1, 2023, but will be taken until January 1, 2024. Please submit checklist ASAP if you have not already done so.

Mr. Forlenza noted that there are statutory positions that require individual bonds so please review the checklist on pages 105-107 as it is the individual, not the position, which is bonded. Please contact the MEL underwriter, Ed Cooney with any questions

Mr. Forlenza stated that the Elected Officials training would be available to all members through the MSI. He noted that we are awaiting revised instructions on how members can utilize the MSI to complete this training. He stated that the credit is \$250 per Elected Official, capped at 5% of the 2024 MEL assessment.

Mr. Forlenza stated that all fully executed 2024 resolutions and agreements should be submitted to his office once finalized. The Risk Manager cannot be paid until these are approved and the first anticipated payment is set for February 2024.

Mr. Forlenza noted that the 2024 Committee Volunteer forms were distributed on or about December 11, 2023. Please fill out your choices and return to our office as soon as possible. The draft pick meeting will be held in early January and Fund Commissioners will be assigned to various sub committees.

Mr. Forlenza noted the 2024 Safety & Wellness calendars are in the back of the room for you to take tonight, and asked the Risk Managers to take the calendars and deliver to the members who are not present.

Mr. Forlenza noted that a single copy of the Annual Reports was mailed to all municipal clerks earlier today and asked that they please be shared with your Governing Body. In addition, a PDF copy will be emailed out next week and a pdf copy will be placed on the JIF website to download should you need more copies.

Mr. Forlenza reported that DOBI was pushing back on the release of surplus this year; however, the approval was just received. He noted that the notices were released on December 11th so please return your completed forms as soon as possible noting how you would like to receive your portion of this year's surplus distribution.

Mr. Forlenza stated that Loss Ratio Reports valued as of 9/30/23 were loaded to Origami earlier today and a notice was sent out to all members. Please review this important information with your Risk Manager. Ms. Forlenza noted that there may be a red "loading error"; however, it should not affect you viewing your reports.

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

SOLICITOR'S REPORT

MEL EPL Helpline & Authorized Contact List – Mr. DeWeese emphasized to 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.

Mr. DeWeese noted there had been one (1) new case received since the November meeting:

Byrd v. Township of Florence

Mr. DeWeese noted there have been three (3) closed cases since the November meeting:

Crain-Anderson v. Township of Delanco

Robles v. Township of Pemberton

Karle v. Wawa, Inc. and Nave Newell, Inc. V. Township of Southampton

Resolution 2023-35 Designating Additional Approved Associate

Mr. DeWeese reported that he is presenting a resolution to designate an additional Approved Associate, Alison Saracino, with Piertras, Saracino, Smith & Meeks as she is joining the firm. He stated that he discussed this matter with the Claims Review Committee and he is satisfied with Ms. Saracino's qualifications and qualified to be an Approved Associate.

Chair Gural entertained a motion to approve Resolution 2023-35 Designating Additional Approved Associate with Piertras, Saracino, Smith & Meeks.

Motion by Mr. Wolbert, seconded by Mr. Mascia to approve Resolution 2023-35 Designating Additional Approved Associate with Piertras, Saracino, Smith & Meeks as presented.

ROLL CALL

Yeas: Rich Wolbert, ***Fund Secretary, Beverly City***
Maria Carrington, ***Bordentown Twp.***
Tom Sahol, ***Chesterfield***
Erin Provenzano, ***Delanco Twp.***
Joe Bellina, ***Delran Twp.***
Patricia Clayton, ***Alternate, Edgewater Park***
Paula Kosko, ***Hainesport Twp.***
Carrie Gregory, ***Lumberton Twp.***
Dawn Bielec, ***Medford Twp***
Jerry Mascia, ***Mt. Laurel Twp.***
Susan Jackson, ***New Hanover Twp.***
John Gural, ***Fund Chair, Palmyra Borough***
Kathy Smick, ***Pemberton Borough***
Susan Onorato, ***Shamong Twp.***
James Ingling, ***Wrightstown Borough***

Nays: None

Abstain: None

Motion carried by unanimous vote.

Motion to Include Attorneys in Defense Panel Resolution

Mr. DeWeese asked the Executive Committee to confirm the appointment of recommended EPL/POL attorneys and firms in the 2024 Reorganization Resolution. The attorneys include Betsy Ramos, Esquire of the Law Firm of Capehart & Scatchard; Matthew J. Behr, Esquire of the Law Firm of Marshall Dennehy, P.C; Armando V. Riccio, Esquire of the Law Firm of Armando V. Riccio, LLC; James R. Birchmeier, Esquire and Erin Thompson, Esquire of the Law Firm of Birchmeier & Powell, LLC; Timothy R. Bieg, Esquire, Michael V. Madden, Esquire and Regina M. Phillips, Esquire of the Law Firm of Madden & Madden. P.A.

Chair Gural entertained a motion to approve the following recommended EPL/POL attorneys and firms in the 2024 Reorganization resolution as presented by Mr. DeWeese.

Motion by Mr. Wolbert, seconded by Mr. Ingling to approve the recommended attorneys and firms in the 2024 Reorganization Resolution as presented by Mr. DeWeese. All in favor. Motion carried.

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, noting his report covers activities for October. 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 continue to be presented through Zoom a limited number of in-person trainings were offered as part of the training expos conducted earlier this year. In addition to the MSI Expos, the ELDT Train the Trainer Program was offered in various locations throughout the state.

Mr. Saville reminded all members to enroll all new employees, part time and volunteers, for training. If you need assistance on submitting these employees, tutorial videos can be found on the new management-learning platform. Registering is the only way that they can access the MSI.

Mr. Saville noted that PEOSH inspections have increased and towns are being penalized for a lack of training.

Mr. Saville stated that the new MEL mobile app has been released. Emails were sent out regarding this and noting to delete the old app from your phone.

MEL Leadership Academy registration is open until December 22, 2023 and can be accessed through the BURLCOJIF or MEL JIF websites.

Mr. Saville also requested that any member with new Safety Coordinators, please contact his office and update their lists as well as meeting with them individually.

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

At this time, Mr. Hummel and Mr. Garish honored Mr. Saville, and wished him a wonderful retirement

Chair Gural read Resolution 2023-41 Honoring John Saville, J.A. Montgomery. Chair Gural thanked Mr. Saville and recognized his many years serving the BURLCOJIF and praised him for his unwavering dedication to the Fund, and wished him a wonderful retirement.

Resolution 2023-41 Honoring and Recognizing the Service of John Saville to the Burlington County Municipal Joint Insurance Fund

Chair Gural entertained a Motion to accept Resolution 2023-41 Honoring John Saville.

Motion by Mr. Wolbert, second by Mr. Ingling, to adopt resolution 2023-41, as presented

ROLL CALL	Yeas:	Rich Wolbert, Fund Secretary, Beverly City Maria Carrington, Bordentown Twp. Tom Sahol, Chesterfield Erin Provenzano, Delanco Twp. Joe Bellina, Delran Twp. Patricia Clayton, Alternate, Edgewater Park Paula Kosko, Hainesport Twp. Carrie Gregory, Lumberton Twp. Dawn Bielec, Medford Twp Jerry Mascia, Mt. Laurel Twp. Susan Jackson, New Hanover Twp. John Gural, Fund Chair, Palmyra Borough Kathy Smick, Pemberton Borough Susan Onorato, Shamong Twp. James Ingling, Wrightstown Borough
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Nays: None

Abstain: None

Motion carried by unanimous vote.

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses

During this month's Lessons Learned from Losses review, Mr. Roselli emphasized winter safety and the serious impact winter weather can have on claims. He highlighted several different ways that winter related injuries could be averted. Mr. Roselli shared an example of a costly claim that occurred due to driving too fast in icy conditions, that could have been avoided had the driver been more cautious of the weather.

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

LAW ENFORCEMENT LIABILITY CONSULTANT REPORT

Mr. Winter reviewed this report, which was included in the agenda, noting it is mostly self-explanatory, and highlighted the following.

Mr. Winter reported 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 has completed sixteen (16) Police agency visits to date with four (4) agency visits currently scheduled. These visits were provided to discuss agency concerns, trends, Accreditation assistance and other 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 and being scheduled at this time to continue to build relationships with the Law Enforcement agencies within the BURLCO JIF and stated Activity Reports would be forwarded to the FUND Commissioners upon completion.

Mr. Winter reported the Report Writing Class scheduled for October 27, 2023 was canceled due to scheduling conflicts and low registration. A future date will be considered after reviewing input from respective Chiefs and a survey document is being prepared for distribution. In regards to Bulletins, Mr. Winter noted there were no Bulletins or Newsletters distributed during November

Lastly, Mr. Winter noted in regards to the BURLCOJIF Law Enforcement Ad-Hoc Committee, the Ad-Hoc Committee is being formulated with three (3) Police Chiefs to represent (JIF) police agencies in Burlington County. Mr. Winter 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 selected for this committee are from Bordentown City PD, Mt. Laurel PD, and Chesterfield PD, with an initial meeting being coordinated at this time to meet in January.

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

WELLNESS DIRECTOR'S REPORT

Ms. Schiffer's stated her report, which is included in the agenda packet, provides a detailed overview of the activities and planned events for December. She then highlighted a range of well-being initiatives and activities that towns have either already implemented or have planned for the near future.

Ms. Schiffer thanked her Wellness Coordinators for the assistance and support of the Wellness Program throughout the year and then reviewed some wellness ideas and initiatives in hopes that towns will consider some of these ideas to utilize any encumbered funds. These included ideas such as Holiday cook-offs, healthy holiday desserts, Wellness Day offerings including flu shots and Blood Pressure screenings; fun

holiday resiliency challenges as well as Maintain Don't Gain challenge. Ms. Schiffer noted she also sent out a list of ideas to all of the Wellness Coordinators sharing ideas for challenges (along with "how to" implement), inexpensive ideas and even free ideas that help keep wellness in the forefront of everyone's mind and builds camaraderie and connection throughout the day.

Ms. Schiffer noted this quarter's theme is all about reducing Stress. The last newsletter was distributed in December and highlighted four (4) common types of stress and how to gain control over them. She noted her 2024 Newsletter ideas would focus on the 4 Pillars of Lifestyle including nutrition, physical activity, sleep and stress management.

Lastly, in regards to Dr. Elias' Program –Leadership Group Coaching: Crisis Response and Transformational Leadership- 9 spots remained from our original contract with Elias Institute of Professional Coaching. Her efforts, along with the support of Keith Hummel and Chris Winter continue in keeping this offer in the forefront of our Chief's through the BURLCO JIF. Dr. Elias will be offering two potential Cohort dates, one in Feb and one in May to give the Chiefs time to plan. This is NOT a JIF mandatory training and is only offered as an option should any JIF Police Chief feel it's worthwhile.

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

MANAGED HEALTH CARE REPORT

Ms. Beatty noted she had included the November reports in the agenda and highlighted the following:

Lost Time v. Medical Only Cases

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

	<i>November</i>	<i>YTD</i>
<i>Lost Time</i>	0	23
<i>Medical Only</i>	11	105
<i>Report Only</i>	1	128
<i># of New Claims Reported</i>	12	256
<i>% Report Only</i>	8%	50%
<i>Medical Only/Lost Time Ratio</i>	100:00	82:18
<i>Average Days to Report to Qual-Lynx</i>	8.1	2.7
<i>Average Days Reported to employer</i>	5.2	1.1

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 – 2.7 days to report

Non-COVID Claims – 2.9 days to report

COVID Claims – 1.9 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>	2,040
<i>Transitional Duty Days Worked</i>	1,149
<i>% of Transitional Duty Days Worked</i>	56%
<i>Transitional Duty Days Not Accommodated</i>	891
<i>% of Transitional Duty Days Not Accommodated</i>	44%
<i>\$ Saved by Accommodating</i>	\$113,641
<i>\$ Lost by not Accommodating</i>	\$110,472

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>November</i>
<i>Bill Count</i>	126
<i>Original Provider Charges</i>	\$232,725
<i>Re-priced Bill Amount</i>	\$123,887
<i>Savings</i>	\$108,838
<i>% of Savings</i>	47%

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

Ms. Beatty reported that the nurse case management team, claims team, and client services conduct large loss committee meetings to discuss cases and share ideas, and is a valuable tool as it provides opportunity to share past experiences and current information. An example of a recent claim presented involved a claimant that was exposed to construction dust at a landfill, which resulted in him developing pneumonia in both lungs, along with pulmonary issues.

It was confirmed that bacterial pneumonia could be caused by inhaling dust and it was agreed that a medical release should be obtained and records reviewed to be sure there were no pre-existing conditions.

During an interview by the adjuster with the claimant, it was discovered that claimant did not wear a mask at the landfill. The claimant stated he had received training on wearing protective equipment, but that the training never related to a landfill. The Safety Director's office was notified of this in anticipation of stopping this type of claim from happening again.

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; however, he reminded the members that the Phishing, Vulnerability and Penetration status and Cyber JIF Framework Compliance reports have been removed. He reiterated this was done to prevent information being available to bad actors. With that said, Mr. Caruso noted he has that information, and should anyone want those reports, please contact him and he will provide them to you.

Mr. Caruso noted that in regards to the Cyber Awareness Training, the BURLCOJIF currently only has four (4) towns that are under 80% completion, which is very good. He would like to see those towns up over 80% by the end of the year.

Mr. Caruso reported in regards to the vulnerability and penetration testing by D2, the BURLCO JIF is at 100%, which means all of the VSA and KYC forms have been completed and associated IP addresses recorded. He noted if D2 were able to breach your network, they would have notified you accordingly. He then reported that no critical vulnerabilities were discovered during the monthly vulnerability scan for the membership.

Mr. Caruso reminded the members that the Cyber JIF has revised the Cybersecurity Framework requirements and corresponding deductibles. He then reviewed the deductibles for the various standards with the membership. He noted that smaller towns are more vulnerable to attacks from a bad actor and could potentially face large deductibles if they do not come into compliance with the Cyber Security Framework. He noted that this month was spent putting together the changes made recently; three tiers to two tiers in cyber compliance. He stated that all members should be able to reach the basic tier because two items are provided by the JIF for you (Hygiene and Vulnerability Testing) so please submit as soon as possible since some items have budgetary considerations.

Lastly, Mr. Caruso reported this month's bulletin addresses best practices for wire transfers and ACH Payments. He noted the bulletin is very informative, is a very important part of what we are doing, and encouraged everyone to read it.

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

TREASURER'S REPORT

In Mr. Tontarski's absence, Mr. Forlenza presented an overview of the Treasurer's Report for a one month period ending November 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 the one-month period ending November 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 \$38,068.52. This generated an average annual yield of 2.73%. However, after including an unrealized net gain of \$199,805.74 in the asset portfolio, the yield is adjusted to 17.03% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$13,317,824.44.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$1,682.00	\$93,014.15
Salvage Receipts	\$0.00	
Overpayment Reimbursements	\$143.00	

Loss Run Payment Register – November 2023

Mr. Forlenza 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 \$394,545.13. The claim detail shows 232 claim payments issued.

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

Interest Allocated for the Period \$736.52 for a total Member Balance of \$324,482.73.

Cash Activity for the Period

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$16,886,641.02 to a closing balance of \$16,637,278.54 showing a decrease in the fund of \$249,362.48.

Bill List – December 2023

For the Executive Committee's consideration, Mr. Forlenza presented the December 2023 Bill List in the amount of \$1,453,969.00, which was included in the agenda packet.

Chair Gural entertained a motion to approve the November 2023 Loss Run Payment Registers and the November Bill List in the amount of \$1,453,969.00 as presented.

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

Motion by Ms. Provenzano, seconded by Mr. Wolbert to approve the *November 2023 Loss Run Payment Register and December Bill List* as presented.

ROLL CALL	Yeas:	Rich Wolbert, <i>Fund Secretary</i> , Beverly City Maria Carrington, Bordentown Twp. Tom Sahol, Chesterfield Erin Provenzano, Delanco Twp. Joe Bellina, Delran Twp. Patricia Clayton, <i>Alternate</i> , Edgewater Park Paula Kosko, Hainesport Twp. Carrie Gregory, Lumberton Twp. Dawn Bielec, Medford Twp Jerry Mascia, Mt. Laurel Twp. Susan Jackson, New Hanover Twp. John Gural, <i>Fund Chair</i> , Palmyra Borough Kathy Smick, Pemberton Borough Susan Onorato, Shamong Twp. James Ingling, Wrightstown Borough
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Nays: None

Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

Finance Committee Report

MOTION TO OPEN PUBLIC HEARING

Chair Gural entertained a motion to open the 2024 Budget Public Hearing.

Motion by Mr. Ingling, seconded by Ms. Kosko to open the 2024 Budget Public Hearing. All in Favor. Motion carried.

No comments were received from the public.

MOTION TO CLOSE PUBLIC HEARING

Chair Gural entertained a motion to close the 2024 Budget Hearing.

Motion by Mr. Wolbert, seconded by Ms. Kosko to close the 2024 Budget Hearing. All in Favor. Motion carried.

MOTION TO ADOPT THE 2024 BUDGET

Chair Gural entertained a motion to adopt the 2024 Budget.

Motion by Ms. Kosko, second by Mr. Mascia to adopt the 2024 Budget as presented.

ROLL CALL	Yeas:	Rich Wolbert, <i>Fund Secretary</i> , Beverly City Maria Carrington, Bordentown Twp. Tom Sahol, Chesterfield Erin Provenzano, Delanco Twp. Joe Bellina, Delran Twp. Patricia Clayton, <i>Alternate</i> , Edgewater Park Paula Kosko, Hainesport Twp. Carrie Gregory, Lumberton Twp. Dawn Bielec, Medford Twp Jerry Mascia, Mt. Laurel Twp. Susan Jackson, New Hanover Twp. John Gural, <i>Fund Chair</i> , Palmyra Borough Kathy Smick, Pemberton Borough Susan Onorato, Shamong Twp. James Ingling, Wrightstown Borough
	Nays:	None
	Abstain:	None

Motion carried by unanimous vote.

MOTION TO ADOPT 2024 ASSESSMENT ALLOCATION STRATEGY POLICY

Chair Gural entertained a motion to adopt the 2024 Assessment Allocation Strategy Policy.

Motion by Mr. Wolbert, second by Mr. Ingling, to adopt the 2024 Assessment Allocation Strategy Policy as presented.

ROLL CALL	Yeas:	Rich Wolbert, <i>Fund Secretary</i> , Beverly City Maria Carrington, Bordentown Twp. Tom Sahol, Chesterfield Erin Provenzano, Delanco Twp. Joe Bellina, Delran Twp. Patricia Clayton, <i>Alternate</i> , Edgewater Park Paula Kosko, Hainesport Twp. Carrie Gregory, Lumberton Twp. Dawn Bielec, Medford Twp Jerry Mascia, Mt. Laurel Twp. Susan Jackson, New Hanover Twp. John Gural, <i>Fund Chair</i> , Palmyra Borough Kathy Smick, Pemberton Borough Susan Onorato, Shamong Twp. James Ingling, Wrightstown Borough
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Nays: None
Abstain: None

Motion carried by unanimous vote.

MOTION TO ADOPT 2024 ASSESSMENT CERTIFICATION

Chair Gural entertained a motion to adopt the 2024 Assessment Certification.

Motion by Mr. Wolbert, second by Mr. Mascia to adopt the 2024 Assessment Certification as presented.

ROLL CALL *Yeas:* Rich Wolbert, *Fund Secretary*, Beverly City
Maria Carrington, **Bordentown Twp.**
Tom Sahol, **Chesterfield**
Erin Provenzano, **Delanco Twp.**
Joe Bellina, **Delran Twp.**
Patricia Clayton, *Alternate*, **Edgewater Park**
Paula Kosko, **Hainesport Twp.**
Carrie Gregory, **Lumberton Twp.**
Dawn Bielec, **Medford Twp**
Jerry Mascia, **Mt. Laurel Twp.**
Susan Jackson, **New Hanover Twp.**
John Gural, *Fund Chair*, **Palmyra Borough**
Kathy Smick, **Pemberton Borough**
Susan Onorato, **Shamong Twp.**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Resolution 2023-36 Authorizing the Fund Treasurer to Transfer \$53,900 from the Fund Year 2023 MEL Liability & Workers Compensation line item and \$8,708 from the MEL Excess Property Line Item to the MEL Unencumbered Surplus Account

Chair Gural entertained a motion to adopt Resolution 2023-36 Authorizing the Fund Treasurer to Transfer \$53,900 from the Fund Year 2023 MEL Liability & Workers Compensation line item and \$8,708 from the MEL Excess Property Line Item to the MEL Unencumbered Surplus Account

Motion by Mr. Kosko, second by Ms. Provenzano, to adopt Resolution 2023-36 as presented.

ROLL CALL *Yeas:* Rich Wolbert, *Fund Secretary*, Beverly City
Maria Carrington, **Bordentown Twp.**
Tom Sahol, **Chesterfield**
Erin Provenzano, **Delanco Twp.**
Joe Bellina, **Delran Twp.**
Patricia Clayton, *Alternate*, **Edgewater Park**
Paula Kosko, **Hainesport Twp.**
Carrie Gregory, **Lumberton Twp.**
Dawn Bielec, **Medford Twp**
Jerry Mascia, **Mt. Laurel Twp.**
Susan Jackson, **New Hanover Twp.**
John Gural, *Fund Chair*, **Palmyra Borough**
Kathy Smick, **Pemberton Borough**

Susan Onorato, **Shamong Twp.**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Safety Committee Meeting Minutes – November 21, 2023

Mr. Wolbert stated the Safety Committee met on November 21, 2023 and the minutes are included in the agenda for your review. As a report was given at the last meeting, Mr. Wolbert noted unless anyone had any questions that concludes his report. No questions were entertained.

2024 Executive Committee Nomination Slate

Mr. Forlenza noted the slate presented in November and included in the agenda stands and will be voted on at the Reorganization meeting in January 2024.

MEL/RCF/EJIF/CYBER REPORTS

Ms. Patel stated the Cyber JIF met on November 20, 2023 and the report and is included in the agenda and is self-explanatory. She then noted the Cyber JIF approved their budget at the last meeting including a 1.99% increase with the BURLCO JIF receiving a 3.6% increase.

Ms. Patel also noted the MEL met on December 6, 2023 and that report is included in the agenda, along with the 2024 MEL Adopted Budget which was adopted at that meeting, and the 2024 MEL Certified Assessments for your review.

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

MISCELLANEOUS BUSINESS

Motion to Authorize the Executive Director's Office to Bind EPL/POL Insurance Coverage for 2024

Chair Gural entertained a motion to authorize the Executive Director's Office to Bind EPL/POL Insurance Coverage on behalf of the BURLCO JIF for the 2024 Fund Year.

Motion by Mr. Ingling, seconded by Mr. Wolbert, to authorize the Executive Director's Office to Bind EPL/POL Insurance Coverage on behalf of the BURLCO JIF for the 2024 Fund Year as presented. All in favor. Motion carried.

Motion to Authorize the Executive Director's Office to Bind Volunteers, Directors and Officers Insurance Coverage for 2024

Chair Gural entertained a motion to authorize the Executive Director's Office to bind Volunteers, Directors and Officers Insurance Coverage on behalf of the BURCO JIF for the 2024 Fund Year.

Motion by Ms. Kosko, seconded by Ms. Provenzano, to authorize the Executive Director's Office to bind Volunteers, Directors and Officers Insurance Coverage on behalf of the BURLCO JIF for the 2024 Fund Year as presented. All in favor. Motion carried.

Resolution 2023-37 Authorizing the Fund Chair and Secretary to Execute a Revised One Year Contract with D2 to Provide External Network Vulnerability Scanning and External Network Penetration Testing effective January 1, 2023.

Chair Gural entertained a motion to adopt Resolution 2023-37 authorizing the Fund Chair and Secretary to Execute a Revised One Year Contract with D2 to Provide External Network Vulnerability Scanning and External Network Penetration Testing effective January 1, 2023.

Motion by Ms. Provenzano, second by Mr. Ingling, to adopt Resolution 2023-37 as presented.

ROLL CALL	Yeas:	Rich Wolbert, <i>Fund Secretary</i> , Beverly City Maria Carrington, Bordentown Twp. Tom Sahol, Chesterfield Erin Provenzano, Delanco Twp. Joe Bellina, Delran Twp. Patricia Clayton, <i>Alternate</i> , Edgewater Park Paula Kosko, Hainesport Twp. Carrie Gregory, Lumberton Twp. Dawn Bielec, Medford Twp Jerry Mascia, Mt. Laurel Twp. Susan Jackson, New Hanover Twp. John Gural, <i>Fund Chair</i> , Palmyra Borough Kathy Smick, Pemberton Borough Susan Onorato, Shamong Twp. James Ingling, Wrightstown Borough
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Nays: None

Abstain: None

Motion carried by unanimous vote.

Resolution 2023-38 Authorizing the Fund Chair & Fund Secretary to Execute a One Year Agreement with Wizer to provide Employee Cyber Hygiene Training, Security Awareness Notifications, and Phishing Assessments effective January 1, 2024 at a cost not to exceed \$5,796.

Chair Gural entertained a motion to adopt Resolution 2023-38 Authorizing the Fund Chair & Fund Secretary to Execute a One Year Agreement with Wizer to provide Employee Cyber Hygiene Training, Security Awareness Notifications, and Phishing Assessments effective January 1, 2024 at a cost not to exceed \$5,796.

Motion by Ms. Kosko, second by Mr. Mascia to adopt Resolution 2023-38 as presented

ROLL CALL	Yeas:	Rich Wolbert, <i>Fund Secretary</i> , Beverly City Maria Carrington, Bordentown Twp. Tom Sahol, Chesterfield
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Erin Provenzano, **Delanco Twp.**
Joe Bellina, **Delran Twp.**
Patricia Clayton, *Alternate*, **Edgewater Park**
Paula Kosko, **Hainesport Twp.**
Carrie Gregory, **Lumberton Twp.**
Dawn Bielec, **Medford Twp**
Jerry Mascia, **Mt. Laurel Twp.**
Susan Jackson, **New Hanover Twp.**
John Gural, *Fund Chair*, **Palmyra Borough**
Kathy Smick, **Pemberton Borough**
Susan Onorato, **Shamong Twp.**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Resolution 2023-39 Authorizing the Fund Chair & Fund Secretary to Execute a One Year Agreement with D2 for External Network Vulnerability Scanning effective January 1, 2024 at a cost not to exceed \$4,889.

Chair Gural entertained a motion for adoption of Resolution 2023-39 authorizing the Fund Chair & Fund Secretary to Execute a One Year Agreement with D2 to provide External Network Vulnerability Scanning effective January 1, 2024 at a cost not to exceed \$4,889.

Motion by Ms. Kosko, second by Mr. Ingling to adopt Resolution 2023-39 as presented

ROLL CALL *Yeas:* Rich Wolbert, *Fund Secretary*, **Beverly City**
Maria Carrington, **Bordentown Twp.**
Tom Sahl, **Chesterfield**
Erin Provenzano, **Delanco Twp.**
Joe Bellina, **Delran Twp.**
Patricia Clayton, *Alternate*, **Edgewater Park**
Paula Kosko, **Hainesport Twp.**
Carrie Gregory, **Lumberton Twp.**
Dawn Bielec, **Medford Twp**
Jerry Mascia, **Mt. Laurel Twp.**
Susan Jackson, **New Hanover Twp.**
John Gural, *Fund Chair*, **Palmyra Borough**
Kathy Smick, **Pemberton Borough**
Susan Onorato, **Shamong Twp.**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Resolution 2023-40 Authorizing the Fund Chair & Fund Secretary to Execute a One Year Agreement with D2 for External Network Penetration Testing effective January 1, 2024 at a cost not to exceed \$87,320.

Chair Gural entertained a motion for adoption of Resolution 2023-40 authorizing the Fund Chair & Fund Secretary to Execute a One Year Agreement with D2 to provide External Network Penetration Testing effective January 1, 2024 at a cost not to exceed \$87,320.

Motion by Ms. Provenzano, second by Ms. Kosko to adopt Resolution 2023-40 as presented

ROLL CALL *Yeas:* Rich Wolbert, **Fund Secretary, Beverly City**
 Maria Carrington, **Bordentown Twp.**
 Tom Sapol, **Chesterfield**
 Erin Provenzano, **Delanco Twp.**
 Joe Bellina, **Delran Twp.**
 Patricia Clayton, **Alternate, Edgewater Park**
 Paula Kosko, **Hainesport Twp.**
 Carrie Gregory, **Lumberton Twp.**
 Dawn Bielec, **Medford Twp**
 Jerry Mascia, **Mt. Laurel Twp.**
 Susan Jackson, **New Hanover Twp.**
 John Gural, **Fund Chair, Palmyra Borough**
 Kathy Smick, **Pemberton Borough**
 Susan Onorato, **Shamong Twp.**
 James Ingling, **Wrightstown Borough**

Nays: None

Abstain: None

Motion carried by unanimous vote.

Resolution 2023-42 Authorizing the Release of \$25,000 of the Township of Bordentown's Share of the Aggregate Excess Loss Contingency Fund

Chair Gural entertained a motion for adoption of Resolution 2023-42 Authorizing the Release of \$25,000 of the Township of Bordentown's Share of the Aggregate Excess Loss Contingency Fund.

Motion by Ms. Kosko, second by Ms. Provenzano to adopt Resolution 2023-44 as presented

ROLL CALL *Yeas:* Rich Wolbert, **Fund Secretary, Beverly City**
 Maria Carrington, **Bordentown Twp.**
 Tom Sapol, **Chesterfield**
 Erin Provenzano, **Delanco Twp.**
 Joe Bellina, **Delran Twp.**
 Patricia Clayton, **Alternate, Edgewater Park**
 Paula Kosko, **Hainesport Twp.**
 Carrie Gregory, **Lumberton Twp.**
 Dawn Bielec, **Medford Twp**
 Jerry Mascia, **Mt. Laurel Twp.**
 Susan Jackson, **New Hanover Twp.**
 John Gural, **Fund Chair, Palmyra Borough**
 Kathy Smick, **Pemberton Borough**
 Susan Onorato, **Shamong Twp.**
 James Ingling, **Wrightstown Borough**

Nays: None

Abstain: None

Motion carried by unanimous vote.

Chair Gural entertained a *Motion to Adopt a Revised Surplus Distribution Policy*.

Motion by Mr. Wolbert, second by Mr. Ingling to adopt a Revised Surplus Distribution Policy as presented and included in the agenda. All in Favor. Motion carried.

Next Meeting

Chair Gural noted the 2024 Reorganizational meeting of the BURLCO JIF would take place on **Tuesday, January 16, 2023 at 3:00 pm at the Hainesport Municipal Building, Hainesport, NJ**

PUBLIC COMMENT

Motion by Ms. Provenzano, 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. Ingling, 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>
2024311468	2023287183	2024310679
2024311480	2022277100	2023297723
2023280119		
2022270100		
2022266779		
202436613		

Motion by Mr. Wolbert, seconded by Ms. Kosko 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
Maria Carrington, **Bordentown Twp.**
Tom Sahol, **Chesterfield**
Erin Provenzano, **Delanco Twp.**
Joe Bellina, **Delran Twp.**
Patricia Clayton, *Alternate*, **Edgewater Park**
Paula Kosko, **Hainesport Twp.**
Carrie Gregory, **Lumberton Twp.**
Dawn Bielec, **Medford Twp**
Jerry Mascia, **Mt. Laurel Twp.**

Susan Jackson, **New Hanover Twp.**
John Gural, **Fund Chair, Palmyra Borough**
Kathy Smick, **Pemberton Borough**
Susan Onorato, **Shamong Twp.**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

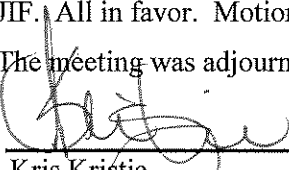
There were no (0) claims this month presented for Abandonment of Subrogation.

MOTION TO ADJOURN

Chair Gural entertained a motion to adjourn the December 19, 2023 meeting of the BURLCO JIF.

Motion by Mr. Ingling seconded by Ms. Kosko to adjourn the December 19, 2023 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:00 PM.


Kris Kristie,
Recording Secretary for


Richard Wolbert, **SECRETARY**