

# Burlington County Insurance Pool Joint Insurance Fund

Voorhees Administration Building  
329 Route 73  
Voorhees, New Jersey 08043

Wednesday, May 8, 2024 – 1:30 PM

## MINUTES

### I. Call to Order of the Open Session

A meeting of the Burlington County Insurance Pool Joint Insurance Fund (BCIP JIF) was held at Voorhees Township BOE – Administrative Offices, 329 Route 73, Voorhees, New Jersey, on Wednesday May 8, 2024 beginning at 2:30 p.m., Mr. Nettleton, President, presiding.

### II. Statement of Compliance with Open Public Meetings Act

- A. Notice of this meeting was given by sending sufficient notice herewith to the *Burlington County Times*.
- B. Filing advance written notice of this meeting with each member district; and
- C. By emailing advance written notice to the clerk of each municipality located within the boundaries of all Burlington County Insurance Pool Joint Insurance Fund members.

### III. Roll Call

#### A. **2023-24 Trustees answering roll call were:**

Dennis Nettleton, Ewing Township Public Schools, **President**  
Amy Lerner, Avon/North Hanover Township School District, **Secretary**  
Robert J. Wachter, Jr., Mt. Laurel Township BOE (SPELL Trustee), left at 2:40 p.m.  
Kathleen Huder, Lindenwold BOE (SPELL Alternate)  
Beth Ann Coleman, Collingswood PS/Oaklyn PSD (SPELL Alternate)

#### **2023-24 Trustees absent were:**

Jennifer Gauld, Haddon Township BOE, **Vice President**  
Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee/Vice Chair)  
Greg Gontowski, Magnolia PS/Merchantville BOE/Woodlynne BOE  
Laura Archer, Shamong Township School District/Woodland Twp BOE

#### **2023-24 Alternate Trustees answering roll call were:**

Bernard Biesiada, Millstone BOE/New Hanover

#### **2023-24 Alternate Trustees absent were:**

James Heiser, Moorestown Township Public School District

#### **2023-24 Delegates (New Delegates Identified in Bold) answering roll call were:**

Deborah Roncace, Audubon PS  
Chifonda Henry, Bordentown RSD  
**Pat Austin, Interim, Chesterfield BOE**  
Arlene Biesiada, Interim, Delanco Township BOE  
Dr. Ashlee Caldwell, Eastampton Township BOE

Kenneth Verrill, Eastern Camden County RSD  
Jonathan Yates, Evesham Township School District  
Michael Catalano Haddonfield BOE  
Kara L. Huber, Lenape Regional HSD  
Robert Kraft, Lumberton Township BOE  
Nikolas Vrettos, Medford Lakes School District  
Debbie Donnelly, Mercer County SSSD/Area Vocational Technical Schools  
Christopher Eberly, Mount Ephraim BOE  
Casey DeJoseph, Southampton Township BOE  
Lisa Vrettos, Springfield Township BOE  
James McCullough, Sterling High School District  
Helen Haley, Voorhees Township BOE  
Karen Greer, Westampton Township Public Schools

**2023-24 Delegates absent were:**

Ray Bonnette, Burlington City BOE  
Bruno Berenato, Clementon BOE  
Paul Todd, East Windsor RSD  
Cande Kristoff, Haddon Heights BOE  
Dan Baginski, Jackson Township BOE  
Evon DiGangi, Medford Township Public Schools  
Robert O'Brien, Riverside Township BOE  
Patricia Palmieri, Tabernacle Township School District

**2023-24 District Personnel answering roll call were:**

Steve Morano, Gloucester City BOE

**B. Fund Professionals answering roll call were:**

Craig H. Wilkie, Deputy Executive Director – RPA, a division of Gallagher  
Scott C. Tennant, Deputy Executive Director – RPA, a division of Gallagher  
Bradford Hoffman, Executive Director – RPA, a division of Gallagher  
Annette Reap, Sr. Account Manager - RPA, a division of Gallagher  
Kim Hill, Account Manager – RPA, a division of Gallagher  
Patrick J. Madden, Esquire – Fund Solicitor  
Danielle Colaianni, Student Accident Program - Hardenbergh  
Chris Roselli, Claims Administrator – Qual-Lynx  
Karen Beatty, Client Service Manager – Qual-Lynx  
Christine Gallagher, Qual-Lynx  
Denise Shallow, Qual-Lynx  
John W. Geitz, Safety Coordinator – Risk Assessment Services LLC  
Joseph Billick, Risk Assessment Services, LLC  
Rick Hillman, Virtual Safety Director – Ironwood Consulting LLC  
Michael Colling, Recording Secretary

**C. Risk Management Consultants answering roll call were:**

Barclay Group – Bordentown/Chesterfield/North Hanover

Hardenbergh Insurance Group – Audubon/Collingswood/Eastern Camden County/Haddon Township/Haddon Heights/Lindenwold/Magnolia/Merchantville/Oaklyn/Sterling

- IV. **MOTION REQUESTED** – To open the voting to all Delegates present.
- Motion by Ms. Huber, seconded by Mr. Wachter, to open to all Trustees of the BCIP JIF that the business of the Fund at this meeting be conducted directly by the Delegates present with all matters to be decided upon by a combined majority vote of all Delegates and Trustees present and voting. Motion carried by unanimous vote.
- V. **MOTION REQUESTED** - **Resolution 2023-24** to approve Payment Authorization Request(s) as presented in Closed Session.
- Motion by Ms. Huder, seconded by Ms. Huber, to approve Payment Authorization Request(s) as presented in Closed Session. Motion carried by unanimous vote.
- VI. Approval of Minutes – **ADOPTION**
- Motion by Mr. Verrill, seconded by Mr. Wachter, to approve the minutes of the March 13, 2024 meeting. Motion carried by unanimous vote.
- VII. Budget Hearing – **MOTION REQUESTED**
- Motion by Ms. Huder, seconded by Ms. Huber to open the Budget hearing to the public. Motion carried by unanimous vote.
- Mr. Wilkie reviewed the proposed budget and noted that it is the same as the preliminary budget that was previously reviewed.
- Motion by Ms. Huder, seconded by Mr. Wachter, to close the Budget hearing to the public. Motion carried by unanimous vote.
- Motion by Ms. Huder, seconded by Mr. Wachter, to Adopt the 2024-2025 Budget, as presented. Motion carried by unanimous vote.
- VIII. Election of Trustees, Alternates, SPELL Delegates
- A. Nominating Committee Recommendations
- Motion by Ms. Huder, seconded by Mr. Wachter, to open the floor to accept other nominations. Motion carried by unanimous vote.
- Motion by Ms. Huder, seconded by Mr. Wachter, to Close Nominations. Motion carried by unanimous vote.
- Motion by Ms. Huder, seconded by Ms. Huber, to elect the Nominees as recommended by the Nominating Committee and listed in the Nominating Committee Report. Motion carried by unanimous vote.
- IX. Election of Officers - **MOTION REQUESTED**:
- Motion by Ms. Huder, seconded by Mr. Wachter, to elect:
- President** – Jennifer Gauld, Haddon Township BOE
- Vice President** – Amy Lerner, Avon/North Hanover Township School District
- Secretary** – Laura Archer, Shamong Township School District/Woodland Twp BOE
- Motion carried by unanimous vote.
- X. Professional Reports
- A. Solicitor Report..... No Report
- B. Claims Administrator

Mr. Roselli reviewed the Adjuster Pending Report – April 2024, the Emergency PAR Stewardship Report, the Subrogation Reports – April 2024 and the Lessons Learned from Losses-Preventing Mold.

C. Managed Care Provider

Ms. Beatty began her report by announcing her retirement from Qual-Lynx and thanked everyone for the relationships she has developed over the years. Ms. Beatty introduced Ms. Gallagher who will be her replacement. Mr. Nettleton presented Ms. Beatty with a bouquet of flowers for her retirement as a thank you from the BCIP. Ms. Gallagher then reviewed the Managed Care Summary – April 2024, the Average Days to Report - April 2024, the Transitional Duty Days – April 2024 and the ScriptAdvisor - Pharmacy Benefit Management (PBM) Memo.

C. Student Accident Program

Ms. Colaanni reviewed the renewal documents and noted that the last week of June packets will go out and that during the last week of July, claims reports will go out.

E. Executive Director/Underwriting & Finance Director Report

1. EXECUTIVE DIRECTOR

a. **2024-25 Membership Renewals – MOTION REQUESTED**

Mr. Wilkie noted that resolutions have been received from nineteen (19) districts up for membership renewal on July 1, 2024. Motion is requested to accept and approve the membership renewal Resolutions received from the following districts: **Burlington City, Chesterfield Twp BOE, Collingswood BOE, East Windsor RSD, Ewing Township BOE, Gloucester City BOE, Haddonfield Borough, Lenape Regional HSD, Lumberton, Magnolia Borough BOE, New Hanover Twp BOE, North Hanover Twp SD, N. Burlington County RSD, Oaklyn PSD, Riverside Township, Springfield Township, Tabernacle Township, Voorhees Twp SD and Woodland Twp BOE.**

Mr. Wilkie further noted that Medford Township Public Schools has provided notice that they will not be renewing their membership in the BCIP JIF.

b. **Marketing Update** – Mr. Wilkie noted that there are a number of Districts that have submitted applications for membership and are being reviewed. If there is a viable for the JIF, they will be presented to the Finance Committee for review and their recommendation.

c. **Self-Insurer's Workshop – April 23-25 at Harrah's**

Mr. Wilkie noted that the New Jersey Self-Insurers' Association held their spring workers' comp conference on April 23-25, 2024 at Harrah's Hotel in Atlantic City. There were 25 district representatives across the three local JIFs who attended. Attached are the results of the survey sent to the attendees.

d. **2024 Annual Spring Dinner Meeting – June 5, 2024**

Mr. Wilkie noted that the Annual Spring Dinner Meeting has been scheduled for Wednesday, June 5<sup>th</sup> at 5:30 pm at Dock's Restaurant. Transportation to and from the restaurant from the Ocean Resort will be provided beginning at 5:00 pm. An email invitation was sent to all members on May 3, 2024. Responses are due by Friday, May 17, 2024.

e. **Safety 360 Seminar – July 10, 2024 - SAVE THE DATE!**

Mr. Wilkie noted that it was recently decided to combine the annual environmental and cyber security seminars to include additional topics within the Safety 360 concept. The Safety 360 Seminar has been scheduled for July 10, 2024. More information will be provided. Please mark your calendars.

f. **Boiler Operator Refresher Training – Tentative Date: August 6, 2024**

Mr. Wilkie and Mr. Geitz noted that this training has been tentatively scheduled for Tuesday, August 6, 2024 from 8:30 – 11:30 am. The location has not yet been determined, but will most likely be in the Gloucester, Cumberland, Salem Counties area. The training is designed for newly licensed boiler operators, those with limited boiler knowledge, or those who have not had regular exposure to boiler operations since becoming licensed and would like to refresh their skills. Three CEU credits will be given to first-time attendees by the NJSBGA for in-person attendance. Invitations will be sent out in June.

g. **SPELL JIF Joint Retreat – September 25-27, 2024 – MARK YOUR CALENDARS!**

Mr. Wilkie noted that the annual Joint Retreat will be held on **September 25<sup>th</sup> (Wed) through September 27<sup>th</sup> (Fri), 2024 at The Grand Hotel in Cape May**. Planning has begun and further information will be provided in the coming months.

h. **State of the JIF Dinner – December 4, 2024**

Mr. Wilkie noted that the annual dinner has been scheduled for **Wednesday, December 4, 2024 at The Mansion in Voorhees**. Please mark your calendars!

i. **AGRIP Spring Conference Reports**

Mr. Wilkie noted that attached are the reports from those members who attended the Conference in March. If you have any questions, please feel free to reach out to the RPA offices.

j. **SPELLJIF.COM**

Mr. Wilkie noted that all policies, contact lists and other information found on SPELLJIF.COM will be updated in July/August, after the 2024-2025 Fund Year begins. The SPELLJIF.COM website is an important member resource. You can access all the current directories, lists, meeting information and claims management information. Please visit the website often for the most up-to-date information.

Please notify the Executive Director's office if you would like to change or add a user for the website, by contacting [Megan\\_Matro@rpadmin.com](mailto:Megan_Matro@rpadmin.com).

k. **Key Dates**

- No JIF Meetings in June, July or August
- SPELL Meeting – Thursday, 5/30/2024-10:00 am @ RPA Offices
- BCIP Annual Spring Dinner Meeting – Wednesday, 6/05/2023 – 5:30 pm @ Dock's
- Safety 360 Seminar – July 10, 2024 @ The Westin, Mount Laurel
- Boiler Operator Refresher Training – 08/06/2024 @ a location TBD
- Next BCIP JIF Meeting: 9/11/2024 @ Voorhees Township BOE Administration Building
- SPELL JIF Joint Retreat – 9/25-27/2024 @ The Grand Hotel, Cape May
- State of the JIF Dinner – 12/04/2024 @ The Mansion in Voorhees

## **2. UNDERWRITING AND FINANCE DIRECTOR**

Mr. Hoffman noted that his report is attached and if you have any questions, please contact him.

**a. District/Fund Incurred Losses Report**

*An update will be provided on Fund Year 2023-2024 as of April 30, 2024.*

**b. RMC Resolutions and Agreements**

*RMC Resolutions and Agreements were emailed to all districts that currently have an RMC on April 1, 2024 with a return due date of May 5, 2024. If you have not already done so, please add this to your next meeting to appoint a Risk Management Consultant for the 2024-2025 fund year and forward the Resolution **and** Agreement to the Executive Director's office to the attention of Kim Hill at [Kim\\_Hill@RPAdmin.com](mailto:Kim_Hill@RPAdmin.com)*

**c. Safety Incentive Program Winners – Reimbursement Procedure**

*A Safety Incentive Program Winner Reimbursement Procedure notice was emailed to all districts that qualified for an award in the 2022-2023 program year. Reimbursement requests are due by May 31, 2024. Once you have identified eligible purchases from this year's budget which total your monetary reward, forward a signed voucher, and a list of the item(s) purchased with evidence of the purchase (i.e. purchase order, vouchers, invoices, etc.) to Kim Hill via email at [Kim\\_Hill@RPAdmin.com](mailto:Kim_Hill@RPAdmin.com) or at the JIF address, P.O. Box 449, Marlton, NJ 08053.*

**d. 2024-2025 Contribution Notices**

*Premium billings for the 2024-2025 fund year will be emailed to all districts by June 1, 2024. All premium contributions are due by July 15, 2024 to the Fund Treasurer, Jodi Lennon.*

**e. 2023-2024 Administrative Matter Defense Reimbursement**

*Each district is eligible for up to \$2,500 annually in expense reimbursement for administrative matter costs incurred that are not part of the SPELL coverage provisions. Districts can submit their signed vouchers along with a brief description of expense with evidence of payment to receive reimbursement for the 2023-2024 fund year. If you have any questions or need a copy of the reimbursement procedures with voucher, please contact Kim Hill via email at [Kim\\_Hill@rpadmin.com](mailto:Kim_Hill@rpadmin.com). **Reimbursement requests are due by September 30, 2024.***

**f. Certificates of Insurance – 2024-2025 Renewals**

*An email will be sent to all Certificate of Insurance Module Users by June 1, 2024 indicating when you can begin renewing certificates of insurance for the 2024-2025 Fund Year in the Certificate of Insurance Module and how to process them. If you have any questions, please contact Kim Hill at the Executive Director's office.*

**g. Auto ID Cards 2024-2025**

Auto ID Cards will be mailed to all districts by the end of June for the 2024-2025 Fund Year. Cards will be created based on the information that was provided to the Executive Director's office during the Exposure Renewal Process. Any vehicle listed as a leased vehicle will receive a vehicle specific Auto ID Card. All other vehicles will be given a generic fleet card. Please note that if you replace a vehicle with another fleet vehicle, the Auto ID Card can be transferred to the new vehicle. In addition to the Auto ID cards based on your vehicle count, you will receive an additional number of fleet cards that should be kept in a safe place for additional vehicles you acquire during the year. Please note that the cards are printed on watermarked paper and should not be photocopied as the watermark will not show on the copy and will not be accepted by the NJMVC.

**h. Certificates of Insurance Report from 3/1/2024 – 4/30/2024**

The attached report includes the Certificates of Insurance issued on behalf of your JIF by the Underwriting Manager. Please note that the only valid and legally enforceable Certificates of Insurance for your JIF are those issued by the Underwriting Manager. The sole exception to this is a certificate for Student Accident Insurance, which is strictly issued by the Hardenbergh Insurance Group, in its capacity as the Student Accident Program Manager.

- F. Safety Coordinator/Right to Know Coordinator  
Mr. Geitz reviewed the March-April Activities and May/June Agenda and the SIP Status Report-May 2024.
- G. Virtual Safety Director  
Mr. Hillman reviewed the April 30, 2024 Report. He also noted that incident response plan drills have been completed in some districts.
- H. Treasurer - **MOTION REQUESTED**  
Motion by Ms. Coleman, seconded by Ms. Huder to approve the April Approval Memo and Bill List, the May Bill List and the Treasurer's Reports (February-March 2024) as presented. Motion carried by unanimous vote.
- I. Committee Meetings  
Mr. Wilkie reviewed the activity from the Claims meeting held on April 29, 2024 and the Finance – May 2, 2024. Mr. Wilkie noted that there was a recommendation to remove two firms from the Defense panel and add a new firm to it. The Committee agreed with the recommendation.

**MOTION REQUESTED** – Motion by Ms. Henry, seconded by Mr. Verrill, to Adjourn the Regular Meeting and Call to Order the Annual Reorganization Meeting. Motion carried by unanimous vote.

**XI. Roll Call**

**A. 2024-25 Trustees answering to roll call were:**

Kathleen Huder, Lindenwold BOE (SPELL Alternate)  
Beth Ann Coleman, Collingswood PS/Oaklyn PSD (SPELL Alternate)  
Dennis Nettleton, Ewing Township Public Schools

**2024-25 Trustees absent were:**

Jennifer Gauld, Haddon Township BOE, **President**  
Amy Lerner, Avon/North Hanover Township School District, **Vice President**  
Laura Archer, Shamong Township School District/Woodland Twp BOE, **Secretary**  
Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee/Vice Chair)  
Robert J. Wachter, Jr., Mt. Laurel Township BOE (SPELL Trustee)  
Greg Gontowski, Magnolia PS/Merchantville BOE/Woodlynne BOE

**2024-25 Alternate Trustees answering to roll call were:**

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James Heiser, Moorestown Township Public School District

**2024-25 Delegates answering to roll call were:**

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Chifonda Henry, Bordentown RSD

Pat Austin, Interim, Chesterfield BOE

Arlene Biesiada, Interim, Delanco Township BOE

Dr. Ashlee Caldwell, Eastampton Township BOE

Kenneth Verrill, Eastern Camden County RSD

Jonathan Yates, Evesham Township School District

Michael Catalano Haddonfield BOE

Kara L. Huber, Lenape Regional HSD

Robert Kraft, Lumberton Township BOE

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Helen Haley, Voorhees Township BOE

Karen Greer, Westampton Township Public Schools

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Bruno Berenato, Clementon BOE

Paul Todd, East Windsor RSD

Cande Kristoff, Haddon Heights BOE

Dan Baginski, Jackson Township BOE

Robert O'Brien, Riverside Township BOE

Patricia Palmieri, Tabernacle Township School District

**2024-25 District personnel answering roll call were:**

Steve Morano, Gloucester City BOE

XII. 2024-2025 Oaths of Office

A. President

Vice President

Secretary

Trustees (6)

Alternate Trustees (2)

XIII. 2024-2025 Reorganization Resolutions – **ADOPTION**



Motion by Ms. Coleman, seconded by Ms. Huder, to approval all the Reorganization Resolutions. Motion passed by unanimous vote.

A. Reorganization Resolutions

1. 2024-01 Appointing Professional Staff
2. 2024-02 Adopting Procedures in Compliance with the Open Public Meetings Act
3. 2024-03 Adopting Fiscal Policies and Procedures
4. 2024-04 Designation of Signatories-Operating Account
5. 2024-05 Designation of Signatories-Claim Imprest Account
6. 2024-06 Designating the Public Agency Compliance Officer
7. 2024-07 Appointing Defense Attorneys
8. 2024-08 Appointing Panel Physicians
9. 2024-09 Appointing Certifying and Approving Officer
10. 2024-10 Authorization to Pay Professional Contract Fees in Non-Meeting Months
11. 2024-11 Designation of Signatories-Disbursement Vouchers
12. 2024-12 Approving the Risk Management Program
13. 2024-13 Affirming Fund Policies
14. 2024-14 Designating Public Records Custodian

B. Committee Appointments (Discretion of the Fund President)

Mr. Wilkie noted that Committee assignments will be reviewed by the President over the summer and all individuals will be notified of their assignments after that occurs.

XIV. Motion to Adjourn the Reorganization Meeting. Motion by Ms. Huber, seconded by Ms. Henry to adjourn the Reorganization meeting. Motion carried by unanimous vote.

XV. **MOTION REQUESTED - Resolution 2024-15** Motion by Ms. Huder, seconded by Ms. Coleman to meet in Closed Session on September 11, 2024 at 1:15 pm at the Voorhees Administration Offices, 329 Route 73, Voorhees, New Jersey, 08043. Motion carried by unanimous vote.

XVI. Miscellaneous Business and Public Comment - None

XVII. **MOTION REQUESTED** – Motion by Ms. Huber, seconded by Ms. DeJoseph, to adjourn the meeting at 2:52 p.m. Motion carried by unanimous vote.