

**BURLINGTON COUNTY INSURANCE POOL
JOINT INSURANCE FUND
BCIP JIF**

**Voorhees Administration Building
329 Route 73
Voorhees, New Jersey 08043**

TO: JIF Trustees
JIF Delegates
Fund Professionals
Risk Management Consultants

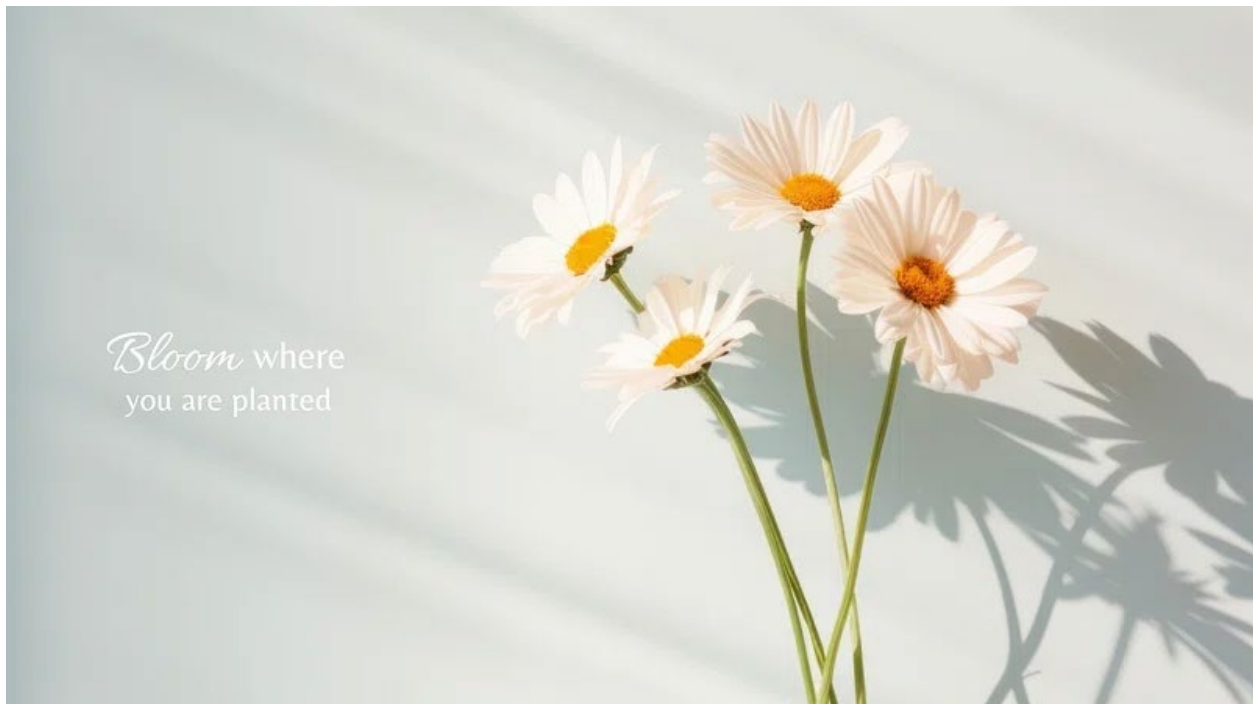
FROM: Craig H. Wilkie, Deputy Executive Director
Scott C. Tennant, Deputy Executive Director
Brad Hoffman, Executive Director

MEETING DATE: March 12, 2025

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held on **Wednesday, March 12, 2025** at the Voorhees Administration Building with Open Session beginning at **1:30 p.m.**

If you have any questions, please do not hesitate to contact our office at (856) 446-9139 or via email to Annette_Reap@rpadmin.com.



Burlington County Insurance Pool

Joint Insurance Fund

Voorhees Administration Building
329 Route 73
Voorhees, New Jersey 08043

Wednesday, March 12, 2025 – 1:30 PM

AGENDA

- I. Call to Order of the Open Session
- 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. **2024-25 Trustees**
 - ☐ 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
 - ☐ Kathleen Huder, Lindenwold BOE (SPELL Alternate)
 - ☐ Beth Ann Coleman, Collingswood PS/Oaklyn PSD (SPELL Alternate)
 - ☐ Dennis Nettleton, Ewing Township Public Schools,
 - 2024-25 Alternate Trustees**
 - ☐ James Heiser, Moorestown Township Public School District
 - ☐ Bernard Biesiada, Millstone BOE/New Hanover
 - 2024-25 Delegates (New Delegates Identified in Bold)**
 - ☐ Deborah Roncace, Audubon PS
 - ☐ Chifonda Henry, Bordentown RSD
 - ☐ Ray Bonnette, Burlington City BOE
 - ☐ Scott Hogan, Chesterfield BOE
 - ☐ Bruno Berenato, Clementon BOE
 - ☐ Arlene Biesiada, Interim, Delanco Township BOE
 - ☐ Paul Todd, East Windsor RSD
 - ☐ **Joseph A. Firetto, Eastampton Township BOE**
 - ☐ Kenneth Verrill, Eastern Camden County RSD
 - ☐ Jonathan Yates, Evesham Township School District
 - ☐ Sarah Bell, Gloucester City BOE
 - ☐ **Donna Phillips, Haddon Heights BOE**

- ☐ Michael Catalano Haddonfield BOE
- ☐ Dan Baginski, Jackson Township BOE
- ☐ Bill Thompson, Laurel Springs BOE
- ☐ Kara L. Huber, Lenape Regional HSD
- ☐ Robert Kraft, Lumberton Township BOE
- ☐ Nikolas Vrettos, Medford Lakes School District
- ☐ **Anisah Coppin, Mercer County Area Vocational Technical Schools**
- ☐ **Udaya Batchu, Mercer County SSSD**
- ☐ Christopher Eberly, Mount Ephraim BOE
- ☐ Robert O'Brien, Riverside Township BOE
- ☐ Mary Conroy, Southampton Township BOE
- ☐ Lisa Vrettos, Springfield Township BOE
- ☐ James McCullough, Sterling High School District
- ☐ Patricia Palmieri, Tabernacle Township School District
- ☐ Helen Haley, Voorhees Township BOE
- ☐ Karen Greer, Westampton Township Public Schools

B. Fund Professionals

- ☐ 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 Colaianne, Student Accident Program - Hardenbergh
- ☐ Chris Roselli, Claims Administrator – Qual-Lynx
- ☐ Christine Gallagher, Client Service Manager – Qual-Lynx
- ☐ John W. Geitz, Safety Coordinator – Risk Assessment Services LLC
- ☐ Rick Hillman, Virtual Safety Director – Ironwood Consulting LLC
- ☐ Joe Biluck, Assistant Safety Coordinator – Risk Assessment Services LLC
- ☐ Jodi Lennon, Treasurer
- ☐ Michael Colling, Recording Secretary

C. Risk Management Consultants

- ☐ Arthur J. Gallagher – East Windsor/Millstone
- ☐ Barclay Group – Bordentown/Chesterfield/ Gloucester City/Laurel Springs/North Hanover
- ☐ Hardenbergh Insurance Group – Audubon/Collingswood/Eastern Camden County/Haddon Township/Haddon Heights/Lindenwold/Magnolia/Oaklyn/Sterling

IV. MOTION REQUESTED – To open the voting to all Delegates present.

A request may be made by the 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.

V. MOTION REQUESTED - Resolution 2024-23 to approve Payment Authorization Request(s) as presented in Closed Session.

VI. Approval of Minutes – **ADOPTION**

- A. January 8, 2025 Minutes..... Pages 6-11

VII. Appointment of a Nominating Committee by Fund President

- A. BCIP and SPELL Term Expirations..... Page 12

VIII. Professional Reports

- A. Solicitor Report..... Pages 13-27

B. Claims Administrator

1. Adjuster Pendlings Report – February 2025 Pages 28-29
2. Subrogation Reports – February 2025 Pages 30-32
3. Lessons Learned from Losses-Workplace Safety..... Page 33

C. Managed Care Provider

1. Managed Care Summary Reports – February 2025 Pages 34-35
2. Average Days to Report - February 2025 Pages 36-37
3. Transitional Duty Days – February 2025 Page 38
4. Managed Care Quick Notes..... Page 39

- D. Student Accident Program..... Page 40

- E. Executive Director/Underwriting & Finance Director Report..... Pages 41-43

1. EXECUTIVE DIRECTOR

- a. 2025-2026 Membership Renewals..... Summary
- b. Results of Fund Professional Survey..... Pages 44-49
- c. NJSIA Workers' Compensation Conference..... Pages 50-53
- d. 2025 Annual Spring Dinner Meeting..... Summary
- e. Safety 360 Seminar – SAVE THE DATE!..... Summary
- f. Boiler Inspections-Travelers Insurance..... Summary
- g. STOPit Solutions – SafeNJ Page 54
- h. SPELL JIF HR Helpline Pages 55-57
- i. SPELL Policy Review Summary
- j. Proposed Meeting Dates for 2025-2026 Page 58
- k. Items Updated on SPELLJIF.COM..... Summary
- l. Key Dates Summary

2. UNDERWRITING AND FINANCE DIRECTOR

- a. District/Fund Incurred Losses Report Page 59
- b. Financial Audit-June 30, 2024-**MOTION REQUESTED** Addendum A/Page 97
- c. 2025-2026 Exposure Renewal and Budget Process..... Summary
- d. Resolution 2024-24 Authorizing Surplus Return-**MOTION REQUESTED**Page 60-61
- e. Starr Cyber Renewal Insurance Application Summary
- f. Beazley Environmental Liability Renewal Insurance Application Summary
- g. RMC Resolutions and Agreements Summary
- h. Safety Incentive Program Winners–Reimbursement Procedure..... Summary
- i. SPELL JIF Approved Meeting Minutes..... Pages 62-65
- j. Certificates of Insurance Report-01/01/25–02/28/25 Pages 66-69

F. Safety Coordinator/Right to Know Coordinator

1. January-February Activities and March/April Agenda Pages 70-71
2. SIP Status Report-March 2025 Pages 72-75

- G. Virtual Safety Director
 - 1. February 28, 2025 Report..... Pages 76-78
- H. Treasurer - **MOTION REQUESTED**
 - 1. February Approval Memo and Bill List Pages 79-80
 - 2. March Bill List..... Page 81
 - 3. Treasurer’s Reports (December 2024-January 2025) Pages 82-93
- I. Committee Meetings
 - 1. Finance - February 25, 2025 Pages 94-95
- IX. Adoption of Preliminary Budget 2025-2026 – **MOTION REQUESTED** Page 96
- X. **MOTION REQUESTED - Resolution 2024-25** to meet in Closed Session on May 14, 2025 at 1:15 pm at the Voorhees Administration Offices.
- XI. Miscellaneous Business and Public Comment
- XII. **MOTION REQUESTED – To Adjourn**