



# CAMDEN

## COUNTY MUNICIPAL

JOINT INSURANCE FUND

### MEETING AGENDA MAY 20, 2019 – 5:15 PM

**VOORHEES TOWNSHIP  
2400 VOORHEES TOWN CENTER  
VOORHEES, NJ 08043  
AGENDA AND REPORTS**

**OPEN PUBLIC MEETINGS ACT** - In accordance with the Open Public Meetings Act, notice of this meeting was provided by:

- I.** sending sufficient notice to the Courier Post
- II.** advance written notice of this meeting was filed with the Clerk/Administrator of each member municipalities and,
- III.** posting this notice on the Public Bulletin Board of all member municipalities

**CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND AGENDA  
MEETING: MAY 20, 2019**

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- MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
- FLAG SALUTE – MOMENT OF SILENCE**
- ROLL CALL OF 2019 EXECUTIVE COMMITTEE**
- WELCOME: VOORHEES TOWNSHIP**
- APPROVAL OF MINUTES:** April 22, 2019 Open Minutes..... **Appendix I**  
April 22, 2019 Closed Minutes.....**To Be Distributed**
  
- CORRESPONDENCE – NONE**

**REPORTS**

- EXECUTIVE DIRECTOR/ADMINISTRATOR – PERMA Risk Management Services**  
Executive Director's Report ..... **Page 1**
  
- TREASURER – Elizabeth Pigliacelli**  
Monthly Vouchers - Resolution No. 19-15 ..... **Page 17**  
Treasurer’s Report ..... **Page 19**  
Monthly Reports ..... **Page 20**
  
- ATTORNEY – Joseph Nardi, Esquire**
  
- SAFETY DIRECTOR – J.A. Montgomery Risk Control**  
Monthly Report..... **Page 26**
  
- UNDERWRITING MANAGER – Conner Strong & Buckelew**  
Monthly Certificate Holding Report..... **Page 33**
  
- MANAGED CARE – Medlogix**  
Monthly Report..... **Page 40**
  
- CLAIMS SERVICE – AmeriHealth Casualty**

- 
- OLD BUSINESS**
  - NEW BUSINESS**
  - PUBLIC COMMENT**
  - MEETING ADJOURNED**
  - NEXT MEETING: JUNE 24, 2019 – Haddonfield Borough**

## Camden County Municipal Joint Insurance Fund

9 Campus Drive, Suite 216  
Parsippany, NJ 07054

Date: May 20, 2019

Memo to: Executive Committee  
Camden County Municipal Joint Insurance Fund

From: PERMA Risk Management Services

Subject: Executive Director's Report

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**MEL Membership Renewal:** The Fund is scheduled to renew their MEL membership effective July 1, 2019. Enclosed in the agenda on **Page 3** is Resolution 19-14 renewing the Fund's membership in the Municipal Excess Liability Joint Insurance Fund for the period of July 1, 2019 through June 30, 2022.

**MOTION TO ADOPT RESOLUTION 19-14 AND EXECUTE THE AGREEMENT RENEWING THE FUND'S MEMBERSHIP IN THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND FOR THE PERIOD OF JULY 1, 2019 THROUGH JUNE 30, 2022.**

**Elected Officials Training Course:** Every year, the MEL holds training seminars for elected officials and reduces a member's assessment by \$250 for each municipal elected official completing the course by June 15<sup>th</sup>.

Three sessions were held earlier this month. Mr. Nardi's office will be scheduling one or two more sessions in the next few weeks. This course is available online; instructions are enclosed on **Page 5**.

**MEL Helpline:** The MEL Safety Institute has established the new MEL Employment Practices Helpline (EPL); a dedicated resource to guide members on employment related issues. Enclosed on **Page 6** is a copy of that announcement. We will be contacting members to identify 2 representatives per town that will have access to the Helpline.

**Legislation:** The MEL, NJ League of Municipalities and NJAC have been monitoring Senate bill no. S-477 for some time. The bill extends the statute of limitations in civil actions for sexual abuse claims. Recently the bill was fast tracked and could be approved as early as May 2019. In late April, the draft bill was amended whereas eliminating public entity immunities under Title 59. The implications of this bill if not amended to add back Title 59 immunities for public entities, public officials, elected officials and all levels of government employees are significant.

The MEL is working on a comprehensive loss control program to address this.

- ❑ **Auditor and Actuary Year-End Reports:** The financial audit for the period ending December 31, 2018 will be ready for review and approval at the June meeting and will be filed with the Departments of Insurance and Community Affairs by the June 30<sup>th</sup> deadline.
- ❑ **2019 Safety Expo:** The MEL continues to work with the New Jersey Utility Authorities Joint Insurance Fund to conduct its Annual Safety Expo which includes MEL member town's water & sewer employees. The Safety Expo will be held on June 28<sup>th</sup> at the Middlesex Fire Academy and September 29<sup>th</sup> at the Camden County Emergency Services Training Center. Registration is through the MEL Safety Institute. Registrations will be mailed to members shortly. **(Page 7)**

❑ **Due Diligence Reports:**

<b>Financial Fast Track</b>	<b>Page 8</b>
<b>Income Portfolio</b>	<b>Page 9</b>
<b>Loss Ratio Analysis</b>	<b>Page 10</b>
<b>Loss Time Accident Frequency</b>	<b>Page 11 &amp; 12</b>
<b>POL/EPL Compliance Report</b>	<b>Page 13</b>
<b>Fund Commissioners</b>	<b>Page 14</b>
<b>Regulatory Affairs Checklist</b>	<b>Page 15</b>
<b>RMC Agreements</b>	<b>Page 16</b>

**CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND**

**RESOLUTION TO RENEW MEMBERSHIP IN THE  
MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND**

**WHEREAS**, the **Camden County Municipal Joint Insurance Fund**, a nonprofit public entity in the State of New Jersey, was formed pursuant to N.J.S.A. 40A:10-36 et seq. to provide risk management to its member municipalities in the form of General Liability, Auto Liability, Property and Workers' Compensation coverage; and

**WHEREAS**, it has been determined that excess coverage is available from the Municipal Excess Liability Joint Insurance Fund, hereinafter referred to as MEL, as established pursuant to N.J.S.A. 40A:10-36 et seq., provided in accordance with N.J.S.A. 40A:10-42; and

**WHEREAS**, the purchase of such coverage by the MEL is exempt from public advertising and bidding requirements pursuant to N.J.S.A. 40A:11-5(1)(a)(ii) and 40A:11-5(1)(m) as an extraordinary unspecifiable service ("EUS") so long as the contract entered into is awarded in accordance with the requirements for EUSs; and

**WHEREAS**, pursuant to N.J.S.A. 40A:65-14, the governing bodies of two or more Local Units may enter into an agreement to provide for the formation of the joint operation of any public services, public improvements, works, facilities, or undertakings which the local units are empowered to operate; and

**WHEREAS**, pursuant to N.J.S.A. 40A:65-9 et seq. the MEL shall obtain coverage on behalf of its members JIFs in accordance with the Local Public Contracts Law; and

**WHEREAS**, in accordance with N.J.S.A. 40A:10-36 et seq., a JIF wishing to join the MEL to obtain the benefits of joint public entity membership may do so by adopting a resolution; and

**WHEREAS**, the Board of Fund Commissioners of the **Camden County Municipal Joint Insurance Fund** has determined that membership in the MEL is in the best interests of the member municipalities:

**NOW THEREFORE BE IT RESOLVED** that the Board of Fund Commissioners of the **Camden County Municipal Joint Insurance Fund** does hereby resolve and agree to renew membership in the MEL for a period of three (3) years, the commencement of which shall be July 1, 2019 and

**BE IT FURTHER RESOLVED** that the application for membership is for the purpose of obtaining the following types of coverages:

- 1) Excess Workers' Compensation and Employers' Liability Insurance and,
- 2) Excess Liability Insurance excess of the Primary Liability provided by the above mentioned Joint Insurance Fund as indicated on the application previously submitted and,

3) Excess Property, including Crime.

**BE IT FURTHER RESOLVED** that the **Camden County Municipal Joint Insurance Fund** hereby adopts the Bylaws of the MEL and in accordance therewith, it is understood that coverage is not effective until membership is approved by the MEL Commissioners/Executive Committee, State Department of Banking & Insurance and State Department of Community Affairs and that coverage is subject to the terms, conditions and limitations as contained in the MEL's Coverage Manual and its Commercial Excess Insurance, if any; and,

**BE IT FURTHER RESOLVED** that the Board of Fund Commissioners, or other authorized representative, is authorized and directed to execute any and all written agreements necessary for membership in the MEL including, but not limited to, the Indemnity and Trust Agreement in order to implement membership by the **Camden County Municipal Joint Insurance Fund** in the MEL according to its Bylaws, N.J.S.A. 40A:10-36 et seq., N.J.A.C. 11:15-2 and any other statutes or regulations pertaining thereto.

**BY:** \_\_\_\_\_  
**MICHAEL MEVOLI, CHAIRMAN**

**ATTEST:** \_\_\_\_\_  
**M. JAMES MALEY, JR., SECRETARY**

**DATED:** \_\_\_\_\_



## 2019 Elected Officials Online Employment Practices Seminar

This course details ways to prevent Employment Practices lawsuits. Municipal elected officials, authority commissioners and a member's CEO (i.e. municipal manager / administrator or executive director) who completes this course by May 1, 2019 will qualify for a \$250 credit in their local unit 2019 assessment.

1. Click the following link for the MEL Safety Institute's Learning Management System [www.firstnetcampus.com/meljif](http://www.firstnetcampus.com/meljif)
2. If you have previously taken MSI classes, enter your username and password. If you do not know your username/password, check with your Training Administrator or call the MSI Help Line.  
If you are new, click 'New User Registration.' Complete the fields and you will receive an email with your username and password.
3. Click on the On-Line Training Courses, at bottom right.
4. Click the '2018-2019 Elected Officials' Employment Practices Seminar'.
5. Click 'Enroll'.
6. Click the 'My Training' tab on the top blue tool bar.
7. Click the program name to launch the course.
8. Upon completion of the course and questions you will navigate to the 'Student Center' tab to print your Certificate of Completion. Learning transcripts are automatically updated in the MEL Safety Institute's Learning Management System.

Questions? Contact the MSI Help Line (866) 661-5120

The MEL Safety Institute can also be accessed anytime by going to [www.njmel.org](http://www.njmel.org).

You must complete the entire program and the affidavit at the end of the program to receive credit. If you need additional assistance please call the MSI Help Line at (866) 661-5120 during business hours.



## Questions about employment issues? Call the New MEL Employment Practices Helpline

The MEL Safety Institute is pleased to announce the establishment of a NEW MEL Employment Practices Helpline (EPL), a dedicated resource to guide members on employment related issues.

The MEL EPL Helpline is staffed by attorneys that specialize in New Jersey employment law and understand the MEL JIF system. The three law firms staffing the EPL Helpline are affiliated with local Joint Insurance Funds (JIFs).

**Who can use the EPL Helpline?** MEL member municipalities will select and approve two individuals to use the helpline.

**What hours is the EPL Helpline available?** The helpline will be staffed during normal business hours, 9 a.m. – 5 p.m. Voicemail can be left afterhours for a callback.

**What kinds of issues can be addressed?** Any employment related topics or policies and procedures related to issues such as:

- Hiring
- Termination
- Harassment
- Discrimination
- Promotion/Demotion
- And more...

**What are the MEL EPL Helpline numbers?** MEL members can choose to call any of the MEL EPL Helpline firms listed below.

**MEL EPL HELPLINE:**  
**732-583-7474**

Jodi Howlett  
Cleary Giacobbe Alferi Jacobs LLC  
955 State Route 34, Suite 200  
Matawan, NJ 07747955

**MEL EPL HELPLINE:**  
**609-522-5599**

David S. DeWeese  
The DeWeese Law Firm  
3200 Pacific Avenue  
Wildwood, New Jersey 08260

**MEL EPL HELPLINE:**  
**973-334-1900**

Fred Semrau  
Dorsey & Semrau  
714 Main Street  
Boonton, NJ 07005

**What happens after the call?** The attorney will provide the member with transcript of the call that includes recommendations. If the issue is beyond the scope of the MEL EPL Helpline the attorney will provide direction to the member on where to get appropriate assistance. All calls are confidential.





**SAVE THE DATE**  
**NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND**  
**AND**  
**MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND MEMBERS**

**SAFETY EXPO 2019**

**June 28, 2019**

**Middlesex County Fire Academy**  
**Sayreville, NJ**

**September 27, 2019**

**Camden County Emergency Services Training Center**  
**Blackwood, NJ**

The New Jersey Utility Authorities JIF (NJUA JIF) Executive Safety Committee and the Municipal Excess Liability Joint Insurance Fund are pleased to announce the training courses that are planned for the 2019 Safety Expos.

Please consider which date and location works best for your authority or municipality. You may also want to consider sending some employees to the June Expo while sending other employees to the September Expo.

You will receive registration forms, course descriptions and other relevant information in the next few weeks. The course schedule is being finalized with 2019 course offerings listed below.

**COURSE TITLES**

- **Supervisor Roles & Responsibilities in a Changing Environment *\*\*Full Day Session\*\**** *This four hour workshop will use Dr. John P. Kotter's 8 Step Process of Change to lead a discussion on being an agent for positive change in an organization.*
- **Safety Fast Track –Blood Borne Pathogens, Lockout/Tagout, Fire Safety and Hazardous Communications with GHS**
- **Designated Person Indoor Air Quality Training Program *\*\* Full Day Session\*\**** *This four hour workshop will introduce the basic requirements of IAQ compliance, the environmental conditions and potential health issues.*
- **Focus Four Track *\*\*Full Day Session\*\**** – *This full day program will focus on the four leading causes of job related fatalities or injuries; Electrocutation, Falls, Struck-by and Caught Between.*

The Expo Committee is presently seeking approval for NJ DEP training contact hours (TCH). The registration brochure will have more details. **Please post this notice and discuss at your next Safety Committee Meeting. Registration packets will be sent mid May.**

<b>CAMDEN COUNTY MUNICIPAL FUND</b>					
<b>FINANCIAL FAST TRACK REPORT</b>					
		<b>AS OF</b>	<b>February 28, 2019</b>		
		<b>THIS</b>	<b>YTD</b>	<b>PRIOR</b>	<b>FUND</b>
		<b>MONTH</b>	<b>CHANGE</b>	<b>YEAR END</b>	<b>BALANCE</b>
1.	<b>UNDERWRITING INCOME</b>	<b>1,204,823</b>	<b>2,437,543</b>	<b>230,231,740</b>	<b>232,669,283</b>
2.	<b>CLAIM EXPENSES</b>				
	Paid Claims	426,556	809,061	100,684,641	101,493,702
	Case Reserves	(79,362)	472,250	4,211,039	4,683,289
	IBNR	688,567	331,718	4,721,520	5,053,238
	Recoveries	(12,119)	(16,365)	(197,249)	(213,615)
	<b>TOTAL CLAIMS</b>	<b>1,023,642</b>	<b>1,596,664</b>	<b>109,419,950</b>	<b>111,016,614</b>
3.	<b>EXPENSES</b>				
	Excess Premiums	443,597	887,133	63,503,169	64,390,302
	Administrative	197,252	393,668	40,871,437	41,265,105
	<b>TOTAL EXPENSES</b>	<b>640,849</b>	<b>1,280,801</b>	<b>104,374,606</b>	<b>105,655,407</b>
4.	<b>UNDERWRITING PROFIT (1-2-3)</b>	(459,667)	(439,922)	16,437,183	15,997,262
5.	<b>INVESTMENT INCOME</b>	36,372	89,490	10,629,852	10,719,342
6.	<b>DIVIDEND INCOME</b>	0	0	3,528,688	3,528,688
7.	<b>STATUTORY PROFIT (4+5+6)</b>	<b>(423,296)</b>	<b>(350,431)</b>	<b>30,595,724</b>	<b>30,245,292</b>
8.	<b>DIVIDEND</b>	0	0	19,760,174	19,760,174
9.	<b>STATUTORY SURPLUS (7-8)</b>	<b>(423,296)</b>	<b>(350,431)</b>	<b>10,835,549</b>	<b>10,485,118</b>
<b>SURPLUS (DEFICITS) BY FUND YEAR</b>					
	<b>Closed</b>	7,556	19,922	3,739,602	3,759,523
	<b>Aggregate Excess LFC</b>	14,759	30,149	716,327	746,476
	<b>2015</b>	(81,022)	(97,199)	1,506,731	1,409,532
	<b>2016</b>	(261,744)	(265,399)	2,409,711	2,144,312
	<b>2017</b>	(214,376)	(203,574)	1,776,425	1,572,851
	<b>2018</b>	(35,606)	(22,150)	686,754	664,604
	<b>2019</b>	147,138	187,820		187,820
	<b>TOTAL SURPLUS (DEFICITS)</b>	<b>(423,296)</b>	<b>(350,431)</b>	<b>10,835,549</b>	<b>10,485,118</b>
	<b>TOTAL CASH</b>				<b>24,108,490</b>
<b>CLAIM ANALYSIS BY FUND YEAR</b>					
	<b>TOTAL CLOSED YEAR CLAIMS</b>	<b>0</b>	<b>0</b>	<b>90,370,908</b>	<b>90,370,908</b>
	<b>FUND YEAR 2015</b>				
	Paid Claims	96,766	119,359	4,051,563	4,170,922
	Case Reserves	(50,038)	(832)	548,651	547,819
	IBNR	37,694	(12,306)	166,862	154,556
	Recoveries	0	0	(27,247)	(27,247)
	<b>TOTAL FY 2015 CLAIMS</b>	<b>84,423</b>	<b>106,221</b>	<b>4,739,829</b>	<b>4,846,050</b>
	<b>FUND YEAR 2016</b>				
	Paid Claims	34,698	71,113	2,547,580	2,618,693
	Case Reserves	128,526	254,862	785,384	1,040,246
	IBNR	113,642	(36,358)	470,097	433,739
	Recoveries	(9,619)	(9,619)	(58,308)	(67,928)
	<b>TOTAL FY 2016 CLAIMS</b>	<b>267,246</b>	<b>279,997</b>	<b>3,744,753</b>	<b>4,024,750</b>
	<b>FUND YEAR 2017</b>				
	Paid Claims	116,459	261,795	2,182,191	2,443,986
	Case Reserves	46,666	(1,809)	1,329,228	1,327,419
	IBNR	57,637	(34,977)	1,247,210	1,212,233
	Recoveries	0	(4,246)	(109,290)	(113,536)
	<b>TOTAL FY 2017 CLAIMS</b>	<b>220,762</b>	<b>220,763</b>	<b>4,649,340</b>	<b>4,870,102</b>
	<b>FUND YEAR 2018</b>				
	Paid Claims	151,986	329,517	1,532,399	1,861,916
	Case Reserves	(275,357)	69,389	1,547,776	1,617,165
	IBNR	169,430	(352,848)	2,837,351	2,484,503
	Recoveries	(2,500)	(2,500)	(2,405)	(4,905)
	<b>TOTAL FY 2018 CLAIMS</b>	<b>43,558</b>	<b>43,558</b>	<b>5,915,121</b>	<b>5,958,679</b>
	<b>FUND YEAR 2019</b>				
	Paid Claims	26,647	27,278		27,278
	Case Reserves	70,841	150,641		150,641
	IBNR	310,164	768,207		768,207
	Recoveries	0	0		0
	<b>TOTAL FY 2019 CLAIMS</b>	<b>407,652</b>	<b>946,126</b>		<b>946,126</b>
	<b>COMBINED TOTAL CLAIMS</b>	<b>1,023,642</b>	<b>1,596,664</b>	<b>109,419,950</b>	<b>111,016,614</b>

This report is based upon information which has not been audited nor certified by an actuary and as such may not truly represent the condition of the fund.

<b>CAMDEN JOINT INSURANCE FUND</b>							
<b>Fixed Income Portfolio Summary and Rate Comparison</b>							
					For Month End	3/31/2019	
					2018	Last Month	This Month
					2017	2016	
<b>CAMDEN JOINT INSURANCE FUND</b>							
Total Cash Balance (millions)		16.98	19.11	21.12	24.11	24.80	
<b>Fixed Income Portfolio</b>							
Investments (millions), Book Value		9.99	12.35	12.35	14.34	14.35	
Avg maturity (years)		0.24	1.60	2.31	1.54	1.50	
Unrealized gain/(loss) (%)		0.09	0.01	-1.21	-0.47	-0.10	
Purchase/Book yield (%)		0.62	1.22	1.46	1.56	1.49	
Realized gain/(loss) (%)		0.00	0.00	0.00	0.00	0.00	
Total Yield (Market)		0.71	1.23	0.25	1.09	1.39	
<b>M E L PORTFOLIO</b>							
Total Cash Balance (millions)		61.94	59.15	62.76	62.94	65.44	
<b>Fixed Income Portfolio</b>							
Investments (millions), Book Value		53.40	48.74	48.74	51.47	48.39	
Avg maturity (years)		1.64	1.15	1.63	1.03	1.03	
Unrealized gain/(loss) (%) ***		0.03	-0.21	-1.26	-0.64	-0.43	
Purchase/Book yield (%)		0.82	1.11	1.80	1.79	1.74	
Realized gain/(loss) (%)		0.00	0.00	0.00	0.00	0.00	
Total Yield (Market)		0.85	0.90	0.54	1.15	1.31	
<b>COMPARATIVE RATES (%)</b>							
<b>Cash &amp; Cash Equivalents</b>							
NJ Cash Mgmt Fund *		0.41	0.85	1.81	2.41	2.41	
Investors Bank Deposits		-	-	1.64	2.28	2.28	
<b>Treasury Issues</b>							
1 year bills		0.61	1.20	2.33	2.55	2.49	
3 year notes		1.00	1.58	2.63	2.48	2.37	
5 year notes		1.33	1.83	2.75	2.49	2.37	
Merrill Lynch US Govt 1-3 years ^		0.89	0.44	1.60	0.37	0.98	

**Camden Joint Insurance Fund  
CLAIMS MANAGEMENT REPORT  
EXPECTED LOSS RATIO ANALYSIS**

**AS OF March 31, 2019**

<b>FUND YEAR 2014 -- LOSSES CAPPED AT RETENTION</b>								
	Budget	Limited Incurred Current	63 Actual	MONTH TARGETED	62 Actual	MONTH TARGETED	51 Actual	MONTH TARGETED
			31-Mar-19		28-Feb-19		31-Mar-18	
PROPERTY	591,500	354,018	59.85%	100.00%	59.85%	100.00%	59.85%	100.00%
GEN LIABILITY	1,405,625	1,790,423	127.38%	97.13%	116.70%	97.13%	105.43%	96.38%
AUTO LIABILITY	350,875	368,753	105.10%	96.77%	105.10%	96.59%	95.15%	93.62%
WORKER'S COMP	3,909,782	2,298,691	58.79%	99.95%	58.79%	99.93%	50.43%	99.57%
TOTAL ALL LINES	6,257,782	4,811,885	76.89%	99.14%	74.50%	99.12%	66.18%	98.56%
NET PAYOUT %	\$3,905,993		62.42%					
<b>FUND YEAR 2015 -- LOSSES CAPPED AT RETENTION</b>								
	Budget	Limited Incurred Current	51 Actual	MONTH TARGETED	50 Actual	MONTH TARGETED	39 Actual	MONTH TARGETED
			31-Mar-19		28-Feb-19		31-Mar-18	
PROPERTY	541,208	618,341	114.25%	100.00%	114.25%	100.00%	114.52%	100.00%
GEN LIABILITY	1,412,638	1,169,342	82.78%	96.38%	82.76%	96.23%	58.96%	91.95%
AUTO LIABILITY	335,860	228,725	68.10%	93.62%	68.10%	93.27%	18.47%	88.81%
WORKER'S COMP	3,739,043	2,654,636	71.00%	99.57%	71.55%	99.52%	73.47%	98.57%
TOTAL ALL LINES	6,028,749	4,671,043	77.48%	98.53%	77.82%	98.45%	70.69%	96.60%
NET PAYOUT %	\$4,179,630		69.33%					
<b>FUND YEAR 2016 -- LOSSES CAPPED AT RETENTION</b>								
	Budget	Limited Incurred Current	39 Actual	MONTH TARGETED	38 Actual	MONTH TARGETED	27 Actual	MONTH TARGETED
			31-Mar-19		28-Feb-19		31-Mar-18	
PROPERTY	490,882	448,750	91.42%	100.00%	91.42%	100.00%	90.67%	100.00%
GEN LIABILITY	1,437,680	440,119	30.61%	91.95%	31.08%	91.38%	16.76%	82.70%
AUTO LIABILITY	330,150	270,846	82.04%	88.81%	79.77%	88.30%	38.03%	80.03%
WORKER'S COMP	3,689,848	2,433,307	65.95%	98.57%	65.97%	98.43%	64.74%	95.33%
TOTAL ALL LINES	5,948,560	3,593,021	60.40%	96.55%	60.40%	96.29%	53.80%	91.81%
NET PAYOUT %	\$2,722,192		46.76%					
<b>FUND YEAR 2017 -- LOSSES CAPPED AT RETENTION</b>								
	Budget	Limited Incurred Current	27 Actual	MONTH TARGETED	26 Actual	MONTH TARGETED	15 Actual	MONTH TARGETED
			31-Mar-19		28-Feb-19		31-Mar-18	
PROPERTY	566,229	506,218	89.40%	100.00%	89.40%	100.00%	81.29%	96.43%
GEN LIABILITY	1,464,528	448,900	30.65%	82.70%	31.23%	81.65%	17.04%	66.07%
AUTO LIABILITY	324,847	215,767	66.42%	80.03%	66.42%	78.92%	23.60%	59.58%
WORKER'S COMP	3,837,435	2,515,776	65.56%	95.33%	64.63%	94.80%	45.24%	78.67%
TOTAL ALL LINES	6,193,040	3,686,662	59.53%	91.97%	59.09%	91.33%	40.74%	76.31%
NET PAYOUT %	\$2,356,039		38.04%					
<b>FUND YEAR 2018 -- LOSSES CAPPED AT RETENTION</b>								
	Budget	Limited Incurred Current	15 Actual	MONTH TARGETED	14 Actual	MONTH TARGETED	3 Actual	MONTH TARGETED
			31-Mar-19		28-Feb-19		31-Mar-18	
PROPERTY	600,000	411,560	68.59%	96.43%	69.08%	96.03%	14.82%	23.00%
GEN LIABILITY	1,506,000	170,239	11.30%	66.07%	9.09%	64.20%	0.66%	6.00%
AUTO LIABILITY	334,000	86,764	25.98%	59.58%	20.23%	56.96%	4.91%	6.00%
WORKER'S COMP	3,840,000	3,041,368	79.20%	78.67%	74.91%	74.88%	14.67%	3.00%
TOTAL ALL LINES	6,280,000	3,709,931	59.08%	76.33%	55.66%	73.39%	10.80%	5.79%
NET PAYOUT %	\$1,976,297		31.47%					
<b>FUND YEAR 2019 -- LOSSES CAPPED AT RETENTION</b>								
	Budget	Limited Incurred Current	3 Actual	MONTH TARGETED	2 Actual	MONTH TARGETED	-9 Actual	MONTH TARGETED
			31-Mar-19		28-Feb-19		31-Mar-18	
PROPERTY	721,839	127,714	17.69%	23.00%	10.79%	13.00%	N/A	N/A
GEN LIABILITY	1,678,668	7,104	0.42%	6.00%	0.24%	2.50%	N/A	N/A
AUTO LIABILITY	388,565	28,783	7.41%	6.00%	5.05%	2.50%	N/A	N/A
WORKER'S COMP	3,672,619	186,458	5.08%	3.00%	2.08%	2.00%	N/A	N/A
TOTAL ALL LINES	6,461,691	350,060	5.42%	6.19%	2.75%	3.39%	N/A	N/A
NET PAYOUT %	\$75,941		1.18%					

<b>2019 LOST TIME ACCIDENT FREQUENCY ALL JIFs</b>				
		<b>March 31, 2019</b>		
	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>TOTAL</b>
	<b>LOST TIME</b>	<b>LOST TIME</b>	<b>LOST TIME</b>	<b>RATE *</b>
<b>FUND</b>	<b>FREQUENCY</b>	<b>FREQUENCY</b>	<b>FREQUENCY</b>	<b>2019 - 2017</b>
CENTRAL	0.58	1.43	1.68	1.44
NJ PUBLIC HOUSING	0.88	2.13	2.21	2.02
SOUTH BERGEN	1.06	2.48	2.19	2.20
CAMDEN	1.13	2.60	1.91	2.13
SUBURBAN MUNICIPAL	1.17	1.63	1.22	1.39
SUBURBAN ESSEX	1.18	2.05	1.92	1.89
MONMOUTH	1.28	1.42	1.79	1.57
BERGEN	1.31	1.57	1.53	1.52
TRI-COUNTY	1.34	1.88	2.02	1.88
N.J.U.A.	1.36	2.22	2.04	2.04
BURLINGTON	1.48	1.69	1.23	1.47
MORRIS	1.61	1.67	1.36	1.53
PROF MUN MGMT	1.67	2.37	2.14	2.19
ATLANTIC	1.81	2.23	2.00	2.08
OCEAN	1.82	2.31	2.42	2.30
AVERAGE	1.31	1.98	1.84	1.84

Camden Joint Insurance Fund											
2019 LOST TIME ACCIDENT FREQUENCY											
DATA VALUED AS OF March 31, 2019											
MEMBER_ID	MEMBER	**	# CLAIMS FOR	Y.T.D. LOST TIME ACCIDENTS	2019 LOST TIME FREQUENCY	2018 LOST TIME FREQUENCY	2017 LOST TIME FREQUENCY	MEMBER	TOTAL RATE	2019 - 2017	
1	87	AUDUBON		0	0	0.00	0.00	0.00	1	AUDUBON	0.00
2	88	AUDUBON PARK		0	0	0.00	0.00	0.00	2	AUDUBON PARK	0.00
3	91	BERLIN BOROUGH		0	0	0.00	0.91	1.92	3	BERLIN BOROUGH	1.26
4	92	BERLIN TOWNSHIP		0	0	0.00	3.70	4.73	4	BERLIN TOWNSHIP	3.76
5	93	BROOKLAWN		0	0	0.00	1.72	1.55	5	BROOKLAWN	1.46
6	94	CHESILHURST		0	0	0.00	0.00	0.00	6	CHESILHURST	0.00
7	95	CLEMENTON		0	0	0.00	1.54	6.50	7	CLEMENTON	3.56
8	96	COLLINGSWOOD		0	0	0.00	1.47	0.52	8	COLLINGSWOOD	0.90
9	97	GIBBSBORO		0	0	0.00	0.00	2.53	9	GIBBSBORO	1.14
10	98	GLOUCESTER		0	0	0.00	3.15	1.88	10	GLOUCESTER	2.24
11	101	HADDONFIELD		0	0	0.00	3.10	5.36	11	HADDONFIELD	3.77
12	102	HI-NELLA		0	0	0.00	0.00	0.00	12	HI-NELLA	0.00
13	104	LAWNSIDE		0	0	0.00	7.69	1.89	13	LAWNSIDE	4.18
14	105	LINDENWOLD		0	0	0.00	2.78	5.41	14	LINDENWOLD	3.66
15	107	MEDFORD LAKES		0	0	0.00	1.89	0.00	15	MEDFORD LAKES	0.83
16	108	MERCHANTVILLE		0	0	0.00	1.32	4.23	16	MERCHANTVILLE	2.42
17	109	MOUNT EPHRAIM		0	0	0.00	4.72	6.50	17	MOUNT EPHRAIM	4.97
18	110	OAKLYN		0	0	0.00	4.20	0.00	18	OAKLYN	1.89
19	111	PINE HILL		0	0	0.00	1.82	0.00	19	PINE HILL	0.81
20	112	RUNNEMEDE		0	0	0.00	1.92	1.22	20	RUNNEMEDE	1.42
21	113	SOMERDALE		0	0	0.00	2.52	1.37	21	SOMERDALE	1.75
22	114	VOORHEES		0	0	0.00	5.04	1.39	22	VOORHEES	2.68
23	116	WINSLOW TOWNSHIP FIRE		0	0	0.00	---	---	23	WINSLOW TOWNSHIP I	0.00
24	117	WOODLYNNE		0	0	0.00	0.00	2.22	24	WOODLYNNE	1.04
25	451	TAVISTOCK		0	0	0.00	0.00	0.00	25	TAVISTOCK	0.00
26	457	PINE VALLEY		0	0	0.00	0.00	0.00	26	PINE VALLEY	0.00
27	565	CAMDEN PARKING AUTHOI		0	0	0.00	2.63	0.00	27	CAMDEN PARKING AU	1.06
28	584	CHERRY HILL FIRE DISTRIC		0	0	0.00	5.54	2.92	28	CHERRY HILL FIRE DIS	3.77
29	584	CHERRY HILL		2	2	1.40	1.40	1.46	29	CHERRY HILL	1.43
30	115	WINSLOW		0	1	1.90	4.20	0.94	30	WINSLOW	2.50
31	99	HADDON		0	1	2.75	4.26	1.42	31	HADDON	2.83
32	106	MAGNOLIA		0	1	3.39	0.94	0.99	32	MAGNOLIA	1.27
33	89	BARRINGTON		0	1	3.59	1.83	0.00	33	BARRINGTON	1.25
34	90	BELLMAWR		1	3	6.56	3.46	2.29	34	BELLMAWR	3.30
35	103	LAUREL SPRINGS		0	1	10.67	0.00	0.00	35	LAUREL SPRINGS	1.14
36	692	GLOUCESTER TWP	**						36	GLOUCESTER TWP	
37	695	CAMDEN CITY	**						37	CAMDEN CITY	
Totals:				3	10	1.13	2.60	1.91		2.13	
Frequency = ((Y.T.D. LOST TIME ACCIDENT * 200,000) / ADJUSTED HOURS WORKED)											
* Member does not participate in the FUND for Workers' Comp coverage											
** Member has a higher Self Insured Retention for Workers' Comp and is EXCLUDED from this report											
*** MEMBER WAS NOT ACTIVE FOR THIS FUND YEAR											
2018 Loss Time Accident Frequency as of March 30, 2018 1.91											

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND						
EMPLOYMENT PRACTICES COMPLIANCE STATUS - Camden Joint Insurance Fund						
Data Valued As of :			May 7, 2019			
Total Participating Members		37	37			
Complaint			34			
Percent Compliant			91.89%			
				01/01/19	2019	
				EPL	POL	Co-Insurance
Member Name	EPL Program ?	Checklist Submitted	Compliant	Deductible	Deductible	01/01/19
AUDUBON	Yes	Yes	Yes	\$ 2,500	\$ 2,500	0%
AUDUBON PARK	Yes	Yes	Yes	\$ 2,500	\$ 2,500	0%
BARRINGTON	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
BELLMAWR	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
BERLIN BOROUGH	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 100K
BERLIN TOWNSHIP	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
BROOKLAWN	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
CAMDEN CITY			New Member	\$ 20,000	\$ 20,000	20% of 1st 250K
CAMDEN PARKING AUTHORITY	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
CHERRY HILL	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
CHERRY HILL FIRE DISTRICT	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
CHESILHURST	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
CLEMENTON	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
COLLINGSWOOD	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
GIBBSBORO	Yes	Yes	Yes	\$ 5,000	\$ 5,000	20% of 1st 100K
GLOUCESTER	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
GLOUCESTER TWP			New Member	\$ 100,000	\$ 100,000	20% of 1st 250K
HADDON	Yes	Yes	Yes	\$ 10,000	\$ 10,000	20% of 1st 100K
HADDONFIELD	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
HI-NELLA	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
LAUREL SPRINGS	Yes	Yes	Yes	\$ 20,000	\$ 20,000	0%
LAWNSIDE	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
LINDENWOLD	Yes	Yes	Yes	\$ 15,000	\$ 15,000	0%
MAGNOLIA	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
MEDFORD LAKES	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
MERCHANTVILLE	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
MOUNT EPHRAIM	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
OAKLYN	Yes	Yes	Yes	\$ 2,500	\$ 2,500	0%
PINE HILL	Yes	Yes	Yes	\$ 75,000	\$ 75,000	20% of 1st 250K
PINE VALLEY	Yes	Yes	Yes	\$ 2,500	\$ 2,500	0%
RUNNEMEDE	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
SOMERDALE	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
TAVISTOCK	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
VOORHEES	Yes	Yes	Yes	\$ 7,500	\$ 7,500	20% of 1st 100K
WINSLOW	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
WINSLOW TOWNSHIP FIRE DISTRICT #1	Yes		New Member	\$ 2,500	\$ 2,500	0%
WOODLYNNE	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K

**Camden JIF  
2019 FUND COMMISSIONERS**

<b>MEMBER</b>	<b>FUND COMMISSIONER</b>	<b>ALTERNATE COMMISSIONER</b>
Audubon	David Taraschi	John Ward
Audubon Park	Robert Fisher	
Barrington	Terry Shannon	
Bellmawr	Louis. P. DiAngelo	
Berlin Boro	Millard Wilkinson	Rick Miller
Berlin Twp	Catherine Underwood	
Brooklawn	Michael Mevoli	
Camden City	Jason Asuncion	Sharon Eggleston
Camden City Parking Authority	Willie Hunter	Ethel Kemp
Cherry Hill	Erin Patterson Gill	Ari Messinger
Cherry Hill Fire District	John Foley	
Chesilhurst	Michael Blunt	
Clementon	Jenai Johnson	
Collingswood	M. James Maley	Keith Hastings
Gibbsboro	Glenn Werner	Anne Levy
Gloucester City	Jack Lipsett	Patrick Keating
Gloucester Township	Tom Cardis	
Haddon Twp	James Mulroy	
Haddonfield	M. Neal Rochford	Sharon McCullough
Hi-Nella	Phyllis Twisler	
Laurel Springs	Ken Cheeseman	
Lawnside	Angelique Rankins	
Lindenwold	Craig Wells	Dawn Thompson
Magnolia	Mark Godfrey	
Medford Lakes	Dr. Robert J. Burton	
Merchantville	Edward Brennan	
Mt. Ephraim	M. Joseph Wolk	
Oaklyn	Bonnie Taft	Chris Walters
Pine Hill	Patricia Hendricks	
Pine Valley	Robert Mather	
Runnemede	Eleanor Kelly	James D'Auria
Somerdale	M. Gary Passante	
Tavistock	Terry Shannon	
Voorhees	Lawrence Spellman	Jason Ravitz
Winslow	Joseph Gallagher	
Winslow Township Fire Dist. #1	Lorraine Azzarano	Marc Rigberg
Woodlynne	Jerald Fuentes	



**Camden County Municipal Joint Insurance Fund**  
**Annual Regulatory Filing Check List**  
**Year 2019 as of May 1, 2019**

<u>Item</u>	<u>Filing Status</u>
<input type="checkbox"/> Budget	Filed March 11
<input type="checkbox"/> Assessments	Filed March 11
<input type="checkbox"/> Actuarial Certification	To be Filed
<input type="checkbox"/> Reinsurance Policies	To be Filed
<input type="checkbox"/> Fund Commissioners	Filed March 11
<input type="checkbox"/> Fund Officers	Filed March 11
<input type="checkbox"/> Renewal Resolutions	Filed March 11
<input type="checkbox"/> New Members	Camden City, Gloucester Township Winslow Township Fire District
<input type="checkbox"/> Withdrawals	None
<input type="checkbox"/> 2019 Risk Management Plan	Filed March 11
<input type="checkbox"/> 2019 Cash Management Plan	Filed March 11
<input type="checkbox"/> 2019 Risk Manager Contracts	In process of collecting
<input type="checkbox"/> 2019 Certification of Professional Contracts	Filed March 11
<input type="checkbox"/> Unaudited Financials	To be Filed
<input type="checkbox"/> Annual Audit	To be Filed
<input type="checkbox"/> State Comptroller Audit Filing	To be Filed
<input type="checkbox"/> Ethics Filing	On Line Filing

CAMDEN COUNTY MUNICIPALJOINT INSURANCE FUND				
2019 RISK MANAGEMENT CONSULTANTS AGREEMENTS				
AS OF May 13, 2019				
MUNICIPALITY	RISK MANAGEMENT CONSULTANT	Resolution Received	Agreement Received	Contract Term date
AUDUBON	HARDENBERGH INSURANCE GROUP	01/17/19	01/17/19	12/31/19
AUDUBON PARK	ASSOCIATED INSURANCE PARTNERS	1/17/2019	1/17/2019	12/31/19
BARRINGTON	CONNER STRONG & BUCKELEW	1/14/2019	2/14/2019	12/31/19
BELLMAWR	CONNER STRONG & BUCKELEW	5/10/2019	5/10/2019	12/31/19
BERLIN BOROUGH	EDGEWOOD ASSOCIATES			12/31/18
BERLIN TOWNSHIP	CONNER STRONG & BUCKELEW	2/14/2019	03/29/19	12/31/19
BROOKLAWN	CONNER STRONG & BUCKELEW	4/10/2019	04/01/19	12/31/19
CHERRY HILL	CONNER STRONG & BUCKELEW	1/14/2019	1/22/2019	12/31/19
CHERRY HILL FIRE DISTRICT	CONNER STRONG & BUCKELEW	4/8/2019	4/15/2019	12/31/19
CHESILHURST	EDGEWOOD ASSOCIATES		1/22/2019	12/31/19
CAMDEN CITY	CONNER STRONG & BUCKELEW		5/6/2019	12/31/19
CITY OF CAMDEN PARKING AUTHORITY	M&C INSURANCE AGENCY	03/01/18	03/11/19	12/31/18
CLEMENTON	HARDENBERGH INSURANCE GROUP	01/17/19	01/17/19	12/31/19
COLLINGSWOOD	CONNER STRONG & BUCKELEW		04/08/19	12/31/19
GIBBSBORO	LEONARD O'NEIL INSURANCE GROUP	04/29/19	04/29/19	12/31/19
GLOUCESTER CITY	CONNER STRONG & BUCKELEW	1/11/2019	1/30/2019	12/31/19
GLOUCESTER TOWNSHIP	CONNER STRONG & BUCKELEW		3/26/2019	12/31/19
HADDON	WAYPOINT INSURANCE SERVICES	2/28/2019	2/28/2019	12/31/19
HADDONFIELD	HENRY BEAN & SONS	12/19/18	12/19/18	12/31/19
HI-NELLA	CONNER STRONG & BUCKELEW	08/20/18	03/27/17	12/31/19
LAUREL SPRINGS	HARDENBERGH INSURANCE GROUP	02/14/19	02/14/19	12/31/19
LAWN SIDE	M&C INSURANCE AGENCY	03/11/19	03/11/19	03/06/20
LINDENWOLD	HARDENBERGH INSURANCE GROUP	01/16/19	01/16/19	12/31/19
MAGNOLIA	CONNER STRONG & BUCKELEW	01/11/19	02/19/19	12/31/19
MEDFORD LAKES	CONNER STRONG & BUCKELEW	04/11/18	2/28/2019	12/31/19
MERCHANTVILLE	CONNER STRONG & BUCKELEW	01/28/18	2/14/2019	12/31/19
MOUNT EPHRIAM	CONNER STRONG & BUCKELEW			05/31/19
OAKLYN	HARDENBERGH INSURANCE GROUP	1/17/2019	1/17/2019	12/31/19
PINE HILL	CONNER STRONG & BUCKELEW	3/20/2019	3/27/2019	12/31/19
PINE VALLEY	HENRY BEAN & SONS	1/28/2019	1/28/2019	12/31/19
RUNNEMEDE	CONNER STRONG & BUCKELEW	03/01/19	2/14/2019	12/31/19
SOMERDALE	CONNER STRONG & BUCKELEW	02/12/18	2/19/2019	12/31/19
TAVISTOCK	CONNER STRONG & BUCKELEW			12/31/18
VOORHEES	HARDENBERGH INSURANCE GROUP	02/28/19	2/28/2019	12/31/19
WINSLOW	CONNER STRONG & BUCKELEW		1/30/2019	12/31/19
WINSLOW TOWNSHIP FIRE DISTRICT	CONNER STRONG & BUCKELEW	3/27/2019	3/27/2019	12/31/19
WOODLYNNE	ASSOCIATED INSURANCE PARTNERS			12/31/18
<b>Blank - Indicates that a Resolution and/or Agreement is not on file with the fund office yet.</b>				

**RESOLUTION NO. 19-15**

**CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND  
BILLS LIST**

**WHEREAS**, the Treasurer has certified that funding is available to pay the following bills:

**BE IT RESOLVED** that the Camden County Municipal Joint Insurance Fund's Executive Board, hereby authorizes the Fund treasurer to issue warrants in payment of the following claims; and

**FURTHER**, that this authorization shall be made a permanent part of the records of the Fund.

<u>FUND YEAR 2019</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
<u>Check Number</u>			
001940			
001940	COMP SERVICES, INC.	CHERRY HILL SERVICES 5/19	2,458.33
001940	COMP SERVICES, INC.	CLAIMS ADMIN FEE 5/19	32,500.00
			<b>34,958.33</b>
001941			
001941	RESOLUTION GROUP INTERNATIONAL	CONFLICT RESOLUTION TRAINING 5/19	449.10
			<b>449.10</b>
001942			
001942	INTERSTATE MOBILE CARE INC.	DRUG&ALCOHOL TESTING 4/19	3,220.00
001942	INTERSTATE MOBILE CARE INC.	DRUG&BREATH ALCHL-OAKLYN&RUNNEMED	274.00
			<b>3,494.00</b>
001943			
001943	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES 5/19	14,756.00
001943	J.A. MONTGOMERY RISK CONTROL	2019 AWARDS BREAKFAST 3.26.19	652.98
			<b>15,408.98</b>
001944			
001944	PERMA RISK MANAGEMENT SERVICES	POSTAGE 4/19	38.75
001944	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR 5/19	36,911.50
			<b>36,950.25</b>
001945			
001945	THE ACTUARIAL ADVANTAGE	ACTUARIAL SERVICES 5/19	4,311.00
			<b>4,311.00</b>
001946			
001946	BROWN & CONNERY, LLP	LITIGATION MANAGEMENT 4/19	1,994.25
001946	BROWN & CONNERY, LLP	ATTORNEY 4/19	1,197.00
001946	BROWN & CONNERY, LLP	EXPENSE 4/19	42.76
			<b>3,234.01</b>
001947			
001947	ELIZABETH PIGLIACELLI	TREASURER FEE 5/19	1,910.92
			<b>1,910.92</b>
001948			
001948	THE TORTILLA PRESS	MEETING 4.22.19 - COST SPLIT	455.00
			<b>455.00</b>
001949			
001949	CONNELL CONSULTING LLC	POLICE SUP TRAINING 5/19	200.00
			<b>200.00</b>
001950			
001950	MEDLOGIX LLC	MANAGED CARE SERVICES_CHERRY HILL 5/19	1,083.00
001950	MEDLOGIX LLC	MANAGED CARE SERVICES 5/19	9,688.58
			<b>10,771.58</b>
001951			
001951	CONNER STRONG & BUCKELEW	UNDERWRITING FEE 5/19	996.00
001951	CONNER STRONG & BUCKELEW	POSITION BOND 5/19	2,465.00
			<b>3,461.00</b>
001952			
001952	ASSOCIATED INSURANCE PARTNERS,	RMC FEE - WOODLYNNE BOR - 1ST HALF 2019	2,699.00
001952	ASSOCIATED INSURANCE PARTNERS,	RMC FEE - AUDUBON PARK - 1ST HALF 2019	943.00
			<b>3,642.00</b>
		<b>Total Payments FY 2019</b>	<b>119,246.17</b>

**TOTAL PAYMENTS ALL FUND YEARS      \$119,246.17**

\_\_\_\_\_  
Chairperson

Attest: \_\_\_\_\_

Dated: \_\_\_\_\_

I hereby certify the availability of sufficient unencumbered funds in the proper accounts to fully pay the above claims.

\_\_\_\_\_  
Treasurer

May 27, 2019

To the Members of the  
Executive Board of the  
Camden County Municipal  
Joint Insurance Fund

I have enclosed for your review documents which reflect the financial condition of the fund. The attached documents include details of transactions relating to deposits, claims, transfers, expenditures and Investment Income.

The statements included in this report are prepared on a “cash basis” and relate to financial activity through the periods ending April 30, 2019 for Fund Years 2015, 2016, 2017 and 2018. The reports, where required, are presented in a manner prescribed or permitted by the Department of Insurance and the Division of Local Government Services of the Department of Community Affairs.

All statements contained in this report are subject to adjustment by annual audit.

A summary of the contents of these statements is presented below.

- **BILL LIST FOR THE MONTH OF APRIL:**

Payment vouchers submitted for your consideration at this meeting show on the accompanying bill list.

- **INVESTMENT INCOME:**

Net Investment Income received or accrued for March totaled \$46,753.94.

- **RECEIPT ACTIVITY FOR APRIL:**

Cherry Hill Deductible	<u>\$18,460.87</u>	
Total Receipts		<u>\$18,460.87</u>

- **CLAIM ACTIVITY FOR APRIL:**

The enclosed report shows claim activity during the month for claims paid by the fund.

Property Liability Claims	\$ 138,607.58	
Workers Compensation Claims	326,339.16	
Administration Expense	<u>2,880,760.91</u>	
Total Claims/Expenses		<u>\$3,345,707.65</u>

- **CASH ACTIVITY FOR APRIL:**

The enclosed report shows that during the reporting month the Fund’s “Cash Position” changed from an opening balance of \$24,800,848.85 to a closing balance of \$21,528,155.49 showing a decrease of \$3,272,693.36.

The information contained in this report is a summary of the attached detailed schedules.

Sincerely,

Elizabeth Pigliacelli, Treasurer

**CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND**  
**SUMMARY OF CASH TRANSACTIONS - ALL FUND YEARS COMBINED**

<b>Current Fund Year: 2019</b>										
<b>Month Ending: April</b>										
	<b>Property</b>	<b>Liability</b>	<b>Auto</b>	<b>Workers Comp</b>	<b>POL/EPL</b>	<b>MEL</b>	<b>EJIF</b>	<b>Admin</b>	<b>Cherry Hill</b>	<b>TOTAL</b>
<b>OPEN BALANCE</b>	777,807.49	5,085,930.55	968,102.90	9,575,385.26	156,704.68	2,327,449.43	198,042.22	5,729,887.33	(18,460.92)	24,800,848.94
<b>RECEIPTS</b>										
Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refunds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,460.87	18,460.87
Invest Pymnts	1,585.85	10,519.21	2,129.86	19,943.29	340.36	3,892.80	302.01	13,562.88	0.00	52,276.26
Invest Adj	131.32	813.65	154.87	1,531.87	29.64	372.34	32.69	996.10	0.00	4,062.48
Subtotal Invest	1,717.17	11,332.86	2,284.73	21,475.16	370.00	4,265.14	334.70	14,558.98	0.00	56,338.74
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	1,717.17	11,332.86	2,284.73	21,475.16	370.00	4,265.14	334.70	14,558.98	18,460.87	74,799.61
<b>EXPENSES</b>										
Claims Transfers	42,361.41	66,300.30	29,945.87	306,342.41	0.00	0.00	0.00	0.00	19,996.75	464,946.74
Expenses	0.00	0.00	0.00	0.00	998,788.50	1,559,508.74	0.00	322,463.67	0.00	2,880,760.91
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,785.29	0.00	1,785.29
<b>TOTAL</b>	42,361.41	66,300.30	29,945.87	306,342.41	998,788.50	1,559,508.74	0.00	324,248.96	19,996.75	3,347,492.94
<b>END BALANCE</b>	<b>737,163.25</b>	<b>5,030,963.11</b>	<b>940,441.76</b>	<b>9,290,518.01</b>	<b>(841,713.82)</b>	<b>772,205.83</b>	<b>198,376.92</b>	<b>5,420,197.35</b>	<b>(19,996.80)</b>	<b>21,528,155.61</b>

**REPORT STATUS SECTION**

**Report Month: April**

	Balance Differences
Opening Balances:	Opening Balances are equal \$0.00
Imprest Transfers:	Imprest Totals are equal \$0.00
Investment Balances:	Investment Payment Balances are equal \$0.00
	Investment Adjustment Balances are equal \$0.00
Ending Balances:	Ending Balances are equal \$0.00
Accrual Balances:	Accrual Balances are equal \$0.00

SUMMARY OF CASH AND INVESTMENT INSTRUMENTS						
CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND						
ALL FUND YEARS COMBINED						
CURRENT MONTH	April					
CURRENT FUND YEAR	2019					
Description:	Investors Operating-58892	Investors Prop & Liab Claims-58910	Investors WC Claims-58905	Wilmington Trust-5884		
ID Number:						
Maturity (Yrs)						
Purchase Yield:						
TOTAL for All Accts & instruments						
Opening Cash & Investm	\$24,800,848.85	10,445,630.75	11,998.84 -	6,134.76	14,349,354.02	
Opening Interest Accrua	\$58,223.39	-	-	-	58,223.39	
1 Interest Accrued and/or	\$18,084.97	\$0.00	\$0.00	\$0.00	\$18,084.97	
2 Interest Accrued - disco	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3 on and/or Interest Cost)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4 Accretion	\$4,062.50	\$0.00	\$0.00	\$0.00	\$4,062.50	
5 Interest Paid - Cash Inst	\$18,429.42	\$18,234.42	\$89.50	\$105.50	\$0.00	
6 Interest Paid - Term Ins	\$27,669.74	\$0.00	\$0.00	\$0.00	\$27,669.74	
7 Realized Gain (Loss)	\$6,177.05	\$0.00	\$0.00	\$0.00	\$6,177.05	
8 Net Investment Income	\$46,753.94	\$18,234.42	\$89.50	\$105.50	\$28,324.52	
9 Deposits - Purchases	\$483,407.61	\$18,460.87	\$138,607.58	\$326,339.16	\$0.00	
10 (Withdrawals - Sales)	-\$3,812,439.68	-\$3,345,707.65	-\$138,607.58	-\$326,339.16	-\$1,785.29	
Ending Cash & Investment	\$21,528,155.49	\$7,136,618.39	\$12,088.34	-\$6,029.26	\$14,385,478.02	
Ending Interest Accrual Bal	\$48,638.62	\$0.00	\$0.00	\$0.00	\$48,638.62	
Plus Outstanding Checks	\$476,547.67	\$243,823.26	\$44,625.74	\$188,098.67	\$0.00	
(Less Deposits in Transit)	-\$162,804.15	\$0.00	-\$17,813.67	-\$144,990.48	\$0.00	
Balance per Bank	\$21,841,899.01	\$7,380,441.65	\$38,900.41	\$37,078.93	\$14,385,478.02	
		\$0.00	\$ -	\$0.00		

APRIL							
Item	Date	Check Run	Voids	Refunds	Adjustments	Totals	Comment
1	4/3/2019	25,742.09				25,742.09	
2	4/3/2019	55,669.41				55,669.41	
3	4/10/2019	29,784.21				\$29,784.21	
4	4/10/2019	62,947.29				62,947.29	
5	4/17/2019	1,315.71				1,315.71	
6	4/17/2019	3,234.60				3,234.60	
7	4/17/2019	48,854.54				48,854.54	
8	4/24/2019	32,105.69				32,105.69	
9	4/24/2019	42,611.05				42,611.05	
10	4/30/2019	17,813.67				17,813.67	
11	4/30/2019	144,868.48				144,868.48	
12						-	
13						-	
14						-	
15						-	
16						-	
17						-	
18						-	
19						-	
20						-	
21						-	
22						-	
23						-	
24						-	
25						-	
26						-	
27						-	
28						-	
29						-	
30						-	
	Total	464,946.74	-	-	-	464,946.74	
	Monthly Rpt	464,946.74				464,946.74	
	Variance	-	-	-	-	-	



**CERTIFICATION AND RECONCILIATION OF CLAIMS PAYMENTS AND RECOVERIES  
CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND**

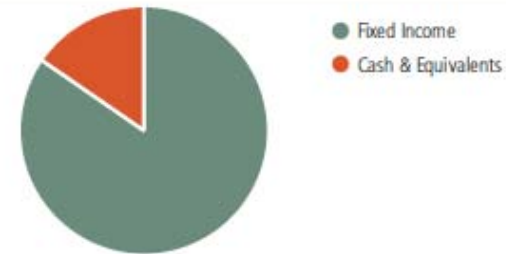
Month		April							
Current Fund Year		2019							
		1.	2.	3.	4.	5.	6.	7.	8.
Policy Year	Coverage	Calc. Net Paid Thru Last Month	Monthly Net Paid April	Monthly Recoveries April	Calc. Net Paid Thru April	TPA Net Paid Thru April	Variance To Be Reconciled	Delinquent Unreconciled Variance From	Change This Month
2019	Property	21,520.07	34,219.47	0.00	55,739.54	55,739.54	0.00	0.00	0.00
	Liability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Auto	11,682.42	500.00	0.00	12,182.42	12,182.42	0.00	0.00	0.00
	Workers Comp	38,686.30	172,286.81	0.00	210,973.11	210,973.11	0.00	0.00	0.00
	Cherry Hill	4,052.03	6,071.61	4,052.03	6,071.61	6,071.61	(0.00)	0.00	(0.00)
	<b>Total</b>	<b>75,940.82</b>	<b>213,077.89</b>	<b>4,052.03</b>	<b>284,966.68</b>	<b>284,966.68</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
2018	Property	352,616.49	6,743.74	0.00	359,360.23	359,360.23	0.00	0.00	0.00
	Liability	57,575.87	277.50	0.00	57,853.37	57,853.37	0.00	0.00	0.00
	Auto	49,359.95	17,403.77	0.00	66,763.72	66,763.72	0.00	0.00	(0.00)
	Workers Comp	1,504,016.06	73,815.75	0.00	1,577,831.81	1,577,831.81	(0.00)	(0.00)	0.00
	Cherry Hill	12,653.48	13,925.14	12,653.48	13,925.14	13,925.14	0.00	(75.00)	75.00
	<b>Total</b>	<b>1,976,221.85</b>	<b>112,165.90</b>	<b>12,653.48</b>	<b>2,075,734.27</b>	<b>2,075,734.27</b>	<b>(0.00)</b>	<b>(75.00)</b>	<b>75.00</b>
2017	Property	380,848.77	1,398.20	0.00	382,246.97	382,246.97	(0.00)	(0.00)	0.00
	Liability	267,346.32	17,504.09	0.00	284,850.41	284,850.41	0.00	0.00	0.00
	Auto	108,536.22	3,899.58	0.00	112,435.80	112,435.80	0.00	0.00	0.00
	Workers Comp	1,599,307.38	12,688.31	0.00	1,611,995.69	1,611,995.73	(0.04)	(0.04)	0.00
	Cherry Hill	0.04	0.00	0.00	0.04	0.00	0.04	0.04	0.00
	<b>Total</b>	<b>2,356,038.73</b>	<b>35,490.18</b>	<b>0.00</b>	<b>2,391,528.91</b>	<b>2,391,528.91</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>0.00</b>
2016	Property	406,447.88	0.00	0.00	406,447.88	406,447.88	0.00	0.00	0.00
	Liability	272,076.74	23,535.61	0.00	295,612.35	295,612.35	0.00	0.00	0.00
	Auto	196,893.53	2,524.62	0.00	199,418.15	199,418.15	0.00	0.00	0.00
	Workers Comp	1,845,018.52	4,021.44	0.00	1,849,039.96	1,849,039.96	0.00	0.00	(0.00)
	Cherry Hill	1,755.36	0.00	1,755.36	(0.00)	0.00	(0.00)	(0.00)	0.00
	<b>Total</b>	<b>2,722,192.03</b>	<b>30,081.67</b>	<b>1,755.36</b>	<b>2,750,518.34</b>	<b>2,750,518.34</b>	<b>0.00</b>	<b>0.00</b>	<b>(0.00)</b>
2015	Property	584,415.44	0.00	0.00	584,415.44	584,415.44	0.00	0.00	0.00
	Liability	1,004,652.81	24,983.10	0.00	1,029,635.91	1,029,635.91	(0.00)	(0.00)	0.00
	Auto	195,483.70	5,617.90	0.00	201,101.60	201,101.60	0.00	0.00	0.00
	Workers Comp	2,395,078.15	43,530.10	0.00	2,438,608.25	2,438,608.25	0.00	0.00	0.00
	Cherry Hill	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	<b>4,179,630.10</b>	<b>74,131.10</b>	<b>0.00</b>	<b>4,253,761.20</b>	<b>4,253,761.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Closed FY	Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Liability	(315.00)	0.00	0.00	(315.00)	0.00	(315.00)	(315.00)	0.00
	Auto	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Workers Comp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Cherry Hill	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	<b>(315.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>(315.00)</b>	<b>0.00</b>	<b>(315.00)</b>	<b>(315.00)</b>	<b>0.00</b>
<b>TOTAL</b>		<b>11,309,708.53</b>	<b>464,946.74</b>	<b>18,460.87</b>	<b>11,756,194.40</b>	<b>11,756,509.40</b>	<b>(315.00)</b>	<b>(390.00)</b>	<b>75.00</b>

## Relationship Summary

115884-000 - CAMDEN CNTY MUNICIPAL JOINT INS FUND  
April 01, 2019 - April 30, 2019

### Asset Allocation

Asset Class	Total Market Value	Allocation (%)
Fixed Income	\$12,168,117.80	84.59%
Cash & Equivalents	2,217,360.22	15.41
<b>TOTAL</b>	<b>\$14,385,478.02</b>	<b>100%</b>



### Accrued Income by Asset Class Summary

Asset Class	Market Value	Accrued Income	Market Value + Accrued Income	Estimated Annual Income	Yield (%)
Fixed Income	\$12,168,117.80	\$39,327.49	\$12,207,445.29	\$168,193.75	1.38%
Cash & Equivalents	2,217,360.22	9,311.13	2,226,671.35	54,507.88	2.46
<b>TOTAL</b>	<b>\$14,385,478.02</b>	<b>\$48,638.62</b>	<b>\$14,434,116.64</b>	<b>\$222,701.63</b>	<b>1.55%</b>



## Asset Allocation

115884-000 - CAMDEN CNTY MUNICIPAL JOINT INS FUND  
 April 01, 2019 - April 30, 2019

### Asset & Sub Asset Allocation

Asset Class	Total Market Value (%)	Closing Market Value	Cost	Unrealized Gain/Loss	Accrued Income	Market Value w/ Accrued Income
<b>Fixed Income</b>						
U.S. Taxable Fixed Income	84.59%	\$12,168,117.80	\$12,176,231.47	-\$8,113.67	\$39,327.49	\$12,207,445.29
<b>Total Fixed Income</b>	<b>84.59%</b>	<b>\$12,168,117.80</b>	<b>\$12,176,231.47</b>	<b>-\$8,113.67</b>	<b>\$39,327.49</b>	<b>\$12,207,445.29</b>
<b>Cash &amp; Equivalents</b>						
Taxable	15.41	2,217,360.22	2,217,360.22	-	9,311.13	2,226,671.35
<b>Total Cash &amp; Equivalents</b>	<b>15.41%</b>	<b>\$2,217,360.22</b>	<b>\$2,217,360.22</b>	<b>-</b>	<b>\$9,311.13</b>	<b>\$2,226,671.35</b>
<b>TOTAL ASSETS</b>	<b>100%</b>	<b>\$14,385,478.02</b>	<b>\$14,393,591.69</b>	<b>-\$8,113.67</b>	<b>\$48,638.62</b>	<b>\$14,434,116.64</b>

**CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND  
 SAFETY DIRECTOR'S REPORT**

**TO:** Municipal Fund Commissioners  
**FROM:** J. A. Montgomery Risk Control, JIF Safety Director  
**DATE:** May 10, 2019

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**JIF SERVICE TEAM**

Keith Hummel Associate Director Public Sector, Camden JIF <a href="mailto:khummel@jamontgomery.com">khummel@jamontgomery.com</a> Office: 856-552-6862	Glenn Prince Associate Director Public Sector <a href="mailto:gprince@jamontgomery.com">gprince@jamontgomery.com</a> Office: 856-552-4744
John Saville Senior Risk Control Consultant <a href="mailto:jsaville@jamontgomery.com">jsaville@jamontgomery.com</a> Office: 732-736-5009	Robert Garish Senior Risk Control Consultant <a href="mailto:rgarish@jamontgomery.com">rgarish@jamontgomery.com</a> Office: 856-552-4650
Liam Callahan Risk Control Consultant <a href="mailto:lcallahan@jamontgomery.com">lcallahan@jamontgomery.com</a> Office: 856-552-4902	Danielle Sanders Administrative Assistant <a href="mailto:dsanders@jamontgomery.com">dsanders@jamontgomery.com</a> Office : 856-552-6898 Fax : 732-393-8034

**APRIL ACTIVITIES**

**LOSS CONTROL SERVICES**

- City of Camden Fire Department – Conducted a Loss Control Survey on April 29
- Township of Haddon – Conducted a Loss Control Survey on April 17

**MEETINGS ATTENDED**

- Police Ad Hoc Committee Meeting – April 2
- Claims Meeting – April 19

**UPCOMING EVENTS**

- Claims Meeting – May 17
- Executive Committee Meeting – May 20
- Executive Safety Committee Meeting – May 29
- Regional Roundtable - Debbie Schiffer – Wellness and the Safety Director) – June 18

**SAFETY DIRECTOR’S BULLETINS & SAFETY ANNOUNCEMENTS**

- April 2 - Updated Bulletin – Playground Inspection Best Practices
- April 22 - Did You Know? – MSI Training Schedule – Camden JIF, May 2019
- April 30 - Safety Bulletin: May 6 - 10 is National Stand-Down to Prevent Falls

**MEL MEDIA LIBRARY**

The new MEL Media Library (856-552-4900) is available for borrowing 800+ safety videos in 47 different categories. To view the full video catalog and rent videos, please visit [www.nimel.org](http://www.nimel.org) or email the media library at [melvideolibrary@jamontgomery.com](mailto:melvideolibrary@jamontgomery.com).

The following members utilized the Media Library during the month of April

<u>Municipality</u>	<u># of Videos</u>
Borough of Brooklawn	2

**MEL SAFETY INSTITUTE (MSI)**

**MSI COURSES**

**NOTE: We need to keep our list of MSI Training Administrators up-to-date. If there are any changes, deletions or you need to appoint a new Training Administrator, please advise (afelip@jamontgomery.com).**

Listed below are upcoming MSI training programs scheduled for **May, June, and July of 2019. Enrollment is required for all MSI classes.** MSI classes are subject to cancellation or rescheduling at any time.

**Members are reminded to log on to the [www.nimel.org](http://www.nimel.org) website, and then click on the MSI logo to access the Learning Management System where you can enroll your employees and verify classes. Enrolling your staff ensures you will be notified of any schedule changes.**

If you need assistance using the MSI Learning Management System, please call the MSI helpline at 866-661-5120.

DATE	LOCATION	TOPIC	TIME
5/1/19	Evesham Township MUA	Excavation/Trenching/Shoring	8:30 - 12:30 pm
5/2/19	Township of Willingboro	HazMat Awareness w/HazCom GHS	8:00 - 11:00 am
5/3/19	Township of Cherry Hill #1	Fast Track to Safety	8:30 - 12:30 pm
5/6/19	Township of Florence	Hearing Conservation	8:30 - 9:30 am
5/6/19	Township of Florence	BBP	9:45 - 10:45 am
5/7/19	Logan Twp. MUA #1	Fire Extinguisher	8:30 - 9:30 am
5/7/19	Logan Twp. MUA #1	Shop & Tool Safety	9:45 - 10:45 am
5/8/19	Township of Washington (Gloucester)	Heavy Equipment Safety	8:30 - 11:30 am
5/9/19	Township of Winslow	PPE	8:00 - 10:00 am
5/9/19	Township of Winslow	Back Safety/Material Handling	10:15 - 11:15 am
5/10/19	Evesham Township #4	Employee Conduct/Violence Prevention	8:30 - 10:00 am
5/10/19	Evesham Township #4	Confined Space Awareness	10:15 - 11:15 am

DATE	LOCATION	TOPIC	TIME
5/15/19	Borough of Clementon #3	CDL-Drivers Safety Regulations	8:30 - 10:30 am
5/15/19	Borough of Clementon #3	PPE	10:45 - 12:45 pm
5/17/19	Township of Mantua	Hearing Conservation	1:00 - 2:00 pm
5/17/19	Township of Mantua	Confined Space Awareness	2:00 - 3:00 pm
5/21/19	Deptford Township MUA	CMVO	8:00 - 12:00 pm
5/29/19	Township of Burlington #3	LOTO	8:00 - 10:00 am
5/31/19	Township of Bordentown	Fast Track to Safety	8:30 - 12:30 pm
5/31/19	Borough of Collingswood	Employee Conduct/Violence Prevention	8:30 - 10:00 am
5/31/19	Borough of Collingswood	Safety Committee Best Practices	10:15 - 11:45 am
6/3/19	Township of Florence	Heavy Equipment Safety	8:00 - 11:00 am
6/3/19	Township of Florence	Back Safety/Material Handling	11:15 - 12:15 pm
6/5/19	Evesham Township MUA	LOTO	8:30 - 10:30 am
6/5/19	Evesham Township MUA	Hearing Conservation	10:45 - 11:45 am
6/6/19	Township of Tabernacle #1	Fire Extinguisher	8:30 - 9:30 am
6/6/19	Township of Tabernacle #1	Asbestos, Lead, Silica Overview	9:45 - 10:45 am
6/7/19	Borough of Clementon #3	Playground Safety Inspections	8:30 - 10:30 am
6/10/19	Borough of Magnolia	Sanitation/Recycling Safety	8:00 - 10:00 am
6/10/19	Borough of Magnolia	Employee Conduct/Violence Prevention	10:15 - 11:45 am
6/11/19	Borough of Clementon #3	Flagger/Work Zone Safety	8:30 - 12:30 pm
6/12/19	Borough of Pitman	Flagger/Work Zone Safety	8:30 - 12:30 pm
6/13/19	Township of Willingboro	Jetter/Vacuum Safety	8:00 - 10:00 am
6/13/19	Township of Willingboro	Shop & Tool Safety	10:15 - 11:15 am
6/19/19	Township of Pemberton	Hazard ID: Making Your Observation Count	8:30 - 10:30 am
6/19/19	Township of Pemberton	Shift Briefing Essentials	10:45 - 12:15 pm
6/20/19	City of Burlington #2	Fall Protection Awareness	8:30 - 10:30 am
6/20/19	City of Burlington #2	PPE	10:45 - 12:45 pm
6/25/19	Township of Florence	HazMat Awareness w/HazCom GHS	8:30 - 11:30 am
6/26/19	Township of West Deptford	Seasonal (Summer) Employee Orientation	11:30 - 3:30 pm
6/28/19	City of Bordentown	CDL-Drivers Safety Regulations	1:30 - 3:30 pm
7/10/19	Township of Burlington #3	Seasonal (Summer) Employee Orientation	8:00 - 12:00 pm
7/12/19	Borough of Collingswood	Jetter / Vacuum Safety	8:30 - 10:30 am
7/12/19	Borough of Collingswood	Fall Protection Awareness	10:45 - 12:45 pm
7/16/19	Pemberton Township BOE	Playground Safety Inspections	8:30 - 10:30 am
7/16/19	Pemberton Township BOE	LOTO	10:45 - 12:45 pm
7/18/19	Township of Pemberton	CMVO	8:30 - 12:30 pm
7/19/19	Township of Mantua	Fast Track to Safety	8:30 - 1:00 pm w/lunch brk
7/26/19	Township of Bordentown	Flagger/Work Zone Safety	9:00 - 1:00 pm

CEU's for Certified Publics Works Managers			
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Accident Investigation	2 / M	HazCom with Globally Harmonized System	1 / T,G
Advanced Safety Leadership	10 / M	Hazardous Materials Awareness w/ HazCom & GHS	3 / T
Asbestos, Lead & Silica Industrial Health Overview	1 / T,G	Hazard Identification - Making Your Observations Count	1 / T,M
Back Safety / Material Handling	1 / T	Hearing Conservation	1 / T,G
Bloodborne Pathogens Training	1 / G	Heavy Equipment Safety	1 / G - 2 / T
Bloodborne Pathogens Administrator Training	1 / T,M	Hoists, Cranes and Rigging	2 / T
BOE Safety Awareness	3 / T	Housing Authority Safety Awareness	3 / T
CDL – Supervisors Reasonable Suspicion	2 / M	Jetter Safety	2 / T
CDL - Drivers' Safety Regulations	2 / G	Landscape Safety	2 / T
Coaching the Maintenance Vehicle Operator	2 / T,M	Leaf Collection Safety Awareness	2 / T
Confined Space Entry – Permit Required	3.5 / T	Lockout Tagout	2 / T
Confined Space Awareness	1 / T,G	Personal Protective Equipment (PPE)	2 / T
Defensive Driving-6-Hour	6 / M	Playground Safety Inspections	2 / T
Driving Safety Awareness	1.5 / T	Sanitation and Recycling Safety	2 / T
Employee Conduct and Violence in the Work Place	1.5 / E	Safety Committee Best Practices	1.5 / M
Excavation Trenching & Shoring	2 / T,M	Safety Coordinator's Skills Training	3 / M,G
Fall Protection Awareness	2 / T,M	Shop and Tool Safety	1 / T
Fast Track to Safety	4 / T	Seasonal Public Works Operations	3 / T
Fire Extinguisher	1 / T	Snow Plow Safety	2 / T
Fire Safety	.5/ T - .5/ G	Special Events Management	2 / M
Flagger / Workzone Safety	2 / T,M	Shift Briefing Essentials	1 / M
CEU's for Registered Municipal Clerks			
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Asbestos, Lead & Silica Industrial Health Overview	1 / P	Hazard Identification - Making your Observations Count	2 / P
Bloodborne Pathogens Training	1 / P	Safety Committee Best Practices	1.5 / P
Employee Conduct and Violence in the Work Place	1.5 / E	Safety Coordinator's Skills Training	6 / P
		Special Event Management	2 / P
TCH's For Water/ Wastewater			
MSI Course	TCH's/Cat.	MSI Course	TCH's/Cat.
Accident Investigation	1.5 / S	Hazardous Materials Awareness w/ HazCom & GHS	3 / S
Advanced Safety Leadership	10 / S	Heavy Equipment Safety	3 / S
Asbestos, Lead & Silica Industrial Health Overview	1 / S	Housing Authority Safety Awareness	3 / S
Back Safety / Material Handling	1 / S	Hazard Identification - Making your Observations Count	1.5 / S
Bloodborne Pathogens Training	1 / S	Hearing Conservation	1 / S
Bloodborne Pathogens Administrator Training	2 / Non S	Hoists, Cranes and Rigging	2 / S
BOE Safety Awareness	3 / S	Jetter Safety	2 / S
CDL – Supervisors Reasonable Suspicion	1.5 / S	Ladder Safety/Walking Working Surfaces	2 / S
CDL - Drivers' Safety Regulations	2 / S	Landscape Safety	2 / S
Confined Space Awareness	1 / S	Leaf Collection Safety Awareness	2 / S
Confined Space Entry - Permit Required	3.5 / S	Lockout Tagout	2 / S
Defensive Driving-6-Hour	5.5 / S	Shop and Tool Safety	1 / S
Driving Safety Awareness	1.5 / S	Office Safety	2 / S
Employee Conduct and Violence in the Work Place	1.5 / Non S	Personal Protective Equipment (PPE)	2 / S
Excavation Trenching & Shoring	4 / S	Safety Committee Best Practices	1.5 / S
Fall Protection Awareness	2 / S	Safety Coordinator's Skills Training	5 / Non S
Fast Track to Safety	4 / S	Seasonal Public Works Operations	3 / S
Fire Extinguisher	1 / S	Shift Briefing Essentials	1.5 / S
Fire Safety	1 / S	Snow Plow Safety	2 / S
Flagger / Workzone Safety	2 / S	Special Event Management	2 / S
HazCom with Globally Harmonized System	1.5 / S		
CEU's for Tax Collectors		CEU's for County/Municipal Finance Officers	
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Employee Conduct and Violence in the Work Place	1.5 / E	Employee Conduct and Violence in the Work Place	1.5 / E
CEU's for Certified Recycling Professionals		CEU's for Qualified Purchasing Agents	
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Fire Extinguisher Safety	1 / CRP	Employee Conduct and Violence in the Work Place	1.5 / E
Hazard Recognition-Making your Observations Count	2 / CRP		
Heavy Equipment	3 / CRP		
Sanitation and Recycling Safety	2 / CRP		
CEU's for Park and Rec Professionals			
MSI Course	CEU's/Cat.		
Playground Safety Inspections (CEUs for all Park and Rec Professionals)	.2		
***Categories		***Categories(cont.)	
E - Ethics		Non S - Non Safety (Management)	
T - Technical		P - Professional Development	
G - Governmental		M - Management	
S - Safety / Non S - Non Safety		CRP - Certified Recycling Professional Classroom CEU	



April 2019

### **National Safety Stand-Down to Prevent Falls in Construction**

The 2019 National Stand-Down is the week of May 6 – 10. Falls from heights continue to be among the most dangerous hazards to workers, nationally and within the MEL / JIF system. Falls can be prevented if leaders plan the job properly, provide the right equipment, and train and retrain workers on the proper use of the equipment and safety best practices. Work sites that involve working at heights should be visited frequently by crew leaders.

The Safety Director encourages all members to participate in the National Stand-Down.

OSHA has provided a number of resources to help employers participate in the Stand-Down.

- There is a series of fall safety videos at <https://www.osha.gov/dts/vtools/construction.html>. These are 2 – 4 minutes, suitable for morning Briefings, and cover topics such as fixed scaffolds, and leading-edge work.
- OSHA has a more general video, 5 Ways to Prevent Workplace Falls, also available on their YouTube channel <https://www.youtube.com/watch?v=Qpowg5Ynh0w&feature=youtu.be>
- OSHA has developed a number of QuickCards™ and Fact Sheets on ladders, scaffolding, and working on roofs and other elevated surfaces. Go to their website [www.osha.gov](http://www.osha.gov) and enter the topic you wish to cover in the search engine at the top of the page.

These resources on OSHA's Stand-Down home page <https://www.osha.gov/StopFallsStandDown/>. The site also includes ideas on how employers around the nation have effectively used the resources in their organizations. There is even a Certificate of Participation available.

The MEL Safety Institute offers two classes that can be attended as part of your Stand-Down activities; Ladder Safety / Walking & Working Surfaces and Fall Protection Awareness. Upcoming classes are provided below.

#### **Ladder Safety / Walking & Working Surfaces**

May 6, 2019	Township of Hamilton	Town Hall, Court Room	8:30 a.m.
May 17, 2019	Township of Stafford	Municipal Building	8:30 a.m.
May 21, 2019	Township of East Hanover	Fire Department	8:00 a.m.
June 3, 2019	Borough of Fort Lee	Fire House #3	8:00 AM

#### **Fall Protection Awareness**

May 7, 2019	Township of Barnegat #1	Fire House	8:30 a.m.
June 5, 2019	Evesham Township MUA	Woodstream Wastewater Treatment Plant	10:45 a.m.

This bulletin is intended for general information purposes only. It should not be construed as legal advice or legal opinion regarding any specific or factual situation. Always follow your organization's policies and procedures as presented by your manager or supervisor. For further information regarding this bulletin, contact your Safety Director at 877.398.3046.

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April 2019

### **Comprehensive Playground Inspection and Maintenance Programs**

As spring approaches, now is a great time inspect playgrounds and to review the maintenance program for your playgrounds. A comprehensive maintenance program consists of inspections at three basic frequencies.

#### **Annual Audits**

***Document the condition of each piece of playground equipment and the surrounding areas by taking pictures.*** A comprehensive annual playground risk management program starts with an audit. The audit consists of inventorying and examining each piece of playground and ancillary equipment, the park's grounds and structures, and perimeter streets and curbs.

#### **Periodic (weekly to monthly) Inspections**

***Define the frequency of inspections in the written Playground Maintenance Program.*** Many departments begin to ramp-up the inspection program's frequency rate beginning in the Spring. The frequency of a playground's inspection is determined by several factors; the season, how many children use the playground, harsh environments such as on a beach, neighborhood demographics, age of equipment, history of damage, and more.

***Use a checklist.*** A sample checklist is on the MEL website ([www.njmel.org](http://www.njmel.org)). A checklist offers the advantage of documenting what was inspected and found to be in satisfactory condition. By only reporting deficiencies, the worker who completed the report is open to questions of what conditions were or were not inspected, possibly months or years later. Remember the rule of documentation, "If it is not written down, it did not happen."

#### **Daily Inspections**

***Instruct workers to visually check the playground equipment and grounds for obvious problems*** such as broken equipment, graffiti, etc. Workers are in the parks almost every day; cutting grass, picking up trash, or even just driving by on their way to other assignments. Paperwork is not needed unless a deficiency is found.

***Instruct workers to immediately correct conditions that can be fixed, or report conditions as soon as possible conditions that cannot be corrected.*** The maintenance program should describe the documentation process for when repairs are made, or how a deficiency report is submitted.

***Record even routine maintenance activities*** such as replenishing mulch or closing the gaps on S-hooks. Playground owners should have a 'paper trail' of work performed by employees.

***Document all repairs to playground equipment.*** Repairs should be made using manufacturer's parts. Use tamper-resistant hardware. Have a stock of spare hardware on hand.

***Hold a Safety Briefing to remind employees what to look for, what deficiencies should be addressed immediately, and how to report deficiencies that cannot be corrected on the spot.*** A sample Safety Briefing lesson plan is provided on page 2 of this Bulletin.

Please use the bolded italicized items above as an Action Plan to ready your playgrounds for the summer season. We also want to remind our members of three other resources;

1. The MSI has a Playground Safety Inspector class. Check the website for a class near you.
2. The MSI has an online Playground Safety Inspection class for Public Works and Recreation.
3. Your Safety Consultant is ready to assist with any aspect of your program.

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## Safety Briefing

The conditions of our playgrounds and parks are important to the residents of our community. Let's take a moment to discuss the policies and procedures we have in place to ensure our playgrounds are safe.

Our playgrounds are inspected *[INSERT FREQUENCY]* by *[INSERT DEPARTMENT OR NAME OF INDIVIDUAL]*. But we are in, or driving past, playgrounds and parks almost every day. We can have a bigger impact on the appearance and safety of our parks and playgrounds than a periodic inspection. I want to review this department's policies if you see problems in our parks, such as:

- Damaged playground equipment
- Broken glass
- Graffiti
- *[ADD ADDITIONAL OR LOCAL CONCERNS]*

If you are in a park, cutting grass or collecting trash, etc., and see a condition that you can correct such as:

- Mulch around playground equipment that has been significantly kicked out such as under swings
- Objects, such as tables or toys that were moved into the fall zones of playground equipment
- Swings over the top of the swing set's top support bar
- A loose or damaged component that can be quickly tightened, fixed, or replaced.

Our policy is to take care of it right then and record it *[Describe HOW - write it down where or call it in to who.]*. For example, if you are collecting trash and see that the mulch at the bottom of the sliding board is kicked out, we want you to take 5 minutes to rake mulch back under the slide. Or, to sweep up broken glass. But, we also need to document it. This helps the town protect itself from liability claims.

If you see a condition that will require lengthy repairs, call **[WHO]** at your first opportunity. If the condition is severe enough, stay there until we can make it safe. If it is not a severe hazard, and you have a cone or CAUTION tape, secure the scene as best you can. If you are not sure of how dangerous a condition is, contact **[WHO]** for guidance.

If you see conditions such as:

- Arson
- Intentional damage
- Significant graffiti
- Any other criminal activity

Call *[Police or WHO – department and / or the police on their non-emergency number]*.

What questions do you have?

## Camden County Municipal JIF Certificate of Insurance Monthly Report

From 3/22/2019 To 4/22/2019

Holder (H)/ Insured Name (I)	Holder / Insured Address	Description of Operations	Issue Date/ Cert ID	Coverage
H - Collingswood Board of Education I - Borough of Collingswood	c/o Collingswood High School 424 Collings Avenue Collingswood, NJ 08108	Certificate Holder is amended to be included as additional insured the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) using the High School on 10/5/19 for the Collingswood Book Festival if it rains.	3/22/2019 #2136351	GL AU EX WC
H - New Jersey Economic Development I - Parking Authority of the City of Camden	Authority (NJEDA) 36 West Street P.O. Box 990 Trenton, NJ 08625	The Certificate Holder is an Additional Insured on the above-referenced Commercial Auto, General Liability and Excess Liability Policies when required by written contract with respects to an Agreement for parking lot use. PACC is the Manager and Operator of certain property located on Riverside Drive aka Aquarium Loop Drive in the City of Camden, New Jersey, known as Tax Block 81.01, Lot 1 (.45 acres), Block 81.01, Lot 2 (.37 acres), Block 81.04, Proposed Lot 1.01 (.90 acres) on behalf of the NJ Economic Development Authority (NJEDA), Lots 10 & 11	3/25/2019 #2137331	GL AU EX WC
H - New Jersey Aquarium, LLC Camden I - Parking Authority of the City of Camden	Aquarium, LLC 4016 Towns Fair Way, Suite 201 Columbus, OH 43219	Certificate Holder is amended to be included as additional insured the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) Lots 7,8 located at Delaware Ave, between Federal & Cooper Sts, Camden, NJ. Coverage also includes the following: Products/Completed operations, Personal & Advertising Injury.	3/25/2019 #2137332	GL AU EX WC
H - GHD Services I - Township of Haddon	2055 Niagara Falls Boulevard Niagra Falls, NY 14304	Evidence of Insurance	3/25/2019 #2137965	GL AU EX WC
H - Saint Teresa of Calcutta Parish I - Township of Haddon	McDaid Hall, Holy Savior 50 Emerald Avenue Haddon Township, NJ 08108	Haddon Township will utilize McDaid Hall for a Senior Bingo event on April 2, 2019 and a Spring Fling on May 7, 2019.	3/25/2019 #2138039	GL AU EX WC
H - Delaware River Port Authority, I - Borough of Collingswood	Port Authority of PA & NJ One Port Center, 2 Riverside Dr., PO Box 1949 Camden, NJ 08103	The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to Collingswood Farmers Market held from May through November 2019	3/26/2019 #2138943	GL AU EX WC

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## Camden County Municipal JIF Certificate of Insurance Monthly Report

From 3/22/2019 To 4/22/2019

H - Delaware River Port Authority, I - Borough of Collingswood	Port Authority of PA & NJ One Port Center 2 Riverside Drive Camden, NJ 08103	The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to Collingswood Farmers Market held from May through November 2019	3/26/2019 #2139315	GL AU EX WC
H - New Jersey Economic Development I - Parking Authority of the City of Camden	Authority (NJEDA) 36 West Street P.O. Box 990 Trenton, NJ 08625	New Jersey Economic Development Authority (NJEDA) is amended to be included as additional insured the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) Lots 7, 8, & 10 located at Delaware Ave, between Federal & Cooper Sts, Camden, NJ. Coverage also includes the following: Products/Completed operations, Personal & Advertising Injury.	3/27/2019 #2139969	GL AU EX WC
H - U.S. Bank Equipment Finance I - Township of Gloucester	1310 Madrid Street Marshall, MN 56258	Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies and Loss Payee on the Property Policy if required by written contract as respects to the lease of three (3) 2015 Chevy Volts, vin #0107, vin #8864, and vin #9136, each valued at \$33,808. Contract #077-0019719-001.	3/28/2019 #2141708	GL AU EX WC OTH
H - Camden County College I - Township of Gloucester	200 College Drive Blackwood, NJ 08012	Evidence of insurance with respects to the use of facilities by the Gloucester Township Police Department for the 2019 Awards Ceremony on 5/2/19.	3/28/2019 #2141714	GL AU EX WC
H - New Jersey Economic Development I - Parking Authority of the City of Camden	Authority (NJEDA) 36 West Street P.O. Box 990 Trenton, NJ 08625	Certificate Holder is amended to be included as additional insured the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) Lots 7 & 8 located at Delaware Ave, between Federal & Cooper Sts, Camden, NJ. Coverage also includes the following: Products/Completed operations, Personal & Advertising Injury.	3/28/2019 #2141761	GL AU EX WC
H - New Jersey Economic Development I - Parking Authority of the City of Camden	Authority (NJEDA) 36 West Street P.O. Box 990 Trenton, NJ 08625	The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to an Agreement for parking lot use. PACC is the Manager and Operator of certain property located on Riverside Drive aka Aquarium Loop Drive in the City of Camden, New Jersey, known as Tax Block 81.01, Lot 1 (.45 acres), Block 81.01, Lot 2 (.37), Block 81.04, Proposed Lot 1.01 (.90 acres), Lots 10 & 11 on behalf of the NJ Economic Development Authority	3/28/2019 #2141762	GL AU EX WC
H - Black Horse Pike Regional School	District	Evidence of insurance with respects to the use of facilities at Timber	3/29/2019	GL AU EX

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## Camden County Municipal JIF Certificate of Insurance Monthly Report

From 3/22/2019 To 4/22/2019

I - Township of Gloucester	17 Erial Road Blackwood, NJ 08012	Creek High School, located at 501 Jarvis Road, Erial, NJ 08081, for the Gloucester Township Police Department L.E.A.D. Celebration on 5/11/19.	#2141847	WC
H - 111 LLC, 241 White Horse Pike I - Borough of Barrington	dba Time Out Sports Bar 241 White Horse Pike Barrington, NJ 08007	Evidence of insurance with respects to the use of property/parking lot by the Barrington Police Department for monthly motor vehicle checkpoints throughout 2019	3/29/2019 #2142076	GL AU EX WC
H - Borough of Stratford I - Borough of Magnolia	307 Union Avenue Stratford, NJ 08084	Evidence of insurance with respects to the shared services agreement for mechanical repair and maintenance of municipal vehicles and public works equipment.	4/2/2019 #2143467	GL AU EX WC
H - Black Horse Pike Regional School I - Township of Gloucester	District 17 Erial Road Blackwood, NJ 08012	The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to the use of facilities at Timber Creek High School, located at 501 Jarvis Road, Erial, NJ 08081, for the Gloucester Township Police Department L.E.A.D. Celebration on 5/11/19.	4/2/2019 #2143499	GL AU EX WC
H - To Whom it May Concern I - Borough of Barrington		Evidence of insurance for the Barrington Ambulance Association. NJTIN/FEIN: 222 266 808 000	4/3/2019 #2145378	GL AU EX WC
H - Cherry Hill Equity, LLC I - Township of Cherry Hill	Needleman Management Co., Inc 1060 North Kings Hwy, Suite 250 Cherry Hill, NJ 08034	Certificate Holder is amended to be included as additional insured the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) with respects to the use of parking lot at 1040 North Kings Hwy, Cherry Hill, NJ for overflow parking for the following dates: 5/18/19, 6/15/19, and 8/8/19	4/3/2019 #2145386	GL AU EX WC
H - Dept of Treasury I - City of Camden	Division of Property Management & Construction 33 W. State St. Trenton, NJ 08625	Camden JIF and MEL JIF limits are in excess of the City of Camden's \$2,000,000 retention for Workers' Compensation, \$750,000 retention for General and Automobile Liability RE: Former Riverfront State Prison Site - Block 79, Lot 13, Camden NJ New Jersey Economic Development Authority is included as an Additional Insured on the above-referenced Commercial General Liability and Excess Liability	4/4/2019 #2145720	GL AU EX WC

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## Camden County Municipal JIF Certificate of Insurance Monthly Report

From 3/22/2019 To 4/22/2019

		Policies if required by written contract. 30 days notice of cancellation (except 10 days for non-payment) is provided to the First Named Insured.		
H - Bowman & Company LLP I - Borough of Pine Hill	6 N. Broad Street, Suite 201 Woodbury, NJ 08096	A JIF Crime CAM180602-87 01/01/2018 01/01/2019 \$50,000 B MEL Excess MEL01190187 01/01/2018 01/01/2019 \$950,000 XS \$50,000 C POL/EPL QJD0100503 01/01/2018 01/01/2019 \$2,000,000 EA/AGG A MEL Stat Bond CAM180602-87 01/01/2018 01/01/2019 \$1,000,000 Deductible: \$1,000 Evidence of insurance for audit	4/9/2019 #2147748	GL AU EX WC OTH
H - Wolfson Group, Inc., I - Borough of Audubon	Meeting House Business Center 120 W. Germantown Pike Suite 120 Plymouth Meeting, PA 19462	Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respects to the use of premises at 120 Black Horse Pike, Audubon Crossings Shopping Center, Audubon, NJ for Fire Department training from April through December 2019.	4/9/2019 #2147757	GL AU EX WC
H - US Government I - Township of Cherry Hill	Joint Base McGuire-Dix-Lakehurst JBMDL Joint Base MDL, NJ 08641	Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respects to the use of facilities by the Cherry Hill Township Police Department for training throughout 2019.	4/11/2019 #2148582	GL AU EX WC
H - Haddonfield Board of Education I - Borough of Haddonfield	Lincoln Avenue Haddonfield, NJ 08033	Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respects to the use of middle school gym by the Haddonfield police and fire departments for fitness activity on April 14, 2019.	4/12/2019 #2148708	GL AU EX WC
H - Camden County Regional Training I - Winslow Township Fire District #1	Center PO Box 200 401 Woodbury Turnersville Rd Blackwood, NJ 08012	Evidence of Insurance.	4/15/2019 #2149201	GL AU EX WC
H - Camden County Regional Emergency I - City of Camden	Training Center 410 Woodbury-Turnersville Rd Blackwood, NJ 08012	Evidence of insurance with respects to the use of facilities for training by the City of Camdens Firefighters.	4/16/2019 #2149848	GL AU EX WC
H - Camden County Regional Training I - Borough of Runnemede	Center 410 Woodbury-Turnersville Rd Blackwood, NJ 08012	Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract with respects to the use of facilities by the Runnemede Fire Department.	4/16/2019 #2149980	GL AU EX WC

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## Camden County Municipal JIF Certificate of Insurance Monthly Report

From 3/22/2019 To 4/22/2019

H - Camden County Regional Emergency I - Borough of Collingswood	Training Center 410 Woodbury-Turnersville Rd Blackwood, NJ 08012	Evidence of insurance with respects to the use of facilities for training by the Collingswood Fire Department.	4/16/2019 #2149981	GL AU EX WC
H - Burlington County Emergency I - City of Gloucester City	Services Training Center 53 Academy Dr Westampton, NJ 08060	Evidence of insurance with respects to the Gloucester City Fire Department	4/16/2019 #2150004	GL AU EX WC
H - Camden County College Regional I - City of Gloucester City	Emergency Training Center 402 Woodbury-Turnersville Rd Blackwood, NJ 08012	Evidence of insurance with respects to the Gloucester City Fire Department	4/16/2019 #2150005	GL AU EX WC
H - Rowan College at Gloucester I - City of Gloucester City	County 53 Academy Dr Westampton, NJ 08060	Evidence of insurance with respects to the Gloucester City Fire Department	4/16/2019 #2150006	GL AU EX WC
H - Camden County Board of Chosen I - Borough of Collingswood	Freeholders, County of Camden Department of Parks 600 Market Street Camden, NJ 08102	Re: Boroughs fireworks display being shot over Newton Lake Park on 7/4/19 rain date 7/5/19. The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to the Boroughs fireworks display being shot over Newton Lake Park on 7/4/19 rain date 7/5/19.	4/16/2019 #2150009	GL AU EX WC
H - Collingswood Board of Education I - Borough of Collingswood	200 Lees Ave Collingswood, NJ 08108	Certificate Holder is amended to be included as additional insured the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) use of property for the July 4, 2019 fireworks display. Rain date July 5, 2019	4/16/2019 #2150010	GL AU EX WC
H - The Knight Park Trustees I - Borough of Collingswood	713 Atlantic Ave. Collingswood, NJ 08108	Certificate Holder is amended to be included as additional insured the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability	4/16/2019 #2150011	GL AU EX WC

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## Camden County Municipal JIF Certificate of Insurance Monthly Report

From 3/22/2019 To 4/22/2019

		pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) use of property for the July 4, 2019 fireworks display. Rain date July 5, 2019		
H - Camden County Regional Emergency  I - Borough of Laurel Springs	Training Center 420 Woodbury-Turnersville Rd. Blackwood, NJ 08012	Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respects to use of premises for emergency response training.	4/16/2019  #2150012	GL AU EX WC
H - Dept of Treasury  I - City of Camden	Division of Property Management & Construction 33 W. State St. Trenton, NJ 08625	Camden JIF and MEL JIF limits are in excess of the City of Camden's \$2,000,000 retention for Workers' Compensation and Employer's Liability, \$750,000 retention for General and Automobile Liability RE: Former Riverfront State Prison Site - Block 79, Lot 13, Camden NJ New Jersey Economic Development Authority is included as an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract. 30 days notice of cancellation (except 10 days for non-payment) is provided to the First Named Insured.	4/16/2019  #2150026	GL AU EX WC
H - Camden County College Regional  I - Borough of Berlin	Emergency Training Academy 420 Woodbury/Turnersville Rd. Blackwood, NJ 08012	RE: For use of training grounds for Fire Dept.	4/16/2019  #2150027	GL AU EX WC
H - Camden County College Regional  I - Borough of Somerdale	Emergency Training Center 420 Woodbury/Turnersville Road Blackwood, NJ 08012	Evidence of insurance with respects to the Somerdale Fire Department for training.	4/16/2019  #2150030	GL AU EX WC
H - Camden County College Regional  I - Borough of Audubon	Emergency Training Center 420 Woodbury - Turnersville Rd. Blackwood, NJ 08012	The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to use of premises for emergency response training.	4/16/2019  #2150190	GL AU EX WC
H - Camden County College Regional  I - Township of Voorhees	Emergency Training Center 420 Woodbury - Turnersville Rd. Blackwood, NJ 08012	The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to use of premises for emergency response training.	4/16/2019  #2150191	GL AU EX WC

04/22/2019

1 of 1



## Camden County Municipal JIF Certificate of Insurance Monthly Report

From 3/22/2019 To 4/22/2019

H - Camden County College Regional I - Borough of Somerdale	Emergency Training Center 420 Woodbury Turnersville Rd Blackwood, NJ 08012	Evidence of insurance with respects to the use of facilities for training by the Somerdale Fire Department on 4/22/19.	4/17/2019 #2150510	GL AU EX WC
H - The Woods II I - Township of Cherry Hill	c/o Target Property Management 2215 Old Marlton Pike East Marlton , NJ 08053	Evidence of Insurance with respects to Woods II ARHAT Unit #1965 and Unit #1802 owned by the Township. Camden JIF and MEL JIF Limits are in excess of the Twp. of Cherry Hill's \$50,000 deductible on WC.	4/21/2019 #2152325	GL AU EX WC OTH
H - Park Place Condominium I - Township of Cherry Hill	Association 527 Park Place Drive #A Cherry Hill, NJ 08002	Evidence of insurance with respects to Park Place ARHAT Units #110 and #506 owned by the Township. Camden JIF and MEL JIF Limits are in excess of the Twp. of Cherry Hills \$50,000 deductible on WC.	4/21/2019 #2152326	GL AU EX WC OTH
<b>Total # of Holders: 42</b>				



**CAMDEN JIF  
PPO & BILL REVIEW SAVINGS  
Workers' Compensation Medical Savings By Month**

Reviewed Date	Provider Billed Amt	CSG Repriced Amt	Savings	% of Savings
January	\$177,447.41	\$93,890.40	\$83,557.01	47.09%
February	\$237,462.60	\$93,700.57	\$143,762.03	60.54%
March	\$445,348.97	\$198,168.59	\$247,180.38	55.50%
April	\$366,568.92	\$173,316.58	\$193,252.34	52.72%
May				
June				
July				
August				
September				
October				
November				
December				
<b>TOTAL 2019</b>	<b>\$1,226,827.90</b>	<b>\$559,076.14</b>	<b>\$667,751.76</b>	<b>54.43%</b>

**Monthly & YTD Summary:**

PPO Statistics	April	YTD
Bills	179	740
PPO Bills	164	662
PPO Bill Penetration	91.62%	89.46%
PPO Charges	\$357,253.57	\$1,150,636.46
Charge Penetration	97.46%	93.79%

**Savings History:**

Reviewed Date	Provider Billed Amt	CSG Repriced Amt	Savings	% of Savings
January	\$124,659.34	\$69,324.73	\$55,334.61	44.39%
February	\$253,456.20	\$143,327.94	\$110,128.26	43.45%
March	\$354,267.37	\$177,085.96	\$177,181.41	50.01%
April	\$190,175.65	\$113,631.20	\$76,544.45	40.25%
May	\$320,945.65	\$184,833.62	\$136,112.03	42.41%
June	\$143,090.79	\$61,613.44	\$81,477.35	56.94%
July	\$226,480.08	\$109,335.10	\$117,144.98	51.72%
August	\$127,796.47	\$67,743.69	\$60,052.78	46.99%
September	\$335,814.84	\$174,608.08	\$161,206.76	48.00%
October	\$272,204.82	\$125,446.24	\$146,758.58	53.91%
November	\$443,360.10	\$220,594.86	\$222,765.24	50.24%
December	\$198,595.33	\$89,561.51	\$109,033.82	54.90%
<b>TOTAL 2018</b>	<b>\$2,845,780.35</b>	<b>\$1,441,081.52</b>	<b>\$1,404,698.83</b>	<b>49.36%</b>
<b>TOTAL 2017</b>	<b>\$1,803,457.88</b>	<b>\$879,858.84</b>	<b>\$923,599.04</b>	<b>51.21%</b>
<b>TOTAL 2016</b>	<b>\$2,534,730.41</b>	<b>\$1,393,859.39</b>	<b>\$1,140,871.02</b>	<b>45.01%</b>
<b>TOTAL 2015</b>	<b>\$2,642,806.56</b>	<b>\$1,379,391.36</b>	<b>\$1,263,415.20</b>	<b>47.81%</b>
<b>TOTAL 2014</b>	<b>\$2,462,610.10</b>	<b>\$1,290,804.11</b>	<b>\$1,171,805.99</b>	<b>47.58%</b>
<b>TOTAL 2013</b>	<b>\$2,350,634.69</b>	<b>\$1,046,355.16</b>	<b>\$1,304,279.53</b>	<b>55.49%</b>
<b>TOTAL 2012</b>	<b>\$3,492,188.94</b>	<b>\$1,551,241.48</b>	<b>\$1,940,947.46</b>	<b>55.58%</b>
<b>TOTAL 2011</b>	<b>\$3,001,784.51</b>	<b>\$1,383,535.61</b>	<b>\$1,618,248.90</b>	<b>53.91%</b>

# ***APPENDIX I – MINUTES***

**April 22, 2019 Meeting**

**CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND  
OPEN MINUTES  
MEETING – APRIL 22, 2019  
COLLINGSWOOD SENIOR COMMUNITY CENTER 5:15 PM**

Meeting of Executive Committee called to order by Chairman Mevoli. Open Public Meetings notice read into record.

**PLEDGE OF ALLEGIANCE  
MOMENT OF SILENCE OBSERVED**

**ROLL CALL OF 2019 EXECUTIVE COMMITTEE:**

Michael Mevoli, Chairman	Borough of Brooklawn	Present
M. James Maley, Secretary	Borough of Collingswood	Present
Louis DiAngelo	Borough of Bellmawr	Present
Terry Shannon	Borough of Barrington	Present
M. Joseph Wolk	Borough of Mount Ephraim	Present
Neal Rochford	Borough of Haddonfield	Absent
Jack Lipsett	Gloucester City	Present

**EXECUTIVE COMMITTEE ALTERNATES:**

Joseph Gallagher	Winslow Township	Present
David Taraschi	Borough of Audubon	Present

**APPOINTED OFFICIALS PRESENT:**

Executive Director/Administrator	PERMA, Risk Management Services <b>Bradford Stokes, Karen A. Read</b>
Attorney	Brown & Connery <b>Gina Roswell, Esquire</b>
Claims Service	AmeriHealth Casualty <b>Denise Hall, Cheryl Little</b>
Safety Director	J.A. Montgomery Risk Control <b>Glenn Prince</b>
Treasurer	<b>Elizabeth Pigliacelli</b>
Managed Care	Consolidated Services Group <b>Jennifer Goldstein</b>
Underwriting Manager	Conner Strong & Buckelew

**FUND COMMISSIONERS PRESENT:**

Millard Wilkinson, Berlin Boro  
Robert Mather, Pine Valley  
Sharon Eggleston, City of Camden  
Glenn Werner, Gibbsboro  
Edward Hill, Lawnside  
Ethel Kemp, Camden City Parking Authority  
John Foley, Cherry Hill Fire District

**RISK MANAGEMENT CONSULTANTS PRESENT:**

Michael Avalone                      Conner Strong & Buckelew  
Roger Leonard                        Leonard O'Neill Insurance Group  
Terry Mason                            M&C Insurance Agency, Inc.  
Rick Bean                                Henry D. Bean & Sons Insurance  
Walt Eife                                Waypoint Insurance  
John McCrudden                        Hardenbergh Insurance  
Peter DiGiambattista                Associated Insurance Partners, LLC

**WELCOME:** Mayor James Maley welcomed everyone to the Collingswood Senior Community Center.

**APPROVAL OF MINUTES: OPEN & CLOSED SESSION OF MARCH 25, 2019**

**MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF MARCH 25, 2019**

Motion:                                    Commissioner Wolk  
Second:                                    Commissioner DiAngelo  
Vote:                                         Unanimous

**CORRESPONDENCE:** None

**2019 PRIMA CONFERENCE:** The JIF has authorized the attendance of Board Members at the annual risk management conference for the purpose of attending seminars. The next PRIMA convention will take place in Orlando from June 9-12. Please notify the Fund office if you are interested in attending.

**2019 MEL & MR HIF EDUCATIONAL SEMINAR:** The 9<sup>th</sup> annual seminar is scheduled for Friday, May 3, 2019, beginning at 9:00 am at the National Conference Center in East Windsor, NJ. The seminar qualifies for an extensive list of Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees and insurance producers associated with MEL and Municipal Reinsurance Health Insurance Fund (MR HIF) members as well as personnel who work for service companies that are engaged by MEL member JIFs and MR HIF member HIFs.

Attached on Page 3 is the enrollment form. An electronic fillable form will also be distributed via email to fund commissioners and risk managers.

**2019 MEL/RCF/EJIF MARCH 29<sup>TH</sup> MEETING & RETREAT:** The RCF, EJIF and MEL held their March meetings in conjunction with the MEL Annual Retreat on Friday,

March 29th. The purpose of the retreat is to provide the sub-committees of the MEL an expanded opportunity to report directly to the Boards of the MEL, RCF and EJIF. Enclosed in Appendix II please find a copy of Commissioner Wolk's report on the meetings.

Commissioner Wolk reported on the RCF Meeting and said that all current members of the RCF have renewed their memberships for a three year period, PERMA's claims consultant reported that the total claim count for the RCF is 317,475 and of those, 805 are open and 649 are re-opened claims. The next RCF meeting will be held on June 5<sup>th</sup> at Forsgate.

Commissioner Wolk reported on the EJIF meeting and said that the 2019 Budget was amended to adjusted professional fees to reflect 7 new member entities in MEL affiliated JIFs. The EJIF appointed The Canning Group to contract to serve as the Fund's Qualified Purchasing Agent. The next EJIF meeting will be held on June 5<sup>th</sup> at Forsgate.

Commissioner Wolk reported on the MEL meeting and said the MEL's Annual Retreat featured presentations from each of the MEL's 9 sub-committees. The MEL appointed The Canning Group to a contract to serve as the Fund's Qualified Purchasing Agent. The MEL's Joint Cash Management Program is expected to be operational by July. The next meeting will be held on June 5<sup>th</sup> at Forsgate.

**ELECTED OFFICIALS TRAINING:** Every year the MEL holds training seminars for elected officials and reduces the member's assessment by \$250 for each municipal elected official who completes the course by May 1st. This year's elected officials training program focus is on "Employment Practices Liability". The Fund office will be working with Mr. Nardi's office to schedule sessions in the next few months. This course will be available online; instructions are enclosed on Page 4.

**LEAGUE MAGAZINE:** Enclosed on Page 5 & 6 are copies of the latest in the series of "Power of Collaboration" to appear in the League magazine. The March ad highlights the savings of the New Jersey Sustainable Energy Joint Meeting (NJSEM) and the April ad focuses on the MEL Safety Institute classroom and online trainings.

**FINANCIAL DISCLOSURES:** The Division of Local Government Services distributed a notice that online filings could begin on April 2<sup>nd</sup> for JIF Commissioners, as well as any other municipal related positions that require filing. Emails were sent to Fund Commissioners and Professionals; please note the deadline to file is April 30<sup>th</sup> and the Local Finance Board has issued violations in the past for not filing. Chairman Mevoli said he was on the website last night and it was easy to maneuver through the form if you have filed in previous years.

**MAY MEETING DATE:** This is a reminder that next month's meeting is a week earlier due to the Memorial Day Holiday. The meeting is on the third Monday, May 20<sup>th</sup> in Voorhees. The Claims Committee Meeting will be on Friday, May 17<sup>th</sup>.

**DUE DILIGENCE REPORTS** – Included in the agenda were due diligence reports as follows: the Financial Fast Track, Pure Loss Ratio Report, Claims Analysis by Fund Year, Claims Activity Report, Lost Time Frequency Report, Interest Rate Summary Comparison Report, and Regulatory Compliance Report.

Executive Director reviewed the Financial Fast Track as of January 31, 2019 with \$10.9 million in surplus which is a gain of \$72,000 over the prior month. Executive Director also reviewed the Expected Loss Ratio Analysis as of February 28, 2019 where the actuary projected us at 3.39% we are currently at 2.75%. The Lost Time Accident Frequency as of February 28, 2019 at 1.19 with 7 lost time accidents for the year. The Camden JIF is at 91.89% compliance for EPL Compliance with three new members we hope to have those new members in compliance by July 1st to reach the 100% compliance.

**PROPERTY SURVEYS:** Executive Director said as you may recall three years ago the Camden JIF instituted a Property Appraisal Program for all members for all property valued at \$150,000 or more was appraised by Asset Works. Executive Director requested permission to survey the three new members, Camden City, Gloucester Township and Winslow Township Fire District. It was a very worthwhile project when it was completed three years ago. The cost would be approximately \$10,000 and there is enough funds in the miscellaneous line item. Executive Director said he would like to seek the Commissioners approval to authorize the Fund office to solicit quotes. In response to Chairman Mevoli, Executive Director said this will be rolled out the next few months.

**MOTION TO AUTHORIZE PROPERTY SURVEYS FOR NEW MEMBERS  
CAMDEN CITY, GLOUCESTER TOWNSHIP AND WINSLOW FIRE DISTRICT  
WITH COST NOT TO EXCEED \$10,000.**

Motion: Commissioner Gallagher  
Second: Commissioner Maley  
Roll Call Vote: 8 Ayes - 0 Nays

Executive Director's Report Made Part of Minutes.

**TREASURER:** Treasurer Pigliacelli reviewed the reports.

**Approving Payment of Resolution 19-12 April 2019 Vouchers**

<b>CLOSED</b>	\$919,431.99
<b>TOTAL 2018</b>	\$100,427.00
<b>TOTAL 2019</b>	\$1,818,853.92
<b>TOTAL</b>	<b>\$2,838,712.91</b>

**Approving Payment of Resolution 19-13 Supplemental Vouchers**

<b>TOTAL 2019</b>	\$60,048.00
<b>TOTAL</b>	<b>\$60,048.00</b>

**Confirmation of March 2019 Claims Payments/Certification of Claims  
Transfers:**

<b>Closed</b>	0.00
<b>2015</b>	35,955.08
<b>2016</b>	170,789.26
<b>2017</b>	25,783.48
<b>2018</b>	111,575.34

<b>2019</b>	48,662.86
<b>TOTAL</b>	<b>392,766.02</b>

**MOTION TO APPROVE RESOLUTION 19-12 AND 19-13 APPROVING VOUCHER PAYMENTS FOR APRIL 2019:**

Motion: Commissioner Shannon  
 Second: Commissioner DiAngelo  
 Roll Call Vote: 8 Ayes - 0 Nays

**MOTION TO APPROVE CERTIFICATION OF CLAIMS/CONFIRMATION OF CLAIM PAYMENTS FOR THE MONTHS OF MARCH 2019 AS PRESENTED AND APPROVE THE TREASURER’S REPORT:**

Motion: Commissioner Maley  
 Second: Commissioner Wolk  
 Roll Call Vote: 8 Ayes - 0 Nays

Treasurer's Report Made Part of Minutes.

**ATTORNEY:** Attorney Gina Roswell said as reported by the Executive Director the Attorney’s office is in the process of scheduling the Elected Officials training and a notice will be sent to members shortly.

**SAFETY DIRECTOR:** Glenn Prince reviewed the Safety Director’s report. All MSI training is scheduled on pages 29 through 31. Mr. Prince said regional trainings are being scheduled for Preparing for Work Place Violence and a Health and Wellness Seminar as soon as the dates have been finalized members will be notified.

Monthly Activity Report/Agenda Made Part of Minutes.

**UNDERWRITING MANAGER:** Executive Director said the Certificate Report for the period 2/22/19 to 3/22/19 is included in the agenda packet with 19 Certificates being issued.

List of Certificates Made Part of Minutes.

**MANAGED CARE:** Managed Care Provider Jennifer Goldstein reviewed the enclosed report as of March 2019 where there was a savings of 53.96% for the month and a total of 54.34% for the year. Ms. Goldstein reviewed the 1<sup>st</sup> Quarter 2019 Workers Comp Injury Review. Executive Director said at our last claims meeting Mike Avalone reported on a comparison to another JIF on transitional duty. Executive Director called on Mike Avalone to report on transitional duty comparison. Risk Manager Mike Avalone said he was able to benchmark the great use of transitional duty by Camden JIF Fund members and we are operation on a ratio of 4 days being used to one day not being used and benchmarking other funds they are operating at about 50/50 or two and a half days used and 2 and half days not being used. We are performing at a very high level in terms of the mechanism of modified duty which has many benefits financially as well as psychologically. In response to Chairman Mevoli, Mike Avalone said out of a five day work week



the Camden JIF is using four days transitional duty where other JIFs are using 2 and half days, which is 80% for the Camden JIF versus 25% by other JIFs.

Monthly Activity Report Part of Minutes.

**CLAIMS ADMINISTRATOR:** Claims Administrator said their report will be in closed session to discuss the PARs.

**RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES:  
PERSONNEL - SAFETY & PROPERTY OF PUBLIC LITIGATION:**

Motion: Commissioner Gallagher  
Second: Commissioner Lipsett  
Vote: Unanimous

**MOTION TO RETURN TO OPEN SESSION:**

Motion: Commissioner Lipsett  
Second: Commissioner Gallagher  
Vote: Unanimous

**MOTION TO APPROVE CLAIMS AS DISCUSSED IN EXECUTIVE SESSION:**

Motion: Commissioner Wolk  
Second: Commissioner DiAngelo  
Roll Call Vote: 8 Ayes – 0 Nays

**OLD BUSINESS:** NONE

**NEW BUSINESS:** NONE

**PUBLIC COMMENT:** NONE

**MOTION TO ADJOURN:**

Motion: Commissioner Taraschi  
Second: Commissioner Shannon  
Vote: Unanimous

**MEETING ADJOURNED: 5:49 PM**

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Karen A. Read, Assisting Secretary for  
**M. JAMES MALEY, SECRETARY**

