

# ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

ATLANTIC COUNTY PUBLIC LIBRARY  
40 FARRAGUT AVE  
MAYS LANDING, NEW JERSEY

February 19, 2014 – 3:00PM

## *OPEN SESSION MINUTES*

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The regular meeting of the Atlantic County Municipal Joint Insurance Fund (ACM JIF) was held on February 19, 2014, at Atlantic County Library – Mays Landing Branch, 40 Farragut Ave, Mays Landing, New Jersey at 3PM, prevailing time. Chair McLaughlin, **Margate**, presiding. The meeting was called to order at 3:00 PM.

### *FLAG SALUTE*

### *STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETING ACT*

Notice of this meeting was given by: (1) sending sufficient notice herewith to *The Press of Atlantic City* (Atlantic and Cape May editions) and the *Courier Post*, Cherry Hill, New Jersey; (2) filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities of the Atlantic County Municipal Joint Insurance Fund; and (3) posting notice on the public bulletin boards of all member municipalities of the Atlantic County Municipal Joint Insurance Fund.

### *ROLL CALL*

Those in attendance were:

John Armstrong, **Absecon**  
Andy Bednarek, **Avalon**  
Karen Blowers, **Brigantine**  
Joseph Santagata, **Buena Borough**  
Bob Smith, **Cape May City**  
Heather Sparks, *Alternate*, **Commercial**  
Rose Turner, *Representing*, **Corbin City**  
Karen Seifrit, **Deerfield**  
Glenn Clarke, **Dennis Twp**  
Nadine Lockley, *Representing*, **Downe Twp**  
Peter Miller, **Egg Harbor Twp**  
Teri Seelman, *Alternate*, **Estell Manor**  
Ingrid Perez, **Hamilton**  
Ed Beck, **Linwood**  
Rich Hirsch, **Longport**  
Lisa McLaughlin, **Margate**  
Susan Robostello, **Millville** (*arrived 3:05pm*)  
Dawn Stollenwerk, **Mullica**  
Don Sullivan, **Newfield**  
Scott Jett, **North Wildwood**  
Jim Dickinson, **Northfield**

Joann Cioeta, **Ocean City**  
Kellie Seib, *Alternate*, **Sea Isle City**  
Lucy Samuelson, **Somers Point**  
Jim Nicola, **Stone Harbor**  
Teri Smuz, **Upper Twp**  
Roy Spoltore, **Upper Deerfield**  
James Goos, **Ventnor**  
Chris Ridings, **West Wildwood**  
Bonnie Yearsley, **Weymouth**  
Chris Wood, **Wildwood City**  
Janelle Holzmer, **Wildwood Crest**  
Lisa Garrison, **Woodbine**

Absent were:

Kim Hodsdon, **Cape May Point**  
Kyle Smith, **Folsom**  
Cheryl Prakash, **Galloway**  
Julie Picard, **Lower**  
Tracey Taverner, **Middle**  
Robert Hoffman, **Pleasantville**  
Maryann Merlino, **Waterford**  
Lauren Vitelli, **West Cape May**

Also present were:

Paul J. Miola, CPCU, ARM, Executive Director, *AJG Risk Management Services, Inc.*  
David DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*  
John Hansen, Treasurer  
Tim Sheehan, Safety Director, *J.A. Montgomery Risk Control*  
Alice Lihou, Claims Administrator, *Qual-Lynx*  
Karen Beatty, *QualCare*

Also present were the Risk Management Consultants from the following agencies:

C. J. Adams Company  
Atlantic Associates  
BCA Insurance  
J. Byrne Agency, Inc.  
Conner Strong & Buckelew  
Glenn Insurance  
Thomas Heist Insurance Agency  
Marsh & McLennan Agency  
McMahon Agency, Inc.  
William R. Mints Agency  
Syracusa-Kauffman Insurance  
Thibault-Sames Agency

Absent RMCs were:

Alamo Insurance  
Hardenberg Insurance  
Insurance Agencies Management Inc.

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

#### ***OATHS OF OFFICE***

*Oaths of Office* were administered by Mr. DeWeese, Fund Solicitor, to the members who missed the Reorganization meeting. All *Oaths of Office* were signed and presented to the Fund Solicitor.

#### ***MOTION TO MOVE ALTERNATES TO EXECUTIVE COMMITTEE***

In the absence of Executive Committee member Mr. Savastano, Sea Isle City, Executive Committee Alternate Mr. Miller, Egg Harbor Twp, be moved to the Executive Committee for voting purposes.

Motion by Mr. Beck, seconded by Ms. Smuz that in absence of Mr. Savastano, Sea Isle City, Executive Committee Alternate Mr. Miller, Egg Harbor Twp, be moved to the Executive Committee for voting purposes. All in favor. Motion carried.

#### ***APPROVAL OF MINUTES – OPEN SESSION***

Chair McLaughlin entertained a motion to approve the meeting minutes of the January 15, 2014 Executive Committee Meeting.

Motion by Mr. Beck, seconded by Mr. Miller, to approve the meeting minutes of the January 15, 2014 Executive Committee Meeting. All in favor. Motion carried.

#### ***APPROVAL OF MINUTES – CLOSED SESSION***

Confidential Closed Session Meeting Minutes were distributed to the Executive Committee Members.

Chair McLaughlin entertained a motion to adopt the Closed Session Meeting Minutes of the January 15, 2014 Meeting of the Fund as presented.

Motion by Mr. Smith, seconded by Mr. Beck, to approve the Closed Session minutes of the January 15, 2014 Executive Committee Meeting as presented. All in favor. Motion carried.

The Closed Session meeting minutes of the January 15, 2014 meeting shall not be released to the public until the reason(s) for their remaining closed is no longer applicable and the Fund Solicitor has had the opportunity to review them.

Confidential Closed Session Meeting Minutes were collected.

#### ***CLOSED SESSION - RESOLUTION #2014-19***

Be it moved by the Atlantic County Municipal Joint Insurance Fund that the public be excluded from this portion of the meeting to permit the Executive Committee to consider in closed session matters affecting the safety and property of the public and to discuss pending or anticipated litigation and/or contract negotiations and that the minutes covering these matters and the results of closed session will be released to the public when the reasons for discussing and acting on them in closed session no longer exists as required by the Open Public Meeting Act.

Chair Seifrit entertained a motion to adopt *Closed Session Resolution 2014-19* as presented.  
Motion by Mr. Miller, seconded by Ms. Smuz to adopt ***Resolution 2014-19***.

**ROLL CALL**

***Yeas:***

Bob Smith, **Cape May City**  
Peter Miller, **Egg Harbor Twp**  
Karen Seifrit, *Chair*, **Deerfield**  
Ed Beck, *Secretary*, **Linwood**  
Susan Robostello, **Millville**  
Lucy Samuelson, **Somers Point**  
Teri Smuz, **Upper Twp**

***Nays:***

None

***Abstained:***

None

Motion carried by unanimous vote.

***REOPEN PUBLIC PORTION OF THE MEETING***

Chair Seifrit entertained a motion to reopen the public portion of the meeting.

Motion by Mr. Beck, seconded by Ms. Robostello, to reopen the public portion of the meeting. All in favor. Motion carried.

***AUTHORIZATION OF CLAIMS PAYMENTS***

Chair Seifrit presented the claims for payment as discussed in *Closed Session*.

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

Chair Seifrit entertained a motion to approve the claims for payment as discussed in *Closed Session*.

Motion by Mr. Beck, seconded by Mr. Smith to approve the claims for payment as discussed in Closed Session. They are as follows:

<b><i>Workers' Compensation</i></b>	<b><i>General Liability</i></b>	<b><i>Property</i></b>
W74230	W68557	X70720
E84156	W69160	X79080
W67951	X21879	X78202
X23660 (01-03)	X13106	X79073
W85909	X09949	X67594
X55550	X57989	X69127
E81203		X80745
X42161		X81049
E82997		

X79605		
X75966		
X77067		
W68502		
X31727		
X64666		
X63443		
X79373		
E64651		
X73094		
X77938		
X94478		
X41520		
X78973		
X74247		
X07328		
X80379 (01-02)		
X72238		
X01630		
X59058		
X81405		
X75875		
X744525		
X72354		
X44051		
X48312		

**ROLL CALL**

*Yeas:*

Bob Smith, **Cape May City**  
 Peter Miller, **Egg Harbor Twp**  
 Karen Seifrit, *Chair*, **Deerfield**  
 Ed Beck, *Secretary*, **Linwood**  
 Susan Robostello, **Millville**  
 Lucy Samuelson, **Somers Point**  
 Teri Smuz, **Upper Twp**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

***APPROVAL TO ABANDON SUBROGATION***

Chair Seifrit entertained a motion for authorization to abandon subrogation attempts as discussed in *Closed Session*.

Motion by Mr. Beck, seconded by Mr. Smith to abandon subrogation attempts as discussed in Closed Session. There were two (2) claims for Abandonment of Subrogation.

<i>Qual-Lynx File #</i>
X44051
X48312

**ROLL CALL**

*Yeas:*

Bob Smith, **Cape May City**  
Peter Miller, **Egg Harbor Twp**  
Karen Seifrit, *Chair*, **Deerfield**  
Ed Beck, *Secretary*, **Linwood**  
Susan Robostello, **Millville**  
Lucy Samuelsen, **Somers Point**  
Teri Smuz, **Upper Twp**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

***CLAIMS REVIEW COMMITTEE REPORT – OPEN SESSION ITEMS***

Ms. Perez, Hamilton, reported on the Claims Review Committee meeting minutes of February 14, 2014. She noted they are a handout to the membership and are self explanatory.

She highlighted the following items:

**PARs**

The Committee reviewed Forty-Nine (49) claims at the February 14, 2014 meeting. Of the claims reviewed, Thirty-Five (35) Workers' Compensation (14 Police, 10 Streets, 6 Fire and 5 Other); Six (6) General Liability, and Eight (8) Property PARs were approved for settlement or continuing defense.

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

The next meeting is March 13, 2014 at the Hamilton Twp Municipal Building, Mays Landing.

***CLAIMS ADMINISTRATOR'S REPORT*** (attached to Claims Review Meeting Minutes)

***Lessons Learned from Losses – February***

Ms. Lihou reported on the *Lessons Learned from Losses* which was attached to Claims Review Meeting Minutes.

***PERSONAL PROTECTION AND SAFETY EQUIPMENT***

Ms. Lihou reported that personal protection and safety equipment is necessary as it is injury prevention equipment.

Ms. Lihou stated that in another JIF, an officer directing traffic during the day was struck by a vehicle. She commented that if he would have been wearing his safety vest, he might have been seen by the vehicle.

Ms. Lihou asked the members to encourage their workers to wear their safety equipment noting “*Visibility Equals Protection!*” She further commented that the OSHA and PEOSHA requirements and recommendations can be found on the OSHA website.

Ms. Lihou asked if there were any questions at this time. Mr. Nicola inquired regarding the request to provide 26 weekly wage statements for an individual out on workers compensation. Ms. Lihou noted that her office requires this information to calculate wage replacement benefits. She will follow up with Mr. Nicola following the meeting. No other questions were entertained.

The remainder of the Claims Administrator’s report was provided in Closed Session.

***MANAGED HEALTH CARE REPORT*** (attached to Claims Review Committee Meeting Minutes)

Ms. Beatty reviewed the Managed Care Report for January 2014.

***Lost Time v. Medical Only Cases***

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

	<b><i>January</i></b>	<b><i>YTD</i></b>
<i>Lost Time</i>	<i>4</i>	<i>4</i>
<i>Medical Only</i>	<i>41</i>	<i>41</i>
<i>Report Only</i>	<i>24</i>	<i>24</i>
<i>Total Intakes</i>	<i>69</i>	<i>69</i>
<i>Report Only % of Total</i>	<i>34.8%</i>	<i>34.8%</i>
<i>Medical Only/Lost Time Ratio</i>	<i>91:09</i>	<i>91:09</i>
<i>Average Days to Report</i>	<i>2.0</i>	<i>2.0</i>

***Transitional Duty Report***

Ms. Beatty presented the *Transitional Duty Report*.

<i>Transitional Duty Summary Report</i>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	743
<i>Transitional Duty Days Worked</i>	555
<i>% of Transitional Duty Days Worked</i>	74.7%
<i>Transitional Duty Days Not Accommodated</i>	188
<i>% of Transitional Duty Days Not Accommodated</i>	25.3%

***PPO Penetration Report:***

Ms. Beatty presented the self-explanatory *PPO Penetration Rate Report*.

<i>PPO Penetration Rate</i>	<i>January</i>
<i>Bill Count</i>	439
<i>Original Provider Charges</i>	\$648,231
<i>Re-priced Bill Amount</i>	\$257,836
<i>Savings</i>	\$394,558
<i>% of Savings</i>	60.9%
<i>Participating Provider Penetration Rate- Bill count</i>	90.0%
<i>Participating Provider Penetration Rate-Provider Charges</i>	93.6%
<i>EPO Penetration Rate – Bill Count</i>	83.8%
<i>EPO Penetration Rate –Provider Charges</i>	93.5%

***Leaving Network***

Ms. Beatty stated that Concentra will no longer be in the QualCare network as of April 20, 2014.

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

***SOLICITOR'S REPORT***

Mr. DeWeese presented the following report:

***Closed Claims***

Mr. DeWeese noted that there were thirteen (13) closed claims of which eight (8) closed with no payment.

<i>Closed Case</i>	<i>Description</i>
<i>Balotsky v. City of Ocean City</i>	Trip and Fall. Assigned Defense Counsel, Erin Thompson, Esquire, was able to settle the case for the payment of \$125,000 to the Plaintiff.
<i>Sirrolliv. City of Margate</i>	Trip and Fall. Assigned Defense Counsel Thomas G. Smith, Esquire, was able to settle the case for the payment of \$49,000 to the Plaintiff.



<i>Noveck v. Twp of Egg Harbor</i>	Pothole – thrown from bike. Assigned Defense Counsel, Thomas G. Smith, Esquire, Motion for Summary Judgment was denied. The case settled with MEL authorization for payment of \$400,000 to the Plaintiff.
<i>Woehlcke v. Twp of Lower</i>	Trip and Fall. Assigned Defense Counsel, Donald A. Powell, Esquire, was able to obtain Motion for Summary Judgment.
<i>Adamakos v. City of Linwood</i>	Stalking; Civil Rights; Monell claim - Assigned Defense Counsel, Thomas B. Reynolds, Esquire, was able to obtain Motion for Summary Judgment.
<i>Canataro v. City of Ocean City</i>	Trip and Fall. Assigned Defense Counsel, Robert Merenich, Esquire, was able to convince Plaintiff's attorney to execute a Stipulation of Dismissal with prejudice.
<i>Poukish v. City of North Wildwood</i>	Negligence in bungee jump unit; Assigned Defense Counsel, James A. Birchmeier, Esquire, was able to convince co-defendant, Diocese of Camden, to take over the defense of North Wildwood. A Stipulation of Dismissal was filed as to City of North Wildwood.
<i>Schoenwald/Hughes v. City of Ocean City</i>	Terrorized; harassment; abuse. Assigned Defense Counsel, Robert Merenich, Esquire, filed a Motion to Dismiss and obtain a Dismissal based upon the Plaintiff's failure to respond to discovery requests.
<i>Fogg v. City of Wildwood</i>	Sewer cover, thrown from bike. Assigned Defense Counsel, Erin Thompson, Esquire, was able to obtain Motion for Summary Judgment arguing that the City did not have actual or constructive notice of the condition, and that the Plaintiff's injuries did not pierce the Tort Claims Act threshold.
<i>Copeland v. City of Millville</i>	Illegal permit for residency. Assigned Defense Counsel, Thomas Reynolds, Esquire, filed Motion to Change Venue to Cumberland County. The file has been closed because the Plaintiff's Complaint had not been properly filed.
<i>Holmes v. City of Millville</i>	Civil rights and excessive force. Assigned Defense Counsel, Todd Gelfand, Esquire, filed Motion for Summary Judgment dismissing all claims against the City. Mr. Gelfand reached settlement on the other claims against the officer for payment of \$20,000 to the Plaintiff.
<i>Gergs/Fahmi v. Twp of Hamilton</i>	Auto - Assigned Defense Counsel, Robert Merenich, Esquire, obtained a Motion to Dismiss of the case based upon the Plaintiff's failure to prosecute the matter.

### ***General Liability File Status Report***

Mr. DeWeese reported that with the seven (7) new cases reported this month there are 73 active General Liability claims. The full report was provided to the Claims Review Committee. If anyone would like just their cases sent to them, please contact Mr. DeWeese.

### ***Subrogation Summary***

Mr. DeWeese reported that Subrogation attempts total \$1.2 mil. The full report was provided to the Claims Review Committee. He noted that in January, the Fund collected \$42,427.13 in subrogation receipts.

### ***Cape May County Chiefs of Police***

Mr. DeWeese reported that he attended the meeting of the Cape May County Chiefs of Police. He informed the members of a discussion regarding the use of Narcan, a drug administered to individuals experiencing heroin overdose. He stated that there is a proposal to provide Narcan to the police officers who would be the first responders to the scene of heroin overdoses and have them administer Narcan. He reviewed the Statute and stated there are a number of liability concerns. He noted the Statute only provides immunity for an individual who is designated as the patient. Mr. DeWeese questioned whether there would be litigation from families claiming that the individual may have survived if an officer with Narcan arrived as the first responder. He noted that there is no immunity in the Statute for this scenario and there is not an absolute immunity for the police officers either. Ocean County is rolling out the program. Mr. Forlenza contacted Steve Sacco and discovered that they had no knowledge of this program.

Mr. Avalone noted that he is involved in the roll out noting that Ocean County has a Heroin epidemic right now. He commented that Hunterdon County is also rolling out this program. He commented that the Narcan literature states no side effects and does nothing negative to the patient. He provided a statistic that of the 240 individuals given Narcan for the Heroin overdose, over 200 survived. Mr. Avalone also brought this to the MEL Legislative Committee for review as Mr. Forlenza requested. He asked everyone to keep an open mind in this area.

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

### ***Resolution 2014-20 Defense Counsel in Kleiner v. Twp of Galloway, Don Purdy and Keith Hartman***

Chair Seifrit noted that as discussed in closed session, she is entertaining a motion for a Resolution Approving Defense Counsel in the matter of Kleiner v. Twp of Galloway, Don Purdy and Keith Hartman.

Motion by Mr. Smith, seconded by Ms. Robotstello adopting Resolution 2014-20 Approving Defense Counsel in the matter of Kleiner v. Twp of Galloway, Don Purdy and Keith Hartman as recommended.

#### **ROLL CALL**

#### ***Yeas:***

Bob Smith, **Cape May City**  
Peter Miller, **Egg Harbor Twp**  
Karen Seifrit, *Chair*, **Deerfield**  
Ed Beck, *Secretary*, **Linwood**  
Susan Robostello, **Millville**  
Lucy Samuelsen, **Somers Point**  
Teri Smuz, **Upper Twp**

#### ***Nays:***

None

#### ***Abstain:***

None

Motion carried by unanimous vote.

## **COMMITTEE REPORTS**

### ***EPL CLAIMS REVIEW COMMITTEE MEETING***

Ms. Cioeta noted that the minutes from the January 15, 2014 are in the agenda packet. She reported that the EPL claims are down considerably with six (6) open MEL EPL/POL claims (*1 POL and 5 EPL*) and since meeting, two (2) EPL claims settled with twenty-seven (27) claims in litigation. She reminded the members of the remaining two (2) training sessions for Managers and Supervisors. She noted the next one is scheduled for March 6, 2014 at the Wildwood Convention Center in Wildwood and March 20, 2014 at the Margate Municipal Building (AM session only per Ms. McLaughlin). She noted the next Elected Officials training is March 12, 2014 at Charley's Other Brother, Eastampton; and March 25, 2014 at Nicolosi's, West Deptford. She also noted the Elected Officials Training is being offered online through the MSI website.

### ***EXECUTIVE DIRECTOR'S REPORT***

Mr. Miola reviewed the Executive Director's Report found in the agenda packet with the membership. He highlighted the following items.

***Case Review*** – Mr. Miola commented that in the closed case *Poukish v. City of North Wildwood* the City followed the right guidelines by getting a hold harmless and the certificate of insurance for the bungee jump. He reminded everyone that it is the efforts of the members that help reduce claims.

***Lost Time Accident Frequency Report*** – Mr. Miola directed the members to the report in the agenda. He also reported that the statewide recap is still not available.

***Certificates of Insurance*** – Mr. Miola noted that the certificates of insurance are included in the agenda packet and asked that they be made part of the minutes of today's meeting.

***2013 Safety Incentive Program Awards*** – Mr. Miola asked that all members review available balances for this year's program. He reminded the members that the deadline for claim or encumber the funds is December 31, 2014. All encumbered funds must be claimed by February 1, 2015.

***2014 Optional Safety Budget*** - Mr. Miola asked that all members review available balances for this year's program. He reminded the members that the deadline to claim or encumber the funds is December 31, 2014. All encumbered funds must be claimed by February 1, 2015.

***Employment Practices Liability Update***– Mr. Miola asked members to review the attached status report for the member's individual deductibles. He reminded the members that they must update their Loss Control program by May 1, 2014.

***EPL Allowance*** – Mr. Miola reminded members that the Fund has budgeted \$725 for each member to help offset employment practice related expenses such as the solicitor's fee for updating member's EPL policies and procedures.

***EPL Helpline – Authorized Contact List*** – Mr. Miola asked members to review the attached list for accuracy especially if you have had turnover in a position. He noted the resolution for this is

on the JIF website at [www.acmjif.org](http://www.acmjif.org). Please contact the Executive Director's office with any questions.

***Financial Fast Track*** – Mr. Miola noted that Mr. Hansen will give this update during his Treasurer report.

***Regulatory Filing Checklists*** – Mr. Miola noted that the filings are up to date.

***Monthly Calendars*** – Mr. Miola commented that the monthly calendar was included in the agenda packet. Mr. Miola asked the members to review in case they chose to attend a Committee meeting.

***Skateboard Parks*** – Mr. Miola noted that if you are considering building a skateboard park, or plan on rebuilding one, please contact the Executive Director's office prior to moving forward so we can assist you with the required coverage guidelines.

***Capehart & Scatchard Updates*** – Mr. Miola noted that the Capehart & Scatchard updates are in the agenda packet and provide valuable information regarding WC, ADA and FMLA issues.

***Statutory Bond Status*** – Mr. Miola reminded members to review the latest listing of the Statutory Bonds issued by the MEL for JIF members. These are issued to the individual, NOT the position. Members should review this list as some changes might have occurred at municipal reorganization meetings requiring new bonds to be issued.

***Managers and Supervisors Training*** – Mr. Miola stated that only two (2) training sessions remain. He noted the next one is scheduled for March 6, 2014 at the Wildwood Convention Center in Wildwood and March 20, 2014 at the Margate Municipal Building.

***Elected Officials Training*** – Mr. Miola reported that the remaining Elected Officials trainings are scheduled for March 12, 2014 at Charley's Other Brother, Eastampton; and March 25, 2014 at Nicolosi's, West Deptford.

***Police Training*** – Mr. Miola reported that the Managerial & Supervisory Training for Police Personnel has had excellent attendance. The remaining session is March 12, 2014 at Charley's Other Brother, Eastampton.

***Inclement Weather Policy*** – Mr. Miola stated that the policy is on the website and to please call the hotline at 856-446-9148 for messages announcing cancellations of meetings due to weather.

***New Commissioner Orientation*** – Mr. Miola noted that orientation for new commissioners will be held in the Spring via webinar. He noted that anyone wanting refresher training could participate as well. If you have any questions, please contact your RMC or the Executive Director's Office.

***Financial Disclosure Forms*** – Mr. Miola noted that the financial disclosure forms are to be filed through an online process. Additional information will be forthcoming once it is released by the State.

***Payroll Audits*** – Mr. Miola stated that payroll audits are beginning and noted an email was sent on January 31, 2014. He asked that you have your items ready for the auditor.

***Property Appraisals*** – Mr. Miola noted that an email was sent reminding members to update the property schedule in Exigis before March 21, 2014.

***2014 MEL Bulletins*** – Mr. Miola reported that these bulletins are no longer being emailed. There are now located on the MEL website at [www.njmel.org](http://www.njmel.org).

***New Member Activity*** – Mr. Miola noted there is no new member activity.

***MEL Annual Report*** – Mr. Miola stated that the MEL annual report was distributed this evening.

Mr. Miola asked if there were any questions. Mr. Nicola commented regarding the payroll audit process. He noted that it is not a time saver to produce the documents ahead of time. He also noted that he will not send any employee information to the auditor because of the sensitive nature of the information. Mr. Miola asked Mr. Nicola to contact Mr. Forlenza directly on this issue. No other questions were entertained.

#### ***MEL/RCF REPORTS***

Mr. Hirsch stated that the next meeting will be March 5, 2014. He highlighted the following:

##### ***MEL Bulletin 14-01***

Mr. Hirsch stated that on page 99 of the agenda it notes that the coverage bulletins will be available this week on the MEL website.

##### ***MEL Education Seminar***

Mr. Hirsch reported that there are several continuing education credits available at the seminar as well.

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

#### ***SAFETY DIRECTOR'S REPORT***

Mr. Sheehan stated that the Safety Director's Report is self-explanatory. He highlighted the following items:

***MSI Online Training*** – Mr. Sheehan stated that the online training schedule is listed in the agenda.

***Fast Track Training*** – Mr. Sheehan reminded members that there will be all day Fast Track training programs again this year. Information is in the agenda and available on the website. Pre-registration is suggested.

***S-ERVE*** – Mr. Sheehan reminded the members that the interactive S-ERVE program is designed for police and EMS. He commented that a new Distracted Driving program will soon be available.

***Safety Bulletin*** – Mr. Sheehan noted that the Winter Ice Activity Safety Bulletin was recently released as well as two (2) others. Please be sure to read and post in your facilities.

***Safety Coordinators Roundtable*** – Mr. Sheehan reminded members that this follows the Safety Breakfast.

**Record Keeping** – Mr. Sheehan commented that during all the visits he has made since joining J.A. Montgomery, he has been able to communicate the importance of the safety equipment needed especially for the Police Departments due to his background.

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

### ***TREASURER'S REPORT***

Mr. Hansen presented the Treasurer's Report for the period ending **January 31, 2014**. The report was made part of the agenda packet for members' review.

#### ***Investment Interest***

Interest received or accrued for the current month totaled \$11,852.77. After including an unrealized net gain of \$17,050.00 in the asset portfolio, the yield was adjusted to.87% for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized gain of \$134,550 as it relates to market value vs. the amount invested.

Our asset portfolio with TD Wealth Management has a current market value, at month end, of \$14,118,880.00 and consists of one (1) obligation with maturity of less than one year and five (5) obligations with maturities greater than two (2) years.

Called:	\$2,000,000
Purchased:	\$2,000,000
Coupon Payment/Asset Income:	\$10,600

#### ***Receipt Activity for the Period***

	Monthly	YTD
Subrogation Receipts	\$42,377.13	\$42,377.13
Reimbursement Adjustments	\$840.42	\$840.42
Subrogation Receipt closed year	\$50.00	

#### ***Claim Activity for the Period***

Claim activity for the month for claims paid by the Fund and claims payable by the Fund at month end are in the amount of \$942,696.75. A total of 610 checks were issued to vendors.

The claims detail is as follows:

Direct Loss Payments	\$834,847.25
Claim Expenses	\$18,196.46
Legal Defense Costs	\$89,653.04

**1<sup>st</sup> Installment Billing** – Mr. Hansen noted that to date, a few installments have not been received and he will follow up with these towns.

***Cash Activity for the Period***

During the reporting month, the Fund's "Cash Position" changed from an opening balance of \$43,156,791.00 to a closing balance of \$42,183,911.34 showing a decrease in the Fund of \$972,879.66.

***A.E.L.C.F. PARTICIPANT YEAR-END BALANCES (changed from audit results)***

***\*No change as of 1/31/14***

<b>Member</b>	<b>12/31/13 Unaudited</b>
Hammonton Township	\$83,453
Upper Deerfield Township	\$6,144
Waterford Township	\$25,565
Upper Township	\$5,935
Stone Harbor	\$8,600
Total	\$133,697

***Payment Register***

Chair Seifrit entertained a motion to approve the ***January 2014 Payment Register*** (Claims Activity) as presented.

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

Motion by Mr. Beck, seconded by Mr. Smith to approve the ***January 2014 Payment Register*** (Claims Activity) as submitted by Mr. Hansen.

**ROLL CALL**

***Yeas:***

Bob Smith, **Cape May City**  
 Peter Miller, **Egg Harbor Twp**  
 Karen Seifrit, *Chair*, **Deerfield**  
 Ed Beck, *Secretary*, **Linwood**  
 Susan Robostello, **Millville**  
 Lucy Samuelson, **Somers Point**  
 Teri Smuz, **Upper Twp**

***Nays:***

None

***Abstained:***

None

Motion carried by unanimous vote.

***Bill List - February***

For the Executive Committee's consideration, Mr. Hansen presented the *February 2014 Bill List* in the amount of \$1,864,561.88 as presented.

Chair Seifrit entertained a motion to approve the *February 2014 Bill List* as presented.

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

Motion by Ms. Robostello, seconded by Mr. Smith, to approve the *February 2014 Bill List* as presented.

**ROLL CALL**

***Yeas:***

Bob Smith, **Cape May City**  
Peter Miller, **Egg Harbor Twp**  
Karen Seifrit, *Chair*, **Deerfield**  
Ed Beck, *Secretary*, **Linwood**  
Susan Robostello, **Millville**  
Lucy Samuelson, **Somers Point**  
Teri Smuz, **Upper Twp**

***Nays:*** None

***Abstained:*** None

Motion carried by unanimous vote.

***RMC Bill List - February***

For the Executive Committee's consideration, Mr. Hansen presented the *February 2014 RMC Bill List* in the amount of \$131,274.00 as presented.

Chair Seifrit entertained a motion to approve the *February 2014 RMC Bill List* as presented.

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

Motion by Ms. Smuz, seconded by Mr. Beck, to approve the *February 2014 RMC Bill List* as presented.

**ROLL CALL**

***Yeas:***

Bob Smith, **Cape May City**  
Peter Miller, **Egg Harbor Twp**  
Karen Seifrit, *Chair*, **Deerfield**  
Ed Beck, *Secretary*, **Linwood**  
Susan Robostello, **Millville**  
Lucy Samuelson, **Somers Point**  
Teri Smuz, **Upper Twp**

***Nays:*** None

***Abstained:*** None



Motion carried by unanimous vote.

**MISCELLANEOUS BUSINESS**

***Next Meeting***

The next regular meeting will be held on **Wednesday, March 19, 2014 at 3:00 PM**, at the **Atlantic County Library, 40 Farragut Ave, Mays Landing, NJ**.

***PUBLIC COMMENT***

Motion by Mr. Beck, seconded by Mr. Smith, to open the meeting to the public. All in favor. Motion carried.

Chair Seifrit opened the meeting to the public for comment.

Mr. Miola noted to Mr. Nicola that his office will follow up with him.

***Conflict of Interest*** - Mr. Miller commented that he would like to address a potential conflict of interest issue involving a fund professional. Mr. Miller stated that about a year ago he had a concern with a law firm who employed an attorney that brought claims against Egg Harbor Township. At that time, he was given a copy of the Fund's *Conflict of Interest* Policy. Mr. Miller noted that he has a potential conflict issue with Bowman & Company. He noted that a section of Egg Harbor Township wishes to secede from the Township and Bowman is performing a financial analysis on behalf of the residents that are heading up the movement to succeed from the Township. He commented that Bowman is the Fund's payroll auditor. As a result, they should not be involved with the group that is attempting to succeed from the Township. Mr. Miller would like his concern to be reviewed and addressed. Mr. DeWeese stated that he and Mr. Miola would both review this matter and report back to the membership next month.

Hearing no further comments, Chair Seifrit closed the meeting for public comment.

Motion by Mr. Beck, seconded by Ms. Robostello, to close the meeting to the public. All in favor. Motion carried.

***MOTION TO ADJOURN***

Motion by Mr. Smith, seconded by Ms. Robostello, to adjourn the February 19, 2014 meeting of the ACMJIF. Motion carried.

The meeting was adjourned at 3:51 PM.

  
Tracy Forlenza, *Recording Secretary* for

  
Ed Beck, *Secretary*