



## **AVALON COMMUNITY HALL**

**3001 Avalon Ave  
Avalon, New Jersey**

**July 20, 2016–3:00PM**

### ***OPEN SESSION MINUTES***

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The regular meeting of the Atlantic County Municipal Joint Insurance Fund (ACM JIF) was held on July 20, 2016, at the Avalon Community Hall, 3001 Avalon Ave, Avalon, New Jersey at 3PM, prevailing time. *Chair Smuz, Upper Township*, presiding. The meeting was called to order at 3:00 PM.

#### ***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* 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 City**  
Scott Wahl, **Avalon Borough**  
Karen Blowers, **Brigantine City**  
Joseph Santagata, **Buena Borough**  
Neil Young, **Cape May City**  
Stephen O'Connor, **Cape May Point**  
Heather Sparks, **Commercial Twp**  
William Collins, *Alt.*, **Corbin City**  
Linda Kent, **Estell Manor City**  
Cheryl Prakash, *Alt.*, **Galloway Twp**  
Ingrid Perez, **Hamilton Twp**  
Ed Beck, **Linwood City**  
Rich Hirsch, **Longport Borough**  
Julie Picard, **Lower Twp**  
Lisa McLaughlin, **Margate City**  
Connie Mahon, **Middle Twp**  
Susan Robostello, **Millville City**  
Scott Jett, **North Wildwood City**  
Jim Dickinson, **Northfield City**  
Liz Woods, **Ocean City** (*arrived after roll call*)  
Kellie Seib, **Sea Isle City**  
Lucy Samuelson, **Somers Point City**  
Jim Craft, **Stone Harbor Borough**

Teri Smuz, **Upper Twp**  
Roy Spoltore, **Upper Deerfield Twp**  
James Goos, **Ventnor City**  
Al Campbell, **Waterford Twp**  
Bonnie Yearsley, **Weymouth Twp**  
Chris Wood, **Wildwood City**  
Patricia Feketics, **Wildwood Crest Borough**

Absent were:

Karen Seifrit, **Deerfield Twp**  
Glenn Clarke, **Dennis Twp**  
Bob Campbell, **Downe Twp**  
Peter Miller, **Egg Harbor Twp**  
Byron Gummoe, **Folsom Borough**  
Dawn Stollenwerk, **Mullica Twp**  
Rachel Zaccaria, **Newfield Borough**  
Stephen Wilkins, **Pleasantville City**  
Lauren Vitelli, **West Cape May Borough**  
Chris Ridings, **West Wildwood City**  
Lisa Garrison, **Woodbine Borough**

Also present were:

Paul Forlenza, Deputy Executive Director, *AJG Risk Management Services, Inc.*  
Chris Roselli, Claims Administrator, *Qual-Lynx*  
Karen Beatty, Managed Care Provider, *Qual-Care*  
Tracy Forlenza, Recording Secretary  
Bob Holwitt, Safety, *J.A. Montgomery Risk Control*  
David DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*  
Valerie Smith, Wellness Director

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

C. J. Adams Company  
AJM Insurance  
Atlantic Associates  
J. Byrne Agency, Inc.  
Fairview Insurance Agency  
Gerber Insurance  
Glenn Insurance  
Hardenberg Insurance  
Thomas Heist Insurance Agency  
Marsh & McLennan Agency  
McMahon Agency, Inc.  
William R. Mints Agency  
Siracusa-Kauffman Insurance

Absent RMCs were:

Alamo Insurance  
BCA Insurance  
Insurance Agencies, Inc.

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

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

Chair Smuz entertained a motion to approve the meeting minutes of the June 15, 2016 Executive Committee Meeting as *presented*.

Motion by Ms. Mahon, seconded by Ms. Perez, to approve the meeting minutes of the June 15, 2016 Executive Committee Meeting as presented. All in favor. Motion carried.

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

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

Chair Smuz entertained a motion to adopt the Closed Session Meeting Minutes of the June 15, 2016 Meeting of the Fund as presented.

Motion by Ms. Robostello, seconded by Ms. Mahon, to approve the Closed Session minutes of the June 15, 2016 Executive Committee Meeting as presented. All in favor. Motion carried.

The Closed Session meeting minutes of the June 15, 2016 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 #2016-33***

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 Smuz entertained a motion to adopt *Closed Session Resolution 2016-33* as presented.

Motion by Ms. Samuelson, seconded by Ms. Mahon to adopt *Resolution 2016-33*.

#### **ROLL CALL**

***Yeas:***

Joe Santagata, **Buena Borough**  
Ingrid Perez, **Hamilton Township**  
Rich Hirsch, **Longport Borough**  
Connie Mahon, **Middle Township**  
Susan Robostello, **Millville City**  
Lucy Samuelson, *Secretary*, **Somers Point City**  
Teri Smuz, *Chair*, **Upper Township**

*Nays:* None

*Abstained:* None

All in favor. Motion carried by unanimous vote.

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

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

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

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

Ms. Perez reported on the Claims Review Committee meeting minutes of July 14, 2016. She noted they are a handout to the membership and are self-explanatory.

She highlighted the following items:

#### **June Claims**

The Committee reviewed twenty-nine (29) claims at the July 14, 2016 meeting. Of the claims reviewed, sixteen (16) Workers' Compensation (8 Police, 5 Streets, 1 Fire, and 2 Other); two (2) auto; five (5) General Liability; and six (6) Property PARs were approved for settlement or continuing defense.

The next meeting is August 11, 2016 at the Hamilton Township Municipal Building, Mays Landing.

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

### ***AUTHORIZATION OF CLAIMS PAYMENTS***

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

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

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

Motion by Ms. Mahon, seconded by Ms. Robostello to approve the claims for payment as discussed in *Closed Session*. They are as follows:

#### **June 2016 PARs:**

<i>Workers' Compensation</i>	<i>Auto Liability</i>	<i>General Liability</i>	<i>Property</i>
Z28711	Z07521 (01-02)	Z25166	Z33880
Z39069	X96628	Z24930	Z34831
Z35564		X74462	Z40426
Z40405		X46981	Z39401
Z38790		X69462	Z40131
Z40406			Z40121
Z39256			
X87885			

Z22661			
Z25207			
Z37191			
Z32555 (01-02)			
Z36218 (01-03)			
Z22658			
X95166			
X97281			

## ROLL CALL

*Yeas:*

Joe Santagata, **Buena Borough**  
Ingrid Perez, **Hamilton Township**  
Rich Hirsch, **Longport Borough**  
Connie Mahon, **Middle Township**  
Susan Robostello, **Millville City**  
Lucy Samuelson, *Sec.*, **Somers Point City**  
Teri Smuz, *Chair*, **Upper Township**

*Nays:*

None

***Abstain:***

None

All in favor. Motion carried by unanimous vote.

## ABANDON SUBROGATION

Ms. Samuelsen made a motion for authorization to abandon subrogation attempts as discussed in *Closed Session*.

Motion by Ms. Samuelsen, seconded by Ms. Robostello to abandon subrogation attempts as discussed in Closed Session. There were two (2) claim(s) for Abandonment of Subrogation.

<i>Qual-Lynx File #</i>
X95166
X97281

## ROLL CALL

*Yeas:*

Joe Santagata, **Buena Borough**  
Ingrid Perez, **Hamilton Township**  
Rich Hirsch, **Longport Borough**  
Connie Mahon, **Middle Township**  
Susan Robostello, **Millville City**  
Lucy Samuelson, *Sec.*, **Somers Point City**  
Teri Smuz, *Chair*, **Upper Township**

*Nays:* None

*Abstain:* None

All in favor. Motion carried by unanimous vote.

### ***CLAIMS ADMINISTRATOR'S REPORT***

#### ***Lessons Learned from Losses – July***

Mr. Roselli reported on the *Lessons Learned from Losses* which is included in the agenda packet.

#### ***Indemnity Agreements***

Mr. Roselli noted his *Lessons Learned from Losses* discusses the *Indemnity Agreements*. He reminded the members that the agreements should be clear as to who has the insurance and who is additional insured noting that the members should be additional insured, NOT the certificate holder. He urged that someone from the township or city should follow up to check this has been done correctly. He also recommended that each member consult with their own solicitor and Risk Management Consultant for their expertise in each situation. He cited an example of a recent claim and the payment made from the JIF because no one followed up to ensure they were actually noted as the additional insured on the certificate of coverage.

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

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

### ***MANAGED HEALTH CARE REPORT***

Ms. Beatty reviewed the Managed Care Report for June 2016.

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

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

	<b><i>June</i></b>	<b><i>YTD</i></b>
<i>Lost Time</i>	9	24
<i>Medical Only</i>	63	259
<i>Report Only</i>	43	160
<i>Total Intakes(New Claims)</i>	115	443
<i>Report Only % of Total</i>	37.4%	36.1%
<i>Medical Only/Lost Time Ratio</i>	88:12	92:08
<i>Average Days to Report</i>	2.0	2.2

#### ***Transitional Duty Report***

Ms. Beatty presented the *Transitional Duty Report*.

<b><i>Transitional Duty Summary Report</i></b>	<b><i>YTD</i></b>
<i>Transitional Duty Days Available</i>	5095

<i>Transitional Duty Days Worked</i>	4193
<i>% of Transitional Duty Days Worked</i>	82.3%
<i>Transitional Duty Days Not Accommodated</i>	902
<i>% of Transitional Duty Days Not Accommodated</i>	17.7%

***PPO Penetration Report:***

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

<b><i>PPO Penetration Rate</i></b>	<b><i>June</i></b>	<b><i>YTD</i></b>
<i>Bill Count</i>	608	3285
<i>Original Provider Charges</i>	\$974,219	\$4,986,520
<i>Re-priced Bill Amount</i>	\$293,108	\$1,579,123
<i>Savings</i>	\$681,111	\$3,461,428
<i>% of Savings</i>	69.9%	69.4%
<i>Participating Provider Penetration Rate- Bill count</i>	95.9%	96.1%
<i>Participating Provider Penetration Rate-Provider Charges</i>	98.8%	98.6%
<i>EPO Penetration Rate – Bill Count</i>	93.4%	91.8%
<i>EPO Penetration Rate –Provider Charges</i>	91.6%	93.6%

<b><i>Nurse Case Management</i></b>	<b><i>June</i></b>
<i>Monthly Total</i>	327

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

***SOLICITOR'S REPORT***

Mr. DeWeese presented the following reports:

***Closed Claims***

Mr. DeWeese noted that there were two (2) case(s) in July that were closed. He noted that a synopsis can be found in the agenda packet.

<b><i>Closed Case</i></b>	<b><i>Description</i></b>
<i>Docherty v. Township of Lower</i>	Inhumane confinement. Defense Counsel, James R. Birchmeier, Esquire was assigned and convinced the Plaintiff's attorney to dismiss the Township defendants and a Stipulation of Dismissal without Prejudice has been filed as to the township, the police department and police officer involved.
<i>Estate of Luke A. Gallo v. Township of Middle</i>	Death by Auto accident. Defense Counsel L. Patricia Sampoli, Esquire, filed a Motion for Summary judgement which was denied. A Stipulation of Dismissal with Prejudice as to the township was filed on June 13, 2016.

***General Liability File Status Report***

Mr. DeWeese reviewed his general liability file status report with the Claims Committee last week noting that there are 80 active GL files. He noted that anyone wishing to have their individual claims sent to them, please contact him directly reminding them that the contents of the report should remain confidential.

***Subrogation File Summary Report***

Mr. DeWeese reviewed his subrogation file summary report with the Claims Committee last week noting the judgments obtained are in excess of \$2 million with total liens of over \$3.4 million which Mr. DeWeese's office is actively trying to collect.

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

***COMMITTEE REPORTS***

***FINANCE COMMITTEE – BUDGET HEARING***

In Ms. Stollenwerk's absence, Mr. Forlenza noted that the 2016 Budget Amendment information is contained in the agenda packet and is being considered for approval at this evenings meeting. He noted that some of the recommended adjustments are the addition of the Sea Isle City Ambulance Corp; RMC fees; EPL/POL adjustments; and Operating Expenses.

***Motion to Open the 2016 Budget Amendment Public Hearing***

Chair Smuz entertained a motion to open the 2016 Budget Public Hearing.

Motion by Mr. Hirsch, seconded by Ms. Mahon, to open the 2016 Budget Amendment Public Hearing. All in favor. Motion carried.

***Motion to Close the 2016 Budget Amendment Public Hearing***

Hearing no comments from the public, Chair Smuz entertained a motion to close the 2016 Budget Amendment Public Hearing.

Motion by Ms. Perez, seconded by Ms. Samuelson, to close the 2016 Budget Amendment Public Hearing. All in favor. Motion carried.

***Motion to Adopt the 2016 Amended Budget***

Chair Smuz entertained a motion to adopt the 2016 Amended Budget as presented.

Motion by Mr. Robostello, seconded by Ms. Mahon to adopt the 2016 Amended Budget.

**ROLL CALL**

***Yeas:***

Joe Santagata, **Buena Borough**  
Ingrid Perez, **Hamilton Township**  
Rich Hirsch, **Longport Borough**  
Connie Mahon, **Middle Township**  
Susan Robostello, **Millville City**  
Lucy Samuelson, *Sec*, **Somers Point City**  
Teri Smuz, *Chair*, **Upper Township**



*Nays:* None

*Abstain:* None

All in favor. Motion carried by unanimous vote.

***Motion to Adopt the 2016 Amended Assessment Certification***

Chair Smuz entertained a motion to adopt the 2016 Amended Assessment Certification as presented.

Motion by Mr. Hirsch, seconded by Ms. Samuelson to adopt the 2016 Amended Assessment Certification.

<b>ROLL CALL</b>	<b>Yeas:</b>	Joe Santagata, <b>Buena Borough</b> Ingrid Perez, <b>Hamilton Township</b> Rich Hirsch, <b>Longport Borough</b> Connie Mahon, <b>Middle Township</b> Susan Robostello, <b>Millville City</b> Lucy Samuelson, <i>Sec</i> , <b>Somers Point City</b> Teri Smuz, <i>Chair</i> , <b>Upper Township</b>
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*Nays:* None

*Abstain:* None

All in favor. Motion carried by unanimous vote.

***SAFETY COMMITTEE MEETING - June 16, 2016***

***Revised Safety Charter***

Ms. Picard stated that the Safety Committee met and discussed changes to the Safety Committee Charter which is included in the minutes. She noted that the change was to incorporate the Wellness Responsibilities in the charter. She noted that this revised charter will be presented for adoption this evening.

Ms. Picard noted that the committee is recommending a speaker, Ms. Pfeiffer, to give the presentations in conjunction with Burlco and Trico JIFs regarding "The Antidote to Anger" and "The 15 Minute Conflict Resolution Solution". Mr. Forlenza elaborated that October 19-21 Ms. Pfeiffer's presentations will be available for all supervisors and personnel. There will be two sessions per day and held in the three JIFs locations.

No questions were entertained.

Chair Smuz entertained a motion to adopt the Revised Safety Committee Charter as presented.

Motion by Ms. Mahon, seconded by Ms. Perez to Adopt the Revised Safety Committee Charter.

<b>ROLL CALL</b>	<b>Yeas:</b>	Joe Santagata, <b>Buena Borough</b> Ingrid Perez, <b>Hamilton Township</b> Rich Hirsch, <b>Longport Borough</b> Connie Mahon, <b>Middle Township</b> Susan Robostello, <b>Millville City</b> Lucy Samuelson, <i>Sec</i> , <b>Somers Point City</b> Teri Smuz, <i>Chair</i> , <b>Upper Township</b>
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<b>Nays:</b>	None
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<b>Abstain:</b>	None
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All in favor. Motion carried by unanimous vote.

#### ***WELLNESS DIRECTOR'S REPORT***

Ms. Valerie Smith noted that her report can be found in the agenda packet.

She shared ideas with members of some things that the members were doing; like holding a walking Wednesday; inviting PW to Wellness meetings; getting speakers while having a healthy lunch; nutrition and weight loss power points and portion sizes; starting gardens with produce for employees. She noted that Atlantic Care had grants available for wellness which a few members received for their gardens, etc.

Ms. Smith noted that the July newsletter was sent via email and is on the website. She noted that July is *Hydration and Thyroid Awareness* month.

She added that if you are planning a wellness event, please contact her for assistance.

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

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

Mr. Forlenza reviewed the Executive Director's Report found in the agenda packet with the membership. He highlighted the following items from his report:

***2015 Safety Incentive Program*** – Mr. Forlenza noted that the report is in the agenda for the members review. He stated that the deadline to claim or encumber these funds is December 31, 2016. All encumbered funds have to be claimed by February 1, 2017.

***2016 Optional Safety Budget*** – Mr. Forlenza noted that the report is in the agenda for the members review. He stated that the deadline to claim or encumber these funds is December 31, 2016. All encumbered funds have to be claimed by February 1, 2017.

***2016 Wellness Incentive Program*** – Mr. Forlenza noted that the report is in the agenda for the members review. He stated that the deadline to claim or encumber these funds is December 31, 2016. All encumbered funds have to be claimed by February 1, 2017.

***EPL Helpline – Authorized Contact List*** – Mr. Forlenza reminded members to review the list in the agenda packet on pages 72-73 and contact the Executive Director's office with questions. He noted that authorized individuals need to be appointed via resolution by the governing body.

***MEL 2017/2018 EPL Plan of Risk Management*** - Mr. Forlenza stated that all members received an email regarding the new employee practices liability program. A copy of the memo is in the agenda. He stated that the compliance deadline is **October 1<sup>st</sup> 2016** to qualify for the lower copays and deductibles in 2017. He asked all members to review and discuss with their RMC, town Solicitor, or Executive Director's office so they do not miss this date. He noted that the MEL will provide an updated list for September's meeting.

***Renewing Members*** – Mr. Forlenza commented that there are fifteen (15) members up for renewal. He asked that all renewing members return their paperwork by August 19, 2016. He also stated that all these members are receiving a visit from Mr. Miola or himself.

***Quarterly Attendance***- Mr. Forlenza noted that quarterly attendance report can be found in the agenda packet. He asked that all review and contact the recording secretary with any discrepancies.

***Exposure Renewal Process*** – Mr. Forlenza commented that Ms. Palmeri sent an email on July 5, 2016 kicking off the renewal process. He reminded the members to read the email noting the change in the schedule for employee counts and properties per location.

***New Member Activity*** – Mr. Forlenza stated that Mr. Miola has spoken with Buena Vista Township who is considering returning to the JIF.

***Loss Ratio Snapshots for June 30, 2016*** – Mr. Forlenza reported that the loss ratio snapshots were distributed this evening. He asked that all members review and for all RMCs to please take the snapshots back to the member if they are not in attendance this evening.

***Pivot Point*** – Mr. Forlenza reported that all but one member has completed the initial survey from Pivot Point. Ms. Picard reported that the meeting with Lou Romero from Pivot Point was very valuable and she learned a good deal from it. Mr. Forlenza noted that a detailed report will be sent to each member.

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

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

### **MEL**

There are no MEL/RCF reports.

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

Mr. Holwitt stated that the Safety Director's Report can be found in the agenda. He highlighted the following items:

***Safety Contracts*** – Mr. Holwitt reminded everyone again to please send in their safety contracts to his office; listing is on pages 113 and 114.

***MSI Training***– Mr. Holwitt asked members to review the listing of upcoming trainings reminding everyone that the continuing education credits are available for these trainings. Reminder emails will be sent for these.

***Safety Bulletin*** – Mr. Holwitt reported that one bulletin was released in June. The bulletin was Summer and High Visibility Apparel.

***PW Roundtable*** – Mr. Holwitt stated that they are taking suggestions for topics for the PW roundtable scheduled on Sept 22, 2016 at the North Wildwood Community Center. An email will be sent regarding this information.

***Paper Copies*** – Mr. Holwitt stated that J. A. Montgomery is beginning to phase out paper copies of their reports and all loss controls reports will be sent via email only. This allows the information to be shared quicker within the municipality.

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

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

#### **June's Report**

In Mr. Hansen's absence, Mr. Forlenza presented the Treasurer's Report for the period ending **June 30, 2016**. The report was made part of the agenda packet for members' review. Mr. Forlenza presented the following information:

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

<b>Interest Income:</b>		
Interest Received from Account Balances	\$1,696.26	
Investment Management Fee Charged	<\$1,535.05>	
Net Interest Received		\$161.21
Coupon Payment		\$30,000.00
Change in Realized Gain or Loss		\$109,205.00
Misc. rounding		<\$.01>
Net Gain in Interest		\$139,366.20
<b>Interest Accrual:</b>		
Beginning Interest Accrual	\$63,279.13	
Change in Accrued Interest	\$2,770.84	
<b>Ending Interest Accrual</b>	<b>\$60,508.29</b>	

<b>Investment Balance:</b>	
Beginning of Month	\$33,491,930
End of Month	\$38,599,185
Overall Yield	Positive 3.20%

<b>Portfolio</b>	
Less than one year (maturing in 2016)	2
1-2 Years (maturing in 2017)	6
2+ Years (maturing in 2018)	1

***Receipt Activity for the Period:***

	<b>Monthly</b>	<b>YTD</b>
Subrogation Receipts	\$31,677.09	\$218,315.28
MEL	\$207,411.66	
Interest	\$139,366.26	
Recovery	\$4,866.20	\$13,089.76
Reconciled/Received/not posted	\$85 {DIT}	

***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 \$639,685.51. A total of 507 checks were issued.

The claims detail is as follows:

Direct Loss Payments	\$542,193.54
Claim Expenses	\$22,521.05
Legal Defense Costs	\$74,970.92
(2) Voided Checks	\$14,470.59
Adjustment Register Reimb.	\$4,866.20
Voided checks	\$11,804.41

***Cash Activity for the Period***

During the reporting month, the Fund's "Cash Position" changed from an opening balance of \$51,479,885.98 to a closing balance of \$51,008,151.39 showing a decrease in the Fund of \$471,734.59.

***A.E.L.C.F. PARTICIPANT YEAR-END BALANCES (See new report in minutes)***

<b>Member</b>	<b>6/30/16 audited— interest posted</b>
Hamilton Township	\$30,046.38
Hammonton Town	\$104,826.13
Middle Township	\$50,070.00
Mullica Township	\$25,622.00
Pleasantville City	\$31,935.20
Upper Deerfield Township	\$19,619.55
Waterford Township	\$25,845.04
Upper Township	\$21,295.68
Stone Harbor	\$8,694.70
Total	\$317,954.98

***Note: Allocated \$20 additional interest, proportionately.***

***Payment Register***

Chair Smuz entertained a motion to approve the ***June 2016 Payment Register*** (Claims Activity) as presented.

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

Motion by Ms. Mahon, seconded by Mr. Hirsch to approve the ***June 2016 Payment Register*** (Claims Activity) as submitted by Mr. Hansen and presented by Mr. Forlenza.

**ROLL CALL**

***Yeas:***

Joe Santagata, **Buena Borough**  
 Ingrid Perez, **Hamilton Township**  
 Rich Hirsch, **Longport Borough**  
 Connie Mahon, **Middle Township**  
 Susan Robostello, **Millville City**  
 Lucy Samuelson, *Sec*, **Somers Point City**  
 Teri Smuz, *Chair*, **Upper Township**

***Nays:***

None

***Abstained:***

None

Motion carried by unanimous vote.

***Bill List – July***

For the Executive Committee's consideration, Mr. Forlenza presented the *July 2016 Bill List* in the amount of \$1,127,832.91.

Chair Smuz entertained a motion to approve the *July 2016 Bill List* as presented.

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

Motion by Ms. Samuelson, seconded by Ms. Robostello, to approve the *July 2016 Bill List* as presented.

<b>ROLL CALL</b>	<b>Yeas:</b>	Joe Santagata, <b>Buena Borough</b> Ingrid Perez, <b>Hamilton Township</b> Rich Hirsch, <b>Longport Borough</b> Connie Mahon, <b>Middle Township</b> Susan Robostello, <b>Millville City</b> Lucy Samuelson, <i>Sec</i> , <b>Somers Point City</b> Teri Smuz, <i>Chair</i> , <b>Upper Township</b>
	<b>Nays:</b>	None
	<b>Abstained:</b>	None

Motion carried by unanimous vote.

***RMC Bill List – July***

For the Executive Committee's consideration, Mr. Forlenza presented the *July 2016 RMC Bill List* in the amount of \$171,479.00.

Chair Smuz entertained a motion to approve the *July 2016 RMC Bill List* as presented.

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

Motion by Ms. Samuelson, seconded by Mr. Hirsch, to approve the *July 2016 RMC Bill List* as presented.

<b>ROLL CALL</b>	<b>Yeas:</b>	Joe Santagata, <b>Buena Borough</b> Ingrid Perez, <b>Hamilton Township</b> Rich Hirsch, <b>Longport Borough</b> Connie Mahon, <b>Middle Township</b> Susan Robostello, <b>Millville City</b> Lucy Samuelson, <i>Sec</i> , <b>Somers Point City</b> Teri Smuz, <i>Chair</i> , <b>Upper Township</b>
	<b>Nays:</b>	None
	<b>Abstained:</b>	None

Motion carried by unanimous vote.

**MISCELLANEOUS BUSINESS**

***Motion to Pay Fund Vendors in August 2016***

Chair Smuz entertained a motion to authorize the Executive Director's office and Fund Treasurer to process and pay fund vendors in August 2016.

Motion by Ms. Perez, seconded by Ms. Samuelsen, to authorize the Executive Director's office and Fund Treasurer to process and pay fund vendors in August 2016.

**ROLL CALL**

***Yeas:***

Joe Santagata, **Buena Borough**  
Ingrid Perez, **Hamilton Township**  
Rich Hirsch, **Longport Borough**  
Connie Mahon, **Middle Township**  
Susan Robostello, **Millville City**  
Lucy Samuelsen, *Sec*, **Somers Point City**  
Teri Smuz, *Chair*, **Upper Township**

***Nays:***

None

***Abstained:***

None

Motion carried by unanimous vote.

***PRIMA Conference Report***

Ms. Perez noted that her PRIMA report can be found on the last page of the agenda packet. She stated that the classes helped her understand how the pools work and how they each face similar challenges. She remarked that the most interesting session was on medical marijuana and how every state handles this differently. She thanked the Committee for allowing her to attend. Chair Smuz noted that Mr. Miller's report is also in the agenda packet.

***Next Meeting***

Chair Smuz reminded the members that there is NO August meeting and the next regular meeting will be held on **Wednesday, September 21, 2016 at 3:00 PM** at Avalon Community Hall, 3001 Avalon Ave, Avalon, NJ.

***PUBLIC COMMENT***

Chair Smuz entertained a motion to open the meeting to the public for comment.

Motion by Ms. Samuelsen, seconded by Ms. Perez, to open the meeting to the public. All in favor.  
Motion carried.

Chair Smuz entertained a motion to close the meeting to the public for comment.


Motion by Ms. Perez, seconded by Ms. Samuelsen, to close the meeting to the public. All in favor.  
Motion carried.

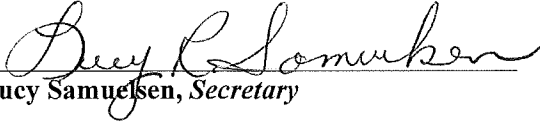
***MOTION TO ADJOURN***

Motion by Ms. Samuelsen, seconded by Ms. Robostello, to adjourn the July 20, 2016 meeting of the ACM JIF. Motion carried.

The meeting was adjourned at 3:45 PM.



  
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Tracy Forlenza, *Recording Secretary* for

  
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Lucy Samuelson, *Secretary*