

# ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

AVALON COMMUNITY HALL  
3001 AVALON AVE  
AVALON, NEW JERSEY

July 16, 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 July 16, 2014, at Avalon Community Hall, 3001 Avalon Ave, Avalon, New Jersey at 3PM, prevailing time. *Acting* Chair Beck, **Linwood City**, presiding. The meeting was called to order at 3:01 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:

Scott Wahl, **Avalon**  
Karen Blowers, **Brigantine**  
Bob Smith, **Cape May City**  
Kim Hodsdon, **Cape May Point**  
Glenn Clarke, **Dennis Twp**  
Peter Miller, **Egg Harbor Twp**  
Linda Kent, **Estell Manor** (*arrived 3:04pm*)  
Cheryl Prakash, **Galloway** (*arrived 3:18pm*)  
Ingrid Perez, **Hamilton**  
Ed Beck, **Linwood**  
Rich Hirsch, **Longport**  
Julie Picard, **Lower**  
Lisa McLaughlin, **Margate**  
Susan Robostello, **Millville**  
Connie Mahon, **Middle**  
Scott Jett, **North Wildwood**  
Jim Dickinson, **Northfield**  
Joann Cioeta, **Ocean City**  
Stephen Wilkins, **Pleasantville**  
George Savastano, **Sea Isle City**  
Jim Craft, **Stone Harbor**  
Teri Smuz, **Upper Twp**  
Roy Spoltore, **Upper Deerfield**

James Goos, **Ventnor**  
Maryann Merlino, **Waterford**  
Chris Ridings, **West Wildwood**  
Bonnie Yearsley, **Weymouth**  
Chris Wood, **Wildwood City**  
Janelle Holzmer, **Wildwood Crest**  
Jim Gurdgiel, **Woodbine**

Absent were:

John Armstrong, **Absecon**  
Joseph Santagata, **Buena Borough**  
Heather Sparks, **Commercial**  
Rose Turner, **Corbin City**  
Karen Seifrit, **Deerfield**  
Bob Campbell, **Downe Twp**  
Kyle Smith, **Folsom**  
Dawn Stollenwerk, **Mullica**  
Don Sullivan, **Newfield**  
Lucy Samuelson, **Somers Point**  
Lauren Vitelli, **West Cape May**

Also present were:

Paul J. Miola, CPCU, ARM, Executive Director, *AJG Risk Management Services, Inc.*  
Paul Forlenza, Deputy 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*  
Kathie Tyler-Schohl, 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  
Conner Strong & Buckelew  
Glenn Insurance  
Hardenberg Insurance  
Thomas Heist Insurance Agency  
Insurance Agencies Management Inc.  
Marsh & McLennan Agency  
McMahon Agency, Inc.  
William R. Mints Agency  
Siracusa-Kauffman Insurance  
Thibault-Sames Agency

Absent RMCs were:

Alamo Insurance  
J. Byrne Agency, Inc.

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

#### ***MOVE UP ALTERNATES***

In absence of Ms. Samuelson, Acting Chair Beck entertained a motion to have Ms. Smuz serve as Acting Secretary and alternates Ms. Merlino and Ms. Hodsdon move to the Executive Committee for voting purposes.

Motion by Mr. Savastano, seconded by Mr. Smith, to have Ms. Smuz serve as Acting Secretary and alternates Ms. Merlino and Ms. Hodsdon move to the Executive Committee for voting purposes. All in favor. Motion carried.

#### ***NEW ADMINISTRATOR***

Ms. Merlino, Waterford Twp, welcomed Waterford's newly appointed Administrator Susan Danson.

#### ***WELCOME NEW FUND COMMISSIONER***

Acting Chair Beck welcomed new Fund Commissioner/Administrator Scott Wahl, Avalon.

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

Acting Chair Beck entertained a motion to approve the meeting minutes of the June 18, 2014 Executive Committee Meeting.

Motion by Mr. Savastano, seconded by Mr. Smith, to approve the meeting minutes of the June 18, 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.

Acting Chair Beck entertained a motion to adopt the Closed Session Meeting Minutes of the June 18, 2014 Meeting of the Fund as presented.

Motion by Mr. Smith, seconded by Ms. Robostello, to approve the Closed Session minutes of the June 18, 2014 Executive Committee Meeting as presented. All in favor. Motion carried.

The Closed Session meeting minutes of the June 18, 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 #2014-30***

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.

Acting Chair Beck entertained a motion to adopt *Closed Session Resolution 2014-30* as presented.

Motion by Mr. Smith, seconded by Ms. Robostello to adopt ***Resolution 2014-30***.

**ROLL CALL**

***Yeas:***

Bob Smith, **Cape May City**  
Kim Hodsdon, **Cape May Point**  
Ed Beck, *Acting Chair*, **Linwood**  
Susan Robostello, **Millville**  
George Savastano, **Sea Isle City**  
Teri Smuz, *Acting Sec.*, **Upper Twp**  
Maryann Merlino, **Waterford Twp**

***Nays:***

None

***Abstained:***

None

Motion carried by unanimous vote.

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

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

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

***AUTHORIZATION OF CLAIMS PAYMENTS***

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

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

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

Motion by Ms. Merlino, seconded by Ms. Hodsdon 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>
X34720	W47326	X87105
X62430 (01-03)	X07030	X87535
X18919	W57090	X91855
X55173		X91211
X43017		X91213
X94190		X77105
X34594		
X93253		

X35912		
X93974		
X20408		
X47412		
X91384		
X89861		
X90222		
X44655		
X88710		
X57750		
X80379 (01-04)		
X44748		
X93458		
X93771		
X93255		
X92420 (01-04)		
X88626		
X93137		
X93015		
X77620		

**ROLL CALL**

***Yeas:***

Bob Smith, **Cape May City**  
 Kim Hodsdon, **Cape May Point**  
 Ed Beck, *Acting Chair*, **Linwood**  
 Susan Robostello, **Millville**  
 George Savastano, **Sea Isle City**  
 Teri Smuz, *Acting Sec.*, **Upper Twp**  
 Maryann Merlino, **Waterford Twp**

***Nays:***

None

***Abstain:***

None

Motion carried by unanimous vote.

***APPROVAL TO ABANDON SUBROGATION***

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

Motion by Ms. Smuz, seconded by Mr. Savastano, to abandon subrogation attempts as discussed in Closed Session. There was one (1) claim for Abandonment of Subrogation.

<i>Qual-Lynx File #</i>
X34594

**ROLL CALL**

***Yeas:***

Bob Smith, **Cape May City**  
Kim Hodsdon, **Cape May Point**  
Ed Beck, *Acting Chair*, **Linwood**  
Susan Robostello, **Millville**  
George Savastano, **Sea Isle City**  
Teri Smuz, *Acting Sec.*, **Upper Twp**  
Maryann Merlino, **Waterford Twp**

***Nays:***

None

***Abstain:***

None

Motion carried by unanimous vote.

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

Ms. Perez, Hamilton Township, reported on the Claims Review Committee meeting minutes of July 10, 2014. She noted they are a handout to the membership and are self explanatory.

She highlighted the following items:

**PARs**

The Committee reviewed Thirty-seven (37) claims at the July 10, 2014 meeting. Of the claims reviewed, Twenty-eight (28) Workers' Compensation (10 Police, 7 Streets, 6 Fire and 5 Other); three (3) General Liability, and Six (6) 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 August 14, 2014 at the Hamilton Twp Municipal Building, Mays Landing.

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

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

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

***MEL POL/EPL Corner***

Ms. Tyler-Schohl reported that the MEL resolved 7 claims on behalf of 7 JIFs. Total MEL payments amounted to \$1,938,506. The significant claims arise out of EPL disputes alleging C.E.P.A. violations, improper terminations or failure to promote, hostile work environment, sexual harassment, failure to accommodate, retaliation and discrimination.

Ms. Tyler-Schohl noted that on behalf of the ACM JIF, one claim was resolved in the first quarter for a total payment by the MEL of \$54,733. The claim was for Wildwood; Plaintiff alleged violation of civil rights. Claim settled for \$15,000 and defense costs were \$39,700.

Ms. Tyler-Schohl asked if there were any questions at this time. No 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 May 2014.

**Lost Time v. Medical Only Cases**

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

	<b>June</b>	<b>YTD</b>
<i>Lost Time</i>	7	32
<i>Medical Only</i>	73	267
<i>Report Only</i>	35	161
<i>Total Intakes(New Claims)</i>	115	460
<i>Report Only % of Total</i>	30.4%	35.0%
<i>Medical Only/Lost Time Ratio</i>	91:09	89:11
<i>Average Days to Report</i>	2.2	3.0

**Transitional Duty Report**

Ms. Beatty presented the *Transitional Duty Report*.

<b>Transitional Duty Summary Report</b>	<b>YTD</b>
<i>Transitional Duty Days Available</i>	6,122
<i>Transitional Duty Days Worked</i>	4,227
<i>% of Transitional Duty Days Worked</i>	69.0%
<i>Transitional Duty Days Not Accommodated</i>	1,895
<i>% of Transitional Duty Days Not Accommodated</i>	31.0%

**Nurse Case Assignment Report:**

<b>Nurse Case Summary Report (Inclusive of 3 JIFs)</b>	<b>June</b>
<i>Total Cases Assigned in month</i>	287
<i>Total Cases Closed in month</i>	63

<i>Total Cases Opened in month</i>	<i>56</i>
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***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>
<i>Bill Count</i>	<i>478</i>
<i>Original Provider Charges</i>	<i>\$613,687</i>
<i>Re-priced Bill Amount</i>	<i>\$219,687</i>
<i>Savings</i>	<i>\$394,001</i>
<i>% of Savings</i>	<i>64.2%</i>
<i>Participating Provider Penetration Rate- Bill count</i>	<i>95.4%</i>
<i>Participating Provider Penetration Rate-Provider Charges</i>	<i>98.8%</i>
<i>EPO Penetration Rate – Bill Count</i>	<i>92.5%</i>
<i>EPO Penetration Rate –Provider Charges</i>	<i>93.2%</i>

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

***SOLICITOR'S REPORT***

Mr. DeWeese presented the following report:

***New Cases***

Mr. DeWeese noted that there were four (4) new cases.

***Closed Claims***

Mr. DeWeese noted that there were two (2) closed cases.

<b><i>Closed Case</i></b>	<b><i>Description</i></b>
<i>Steel v. Borough of Avalon</i>	Auto accident with Ambulance. Assigned Defense Counsel, A. Patricia Sampoli, Esquire, filed a Motion to confirm the Arbitration Award, and on June 6, 2014, Judge Batten entered an Order confirming the award and dismissing the Complaint.
<i>Childs-Abdullah v. City of Somers Point</i>	Trip and Fall. Assigned Defense Counsel, Thomas G. Smith, Esquire, filed a Motion for Summary Judgment which was granted; however, the Appellate Division reversed the Order. Assigned Defense Counsel then filed a Petition for Certification to the Supreme Court; the Plaintiff's demand was \$200,000. The case settled on June 20, 2014 for the payment of \$100,000 to the Plaintiff, inclusive of the Medicare lien of \$50,000.



***Subrogation Collection***

Mr. DeWeese reported:

Total Lien amount of ACM JIF files not in suit	\$780,506.61
Total Lien amount of ACM JIF files in suit	\$690,632.24
Total Lien amount of ACM JIF judgments obtained	\$1,536,258.48
Total of all ACM JIF liens	\$3,007,397.33

Mr. DeWeese noted that \$119,191.31 has been collected this month in subrogation money and \$377,327.69 has been collected this year.

Mr. Beck asked how we compare to other JIFs in subrogation efforts. Mr. Miola commented that Qual-Lynx has mentioned that the ACMJIF is more aggressive; non waiver of liens, etc than the other JIFs. Mr. DeWeese noted that other JIFs don't have the same philosophy regarding subrogation efforts the ACMJIF.

***Lifeguard Waiver and Release of Liability Form***

Mr. DeWeese noted that the Claims Review Committee is reviewing the form. He will release the form once approved for distribution.

***Use of Personal Vehicles by Employees***

Mr. DeWeese stated that that the Claims Review Committee reviewed the drafted bulletin regarding personal vehicle usage by employees. The Committee instructed Mr. DeWeese to make various changes and release the bulletin.

Ms. Hodsdon asked if this bulletin impacts Human Resources and did the EPL Committee review the bulletin. Mr. DeWeese noted that only the Claims Review Committee reviewed it due to a prior GL claim in Sea Isle City.

***COMMITTEE REPORTS***

***STRATEGIC PLANNING COMMITTEE- June 16, 2014***

Mr. Forlenza noted that Mr. Bednarek gave a thorough overview of this meeting last month and the minutes are in the agenda packet for the members to review.

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

***SAFETY COMMITTEE- June 25, 2014***

Mr. Savastano noted the minutes are a handout for the members to review. He highlighted the following:

***1<sup>st</sup> Quarter Safety Control Report*** – Mr. Savastano noted this is not attached to the minutes as it indicates. Mr. Forlenza apologized for the oversight and stated that it will be emailed to all of the members tomorrow.

***Safety Monitoring*** – Mr. Savastano stated that no members are on safety monitoring or intervention as all are complying.

***Police Regional Training*** – Mr. Savastano noted that Police Regional Training was in May and it was well received.

***DPW Roundtable*** – Mr. Savastano commented that the DPW roundtable is scheduled for October 15, 2014. Please email any topic ideas to the Safety Director's office.

***Supervisor's Accident Investigation Report/Transitional Duty Program*** – Mr. Savastano noted that the Executive Director's office is working on both these items.

#### ***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.

***Lost Time Accident Frequency Reports*** – Mr. Miola noted that the LTAF report is in the agenda packet for your review.

***Certificates of Insurance*** – Mr. Miola asked that these be made part of tonight's minutes.

***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 to claim or encumber these 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.

***Employee Practices Liability Coverage Update*** – Mr. Miola informed the members that the deadline to submit the checklists to the MEL was May 30<sup>th</sup>, 2014. He asked that members review the checklist in the agenda and contact PERMA with any questions.

***EPL Allowance*** – Mr. Miola reminded members that each member is allotted \$725 to offset Employee Practice Liability training and/or the updating of policies and procedures.

***EPL Helpline*** – Mr. Miola asked members to review their authorized contact list. He noted that these appointments need to be made by resolution.

***Financial Fast Track*** – Mr. Miola commented that there is almost \$22 million surplus.

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

***Monthly Activity Calendar*** – Mr. Miola asked members to review the calendar in the agenda packet.

***Skateboard Park Approval Status*** - Mr. Miola reminded members that if they are considering a new skateboard park or are updating an older one, please contact the Executive Director's office prior to moving forward.

***Capehart & Scatchard Updates*** – Mr. Miola asked members to review these updates since they deal with WC, ADA and FMLA issues. He noted an article on page 47, "Court Rules that Telecommuting Could Be Reasonable Accommodation under the ADA".

***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.

He noted that while reviewing this list today, a member indicated that they recently appointed a new treasurer and they are not bonded.

**Revenue and Appropriations** – Mr. Miola asked members to please review the checklist. If you have not submitted your revenue and appropriations summary, please do so. He commented that only the one page summary is required.

**Financial Disclosure Forms** – Mr. Miola commented that everyone should now be aware of the new filing process.

**Renewing Members** – Mr. Miola reported that the letters for the 15 renewing members were emailed in early June. He noted that there are three forms needed for renewal; the resolution authorizing renewal of the JIF membership, the agreement authorizing the membership, and the certification, which is a requirement of the Local Public Contracts Law all due by August 15, 2014.

**Member Visitation Program** – Mr. Miola noted that he and Mr. Forlenza are contacting each renewing member requesting to attend a governing body meeting. He commented that this process is going well.

**Annual Renewal Process** – Mr. Miola reported that the annual renewal process through Exigis has begun. Please take note of the renewal deadline of August 30, 2014. Contact Jodi Palmeri with any issues.

**Third Quarter Assessments** – Mr. Miola stated that the 3<sup>rd</sup> quarter assessments are due August 15th.

**Quarterly Attendance** – Mr. Miola noted that members should review the attendance report in the agenda packet. He asked the members to review.

**New Member Activity** – Mr. Miola stated there is no new member activity to report.

Mr. Miola asked if there were any questions. 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:

**Safety Bulletin** – Mr. Sheehan commented that one bulletin was distributed in June on Preventing Heat Related Illnesses.

**MSI Training** – Mr. Sheehan asked members to review the list in the agenda packet. He noted if you wish to host a session, please submit your form for hosting by August 29<sup>th</sup>, 2014.

**New Online Training** – Mr. Sheehan noted that there is a new online training for distracted driving; "Attention and Distraction Driving". He commented that it is a module that is easy to access and use.

**Fast Track Training** – Mr. Sheehan commented that the training is listed in the agenda.

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

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

**Rewriting JIF Crime Policy**

Mr. Hirsch asked the members to review his attached MEL report. He noted that on page 82 there is a memo regarding the Crime Policy Rewrite. He entertained any questions regarding the rewrite of this policy.

Hearing no questions, Acting Chair Beck entertained a motion to approve the rewrite of the JIF crime policy.

Motion by Ms. Smuz, seconded by Mr. Smith, to approve the rewrite of the JIF crime policy.

**ROLL CALL**

***Yeas:***

Bob Smith, **Cape May City**  
Kim Hodsdon, **Cape May Point**  
Ed Beck, *Acting Chair*, **Linwood**  
Susan Robostello, **Millville**  
George Savastano, **Sea Isle City**  
Teri Smuz, *Acting Sec.*, **Upper Twp**  
Maryann Merlino, **Waterford Twp**

***Nays:***

None

***Abstained:***

None

Motion carried by unanimous vote.

***Sandy Update*** – Mr. Hirsch stated that the Sandy claim notification deadline has been extended until August 1, 2014 with August 15<sup>th</sup> deadline for proof of loss.

Mr. Hirsch noted the next meeting is on September 3, 2014.

Mr. Hirsch 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 **June 30, 2014**. The report was made part of the agenda packet for members' review.

***Investment Interest***

Interest received for the current month totaled \$462.10 and accrued for \$1,809.44. After including an unrealized net loss of \$740 in the asset portfolio, the yield was adjusted to .04% for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized gain of \$107,660 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 \$22,090,510 and consists of three (3) obligation with maturity of 1- 2 years and seven (7) obligations with maturities greater than two (2) years.

Called:	\$0
Purchased:	\$4,000,000
Coupon Payment/Asset Income:	\$14,375/-15,775

***Receipt Activity for the Period***

	<b>Monthly</b>	<b>YTD</b>
Subrogation Receipts	\$119,191.31	\$377,627.69
Reimbursement Adjustments	\$1,580.74	\$606,820.96
Delinquent Interest Penalty	1,167.16	\$1,167.16*
Refund Prior Year	0	\$180

\*One outstanding payment.

***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 \$824,047.88. A total of 591 checks were issued to vendors.

The claims detail is as follows:

Direct Loss Payments	\$761,865.41
Claim Expenses	\$15,402.94
Legal Defense Costs	\$48,773.65
Voided Checks	1
Direct Loss Payments for above	<\$398.88>
Adjustment Register	<\$14.50>

***Cash Activity for the Period***

During the reporting month, the Fund's "Cash Position" changed from an opening balance of \$45,229,777.32 to a closing balance of \$44,324,683.60 showing a decrease in the Fund of \$905,093.72.

***A.E.L.C.F. PARTICIPANT YEAR-END BALANCES (includes audited interest)***

<b>Member</b>	<b>12/31/13 Audited</b>
Hammonton	\$87,833
Upper Deerfield Township	\$6,158
Waterford Township	\$25,667
Upper Township	\$5,959
Stone Harbor	\$8,634
Total	\$134,251

***Payment Register***

Acting Chair Beck entertained a motion to approve the ***June 2014 Payment Register*** (Claims Activity) as presented.

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

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

**ROLL CALL**

***Yeas:***

Bob Smith, **Cape May City**  
 Kim Hodsdon, **Cape May Point**

Ed Beck, *Acting Chair*, **Linwood**  
Susan Robostello, **Millville**  
George Savastano, **Sea Isle City**  
Teri Smuz, *Acting Sec.*, **Upper Twp**  
Maryann Merlino, **Waterford Twp**

*Nays:* None  
*Abstained:* None

Motion carried by unanimous vote.

***Bill List - July***

For the Executive Committee's consideration, Mr. Hansen presented the ***July 2014 Bill List*** in the amount of **\$1,073,881.96** as presented.

Acting Chair Beck entertained a motion to approve the ***July 2014 Bill List*** as presented.

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

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

**ROLL CALL**

*Yeas:* Bob Smith, **Cape May City**  
Kim Hodsdon, **Cape May Point**  
Ed Beck, *Acting Chair*, **Linwood**  
Susan Robostello, **Millville**  
George Savastano, **Sea Isle City**  
Teri Smuz, *Acting Sec.*, **Upper Twp**  
Maryann Merlino, **Waterford Twp**

*Nays:* None  
*Abstained:* None

Motion carried by unanimous vote.

***RMC Bill List - July***

For the Executive Committee's consideration, Mr. Hansen presented the ***July 2014 RMC Bill List*** in the amount of **\$184,471.00** as presented.

Acting Chair Beck entertained a motion to approve the ***July 2014 RMC Bill List*** as presented.

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

Motion by Ms. Robostello, seconded by Ms. Hodsdon, to approve the ***July 2014 RMC Bill List*** as presented.

**ROLL CALL**

*Yeas:* Bob Smith, **Cape May City**  
Kim Hodsdon, **Cape May Point**  
Ed Beck, *Acting Chair*, **Linwood**  
Susan Robostello, **Millville**  
George Savastano, **Sea Isle City**

Teri Smuz, *Acting Sec.*, **Upper Twp**  
Maryann Merlino, **Waterford Twp**

*Nays:* None  
*Abstained:* None

Motion carried by unanimous vote.

***MISCELLANEOUS BUSINESS***

***Payment of Vendors in August***

Acting Chair Beck entertained a motion to process and pay Fund Vendors in August 2014 since there is no August meeting.

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

Motion by Ms. Smuz, seconded by Mr. Smith, to process and pay Fund Vendors in August 2014 as presented.

**ROLL CALL**

*Yeas:* Bob Smith, **Cape May City**  
Kim Hodsdon, **Cape May Point**  
Ed Beck, *Acting Chair*, **Linwood**  
Susan Robostello, **Millville**  
George Savastano, **Sea Isle City**  
Teri Smuz, *Acting Sec.*, **Upper Twp**  
Maryann Merlino, **Waterford Twp**

*Nays:* None  
*Abstained:* None

Motion carried by unanimous vote.

***Amended Plan of Risk Management***

Acting Chair Beck entertained a motion to adopt a revised 2014 Amended Plan of Risk Management Guidelines.

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

Motion by Ms. Hodsdon, seconded by Mr. Smith, to adopt a revised 2014 Amended Plan of Risk Management Guidelines as presented.

**ROLL CALL**

*Yeas:* Bob Smith, **Cape May City**  
Kim Hodsdon, **Cape May Point**  
Ed Beck, *Acting Chair*, **Linwood**  
Susan Robostello, **Millville**  
George Savastano, **Sea Isle City**  
Teri Smuz, *Acting Sec.*, **Upper Twp**  
Maryann Merlino, **Waterford Twp**

*Nays:* None  
*Abstained:* None

Motion carried by unanimous vote.

***Next Meeting***

The next regular meeting will be held on **Wednesday, September 17, 2014 at 3:00 PM**, at the **Avalon Community Hall, 3001 Avalon Ave, Avalon, NJ**. He reminded the members that there is NO August meeting.

***PUBLIC COMMENT***

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

Motion by Mr. Savastano, seconded by Ms. Smuz, to open the meeting to the public. All in favor. Motion carried.

No one from the public commented.

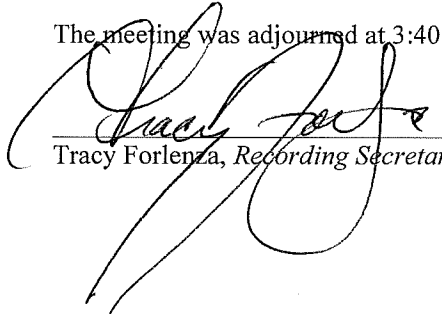
Acting Chair Beck entertained a motion to close the meeting to the public for comment.

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

***MOTION TO ADJOURN***

Motion by Mr. Savastano, seconded by Ms. Robostello, to adjourn the July 16, 2014 meeting of the ACM JIF. Motion carried.

The meeting was adjourned at 3:40 PM.

  
Tracy Forlenza, Recording Secretary for  
Teri Smuz, Acting Secretary