



**ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND**

*Via Zoom conference call*

**February 17, 2021 at 3:00 PM**

***OPEN SESSION MINUTES***

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The regular meeting of the Atlantic County Municipal Joint Insurance Fund (ACM JIF) was held via Zoom conference following social distancing guidelines for COVID-19 on February 17, 2021 at 3:00 PM, prevailing time. Chair Seib, City of Sea Isle City, 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* 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 of FUND COMMISSIONERS***

Those in attendance were:

Jessica Thompson, **Absecon City**  
Scott Wahl, **Avalon Borough**  
Bill Nimohay **Buena Borough**  
Joe Picard, **Cape May City**  
Ed Grant, **Cape May Point**  
Heather Sparks, **Commercial Twp.**  
LaVerne Kirn, **Corbin City**  
Alex Bauer, **Deerfield Twp.**  
Jessica Bishop, **Dennis Twp.**  
Samantha Tucker, *Alt.*, **Downe Twp.**  
Teri Seelman, **Estell Manor City**  
Cheryl Prakash, **Galloway Twp.**  
Leigh Ann Napoli, **Linwood City**  
Rich Hirsch, **Longport Borough**  
Karen Fournier, **Lower Twp.**  
Lisa McLaughlin, **Margate City**  
Varvara Keun, **Middle Twp.**  
Regina Burke, **Millville City**  
Dawn Stollenwerk, **Mullica Twp.**  
Ron Simone, **North Wildwood City**  
Mary Canesi, **Northfield City**  
Liz Woods, **Ocean City**  
Chief Sean Riggin, **Pleasantville City**  
Kellie Seib, *Chair*, **Sea Isle City**  
Shelby Heath, *Alt.*, **Somers Point City**

Jim Craft, *Sec*, **Stone Harbor Borough**  
Teri Smuz, **Upper Twp.**  
Roy Spoltore, **Upper Deerfield Twp.**  
Jim Goos, **Ventnor City**  
Jim D'Auria, **Waterford Twp.**  
Lauren Vitelli, **West Cape May Borough**  
Carl O'Hala, *Alt.*, **West Wildwood City**  
DJ Ayres, **Weymouth Twp.**  
Steve O'Connor, **Wildwood City**  
Connie Mahon, **Wildwood Crest**

Absent were:

Karen Blowers, **Brigantine City**  
Peter Miller, **Egg Harbor Twp.**  
Patricia Gatto, **Folsom Borough**  
Arch Liston, **Hamilton Twp.**  
Sam Barbagli, **Newfield Borough**  
Lisa Garrison, **Woodbine Borough**

Present Fund Professionals were:

Paul A. Forlenza, MGA, Executive Director, *AJG Risk Management Services, Inc.*  
Paul J. Miola, CPCU, ARM, Deputy Executive Director, *AJG Risk Management Services, Inc.*  
Tracy Forlenza, Recording Secretary  
Chris Roselli, Claims Administrator, *Qual-Lynx*  
Karen Beatty, Managed Care Provider, *QualCare*  
Rob Garish, Safety Consultant, *J.A. Montgomery Risk Control*  
Chief Hummel, Safety Consultant, *J.A. Montgomery Risk Control*  
David DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*  
John Hansen, Fund Treasurer  
Jordan Simone, Fund Wellness Director

Present Risk Management Consultants were:

C. J. Adams Company  
Assured Partners  
Atlantic Associates  
J. Byrne Agency, Inc.  
Conner Strong & Buckelew  
Glenn Insurance  
Hardenbergh Insurance  
Thomas Heist Insurance Agency  
Insurance Agencies Inc.  
Marsh & McLennan Agency  
McMahon Agency, Inc.  
William R. Mints Agency  
Siracusa-Kauffman Insurance

Absent Risk Management Consultants were:

BCA Insurance

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

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

Chair Seib entertained a motion to approve the meeting minutes of the January 20, 2021 Executive Committee Meeting.

Motion by Ms. Burke, seconded by Mr. Simone, to approve the meeting minutes of the January 20, 2021 Executive Committee Meeting as presented. Motion carried by unanimous vote.

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

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

Chair Seib entertained a motion to adopt the Closed Session Meeting Minutes of the January 20, 2021 Executive Committee meeting.

Motion by Ms. Woods, seconded by Mr. Simone, to approve the Closed Session minutes of the January 20, 2021 Executive Committee meeting as presented. Motion carried by unanimous vote.

The Closed Session meeting minutes of the January 20, 2021 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 #2021-20***

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 on them in closed session no longer exists as required by the Open Public Meeting Act.

Chair Seib entertained a motion to adopt *Closed Session Resolution 2021-20*.

Motion by Ms. Burke, seconded by Ms. Woods, to adopt *Resolution 2021-20* as presented.

**ROLL CALL**

***Yeas:***

Regina Burke, **Millville**  
Ron Simone, **North Wildwood**  
Mary Canesi, **Northfield**  
Liz Woods, **Ocean City**  
Chief Riggan, **Pleasantville**  
Kellie Seib, *Chair*, **Sea Isle City**  
Jim Craft, *Sec*, **Stone Harbor**

***Nays:***

None

***Abstained:***

None

All in favor. Motion carried by unanimous vote.

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

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

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

***AUTHORIZATION OF CLAIMS PAYMENTS***

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

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

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

Motion by Mr. Simone, seconded by Ms. Woods to approve the claims payments as discussed in *Closed Session*.

They are as follows:

**January 2021 PARs:**

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>
2018121894	2019176471	2021224299
2020191564	2020195160	2021226094
2021214761		2020184244
2020193135		
2020191141		
MLT-2017093365 (01-02)		
MLT-2021224077 (01-06)		
2021218330		
2021223998		
2021211338		
2018123568		
001224008		
2019161125		
MLT-2021222638 (1-15)		
2021219797		
2021210129		
2020191402		
MLT-2021223426 (1-6)		
2020182822		
2021225899		
2020199619		
2021217845		
001264730		

**ROLL CALL*****Yeas:***

Regina Burke, **Millville**  
 Ron Simone, **North Wildwood**  
 Mary Canesi, **Northfield**  
 Liz Woods, **Ocean City**  
 Chief Riffin, **Pleasantville**  
 Kellie Seib, *Chair*, **Sea Isle City**  
 Jim Craft, *Sec*, **Stone Harbor**

***Nays:***

None

***Abstain:***

None

All in favor. Motion carried by unanimous vote.

***ABANDON SUBROGATION***

Secretary Craft motioned to abandon subrogation on the following Qual-lynx files:

Qual-Lynx File #s
2019170257
2020180939
2020188304

Motion by Mr. Craft, seconded by Ms. Burke to abandon subrogation on the files as presented.

**ROLL CALL**      **Yeas:**                      Regina Burke, **Millville**  
Ron Simone, **North Wildwood**  
Mary Canesi, **Northfield**  
Liz Woods, **Ocean City**  
Chief Riggan, **Pleasantville**  
Kellie Seib, *Chair*, **Sea Isle City**  
Jim Craft, *Sec*, **Stone Harbor**

**Nays:**                                      None

**Abstain:**                                    None

All in favor. Motion carried by unanimous vote.

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

Mr. Riggan noted there was nothing to report for open session.

***CLAIMS ADMINISTRATOR'S REPORT***

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

Mr. Roselli reported that the *Lessons Learned from Losses* this month focuses on Job Safety. He reminded members that safety needs to be part of everyone's daily jobs and how their actions or inactions can cause a claim. He reported to the members an example that occurred in this JIF. A citizen drove over a manhole cover and it dislodged causing the vehicle's wheel to fall into the hole. This destroyed the undercarriage of the vehicle rendering it a total loss. He noted that the day before, employees had done a camera inspection of the pipes. The employees found that the bolts of the manhole rusted through, but did not replace these bolts or secure the area from the public resulting in a dangerous condition. He stated that fortunately it was only the vehicle and not the driver or a walker, biker, etc. He noted that employees need to be made aware of worst case scenarios so they understand what "could" happen and how to be safe.

Mr. Roselli reminded the members to review his newsletter and share it with their employees. He asked that his *Lessons Learned* be placed where your employees can see it in hopes they read the bulletin.

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

**MANAGED HEALTH CARE REPORT**  
**Lost Time v. Medical Only Cases**

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

	<b>Jan</b>	<b>YTD</b>
<i>Total Intakes (New Claims)</i>	155	155
<i>Report Only</i>	43	43
<i>Report Only % of Total</i>	28%	28%
<i>Medical Only</i>	87	87
<i>Lost Time</i>	22	22
<i>Medical Only/Lost Time Ratio</i>	80:20	80:20
<i>Occupational, Claim Petition, Cancer Presumption</i>	3	3
<i>COVID-19</i>	103	103
<i>Average Days to Report to QL</i>	4.3	4.3

**PPO Penetration Report:**

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

<b>PPO Penetration Rate</b>	<b>Jan</b>	<b>YTD</b>
<i>Bill Count</i>	603	603
<i>Original Provider Charges</i>	\$662,648	\$662,648
<i>Re-priced Bill Amount</i>	\$211,729	\$211,729
<i>Savings</i>	\$450,918	\$450,918
<i>% of Savings</i>	68%	68%
<i>Participating Provider Penetration Rate- Bill count</i>	96%	96%
<i>Participating Provider Penetration Rate-Provider Charges</i>	96%	96%
<i>EPO Penetration Rate – Bill Count</i>	97%	97%
<i>EPO Penetration Rate –Provider Charges</i>	95%	95%

**Transitional Duty Report**

Ms. Beatty presented her Transitional Duty reports.

<b>Transitional Duty Summary Report</b>	<b>YTD</b>
<i>Transitional Duty Days Available</i>	579
<i>Transitional Duty Days Worked</i>	385
<i>% of Transitional Duty Days Worked</i>	66%
<i>Transitional Duty Days Not Accommodated</i>	330
<i>% of Transitional Duty Days Not Accommodated</i>	34%
<i>Money Save by Accommodating</i>	\$30,361
<i>Cost of Days NOT Accommodated</i>	\$21,336

***COVID-19***

Ms. Beatty stated that there are 103 COVID exposures reported to date in 2021 for the ACMJIF members.

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 seven (7) cases closed in January with four (4) having no payments to Plaintiff.

***MEL EPL Helpline***

Mr. DeWeese stated that there is a reminder regarding the MEL EPL Helpline in the agenda. He asked members to review the MEL EPL Helpline authorized contact list and make certain that the individual listed is accurate. He noted that several individuals currently on there have retired and the members need to update their contacts.

Mr. DeWeese entertained any questions. No questions were entertained.

***COMMITTEE REPORTS***

There are no committee reports.

***WELLNESS DIRECTOR REPORT***

Ms. Simone stated that her report is included in the agenda packet and encouraged the members to read through her material beginning on page 36. She noted that she will continue offering individual or group health coaching. She stated some areas to be addressed are physical fitness, weight management, stress management, long and short term goal setting, building healthy habits and routines. She asked members to contact her to set a date and time that is convenient.

Ms. Simone also stated that this month's wellness idea is a bingo challenge; a bingo board and explanation of the rules are included in her report.

Ms. Simone noted that she and the Wellness Director from Burlco and Trico JIFs are jointly holding a focus group to better understand what the members would like to see as far as wellness. She also held a "Release Stress through Mindfulness" webinar on January 27, 2021 with 7 attendees which was uploaded to the JIF website, under Wellness.

Ms. Simone noted that her newsletter will also contain a "Question of the Month". Please email her any health-related questions you may have.

Ms. Simone reported that Somers Point creating a walking challenge utilizing their bike path and purchased a picnic table to promote increased time outdoors for lunch breaks; Wildwood Crest purchased swim club punch cards for their employees; Pleasantville purchased reusable water bottles, electrolyte packets and handed out hydration information; and Longport purchased portable exercise pedal bikes for arms and legs to promote physical activity in the workplace.

Ms. Simone reported to members of some changes to the Wellness Program this year noting that only the food items listed on the "Wellness Approved Activities and Items" form in the agenda and on the website

will be permitted. Those foods include vegetables, fruits, nuts, seeds and specific healthy bars (see sheet for approved brands) as well as farm stand certificates for fruit and vegetables. Please contact Jordan or Tracy Forlenza if you are unsure if they will be eligible for reimbursement under this program.

Ms. Simone reminded members to review the newsletter which focuses on Plant Based Nutrition this month. She noted that the newsletter includes: recipes; exercises; monthly move has 5 beginner workout mistakes; and February is American Heart month, National Cancer Prevention month, February 5<sup>th</sup> is National Wear Red day; and Feb 21-27 is National Eating Disorder Awareness week.

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

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

***EPL Helpline*** – Mr. Forlenza stated that his office sent an email approximately three weeks prior with the current list of EPL contacts for folks to review. He did hear from about 15 members regarding some changes which need to be done via resolution by the governing body. The resolution can be found under “Documents” on the JIF website.

***Certificates of Insurance*** -Mr. Forlenza noted that there are approximately 90 pages of certificates of insurance included in the agenda for the months of November, December and January. He asked members to review and please make sure that these were requested by your municipality and issued properly. If you have not received your certificates, please reach out to Ed Cooney at the Underwriter’s office.

***Safety, OSB, Wellness and EPL/Cyber Reimbursement***- Mr. Forlenza stated that all SIP, OSB, Wellness and EPL/Cyber funds are available for use at this time. He noted that the official letter stating all the amounts will be emailed to members next week. He also stated that the Safety Incentive Program letter will be going out in March once the Safety Director tallies the rewards earned in the 2020 program. He asked members to please review the program requirements and contact Jordan, Tracy or the Safety Director prior to purchases if unsure if it is an approved purchase. He stressed that all members should claim their reimbursements as they are spent and not wait until the end of the year.

***MEL Cyber Compliance Status Checklist*** - Mr. Forlenza stated that on pages 155-157 is the MEL Cyber Compliance status checklist for each member. He informed the members that it’s important to be in compliance at the time of the breach occurs. He noted that the MEL is updating these standards and will be releasing them this spring. He stated that it is likely to now be a 3 tier system and deadline for compliance will be around October 2021. He mentioned that if you are currently compliant, you will have time to come into compliance with the new standards (grandfathered with a set deadline).

***Statutory Bonds*** - Mr. Forlenza noted that there are statutory positions that require individual bonds so please review the checklist on pages 156-157 as it is the individual, not the position, which is bonded. With retirements at year end, please make certain you have the correct member listed. Any changes must have a completed application, which can be found on the MEL website, and submitted to the MEL Underwriting Office for approval. Please contact Ed Cooney with questions.

***2021 MEL Bulletins*** – Mr. Forlenza stated that MEL Bulletin 2021-01 is attached for your review on pages 165-166. He noted that this bulletin outlines the coverages and items that need to be completed to ensure you have coverage for specific exposures or events. He reported that the MEL Bulletin numbering has changed this year in hopes of grouping relevant material together. Please contact your Risk Management Consultant with any questions.

***2022-2023 MEL EPL Risk Management Plan Update*** – Mr. Forlenza noted the revised Model Employment Practice Policies and Employee Handbook were placed on the NJ MEL’s website (NJMEL.org) in July. Adopting the revised policies and handbook are one of steps required by all members to become/remain in compliance with the MEL EPL Risk Management Plan. He stated the date for completing the necessary steps for compliance with the MEL EPL Risk Management Plan will likely be extended from June 1, 2021 to November 1, 2021.



***Police Command Staff Training*** – Mr. Forlenza stated that a component of the above mentioned program, is Police Command Staff training. He has been speaking with Chief Hummel, Safety Director, regarding the format. Details will be sent out in the near future regarding this training.

***Managerial & Supervisors Training*** – Mr. Forlenza noted another aspect of the MEL EPL Risk Management Plan is Managers and Supervisors training. The Employment Practice piece of the training will now be held via webinar with Armando Riccio. He noted that members were emailed dates in April/May with AM and PM sessions and a formal invite will be sent in March. Registration will be done via the MSI network which tracks attendance and participation. Registration will be limited to 100 attendees in each session to control participation. There will also be mechanism built into presentation to guarantee participation.

***Non-Supervisory EPL Employee Training - Building a Safe Workspace: Anti-Harassment and Discrimination*** is now available on the MEL website through the MSI. He noted that his office sent notification with instructions to access that video through the MSI. He commented that this course must be offered to employees as a requirement of the program, but the employees are not required to complete it. He noted that the process of offering them the program must be documented. He stated the date for completing the necessary steps for compliance with the MEL EPL Risk Management Plan has been extended from June 1, 2021 to November 1, 2021.

***2020-2021 Elected Officials Training*** - Mr. Forlenza reported that Elected Official training is available only online this year through the MSI. He noted that you can register directly through the MSI and follow the steps in the email he sent out on November 23, 2020 to access the training and on pages 174-179 of the agenda packet. Elected Officials who take the training will be eligible for the \$250 credit which is limited to 5% of the member's 2021 MEL assessment for the total credit. Mr. Forlenza reported that currently there has been less than 15 Elected Officials who took this training and asked the members to remind them. He stated that a reminder email will be sent from his office within the next two weeks. The deadline is May 1, 2021.

***2020 Payroll Audit Process*** – Mr. Forlenza stated that the payroll audits are being handled again by Bowman & Company. Emails were sent in early February outlining the information needed to complete the audits. He noted that all materials should be submitted to the auditor by March 11, 2021. If you have any questions, please contact Tracy Forlenza.

***2021 Property Appraisals*** - Mr. Forlenza noted that an email was sent to out in early February asking the members and risk managers to review the information in Origami Exposure system no later than March 23, 2021. Members receiving a physical appraisal this year will be contacted by AssetWORKS directly noting that they are following State guidelines for COVID restrictions and social distancing.

***Police Accreditation*** - Mr. Forlenza noted that on or about February 14, 2021, all fund commissioners and RMCs were sent an email with the Police Accreditation program fees. He asked that you review the program and forward this to all police chiefs. Please direct any questions to Denise Plavchak in his office.

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

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

Mr. Hirsch noted that he will update members of the MEL/RCF March meeting at the Executive Committee meeting in April. He also reiterated the importance of the MEL items that Mr. Forlenza outlined.

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

Mr. Garish stated that the Safety Director's Report is on pages 183-185. He stated that the report is self-explanatory.

He stated that 26/41 members have police agencies; 19/26 are using the Police One platform; 17/19 are actively taking Police One courses with approximately 4,327 courses completed as of February 17, 2021.

He noted that anyone who would like to know where they stand with Police One training to please contact him. He thanked Megan Matro from the Executive Director's office for providing this information.

Mr. Garish noted that there are four (4) different platforms for training now. He stated that they are: MSI training (which includes the MEL media library video rentals); the MSI NOW (streaming videos added this year due to COVID); the traditional videos for streaming on MSI; and webinar trainings with live instructors for CEUs (this can be accessed from MSI). He noted the virtual MSI training directory is in the handout. He reminded members that to offer CEUs, the attendee **MUST** be present for the entire session; noting you cannot come late or leave early as no credits will be awarded. He noted polls and questions are issued during the class to ensure participation. Please reach out with any questions or problems using the MSI on the MSI hotline.

Mr. Garish reminded members that March 5, 2021 will be the annual Safety Coordinators Roundtable as a zoom webinar.

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

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

#### **Reports**

Mr. Hansen presented the Treasurer's Report for the period ending **January 31, 2021**. The report was made part of the agenda packet beginning on page 186. Mr. Hansen noted the following information:

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

<b>Interest Income:</b>	<b>January</b>
Interest Received from Account Balances	\$10,492.25
Coupon Interest Payment	\$0
Amortization and/or interest cost	\$26,328.12
Unrealized Gain or Loss	<\$60,140.82>
Management Fee	<\$3,911.54>
Misc.	\$.04
<b>Net Gain/Loss in Interest</b>	<b>&lt;\$27,231.95&gt;</b>

<b>Interest Accrual:</b>	<b>January</b>
Beginning Interest Accrual	\$124,614.63
Change in Accrued Interest	\$39,320.35
<b>Ending Interest Accrual</b>	<b>\$163,934.98</b>

<b>Unrealized Gain/Loss:</b>	<b>January</b>
Current Month	\$672,375.93

Prior Month	\$732,516.75
Change in unrealized gain/loss	<\$60,140.82>

<b>Investment Balance:</b>	<b>January</b>
Beginning of Month	\$28,642,355.73
End of Month	\$28,608,543.03
Overall rate of return this month	-.617 %

<b>Portfolio</b>	<b>Total</b>	<b>Percentage</b>
US Treasury Bonds & Notes	\$26,608,543.03	93.01%
Cash or equivalent	\$2,000,000.00	6.99%

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

	<b>January</b>
Subrogation Receipts	\$8,096.00
Adjustment Receipts	\$1.00
Assessments	\$398,527.00

Claim activity for the month for claims paid by the Fund and claims payable by the Fund at the end of **January** are in the amount of \$1,273,900.84 with a total of 377 checks issued totaling 1,502 claims payments. The claims detail is as follows:

	<b>January</b>
Direct Loss Payments	\$1,273,900.84
Adjustments- receipts	<\$1,944.20>
Less Recoveries	<\$8,086.00>
<b>Net Total</b>	<b>\$1,263,870.64</b>

***Cash Activity for the Period – January***

During the reporting month, the Fund's "Cash Position" changed from an opening balance of \$53,526,062.67 to a closing balance of \$52,383,995.41 showing a decrease in the Fund of \$1,142,067.26.

***2021 First Installment Assessments***

Mr. Hansen noted that there are still some outstanding assessment payments. He will reach out to these members.

***A.E.L.C.F. PARTICIPANT BALANCES***

<b>Member</b>	<b>1/31/2021 Unaudited(includes interest allocation)</b>
Buena Vista	16,238.31
Egg Harbor City	42,087.09
Hamilton Township	85,134.21
Hammonton Town	102,735.41
Middle Township	173,324.81
Mullica Township	27,749.85
Northfield	110,345.35
Pleasantville City	505.30
Port Republic	2,816.03
Upper Deerfield Township	73,633.65
Waterford Township	27,991.10
Upper Township	117,280.99
Stone Harbor	9,416.34
<b>Total</b>	<b>\$789,258.44</b>

*\*Note: The AELCF balances have been updated since the February meeting to reflect the 2020 dividend transfer to former members.*

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

***Payment Register***

Chair Seib entertained a motion to approve the ***January 2021 Payment Register*** (Claims Activity).

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

Motion by Ms. Woods, seconded by Mr. Riggins to approve the ***January 2021 Payment Register*** (Claims Activity) as submitted by Mr. Hansen.

<b>ROLL CALL</b>	<b>Yeas:</b>	Regina Burke, <b>Millville</b> Ron Simone, <b>North Wildwood</b> Mary Canesi, <b>Northfield</b> Liz Woods, <b>Ocean City</b> Chief Riggin, <b>Pleasantville</b> Kellie Seib, <i>Chair</i> , <b>Sea Isle City</b> Jim Craft, <i>Sec</i> , <b>Stone Harbor</b>
	<b>Nays:</b>	None
	<b>Abstained:</b>	None

Motion carried by unanimous vote.

***Bill List – February***

For the Executive Committee's consideration, Mr. Hansen presented the ***February 2021 Bill List*** in the amount of **\$2,226,405.96**.

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

Chair Seib entertained a motion for approval of the ***February 2021 Bill List***.

Motion by Ms. Woods, seconded by Ms. Burke, to approve the ***February 2021 Bill List*** as presented.

<b>ROLL CALL</b>	<b>Yeas:</b>	Regina Burke, <b>Millville</b> Ron Simone, <b>North Wildwood</b> Mary Canesi, <b>Northfield</b> Liz Woods, <b>Ocean City</b> Chief Riggin, <b>Pleasantville</b> Kellie Seib, <i>Chair</i> , <b>Sea Isle City</b> Jim Craft, <i>Sec</i> , <b>Stone Harbor</b>
	<b>Nays:</b>	None
	<b>Abstained:</b>	None

Motion carried by unanimous vote.

***RMC Bill List – February***

For the Executive Committee's consideration, Mr. Hansen presented the ***February 2021 RMC Bill List*** in the amount of **\$129,975.00**.

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

Chair Seib entertained a motion for approval of the ***February 2021 RMC Bill List***.

Motion by Ms. Woods, seconded by Ms. Burke, to approve the ***February 2021 RMC Bill List*** as presented.

<b>ROLL CALL</b>	<b>Yeas:</b>	Regina Burke, <b>Millville</b> Ron Simone, <b>North Wildwood</b> Mary Canesi, <b>Northfield</b> Liz Woods, <b>Ocean City</b> Chief Riggin, <b>Pleasantville</b> Kellie Seib, <i>Chair</i> , <b>Sea Isle City</b> Jim Craft, <i>Sec</i> , <b>Stone Harbor</b>
	<b>Nays:</b>	None

*Abstained:* None

Motion carried by unanimous vote.

**MISCELLANEOUS BUSINESS**

**Resolution 2021-21 Release of Buena Vista's AELCF**

Chair Seib entertained a motion to approve Resolution 2021-21 Authorizing the release of \$16,068 of the Township of Buena Vista's share of the Aggregate Excess Loss Contingency Fund.

Motion by Ms. Burke, seconded by Ms. Woods, to approve resolution 2021-21 Authorizing the release of \$16,068 of the Township of Buena Vista's share of the Aggregate Excess Loss Contingency Fund as presented.

**ROLL CALL**

*Yeas:*

Regina Burke, **Millville**  
Ron Simone, **North Wildwood**  
Mary Canesi, **Northfield**  
Liz Woods, **Ocean City**  
Chief Riffin, **Pleasantville**  
Kellie Seib, *Chair*, **Sea Isle City**  
Jim Craft, *Sec*, **Stone Harbor**

*Nays:*

None

*Abstained:*

None

Motion carried by unanimous vote.

**Next Meeting**

Chair Seib reminded the members that the next meeting will be held on **Wednesday March 17, 2021 at 3:00 PM** via ZOOM conference call with no in person.

**PUBLIC COMMENT**

**Open Public Comment**

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

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

**Close Public Comment**

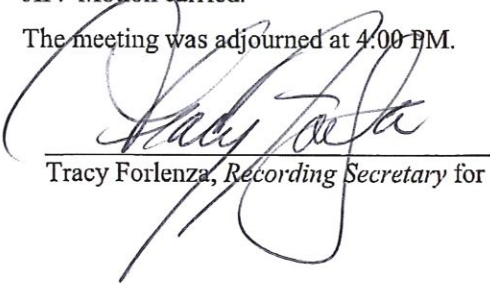
Chair Seib entertained a motion to close the public comment.

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

**MOTION TO ADJOURN**

Motion by Ms. Burke, seconded by Ms. Riffin, to adjourn the February 17, 2021 meeting of the ACM JIF. Motion carried.

The meeting was adjourned at 4:00 PM.

  
\_\_\_\_\_  
Tracy Forlenza, *Recording Secretary* for

  
\_\_\_\_\_  
James Craft, *Secretary*