

**BURLINGTON COUNTY INSURANCE POOL JOINT INSURANCE FUND**  
**(BCIP JIF)**

**Resolution No. 2025-01**

**Appointing Professional Staff**

**Whereas**, the Burlington County Insurance Pool Joint Insurance Fund is duly constituted pursuant to N.J.S.A. 18A:18B-1, et seq., as a Self Insurance Fund; and

**Whereas**, the participating Boards of Education have made their respective designations of Trustees who will collectively serve as the governing body of the Burlington County Insurance Pool Joint Insurance Fund; and

**Whereas**, the Trustees of the Burlington County Insurance Pool Joint Insurance Fund find that it is necessary and appropriate to obtain certain professional and other extraordinary and unspecifiable services and, therefore, to make certain appointments and to authorize certain contracts for professional and other extraordinary and unspecifiable services so that the work of the Burlington County Insurance Pool Joint Insurance Fund may proceed, and

**Now, THEREFORE, BE IT RESOLVED**, by the Trustees of the Burlington County Insurance Pool Joint Insurance Fund, assembled in a public session on May 14, 2025 that:

1. Arthur J. Gallagher Risk Management Services, Inc. is hereby appointed as Administrator/Executive Director for the Burlington County Insurance Pool Joint Insurance Fund with Bradford W. Hoffman appointed as Executive Director. Craig Wilkie and Scott Tennant are appointed as Deputy Executive Directors. All appointments are for a term commencing on July 1, 2025 and continuing until June 30, 2026, and until a successor is appointed.
2. Patrick J. Madden, Esquire, an Attorney at Law of the State of New Jersey, is hereby appointed as the Attorney (Solicitor) for the Burlington County Insurance Pool Joint Insurance Fund for a term commencing on July 1, 2025, and continuing until June 30, 2026, and until a successor is appointed.
3. Jodi Lennon is hereby appointed as Treasurer of the Burlington County Insurance Pool Joint Insurance Fund for a term commencing on July 1, 2025, and continuing until June 30, 2026, and until a successor is appointed.
4. The Actuarial Advantage, Inc., with Kyle Mrotek as its designated representative, is hereby appointed as Actuary for the Burlington County Insurance Pool Joint Insurance Fund for a term commencing on July 1, 2025, and continuing until June 30, 2026, and until a successor is appointed.
5. Qual-Lynx with Alice Lihou, President and CEO and Chris Roselli, Account Manager as designated representatives, is hereby appointed as Claims Administrator for the Burlington County Insurance Pool Joint Insurance Fund for a term commencing on July 1, 2025, and continuing until June 30, 2026, and until a successor is appointed.
6. John W. Geitz, trading as Risk Assessment Services, is hereby appointed as Safety Coordinator for the Burlington County Insurance Pool Joint Insurance Fund for a term commencing on July 1, 2025, and continuing until June 30, 2026, and until a successor is appointed.
7. Risk Assessment Services, with John W. Geitz, President is hereby appointed as Right to Know Coordinator for the Burlington County Insurance Pool Joint Insurance Fund for a term commencing on July 1, 2025 and continuing until June 30, 2026, and until a successor(s) is/are appointed.
8. Bowman and Company LLP, with Dennis Skalkowski, CPA, as its designated representative, is hereby appointed as Auditor for the Burlington County Insurance Pool Joint Insurance Fund for a term commencing on July 1, 2025 and continuing until June 30, 2026, and until a successor is appointed.

9. Michael Colling is hereby appointed as Recording Secretary of the Burlington County Insurance Pool Joint Insurance Fund for a term commencing on July 1, 2025, and continuing until June 30, 2026, and until a successor is appointed.
10. Qual-Lynx, with Christine Gallagher, Client Services Manager as designated representative, is hereby appointed as the Managed Care and Network Provider for a term Commencing on July 1, 2025 and continuing until June 30, 2026.

**BE IT FURTHER RESOLVED** that the Trustees of the Burlington County Insurance Pool Joint Insurance Fund find and determine that the appointments herein specified require either professional services for which the individuals designated are licensed to practice a profession or for extraordinary and unspecifiable services that cannot be adequately described in specifications that would make solicitation of bids for those services meaningful or advisable, or are not subject to public bidding as falling within the category of insurance services, and

**Be It Further Resolved**, that the compensation for the services shall be in accordance with the amounts budgeted for the specific services and subject to contracts hereby authorized and approved by the Trustees of the Burlington County Insurance Pool Joint Insurance Fund, and

**Be It Further Resolved**, that the President and Secretary of the Burlington County Insurance Pool Joint Insurance Fund are hereby authorized to execute Agreements with the individuals, partnerships and corporations hereby appointed for the performance of the professional or of extraordinary and unspecifiable services providing for compensation within the amounts budgeted for those services, as follows:

1. Arthur J. Gallagher Risk Management Services, Inc. as Administrator/Executive Director for the Burlington County Insurance Pool Joint Insurance Fund for a term commencing on July 1, 2025 and continuing until June 30, 2026, in the amount of \$1,251,420.00 as set forth specifically in the Agreement.
2. Patrick J. Madden, Esquire, an Attorney at Law of the State of New Jersey, is hereby appointed as the Attorney (Solicitor) for the Burlington County Insurance Pool Joint Insurance Fund for a term commencing on July 1, 2025 and continuing until June 30, 2026, in an amount not to exceed \$106,056.00 as set forth specifically in the Agreement.
3. Jodi Lennon. is hereby appointed as Treasurer of the Burlington County Insurance Pool Joint Insurance Fund for a term commencing on July 1, 2025, and continuing until June 30, 2026, in the amount of \$14,500.00 as set forth specifically in the Agreement.
4. The Actuarial Advantage, Inc., with Kyle Mrotek, as its designated representative, is hereby appointed as Actuary for the Burlington County Insurance Pool Joint Insurance Fund for a term commencing on July 1, 2025, and continuing until June 30, 2026, in an amount not to exceed \$33,516.00 as set forth specifically in the Agreement.
5. Qual-Lynx with Alice Lihou, President & CEO and Chris Roselli, Account Manager as designated representatives, are hereby appointed as Claims Administrator for the Burlington County Insurance Pool Joint Insurance Fund for a term commencing on July 1, 2025, and continuing until June 30, 2026, for a minimum amount of \$405,202.00 and a maximum amount not to exceed \$464,542.00 as set forth specifically in the Agreement.
6. John W. Geitz, trading as Risk Assessment Services, is hereby appointed as Safety Coordinator for the Burlington County Insurance Pool Joint Insurance Fund for a term commencing on July 1, 2025 and continuing until June 30, 2026, in the amount of \$96,816.00 for core services, training fees per schedule and \$500.00 per new member survey, as set forth specifically in the Agreement.

7. Risk Assessment Services, with John W. Geitz, President is hereby appointed as Right to Know Coordinator for the Burlington County Insurance Pool Joint Insurance Fund for a term commencing on July 1, 2025 and continuing until June 30, 2026, in an amount not to exceed \$21,700.00 as set forth specifically in the Agreement.
8. Bowman & Company, with Dennis Skalkowski, CPA, as its designated representative, is hereby appointed as Auditor for the Burlington County Insurance Pool Joint Insurance Fund for a term commencing on July 1, 2025, and continuing until June 30, 2026, in an amount not to exceed \$28,057.00 as set forth specifically in the Agreement.
9. Michael Colling is hereby appointed as Recording Secretary of the Burlington County Insurance Pool Joint Insurance Fund for a term commencing on July 1, 2025, and continuing until June 30, 2026, in the amount of \$1,200.00 as set forth specifically in the Agreement.
10. Qual-Lynx, with Christine Gallagher, Client Services Manager as designated representative, is hereby appointed as the Managed Care and Network Provider for a term commencing on July 1, 2025 and continuing until June 30, 2026 in the amount of \$645.00 per workers compensation file paid from the loss fund.

and **Be It Further Resolved**, that all of the Agreements set forth above are subject to approval by the Trustees of the Burlington County Insurance Pool Joint Insurance Fund, and

**Be It Further Resolved**, that copies of this Resolution shall be provided to the Treasurer of the Burlington County Insurance Pool Joint Insurance Fund and those so appointed for their information and attention.

The foregoing resolution was duly adopted by the Board of Trustees of the Burlington County Insurance Pool Joint Insurance Fund at a public meeting held on May 14, 2025.

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Secretary