

# Burlington County Insurance Pool

## Joint Insurance Fund

**Voorhees Administration Building**  
**329 Route 73**  
**Voorhees, New Jersey 08043**

**Wednesday, January 8, 2025 - 1:30 PM**

### **MINUTES**

#### **I. Call to Order of the Open Session**

A meeting of the Burlington County Insurance Pool Joint Insurance Fund (BCIP JIF) was held at the Voorhees Township BOE – Administrative Offices, 329 Route 73, Voorhees, New Jersey, on Wednesday January 8, 2025 beginning at 2:04 p.m.; Ms. Gauld, President, presiding.

#### **II. Statement of Compliance with Open Public Meetings Act**

- A. Notice of this meeting was given by sending sufficient notice herewith to the *Burlington County Times*.
- B. Filing advance written notice of this meeting with each member district; and
- C. By emailing advance written notice to the clerk of each municipality located within the boundaries of all Burlington County Insurance Pool Joint Insurance Fund members.

#### **III. Roll Call**

##### **A. 2024-25 Trustees answering roll call were:**

Jennifer Gauld, Haddon Township BOE, President  
Robert J. Wachter, Jr., Mt. Laurel Township BOE (SPELL Trustee)  
Beth Ann Coleman, Collingswood PS/Oaklyn PSD (SPELL Alternate)  
Dennis Nettleton, Ewing Township Public Schools

##### **2024-25 Trustees absent were:**

Amy Lerner, Avon/North Hanover Township School District, Vice President  
Laura Archer, Shamong Township School District/Woodland Twp BOE, Secretary  
Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee/Vice Chair)  
Greg Gontowski, Magnolia PS/Merchantville BOE/Woodlynne BOE  
Kathleen Huder, Lindenwold BOE (SPELL Alternate)

##### **2024-25 Alternate Trustees answering roll call were:**

Bernard Biesiada, Millstone BOE/New Hanover

##### **2024-25 Alternate Trustees absent were:**

James Heiser, Moorestown Township Public School District

##### **2024-25 Delegates answering roll call were:**

Deborah Roncace, Audubon PS  
Chifonda Henry, Bordentown RSD  
Dr. Ashlee Caldwell, Eastampton Township BOE  
Kenneth Verrill, Eastern Camden County RSD  
Jonathan Yates, Evesham Township School District, left at 3:02 pm  
Sarah Bell, Gloucester City BOE

Mark Stratton, Haddon Heights BOE  
Michael Catalano Haddonfield BOE  
Dan Baginski, Jackson Township BOE  
Robert Kraft, Lumberton Township BOE  
Nikolas Vrettos, Medford Lakes School District  
Debbie Donnelly, Mercer County SSSD/Area Vocational Technical Schools  
Christopher Eberly, Mount Ephraim BOE  
Mary Conroy, Southampton Township BOE  
Lisa Vrettos, Springfield Township BOE  
James McCullough, Sterling High School District  
Helen Haley, Voorhees Township BOE  
Karen Greer, Westampton Township Public Schools

**2024-25 Delegates absent were:**

Ray Bonnette, Burlington City BOE  
Scott Hogan, Chesterfield BOE  
Bruno Berenato, Clementon BOE  
Arlene Biesiada, Interim, Delanco Township BOE  
Paul Todd, East Windsor RSD  
Bill Thompson, Laurel Springs BOE  
Kara L. Huber, Lenape Regional HSD  
Robert O'Brien, Riverside Township BOE  
Patricia Palmieri, Tabernacle Township School District

**2024-25 District Personnel answering roll call were:**

Brandi DeCaro, Evesham Township School District  
Nicole Tangarone, Lenape Regional HSD  
Shannon Wright, Mercer County SSD/Area Vocational Technical Schools  
Jaime Williams, Northern Burlington County RSD  
MaryJane Bonfiglio, Tabernacle Township School District

**B. Fund Professionals answering roll call were:**

Craig H. Wilkie, Deputy Executive Director – RPA, a division of Gallagher  
Scott C. Tennant, Deputy Executive Director – RPA, a division of Gallagher  
Bradford Hoffman, Executive Director – RPA, a division of Gallagher  
Annette Reap, Sr. Account Manager - RPA, a division of Gallagher  
Kim Hill, Account Manager – RPA, a division of Gallagher  
Patrick J. Madden, Esquire – Fund Solicitor  
Chris Roselli, Claims Administrator – Qual-Lynx  
Christine Gallagher, Client Service Manager – Qual-Lynx  
John W. Geitz, Safety Coordinator – Risk Assessment Services LLC  
Rick Hillman, Virtual Safety Director – Ironwood Consulting LLC  
Jodi Lennon, Treasurer  
Michael Colling, Recording Secretary

**C. Risk Management Consultants answering roll call were:**

Arthur J. Gallagher – East Windsor/Millstone

Barclay Group – Bordentown/Chesterfield/ Gloucester City/Laurel Springs/North Hanover  
Hardenbergh Insurance Group – Audubon/Collingswood/Eastern Camden County/Haddon Township/Haddon Heights/Lindenwold/Magnolia/Oaklyn/Sterling

IV. **MOTION REQUESTED** – To open the voting to all Delegates present.

Motion by Mr. Wachter, seconded by Ms. Coleman, to open to all Trustees of the BCIP JIF that the business of the Fund at this meeting be conducted directly by the Delegates present with all matters to be decided upon by a combined majority vote of all Delegates and Trustees present and voting. Motion carried by unanimous vote.

V. **MOTION REQUESTED** - **Resolution 2024-20** to approve Payment Authorization Request(s) as presented in Closed Session.

Motion by Mr. Biesiada, seconded by Mr. Wachter, to approve Payment Authorization Requests as presented in Closed Session. Motion carried by unanimous vote.

VI. Approval of Minutes – **ADOPTION**

Motion by Mr. Verrill, seconded by Mr. Biesiada, to approve the minutes of the November 13, 2024 meeting as presented. Motion carried by unanimous vote.

VII. Professional Reports

A. Solicitor

Mr. Madden gave a verbal report that the Library Law mentioned in prior meetings had been signed into law by the governor.

B. Claims Administrator

Mr. Roselli reviewed staffing updates, reviewed the Adjuster Pending Report – December 2024, the Subrogation Reports – December 2024, and the Lessons Learned from Losses-Timely Reporting.

C. Managed Care Provider

Ms. Gallagher reviewed the Managed Care Summary – December 2024, the Managed Care Summary – New Report, the Average Days to Report - December 2024, the Transitional Duty Days – December 2024, the Managed Care Quick Notes.

D. Student Accident Program

No Report

E. Executive Director/Underwriting & Finance Director Report

1. **EXECUTIVE DIRECTOR**

a. **2025-26 Membership Renewals**

Mr. Wilkie noted that there are five (5) districts are up for membership renewal on July 1, 2025. **They are Clementon BOE, Evesham Township SD, Haddon Heights BOE, Mount Ephraim PS and Mount Laurel Township BOE**

Districts renew their membership in the JIF by executing a Renewal Resolution through their local Board of Education. Renewing members have been contacted by the Fund Administrator and provided with supporting documentation to facilitate the renewal process.

Mr. Wilkie noted that renewal Resolutions have been received from all renewing districts! Thank you!

b. **2025 PRIMA Conference**

Mr. Wilkie noted that the next PRIMA Conference is scheduled to be held from Sunday, June 1 through Wednesday, June 4, 2025 in Seattle WA. Please notify the Executive Director's office in writing or via email to Annette Reap at [Annette\\_Reap@RPAdmin.com](mailto:Annette_Reap@RPAdmin.com) if you are interested in attending no later than January 31, 2025. Information on the Conference will be provided via email when it becomes available. These dates conflict with the NJASBO Workshop scheduled from June 4-6, 2025.

c. **2025 Annual Spring Dinner Meeting – MOTION REQUESTED – ITEM TABLED**

Mr. Wilkie asked that this item be removed from the agenda for approval as it was already completed in November. Discussion on holding the annual spring dinner meeting during the NJASBO Spring Conference on Tuesday, June 3, 2025. A copy of the post-dinner survey is attached for your reference.

d. **2025 SPELL Joint Retreat – MOTION REQUESTED**

Mr. Wilkie noted that the SPELL has approved the funding of the Joint retreat for 2025 and are asking each individual member group to approve participation. Mr. Wilkie lead a discussion and approval of holding the annual SPELL Joint Retreat in September 2025. Suggested dates are Wednesday, September 24 through Friday, September 26, 2025. Motion by Mr. Verrill, seconded by Ms. Coleman, to approve the BCIP participation in the 2025 Joint Retreat. Motion carried by unanimous vote.

e. **2025 State of the JIF Dinner - MOTION REQUESTED**

Mr. Wilkie noted that the annual dinner was held on **Wednesday, December 4, 2024 at The Mansion in Voorhees**. Mr. Wilkie sought approval on date and location and approval is requested for 2025. Suggested date is Wednesday, December 3, 2025. Motion by Ms. Coleman, seconded by Mr. Wachter. Motion carried by unanimous vote.

f. **Items Updated on SPELLJIF.COM**

Mr. Wilkie noted that you can access all the current directories, lists, meeting information and claims information. Visit the website often for the most up-to-date information.

Please notify the Executive Director's office if you would like to change or add a user for the website, by contacting [Megan\\_Maturo@rpadmin.com](mailto:Megan_Maturo@rpadmin.com).

g. **Key Dates**

- SPELL Meeting – Thursday, 2/13/2025-10:00 am @ RPA Offices
- Safety Committee Meetings will be scheduled in February
- Next BCIP Meeting – Wednesday, 3/12/2025 – 1:15 pm @ Voorhees Admin Offices

## **2. UNDERWRITING AND FINANCE DIRECTOR**

### **a. District/Fund Incurred Losses Report**

Mr. Hoffman gave an update on Fund Year 2024-2025 as of December 31, 2024. He noted how the BCIP is doing compared to the other member groups.

### **b. 2025-2026 Exposure Renewal and Budget Process**

Mr. Hoffman noted that the new SPELL JIF exposure renewal portal that will replace the Risk Partner data management system utilized the last three (3) years will be opened to users January 15, 2025. The new SPELL JIF portal will continue to streamline the renewal data collection process and provide members with additional data management and communication tools that we will introduce in detail. By January 15, 2025, each member will receive an email with instructions on how to log into the system and update all information online. We still ask that you forward a copy of your June 30, 2024 Audit as well as a copy of your 2025-2026 ASSA Report via email to [kim\\_hill@RAdmin.com](mailto:kim_hill@RAdmin.com).

Each member will still have to complete separate applications for Cyber and Environmental coverage as the carriers request their own applications. Once these applications are approved for release by the applicable carrier, we will email to all with instructions and due date.

### **d. Financial Award Winners**

Mr. Hoffman noted that the Financial Awards have been paid on the January 2025 bill list for all districts that have qualified for a financial award for the 2023-2024 fund year.

### **c. Safety Incentive Program Winners – Reimbursement Procedure**

Mr. Hoffman noted that a memo will be going out by the end of January regarding the Safety Incentive Program Winner Reimbursement Procedure for those Districts that have qualified for an award in the 2023-2024 program. Reimbursement requests are due by May 31, 2025. Once you have identified eligible purchases from this year's budget which total your monetary reward, forward a signed voucher, and a list of the item(s) purchased with evidence of the purchase (i.e. purchase order, vouchers, invoices, etc.) to Kim Hill, Account Manager at the JIF address, P.O. Box 449, Marlton, NJ 08053 or via email at [Kim.Hill@radmin.com](mailto:Kim.Hill@radmin.com).

### **e. Certificates of Insurance Report 11/1/2024 thru 12/31/2024**

Mr. Hoffman noted that the attached report includes the Certificates of Insurance issued on behalf of your JIF by the Underwriting Manager. Please note that the only valid and legally enforceable Certificates of Insurance for your JIF are those issued by the Underwriting Manager. The sole exception to this is a certificate for Student Accident Insurance, which is strictly issued by the Hardenbergh Insurance Group, in its capacity as the Student Accident Program Manager.

### **f. Resolution 2024-21 – SPELL JIF Membership Renewal – MOTION REQUESTED**

Mr. Hoffman noted that a motion is needed to renew the BCIP's membership in the SPELL JIF. He noted that just as Districts have to renew their membership every three years in the BCIP, the BCIP must renew its membership in the SPELL every three years. Motion by Mr. Verrill, seconded by Mr. Biesiada, to approve

Resolution 2024-21 to renew BCIP's membership in the SPELL effective July 1, 2025 through June 30, 2028. Motion passed by unanimous vote.

F. Safety Coordinator/Right to Know Coordinator

Mr. Geitz reviewed the November/December Activities and January/February Agenda, the SIP Program Status-January 2025 and the Safety Notice – Cold Weather Safety.

G. Virtual Safety Director

Mr. Hillman reviewed the January Report

H. Treasurer - **MOTION REQUESTED**

Motion by Mr. Wachter, seconded by Ms. Henry, to approve the December Approval Memo and Bill List, the January Bill List and the Treasurer's Reports (November 2024). Motion carried by unanimous vote.

I. Committee Meetings - NONE

VIII. **MOTION REQUESTED - Resolution 2024-22**

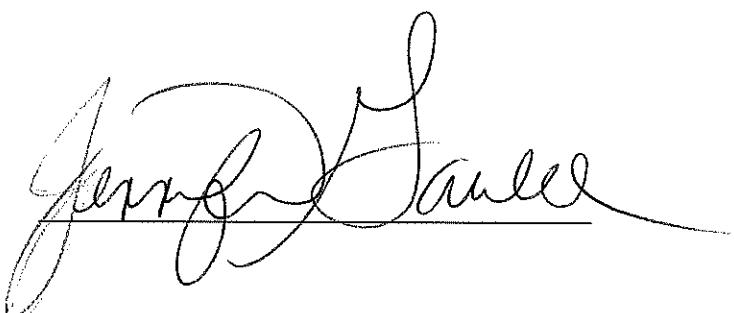
Motion by Mr. Wachter, seconded by Mr. Eberly, to meet in Closed Session on March 12, 2025 at 1:15 pm at the Voorhees Administration Offices. Motion carried by unanimous vote.

IX. Miscellaneous Business and Public Comment

Mr. Wachter thanked the staff of RPA for all their hard work that was done for the State of the Fund dinner. He noted that many Board members have no idea what the Business Administrators do and the positive things that they do. Mr. Wachter thanked them for doing the presentations. And putting the entire night together.

X. **MOTION REQUESTED – To Adjourn**

Motion by Ms. Coleman, seconded by Mr. Eberly, to adjourn the meeting at 2:25 p.m.. Motion carried by unanimous vote.

A handwritten signature in black ink, appearing to read "Jerry B. Stander". The signature is fluid and cursive, with a horizontal line underneath it.