

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

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

**TO:** JIF Trustees  
JIF Delegates  
Fund Professionals  
Risk Management Consultants

**FROM:** Craig H. Wilkie, Deputy Executive Director  
Scott C. Tennant, Deputy Executive Director  
Brad Hoffman, Executive Director

**MEETING DATE:** January 14, 2026

**SUBJECT:** AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held on **Wednesday, January 14, 2026** at the Voorhees Administration Building with Open Session beginning at **1:30 p.m.**



If you have any questions, please do not hesitate to contact our office at (856) 446-9139 or via email to [Annette\\_Reap@rpadmin.com](mailto:Annette_Reap@rpadmin.com).

# Burlington County Insurance Pool

## Joint Insurance Fund

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

**Wednesday, January 14, 2026 - 1:30 PM**

### **AGENDA**

- I. Call to Order of the Open Session
- 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. **2025-2026 Trustees**
    - Jennifer Gauld, Haddon Township BOE, **President**
    - Amy Lerner, Avon/North Hanover Township School District, **Vice President**
    - James Heiser, Moorestown Township PSD/Delanco Township BOE, **Secretary**
    - Robert J. Wachter, Jr., Mt. Laurel Township BOE (SPELL Trustee)
    - Kathleen Huder, Lindenwold BOE (SPELL Alternate)
    - Beth Ann Coleman, Collingswood PS/Oaklyn PSD (SPELL Trustee)
    - Helen Haley, Voorhees Township BOE
    - Bernard Biesiada, Millstone BOE/New Hanover
    - Dennis Nettleton, Ewing Township Public Schools (SPELL Alternate)

#### **2025-2026 Alternate Trustees**

- Karen Greer, Westampton Township Public Schools
- Greg Gontowski, Magnolia PS/Woodlynne BOE

#### **2025-2026 Delegates (New district representatives shown in bold)**

- Deborah Roncace, Audubon PS
- Chifonda Henry, Bordentown RSD
- Ray Bonnette, Burlington City BOE
- Scott Hogan, Chesterfield BOE
- Bruno Berenato, Clementon BOE
- Paul Todd, East Windsor RSD
- Joseph A. Firetto, Eastampton Township BOE
- Kenneth Verrill, Eastern Camden County RSD
- Jonathan Yates, Evesham Township School District
- Sarah Bell, Gloucester City BOE
- Donna Phillips, Haddon Heights BOE
- Michael Catalano Haddonfield BOE
- Dan Baginski, Jackson Township BOE

- Kara L. Huber, Lenape Regional HSD
- Robert Kraft, Lumberton Township BOE
- Lynn Shugars, Interim, Medford Lakes School District
- Anisah Coppin, Mercer County Area Vocational Technical Schools
- Udaya Batchu, Mercer County SSSD
- Mark Stratton, Interim, Merchantville BOE
- Dimitrios Martelli-Gusis, Mount Ephraim BOE
- Jamie Williams, Northern Burlington County RSD
- Robert O'Brien, Riverside Township BOE
- John Scavelli, Shamong Township School District
- Mary Conroy, Southampton Township BOE
- Lisa Vrettos, Springfield Township BOE
- James McCullough, Sterling High School District/Laurel Springs BOE
- Patricia Palmieri, Tabernacle Township School District
- Marie Goodwin, Woodland Twp BOE

**B. Fund Professionals**

- 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
- Amelio Breglia, Associate Program Director – RPA, a division of Gallagher
- Patrick J. Madden, Esquire – Fund Solicitor
- Danielle Colaianni, Student Accident Program - Hardenbergh
- 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
- Joe Biluck, Assistant Safety Coordinator – Risk Assessment Services LLC
- Jodi Lennon, Treasurer
- Michael Colling, Recording Secretary

**C. Risk Management Consultants**

- Arthur J. Gallagher – East Windsor/Millstone
- Barclay Group – Bordentown/Chesterfield/ Gloucester City/Laurel Springs/North Hanover
- Hardenbergh Insurance Group – Audubon/Collingswood/Haddon Township/Haddon Heights/Lindenwold/Magnolia/Oaklyn/Sterling

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

A request may be made by the 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.

**V. MOTION REQUESTED - Resolution 2025-21 to approve Payment Authorization Request(s) as presented in Closed Session.**

VI.	Approval of Minutes – <b><u>ADOPTION</u></b>	
A.	November 12, 2025 Minutes .....	Pages 6-11
VII.	Professional Reports	
A.	Solicitor .....	Pages 12-18
B.	Claims Administrator	
1.	Adjuster Pending Report – December 2025 .....	Pages 19-20
2.	Subrogation Recovery Reports – December 2025 .....	Pages 21-23
3.	Lessons Learned from Losses-Timely Reporting .....	Page 24
C.	Managed Care Provider	
1.	Managed Care Summary Reports – December 2025 .....	Pages 25-26
2.	Average Days to Report - December 2025 .....	Pages 27-28
3.	Transitional Duty Days – December 2025 .....	Page 29
4.	Managed Care Quick Notes.....	Page 30
D.	Student Accident Program	
1.	Status Report.....	No Report
E.	Executive Director/Underwriting & Finance Director Report.....	Pages 31-33
1.	EXECUTIVE DIRECTOR	
a.	2026-2027 Membership Renewals .....	Summary
b.	NJSIA Workers' Compensation Conference-SAVE THE DATE .....	Summary
c.	2026 PRIMA Conference.....	Summary
d.	2026 State of the JIF Dinner – December 2, 2026 .....	Pages 34-39
e.	Fund Professionals Survey .....	Summary
f.	SPELL JIF Model Incident Reporting Policy & Procedures.....	Pages 40-43
g.	Acronyms List.....	Pages 44-45
h.	PAR (Payment Authorization Request) Form Review.....	Page 46
i.	SPELLJIF.COM.....	Summary
j.	Key Dates .....	Summary
2.	UNDERWRITING AND FINANCE DIRECTOR	
a.	District/Fund Incurred Losses Report .....	Handout
b.	2026-2027 Exposure Renewal and Budget Process.....	Summary
c.	2024-2025 Financial/Claims Reporting Award Winners.....	Summary
d.	Safety Incentive Program Winner-Reimbursement Procedure.....	Summary
e.	Certificates of Insurance Report-11/01/25–12/31/25 .....	Pages 47-50
F.	Safety Coordinator/Right to Know Coordinator	
1.	December Activities and January/February Agenda .....	Pages 51-52
2.	SIP Program Status-January 2026.....	Pages 53-56
3.	Safety Spotlight-Bloodborne Pathogens .....	Pages 57-58
G.	SPELL Safety 360 Program Director	
1.	January Report.....	Pages 59-73

H. Treasurer - **MOTION REQUESTED**

1. December Approval Memo and Bill List ..... Pages 74-75
2. January Bill List ..... Page 76
3. Treasurer's Reports (October/November 2025) ..... Pages 77-90

I. Committee Meetings

1. None

VIII. **MOTION REQUESTED - Resolution 2025-22** to meet in Closed Session on March 11, 2026 at 1:15 pm at the Voorhees Administration Offices.

IX. Miscellaneous Business and Public Comment

X. **MOTION REQUESTED – To Adjourn**