

**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:** March 11, 2026

**SUBJECT:** AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held on **Wednesday, March 11, 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, March 11, 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 2025-23** to approve Payment Authorization Request(s) as presented in Closed Session.**

- VI. Approval of Minutes – **ADOPTION**
  - A. January 14, 2026 Minutes..... Pages 6-12
- VII. Budget Hearing – **MOTION REQUESTED**
  - A. Motion to open to the public
  - B. Motion to close to the public
  - C. 2026-2027 Preliminary Budget – **ADOPTION** ..... Page 13
- VIII. Appointment of a Nominating Committee by Fund President – Rob Wachter, Beth Ann Coleman and Dennis Nettleton
  - A. BCIP and SPELL Term Expirations..... Page 14
- IX. Professional Reports
  - A. Solicitor ..... Pages 15-50
  - B. Claims Administrator
    - 1. Adjuster Pendings Report – February 2026 .....Pages 51-52
    - 2. Subrogation Recovery Reports – February 2026 ..... Pages 53-55
    - 3. Lessons Learned from Losses- Workplace Safety..... Page 56
  - C. Managed Care Provider
    - 1. Managed Care Summary Reports – February 2026 ..... Pages 57-58
    - 2. Average Days to Report - February 2026 ..... Pages 59-60
    - 3. Transitional Duty Days – February 2026 ..... Page 61
    - 4. Managed Care Quick Notes ..... Page 62
  - D. Student Accident Program
    - 1. Status Report..... No Report
  - E. Executive Director/Underwriting & Finance Director Report..... Pages 63-65
    - 1. EXECUTIVE DIRECTOR
      - a. 2026-2027 Membership Renewals ..... Summary
      - b. Results of Fund Professional Survey ..... Pages 66-71
      - c. NJSIA Workers’ Compensation Conference ..... Summary
      - d. 2026 Annual Spring Dinner-MARK YOUR CALENDAR! ..... Summary
      - e. Safety 360 Seminar – SAVE THE DATE! ..... Summary
      - f. Proposed Meeting Dates for 2026-2027 ..... Page 72
      - g. StopIt Activity Report..... Pages 73-75
      - h. SPELLJIF.COM ..... Summary
      - i. Key Dates ..... Summary
    - 2. UNDERWRITING AND FINANCE DIRECTOR
      - a. District/Fund Incurred Losses Report .....Page 76
      - b. Financial Audit-June 30, 2025-MOTION REQUESTED ..... Addendum A/Page 133
      - c. 2026-2027 Exposure Renewal and Budget Process..... Summary
      - d. Resolution 2025-24 - Authorizing Surplus Return-MOTION REQUESTED.. Pages 77-78
      - e. RMC Resolutions and Agreements ..... Summary
      - f. Safety Incentive Program Winner-Reimbursement Procedure ..... Summary
      - g. SPELL JIF Approved Meeting Minutes..... Pages 79-83
      - h. Certificates of Insurance Report-1/1/26–2/28/26 ..... Pages 84-87

- F. Safety Coordinator/Right to Know Coordinator
  - 1. January/February Activities and March/April Agenda ..... Pages 88-89
  - 2. SIP Program Status-March 2026 ..... Pages 90-93
  - 3. Safety Notice-After the Snow ..... Pages 94
  - 4. PEOSH Injury Reporting Notice (WPS-35) ..... Pages 95
  - 5. Facilities Safety Calendar ..... Page 96
  
- G. SPELL Safety 360 Program Director
  - 1. Safety 360 Program Report ..... Page 97
  - 2. Cyber Tier Report ..... Pages 98-101
  - 3. Threat Landscape Advisory..... Pages 102-107
  
- H. Treasurer - **MOTION REQUESTED**
  - 1. February Approval Memo and Bill List ..... Pages 108-109
  - 2. March Bill List ..... Page 110
  - 3. Treasurer’s Reports (December2025/January 2026)..... Pages 111-122
  
- I. Committee Meetings
  - 1. Safety Committee – February 11, 2025..... Pages 123-129
  - 2. Finance Committee – February 24, 2026 ..... Pages 130-132
  
- X. **MOTION REQUESTED - Resolution 2025-25** to meet in Closed Session on May 13, 2026 at 1:15 pm at the Voorhees Administration Offices.
- XI. Miscellaneous Business and Public Comment
  
- XII. **MOTION REQUESTED – To Adjourn**