

**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: September 9, 2026

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held on **Wednesday, September 9, 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.



Burlington County Insurance Pool Joint Insurance Fund

Voorhees Administration Building
329 Route 73
Voorhees, New Jersey 08043

Wednesday, September 9, 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. **2026-2027 Trustees**
 - ☐ Amy Lerner, Avon/North Hanover Township School District, **President**
 - ☐ James Heiser, Moorestown Township Public School District, **Vice President**
 - ☐ Helen Haley, Voorhees 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)
 - ☐ Bernard Biesiada, New Hanover
 - ☐ Dennis Nettleton, Ewing Township Public Schools (SPELL Alternate)
 - ☐ Jennifer Gauld, Haddon Township BOE
 - 2026-2027 Alternate Trustees**
 - ☐ Karen Greer, Westampton Township Public Schools
 - ☐ Greg Gontowski, Magnolia PS/Woodlynne BOE
 - 2026-2027 Delegates (New Members/Representatives Shown in Bold)**
 - ☐ Deborah Roncace, Audubon PS
 - ☐ Chifonda Henry, Bordentown RSD
 - ☐ Ray Bonnette, Burlington City BOE
 - ☐ **Kevin O'Shea, Central Regional SD**
 - ☐ Scott Hogan, Chesterfield BOE
 - ☐ Bruno Berenato, Clementon BOE
 - ☐ Jonathan Yates, Delanco Township BOE / Evesham Township School District
 - ☐ Paul Todd, East Windsor RSD
 - ☐ **Jared Toscano, Eastampton Township BOE**
 - ☐ Kenneth Verrill, Eastern Camden County RSD
 - ☐ Sarah Bell, Gloucester City BOE
 - ☐ Donna Phillips, Haddon Heights BOE
 - ☐ Michael Catalano Haddonfield BOE

- ☐ **Sandy Patterson, Jackson Township BOE**
- ☐ **Joseph Firetto, Lakehurst BOE**
- ☐ James McCullough, Laurel Springs BOE / Sterling High School District
- ☐ 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
- ☐ **James Hall, Merchantville BOE**
- ☐ **Jacqueline Becce, Millstone BOE**
- ☐ Dimitrios Martelli-Gusis, Mount Ephraim BOE
- ☐ **Kelly Brazelton, Monmouth County Vocational Schools**
- ☐ Jamie Williams, Northern Burlington County RSD
- ☐ Robert O'Brien, Riverside Township BOE
- ☐ **Chris Eberly, Shamong Township School District**
- ☐ Mary Conroy, Southampton Township BOE
- ☐ Lisa Vrettos, Springfield Township BOE
- ☐ John Scavelli, Interim, Tabernacle Township School District
- ☐ Marie Goodwin, Interim, 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, Safety 360 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/Monmouth Co Vocational
- ☐ Barclay Group – Bordentown/Chesterfield/ Gloucester City/Laurel Springs/North Hanover
- ☐ CBIZ Insurance Services-Lakehurst
- ☐ Connor Strong Buckelew-Central Regional
- ☐ 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 2026-17** to approve Payment Authorization Request(s) as presented in Closed Session.
- VI. Approval of Minutes – **ADOPTION**
- A. May 13, 2026 Minutes Pages 6-15
- VII. Budget Hearing – **MOTION REQUESTED** – Adopt Amended Budget 2026-2027 Page 16
- VIII. Professional Reports
- A. Solicitor Pages 17-23
- B. Claims Administrator
1. Adjuster Pending Reports – August 2026.....Pages 24-25
 2. Emergency PAR Stewardship Report..... Pages 26-28
 3. Subrogation Recovery Reports – August 2026..... Pages 29-31
 4. Lessons Learned from Losses-Safe Lifting Page 32
- C. Managed Care Provider
1. Managed Care Reports 2025-2026 Year End Pages 33-37
 2. Managed Care Reports – August 2026..... Pages 38-43
- D. Student Accident Program
1. Status Report..... No Report
- E. Executive Director/Underwriting & Finance Director Report..... Pages 44-47
1. EXECUTIVE DIRECTOR
 - a. Welcome New Members/Delegates..... Summary
 - b. 2027-2028 Membership Renewals Summary
 - c. BCIP Sub Fund Update Summary
 - d. 2026 Annual Spring Dinner Meeting..... Pages 48-51
 - e. PRIMA Conference Reports Pages 52-54
 - f. Safety 360 Seminar – July 15, 2026 Pages 55-58
 - g. Third Annual Claim Conclave-July 22, 2026.....Page 59-70
 - h. SPELL JIF Joint Retreat – September 23-25, 2026..... Summary
 - i. NJSBA/NJASBO/NJASA 2026 Fall Conference Summary
 - j. State of the JIF Dinner – December 2, 2026 Summary
 - k. UA/UAS/DRONE Update Summary
 - l. STOPit Page 71
 - m. Workers’ Compensation Notices-**Resolution 2026-18-MOTION REQUESTED** .Page 72
 - n. SPELLJIF.COM..... Summary
 - o. Key Dates Summary
 2. UNDERWRITING AND FINANCE DIRECTOR
 - a. District/Fund Incurred Losses Report Page 73
 - b. 2026-2027 Plan of Risk Management Summary
 - c. Gallagher Bassett Appraisal Services Questionnaire Summary
 - d. NJ DOL Compliance Cross-Match..... Summary

- e. 2025-2026 & 2026-2027 Administrative Matter Defense Reimbursement ... Summary
 - f. Certificates of Insurance Report-05/01/26–08/31/26 Pages 74-86
- F. Safety Coordinator/Right to Know Coordinator
 - 1. June through August Activities and September/October Agenda Pages 87-90
 - 2. Safety Notice – Back to School Pages 91-92
 - 3. Modine HVAC Unit Recall/Update Pages 93-99
- G. Safety 360 Director
 - 1. September Report..... Pages 100-121
- H. Treasurer - **MOTION REQUESTED**
 - 1. June to August Approval Memos and Bill Lists..... Pages 122-127
 - 2. September Bill List Page 128
 - 3. Treasurer’s Reports (June-July 2026) Pages 129-142
- I. Committee Meetings
 - 1. Committee Appointments 2026-2027 Page 143
 - 2. Strategic Planning Committee – September 4, 2025 Pages 144-146
 - 3. BCIP Sub Fund – September 8, 2026 Verbal
 - 4. Coverage Committee – September 30, 2026 @ 11:30 am Summary
- IX. **MOTION REQUESTED - Resolution 2026-19** to meet in Closed Session on November 11, 2026 at 1:15 pm at the Voorhees Administration Offices.
- X. Miscellaneous Business and Public Comment
- XI. **MOTION REQUESTED – To Adjourn**