

**GLOUCESTER/SALEM/CUMBERLAND COUNTIES
MUNICIPAL JOINT INSURANCE FUND**

**Gloucester County Library
389 Wolfert Station Road
Mullica Hill, New Jersey**

June 26, 2017 – 5:00 PM

EXECUTIVE COMMITTEE MEETING

OPEN SESSION MINUTES

The meeting of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) was held at The Gloucester County Library, 389 Wolfert Station Road, Mullica Hill, New Jersey on Monday, June 26, 2017 at 5:00 PM, prevailing time. Chair Campbell, **Shiloh Borough**, presiding. The meeting was called to order at 5:00 PM.

FLAG SALUTE

STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETING ACT

Notice of this meeting was given by: (1) sending sufficient notice herewith to ***South Jersey News***, of Woodbury and the ***Courier Post***, Cherry Hill, NJ; (2) filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities of the TRICO Municipal Joint Insurance Fund, and (3) posting notice on the public bulletin boards of all member municipalities of the TRICO Municipal Joint Insurance Fund.

ROLL CALL

Those in attendance were:

Ken Brown, **Carneys Point Twp**
Sue Miller, **Clayton Borough**
Don Banks, **Deptford Twp**
Stephanie McCaffrey, **East Greenwich Twp**
Carolyn King-Sammons, **Elk Twp**
Doug Hogate, **Elsinboro Twp**
Barbara Freijomil, **Franklin Twp**
Harry Rink, **Greenwich Twp**
Mark Gravinese, **Harrison Twp**
Jennica Bilecki, **Mantua Twp**
Kevin Heydel, **Monroe Twp**
Susan Jacabucci, **Paulsboro Borough**
Mayor John Washington, **Penns Grove Borough**
Richie Raine, **Pennsville Twp**
Maureen Abdill, **Pilesgrove Twp**
Joanne O'Donnell, **Alternate, Pitman Borough**
Marjorie Sperry, **Quinton Twp**
Brad Campbell, **Shiloh Borough**
Robert Diaz, **South Harrison Twp**
Carl Bagby, **Swedesboro Borough**

Mike Seery, **Upper Pittsgrove Twp**
Aldis Sotomayor, *Alternate*, **Vineland City**
Jim D'Auria, **Washington Township**
Karen Schools, *Alternate*, **Wenonah Borough**
Bob Law, **Woodbury City**
John Hall, **Woodstown Borough**
Jane DiBella, **Woolwich Twp**

Absent Fund Commissioners were:

Beth Reilly, **Alloway Twp**
Nate Dunn, **Fairfield Twp**
Debra Fourre, **Glassboro Borough**
Doris Hall, **Logan Twp**
Kevin Clour, **Lower Alloways Creek Twp**
Dante Spina, **Mannington Twp**
Harry Moore, **Oldmans Twp**
Ryan Giles, **Westville Borough**
Robert Yerka, **Woodbury Heights Borough**

Also present were:

Paul J. Miola, CPCU, ARM, Executive Director, *AJG Risk Management Services, Inc.*
Paul A. Forlenza, Deputy Executive Director, *AJG Risk Management Services, Inc.*
David S. DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*
Rob Garish, Safety Director's Office, *J. A. Montgomery Risk Control*
Chris Roselli, *Qual-Lynx*
Karen Beatty, *QualCare*
Debby Schiffer, *Wellness Director*

Also present were the Risk Management Consultants from the following agencies:

Assured Partners
Biondi Insurance Agency
CEB Corporate Employee Benefits
Chesney-Stanton Insurance Group
Cettei & Connell
Conner Strong & Buckelew
Hardenbergh Insurance Group
Henry D. Young Insurance
Len Eckman Insurance

Absent RMCs were:

E.H. Sloan Insurance Agency
Glenn Insurance

Alternate Fund Commissioners

Chair Campbell entertained a motion to move Commissioners Bagby, Diaz and Gravinese to serve on the Executive Committee in the absence of Commissioners Razzo, Sweeney and Hall.

Motion by Mr. Law, seconded by Mr. Washington, to move Commissioners Bagby, Diaz and Gravinese to serve on the Executive Committee in the absence of Commissioners Razzo, Sweeney and Hall. All in favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Committee Meeting

Chair Campbell presented the meeting minutes of the May 22, 2017 Executive Committee meeting for approval.

Chair Campbell asked members for their questions at this time. No questions were entertained.

Chair Campbell entertained a motion to approve the minutes of the May 22, 2017 Executive Committee meeting.

Motion by Mr. Law, seconded by Mr. Washington, to approve the minutes of the May 22, 2017 Executive Committee meeting. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Meeting

Chair Campbell presented the meeting minutes of the May 22, 2017 Executive Claims Review Committee Meeting for approval.

Chair Campbell asked members for their questions at this time. No questions were entertained.

Chair Campbell entertained a motion for approval of the Executive Claims Review Committee meeting minutes.

Motion by Mr. Law, seconded by Mr. Washington, to approve the meeting minutes of the May 22, 2017 Executive Claims Review Committee Meeting. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Closed Session

Chair Campbell presented the Executive Claims Review Committee Closed Session meeting minutes of May 22, 2017 for approval.

Chair Campbell asked members for their questions at this time. No questions were entertained.

Chair Campbell entertained a motion for approval of the Executive Claims Review Committee Closed Session meeting minutes.

Motion by Mr. Law, seconded by Mr. Washington, to approve the Executive Claims Review Committee Closed Session meeting minutes of May 22, 2017 as presented.

The Executive Claims Review Committee Closed Session minutes of the May 22, 2017 shall not be released to the public until the reason(s) for their remaining closed is no longer applicable, the Fund Solicitor has had the opportunity to review them, and their release has been approved by the Executive Committee. All in Favor. Motion carried.

The Executive Claims Review Committee Closed Session Meeting Minutes from the May 22, 2017 meeting were collected.

EXECUTIVE CLAIMS REVIEW COMMITTEE MEETING REPORT – June 26, 2017

Chair Campbell reported that an Executive Claims Committee Meeting was held on Monday, June 26, 2017 at the Gloucester County Library, Mullica Hill, New Jersey.

The Committee reviewed thirteen (13) claims. Of the claims reviewed, there were ten (10) Workers' Compensation and three (3) Property PARs recommended for approval of settlement or continuing defense.

The claims will be presented for approval later in the meeting.

There were no matter(s) presented for *Abandonment of Subrogation*.

Questions will be addressed during Closed Session if necessary.

EXECUTIVE DIRECTOR'S REPORT

Mr. Miola reviewed the Executive Director's Report found in the agenda packet with the membership. He highlighted the following items.

Lost Time Accident Frequency Report– Mr. Miola stated that the Lost Time Accident Frequency Summary and Statewide Recap for April, 2017 is included in his report.

Certificates of Insurance - Mr. Miola asked that the Certificates of Insurance issued for the month of May, 2017 be included as part of the meeting and was included in the agenda packet.

2016 Safety Incentive Program Awards – Mr. Miola asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds is November 1, 2017. All encumbered funds must be claimed by February 1, 2018.

2017 Optional Safety Budget - Mr. Miola asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds is November 1, 2017. All encumbered funds must be claimed by February 1, 2018.

2017 Wellness Incentive Program Allowance – Mr. Miola stated that a report detailing the available balance for each member for the 2016 Wellness Incentive Program was included in the agenda packet. Instructions on claiming the funds were emailed to all members on January 27, 2017. He stated that the deadline for claiming or encumbering the funds is November 1, 2017. All encumbered funds must be claimed by February 1, 2018.

Employment Practices Liability Helpline – Authorized Contact List– Mr. Miola stated that QBE has implemented an EPL Helpline for members to use. Those authorized to use the helpline must be appointed by Resolution of the Governing Body. He noted that Municipal Solicitors cannot be appointed as Helpline Contacts. He asked the members to review the list in his report and respond to the email as soon as possible.

EPL/Cyber Risk Management Budget – Mr. Miola stated that the JIF has budgeted **\$540** for each member to help offset employment practice and cyber security related expenses. This budget can be a valuable resource to members in addressing these areas of exposure.

Employment Practices Liability Compliance – Mr. Miola stated that a compliance report regarding the Employment Practices Liability Coverage was included in his report. He asked the members to review the report carefully to make sure it is accurate. If there are any issues, he told the members to contact PERMA immediately.

Financial Fast Track – Mr. Miola reported that the Financial Fast Track report was included in his report. The JIF's surplus position as of April 30, 2017 was **\$19,926,803**.

Regulatory Filing Checklists - – Mr. Miola noted that there were two regulatory filing checklists in his report and they provide an outline of required reporting to the Departments of Banking and Insurance and Community Affairs on an annual and monthly basis.

Capehart & Scatchard Updates – Mr. Miola noted that the Capehart & Scatchard updates are in the agenda packet and provide valuable information regarding WC, ADA and FMLA issues.

Statutory Bond Status – Mr. Miola reminded members to review the latest listing of the Statutory Bonds issued by the MEL for JIF members. These are issued to the individual, NOT the position. Members should review this list as some changes might have occurred at municipal reorganization meetings requiring new bonds to be issued.

Skateboard Park Approval Status– Mr. Miola stated that a report listing the current status of all approved skateboard parks or those under construction were included in his report. He noted that any member with a park currently under construction or in the review process should review the spreadsheet to be sure that it accurately depicts the status of the town's facility. He also noted that all members considering construction of a skateboard park should contact his office prior to moving forward.

Financial Disclosure Statements – Mr. Miola stated that in 2014, the Division of Local Government Services implemented a new "online" process for completion and submission of Financial Disclosure forms. Each Fund Commissioner has a unique PIN# for which to file as their position of Fund Commissioner with the TRICO JIF. He stated that newly appointed Fund Commissioners that have not received their PIN# yet should contact his office. The online system was available on April 13, 2017 and the deadline to file has been extended to May 30, 2017.

Renewing Members– Mr. Miola stated that renewal letters were emailed on June 5, 2017 to the thirteen (13) members whose membership in the JIF is up for renewal on January 1, 2018. Those members Deptford Township, East Greenwich Township, Fairfield Township, Glassboro Borough, Greenwich Township, Harrison Township, Mannington Township, Mantua Township, Monroe Township, Quinton Township, South Harrison Township, Swedesboro Borough and Woolwich Township. He stated that included in the email were the Resolution for Renewal of Membership, a Certification required under the Local Public Contracts Law and an Agreement to renew Membership. He asked those member towns to please put the Resolution on the governing body's agenda and return to his office by August 18, 2017.

Member Visitations– Mr. Miola stated that a representative from his office has contacted those members up for renewal this year to schedule an appointment with the Fund Commissioner, Risk Management Consultant and Representatives of the governing body. These appointments are an opportunity to discuss the member’s participation in the JIF and the many programs that are available.

Fireworks – MEL Bulletin 2017-08– Mr. Miola stated that the July 4th holiday is quickly approaching and as a reminder if a town is planning on having a fireworks display, they will need to secure coverage and comply with the terms and conditions outlined in MEL Coverage Bulletin 2017-08. He asked the members not to wait until the last minute before seeking coverage as the Fund Underwriter needs time to review all documentation submitted to determine compliance.

Technology Risk Assessments– Mr. Miola stated that the Technology Risk Assessments conducted by Pivot Point Security have been completed. He noted that the individual member reports will be mailed to the Municipal Clerk, with an electronic copy of the report emailed to the Fund Commissioners and Risk Management Consultants. At that time, a webinar will be scheduled so that members’ questions can be addressed. He noted that it is anticipated that training and policies and procedures to address the greatest areas will need to be developed.

Website (www.tricojif.org) – Mr. Miola noted that the JIF has a website that contains very useful information for the members:

- Directories
 - Fund Commissioners
 - Claims and Safety Contracts
 - Fund Professionals
- Coverage
 - Bulletins
 - Certificates of Insurance/ID Card Requests
 - Sample Indemnification Language
- Safety
 - Bulletins
 - Training Links

New Member Activity – Mr. Miola stated that there was no new member activity to report.

Phishing Posters – Mr. Miola stated that posters regarding “phishing” were distributed to the members at the meeting. He asked the members to hang the posters in their municipality.

Mr. Miola asked if there were any questions at this time. There were none.

SOLICITOR’S REPORT

Executive Claims Committee Meeting

Mr. DeWeese highlighted the following items from the Claims Review Committee Meeting:

Assignment of New Cases

Mr. DeWeese reported three (3) new cases have been assigned since the last meeting.

New Cases
<i>Louis vs. New Jersey Manufacturers Insurance Company vs. TRICOJIF</i>
<i>Van Wyk, a minor, vs. City of Vineland</i>
<i>Prater vs. Township of Washington</i>

Closed Cases

Mr. DeWeese reported that three (3) cases closed since the last meeting in which no payments were made to the Plaintiffs.

Defense Panel Breakfast – Mr. DeWeese stated that the EPL/POL Defense Panel Breakfast meeting was held on May 23, 2017. He stated that the meeting was well attended and great exchanges were made which will assist in settling claims going forward.

General Liability Files

Mr. DeWeese stated that the TRICO JIF has 30 active General Liability files.

Subrogation Files

Mr. DeWeese stated that the TRICO JIF has 46 Subrogation files.

Mr. DeWeese asked if there were any questions at this time. No questions were entertained.

SAFETY DIRECTOR'S REPORT

Mr. Garish stated that the Safety Director's Report is self-explanatory. He highlighted the following items:

MEL Video Library – He noted that there is a new email address: melvideolibrary@jamontgomery.com and a new phone number: 856-552-4900.

Safety Director's Bulletins – He noted that there was one (1) bulletin issued in the past month; *Training Summer Seasonal Employees*.

MSI Training Programs – He noted that the upcoming MSI training programs for June, July and August were included in the agenda packet. He noted that monthly reminders are being sent out via email. He asked the members to contact his office if they are not receiving the emails.

Mr. Garrish asked if there were any questions at this time. No questions were entertained.

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – June

Mr. Roselli provided the members with the *Lessons Learned from Losses* which was included in the agenda packet.

Mr. Roselli stated that the Lessons from Losses for this month is on the Going and Coming Rule. He stated that the rule indicates that routine travel to and from work is not compensable. It is also called the "Premises Rule" and it states that "*Employment shall be deemed to commence when an employee arrives at the employer's place of employment to report to work and shall terminate when the employee leaves the employer's place of employment, excluding areas not under the control of the employer; provided, however, when the employee is required by the employer to be away from the employer's place of employment, the employee shall be deemed to be in the course of employment when the employee is engaged in the direct performance of duties assigned or directed by the employer*".

He stated that the key word is "away" from the employer's place of employment. A simple way to think of a limitation on the special mission exception is the one is covered under Workers' Compensation while doing authorized business. Is the employee traveling to or from an area where he or she is to perform their "prescribed job duties"? He noted that some deviations are acceptable, such as stopping to eat, smoke or attend to some human need. He noted that the NJ Supreme Court has ruled that the legal analysis to be applied to an accident to an on-premises employee is the same as that for an off-premises employee.

Mr. Roselli asked if there were any questions at this time. No questions were entertained.

WELLNESS DIRECTOR'S REPORT

Ms. Schiffer noted that her report is detailed in the agenda packet. She highlighted the following:

- Glassboro Public workers completed their Biggest Loser Challenge with the winner losing over 14% of his body weight. They are planning to continue with a "Maintain Don't Gain" challenge.
- Washington Township completed their two 6-week challenges with 16 participants doing the weight loss/maintain challenge. In addition, 19 participants are in the Fitness challenge. Every week, based on performance, their names are entered for the grand prize.
- Logan Township started an 8-week combination Weight Loss/Maintenance and Fitness challenge. Bi-weekly weigh ins will be held. Names are entered towards a grand prize based on performance.
- Glassboro, Woodbury, Mannington, Mantua, Glassboro and Logan completed presentations in May.
- Swedesboro, East Greenwich, Washington Township and Pilesgrove all held Stress Relief Workshops.

- Employees from Woodbury participated in the Annual Benjamin Ross 5K Run/Walk and the registration cost was covered by the town. They also signed up for a CSA program through Sorbella Farms; fresh produce will be delivered monthly at the different departments.
- Wellness Connection Newsletter for June, 2017 was included in the agenda packet as well as being posted to the JIF website.

Ms. Schiffer asked if there were any questions at this time. No questions were entertained.

MANAGED HEALTH CARE REPORT

Lost Time v. Medical Only Cases

Ms. Beatty presented the TRICO JIF *Lost Time v. Medical Only Cases (Intake Report)*.

	May	YTD
<i>Lost Time</i>	3	31
<i>Medical Only</i>	22	80
<i>Report Only</i>	13	45
<i>Total Intakes(New Claims)</i>	38	156
<i>Report Only % of Total</i>	34.2%	28.8%
<i>Medical Only/Lost Time Ratio</i>	88:12	62:38
<i>Average Days to Report</i>	3.7	2.0

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report for 2017.

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	1,462
<i>Transitional Duty Days Worked</i>	721
<i>% of Transitional Duty Days Worked</i>	49.3%
<i>Transitional Duty Days Not Accommodated</i>	741
<i>% of Transitional Duty Days Not Accommodated</i>	50.7%

PPO Penetration Report:

Ms. Beatty presented the monthly PPO Penetration Report for May, 2017.

PPO Penetration Rate	May
<i>Bill Count</i>	378

<i>Original Provider Charges</i>	<i>\$574,382</i>
<i>Re-priced Bill Amount</i>	<i>\$267,861</i>
<i>Savings</i>	<i>\$306,522</i>
<i>% of Savings</i>	<i>53.4%</i>
<i>PPO Penetration Rate Bill Count Percentage</i>	<i>93.9%</i>
<i>PPO Penetration Rate Provider Charge Percentage</i>	<i>76.8%</i>
<i>EPO Penetration Rate Bill Count Percentage</i>	<i>97.1%</i>
<i>EPO Penetration Rate Provider Charge Percentage</i>	<i>98.2%</i>

Ms. Beatty asked if there were any questions. No comments or questions were entertained.

TREASURER’S REPORT

Mr. Tontarski provided an overview of Mr. Tontarski’s report for May 31, 2017.

Investment Interest

Mr. Tontarski reported interest received or accrued for the current month totaled \$29,626.39. This generated an average annual yield of 1.18%. After including an unrealized net gain of \$26,430.50 in the asset portfolio, the yield is adjusted to 2.22% for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized loss of \$270,570.50 as it relates to market value of \$25,729,429.50 vs. the amount invested. The current market value, including accrued income is valued at \$25,845,179.25.

Our asset portfolio with TD Wealth Management consists of nine (9) obligations with maturities greater than two years and three (3) obligations with maturities between one and two years.

Mr. Tontarski asked if there were any questions at this time. No questions were entertained.

Receipt Activity for the Period

Mr. Tontarski reported on the total subrogation, reimbursement, & receipts.

	May
Subrogation Receipts	\$10,623.98
Overpayment Reimbursements	\$906.64
FY 2013 Retro Premium Assessments	\$38.00

A.E.L.C.F. Member Participant Balances:

Woodbury City	\$20,282.00
Washington Twp	\$75,510.00
Pittsgrove Township	\$31,207.00
Stow Creek Township	\$759.00

Claim Activity for the Period

Claim activity for the month for claims paid by the Fund and claims payable by the Fund at month end are in the amount of \$466,100.94. The claims detail for the 562 checks is included in his report.

Cash Activity for the Period

Mr. Tontarski stated that during the reporting period, the Fund's "Cash Position" changed from an opening balance of \$30,487,504.98 to a closing balance of \$29,988,035.58 showing a decrease in the Fund of \$499,469.40.

Loss Run Payment Register

Chair Campbell entertained a motion to approve the May Loss Run Payment Register as presented.

Motion by Mr. Law, seconded by Mr. Washington, to approve the May Loss Run Payment Register as presented.

ROLL CALL	Yeas:	Sue Miller, Clayton Borough Mark Gravinese, Harrison Twp John Washington, Penns Grove Borough Brad Campbell, <i>Chair</i> , Shiloh Borough Robert Diaz, South Harrison Twp Carl Bagby, Swedesboro Borough Bob Law, <i>Secretary</i> , Woodbury City
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Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Bill List – June, 2017

Mr. Tontarski presented the *June 2017 Bill List* for the members' consideration in the amount of **\$176,208.03**.

Chair Campbell entertained a motion to approve the *June 2017 Bill List* in the amount of **\$176,208.03**.

Motion by Mr. Law, seconded by Mr. Washington, to approve the *June 2017 Bill List* in the amount of **\$176,208.03** as presented.

ROLL CALL *Yeas:* Sue Miller, **Clayton Borough**
Mark Gravinese, **Harrison Twp**
John Washington, **Penns Grove Borough**
Brad Campbell, *Chair*, **Shiloh Borough**
Robert Diaz, **South Harrison Twp**
Carl Bagby, **Swedesboro Borough**
Bob Law, *Secretary*, **Woodbury City**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

COMMITTEE REPORTS

FINANCE COMMITTEE - May 15, 2017

Mr. Heydel reported that the minutes of the May 15, 2017 meeting was included in the agenda packet. He stated that there were three (3) items that need to be addressed:

Resolution #2017-24 – Accepting the Annual Audit Report for the Period Ending December 31, 2016

Mr. Heydel stated the TRICO JIF's net statutory surplus as of December 31, 2016 is \$18,834,643.

Motion by Mr. Law, seconded by Mr. Washington, to approve Resolution #2017-24 – Accepting the Annual Audit Report for the Period Ending December 31, 2016.

ROLL CALL *Yeas:* Sue Miller, **Clayton Borough**
Mark Gravinese, **Harrison Twp**
John Washington, **Penns Grove Borough**
Brad Campbell, *Chair*, **Shiloh Borough**
Robert Diaz, **South Harrison Twp**
Carl Bagby, **Swedesboro Borough**
Bob Law, *Secretary*, **Woodbury City**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Resolution #2017-25 – Authorizing the Transfer of the 2013 Fund Year to the Municipal Excess Liability Residual Claims Fund

Motion by Mr. Law, seconded by Mr. Washington, to approve Resolution #2017-25 – Authorizing the Transfer of the 2013 Fund Year to the Municipal Excess Liability Residual Claims Fund.

ROLL CALL *Yeas:* Sue Miller, **Clayton Borough**
Mark Gravinese, **Harrison Twp**
John Washington, **Penns Grove Borough**
Brad Campbell, *Chair*, **Shiloh Borough**
Robert Diaz, **South Harrison Twp**
Carl Bagby, **Swedesboro Borough**
Bob Law, *Secretary*, **Woodbury City**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Resolution #2017-26 – Authorizing a Transfer from the 2016 Deductible line to the 2016 Property line and the 2016 MEL Line

Mr. Heydel stated that an interfund transfer of \$35,000 from the 2016 Deductible line to the 2016 Property line and an interfund transfer of \$5,000 from the 2016 Deductible line to the 2016 MEL is recommended and the Committee agreed with this recommendation.

Motion by Mr. Law, seconded by Mr. Washington, to approve Resolution #2017-26 – Authorizing the a Transfer from the 2016 Deductible line to the 2016 Property and MEL Lines as presented.

ROLL CALL *Yeas:* Sue Miller, **Clayton Borough**
Mark Gravinese, **Harrison Twp**
John Washington, **Penns Grove Borough**
Brad Campbell, *Chair*, **Shiloh Borough**
Robert Diaz, **South Harrison Twp**
Carl Bagby, **Swedesboro Borough**
Bob Law, *Secretary*, **Woodbury City**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

SAFETY COMMITTEE - May 25, 2017

Ms. Abdill reported that the minutes of the May 25, 2017 meeting were included in the agenda packet.

STRATEGIC PLANNING COMMITTEE - June 15, 2017

Mr. Forlenza stated that the Strategic Planning Committee met on June 15, 2017 and the meeting minutes were included in the agenda packet. He noted that his office needs authorization to advertise a change in the time and location of the December 18, 2017 Executive Committee meeting. The meeting will be held at RiverWinds Restaurant at 4:00PM.

Motion by Mr. Law, seconded by Mr. Washington, to authorize the Executive Director to advertise the change in time and location of the December, 2017 Executive Committee meeting.

ROLL CALL	Yeas:	Sue Miller, Clayton Borough Mark Gravinese, Harrison Twp John Washington, Penns Grove Borough Brad Campbell, <i>Chair</i> , Shiloh Borough Robert Diaz, South Harrison Twp Carl Bagby, Swedesboro Borough Bob Law, <i>Secretary</i> , Woodbury City
	Nays:	None
	Abstain:	None

All in favor. Motion carried by unanimous vote.

MEL/E-JIF/RCF Reports

Mr. Law stated that the meeting minutes were included in the agenda packet.

MISCELLANEOUS BUSINESS

Next Meeting

Chair Campbell noted the next meeting of the TRICO JIF will be held on **Thursday, July 27, 2017 at 4:00 PM at the Auletto's Caterers, Almonesson, NJ.**

PUBLIC COMMENT

Open Public Comment

Chair Campbell entertained a motion to open the meeting to the public.

Motion by Mr. Law, seconded by Mr. Washington, to open the meeting to the public. All in favor. Motion carried.

Close Public Comment

Carl Bagby, **Swedesboro Borough**
Bob Law, *Secretary*, **Woodbury City**

Nays: None
Abstain: None

All in favor. Motion carried by unanimous vote.

APPROVE ABANDONING SUBROGATION

There was one (1) claims presented for Abandoning Subrogation.

#001250191 - \$4,751.94

Motion by Mr. Law, seconded by Mr. Washington, to approve Abandoning Subrogation as presented.

ROLL CALL *Yeas:* Sue Miller, **Clayton Borough**
Mark Gravinese, **Harrison Twp**
John Washington, **Penns Grove Borough**
Brad Campbell, *Chair*, **Shiloh Borough**
Robert Diaz, **South Harrison Twp**
Carl Bagby, **Swedesboro Borough**
Bob Law, *Secretary*, **Woodbury City**

Nays: None
Abstain: None

All in favor. Motion carried by unanimous vote.

MOTION TO ADJOURN


There being no further business, Chair Campbell entertained a *Motion to Adjourn* the June 26, 2017 Executive Committee Meeting.

Motion by Mr. Law, seconded by Mr. Washington, to adjourn the June 26, 2017 meeting of the TRICO JIF.

The meeting was adjourned at 5:36 PM.



Brenda Smith, Recording Secretary for



BOB LAW, *FUND SECRETARY*