

**CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND
MEETING AGENDA
FEBRUARY 27, 2017 – 5:15 PM**

**HADDON TOWNSHIP MUNICIPAL BUILDING
135 HADDON AVENUE
HADDON TOWNSHIP, NJ 08108
AGENDA AND REPORTS**

OPEN PUBLIC MEETINGS ACT - In accordance with the Open Public Meetings Act, notice of this meeting was provided by:

- I.** sending sufficient notice to the Courier Post
- II.** advance written notice of this meeting was filed with the Clerk/Administrator of each member municipalities and,
- III.** posting this notice on the Public Bulletin Board of all member municipalities

**CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND AGENDA
MEETING: FEBRUARY 27, 2017**

- ☐ **MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
- ☐ **FLAG SALUTE – MOMENT OF SILENCE**
- ☐ **ROLL CALL OF 2017 EXECUTIVE COMMITTEE**
- ☐ **WELCOME: HADDON TOWNSHIP**
- ☐ **APPROVAL OF MINUTES:** January 23, 2017 Open MinutesAppendix I
January 23, 2017 Closed Minutes..... To Be Distributed

- ☐ **CORRESPONDENCE - None**

REPORTS

- ☐ **EXECUTIVE DIRECTOR/ADMINISTRATOR – PERMA Risk Management Services**
Executive Director's ReportPage 1
- ☐ **TREASURER – Elizabeth Pigliacelli**
Monthly Vouchers - Resolution No. 17-10Page 12
Treasurer's Report.....Page 15
Monthly ReportsPage 16
- ☐ **ATTORNEY – Joseph Nardi, Esquire**
- ☐ **SAFETY DIRECTOR – J.A. Montgomery Risk Control**
Monthly Report.....Page 20
- ☐ **UNDERWRITING MANAGER – Conner Strong & Buckelew**
Monthly Certificate Holding Report.....Page 48
Annual Certificate Renewal Report.....Appendix II
- ☐ **MANAGED CARE – Consolidated Services Group**
Monthly Report.....Page 49
- ☐ **CLAIMS SERVICE – AmeriHealth Casualty**

-
- ☐ **OLD BUSINESS**
 - ☐ **NEW BUSINESS**
 - ☐ **PUBLIC COMMENT**
 - ☐ **MEETING ADJOURNED**
 - ☐ **NEXT MEETING: March 27, 2017 – Gloucester City**

Camden County Municipal Joint Insurance Fund

9 Campus Drive, Suite 216

Parsippany, NJ 07054

Date: February 27, 2017

Memo to: Executive Committee
Camden County Municipal Joint Insurance Fund

From: PERMA Risk Management Services

Subject: Executive Director's Report

- ☐ **2017 Cyber Coverage Options** – At last months meeting, the Underwriting Manager presented higher options for the Fund’s cyber coverage. Currently the fund members share a \$6,000,000 aggregate with the 34 members with XL Catlin – option #2 (**Page 3**). Many of the MEL affiliated JIF’s are going with a \$12,000,000 JIF aggregate. The cost per member would be \$509.00 or \$17,306.00 for all members.
- ☐ **2017 PRIMA Conference** – In the past, the JIF has authorized the attendance of Board Members at the annual risk management conference for the purpose of attending seminars. The next PRIMA convention will take place in Phoenix from June 4–7. Resolution 17-9 authorizing travel expenses is on **Page 4**.

☐ ***Motion to adopt Resolution 17-9 Authorizing Conference Attendance***

Elected Officials Training: This year’s elected officials training program will focus on Risk Management for Public Officials. Several sessions have been conducted by Mr. Nardi. A session is scheduled for March 15th in Barrington. The on-line version is also available; enclosed on **Page 5** are directions for the course.

This program will satisfy requirements that elected officials take employment practices training and ethics training & qualifies for the MEL’s \$250 credit for each elected official and municipal administrator/manager.

- ☐ **2017 MEL & MR HIF Educational Seminar:** The 7th annual seminar is scheduled for Friday, April 21st, beginning at 9:00 AM at the National Conference Center in East Windsor, NJ. The seminar qualifies for an extensive list of Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees and insurance producers associated with MEL and MR HIF members as well as personnel who work for service companies that are engaged by MEL member JIFs and MR HIF member HIFs. Attached on **Page 6** is the enrollment form which will also be distributed by email to fund commissioners and risk managers.
- ☐ **League Magazine** – Enclosed on **Page 7** is the latest in the series of “Power of Collaboration: to appear in the League magazine. Each of the MEL advertisements highlights activities of the MEL and JIFs as well as people who have rendered significant service. This advertisement highlights the MEL Safety Institute.

❑ **Inclement Weather Procedure:** As a reminder, PERMA has instituted a procedure for Commissioners to confirm whether or not a meeting has been canceled. The Executive Director will discuss with the Fund Chairman if the meeting should be canceled. In the event of an early morning or evening meeting(s), PERMA will provide a recorded message indicating the status of the meeting. The recorded message can be obtained by calling the Fund's main number **(201) 881-7632** at any time of the day or night. For meetings that occur during the course of normal business hours, meeting status can be obtained by utilizing the same number.

❑ **Due Diligence Reports:**

Financial Fast Track	To be Distributed
Income Portfolio	Not Available
Loss Ratio Analysis	Not Available
Loss Time Accident Frequency	Not Available
POL/EPL Compliance Report	Page 8
Fund Commissioners	Page 9
Regulatory Affairs Checklist	Page 10
RMC Agreements	Page 11



Edward Cooney, MBA
 Vice President
 Account Executive/Underwriting Manager

Major Accounts

P : 973-659-6424
 F : 856-830-1432
 ecooney@connerstrong.com
 9 Campus Drive
 Parsippany, NJ 07054
 connerstrong.com

January 5, 2017

RE: 2017 Cyber Coverage Options

Dear Commissioners:

The member JIFs of the MEL now have available higher limit options for the 2017 Cyber coverage renewal. The higher limit options are provided via your current policy with XL Catlin up to \$10,000,000 and via a new insurer, Beazley, up to \$10,000,000 excess of XL Catlin's \$10,000,000.

The detailed options are as follows:

XL Catlin

Option	Limits			Retention	Rate (per member)
	Aggregate	3 rd Party	1 st Party		
1	\$6,000,000	\$3,000,000	\$1,000,000	\$10,000	\$600
2	\$6,000,000	\$3,000,000	\$3,000,000	\$10,000	\$846
3	\$8,000,000	\$5,000,000	\$3,000,000	\$10,000	\$1,015
4	\$10,000,000	\$5,000,000	\$5,000,000	\$25,000	\$1,200

Beazley

Option	Limit			Excess of Option	Rate (per member)
	Aggregate	3 rd Party	1 st Party		
1	\$6,000,000	\$3,000,000	\$1,000,000	1	\$360
2	\$6,000,000	\$3,000,000	\$3,000,000	2	\$509
3	\$5,000,000	\$3,000,000	\$2,000,000	3	\$400
4	\$8,000,000	\$5,000,000	\$3,000,000	3	\$600
5	\$5,000,000	\$2,500,000	\$2,500,000	4	\$380
6	\$10,000,000	\$5,000,000	\$5,000,000	4	\$720

Please remember to report all claims or incidents to your TPA, regardless of perceived or actual cost. We have uncovered an uptick in unreported Cyber events, particularly ransomware. Lack of reporting could result in uncovered future matters and missed compliance requirements. Your Risk Manager, Executive Director and Underwriting Manager are always available for discussion, as well.

Best regards,

Edward J. Cooney, MBA
 MEL Underwriting Manager

NEW YORK NEW JERSEY PENNSYLVANIA DELAWARE FLORIDA MASSACHUSETTS

CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND

**RESOLUTION AUTHORIZING ADVANCED TRAVEL EXPENSES FOR
AUTHORIZED OFFICIAL TRAVEL**

WHEREAS, N.J.S.A. 40a:5-16.1 permits the governing body of any local unit to authorize payment in advance toward expenses for authorized official travel; and

WHEREAS, certain Commissioner(s) of the Camden County Municipal Joint Insurance Fund may need to travel to the PRIMA Conference on or about June 5, 2017 for the purpose of attending a seminar on public entity risk management and pooling, and;

WHEREAS, the Treasurer has certified that funds are available from the 2017 miscellaneous contingency budget not to exceed \$3,500 per attending commissioner, and;

WHEREAS, the Commissioner(s) representing the Camden County Municipal Joint Insurance Fund will verify their expenses and any excess cash will be repaid to the Camden County Municipal Joint Insurance Fund along with a detailed bill of items or demand, and the certification of affidavit required by N.J.S.A. 40A:5-16 which will be submitted within 10 days after the completion of the travel for which the advance was made;

NOW THEREFORE BE IT RESOLVED, that the Treasurer is hereby instructed to make up to \$3,500 in advance or reimbursement payment for the attending Commissioners of the Camden County Municipal Joint Insurance Fund.

**CAMDEN COUNTY MUNICIPAL
JOINT INSURANCE FUND**

Attest:

Chairperson

Secretary



2016 - 2017 Elected Officials Online Training

While we recommend that public officials attend a training class, the MEL is also making available an on-line training program for Elected Officials and Authority Commissioners to earn their \$250 training credit. Please follow the steps below to access the program. To receive credit, the program must be completed by May 1, 2017.

Step 1: Go to the MEL's website <http://njmel.org/>

Step 2: On the MEL homepage, click on the MSI logo at the top to access the MSI page.

Step 3: On the MSI page, click "MSI Login" to access the login page.

Step 4: Login to access the Welcome Page. If you have taken MSI classes in the past, enter your username and password. If you do not know your username/password, check with your Training Administrator or call the MSI Helpline listed below. If you are new, click "I am a new user." Complete the fields and you will receive a confirmation email with your username and password.

Step 5: On the Welcome Page, click on "MSI On-line Training Courses" on the lower right to access the course selection page.

Step 6: On the course selection page, click "Ethics in Local Government" on the left. Then click "enroll" on the right.

Step 7: The program will now thank you for enrolling. Hit "Click here" to go to your authorized course list.

Step 8: On your authorized course list, click "Ethics in Local Government" to access the course.

Step 9: When the course appears, click the start symbol in the middle of the screen to begin the course.

You must complete the entire program and the affidavit at the end of the program to receive credit. If you need additional assistance please call the MSI help line at (866) 661-5120 during business hours.

2017 MEL & MRHIF Educational Seminar

Friday, April 21, 9:00 to 4:00

**National Conference Center at the East Windsor Holiday Inn
399 Monmouth Street, East Windsor, N.J. 08520, Turnpike Exit 8**

The MEL (Municipal Excess Liability Fund) and MRHIF (Municipal Reinsurance Health Fund) are sponsoring the 7th annual educational seminar for commissioners, municipal personnel, risk managers and vendor personnel. This seminar is eligible for the following continuing educational credits:

- CFO/CMFO, Public Works and Clerks:
- Insurance Producers and Purchasing Agents:
- Accountants (CPA's) and Lawyers (CLE):
- TCH Water Supply & Wastewater Licensed Operator Training:
- RPPO and QPA

(Attendance for the full morning and afternoon session required for credit)

Topics

- Keynote: Impact of Healthcare Reform Act repeal:
- Cyber liability risk control:
- Law enforcement risk control:
- Local Government Officials Ethics Act:
- The environmental risks of property transfers:
- Use of social media in claims adjusting:

REGISTRATION: RSVP by Friday, April 14

Name: _____ Title: _____ Organization: _____

Address: _____

Credits being applied for: _____

Seven digit P/C Insurance Producer License # (if applicable) _____

Phone: _____ cell: _____ e-mail: _____

**E-mail or fax registrations to Joeen Ciannella, PERMA: (201) 881-7633
jciannella@permainc.com**

The Power of Collaboration



THE MEL SAFETY INSTITUTE: SHARING KNOWLEDGE FOR 15 YEARS

During the past 15 years, nearly 400,000 municipal employees have participated in MEL instructor-led safety training programs, and an additional 40,000 have enrolled in programs available online.

This year, 1,200 instructor-led courses are being offered throughout the state addressing 50 important safety topics ranging from accident investigation to snow removal. The MEL also offers an additional 20 online topics including safety orientation for new employees and a series on camp counselor safety. "Fast Track" training programs, which feature up to five courses in a one day session, are offered several times a year. All of these courses are open to employees of any MEL member at no additional fee.

The MEL Safety Institute (MSI) is supported by an online learning management system that can be used to customize each employee's curriculum. Enrollment is online and free of charge to members of joint insurance funds participating in the MEL.

For more information regarding the MEL Safety Institute, call 866-661-5120 or visit the MEL website. Click the MEL Safety Institute logo at the top of the page.

THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND

Committed to safety as a way of life at the workplace and in your community

NJMEL.ORG

Camden JIF
2017 FUND COMMISSIONERS

MEMBER	FUND COMMISSIONER	ALTERNATE FUND COMMISSIONER
Audubon	David Taraschi	Jen Dawson
Audubon Park	Sandy Hook	
Barrington	Terry Shannon	
Bellmawr	Louis. P. DiAngelo	
Berlin Boro	Millard Wilkinson	Rick Miller
Berlin Twp	Catherine Underwood	
Brooklawn	Michael Mevoli	
Camden Cty Parking Athy	Willie Hunter	Ethel Kemp
Cherry Hill	Lenore Rosner	Ari Messinger
Cherry Hill Fire District	John Foley	
Chesilhurst	Michael Blunt	
Clementon	Jenai Johnson	
Collingswood	M. James Maley	Keith Hastings
Gibbsboro	Jack Flynn	Anne Levy
Gloucester	Jack Lipsett	William P. James
Haddon Twp	John Foley	
Haddonfield	Neal Rochford	Sharon McCullough
Hi-Nella	Phyllis Twisler	
Laurel Springs	Ken Cheeseman	
Lawnside	Angelique Rankins	
Lindenwold	Craig Wells	Dawn Thompson
Magnolia	Richard Michielli	
Medford Lakes	Julie Keizer	
Merchantville	Edward Brennan	
Mt. Ephraim	M. Joseph Wolk	
Oaklyn	Michael Enos	Bonnie Taft
Pine Hill	Patricia Hendricks	
Pine Valley	Robert Mather	
Runnemede	Eleanor Kelly	Nick Kappatos
Somerdale	M. Gary Passante	
Tavistock	Terry Shannon	
Voorhees	Lawrence Spellman	Jason Ravitz
Winslow	Joseph Gallagher	
Woodlynne	Jerald Fuentes	

Camden County Municipal Joint Insurance Fund
Annual Regulatory Filing Check List
Year 2016 as of December 31, 2016

<u>Item</u>	<u>Filing Status</u>
<input type="checkbox"/> Budget	Filed 2/16
<input type="checkbox"/> Assessments	Filed 2/16
<input type="checkbox"/> Actuarial Certification	Filed 6/28
<input type="checkbox"/> Reinsurance Policies	Filed 5/25/16
<input type="checkbox"/> Fund Commissioners	Filed 2/16
<input type="checkbox"/> Fund Officers	Filed 2/16
<input type="checkbox"/> Renewal Resolutions	To be Filed
<input type="checkbox"/> New Members	None
<input type="checkbox"/> Withdrawals	None
<input type="checkbox"/> 2016 Risk Management Plan	Filed 2/16
<input type="checkbox"/> 2016 Cash Management Plan	Revised filed 5/13
<input type="checkbox"/> 2016 Risk Manager Contracts	Collected
<input type="checkbox"/> 2016 Certification of Professional Contracts	Filed 5/13
<input type="checkbox"/> Unaudited Financials	Filed 2/26/16
<input type="checkbox"/> Annual Audit	Filed 6/28
<input type="checkbox"/> State Comptroller Audit Filing	Filed 6/28
<input type="checkbox"/> Ethics Filing	On Line Filing

CAMDEN COUNTY MUNICIPALJOINT INSURANCE FUND 2017 RISK MANAGEMENT CONSULTANTS AGREEMENTS AS OF February 15, 2017				
MUNICIPALITY	RISK MANAGEMENT CONSULTANT	Resolution Received	Agreement Received	Contract Term date
AUDUBON	HARDENBERGH INSURANCE GROUP	01/26/16	01/26/16	12/31/16
AUDUBON PARK	ASSOCIATED INSURANCE PARTNERS	3/28/2016	3/28/2016	12/31/16
BARRINGTON	CONNER STRONG & BUCKELEW	2/17/2016	2/17/2016	12/31/16
BELLMAWR	CONNER STRONG & BUCKELEW	2/1/2017	2/1/2017	12/31/17
BERLIN BOROUGH	EDGEWOOD ASSOCIATES		05/24/16	12/31/16
BERLIN TOWNSHIP	CONNER STRONG & BUCKELEW	2/3/2016	02/03/17	12/31/17
BROOKLAWN	CONNER STRONG & BUCKELEW	2/16/2016	01/30/17	12/31/17
CHERRY HILL	CONNER STRONG & BUCKELEW	2/6/2016	1/19/2017	12/31/17
CHERRY HILL FIRE DISTRICT	CONNER STRONG & BUCKELEW	3/22/2016	3/22/2016	12/31/16
CHESILHURST	EDGEWOOD ASSOCIATES	7/21/2016	7/21/2016	12/31/16
CITY OF CAMDEN PARKING AUTHORITY	M&C INSURANCE AGENCY	03/03/16	01/31/17	12/31/17
CLEMENTON	HARDENBERGH INSURANCE GROUP	02/09/17	02/09/17	12/31/17
COLLINGSWOOD	CONNER STRONG & BUCKELEW		01/11/17	12/31/17
GIBBSBORO	LEONARD O'NEIL INSURANCE GROUP	01/31/17	01/31/17	12/31/17
GLOUCESTER CITY	CONNER STRONG & BUCKELEW	1/19/2017	2/1/2017	12/31/17
HADDON	WAYPOINT INSURANCE SERVICES	2/2/2017	2/2/2017	12/31/17
HADDONFIELD	HENRY BEAN & SONS	01/04/16	01/04/16	12/31/16
HI-NELLA	CONNER STRONG & BUCKELEW		02/06/16	12/31/16
LAUREL SPRINGS	HARDENBERGH INSURANCE GROUP	02/01/17	02/01/17	12/31/17
LAWN SIDE	M&C INSURANCE AGENCY	02/18/16	02/18/16	02/03/17
LINDENWOLD	HARDENBERGH INSURANCE GROUP	02/09/17	02/09/17	12/31/17
MAGNOLIA	CONNER STRONG & BUCKELEW	01/27/17	02/08/17	12/31/17
MEDFORD LAKES	CONNER STRONG & BUCKELEW	01/06/16	1/6/2016	12/31/16
MERCHANTVILLE	CONNER STRONG & BUCKELEW	02/04/16	1/13/2017	12/31/17
MOUNT EPHRIAM	CONNER STRONG & BUCKELEW		8/1/2016	07/26/17
OAKLYN	HARDENBERGH INSURANCE GROUP	1/26/2016	1/26/2016	12/31/16
PINE HILL	CONNER STRONG & BUCKELEW	2/7/2017	2/7/2017	12/31/17
PINE VALLEY	HENRY BEAN & SONS	2/12/2016	2/12/2016	12/31/16
RUNNEMEDE	CONNER STRONG & BUCKELEW	01/26/17	1/26/2017	12/31/17
SOMERDALE	CONNER STRONG & BUCKELEW		2/6/2016	12/31/16
TAVISTOCK	CONNER STRONG & BUCKELEW	1/8/2013	1/8/2013	12/31/16
VOORHEES	HARDENBERGH INSURANCE GROUP	03/02/16	3/2/2016	12/31/16
WINSLOW	CONNER STRONG & BUCKELEW	2/8/2016	1/23/2017	12/31/17
WOODLYNNE	ASSOCIATED INSURANCE PARTNERS	4/19/2016	4/19/2016	12/31/16
Blank - Indicates that a Resolution and/or Agreement is not on file with the fund office yet.				

RESOLUTION NO. 17-10

**CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND
BILLS LIST – FEBRUARY 2017**

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the Camden County Municipal Joint Insurance Fund's Executive Board, hereby authorizes the Fund treasurer to issue warrants in payment of the following claims; and

FURTHER, that this authorization shall be made a permanent part of the records of the Fund.

FURTHER, that this authorization shall be made a permanent part of the records of the Fund.

FUND YEAR 2016

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001229			
001229	PERMA RISK MANAGEMENT SERVICES	1099 AATRIX E-FILING - 2016	31.84
			31.84
001230			
001230	ALLSTATE INFORMATION MANAGEMNT	ACCT: 409 - ACT & STOR - 12/31/2016	66.62
			66.62
001231			
001231	HARDENBERGH INSURANCE GROUP	RMC FEE 2ND 2016 - VOORHEES	27,506.74
			27,506.74
001232			
001232	PINE HILL BOROUGH	JIF/HIF MEETINGS - 7/25/16	121.68
			121.68
TOTAL PAYMENTS FY 2016			27,726.88

FUND YEAR 2017

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001233			
001233	N.J. MUNICIPAL ENVIRONMENTAL	EJIF 1ST 2017 INSTALLMENT	164,290.65
			164,290.65
001234			
001234	APEX INSURANCE SRVS c/o XL INS	TECH ERRORS & OMISSIONS 1OF2 2017	14,382.00
			14,382.00
001235			
001235	APEX INS SRVS c/oQBE INSURANCE	VOLUNTEER EMERG SERV DIR & OFF 1OF2'17	4,123.50
001235	APEX INS SRVS c/oQBE INSURANCE	POL & EPL - 1 OF 2 2017 INSTALLMENT	555,130.50
			559,254.00
001236			
001236	COMPSERVICES, INC.	CLAIMS ADMIN - 02/2017 - CHERRY HILL SER	2,458.33
001236	COMPSERVICES, INC.	CLAIMS ADMIN - 02/2017	32,500.00
			34,958.33
001237			
001237	INTERSTATE MOBILE CARE INC.	DOT FOLLOW UP TESTING 1/2017 - VOORHEES	90.00
001237	INTERSTATE MOBILE CARE INC.	DRUG & ALCOHOL TESTING 01/2017	2,108.00
			2,198.00
001238			
001238	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERIVCES - 02/2017	11,090.77
			11,090.77
001239			

001239	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 01/2017	42.04
001239	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 02/2017	29,867.50
			29,909.54
001240			
001240	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING FEE 02/2017	3,855.25
			3,855.25
001241			
001241	BROWN & CONNERY, LLP	EXPENSES - 01/2017	160.49
001241	BROWN & CONNERY, LLP	ATTORNEY FEE 01/2017	1,721.58
001241	BROWN & CONNERY, LLP	LITIGATION MANAGEMENT - 01/2017	3,145.00
			5,027.07
001242			
001242	ELIZABETH PIGLIACELLI	TREASURER MONTHLY FEE 02/2017	1,742.50
			1,742.50
001243			
001243	COURIER POST	ACCT: CHL-083028 - 2/9/17 - 2017 MTGS	56.40
			56.40
001244			
001244	ALLSTATE INFORMATION MANAGEMNT	ACCT: 409 - ACT & STOR 1/31/2017	66.62
			66.62
001245			
001245	CONNER STRONG & BUCKELEW	AUTOMOBILE ID CARDS RENEWAL - 2017	89.80
			89.80
001246			
001246	CONSOLIDATED SERVICE GROUP INC	MANAGED CARE SERVICES - 02/2017 - CHERRY	1,083.00
001246	CONSOLIDATED SERVICE GROUP INC	MANAGER CARE SERVICES - 02/2017	8,739.58
			9,822.58
001247			
001247	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 02/2017	957.17
			957.17
001248			
001248	WALTER A. EIFE	RMC FEE 1ST 2017 - HADDON TWP	17,303.08
			17,303.08
001249			
001249	CONNER STRONG & BUCKELEW	RMC FEE 1ST 2017 - MOUNT EPHRAIM	6,679.05
001249	CONNER STRONG & BUCKELEW	RMC FEE 1ST 2017 - PINE HILL	8,883.47
001249	CONNER STRONG & BUCKELEW	RMC FEE 1ST 2017 - MERCHANTVILLE	5,836.06
001249	CONNER STRONG & BUCKELEW	RMC FEE 1ST 2017 - MAGNOLIA	6,696.88
001249	CONNER STRONG & BUCKELEW	RMC FEE 1ST 2017 - WINSLOW	36,970.19
001249	CONNER STRONG & BUCKELEW	RMC FEE 1ST 2017 - RUNNEMEDE	9,799.33
001249	CONNER STRONG & BUCKELEW	RMC FEE 1ST 2017 - BELLMAWR	16,672.64
001249	CONNER STRONG & BUCKELEW	RMC FEE 1ST 2017 - BERLIN TWP	12,344.30
001249	CONNER STRONG & BUCKELEW	RMC FEE 1ST 2017 - BROOKLAWN	4,977.69
001249	CONNER STRONG & BUCKELEW	RMC FEE 1ST 2017 - GLOUCESTER CITY	25,251.33
001249	CONNER STRONG & BUCKELEW	RMC FEE 1ST 2017 - COLLINGSWOOD	21,532.76
001249	CONNER STRONG & BUCKELEW	RMC FEE 1ST 2017 - CHERRY HILL TWP	38,435.94
			194,079.64
001250			
001250	HARDENBERGH INSURANCE GROUP	RMC FEE 1ST 2017 - OAKLYN	6,065.44
001250	HARDENBERGH INSURANCE GROUP	RMC FEE 1ST 2017 - LINDENWOLD	17,728.28
001250	HARDENBERGH INSURANCE GROUP	RMC FEE 1ST 2017 - VOURHEES	27,869.14
001250	HARDENBERGH INSURANCE GROUP	RMC FEE 1ST 2017 - AUDUBON	10,898.29
001250	HARDENBERGH INSURANCE GROUP	RMC FEE 1ST 2017 - CLEMENTON	7,567.76
001250	HARDENBERGH INSURANCE GROUP	RMC FEE 1ST 2017 - LAUREL SPRINGS	3,629.84
			73,758.75
001251			

001251	HENRY D. BEAN & SON, INC.	RMC FEE 1ST 2017 - PINE VALLEY	636.40
001251	HENRY D. BEAN & SON, INC.	RMC FEE 1ST 2017 - HADDONFIELD	15,437.13
			16,073.53
001252			
001252	LEONARD O'NEILL INSURANCE AGY	RMC FEE 1ST 2017 - GIBBSBORO	2,673.58
			2,673.58
TOTAL PAYMENTS FY 2017		1,141,589.26	

TOTAL PAYMENTS ALL FUND YEARS \$ 1,169,316.14

Chairperson

Attest:

_____ Dated:_____

I hereby certify the availability of sufficient unencumbered funds in the proper accounts to fully pay the above claims.

Treasurer

February 27, 2017

To the Members of the
Executive Board of the
Camden County Municipal
Joint Insurance Fund

I have enclosed for your review documents which reflect the financial condition of the fund. The attached documents include details of transactions relating to deposits, claims, transfers, expenditures and Investment Income.

The statements included in this report are prepared on a “cash basis” and relate to financial activity through the period ending January 31, 2017 for Fund Years 2013, 2014, 2015, 2016 and 2017. The reports, where required, are presented in a manner prescribed or permitted by the Department of Insurance and the Division of Local Government Services of the Department of Community Affairs.

All statements contained in this report are subject to adjustment by annual audit.

A summary of the contents of these statements is presented below.

- **BILL LIST FOR THE MONTH OF FEBRUARY:**

Payment vouchers submitted for your consideration at this meeting show on the accompanying bill list.

- **INVESTMENT INCOME:**

Net Investment Income received or accrued for January totaled \$8,943.08.

- **RECEIPT ACTIVITY FOR JANUARY:**

Assessments	\$ 3,799,240.43	
Restitution	25.00	
Recovery	<u>40,668.53</u>	
Total November Receipts		<u>\$3,839,933.96</u>

- **CLAIM ACTIVITY FOR JANUARY:**

The enclosed report shows claim activity during the month for claims paid by the fund.

Property Liability Claims	\$ 103,661.49	
Workers Compensation Claims	176,212.49	
Administration Expense	<u>752,154.88</u>	
Total Claims/Expenses		<u>\$1,032,028.86</u>

- **CASH ACTIVITY FOR JANUARY:**

The enclosed report shows that during the reporting month the Fund’s “Cash Position” changed from an opening balance of \$16,984,055.96 to a closing balance of \$19,794,436.90 showing an increase of \$2,810,380.94.

The information contained in this report is a summary of the attached detailed schedules.

Sincerely,

Elizabeth Pigliacelli, Treasurer

JANUARY						
Item	Date	Check Run	Voids	Refunds	Adjustments	Totals
1	1/4/2017	22,882.05				22,882.05
2	01/11/17	19,494.10				19,494.10
3	01/11/17	25,933.59				25,933.59
4	01/18/17	3,137.24				3,137.24
5	01/18/17	49,825.45				49,825.45
6	01/25/17	9,054.13				9,054.13
7	01/25/17	40,858.08				40,858.08
8	2/1/2017	43,152.81				43,152.81
9	2/1/2017	65,536.53				65,536.53
10						-
11						-
12						-
13						-
14						-
15						-
16						-
17						-
18						-
19						-
20						-
21						-
22						-
23						-
24						-
25						-
26						-
27						-
28						-
29						-
30						-
	Total	279,873.98	-	-	-	279,873.98
	Monthly Rpt	279,873.98				279,873.98
	Variance	-	-	-	-	-

CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND										
SUMMARY OF CASH TRANSACTIONS - ALL FUND YEARS COMBINED										
Current Fund Year: 2017										
Month Ending: January										
	Property	Liability	Auto	Workers Comp	POL/EPL	MFL	EJIF	Admin	Cherry Hill	TOTAL
OPEN BALANCE	698,758.79	4,484,385.29	1,178,051.20	8,670,519.02	(688.52)	4,198.77	23.02	1,955,261.15	(6,451.89)	16,984,056.83
RECEIPTS										
Assessments	167,909.72	439,319.83	96,758.54	1,111,521.24	338,392.94	783,755.15	98,736.17	762,846.84	0.00	3,799,240.43
Refunds	40,422.28	0.00	0.00	271.25	0.00	0.00	0.00	0.00	0.00	40,693.53
Invest Pymnts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,730.56	0.00	3,730.56
Invest Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Invest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,730.56	0.00	3,730.56
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	208,332.00	439,319.83	96,758.54	1,111,792.49	338,392.94	783,755.15	98,736.17	766,577.40	0.00	3,843,664.52
EXPENSES										
Claims Transfers	50,402.67	47,599.70	5,659.12	172,559.16	0.00	0.00	0.00	0.00	3,653.33	279,873.98
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	752,154.88	0.00	752,154.88
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,254.72	0.00	1,254.72
TOTAL	50,402.67	47,599.70	5,659.12	172,559.16	0.00	0.00	0.00	753,409.60	3,653.33	1,033,283.58
END BALANCE	856,688.12	4,876,105.43	1,269,150.62	9,609,752.35	337,704.42	787,953.91	98,759.19	1,968,428.95	(10,105.22)	19,794,437.77
REPORT STATUS SECTION										
Report Month: January										
						Balance Differences				
Opening Balances:			Opening Balances are equal			\$0.00				
Imprest Transfers:			Imprest Totals are equal			\$0.00				
Investment Balances:			Investment Payment Balances are equal			\$0.00				
			Investment Adjustment Balances are equal			\$0.00				
Ending Balances:			Ending Balances are equal			\$0.00				
Accrual Balances:			Accrual Balances are equal			\$0.00				

SUMMARY OF CASH AND INVESTMENT INSTRUMENTS						
CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND						
ALL FUND YEARS COMBINED						
CURRENT MONTH	January					
CURRENT FUND YEAR	2017					
Description:		Investors Operating-58892	Investors Prop & Liab Claims- 58910	Investors WC Claims-58905	Wilmington Trust - 5884	
ID Number:						
Maturity (Yrs)						
Purchase Yield:						
TOTAL for All Accts & instruments						
Opening Cash & Investm	\$16,984,055.96	6,951,539.72	152.06	159.42	10,032,204.76	
Opening Interest Accrua	\$15,975.21	-	-	-	15,975.21	
1 Interest Accrued and/or	\$5,209.53	\$0.00	\$0.00	\$0.00	\$5,209.53	
2 Interest Accrued - discov	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3 on and/or Interest Cost)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4 Accretion	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5 Interest Paid - Cash Inst	\$4,730.56	\$4,682.91	\$19.64	\$25.02	\$2.99	
6 Interest Paid - Term Ins	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
7 Realized Gain (Loss)	-\$1,000.00	\$0.00	\$0.00	\$0.00	-\$1,000.00	
8 Net Investment Income	\$8,940.09	\$4,682.91	\$19.64	\$25.02	\$4,212.52	
9 Deposits - Purchases	\$4,119,807.94	\$3,839,933.96	\$103,661.49	\$176,212.49	\$0.00	
10 (Withdrawals - Sales)	-\$1,313,157.56	-\$1,032,028.86	-\$103,661.49	-\$176,212.49	-\$1,254.72	
Ending Cash & Investment	\$19,794,436.90	\$9,764,127.73	\$171.70	\$184.44	\$10,029,953.03	
Ending Interest Accrual Bal	\$21,184.74	\$0.00	\$0.00	\$0.00	\$21,184.74	
Plus Outstanding Checks	\$279,911.80	\$140,980.09	\$77,380.80	\$61,550.91	\$0.00	
(Less Deposits in Transit)	-\$108,689.34	\$0.00	-\$65,536.53	-\$43,152.81	\$0.00	
Balance per Bank	\$19,965,659.36	\$9,905,107.82	\$12,015.97	\$18,582.54	\$10,029,953.03	
		\$0.00	0.0	\$0.00	\$0.00	

CERTIFICATION AND RECONCILIATION OF CLAIMS PAYMENTS AND RECOVERIES									
CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND									
Month		January							
Current Fund Year		2017							
		1.	2.	3.	4.	5.	6.	7.	8.
Policy Year	Coverage	Calc. Net Paid Thru Last Month	Monthly Net Paid January	Monthly Recoveries January	Calc. Net Paid Thru January	TPA Net Paid Thru January	Variance To Be Reconciled	Delinquent Unreconciled Variance From	Change This Month
2017	Property	0.00	130.00	0.00	130.00	130.00	0.00	0.00	0.00
	Liability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Auto	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Workers Comp	0.00	4,446.92	0.00	4,446.92	4,446.92	0.00	0.00	0.00
	Cherry Hill	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	4,576.92	0.00	4,576.92	4,576.92	0.00	0.00	0.00
2016	Property	238,009.84	50,272.67	40,422.28	247,860.23	247,860.23	0.00	0.00	0.00
	Liability	43,843.70	1,088.66	0.00	44,932.36	44,932.36	0.00	0.00	0.00
	Auto	37,993.61	3,500.00	0.00	41,493.61	41,493.61	(0.00)	0.00	(0.00)
	Workers Comp	1,139,890.12	120,597.12	246.25	1,260,240.99	1,260,241.00	(0.01)	0.00	(0.01)
	Cherry Hill	6,233.39	3,653.33	0.00	9,886.72	4,584.83	5,301.89	(1,348.86)	6,650.75
	Total	1,465,970.66	179,111.78	40,668.53	1,604,413.91	1,599,112.03	5,301.88	(1,348.86)	6,650.74
2015	Property	560,951.19	0.00	0.00	560,951.19	560,951.19	0.00	0.00	0.00
	Liability	203,277.41	11,745.99	0.00	215,023.40	215,023.40	0.00	0.00	0.00
	Auto	29,048.47	0.00	0.00	29,048.47	29,048.47	(0.00)	0.00	(0.00)
	Workers Comp	1,798,900.26	30,339.68	25.00	1,829,214.94	1,829,214.94	0.00	0.00	0.00
	Cherry Hill	218.50	0.00	0.00	218.50	218.50	(0.00)	478.09	(478.09)
	Total	2,592,395.83	42,085.67	25.00	2,634,456.50	2,634,456.50	0.00	478.09	(478.09)
2014	Property	323,918.01	0.00	0.00	323,918.01	323,918.01	0.00	0.00	0.00
	Liability	432,558.53	19,223.26	0.00	451,781.79	451,781.79	0.00	0.00	0.00
	Auto	53,527.39	1,727.24	0.00	55,254.63	55,254.63	0.00	0.00	0.00
	Workers Comp	1,536,951.48	13,077.28	0.00	1,550,028.76	1,549,828.76	200.00	0.00	200.00
	Cherry Hill	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total	2,346,955.41	34,027.78	0.00	2,380,983.19	2,380,783.19	200.00	0.00	200.00
2013	Property	337,742.74	0.00	0.00	337,742.74	337,742.74	0.00	0.00	0.00
	Liability	524,628.85	15,541.79	0.00	540,170.64	540,170.64	0.00	0.00	0.00
	Auto	97,841.20	431.88	0.00	98,273.08	98,273.08	0.00	0.00	0.00
	Workers Comp	2,127,370.14	4,098.16	0.00	2,131,468.30	2,131,468.30	0.00	0.00	0.00
	Cherry Hill	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total	3,087,582.93	20,071.83	0.00	3,107,654.76	3,107,654.76	0.00	0.00	0.00
Closed FY	Property		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Liability		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Auto		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Workers Comp		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Cherry Hill		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		9,492,904.83	279,873.98	40,693.53	9,732,085.28	9,726,583.40	5,501.88	(870.77)	6,372.65

CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND SAFETY DIRECTOR'S REPORT

TO: Municipal Fund Commissioners
FROM: J.A. Montgomery Risk Control, JIF Safety Director
DATE: February 2, 2017

JIF SERVICE TEAM

Joanne Hall, Safety Director jhall@jamontgomery.com Office: 732-736-5286 Cell: 908-278-2792	Danielle Sanders, Administrative Assistant dsanders@jamontgomery.com Office : 856-552-6898 Fax : 856-552-6899
John Saville, Sr. Consultant jsaville@jamontgomery.com Office: 732-736-5009 Cell: 609-330-4092	Tim Sheehan, Asst. Public Sector Director tsheehan@jamontgomery.com Office: 856-552-6862 Cell: 609-352-6378

JANUARY ACTIVITIES

LOSS CONTROL SERVICES

- Borough of Berlin – Conducted a Loss Control Survey on January 23
- City of Gloucester – Conducted a Loss Control Survey on January 30
- Borough of Oaklyn – Conducted a Loss Control Survey on January 31
- Borough of Somerdale – Conducted a Loss Control Survey on January 27

MEETINGS ATTENDED

- Claims Meeting – January 20
- Fund Commissioner Meeting – January 23

UPCOMING EVENTS

- Claims Meeting – February 24
- Fund Commissioner Meeting – February 27

SAFETY DIRECTOR'S BULLETINS & SAFETY ANNOUNCEMENTS

- Camden JIF - Safety Director's Bulletin - Best Practices for Snow Emergencies – January 4

- Camden JIF - Safety Director's Message - *CYBERSECURITY ALERT* - January 5
- Camden JIF - Safety Director's Bulletin - Conducting MVR Record Checks - January 9
- Camden JIF - 2017 Safety Incentive Program – January 9
- Camden JIF- Safety Director's Bulletin - OSHA Recordkeeping Annual Reminder – January 23
- Camden JIF - Did You Know? – MSI Training Schedule, Feb 2017 – January 23
- Camden JIF - Workplace Injury & Illness Recordkeeping Webinar – January 26

MEL VIDEO LIBRARY

The new MEL Video Library (856-552-4900) is available for borrowing 560+ safety videos in 45 different categories. To view the full video catalog and rent videos please visit www.njmel.org or email the video library at melvideolibrary@jamontgomery.com. The following members utilized the Video Library during the month of December 2016.

<u>Municipality</u>	<u># of Videos</u>
Borough of Barrington	1
Borough of Berlin	2
Township of Berlin	4
Borough of Brooklawn	2
Borough of Haddonfield	4
Borough of Somerdale	4

MEL SAFETY INSTITUTE (MSI)

Listed below are upcoming MSI training programs scheduled for **February - April 2017**. ***Enrollment is required for all MSI classes.*** MSI classes are subject to cancellation or rescheduling at any time. ***Members are reminded to log on to the www.njmel.org website, then click on the MSI logo to access the Learning Management System where you can enroll your employees and verify classes. Enrolling your staff ensures you will be notified of any schedule changes.***

If you need assistance using the MSI Learning Management System, please call the MSI helpline at 866-661-5120.

DATE	LOCATION	TOPIC	TIME
2/1/17	Pennsauken SA #3	LOTO	11:15 - 1:15 pm
2/1/17	Pennsauken SA #3	Fire Safety	1:30 - 2:30 pm
2/1/17	Pennsauken SA #3	Fire Extinguisher	2:45 - 3:45 pm
2/3/17	Township of Berlin #2	Sanitation/Recycling Safety	8:30 - 10:30 am
2/3/17	Township of Berlin #2	BBP	10:45 - 11:45 am
2/3/17	Township of Berlin #2	Back Safety/Material Handling	12:30 - 1:30 pm

2/7/17	Logan Township MUA #1	Snow Plow/Snow Removal	8:30 - 10:30 am
2/7/17	Logan Township MUA #1	HazCom w/GHS	10:45 - 12:15 pm
2/8/17	Pennsauken SA #3	Ladder Safety/Walking Surfaces	12:30 - 2:30 pm
2/8/17	Pennsauken SA #3	Hearing Conservation	2:45 - 3:45 pm
2/10/17	Township of Cherry Hill #4	PPE	8:30 - 10:30 am
2/10/17	Township of Cherry Hill #4	Hearing Conservation	10:45 - 11:45 am
2/10/17	Township of Cherry Hill #4	Asbestos, Lead, Silica Regulatory Overview	12:00 - 1:00 pm
2/15/17	Township of Burlington #3	Fire Safety	8:00 - 9:00 am
2/15/17	Township of Burlington #3	Fire Extinguisher	9:15 - 10:15 am
2/17/17	Township of Mantua	Employee Conduct/Violence Prevention	12:30 - 2:00 pm
2/17/17	Township of Mantua	Back Safety/Material Handling	2:15 - 3:15 pm
2/22/17	Borough of Magnolia #1	CSE-Permit Required w/Classroom Demo- Evening	6:30 - 10:30 pm
2/24/17	Township of Berlin #2	CDL-Drivers Safety Regulations	8:30 - 10:30 am
2/24/17	Township of Berlin #2	Confined Space Awareness	10:45 - 11:45 am
2/27/17	Borough of Glassboro #1	Sanitation/Recycling Safety	8:00 - 10:00 am
2/27/17	Borough of Glassboro #1	Asbestos, Lead, Silica Health Overview	10:15 - 11:15 am
2/27/17	Borough of Glassboro #1	LOTO-Evening	7:00 - 9:00 pm
2/27/17	Borough of Glassboro #1	Confined Space Awareness-Evening	9:00 - 10:00 pm
3/2/17	Township of Pemberton	DDC-6	8:00 - 2:45 pm w/lunch brk
3/9/17	Deptford Township MUA	Jetter/Vacuum Safety	9:00 - 11:00 am
3/9/17	Deptford Township MUA	Asbestos, Lead, Silica Health Overview	11:15 - 12:15 pm
3/10/17	Borough of Clementon #3	Fire Safety	8:30 - 9:30 am
3/10/17	Borough of Clementon #3	Fire Extinguisher	9:45 - 10:45 am
3/13/17	Borough of Glassboro #1	HazMat Awareness w/HazCom GHS	12:00 - 3:00 pm
3/14/17	Township of Washington	LOTO	8:30 - 10:30 am
3/14/17	Township of Washington	Shop & Tool Safety	10:45 - 11:45 am
3/14/17	Township of Washington	HazCom w/GHS	12:30 - 2:00 pm
3/21/17	Borough of Clementon #3	HazMat Awareness w/HazCom GHS	8:30 - 11:30 am
3/21/17	Borough of	BBP	11:45 - 12:45 pm

	Clementon #3		
3/23/17	Township of Pemberton	Hoists, Cranes, Rigging Safety	8:00 - 10:00 am
3/24/17	Township of Evesham #4	Landscape Safety	8:30 - 11:30 am
3/27/17	Borough of Glassboro #1	Landscape Safety	8:00 - 11:00 am
3/28/17	Township of Voorhees #1	Fire Safety	9:00 - 10:00 am
3/28/17	Township of Voorhees #1	Fire Extinguisher	10:15 - 11:15 am
3/29/17	City of Burlington #2	Driving Safety Awareness	8:30 - 10:00 am
3/31/17	Township of Willingboro	Ladder Safety/Walking Surfaces	8:30 - 10:30 am
3/31/17	Township of Willingboro	Shop & Tool Safety	10:45 - 11:45 am
4/3/17	Township of Pemberton	Landscape Safety	8:00 - 11:00 am
4/4/17	Township of Voorhees #1	Driving Safety Awareness	9:00 - 10:30 am
4/4/17	Township of Voorhees #1	HazCom w/GHS	10:45 - 12:15 pm
4/5/17	Township of Burlington #3	BBP	8:00 - 9:00 am
4/5/17	Township of Burlington #3	Confined Space Awareness	9:15 - 10:15 am
4/6/17	Township of Winslow	LOTO	8:30 - 10:30 am
4/7/17	Township of Willingboro	Flagger/Work Zone	8:30 - 12:30 pm
4/10/17	Borough of Glassboro #1	Driving Safety Awareness	8:00 - 9:30 am
4/11/17	Logan Township MUA #1	Fire Safety	8:30 - 9:30 am
4/11/17	Logan Township MUA #1	Fire Extinguisher	9:45 - 10:45 am
4/12/17	Evesham Township MUA	PPE	8:30 - 10:30 am
4/12/17	Evesham Township MUA	Ladder Safety/Walking Surfaces	10:45 - 12:45 pm
4/17/17	Township of Cherry Hill #4	Heavy Equipment	8:30 - 11:30 am
4/18/17	Borough of Clementon #3	Special Events Management	8:30 - 10:30 am
4/19/17	Township of Washington	Flagger/Work Zone	8:30 - 12:30 pm
4/20/17	Township of Pemberton	Excavation/Trenching/Shoring	8:30 - 1:30 pm w/lunch brk
4/21/17	Township of Bordentown	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
4/24/17	Township of Winslow	DDC-6	8:30 - 3:00 pm w/lunch brk
4/24/17	Township of Cherry Hill #4	Jetter/Vacuum Safety	8:30 - 10:30 am

4/25/17	Township of Washington	Landscape Safety	8:30 - 11:30 am
4/25/17	Township of Washington	Playground Safety Inspections	12:00 - 2:00 pm
4/26/17	City of Burlington #2	HazMat Awareness w/HazCom	8:30 - 11:30 am
4/28/17	Township of Evesham #4	Employee Conduct/Violence Prevention	8:30 - 10:00 am
4/28/17	Township of Evesham #4	Back Safety / Material Handling	10:15 - 11:15 am
4/28/17	Township of Evesham #4	Shop & Tool Safety	11:30 - 12:30 pm

CEU's for Certified Public Works Managers			
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Accident Investigation	2 / M	Hazard Identification - Making Your Observations Count	1 / T, M
Advanced Safety Leadership	10 / M	Hearing Conservation	1 / T, G
Asbestos, Lead & Silica Industrial Health Overview	1 / T, G	Heavy Equipment Safety	1 / G - 2 / T
Back Safety / Material Handling	1 / T	Hoists, Cranes and Rigging	2 / T
Bloodborne Pathogens Training	1 / G	Housing Authority Safety Awareness	3 / T
Bloodborne Pathogens Train-the-Trainer	1 / T	Jetter Safety	2 / T
BOE Safety Awareness	3 / T	Landscape Safety	2 / T
CDL - Supervisors Reasonable Suspicion	2 / M	Leaf Collection Safety Awareness	2 / T
CDL - Drivers' Safety Regulations	2 / G	Lockout Tagout	2 / T
Coaching the Maintenance Vehicle Operator	2 / T, M	Personal Protective Equipment (PPE)	2 / T
Confined Space Entry - Permit Required	3.5 / T	Playground Safety	2 / T
Confined Space Awareness	1 / T, G	Sanitation and Recycling Safety	2 / T
Driving Safety Awareness	1.5 / T	Safety Committee Best Practices	1.5 / M
Employee Conduct and Violence in the Work Place	1.5 / E	Safety Coordinator's Skills Training	3 / M, G
Excavation Trenching & Shoring	2 / T, M	Shop and Tool Safety	1 / T
Fall Protection Awareness	2 / T, M	Seasonal Public Works Operations	3 / T
Fast Track to Safety	4 / T	Snow Plow Safety	2 / T
Flagger / Workzone Safety	2 / T, M	Special Events Management	2 / M
HazCom with Globally Harmonized System	1 / T, G	Toolbox Talk Essentials	1 / M
Hazardous Materials Awareness w/ HazCom & GHS	3 / T		
CEU's for Registered Municipal Clerks			
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Asbestos, Lead & Silica Industrial Health Overview	1 / P	Hazard Identification - Making your Observations Count	2 / P
Bloodborne Pathogens Training	1 / P	Safety Committee Best Practices	1.5 / P
Employee Conduct and Violence in the Work Place	1.5 / E	Safety Coordinator's Skills Training	6 / P
		Special Event Management	2 / P
TCH's For Water/ Wastewater			
MSI Course	TCH's/Cat.	MSI Course	TCH's/Cat.
Accident Investigation	1.5 / S	Hazardous Materials Awareness w/ HazCom & GHS	3 / S
Advanced Safety Leadership	10 / S	Heavy Equipment Safety	3 / S
Asbestos, Lead & Silica Industrial Health Overview	1 / S	Housing Authority Safety Awareness	3 / S
Back Safety / Material Handling	1 / S	Hazard Identification - Making your Observations Count	1.5 / S
Bloodborne Pathogens Training	1 / S	Hearing Conservation	1 / S
Bloodborne Pathogens Train-the-Trainer	2.5 / S	Hoists, Cranes and Rigging	2 / S
BOE Safety Awareness	3 / S	Jetter Safety	2 / S
CDL - Supervisors Reasonable Suspicion	1.5 / S	Ladder Safety/Walking Working Surfaces	2 / S
CDL - Drivers' Safety Regulations	2 / S	Landscape Safety	2 / S
Confined Space Awareness	1 / S	Leaf Collection Safety Awareness	2 / S
Confined Space Entry - Permit Required	3.5 / S	Lockout Tagout	2 / S
Defensive Driving-6-Hour	5.5 / S	Shop and Tool Safety	1 / S
Driving Safety Awareness	1.5 / S	Office Safety	2 / S
Excavation Trenching & Shoring	4 / S	Personal Protective Equipment (PPE)	2 / S
Fall Protection Awareness	2 / S	Safety Committee Best Practices	1.5 / S
Fast Track to Safety	5 / S	Safety Coordinator's Skills Training	5 / S
Fire Extinguisher	1 / S	Seasonal Public Works Operations	3 / S
Fire Safety	1 / S	Snow Plow Safety	2 / S
Flagger / Workzone Safety	2 / S	Special Event Management	2 / S
HazCom with Globally Harmonized System	1.5 / S	Toolbox Talk Essentials	1 / S
CEU's for Tax Collectors		CEU's for County/Municipal Finance Officers	
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Employee Conduct and Violence in the Work Place	1.5 / E	Employee Conduct and Violence in the Work Place	1.5 / E
CEU's for Certified Recycling Professionals		CEU's for Qualified Purchasing Agents	
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Fire Extinguisher Safety	1	Employee Conduct and Violence in the Work Place	1.5 / E
Hazard Recognition-Making your Observations Count	2		
Heavy Equipment	3		
Sanitation and Recycling Safety	2		
***Category			
E- Ethics			
T- Technical			
G- Governmental			
S- Safety			
P- Professional Development			
M- Management			



Safety Director Bulletin

One in a series of safety bulletins from your Joint Insurance Fund

January 2017

Best Practices for Snow Emergencies

The following guidelines are offered as suggestions when planning for emergency operations presented by winter storms. Every storm event is different and municipal needs and resources will vary. This document offers best practices that have been identified by our member towns regarding hours of operation, rest breaks, and rotating schedules for before, during and after snow events.

Municipal emergency planners are also encouraged to refer to federal and state CDL driving limitations, and other standards or regulations that may apply.

Pre-planning

- **Chain of command**

- Identify who will hold command staff positions. Plan for at least two persons for each command staff position to man the command center around the clock for the first day or two for major snow events.
- Develop a written snow plan with defined roles and hierarchy.
- Verify emergency contact information.

- **Staffing**

- Supplement crews with back ups, including contractors, utilities, fire department and per diem drivers
- Consider developing a list of retired CDL drivers you might call upon.
- Consider areas that may require the use of contractors with specialized equipment i.e. cul-de-sacs.
- Consider having departments clear their own lots if possible; i.e. fire departments and utilities.

- **Shift work planning**

- Remind workers of need to prepare their homes and families for their absence during the emergency.
- Consider sending workers home early in anticipation of call back e.g. sending a crew home if storm predicted to begin during the night. May be treated as “excused absence.”
- Consider shifts of 12 hours of continuous operation (with allowances for meal breaks and periodic rest periods); followed by 6 hours of downtime. Under extreme conditions, entities may need to extend to, but should not exceed, 18 hours.

- **Plan for rest breaks / sleeping accommodations**

- Entities may need to encourage drivers to stay at municipal facilities. Provide sleeping arrangements at fire and EMS stations, Senior Centers or municipal complex.
- Ensure quiet time at these locations.
- Plan for possible power interruptions at these locations.

- **Plan for Health and Welfare**

- Consider needs for food and hydration.
- Educate workers on appropriate winter and protective apparel.
- Remind workers to pack personal items such as medications, special dietary needs, etc.
- Remind supervisors and employees that employees on transitional duty may not work beyond their medical restrictions.

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Operations during storm

- **Establish priority routes and areas**
 - Clear parking lots and access routes of emergency response agencies (police, fire, and EMS) first
 - Consider providing sand / salt to use until clearing occurs at municipal facilities
- **Communication plans / telephone or radio contact**
 - Establish who will operate as Base (part of incident command structure)
 - Determine who takes calls from residents, both emergency and non-emergency (complaints)
 - Establish liaison with other towns or agencies, news agencies, etc.
 - Ensure operators remain in constant contact with base
 - Establish procedures for reporting and responding to accidents / incidents
- **Deteriorating Storm Conditions “When to temporarily halt operations”**
 - Who makes the final call
 - Include the criteria for “temporary halting of operations” in plan, i.e., discontinuing operations until conditions improve, with consultation of major stakeholders,
 - Encourage all who are in the field to report status of conditions for the safety of the entire crew
- **Rest breaks / Fatigue**
 - Inform drivers that they have the personal responsibility to pull themselves from driving if they feel overly fatigued or diminished. Have a procedure on how the driver will report to a supervisor and how to address the situation within employment agreements.
- **Rotations**
 - Incorporate travel distance to work into shift planning. Those who live farthest, home after 12 hours to sleep and return for next shift.

Post-Storm Operations

- **Return to normal operations**
 - As conditions normalize, transition back to normal 8-hour shifts
 - Consider the impact of fatigue from the extended shifts when transitioning back to normal operations.
 - Inspect, repair and perform routine maintenance on equipment
- **Conduct after-incident debriefing**
 - Review with all stakeholders what worked and what challenges were encountered
 - Update Snow Emergency Plan with lessons learned from the event

Liability issues – Recommendations to limit liability

- Maintain a record of weather conditions
- Document actions taken, date, time, crews, equipment employed, and materials (salt etc.) used
- Record *all* complaints with date and time received
- Document specific actions taken and time of action in response to complaints
- Take photographs to record weather conditions and incidents
- Preserve newspaper articles on storm severity and clean up activities
- Work with police to have their accident reports supplemented with photographs showing conditions

Snow events are difficult. Proper planning and training can ease the strain on employees, managers, and the community. The Safety drop-down menu on the MEL homepage offers Toolbox Talk lesson plans on several topics to assist.



SAFETY DIRECTOR'S BULLETIN Motor Vehicle Record Checks

January 2017

Conducting Motor Vehicle Record Checks

Public entities have many drivers in their employ. Law enforcement officers are on patrol around the clock. Volunteer firefighters and emergency medical technicians respond in their private vehicles before getting in apparatus and ambulances. Public works and utility employees drive large vehicles that require Commercial Drivers Licenses (CDL). Administrative personnel may occasionally use agency or private vehicles to conduct official business. **Managers of public agencies must verify that all employees who drive on the agency's behalf possess a valid driver's license and an acceptable driving record.**

Public entities should have a motor vehicle policy that encompasses all the types of drivers they employ. The Model Employee Handbook on the MEL website (www.njmcl.org) includes a basic policy. Department managers should supplement the general policies and procedures to fully reflect their operations. The Safety Directors recommend Motor Vehicle Records (MVRs) be obtained and reviewed:

- once a year for all full-time, part-time, seasonal and volunteer employees who drive a public or personal vehicle as part of their job responsibilities.
- As part of the pre-employment screening process, MVRs of prospective employees should also be reviewed.
- Before approving a "Blue Light" application, the volunteer's MVR should be reviewed.

Here are answers to several frequently asked questions:

IS IT LEGAL TO OBTAIN MVR'S?

Employer may order MVRs on their employees under the Federal Driver's Privacy Act (effective 9-13-97). The Act defines the following "permissible uses" of an MVR:

- i. For use by any governmental agency...in carrying out its functions...
- ii. For use by any insurer or insurance support organization or by a self-insured entity...in connection with claims investigation activities, antifraud activities rating or underwriting.
- iii. For use by an employer ... to obtain or verify information relating to a holder of a commercial drivers license (CDL) that is required under Chapter 313 of Title 49.

WHO SHOULD OBTAIN THE MVR ABSTRACTS?

Designate one or two authorized individuals to order the MVRs from the N.J. Motor Vehicle Commission, by establishing a CAIR account. MVRs may not be obtained through the local Police Department. Authorized individuals may be the Clerk, an Administrator, a Human Resource representative or the Police Chief. The designated individual must understand they are not to share the information with unauthorized individuals. ***Remember, these are confidential reports.*** Department heads who review or act upon the MVR reports must also be aware of the confidential nature of driving histories.

WHAT ABOUT VOLUNTEERS AND SEASONAL EMPLOYEES?

Inform part-time or seasonal employees and volunteers who may operate a public agency's or personal vehicles as part of their job duties that their MVRs will be periodically checked. The policy must be enforced consistently and without discrimination.

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HOW DO I ORDER MVRs?

New Jersey Public Entities and/or Authorities can order MVR abstracts from the NJ Motor Vehicle Commission (NJMVC). If you ***are ordering less than 25 MVRs per year and your agency has not received notification from the NJMVC of the CAIR system then you are eligible to request MVRs by mail. Mail your request on letterhead to New Jersey Motor Vehicle Commission, Business and Government Services, 225 East State Street, 3rd Floor East Wing, P.O. Box 122, Trenton, New Jersey 08666-0122. If you have any questions, you can call 609-292-4572.***

Public employers requiring more than 25 MVRs will need to establish a Customer Abstract Information Retrieval (CAIR) account by applying on-line at <http://www.state.nj.us/mvcbiz/Records/CAIR.htm>. There is an annual fee. This allows the employer to request up to 5,000 MVRs per year. A User Guide is also available on the CAIR homepage. New regulations require users to log in to their account at least every 90 days or their account will be suspended and update their password every 45 days. Suspended accounts need to be reactivated by a CAIR Administrator. The Safety Director suggests users put a reminder on their calendars.

HOW DO I EVALUATE INFORMATION ON THE MVR?

A sample policy for evaluating MVR information is provided below. It is up to each public entity / authority to establish evaluation standards for their agency. Be sure to apply standards consistently among all drivers.

All employees authorized to drive vehicles owned, leased, or controlled by the [Public Entity Name] or use their personal vehicles to conduct business on behalf of the [Entity Name] may have their MVRs reviewed prior to entrustment of a vehicle and annually thereafter.

*Drivers with acceptable, marginal or probation grading **may** be allowed to operate [Entity Name] vehicles or their personal vehicles to conduct business on behalf of the agency.*

Drivers with marginal or probation grading will have their MVRs reviewed more frequently. [Semiannual or quarterly reports are recommended] Additional violations or accidents may result in suspension of driving privileges for [Public Entity / Department Name].

Drivers with unacceptable driving records will not be permitted to operate an agency or their personal vehicle to conduct business on behalf of [Public Entity Name].

Acceptable: No moving violations and/or preventable accidents over the last 36 months.

Marginal: Up to 2 moving violations and/or preventable accidents in the last 36 months.

Probation: Up to 3 moving violations and/or preventable accidents within the last 36 months.

Unacceptable: More than 3 moving violations and/or preventable accidents within the last 36 months, or more than 2 moving violations and/or preventable accidents within the most recent year, or **any** of the violations listed below:

- Driving while under the influence (DWI or DUI)
- Leaving the scene of an accident
- Reckless driving violations
- Homicide or assault through the use of a motor vehicle
- Drivers who currently have a revoked or suspended license

If an accident is shown on an MVR, it will be assumed to be an “at-fault,” chargeable accident. Any change to such a classification will be made only upon receipt of a police report or ruling from the Accident Review Panel showing that the driver in question was not at fault.

Please contact your Risk Control Consultant or JIF Safety Director if you have any additional Motor Vehicle Record questions.



Safety Director Bulletin

One in a series of safety bulletins from your Joint Insurance Fund

January 2017

OSHA Recordkeeping – Annual Reminder

February 1st is the deadline to tabulate the Log of Work-Related Injuries and Illnesses (NJOSH-300).

The Summary Log (NJOSH-300A) must be posted in a visible area for each establishment, where notices to employees are posted, from February 1 to April 30 of each year.

New Jersey requires all public employers to *record* occupational injuries and illnesses. In addition, certain serious injuries must be *reported* directly to New Jersey PEOSH within specified timeframes. The complete rules for recording and reporting injuries can be accessed at <http://nj.gov/health/peosh/record.shtml>

Recording of Occupational Injuries

There are two important forms for the recording of injuries. The *Log of Work-Related Injuries and Illnesses (NJOSH-300)* is a listing of work-related injuries and illness that is maintained throughout the year. Injuries and illnesses are entered into the *Log* within 7 days of being notified of the injury / illness. Five years of *NJOSH-300 Logs* must be readily available to NJPEOSH inspectors. The second form is the annual summary of work-related injuries, *NJOSH 300A Summary of Work-Related Injuries and Illnesses*. This summary is posted at each work establishment from February through April.

‘Work-related’ is defined as any event or exposure in the work environment either causing or contributing to the resulting condition, or significantly aggravating a pre-existing injury or illness. ‘Work-related’ is presumed for injuries and illnesses resulting from events occurring in the work environment, unless an exception given in OSHA 1904.5(b)(2) applies. Recordable work-related injuries and illnesses are those that result in:

- Death or loss of consciousness
- Days away from work, placement on restricted work activity, or a job transfer
- Medical treatment beyond first aid

Public employers must also record the following conditions if they have been determined to be work-related:

- Any needle stick injury or cut from an object that is contaminated with a potentially infectious material
- Any case requiring an employee to be medically removed under an OSHA health (chemical) standard
- A tuberculosis infection as evidenced by a positive skin test or diagnosis by a physician
- An employee’s audiogram reveals a specified hearing Standard Threshold Shift in one or both ears

Reporting of Serious Occupational Injuries to NJPEOSH

New Jersey Public Employers must report fatalities to NJPEOSH **within eight (8) hours** of the occurrence, and report work-related hospitalizations, amputations, or loss of an eye within **24 hours** by calling the 24-hour hotline (800) 624-1644 or the 24-hour fax line (609) 292-3749. Refer to the decision-making flow chart on page 2.

Links to additional resources

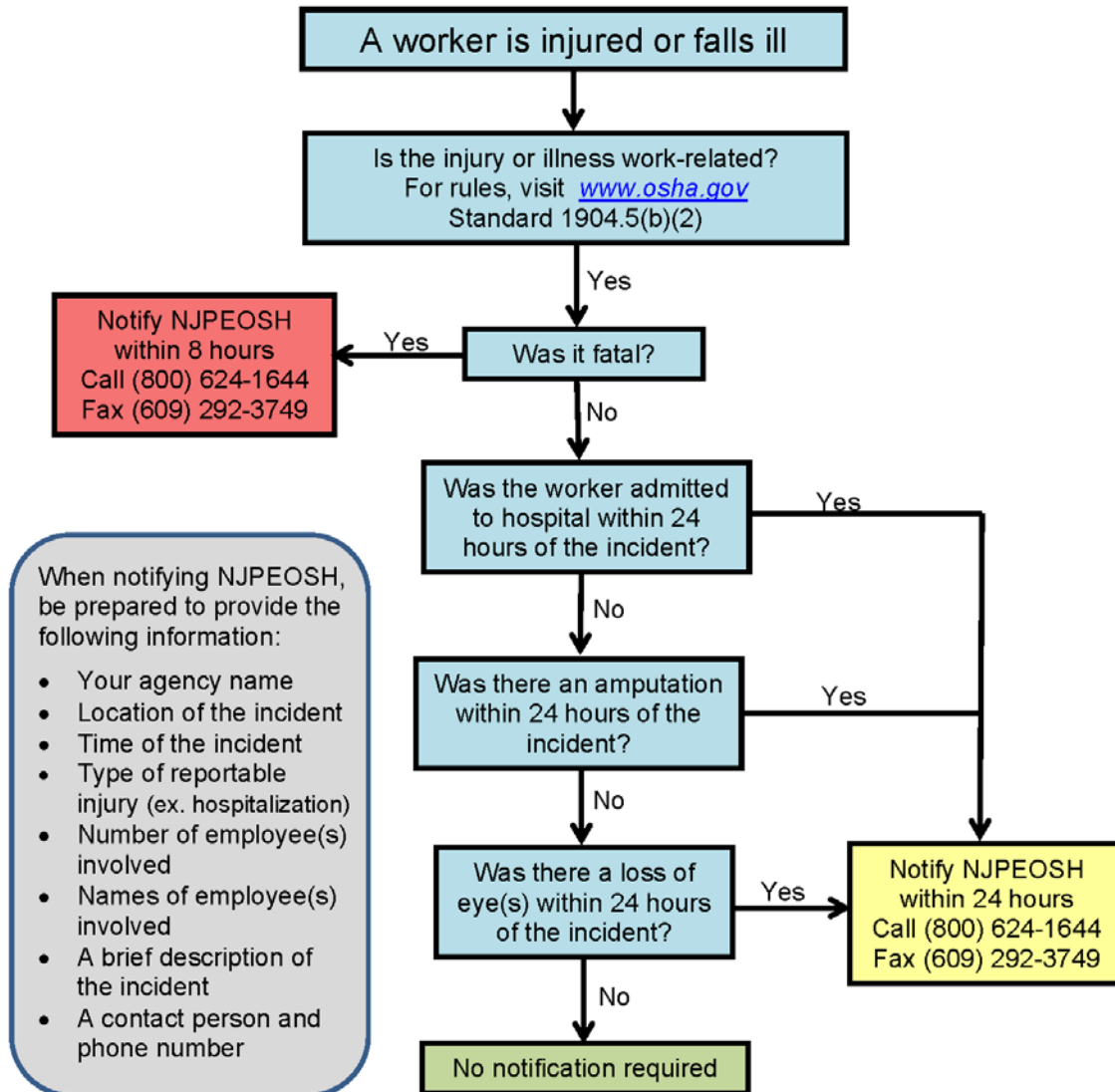
NJPEOSH 16-page guide to Recording and Reporting of Occupational Injuries and Illnesses is available at http://lwd.dol.state.nj.us/labor/forms_pdfs/lse/NJOSH300.pdf

NPEOSH revised their Public Employee Alert #27 to reflect the new reporting regulations. It is available at http://lwd.dol.state.nj.us/labor/forms_pdfs/lse/Alert27.pdf.

Now is also a good time to verify the PEOSH poster is posted. A copy can be downloaded at http://lwd.dol.state.nj.us/labor/forms_pdfs/lse/wps35.pdf

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NJPEOSH 2015 Injury Reporting Requirements



Notes:

- OSHA defines amputation as the traumatic loss of a limb or external body part, including a part, such as a limb or appendage, that has been severed, cut off (either completely or partially); fingertip amputations with or without bone loss; medical amputations resulting from irreparable damage; amputations of parts that have been reattached. Amputations do not include avulsions, enucleations, degloving, scalpings, severed ears, or broken or chipped teeth.
- If a motor vehicle accident occurs in a construction work zone, you must report the fatality, in-patient hospitalization, amputation, or loss of an eye. If the motor vehicle accident occurred on a public street or highway, but not in a construction work zone, you do not have to report the fatality, hospitalization, amputation, or loss of an eye.
- A work-related fatality or in-patient hospitalization caused by a heart attack must be reported



Office of Public Employees' Occupational Safety & Health
PO Box 386, Trenton, New Jersey 08625

RECORDING AND REPORTING OF OCCUPATIONAL INJURIES AND ILLNESSES

An Overview:

Recording Work-Related Injuries and Illnesses

The Occupational Safety and Health (OSH) Act of 1970 requires certain employers to prepare and maintain records of work-related injuries and illnesses. Use these definitions when you classify cases on the Log. OSHA's recordkeeping regulation (see 29CFR Part 1904) provides more information about the definitions below.

New Jersey requires all public employers regardless of size or SIC code to report all occupational injuries and illnesses.

The **Log of Work-Related Injuries and Illnesses (NJOSH-300)** is used to classify work-related injuries and illnesses and to note the extent and severity of each case. When an incident occurs, use the **Log** to record specific details about what happened and how it happened.

The **Summary (NJOSH-300A)**, a separate form, shows the totals for the year in each category. At the end of the year, post the **Summary** in a visible location so that your employees are aware of the injuries and illnesses occurring in their workplace.

Employers must keep a **Log** for each establishment or site. If you have more than one establishment, you must keep a separate **Log & Summary** for each physical location that is expected to be in operation for one year or longer.

Note that your employees have the right to review your injury and illness records. For more information, see 29CFR Part 1904.35, **Employee Involvement**.

Cases listed on the **Log of Work-Related Injuries and Illnesses** are not necessarily eligible for workers' compensation or other insurance benefits. Listing a case on the **Log** does not mean that the employer or worker was at fault or that a PEOSHA standard was violated.

When is an Injury or Illness considered work-related?

An injury or illness is considered work-related if an event or exposure in the work environment causes or contributed to the condition or significantly aggravated a preexisting condition. Work-

relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the workplace, unless an exception specifically applies. See 29 CFR Part 1904.5(b)(2) for the exceptions. The work environment includes the establishment and other locations where one or more employees are working or are present as a condition of their employment. See 29CFR1904.5(b)(1).

Which work-related Injuries and Illnesses should you record?

Record those work-related injuries and illnesses that result in:

- Death
- Loss of consciousness,
- Days away from work,
- Restricted work activity or job transfer, or
- Medical treatment beyond first aid.

You must also record work-related injuries and illnesses that are significant (as defined below) or meet any of the additional criteria listed below.

You must record any significant work-related injury or illness that is diagnosed by a physician or other licensed health care professional. You must record any work-related case involving cancer, chronic irreversible disease, a fractured or cracked bone, or a punctured eardrum, See 29CFR 1904.7.

What are the additional criteria?

You must record the following conditions when they are work-related:

- Any needlestick injury or cut from a sharp object that is contaminated with another person's blood or other potentially infectious material;
- Any case requiring an employee to be medically removed under the requirements of an OSHA health standard;
- Tuberculosis infection as evidenced by a positive skin test or diagnosis by a physician or other licensed health care professional after exposure to a known case of active tuberculosis.
- An employee's hearing test (audiogram) reveals 1) that the employee has experienced a Standard Threshold Shift (STS) in hearing in one or both ears (averaged at 2000, 3000, and 4000 Hz) and 2) the employee's total hearing level is 25 decibels (dB) or more above audiometric zero (also averaged at 2000, 3000, and 4000 Hz) in the same ear(s) as the STS.

What is medical treatment?

Medical treatment includes managing and caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatments and are **NOT** recordable:

- Visits to a doctor or health care professional solely for observation or counseling;

- Diagnostic procedures, including administering prescription medication that are used solely for diagnostic purposes; and,
- Any procedure that can be labeled first aid. (*See below for more information about first aid.*)

WHAT DO YOU NEED TO DO?

1. Within seven (7) calendar days after you receive information about a case, decide if the case is recordable under the PEOSHA recordkeeping requirements.
2. Determine whether the incident is a new case or a recurrence of an existing one.
3. Establish whether the case was work-related.
4. If the case is recordable, decide which form you will fill out as the injury and illness incident report.

You may use *NJOSH's – 301: Injury and Illness Incident Report* or an equivalent form.

Some state workers compensation, insurance, or other reports may be acceptable substitutes, as long as they provide the same information as the *NJOSH – 301*.

How To Work With The Log

1. Identify the employee involved unless it is a privacy concern case as described below.
2. Identify when and where the case occurred.
3. Describe the case, as specifically as you can.
4. Classify the seriousness of the case by recording the **most serious outcome** associated with the case, with column J (Other recordable cases) being the least serious and column G (Death) being the most serious.
5. Identify whether the case is an injury or illness. If the case is an injury, check the injury category. If the case is an illness, check the appropriate illness category.

What Is First Aid?

If the incident required only the following types of treatment, consider it first aid. Do **NOT** record the case if it involves only:

- Using non-prescription medications at non-prescription strength;
- Administering tetanus immunizations;
- Cleaning, flushing, or soaking wounds on the skin surface;
- Using wound coverings, such as bandages, BandAids™, gauze pads, etc; or using SteriStrips™, or butterfly closures;
- Using hot or cold therapy;
- Using any totally non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.;
- Using temporary immobilization devices while transporting an accident victim (splints, slings, neck collars, or backboards).
- Drilling a fingernail or toenail to relieve pressure, or draining fluids from blisters;
- Using eyepatches;
- Using simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye;
- Using irrigation, tweezers, cotton swab or other simple means to remove splinters or

- foreign material from areas other than the eye;
- Using finger guards;
- Using massages;
- Drinking fluids to relieve heat stress.

How Do You Decide If The Case Involved Restricted Work

Restricted work activity occurs when, as the result of a work-related injury or illness, an employer or health care professional keeps, or recommends keeping, an employee from doing the routine functions of his or her job or from working the full workday that the employee would have been scheduled to work before the injury or illness occurred.

How Do You Count The Number Of Days Of Restricted Work Activity Or The Number Of Days Away From Work?

Count the number of calendar days the employee was on restricted work activity or was away from work as a result of the recordable injury or illness. Do not count the day on which the injury or illness occurred in this number. Begin counting days from the day **after** the incident occurs. If a single injury or illness involved both days away from work and days of restricted work activity, enter the total number of days for each. You may stop counting days of restricted work activity or days away from work once the total of either or the combination of both reaches 180 days.

Under What Circumstances Should You NOT Enter The Employee's Name On The NJOSH – 300?

You must consider the following types of injuries or illnesses to be privacy concern cases:

- An injury or illness to an intimate body part or to the reproductive system,
- An injury or illness resulting from a sexual assault,
- A mental illness,
- A case of HIV infection, hepatitis or tuberculosis,
- A needlestick injury or cut from a sharp object that is contaminated with blood or other potentially infectious material (see 29CFR Part 1904.8 for definition), and
- Other illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the log.

You must not enter the employee's name on the NJOSH 300 **Log** for these cases. Instead, enter "privacy case" in the space normally used for the employee's name. You must keep a separate, confidential list of the case numbers and employee names for the establishment's privacy concern cases so that you can update the cases and provide information to the government if asked to do so.

If you have a reasonable basis to believe that information describing the privacy concern case may be personally identifiable even though the employee's name has been omitted, you may use discretion in describing the injury or illness on both the NJOSH 300 and 301 forms. You must enter enough information to identify the cause of the incident and the general severity of the injury or illness, but you do not need to include details of an intimate or private nature.

What If The Outcome Changes After You Record The Case?

If the outcome or extent of an injury or illness changes after you have recorded the case, simply draw a line through the original entry or, if you wish, delete or white-out the original entry. Then write the new entry where it belongs. Remember, you need to record the most serious outcome for each case.

Classifying Injuries

An injury is any wound or damage to the body resulting from an event in the work environment.

Examples: Cut, puncture, laceration, abrasion, fracture, bruise, contusion, chipped tooth, amputation, insect bite, electrocution, or a thermal, chemical, electrical or radiation burn. Sprain and strain injuries to muscles, joints, and connective tissues are classified as injuries when they result from a slip, trip, fall or other similar accidents.

Classifying Illnesses

Skin diseases or disorders

Skin diseases or disorders are illnesses involving the worker's skin that are caused by work exposure to chemicals, plants, or other substances.

Examples: Contact dermatitis, eczema, or rash caused by primary irritants and sensitizers or poisonous plants, oil acne, friction blisters, chrome ulcers, inflammation of the skin.

Respiratory conditions

Respiratory conditions are illnesses associated with breathing hazardous biological agents, chemicals, dust, gases, vapors, or fumes at work.

Examples: Silicosis, asbestosis, pneumonitis, pharyngitis, rhinitis, or acute congestion; farmer's lung, beryllium disease, tuberculosis, occupational asthma, reactive airways dysfunction syndrome (RADS), chronic obstructive pulmonary disease (COPD), hypersensitivity pneumonitis, toxic inhalation injury, such as metal fume fever, chronic obstructive bronchitis, and other pneumoconiosis.

Poisoning

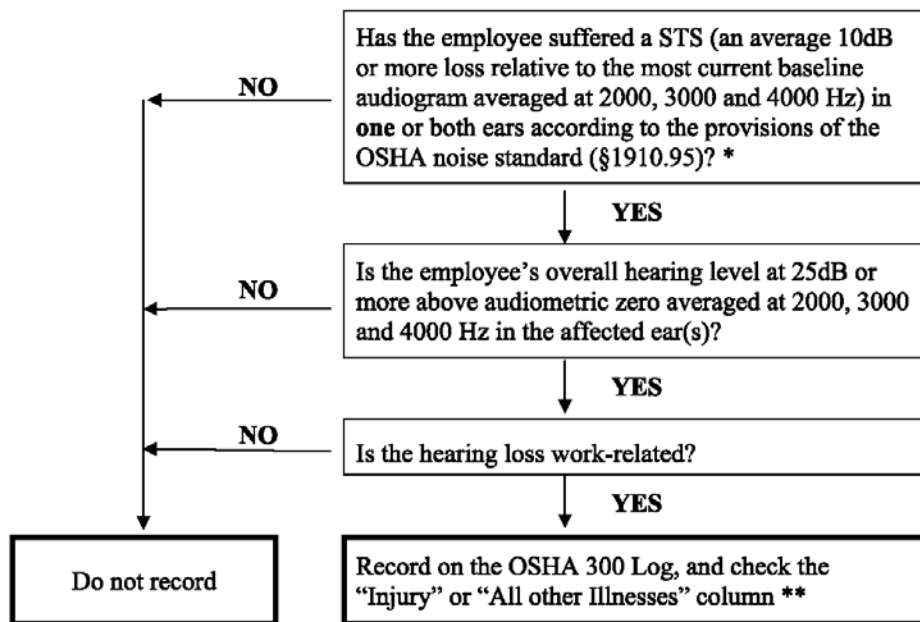
Poisoning includes disorders evidenced by abnormal concentrations of toxic substances in blood, other tissues, other bodily fluids, or the breath that are caused by the ingestion or absorption of toxic substances into the body.

Examples: Poisoning by lead, mercury, cadmium, arsenic, or other metals; poisoning by carbon monoxide, hydrogen sulfide, or other gases; poisoning by benzene, carbon tetrachloride, benzol, or other organic solvents; poisoning by insecticide sprays, such as parathion or lead arsenate; poisoning by other chemicals such as formaldehyde.

Hearing Loss

Noise-induced hearing loss is defined for recordkeeping purposes as a change in hearing threshold relative to the baseline audiogram of an average of 10 dB or more in either ear at 2000, 3000 and 4000 hertz, and the employee's total hearing level is 25 decibels (dB) or more above audiometric zero (also averaged at 2000, 3000, and 4000 hertz) in the same ear(s).

Use this “decision tree” to determine whether the results of the audiometric exam given on or after January 1, 2003 reveal a recordable STS.



Note: In all cases, use the most current baseline to determine recordability as you would to calculate a STS under the hearing conservation provisions of the noise standard (§1910.95). If an STS occurs in only one ear, you may only revise the baseline audiogram for that ear.

* The audiogram may be adjusted for presbycusis (aging) as set out in §1910.95.

** A separate hearing loss column on the OSHA 300 Log beginning in calendar year 2004.

All Other Illnesses

All other occupational illnesses.

Examples: Heatstroke, sunstroke, heat exhaustion, heat stress and other effects of environmental heat; freezing, frostbit, and other effects of exposure to low temperatures; decompression sickness; effects of ionizing radiation (isotopes, x-rays, radium); effects of nonionizing radiation (welding flash, ultra-violet rays, lasers); anthrax; bloodborne pathogenic diseases, such as AIDS, HIV, hepatitis B or hepatitis C; brucellosis, malignant or benign tumors, histoplasmosis, coccidioidomycosis.

When Must You Post The Summary?

You must post the **Summary** only – not the **Log** – by February 1 of the year following the year covered by the form and keep it posted until April 30 of that year.

How Long Must You Keep The Log And Summary On File?

You must keep the *Log* and *Summary* for 5 years following the year to which they pertain.

Do You Have To Send These Forms To The OPEOSH At The End Of The Year?

No, you do not have to send the completed forms to the OPEOSH unless specifically asked to do so.

CALCULATING INJURY AND ILLNESS INCIDENCE RATES

What is an incidence rate?

An incidence rate is the number of recordable injuries and illnesses occurring among a given number of full-time workers (usually 100 full-time workers) over a given period of time (usually one year). To evaluate your public entity's injury and illness experience over time or to compare your public entity's experience with that of the public sector as a whole, you need to compute your incidence rate. Because a specific number of workers and specific period of time are involved, these rates can help you identify problems in your workplace and/or progress you may have made in preventing work-related injuries and illnesses.

How do you calculate an incidence rate?

You can compute an occupational injury and illness incidence rate for all recordable cases that involved days away from work quickly and easily. The formula requires that you follow instructions in paragraph (a) below for the total recordable cases or those in paragraph (b) for cases that involved days away from work, and for both rates the instructions paragraph (c).

- a) *To find out the total number of recordable injuries and illnesses that occurred during the year*, count the number of line entries on your NJOSH form 300, or refer to NJOSH form 300A and sum the entries for columns (G), (H), (I), and (J).
- b) *To find out the number of injuries and illnesses that involved days away from work*, count the number of line entries on your NJOSH Form 300 that received a check mark in column (H), or refer to the entry for column (H) on the NJOSH form 300A.
- c) *The number of hours all employees actually worked during the year*. Refer to NJOSH form 300A and optional worksheet to calculate this number.

You can compute the incidence rate for all recordable cases of injuries and illnesses using the following formula:

Total number of injuries and illnesses divided by the Number of hours worked by all employees times 200,000 hours = Total recordable case rate.

(The 200,000 figure in the formula represents the number of hours 100 employees working 40 hours per week, 50 weeks per year would work, and provides the standard base for calculating incidence rates).

You can compute the incidence rate for recordable cases involving days away from work, days of restricted work activity or job transfer (DART) using the following formula:

(Number of entries in column H + Number of entries in column I) divided by the Number of hours worked by all employees times 200,000 hours = DART incidence rate.

You can use the same formula to calculate incidence rates for other variables such as cases involving restricted work activity (column (I) on Form 300A), cases involving skin disorders (column (M-2) on Form 300A), etc. Just substitute the appropriate total for these cases, from Form 300A, into the formula in place of the total number of injuries and illnesses.

What can I compare my incidence rate to?

The Bureau of Labor Statistics (BLS) conducts a survey of occupational injuries and illnesses each year and publishes incidence rate data by various classifications (e.g., by industry, by employer size, etc.). You can obtain these published data at www.bls.gov or by calling a BLS Regional Office.

Worksheet

Total number of recordable injuries
and illnesses for your Public Entity.

÷

X 200,000 =

Total recordable cases
Incidence rate

Hours worked by all your employees

Total number of recordable injuries
And illnesses with a checkmark in
Column H or column I

÷

X 200,000 =

DART incidence rate

Hours worked by all your employees

Worksheet to Help You Fill Out the Summary

At the end of the year, the OPEOSH requires you to enter the average number of employees and the total hours worked by your employees on the summary. If you don't have these figures, you can use the information on this page to estimate the numbers you will need to enter on the *Summary* page at the end of the year.

How to figure the average number of employees who worked for you during the year:

❶ **Add** the total number of employees you paid in all pay periods during the year. Include all employees: full-time, part-time, temporary seasonal, salaried, and hourly. The number of employees paid in all pay periods = ❶ _____

❷ **Count** the number of pay periods you had during the year. Be sure to include any pay periods when you had no employees. The number of pay periods during the year = ❷ _____

❸ **Divide** the number of employees by the number of pay periods. ❶ _____ = ❸ _____
❷ _____

❹ **Round the answer** to the next highest whole number. Write the rounded number in the blank marked *Annual average number of employees*. The number rounded = ❹ _____

For example, the Township of Able figured its average employment this way:

For pay period....	Able paid this number of employees...		
1	10	Number of employees paid = 830	❶
2	0		
3	15	Number of pay periods = 26	❷
4	30		
5	40	$830 = 31.92$	❸
↓	↓	$\frac{830}{26}$	
24	20		
25	15	31.92 rounds to 32	❹
26	+10		
	830	32 is the annual average number of employees	

How to figure the total hours worked by all employees:

Include hours worked by salaried, hourly, part-time and seasonal workers, as well as hours worked by other workers subject to day to day supervision by you. Do not include vacation, sick leave, holidays, or any other non-work time, even if employees were paid for it. If you keep records of only the hours paid or if you have employees who are not paid by the hour, please estimate the hours that the employees actually worked.

If this number isn't available, you can use this optional worksheet to estimate it.

OPTIONAL WORKSHEET

Find the number of full-time employees for the year.

Multiply by the number of work hours for a full-time employee in a year.

x _____

This is the number of full-time hours worked.

Add the number of any overtime hours as well as the hours worked by other employees (part-time, temporary, seasonal).

+ _____

Round the answer to the next highest whole number. Write the rounded number in the blank marked *Total hours worked by all employees last year*.

HOW TO FILL OUT THE LOG:

The *Log of Work-Related Injuries and Illnesses* is used to classify work-related injuries and illnesses and to note the extent and severity of each case. When an incident occurs, use the *Log* to record specific details about what happened and how it happened.

If your public entity has more than one worksite, you must keep separate records for each physical location that is expected to remain in operation for one year or longer.

Copies of this *Log* are available from our website at:

(http://lwd.dol.state.nj.us/labor/forms_pdfs/lsse/NJOSH300_forms.pdf)

If you need more than one, you may photocopy and use as many as you need.

The *Summary* – a separate form – shows the work-related injury and illness totals for the year in each category. At the end of the year, count the number of incidents in each category and transfer the totals from the *Log* to the *Summary*. Then post the *Summary* in a visible location so that your employees are aware of injuries and illnesses occurring in their workplace. You do not post the *Log*.

You post only the *Summary* at the end of the year.

NJOSH – 300 (EXAMPLE of how to fill out)

Log of Work-Related Injuries and Illnesses

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12. *Penalty:* You must complete an injury and illness incident report (NJOSH 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call the Office of Public Employees Occupational Safety and Health for help.

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20 _____

N.J. Department of Labor & Workforce Development
Public Employees Occupational Safety and Health

Public Employer:
State _____

County: _____ Other _____

Identify the person			Describe the case			Classify the case CHECK ONLY ONE box for each case based on the most serious outcome for that case:			Enter the number of days the injured or ill worker was:		Check the "Injury" column or choose one type of illness:						
(A) Case no.	(B) Employee's name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness (month/day)	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)	Resulted at work			Away from work (days) (G)	On job transfer or restriction (days) (H)							
						Death (I)	Days away from work (J)	Job transfer or restriction (K)	Other recordable cases (L)			Injury or illness type					
												(1) Injury	(2) Skin	(3) Respiratory	(4) Hearing	(5) Musculoskeletal	(6) Other
1	Mark Begin	Welder	5/25	Basement	Fracture, left arm and left leg, fall from ladder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Shana Alexander	Foundry man	7/2	Pouring deck	Poisoning from lead fumes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Sam Bender	Electrician	8/5	2 nd floor storeroom	Broken left foot, fall over box	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7	30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Ralph Bonocelli	Laborer	9/12	Packaging dept.	Back strain, lifting boxes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Janet Daniels	Machine Opr.	10/23	Production floor	Dust in eye	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

You must record information about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an injury and illness incident report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call the Office of Public Employees Occupational Safety and Health for help.

[illegible]

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Questions regarding this form should be directed to the Office of Public Employees Occupational Safety and Health, New Jersey Department of Labor and Workforce Development, PO Box 386, Trenton, New Jersey 08625. Do not send the completed forms to this office.

Page 1 of 1

(1)	Injury
(2)	Skin Disorder
(3)	Respiratory Condition
(4)	Poisoning
(5)	Hearing Loss
(6)	All other illnesses

NJOSH - 300A

Summary of Work-Related Injuries and Illnesses

Year _____

N.J. DOL & WD
Public Employees Occupational Safety & Health

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases write "0."

Employers, former employers and their representatives have the right to review the NJOSH Form 300 in its entirety. They also have limited access to the NJOSH Form 301 or its equivalent. See 29 CFR 1904.35, to OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	0
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0	0
(K)	(L)

Injury and Illness Types

Total number of... (M)			
(1) Injury	0	(4) Poisoning	0
(2) Skin Disorder	0	(5) Hearing Loss	0
(3) Respiratory Condition	0	(6) All Other Illnesses	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. Comments regarding this form should be sent to the Office of Public Employees Occupational Safety and Health, NJ Department of Labor and Workforce Development, PO Box 386, Trenton, NJ 08625.

Public Employer

Department or Agency _____

Street _____

City _____ State _____ Zip _____

Industry description (e.g., Police, DPW, Sewerage Treatment, School)

Standard Industrial Classification (SIC), if known (e.g., SIC 3718)

OR North American Industrial Classification (NAICS), if known (e.g., 336212)

Employment information

Annual average number of employees _____

Total hours worked by all employees last year _____

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Public Employer Management Representative

Title

Phone

Date

NJOSH Form 301

Injuries and Illnesses Incident Report

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.



N.J. DOL & WD

Public Employees Occupational Safety & Health

This Injury and Illness Incident Report is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the Log of Work-Related Injuries and Illnesses and the accompanying Summary, these forms help the employer and PEOSH develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains.

If you need additional copies of this form, you may photocopy and use as many as you need.

Completed by _____
Title _____
Phone _____ Date _____

Information about the employee

- 1) Full Name _____
- 2) Street _____
City _____ State _____ Zip _____
- 3) Date of birth _____
- 4) Date hired _____
- 5) ☐ Male
☐ Female

Information about the physician or other health care professional

- 6) Name of physician or other health care professional _____
- 7) If treatment was given away from the worksite, where was it given?
Facility _____
Street _____
City _____ State _____ Zip _____
- 8) Was employee treated in an emergency room?
☐ Yes
☐ No
- 9) Was employee hospitalized overnight as an in-patient?
☐ Yes
☐ No

Information about the case

- 10) Case number from the Log _____ (Transfer the case number from the Log after you record the case.)
- 11) Date of injury or illness _____
- 12) Time employee began work _____ AM/PM
- 13) Time of event _____ AM/PM ☐ Check if time cannot be determined
*Please do not include any personally identifiable information (PII) pertaining to worker(s) involved in the incident (e.g., no names, phone numbers, or SSNs) in the following fields.
- *14) What was the employee doing just before the incident occurred? Describe the activity, as well as the tools, equipment or material the employee was using. Be specific. Examples: "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."
- *15) What happened? Tell us how the injury occurred. Examples: "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."
- *16) What was the injury or illness? Tell us the part of the body that was affected and how it was affected. Examples: "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."
- *17) What object or substance directly harmed the employee? Examples: "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.
- 18) If the employee died, when did death occur? Date of death _____

Public reporting burden for this collection of information is estimated to average 22 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Persons are not required to respond to the collection of information unless it displays a current valid OMB control number. If you have any comments about this estimate or any other aspects of this data collection, including suggestions for reducing this burden, contact: The Office of Public Employees Occupational Safety and Health, NJ Department of Labor & Workforce Development, PO Box 386, Trenton, New Jersey 08625.

CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND
Certificate Of Insurance Monthly Report

Thursday, January 19, 2017

From 12/22/2016 To 12/31/2016

Holder (H) / Insured Name (I)	Holder / Insured Address	Holder Code	Description of Operations	Issue Date	Coverag
<u>CAMDEN JIF</u>					
H- First Baptist Church	124 Kings Highway East Haddonfield, NJ 08033	1637	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) as respects First Night Haddonfield celebration 12/31/16.	12/23/2016	GL EX AU WC
I- Borough of Haddonfield	242 Kings Highway East Haddonfield, NJ	08033			

Total # of Holders = 1



CAMDEN JIF
PPO & BILL REVIEW SAVINGS
Workers' Compensation Medical Savings By Month

Reviewed Date	Provider Billed Amt	CSG Repriced Amt	Savings	% of Savings
January	\$173,751.67	\$92,304.73	\$81,446.94	46.88%
TOTAL 2017	\$173,751.67	\$92,304.73	\$81,446.94	46.88%

Monthly & YTD Summary:

PPO Statistics	January	YTD
Bills	112	112
PPO Bills	100	100
PPO Bill Penetration	89.29%	89.29%
PPO Charges	\$165,435.84	\$165,435.84
Charge Penetration	95.21%	95.21%

Savings History:

Reviewed Date	Provider Billed Amt	CSG Repriced Amt	Savings	% of Savings
January	\$70,539.78	\$33,254.75	\$37,285.03	52.86%
February	\$142,366.08	\$82,244.39	\$60,121.69	42.23%
March	\$412,910.41	\$204,711.56	\$208,198.85	50.42%
April	\$372,001.82	\$200,922.56	\$171,079.26	45.99%
May	\$114,433.26	\$64,409.01	\$50,024.25	43.71%
June	\$164,776.08	\$82,217.66	\$82,558.42	50.10%
July	\$152,954.29	\$77,601.17	\$75,353.12	49.27%
August	\$182,450.42	\$128,830.85	\$53,619.57	29.39%
September	\$294,215.34	\$169,791.49	\$124,423.85	42.29%
October	\$266,883.14	\$151,891.18	\$114,991.96	43.09%
November	\$210,920.43	\$106,768.95	\$104,151.48	49.38%
December	\$150,279.36	\$91,215.82	\$59,063.54	39.30%
TOTAL 2016	\$2,534,730.41	\$1,393,859.39	\$1,140,871.02	45.01%
TOTAL 2015	\$2,642,806.56	\$1,379,391.36	\$1,263,415.20	47.81%
TOTAL 2014	\$2,462,610.10	\$1,290,804.11	\$1,171,805.99	47.58%
TOTAL 2013	\$2,350,634.69	\$1,046,355.16	\$1,304,279.53	55.49%
TOTAL 2012	\$3,492,188.94	\$1,551,241.48	\$1,940,947.46	55.58%
TOTAL 2011	\$3,001,784.51	\$1,383,535.61	\$1,618,248.90	53.91%

APPENDIX I – MINUTES

January 23, 2017 Meeting

**CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND
OPEN MINUTES
MEETING – JANUARY 23, 2017
BERLIN BOROUGH MUNICIPAL HALL 5:15 PM**

Meeting of Executive Committee called to order by Chairman Mevoli. Open Public Meetings notice read into record.

**PLEDGE OF ALLEGIANCE
MOMENT OF SILENCE OBSERVED**

ROLL CALL OF 2016 EXECUTIVE COMMITTEE:

Michael Mevoli, Chairman	Borough of Brooklawn	Present	
M. James Maley, Secretary	Borough of Collingswood		Present
Richard Michielli	Borough of Magnolia	Present	
Louis DiAngelo	Borough of Bellmawr	Present	
Terry Shannon	Borough of Barrington	Present	
M. Joseph Wolk	Borough of Mount Ephraim	Present	
Neal Rochford	Borough of Haddonfield	Present	

EXECUTIVE COMMITTEE ALTERNATES:

Jack Lipsett	Gloucester City	Present
Joseph Gallagher	Winslow Township	Present

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA, Risk Management Services Bradford Stokes, Karen A. Read
Attorney	Brown & Connery Joseph Nardi, Esquire
Claims Service	CompServices Denise Hall, Cheryl Little
Safety Director	J.A. Montgomery Risk Control John Saville
Treasurer	Elizabeth Pigliacelli
Managed Care	Consolidated Services Group Jennifer Goldstein
Underwriting Manager	Conner Strong & Buckelew Edward Cooney

FUND COMMISSIONERS PRESENT:

Ari Messinger, Cherry Hill Alternate
Millard Wilkinson, Berlin Boro
David Taraschi, Audubon
Eleanor Kelly, Runnemede Borough
Robert Mather, Pine Valley
Jack Flynn, Gibbsboro
Lawrence Spellman, Voorhees
Ethel Kemp, Camden Parking Authority
John Foley, Haddon Township and Cherry Hill Fire District
Gary Passante, Somerdale Borough
Angelique Rankins, Lawnside

RISK MANAGEMENT CONSULTANTS PRESENT:

Mark von der Tann	Edgewood Associates
John McCrudden	Hardenbergh Ins. Group
Michael Avalone	Conner Strong & Buckelew
Roger Leonard	Leonard O'Neill Insurance Group
Terry Mason	M&C Insurance Agency, Inc.
Rick Bean	Henry D. Bean & Sons Insurance
Walt Eife	Waypoint Insurance
Peter DiGambattista	Associated Insurance Partners
Duane Myers	M&C Insurance Agency, Inc.

WELCOME: Commissioner Wilkinson welcomed everyone to the Berlin Borough Municipal Hall

APPROVAL OF MINUTES: OPEN & CLOSED SESSION OF NOVEMBER 28, 2016

MOTION TO APPROVE THE OPEN & CLOSED MINUTES OF NOVEMBER 28, 2016

Motion:	Commissioner Wolk
Second:	Commissioner Michielli
Vote:	Unanimous

CORRESPONDENCE: NONE

MOTION TO ADJOURN SINE DIE MEETING:

Motion:	Commissioner Lipsett
Second:	Commissioner Wolk
Vote:	Unanimous

SINE DIE MEETING ADJOURNED – COMMISSIONER DIANGELO EXECUTIVE DIRECTOR TO RUN ELECTIONS OF OFFICERS, 5-MEMBER EXECUTIVE COMMITTEE, 3 ALTERNATES TO EXECUTIVE COMMITTEE

ROLL CALL OF ALL 2016 FUND COMMISSIONERS (OR ALTERNATES):

MEMBER	FUND COMMISSIONER	PRESENT
Audubon	David Taraschi	Yes
Audubon Park	Sandy Hook	No
Barrington	Terry Shannon	Yes
Bellmawr	Louis. P. DiAngelo	Yes
Berlin Boro	Millard Wilkinson	Yes
Berlin Twp	Catherine Underwood	No
Brooklawn	Michael Mevoli	Yes
Camden City Parking Authority	Ethel Kemp – Alternate	Yes
Cherry Hill	Ari Messinger - Alternate	Yes
Cherry Hill Fire District	John Foley	Yes
Chesilhurst	Michael Blunt	No
Clementon	Jenai Johnson	No
Collingswood	M. James Maley	Yes
Gibbsboro	Jack Flynn	Yes
Gloucester	Jack Lipsett	Yes
Haddon Twp	John Foley	Yes
Haddonfield	Neal Rochford	Yes
Hi-Nella	Phyllis Twisler	No
Laurel Springs	Ken Cheeseman	No
Lawnside	Angelique Rankins	Yes
Lindenwold	Craig Wells	No
Magnolia	Richard Michielli	Yes
Medford Lakes	Julie Keizer	No
Merchantville	Edward Brennan	No
Mt. Ephraim	M. Joseph Wolk	Yes
Oaklyn	Michael Enos	No
Pine Hill	Patricia Hendricks	No
Pine Valley	Robert Mather	Yes
Runnemede	Eleanor Kelly	Yes
Somerdale	M. Gary Passante	Yes
Tavistock	Terry Shannon	Yes
Voorhees	Lawrence Spellman	No
Winslow	Joseph Gallagher	Yes
Woodlynne	Jerald Fuentes	No

With 21 Commissioners present a quorum of 15 was achieved.

ELECTION OF 2017 CHAIRMAN, SECRETARY, 5-MEMBER EXECUTIVE COMMITTEE, 3 EXECUTIVE COMMITTEE ALTERNATES:

January 23, 2017

NOMINATIONS COMMITTEE – Executive Director read the slate of the 2017 committee, which was submitted by Commissioner Michielli, Chair of Nominating Committee:

OFFICERS:

Michael Mevoli – Borough of Brooklawn, Chairman
M. James Maley – Borough of Collingswood, Secretary

FIVE MEMBER EXECUTIVE COMMITTEE:

Richard Michielli – Borough of Magnolia
Louis DiAngelo - Borough of Bellmawr
Terry Shannon – Barrington Borough
M. Joseph Wolk – Borough of Mt. Ephraim
Neal Rochford – Borough of Haddonfield

EXECUTIVE COMMITTEE ALTERNATES

#1 Jack Lipsett – Gloucester City
#2 Joseph Gallagher – Winslow Township

MOTION TO NOMINATE MICHAEL MEVOLI, BOROUGH OF BROOKLAWN AS CHAIR; M. JAMES MALEY, BOROUGH OF COLLINGSWOOD AS SECRETARY; RICHARD MICHIELLI, BOROUGH OF MAGNOLIA; LOUIS DIANGELO, BOROUGH OF BELLMAWR; TERRY SHANNON, BOROUGH OF BARRINGTON, M. JOSEPH WOLK, BOROUGH OF MT. EPHRAIM AND NEAL ROCHFORD, BOROUGH OF HADDONFIELD FOR EXECUTIVE COMMITTEE AND JACK LIPSETT, GLOUCESTER CITY AS ALTERNATE #1 AND JOSEPH GALLAGHER, WINSLOW TOWNSHIP ALTERNATE #2:

ADDITIONAL NOMINATIONS FOR EXECUTIVE COMMITTEE ENTERTAINED

Hearing no additional nominations,

MOTION TO CLOSE NOMINATIONS AND CONFIRM ELECTIONS:

Motion:	Commissioner Lipsett
Second:	Commissioner DiAngelo
Roll Call Vote:	21 Ayes, 0 Nays

ATTORNEY ADMINISTERED OATH OF OFFICE TO OFFICERS AND TO THE EXECUTIVE COMMITTEE.

Chairman Mevoli called meeting to order.

ROLL CALL OF 2017 EXECUTIVE COMMITTEE:

Michael Mevoli, Chairman	Borough of Brooklawn	Present
M. James Maley, Secretary	Borough of Collingswood	Present
Richard Michielli	Borough of Magnolia	Present
Louis DiAngelo	Borough of Bellmawr	Present
Terry Shannon	Borough of Barrington	Present
M. Joseph Wolk	Borough of Mount Ephraim	Present
Neal Rochford	Borough of Haddonfield	Present

EXECUTIVE COMMITTEE ALTERNATES:

Jack Lipsett	Gloucester City	Present
Joseph Gallagher	Winslow Township	Present

2017 REORGANIZATION:

REORGANIZATION RESOLUTIONS: Executive Director said in August 2015, the Board authorized the advertisement of RFQ's in accordance with a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et. Seq. for Fund Year 2015, 2016 and 2017. Enclosed on page 6 is Resolution 16-1 the appointments and re-appointments & establishing compensation for Fund Year 2017. Executive Director reviewed the appointments.

RESOLUTION 16-1 APPOINTMENTS

- I. **PERMA Risk Management Services** is hereby appointed as **Administrator**, Mr. Bradford Stokes is appointed as Executive Director, Mr. Joseph Hrubash as Deputy Executive Director and Karen Read as Account Manager, and all as agent for process of services. 2017 Fee - \$358,410.00
- II. Mr. Joseph Nardi, Esq. of **Brown & Connery, LLP** is hereby appointed as **Fund Attorney** and shall receive a retainer for administrative services, legal research and legal opinions. In addition, Brown & Connery, LLP. shall provide litigation management services. 2017 Fee - \$58,601.00. **Contract term to be one year.**
- III. **Elizabeth Pigliacelli** is hereby appointed as **Fund Treasurer**. Fee 2017 Fee - \$20,910.00 **Contract term to be on year.**
- IV. **Wilmington Trust** is hereby appointed as **Asset Manager** to the FUND. .05% of the market value of the FUND's invested assets. **Contract term to be one year with a "30 – day cancellation clause".**
- V. **Investors Bank** is hereby appointed as **Banking Manager** at an earning rate based on a combined average balance of \$20,000,000 of participating joint insurance funds.
- VI. **Bowman & Company** is hereby appointed as **Fund Auditor**. 2017 Fee - \$23,970.00 **Contract term to be one year.**
- VII. **Bowman & Company** is hereby appointed as **Fund Payroll Auditor**. 2017 Fee - \$15,300.00 **Contract term to be one year.**
- VIII. **Amerihealth Casualty Inc.** is hereby appointed as the **Claims Service Organization** for the FUND to adjust all claims for current and prior Fund Years. 2017 Fee - \$419,500.00
- IX. **The Actuarial Advantage** is hereby appointed as **Actuary** for the FUND. 2017 Fee - \$46,263.00
- X. **J.A. Montgomery Risk Control** is hereby appointed **Loss Control Consultant** and Right To Know Training Services to the FUND. 2017 Fee - \$161,939.00

- XI. Conner Strong & Buckelew** is hereby appointed **Underwriting Manager** for the FUND. 2017 Fee - \$11,487.00
- XII. Interstate Mobile Care** is hereby appointed as the **Fund CDL Drug & Alcohol Monitor** for the FUND. 2017 Fee - \$29,542.00 **Contract term to be one year.**
- XIII. Consolidated Services Group** is hereby appointed as the **Fund Managed Care Provider** for the FUND. 2017 Fee \$118,100.00

All professionals and service organizations appointed pursuant to this Resolution shall serve the Fund for three year term unless otherwise specified from the adoption of this Resolution or until a successor shall be appointed and qualified, in accordance with the fees, terms and conditions of the Professional Services Contract(s) which will be entered into, a copy of which will be on file in the Fund office, located at 401 Route 73 North, Suite 300, Marlton, New Jersey 08053

MOTION TO ADOPT RESOLUTION 17-1 CONFIRMING APPOINTMENT OF FUND PROFESSIONALS:

Motion:	Commissioner Maley
Second:	Commissioner DiAngelo
Vote:	7 Ayes – 0 Nays

ORGANIZATION RESOLUTIONS

RESOLUTION 17-2 DESIGNATION FISCAL MANAGEMENT PLAN The Fiscal Management Plan includes financial institutions declared as the Fund's Official Depositories, and interest rates for delinquent assessments. In addition, the Fiscal Management Plan allows Cherry Hill Township to process their assessment payment based on a fiscal year operation.

I. Those banks listed as official depositories: TD Bank, TD Bank Asset Management, Wilmington Trust, Investors Bank, the New Jersey Cash Management Plan.

II. Designation of Authorized Signatures, Any Two Except For Checks Over \$50,000, Which Require Third Signature

Chairman	Michael Mevoli
Secretary	M. James Maley
Treasurer	Elizabeth Pigliacelli
Member Executive Committee	Terry Shannon

III. Designation Of Authorized Signatures For Claim Payments, One Of Which Must Be Treasurer For Amounts Over \$50,000

Lee Herzer
David Cucinotta

IV. Adoption of Cash and Investment Policy

V. The rate of interest assessed by the Fund, for delinquent assessments shall

- a. For the first 30 days - 0%
- b. For the 31 to 60 days - the rate paid by the N.J. Cash Management Fund rate plus (2) percent.

c. For 61+ days – 10% percent per annum.

- VI. The assessment due dates are January 31, 2016 for the first installment and June 15, 2016 for the second installment.
- VII. Cherry Hill Township operates on a fiscal calendar year beginning July 1 and ending June 30. Cherry Hill Township assessment due dates are February 28, 2017 for the first installment and July 31, 2017 for the second installment.
- VIII. Certifying and Approval Officer for all FUND expenses shall be the FUND's Executive Director and/or the Account Manager so designated by the Executive Director.
- IX. Adjustments to Risk Management Fees in the amount of \$150 or less are as a result of seminar credits.
- X. For Wire Transfers – that the FUND does hereby require that Investors Bank obtain voice confirmation prior to executing wire transfers to external accounts from the Fund Treasurer.

RESOLUTION 17-3 ESTABLISHING PUBLIC MEETING PROCEDURES

RESOLUTION 17-4 DESIGNATION OF SECRETARY AS CUSTODIAN OF RECORDS TO BE KEPT AND MAINTAINED AT THE FUND OFFICE AS REQUIRED BY THE FUND'S BYLAWS

RESOLUTION 17-5 AUTHORIZATION OF COMPENSATION TO EXECUTIVE COMMITTEE FOR MEETING ATTENDANCE AT EXECUTIVE COMMITTEE MEETINGS.

RESOLUTION 17-6 ESTABLISHING THE 2017 PLAN OF RISK MANAGEMENT.

Executive Director said there are two changes to the Plan for 2017. The property retention is now \$100,000 up from \$50,000 which was a MEL wide decision made last year and reflected in our loss funds. On page 32 there is a change that a lot of other JIFs have established that if a member leaves the fund it gives us a mechanism to assess the member's closed year account fees that would be used for managed care and claims administration. Executive Director said he feels this is a good policy to have in place. In response to Commissioner Shannon, Executive Director said this would be for the claims that are still open and being managed or any re-openers down the line. The town would get an itemized statement.

MOTION TO ADOPT ORGANIZATIONAL RESOLUTIONS 17-2 THROUGH 17-6:

Motion: Commissioner Maley
Second: Commissioner Wolk
Roll Call Vote: 7 Ayes – 0 Nays

Organizational Resolutions & Risk Management Plan Made Part of Minutes.

EXECUTIVE DIRECTOR – Executive Director thanked the board for re-appointment.

COMMITTEE APOINTMENTS: Executive Director said the Fund has eight standing committees. Enclosed in the agenda was the Chairman's list of the committee appointments for 2017. If anyone is interested in participating in any of the Committees please send Chairman Mevoli and email and it will be seriously considered.

2017 ASSESSMENTS: Executive Director said the 2017 Assessments were mailed via certified mail to all member towns on/about December 15th. First Installment payments are due by **January 31, 2017**. Please note that the Fund has a safe deposit box for assessment payments. A notice was included with the assessment billing with the safe deposit box address, which is:

**CAMDEN MUNICIPAL JOINT INSURANCE FUND
PO BOX 11496
Newark, NJ 07101**

RESIDUAL CLAIMS FUND 2017 REORGANIZATION MEETING: Executive Director the Residual Claims fund's 2017 Reorganization meeting was held on January 4, 2017 at the Forsgate Country Club. Enclosed is a copy of Commissioner Wolk's report on the meeting in Appendix II.

EJIF 2017 REORGANIZATION MEETING: The EJIF 2017 Reorganization meeting was held on January 4, 2017 at the Forsgate Country Club. Enclosed is a copy of Commissioner Wolk's report on the meeting in Appendix II.

MEL 2017 REORGANIZATION MEETING: The MEL 2017 Reorganization meeting was held on January 4, 2017 at the Forsgate Country Club. Enclosed is a copy of Commissioner Work's report on the meeting in Appendix II.

ELECTED OFFICIALS TRAINING:. As in the past, the MEL will reduce each member's 2017 liability claims premium by \$250 for each municipal elected official and member's CEO (i.e. municipal manager/administrator). The maximum credit is 25% of the member's liability claims fund. The fund will be scheduling sessions through Mr. Nardi's office. Training as been scheduled for in Gloucester City, Borough of Barrington, Borough Collingswood and we are working on the Borough of Lindenwold. Information will be sent in the next week or so for registration.

The MEL is making available on an on-line training program for elected officials to earn the training credit. The Fund office will be sending out instructions on this training option.

INCLEMENT WEATHER PROCEDURE - Executive Director said as a reminder, PERMA has instituted a procedure for Commissioners to confirm whether or not a meeting has been canceled. The Executive director will discuss with the Fund Chairperson if the meeting should be canceled. In the event of an early morning or evening meetings, Perma will provide a recorded message indicating the status of the meeting. The recorded message can be obtained by calling the Fund's main number (201) 881-7632 at any time of the day or

night. For meetings that occur during the course of normal business hours, meeting status can be obtained by utilizing the same number.

DUE DILIGENCE REPORTS – Included in the agenda were due diligence reports as follows: the Financial Fast Track, Pure Loss Ratio Report, Claims Analysis by Fund Year, Claims Activity Report, Lost Time Frequency Report, Interest Rate Summary Comparison Report, and Regulatory Compliance Report.

Executive Director reviewed the Financial Fast Track and said as of October 31st the statutory surplus was \$6.6 million and the November 30th report was distributed showing the statutory surplus at \$6.4 million. Executive Director said the dip in the surplus was due to the dividend that was given to members. Executive Director also reviewed the Expected Loss Ratio Analysis and the actuary projected us at 53.69 % we are currently at 38.67% indicating we continue to trend very well which is reflected on the Lost Time Accident Frequency. As of November 30th we ended up at 1.29 the best of all member JIFs which is a great improvement over last year. Executive Director said the Camden JIF is at 100% compliance for EPL Compliance which we are very proud to have been able to accomplish that over the last several years.

Executive Director's Report Made Part of Minutes.

TREASURER: Treasurer Pigliacelli reviewed the reports included in the agenda.

Approving Payment of Resolution 16-28 December 2016 Vouchers

TOTAL 2016	\$733,568.76
TOTAL	\$733,568.76

Approving Payment of Resolution 16-29 December 2016 Dividend Vouchers

CLOSED	\$159,009.78
TOTAL	\$159,009.78

Approving Payment of Resolution 17-7 January 2017 Vouchers

TOTAL 2016	\$7,739.14
TOTAL 2015	\$744,415.74
TOTAL	\$752,154.88

Confirmation of November 2016 Claims Payments/Certification of Claims Transfers:

2012	.00
2013	119,119.36
2014	28,306.99
2015	38,499.27
2016	207,401.48
TOTAL	393,327.09

Confirmation of December 2016 Claims Payments/Certification of Claims Transfers:

2012	0.00
2013	56,118.36
2014	55,979.77
2015	57,394.84
2016	196,325.00
TOTAL	365,817.97

MOTION TO APPROVE RESOLUTION THE DECEMBER 2016 VOUCHERS RESOLUTIONS 16-28 AND 16-29 AND RESOLUTION 17-7 VOUCHER PAYMENTS FOR JANUARY 2017:

Motion: Commissioner Maley
 Second: Commissioner Lipsett
 Roll Call Vote: 7 Ayes - 0 Nays

MOTION TO RATIFY & APPROVE CERTIFICATION OF CLAIMS/CONFIRMATION OF CLAIM PAYMENTS FOR THE MONTHS OF DECEMBER 2016 AND JANUARY 2017 AS PRESENTED AND APPROVE THE TREASURER'S REPORT:

Motion: Commissioner Maley
 Second: Commissioner DiAngelo
 Vote: Unanimous

Treasurer's Report Made Part of Minutes.

ATTORNEY: Fund Attorney thanked the Committee for the reappointment for 2017. On page 64 of the agenda was Resolution 17-8 appointing approved counsel. On pages 65 thru 69 of the agenda was Mr. Nardi's letter and listing of defense counsel for 2017. Attorney Nardi said the hourly rate will remain the same as last year. Attorney Nardi recommended the firms be approved for 3rd party liability and workers compensation cases this year. In response to Commission Shannon, Workers Compensation should be \$120 per hour and Litigation Expense and paralegal charges should read \$55 per hour on Resolution 17-8.

MOTION TO APPROVE RESOLUTION 17-8 FOR THE 2017 DEFENSE PANEL AS AMENDED:

Motion: Commissioner Shannon
 Second: Commissioner Maley
 Roll Call Vote: 6 Ayes – 0 Nays, 1 Abstain –
 Commissioner Wolk

Defense Panel Attached & Report made Part of Minutes

SAFETY DIRECTOR:

Safety Director thanked the Committee for the reappointment of JA Montgomery as Safety Director. Mr. Saville reviewed the monthly reports.

Monthly Activity Report/Agenda Made Part of Minutes.

UNDERWRITING MANAGER:

Underwriting Manager reviewed the Certificate Report for the period 10/26/16 to 11/25/16 which was included in the agenda. Underwriting Manager said if anyone has any questions please feel free contact his office. Mr. Cooney said last year we had a \$75 million limit on flood insurance and this year the MEL opted to increase that to \$100 million total limits. This year in the General Liability coverage we have added coverage for owned drones and MEL Bulletin 17-28 outlines proper use and regulations on drones so please review this Bulletin. Underwriting Manager said regarding Cyber Liability right now the Camden JIF has a \$6 million aggregate limit for the entire JIF to share. On page 88 of the agenda you will find 2017 Cyber Liability Coverage Options where you may increase your limits with the current carrier XL Catlin but additional coverage is also available with another carrier - Beazley. The maximum available to the JIF at this time would be \$20 million aggregate for the entire JIF with \$10 million sub-limits for 3rd and 1st party coverages. Executive Director said right now we are currently with Catlin Option #2 at \$846 per member and this is something we can discuss with the Coverage Committee.

MEL Underwriting Manager also discussed a recent increase of activity where members have seen their systems locked with a demand for ransom to unlock their network. MEL Underwriting Manager emphasized the importance of reporting this type of activity. XL Insurance (commercial carrier) can arrange for expert services that can help the member secure their system to prevent reoccurrence as well as meeting any credit notice type of requirements they may face. The reporting procedures are covered in the MEL Bulletin regarding Cyber but generally your report it to the TPA and they are immediately going to report it to the insurance company. Be aware of fake emails and links that are being sent and when you click on the link the ransomware will infiltrate your systems.

List of Certificates Made Part of Minutes.

MANAGED CARE: Managed Care Provider thanked the board for reappointment.

Managed Care Provider Jennifer Goldstein reviewed the enclosed report as of December 2016 where there was a savings of 39.30% for the month and a total of 45.01 % for the year. Ms. Goldstein reviewed the Managed Care Workers' Compensation Injury Snapshot Review for 2016. In response to Commissioner Shannon, Ms. Goldstein said she could provide this information by town and email directly to the town.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR: Claims Administrator said their report will be in closed session to discuss the PARs. Claims Administrator thanked the Committee for their reappointment for 2017.

**RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES:
PERSONNEL - SAFETY & PROPERTY OF PUBLIC LITIGATION:**

Motion:	Commissioner Michielli
Second:	Commissioner Lipsett
Vote:	Unanimous

MOTION TO RETURN TO OPEN SESSION:

Motion:	Commissioner Lipsett
Second:	Commissioner Wolk
Vote:	Unanimous

MOTION TO APPROVE CLAIMS AS DISCUSSED IN EXECUTIVE SESSION:

Motion:	Commissioner Lipsett
Second:	Commissioner DiAngelo
Roll Call Vote:	7 Ayes – 0 Nays

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT:

Chairman Mevoli thanked everyone for coming out to the meeting.

MOTION TO ADJOURN:

Motion:	Commissioner Michielli
Second:	Commissioner Lipsett
Vote:	Unanimous

MEETING ADJOURNED: 6:07PM

Karen A. Read, Assisting Secretary for
M. JAMES MALEY, SECRETARY

APPENDIX II – RENEWAL CERTIFICATES

CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND
Certificate Of Insurance Monthly Report

Friday, January 20, 2017

From 1/1/2017 To 1/20/2017

Holder (H) / Insured Name (I)	Holder / Insured Address	Holder Code	Description of Operations	Issue Date	Coverag
<u>CAMDEN JIF</u>					
H- New Jersey Transit Corporation I- Parking Authority of the City of Camden	One Penn Park Plaza East Newark, NJ 10 Delaware Avenue Camden, NJ 08103	07105 1117	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) Ref: NJT Agreement No. L0475-3069-01 Commuter Parking Facility at Walter Rand Center Park & Ride. New Jersey Transit Corporation is included as an additional insured. Contractual Liability is included.	1/5/2017	GL EX AU WC
H- New Jersey Transit Corporation I- Parking Authority of the City of Camden	One Penn Park Plaza East Newark, NJ 10 Delaware Avenue Camden, NJ 08103	07105 1117	Evidence of insurance as respects to commuter parking facilities at Camden Rail Station - Lease #L475-306-01.	1/5/2017	GL EX AU WC
H- Delaware River Port Authority I- Parking Authority of the City of Camden	Port Authority Transit Corporation One Port Center 2 Riverside Drive Camden, NJ 08101 10 Delaware Avenue Camden, NJ 08103	1577	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) use of Lot 4, located at Delaware & Federal Sts., Camden, NJ	1/5/2017	GL EX AU WC
H- Delaware River Port Authority I- Parking Authority of the City of Camden	Port Authority Transit Corporation One Port Center 2 Riverside Drive Camden, NJ 08101 10 Delaware Avenue Camden, NJ 08103	1577	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) Waterfront Technology Center, Lot 5.	1/5/2017	GL EX AU WC
H- Delaware River Port Authority I- Parking Authority of the City of Camden	Port Authority Transit Corporation One Port Center 2 Riverside Drive Camden, NJ 08101 10 Delaware Avenue Camden, NJ 08103	1577	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured)PACC use of DPC lot, Federal St. & River Dr., owned by DPPA/BBT Realty Inc. General Liability includes Garagekeepers Liability with a sublimit of \$2 Million.	1/5/2017	GL EX AU WC

H- The Royal Court I- Parking Authority of the City of Camden	100 Senate Court Camden, NJ 08103 10 Delaware Avenue Camden, NJ 08103	1596	Evidence of insurance as respects to parking lots and events. Does not include amusements or fireworks.	1/5/2017 GL EX WC
H- MICKLE BOULEVARD, LLC I- Parking Authority of the City of Camden	C. Abbonzio PO Box 315 Sewell, NJ 08080 10 Delaware Avenue Camden, NJ 08103	1661	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) the location at 4th Street & Mickle Boulevard, Camden, NJ regarding parking lots and events.	1/5/2017 GL EX AU WC
H- THIRD & MICKLE BLVD. I- Parking Authority of the City of Camden	Delaware River Port Authority County of Camden 250 1668 Federal Street Camden, NJ 08103 10 Delaware Avenue Camden, NJ 08103		Evidence of insurance as respects to Lease No. L475-3069-01 - Commuter Parking facilities at Camden Rail Station-Parking Lot & Events (Lot #6 is for Juror Parking).	1/5/2017 GL EX WC
H- South Jersey Port Corp. I- Parking Authority of the City of Camden	101 Joseph A. Balzano Blvd PO Box 129 Camden, NJ 1689 08101 Attn: Kevin Castagnola 10 Delaware Avenue Camden, NJ 08103		Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) Cocoa Bean Lots located 2nd & Clinton Sts Camden Bldg H-1 & H-2 Block 160/Lot 1 & Block 165 Lot 1.	1/5/2017 GL EX AU WC
H- New Jersey Aquarium, LLC I- Parking Authority of the City of Camden	Camden Aquarium, LLC 4016 Towns Fair Way, Suite 1706 201 Columbus, Oh. 43219 10 Delaware Avenue Camden, NJ 08103		Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) Lots 7, 8, & 10 located at Delaware Ave, between Federal & Cooper Sts, Camden, NJ. Coverage also includes the following: Products/Completed operations, Personal & Advertising Injury.	1/5/2017 GL EX AU WC
H- NJ Economic Development Authority I- Parking Authority of the City of Camden	36 West State St. Po Box 990 Trenton, NJ 08625-0990 10 Delaware Avenue Camden, NJ 08103	1707	New Brunswick Redevelopment Authority: Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured). As respects written agreement between CCPA & NJDEA for agreement of lot 21, block 79, Lot 13 on Delaware Ave between Elm & State St.	1/5/2017 GL EX AU WC

H- Camden County Parking Authority I- Parking Authority of the City of Camden	10 Delaware Avenue Camden, NJ 08103 10 Delaware Avenue Camden, NJ 08103	1732	Evidence of insurance as respects to Statutory Bond Coverage for 1/5/2017 Edward McMaster, Treasurer, effective 01/01/17.	BOND
H- New Jersey Economic I- Parking Authority of the City of Camden	Development Authority 36 West Street, PO Box 990 Trenton, NJ 08608 10 Delaware Avenue Camden, NJ 08103	3895	NJ Economic Development Authority is amended to be included as 1/5/2017 GL EX AU WC "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) Waterfront Technology Center Lot for daily use of monthly parkers.	
H- New Jersey Economic I- Parking Authority of the City of Camden	Development Authority 36 West Street, PO Box 990 Trenton, NJ 08608 10 Delaware Avenue Camden, NJ 08103	3895	NJ Economic Development Authority is amended to be included as 1/5/2017 GL EX AU WC "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) West Lot, Block 80, Lot 2.01 aka Lot 12.	
H- State of New Jersey I- Parking Authority of the City of Camden	Department of Corrections 1035 Parkway Ave. Trenton, 4141 NJ 08625 10 Delaware Avenue Camden, NJ 08103	4141	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) use of lot 13 block 79 located at Delaware Ave. & Elm St., Camden, NJ 08102	1/5/2017 GL EX AU WC
H- State of New Jersey I- Parking Authority of the City of Camden	Dept. of the Treasury Po box 002 Trenton, NJ 10 Delaware Avenue Camden, NJ 08103	08625	4698 Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) Delaware Ave & Elm St Block 79 Lot 13 aka Prison Lot	1/5/2017 GL EX AU WC
H- State of New Jersey Judiciary I- Parking Authority of the City of Camden	Purchase & Property Unit Hughes Justice Complex, 8th 5610 Floor North 25 West Market St., PO Box 985 Trenton, NJ 08625-0985 10 Delaware Avenue Camden, NJ 08103	5610	Evidence of insurance as respects to commuter parking facilities at Camden rail station. Lease #L475-306-01.	1/5/2017 GL EX WC

H- Kansas State Bank I- Parking Authority of the City of Camden	1680 Charles Place Manhattan, Kansas 66502 10 Delaware Avenue Camden, NJ 08103	5999	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability & as "Mortgagee/Loss Payee" ATIMA, for Property pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty and Property Insurance Policies (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) as respects to Scott SCBA units valued at \$ 141,784.00.	1/5/2017 GL EX AU WC
H- DELAWARE RIVER PORT AUTHORITY I- Parking Authority of the City of Camden	One Port Center 2 Riverside Drive Camden, NJ 08101 10 Delaware Avenue Camden, NJ 08103	6627	DRPA, BBT Realty, Inc are amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) use of Delaware & Federal Sts. Lot #6	1/5/2017 GL EX AU WC
H- Rowan University - Rutgers - Camden I- Parking Authority of the City of Camden	Board of Governors 200 Federal Street, Suite 300 Camden, NJ 08103 10 Delaware Avenue Camden, NJ 08103	9126	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) Parking Lot 52 (206-224 5th Street, Camden, NJ 08103 (Block 181 Lot 78-87 - 5th and Mickle).	1/5/2017 GL EX AU WC

H- Camden International I- Parking Authority of the City of Camden	Commodities Terminal, LLC 1200 Ferry Ave. Camden, 12580 NJ 08104 10 Delaware Avenue Camden, NJ 08103		Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) use of ICT facilities / lot 5.	1/5/2017 GL EX AU WC
H- NJ Dept. of Corrections I- Parking Authority of the City of Camden	1035 Parkway Ave. Trenton, NJ 08625 10 Delaware Avenue Camden, NJ 08103	14418	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) Lot 13 Block 79 located at Delaware Ave & Elms St., Camden, NJ 08102.	1/5/2017 GL EX AU WC
H- L-3 Communication I- Parking Authority of the City of Camden	1 Federal St. Camden, NJ 08103 10 Delaware Avenue Camden, NJ 08103	17942	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) Lot located at 200 Federal & Delaware Sts. Camden NJ 08103.	1/5/2017 GL EX AU WC
H- State of New Jersey I- Parking Authority of the City of Camden	Dept. of the Treasury Contract Compliance & Audit Unit 18191 33 W. State St., 9th Flr. 33 W. State St., PO Box 236, Trenton, NJ 08625-0236 10 Delaware Avenue Camden, NJ 08103		Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) block 46, lot 51 and block 47, lot 3.	1/5/2017 GL EX AU WC
H- Carl & Cesare R. Dolente I- Parking Authority of the City of Camden	Susquehanna Bank Center 10 Delaware Avenue Camden, NJ 08103	18710	Evidence of Insurance as respects to 529 South 2nd St., Camden, NJ 08703.	1/5/2017 GL EX WC
H- Delaware River Port Authority I- Parking Authority of the City of Camden	Port Authority Transit Corporation One Port Center 2 18960 Riverside Drive PO Box 1949 Camden, NJ 08108 10 Delaware Avenue Camden, NJ 08103		Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) Lot 9 located at Delaware & Cooper Sts.	1/5/2017 GL EX AU WC
H- Delaware River Port Authority I- Parking Authority of the City of Camden	New Jersey Economic Development Authority 36 West 19222 Street PO Box 990 Trenton, NJ 08608 10 Delaware Avenue Camden, NJ 08103		Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) as respects to use of the Waterfront Technology Center Lot 5.	1/5/2017 GL EX AU WC

H- Dranoff Properties, Inc.	The Victor Lofts Assoc. L.P. Radio Lofts Assoc. L.P. 19967 One Market St. Camden, NJ 08102	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) Lot 9 Block 72, 2nd & Cooper Sts. Camden, NJ 08102 aka Radio Lofts Parking Lot.	1/5/2017 GL EX AU WC
I- Parking Authority of the City of Camden	10 Delaware Avenue Camden, NJ 08103		
H- Cooper's Square Urban Renewal	Venture, LLC & Mall Properties, Inc. 600 Madison Ave., 20061 FLr. 14 New York, NY 10022	Cooper Square Urban Renewal Venture, Mall Properties, Inc., & Binswanger Management Svcs, LLC are amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) Ferry Terminal Bldg Parking Lot 1 Block 81.06, Lots 3.08 & 3.02 & 3.03 aka Pier Overflow Lots / previously known as Lots 5, 7, 8 & 10	1/5/2017 GL EX AU WC
I- Parking Authority of the City of Camden	10 Delaware Avenue Camden, NJ 08103		
H- State of New Jersey	Department of Treasury Contract Compliance & Audit 20142 Unit 33 West State St., PO Box 236 Trenton, NJ 08625-0990	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) located at Block 46, Lot 51 & Block 47, Lot 3.	1/5/2017 GL EX AU WC
I- Parking Authority of the City of Camden	10 Delaware Avenue Camden, NJ 08103		
H- NJ Economic Development Authority	State of New Jersey PO Box 990 Trenton, NJ 08608 21013	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) for use of Delaware Ave & Elm St Block 79 Lot 13 aka Prison Lot.	1/5/2017 GL EX AU WC
I- Parking Authority of the City of Camden	10 Delaware Avenue Camden, NJ 08103		
H- NJ Public Defenders Office	PO Box 850 Trenton, NJ 08625-0850 21097	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) Walter Rand Transportation Center located at One So. Broadway, Camden, NJ 08103.	1/5/2017 GL EX AU WC
I- Parking Authority of the City of Camden	10 Delaware Avenue Camden, NJ 08103		

H- NJ Department of Community Affairs	101 S. Broad Street P. O. Box 800 Trenton, NJ 08625	21250	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) with respect to Walter Rand Transportation Center located at 1 South Broadway, Camden, NJ 08103.	1/5/2017	GL EX AU WC
I- Parking Authority of the City of Camden	10 Delaware Avenue Camden, NJ 08103				
H- FedEx Ground Package System Inc.	1000 FedEx Drive Moon Township, PA 15108	21258	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) with respects to the Barrington Fire Marshal inspecting their property at 1 Commerce Dr, Barrington, NJ 08007.	1/13/2017	GL EX AU WC
I- Borough of Barrington	Regional Fire prevention Alliance 229 Trenton Ave Barrington, NJ 08007				
H- County of Camden	520 Market Street, 9th Floor Attn: Treasurer Camden, NJ 08102	21428	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) as respects the Site License Agreements between the Parking Authority of the City of Camden and the New Jersey Economic Development Authority.	1/5/2017	GL EX AU WC
I- Parking Authority of the City of Camden	10 Delaware Avenue Camden, NJ 08103				
H- New Jersey Transit	c/o Greystone Realty Estate Dept 7th fl One Penn Plaza East Newark, NJ 07105	23295	NJ Transit and State of New Jersey to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) as respects to station parcel aka train station 1.7 acres, block 99, NJT lease #0401-1629-01.	1/18/2017	GL EX AU WC
I- Borough of Berlin	59 S. White Horse Pike Berlin, NJ 08009				
H- AP Construction	915 S Black Horse Pike Blackwood, NJ 08012	23773	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) with respects PACC for lots 9 & 11 Delaware & Cooper Sts., Camden, NJ 08102.	1/3/2017	GL EX AU WC
I- Parking Authority of the City of Camden	10 Delaware Avenue Camden, NJ 08103				
H- Coopers Ferry Partnership	One Port Center 2 Riverside Dr., Ste 501 Camden, NJ 08103	23774	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) with respects to PACC for lots 9 & 11 Delaware & Cooper Sts., Camden, NJ 08102.	1/3/2017	GL EX AU WC
I- Parking Authority of the City of Camden	10 Delaware Avenue Camden, NJ 08103				

H- Liberty Property Trust	1628 John F Kennedy Blvd Suite 1100 Philadelphia, PA23775 19103		Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) with respects to PACC for lots 9 & 11 Delaware & Cooper Sts., Camden, NJ 08102	1/3/2017 GL EX AU WC
I- Parking Authority of the City of Camden	10 Delaware Avenue Camden, NJ 08103			
H- Camden City Redevelopment Agency	Camden City Hall 600 Market Street, 13th Floor Camden, NJ 08101	24149	Evidence of Insurance as respects to Parking Lot for Special Events between 2nd and 3rd and Line and Pine Streets in Camden, NJ.	1/5/2017 GL EX WC
I- Parking Authority of the City of Camden	10 Delaware Avenue Camden, NJ 08103			
H- Camden City Parking Authority	10 Delaware Avenue Camden, NJ 08103	24150	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	1/5/2017 Fidelity
I- Parking Authority of the City of Camden	10 Delaware Avenue Camden, NJ 08103			
H- Camden City Parking Authority	10 Delaware Avenue Camden, NJ 08103	24150	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	1/5/2017 Fidelity
I- Parking Authority of the City of Camden	10 Delaware Avenue Camden, NJ 08103			
H- Borough of Audubon	606 West Nicholson Rd Audubon, NJ 08106	24218	Evidence of insurance as respects to Statutory Bond coverage for Megan Giordano - Tax Collector and Dave Taraschi - Treasurer, effective 01/01/2017.	1/5/2017 BOND
I- Borough of Audubon	606 West Nicholson Road Audubon, NJ 08106			
H- Borough of Audubon	606 West Nicholson Rd Audubon, NJ 08106	24219	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	1/5/2017 Fidelity
I- Borough of Audubon	606 West Nicholson Road Audubon, NJ 08106			
H- Borough of Audubon Park	20 Road C Audubon Park, NJ 08106	24221	Evidence of insurance as respects to Statutory Bond coverage for Ryan Giles - Tax Collector and Debra Stasulli - Treasurer, effective 01/01/2017.	1/5/2017 BOND
I- Borough of Audubon Park	20 Road C Audubon Park, NJ 08106			

H- Borough of Audubon Park I- Borough of Audubon Park	20 Road C Audubon Park, NJ 08106 20 Road C Audubon Park, NJ 08106	24222	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	1/5/2017 Fidelity
H- Borough of Barrington I- Borough of Barrington	229 Trenton Avenue Barrington, NJ 08007 Regional Fire prevention Alliance 229 Trenton Ave Barrington, NJ 08007	24223	Evidence of insurance as respects to Statutory Bond coverage for Kristy Emmett - Tax Collector/Treasurer/Utilities Collector, effective 01/01/2017.	1/5/2017 BOND
H- Borough of Barrington I- Borough of Barrington	229 Trenton Avenue Barrington, NJ 08007 Regional Fire prevention Alliance 229 Trenton Ave Barrington, NJ 08007	24224	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	1/5/2017 Fidelity
H- Borough of Berlin I- Borough of Berlin	59 South White Horse Pike Berlin, NJ 08009 59 S. White Horse Pike Berlin, NJ 08009	24227	Evidence of insurance as respects to Statutory Bond coverage for Lisa Eggert - Tax Collector/Utilities Collector and Stacey Divello - Treasurer, effective 01/01/2017.	1/5/2017 BOND
H- Borough of Berlin I- Borough of Berlin	59 South White Horse Pike Berlin, NJ 08009 59 S. White Horse Pike Berlin, NJ 08009	24228	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	1/5/2017 Fidelity
H- Township of Berlin I- Township of Berlin	135 Route 73 South West Berlin, NJ 08091 135 Route 73 South West Berlin, NJ 08091	24230	Evidence of insurance as respects to Statutory Bond coverage for Dana O'Hara - Tax Collector/Utilities Collector and Lori Campisano - Treasurer/CFO Crime, effective 01/01/2017.	1/5/2017 BOND
H- Borough of Chesilhurst I- Borough of Chesilhurst	201 Grant Avenue Chesilhurst, NJ 08089 Municipal Building 201 Grant Avenue Chesilhurst, NJ 08089	24235	Evidence of insurance as respects to Statutory Bond coverage for JoAnn Watson - Tax Collector and William E. Hales, Jr. - Treasurer, effective 01/01/2017.	1/5/2017 BOND
H- Borough of Chesilhurst I- Borough of Chesilhurst	201 Grant Avenue Chesilhurst, NJ 08089 Municipal Building 201 Grant Avenue Chesilhurst, NJ 08089	24236	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	1/5/2017 Fidelity

H- Borough of Clementon I- Borough of Clementon	101 Gibbsboro Road Clementon, NJ 08021 101 Gibbsboro Road Clementon, NJ 08021	24237	Evidence of insurance as respects to Statutory Bond coverage for 1/5/2017 BOND JoAnn Watson - Tax Collector and Nicholas Tocco - Treasurer/CFO Crime, effective 01/01/2017.	
H- Borough of Clementon I- Borough of Clementon	101 Gibbsboro Road Clementon, NJ 08021 101 Gibbsboro Road Clementon, NJ 08021	24238	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	1/5/2017 Fidelity
H- Borough of Gibbsboro I- Borough of Gibbsboro	49 Kirkwood Rd Gibbsboro, NJ 08026 Borough Hall 49 Kirkwood Road Gibbsboro, NJ	24239 08026	Evidence of insurance as respects to Statutory Bond coverage for 1/5/2017 BOND Patricia D. Capasso - Tax Collector and Deborah C. Jackson - Treasurer (CFO Crime), effective 01/01/2017.	
H- Borough of Gibbsboro I- Borough of Gibbsboro	49 Kirkwood Rd Gibbsboro, NJ 08026 Borough Hall 49 Kirkwood Road Gibbsboro, NJ	24240 08026	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	1/5/2017 Fidelity
H- Township of Haddon I- Township of Haddon	135 Haddon Avenue Westmont, NJ 08108 135 Haddon Avenue Westmont, NJ 08108	24241	Evidence of insurance as respects to Statutory Bond coverage for 1/5/2017 BOND Ryan Giles - Tax Collector and Dawn Pennock - Treasurer, effective 01/01/2017.	
H- Township of Haddon I- Township of Haddon	135 Haddon Avenue Westmont, NJ 08108 135 Haddon Avenue Westmont, NJ 08108	24243	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	1/5/2017 Fidelity
H- Borough of Haddonfield I- Borough of Haddonfield	242 Kings Hwy East, Box 3005 Haddonfield, NJ 08033 242 Kings Highway East Haddonfield, NJ 08033	24244	Evidence of insurance as respects to Statutory Bond coverage for 1/5/2017 Fidelity Terry W. Henry - Tax Collector (CFO Crime), effective 01/01/2017.	
H- Borough of Haddonfield I- Borough of Haddonfield	242 Kings Hwy East, Box 3005 Haddonfield, NJ 08033 242 Kings Highway East Haddonfield, NJ 08033	24245	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	1/5/2017 Fidelity

H- Borough of Laurel Springs I- Borough of Laurel Springs	135 Broadway Laurel Springs, NJ 08021 135 Broadway Laurel Springs, NJ 08021-2006	24248	Evidence of insurance as respects to Statutory Bond coverage for 1/5/2017 BOND Jennifer Dukelow - Tax Collector, Cathy Sims - Utility Collector, and Dean Ciminera - Treasurer (CFO Crime), effective 01/01/2017.
H- Borough of Laurel Springs I- Borough of Laurel Springs	135 Broadway Laurel Springs, NJ 08021 135 Broadway Laurel Springs, NJ 08021-2006	24249	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).
H- Borough of Lawnside I- Borough of Lawnside	4 Douglas Avenue Lawnside, NJ 08045 4 E Douglas Ave. Lawnside, NJ 08045	24251	Evidence of insurance as respects to Statutory Bond coverage for 1/5/2017 BOND Kathleen Andress - Tax Collector and Jessie Harris - Treasurer, effective 01/01/2017.
H- Borough of Lawnside I- Borough of Lawnside	4 Douglas Avenue Lawnside, NJ 08045 4 E Douglas Ave. Lawnside, NJ 08045	24252	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).
H- Borough of Lindenwold I- Borough of Lindenwold	2001 Egg Harbor Rd Lindenwold, NJ 08021 2001 Egg Harbour Road Lindenwold, NJ 08021	24253	Evidence of insurance as respects to Statutory Bond coverage for 1/5/2017 BOND Anne Deeck - Tax Collector and Dawn S. Thompson - Treasurer (CFO Crime), effective 01/01/2017.
H- Borough of Lindenwold I- Borough of Lindenwold	2001 Egg Harbor Rd Lindenwold, NJ 08021 2001 Egg Harbour Road Lindenwold, NJ 08021	24254	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).
H- Borough of Oaklyn I- Borough of Oaklyn	500 White Horse Pike Oaklyn, NJ 08107 500 White Horse Pike Oaklyn, NJ 08107	24257	Evidence of insurance as respects to Statutory Bond coverage for 1/5/2017 BOND Judith Pierce - Tax Collector and Janet LaBar - Treasurer, effective 01/01/2017.
H- Borough of Oaklyn I- Borough of Oaklyn	500 White Horse Pike Oaklyn, NJ 08107 500 White Horse Pike Oaklyn, NJ 08107	24258	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).

H- Borough of Pine Valley I- Borough of Pine Valley	1 Club Road Pine Valley, NJ 08021 1 Club Road Pine Valley, NJ 08021	24260	Evidence of insurance as respects to Statutory Bond coverage for 1/5/2017 BOND Dean Ciminera- Tax Collector/Treasurer, effective 01/01/2017.	
H- Borough of Pine Valley I- Borough of Pine Valley	1 Club Road Pine Valley, NJ 08021 Pine Valley, NJ 08021 1 Club Road Pine Valley, NJ 08021	24261	JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	1/5/2017 Fidelity
H- Township of Voorhees I- Township of Voorhees H- Township of Voorhees I- Township of Voorhees	2400 Voorhees Town Center Voorhees, NJ 08043 2400 Voorhees Town Center Voorhees, NJ 08043 2400 Voorhees Town Center Voorhees, NJ 08043 2400 Voorhees Town Center Voorhees, NJ 08043	24262 24263	Evidence of insurance as respects to Statutory Bond coverage for 1/5/2017 BOND Jennifer J. Dukelow - Tax Collector and Dean Ciminera - Treasurer, effective 01/01/2017. JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	1/5/2017 Fidelity
H- Borough of Woodlynne I- Borough of Woodlynne H- Borough of Woodlynne I- Borough of Woodlynne	200 Cooper Street Woodlynne, NJ 08107-2199 200 Cooper Street Woodlynne, NJ 08107 200 Cooper Street Woodlynne, NJ 08107-2199 200 Cooper Street Woodlynne, NJ 08107	24264 24265	Evidence of insurance as respects to Statutory Bond coverage for 1/5/2017 BOND Jennifer Dukelow - Tax Collector and Nancy Hallahan - Treasurer, effective 01/01/2017. JIF Blanket Crime – Evidence of Public Employee Dishonesty (Employees & Volunteers)-Coverage O; Forgery and Alteration-Coverage B; Theft, Disappearance and Destruction-Coverage C; Robbery and Safe Burglary-Coverage D and Computer Fraud with Funds Transfer-Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all "Statutory" positions (those positions required by law to be individually bonded).	1/5/2017 Fidelity
H- First Western Bank & Trust I- Parking Authority of the City of Camden	dba Advance Acceptance/All-Lines Leasing 100 Prairie Center Drive Eden Prairie, MN 55344 10 Delaware Avenue Camden, NJ 08103	24452	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability & as "Loss Payee" ATIMA, for Property pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty and Property Insurance Policies (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) as respects M30 Gas Rider Scrubber (Garage Scrubber); Has Serial Number M30-8101) value \$71,730.00.	1/9/2017 GL EX AU PR

Total # of Holders = 76