



**GARDEN STATE MUNICIPAL JOINT INSURANCE FUND
MEETING MINUTES
June 26th, 2019
The Hotel Woodbridge Iselin, NJ Room – Room 203 at 11:00am**

MEETING OF THE GARDEN STATE MUNICIPAL JOINT INSURANCE FUND CALLED TO ORDER AT 11:01AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

ROLL CALL OF FUND COMMISSIONERS:

James Byrnes – Berkeley Township
Barbara Russo - Berkeley Heights
Anthony Nesto – Township of Bloomfield
Borough of Caldwell - ABSENT
Cinnaminson Township – ABSENT
Township of Eastampton – ABSENT
Daria Trumpet - City of Englewood
Ewing Township - ABSENT
Theresa Casagrande - Borough of Fair Haven
Eleanor McGovern – Borough of Fanwood
Joseph Bellina - Freehold Borough - ABSENT
Cosmo Cirillo – Town of Guttenberg
Borough of Haddon Heights – ABSENT
Lou Guarino – Hamilton Township
Town of Harrison - ABSENT
Joan Hullings – Borough of Highland Park
John Allen – City of Hoboken
Louis Palazzo – Howell Township
Town of Kearny - ABSENT
Laura Reinertsen – Borough of Kenilworth
Greg Whitehead - Township of Lawrence
City of Linden – ABSENT
Russ Jones – Township of Livingston
Alan Weinberg - Monroe Township
Montclair Township – ABSENT
Tim Quinn – Township of Morris
Town of Morristown – Michael Corcoran
Township of Neptune – ABSENT
Doug Marvin – Borough of New Providence



Sonia Brown –Township of North Brunswick
Township of North Bergen – ABSENT
William Speck – Borough of North Plainfield
Ann Cucci - Township of Parsippany-Troy Hills
Frank Ruggiero – City of Rahway - LATE
Andrew Casais – Borough of Roselle Park
John Shepherd – Township of Roxbury
John Waryas – Borough of Totowa
Karen Caulfield – Union Twp.
Mark Krane – Township of Warren
West Orange Township – ABSENT

APPROVAL OF MINUTES OF 5/22/19 MEETING

MOTION: Commr. Guarino

SECOND: Commr. Brown

ABSTAIN: Commrs. Watkins; Casagrande; Bellina; Pallazo; Reinertsen; Weinberg;
Cucci; Krane; Casais; Nesto; Byrnes

ADJOURN TO EXECUTIVE SESSION TO DISCUSS CLAIMS COMMITTEE REPORT

In accordance with Section 8 of the Open Public Meetings Act, the public body is in Executive Session, as follows:

1. The Public shall be excluded from discussion of and action upon the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:
 - o Claims – Requests for Settlement Authority

MOTION TO ADJOURN TO EXECUTIVE SESSION TO DISCUSS CLAIMS

MOTION: Commr. Brown

SECOND: Commr. Guarino

VOTE: Unanimous, by voice



APPROVAL OF REQUESTS FOR SETTLEMENT AUTHORITY AND ADOPTION OF RESOLUTIONS

- Approval of Claims Committee Report and Requests for Settlement Authority
 - Berkeley Township WC Claim – Granted Settlement Authority
 - Township of Ewing WC Claim – Granted Settlement Authority
 - City of Englewood LEL Claim – Granted Settlement Authority
 - Township of Parsippany-Troy Hills EPL Claim – Granted Settlement Authority
 - Howell Township WC Claim – Granted Settlement Authority
 - Township of Montclair WC Claim – Granted Settlement Authority
 - City of Englewood EPL Claim – Granted Settlement Authority
 - Town of Harrison GL Claims – Granted Settlement Authority

ADJOURN TO PUBLIC SESSION

MOTION: Commr. Pallazo
SECOND: Commr. Bellina
VOTE: Unanimous, by voice

MOTION TO ADOPT RESOLUTIONS & CLAIMS REPORT

Chairman Marvin asked that Resolutions 22-19 and 23-19 be approved collectively.

- **Resolution 24-19** – Approving Certain Disbursements \$4,499,153.85
- **Resolution 25-19** – Approving Claims Payments \$2,160,640
- **Resolution 26-19** – Appointing Approved Counsel - Chiesa Shahinian & Giantomasi PC
- for Town of Morristown

MOTION: Commr. Cucci
SECOND: Commr. Pallazo

VOTE: ROLL CALL

James Byrnes - Berkeley Township
Barbara Russo - Berkeley Heights
Anthony Nesto – Township of Bloomfield
Borough of Caldwell - ABSENT
Cinnaminson Township – ABSENT
Township of Eastampton – ABSENT



Daria Trumpet - City of Englewood
Ewing Township - ABSENT
Theresa Casagrande - Borough of Fair Haven
Eleanor McGovern – Borough of Fanwood
Joseph Bellina - Freehold Borough - ABSENT
Cosmo Cirillo – Town of Guttenberg
Borough of Haddon Heights – ABSENT
Lou Guarino – Hamilton Township
Town of Harrison - ABSENT
Joan Hullings – Borough of Highland Park
John Allen – City of Hoboken
Louis Palazzo – Howell Township
Town of Kearny - ABSENT
Laura Reinertsen – Borough of Kenilworth
Greg Whitehead - Township of Lawrence
City of Linden – ABSENT
Russ Jones – Township of Livingston
Alan Weinberg - Monroe Township
Montclair Township – ABSENT
Tim Quinn – Township of Morris
Town of Morristown – Michael Corcoran
Township of Neptune – ABSENT
Doug Marvin – Borough of New Providence
Sonia Brown – Township of North Brunswick
Township of North Bergen – ABSENT
William Speck – Borough of North Plainfield
Ann Cucci - Township of Parsippany-Troy Hills
Frank Ruggiero – City of Rahway - LATE
Andrew Casais – Borough of Roselle Park
John Shepherd – Township of Roxbury
John Waryas – Borough of Totowa
Karen Caulfield – Union Twp.
Mark Krane – Township of Warren
West Orange Township – ABSENT

REPORTS

EXECUTIVE DIRECTOR’S REPORT – NIP Group – J. Hall

- **Financial Fast Track Report** – The May Financial Fast Track report will be e-mailed to all Commissioners once finalized.
- **2018 Financial Audit Presentation (Mercadien, PC)** – Mercadien presented their unqualified opinion of the 2018 financial audit, with no comments or findings.
- **EPL Sub-Committee Meeting** – The EPL Subcommittee will be meeting immediately following the Fund Commissioners’ Meeting.



TREASURER’S REPORT – P. DeBlasio - Mr. DeBlasio reported that monthly financial report and cash management account has been reviewed. He advised that the Fund has met all outstanding obligations and its financial position is secure. There were no questions.

UNDERWRITING REPORT – NIP Group – R. Smith

- **COPE Data Project** - This project is now past due. Please have all updates in the system by July 1 so the new data will be carried over to the renewal.
- **Emergency Vehicle APD Audit** – This project is now past due. Please have all updates in the system by July 1 so the new data will be carried over to the renewal.
- **2020 Member Renewal Announcement** – As of July 1st, the renewal cycle has begun. The new year will be generated in the system and all apps can be updated and completed. Please provide historical loss runs dating back 10 years (2009 to joining the GSMJIF). Please alert the underwriting team should you have any issues or questions or if you need any assistance on the member portal. Please have all loss runs in by July 19th and all apps in by August 2nd. A letter has been dispatched to all risk managers with detailed breakdowns of what is needed.

SAFETY REPORT – PMA Group (K. Child) and NIP Group (A. Ven Graitis)

GSMJIF Safety Meeting Recap:

- **Active Shooter (Guest Speaker)** - Patrick Mackin, of PMA risk control, was introduced as a new team member on the GSMJIF risk control team. With a police professional background, working in both Asbury Park, NJ, and Jackson Township, NJ, Pat discussed the services available from risk control and the need to establish a plan at every municipality, working closely with municipal law enforcement staff. All administrators and police staff should plan for an active threat situation, which does not only address active shooter situations, but bomb threats, weather emergencies and other possible catastrophic events. Members are encouraged to speak with their risk control representative to schedule an introductory meeting.
- **Wellness Recap** - The Walk to Win 3 challenge was a 6-week challenge that concluded on June 7th. Over 600 employees, 139 teams, from 22 municipalities participated in the event. Awards for the highest average number of steps per employee were awarded to a team from the following municipalities: Roselle Park in first place, North Plainfield in second place, and Roselle Park in third place. Best name awards were awarded to a team from Kenilworth for first place, a team from Monroe Township for second place, and a team from Morris Township for third place. Congratulations to all participants.
- **DPW Roundtable Recap** - The DPW Roundtable was held on 5/29/19, at the Morris Township fire house located at 20 Dwyer Lane, Morristown NJ. The training commenced at 10:00 and ended at 1:00. Playground safety and inspections were discussed by Ed Vath, while Tree Safety was discussed by Ken Child of PMA and Mike Astone of Roselle Park. Jim Renner addressed Title 59 defenses available to municipalities and a live, playground inspection was performed after lunch. The GSMJIF thanks Morris Township for their hospitality and Mike Astone of Roselle Park for presenting at the event.



- **“When Words Fail” Training 6/19** - A very successful WWF training session for police was provided on April 23, at the North Brunswick Linwood Middle School, and on 6/19 at the Community Center at Vermuele, 614 Greenbrook Rd., North Plainfield, NJ. The training has been expanded to address restraint techniques for officers in a one-on-one confrontation, expanding upon the multiple officer takedown approach. Verbal de-escalation training continues to be a major component of the WWF curriculum. Additional sessions will be scheduled in the upcoming weeks.
- **Fireworks/Event Planning** - Ken Child discussed the need for proper event planning and the need to work with department heads to ensure events are held successfully and safely. Risk transfer was discussed to ensure vendors properly protect the municipality when appropriate. Risk Control staff are available to inspect sites and event plans with your municipal staff upon request.
- **Heat Safety, Poison Ivy & Bee Stings** - Ed Vath discussed the need to properly protect staff from the occupational hazards of heat stress, poison ivy and bee stings. Any municipal supervisor of employees that are exposed need to be proactive to ensure employees are protected. Heat stress is to be addressed by giving frequent water breaks, schedule outdoor work for off peak sun hours, and work in the shade when possible. Proper PPE is to be provided to prevent exposure to poisonous plants and insects, including the mandate that long work pants are worn to protect contact with plants and to serve as a barrier to insects. **Traffic**

CLAIMS REPORT – NIP Group - C. Cyriax

- **Monthly Claims Department Key Performance Indicators for May 2019** – Conrad Cyriax provided the Commissioners with the Claims Report. Key performance indicators of Claims Department activity were fully discussed including the number of new claims received and the sum of claims closed during the preceding month. Frequency trends affecting the Fund were discussed as well as other critical measurements of Claims Department activity such as closing ratio and recoveries.

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commissioner Marvin made a motion to adjourn the meeting at 11:50AM and Commissioner Watkins seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

M. Delgado

D. Marvin



ALSO, PRESENT:

Madeline Delgado
Digesh Patel – Mercadien
Matthew Daly – Mercadien
Matry Foulks – NIP
Jim Renner – NIP
Tensiha Smith – NIP
Donna Gartland – NIP
Brianna Biesiada – NIP
Michael Griffith - NIP
Karen Waters – IMA
Rob Smith – NIP
John Waryas – Totowa
Jeff Martin – Borden Perlman
Amy Pieroni – Acrisure
Peter Soriero – Parisi Associates
Dom Cinelli – B & B
Joe Razzano – Fairview Insurance
Danielle Voda – Fairview
John Shepherd – Roxbury Township
Jabazz Spence – Monroe Twp.
John Stenberg – Assured Partners
Renee Nelms – Qual-Lynx
Lisa Gallo – Qual-Lynx
Kathleen Guze – D & H Alternative
Steve Daveggia – NIP
Robert Persico – NIP
Anthony Ven Graitis – NIP
Conrad Cyriax – NIP
Frank Kelly – BGIA
Ken Child - PMA
Patrick Mackin – PMA
Ed Vath – PMA
Virginia Murphy – Morris Twp.
Michael Corcoran – Morristown
John Geaney – Capehart
Betty Ann Stinchcomb – New Providence
Jonathan Hall- NIP
Brian Erlandsen – BGIA
Michael O’Connell – PQA
Latonya Brennan – AJG
Heather Russo – Rahway
Lori Sullivan – Warren
Emma Missey – Highland Park