



**GARDEN STATE MUNICIPAL JOINT INSURANCE FUND  
MEETING MINUTES  
February 27<sup>th</sup>, 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 11:08AM.**

**OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD**

**MEETING OF BOARD OF FUND COMMISSIONERS CALLED TO ORDER**

**PLEDGE OF ALLEGIANCE**

**SWEARING IN OF FUND COMMISSIONERS:**

- Scott DeRosa – City of Hoboken (Alternate Commissioner)
- Michael Reed – Montclair Township (Alternate Commissioner)

**ROLL CALL OF FUND COMMISSIONERS:**

Jim Byrnes - Berkeley Township  
Berkeley Heights - ABSENT  
Matt Watkins – Township of Bloomfield  
Lisa O’Neil - Borough of Caldwell  
Cinnaminson Township – *ABSENT*  
Kim White – Township of Eastampton  
Daria Trumpet - City of Englewood  
Ewing Township - ABSENT  
Allyson Cinquegrana - Borough of Fair Haven  
Eleanor McGovern - Borough of Fanwood  
Joe Bellina - Freehold Borough  
Town of Guttenberg – ABSENT  
Borough of Haddon Heights – ABSENT  
Lou Guarino – Hamilton Township  
Paul Zarbetski - Town of Harrison  
Joan Hullings - Borough of Highland Park  
Scott DeRosa – City of Hoboken  
Louis Palazzo – Howell Township  
Town of Kearny – ABSENT  
Laura Reinersten - Borough of Kenilworth  
Greg Whitehead - Township of Lawrence  
City of Linden – ABSENT



Russ Jones – Township of Livingston  
Michael Reed – Montclair Township  
Tim Quinn – Township of Morris  
Town of Morristown – ABSENT  
Stephanie Oppegaard – Township of Neptune  
Doug Marvin – Borough of New Providence  
Kathryn Monzo – Township of North Brunswick  
Township of North Bergen – ABSENT  
William Speck – Borough of North Plainfield  
Township of Parsippany-Troy Hills – ABSENT  
City of Rahway – ABSENT  
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 1/23/18 MEETING**

**MOTION:** Commr. Bellina

**SECOND:** Commr. Jones

**ABSTAIN:** Commrs. O’Neil; McGovern; Zarbetski; DeRosa; Reed; Quinn; Monzo;  
Napier; Shepherd

#### **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. Watkins

**SECOND:** Commr. Bellina

**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 Union WC Claim– Granted Settlement Authority
  - Township of Union WC Claim – Granted Settlement Authority
  - Howell Township WC Claim – Granted Settlement Authority
  - Township of Union WC Claim– Granted Settlement Authority
  - Howell Township WC Claim – Granted Settlement Authority

### **ADJOURN TO PUBLIC SESSION**

**MOTION:** Commr. Bellina  
**SECOND:** Commr. McGovern  
**VOTE:** Unanimous, by voice

### **MOTION TO ADOPT RESOLUTIONS & CLAIMS REPORT**

Chairman Marvin asked that Resolutions 13-19 through 15-19 be approved collectively.

- **Resolution 13-19** – Approving Certain Disbursements \$6,913,361.41
- **Resolution 14-19** – Approving Claims Payments \$1,966,896
- **Resolution 15-19** – Approving Revision of Resolution 05-19 Designation of Deputy Custodian of Fund records

**MOTION:** Commr. Jones  
**SECOND:** Commr. Watkins

#### **VOTE: ROLL CALL**

Jim Byrnes - Berkeley Township  
Berkeley Heights - ABSENT  
Matt Watkins – Township of Bloomfield  
Lisa O’Neil - Borough of Caldwell  
Cinnaminson Township – ABSENT  
Kim White – Township of Eastampton  
Daria Trumpet - City of Englewood  
Ewing Township - ABSENT  
Allyson Cinquegrana - Borough of Fair Haven  
Eleanor McGovern - Borough of Fanwood  
Joe Bellina - Freehold Borough  
Town of Guttenberg – ABSENT  
Borough of Haddon Heights – ABSENT



Lou Guarino – Hamilton Township  
Paul Zarbetski - Town of Harrison  
Joan Hullings - Borough of Highland Park  
Scott DeRosa – City of Hoboken  
Louis Palazzo – Howell Township  
Town of Kearny – ABSENT  
Laura Reinersten - Borough of Kenilworth  
Greg Whitehead - Township of Lawrence  
City of Linden – ABSENT  
Russ Jones – Township of Livingston  
Michael Reed – Montclair Township  
Tim Quinn – Township of Morris  
Town of Morristown – ABSENT  
Stephanie Oppegaard – Township of Neptune  
Doug Marvin – Borough of New Providence  
Kathryn Monzo –Township of North Brunswick  
Township of North Bergen – ABSENT  
William Speck – Borough of North Plainfield  
Township of Parsippany-Troy Hills – ABSENT  
City of Rahway – ABSENT  
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**

- **2018 Year End Actuarial Report Status** - Mr. Hall reported that the first draft of the reserve study has been received and is under review. As soon as the report is finalized, the Administrator's office will update the FastTrack reports and will distribute to all Commissioners. There were no questions from the Commissioners.
- **Contact Updates** - Mr. Hall reminded the members to please provide any contact updates to the Administrator's office as soon as practicable.

**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 REPORTS – NIP Group – R. Smith

- **BGIA Presentation** - BGIA presented an update on the 2019 renewal including details of the coverages. The presentation is available upon request.
- **Renewal/Website Announcement** - We are continually trying to improve the renewal process and the website experience. We are currently looking to incorporate any suggestions or improvements. Please contact the underwriting department to discuss any ideas or thoughts.

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

### GSMJIF Safety Meeting Recap:

- **Wellness Updates** - The CPR/AED challenge is complete on 2/28/19. Final results will be shared with all members in March, with awards being presented at the March Meeting. Approximately 20-member municipalities participated between the two JIF's, with over 650 employees receiving training. The next Wellness Challenge will be Walk to Win 3, which will likely include a technology component, such as reporting Fitbit or smart phone app totals.
- **In2vate Update** - Risk control personnel will be following up with members who have not provided their employees lists for upload into the system. Approximately a 1/3 of all members have provided lists already. The goal is to have all members provide lists so both live and on-line training can be tracked.
- **Police Roundtable** - The Best Practices in Managing Use of Force Events Seminar will be held on February 28, 2019 10:00 AM, at the Hamilton Stage at Union County Performing Arts Center. The agenda includes: An Effective Response to Use of Force Concerns from one of our Agencies and Early Warning System- What will it tell Us?, presented by Director Sam DeMaio, Bloomfield Police Department, and What are the challenges of Defending Use of Force Claims? presented by Alan Baratz Esq. The Weiner Group. Approximately 100 attendees are already registered for the event.
- **WWF Training Dates** - WWF training dates will be announced in the upcoming weeks. Connell Consulting OPRA for Practitioner classes have been set for April 9, 16, and 25. The GSMJIF will support the training so the standard \$119 fee will be reduced to \$50 per person for GSMJIF members. An announcement will be sent out the first week of March.
- **PEOSH Compliance – Top 10 List** - A bulletin will be shared with members outlining the top PEOSH violations in 2018. Risk control discussed NJSA 34:6A-33(a) Overhead Doors/No Vehicle Lift Inspection with 18 citations, 1904.29(a) Failure to maintain NJOSH 300 with 15 citations, 1910.176(b) Unsafe/unstable storage with 6 citations, 1910.157(e)(2) Fire extinguishers not inspected with 5 citations, 1910.132(d)(2) No PPE Hazard assessment with 5 citations, 1910.145 No safety instruction sign with 5 citations, 1910.147(c)(6)(1) No



periodic inspection LOTO with 5 citations, 1910.303(f)(2) Circuit breakers not labeled with 5 citations.

- **Hearing Conservation** - As part of the PEOSH compliance discussion, risk control reminded all members that a hearing conservation program is designed to protect workers with significant occupational noise exposures from suffering material hearing impairment by engineering and administrative controls and PPE. Monitoring, audiometric testing, hearing protection, and training was discussed as part of the program to be considered.

#### **CLAIMS REPORT – NIP Group - C. Cyriax**

- **Monthly Claims Department Key Performance Indicators for January 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.
- **Discussion of Spring Claims Seminar** – Plans for a spring EPL claims seminar were also discussed.

#### **NEW BUSINESS**

#### **OPEN FORUM**

#### **MOTION TO ADJOURN**

Commissioner Marvin made a motion to adjourn the meeting at 11:55AM and Commissioner Watkins seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

---

M. Delgado

---

D. Marvin

#### **ALSO, PRESENT:**

James Renner – NIP  
Jonathan Hall – NIP  
Madeline Delgado – NIP  
Rob Smith – NIP



Robert Persico – NIP  
Anthony VenGraitis – NIP  
Conrad Cyriax – NIP  
Frank Kelly – BGIA  
Brian Erlandsen – BGIA  
Karen Waters – IMAC  
Jeff Martin – Borden Perlman  
Scott Readlinger – HUB  
Danielle Colaianni – Hardenberg  
John Hanuscin – Fairways  
Thomas Sternberg – Assured Partners  
Michael Griffith – NIP  
Stephanie Oppegaard – Neptune  
Michael Bascom - Neptune  
Renee Nelms – Qual-lynx  
Ilene Laursen – Conner Strong  
Robin Racoppi – North American  
Mark Philpot – Union  
Don Newton – Highland Park  
Mrc Strauss – PMA  
David Balken – Balken Risk  
Dom Cinelli – Brown & Brown  
Larry Graham – Fairview  
Lindsay Travau – Reliance  
Ken Child – PMA  
Ed Vath – PMA  
Virginia Murphy – Morris  
John Geaney – Capehart  
Betty Ann Stinchcomb – New Providence  
Sonia Brown – North Brunswick  
Paul Anzano – PQA  
Patrick DeBlasio – Treasurer  
Lori Sullivan – Warren