



**GARDEN STATE MUNICIPAL JOINT INSURANCE FUND
MEETING MINUTES
April 17th, 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 11:03AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

ROLL CALL OF FUND COMMISSIONERS:

Berkeley Township – ABSENT
Barbara Russo – ABSENT
Matt Watkins – Township of Bloomfield
Lisa O’Neil - Borough of Caldwell
Eric Schubiger - Cinnaminson Township
Kim White – Township of Eastampton
Daria Trumpet - City of Englewood
Ewing Township – ABSENT
Theresa Casagrande - Borough of Fair Haven
Borough of Fanwood – ABSENT
Joe Bellina - Freehold Borough
Cosmo Cirillo Town of Guttenberg
Borough of Haddon Heights – ABSENT
Lou Guarino – Hamilton Township
Town of Harrison – ABSENT
Don Newton - Borough of Highland Park
City of Hoboken – ABSENT
Louis Palazzo – Howell Township
Town of Kearny - ABSENT
Borough of Kenilworth – ABSENT
Greg Whitehead - Township of Lawrence
City of Linden – ABSENT
Russ Jones – Township of Livingston
Alan Weinburg - Monroe Township
Michael Reed – Montclair Township
Tim Quinn – Township of Morris
Town of Morristown – ABSENT
Stephanie Oppegaard – Township of Neptune
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
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 3/27/19 MEETING

MOTION: Commr. Jones

SECOND: Commr. Guarino

ABSTAIN: Commrs. O’Neil; Schubiger; Cirillo; Newton; Weinburg; Cucci; Ruggiero;

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. Bellina

SECOND: Commr. Watkins

VOTE: Unanimous, by voice

APPROVAL OF REQUESTS FOR SETTLEMENT AUTHORITY AND ADOPTION OF RESOLUTIONS

- o Approval of Claims Committee Report and Requests for Settlement Authority
 - Borough of North Plainfield LEL-PI Claim - Granted Settlement Authority
 - Township of Freehold AL-BI Claim– Granted Settlement Authority
 - Borough of Caldwell WC Claim – Granted Settlement Authority
 - Township of Union WC Claim – Granted Settlement Authority
 - Livingston Township WC Claim– Granted Settlement Authority



MOTION TO ADOPT RESOLUTIONS & CLAIMS REPORT

Chairman Marvin asked that Resolutions 19-19 through 21-19 be approved collectively.

- Resolution 19-19 – Approving Certain Disbursements \$326,745.07
- Resolution 20-19 – Approving Claims Payments \$3,075,426
- Resolution 21-19 – Appointing Approved Counsel - Vincent J. Nuzzi of Mandelbaum Salsburg – Requested by Borough of Caldwell

MOTION: Commr. Hynes

SECOND: Commr. Jones

ABSTAIN: Commr. O’Neil

VOTE: ROLL CALL

Berkeley Township – ABSENT
Barbara Russo – ABSENT
Matt Watkins – Township of Bloomfield
Lisa O’Neil - Borough of Caldwell
Eric Schubiger - Cinnaminson Township
Kim White – Township of Eastampton
Daria Trumpet - City of Englewood
Ewing Township – ABSENT
Theresa Casagrande - Borough of Fair Haven
Borough of Fanwood – ABSENT
Joe Bellina - Freehold Borough
Cosmo Cirillo Town of Guttenberg
Borough of Haddon Heights – ABSENT
Lou Guarino – Hamilton Township
Town of Harrison – ABSENT
Don Newton - Borough of Highland Park
City of Hoboken – ABSENT
Louis Palazzo – Howell Township
Town of Kearny - ABSENT
Borough of Kenilworth – ABSENT
Greg Whitehead - Township of Lawrence
City of Linden – ABSENT
Russ Jones – Township of Livingston
Alan Weinburg - Monroe Township
Michael Reed – Montclair Township
Tim Quinn – Township of Morris
Town of Morristown – ABSENT
Stephanie Oppgaard – Township of Neptune
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
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

ADJOURN TO PUBLIC SESSION

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

REPORTS

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

- **Fast Track Report** - Mr. Hall reported that the March Fast Track report will be sent via e-mail to all Commissioners, Alternate Commissioners, and Risk Managers as soon as it is finalized, due to the early April Fund Meeting.
- **2019 Recommendations** - Mr. Hall presented statistics, observations and the Fund’s recommendations to address frequency and severity of Auto-related claims.
- **RFQ for Property Restoration and Remediation Services** - The Fund published a Request for Qualification for Property Restoration and Remediation Services in its designated newspapers and on its website. As a reminder, all responses are due to the Fund Administrator’s office no later than 2:00 pm on Tuesday, April 30.
- **Committees** - The Fund EPL Subcommittee will meet immediately following the May 22 Commissioners’ Meeting. The Fund is also seeking Commissioners to serve on the Claims Committee. Any interested Commissioners please contact the Fund Administrator’s office.
- **2019 Annual Financial Disclosure Statement Filing** - Financial Disclosure Reports are due to the DCA by April 30. Any persons who were appointed as Commissioners or Alternate Commissioners at any point in 2018 will be required to file reports. Failure to file by the deadline may result in fines imposed by the State.

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** – Any missing COPE data as was sent out to all risk managers is now past due, please update the member portal with this data.
- **Emergency Vehicle Self Audit** - As per the APD issues discussed, we are doing an APD emergency vehicle self-audit to update the true cost of the emergency vehicle fleets. Please note, anything attached to the car, plate scanners, computers, lights, etc. are considered part of the vehicle and the value should reflect this. An email will be going out next week to all risk managers with all scheduled emergency vehicles. We ask that the risk managers and municipalities examine what they have scheduled and update the values on the member portal.

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

GSMJIF Safety Meeting Recap:

Distracted Drivers Awareness Month - Vehicular accidents continue to increase across the county. Many of the accidents transpire throughout the course of the work day. The GSMJIF provides many types of training including:

- Distracted driver training from Safety National
- SERVE Training
- In2vate Training (10 modules)
- CEVO/CMVO in person training

Two safety videos were shown to show what can happen when someone drives and is distracted.

Walk to Win Wellness Challenge – Walk to Win Wellness challenge starts April 22, 2019 and ends June 7, 2019. Each municipality can be awarded prizes for teams that participate if certain requirements are met.

- The goal is for employees to track their steps and report to the municipality. 10,000 steps per day is the target for all employees.
- Best team names will be voted upon for prizes.

DPW Roundtable - A date in May will be announced. An Arborist will present on proper tree maintenance, inspection, issues to look for, and other relevant topics. A playground safety inspection seminar will also take place, with a hands-on playground inspection following the training. Additional roundtables are being planned to include Fire/EMS-Safety and Health for Emergency Responders, Normalization of Deviance, and Emergency Management-Large Scale Event Management.

When Words Fail (WWF) - A session is scheduled for 4/23 at the North Brunswick Middle School. This session is completely full. Two additional sessions will be scheduled and announced in the next several weeks.



Cyber Discussion: Harbor Technologies:

- Employees are the weak link in your IT Security.
- Social engineering is the number one security threat to any organization. The alarming growth in sophisticated cyberattacks makes this problem only worse, as cybercriminals go for the low-hanging fruit: employees.
- Numerous reports and white papers show organizations are exposed to massive increases in the number of cyberattacks over the past five years.
- Harbor Technologies training program is being offered to PEJIF to combat these threats.

CLAIMS REPORT – NIP Group - C. Cyriax

- **Monthly Claims Department Key Performance Indicators for March 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.
- **Reminder of the May 15th Claims Seminar on an EPL Topic** – Claims plans for a spring EPL claims seminar were also discussed with the Fund by James Renner

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commissioner Marvin made a motion to adjourn the meeting at 12:01PM 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
Conrad Cyriax – NIP
Frank Kelly – BGIA
Brian Erlandsen – BGIA
Ed Vath – PMA
Virginia Murphy – Morris
Betty Ann Stinchcomb – New Providence
Mike O’Connell – PQA
Pat DeBlasio – Treasurer
Stephanie Brown – AJ Gallagher
LaTonya Brennan- AJ Gallagher
Heather Russo – Rahway
Lori Sullivan – Warren
Michael Malculec – Harbor Tech Group
David Balekn – Balken Group
Peter Soriero – Parisi Associates
Bonnie Ridolfino – Hardenbergh
Ilene Laursen – Conner Strong
Karen Waters – IMAC
Michael Sabbagh – Richland Knowles
Joe Razzaro – Fairview
Kelly Royce – First MCO
Michael Griffith – NIP
Mark Philpot - Eastampton
Michael Bascom – Neptune
Lindsay Travali – Acrisure
Jeff Martin – Borden Perlman
Tom Narolweski – Assured Partners
Lisa Gallo Qual-Lynx
Renee Nelms – Qual-Lynx
Keith Skeba – NIP
Ken Child – PMA