



**GARDEN STATE MUNICIPAL JOINT INSURANCE FUND
MEETING MINUTES
October 23rd, 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

PLEDGE OF ALLEGIANCE

ROLL CALL OF FUND COMMISSIONERS:

Berkeley Township – ABSENT
Berkeley Heights - Barbara Russo
Bloomfield, Township of - Anthony Nesto
Borough of Caldwell - ABSENT
Cinnaminson Township – ABSENT
Township of Eastampton – ABSENT
City of Englewood - Daria Trumpet
Ewing Township – ABSENT
Borough of Fair Haven – Allyson Cinquegrana
Borough of Fanwood – Eleanor McGovern
Freehold Borough – Joe Bellina
Town of Guttenberg – Cosmo Cirillo
Borough of Haddon Heights – ABSENT
Hamilton Township – Lou Guarino
Town of Harrison – ABSENT
Borough of Highland Park - Emma Missey
City of Hoboken – ABSENT
Howell Township – Lou Palazzo
Town of Kearny – Paula Cavalier
Borough of Kenilworth – Laura Reinertsen
Township of Lawrence – Greg Whitehead
City of Linden – ABSENT
Township of Livingston – Russ Jones
Monroe Township – Danielle Racioppi
Montclair Township – Tim Stafford
Township of Morris – Tim Quinn
Town of Morristown – Jillian Barrick
Township of Neptune – Michael Bascom
Borough of New Providence – Doug Marvin



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

APPROVAL OF MINUTES OF 9/25/19 MEETING

MOTION: Commr. Nesto

SECOND: Commr. Jones

ABSTAIN: Commrs. Bellina; Guarino; Palazzo; Barrick; Marvin; Monzo; Napier; Quinn

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. Nesto

SECOND: Commr. Quinn

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
 - Township of Union GL-BI Claim – Granted Settlement Authority
 - Township of Bloomfield - EPL-PI Claim – Granted Settlement Authority
 - Township of Montclair WC – Granted Settlement Authority
 - Borough of Caldwell EPL – Granted Settlement Authority



- Borough of Caldwell EPL – Granted Settlement Authority
- Town of Kearny WC – Granted Settlement Granted
- Borough of Highland Park GL – Granted Settlement Authority

ADJOURN TO PUBLIC SESSION

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

MOTION TO ADOPT RESOLUTIONS & CLAIMS REPORT

Chairman Marvin asked that Resolutions 34-19; 35-19; and 36-19 be approved collectively.

- **Resolution 34-19 – Approving Certain Disbursements - \$136,049.27**
- **Resolution 35-19 – Approving Claims Payments \$1,798,688**
- **Resolution 36-19 – Appointing Approved Counsel – Rothstein, Mandell, Strohm, Halm and Cipriani, PA. 150 Airport Road**
- Lakewood NJ 08701 and Chrstopher J. Dasti, P.C. 900 Newark Avenue PO Box 779 Forked River NJ 08731 - **Request for Berkeley Township**
- **Approval of Claims Committee Report and Requests for Settlement Authority**

MOTION: Commr. Krane
SECOND: Commr. Bellina

VOTE: ROLL CALL

Berkeley Township – ABSENT
Berkeley Heights - Barbara Russo
Bloomfield, Township of - Anthony Nesto
Borough of Caldwell - ABSENT
Cinnaminson Township – ABSENT
Township of Eastampton – ABSENT
City of Englewood - Daria Trumpet
Ewing Township – ABSENT
Borough of Fair Haven – Allyson Cinquegrana
Borough of Fanwood – Eleanor McGovern
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Town of Harrison – ABSENT
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Town of Morristown – Jillian Barrick
Township of Neptune – Michael Bascom
Borough of New Providence – Doug Marvin
Township of North Brunswick – Monzo
Township of North Bergen – ABSENT
Borough of North Plainfield – William Speck
Township of Parsippany-Troy Hills – ABSENT
City of Rahway – Karen Napier
Borough of Roselle Park – Andrew Casais
Township of Roxbury – John Shepherd
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

- **Fast Track** - Mr. Hall discussed the Fast Track report for September and answered questions from the Commissioners.
- **RFP Due date** - The RFP/RFQ responses are due no later than Friday, October 25.
- Executive Committee
- **Indemnity & Trust Agreements for 2020** - Mr. Hall thanked the renewing members that have sent in their I&T Agreements and reminded outstanding members to send in their Agreements as soon as the Resolutions to Rejoin are passed by their respective governing bodies.
- **2020 Pro Forma Budget** - Mr. Hall distributed the Pro Forma Budget and answered questions from the Commissioners. The Draft Budget will be discussed at the November 13 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

- **2020 Renewals** - We are in the home stretch of the 2020 renewal season. Being that we need to run final numbers for our excess partners, please be aware that I will be locking the website on November 1st. Please have all changes completed prior to this. Many of the ancillary lines are separate placements and as such, they require a new application every year. Please work with your risk managers to have these completed and submitted as soon as possible to ensure no gaps in coverage.
- **NJLM** - We will be having our annual cocktail reception on Wednesday November 20th during the NJ State League of Municipalities. The reception will again be at the Continental in the Caesars Playground and will be from 5 to 7. An email invitation with an RSVP link has been sent out and we ask that you kindly RSVP to help with planning and signing in.
- **EPLI Sub-Committee** - The EPLI sub-committee will be meeting following the conclusion of this meeting.
- **2020 Prospects** - We are currently underwriting several submissions we have received. Once we have more firm data and are looking at offering quotes, we will update the membership and answer and questions.

SAFETY REPORT Recap – NIP Group - Anthony Ven Graitis

- **Mandatory DOT Clearing House Requirements** - Ken Child spoke about the FMCSA requirements starting in January 2020, where employees must register in the DOT Clearing House, tracking drug and alcohol violations. Employers must have a Designated Employee Representative (DER), responsible for handling compliance with federal requirements. A webinar will be planned in the near future and additional information will be provided.
- **POAC – Autism Shield** - Keith Skeba discussed Autism Shield training, available from the POAC for emergency responders who may respond to persons with Autism. Statistics show that persons with autism are more susceptible to suffer from crime. With New Jersey having the highest autism rate in the country, risk control will be hosting training for all municipal emergency responders in early 2020.
- **Fall Cleanup Hazards** - Ed Vath discussed the hazards associated with Fall cleanup services included flying debris from machinery, need for PPE for eyes, hearing, and skin/hands, work zone safety to allow for safe operations for employees in active streets, tick awareness for employees working in tall grass and brush, and safe lifting techniques.
- **Roundup – Glyphosate** With recent lawsuits being awarded for victims using Roundup, using the active ingredient Glyphosate, Ed Vath discussed the need to educate employees, make sure proper PPE is used, and limiting exposure to the chemical by using other herbicides or techniques to address weeds, including physical removing of weeds and using physical barriers to prevent weed growth where applicable. A safety bulletin will be issued and distributed.
- **TIMS Seminar Recap** - Patrick Mackin discussed the TIMS seminar held on 10/1/19. Approximately 80 representatives from Police, Fire and DPW attended the training. The importance of having training provided to representatives from different departments was emphasized, as all emergency responders must work together with a common plan when



responding to an emergency. Placement of vehicles to ensure the safety of responders and pedestrians was discussed. Training can be provided to member municipalities upon request.

- **HR Seminar** – EANJ The HR Municipal Law Seminar is scheduled for 12/3, 12/10, and 12/16. This three-day seminar will address critical topics including “Applying Equal Employment Opportunity Law and Preserving a Legal Defense”, “Managing incidents of Whistleblowing and Retaliation” and “How to Conduct an Internal Investigation”. An announcement will be distributed in the near term with additional information.
- **Safety Incentive Program Reminder** - Members must attend Fund Safety and Executive Fund Meetings, hold local safety committee meetings, and use online training provided by risk control. Each member will receive an update on their status in the next month.
- **Wellness** - A new wellness challenge will be introduced in 2019, likely an awareness/educational challenge that will not conflict with ongoing wellness activities of members.
- **Snow-Plow - Rodeo:** The third Snow Plow Rodeo will be held at the Freehold Raceway on November 4. This event recognizes the hard working and professional drivers in member municipalities while allowing Risk Control the opportunity to address hazards associated with snowplow operations. All members are invited to send representatives from their Roads and Public Works Departments to test their skills by steering through an obstacle course of left and right turns, maneuvering around parked cars and moving through a serpentine series of cones. There will be CDL and non-CDL driver categories and drivers will be timed for speed, safe driving and judged for effectively pushing snow (markers). **MEMBERS ARE NOT REQUIRED TO BRING VEHICLES TO DRIVE ON THE COURSE AS VEHICLES WILL BE MADE AVAILABLE!** Time slots will be assigned on a first come, first serve registration basis.

CLAIMS REPORT – NIP Group - C. Cyriax

- **Monthly Claims Department Key Performance Indicators for September 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.
- **Seminar Update** - Conrad also discussed plans for two (2) seminars in 2020 with the Commissioners.

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

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



Prepared by M. Delgado

M. Delgado

D. Marvin

ALSO, PRESENT:

Madeline Delgado
Robert Persico – NIP
Anthony Ven Graitis – NIP
Conrad Cyriax – NIP
Michael Sabbagh – Richland Knowles
Peter Soriero – RD Parisi
Griffith Banos – Monroe Township
Rob Smith – NIP
Joseph Brown – NIP
Jim Renner – NIP
Karen Waters – IMAC Agency
Michael Bascom – Neptune
Frank Kelly – BGIA
Frank Mason – Morristown
Keith Skeba – NIP
Elizabeth Sheeran – NIP
Donna Gartland – NIP
Tenisha Smith – NIP
Lori Sullivan – Warren
John Hanuscin – Fairways
Michael Reed – Montclair
Jeff Martin – Borden Perlman
Marc Strauss - Ewing Township
William Speck – North Plainfield
Anthony Jaudino – PMA
Lisa Gallo - Qual-Lynx
Renee Nelms – Qual-Lynx
Adam Becker – Brown & Brown
Steve Daveggia – NIP
Ken Child – PMA
Dave Weightman – PMA
Patrick Mackin – PMA
Ed Vath – PMA
Kathy Boffa – Livingston
Betty Ann Stinchcomb – New Providence



Jonathan Hall – NIP
Brian Erlandsen – BGIA
Mike O’Connell – PQA
Sonia Brown – North Brunswick
Stephanie Brown – AJ Gallagher
Karin Napier – Rahway
Danielle Voda – Fairview