



**GARDEN STATE MUNICIPAL JOINT INSURANCE FUND  
MEETING MINUTES**

**November 22, 2021**

**ViaGoToWebinar/Conference dial in 732-694-1222 Passcode 444999**

**MEETING OF THE GARDEN STATE MUNICIPAL JOINT INSURANCE FUND CALLED  
TO ORDER AT 11:02am.**

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF FUND COMMISSIONERS:**

B. Russell - Township of Aberdeen – Present  
J. Camera - Berkeley Township – Present  
B. Russo - Berkeley Heights – Present  
Township of Bloomfield – Absent  
Borough of Caldwell – B. Heun  
Cinnaminson Township – Absent  
K. White - Township of Eastampton – Present  
D. Trumpet - City of Englewood – Present  
Ewing Township – Absent  
P. Celardo - Borough of Fanwood – Present  
Freehold Borough – Absent  
C. Cirillo - Town of Guttenberg – Present  
L. Guarino - Hamilton Township – Present  
Town of Harrison – Absent  
T. Jover - Borough of Highland Park – Present  
City of Hoboken – Absent  
A. McLeod - Holmdel Township – Present  
L. Palazzo - Howell Township – Present  
Town of Kearny – Absent  
L. Reinertsen - Borough of Kenilworth – Present  
G. Whitehead - Township of Lawrence – Present  
W. Hasko - City of Linden – Present  
R. Jones - Township of Livingston – Present  
D. Racioppi - Monroe Township – Present  
Montclair Township – Absent  
J. Barrick - Town of Morristown – Present  
M. Bascom - Township of Neptune – Present  
E. McManimon - Borough of New Providence – Present  
S. Brown - Township of North Brunswick – Present



Township of North Bergen – Absent  
W. Speck - Borough of North Plainfield – Present  
Fred Carr - Township of Parsippany-Troy Hills – Present  
K. Napier - City of Rahway – Present  
A. Casais - Borough of Roselle Park – Present  
Township of Roxbury – Absent  
J. Waryas - Borough of Totowa – Present  
K. Caulfield - Union Township – Present  
M. Krane - Township of Warren – Present  
West Orange Township – ABSENT

### APPROVAL OF MINUTES OF 10/27/2021 MEETING

**MOTION:** Commr. Camera  
**SECOND:** Commr. Brown  
**ABSTAIN:** Commrs.

### MOTION TO ADOPT RESOLUTIONS

- **Resolution 30-21 – Approving Certain Disbursements \$265,046.65**
- **Resolution 31-21 – Approving Claims Payments \$6,401,471**

**MOTION:** Commr. Brown  
**SECOND:** Commr. Casais  
**ABSTAIN:** Commrs.  
**NO VOTE RECORDED:**

### VOTE: ROLL CALL

B. Russell - Township of Aberdeen – Present  
J. Camera - Berkeley Township – Present  
B. Russo - Berkeley Heights – Present  
Township of Bloomfield – Absent  
Borough of Caldwell – B. Heun  
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K. White - Township of Eastampton – Present  
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- A. Casais - Borough of Roselle Park – Present
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- K. Caulfield - Union Township – Present
- M. Krane - Township of Warren – Present
- West Orange Township – ABSENT

## CORRECTIONS

- Minutes of October 27, 2021 – Russ Jones Present at meeting

## EXECUTIVE DIRECTOR – J. Hall (NIP Management)

### ○ EXECUTIVE DIRECTOR’S REPORT (Jonathan Hall)

- **Retirement of Commissioner Hullings** – Mr. Hall thanked Commissioner Hullings for her years of service to the GSMJIF and the Borough of Highland Park and wished her a wonderful retirement.
- **2022 Draft Budget** - Mr. Hall presented the 2022 Draft Budget. Commissioner Krane asked for details on GSMJIF expenses and for the Fund to make every effort to reduce expenses in light of the hardening excess markets.
- **Treasurer’s Report** - All Bills have been paid and our cash balance is secure.
- **Indemnity & Trust Agreements** - The Administrator’s office requests that renewing members please return the Resolutions to Rejoin as soon as they are passed by your governing bodies and executed accordingly.
- **Notice of Executive Committee Meeting** – The GSMJIF Executive Committee will be meeting on Thursday, December 2 at 11:00 AM to discuss RFQ/RFP responses received for Fund Service Providers.



○ **UNDERWRITING REPORT (Robert Smith)**

- **2022 Insurance Placement Update** - We are in receipt of indications and quotes from our excess partners. BGIA is still in negotiations on some of the lines to achieve the most thorough and cost-effective program for our members.
- **2022 Renewal Applications** - The deadline has passed for all applications. At this time, we still have many of the ancillary applications outstanding. Please note, on the optional lines of coverage, Pollution, UST & Drones, these renewals cannot be bound without the renewal application and there is potential for a gap in coverage if not received.
- **Prospects** - As we gather more information and begin to discuss membership in the GSMJIF, we will be reporting back with additional details and will be available for questions.
- **Member Portal Update** – We are continuing testing and will be open to have some risk managers try out the site for feedback. Should you wish to be a tester and give us your feedback, please contact Mr. Smith.
- **NJ League of Municipalities Wrap Up** - We would like to thank everyone who attended our event at the Hard Rock during The League of Municipalities. If you missed it, we hope to see you next year.

○ **RISK CONTROL REPORT (Anthony Ven Graitis)**

- **Work Zone Safety-Preventing Back-overs** - Municipal Workers in public works, fire, police, and EMS, often work on roads or yards with exposure to high traffic volumes, low lighting, low visibility, inclement weather, and often heavy equipment. This month's seminar will review the importance of safety in a work zone and specific hazards faced by DPW, Fire and Police operations. Zoom meeting scheduled for Tuesday, November 23, 2021, 1:00 PM
- **Cyber update** - Mr. Ven Graitis reported that 3,706 GSMJIF employees have completed Cyber training. As a reminder, all employees must have completed Cyber training by May 2022 in order for the member to be eligible for Cyber Liability coverage after July 1, 2022.
- **Property Inspections** - To help prevent future property losses, a property inspection program is being implemented immediately. Surveys will be performed at high value (large TIV) locations including police, fire, public works, and administration buildings. The surveys will assess the risk for loss, and data will be collected to better allocate staff and resources to reduce the chances of significant loss for identified high risk locations.
- **Safety Policy Review for 2022** - Public Employees Occupational Safety and Health (PEOSH) develops and enforces occupational health standards for public employees. Now is a great time to ensure you comply with PEOSH requirements.

○ **CLAIMS MANAGEMENT (Conrad Cyriax)**

- **Claims KPI Report October 2021** - Mr. Cyriax presented the Claims KPI reports for October 2021. There were no questions.
- **Hurricane Ida Claims** – Mr. Cyriax presented the claims statistics for claims received related to Hurricane Ida.



**NEW BUSINESS**

**OPEN FORUM**

**MOTION TO ADJOURN**

Commissioner Caulfield made a motion to adjourn the meeting at 11:44 am and Commissioner Casais seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

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M. Delgado

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J. Hall

**ALSO, PRESENT – Confirmed by GoToWebinar date & time of attendance**

Madeline Delgado – NIP  
R. Smith – NIP  
J. Hall - NIP  
C. Cyrax – NIP  
M. O’ Connell – PQA  
A. Ven Graitis – NIP  
J. Hall – NIP  
K. Skeba – NIP  
P. DeBlasio – Treasurer  
R. Persico - NIP  
K. Guze – Risk Solutions  
L. Travali – Acrisure  
D. Pursell – Cbiz  
K. Child – PMA  
D. Cinelli – B & B  
P, Mackin – PMA  
L. Gallo – Qual-Lynx  
B. Erlandsen – BGIA  
J. Hanuscin – Fairways  
D. Weightman – PMA  
P. Joyce – Richland



E. Vath – PMA  
D. Springer – NIP  
A. Powers – NIP  
R. Nelms – Qual-Lynx  
M. Avalone – Conner Strong  
M. Philpot – Eastampton  
L. Brennan – AJ Gallagher  
J. Brown – NIP  
V. Murphy – Morris  
K. Larkin – BGIA