



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

**June 23, 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:**

J. Struble - Township of Aberdeen – Present  
J. Camera - Berkeley Township – Present  
B. Russo - Berkeley Heights – Present  
Township of Bloomfield – ABSENT  
B. Heun - Borough of Caldwell – Present  
Cinnaminson Township – ABSENT  
M. Philpot - Township of Eastampton – Present  
D. Trumpet - City of Englewood – Present  
Ewing Township – ABSENT  
Borough of Fanwood – ABSENT  
Freehold Borough – ABSENT  
C. Cirillo - Town of Guttenberg – Present  
M. Murranko - Hamilton Township – Present  
Town of Harrison – ABSENT  
J. Hullings - 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  
City of Linden – ABSENT  
R. Jones - Township of Livingston – Present  
D, Racioppi - Monroe Township – Present  
Montclair Township – ABSENT  
Town of Morristown – ABSENT  
S. Oppegaard - Township of Neptune – Present  
B. Cuccaro - Borough of New Providence – Present



S. Brown - Township of North Brunswick – Present  
Township of North Bergen – ABSENT  
W. Speck - Borough of North Plainfield – Present  
F. Carr - Township of Parsippany-Troy Hills – Present  
F. Ruggiero - 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 5/26/2021 MEETING

**MOTION:** Commr. S. Alves-Viveiros  
**SECOND:** Commr. J. Camera  
**ABSTAIN:** Commrs. Jover

### MOTION TO ADOPT RESOLUTIONS

- **Resolution 21-21 – Approving Certain Disbursements \$220,707.86**
- **Resolution 22-21 – Approving Claims Payments \$1,728,951**

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

### VOTE: ROLL CALL

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West Orange Township – ABSENT

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

- **EXECUTIVE DIRECTOR’S REPORT (Jonathan Hall)**
  - **Fast Track Report** – Mr. Hall presented the Fast Track Report as of May 31, 2021. There were no questions.
  - **Treasurer Report** – Mr. Hall presented the Treasurer’s Report as of May 31, 2021. All Bills have been paid and our cash balance is secure.
  - **Commissioner Meetings** – Results of the recent survey of Fund Commissioners regarding attendance at the NJ League of Municipalities and the resumption of in-person Commissioner Meetings was presented to the body. The Fund will be planning for tentative resumption in-person Commissioner Meetings in September 2021. More information will be shared at the July meeting.
- **FINANCIAL AUDIT PRESENTATION (Mercadien PC)** – The Fund Auditor presented the Fund Financial Audit and their unqualified opinion of the financial statements as of December 31, 2021. There were no questions of comments from the Fund Commissioners.



- **UNDERWRITING REPORT (Robert Smith)**
  - **2022 Renewal Kickoff** – The 2022 renewal process will be kicking off soon, and we are asking all risk managers to initiate the review and update of current underwriting data with their client municipalities at this time. We are pleased to announce that all of the applications and forms for the 2022 renewal cycle will be on-line. The applications and forms can be completed on the GSMJIF website at [www.gsmjif.com](http://www.gsmjif.com). Because of the lengthy process, we are urging members to fully cooperate now with their risk managers to complete the renewal updates by our target date of August 7th, 2021. A detailed email will be going out to all risk managers with all of the details and deadlines in the coming weeks.
  - **Historical Loss Runs** – Risk managers must update and return all loss runs to the Administrator's office by July 19th, 2021. All schedules must be updated, signed, and returned to the Administrator's office by August 9th, 2021. Due to changes in Excess Markets' requirements, we ask that all members provide currently valued loss runs in Excel format, from 2011 to the date they joined the Fund.
  
- **RISK CONTROL REPORT (Anthony Ven Graitis)**
  - **Aquatics Risk Management** – Pools and aquatic recreation facilities are now permitted to operate at full capacity, per Executive Orders No. 239 and 242, without regards to social distancing. Executive Orders No. 241 and 242 also amended masking requirements. Individuals are no longer required to wear masks in these public settings. Facilities are encouraged to develop and implement a COVID-19 Pool Operation Prevent Plan (CPOPP). Cardiopulmonary resuscitation (CPR), first aid training is available to staff members. A Zoom meeting scheduled for June 24th, 10:30 am.
  - **Cyber Training Updates** – As of June 18, 2021, 652 employees have been assigned Cybersecurity Training. Members are reminded that this training is mandatory for all municipal computer users.
  - **Heat Prevention** – Heat-related deaths and illnesses are preventable yet annually many people succumb to extreme heat. Since 1979, excessive heat exposure caused 8,000 deaths in the US. People suffer heat-related illness when their bodies are unable to compensate and properly cool themselves. Other conditions related to risk include age, obesity, fever, dehydration, heart disease, mental illness, poor circulation, sunburn and prescription drug and alcohol use. Symptoms include headache, dizziness, or fainting, weakness and wet skin, irritability or confusion, thirst, nausea, or vomiting. To protect your health when temperatures are extremely high, remember to: Drink plenty of fluids, take breaks, wear proper clothing, avoid sugar filled drinks and alcohol, drink water with meals, and limit physical activity as needed. A simple rule to live by to avoid heat exhaustion: Water, Rest, Shade.
  - **BWC Mandate** – Most New Jersey police officers must now wear body cameras after a new law took effect Tuesday, June 1, 2021. The first bill Governor Murphy signed (S1163) requires all police officers to wear body cameras, although officers working undercover, meeting with confidential informants or at desk jobs are exempt. SWAT teams, K-9 cops and those working the front desk of a police station are also mandated to wear them, and police must generally film all interactions with residents. The second bill, (A4312) focuses on specific rules for using the body cameras. Residents should generally be notified when they are being filmed, according to the law. They may ask an officer to turn off a camera under



certain circumstances, such as during a medical emergency. Police officers may also switch off cameras in schools, hospitals, and houses of worship and while on bathroom breaks. All footage should be kept for at least 180 days, but video of police force and arrests should be kept for at least three years. Police officers have unlimited access to police professional training modules in the Vault, including Body Cameras/On-Officer Camera Systems. Please contact your risk control consultant for additional information.

- **PEOSH Inspections** – Increased enforcement by PEOSH, focusing on Fire Department Inspections and RTK for Department of Public Works. Risk Control encourages all member to create written COVID-19 prevention programs. Members are also encouraged to create a hazard assessment: by job, by area, talk to your workforce. Keep OSHA Logs up to date. Communicate, educate, and train employees.
- **CLAIMS MANAGEMENT (Conrad Cyriax)**
  - **Claims KPI Report May 2021** – Mr. Cyriax presented the Claims KPI Report as of May 31, 2021. There were no questions.

**NEW BUSINESS**

**OPEN FORUM**

**MOTION TO ADJOURN**

Commissioner Carr made a motion to adjourn the meeting at 12:01pm and Commissioner Caulfield 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
- Michael O’ Connell – PQA



P. Mackin – PMA  
D. Cinelli – Brown & Brown  
K. Guze  
A. Aquilino – PMA  
D. Balken – Balken Risk  
A. VenGraitis – NIP  
M. Avalone – Conner Strong  
A. Pieroni – Acrisure  
P. DeBlasio – Treasurer  
K. Guze  
R. McCoy – NIP  
B. Erlandsen – BGIA  
D. Pursell – Borden Perlman  
V. Murphy – Morris  
E. Mannion – New Providence  
K. Child – PMA  
E. Vath – PMA  
J. Brascom – Alamo  
L. Travali – Reliance  
D. Borden – Borden Perlman  
L. Brennan – AJ Gallagher  
E. Von Thun – Highland Park  
J. Solomon – B. Smith & Assoc.  
G. Crosby – BGIA  
R. Nelms – Qual-Lynx  
K. Waters – IMAC  
S. Stanley – Dittmar  
J. Brown – NIP  
K. Larkin – BGIA