



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

**March 23, 2022**

**Via Microsoft Teams/Conference dial in 732-694-1222 Passcode 444999**

**MEETING OF THE GARDEN STATE MUNICIPAL JOINT INSURANCE FUND CALLED  
TO ORDER AT 11:03 am.**

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

**PLEDGE OF ALLEGIANCE**

**SWEARING IN OF NEW FUND COMMISSIONER**

- Carmine Davino Jr. – Montclair Township (Alternate Commissioner)

**ROLL CALL OF FUND COMMISSIONERS:**

B. Russell - Township of Aberdeen – Present  
J. Camera - Berkeley Township – Present  
Borough of Bound Brook – Absent  
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  
Town of Guttenberg – Absent  
L. Guarino - Hamilton Township – Present  
Town of Harrison – Absent  
E. Von Thun - Borough of Highland Park – Present  
M. Kraus - City of Hoboken – Present  
A. McLeod - Holmdel Township – Present  
L. Palazzo - Howell Township – Present  
S. Marks - Town of Kearny – Present  
K. Moschitta - 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



- C. Davino - Montclair Township – Present
- T. Quinn – Morris Township - Present
- J. Barrick - Town of Morristown – Present
- S. Oppegaard - Township of Neptune – Present
- E. McManimon - Borough of New Providence – Present
- S. Brown - Township of North Brunswick – Present
- Township of North Bergen – Absent
- Borough of North Plainfield – Absent
- F. Carr - Township of Parsippany-Troy Hills – Present
- K. Napier - City of Rahway – Present
- Borough of Roselle Park – Absent
- 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

#### **ELECTION OF NEW FUND SECRETARY**

- Commr. Casais nominated Tim Quinn position of Fund Secretary to be nominated into the 2022 positions. Commr. Russell seconded the nomination.
  
- Swearing in of Secretary by Fund Attorney.

#### **APPROVAL OF MINUTES OF 2/23/2022 MEETING**

**MOTION:** Commr. Camera  
**SECOND:** Commr. Russell  
**ABSTAIN:** None

#### **MOTION TO ADOPT RESOLUTIONS**

- **Resolution 16-22** – Approving Certain Disbursements \$1,975,046.04
- **Resolution 17-22** – Approving Claims Payments \$4,106,328
- **Resolution 18-22** – Certifying the Election of Secretary
- **Resolution 19-22** – Appointing Approved Counsel – Gertner & Gertner, LLC for Berkeley Township

**MOTION:** Commr. Camera  
**SECOND:** Commr. Quinn  
**ABSTAIN:** None.

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

- B. Russell - Township of Aberdeen – Present
- J. Camera - Berkeley Township – Present
- Borough of Bound Brook – Absent



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  
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M. Krane - Township of Warren – Present  
West Orange Township – Absent

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

- **EXECUTIVE DIRECTOR’S REPORT (Jonathan Hall)**
  - Actuarial Report & Fast Track Status – The Fund Actuary provided the first draft of the reserve study on March 8. The Fund Administrator’s Financial Analysis team is reviewing the draft. Once the Actuarial Analysis is finalized, the Fund Administrator



will update the Fund's Year-End Financial Fast Track Report for distribution to the Members

- Financial Audit Status – The Fund Auditor, Mercadien PC, has started working on the Financial Audit as of December 31, 2021. Members and TPAs are asked to please respond promptly to any requests for information from the Fund Auditors.
  - Treasury Report – All bills have been paid and our cash balance is secure.
- **UNDERWRITING REPORT (Robert Smith)**
- Property Renewal Update – The Property program will be renewing in July of this year as the program runs 7/1 to 7/1. Failure to supply COPE data could result in raising of the individual SIRs or locations not being covered in the event of a loss. COPE data must include square footage, year built, floors, sprinkler and alarm data, etc. Please pay special attention to the listed values as you review this data.
  - Cyber Renewal Update – Cyber Applications have been distributed to all risk managers. The due date for these is April 14th. Due to the hardening market and strict underwriting guidelines, no late applications or incomplete applications will be accepted. Please get these applications in as soon as possible. Failure to have complete applications in by April 14th will result in this line of coverage being terminated as of 7/1. Failure to have an action plan in place to address all the new minimum standards will result in a declination.
- **RISK CONTROL REPORT (Anthony Ven Graitis)**
- Cyber Update – Mr. Ven Graitis reported that 5,014 Fund-insured employees have completed mandatory Cyber Awareness training.
  - Property Inspection Update – Mr. Ven Graitis reported that 9 Fund-insured locations have been inspected.
  - Atlas Pilot Program-Webinar – The GSMJIF has partnered with Atlas to provide software allowing law enforcement agency supervisors to objectively review officers body-worn camera (BWC), motor vehicle recorder (MVR) and other digital media capturing officer performance and measure those actions against the agency's best practices. This software has been mandated by the Union County Prosecutor's office and is funded by the county for all agencies within Union County. For members outside of Union County, the GSMJIF will be providing reimbursement.
  - March 22-28 - National Drug & Alcohol Facts Week - National Institutes of Health – National Drug and Alcohol Facts Week, or NDAFW, is an annual, week-long, health observance that inspires dialogue about the science of drug use and addiction among youth.
  - Distracted Driving Awareness Month - National Safety Council – April is Distracted Driving Awareness Month. National Safety Council estimates eight people are killed and hundreds more are injured daily. The Distracted Driving Challenge will make employees aware of the hazards of distracted driving and change behavior by completing a 30-minute distracted driver training course
- **CLAIMS MANAGEMENT REPORT (Conrad Cyriax)**



- Claims KPI Report February 2022 – Mr. Cyriax reported the claims KIP metrics as of February 28, 2022. There were no questions.
- Lunch & Learn Opportunity - OPRA Updates – The GSMJIF and guest speaker Mark Y. Moon, Esq. of Trenk, Isabel, Siddiqi & Shadonian will be hosting a “Lunch and Learn” webinar on April 28, 2022 from 12:00-1:00 PM on the topic of “Responding to OPRA Requests.”

## **NEW BUSINESS**

## **OPEN FORUM**

## **MOTION TO ADJOURN**

Commissioner Caulfield made a motion to adjourn the meeting at 11:47 pm and Commissioner Camera 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 MS Teams attendance sheet**

Madeline Delgado – NIP  
R. Smith – NIP  
J. Hall - NIP  
C. Cyriax – NIP  
M. O’ Connell – PQA  
A. Ven Graitis  
A. Pieroni  
A. McLoed  
A. Pieroni  
B. Erlandsen  
B. LaJoie  
C. Cyriax  
D. Voda  
D. Weightman  
D. Balken



D. Springer  
D. Cinelli  
K. Guze  
D. Borden  
E. Vath  
E. McManimon  
E. Von Thun  
E. Walker  
J. Hanuscin  
J. Hall  
J. Brown  
J. Solomon  
K. Waters  
K. Skeba  
K. Child  
K. Larkin  
L. Brennan  
L. Gallo  
M. Avalone  
M. O'Connell  
P. Cassidy  
P. DeBlasio  
P. Mackin  
P. Joyce  
P. Archangelli  
P. Soriero  
R. Nelms  
R. Duthie  
R. Persico  
R. Smith  
R. Racioppi  
S. Stanley  
V. Murphy  
W. Dietz