



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

**May 25, 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**

**ROLL CALL OF FUND COMMISSIONERS:**

B. Russell - Township of Aberdeen – Present  
J. Camera - Berkeley Township – Present  
J. Mathis - Borough of Bound Brook – Present  
B. Russo - Berkeley Heights – Present  
K. Duva - Township of Bloomfield – Present  
Borough of Caldwell – Absent  
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  
Hamilton Township – Absent  
Town of Harrison – Absent  
E. Von Thun - Borough of Highland Park – Present  
M. Kraus - City of Hoboken – Present  
W. Antonides - Holmdel Township – Present  
L. Palazzo - Howell Township – Present  
P. Cavalier - Town of Kearny – Present  
Borough of Kenilworth – Absent  
Township of Lawrence – Absent  
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



F. Mason - 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  
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  
J. Shepherd - Township of Roxbury – Present  
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 4/27/2022 MEETING

**MOTION:** Commr. Caulfield  
**SECOND:** Commr. Jones  
**ABSTAIN:** Cirillo; Atonides; Mason; Krane

#### MOTION TO ADOPT RESOLUTIONS

- **Resolution 22-22** – Approving Certain Disbursements \$1,402,171.73
- **Resolution 23-22** – Approving Claims Payments \$8,650,564

**MOTION:** Commr. Casais  
**SECOND:** Commr. Carr  
**ABSTAIN:** Trumpet; McManimon;

#### VOTE: ROLL CALL

B. Russell - Township of Aberdeen – Present  
J. Camera - Berkeley Township – Present  
H. Herrera - Borough of Bound Brook – Present  
B. Russo - Berkeley Heights – Present  
K. Duva - Township of Bloomfield – Present  
Borough of Caldwell – Absent  
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  
Hamilton Township – Absent  
Town of Harrison – Absent  
E. Von Thun - Borough of Highland Park – Present  
M. Kraus - City of Hoboken – Present  
W. Antonides - Holmdel Township – Present  
L. Palazzo - Howell Township – Present  
P. Cavalier - Town of Kearny – Present  
Borough of Kenilworth – Absent  
Township of Lawrence – Absent  
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  
F. Mason - Town of Morristown – Present  
S. Oppegard - 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  
F. Carr - Township of Parsippany-Troy Hills – Present  
F. Ruggiero - City of Rahway – Present  
A. Casais - Borough of Roselle Park – Present  
J. Shepherd - Township of Roxbury – Present  
J. Waryas - Borough of Totowa – Present  
K. Caulfield - Union Township – Present  
M. Krane - Township of Warren – Present  
West Orange Township – Absent

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

- **EXECUTIVE DIRECTOR’S REPORT (Jonathan Hall)**
  - Year End Actuarial Analysis and Fast Track Status – The Fund received the final draft of the reserve study on May 23. The Administrator’s office is updating the Fund’s Year-End Financials and 2022 Financial Fast Track Reports to-date for distribution to the Members.
  - Financial Audit Status – The Fund Auditor, Mercadien PC, continues work on the 2021 Financial Audit. 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 – The Property submission have been completed and are in the hands of the excess markets. We are exploring multiple options and our partners at BGIA are combing the marketplace to ensure we have the best options available. The program renews on 7/1 and in the coming months, we will be discussing the various options we are exploring.
  - Cyber Renewal – At this juncture, all applications have been submitted to the excess markets. Should they come back with any questions or follow ups, we will be reaching out to all risk managers. Our partners at BGIA are scouring the marketplace to ensure we can present the best options to our members.
  - Website Update – The new member portal has been tested and we are currently working on a roll-out date. The new portal will continue to be user-friendly and will seamlessly work on all devices.
- **RISK CONTROL REPORT (Anthony Ven Graitis)**
- Cyber Update – Mr. Ven Graitis reported that 6,722 Fund-insured employees have completed mandatory Cyber Awareness training.
  - Property Inspection Update – Mr. Ven Graitis reported that 72 Fund-insured locations have been inspected.
  - Distracted Driving Results – Mr. Ven Graitis reported the results of the Distracted Driving Challenge and announced the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place members. Mr. Ven Graitis also congratulated two employees at Monroe Township who achieved perfect scores on the Distracted Driving test.
  - Cannabis in the Workplace – Mr. Skeba and Mr. Persico presented on recent developments in New Jersey Cannabis Legislation. The presentation included risk management best practices and workers’ compensation claims considerations.
  - Top 10 Recommendations to Reduce Risk of Property Loss – Mr. Vath of PMA Companies presented on Top 10 Recommendations for Minimizing Property Losses.
  - Safety Program Engagement – Mr. Vath of PMA Companies will be presenting a webinar on Employee Engagement in The Organization’s Safety Program. The webinar will be held on May 26, 2022 at 2:00 pm via Zoom.
- **CLAIMS MANAGEMENT REPORT (Conrad Cyriax)**
- Claims KPI Report April 2022 – Mr. Cyriax reported the claims KPI metrics as of April 30, 2022. There were no questions.
  - Lunch & Learn – Property Policy Terms & Conditions – The GSMJIF and guest speaker Michael Whelan of McLarens will be hosting a “Lunch and Learn” webinar in July 2022 on the topic of “Property Policy Term & Conditions.”

**NEW BUSINESS**

**OPEN FORUM**

**MOTION TO ADJOURN**



Commissioner Camera made a motion to adjourn the meeting at 11:57 pm and Commissioner Herrera 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**

A. Powers  
A. Burghart  
A. Hrubash  
A. Ven Graitis  
A. Aquino  
B. Kovelsky  
B. Erlandsen  
B. LaJoie  
C. Cyriax  
D. Voda  
D. Weightman  
D. Balken  
D. Cinelli  
E. Vath  
E. Mannion  
G. Crosby  
J. Hall  
J. Mathis  
J. Brown  
J. Solomon  
K. Guze  
K. Boffa  
K. Skeba  
K. Child  
K. Larkin  
L. Brenan



L. Gallo  
M. Delgado  
M. Philpot  
M. Avalone  
M. Bascom  
M. Kraus  
P. Cassidy  
P. DeBlasio  
P. Mackin  
P. Joyce  
P. Archangeli  
R. Harris  
R. Nelms  
R. Persico  
R. Smith  
R. Racioppi  
S. Stanley  
V. Murphy