



**GARDEN STATE MUNICIPAL JOINT INSURANCE FUND  
MEETING MINUTES  
September 21, 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 11:04 am.**

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

**PLEDGE OF ALLEGIANCE**

**SWEARING IN OF NEW FUND COMMISSIONER**

- Jessica Jackson– Township of North Brunswick (Alternate Commissioner)

**ROLL CALL OF FUND COMMISSIONERS:**

B. Russell - Township of Aberdeen – Present  
Berkeley Township – J. Camera  
Berkeley Heights – B. Russo  
Borough of Bound Brook – H. Herrera  
Township of Bloomfield – C. Finkler  
Borough of Caldwell – Absent  
Cinnaminson Township – Absent  
Township of Eastampton – Absent  
City of Englewood – Absent  
Ewing Township – Absent  
Borough of Fanwood – Absent  
Freehold Borough – Absent  
Town of Guttenberg – Absent  
Hamilton Township – J. Kerlin  
Town of Harrison – P. Zarbetski  
Borough of Highland Park – N. Champion  
City of Hoboken – M. Kraus  
Holmdel Township – Absent  
Howell Township – Absent  
Town of Kearny – S. Marks  
Borough of Kenilworth – Absent  
Township of Lawrence – Absent  
City of Linden – W. Hasko



Township of Livingston – R. Jones  
Monroe Township – D. Racioppi  
Montclair Township – C. Davino  
Morris Township – T. Quinn  
Town of Morristown – J. Barrick  
Township of Neptune – S. Oppegaard  
Borough of New Providence – B. Cucarro  
Township of North Brunswick – J. Jackson  
Township of North Bergen – Absent  
Borough of North Plainfield – W. Speck  
Township of Parsippany-Troy Hills – F. Carr  
City of Rahway – K. Napier  
Borough of Roselle Park – A. Casais  
Township of Roxbury – Absent  
Borough of Totowa – J. Waryas  
Union Township – K. Caulfield  
Township of Warren – M. Krane  
West Orange Township – Absent

#### APPROVAL OF MINUTES OF 7/27/2022 MEETING

**MOTION:** Commr. Caulfield  
**SECOND:** Commr. Camera  
**ABSTAIN:** Russo; Zarbetski; Cuccaro; Carr

#### MOTION TO ADOPT RESOLUTIONS

- **Resolution 29-22 – Approving Certain Disbursements \$1,345,705.92**
- **Resolution 30-22 – Approving Claims Payments \$9,049,308**
- **Resolution 31-22 – Appointing Approved Counsel – Malamut & Associates, LLC –**  
for Borough of North Plainfield
- **Approving Claims Committee Report and Requests for Settlement Authority**

**MOTION:** Commr. Casais  
**SECOND:** Commr. Russell  
**ABSTAIN:**

#### VOTE: ROLL CALL

B. Russell - Township of Aberdeen – Present  
Berkeley Township – J. Camera  
Berkeley Heights – B. Russo  
Borough of Bound Brook – H. Herrera



Township of Bloomfield – C. Finkler  
Borough of Caldwell – Absent  
Cinnaminson Township – Absent  
Township of Eastampton – Absent  
City of Englewood – Absent  
Ewing Township – Absent  
Borough of Fanwood – Absent  
Freehold Borough – Absent  
Town of Guttenberg – Absent  
Hamilton Township – J. Kerlin  
Town of Harrison – P. Zarbetski  
Borough of Highland Park – N. Champion  
City of Hoboken – M. Kraus  
Holmdel Township – Absent  
Howell Township – Absent  
Town of Kearny – S. Marks  
Borough of Kenilworth – Absent  
Township of Lawrence – Absent  
City of Linden – W. Hasko  
Township of Livingston – R. Jones  
Monroe Township – D. Racioppi  
Montclair Township – C. Davino  
Morris Township – T. Quinn  
Town of Morristown – J. Barrick  
Township of Neptune – S. Oppegaard  
Borough of New Providence – B. Cucarro  
Township of North Brunswick – J. Jackson  
Township of North Bergen – Absent  
Borough of North Plainfield – W. Speck  
Township of Parsippany-Troy Hills – F. Carr  
City of Rahway – K. Napier  
Borough of Roselle Park – A. Casais  
Township of Roxbury – Absent  
Borough of Totowa – J. Waryas  
Union Township – K. Caulfield  
Township of Warren – M. Krane  
West Orange Township – Absent

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

- **EXECUTIVE DIRECTOR’S REPORT (Jonathan Hall)**
  - Mid-Year Actuarial Report Status – The Fund Actuary has released the draft reserve study and the Fund Administrator has requested it be finalized.



- Fast Track Report Status – Once the Actuarial Analysis is finalized, the Fund Administrator will update the Fund’s Mid-Year Financial Fast Track Report for distribution to the Members.
- Indemnity & Trust Agreements for 2023 – 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.
- Treasury Report – All Bills have been paid and our cash balance is secure
- Request for Proposals/Qualifications 2023 – The Garden State Municipal Joint Insurance Fund seeks to engage firms to fill the following positions for the 2022 Fund Year:
  - Actuary
  - Auditor
  - Attorney
  - EAP Provider
  - Governmental Affairs Consultant
  - Human Resources Education (EPL Training)
  - Investment Advisor
  - Litigation Consultant (WC)
  - Litigation Consultant (Liability)
  - Litigation Invoice Review
  - Medical Network Provider
  - Property Restoration & Remediation Services
  - Risk Control Services Provider
  - Treasurer
  - WC Claims TPA

These contracts will be awarded through a fair and open process pursuant to NJSA 19:44A-20.4 et seq. Copies of the specifications may be obtained from the Fund office at 900 Route 9 North, Ste. 503, Woodbridge, NJ 07095, and Telephone 732-362-9980 x7355. Proposals must be submitted by 10AM on October 28th, 2022. Please send to the attention of Madeline Delgado.

- Claims Leadership Transition – Effective September 5, 2022, Conrad Cyriax, Esq. has retired from his Chief Claims Officer responsibilities after successfully completing the transition of his claims portfolio to Wade Robinson, SVP Claims and Peter Archangeli, Esq., VP Public Entity Claims. We are confident that Wade and Peter will continue to provide our members with the world class claims service and technical excellence that is characteristic of the NIP Claims Department.
- **UNDERWRITING REPORT (Robert Smith)**
  - 2023 Renewals – The 2023 renewal process has begun, and both deadlines have now passed. We are asking all risk managers that have not done so to initiate the review and update of current underwriting data with their client municipalities at this time.
  - Crime Questionnaire – In addition to the crime application found on the member portal, we also need the brief questionnaire completed. This has been included in all renewal correspondence.



- Prospects – We have received numerous submissions for membership in the GSMJIF for 2023. We have targeted several prospects that align with our underwriting guidelines and would be a good fit with the GSMJIF. 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.
- New Members – We are very pleased to announce that the Borough of Jamesburg has passed a Resolution to Join the GSMJIF effective 1/1/2023. We believe they will be a very active and productive member in the Fund
- NJLM Reception – We are pleased to announce the continuation of our annual Cocktail Reception at the League of Municipalities.
  - Date: Tuesday, November 15th
  - Time: 5:00-7:00 P.M.
  - Location: Hard Rock Cafe Backstage
- **RISK CONTROL REPORT (Anthony Ven Graitis)**
  - Cyber Phishing Initiative – Required as a best practice by carriers. We will test existing contacts in Vault LMS. Survey to be completed by each member’s IT department. Whitelist Phishing campaign emails
  - EPL Training Initiative – Training must be completed for ALL employees within the past two years. Training can be provided either online or in person. Training can be provided by other third-party vendors.
  - Police Professional Training –
    - OPRA for Practitioners – November 1
    - Proactive Police Supervision – October 24-26 and November 2-4
    - Police Roundtable – October 14
  - Return to Work Modified Duty – Webinar on Wednesday, September 28th at 2:00pm
- **CLAIMS MANAGEMENT REPORT (Peter Archangeli)**
  - Claims KPI Report July & August 2022 – Mr. Archangeli presented the claims reports as of July 31 and August 31, 2022. There were no questions.

**NEW BUSINESS**

**OPEN FORUM**

**MOTION TO ADJOURN**

Commissioner Marks made a motion to adjourn the meeting at 11:52am and Commissioner Camera seconded the motion. Motion carried unanimously.

Prepared by M. Delgado



---

M. Delgado

---

J. Hall

**ALSO, PRESENT – Confirmed by MS Teams attendance sheet**

A. Pieroni  
A Aquino  
A. Ven Gratis  
B. Erlandsen  
B. LaJoie  
C. Davino  
D. Bellinger  
D. Borden  
D. Racioppi  
D. Weightman  
D. Balken  
D. Springer  
E. Altamura  
E. Vath  
E. Walker  
J. Hanuscin  
J. Hall  
J. Brown  
K. Guze  
K. Skeba  
K. Child  
K. Larkin  
L. Travali  
M. Delgado  
M. Makos  
M. O’Connell  
M. Avalone  
M. Capabianco  
P. DeBlasio  
P. Archangeli  
P.J. Cassidy  
R. Nelms  
R. Persico  
R. Racioppi



R. Smith  
S. Daveggia  
W. Dietz