



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

March 22, 2023

FOR ALL MEMBERS & Presenters - APA Hotel Woodbridge Iselin NJ 08830 for MEMBERS

**For all other attendees -Via – MS Teams
Public or those w/o team capabilities - 609-246-5765; PASSCODE 163 099 720#**

**MEETING OF THE GARDEN STATE MUNICIPAL JOINT INSURANCE FUND CALLED
TO ORDER AT 11:00am.**

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

SWEARING IN OF NEW FUND COMMISSIONERS

- Lucia Guarini – (Alternate Commissioner) – Borough of Caldwell
- Jay Delaney – (Commissioner) – Holmdel Township

ROLL CALL OF FUND COMMISSIONERS:

Aberdeen, Township of – B. Russell
Berkeley Township – J. Camera
Berkeley Heights, Township of – B. Russo
Bound Brook, Borough of – Absent
Bloomfield, Township of – K. Duva
Caldwell, Borough of – L. Guarini
Cinnaminson Township – E. Schubiger
Eastampton, Township of – Absent
Englewood, City of – Absent
Ewing Township – Absent
Fanwood, Borough of – R. Harris
Freehold Borough – Absent
Town of Guttenberg – Absent
Hamilton, Township of – L. Guarino
Harrison, Town of – Absent
Highland Park, Borough of – E. Von Thun
Hoboken, City of – M. Kraus
Holmdel Township – J. Delaney
Howell Township – L. Palazzo
Jamesburg, Borough of – M. Capabianco
Kearny, Town of – S. Marks



Kenilworth, Borough of – Absent
Lawrence, Township of – G. Whitehead
Linden, City of – W. Hasko
Livingston, Township of – R. Jones
Monroe Township – Absent
Montclair Township – C. Davino
Morris Township of – T. Quinn
Morristown, Town of – F. Mason
Neptune, Township of – M. Bascom
New Providence, Borough of – E. Mannion
North Brunswick, Township of – J. Jackson
North Bergen, Township of – Absent
North Plainfield, Borough of – W. Speck
Parsippany-Troy Hills, Township of – J. Cryan
Rahway, City of – Absent
Roselle Park, Borough of – Absent
Roxbury, Township of – Absent
Union Township – K. Caulfield
Warren, Township of – M. Krane
West Orange Township – Absent

APPROVAL OF MINUTES OF 2/22/2023 MEETING

MOTION: Commr. Palazzo
SECOND: Commr. Cryan
ABSTAIN: Commrs. Guarini; Schubiger; Mason; Krane

MOTION TO AJOURN INTO EXECUTIVE SESSION TO DISCUSS CLAIMS

MOTION: Commr. Marks
SECOND: Commr. Hasko
VOTE: Unanimous, by voice

ADJOURN TO EXECUTIVE SESSION TO DISCUSS CLAIMS COMMITTEE REPORT

In accordance with Section 8 of the Open Public Meetings Act, the public body is in Executive Session, as follows:

1. The Public shall be excluded from discussion of and action upon the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:
 - Claims – Requests for Settlement Authority

MOTION TO ADJOURN TO EXECUTIVE SESSION



MOTION: Commr. Marks
SECOND: Commr. Hasko
VOTE: Unanimous, by voice

APPROVAL REQUESTS FOR SETTLEMENT AUTHORITY AND ADOPTION OF RESOLUTIONS

- Approval of Claims Committee Report and Requests for Settlement Authority
 - Township of Union – WC Claim - Granted Settlement Authority
 - City of Hoboken – EPL Claim - Granted Settlement Authority
 - Township of Union – WC Claim– Granted Settlement Authority
 - Borough of New Providence – WC – Granted Settlement Authority

ADJOURN INTO PUBLIC SESSION

MOTION: Commr. Marks
SECOND: Commr. Russell
VOTE: Unanimous, by voice

MOTION TO ADOPT RESOLUTIONS & CLAIMS REPORT

Chairman Quinn asked that Resolutions 17-23 and 18-23 be approved collectively.

- Resolution 17-23 – Approving Certain Disbursements \$510,436.70
- Resolution 18-23 – Approving Claims Payments \$13,781,219

MOTION: Commr. Palazzo
SECOND: Commr. Kraus
ABSTAIN: Commrs. Kerlin; Cuccaro

VOTE: ROLL CALL

Aberdeen, Township of – B. Russell
Berkeley Township – J. Camera
Berkeley Heights, Township of – B. Russo
Bound Brook, Borough of – Absent
Bloomfield, Township of – K. Duva
Caldwell, Borough of – L. Guarini
Cinnaminson Township – E. Schubiger
Eastampton, Township of – Absent



Englewood, City of – Absent
Ewing Township – Absent
Fanwood, Borough of – R. Harris
Freehold Borough – Absent
Town of Guttenberg – Absent
Hamilton, Township of – L. Guarino
Harrison, Town of – Absent
Highland Park, Borough of – E. Von Thun
Hoboken, City of – M. Kraus
Holmdel Township – J. Delaney
Howell Township – L. Palazzo
Jamesburg, Borough of – M. Capabianco
Kearny, Town of – S. Marks
Kenilworth, Borough of – Absent
Lawrence, Township of – G. Whitehead
Linden, City of – W. Hasko
Livingston, Township of – R. Jones
Monroe Township – Absent
Montclair Township – C. Davino
Morris Township of – T. Quinn
Morristown, Town of – F. Mason
Neptune, Township of – M. Bascom
New Providence, Borough of – E. Mannion
North Brunswick, Township of – J. Jackson
North Bergen, Township of – Absent
North Plainfield, Borough of – W. Speck
Parsippany-Troy Hills, Township of – J. Cyran
Rahway, City of – Absent
Roselle Park, Borough of – Absent
Roxbury, Township of – Absent
Union Township – K. Caulfield
Warren, Township of – M. Krane
West Orange Township – Absent
Rahway, City of – K. Napier
Roselle Park, Borough of – Present
Roxbury, Township of – Absent



EXECUTIVE DIRECTOR – J. Hall (NIP Management)

- **EXECUTIVE DIRECTOR’S REPORT (Jonathan Hall)**
 - **Actuarial Report Status** – We have received the first draft report from the Fund Actuary. We are reviewing the draft, and once the report is finalized, we will update our financial records and distribute the Year-End FastTrack Report to all Members.
 - **Member Assessments** – Thank you to all Members who have paid their January Assessment Installments. The Administrator’s office requests that Members who have not yet paid please remit Assessments as soon as possible.
 - **Service Provider & Risk Manager Agreements for 2023** - The Administrator’s office requests that all Risk Managers and Service Providers send copies of the fully executed agreements as soon as practicable. As a reminder, no service providers can be paid by the Fund until agreements have been received.

- **UNDERWRITING REPORT (Robert Smith)**
 - **Property & Cyber Renewal** –
 - Property: When adding new locations, please include COPE information, we want to maintain our near 100% of COPE info for the excess markets.
 - Please pay special attention to building values. Especially in light of social and economic inflation, we want to ensure all locations are fully insured.
 - Any locations with a value of \$1,000,000 or more needs sprinkler and alarm info included when scheduling.
 - Cyber: Cyber applications are due 3/24, no late applications will be accepted without prior approval.
 - Continue to meet with Harbor Technology to conduct minimum standard surveys and updates.
 - All minimum standards need to be met in order to qualify for cyber coverage.

- **RISK CONTROL REPORT (Anthony Ven Graitis)**
 - **Safety Meeting Recap** –
 - **Bulletin Issuance Update** – Bulletins will be issued weekly (every Tuesday) starting 3/28/23. Topics will focus on safety related issues. Bulletins will be emailed to all users (with addresses). In addition, bulletins will be posted in the vault.
 - **Ethical Phishing** – Bulletins will be issued weekly (every Tuesday) starting 3/28/23. Topics will focus on safety related issues. Bulletins will be emailed to all users (with addresses). In addition, bulletins will be posted in the vault.
 - **Monthly Safety Seminar- Hazard Recognition** – This webinar was held on 3/16/23. It focused on conditions that create hazards. It reviewed how to identify and control hazards, and how to create a hazard control plan. Supervisory related bulletins will only be issued to administrators. Members should make every effort to have relevant personnel attend these monthly webinars.



- **Distracted Driving awareness Challenge** – The challenge runs from April 1st thru April 30th. Each employee at the municipality will be assigned a 30-minute distracted driver training course with instructions emailed to them. Top municipalities will win \$1000. There will be additional awards as well.
- **Spring Clean-up & PPE/Equipment** – As spring cleanup begins areas of focus include trimming trees and plants, building maintenance and other premise work. While completing tree work, chainsaw safety must be considered. Wearing chaps, hearing protection eye protection and fall protection should be made mandatory. Building maintenance might include gutter and downspout cleaning, HVAC maintenance and roofing repairs. Fall protection and ladder safety should be points of focus. Premise work might include inspecting drains and catch basins and drainage areas for blockages and vegetation overgrowth. While completing necessary maintenance safe lifting and use of mechanical aids should be points of focus. Confined space entry, awareness and permit training should be provided where needed.
- **Playground Inspections** – Each year 200,00 children ages 14 and younger go to the U.S. hospitals associated with playground injuries. Many of those children are treated for traumatic brain injuries. Nearly 80% of injuries are caused by falls. Requirements for safety surfaces, equipment installation and maintenance must be understood by Parks and Maintenance staff. It is important to identify hazards that may require hardware to be ordered to facilitate the needed repairs. Please contact your risk control consultant to schedule an inspection.
- **CLAIMS MANAGEMENT REPORT (Robert Persico)**
 - **Claims KPI Report February 2023** – 180 new claims received in February, 225 closed claims in February, Closing ratio of 125%. \$653K in new claim reserves in February. \$2.57M closed incurred. 1948 open claims at the end of February. Approximately \$40K in subrogation recoveries in February.

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commissioner Marks made a motion to adjourn the meeting at 11:51 pm and Commissioner Quinn seconded the motion. Motion carried unanimously.



Prepared by M. Delgado

M. Delgado

J. Hall

ALSO, PRESENT – In-Person & Via confirmed by GoToWebinar date & time and length of attendance (attendance longer than 40 minutes)

IN-PERSON

P. DeBlasio
M. O’Connell
J. Hall
R. Persico
R. Smith
R. Nelms
D. Springer
K. Larkin
J. Brown
S. Daveggia
J. Gentile
A. Pieroni
J. Cottell
D. Balken
K. Child
E. Vath

Via MS Teams

201-991-XXXX
610-937-XXXX

M. Bascom - Neptune
M. Capabianco - Jamesburg
P. Celardo - Fanwood



D. Cinelli
J. Hall
R. Racioppi
A. Aquilino
P. Archangeli
D. Borden
J. Brown
T. Buss - Holmdel
J. Camera – Berkeley Twp.
P. Cassidy
R. Duthie
K. Duva - Bloomfield
B. Erlandsen
L. Gallo
L. Guarino - Hamilton
K. Guze
J. Hanuscin
P. Joyce
M. Lamb
P. Mackin
F. Oddo
A. Sauchelli
A. Siano
A. Simms
D. Voda
W. Robinson
K. Walters
K. Waters