
MID JERSEY MUNICIPAL JOINT INSURANCE FUND

**GENERAL FUND AND EXECUTIVE COMMITTEE REORGANIZATION
MEETING MINUTES
January 8, 2025**

I. Call to Order – Kathleen Capristo – Chairperson

Chairperson Kathleen Capristo called the meeting to order at 9:05 a.m.

II. Open Public Meetings Statement – Kathleen Capristo – Chairperson

Chairperson Kathleen Capristo read the Open Public Meetings Act.

III. Roll Call

Fund Commissioners

		<u>Attendance</u>
Frank Bellino	Borough of Carteret	Present
Kathleen Capristo	Colts Neck Township	Present
Debra Rubin	Township of Cranbury	Present
Joy Tozzi	Township of East Windsor	Present
Christopher York	Borough of Fair Haven	Present
Matthew Crane	Borough of Helmetta	Absent
Katherine Fenton-Newman	Township of Hopewell	Present
Michael Pitts	Township of Montgomery	Present
Michael Drulis	City of New Brunswick	Present
Harry Delgado	New Brunswick Parking Authority	Present
David Brown, II	Township of Ocean	Absent
Gian-Paolo Caminiti	Borough of Pennington	Absent
Anthony Cancro	Township of Plainsboro	Present
Bernard Hvozdovic, Jr.	Princeton	Present
Jewel Morgan	Township of Robbinsville	Present
Joe Zanga	Borough of South River	Present
Marlena Schmid	Township of West Windsor	Present

Alternate Fund Commissioners

Ricardo Llanos	Borough of Carteret	Absent
Denise Marabello	Township of Cranbury	Absent
Allyson Cinquegrana	Borough of Fair Haven	Present
Melissa Hallerman	Borough of Helmetta	Present
Susan Newman	Township of Hopewell	Present
Tamara Novak	Township of Montgomery	Present
Brandon Goldberg	City of New Brunswick	Absent
Tracey Berkowitz	Township of Ocean	Present
Neil Blitz	Township Plainsboro	Absent
Jeffrey Grosser	Princeton	Absent
John Nalbone	Township of Robbinsville	Absent
John Mauder	Township of West Windsor	Absent

Others Present

Kerry Giamatti	Township of West Windsor
Barbara Murphy	Risk and Loss Managers, Inc.
Michaelene Miller	Risk and Loss Managers, Inc.
Julie Tattoni	Windels Marx Lane & Mittendorf
Amanda Meehan	Windels Marx Lane & Mittendorf

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Kyle Mrotek	The Actuarial Advantage
Brian Maitland	J.A. Montgomery Consulting
Michael Brosnan	J.A. Montgomery Consulting
Ellie Moss	J.A. Montgomery Consulting
Kathy Kissane	Qual-Lynx – TPA
Lisa Gallo	Qual-Lynx – MCO
Patti Fahy	Acrisure
Tom Merchel	Conner Strong & Buckelew
Katie Walters	Conner Strong & Buckelew
Charlie Kratovil	

IV. Introduction of Guests

Frank Bellino of the Borough of Carteret, Michael Drulis of the City of New Brunswick, Harry Delgado of the New Brunswick Parking Authority and Joe Zanga of the Borough of South River introduced themselves as new members of the Fund effective January 1, 2025.

V. General Fund Business

A. Ratification of 2025 Officers to Serve Full Fund and Executive Committee, as nominated.

Motion to ratify the 2025 Slate of Officers as nominated.

Chairperson:	Kathleen Capristo
Vice - Chairperson:	Bernard HvozdoVIC, Jr
Secretary:	Marlena Schmid

Moved: Joy Tozzi

Seconded: Marlena Schmid

Vote: Approved: Unanimous Nay:

B. Ratification of 2025 MEL Delegate – Joy Tozzi

Motion to ratify the 2025 MEL Delegate – Joy Tozzi.

Moved: Anthony Cancro

Seconded: Michael Drulis

Vote: Approved: Unanimous Nay:

C. Ratification of 2025 Cyber JIF Delegate – Joy Tozzi

Motion to ratify the 2025 Cyber JIF Delegate – Joy Tozzi.

Moved: Michael Drulis

Seconded: Anthony Cancro

Vote: Approved: Unanimous Nay:

D. Election of Four (4) Executive Committee and Three (3) Alternate Executive Committee Members.

1. Election of Four Executive Committee Members

Ballots were tallied and the administrator read the results into the record:

- a. Joy Tozzi
- b. Michael Pitts
- c. Michael Drulis
- d. Anthony Cancro

2. Election of Alternate Executive Committee Members

Ballots were tallied and the administrator read the results into the record:

- Debra Rubin, Alternate #1
Katherine Fenton Newman, Alternate #2
David Brown, II, Alternate #3

VI. Executive Committee Business

A. Approval of the General Fund and Executive Committee and Open and Closed Meeting Minutes of December 4, 2024

Motion to approve the General Fund and Executive Committee Open and Closed Meeting Minutes of December 4, 2024.

Moved: Joy Tozzi

Seconded: Anthony Cancro

Vote: Approved: 6 Abstentions:1 (M. Schmid) Nay:

B. Reports

1. Chairperson's Report – Kathleen Capristo
There was no report.
2. MEL Delegate's Report – Joy Tozzi
Joy Tozzi stated that the MEL had recently held its reorganization meeting and approved new membership.
3. Cyber JIF Delegate – Joy Tozzi
Joy Tozzi stated that the Cyber JIF's reorganization meeting was scheduled to take place next week.
4. Secretary's Report – Marlena Schmid
There was no report.
5. Fund Commissioners' Reports
There was no report.
6. Attorney's Report – Julie Tattoni, Windels Marx Lane & Mittendorf
As per the report included in the agenda package.
 - a. Resolution 2025.1 Appointing the Professional Service Providers and Authorizing the Execution of a Contract with the Professional Service Providers for 2025
 - b. Resolution 2025.2 Appointing Marlena Schmid as Custodian of Funds for 2025 and Authorizing the Execution of 2025 Contract
 - c. Resolution 2025.3 Authorizing Chairperson and Custodian of Funds to Certify Sufficient Funds to Enter into 2025 Custodian of Funds Contract
 - d. Resolution 2025.4 Designating Individuals Authorized as Signatories on Fund Checks Drawn by Qual-Lynx on Behalf of the Fund for the 2025 Fund Year
 - e. Resolution 2025.5 Authorizing Appointment of Service Providers and the execution of Contracts with EUS Service Providers for 2025
 - f. Resolution 2025.6 Appointing Defense Counsel to Litigate on Behalf of the Fund for the 2025 Fund Year and Authorizing the Execution of Contract
 - g. Resolution 2025.7 Appointing a PACO for 2025
 - h. Resolution 2025.8 Establishing a Ten Percent Interest Rate for Delinquent Assessments in 2025
 - i. Resolution 2025.9 Designation of Meeting Schedule and Official newspapers
 - j. Resolution 2025.10 Designating Administrator as Agent to Receive Service of Process on Behalf of the Fund for 2025, Designating the Administrator's Office as Where the Books and Records of the Fund shall be Maintained and Designating the Administrator at the Fund Custodian of a Government Record to receive service of process and to maintain books and records
 - k. Resolution 2025.11 Designation of signatories for 2025 and designating the New Jersey Asset and Rebate Management Program (NJ ARM) and U.S. Bank as depository

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- l. Resolution 2025.12 Designation of Other Public Depository(ies)
 - m. Resolution 2025.13 Adopting the 2025 Cash Management Plan
Motion to Approve Resolutions 2025.1 through 2025.13
Moved: Michael Pitts
Seconded: Joy Tozzi
Vote: Approved: Unanimous Nay:
 6. Treasurer's Report – Marlena Schmid
 - a. Approval of Bill Lists for all Fund Years
Motion to approve the bill list totaling \$728,531.32
Moved: Michael Pitts
Seconded: Anthony Cancro
Vote: Approved: Unanimous Nay:
 7. Administrator’s Report - Risk & Loss Managers, Inc.
As per the memorandum included in the agenda package.
Barbara Murphy stated that the March 5, 2025 meeting would be a combined safety and executive committee meeting.
 8. Managed Care Report – Qual-Lynx
As per the report included in the agenda package.
 9. Safety/Loss Control – J.A. Montgomery Consulting
Brian Maitland stated that a webinar on the requirements for the NJOSH-300 log and summary was scheduled for next week.
- C. New Business**
There was no new business.
- D. Old Business**
There was no old business.
- E. Public Comment**
Charlie Kratovil inquired regarding the topics discussed at the December 31, 2024 Urgent Meeting held by the Fund. Chairperson Capristo noted that the Public Comment portion of the meeting was set aside for comments and any questions should be directed in writing to the Fund Attorney for an appropriate response. He also commented on his views regarding “best practices” for public meetings and the Fund Attorney responded that the Fund meetings are conducted in accordance with all applicable legal requirements.
- F. Closed Session**
Motion to adjourn Open Session.
Moved: Joy Tozzi
Seconded: Marlena Schmid
Voted: Approved: Unanimous Nay:
Open Session adjourned at 9:30 a.m.
- G. Open Session Resumes**
Motion to return to Open Session.
Moved: Bernard Hvozdovic, Jr.
Seconded: Joy Tozzi
Vote: Approved: Unanimous Nay:
Open Session resumed at 9:57 a.m.

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1. Claims and Other Actions Established in Closed Session
Motion to authorize actions established in Closed Session.
Moved: Bernard Hvozdovic, Jr.
Seconded: Michael Pitts
Vote: Approved: Unanimous Nay
2. **Motion** to amend Resolution 2025.2 to read Appointing John Mauder as Custodian of Funds for 2025 and Authorizing the Execution of 2025 Contract.
Moved: Joy Tozzi
Seconded: Michael Pitts
Vote: Approved: 6 Abstentions: 1 (M. Schmid) Nay: 0
3. **Motion** to amend Resolution 2025.11 Designation of Signatories for 2025 and Designating the New Jersey Asset and Rebate Management Program (NJ ARM) and U.S. Bank as Depositories to reflect John Mauder as Custodian of Funds.
Moved: Joy Tozzi
Seconded: Michael Pitts
Vote: Approved: 6 Abstentions: 1 (M. Schmid) Nay: 0

VII. Adjournment

Motion to adjourn.

Moved: Anthony Cancro

Seconded: Marlena Schmid

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 9:58 a.m.

The next meeting will be held on **Wednesday, March 5, 2025.**

Respectfully submitted,

Authorized Signature

Dated