

**GLOUCESTER COUNTY INSURANCE COMMISSION
AGENDA**

SPECIAL MEETING

**WEDNESDAY, AUGUST 2, 2023
9:30 AM**

**To attend the meeting via teleconference
Dial 1- 312-626-6799 and enter Meeting ID: 739 426 4615**

OR

Join Zoom Meeting via computer Link

<https://permainc.zoom.us/j/7394264615>

OPEN PUBLIC MEETINGS ACT - STATEMENT OF COMPLIANCE

The Gloucester County Insurance Commission will conduct its *August 2, 2023* meeting electronically, in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. Notice of this meeting was given by

- (1) Sending sufficient notice herewith to the South Jersey Times and Courier Post
- (2) Filing advance written notice of this meeting with the Commissioners of the Gloucester County Insurance Commission,
- (3) Posting notice on the Public Bulletin Board of the Office of the County Clerk

During a remote meeting, participants, including members of the public, may be muted by the host, however there will be an opportunity for them to participate and speak during the public portion of the meeting where participants will be unmuted at their request.

**GLOUCESTER COUNTY INSURANCE COMMISSION
AGENDA
OPEN PUBLIC MEETING: August 2, 2023
9:30 AM**

- MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
- ROLL CALL OF COMMISSIONERS**
- EXECUTIVE DIRECTOR/ADMINISTRATOR – PERMA**
Executive Director’s ReportPages 2-4
- OLD BUSINESS**
- NEW BUSINESS**
- PUBLIC COMMENT**

MEETING ADJOURNMENT

NEXT SCHEDULED MEETING: September 27, 2023, 1:00 PM

GLOUCESTER COUNTY INSURANCE COMMISSION
9 Campus Drive, Suite 216, Parsippany, NJ 07054
Telephone (201) 881-7632

Date: August 2, 2023

Memo to: Commissioners of the Gloucester County Insurance Commission

From: PERMA Risk Management Services

Subject: Executive Director's Report

❑ **Property Appraisal Services (Pages 3-4)** – At our June meeting the Commissioners approved the fund office to advertise an RFP for property appraisal services. We received 2 responses, AssetWorks Risk Management Inc. and Kroll. AssetWorks Risk Management Inc. price for the first year was \$18,675 compared to \$31,000 from Kroll. The responses were sent to the Commissioners for their review and evaluation. Copies of the responses are available at the fund office. As a reminder, the NJCE will reimburse the Commission for the services. Included in the agenda on pages 3-4 is Resolution 50-23, Appointing AssetWorks Risk Management, Inc.

❑ **Motion to approve Resolution 50-23, Appointing AssetWorks Risk Management Inc. for Property Appraisal Services**

**GLOUCESTER COUNTY INSURANCE COMMISSION
APPOINTING ASSETWORKS RISK MANAGEMENT INC. FOR PROPERTY APPRAISAL
SERVICES**

WHEREAS, the Gloucester County Insurance Commission (hereinafter the “Commission”) is duly constituted as a joint insurance fund and is subject to certain requirements of the Local Public Contracts Law; and

WHEREAS, the Commissioners of said Commission resolve to award professional service agreements in accordance with a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et. seq.; and

WHEREAS, the Commission conducted a publicly advertised Request for Proposals (hereinafter “RFP”) issued on July 5, 2023 with a response due date of July 20, 2023 for a Property Appraiser pursuant to New Jersey law and the County of Gloucester Request for Proposals Policy, as adopted by the Commission; and

NOW THEREFORE BE IT RESOLVED, by the Commission that the following appointment be made for the period August 2, 2023 through December 31, 2025.

AssetWorks Risk Management Inc. with a business address of 400 Holiday Drive, Suite 200, Pittsburgh, PA with Melvin P. Ngayan as the designated representative has been appointed as the Property Appraiser with fees as outlined on the attached fee notice which was part of the response dated July 18, 2023.

BE IT FURTHER RESOLVED, the Commission is hereby authorized to execute contracts between the Commission and the service provider set forth in this resolution with terms and conditions as required by the Commission.

BE IT FURTHER RESOLVED, by the Commissioners of said GCIC that AssetWorks Risk Management Inc. acting as a “servicing organization” as defined in the GCIC’s Rules and Regulations, shall execute said contract prepared by the GCIC and supply any surety bond along with errors and omissions coverage if required by law or deemed necessary in the sole discretion of the Commission.

ADOPTED by THE GLOUCESTER COUNTY INSURANCE COMMISSION at a properly noticed meeting held on August 2, 2023.

ADOPTED:

TIMOTHY SHEEHAN, CHAIRMAN

ATTEST:

SCOTT BURNS, ESQ., VICE CHAIRMAN

E. Fees


The following are the count of buildings/structures and outdoor property per member unit to be appraised based on the year of appraisal, scope of services, and the location database provided by the FUND.

Year 1 (83 Total):

- Gloucester County – 25 buildings/structures and outdoor property.
- Gloucester County Library – 2 buildings/structures and outdoor property.
- Gloucester County Utilities Authority – 30 buildings/structures and outdoor property.
- Gloucester Improvement Authority – 4 buildings/structures and outdoor property.
- Rowan College of South Jersey – 22 buildings/structures and outdoor property.

Year 2: (31 Total):

- Gloucester County – 8 buildings/structures and outdoor property.
- Gloucester County Library – 2 buildings/structures and outdoor property.
- Gloucester County Utilities Authority – 10 buildings/structures and outdoor property.
- Gloucester Improvement Authority – 4 buildings/structures and outdoor property.
- Rowan College of South Jersey – 7 buildings/structures and outdoor property.

 <p>Risk Management Inc. 400 Holiday Drive, Suite 200 Pittsburgh, PA 15220</p>	<p>TO: Gloucester County Insurance Commission ATTN: Bradford Stokes ADDRESS: c/o PERMA Risk Management Services TRIAD 1828 Center 2 Cooper Street Camden, NJ 08102</p>			<h2>QUOTE</h2> <p>Quote Created: July 18, 2023 Valid Through: October 16, 2023</p>		
	APPRAISAL/VALUATION SERVICES FEES					
SERVICE	THRESHOLD	UOM	QTY	RATE	FEE	
On-Site Insurance Appraisal Services Year 1 - 2023	>= \$1MIL	Buildings/Outdoor Property	83	\$225	\$18,675.00	
On-Site Insurance Appraisal Services Year 2 - 2024	>= \$500K to < \$1MIL	Buildings/Outdoor Property	31	\$180	\$5,580.00	
Value Trending Service per Year 2023 - 2025	All Buildings not subject to On-site	Buildings/Outdoor Property	3	\$1,200	\$3,600.00	
Historical Reproduction Cost	All Buildings	Buildings	TBD	\$300	TBD	
TOTAL FEE:					\$27,855.00	
<p>Notes:</p> <ul style="list-style-type: none"> * All fees quoted are in US Dollars and inclusive of all out-of-pocket expenses. * Any new buildings found in excess to the supplied property list will be subject to the rate quoted for Year 1 or 2 based on Replacement Cost of the building. * AssetWorks will invoice seventy percent (70%) of the Service fees upon completion of the fieldwork portion of the project and the remaining thirty percent (30%) of fees upon delivery of the preliminary reports. 						