

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
 OPEN SESSION MINUTES
 SPECIAL MEETING – AUGUST 27, 2020
 TELEPHONIC MEETING
 9:00 AM**

Meeting of 2020 Fund Commissioners called to order. Open Public Meetings notice read into record.

ROLL CALL OF 2020 FUND COMMISSIONERS:

Thomas Merchel, Chairman	Township of Moorestown	Present
Richard Brevogel, Secretary	Township of Willingboro	Present
Susan Danson	Township of Maple Shade	Absent
Robert Corrales	Township of Evesham	Present

SPECIAL FUND COMMISSIONERS:

Maryann Knell	Township of Moorestown	Present
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ALSO PRESENT:

Bradford C. Stokes, PERMA
 Karen Read, PERMA
 Danielle Voda, Fairview Insurance
 Ilene Laursen, Conner Strong & Buckelew
 Rachel Chwastek, PERMA
 Brandon Tracy, PERMA

EXECUTIVE DIRECTOR:

Property Appraisals – The Executive Director advised there was one item for action. At last month’s meeting, the Fund Office was authorized to advertise for property appraisals with a due date of August 25th. We received two proposals; one from HCA Asset Management and from Asset Works. Both are qualified to do the work and filed a complete proposal. The pricing:

HCA Asset Management	\$125.00 per building
Asset Works	\$135.00 per building

Based on the pricing, the fund office would advise to appoint the lowest bidder, HCA Asset Management.

Chairman Merchel asked about how many building the JIF had. The Executive Director advised the JIF has about 120 buildings. He advised this would cost about \$15,000 and that is well within the budget. He advised there would most likely be additional buildings, for example the waste water plant has ten separate buildings. He reported the fund is budgeted for that as well. Chairman Merchel then confirmed that each of the ten waste water buildings appraisals would cost \$125 each. The Executive Director advised that was correct. Chairman Merchel asked if there were any questions. As there were none, he then asked for a motion.

MOTION TO APPOINT HCA ASSET MANAGEMENT TO CONDUCT PROPERTY APPRAISALS ON MEMBER ENTITY BUILDINGS

Moved: Commissioner Brevogel
Second: Commissioner Merchel
Vote: 4 Ayes, 0 Nays

The Executive Director also advised that HCA Asset Management has advised HCA Asset Management can meet the time frame the Fund wanted for the appraisals. They hope to start in the next few weeks and should be completed by the first few weeks of October. This will allow the values to be updated for the upcoming renewal. Chairman Merchel asked if they will be reaching out to the fund commissioners. The Executive Director advised he would need a contact person for each town who would go around with them and show them the buildings. They will be in person and they will wear their PPE as needed.

OLD BUSINESS: NONE
NEW BUSINESS: NONE
PUBLIC COMMENT: NONE

MOTION TO ADJOURN MEETING

Motion: Commissioner Corrales
Second: Commissioner Brevogel
Vote: 4 Ayes, 0 Nays

MEETING ADJOURNED: 9:11am

NEXT REGULAR MEETING: September 22, 2020

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY