

## Officers & Employee Fund

**Members:** Lester Kissinger Jr, Jamar Kelly, [Mayor's proxy] English Bradley  
Maria Rodriguez, Ann Burkert, Gary Phillips

**Staff:** Joe Rudolf (solicitor), Lilliana Castillo

**January 15, 2024 1:30 PM**

**Location: Penn Room & Virtual**

## Board Meeting Minutes

**Call to Order 1:40pm**

○ **PRESENTER/GUEST**

- Absent- Ann Burkart

○ **MINUTES**

- Approve December 2024 Minutes

|                  | Yes                                 | No                       | Abstain                  |
|------------------|-------------------------------------|--------------------------|--------------------------|
| English Bradley  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Jamar Kelly      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lester Kissinger | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Gary Phillips    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Maria Rodriguez  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ann Burkert      | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |

- Motion to approve made English Bradley, 2<sup>nd</sup> by Lester Kissinger. (5y/0n)

○ **FINANCIAL REPORTS**

- Wells Fargo Commercial as of 12/31/2024
- Wells Fargo Commercial 401K as of 12/31/2024
- UBS investment as of 12/31/2024
- UBS 401K as of 12/31/2024

|                  | Yes                                 | No                       | Abstain                  |
|------------------|-------------------------------------|--------------------------|--------------------------|
| English Bradley  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Jamar Kelly      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lester Kissinger | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Gary Phillips    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Maria Rodriguez  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ann Burkert      | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |

- Motion to approve made by Maria Rodriguez, 2<sup>nd</sup> by Lester Kissinger. (5y/0n)

- **BILLS**

- ADP processing charges period ending 12/31/2024 - \$796.25
- Clark Hill professional services for Dec 2024 - \$357.50

Sub-total: \$1,153.75

|                  | Yes                                 | No                       | Abstain                  |
|------------------|-------------------------------------|--------------------------|--------------------------|
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| Lester Kissinger | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Gary Phillips    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Maria Rodriguez  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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- Motion to approve made by English Bradley, 2<sup>nd</sup> by Lester Kissinger. (5y/0n)

- **CORRESPONDENCE** –

- **REFUNDS/ROLLOVERS-**

- Jamal Abodalo hired on 2/6/2020, separated on 11/7/2024.

|                          |                    |
|--------------------------|--------------------|
| <u>Rollover Amount =</u> | <u>\$17,666.61</u> |
|--------------------------|--------------------|

|                  | Yes                                 | No                       | Abstain                  |
|------------------|-------------------------------------|--------------------------|--------------------------|
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| Lester Kissinger | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Gary Phillips    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Maria Rodriguez  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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- Motion to approve made by Lester Kissinger, 2<sup>nd</sup> by English Bradley. (5y/0n)

- **401K DCP REFUNDS-**

- **APPLICATIONS-**

- Kathleen B. Reeser surviving spouse of Robert A. Reeser, deceased as of 12/18/2024.  
Monthly- \$917.12                      Annually- \$11,005.44

|                  | Yes                                 | No                       | Abstain                  |
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| Maria Rodriguez  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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- Motion to approve made by English Bradley, 2<sup>nd</sup> by Maria Rodriguez. (5y/0n)
- Bruce Ream hired on 11/19/2008, retiring as of 12/13/2024. Has been on workers comp. While Mr. Ream was out in 2015 and 2016, he requested to used sick and vacation as regular wages to pay the pension fund the time missed. Total owed back is \$516.23.

Monthly- \$1,201.73

Annual- \$14,420.76

|                  | Yes                                 | No                       | Abstain                  |
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- Motion to approve made by Lester Kissinger, 2<sup>nd</sup> by Maria Rodriguez. (5y/0n)

- **DISABILITY APPLICATION** -

## ○ OLD BUSINESS —

- **NEW BUSINESS-**

- We received 5 proposals for Defined Contribution. Emails have been sent. Evaluation sheet attached.
- Captrust Financial Advisor – Raleigh NC
- Conrad Siegel – Harrisburg PA
- One Digital – Rochester NY
- RCM&D – Baltimore MD

➤ Retirement Plan Advisors – Chicago IL

- No action taken

- Our solicitor drafted an Act 44 procedures for compliance with professional services and resolution. The resolution is for the Pension Board to pass documenting that the O&E Board adopted the Act 44 procedures.

|                  | Yes                                 | No                       | Abstain                  |
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| Maria Rodriguez  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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- Motion to approve made by English Bradley, 2<sup>nd</sup> by Maria Rodriguez. (5y/0n)

- Revised letter for 401k DCP. Please see attached.

|                  | Yes                      | No                       | Abstain                  |
|------------------|--------------------------|--------------------------|--------------------------|
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| Maria Rodriguez  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ann Burkert      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

➤ Add minor edits.

- Motion to approve made by Lester Kissinger, 2<sup>nd</sup> by English Bradley. (5y/0n)

○ **INFORMATION**

- MMO deposit for January 2025 - \$222,418.00
- The O&E pension board standing instructions monthly transfer of \$165,000 to cover pension expenses.

○ **PUBLIC COMMENT**

○ **ADJOURNMENT**

- Motion to adjourn at 2:09pm made by English Bradley, 2<sup>nd</sup> by Maria Rodriguez. (5y/0n)