

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

March 19, 2024 1:30 PM

Location: Penn Room & Virtual

Board Meeting Minutes

Call to Order 1:38pm

○ **PRESENTER/GUEST**

○ **MINUTES**

- Approve February 2025 Minutes

	Yes	No	Abstain
English Bradley	☒	☐	☐
Jamar Kelly	☒	☐	☐
Lester Kissinger	☒	☐	☐
Gary Phillips	☒	☐	☐
Maria Rodriguez	☒	☐	☐
Ann Burkert	☒	☐	☐

- Motion to approve made by English Bradley, 2nd by Lester Kissinger. (6y/0n)

○ **FINANCIAL REPORTS**

- Wells Fargo Commercial as of 2/28/2025
- Wells Fargo Commercial 401K as of 2/28/2025
- UBS investment as of 2/28/2025
- UBS 401K as of 2/28/2025

	Yes	No	Abstain
English Bradley	☒	☐	☐
Jamar Kelly	☒	☐	☐
Lester Kissinger	☒	☐	☐
Gary Phillips	☒	☐	☐
Maria Rodriguez	☒	☐	☐
Ann Burkert	☒	☐	☐

- Motion to approve made by Lester Kissinger, 2nd by English Bradley. (6y/0n)

- **BILLS**

- ADP processing charges period ending 2/28/2025 - \$787.50
 - ADP processing charges period ending 2/28/2025 - \$1,886.40
 - Clark Hill professional services for February 2025 - \$330.00
- Sub-total: \$3,003.90

	Yes	No	Abstain
English Bradley	☒	☐	☐
Jamar Kelly	☒	☐	☐
Lester Kissinger	☒	☐	☐
Gary Phillips	☒	☐	☐
Maria Rodriguez	☒	☐	☐
Ann Burkert	☒	☐	☐

- Motion to approve made by Maria Rodriguez, 2nd by Lester Kissinger. (6y/0n)

- **CORRESPONDENCE** –

- **REFUNDS/ROLLOVERS-**

- Antonio Miranda hired on 7/16/2021, separated on 1/12/2024

Rollover Amount =	\$3,867.49
Less 20% taxes	\$773.50
Distribution Amount	\$3,093.99

	Yes	No	Abstain
English Bradley	☒	☐	☐
Jamar Kelly	☒	☐	☐
Lester Kissinger	☒	☐	☐
Gary Phillips	☒	☐	☐
Maria Rodriguez	☒	☐	☐
Ann Burkert	☒	☐	☐

- Motion to approve made by English Bradley, 2nd by Maria Rodriguez. (6y/0n)

- Alexander Ramsey hired on 4/16/2021, separated on 2/7/2025.

Rollover Amount =	\$6,116.08
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	Yes	No	Abstain
English Bradley	☒	☐	☐
Jamar Kelly	☒	☐	☐

Lester Kissinger	☒	☐	☐
Gary Phillips	☒	☐	☐
Maria Rodriguez	☒	☐	☐
Ann Burkert	☒	☐	☐

- Motion to approve made by English Bradley, 2nd by Maria Rodriguez. (6y/0n)

- **401K DCP REFUNDS-**

- **APPLICATIONS-**

- Joyce E.H. Long surviving spouse of Robert Long, deceased as of 1/26/2025.

Monthly- \$760.49

Annual-\$9,125.88

	Yes	No	Abstain
English Bradley	☒	☐	☐
Jamar Kelly	☒	☐	☐
Lester Kissinger	☒	☐	☐
Gary Phillips	☒	☐	☐
Maria Rodriguez	☒	☐	☐
Ann Burkert	☒	☐	☐

- Motion to approve made by English Bradley, 2nd by Maria Rodriguez. (6y/0n)

- June Courtney hired on 6/28/1982, vested on 10/13/2000. Paid dual coverage as of 2/20/2025. Pension starts date of application, no retro payment given. Will be receiving 18/20th

Monthly- \$1,268.72

Annual- \$15,224.65

	Yes	No	Abstain
English Bradley	☒	☐	☐
Jamar Kelly	☒	☐	☐
Lester Kissinger	☒	☐	☐
Gary Phillips	☒	☐	☐
Maria Rodriguez	☒	☐	☐
Ann Burkert	☒	☐	☐

- Motion to approve made by Lester Kissinger, 2nd by Maria Rodriguez. (6y/0n)

- **DISABILITY APPLICATION -**

- **OLD BUSINESS –**

○ **NEW BUSINESS-**

- It is necessary to revise the resolution. The authorized board member must sign the Act 205 report. It was advised that the finance director sign all legal paperwork during the pension exit audits.

	Yes	No	Abstain
English Bradley	☒	☐	☐
Jamar Kelly	☒	☐	☐
Lester Kissinger	☒	☐	☐
Gary Phillips	☒	☐	☐
Maria Rodriguez	☒	☐	☐
Ann Burkert	☒	☐	☐

- Motion to approve made by English Bradley, 2nd by Lester Kissinger. (6y/0n)

○ **INFORMATION**

- MMO deposit for March 2025 - \$222,418.00
- The City of Reading Pension audits have been completed. An exit interview was conducted to discuss any findings and observations concerning the 3 pension plans.

City of Reading Officers and Employees Pension Plan

- No Findings
- No Verbal Observations

○ **PUBLIC COMMENT**

○ **ADJOURNMENT**

- Motion to adjourn at 2:03pm made by English Bradley, 2nd by Maria Rodriguez. (6y/0n)