

Minutes

O & E

March 18, 2015

**Vaughn D. Spencer, David Cituk, Elaine Haas, Phil Edwards (solicitor),
Kaylene Huggins, Donald Pottiger, Ronald Whitmoyer, Lillian Castillo**

Call to Order _____ 140

- **PRESENTER/GUEST**
 - Guest Tammy Baker

- **MINUTES**
 - Approve Feb 2015 minutes
 - ✚ Motion to approve made by Elaine Haas , 2nd Donald Pottiger (3y/0n)

- **FINANCIAL REPORTS**
 - Russell account review as of -02/28/2015
 - Russell account statement 02/01/2015-02/28/2015
 - Wells Fargo Statement January 2015
 - Comerica account statement 01/01/2014-12/31/2014
 - Comerica account statement 01/01/2015-01/31/2015
 - Comerica account statement 02/1/2015-02/28/2015
 - ✚ Motion to approve made by Elaine Haas, 2nd Donald Pottiger (3y/0n)

- **BILLS**
 - ADP 1099r and processing 02/28/2015-3/15/2015 -\$ 1,044.51
 - ADP processing charges 02/28/2015- \$ 603.89
 - Comerica holding fees 10/01/2014-12/31/2014 - \$2,000.00
 - Linton Distasio & Edwards 3/11/2015- \$ 858.00
 - Linton Distasio & Edwards 2-11-2015 - \$ 1,423.50
 - Postal Reimbursement for Feb 2014 – \$ 48.74

✚ Motion to approve made by Donald Pottiger, 2nd Elaine Haas (3y/0n)

- **CORRESPONDENCE**

- **REFUNDS**

- Matthew Bembenick date of separation 3/13/2015

Rollover Amount	7,885.08
Less 20% Taxes	1,577.08
Refund Amount	6,308.07

- Alexander Gonzalez date of separation 3/2/2015

Rollover Amount	5070.86
Less 20% Taxes	1,014.17
Refund Amount	4056.69

- Susan Frymoyer date of separation 2/19/2015

Rollover Amount	5,231.69
Less 20% Taxes	1,046.34
Refund Amount	4,185.35

✚ Motion to approve made by Donald Pottiger, 2nd Elaine Haas (3y/0n)

- **APPLICATIONS**

- **OLD BUSINESS**

- RFI
Russell – request a copy of the current contract. Solicitor requested to compose a letter on the board’s behalf.
- Fee Agree outline provided by Russell- TABLED
- Dominican Republic mailings
- Election for active employee if laid off vs. terminated
 - ✚ Solicitor will supply a written opinion of the board vacancy of Tammy Baker’s position.
 - ✚ Election to be held in Early April
 - ✚ Dominican Republic mailings will continue for one for more month but, pensioner must make other arraignments for compensation.

- **NEW BUSINESS**

- Statement of investment policy-tabled
- Ronald Whitmoyer- Mayor Vaughn Spencer follow up

Elections Nominations must be submitted to the Pension Office Attn: Kaylene Huggins – Pension Coordinator, 815 Washington Street, Reading, PA 19601 no later than Friday April 10th. Email nominations are accepted.

The nominees list will be distributed and posted within City Hall during the period of Monday, April 13th through Thursday April 16th.

Election Date

On Friday April 17, 2015, the election will take place from 8:00 am to 4:00 pm in City Council Chambers on the 2nd floor of City Hall. At that time all individuals that contribute to the Officers and Employees Pension Fund will be able to vote for one nominee.

- **INFORMATION**

ADJOURNMENT

Executive session 230-252

Motion to adjourn at 252 made by Elaine Haas, Donald Pottiger (3y/0n)