

Minutes

Police Pension Fund Board Meeting

July 14, 2016

David M. Cituk, Craig Christman, Gregory Zawilla, Joe Rudolf (Solicitor), Mayor Wally Scott, Lilliana Castillo, Josephina Encarnacion, Andres Dominguez

Call to Order 9:35am

○ **PRESENTER/GUEST/ABSENT**

- Absent- Craig Christman
- Guest- Dan Kelly Reading Eagle Reporter
- Guest- Holly Guldin
- Guest- Christopher J. Mayer
- Guest- Robert Gilbert

○ **MINUTES**

- Approve minutes from June 2016
 - Motion to approve with spelling corrections made by Josephina Encarnacion, 2nd by Gregory Zawilla. (3y/0n)

○ **FINANCIAL REPORTS**

- Financial Report for May 2016
- Wells Fargo Commercial checking account 6/1/16-6/30/16
- Wells Fargo SNAPSHOT ending 5/31/2016
- SEI- 5/1/2016-5/31/2016 Acct# 17194-C
 - Motion to approve made by Gregory Zawilla, 2nd by Josephina Encarnacion. (3y/0n)

○ **BILLS**

- ADP processing charges end date 5/31/2016- \$10.00
- ADP processing charges end date 7/31/2016- \$603.89
- Postal reimbursement for June 2016- \$10.56
- Mockenhaupt consulting actuarial & administrative services 5/31/16- \$350.00
- Clark Hill professional services for June 2016- \$8,303.26

- 2nd QTR Pension Coordinator and PT Pension Assistant salary 4/1/16-6/30/16- \$6,447.74
- Medical deductions from 4/1/16-6/30/16- \$17,152.32
 - Motion to approve made by Josephina Encarnacion, 2nd by Gregory Zawilla. (5y/0n)

- **CORRESPONDENCE**

- **REFUNDS**

- Robert William Gilbert refund for unused civilian Buyback \$3,439.77
 - Motion to approve made by Gregory Zawilla, 2nd by Josephina Encarnacion. (5y/0n)

- **APPLICATIONS**

- Jeffrey S. Parr exiting DROP as of 6/24/2016
Annually- \$57,731.89 Monthly- \$4,810.99
 - Motion to approve made by Gregory Zawilla, 2nd by Josephina Encarnacion. (5y/0n)

- **BUYBACK**

- **DROP APPLICATIONS**

- Robert William Gilbert entering DROP as of 6/30/2016
Annually-\$46,478.72 Monthly-\$3,873.23
 - Motion to approve made by Gregory Zawilla, 2nd by Josephina Encarnacion. (5y/0n)

- Christopher Mayer entering DROP as of 6/23/2016
Annually- \$53,485.01 Monthly\$4,457.08
- Motion to approve made by Gregory Zawilla, 2nd by Josephina Encarnacion.
(5y/0n)

- **OLD BUSINESS**

- Solicitor RFI- Tabled
- Jodi Royer restitution money
 - Motion to release the \$19,000 restitution to Mr. Jodi Royer made by Wally Scott,
2nd by Gregory Zawilla. (4y/1n)

- **NEW BUSINESS**

- A question arose about Madison Winchester's calculation based on an acting position.
 - When applying for a pension or entering DROP, salary should be based on the employee's current salary only, and should not include acting pay. A separate pay for acting duties must be disbursed separately through payroll.
 - In the event a board member is absent, is it possible to have an alternate board member to vote in their place? Solicitor responded that pension ordinance must be amended, present a prepared draft to City Council for approval. The board decided not to take those actions.

- **INFORMATION**

- **ADJOURNMENT**

- Motion to enter Executive session made by David Cituk, 2nd by Wally Scott
10:30-10:45am
- Motion to adjourn made by Wally Scott, 2nd by Andres Dominguez at 10:45am.
(5y/0n)