

Warrington Township Pension Committee

Minutes for June 30, 2022 Meeting

The regular meeting of the Warrington Township Pension Committee was held at 2:18 pm. June 30, 2022 in the Neshaminy Room at the Warrington Township Building and Zoom. The members present were as follows:

Fred Gaines, Supervisor liaison
Ken Hawthorn, Police representative
Peter Kim, Finance Director
Joseph Kirby, (Chair) resident

Barry Luber, Township Manager
Vanessa Maurer, Supervisor liaison
Amy Organek, non-uniform representative

1. Call to Order

The meeting was called to order at 2:07pm.

2. Approval of Minutes

a. February 2, 2022 and June 1, 2022

Mr. Gaines motioned, seconded by Mr. Luber to approve the minutes for February 2, 2022 and June 1, 2022. The motion passed unanimously.

3. COLA History Spreadsheet

Officer Hawthorn did not forward any additional history so the spreadsheet was not updated. The memorial services and dealing with impact of the loss of Ofc. Plum were more urgent. A discussion ensued and the committee decided the years of information currently contained in the spreadsheet is sufficient for our needs.

4.1. Review current ordinances and documents defining each pension plan.

From previous meetings, it was decided that the best way to make the group function better is to define how many committees we have, who is on the/each committee, and who can vote for what. As part of this discussion, the CBA extract and ordinance dealing with pension committee were reviewed. Currently the makeup of the pension committee differs from the CBA to the Ordinance. The CBA lists committee members as: Chairman of the BOS, 1 additional Supervisor, 1 PBA member and 1 Alternate (with 1 vote), the Township CFO, the Township Manger, and 3 members from the community. The ordinance for the NUPP is similar, but the CFO is not a member and the there is a NU representative. After discussion by the group, it was decided that the best way to make the group function better is make one committee with restrictions on who can vote for which motions. The CFO is added to the NUPP with the title changed to "CFO/Finance Director" to avoid other potential changes being needed. Additionally, it will be specified that the Police representatives vote in Police Plan votes and the NU member votes in the NUPP votes. There will be separate motions and separate votes for each pension plan with a roll call vote for every motion.

Mr. Kirby made a motion add the Chief Financial Officer/Finance Director as members of the Nonuniformed Pension Plan and to remove the PBA member as a voting member. The motion was seconded by Sgt Hawthorn.

Mr. Gaines – Yes

Mr. Kirby – Yes

Ms. Maurer – Yes

Sgt. Hawthorn - Yes

Mr. Luber – Yes

Ms. Organek – Yes

The previous motion as amended by Ms. Maurer and seconded by Mr. Kirby to clarify that the 3 citizen members will be the same for each of the pension plans. This motion passed unanimously.

Ms. Maurer made a motion, seconded by Mr. Kirby, that all votes will be by roll call to ensure greater transparency and be reflected clearly in the meeting minutes.

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| Mr. Gaines – No | Mr. Kirby – Yes | Ms. Organek – Yes |
| Sgt. Hawthorn – Yes | Mr. Lubner – Yes | |
| Mr. Kim - Yes | Ms. Maurer – Yes | |

4.2. Publishing of Minutes and Agendas

Mr. Kirby discussed the lack of transparency from these meeting to the township. He stated that the minutes and agendas were removed from the website in 2018 and have been missing since. There are only 3 meetings from 2020 currently showing on the website. Minutes and agendas for the last 5 years are to be forwarded for posting on the website by the end of the year. Ms. Organek will forward these to the web administrator as soon as they can be prepared. All historical minutes and agendas will be forwarded to the web administrator to be added back to the website. Mr. Lubner requested to allow for a full year to get this information back out for the public. Mr. Kirby commented that it seems too long and questioned again why they have not been getting posted over these past 3 years. The committee decided to focus on moving forward with the hopes that the history will be restored in one year or less.

4.3 Advertising Costs

Mr. Lubner was asked to provide the details for the incremental cost for moving and readvertising meeting s well as the cost to advertise. The cost is between \$100-\$120 per advertisement. A discussion ensued and was agreed that since this committee generally only meets quarterly and there is no way to know if the volunteers will have conflicts these meetings will continue to be subject to change but all committee members will endeavor to make the meetings and to no longer have concurrent meetings. The committee also discussed going back to evening meetings since remote working is ending for many and we are trying to meet in person.

5. 2023 COLA

Ms. Maurer voted to un-table the motion for the 3.5% COLA for 2023 from the last meeting. Mr. Gaines seconded. Mr. Lubner shared the information from John Vargo from the actuary that a 3.5% COLA for the Police Plan would cost \$307K and the NUPP would be \$87K. Sgt Hawthorn presented information on the current and recent history of the local CPT and that there is potential need for additional officers. He expanded that the need for additional officers should outweigh the COLA. The vote was taken to recommend to the Board of Supervisors the 3.5% COLA for 2023 as proposed at the last meeting. The motion failed with the following vote:

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| Mr. Gaines – No | Mr. Kirby – No | Ms. Maurer – No |
| Sgt. Hawthorn - Yes | Mr. Lubner – No | Mr. Kim – No |

6. Pension Committee's Responsibilities and composition discussion

The draft by Mr. Kirby and the revisions from the committee were discussed. The draft by Mr. Kirby was all relevant information, but it the mission statement needed to be streamlined and the goals narrowed down. The mission statement was discussed and revised using a portion of the section of the CBA. The final revision reads –

“The mission of the pension committee is to oversee the prudent investment of pension assets to make the plan ‘fully funded.’ The Committee will meet quarterly for the purposes of reviewing actuarial reports, results of pension investments, contents of employee benefit pension communication booklets, and to periodically meet with Township consultants to obtain information and explanation and prepare recommendations to the BOS regarding the Pension Plans.”

It was determined that the addition information from Mr. Kirby's draft will be used to create a list of responsibilities as well as the goals and mission statement as requested. Mr. Kirby said he would revise and redistribute for comment. The mission statement was discussed and revised using a portion of the section of the CBA

9. Discuss Vacant Board Positions

There have been three potential candidates that have expressed interest. One of these applicants has asked that his application be removed at this time. The other two applications were discussed and it was decided that either or both would be good additions. They will be invited to join the next meeting to observe and be presented to the BOS for approval.

The volunteer application process was discussed, and it was suggested that the application and resume would be enough for any applicant. The letter of intent has not proven to be very useful, but the additional requirement for applicants may be discouraging people from applying for committees. This observation should be suggested to the BOS for revision to the process.

9. Action Items

- a. Minutes & Agendas posted to the website for past 5 years - AO
- b. E-code will be updated for the changes to be done for the Staff will research and ask the solicitor for clarification on the Ecode for the ordinance for the committee. (AO)
- c. Mission statement, goals and principal objective will be revised per committee discussion (Mr. Kirby)
- d. A review of the volunteer application procedures will be recommended to the BOS. The consistency of requirements and streamlining of the process is suggested.

Next Meeting – The next meeting is scheduled for 1:00pm on September 1, 2022 at the township building and ZOOM.

Adjournment – 4:32 pm

Recorder: Amy Organek