

**HAMPDEN COUNTY REGIONAL
RETIREMENT BOARD**

**MINUTES OF MEETING
MARCH 2, 2022**

The regular monthly meeting of the Hampden County Regional Retirement Board took place at the Agawam Corporate Center, 67 Hunt Street, Suite 116, Agawam, Massachusetts. The meeting was conducted through Zoom Remote Meeting and in person at the Retirement Board office. The Chairman called the meeting to order at 10:01 A.M.

THOSE BOARD MEMBERS IN ATTENDANCE:

Karl J. Schmaelzle, Chairman/Treasurer present in office
Robert Taylor, Member – present in office
Patrick E. O’Neil, Member – present in office
Michelle L. Hill, Member - present in office

BOARD STAFF IN ATTENDANCE:

Atty. Alfredo ViVenzio – Co-Counsel present in office
Karen Martin, Executive Director present in office

Also viewing the meeting via Zoom were various members of the public, including town officials from the members units.

1. **MINUTES:** Mr. O’Neil made a motion to approve and sign the minutes from the Dec 30, 2021, meeting, Mr. Schmaelzle seconded the motion, and the roll call was: Ms. Hill – abstained; Mr. O’Neil – Yes; Mr. Taylor – abstained and Chairman Schmaelzle – Yes. Motion approved 2-0, 2-0 abstained. Mr. O’Neil made a motion to approve and sign the minutes from the Jan 13, 2022, meeting, Mr. Taylor seconded the motion, and the roll call was Ms. Hill – Yes; Mr. O’Neil – Yes; Mr. Taylor – Yes and Chairman Schmaelzle – Yes. Motion approved 4-0.

2. **WARRANTS:** Mr. O’Neil made a motion to reaffirm the warrants issued February 28, 2022, Mr. Taylor seconded the motion, and the roll call was: Ms. Hill – Yes Mr. O’Neil – Yes; Mr. Taylor – Yes and Chairman Schmaelzle – Yes. Motion approved 4-0.

#08 Salary 1-4	\$ 23,326.73
Overtime	\$ 2,644.65
#09 Board Member's Compensation	\$ 2,583.33
#10 Transfers to Other Systems	\$ 354,740.93
#11 Refunds of Member's Accounts	\$ 19,116.08
#12 Monthly Expenses	\$ 73,161.88
#13 Investment Expenses	\$ -
#14 A Monthly Retirement Allowances	\$ 4,028,490.96
#14 B Monthly Retirement Allowances	\$ 81,073.79
#14 C 3 (8) (C)	\$ 89,721.55

3. **BALANCES:** The Board members reviewed copies of the checking & savings account statements from Peoples Bank that were provided in their packets along with reconciled records for the checking account. Mr. O'Neil made a motion to approve the account balances. Mr. Taylor seconded the motion, and the roll call vote was Ms. Hill - Yes; Mr. O'Neil - Yes; Mr. Taylor - Yes; Chairman Schmaelzle - Yes. Motion approved 4-0.

BALANCES: 1/31/2022 Reconciled Balances

PEOPLES BANK:

Money market Account	\$4,109,141.08
Checking Account	\$3,218,989.00

4. **TRANSFER:** Mr. Taylor made a motion to reaffirm the transfer for Warrants for February 28, 2022. Mr. O'Neil seconded the motion and the roll call vote was: Ms. Hill - Yes; Mr. O'Neil - Yes; Mr. Taylor - Yes; Chairman Schmaelzle - Yes. Motion approved 4-0.

A. Needed for warrants:	\$ 4,648,888.52
B. <u>Transfer for warrants: 02/23/2022</u>	\$ 4,675,000.00
From Peoples Bank Account	
Peoples Bank Checking Account	

5. **NEW ALLOWANCES:** Mr. Taylor made a motion to approve the new retirement allowances. Mr. O'Neil seconded the motion, and the roll call vote was Ms. Hill - Yes; Mr. O'Neil - Yes; Mr. Taylor - Yes; Chairman Schmaelzle - Yes. Motion approved 4-0.

SUPERANNUATION -

<u>Name</u>	<u>Unit</u>	<u>Effective</u>	<u>Annuity</u>	<u>Pension</u>	<u>Total</u>
FERIOLI, Alexis	Agawam	11/30/2021	\$ 18,917.28	\$ 45,147.96	\$ 64,065.24
		Beneficiary	\$ 12,611.52	\$ 30,098.64	\$ 42,710.16
TRANGHESE, Corinne	East Long	12/3/2021	\$ 5,469.48	\$ 6,250.68	\$ 11,720.16
		Beneficiary	\$ 3,646.32	\$ 4,167.12	\$ 7,813.44
MARKHAM, Cheryl	Hamp/Wilb	11/30/2021	\$ 5,022.72	\$ 17,328.60	\$ 22,351.32
		Beneficiary	\$ 3,348.48	\$ 11,552.40	\$ 14,900.88
SULLIVAN, Thomas	Wilbraham	12/17/2021	\$ 15,145.20	\$ 45,913.68	\$ 61,058.88
		Beneficiary	\$ 10,096.80	\$ 30,609.12	\$ 40,705.92

6. **APPLICATION FOR RETIREMENT:** Mr. Taylor made a motion to approve the new applications for retirement. Mr. O'Neil seconded the motion, and the roll call vote was Ms. Hill - Yes; Mr. O'Neil - Yes; Mr. Taylor - Yes; Chairman Schmaelzle - Yes; Motion approved 4-0.

APPLICATIONS FOR RETIREMENT -

Vote to consider new Applications for Retirement

<u>Name</u>	<u>Unit</u>	<u>Date</u>	<u>Group</u>	<u>Age</u>	<u>Service</u>
MEUNIER, Susan	Agawam	2/16/2022		1 66-03	22-05
MAJKA, David	Palmer	2/28/2022		1 61-06	38-04

7. **INVESTMENT TRANSACTIONS:** The board reviewed the January 31, 2022, investment statement for PRIT fund cash account and general allocation account as provided in the monthly packet each received prior to this meeting. The chairman asked that the PRIT Fund information be filed.

8. **NOTICES OF INJURY:** No Notices of Injuries on file for March 2, 2022

9. **NEW MEMBERS:** Mr. Taylor made a motion to approve and file the new members.

Mr. O'Neil seconded the motion, and the roll call vote was Ms. Hill – Yes; Mr. O'Neil- Yes; Mr. Taylor – Yes. Chairman Schmaelzle – Yes. Motion approved 4-0

<u>Unit/Name</u>	<u>Group</u>	<u>Start Date</u>
<u>AGAWAM</u>		
ABLIONITIS, Alexander	4	10/25/2021
BACHTA, Jeri Ann	1	9/7/2021
BALBONI, Karen	1	10/12/2021
BRASHIER, Ethan	1	10/18/2021
CARMEL, John	4	9/27/2021
CONKLIN, William	4	9/27/2021
DE CARO, Giovanna	1	10/25/2021
DELAROCHE, Aaron	1	8/26/2021
GONET, Michael	4	10/25/2021
GREESON, Emily	1	9/1/2021
HANCHETT, Nicholas	4	10/25/2021
JHA, Swati	1	11/18/2021
KENNEDY, Lauren	1	1/18/2022
KOSNICKI, Shawne	1	9/27/2021
KUMARI, Sabita	1	10/4/2021
LAFLEUR, Chloe	1	9/7/2021
LAMBOUSES, George	1	1/19/2022
LAVALLEY, AMY	1	12/13/2021
MACCANNELL, Deborah	1	11/10/2021
MATLAND, Michelle	1	8/26/2021
MAZZA, Andrew	1	1/3/2022
PARZICH, Cheryl	1	11/1/2021
PATRUNO, Natalie	1	12/6/2021
PEABODY, Nikita	1	10/18/2021
PEREZ, Rafael	1	9/20/2021
PERRY, Michael	1	1/21/2022
ROBBINS, Tyler	1	9/1/2021
ROLLAND, Melissa	1	8/30/2021
ROTH, Alexis	1	11/15/2021

ROY, Faith	1	12/13/2021
RUSSO, Anthony	1	1/3/2022
SENG, VY	1	10/4/2021
SESLAR, Lauren	1	1/21/2022
SOLIVAN, Veronica	1	1/18/2022
STEVENS, Dawn	1	9/7/2021
TRITT, James	1	10/4/2021
WALKER, Carmen	1	10/4/2021
ZAWADZKI, Melissa	1	9/7/2021
ZHIRNOV, Andrey	4	9/13/2021

BLANDFORD

HULTAY, Raymond	1	12/13/2021
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EAST LONGMEADOW

GRIFFIN, Albert	1	1/3/2022
BRACKMAN, Liam	1	11/19/2021
LEFFERTS, Allen	1	12/13/2021
LIZOTTE, Christopher	1	12/6/2021
OTTOSON, Nicholas	4	12/6/2021
SPENCER, Tammy	1	11/15/2021
SUCKAU, Renee	1	1/24/2022

HAMPDEN

BERTRAND, Nicholas	4	2/14/2022
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HAMPDEN/WILBRAHAM

LEARNED, Christina	1	8/26/2021
LOCICERO, Allie	1	9/30/2021
LOTHIAN, Lindsey	1	9/20/2021
MONTEIRO, Ryan	1	9/30/2021
MORRIS, Lori	1	9/22/2021

LONGMEADOW

ALMEIDA, Frederic	4	8/21/2021
EMERY, Talia	1	8/29/2021
EMMA, Tammy	1	1/3/2022
GALLUCCI, Shari	1	1/3/2022
LAPIERRE, Stephanie	1	9/22/2021
LINNELL, Chandra	1	10/1/2020
MACKAY, Robert	1	1/3/2022

MAGGI, HOLLY	1	11/29/2021
MAJOR, Killian	1	1/24/2022
SOUSA, Sandra	1	1/10/2022
SUSE, Mark	1	11/22/2021
TROLIO, Frank	1	2/22/2021
WHYLAND, Cody	1	12/1/2021

LUDLOW

BAMFORD, Kimberly	1	12/27/2021
FOSS, Erin	1	12/27/2021
GONCALVES, Kelly	1	11/8/2021
ROULSTON, Holly	1	12/27/2021
THOMAS, Bailey	1	12/27/2021

MONSON

BANNON, Seanna	1	1/25/2022
COTE, Nathan	4	11/5/2021
ECKHOFF, Caitlin	1	11/1/2021
MARTIN, Nichole	1	11/1/2021
MOORE, Alhia	1	11/29/2021
NEWLAND, Denise	1	10/12/2021
ROCHE, Dashira	1	1/18/2022
ROSNER, Kimberly	1	11/9/2021
SCOTTON, Michael	1	10/18/2021
SOUSA, Holly	1	11/15/2021
TENCZAR, Dylan	1	

PALMER

FORTUNE, Sarah	1	12/21/2021
GARVEY, Nicole	1	12/20/2021
GULBRANDSON, Jaimie	1	1/3/2022
HERMANSON, Michael	1	1/3/2022
LAVIOLETTE, Angela	1	8/10/2021
MAILLOUX, Richard	1	9/7/2021
MANCUSO, Christopher	1	1/18/2022
OTTO, Tanner	1	1/3/2022
SEGUIN Jodie	1	1/3/2022
TANTILLO, Anthony	4	8/1/2021
TINOCO, Vanessa	1	1/3/2022

TOTH, Daniel	4	8/1/2021
ZOSCHAK, Andre	1	9/7/2021

PALMER FIRE

CONNOLLY, Christopher	1	1/18/2022
SKORUPSKI, Colton	4	9/28/2021

PATHFINDER

PETERSON, Julia	1	11/1/2021
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RUSSELL

CONSOLINI, Peter	1	12/29/2021
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THREE RIVERS FIRE

WENZEL, Keri-Ann	1	9/7/2021
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SOUTHWICK

CARTELLO, Cara	1	8/30/201
PATOINE, Brandon	4	9/8/201
SUTTON, David	1	1/1/2022

SOUTHWICK/TOLLAND

BESS, Michael	1	9/8/2021
GARONE, Michael	1	9/14/2021
MASCIADRELLI, Tina	1	9/20/2021
VELIN, Jennifer	1	10/1/2021

WESTCOMM

AMO, Nicholas	1	9/13/2021
BEAUMIER, Braden	1	9/13/2021
WARREN, Nicholas	1	9/13/2021

WILBRAHAM

BARNES, Cathy	1	12/6/2021
HANCOCK, Barbara	1	1/10/2022
REKOS, Paul	4	1/3/2022
WILKINSON, Maryann	1	9/21/2021

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10. **DISABILITY REPORT AND EXPENSE BREAKDOWN** – Mr. Taylor made a motion to file the disability update report and expense breakdown received prior to the meeting in the monthly packet. Mr. O’Neil seconded, and the roll call was Ms. Hill – Yes; Mr. O’Neil – Yes; Mr. Taylor – Yes; Chairman Schmaelzle – Yes. Motion approved 4-0

11. **AUDIT COMMITTEE REPORT** – Paul Pasterczyk spoke on the Audit update and procedures which the board members had received in their monthly packet prior to this meeting.

12. **DIRECTOR’S REPORT** – Ms. Martin reviewed the monthly directors report which they received in their monthly packet prior to the meeting.

13. **TRIAL BALANCE REPORT**- Mr. O’Neil made a motion to approve and sign the trial balance from December 2021. Mr. Schmaelzle seconded the motion, and the roll call vote was Ms. Hill -Abstained; Mr. O’Neil – Yes; Mr. Taylor – Abstained; Chairman Schmaelzle – Yes. Motion approved 2-0 and 2-0 Abstained.

14. **PERAC MEMOS** – There are no PERAC memos to review and file.

15. **PRIT FUND** – Ms. Martin informed the Board that on March 1, 2022, PRIT transferred to the General Allocation Account to Peoples bank Money Market Acct 6,000,000.00 to cover March 31st, 2022, warrants to be paid.

16. **ELECTION** – Attorney Vivenzio provided to the board supplemental regulations regarding the elected member process and procedure for their review. Ms. Hill made a motion to change under section 2-part c of the proposed supplemental regulation to read as follows “the nomination papers will be available as per indicated in the election posting notice; and will be at least a 14-day period”. Mr. O’Neil seconded, and the roll call was Ms. Hill -Yes; Mr. O’Neil – Yes; Mr. Taylor – Yes; Chairman Schmaelzle – Yes. Motion approved 4-0.

17. **LEGAL UPDATE** – Attorney Vivenzio stated he is still waiting for the DALA decision on the Souliere case. Regarding the 3rd party settlement claim on Daniel Carr and James Sevigne, he received a copy of a prior DALA case in which it was ruled that the Board could not claim any part of the 3rd party settlement agreement since the member in question in that case was already retired. This DALA decision was not * appealed by the Retirement Board or PERAC which was party to the case. He will do further research and inform the Board of his findings at a future meeting.

18. **OLD BUSINESS** – The Chairman stated that the Board had purchased and received the file cabinets from Lexington furniture. With regarding new chairs, questions arose as to who would assemble the chairs if necessary. Mr. O’Neil said his preference was that whoever supplied the chairs should bring them fully assembled to the office at delivery. Atty Vivenzio stated that there was a Discount Office furniture store that the board could seek a proposal from. Mr. Taylor stated that the 2022 expense budget had a line item intended for office furniture totaling \$5,000.00 and he did not understand why this was an issue.

Regarding updating the phone system, the board received copies of quotes from various service providers in their monthly packet. The board discussed changing providers and based upon the quotes it appears that Crocker Communications will update the office phone system and voice mail setup and provide new phone hardware. The cost per month will be a savings as compared to the current service provider Windstream. Mr.

O'Neil made a motion to approve and accept the quote from Crocker Communications for a new updated phone system. Ms. Hill seconded the motion, and the roll call vote was Ms. Hill -Yes; Mr. O'Neil – Yes; Mr. Taylor –Yes; Chairman Schmaelzle – Yes. Motion approved 4-0.

The chairman stated that he had talked to Jeff Hulbert who provides IT services for the office. The Chair wants to be able to access documents, letters, emails, and other retirement applications that are on the current server. Jeff recommended that a new laptop be purchased by the board for HCRB purposes only and would have an HCRB email address and would be available for the Chairs use. The Chair received a quote for \$515.18 for a reconditioned laptop, and Costco had a brand new one for \$600.00 which included a warranty and updated Window 11 application. Mr. Taylor made a motion to purchase a new laptop not to exceed \$1,000.00 with software. Mr. O'Neil seconded the motion, and the roll call vote was Ms. Hill -Yes; Mr. O'Neil – Yes; Mr. Taylor –Yes; Chairman Schmaelzle – Yes. Motion approved 4-0.

19. **NEW BUSINESS** – The Chairman attended a Cybersecurity webinar and recommended we have training and that this will be a work in progress. The Chair is looking into purchasing cybersecurity insurance. Mr. O'Neil recommended all passwords have many safeguards as possible. The chair also discussed having security for the office and to get quotes on how much this would cost.

20. **DISABILITY** – Attorney Vivenzio informed the Board that PERAC reviewed the Ordinary Disability application on Kenneth Sagendorph and remanded/denied it, stating that there was no documentation of him being disabled on the last day of his employment. Attorney Vivenzio sent numerous emails to Attorney Panettiere, who represents Mr. Sagendorph, asking for her to produce any documentation to allow us to look at the facts to support his disability on the last day of his employment. Mr. O'Neil made a motion to approve the remand from PERAC in reference to Mr. Sagendorph. Attorney Panettiere has failed to produce any additional documentation as requested. Mr. O'Neil made a motion to approve the remand/denial from PERAC regarding Mr. Sagendorph's Ordinary Disability Application. Mr. Taylor seconded the motion, and the roll call vote was Ms. Hill -Yes; Mr. O'Neil – Yes; Mr. Taylor – Yes; Chairman Schmaelzle – Yes. Motion approved 4-0. Attorney Vivenzio stated that a correspondence would be sent to Mr. Sagendorph and Attorney Panettiere regarding the boards action and all the appeal rights.

21. **DISABILITY**- Attorney Vivenzio stated that he would have more information regarding the 3rd party offset issue for Mr. Carr and Mr. Sevigne at the next board meeting. He would now request that the board enter into Executive Session to discuss litigation issues. Mr. O'Neil made motion to go into Executive Session @ 11:41 a. m. to discuss litigation and then go back to regular session to adjourn. Mr. Taylor seconded the motion, and the roll call vote was Ms. Hill -Yes; Mr. O'Neil – Yes; Mr. Taylor – Yes; Chairman Schmaelzle – Yes. Motion approved 4-0.

Mr. O'Neil made a motion to return from executive session at 12:13p.m. Mr. Taylor seconded the motion, and the roll call vote was Ms. Hill – Yes; Mr. O'Neil – Yes; Mr. Taylor – Yes; Chairman Schmaelzle – Yes. Motion approved 4-0

There being no further business before the Board, Mr. O'Neil made a motion to adjourn the meeting at 12:14 p.m. Mr. Taylor seconded the motion, and the roll call vote was Ms. Hill – Yes; Mr. O'Neil – Yes; Mr. Taylor – Yes; Chairman Schmaelzle – Yes. Motion approved 4-0

Karl Schmaelzle
Mr. E. O'Neil
Michelle Taylor
MS Hill