

**HAMPDEN COUNTY REGIONAL  
RETIREMENT BOARD**

**MINUTES OF MEETING  
MAY 4, 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 10:02 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 Feb 2, 2022, March 2, 2022, and April 6, 2022, board meetings, 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:** Ms. Hill made a motion to reaffirm the warrants issued April 29, 2022, Mr. O’Neil 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.

#21 Salary 1-4 includes overtime pay	\$ 30,529.26
#22 Board Member's Compensation	\$ 2,583.33
#23 Refunds and Transfers to Other Systems	\$ 251,363.52
#24 Death Refunds	\$ 881.21
#25 Monthly Expenses	\$ 35,246.60
#26 A Monthly Retirement Allowances	\$ 4,103,994.89
#26 B 3 (8) (C)	

3. **BALANCES:** The Board members reviewed copies of the checking & savings account statements from Peoples Bank that were provided in their packets along with non-reconciled

records for the checking account. Ms. Hill made a motion to approve the account balances. 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.

**BALANCES: 03/31/2022 Non- Reconciled Balances**

**PEOPLES BANK:** - Vote to accept non-reconciled balances on the following:

Money market Account	\$3,399,680.08
Checking Account	\$ 2,989,354.80

4. **TRANSFER:** Ms. Hill made a motion to reaffirm the transfer for Warrants for April 29, 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.

**TRANSFER:** - Vote to reaffirm transfer amount for Warrants

A. <b>Needed for warrants:</b>	\$ 4,394,069.55
B. <b><u>Transfer for warrants: 04/29/2022</u></b>	\$ 5,200,000.00
From Peoples Bank Money Market Account to 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.

<u>Name</u>	<u>Unit</u>	<u>Effective</u>	<u>Annuity</u>	<u>Pension</u>	<u>Total</u>
GRASSO, Steven	Agawam	1/7/2022	\$ 16,363.44	\$ 62,019.48	\$ 78,382.92
GRUSKA, Coleen-Estimated	Agawam	1/14/2022	\$ 16,518.48	\$ 53,870.04	\$ 70,388.52
SAPELLI, Albert-Estimated	Agawam	1/7/2022	\$ 4,368.96	\$ 7,688.16	\$ 12,057.12
SAGENDORPH, Kenneth	Agawam	3/9/2022	\$ 10,732.20	\$ 27,543.12	\$ 38,275.32

6. **APPLICATIONS FOR RETIREMENT:** Mr. O'Neil made a motion to approve the new retirement allowances. 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.

<u>Name</u>	<u>Unit</u>	<u>Date</u>	<u>Group</u>	<u>Age</u>	<u>Service</u>
LYONS, Dwayne	HWRSD	4/1/2022	1	62-00	17-02
ASSARIAN, Elizabeth	Ludlow	6/30/2022	1	62-02	18-03
BAILEY, Sandra	Ludlow	6/30/2022	1	73-04	25-08
CROWLEY, Mary	Ludlow	6/30/2022	1	60-01	18-00
DALTON, Joanna	Ludlow	6/30/2022	1	59-05	16-07
COSTA, Catherine	Palmer	4/9/2022	1	63-02	20-01

**7. INVESTMENT TRANSACTIONS:** The board reviewed the March 31, 2022, statement provided by the PRIT fund cash account and general allocation account as provided in the monthly packet each received prior to this meeting.

Mr. O'Neil made a motion to accept PRIT fund cash account and general allocation account as provided in the monthly packet each received prior to this meeting. 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.

**8. NOTICES OF INJURY:** Mr. O'Neil made a motion to approve and file the notices of injuries. 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.

<u>Name</u>	<u>Unit</u>	<u>Department</u>	<u>Injury Date</u>
CYGAN, Michael	Wilbraham	Police	3/27/2022
KORZEC, Thomas	Wilbraham	Police	3/18/2022

**9. NEW MEMBERS:** No new members.

**10. DISABILITY REPORT AND EXPENSE BREAKDOWN**–Board reviewed disability report and expense breakdown.

**11. AUDIT COMMITTEE REPORT** – Mr. O'Neil spoke on behalf of Mr. Pasterczyk 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**- No trial balance.

**14. PERAC MEMOS** – No PERAC memos

**15. PRIT FUND TRANSFER** – Ms. Hill made a motion to affirm the transfer from the PRIT fund to People's Money Market of \$5,000,000.00 to cover May expenses. 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.

**16. WORKERS COMP INSURANCE** – Mr. O'Neil made a motion to approve the new rates from MIIA for workers comp and liability insurance for the period of 7/1/2022 to 6/30/2023. 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.

17. **LEGAL UPDATE** – Attorney ViVenizio stated that Soulier and Sagendorph appeals are still pending, and we have not yet received anything. In result of the offset matter for Daniel Carr, he will be on the June 1<sup>st</sup> agenda to reference the matter. Atty. ViVenizio stated at the last meeting the offset matter in reference to Sevigne was mentioned in the Executive Session and therefore was not put on the agenda because it was resolved late.

18. **OLD BUSINESS** – Mr. Schmaelzle stated we had our new phones installed and will be saving approximately \$300.00 per month.

19. **NEW BUSINESS** – Mr. Schmaelzle stated he would like a Communications Policy and any recommendations to be emailed to himself or Ms. Martin. Atty. ViVenizio stated this policy should include filing of request of public documents and is just a discussion for the policy. Ms. Hill stated that this will help with our invoices from our Attorneys getting billed for addressing other issues that might be handled in the office. Mr. Schmaelzle stated if this policy is approved next month, it will be posted on our website. Mr. Schmaelzle also informed the Board that there will be an Open Meeting Law Webinar on May 5, or May 19<sup>th</sup>.

20. **MACRS CONFERENCE** – Mr. Taylor made a motion to approve the Board Members and Executive Director to go to the MACRS Conference approved by PERAC. 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.

21. **ANNUAL STATEMENT** – Mr. O’Neil made a motion to reaffirm the approval of the 2021 Annual Statement. Mr. Taylor seconded the motion, and the roll call vote was Ms. Hill – abstained; Mr. O’Neil- Yes; Mr. Taylor – Yes; Chairman Schmaelzle – Yes. Motion approved 3-0 abstained 1-0.

22. **CASH MANAGEMENT POLICY** – Ms. Hill made a motion to approve the cash management policy provided by the Audit Committee. 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.

23. **INTEREST POLICY** – Ms. Hill made a motion to approve the Interest Policy on money owed to HCRB. 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.

24. **OFFSET CLAIM NOTICE** – Mr. O’Neil made a motion to approve the Offset Claim Regulation Policy on 3<sup>rd</sup> party claim settlements owed to HCRB after to protect the HCRB system. 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.

25. **ACCIDENTAL DISABILITY** – Atty. ViVenizio stated at the last meeting we would go into Executive Session to discuss legal issues. The matter was a settlement on Sevigne’s Accidental Disability injured by a third party that was settled and Atty ViVenizio did not hear about it until the day before the board meeting and they arrived at a settlement to bring to the Board, so it never made the agenda to go into Executive Session. Atty ViVenizio requested a vote to affirm the action of the last meeting and recommend we accept the settlement offer of \$13,000.00. Mr. O’Neil made a

motion to affirm actions of Board meeting held April 6, 2022, in Executive Session as follows:  
Sevigne Accidental Disability 3<sup>rd</sup> Party Offset Settlement. 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 11:06. 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  
Pat E. O'Neil  
Mr. Taylor  
Michelle Hill