

**Doylestown Township Pension Advisory Committee**  
**Minutes for June 14, 2021**

In attendance: Chairman Ed Denton, Vice Chairman Sinclair Salisbury, Tom Burke, Colleen Mullin; Ofc. Bill Mokriski, and Robert Salanik. Arriving later: Joe Delikat

Board of Supervisors Liaisons: Jen Herring and Nancy Santacecilia

Staff Liaisons: Finance Director Ken Wallace, Special Projects Coordinator Aaron Walizer and Township Manager Stephanie J. Mason

**WELCOME**

Mr. Denton welcomed everyone to the meeting.

**APPROVAL OF MEETING MINUTES – 5/10/21**

One change on page 1, under Old Business, “interest” to “discount”.

On MOTION of Mr. Salanik, seconded by Mr. Burke the minutes of the May 10, 2021 meeting was approved with changes 5 -0-1 with Ms. Mullin abstaining.

**OLD BUSINESS:**

**Review / Edit Draft of RFP & Timeline**

The Committee reviewed the updated draft that Mr. Walizer prepared along with the schedule and the incorporation of the grading Rubrik that Mr. Denton prepared.

The Committee believes that the month and half to solidify would work. They began reviewing different sections of the document starting:

Page 17. Under section H, Compensation Costs and Price Analysis and the proposed the 3 options that each bidder would submit. After much discussion, the consensus was to only have 2 options: Options A and B, in addition to a fee schedule in the proposals.

At this point the Committee decided that it would be best to start at the beginning of the document and work together through each page of the document making suggestions and recommendations for consistency. In addition, they discussed making any typographical error corrections and selecting correct wording for the document.

On the timetable it was indicated that the applicant interview and selection process should be pushed out until October with the award at the Board of Supervisors’ November 16<sup>th</sup> meeting. Successful application implementation after that through the end of the year.

Other changes and improvements to the RFP were reviewed. Several various sections and paragraphs were deleted.

Once proposals are received, a sub-committee consisting of Supervisors Jen Herring and Nancy Santacecilia along with Tom Burke, Colleen Mullin, Ed Denton and Aaron Walizer will review the proposals.

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Mr. Walzer will go through the document making all corrections discussed and resend a revised copy to the Committee for one last review. Then it will go to the Township Solicitor for quick review, then the document will be sent to potential vendors.

It was also indicated that the document needs to address in various sections the recently adopted Investment Policy Statement (IPS) and that the IPS needs to be attached as an exhibit to the document.

Being no further business, the meeting adjourned at 6:08 PM.

Respectfully submitted by

Stephanie J. Mason  
Secretary