



City of Margate

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Meeting Minutes

Employee Benefits Trust Fund

Chair, James Wilbur
Vice Chair, Joanne Simone
Secretary, Jackie Chin-Kidd
Trustee, Adam Sitman
Trustee, Laura Sudman
Trustee, Efrain Suarez
Trustee, Mark E. Weinrub

Thursday, January 21, 2016

2:30 PM

Commission Chambers

CALL TO ORDER

Present: 5 - Chair James Wilbur, Vice Chair Joanne Simone, Secretary Jackie Chin-Kidd, Trustee Adam Sitman and Trustee Mark Weinrub
Absent: 2 - Trustee Efrain Suarez and Trustee Laura Sudman

1) PUBLIC DISCUSSION

There was no Public Discussion.

2) MINUTES

A. [ID 16-0020](#) MOTION APPROVING MINUTES DATED DECEMBER 3, 2015

A motion was made by Trustee Weinrub, seconded by Vice Chair Simone, that the Minutes be approved. The motion carried by a unanimous voice vote of 5-0.

3) INVOICES

There were no invoices due.

4) REPORT FROM ATTORNEY

Chair Wilbur noted that Attorney Mierzwa was not able to make the meeting; however, he was available by phone if needed.

5) REPORT FROM TRUSTEES

MR. WEINRUB said that one retiree claimed that he knew nothing about the MEBTF, and that he received no information when retiring. He stated that the retiree called him about two weeks ago to ask if he was able to join for this year. He noted that the retiree left the City in the late summer. He said that he informed the retiree that he might be too late for this year, and that he could file his application for next year. He noted that the retiree then asked whether it could be discussed by the board to see if an exception could be made.

CHAIR WILBUR asked whether the retiree lived in this area.

MR. WEINRUB said that he lived in Weston and he did not invite him to come to the meeting today.

CHAIR WILBUR explained that when applying for the upcoming year, a retiree could always receive retroactive for the previous year; therefore, the retiree could apply next year for 2017, and receive retroactive for 2016.

MR. WEINRUB said that he would call the retiree to inform him that he still qualified; however, it would be retroactive and would not be until his paperwork was handed in for January 2017.

CHAIR WILBUR suggested obtaining the retirees' address and sending him an original application.

MR. SITMAN added that he also had two retirees that just received the retroactive payment.

CHAIR WILBUR said that he would discuss the matter with the Human Resource Director to see if they have a departure package, as well as a proper in board and exit procedure. He was aware that they had original and renewal forms.

MS. SIMONE asked how many years the retiree was employed.

MR. WEINRUB said that it was about 15 to 20 years and was 65 years of age.

A brief discussion ensued with regard to procedures for informing retirees about the MEBTF upon retiring.

MS. SIMONE mentioned people receiving the paperwork and being aware but not providing in time.

CHAIR WILBUR said that there was no way to know if someone received the paperwork; however, he would speak with the Attorney about the matter, because he believed there was information in the Plan Document.

6) OTHER BUSINESS

A. [ID 16-0021](#) MOTION FOR APPROVAL OF BENEFIT APPLICATIONS FOR 2016

CHAIR WILBUR noted that the list was passed out indicating that everyone turned in their paperwork, checks were cut including Maria Ischia, cover letter was printed, renewal form was included and checks would be mailed out Monday.

A motion was made by Secretary Chin-Kidd, seconded by Trustee Sitman, that this Motion be approved. The motion carried by the following vote:

Yes: 5 - Chair Wilbur, Vice Chair Simone, Secretary Chin-Kidd, Trustee Sitman and Trustee Weinrub

Absent: 2 - Trustee Suarez and Trustee Sudman

B. [ID 16-0022](#) DISCUSSION AND POSSIBLE ACTION - ACTUARY STUDY

CHAIR WILBUR explained that the MEBTF engaged in an agreement with the Actuary, and the letter was signed as directed by the Board. He noted that Chad Lytle sent two

pages of data required, which he was working on compiling with Human Resources. He stated that after emailing Mr. Lytle, he determined it was needed by the end of February. He hoped to have a report by the end of March, which would satisfy the City for doing the Comprehensive Annual Financial Report (CAFR). He added that the Attorney reviewed the engagement letter.

7) SCHEDULE NEXT MEETING

CHAIR WILBUR stated that the next meeting was scheduled for Thursday, April 21, 2016, at 2:30 PM.

ADJOURNMENT

There being no further business, the meeting adjourned at 2:53 PM.

Respectfully submitted,

Transcribed by Carol DiLorenzo

Jackie Chin-Kidd, Secretary

Date: _____