

RESOLUTION 4-2016 OF THE BOROUGH OF WEST WYOMING

**DUTIES and TRANSITION**

The duties and transition of the appointed officials responsible for the operation and monitoring of the Borough of West Wyoming Police and Nonuniformed Employees Pension Plan are as follows:

- I. Appointment of the Chief Administrative Officer will be enacted by an ordinance or resolution.
- II. The duties of the Chief Administrative Officer will be as follows:
  - a) Coordination of all matters relating to the pension fund.
  - b) Liaison with the Pennsylvania Public Employee Retirement Commission, Department of the Auditor General, and plan's administrative agent.
  - c) Preparation of the following:
    - 1) Financial Requirements/ Minimum Municipal Obligation (MMO) calculation. The annual MMO must be submitted to the municipality's governing body on or before September 30<sup>th</sup> of each preceding year.)
    - 2) Certification Form AG 385 by the filing date of March 31<sup>st</sup> of each year.
    - 3) Certification Form AG 490 & AG-64 by the filing date of April 1<sup>st</sup> of each Year (if applicable).
    - 4) Maintenance of account records, journals, rosters and ledgers relating to the pension plan.
    - 5) Monitoring and reconciling of receipts and distributions applicable to the pension plan.
  - d) Ensuring municipal compliance with Act 205 funding requirements.

In the event the Chief Administrative Officer is unable to perform these duties, the transition of responsibility will be as follows:

1<sup>st</sup> Walter Stevens  
2<sup>nd</sup> Michael Dolan

Date: 9-12-2016

By:

  
Gary Stavish  
Council Chairman