

RETIREMENT BOARD MINUTES

APRIL 8, 2025

Those present at the public meeting of the Venango County Commissioners held in Room 100 of the Courthouse Annex:

Commissioner Samuel Breene
Commissioner Kenneth J. Bryan
Bridey Shawgo, Chief Clerk
Laura O'Neil, Admin. Assistant
Rich Winkler, Solicitor
Diona Brick, Fiscal
Justin Wolfe, Human Resources
Amie Wood-Wessel, Human Services
Hilary Buchanan, Planning
Isaac Hastings, CSS

Laura Anna, Elections
Eric Reamer, Oil City Free Christian Church
Kara O'Neil, The Derrick
John Stroup, American Promise
Sheena Cassedy, CASA of Venango County
Herman Chatley, RAACA
Jennifer Halligan, RAACA
Clint Eakin, RAACA
Kip Vitka, RAACA
Kelly Stroup, Allegheny Valley Realtors

Pastor Eric Reamer from Oil City Free Christian Church said the Invocation before the meeting.

All rose and said the Pledge of Allegiance.

The Election Board meeting was convened and adjourned prior to the start of the meeting.

1. Commissioner Breene called the Retirement Board Meeting to order at 4:38 p.m.
2. Bridey Shawgo, Chief Clerk, made a motion to approve the minutes from the March 11, 2025 meeting, seconded by Commissioner Bryan, aye all.
3. There was no public comment on the Retirement Board Agenda.
4. **Retirement Board Items for Consideration:**
Justin Wolfe, director of Human Resources, presented to the Retirement Board for approval:

Attachment A – Retirement Board Items for Consideration

The following employees are entering the Retirement Fund System:

NAME	EFFECTIVE DATE	PERCENTAGE
Brendan Domres	03/02/2025	9%
Carley Wilt	03/03/2025	10%
Lauren Walters	03/03/2025	9%
Kelly Welch	03/04/2025	10%
Riley Toledo	03/09/2025	9%
Tanisha Perry	03/14/2025	10%
Tammy Irwin	03/21/2025	9%
Brendan Tucker	03/31/2025	9%
Millisia Smith	03/31/2025	9%
Chad Skokowski	03/04/2025	9%

Approval of the Treasurer of the Retirement Board to issue checks to the following persons who are withdrawing their contributions plus interest in accordance with the Plan and County pension law:

NAME	AMOUNT	DISBURSEMENT DATE
Zanah Dempsey	\$1,521.31	04/30/2025
Charles Albaugh	\$38,314.71	04/30/2025
Anthony Hinds	\$212.82	04/30/2025
Christopher Klingman	\$10,613.99	04/30/2025
Chad Cochran	\$14,802.34	04/30/2025
Brandon McCoy	\$412.54	04/30/2025
Jennifer Johnson	\$6,698.76	04/30/2025
Nathan McDonough	\$924.11	04/30/2025

Approval of the following retirements:

- 1) Motion to approve the superannuation retirement of **Robert W. Burneisen**, effective **01/23/2025**. He has elected "Option Four (A)" which entitles him to withdraw, in one payment, the total accumulated deductions of **\$17,229.65** credited to his member account at retirement in addition to receiving a monthly annuity of **\$187.60** payable throughout his lifetime. He is entitled to a pro rata benefit of **\$54.46** to be paid for 9 days in January.
- 2) Motion to approve the superannuation retirement of **James E. Barnes**, effective **03/15/2025**. He has elected "Option Four (A)" which entitles him to withdraw, in one payment, the total accumulated deductions of **\$17,883.51** credited to his member account at retirement in addition to receiving a monthly annuity of **\$260.81** payable throughout his lifetime. He is entitled to a pro rata benefit of **\$143.02** to be paid for 17 days of March.
- 3) Notice to the Retirement Board of the death of retiree **Grace E. Knapp** on **02/01/2025**. Grace had elected an "Option One" at the time of her retirement. There is no pension benefit, pro rata or otherwise, payable to her estate or beneficiaries.
- 4) Motion to authorize the Treasurer of the Retirement Board to issue a check made payable to **Mrs. Julia Clark** in the amount of **\$449.75**. This amount represents the lump sum distribution owed to Julia as the beneficiary for **Mr. Thomas E. Clark**, who passed away **10/01/2024**. Mr. Clark had elected "Option Four (B)" upon the date of his retirement.
- 5) Motion to authorize the Treasurer of the Retirement Board to issue a check made payable to **Mrs. Jennifer Clark** in the amount of **\$449.75**. This amount represents the lump sum distribution owed to Jennifer as the beneficiary for **Mr. Thomas E. Clark**, who passed away **10/01/2024**. Mr. Clark had elected "Option Four (B)" upon the date of his retirement.
- 6) Motion to authorize the Treasurer of the Retirement Board to issue a check made payable to **Mrs. Jessica Clark-Borgia** in the amount of **\$449.74**. This amount represents the lump sum distribution owed to Jessica as the beneficiary for **Mr. Thomas E. Clark**, who passed away **10/01/2024**. Mr. Clark had elected "Option Four (B)" upon the date of his retirement.
- 7) Notice to the Retirement Board of the death of retiree **Donna M. Gordon** on **02/26/2025**. Donna had elected a "No Option" at the time of her retirement. She is entitled to a pro rata benefit of **\$455.82** to be paid for 26 days in the month of February.

Other Business:

- 1) **Brandon McCoy** failed to execute or file pension withdrawal documents within the established time frame, his accumulated deductions are being withdrawn in accordance with Retirement Board policy.
- 2) **Jennifer Johnson** failed to execute or file pension withdrawal documents within the established time frame, her accumulated deductions are being withdrawn in accordance with Retirement Board policy.

3) **Nathan McDonough** failed to execute or file pension withdrawal documents within the established time frame, his accumulated deductions are being withdrawn in accordance with Retirement Board policy.

- Commissioner Bryan made a motion to accept the above items (Attachment A), Bridey Shawgo, Chief Clerk, seconded, aye all.

5. There was no other business to be conducted, and no public comment.

6. The meeting adjourned at 4:39 p.m. upon a motion by Bridey Shawgo, Chief Clerk, and seconded by Commissioner Bryan, aye all.

Respectfully submitted,

Laura O'Neil
Administrative Assistant

Samuel H. Breene

Kenneth J. Bryan

Albert A. Abramovic

Jeannie Ritchey

Bridey G. Shawgo