

**BOARD OF SUPERVISORS
WILLISTOWN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

ORDINANCE NO. 9 OF 2016

**AN ORDINANCE AMENDING CHAPTER 35 OF THE CODE OF THE
TOWNSHIP OF WILLISTOWN PERTAINING TO PENSIONS BY
ADDING A NEW ARTICLE III THEREOF CREATING THE POLICE
PENSION ADVISORY BOARD.**

AND NOW, this 15th day of August, 2016, it is hereby **ENACTED** and **ORDAINED** by the Board of Supervisors of Willistown Township, Chester County, Pennsylvania, as follows:

Section 1. Chapter 35 of the Township of Willistown Code of Ordinances, "Pensions" is hereby amended by adding a new Article III thereof entitled "Police Pension Advisory Board" to read as follows:

**ARTICLE III
Police Pension Advisory Board**

§35-20. Establishment; membership; quorum.

A. There is hereby created the Willistown Township Police Pension Advisory Board consisting of seven (7) members.

B. The members of the Police Pension Advisory Board shall be comprised of the following.

1. One representative of the Board of Supervisors who shall be appointed by the Board of Supervisors.
2. One (1) resident of the Township who shall be appointed by the Board of Supervisors;
3. The Township Manager or, if designated by the Township Manager, another representative of the Township Administration;
4. The Township Treasurer;
5. The Chief of Police or, if designated by the Chief of Police, another representative of the Police Administration who is a beneficiary of the Police Pension Plan;
6. Two (2) representatives of the Willistown Township Police Association to be appointed by the Willistown Township Police Association.

C. Members of the Police Pension Advisory Board shall be selected based on their qualifications to make educated, reasoned recommendations to the Board of Supervisors, in accordance with the responsibilities described in this Article.

D. Except as otherwise provided by applicable law, any member of the Police Pension Advisory Board may be removed by the Board of Supervisors at any time for cause, and a replacement shall be appointed in accordance with the procedures indicated in §35-20.B, so that the composition of the Police Pension Advisory Board shall remain unchanged

E. Five (5) members shall constitute a quorum.

§35-21. Terms.

A. The term of membership shall be three (3) years.

§35-22. Vacancies.

Vacancies shall be filled for the unexpired term in the same manner described in Section 35-20.B.

§35-23. Organization.

A. At its first meeting following January 1st of each year, the Pension Advisory Board shall elect a chairman and a secretary for the ensuing year and such other officers as the Police Pension Advisory Board may deem appropriate.

B. The Chairman shall prepare an agenda for each meeting and arrange for consultants and experts to attend meetings, as needed.

C. The Secretary shall keep minutes of all meetings of the Police Pension Advisory Board and shall provide a copy of those minutes to the Secretary of the Board of Supervisors.

§35-24. Rules and regulations.

The Willistown Township Police Pension Advisory Board shall adopt rules and regulations for the conduct of its own meetings and business. Such rules and regulations shall comply with all applicable statutory regulations, including the applicable provisions of the Sunshine Act.

§35-25. Compensation; expenditure of funds.

All members of the Police Pension Advisory Board shall serve without compensation, but may be reimbursed necessary and reasonable expenses with the prior approval by the Board of Supervisors. The Police Pension Advisory Board shall neither expend funds nor incur obligations without specific prior appropriation by the Board of Supervisors.

§35-26. Responsibilities.

The Willistown Township Police Pension Advisory Board is created by the Board of Supervisors for the purpose of providing recommendations to the Board of Supervisors concerning the management and administration of the Willistown Township Police Pension Plan. The Police Pension Advisory Board shall meet at least once per quarter to review fund performance of the Willistown Township Police Pension Plan and provide recommendations to the Board of Supervisors, as deemed necessary by the Police Pension Advisory Board, concerning the administration of the Willistown Township Police Pension Plan. The subject matter of any recommendations of the Police Pension Advisory Board shall include but not be limited to

Investment Policy Statements, allocations of fund investments in the Willistown Township Police Pension Plan, assumed rates of return, employee education and training, selection of consultants and advisors, best practices in pension management, and any other matters affecting the Willistown Township Police Pension Plan. Such recommendations shall be in writing. In addition to providing meeting minutes to the Board of Supervisors, the Police Pension Advisory Board shall file a report in writing with the Board of Supervisors annually.

Section 2. This Ordinance shall become effective five (5) days from the date of enactment.

ENACTED and **ORDAINED** this 15th of August, 2016.

**WILLISTOWN TOWNSHIP
BOARD OF SUPERVISORS**

William R. Shoemaker, Chairman



George J. McHugh, IV, Vice Chairman



Robert T. Lange, Member

ATTEST:



David R. Burman, Secretary