

TOWN/VILLAGE OF HARRISON

COMPTROLLER'S OFFICE

E-12

TO: RICHARD DIONISIO, SUPERVISOR AND MEMBERS OF THE TOWN BOARD

FROM: MAUREEN MACKENZIE, COMPTROLLER

RE: TOWN BOARD MEETING OF JANUARY 26, 2023

DATE: January 20, 2023

Authorization is requested to approve the attached Service Fee Agreement with Penflex Actuarial Services Inc. for the actuarial and administration services they provide in connection with the LOSAP plan of Fire District #2. at a cost of \$5,500, plus an additional \$1,595 for the completion of the LOSAP audit package and GASB 73 package.

This is a budgeted item that will be paid from budget line number 011-9000-100-0825.

Kindly authorize the Supervisor as Chairperson of the Board of Fire Commissioners

to execute the agreement after it is reviewed by the Law Department.

Respectfully submitted.

Penflex Actuarial Services, LLC.
11/1/2022-10/31/2023 Service Fee Agreement

WEST HARRISON FIRE DEPARTMENT
SERVICE AWARD PROGRAM

Standard Services Fee Schedule

Base Fee: \$4,500

Per-Participant Fee: \$20

Payment certification and trustee directive letters: \$75 per letter

Total Estimated Standard and Distribution Services Fees: \$6,200

Optional Preparation of Financial Statement Disclosures (For Additional Fee)

Disclosure Packages Provided For Program Year 2021:

NYS LOSAP Audit Package: Yes

Auditing Firm: PKF O'Connor Davies, LLP

GASB 73 Package: Yes

Contact Name: Robert Daniele

Email Address: rdaniele@pkfod.com

Please Check 'Yes' Or 'No' For Program Year 2022:

Complete the NYS LOSAP Audit Package for a fee of \$495:

X Yes No

Please refer to the enclosed newsletter titled 'NYS Volunteer Firefighter LOSAP Audit Requirement' for more information.

Complete the GASB 73 Package for a fee of \$1,100:

X Yes No

Please refer to the enclosed 'GASB 73 FAQs' for more information. For a sample, please email: info@penflexinc.com.

PLEASE NOTE: If you are requesting any Disclosure Packages, please review and make any necessary changes to your auditor's information noted above.

All other services are optional and are billed only when requested. Please call for fee estimates and purchase order arrangements. Optional services include additional client meetings, drafting of special correspondence and documents, and performing actuarial cost estimate calculations. Plan transfers have a \$750 processing fee, while plan consolidations or terminations fee will be determined by the complexity of the work upon request.

To authorize Penflex Actuarial Services, LLC. to begin providing these services in accordance with this fee schedule, please have the Town Supervisor sign and return this Service Fee Agreement. Keep a copy for your records.

Print Name
Supervisor
Town of Harrison

Signature

Paul A. Cagnetta
Paul A. Cagnetta
Vice President of Operations
Penflex Actuarial Services, LLC.

Email Address

PENFLEX

SERVICE AWARDS FOR FIRE & EMS

SERVICE AWARD PROGRAM STANDARD SERVICES

1. Prepare an annual Service Award Program statement for each Service Award Program participant, including those who are in payment status.
2. Prepare for the record and for audit purposes an annual Service Award Program report which:
 - a. shows and completely documents the calculation (defined benefit plans) or allocation (defined contribution plans) of the annual Program cost.
 - b. accounts for changes in the Program's assets.
 - c. lists the earned Service Awards (defined benefit plans) or accounts for changes in the Program account (defined contribution plans) for each participant.
 - d. summarizes the major provisions of the Program.
 - e. lists current payment recipients.
 - f. includes a service credit listing for current participants.
 - g. includes a written description of the actuarial methods and assumptions used to calculate the annual program costs, (defined benefit plans).
 - h. For members of the Sponsor's Governing Board or Officials, prepare:
 - i. "Fact Sheet" which includes current year important information about their Program.
 - ii. "Annual Report Commentary" correspondence which alerts officials about emerging issues and/or explains changes in the Program (such as increase/decrease in Program funding costs).
3. One meeting upon request, first with officials and then with volunteers to review the Annual Report, to answer questions from volunteers about their annual statements, and to provide updates on Service Award Program related legislation and on their own Program.
4. Provide pertinent forms for participants to apply for payment upon eligibility, elect or change beneficiaries, etc.
5. At year-end, provide written instructions about how to prepare the required certified listings to be approved by the Sponsor's Governing Board and Department/Company officials, posted by the Department/Company, and sent to Penflex Actuarial Services, LLC.
6. Project the Program's cash flow needs in order to plan and formulate investment strategy.
7. Prepare written notification/explanation to be sent to persons who cease to participate in the Program.
8. During normal business hours, have trained staff available to answer questions from officials and designated client contact persons.
9. Throughout the year, receive, review and reconcile financial statements from custodian and/or investment and/or insurance providers.
10. Process Service Award payment applications, certify payment amounts and eligibility, prepare payment directives and communicate directly with the payment recipient and/or custodian and/or paying agent when necessary.
11. Answer routine questions from Sponsor's auditors about the Program and the Annual Report.
12. When required, prepare vouchers for payments to the Program Trust Fund.