

**2024 ACT 44 DISCLOSURE FORM FOR ENTITIES PROVIDING
PROFESSIONAL SERVICES TO THE PENSION SYSTEM(S) OF:
MERCER COUNTY REGIONAL COUNCIL OF GOVERNMENTS
HEREINAFTER REFERRED TO AS THE “REQUESTING MUNICIPAL ENTITY”**

CHAPTER 7-A OF ACT 44 OF 2009 MANDATES the annual disclosure of certain information by every entity (hereinafter “**Contractor**”) which provides professional services under contract to one or more of the pension funds of Mercer County Regional Council of Governments. Act 44 disclosure requirements apply to **Contractors** who provide professional pension services and receive payment of any kind from the **Requesting Municipal Entity’s** pension fund. Your company falls under the requirements of Act 44 and must complete this disclosure form. You are expected to submit this completed form to the Requesting Municipal Entity below, by **December 6, 2024**. If for any reason you believe that Act 44 does not require you to complete this disclosure form, please provide a written explanation of your reason(s), not later than 15 days following receipt of this request. As changes occur and before the next disclosure is made, updates should be made in writing.

Return the completed disclosure to:
Mercer County Regional Council of Governments
Attn: Jill Boozer (CAO)
2495 Highland Road
Hermitage, Pa 16148
724-981-1561
jboozer@mcrcog.com

Definitions for Disclosure

CONTRACTOR: Any person, company, or other entity that receives payments, fees, or any other form of compensation from a municipal pension fund in exchange for rendering professional services for the benefit of the municipal pension fund.

SUBCONTRACTOR OR ADVISOR: Anyone who is paid a fee or receives compensation from a municipal pension system – directly or indirectly from or through a contractor.

AFFILIATED ENTITY: Any of the following: (1) A subsidiary or holding company of a lobbying firm or other business entity owned in whole or in part by a lobbying firm; or (2) An organization recognized by the Internal Revenue Service as a tax-exempt organization under section 501(c) of the Internal Revenue Code of 1986 (Public Law 99-514, 26 U.S.C. § 501 (c)) established by a lobbyist or lobbying firm or an affiliated entity.

CONTRIBUTIONS: As defined in section 1621 of the act of June 3rd, 1937 (P.L. 1333, No. 320), known as the Pennsylvania Election Code.

POLITICAL COMMITTEE: As defined in section 1621 of the act of June 3rd, 1937 (P.L. 1333, No. 320), known as the Pennsylvania Election Code

EXECUTIVE LEVEL EMPLOYEE: Any employee or person or the person’s affiliated entity who: (1) Can affect or influence the outcome of the person’s or affiliated entity’s actions, policies, or decisions relating to pensions and the conduct of business with a municipality or a municipal pension system; or (2) Is directly involved in the

implementation or development policies relating to pensions, investments, contracts or procurement or the conduct of business with a municipality or municipal pension system.

MUNICIPAL PENSION SYSTEM: Any qualifying pension plan, under Pennsylvania state law, for any municipality within the Commonwealth of Pennsylvania; includes the Pennsylvania Municipal Retirement System.

Example: The Police Pension Plan for the Borough of Winchesterville

MUNICIPAL PENSION SYSTEM OFFICIALS AND EMPLOYEES; MUNICIPAL OFFICIALS AND EMPLOYEES: Specifically, those listed in Table 2 titled: “List of Pension System and Municipal Officials and Employees” on the next page. Where applicable, includes any employee of the Requesting Municipal Entity.

PROFESSIONAL SERVICES CONTRACT: A contract to which the municipal pension system is a party that is: (1) for the purchase of professional services including investment services, legal services, real estate services, and other consulting services; and (2) not subject to a requirement that the lowest bid be accepted.

List of Municipal Officials for the Requesting Municipal Entity

CONTRACTORS: Certain requests for information in this form will refer to a “List of Municipal Officials.” To assist you in preparing your answers, you should consider the following names to be a complete list of pension system and municipal officials and employees. Throughout this Disclosure Form, the below names will be referred to as the “List of Municipal Officials.”

REQUESTING MUNICIPAL ENTITY: Enter below, a list of municipal officials that have any involvement in the administration or management of the pension system – Elected Officials, Appointed Officials and Employees, Board Members, or other Pension Committee Members (if applicable). Do not include employees that are not in a management position or serve on a pension committee or in a decision-making position relative to this pension system. If a category listed below is not applicable, enter “NA” in the top right box only.

TABLE 2: List of Municipal Officials and / or Employees – “List of Municipal Officials”

Elected Officials:			
Name:	Title:	Name:	Title:
See list of elected officials marked as Exhibit A &	Attached hereto.		
Employees or Appointed Officials:			
Name:	Title:	Name:	Title:
Jill Boozer	Pension CAO		
Beth Mason	Board Secretary		
James Nevant II, Esquire	Solicitor		
Others: Pension Committee Members (if applicable) (persons not already listed above):			
Name:	Title:	Name:	Title:

Identification of Contractors & Related Personnel

CONTRACTORS: (Review “Definitions” on page 2 before completing this form) Any entity who currently provides service(s) by means of a Professional Services Contract to the Municipal Pension System of the **Requesting Municipal Entity**, please complete all the following:

Identify the Municipal Pension System(s) for which you are providing information:

Indicate all that apply with an “X”:

☒

Non-Uniform Plan

☐

Police Plan

☐

Fire Plan

Instructions: For all that follow, any yes or affirmative response requires further information. Please provide this information to the extent detailed in each question. Answer all questions below, then on a separate sheet of paper provide the detailed information required and attach it to this Disclosure. Please refer to each question you are responding to by the appropriate number. (Example: REF – Question #3). **NOTE:** Question # 1 requires a detailed response. All information provided for items 1- 4 above must be updated as changes occur.

READ each question, put and “X” in the Yes or No Box to the left or right to respond. If necessary, provide the information requested for a yes or affirmative answer.

YES	Question	NO
X	Q1: Please provide the names and titles of <u>all individuals</u> providing professional services to the Requesting Municipal Entity ’s pension plan(s) identified above. Also include the names and titles of <u>any advisors and subcontractors</u> of the Contractor, identifying them as such. After each name provide a description of the responsibilities of that person regarding the professional services being provided to each designated pension plan.	
	Q2: Please list the name and title of any <i>Affiliated Entity</i> and their <i>Executive-level Employee(s)</i> that require disclosure; after each name, include a brief description of their duties. (See: Definitions)	X
	Q3: Are any of the individuals named in Questions 1 and 2 above a current or former official or employee of the Requesting Municipal Entity ? ** IF “YES,” provide the name of the person employed, their position with the municipality, and dates of employment.	X
X	Q4: Are any of the individuals named in Item 1 or Item 2 above a current or former registered Federal or State lobbyist? ** IF “YES,” provide the name of the individual, specify whether they are a state or federal lobbyist, and the date of their most recent registration /renewal.	
	Q5: Since December 17 th , 2009, has the Contractor , or any agent, officer, director, or employee of the Contractor solicited a contribution to any municipal officer or candidate for municipal office in the Requesting Municipal Entity , or to the political party or political action committee of that official or candidate? ** IF “YES,” identify the agent, officer, director, or employee who made the solicitation and the municipal officials, candidates, political party, or political committee who were solicited (to whom the solicitation was made).	X
	Q6: Within the past two years: Has the Contractor or an <i>Affiliated Entity</i> made any contributions to a municipal official or any candidate for municipal office in the Requesting Municipal Entity ? ** IF “YES,” provide the name and address of the person(s) making the contribution, the contributor’s relationship to the Contractor, the name and office or position of the person receiving the contribution, the date of the contribution, and the amount of the contribution.	X

Continued next page.

YES	Question	NO
	<p>Q7: Since December 17th 2009, has the Contractor or an Affiliated Entity paid compensation to or employed any third party intermediary, agent, or lobbyist that is to directly or indirectly communicate with an official or employee of the Municipal Pension System of the Requesting Municipal Entity (OR), any municipal official or employee of the Requesting Municipal Entity in connection with any transaction or investment involving the Contractor and the Municipal Pension System of the Requesting Municipal Entity?</p> <p><u>This question does not apply</u> to an officer or employee of the Contractor who is acting within the scope of the firm's standard professional duties on behalf of the firm, including the actual provision of legal, accounting, engineering, real estate, or other professional advice, services, or assistance pursuant to the professional services contact with municipality's pension system.</p> <p>** IF "YES", identify: (1) whom (the third party intermediary, agent, or lobbyist) was paid the compensation or employed by the Contractor or Affiliated Entity, (2) their specific duties to directly or indirectly communicate with an official or employee of the Municipal Pension System of the Requesting Municipal Entity (OR), any municipal official or employee of the Requesting Municipal Entity, (3) the official they communicated with, and (4) the dates of this service.</p>	X
	<p>Q8: Does the Contractor or an Affiliated Entity have any direct financial, commercial, or business relationship with any official identified on the List of Municipal Officials, of the Requesting Municipal Entity?</p> <p>** IF "YES," identify the individual with whom the relationship exists and give a detailed description of that relationship. NOTE: A written letter <u>is required from the Requesting Municipal Entity</u> acknowledging the relationship and consenting to its existence. The letter must be attached to this disclosure. Contact the Requesting Municipal Entity to obtain this letter and attach it to this disclosure before submission.</p>	X
	<p>Q9: Since December 17th, 2009: Has the Contractor or an Affiliated Entity given any gifts having more than a nominal value to any official, employee or fiduciary – specifically, those on the List of Municipal Officials of the Requesting Municipal Entity?</p> <p>** IF "YES," Provide the name of the person conferring the gift, the person receiving the gift, the office or position of the person receiving the gift, specify what the gift was, and the date conferred.</p>	X
X	<p>Q 10: Disclosure of contributions to any political entity in the Commonwealth of Pennsylvania Applicability: A "yes" response <u>is required</u>, and full disclosure is required <u>ONLY WHEN ALL</u> the following applies:</p> <ul style="list-style-type: none"> a) The contribution was made within the last 5 years b) The contribution was made by an officer, director, executive-level employee, or owner of at least 5% of the Contractor or Affiliated Entity. c) The amount of the contribution was at least \$500 and in the form of: <ul style="list-style-type: none"> 1. A single contribution by a person in (b.) above, OR 2. The aggregate of all contributions to all persons in (b.) above. d) The contribution was for <ul style="list-style-type: none"> 1. Any candidate for any public office or any person who holds an office in the Commonwealth of Pennsylvania; or 2. The political committee of a candidate for public office or any person that holds an office in the Commonwealth of Pennsylvania. <p>** IF "YES", provide the name and address of the person(s) making the contribution, the contributor's relationship to the Contractor, the name and office or position of the person receiving the contribution (or the political entity / party receiving the contribution), the date of the contribution, and the amount of the contribution.</p>	

Continued next page.

YES	Question	NO
	<p>Q11: With respect to your provision of professional services to the Municipal Pension System of the Requesting Municipal Entity: Are you, the Contractor, aware of any apparent, potential, or actual conflicts of interest with respect to any officer, director or employee of the Contractor and officials or employees of the Requesting Municipal Entity?</p> <p>NOTE: If, in the future, you become aware of any apparent, potential, or actual conflict of interest, you are expected to update this Disclosure Form immediately in writing by:</p> <ul style="list-style-type: none"> • Providing a brief synopsis of the conflict of interest (and); • An explanation of the steps taken to address this apparent, potential, or actual conflict of interest. <p>** IF "YES," Provide a detailed explanation of the circumstances which provide you with a basis to conclude that an apparent, potential, or actual conflict of interest may exist.</p>	X

VERIFICATION

I, Amanda S. Potts, hereby state that I am the Director, MRT Operations for
 (Name) (Position)
PA State Assoc. of Boroughs – Municipal Retirement Trust and I am authorized to make this verification.
 (Contractor)

I hereby verify that the facts set forth in the foregoing Act 44 Disclosure Form for Entities Providing Professional Services to the **Requesting Municipal Entity's Pension System(s)** are true and correct to the best of my knowledge, information, and belief. I also understand that knowingly making material misstatements or omissions in this form could subject the responding Contractor to the penalties in Section 705-A(e) of Act 44.

I understand that false statements herein are made subject to the penalties of 18 P.A.C.S. § 4904 relating to unsworn falsification to authorities.

Amanda Potts

Signature

10/1/2024

Date

PSAB Municipal Retirement Trust 2024 Addendum

Required Disclosure Form Statements (updated as of 1 November 2024)

(Reference Question #1) List of MRT Personnel

PSAB Municipal Retirement Trust (MRT) – State Association and Pension Operations Contractor

The Municipal Retirement Trust is wholly owned and operated by the PSAB and is the primary contractor. The MRT employs several subcontracted firms to provide specific and unique services to the Trust. The principal PSAB-MRT team members are listed first, followed by those of each subcontractor.

Contractor Team Listing

PSAB Municipal Retirement Trust (MRT)

The PA State Association of Boroughs and Principal Pension Operations Contractor

Chris Cap, PSAB Executive Director – Serves as MRT Treasurer/Secretary
Joseph Scott, MRT Client Services Director – Inside/Outside pension service liaison
Amanda Potts, Director, MRT Operations

Sub-Contractor and Advising Team Listing

- ***Administrative, Accounting, Custodial, and Actuarial Companies***

Thomas J. Anderson & Associates – Trust Administrator (optional actuarial services)

James Kennedy, President – Manages Act 205 administrative compliance efforts. TPA Administrative Services.
(TJA offers optional actuarial services through an agreement with CBiz Actuary Svcs.)

Brown Plus– Trust Auditor

John W. Bonawitz, Jr., Principal – Supervises annual audit functions for the Trust.

Hamilton & Musser – Accounting Sub-contractor

Robert Mast, Shareholder – Manages account reporting, tax filings and fund disbursements.

Fulton Bank – Fund Depository

Tammy Snyder, VP of Corporate Development – Manages checking and disbursement accounts.

Morgan Stanley – Investment Market Monitor

H. Jeffrey Herb, Senior Vice President, Investments – Serves as investment monitor of MRT.

Mette Evans & Woodside – Law firm providing legal counsel

Mary Alice Busby, Shareholder – Serves as the MRT Solicitor.

- ***Investment Management – Style-Specific Companies***

Robeco/Boston Partners - Large Cap Value Manager

Joseph F. Feeney, CFA, CEO
Mark Donovan, CFA, – Portfolio Manager

ISHARES RUSSELL 1000 VALUE ETF - Large Cap Value Manager

Greg Savage - Portfolio Manager

Vanguard S&P 500 Index - Large Cap Core Manager

Michael Feehily - Senior Managing Director

ISHARES RUSSELL 1000 GRW ETF – Large Cap Growth Manager

Greg Savage - Portfolio Manager

Wedge Capital Management – SMid-Cap, Core Bond Manager and Short Term Fixed

Bradley W. Horstmann, CFA, General Partner- Chief Compliance Officer
John G. Norman, Executive Vice President – Portfolio Manager - Equity

Ancora/Thelen Advisors - Small Mid Cap Manager

Dan Theleni, CFA – Portfolio Manager
Frederick DiSanto – Chairman & Chief Executive Officer

Great Lakes Advisors - Small Mid Cap Manager

Jeff Agne, CIO – Managing Director
William O. Bell, III – Director – Consultant Relations

Vanguard Extended Market ETF-Mid/Small Cap Manager

Michelle Louie, CFA - Portfolio Manager
Nick Birkett, CFA - Portfolio Manager

ISHARES RUSSELL Mid-Cap Growth – Small Mid Cap Manager

Greg Savage - Portfolio Manager

Harding Loevner - International Fund Manager

Ferrill Roll, CFA –Portfolio Manager
Lindsey Andresen - Manager, Client Management

Causeway Capital Management - International Fund Manager

Sarah Ketterer - CEO/Portfolio Manager
Eric Crabtree - Chief Client Service Officer

ISHARES MSCI EAFE ETF - International Fund Manager

Greg Savage - Portfolio Manager

Bentall Kennedy – Real Estate Manager

Michael Keating, Senior Vice President – Portfolio Manager
Josh Samilow, Vice President - Business Development and Client Relations

Intercontinental – Real Estate Manager

Peter Palandjian – Chairman and CEO
James Beloff - Senior Managing Director

C.S. McKee L.P. – Fixed Income Manager

Brian S. Allen, CFA – Senior Vice President and Chief Investment Officer – Portfolio Manager
Mark. R. Gensheimer – President

CBRE Listed Global Infrastructure

Jeremy Anagnos – Chief Investment Officer, Listed Infrastructure
Daniel Foley – Portfolio Manager

(Reference Question # 4) List current or former registered Federal or State lobbyists

Chris Cap, State Registered Lobbyist (last renewed 1/1/2023). Position: PA State Association of Boroughs – PSAB Executive Director

(Reference Question # 10) Disclosure of contributions to any political entity

Randy Riddle - PSAB Board of Directors

\$300 (2020)– Friends of Timothy Bonner PA State Representative

\$250 (2023) – Mercer Co. Commissioner Campaign Ann Colman

Chuck Mummert – Trustee

\$50 (2020, 2023) – David Hickernell PA State Representative

Exhibit A - COG Representatives

City of Farrell

Robert Burich
407 Lunn Blvd.
Farrell, Pa 16121

Borough of Clark

Alesha Culp
111 Parkview Drive
P.O. Box 88
Clark, Pa 16113

Township of Findley

Andrew Tomson
49 Silver Brook Drive
Mercer, PA 16137

Township of Greene

Stephen Kennedy
101 Halfway Road
Jamestown, Pa 16134

Borough of Greenville

Paul Hamil
226 East Avenue
Greenville, Pa 16125

Township of Hempfield

Gary Hittle
5 Hamilton Avenue
Greenville, Pa 16125

City of Hermitage

Louis Squatrito
3376 Rosemary Lane
Hermitage, Pa 16148

Township of Jefferson

Richard McCullough
7407 Lamor Road
Mercer, Pa 16137

Township of Lackawannock

Terry Whalen
1742 Mercer West Middlesex Road
Mercer, PA 16137

Borough of Mercer

Nickolas Sicilian
335 Vogan Drive
Mercer, Pa 16137

Township of Pymatuning

Dave Gregory
256 Edgewood Drive Ext.
Transfer, Pa 16145

City of Sharon

Taylor Galaska
333 West State Street, Apt.#1
Sharon, Pa 16146

Borough of Sharpsville

Nick Hanahan
125 South 11th Street
Sharpsville, Pa 16150

Township of Shenango

Dale Perry
18 Oak Tree Court
West Middlesex, Pa 16159

Township of South Pymatuning

Matt Chalupka
1421 Hartford Road
Sharpsville, Pa 16150

Borough of West Middlesex

Robert Lark
339 Garfield Street
West Middlesex, Pa 16159

Township of Wilmington

Robert Steingrabe
230 Brenneman Road
New Wilmington, Pa 16142

Township of Coolspring
Dan Kloos
164 Franklin Road
Mercer, Pa 16137

Township of East Lackawannock
Jim Ammer
245 S. Stonebase Road
New Wilmington, Pa 16142

Borough of Fredonia
Ron Mead
7 water Street
Fredonia, Pa 16124

Otter Creek Township
Carl Swartz
225 Linn-Tyro Road
Greenville, Pa 16125

Wolf Creek Township
Charles Weber
109 Perrine Road
Grove City, Pa 16127

County of Mercer
Timothy McGonigle
Mercer County Courthouse
Mercer, Pa 16137

Township of Delaware
Bill Anthony
413 District Road
Fredonia, Pa 16124

Township of Fairview
Fairview Township Building
1578 N. Perry Road
P.O. Box 183
Fredonia, Pa 16124

Township of West Salem
West Salem Township Building
610 Vernon Road

Greenville, Pa 16125

Borough of Jackson Center

Jackson Center Borough Building
1229 Franklin Road
Jackson Center, Pa 16133

New Vernon Township

New Vernon Township Building
905 Borland Road
Sandy Lake, Pa 16145

Jackson Township

Jackson Township Building
51 N. Foster Road
P.O. Box 92
Jackson Center, Pa 16133

Jamestown Borough

Jamestown Borough Building
P.O. Box 188
Jamestown, Pa 16134

Township of Lake

Lake Township Building
339 Strausser Road
Stoneboro, Pa 16153

Borough of Stoneboro

Stoneboro Municipal Building
59 Lake Street
P.O. Box 337
Stoneboro, Pa 16153