ACT 44 DISCLOSURE FORM FOR ENTITIES PROVIDING PROFESSIONAL SERVICES TO THE BOROUGH OF CHURCHILL'S PENSION SYSTEM

CHAPTER 7-A OF ACT 44 OF 2009 MANDATES the annual disclosure of certain information by every entity (hereinafter **"Contractor"**) which is a party to a professional services contract with one of the pension funds of BOROUGH OF CHURCHILL (hereinafter the "**Requesting Municipality**"). Act 44 disclosure requirements apply to ***Contractors*** who provide professional pension services and receive payment of any kind from the **Requesting Municipality**'s pension fund. The **Requesting Municipality** has determined that 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 Municipality below, **by December 1, 2015.** 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) **by November 15, 2015**.

RETURN COMPLETED DISCLOSURE TO:

Borough of Churchill
Attn: Craig A. Robinson, Chief Administrative Officer
2300 William Penn Highway, Pittsburgh PA 15235
412-241-7113
CAO's E-Mail Address: office@churchillborough.com

REQUIRED UPDATES:

Where noted, information in this form must be updated in writing as changes occur.

DEFINITIONS FOR DISCLOSURE

TERM:	DEFINITION:
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. 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 1621of 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 Municipality**.
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.

2015

Disclosure of Information for Professional Service Provider to Churchill Borough's Municipal Pension System

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

___X___ Non-Uniform Plan ___X___ Police Plan

Professional Service Provider: _____

Act 44 of 2009 requires annual disclosure of certain information by individuals or entities that hold contracts with and provide professional services to a municipal pension system. Please complete and return this disclosure to the department as soon as possible. If you feel you are not obligated to complete the disclosure, please provide written explanation. Responses should be directed to:

Mr. Craig A. Robinson
Borough Manager/Secretary
Churchill Borough
2300 William Penn Highway
Pittsburgh, PA 15235

Section 1 - Definitions:

The following terms are defined within Section 701-A of Act 44 of 2009.

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;
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.

Contractor: A person or an affiliated entity that has a professional services contract with a municipal pension system

Contributions: As defined in section 1621 of the act of June 3, 1927 (P.L. 1333, No. 320), known as the Pennsylvania Election Code.

Executive Level Employee: An employee of a 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 of policies relating to pensions, investments, contracts or procurement or to the conduct of business with a municipality or a municipal pension system.

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

Professional Services Contract: A contract to which the municipal pension system is a party that is:

1. For the purchase or provision 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 is accepted.

2015

Disclosure of Information for Professional Service Provider to Churchill Borough's Municipal Pension System

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

___X___ Non-Uniform Plan ___X___ Police Plan

Professional Service Provider: Principal Life Insurance Company

Section 2 - Municipal Officials:

The following individuals are identified as pension system officials and employees to be considered as you complete the disclosure.

Mayor: Paul McKenna
Council:
Jay H. Dworin, Council President
Raymond G. Jurewicz, Council Vice-President & Pension Committee
Kevin P. Collins, Pension Committee
Diane E. Law
Cheryl R. McAbee
David W. Riehl, Pension Committee
Diana J. Yankes

Appointed Officials or Employees:
Craig A. Robinson, Borough Manager
David Killian, Police Pension Representative
Gavin Robb, Solicitor

Section 3 – Individuals Providing Professional Services and Affiliated Entities:

A. Please provide names and titles of all individuals who provide professional services to the municipal pension plan.

Margie Gillespie – acting solely in her capacity as Sr. Acct Exec-Retirement Svs with Principal Life
Lana Vroom – acting solely I her capacity as Sr. Client Service Associate

B. Please identify any Affiliated Entity (name and title) of your company.

N/A

2015
Disclosure of Information for Professional Service Provider to Churchill Borough's Municipal Pension System

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

__X__ Non-Uniform Plan __X__ Police Plan

Professional Service Provider: Principal Life Insurance Company

Section 4 – Disclosure:

Regarding individuals who will provide services under the contract:		**Yes**	**No**
1.	Are any current or former officials or employees of the municipality?		X
2.	Are any a registered federal or state lobbyist?		X
3.	Have any made a contribution in the past two years to a municipal official or candidate for office at municipality?		X

Regarding your firm and Affiliated Entities:		**Yes**	**No**
1.	Have you or an Affiliated Entity made any contributions to which all of the following apply: a. The contribution was made within the last five years. b. The contribution was made by an officer, director, Executive-Level employee or owner of at least 5% of the firm or Affiliated Entity. c. The amount of the contribution was at least $500 in the form of i. a single contribution by a person in subparagraph (b) above; or ii. the aggregate of all contributions by all persons in subparagraph (b) above. d. The contribution was made to: i. a candidate for any public office in the Commonwealth or to an individual who holds that office; or ii. a political committee of a candidate for public office in the Commonwealth or of an individual who holds that office.		X
2.	Have you or an Affiliated Entity given any gifts to an official or employee of the municipal pension system or the municipality which controls the municipal pension system?		X
3.	Do you or an Affiliated Entity employ or retain any third-party intermediary, agent or lobbyist? If "Yes", describe the duties of that person.		X
4.	a. Do you or an Affiliated Entity have a direct financial, commercial or business relationship with any official of the municipal pension system or the municipality which controls the municipal pension system?		X
	b. Answer only if the answer to 4a. was "Yes": Has the municipal pension system consented in writing to the relationship following full disclosure?		
5.	Do any additional potential or actual conflicts of interest exist relative to contracting of services with the municipality?		X

6. For the contribution(s) disclosed in your answer to No. 1 above, provide the following information: (attach additional pages if necessary):
   Name and address of the contributor:
   Contributor's relationship to the Contractor:
   Name and office or position of each person receiving a contribution:
   Amount of the contribution:
   Date of the contribution:

We understand that knowingly making a material misstatement or omission on this form may cause the municipal pension system to void our professional services contract.

Lana Vroom _____ August 20, 2015

Authorized Signature *Date*

VERIFICATION

I, Lana Vroom, hereby state that I am Sr. Client Service Associate for
(Name) (Position)

Principal Life Insurance Company 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 BOROUGH OF CHURCHILL Pension System 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.

Lana Vroom
Signature

August 20, 2015
Date