

**2023 ACT 44 DISCLOSURE FORM FOR ENTITIES PROVIDING  
PROFESSIONAL SERVICES TO THE  
BOROUGH OF ZELIENOPLE'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 the **Borough of Zelienople** (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 January 15, 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) **by January 15, 2024**.

**RETURN COMPLETED**

**DISCLOSURE TO:**

**Borough of Zelienople**  
**Attn: Andrew C. Spencer,**  
**Borough Manager**  
**111 W. New Castle St.**  
**Zelienople, PA 16063**  
**724-452-6610**  
[zelieborough@zoominternet.net](mailto:zelieborough@zoominternet.net)

**REQUIRED UPDATES:**

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

## DEFINITIONS FOR DISCLOSURE

TERM:	DEFINITION:
<b>CONTRACTOR</b>	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.
<b>SUBCONTRACTOR OR ADVISOR</b>	Anyone who is paid a fee or receives compensation from a municipal pension system – directly or indirectly from or through a contractor.
<b>AFFILIATED ENTITY</b>	Any of the following: <ol style="list-style-type: none"> <li>1. A subsidiary or holding company of a lobbying firm or other business entity owned in whole or in part by a lobbying firm.</li> <li>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.</li> </ol>
<b>CONTRIBUTIONS</b>	As defined in section 1621 of the act of June 3 <sup>rd</sup> , 1937 (P.L. 1333, No. 320), known as the Pennsylvania Election Code
<b>POLITICAL COMMITTEE</b>	As defined in section 1621 of the act of June 3 <sup>rd</sup> , 1937 (P.L. 1333, No. 320), known as the Pennsylvania Election Code
<b>EXECUTIVE LEVEL EMPLOYEE</b>	<b>Any employee or person or the person’s affiliated entity who:</b> <ol style="list-style-type: none"> <li>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</li> <li>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.</li> </ol>
<b>MUNICIPAL PENSION SYSTEM</b>	Any qualifying pension plan, under Pennsylvania state law, for any municipality within the Commonwealth of Pennsylvania; includes the Pennsylvania Municipal Retirement System. <i>Example: the Police Pension Plan for the Borough of Winchesterville</i>
<b>MUNICIPAL PENSION SYSTEM OFFICIALS AND EMPLOYEES; MUNICIPAL OFFICIALS AND EMPLOYEES</b>	<b>Specifically</b> , those listed in <b>TABLE 2</b> titled: “ <i>List of Pension System and Municipal Officials and Employees</i> ” on the next page. Where applicable, includes any employee of the <b>Requesting Municipality</b> .

<b>PROFESSIONAL SERVICES CONTRACT</b>	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.
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## List of Municipal Officials for the Requesting Municipality

**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.*”

**MUNICIPALITY:** 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, so state.

### **Elected Officials**

Mary Hess, Council President  
Andrew J. Mathew III, Council Vice-President  
Spencer Mathew, Council Member  
Marietta J. Reeb, Council Member  
Ralph Geis, Council Member  
Doug Foyle, Council Member  
Gregg Semel, Council Member  
Thomas Oliverio, Mayor  
Bonnie Brimmeier, Esq., Brimmeier & Associates, Solicitor

### **Appointed Officials**

Andrew Spencer, Borough Manager  
Cindy Edwards, Assistant Borough Manager

### **Pension Committee**

Chad Garland, Pension Committee Member (Non-Uniformed)  
Wayne McLay, Pension Committee Member (Non-Uniformed)  
Michael Kopp, Pension Committee Member (Uniformed)  
Sean Adomaitis, Pension Committee Member (Uniformed)

## IDENTIFICATION OF CONTRACTORS & RELATED PERSONNEL

**CONTRACTORS:** (See “Definitions” – page 2) Any entity who currently provides service(s) by means of a Professional Services Contract to the Municipal Pension System of the **Requesting Municipality**, please complete all of the following:

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

Indicate all that apply with an “X”:

X	Non- Uniform Plan	X	Police Plan
NA	Fire Plan		

**\*\*NOTE:** For all that follow, you may answer the questions / items on a separate sheet of paper and attach it to this Disclosure if the space provided is not sufficient. Please reference each question / item you are responding to by the appropriate number. (example: REF – Item #1.)

1. Please provide the names and titles of all individuals providing professional services to the **Requesting Municipality**’s pension plan(s) identified above. Also include the names and titles of any advisors and subcontractors of the Contractor, identifying them as such. After each name provide a description of the responsibilities of that person with regard to the professional services being provided to each designated pension plan.

**See Attachment.**

2. Please list the name and title of any *Affiliated Entity* and their *Executive-level Employee(s)* that require disclosure; after each name, include a brief description of their duties. (See: Definitions)

**Not applicable - see Attachment.**

3. Are any of the individuals named in **Item 1 or Item 2** above, a current or former official or employee of the **Requesting Municipality**?

➔ **IF “YES”**, provide the name of the person employed, their position with the municipality, and dates of employment.

**No.**

4. 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.

**No.**

**NOTICE: All information provided for items 1- 4 above must be updated as changes occur.**

5. **Since December 17<sup>th</sup> 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 Municipality** (OR), any municipal official or

employee of the **Requesting Municipality** in connection with any transaction or investment involving the **Contractor** and the Municipal Pension System of the **Requesting Municipality**?

**This question does not apply** 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 contract with municipality's pension system.

- ➔ **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 Municipality** (OR), any municipal official or employee of the **Requesting Municipality**, (3) the official they communicated with, and (4) the dates of this service.

No.

6. **Since December 17<sup>th</sup> 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 Municipality**, 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).

No.

7. **Within the past two years:** Has the **Contractor** or an **Affiliated Entity** made any contributions to a municipal official or any candidate for municipal office in the **Requesting Municipality**?

- ➔ **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.

Yes. **David E. Mitchell, \$100 donation to Elect Gregg Semel to State Representative campaign, spring 2022.**

8. 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 Municipality**?

- ➔ **IF "YES"**, identify the individual with whom the relationship exists and give a detailed description of that relationship.

**\*\*NOTE:** A written letter is required from the **Requesting Municipality** acknowledging the relationship and consenting to its existence. The letter must be attached to this disclosure. Contact the **Requesting Municipality** to obtain this letter and attach it to this disclosure before submission.

Not applicable - see Attachment.

9. **Since December 17<sup>th</sup>, 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 Municipality**?

- ➔ **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.

Not applicable - see Attachment.

10. Disclosure of contributions to any political entity in the Commonwealth of Pennsylvania

**Applicability:** A "yes" response is required and full disclosure is required **ONLY WHEN ALL** of the following applies:

- a) The contribution was made within the last 5 years (specifically since: December 18<sup>th</sup> 2004)
- 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:
  - 1. A single contribution by a person in (b.) above, **OR**
  - 2. The aggregate of all contributions all persons in (b.) above;
- d) The contribution was for
  - 1. Any candidate for any public office or any person who holds an office in the Commonwealth of Pennsylvania;
  - 2. The political committee of a candidate for public office or any person that holds an office in the Commonwealth of Pennsylvania.

➔ **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.

**Not applicable - see Attachment.**

**11. With respect to your provision of professional services to the Municipal Pension System of the **Requesting Municipality**:**

Are you 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 Municipality**?

**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:

- 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.

➔ **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.

**No.**

Act 44 Disclosure Form for Entities Providing Professional  
Services to the Borough of Zelienople Pension System

Responses by: Campbell Durrant, P.C.

REF – Question 1.

Campbell Durrant, P.C. serves as labor counsel to the Requesting Municipality and provides professional legal services in accordance with a written agreement. Campbell Durrant, P.C. has provided professional legal services in the past relating to Requesting Municipality's pension system. However, Campbell Durrant, P.C. has not entered into a professional services contract with the Requesting Municipality's pension system since the effective date of Act 44. It is not possible to identify individuals who may in the future provide professional services to the Requesting Municipality's pension plan(s). As there are no professional services being provided to the pension plans at present, it is not possible to provide a description. Typically, professional legal services for a pension plan may include drafting or revising pension plan provisions or providing legal advice relative to the interpretation or implementation of particular pension plan provisions in relation to a particular set of facts, collective bargaining agreement or applicable law. Individuals who have provided or are most likely to provide legal services relating to pension issues are: Richard D. Miller, David E. Mitchell and Brian P. Gabriel. This response will be updated, if warranted, in accordance with Act 44.

REF – Question 2.

Not applicable.

REF – Question 3.

No.

REF – Question 4.

No.

REF – Question 5.

No.

REF – Question 6.

No.

REF – Question 7.

Yes. David E. Mitchell, \$100 donation to Elect Gregg Semel to State Representative campaign, in spring 2022.

REF – Question 8.

Not applicable. The question set forth in REF – Question 9 is taken from 53 P.S. § 895.704-A. This section applies to a person or affiliated entity that enters into a professional services contract with the Requesting Municipality’s pension system. As set forth above, Campbell Durrant, P.C., has not entered into a professional services contract with the pension system during the relevant time period. See answer to REF – Question 1 for further details.

REF – Question 9.

Not applicable. The question set forth in REF – Question 9 is taken from 53 P.S. § 895.704-A. This section applies to contractors who have a professional services contract with the Requesting Municipality’s pension system. As set forth above, Campbell Durrant, P.C., has not entered into a professional services contract with the pension system during the relevant time period. See answer to REF – Question 1 for further details.

REF – Question 10.

Not applicable. The questions set forth in REF – Question 10 are taken from 53 P.S. § 895.705-A(a). This section states that: “[t]he provisions of subsection (a) shall apply to a person and an affiliated entity that has applied for, submitted an offer or bid for, responded to a request for proposal or otherwise solicited a professional services contract with a municipal pension system.” 53 P.S. § 895.705-A(c). The statute was effective December 17, 2009. Because neither Campbell Durrant, P.C., nor any of its employees have applied for, submitted an offer or bid for, responded to a request for professional services or otherwise solicited a professional services contract with the Requesting Municipality’s pension plan during the relevant time period, 53 P.S. § 895.705-A(a) is not applicable. See answer to REF – Question 1 for further details.

REF – Question 11.

No.



## VERIFICATION

I, David E. Mitchell, hereby state that I am a Shareholder for  
(Name) (Position)  
Campbell Durrant, P.C., 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 **Borough of Zelenople** 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.

*/s/ David E. Mitchell*

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Signature

January 25, 2024

Date

## **INSTRUCTIONS FOR MUNICIPALITY:**

**DO NOT** INCLUDE THIS INSTRUCTION PAGE WITH THE DISCLOSURE

You will need to prepare and send one of these disclosure forms to **each Contractor** that you have a contract for providing services to your pension plan (AND) a separate set of disclosures for each type of plan – fire, police, etc. IF ONE CONTRACTOR services two or more plans, then only one disclosure is required, but the contractor must indicate he / she is completing the disclosure for more than one plan....**PAGE 4, Question One.**

You should also prepare a brief cover letter explaining the reason you are sending this disclosure out.

### ➤ **Who should receive this disclosure?**

Generally there are 5 primary service providers for each pension plan but it is not limited to just these:

**Actuarial Services   Investment Services   Administration Services   Advisory Services**  
**Legal Advisory Services** – usually performed by the municipal solicitor

**IF some** of these services are combined through one service provider **or Contractor**, then you only need to send this to that one entity. **For Example**, your administrative services and actuarial services are conducted through **Robert Smith and Associates** and your contract is with this company. However, **Robert Smith and Associates** subcontracts certain portions of these services to two other companies. You need only send one disclosure to **Robert Smith and Associates**, and one to any other entity that provides specific services – other than administrative and actuarial.

➤ **PLEASE CHECK WITH YOUR SOLICITOR**....as a precaution regarding whom you should send this disclosure to.

**Every place you see this: [ ENTER NAME OF MUNICIPALITY ]** Enter the name of the municipality. Change the Font color to Black and remove the brackets.

Pages 1, 3, and 8 are the only pages that require modification and reprinting by the Municipality.

### **Instructions for the “Requesting Municipality” for completion of PAGE 3:**

Under the header, prepare a list of Names and Positions of all personnel that are a party to ANY Pension Plan the municipality has. This should include: every Elected Official, Municipal Manager or equivalent position, Municipal Finance Director or equivalent position, Chief Administrative Officer for each plan , The Solicitor, Any Pension Advisory Committee or Pension Board Members (not listed above)