

PART D: REQUEST FOR PROPOSAL – STANDARD DISCLOSURE FORM

Shenango Township, Lawrence County, Pennsylvania

LIST OF MUNICIPAL OFFICIALS & EMPLOYEES OF THE REQUESTING MUNICIPALITY

APPLICANTS: Certain questions on this Disclosure 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.

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, or other Pension Committee Members (if applicable). If none or not applicable, so state.

Elected Officials:			
Name:	Title:	Name:	Title:
Larry Herman	Supervisor		
William Albertini	Supervisor		
Robert Peters	Supervisor		
Employees or Appointed Officials (if any):			
Name:	Title:	Name:	Title:
Brian Tanner	CAO		
Others: Pension Committee Members (if applicable) (not listed above):			
Name:	Title:	Name:	Title:
William Phillips	Police Pension Member		
Mary Gay	NonUniform Member		






APPLICANT STANDARD DISCLOSURE QUESTIONS

APPLICANT INSTRUCTIONS: In accordance with Chapter 7-A of Act 44, 2009, ALL applicants responding to this RFP must complete the following Standard Disclosure Form Questions.


1. Initial each question (except **Q1:**) to provide your response in the space provided to the right of each question.
2. **THEN:** provide explanations for all “*Yes*” or “*Applies*” responses **AND**, the information requested in **Q1:** on a separate sheet(s) of paper with the question you are responding to clearly noted. Attach your response sheet(s) to this Disclosure Form.

DISCLOSURE QUESTIONS		RESPONSES	
Questions	<p>If your answer is “Yes” or “Applies”</p> <p>— —</p> <p>Please provide this information as instructed above</p>	Initial Here for: “Yes” or “Applies”	Initial Here: for: “No” or “Does not Apply”
<p>Q1. Please provide the names and titles of <u>all individuals</u> who will be providing professional services to the Requesting Municipality’s pension plan(s) identified. 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 with regard to the professional services being provided.</p>	<p>**ALL Applicants: Provide all information as stated in the question.</p> <p>SEE our Enclosure # 1</p>	NA	NA
<p>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)</p>	<p>Provide all information as stated in the question.</p>		CC
<p>Q3. Are any of the individuals named in Question #1 or #2 above, a current or former official or employee of the Requesting Municipality?</p>	<p>IF “YES”, provide the name and of the person employed, their position with the municipality, and dates of employment.</p>		CC
<p>Q4. Are any of the individuals named in Question 1 of the <u>Application</u> or Item #1 above, a current or former registered Federal or State lobbyist?</p>	<p>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.</p>	See our Enclosure #1	CC
<p>Q5. Disclose the terms of employment / compensation of any third party intermediary, agent, or lobbyist that is to directly or indirectly communicate with an official or employee of the <i>Municipal Pension System</i> of the Requesting Municipality (OR), any municipal official or employee of the Requesting Municipality in connection with any transaction or investment involving the <i>Applicant (or an Affiliated Entity)</i> and the Municipal Pension System of the Requesting Municipality?</p> <p>This question does not apply to an officer or employee of the <i>Applicant</i> who is acting within the scope of the firm’s standard professional duties on behalf of the firm, pursuant to the professional services contract with municipality’s pension system.</p>	<p>IF “YES”, identify:</p> <ol style="list-style-type: none"> (1) (the third party intermediary, agent, or lobbyist) whom will be paid the compensation or employed by the <i>Applicant</i> or <i>Affiliated Entity</i>, (2) their specific duties to directly or indirectly communicate with an official or employee of the <i>Municipal Pension System</i> of the Requesting Municipality (OR), any municipal official or employee of the Requesting Municipality, and (3) The official they will communicate with. 		CC

DISCLOSURE QUESTIONS (CONTINUED)

<p style="text-align: center;">Questions</p>		RESPONSES	
		<p>If your answer is “Yes” or “Applies”</p> <p style="text-align: center;">– –</p> <p>Please provide this information as instructed above</p>	<p>Initial Here for: “Yes” or “Applies”</p>
<p>Q6. Since December 17th 2009, has the <i>Applicant</i>, or any agent, officer, director or employee of the <i>Applicant</i> 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?</p>	<p>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).</p>		
<p>Q7. Since December 17th, 2009: Has the <i>Applicant</i> or an <i>Affiliated Entity</i> made any contributions to a municipal official or any candidate for municipal office in the Requesting Municipality?</p>	<p>IF “YES”, provide the name and address of the person(s) making the contribution, the contributor’s relationship to the Applicant, the name and office or position of the person receiving the contribution , the date of the contribution, and the amount of the contribution.</p>		
<p>Q8. Does the <i>Applicant</i> or an <i>Affiliated Entity</i> have any direct financial, commercial or business relationship with any official identified on the <i>List of Municipal Officials</i>, of the Requesting Municipality?</p>	<p>IF “YES”, identify the individual with whom the relationship exists and give a detailed description of that relationship.</p>		
<p>Q9. Since December 17th, 2009: Has the <i>Applicant</i> or an <i>Affiliated Entity</i> given any gifts having more than a nominal value to any official, employee or fiduciary – specifically, those on the <i>List of Municipal Officials</i> of the Requesting Municipality?</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>		
<p>Q10. 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> of the following applies: (1) The contribution was made within the last 5 years (2) The contribution was made by an officer, director, executive-level employee or owner of at least 5% of the <i>Applicant</i> or <i>Affiliated Entity</i> (3) The amount of the contribution was at least \$500 and in the form of: A single contribution by a person in (2) above OR, the aggregate of all contributions by all persons in (2) above; (4) The contribution was made to: A candidate for any public office in the Commonwealth or any person who holds that office OR: A political committee of a candidate for public office in the Commonwealth or of an individual that holds that office.</p>	<p>IF “YES”, provide the name and address of the person(s) making the contribution, the contributor’s relationship to the <i>Applicant</i>, 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>	<p>See our Enclosure #1</p> 	

DISCLOSURE QUESTIONS (CONTINUED)

Questions	If your answer is "Yes" or "Applies" -- Please provide this information as instructed above	RESPONSES	
		Initial Here for: "Yes" or "Applies"	Initial Here: for: "No" or "Does not Apply"
<p>Q11. 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 Applicant (includes: subcontractors, advisors, or any Affiliated Entity of or for the Applicant), and any of the officials or employees of the Requesting Municipality?</p>	<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>		

APPLICANT VERIFICATION

I, Christopher Cap, hereby state that I am the Chief Operations Officer for
(Name) (Position)

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 RFP Applicants seeking to provide Professional Services to the **Shenango Township's** Pension Systems 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 **Applicant** 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.


Signature

September 12th, 2011
Date

Disclosure Statement Responses

Enclosure # 1

(Reference Question #1) List of MRT Personnel

Contractor Team Listing

PSAB Municipal Retirement Trust (MRT) – State association and pension operations contractor

Thomas Klaum, PSAB Executive Vice President – Serves as MRT Secretary/Treasurer

Chris Cap, PSAB Deputy Executive Vice President – Acts as MRT Chief Operations Officer

Linda Costa, Director of MRT Trust Accounts – Inside/Outside pension service liaison

Joseph Scott, Municipal Pensions Outreach Coordinator – Inside/Outside pension service liaison

Sub-contractor and Advising Team Listing

Thomas J. Anderson & Associates – Trust Administrator

Thomas Anderson, President – Manages Act 205 administrative compliance efforts

Douglas Werley, Employee Benefits Consultant – Assists municipalities with compliance matters

Beyer Barber Company – Actuary

Randee Sekol, EA, MAAA, MSPA, FCA, Owner, Beyer Barber Company – provides actuarial services in accordance with Act 205 and other applicable state and federal laws. Approved actuary under Pennsylvania Act 205.

Wedge Capital Management L.L.P – Mid-Cap and Bond Manager

Martin L. Robinson, CFA, General Partner – Conducts outreach and financial reporting functions.

John G. Norman, Executive Vice President – Manages stock selection and operations platform.

NWQ Investment Management Company, LLC – Large Cap and Mid/Small Cap Manager

Raymond J. Urban, CFA, Managing Director – Conducts outreach and financial reporting functions

Jon Bosse, CFA, Chief Investment Officer – Manages stock selection and operations platform

Tradewinds Global Investors - International Manager

Raymond J. Urban, CFA, Managing Director – Conducts outreach and financial reporting functions.

David Iben, CFA, Chief Investment Officer – Manages stock selection and operations

ING Clarion Real Estate Securities – Real Estate Investment Trust Manager

Steven D. Burton, CFA, Managing Director - Global Strategy Portfolio Manager

Atalanta Sosnoff – Large Cap Growth Manager

Richard Maresca, Managing Director - Manages stock selection and operations process.

Anthony Salvatore – Vice President – Conducts outreach and investment performance functions.

Neuberger Berman – Large Cap Core Manager

Andrew Provencher, CFA, Managing Director – Oversight of stock selection and operations process

Aletheia Research and Management, Inc. – Large Cap Growth Manager

Peter Eichler, Jr., CEO and Chief Investment Officer – Oversight of stock selection and operations

CS McKee – Large Cap Core Manager

Jeffrey Davideck, Marketing Manager – Manages outreach and financial reporting functions

Gregory Melvin, CFA, Executive VP & Chief Investment Officer- Oversight of stock selection & research

The Endowment Fund – Alternative Investments Fund of Funds Manager

John E. Price, Chief Financial Officer – Oversight of financial operations and alternative investments

Wentworth, Hauser and Violich – International Fund Manager

Richard K. Hirayama, Senior Vice President – Oversight of stock selection and operations process

Miriam E. Ballert, VP of Business Development - Conducts outreach and reporting functions.

Brown, Schultz, Sheridan & Fritz – 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

Merrill Lynch – Investment Market Monitor

Peter Butera, CIMA, First Vice President of Investments – Serves as investment monitor of MRT

William Bender, CFP, CIMA, ARPC – Serves as investment monitor of MRT

Mette Evans & Woodside – Law firm providing legal counsel

James Ulsh, Shareholder – Serves as the MRT Solicitor

Reed Smith – Law firm providing legal counsel

Joseph Rudolf, Partner – Provides legal counsel on select issues

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

Thomas Klaum, State Registered Lobbyist (last renewed 1/1/2010) Position: PA State Association of Boroughs – Executive Vice President

Chris Cap, State Registered Lobbyist (last renewed 1/1/2010) Position: PA State Association of Boroughs – Deputy Executive Vice President

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

James Felmler – PSAB President

6 Winding Way

Lewistown, PA 17044

Contributions:

(12/31/09) Corbett for Governor - \$200

(3/16/10) Corbett for Governor - \$300

Edward Porada – PSAB Board of Directors

409 Sunberry Street

Johnstown, PA 15904

Contributions:

(2008) Bryan Barbin for House of Representatives - \$100

(2009) Patrick Kiniry for Judge - \$100

Thomas Lloyd – PSAB Board of Directors & Trustees

2816 Voelkel Avenue

Dormont, PA 15216

Contributions:

(2010) Tim Murphy for Congress - \$50

(2010) Tim Murphy for Congress - \$50

Carol Sambol – PSAB Board of Directors

19 Anthony Wayne Terrace

Baden, PA 15005

Contributions:

(2008) Robert Matzie for State House of Representatives - \$25

(2008) Dave Rossie, Beaver County Prothonatory - \$25

(2008) Andrew Hladio for Ambridge District Magistrate - \$50

David Perruso – PSAB Board of Directors

2487 Lincoln Avenue

Easton, PA 18042

Contributions:

(2010) Robert Freeman – State Representative - \$25

Ann Simonetti – PSAB Board of Directors

413 Linden Avenue

Marysville, PA 17053

Contributions:

(2007) Mark Keller for State House of Representatives - \$50

(2008) Mark Keller for State House of Representatives - \$50

(2009) Mark Keller for State House of Representatives - \$50

(2010) Mark Keller for State House of Representatives - \$50
(2005) Jake Corman for State Senate - \$50
(2006) Jake Corman for State Senate - \$50
(2007) Jake Corman for State Senate - \$50
(2008) Jake Corman for State Senate - \$50
(2009) Jake Corman for State Senate - \$50
(2010) Jake Corman for State Senate - \$50

John Dorin – PSAB Board of Directors

617 North Loyalsock Avenue
Montoursville, PA 17754

Contributions:

(1/16/2008) People for Cappelli – State Senate - \$100

Debbie Shearer – Board of Directors

183 East King Street
Abbottstown, PA 17301

Contributions:

5/27/2006 Lynn Swan for Governor - \$20
6/22/2007 Adams County Republican Committee - \$12
9/7/2007 Adams County Republican Committee - \$50
10/25/2007 Adams County Republican Committee - \$25
11/8/2007 Adams County Council of Republican Women - \$15
11/8/2007 Adams County Council of Republican Women - \$10
1/11/2008 Adams County Council of Republican Women - \$20
2/3/2008 State Representative Dan Moul - \$10
7/5/2008 Adams County Republican Committee - \$14
2/4/2009 Adams County Council of Republican Women - \$20
3/28/2009 State Representative Dan Moul - \$10
5/2009 Adams County Republican Club - \$10
8/2009 Adams County Republican Committee - \$10
12/5/2009 Adams County Council of Republican Women - \$16

Kathleen DePuy – PSAB Board of Directors

4928 Parkvue Drive
Pittsburgh, PA 15236

Contributions:

(2008) Whitehall Democratic Committee - \$300

Amy Webster-Sill – PSAB Board of Directors

314 Wayne Street
Hollidaysburg, PA 16648

Contributions:

(2008) Jerry Stern for PA House of Representatives - \$100

(2010) Jerry Stern for PA House of Representatives - \$100

Jennifer Jaworski – PSAB Board of Directors

38 Oakland Avenue

Homer City, PA 15748

Contributions:

10/2010 JoEllen Bowman for State House of Representatives - \$20

Edward Child – PSAB Board of Directors

116 Woodview Drive

Quakertown, PA 18951

Contributions:

10/27/2005 State Representative Paul Clymer - \$35
2/10/2006 State Representative Paul Clymer - \$30
3/3/2006 Pennridge Republican Club - \$80
9/24/2006 State Senator Robert Wonderling - \$50
10/5/2006 Quakertown Republican Council - \$25
9/24/2007 County Commissioner Jim Cawley/Charles Martin - \$50
10/10/2007 State Representative Paul Clymer - \$35
2/21/2008 Pennridge Republican Club - \$50
2/23/2008 Bucks County Republican Committee - \$100
9/18/2008 State Representative Paul Clymer - \$125
2/10/2009 Bucks County Republican Committee - \$100
2/10/2009 State Representative Paul Clymer - \$32
4/30/2009 Bucks County Republican Committee - \$100
6/25/2009 David Heckler, Bucks County District Attorney - \$40
9/18/2009 State Senator Bob Mensch - \$250
9/14/2009 Quakertown Republican Council - \$25
5/12/2010 Jim Cawley for Lieutenant Governor - \$100
6/29/2010 Bucks County Republican Committee - \$100
9/29/2010 State Senator Bob Mensch - \$50

Nancy Sherlock – PSAB Board of Trustees

424 West Bridge Street

Morrisville, PA 19067

Contributions:

(2008) Diane Marsiglia for County Commissioner - \$25

**PSAB MUNICIPAL RETIREMENT TRUST
SCHEDULE OF CHANGES IN NET ASSETS
FOR: MUNICIPALITY OF *Exemptown, PA*
POLICE PENSION PLAN
BALANCED ACCOUNT**

For the 12 Months Ending December 31, 20XX

	<u>Month to Date</u>	<u>Year to Date</u>
Receipts:		
State Aid	\$0.00	\$18,362.00
Employer Contributions	\$0.00	\$0.00
Employee Contributions Required	\$1,178.07	\$15,483.36
Employee Contributions Voluntary	\$0.00	\$0.00
Interest, Net of Investment Fees	\$950.70	\$7,220.85
Dividend Income	\$481.65	\$3,969.58
Realized Gains (Loss)	\$2,575.01	\$12,575.72
Unrealized Gains (Loss)	\$12,952.68	\$49,411.51
Misc. Income	\$0.00	\$0.00
Transfer in – Other Funds	\$0.00	\$0.00
Transfer in – Previous Trust	\$0.00	\$0.00
Total Receipts	\$18,138.11	\$107,053.02
Disbursements:		
Pension Payments	\$0.00	\$0.00
Lump Sum Payments	\$0.00	\$0.00
Annuity Purchase	\$0.00	\$0.00
Return Excess State Aid	\$0.00	\$0.00
Return Employee Contributions	\$0.00	\$0.00
Actuarial / Consulting Fees	\$0.00	\$1,044.00
Administration Fees	\$250.48	\$2,907.77
Admin. Fees Allocated	\$379.15	\$379.15
Auditing Fees	\$0.00	\$0.00
Insurance Premiums	\$0.00	\$0.00
Legal Fees	\$0.00	\$0.00
Transfer out – Other Funds	\$0.00	\$0.00
Transfer out – Withdraw	\$0.00	\$0.00
Total Disbursements	\$629.63	\$4,330.92
Net Change In Assets	\$17,508.48	\$102,722.10
Assets Beginning of Period	\$576,445.78	\$491,232.16
Assets End of Period	\$593,954.26	\$593,954.26

PSAB Municipal Retirement Trust - Enclosure 3
Monthly Summary Report
Year To Date through December 31, 2010

Investment Manager	Investment Style	Value as of December 31, 2010	YTD %	YTD Index
Atalanta 05020	Large Cap Growth Russell 1000 Growth	9,711,990	3.76%	#REF!
Aletheia 05157	Large Cap Growth Russell 1000 Growth	10,439,522	20.79%	#REF!
Neuberger Select 05143	Large Cap Core S&P 500	7,208,526	9.23%	#REF!
NWQ 06X84	Large Cap Value Russell 1000 Value	17,894,087	15.11%	#REF!
CS McKee 06X01	Large Cap Core S&P 500	7,172,599	10.44%	#REF!
Wedge Capital 06X08	Mid Cap Value Russell Mid Cap Value	9,422,177	22.38%	#REF!
NWQ 06X85	Mid/Small Cap Value Russell Mid Cap Value	7,806,679	30.13%	#REF!
NWQ 06X94	International MSCI EAFE	8,391,840	15.22%	#REF!
Wentworth 05034	International MSCI EAFE	6,687,007	16.94%	#REF!
Wedge Short Term 05019	Short Term Fixed Income US Treasury 1-3 year	15,617,438	5.19%	#REF!
Wedge Balance 06X02	Core Bond US Dom Master Bond	33,820,303	6.49%	#REF!
ING Clarion REIT 05803	Global REIT Equity Reits (NAREIT) *	5,625,631	12.51%	#REF!
Total Balanced Managed		139,797,799	11.99%	#REF!
<small>35%S&P;10%Russell 2500;40% ML Dom; 10% MCSI EAFE; 5% CSFB HFI</small>				
Endowment Fund 06X04	Alternative Investments CSFB HFI	6,963,749	7.02%	#REF!
Money Market Distribution 96130	Cash US T-Bills	5,052,367	0.17%	#REF!
Total Balanced Accounts		151,813,915	11.48%	

Fixed Accounts

Money Market Distribution 96131	Cash US T-Bills	665,496	0.15%	#REF!
Fixed Account 06X03	Interm Term Bond US Domestic Master 1-10 yr	10,729,318	5.77%	#REF!
Total Fixed Accounts		11,394,814	5.52%	

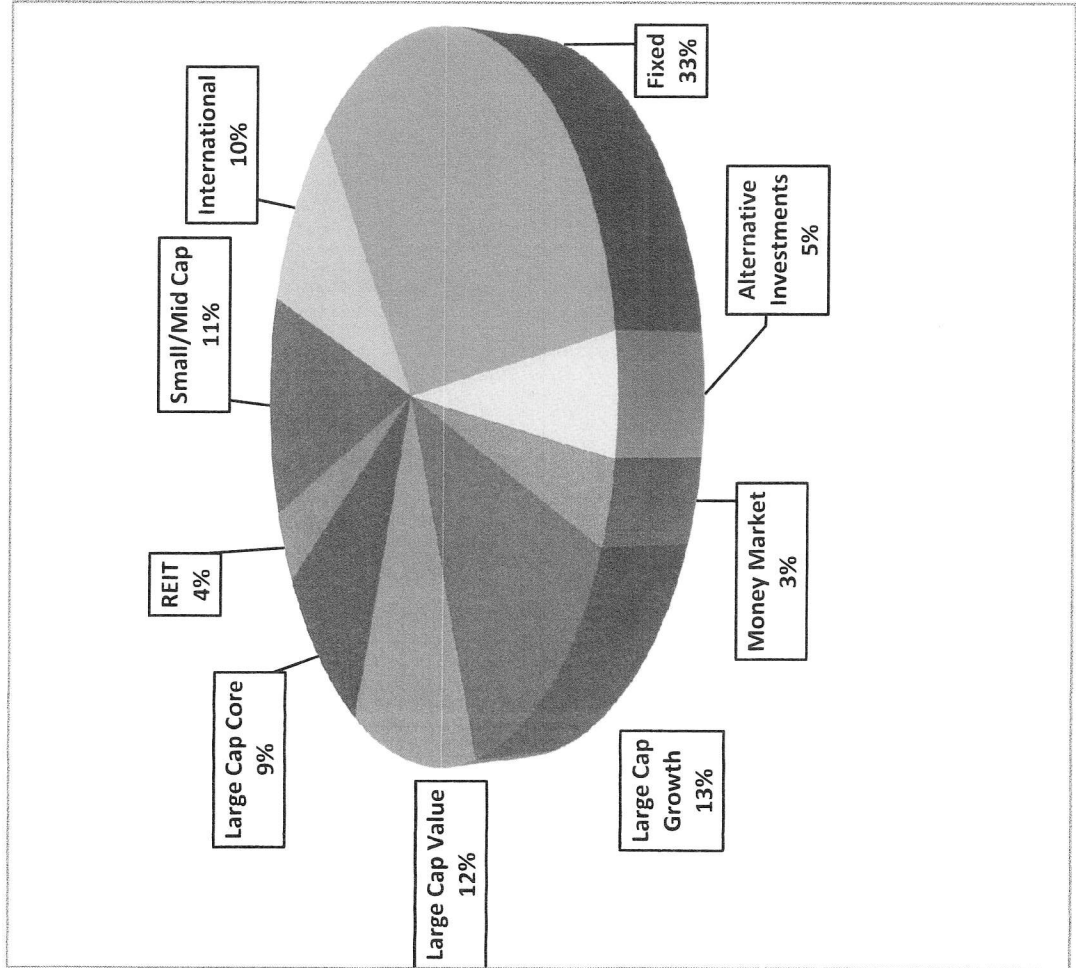
The information set forth herein was obtained from sources which we believe reliable, but we do not guarantee its accuracy. Neither the information, nor any opinion expressed, constitutes a solicitation by us of the purchase or sale of any securities or commodities.

* Index reporting since initial investment (August - October 2010)

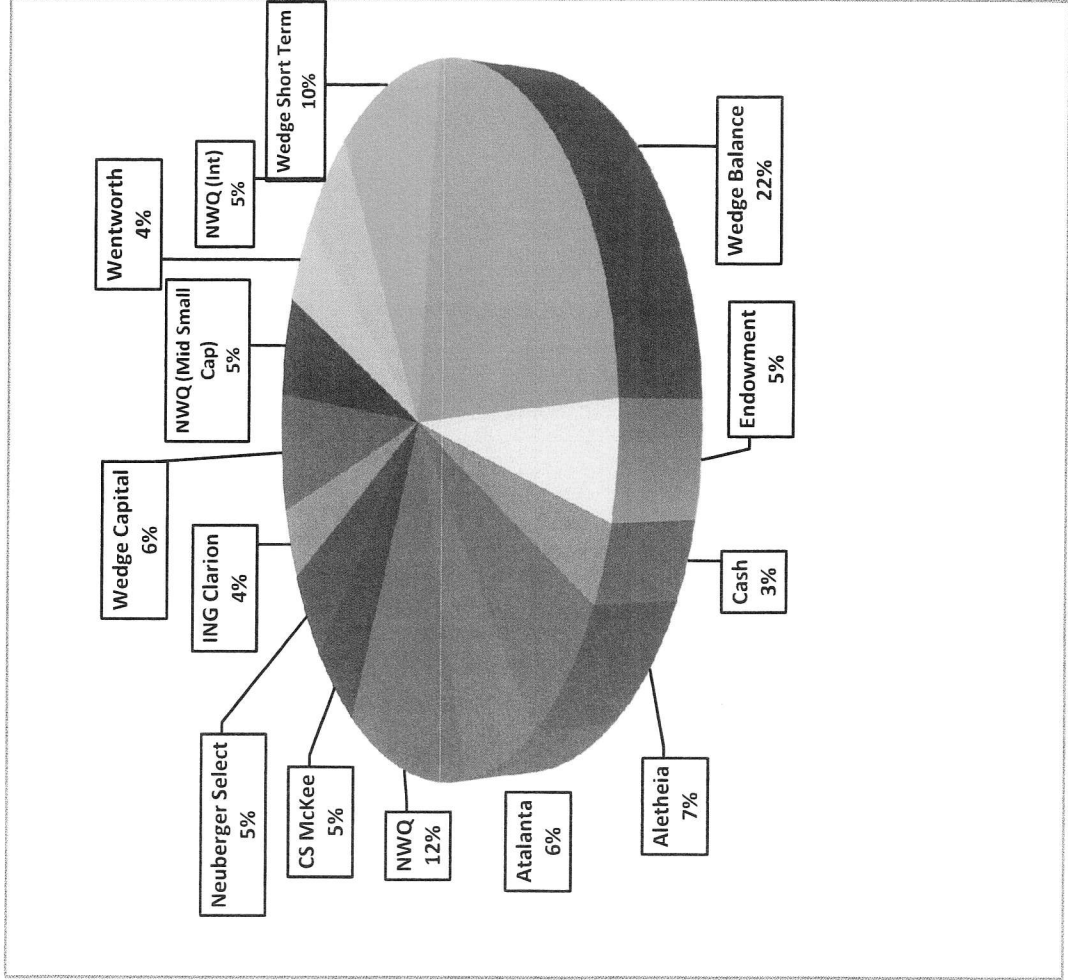


PSAB Balanced Retirement Fund Asset & Manager Allocation as of December 31, 2010

Asset Allocation



Manager Allocation



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