

**ACT 44 DISCLOSURE FORM FOR ENTITIES PROVIDING  
PROFESSIONAL SERVICES TO THE  
BOROUGH OF JIM THORPE'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 JIM THORPE** (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 October 30th**. 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 October 1st**.

**RETURN COMPLETED**

**DISCLOSURE TO:**

Borough of Jim Thorpe  
Attn: Maria Sebelin  
101 East Tenth Street  
Jim Thorpe, PA 18229  
570-325-3025

**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: 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.
<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>	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.
<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. Example: the Police Pension Plan for the Borough of Winchesterville
<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.

## **List of Municipal Officials for the Requesting Municipality**

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.*”

### **JIM THORPE BOROUGH**

#### **Officials**

Michael Sofranko – Mayor

#### **Council**

Gregory Stubinger – President

Michael Yeastedt – Vice-President

Thomas Highland – Council Member

Joanne Klitsch – Council Member

Jay Miller – Council Member

Robert Schaninger – Council Member

Kyle Sheckler – Council Member

#### **Administration**

Louise McClafferty – Secretary

Maria Sebelin – Treasurer

Joseph Schatz – Police Chief

James Nanovic – Solicitor

#### **Police Pension Committee**

Curtis Jackson

Lee Marzen

Robert Schaninger

Maria Sebelin

Lisa Perry from MCTC

## 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”: \_\_\_\_\_ Non-Uniform Plan      X   Police Plan    \_\_\_\_\_ 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.

Robert C Orbin – Wealth Management Division Manager – Providing Investment Management and Administrative Services.

Lisa Perry – Trust Officer – Providing Investment Management and Administrative Services.

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)

NONE

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 and 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, 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 contact 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, 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. Since **December 17, 2009**: 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.

NO

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.

YES – SEE ATTACHMENT A



## *Borough of Jim Thorpe*

101 East Tenth Street • Jim Thorpe, PA 18229  
(570) 325-3025 • (570) 325-2181 • FAX (570) 325-8154

Mauch Chunk Trust Company  
Wealth Management Division  
1202 North Street  
Jim Thorpe, Pa. 18229

August 10, 2021

RE: ACT 44 Disclosure Form

Dear Mauch Chunk Trust Company,

This letter is to serve as acknowledgement and consent of the relationships existing between the Mauch Chunk Trust Company and the Jim Thorpe Borough Municipal Officials as indicated in Attachment A.

As indicated in Questions 8, please include this letter with your disclosure form when submitted to the Borough.

Sincerely yours,  
BOROUGH OF JIM THORPE

Maria Sebelin  
Borough Treasurer

**Jim Thorpe Borough**  
**Mauch Chunk Trust Company - ACT 44 Disclosure Form - Attachment A**

1.	Thomas Highland	Personal deposit relationship exists with MCTC Business deposit relationship exists with MCTC
2.	Joanne Klitsch	Personal deposit relationship exists with MCTC
3.	James R. Nanovic	Personal deposit relationship exists with MCTC Business deposit relationship exists with MCTC Provides services to MCTC
4.	Robert C. Schaninger	Personal deposit relationship exists with MCTC
5.	Kyle J Sheckler	Personal deposit relationship exists with MCTC
6.	Michael Yeastedt	Personal deposit relationship exists with MCTC Personal credit relationship exists with MCTC

9. 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.

NO

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: July 1, 2010)
- 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.

YES – SEE ATTACHMENT B

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

12. To the extent that you believe that **Chapter 7-A of Act 44 of 2009** requires you to disclose any additional information beyond what has been requested above, please provide that information below or on a separate piece of paper.

NO ADDITIONAL INFORMATION REQUIRED



**Mauch Chunk Trust Company - ACT 44 Disclosure Form - Attachment B**

	Name & Address	Relationship to Contractor	Contribution Since January 2015	Description of Contribution	Contribution Amount
1.	Edward C. Beckett, III 215 S First St Lehigh, PA 18235	Board Member	10/30/2019 12/5/2018 9/11/2017 10/16/2016 12/9/2015	PA Bankers Public Affairs Committee PA Bankers Public Affairs Committee PA Bankers Public Affairs Committee PA Bankers Public Affairs Committee PA Bankers Public Affairs Committee	\$200.00 \$200.00 \$200.00 \$200.00 \$100.00
2.	Thomas R. Lisella 12 Holland Street Tamaqua, PA 18252	Board Member	10/30/2019 12/5/2018 9/11/2017 10/11/2016 12/9/2015	PA Bankers Public Affairs Committee PA Bankers Public Affairs Committee PA Bankers Public Affairs Committee PA Bankers Public Affairs Committee PA Bankers Public Affairs Committee	\$200.00 \$200.00 \$200.00 \$200.00 \$100.00
3.	James R Nanovic, Esquire 57 Broadway Jim Thorpe, PA 18229	Board Member	12/9/2015	PA Bankers Public Affairs Committee	\$ 100.00
4.	Robert C Orbin 7 Edward St Mount Top, PA 18707	Weath Management Division Manager			None
5.	Deborah A Price 580 Coventry Court Northampton, PA 18067	Chief Lending Officer	11/15/2018 10/24/2018 9/11/2017	PSEA-PACE for State Elections PSEA-PACE for State Elections PA Bankers Public Affairs Committee	\$2.89 \$52.00 \$75.00
6.	Ida M Queen 1001 Centre Ave Jim Thorpe, PA 18229	Board Member	10/30/2019 12/5/2018 9/11/2017 10/16/2016 12/9/2015	PA Bankers Public Affairs Committee PA Bankers Public Affairs Committee PA Bankers Public Affairs Committee PA Bankers Public Affairs Committee PA Bankers Public Affairs Committee	\$200.00 \$200.00 \$200.00 \$200.00 \$100.00
7.	William R. Reabold 927 Oak Street Jim Thorpe, PA 18229	Secretary of the Board	10/30/2019 10/25/2019 10/25/2019 10/25/2019 12/5/2018 9/11/2017 10/20/2016 10/11/2016 12/9/2015 2/19/2015 1/11/2015	PA Bankers Public Affairs Committee Fran Heaney - Clerk of Courts Tom Gerhard - Commissioner Wayne Nothstein - Commissioner PA Bankers Public Affairs Committee PA Bankers Public Affairs Committee Doyle Heffley - State Representative PA Bankers Public Affairs Committee PA Bankers Public Affairs Committee PA Bankers Public Affairs Committee Committee to re-elect Gerhard & Nothstein - Commissioners Bill O'Gurek - Commissioner	\$200.00 \$100.00 \$100.00 \$100.00 \$200.00 \$200.00 \$100.00 \$200.00 \$100.00 \$100.00 \$100.00
8.	Patrick H. Reilly 72 Behrens Road Jim Thorpe, PA 18229	President / CEO	10/30/2019 3/19/2019 12/5/2018 3/2/2018 10/16/2017 9/11/2017 10/16/2016 12/9/2015	PA Bankers Public Affairs Committee Committee to Elect Gerhard & Nothstein PA Bankers Public Affairs Committee Committee to Elect Doyle Heffley Committee to Elect Doyle Heffley PA Bankers Public Affairs Committee PA Bankers Public Affairs Committee PA Bankers Public Affairs Committee	\$ 350.00 \$ 50.00 \$ 350.00 \$ 50.00 \$ 50.00 \$ 350.00 \$ 350.00 \$ 350.00
9.	Kathleen A Schwick 220 Fairwy Rd S Lehigh, PA 18235	Chief Operating Officer	10/30/2019 10/11/2016	PA Bankers Public Affairs Committee PA Bankers Public Affairs Committee	\$100.00 \$100.00
10.	Charles E. Wildoner 701 North Street Jim Thorpe, PA 18229	Chairman of Board	9/25/2020 10/30/2019 12/5/2018 9/11/2017 10/16/2016 10/11/2016 12/9/2015 4/7/2015	Carbon County Democratic Committee PA Bankers Public Affairs Committee PA Bankers Public Affairs Committee PA Bankers Public Affairs Committee PA Bankers Public Affairs Committee Carbon County Democratic Committee PA Bankers Public Affairs Committee Christine Donohue, Judge for Supreme Court Justice	\$50.00 \$200.00 \$200.00 \$200.00 \$200.00 \$200.00 \$100.00 \$50.00

Please provide the name(s) and position(s) of the person(s) participating in the completion of this Disclosure. **One of the individuals** identified by the **Contractor** in **Item #1** above must participate in completing this Disclosure and must sign the below verification attesting to the participation of those individuals named below.

Name: Lisa Perry

Name:

Position: Trust Officer

Position:

Name:

Name:

Position:

Position:

Name:

Name:

Position:

Position:

  
SIGNATURE

Trust Officer

TITLE

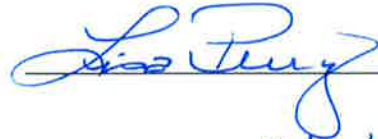
9/3/2021  
DATE

## Verification

I, Lisa Perry, hereby state that I am Trust Officer for Mauch Chunk Trust Company and I am authorized to make this verification.

I hereby verify that the facts set forth in the foregoing Act 44 Disclosure Form for Entities Providing Professional Services to **Jim Thorpe Borough** 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.

  
\_\_\_\_\_  
Signature  
9/3/2021  
\_\_\_\_\_  
Date