

MONROEVILLE FINANCE AUTHORITY (MFA)

<http://monroevillefinanceauthority.org/>

Meeting Minutes

January 19, 2016

I. Call to order

The meeting of the Monroeville Finance Authority was called to order at 7:05pm, by Jim Brown. Conference room; Municipality of Monroeville Bldg.

II. Roll call

Jim Brown conducted a roll call. The following members were present: Virginia Finnegan, Jim Brown, Debra Balcik, RJ Mycka, John Prorok (Solicitor), Tim Little (Manager, Municipality of Monroeville). Linda Gaydos (Council Liaison) was absent.

III. Agenda Review

John Prorok advised that in accordance with the Authority's By-Laws, the Board must re-organize. Discussion followed regarding the current expiration dates of the Board member's current terms of office.

Jim Brown – term expires December 31, 2020

RJ Mycka – term expires December 31, 2018

Debra Balcik – term expires December 31, 2016

Virginia Finnegan – term expires December 31, 2017

Vacant Position – term expires December 31, 2019

The Board voted unanimously to amend the agenda and appoint the following officers:

Jim Brown – Chairman

RJ Mycka – Vice Chairman

Debra Balcik – Secretary

Virginia Finnegan – Treasurer

Tim Little stated Council would continue to advertise the vacant position until an appointment is made.

IV. Public comment on agenda

No members of the public were in attendance.

V. Approval of the Minutes of October 20, 2015

The Board voted unanimously to approve the minutes as presented.

VI. Treasurer's report

Virginia Finnegan reported an end-of-year (2015) account balance of \$56,416.31. She further reported that Huntingdon Bank is not mailing monthly statements. She will contact Sarah King at Huntingdon Bank to resolve this issue.

VII. Solicitor's Report

John Prorok stated that the Board meetings for 2016 had been properly advertised.

He further reported that the invoices sent to UPMC in October had not been paid. He stated he had contacted UPMC and the payments were forth coming.

He also clarified the amount due to Maiello, Brungo & Maiello as \$1,098.96 as per invoice #69715 dated December 31, 2015. This amount includes the balances shown in invoice #68954 dated October 31, 2015 in the amount of \$735.00 and in invoice #69267 in the amount of \$120.00.

VIII. Old Business

Jim Brown stated he would be meeting with Curt Brooks from Mirage Mar-Com about making changes the MFA website and drafting a service agreement. Examples of needed changes include: Correction of phone numbers, updating Board member's information, creating official email accounts, and a general re-design of the website. He further stated that a service agreement should include detailed descriptions of maintenance responsibilities, service fees, data back-up, and a security and disaster recovery plan.

IX. New Business

The Board voted unanimously to approve the Mirage Mar-Com invoice #25372 in the amount of \$310.00.

The Board voted unanimously to approve the Mirage Mar-Com invoice #25442 in the amount of \$297.00.

The Board voted unanimously to approve the Maiello, Brungo & Maiello invoice #69715 In the amount of \$1,098.96.

The Board considered bids for annual audit services. Jim Brown reported that invitations to bid were sent to five firms:

- Case Sabatini, 470 Streets Run Road, Pittsburgh, PA 15236
- Delisi, Keenan & Associates, 217 South Pennsylvania Avenue, Greensburg, PA 15601
- Henry Rossi & Co., 50 Seco Road, Suite A, Monroeville, PA 15146
- Hosack, Specht, Muetzel & Wood, 305 Mount Lebanon Blvd, Pittsburgh, PA 15234
- Maher Duessel, 503 Martindale Street, Suite 600, Pittsburgh, PA 15212

Of the five firms, only three responded with a bid:

- Delisi Keenan proposed \$1,000.00 per year for five years (2015 – 2019)
- Hosack, Specht, Muetzel & Wood proposed \$2000.00 for year one, \$2050.00 for year two, and \$2100.00 for year three. (2015-2017)
- Maher Duessel proposed \$1,140.00 per year for five years (2015-2019)

After a brief discussion of the proposals, the Board voted 3-1 (Finnegan dissenting) in favor of accepting the proposal submitted by Delisi Keenan.

Jim Brown stated he would contact Delisi Keenan and advise them of the Board's action. He reminded the Board the audit must be complete by June 30, 2016. He received the Form DCED-CLGS-04 and supporting documentation in the mail and turned these over to Virginia Finnegan. She stated the auditors would complete these forms and submit them to appropriate authority in Harrisburg.

X. Board Member Reports and Announcements

Jim Brown stated that once the MFA website is updated, the Board needs to focus on attracting more bond issues. The Board will need to advertise the MFA's service availability and network with people in the bond business. Both John Prorok and Tim Little stated they could provide contacts and information on new financing opportunities.

XI. Next meeting

Tuesday, April 19, 2016 at 7:00PM at the Monroeville Municipal Building.

XII. Adjournment

Upon motion by Debbie Balcik and seconded by RJ Mycka, the Board voted unanimously to adjourn the meeting.

Minutes approved by Board, April 19, 2016.