

Monroeville Finance Authority
2700 Monroeville Boulevard
Monroeville, PA 15146
<http://monroevillefinanceauthority.org/>

REGULAR MEETING OF THE BOARD

DATE: Tuesday – January 17, 2017

TIME: 7:00 PM

LOCATION: Monroeville Municipal Building

MEETING MINUTES

I. Call to Order

The meeting was called to order at 7:05PM.

II. Roll Call

The following members were present: Jim Brown (Chairman), RJ Mycka (Vice-Chairman), Beth Belasco, John Prorok (Solicitor), Tim Little (Manager, Municipality of Monroeville), Linda Gaydos (Municipal Council Liaison), Virginia Finnegan (Treasurer), and Frank Pekarek.

III. Agenda Review

The Board accepted the meeting agenda as presented.

IV. Public Comments on Agenda Items

There were no members of the general public present.

V. Re-organization/Election of Officers

Mr. Prorock leads the meeting for the purpose of Re-organization.

- a. Nomination and Election of Chairman - Mrs. Finnegan nominates Mr. Brown. Motion by Mr. Mycka, second by Mrs. Finnegan. The motion carried unanimously.
- b. Nomination and Election of Vice-Chairman – Ms. Belasco nominates Mr. Mycka. Motion by Mrs. Finnegan, second by Mr. Pekarek. The motion carried unanimously.
- c. Nomination and Election of Treasurer – Mr. Mycka nominates Mrs. Finnegan. Motion by Ms. Belasco, second by Mr. Pekarek. The motion carried unanimously.
- d. Nomination and Election of Secretary – Mr. Mycka nominates Ms. Belasco. Motion by Mrs. Finnegan, second by Mr. Pekarek. The motion carried unanimously.

VI. Approval of the Minutes of Previous Meetings

The minutes from October 18, 2016 were approved by a vote of 7-0. Motion by Mr. Brown. Second by Ms. Belasco. The motion carried unanimously.

VII. Treasurer’s Report

As of December 31, 2016 the MFA bank account balance is \$50,673. Regarding the issue of P.O. Box 61, the agreement with the Postal Service expired on 12/31/16. Mrs. Finnegan advised as of 12/31/16 the PO BOX is closed and the bank statements are coming to 2700 Monroeville Blvd. Mr. Mycka motion, Mr. Brown second. The motion to accept the Treasurer’s report carried unanimously.

VIII. Solicitor’s Report

Mr. Prorok presented advertisement of the MFA meeting dates/alternate dates for calendar year 2017.

IX. Old Business

There was no old business issues to discuss.

X. New Business

The following invoices were approved for payment by a vote of 5-0. A blanket motion made by Ms. Belasco. Second by Mr. Mycka. The motion carried unanimously.

- Maiello, Brungo & Maiello invoice #74256 in the amount of \$69.75
- Mirage Mar Com invoice #25796 in the amount of \$297.00
- Mirage Mar Com invoice #25797 in the amount of \$420.00

Mrs. Finnegan brought to the attention of the Board that there was an oversight of not previously paying Maiello, Brungo & Maiello invoice #73863 in the amount of \$435.00. Mrs. Finnegan motioned to pay. Second by Mr. Mycka. The motion carried unanimously.

- Advertising campaign for new opportunities

Mr. Brown spoke with Mr. Daniel Turner, President of the Pennsylvania Association of Bond Lawyers (PABL) regarding opportunities for advertising the MFA to their membership and/or sponsoring their annual conference. Mr. Brown stated that as per Mr. Turner there were no sponsorship opportunities at the current time; however, the PABL is in the process of putting together a membership directory which could be used for marketing purposes. It is the intent of PABL to also include the contact information of bond service providers and Mr. Turner stated it would be advantageous for the MFA to be listed in the directory. Mr. Brown further stated that Mr. Turner indicated the Bond market in PA is very healthy. Mr. Turner advised that direct mail media would most likely be the most effective method for reaching out to bond lawyers. After a brief discussion, the Board unanimously agreed to approach Curt Brooks at Mirage MarCom about preparing a brochure that would be mass-mailed to PA-based bond lawyers. The purpose of the campaign is to attract prospective non-profit organizations to consider issuing their bonds through the MFA. Mr. Brown stated he would begin the process immediately and keep the Board up-to-date on the

process. Mr. Little and Mrs. Gaydos both stated they were pleased to know the MFA was being pro-active in attracting new revenue for the Municipality.

XI. Board Member Reports and Announcements

Mrs. Finnegan noted she had been contacted via email by Delisi Keenan regarding the scheduling of the annual audit. She stated she would begin the process of collecting the necessary documentation.

Mr. Brown distributed the State Ethics Commission/Statement of Financial Interests forms for completion. All Board members, including the solicitor, are required to submit the forms before May 1, 2017.

The Board welcomed Mr. Frank Pekarek. Mr. Pekarek provided a brief introduction and discussed his professional credentials with everyone present.

No other Board members offered a report or announcement.

The next meeting will be held Tuesday, April 18, 2017 (alt. date: Tue., April 25, 2017).

XII. Adjournment

Upon motion from Mr. Mycka, second by Mrs. Finnegan, followed by a unanimous vote, the meeting was adjourned at 8:30PM.