

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

**REGULAR MEETING OF THE BOARD**

DATE: Monday - August 1, 2016

TIME: 7:30 PM

LOCATION: Monroeville Municipal Building

**MEETING MINUTES**

**I. Call to Order**

The meeting was called to order at 7:35PM. Mr. Brown stated this meeting was being held as a result of the cancellation of the meeting originally scheduled for July 19. He further stated that the meeting had been properly advertised by the Solicitor's staff.

**II. Roll Call**

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

**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. Approval of the Minutes of Previous Meetings**

The minutes from April 21, 2015 were approved by a vote of 3-0. Motion by Mr. Mycka. Second by Mrs. Finnegan. Mr. Brown explained the minutes of this meeting were never presented to the Board for approval. The deficiency was identified during the annual audit conducted by Delisi Keenan.

The minutes from April 19, 2016 were approved by a vote of 3-0. Motion by Mrs. Finnegan. Second by Mr. Brown.

Councilwoman Gaydos requested a copy of the minutes of the meeting on January 19, 2016. Mr. Brown stated he would email them directly to her. Mr. Brown also reminded everyone that the MFA's meeting minutes were available for download on the MFA website.

## **VI. Treasurer's Report**

Mrs. Finnegan reported payments received from UPMC in the amounts of \$100,000 and \$18,117.50. These will be deposited within the next few days.

## **VII. Solicitor's Report**

Mr. Prorok recommended the Board formally recognize the resignation of Deb Balcik. Mr. Brown questioned the need since Council had already acted and filled the vacancy. After a brief discussion, Mr. Brown motioned to recognize her resignation and Mr. Mycka seconded. The motion was approved by a vote of 3-0. Prorok also submitted a written activity report.

## **VIII. Old Business**

Mrs. Finnegan stated she has to go to the bank office in order to get copies of monthly statements. Huntington Bank says they are indeed mailing the monthly statements. However, the statements are not being received. Mrs. Finnegan believes there is a problem with the PO Box 61 mailing address. Mr. Mycka stated he contacted the Monroeville Post Office to inquire the status of PO Box 61. He reported that the USPS requires additional forms to be submitted before they will hand over any mail delivered to the box. This could be the reason the Board's mail is being returned to senders. Although the MFA paid for Box 61, no one is officially authorized to actually receive mail from it. After a brief discussion, all members agreed the administrative overhead associated with keeping the box was burdensome and inconvenient. Mr. Brown recommended abandoning the box altogether and receiving mail at the Municipal Building. Mr. Little stated this would not be a problem. He said any mail addressed to the MFA would be set aside in the Manager's office.

## **IX. New Business**

The 2015 Annual Audit Report prepared by Delisi Keenan was accepted by a vote of 3-0. Motion by Mr. Brown. Second by Mrs. Finnegan. Mr. Brown also stated that a copy of the report would be posted to the MFA website for public view.

The following invoices were approved for payment by a vote of 3-0. A blanket motion made by Mrs. Finnegan. Second by Mr. Mycka.

- Maiello, Brungo & Maiello invoice #70439 in the amount of \$897.60
- Maiello, Brungo & Maiello invoice #71304 in the amount of \$330.00
- Maiello, Brungo & Maiello invoice #72148 in the amount of \$660.00
- Mirage Mar Com invoice #25522 in the amount of \$297.00
- Mirage Mar Com invoice #25647 in the amount of \$322.00
- Delisi Keenan invoice #16673 in the amount of \$1,023.00

The Website and Email Hosting Agreement with Mirage Mar Com was accepted by a vote of 3-0. Motion by Mr. Brown. Second by Mrs. Finnegan. Mr. Brown mentioned the official start date would August 1<sup>st</sup>. Mr. Brown thanked Mr. Prorok for his assistance in preparing the draft language. Mr. Brown further mentioned he would contact Curt Brooks to get his signature and finalize the agreement.

**X. Board Member Reports and Announcements**

Mr. Brown stated the Board needs a secretary and the matter will be on the agenda for the meeting in October. Furthermore, Mr. Brown expressed his frustration with trying to get a quorum to appear for every meeting. Mr. Brown stated the meeting calendar for 2017 should include alternate meeting dates in case they are needed. Advertising the alternate dates up front would alleviate the additional advertising costs associated with last minute cancellations and re-scheduling meeting dates. Mr. Brown also suggested increasing Board membership from five to seven. Mrs. Gaydos stated she was doubtful if Council would agree to do this. Mrs. Gaydos further stated the size of the Board should not affect the ability to draw a quorum of members. All members need to recognize their responsibility to attend.

Mr. Little inquired what amount of money the MFA was planning to distribute to the Municipality. Mr. Little explained the budget planning process had begun and he needed to know what amount could be reasonably expected. Discussion among all members ensued. Without taking formal action, Mr. Brown, Mr. Mycka, and Mrs. Finnegan agreed that \$175,000 would be an appropriate amount for consideration. There was consensus among the Board that the matter should be included for action on the October 18<sup>th</sup> meeting agenda.

Next meeting: Tuesday, October 18, 2016

**XI. Adjournment**

Upon motion from Mr. Brown, second by Mr. Mycka, followed by a unanimous vote, the meeting was adjourned at 9:20PM.

Approved by the Board, October 18, 2016.