

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

**REGULAR MEETING OF THE BOARD**

DATE: Tuesday – April 18, 2017

TIME: 7:00 PM

LOCATION: Monroeville Municipal Building

**MEETING MINUTES**

**I. Call to Order**

The meeting was called to order at 7:22PM.

**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).

**III. Agenda Review**

Mrs. Finnegan brought to the attention of the Board that the agenda did not include an invoice from Maiello, Brungo & Maiello (#75227) in the amount of \$375.00. Mrs. Finnegan motioned to add this item to the New Business section of the agenda for action. Seconded by Mr. Mycka. The motion carried unanimously.

**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 January 17, 2017 were approved by a vote of 3-0. Motion by Mrs. Finnegan. Second by Mr. Mycka. The motion carried unanimously.

**VI. Treasurer's Report**

As of March 31, 2017 the MFA bank account balance is \$49,451.90. Mrs. Finnegan advised the 2016 audit process is underway and should be complete by the June 30<sup>th</sup> deadline. Mr. Mycka moved to accept the treasurer's report. Mrs. Finnegan seconded. The motion carried unanimously.

**VII. Solicitor's Report**

Mr. Prorok stated there are no outstanding legal issues to report.

#### **VIII. Old Business**

Mr. Brown provided an update on the mass mail marketing campaign. He stated that Mirage Mar-Com printed 500 brochures, stuffed the envelopes, affixed postage, and printed the address labels. On Monday, April 17, brochures were mailed to 222 bond lawyers throughout the Commonwealth of Pennsylvania. He reiterated the goal of the mailing was to “get the word out” about the MFA and hopefully generate new opportunities for bond issues. The remainder of the brochures will be mailed later in the year as a follow-up campaign to further build the Board’s name recognition.

#### **IX. New Business**

Mr. Brown regretfully announced the resignation of Beth Belasco. Her letter was distributed to the Board. Mr. Mycka moved to accept the letter of resignation. Mrs. Finnegan seconded. The motion carried unanimously.

The Board considered the following list of invoices. A blanket motion was made by Mr. Mycka and seconded by Mrs. Finnegan. The motion carried unanimously.

- Maiello, Brungo & Maiello invoice #75227 in the amount of \$375.00
- Mirage Mar Com invoice #25894 in the amount of \$297.00
- Mirage Mar Com invoice #25895 in the amount of \$105.00
- Mirage Mar Com invoice #25896 in the amount of \$1,610.00
- Reimbursement to Jim Brown for purchasing envelopes in the amount of \$126.95
- Reimbursement to Jim Brown for purchasing postage in the amount of \$245.00

#### **X. Board Member Reports and Announcements**

Mr. Brown announced all members of the Board had turned in their Statement of Financial Interests. Mr. Brown thanked the Board for completing this task prior to the legal deadline.

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

#### **XI. Adjournment**

Upon motion from Mr. Mycka, seconded by Mrs. Finnegan, followed by a unanimous vote, the meeting was adjourned at 8:10PM.