

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

REGULAR MEETING OF THE BOARD

DATE: Tuesday – January 16, 2018

TIME: 7:00 PM

LOCATION: Monroeville Municipal Building

MEETING MINUTES

I. Call to Order

The meeting was called to order at 7:30 PM.

II. Roll Call

The following members were present: Jim Brown (Chairman), RJ Mycka (Vice-Chairman), Frank Pekarek (Board Member), Dominic Zappa (Board Member), and John Prorok (Solicitor).

Mr. Brown introduced Mr. Zappa as the newly appointed to the Board by Municipal Council. Mr. Brown also stated that Councilman Steve Duncan (Ward 6) had been appointed as the new Council Liaison.

III. Agenda Review

No amendments to the agenda were made.

IV. Public Comments on Agenda Items

There were no members of the general public present.

V. Re-organization/Election of Officers

Mr. Brown announced he would vacate the chair to allow for the re-organization of the Board and the election of officers. Mr. Prorok thus assumed control of the meeting and called for the nomination of members for consideration of election to the office of Chairman.

Mr. Mycka nominated Mr. Brown for the office of Chairman. Mr. Prorok voiced a second call for nominations. No additional nominations were made. Mr. Prorok then asked for a motion to close the nomination process. Said motion was made by Mr. Zappa and seconded by Mr. Pekarek. Mr. Prorok called for a voice vote on the appointment of Mr. Brown as Chairman. The vote was unanimous (4-0) in favor. At this point, Mr. Brown resumed control of the meeting as Chairman.

Mr. Brown called for nominations for the office of Vice-Chairman. Mr. Mycka nominated Mr. Pekarek. Mr. Brown voiced a second call for nominations. No additional nominations were made.

Mr. Brown then motioned to close the nomination process. Said motion was seconded by Mr. Zappa. Mr. Brown called for a voice vote on the appointment of Mr. Pekarek as Vice-Chairman. The vote was unanimous (4-0) in favor.

Mr. Brown called for nominations for the office of Treasurer. Mr. Pekarek nominated Mr. Mycka. Mr. Brown voiced a second call for nominations. No additional nominations were made. Mr. Brown then motioned to close the nomination process. Said motion was seconded by Mr. Zappa. Mr. Brown called for a voice vote on the appointment of Mr. Mycka as Treasurer. The vote was unanimous (4-0) in favor.

Mr. Brown called for nominations for the office of Secretary. Mr. Mycka nominated Mr. Zappa. Mr. Brown voiced a second call for nominations. No additional nominations were made. Mr. Brown then motioned to close the nomination process. Said motion was seconded by Mr. Pekarek. Mr. Brown called for a voice vote on the appointment of Mr. Zappa as Secretary. The vote was unanimous (4-0) in favor.

Mr. Prorok advised the Board of the need to officially designate a Right-To-Know Officer. Mr. Prorok further explained this role is typically assumed by the Board's Secretary. Mr. Mycka then motioned to designate Mr. Zappa as the MFA's Right-To-Know Officer. Said motion was seconded by Mr. Pekarek. Mr. Brown called for a voice vote. The vote was unanimous (4-0) in favor.

VI. Approval of the Minutes of Previous Meetings

The minutes from the meeting held on October 17, 2017 were approved by a unanimous vote of 4-0. Motion for approval was made by Mr. Mycka and seconded by Mr. Pekarek.

VII. Treasurer's Report

As of December 31, 2017, the MFA bank account balance is \$9,443.75. Mr. Brown stated that prior to her departure, the former Treasurer, Mrs. Virginia Finnegan, reconciled the ledger and ensured it matched the monthly bank statements. Mr. Brown further stated that Mrs. Finnegan had advised him there was still an outstanding invoice in the amount \$12,500.00 for the UPMC Series 2014B. Mr. Prorok stated that UPMC had been billed by his office and payment was expected any day now. Mr. Prorok further stated he would ensure the payment is promptly deposited upon receipt. Finally, Mr. Prorok stated that UPMC had expressed interest in submitting future payments via automated clearing house (ACH). The entire Board expressed interest in pursuing this method for receiving payments. Mr. Prorok stated he would convey to UPMC the Board's favorable response and advise the Board of what steps need to be taken.

VIII. Solicitor's Report

Mr. Prorok stated there are no outstanding major legal issues to report. Since the last meeting, his office: (1) Provided a written opinion on the issue of MFA Board term limits, (2) Drafted and sent a letter acknowledging the termination of the contract by the previous auditor, (3) Publicly advertised the Board meeting calendar for 2018, and (4) Invoiced UPMC for the Series 2014B bond issue.

IX. Old Business

Mr. Brown reminded the Board that a vacancy still exists for an unexpired term.

Mr. Brown also stated he signed an engagement letter in November with Maher Duessel and they have begun planning for the 2017 audit.

Mr. Brown explained that he needed to purchase envelopes and stamps to mail the remaining (approx. 60) marketing brochures to local area bond counsels. This is the final mailing as all of the brochures have been mailed.

X. New Business

The Board considered the following list of invoices. A blanket motion to approve all payments was made by Mr. Pekarek and seconded by Mr. Mycka. The vote was unanimous (4-0) in favor.

- Maiello, Brungo & Maiello invoice #79144 in the amount of \$645.00
- Maiello, Brungo & Maiello invoice #79970 in the amount of \$129.20
- Mirage Mar Com invoice #26145 in the amount of \$297.00
- Mirage Mar Com invoice #26146 in the amount of \$70.00
- Mirage Mar Com invoice #26153 in the amount of \$70.00
- Reimbursement to Mr. Brown (Office Max) in the amount of \$35.64

XI. Board Member Reports and Announcements

No Board members offered a report or announcement.

The next meeting will be held Tuesday, April 17, 2018 (alternate date: Tue., Apr. 24, 2018).

XII. Adjournment

Upon motion by Mr. Zappa and seconded by Mr. Pekarek, followed by a unanimous vote (4-0), the meeting was adjourned at 8:30 PM.