

MONROEVILLE FINANCE AUTHORITY (MFA)
Meeting Minutes

November 24, 2012

I. Call to order

The meeting of the Monroeville Finance Authority was called to order at 7:00pm on November 24, 2012. Conference room; Municipality of Monroeville Bldg.

II. Roll call

Debbie Balcik conducted a roll call. The following members were present: Virginia Finnegan, Tom Weikel, Gary Pugliano, Rich Lopiccolo, Debra Balcik

Solicitor: John Prorok

Council Liaison: Bernard Erb absent

Guest: Jeff Silka, Manager Municipality of Monroeville

III. Approval of minutes from last meeting: Recommendation for approval by Tom Weikel, 2nd Virginia Finnegan of minutes from September 26, 2013. Roll call completed all approved.

IV. Public comment on agenda: No residents in attendance.

V. Business matters of the Authority

Introduction of Solicitor: John Prorok, Maiello, Brungo, Maiello,LLP was introduced and provided a brief overview of the Firm's 45 year history and mission statement.

Discussion of Members and Solicitors vision for the MFA: John Prorok suggested that MFA members attend Municipal meetings to show member availability. Members suggested web site development, brochure and marketing.

Discussion of Future meetings: Agreed on a monthly meeting with the next meeting Jan 15, 2013 7pm.

Financial Matters: Treasurer's report presented by Virginia Finnegan, Motion to approve by Tom Weikel, 2nd Debbie Balcik . Approved for payment of bills, roll call completed all in agreement. Discussion of auditing: How soon do we need the audit? State Authority report will be sent to MFA, July 2013 report will need completed. Final copy of engagement letter all approved and signed by chair. Motion for a post office box was placed for vote by Rich Lopiccolo, 2nd by Gary Pugliano, roll call approved by all. Virginia will secure a box at the Monroeville post office.

Discussion with Municipal Manager, Jeff Silka: Jeff provided the MFA with information to assist in gaining more bonds from past experience. Suggestions included, using political connections to get bonds steered to the MFA. Get the MFA name in front of commercial real estate brokers that know of projects. Website/printable PDF brochures emailed to potential clients. Link off the Municipality web site. **Solicitor:** Will search for how others advertise and other possibilities. Will research if the MFA and its members need to get separate emails accounts, like gmail, for MFA communications. **Secretary:** Will look for local web designers/graphic designer and will research the Wisconsin Financial Authority and other MFA's. It was reviewed that if purchase or service is under 10,000 MFA does not need to get bids. Motion to establish web page and engage a contractor for creating a web page submitted by Tom Weikel, 2nd by Gary Pugliano, roll call vote approved by all.

Public Request: Prior public request for information from John Lacney has been resolved and all information was provided by Rich Lopiccolo.

No other public comment.

Discussion of Municipal space and document retention: Drawer 108, Room 102 Key provided to Debbie Balcik, Secretary. Documents for storage will be complied by the Secretary, Placed in a binder and housed with other public documents in the Municipality of Monroeville safe.

Next meeting January 15, 2013at 7 PM Monroeville Municipal building, room to be determined. Rich Lopiccolo will contact Lynette McKinney concerning the room for the next meeting. John Prorok to advertise meeting time and place.

Adjournment

Motion to adjourn by Rich Lopiccio, 2nd by Virginia Finnegan. Adjourned at 8:30pm.

Minutes submitted by: Debbie Balcik, Secretary, MFA