

MONROEVILLE FINANCE AUTHORITY (MFA)

Meeting Minutes

January 15, 2013

I. Call to order

[Facilitator Name] The meeting of the Monroeville Finance Authority was called to order at 7:15m on January 15, 2013, Conference room; Municipality of Monroeville Bldg. Pledge of Allegiance was recited.

II. Roll call

Rich Lopiccolo conducted a roll call. The following persons were present: Virginia Finnegan, Tom Weikel, Gary Pugliano, Rich Lopiccolo, Council Liason Bernhard Erb, Solicitor John Prorok, Debra Balcik (late at 7:20pm)

III. No public comment in the agenda

IV. **Approval of minutes from last meeting** by Virginia Finnegan, 2nd Tom Weikel, approved by entire board after correction of date under financial matters.

V. Business matters of the Authority

Treasurer's report: Presented by Virginia Finnegan,

Marketing efforts (New Deals): How do we get more interest in using the MFA? What are we permitted to do to seek out those interested? Are we permitted to advertise? How do we get people to apply? The board agreed that we need more information and will hold discussion until a Solicitor is selected.

Setting a permanent meeting schedule: The board decided to seek a solicitor and then determine a meeting schedule. The board needs clarity on what council needs to approve and what can be directly handled by the board. This will be discussed after a Solicitor is selected. Tentatively a bimonthly meeting schedule is proposed.

Fee Schedules (lump sum vs Annual fees): Tom had an citizen inquiry about the fee schedule and he investigated to find that there is the possibility of some bonds being a lump sum payment with .2 percent as the usually fee. The board can decide on each case if it is lump sum or annual fees.

Appointing a Solicitor: The Board has been contacted by various firms about the possible position of Solicitor to the Board. The decision was that each firm that had contacted the MFA would be sent a letter asking for qualification to serve in this capacity and their respective fees. The secretary will draft a letter and send it to the Board for approval. It will then be mailed to the below firms. They will have a deadline of August 15, 2012 to respond in writing.

Craig Simpson, Robert Wratcher, Bruce Dice and Associates, Maiello, Brungo, Maiello, Brenda Sebring

Finance of authority expenses: Discussion with Municipality will need completed about meeting space and copying services. All mail will use the Municipal address. Authority will need to file a tax return and will need to hire an Auditor. This will also be discussed once a Solicitor is hired.

Old Business: Closing of UPMC bond. Chair and Assistant Secretary/Treasurer will meet either July 24, 2012 or July 25, 2012 to sign bond transaction documents with a pre-closing July 30, 2012 and funding is to be received July 31, 2012.

VI. Adjournment

[Facilitator Name] adjourn the meeting, 2nd by Tom Weikel and approved by the entire board at 8:35pm.

Next meeting to discuss the Solicitor applications, Aug 21, 2012 at 7pm in the Monroeville Municipal building, room to be determined.

Minutes submitted by: Debbie Balcik, Secretary, MFA