

# **MONROEVILLE FINANCE AUTHORITY (MFA)**

## **Meeting Minutes**

January 15, 2013

### **I. Call to order**

**Motion to adjourn** The meeting of the Monroeville Finance Authority was called to order at 7:15pm on January 15, 2013, Conference room; Municipality of Monroeville Bldg. Pledge of Allegiance was recited.

### **II. Roll call**

Rich Lopiccio conducted a roll call. The following persons were present: Virginia Finnegan, Tom Weikel, Gary Pugliano, Rich Lopiccio, Council Liaison 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, 2<sup>nd</sup> 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, summary of the treasurer's report with a list of the bills paid. Virginia obtained a post office box at Monroeville Post Office PO Box 61, Virginia has the key and she will get a second key. Virginia will check the box and maintain any financial mail and provide Debbie with any other mail. Tom Weikel made a motion to approve payment of the bills, Second by Gary Pugliano. Voted 4-0 for approval.

Virginia present the need for an audit and the MFA will need to engage a firm to complete the audit. Virginia is seeking the authority to contact Maher/Duessel to obtain a proposal for the audit. Motion to approve by Gary Pugliano, second by Tom Weikel, Voted 4-0 for approval.

**Reorganization: Solicitor Acts as Temporary Chair:** John Prorok

Election of MFA Chair for 2013: Nomination Virginia Finnegan Motion to elect by Tom Weikel, Second by Gary Pugliano, roll call vote all in approval.

Chair for 2013 assumed the gavel from the solicitor.

Election of MFA Vice Chair for 2013: Nomination Rich Lopiccolo Motion to elect by Virginia Finnegan, second by Tom Weikel, roll call vote all in approval

Election of MFA Secretary for 2013: Nomination Debbie Balcik Motion to elect by Tom Weikel , second by Rich Lopiccolo, roll call vote all in approval

Election of MFA Treasurer for 2013: Nomination Tom Weikel Motion to elect by Rich Lopiccolo , second by Debbie Balcik, roll call vote all in approval

Election of MFA Assistant Secretary/Treasurer for 2013: Nomination Gary Pugliano Motion to elect by Rich Lopiccolo, second by Tom Weikel, roll call vote all in approval

**Discussion of website development and brochures:**

Debbie Balcik was charge to seek out web design companies and provide feedback back to the group. Research to include web design and domain names.

**Solicitors report:**

John Prorok reported that all members should create new email accounts to be used only for the business of the MFA. Discussion suggested the creation of the Gmail accounts.

**Public Comment:** None

**VI. Adjournment**

Motion to adjourn the meeting by Rich Lopiccolo, 2<sup>nd</sup> by Tom Weikel and approved by the entire board at 8:35pm.

Next meeting: March 2013 TBD

Monroeville Municipal building, room to be determined.

Minutes submitted by: Debbie Balcik, Secretary, MFA