

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

REGULAR MEETING OF THE BOARD

Date: Tuesday – July 17, 2018

Time: 7:00 PM

Location: Monroeville Municipal Building

Meeting Minutes

I. Call to Order

Meeting Called to order at 7:00PM

II. Roll Call

The following members were present: Jim Brown (Chairman), RJ Mycka (Treasurer), Frank Pekarek (Vice Chairman), Bryan Walsh (MBM), Dominic Zappa (Secretary), Tim Little (Municipal Manager). Councilman Steve Duncan (Ward 6) was absent.

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. Approval of the Minutes of the Previous Meeting

The minutes from the meeting held on April 17, 2018 were approved by a unanimous vote of 4-0. Motion for approval was made by Mr. Mycka and second by Mr. Pekarek.

VI. Treasurer's Report

As of June 30, 2018, the MFA bank account balance is \$36,318.41. The UPMC Series 2015(A) annual payment was received in the amount of \$18,117.50. There is also a pending payment of UPMC Series 2012 revenue boards annual fee of \$100,000. On October 1, 2018 payments for UPMC Series 2013(B) in the amount of \$17,652.50 and UPMC Series 2014(B) in the amount of \$12,500.00, will be invoiced. Mr. Mycka said he has not seen the \$100,000 payment from the UPMC Series 2012 come through yet; however, we signed up for ACH and the paper work for it was sent in with the invoice. Once the new bank statement comes out, Mr. Mycka will check to get confirmation of payment.

VII. Solicitor's Report

There were no new items discussed.

Mr. Mycka did ask if there was any cheaper advertising. He brought up that we pay \$238.00 for advertising and the local paper could do it cheaper. It was explained by Mr. Little that the local paper will not do legal advertising. We advertise in the Post Gazette because it is currently the only real option. The law still requires us to advertise and our website cannot be our only form of information or advertising.

VIII. Old Business

Mr. Brown reminded the Board that a vacancy still exists for an unexpired term. Mr. Brown has discussed the opening with a few possible people; however, no one is interested.

IX. New Business

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

- Maiello, Brungo, & Maiello invoice #82025 in the amount of \$270.00
- Maiello, Brungo, & Maiello invoice #82338 in the amount of \$235.20
- Maiello, Brungo, & Maiello invoice #82845 in the amount of \$105.00
- Mirage Mar Com Invoice #26397 in the amount of \$322.00
- Mirage Mar Com Invoice #26398 in the amount of \$35.00
- Discussion of annual payment to Municipality of Monroeville

At the October meeting the Board will be discussing and acting on the annual payment to the Municipality of Monroeville. The Board is preparing for the end of year and budgeting. The last page of the agenda shows the sources of revenue throughout the year. The current bank balance is \$36,000 and before the next meeting that amount should grow to \$166,000. Historically, the Board turns over \$150,000 to \$175,000 to the municipality. The amount has fluctuated in the past due to spending from the marketing campaign from 2015. Mr. Little went to retrieve the budget so the Board can look to make sure the budgeted amount equals what the Board plans on giving to the Municipality. A check to the Municipality will be cut in October; however, the Board serves at the will of the Municipality so in theory they can retrieve the money at anytime throughout the year. The Board exists to make the Municipality money. The Board does have some overhead from the past year so the total amount cannot be sent to the Municipality. Mr. Little brought up that the Municipality has a \$175,000 budgeted amount and last year we only cut a check for \$150,000 and in n 2016 \$175,00 was paid. The shortage was due to the Board not having the funds. Because the operating expenses in 2017 were \$177,000 we could only give \$170,000 last year. The current year payment will be less because we will only have \$166,000 in the bank at the time of the next meeting. If the Board makes a follow up payment in 2019 it will cut the contribution for the next year. The first bill next year is not until June 1st and this year the UPMC invoices went out late, as well as we received payment in January of 2018 from the billing in 2017, but normally payments are received in the same year. The Board discussed that the next budget should be between \$150,000 and \$160,000. It was also mentioned that the audit cost doubled to \$1,800.

X. Board Member Reports and Announcements

The next meeting will be held Tuesday, October 16, 2018 (alternate date: Tue., October 23, 2018).

Mr. Mycka brought up that the October meeting will be his last meeting as his term expires at the end of the current year. Per Mr. Brown, Mr. Mycka must apply for a second term and will need to send a letter

to Mr. Little after the October meeting so that the timeline falls in place for the Municipality to approve his term before the next year. It was asked if Mr. Mycka should apply for the current vacancy or his current position. The discussion began due to confusion about if a partial term counts toward the two term limit. If a Board member starts midterm, it still counts as a full term. Mr. Brown showed the Board the original ordinance to Mr. Walsh to get his opinion on the matter. Mr. Walsh agreed that a midterm counted as a full term. One full term is five years in length but due to Mr. Mycka serving a partial term prior to his first full term he can only be reappointed in another five years. In addition to this upcoming vacancy, the current Board vacancy would expire at the end of 2019, so if someone would be appointed they would only be able to finish that term and get reappointed for an additional full five year term.

XI. Adjournment

Upon motion from Mr. Mycka and a second from Mr. Pekarek followed by a unanimous vote (4-0), the meeting was adjourned at 7:35 PM.