

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

REGULAR MEETING OF THE BOARD
Date: Tuesday – October 16, 2018
Time: 7:00 PM
Location: Monroeville Municipal Building

Meeting Minutes

I. Call to Order

The meeting Called to order at 7:05PM

II. Roll Call

The following members were present: Jim Brown (Chairman), RJ Mycka (Treasurer), Frank Pekarek (Vice Chairman), Dominic Zappa (Secretary), John Prorok (Solicitor). Absent: Tim Little (Municipal Manager) and Councilman Steve Duncan (Ward 6).

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 July 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

Mr. Mycka reported the Huntington Bank account balance as of Sept. 30, 2018 is \$135,351.21. However, on October 10th, deposits were received for the 2013(B) and 2014(B) bond issues bringing the current balance to \$165,503.71.

The Treasurer's report was approved by a unanimous vote of 4-0. Motion for approval was made by Mr. Mycka and second by Mr. Pekarek.

VII. Solicitor's Report

Mr. Prorok reported his firm invoiced UPMC on October 1st and the ACH payments were received in 10 days. Copies of the invoices were provided to the Board.

VIII. Old Business

Mr. Brown stated that he spoke with a possible candidate for filling the current Board vacancy but the person never got back to him. He also asked the Board to continue to spread the word about the vacancy. Mr. Mycka's term is over at the end of the calendar year. He will need to send a letter to Tim Little, the Municipal Manager, or his Council representative to be on the record as wanting to be on the Board for another full term. The nomination period will stand for 30 days, then at the December municipal meeting Mr. Mycka could be appointed and then be on the Board again in January.

The next item of business was the annual disbursement to the Municipality of Monroeville. Mr. Brown said that Mr. Little expressed to him that he would like the money paid out as soon as possible. The discussion of how much that pay out should be followed. Mr. Brown would like to keep at least \$10,000, of the \$165,503 currently in the bank account, on hand. Last year, the Board gave \$150,000 to the municipality. That amount was short of the projected amount but that was due to the marketing campaign. This year our annual income is \$148,270 but we could give up to \$155,000. Mr. Pekarek motioned to pay \$150,000 to match last year's amount. Mr. Zappa seconded. The motion was approved by a unanimous vote of 4-0. Due to Mr. Little being absent, Mr. Mycka will make the check out to the Municipality of Monroeville and will give the check to the Municipal Manager's Secretary Dara Brown to be passed along to Mr. Little.

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. Pekarek. The vote was unanimous (4-0) in favor.

- Maiello, Brungo & Maiello invoice #83346 in the amount of \$390.00
- Mirage Mar Com invoice #26538 in the amount of \$297.00
- Mirage Mar Com invoice #26539 in the amount of \$35.00

The Board considered the approval of the proposed 2019 Meeting Calendar. The calendar includes alternate dates in case a quorum cannot be set or weather causes a cancellation. Mr. Mycka motioned to approve the calendar, seconded by Mr. Pekarek. A unanimous vote (4-0) approved the calendar.

The Board approved to advertise the 2019 Meeting Calendar. Mr. Prorok's office will handle the legal advertisement. The advertisements are usually posted the first week of January for the whole calendar year. With a single advertisement of the full calendar, the Board is not required to advertise subsequent meeting dates. Mr. Pekarek motioned that we approve the advertising schedule, Mr. Mycka seconded. Vote passes unanimously (4-0).

X. Board Member Reports and Announcements

The next meeting will be on Tuesday January 15, 2019 (alternate date: Tue. January, 22, 2019)

Mr. Brown stated to the board that the web hosting and security maintenance fee, done by Mirage MarCom, has been increased to \$149.00 a month. Curt Brooks, Mirage MarCom's owner, said that their expenses have gone up so they had to roll those costs down to their clients. Currently, we are paying \$297.00 a quarter, so the increase will raise our total cost \$447.00 per quarter or to \$1,788.00 per year. The question should we search for a new provider was proposed by Mr. Pekarek. Mr. Brown explained that the webhosting and security maintenance is made up from them securing the server and that

overhead is what is driving up the cost. In the letter from Mirage MarCom, there is an increase in cost due to the increase in bandwidth for the content delivery, as well as their servers being upgraded. Mr. Mycka questioned if the current contract addresses price increases. Mr. Brown stated it does not. Mr. Pekarek questioned how we might terminate the contract. Mr. Mycka reminded the Board that we should keep in mind that this is a Monroeville based company and we should continue to shop locally. Mr. Brown replied that there may not be very many local providers for this service. He further stated that we cannot use Monroeville for this service because they do not want our data stored on their network. Mr. Pekarek believes there is a company in Plum that potentially does the same service. He is going to look into them bidding on the same type of service. Mr. Brown said that even with the increase to \$447.00 a quarter, the price is still par with the industry. We also need to keep in mind that if we would switch service providers there would be data migration costs associated with the change.

Lastly, Mr. Brown stated that he has been working on digitizing the Board documents. All meeting minutes and annual audits are now posted online. Other documents are being scanned so they can be copied to digital storage media and stored in our file safe. He reminded the Board that by having all public documents available for download, this should satisfy most Right-to-Know requests.

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.