

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

REGULAR MEETING OF THE BOARD

Date: Tuesday – January 15, 2019
Time: 7:00 PM
Location: Monroeville Municipal Building

Meeting Minutes

I. Call to Order

Meeting Called to order at 7:14PM

II. Roll Call

The following members were present: Jim Brown (Chairman), RJ Mycka (Treasurer), Frank Pekarek (Vice Chairman), Dominic Zappa (Secretary), Tim Little (Municipal Manager), Dan Marston, John Prorok, 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. Re-Organization/Election of Officers

- Nomination and Election of Chairman – Current: Mr. Brown

Mr. Brown vacated his Chairmanship and turned the meeting over to Mr. Prorok. Mr. Prorok asked for nominations for the Chairman position. Mr. Mycka nominated Mr. Brown, Mr. Pekarek seconded. Mr. Mycka motioned to close nominations and move to a vote, Mr. Pekarek seconded. Unanimous vote (5-0). Mr. Prorok turned the meeting back over to Mr. Brown.

- Nomination and Election of Vice-Chairman – Current: Mr. Pekarek

Mr. Brown opened the floor to nominations for Vice-Chairman. Mr. Zappa nominated Mr. Pekarek, seconded by Mr. Mycka. Unanimous vote (5-0).

- Nomination and Election of Treasurer – Current: Mr. Mycka

Mr. Brown opened the floor to nominations for Treasurer. Mr. Pekarek nominated Mr. Mycka, seconded by Mr. Zappa. Unanimous vote (5-0)

- Nomination and Election of Secretary – Current: Mr. Zappa

Mr. Brown opened the floor to nominations for Secretary. Dr. Marston nominated Mr. Zappa, seconded by Mr. Pekarek. Unanimous vote (5-0)

- Nomination of Assistant Secretary/Treasurer – Current: Vacant

Mr. Brown explained that this position was created as a back-up for the Secretary and Treasurer in case the standing member in each of those positions cannot fulfill the duties. Mr. Brown opened the floor to nominations. Mr. Mycka nominated Dr. Marston, seconded by Mr. Pekarek. Unanimous vote (5-0). Mr. Pekarek asked if Dr. Marston needs to be added to the signature card at the bank. Mr. Brown explained that there are only two people allowed on the signature card so Dr. Marston does not need to be added.

VI. Approval of the Minutes of the Previous Meeting

The minutes from the meeting held on October 16, 2018 were approved by a unanimous vote of 5-0. Motion for approval was made by Mr. Zappa and second by Mr. Mycka.

VII. Treasurer's Report

Mr. Mycka reported the Huntington Bank account balance as of December 31, 2018 is \$14,781.71. Mr. Mycka also expressed that he had kept track of the ledger and double checked the balance as of today, January 15, 2019. The December 31st amount is current to the meeting.

The Treasurer's report was approved by a unanimous vote of 5-0. Motion for approval was made by Mr. Pekarek and seconded by Mr. Zappa.

VIII. Solicitor's Report

Mr. Prorok reported that his firm put out the advertisement for the meeting dates this upcoming year. The invoice for the newspaper has not been received so we will pay it next quarter. In the back of the committee's packet the meeting calendar has also been provided.

IX. Old Business

Mr. Brown reminded the committee of the letter received from Mirage Mar Com regarding the increase in rates. He went back and looked at the original agreement to see if rate increases were expressed, they were not; however, there was a term starting on August 1, 2016. Due to the term beginning in August the rate increase was retracted until August 2, 2019 when the next year, based on the agreement, begins. Mirage Mar Com must notify us 120 days in advance of the rate increase, which is reflected in the agreement by 1-C, which states the renewal terms of the contract. Mr. Brown did express that overhead for Mirage Mar Com has gone up, which is why our rate has risen. If we were to look for a new service provider we would need to take into consideration the price of the migration to a new company. If we as a committee decided to move in another direction it will need to be discussed at the April meeting.

X. New Business

The Board considered the following list of invoices. A blanket motion to approve all payments was made by Mr. Mycka and seconded by Mr. Pekarek. The vote was unanimous (5-0) in favor.

- Maiello, Brungo, & Maiello invoice #85064 in the amount of \$195.00
- Mirage Mar Com Invoice #26676 in the amount of \$297.00

XI. Board Member Reports and Announcements

Mr. Brown introduced the newest member of the committee, Dr. Daniel Marston. Dr. Marston said he was on the Human Needs and Resource committee previously and that he was pleased to now be a part of the Monroeville Finance Authority. Lastly, he spoke to how he was impressed with how smoothly and efficiently the meeting has been ran. Mr. Brown explained the email set up and the details on Right to Know requests.

The 2018 audit will be completed by Maher Dussel. They have contacted Mr. Brown expressing that they want to start the audit as soon as possible. Mr. Mycka and Mr. Brown will work on putting together dates for the audit to take place. Dr. Marston asked about the statement in last year's audit regarding the auditors not agreeing to our method. Mr. Brown explained that the statement is normal language put into the audit to show that the auditors are doing the audit but claim no responsibility if there is an error. In addition to that, Maher Dussel follows GAP regulations, which is different from the cash system we use.

Mr. Brown reminded the committee that the Statement of Financial Interest forms are due by May 1, 2019. They will need to be brought to the next meeting or sent to Mr. Little's secretary. Dr. Marston will not have to complete one of these forms because he did not serve on this committee last year. Mr. Brown also stressed that everyone needs to make sure they do not send the form back to Harrisburg. These forms are to be filed at the municipal level and are only subject to be looked at in the case of a Right to Know request.

The next meeting will be held Tuesday, April 16, 2019 (alternate date: Tue., April 23, 2019).

Lastly, Mr. Pekarek asked if UPMC East was expanding and asked if they were expected to request another bond. Mr. Little said yes, they are expanding but no they were not expected to request another bond. Mr. Brown added that the Pennsylvania Economic Development Financing Authority (PEDFA) approved a \$750 million bond issue in 2017 and but then UPMC canceled its plans to build a new hospital in Pleasant Hills.

XII. Adjournment

Upon motion from Mr. Pekarek and a second from Mr. Mycka followed by a unanimous vote (5-0), the meeting was adjourned at 7:47 PM.