

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

REGULAR MEETING OF THE BOARD

Date: Tuesday – April 16, 2019
Time: 7:00 PM
Location: Monroeville Municipal Building

Meeting Minutes

I. Call to Order

Meeting Called to order at 7:09 PM.

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, and John Prorok (Solicitor). 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 January 15, 2019 were approved by a unanimous vote of 5-0. Motion for approval by Dr. Marston and second by Mr. Pekarek.

VI. Treasurer's Report

Mr. Mycka shared that the Huntington Bank Account Balance as of April 15, 2019 is \$14,149.71

VII. Solicitor's Report

Mr. Prorok shared that there was nothing to report on from the past quarter. Mr. Brown followed up on an email he sent to Mr. Prorok regarding the legal advertising of the Annual Audit. Mr. Prorok advised the Board the advertisement would be published by the end of the month.

VIII. Old Business

Mr. Brown lead a discussion about the Mirage Mar Com notice regarding their monthly fee increase. He spoke to Kurt Brooks and was told that Mirage Mar Com would hold off on the increase until the new agreement is approved, and the new contract period starts. Currently, we are billed at their entry rate because we fall at the bottom of their fee structure due to our size. At July's meeting, we will have to amend our service agreement and approve the new fee.

IX. New Business

The Board considered the following invoices for payment. Mr. Mycka motioned to approve all of the invoices under a blanket motion, Mr. Pekarek seconded. The motion passed by a unanimous vote (5-0).

- a. Maiello, Brungo, & Maiello invoice #85831 in the amount of \$225.00
- b. Maiello, Brungo, & Maiello invoice #86296 in the amount of \$38.75
- c. Mirage Mar Com invoice #26829 in the amount of \$297.00
- d. Mirage Mar Com invoice #26830 in the amount of \$105.0
- e. Maher Duessel invoice #475502 in the amount of \$1,800.00

Mr. Brown provided a review the 2018 Audit Report as prepared by Maher Duessel. He expressed that the report was satisfactory. After tonight's meeting, if approved, Jim will send the Audit Report to Mirage Mar Com for it to be posted on the Board's website. This will allow it to be a free download to general public. Mr. Mycka motioned to approve the 2018 Audit report, which was second by Mr. Pekarek. The motion passed by a unanimous vote (5-0).

Dr. Marston did point out that although nothing was out of sorts in the audit report, he drew attention to the language regarding the Board not following Generally Accepted Accounting Principles (GAAP). This was discussed at a previous meeting and Mr. Brown explained that due to our small size, a simple ledger is sufficient to document the Board's income and expenditures.

X. Board Member Report and Announcements

Mr. Brown reminded the Board that the Statement of Financial Interest forms are due May 1, 2019. Mr. Pekarek and Mr. Zappa have already turned in their forms, while Dr. Marston does not need to complete one as he was not a member of the Board in 2018.

The next meeting is Tuesday, July 16, 2019 (Alternate Date: Tue. July 23, 2019). This date has already been advertised. Dr. Marston asked if we needed to schedule a second alternate date for our October meeting because he would be unavailable for the alternate meeting date. Mr. Brown explained that we never have had to schedule a second alternate date and it should not cause any problems if Dr. Marston has a conflict.

XI. Adjournment

Motion by Mr. Zappa to adjourn the meeting, second by Mr. Mycka. The motion passed by a unanimous vote (5-0). The meeting ended at 7:17 PM.