

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

REGULAR MEETING OF THE BOARD
Date: Tuesday – January 21, 2020
Time: 7:00 PM
Location: Monroeville Municipal Building

Meeting Minutes

I. Call to Order

Meeting Called to order at 7:13.

II. Roll Call

The Following Members were present: Jim Brown (Chairman), RJ Mycka (Treasurer), Frank Pekarek (Vice-Chairman), Dominic Zappa (Secretary), Dr. Dan Marston, John Prorok.

Council does not need to appoint a council member to sit on the board. We no longer will have a council representative at the meetings.

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

Mr. Brown began the re-organization conversation by stating that he would like for another member of the board to take over as chair for this year. This will allow him to still serve on the board while helping the new president understand their responsibilities.

a. Nomination and election of Chairman

Mr. Brown vacated the chair and turned the meeting over to Mr. Prorok. The nominations were open for chair. Mr. Brown nominated Dr. Marston to be the chair of the Monroeville Finance Authority. Mr. Brown then moved to close nominations, Mr. Mycka second, and a unanimous vote of 5-0 was cast to approve Dr. Marson as the chairman of the board. Mr. Prorok then turned the meeting over to Dr. Marston.

b. Nomination and election of Vice-Chairman

Dr. Marston opened nominations for vice-chairman. Mr. Brown was nominated for this position. Mr. Mycka moved to close nominations, Mr. Brown second, and a unanimous vote of 5-0 was cast to approve Mr. Brown as vice-chairman for the board.

c. Nomination and election of Treasurer

Dr. Marston opened nominations for Treasurer. Mr. Mycka was nominated for this position. Mr. Mycka moved to close nominations, Mr. Pekarek second, and a unanimous vote of 5-0 was cast to approve Mr. Mycka as treasurer for the board.

d. Nomination and Election of Secretary

Dr. Marston opened nominations for Secretary. Mr. Zappa was nominated for this position. Mr. Zappa moved to close nominations, Mr. Brown second, and a unanimous vote of 5-0 was cast to approve Mr. Zappa as secretary for the board.

e. Nomination and election of Assistant Secretary-Treasurer

Dr. Marston opened nominations for Secretary. Mr. Pekerek was nominated for this position. Mr. Mycka moved to close nominations, Mr. Pekerek second, and a unanimous vote of 5-0 was cast to approve Mr. Pekerek as assistant secretary-treasurer for the board.

f. Designation of Right-to-know (RTK) Officer

Mr. Brown moved to have the secretary position also be the right-to-know officer. Mr. Pekerek second and a unanimous vote of 5-0 was cast in favor.

VI. Approval of minutes of the previous meeting held October 15, 2019

The minutes from the meeting held on October 15, 2019 were approved by a unanimous vote of 5-0. Motion for approval was made by Mr. Zappa and seconded by Mr. Mycka.

VII. Treasurer's Report

a. Huntington Bank account balance as of December 31, 2019 is \$10,101.06

The board will need to find a way to increase revenues for 2020. 2019 is in balance and Mr. Mycka is ready for the audit. Mr. Mycka moved to approve the Treasurer Report, Mr. Brown second, and the board unanimously voted yes to approve.

VIII. Solicitor's Report

Mr. Prorok reported that the refund was sent to UPMC and they cashed it on the 29th of October. They also advertised for the 2020 meetings in the Post-Gazette East Edition online. Mr. Mycka moved to approve the solicitor's report, Mr. Pekarek second, and a unanimous vote, 5-0, to approve was cast.

IX. Old Business

There was no pending action items.

X. New Business

The board considered the following invoices for payment. Mr. Brown 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 #89147 in the amount of \$105.00
- b. Maiello, Brungo & Maiello invoice #89902 in the amount of \$315.00
- c. Mirage Mar Com Invoice #27213 in the amount of \$447.00
- d. Mirage Mar Com Invoice #27214 in the amount of \$70.00
- e. Consideration of retaining Maher Duessel as auditor for 2020, 2021, 2022

Mr. Brown explained letter E. under new business. Our agreement with Maher Dussel will run out at the end of the year. We do not have an auditor for 2020, 2021, or 2022. Maher Dussel did send us a letter to extend our relationship with them for the next three years. Our current price is around \$1,800 and it would increase to \$2,300. Mr. Brown spoke to Maher Dussel about the price increase and one of the reasons for the rate increase is our size. Our last auditor had given us a much better rate, \$1,000, but eventually dropped us after a year for the same reason. Unfortunately, there are not many firms who still do the type of audit we need. Mr. Brown continued to explain that because of our size it will be difficult to find any other firm to complete our audit. Dr. Marston asked if we were happy with their work during our last contract period. Mr. Brown said yes, they have been responsive and have done the job to expectations. Mr. Brown made a motion to accept the three year contract with Maher Dussel. Mr. Zappa seconded. The motion passed by a unanimous vote (5-0).

Mr. Brown will contact Maher Dussel to inform them that he is no longer chairman. He will also mail a signed copy of the engagement letter with Dr. Marston signature. Lastly, Mr. Brown will also coordinate with Katie, our auditor at the firm, to get things changed over to Dr. Marston.

Dr. Marston asked Mr. Prorok if the letter Maher Dussel sent seemed standard. Did they add anything or take anything out from the last contract? Mr. Prorok reviewed the letter and said it seemed to be standard.

XI. Board Member Reports and Announcements

- a. Maher Duessel has commenced audit of 2019 records.

Mr. Brown has been contacted by Maher Dussel and was given documents that require the chairmans signature. Mr. Brown will work with Mr. Marston to go over these documents. They will need to get verification from BNY Mellon and Huntington Bank which Dr. Marston will need to sign.

Also, Mr. Brown explained that the council does know how much our board gives each year and this year our giving is expected to be less. Our next deposit will not be until July and we had a bond paid off, in the amount of \$18,000, in 2019.

- b. Statements of Financial Interest are due May 1, 2020.

Mr. Brown reminded the board to get their statements completed. An email was sent that included information on how to complete the letter online. Once completed you will receive a PDF version, please print, and then turn it into the municipality. Or you can fill out the paper copy, make a copy for yourself, and then give it to Dara Brown. Lastly, if you complete it online, make sure you use your board email and not your personal at the bottom of the form.

Mr. Brown stated the next Meeting will be Tuesday, April 21, 2020 (alternate date: Tuesday, April 28, 2020)

XII. Adjournment

Motion by Mr. Pekerek to adjourn the meeting, second by Mr. Mycka. The motion passed by a unanimous vote (5-0). The meeting ended at 7:35 PM.