

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

REGULAR MEETING OF THE BOARD
Date: Tuesday – April 28, 2020
Time: 7:00 PM
Location: Monroeville Municipal Building

Meeting Minutes

I. Call to Order

Meeting Called to order at 7:03.

II. Roll Call

The Following Members were present via speaker phone: Dr. Daniel Marston (Chairman), RJ Mycka (Treasurer), Dominic Zappa (Secretary), Frank Pekarek (Assistant Secretary-Treasurer), John Prorok. Jim Brown (Vice-Chairman) was present at the Municipal Building.

III. Agenda Review

No amendments to the agenda were made.

IV. Public Comments on Agenda Items

Mr. Brown reported no members of the general public were present at Municipal Building.

V. Approval of minutes of the previous meeting held January 21, 2020

The minutes from the meeting held on January 21, 2020 were approved by a unanimous vote of 4-0. Motion for approval was made by Mr. Zappa and seconded by Mr. Mycka.

VI. Treasurer's Report

- a. Huntington Bank account balance as of March 31, 2020 is \$9,164.06

We will begin receiving payments for the year in July. Until then we will be running a low balance due to our payout. One of our bonds was paid in full so we should be receiving around \$100,000 in July. Mr. Mycka's did explain that our records match the bank. Motion to accept was brought forward by Mr. Brown, Mr. Zappa second, and a unanimous vote, 4-0, to approve was cast.

VII. Solicitor's Report

There was no new report from the last quarter.

VIII. Old Business

There was no pending action items.

IX. New Business

The board considered the following invoices for payment. Mr. Zappa motioned to approve all the invoices under a blanket motion. Mr. Mycka seconded. The motion passed by a unanimous vote (4-0).

- a. Maiello, Brungo & Maiello invoice #91483 in the amount of \$263.75
- b. Mirage Mar Com Invoice #27344 in the amount of \$447.00
- c. Mirage Mar Com Invoice #27345 in the amount of \$140.00
- d. Maher Duessel invoice #478712 in the amount of \$1,800.00
- e. Acceptance of 2019 Audit Report as prepared by Maher Duessel

Mr. Mycka moved to approve the audit report, Mr. Brown second, unanimous vote to approve. Mr. Brown, everything is prepared online so once Dr. Marston lets them know it has been accepted, they will submit the audit. Also, Dr. Marston will need to take the pdf copy and send it to Mirage Mar-Com to post on the website. Mr. Prorok will also handle the advertisement, which is required by law.

Mr. Mycka asked if we send the check to the auditor by registered mail or just put a stamp on it. Dr. Marston asked how we did it before. Mr. Mycka does not recall but Mr. Brown suggested just putting it in the regular mail with a copy of the minutes.

Mr. Mycka inquired if the check should be mailed to the solicitor's firm. Mr. Prorok asked that the payment be held for now due to staffing issues at the firm's office. Mr. Mycka stated he would wait for further guidance.

- X. Board Member Reports and Announcements
 - a. Statements of Financial Interest are due by May 1, 2020

If you have not sent it in, please mail it in tomorrow.

- b. Discussion of using a shared cloud service for storing MFA files

Mr. Brown brought up that we need a centralized repository where we can store documents. Previously, there was a flash drive kept in the meeting room office and it was a logistic hassle. He looked at several cloud service providers. Mirage Mar-Com can provide cloud serving, although there would be a fee. The goal is to find a free platform where we can use our MFA email address to log in to share document. If we can find a decent service that is free that would be best.

Mr. Mycka asked if we get any space from our email provider. Mr. Brown, we only get what is on the website, but he does not think they have storage for us, unless we pay for cloud storage. Mr. Brown only has 400MB to store, so we do not need a lot of space. Mr. Mycka suggested we use Google Drive as it is free. Mr. Brown pointed to an article he sent out for everyone to review different services. Dr. Marston, everyone needs to review that article and we will look at this at the next meeting.

- c. Next meeting Tuesday, July 21, 2020 (Alternate Date: Tuesday, July 28, 2020)

- XI. Adjournment

Motion by Mr. Zappa to adjourn the meeting, second by Mr. Brown. The motion passed by a unanimous vote (4-0). The meeting ended at 7:23