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

REGULAR MEETING OF THE BOARD
Date: Tuesday – October 20, 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: Dr. Daniel Marston (Chairman), Jim Brown (Vice-Chairman), RJ Mycka (Treasurer), Dominic Zappa (Secretary), Frank Pekarek (Assistant Secretary-Treasurer), Tim Little, and via phone John Prorok.

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 minutes of the previous meeting held July 21, 2020

The minutes from the meeting held on July 21, 2020 were approved by a unanimous vote of 5-0. Motion for approval was made by Mr. Zappa and seconded by Mr. Pekarek.

VI. Treasurer's Report

a. Huntington Bank account balance as of October 31, 2020 is $135,818.81

October 13th we received a bond payment of $30,152.50 and that brought our balance to the $135,818.81 listed above. Mr. Mycka asked about the reimbursement process, as he is running low on stamps. He is to bring in the receipts and have Mr. Marston approve the expense at the next meeting. Motion to accept was brought forward by Mr. Zappa, Mr. Brown second, and a unanimous vote, 4-0, to approve was cast.

VII. Solicitor's Report

Invoices were prepared and submitted for two bonds for UPMC. Payment for both of those invoices have been received. Motion to accept was brought forward by Mr. Brown, Mr. Zappa second, and a unanimous vote, 5-0, to approve was cast.

VIII. Old Business

a. Archiving MFA files using Microsoft OneDrive

Mr. Brown explained that we do not have an archive for the Authority documents. Due to the possibility of Right to Know requests, we need to have a system in place to hold all Authority documents, such as the bond paper work, audit reports, and all documents in our files in drawer 108. We did discuss using a cloud based service at a previous meeting. Mr. Brown looked into twenty different options and found that Microsoft OneDrive would be the best fit. It will come at a zero cost to the Finance Authority. Everything stored in this environment can be restricted to user access. This account has been created by Mr. Brown and no other members have yet to set up their user accounts. Each member will need to use their Monroeville Finance Authority email and set up an individual OneDrive account. Once the accounts have been created, Mr. Brown will share the Authority documents with each member. Mr. Brown will send out the directions to create an account this week.

Due to the ability to control access based on users, Mr. Little and Mr. Prorok can be given access. Mr. Mycka asked if he already has a OneDrive account, will this interfere with it. Mr. Brown explained that as long as you sign up using the Monroeville Finance Authority email, it will not affect any other OneDrive accounts previously set up.

IX. New Business

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

a. Maiello, Brungo & Maiello invoice #94278 in the amount of $351.68
b. Maiello, Brungo & Maiello invoice #95108 in the amount of $60.00
c. Redshift invoice #MFA-1000A in the amount of $43.75
d. Redshift Invoice #MFA-6296B in the amount of $447.00
e. Annual Disbursement to the Municipality of Monroeville
f. Approval of the 2021 Meeting Calendar
g. Approval to advertise the 2021 Meeting Calendar

We received the revenue from the repayment of bonds and manage it until Monroeville requests the funds. We can make the decision on how much we want to issue to the municipality. Mr. Prorok explained that the board must vote on the amount remitted to the Municipality and under the bylaws there is not much discretion. The Authority must keep the amount of money they need to fund 2021 operations and turn the remaining balance over to Monroeville. Dr. Marston asked how much we have given in the past. Mr. Brown said that historically we have given around $100,000. Mr. Little did bring up that in Monroeville's budget they expected $130,000 but for this year they dropped that to $100,000. Mr. Brown explained that we had four bond issued and UPMC has already paid off one of the bonds. Due to the repayment being fulfilled our revenue has been reduced by $18,000. For 2021, it is estimated that our total revenue will be $130,000.

Mr. Brown asked how much we spend in a year. Dr. Marston said that we spent $4,734.75 in the past year. Mr. Mycka said that those figures looked correct; however, we are now over

$5,000 in expenses with the current invoices still pending payment. Based on the outstanding bills, our total expenses should be $5,337.18. Last year, we spent roughly $4,800. Mirage Mar Com is under contract so we do not need to worry about their cost raising in the next year.

Dr. Marston suggested keeping $6,000 and remitting the rest to Monroeville. Mr. Mycka felt we needed a slightly bigger cushion and that we should keep $10,000 and distribute the remaining funds. Mr. Zappa and Mr. Pekarek agreed with Mr. Mycka. Mr. Brown did mention to Mr. Little that if Monroeville asks why we distributed a smaller amount than last year to explain to them that we lost revenue.

Mr. Brown motioned that we disburse $125,000. Mr. Pekarek second and a unanimous vote to approve the motion was cast (5-0).

X. Board Member Reports and Announcements

a. Mr. Brown's term ends on 12/31/2020 but based on the regulation he is allowed to stay until a replacement is found. This is based on the Municipal Authority Act, which has been revised. This act allows an authority member to keep their spot until another person is appointed to that position.
b. Next meeting, Tuesday, January 19, 2021 at 7:00 pm (Alternate date: Tuesday, January 26th, 2021)

Mr. Brown had an announcement regarding Mirage Mar Com. He spoke to Curt Brooks who told him that Mirage Mar Com has been absorbed by Redshift. They will be able to offer the same website hosing but do it with access to more resources. Our site is being migrated to the new hosting platform through Redshift. Mr. Brooks was looking for the Domain registration but Mr. Brown did not have it. Mr. Brown used domain.com to look up who owns our domain and it is owned by a former Mirage Mar Com employee. Mr. Brooks will get the information from the original company who set up the domain and complete the domain transfer. Mr. Brown asked Mr. Brooks if we need to provide any documentation requesting the change but he said that he should not need any information or documentation from the Authority.

XI. Adjournment

Motion by Mr. Mycka to adjourn the meeting, second by Mr. Pekarek. The motion passed by a unanimous vote (4-0). The meeting ended at 7:44