

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

REGULAR MEETING OF THE BOARD

Date: Tuesday – January 19, 2021

Time: 7:00 PM

Location: Monroeville Municipal Building

Meeting Minutes

I. Call to Order

Meeting Called to order at 7:07.

II. Roll Call

The Following Members were present: Dr. Daniel Marston (Chairman), Jim Brown (Vice-Chairman), Dominic Zappa (Secretary), Frank Pekarek (Assistant Secretary-Treasurer) Via Phone, Tim Little, and via phone John Prorok. RJ Mycka (Treasurer) arrived after nominations and elections of officers.

III. Agenda Review

No amendments to the agenda were made.

IV. Re-organization/Election of Officers

a. Nomination and election of Chairman

Dr. Marston 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. Zappa then moved to close nominations, Dr. Marston second, and a unanimous vote of 4-0 was cast to approve Dr. Marston 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. Zappa moved to close nominations, Dr. Marston second, and a unanimous vote of 4-0 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. Brown moved to close nominations, Dr. Marston second, and a unanimous vote of 4-0 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. Brown moved to close nominations, Mr. Zappa second, and a unanimous vote of 4-0 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. Pekarek was nominated for this position. Dr. Marston moved to close nominations, Mr. Zappa second, and a unanimous vote of 4-0 was cast to approve Mr. Pekarek as assistant secretary-treasurer for the board.

Mr. Pekarek brought up that his term expires at the end of the year. Dr. Marston found out that if there is no one to replace a member, that member can continue to serve until another person is found to fill that position.

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

Mr. Brown moved to have the secretary position also be the right-to-know officer. Dr. Marston second and a unanimous vote of 4-0 was cast in favor.

V. Public Comments on Agenda Items

There were no members of the general public present.

VI. Approval of minutes of the previous meeting held October 20, 2020

There is one correction to the minutes. Mr. Pekarek's name in section V. was misspelled and needs corrected. The minutes from the meeting held on October 20, 2020 were approved by a unanimous vote of 5-0. Motion for approval was made by Mr. Zappa and seconded by Mr. Pekarek.

VII. Solicitor's Report

- a. Only activity was to advertise the 2021 meeting schedule.

VIII. Old Business

- a. None

IX. New Business

The board considered the following invoices for payment. Mr. Brown 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 #96308 in the amount of \$435.00
- b. Redshift invoice #MFA-6296 in the amount of \$447.00
- c. Expense Reimbursement for Mr. Mycka of \$11.00

X. Treasurer's Report

- a. Huntington Bank account balance as of December 31, 2020 is \$9,916.38

Mr. Mycka's records match the bank accounts records. Huntington did not send a statement for December because no checks cleared in that period. The statement is only sent out when there is activity.

Motion to accept was brought forward by Mr. Zappa, Mr. Brown second, and a unanimous vote, 5-0, to approve was cast.

Mr. Brown moved to reimburse Mr. Mycka. Dr. Marston second and a unanimous vote in favor of the reimbursement was cast (5-0).

Also, the signature card at the bank has been updated to remove Mr. Brown and add Dr. Marston.

- XI. Board Member Reports and Announcements
 - a. Review of Audit procedures.

Dr. Marston has not heard from the auditor and if he has not heard from them by next week he will reach out to them. We will have to scan in all documents to them. Mr. Brown said that they will contact us because we have them under retainer. They will want to set up an appointment to come in; however, we have never had that happen because we give them all of the documents upfront. All audit reports have to be uploaded electronically once it is approved by the Authority.

- b. Reminder that statement of financial interest is due May 1st.
 - c. Next meeting, Tuesday, April 20th, 2021 at 7:00 pm (Alternate date: Tuesday, April 27th, 2021)

Dr. Marston wanted to thank Mr. Brown for setting up the OneDrive account. Mr. Brown said he ran into an issue with permission, but he thinks he fixed it. Mr. Prorok is having issues because he has an old account. His IT company is working on it because they have migrated to another host. He asked Mr. Brown to try a different email. If you have any issues uploading or sharing documents, let Mr. Brown know and he will fix the privileges. Mr. Mycka and Mr. Pekarek still need to set up an account.

Additionally, Dr. Marston brought up that we should look into changing the term Chairman to Chairperson. There will need to be a formal process to change this title, as the bank would not let him sign as Chairperson because that was not the approved title.

Lastly, Mr. Brown said that the MFA website did not have the calendar or July minutes posted. Dr. Marston needs to follow up with Curt from Red Shift to make sure those are uploaded.

- XII. Adjournment

Motion by Mr. brown to adjourn the meeting, second by Mr. Mycka. The motion passed by a unanimous vote (5-0). The meeting ended at 7:40

