

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

REGULAR MEETING OF THE BOARD

Date: Tuesday – July 20, 2021

Time: 7:00 PM

Location: Monroeville Municipal Building

Meeting Minutes

I. Call to Order

Meeting Called to order at 7:01.

II. Roll Call

The Following Members were present: Dr. Daniel Marston (Chairman), Jim Brown, RJ Mycka (Treasurer), Dominic Zappa (Secretary), Frank Pekarek (Assistant Secretary-Treasurer), Pete Halsey (Solicitor).

III. Agenda Review

No amendments to the agenda were made.

IV. Public Comments on Agenda Items

Jim Brown was present as a member of the general public. The board has found a new member, who will replace Mr. Brown.

V. Approval of minutes of the previous meeting held April 20th, 2021

The minutes from the meeting held on April 20, 2021, were approved by a unanimous vote of 4-0. Motion for approval was made by Mr. Zappa and seconded by Mr. Pekarek.

VI. Treasurer's Report

- a. Huntington Bank account balance as of June 30, 2021, is \$5,788.88

On July 9, 2021, the board received our \$100,000 bond payment. Mr. Mycka was at the bank yesterday and confirmed we are in balance. Mr. Zappa motioned to approve the treasurer's report, Mr. Mycka second. A unanimous vote, 4-0, to approve was cast.

VII. Solicitor's Report

Mr. Halsey reported that legal advertisement for the audit was placed, the 2021 invoice to UPMC for the 2021 bond was issued, and there was communication with the Board regarding appointing a new member. Mr. Zappa motioned to approve the solicitor's report, Mr. Mycka second. A unanimous vote, 4-0, to approve was cast.

VIII. Old Business

There were no pending action items.

IX. New Business

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

- a. Maiello, Brungo, & Maiello invoice #98452 in the amount of \$180.00
- b. Maiello, Brungo & Maiello invoice #98596 in the amount of \$211.58
- c. Redshift invoice #MFA-1000C in the amount of \$87.50
- d. Redshift invoice #MFA-6296E in the amount of \$477.00
- e. Consideration of Redshift Website Hosting & Maintenance Agreement
- f. Consideration of the IT Consulting Agreement with James H. Brown

There was a little discussion regarding the Redshift Website Hosting & Maintenance Agreement, the main note was that the cost went up to \$190.00. Mr. Zappa motioned to approve Dr. Marston to sign the Redshift Agreement. Mr. Pekarek second. A unanimous vote for approval, 4-0, was cast.

Dr. Marston introduced the new member, Andrew Kennedy, who was unable to attend the meeting. He will replace Mr. Brown on the board.

Additionally, there was discussion regarding Mr. Brown and the board creating an IT Consulting Agreement. Mr. Brown explained that after he was informed of the new member replacing him, he attempted to create a new email to transition ownership of the OneDrive account to the board. This was not possible due to the OneDrive account becoming inactive if Mr. Brown would leave and delete his connection to the account. The board then discussed that Mr. Brown could continue as a consultant and manage the OneDrive account. Dr. Marston thought that the board could appoint Mr. Brown and, in that situation, wouldn't need a formal agreement. Mr. Brown said, yes, the board would need to appoint him; however, it would need to be pending a formal agreement. In terms of compensation, we would need to set up an independent contractor agreement between Mr. Brown and the Authority. If that happens, Mr. Brown believes legally there would need to be some compensation and he would suggest it to be \$1.00. Mr. Halesy agreed that we can contract with an individual who will provide a service to the Authority and that we should appoint Mr. Brown as a consultant pending an agreement with the solicitor pending approval at the next meeting.

Dr. Marston did have a concern about the documents being handled by a third party, but Jim reiterated the importance of the written agreement. Mr. Halesy then explained that in the agreement it would outline that if the relationship would dissolve, it would be written that there would be a transition period. Mr. Brown then said that we will need to put in a secondary person for access as a backup. This person would be provided paper copies of passwords, settings, etc. Mr. Halesy then said we can create a mutual scope of work between Mr. Brown and the Authority. Dr. Marston also would like the agreement to cover more general things, outside of just IT, in case the board has questions about the processes.

Mr. Mycka motioned to provisionally approve Mr. Brown as an IT Consultant pending creation of an Independent Contractor Agreement to be finalized at the next meeting. Mr. Zappa seconded. A unanimous vote of approval, 4-0, was cast.

X. Board Member Reports and Announcements

- a. Next meeting is Tuesday October 19, 2021 (Alternative date: Tuesday, October 26, 2021)

The October 19th meeting would be Mr. Pekarek's last meeting, pending a replacement member being found. Mr. Mycka asked if Mr. Brown could be appointed to fill Mr. Pekarek's vacancy and Mr. Halesey said he would need to look at the Municipal Charter to see if that would be appropriate. Mr. Brown had the Charter with him and said the term limits is unique to each Authority. There is no overarching policy, and the council will have to advertise the seat starting in November, until they make a formal appointment. It was also explained that any member's whose term runs out can stay in their position until they are replaced, or they formally resign. Mr. Halesey wanted to verify with Mr. Prorok, the Municipal Solicitor, for final clarification.

Lastly, Dr. Marston wanted to thank the members of the Authority for their commitment throughout the pandemic. The Authority never missed a meeting and continued to get all of our work completed.

XI. Adjournment

Motion by Mr. Mycka to adjourn the meeting, second by Mr. Zappa. The motion passed by a unanimous vote, 4-0. The meeting ended at 7:32.