

Monroeville Finance Authority

2700 Monroeville Boulevard
Monroeville, PA 15146

Regular Meeting Of The Board

Date: Tuesday—**October 21, 2025 | 7 PM**

Location: Monroeville Municipal Building

Officers

Andrew Kennedy, Chair--PRESENT

Tim Joyce, Vice-Chair --PRESENT

Amy Capcara, Treasurer--PRESENT

Daniel Marston, Secretary--PRESENT

Susan Moser-Sekerchak, Assistant Secretary-Treasurer—PRESENT

Jim Brown, IT Consultant—PRESENT

John Prorok, Solicitor--PRESENT

MINUTES

- I. Call to Order –Meeting was called to order at 7:09 PM
- II. Roll Call
- III. Agenda Review
- IV. Public Comments on Agenda Items – None.
- V. Approval of the Minutes of the Regular Meeting held July 22, 2025—Motion to accept the minutes as presented was made by Daniel Marston and seconded by Tim Joyce. Unanimously approved 5-0.
- VI. Treasurer’s Report—Amy Capcara, Treasurer, reviewed the MFA’s current Bank balance is \$135,883.86. Financial Statement was provided to board members.
- VII. Solicitor’ Report—John Prorok reported that invoices were sent out for 2025B Bond and that his firm will take off from their invoice the amount of time spent working

on the bond that ended up being suspended. He also reported that his firm will be raising their hourly rate from \$150 an hour to \$180 an hour.

VIII. Old Business—There was no old business to discuss.

IX. New Business

a.) Pay invoice of MBM # 121593 - \$2,430.75— Motion to pay this invoice was made by Amy Capcara and seconded by Daniel Marston. Unanimously approved 5-0.

b) Authorize payment of Redshift #2024-1927 - \$199 and Redshift #2024-1971 - \$199—Amy Capcara updated the board that if we pay these invoices we should be paid up through October. Motion to pay this invoice was made by Daniel Marston and seconded by Tim Joyce. Unanimously approved 5-0.

c) Payment to Monroeville—Discussion started with a review that the MFA has typically kept \$30,000 available to cover any expenses for operations. This is because the ordinance that governs the MFA requires that the MFA has to keep money for operating expenses. \$30,000 is kept in case there are any major problems that need to be addressed (e.g., major legal issues related to the bonds). MFA expects to get another \$13,000 and the release of that money to Monroeville will be voted on at a meeting after the money arrives. Given what is in the MFA account now, Mr. Marson made a motion to release \$105,000 to Monroeville. Ms. Capcara seconded the motion. Unanimously approved 5-0.

d) Review RFP for IT services & possible issuance of RFP—Mr. Brown provided an update on these issues and other issues related to IT. He spoke recently with Zachary Galito who is digital marketing manager at RedShift. Mr. Brown reported that he told Mr. Galito that they need to provide the MFA with a more detailed description of their services. Mr. Galito sent two updated summaries and Mr. Brown read them to the board members. In the second summary Mr. Galito offered the option of RedShift building a new website for the MFA. Mr. Galito also sent another email regarding RedShift's assurance that they will do more to address the MFA's needs. Discussion during this meeting then turned to the possibility of Mr. Brown writing and releasing an RFP (Request for Proposals) for a new IT service company for the MFA. Reviewed that the main purpose of the website is to make the MFA records available to the public. Discussion during the meeting then focused on whether the cost of updating the site and the effort put into changing providers would be worthwhile Given how much the website is actually used. This then led to further discussion of what the website should be used for and what changes should be made. Board members agreed that Mr. Brown will write up an RFP that will be voted on at the next meeting.

- e) Need to meet at Huntingdon to renew signatories
- f) Motion was made by Mr. Marston to approve the raised hourly rate of \$180 from the solicitor's office. Mr. Joyce seconded the motion. Unanimously approved 5-0.
- f) Proposed schedule for 2026—Motion to accept these dates for the MFA meetings in 2026 was made by Mr. Joyce and seconded by Mr. Marston. Unanimously approved 5-0.

Tuesday January 20, 2026 (alternate Jan 27)

Tuesday April 21, 2026 (alternate 28)

Tuesday July 21, 2026 (alternate 28)

Tuesday October 20, 2026 (alternate 27)

X. Board Member Reports and Announcements

- a) Next meeting: Tuesday, January 20, 2026 at 7 PM (alternate is January 27, 2025)

XI. Adjournment—Motion to adjourn made by Ms. Capcara and seconded by Mr. Joyce. Unanimously approved 5-0.