

Monroeville Finance Authority
2700 Monroeville Blvd
Monroeville, PA 15146

Regular Meeting of the Board
Date: January 20, 2026 | 7:00pm

- I. The meeting was called to order by Daniel Marston on January 20, 2026 at 7:02pm.
- II. Role call
 - A. Amy Capara - present
 - B. Daniel Marston - present
 - C. Consultant: Jim Brown - present
 - D. Solicitor: John Prorok - present
 - E. Susan Moser - present
 - F. Stephanie Katofsky - present
 - G. Tim Joyce - present
- III. Agenda Review
 - A. The solicitor reviewed the agenda and lead the meeting at 7:04pm
- IV. Public Comments on Agenda Items
 - A. No Public Comments were made on Agenda Items
- V. Re-Organization and Election of Officers
 - A. Schedule Meeting at Huntington Bank February 2-4 to update names on the account
 - B. The Solicitor conducted the election of officers at 7:07pm
 1. Daniel Marston nominated Amy Capara to be chair and no other nominations were made
 - a) Motion was made by Daniel Marston and all members voted in favour unanimously for Amy Capara for chair and the motion was moved forward as Amy Capara as chair
 2. Amy Capara nominated Daniel Marston to be Vice Chair and no other nominations were made
 - a) Motion was made by Amy Capara and all members voted in favor unanimously for Daniel Marston for Vice Chair and the motion was moved forward as Daniel Marston as Vice Chair
 3. Amy Capara nominated Tim Joyce as Treasurer and no other nominations were made

- a) Motion was made by Amy Capara and all members voted in favor unanimously for Tim Joyce as Treasurer and the motion was moved forward as Tim Joyce as Treasurer
- 4. Amy Capara nominated Stephanie Katofsky as Secretary and no other nominations were made
 - a) Motion was made by Amy Capara and all members voted in favor unanimously for Stephanie Katofsky as Secretary and the motion was moved forward as Stephanie Katofsky as Secretary
- 5. Amy Capara nominated Susan Moser as Assistant Secretary-Treasurer and no other nominations were made
 - a) Motion was made by Amy Capara and all members voted in favor unanimously for Susan Moser as Assistant Secretary-Treasurer and the motion was moved forward as Susan Moser as Assistant Secretary-Treasurer
- 6. Keep IT consultation Jim Brown as the preferred IT consultation
 - a) Motion was made by Tim Joyce and seconded by Daniel Marston. All members voted in favor for the preferred IT consultation to stay as Jim Brown
- 7. Keep Huntington Bank as the preferred bank
 - a) Motion was made by Amy Capara and seconded by Daniel Marston. All members voted in favor for the preferred bank to stay Huntington Bank
- 8. Keep the appointed solicitor as John Prorok from Maiello, Brungo & Maiello Attorneys at Law
 - a) Motion was made by Amy Capara and seconded by Tim Joyce. All members voted in favor for the preferred solicitor to stay John Prorok.
- C. The Solicitor turned over the meeting to the chair, Amy Capara at 7:17pm
- VI. Approval of Minutes of the previous meeting held October 21, 2025
 - A. Motion to approve the minutes from October 21, 2025 was made by Daniel Marston and seconded by Susan Moser. All members voted in favor to approve the minutes from October 21, 2025 at 7:19pm
- VII. Treasurer's Report
 - A. Huntington bank account balance as of December 31, 2025 is \$40,922.63
 - B. Motion to approve the treasurer's report was made by Daniel Marston and seconded by Tim Joyce. All members voted in favor for the treasurer's report to be approved.
- VIII. Solicitor' report

- A. The advertisement for the 2026 meeting in the Pittsburgh post gazette was posted
- IX. Old Business
 - A. There was no old business made at 7:22pm
- X. New Business
 - A. Maiello, Bungo & Maiello Invoice #123152JHP in the amount of \$360
 - B. RedShift Invoice #2024-2001 in the amount of \$199 for hosting and maintenance November 2025
 - C. RedShift Invoice #2026-1016 in the amount of \$398 for hosting and maintenance December 2025 & January 2026
 - 1. A request has been made to pay these invoices by Daniel Marston and seconded by Tim Joyce at 7:23pm. All members voted in favor for the invoices to be paid.
 - D. Request alternative dates for 2026 meetings: April 28 and July 28
 - 1. A request was made by Amy Capara to change the meeting dates to April 28 & July 28. A motion was made to approve those new meeting dates by Daniel Marston and seconded by Susan Moser at 7:25pm. All members voted in favor for the dates to be changed and the correct ones to be updated to the website by RedShift.
 - E. Monroeville Finance Authority website design & maintenance
 - 1. IT Consultation - Jim Brown drafted a proposal to send out to potential
 - 2. Jim Brown listed requirements for 5 potential proposals requests that would be coming back to the Monroeville Finance Authority.
 - 3. Jim Brown had asked the solicitor to review and make changes to the draft.
 - a) A motion was made to send out the proposal as soon as the solicitor makes the changes by Daniel Marston and seconded by Tim Joyce at 7:41pm. All members voted in favor for the proposal to be sent out to 5 vendors.
- XI. Review of Audit Procedures
 - A. Amy Capara mentioned there is nothing to review until they reach out in February 2026.
 - 1. Confirm if a ledger can be a paper copy or if we can just keep an online version
- XII. Meeting to adjourn
 - A. A motion was made to adjourn the meeting by Daniel Marston and seconded by Tim Joyce at 7:45pm. All members voted in favor for the meeting to adjourn.