

Monroeville Finance Authority

2700 Monroeville Boulevard

Monroeville, PA 15146

Regular Meeting Of The Board

Date: Tuesday—**July 22, 2025 | 7 PM**

Location: Monroeville Municipal Building

MINUTES

- I. Call to Order
 - a. The Meeting was called to order at 7:12 pm.
- II. Roll Call
 - a. Andrew Kennedy, Chair, PRESENT
 - b. Tim Joyce, Vice-Chair, ABSENT
 - c. Amy Capcara, Treasurer, PRESENT (by phone)
 - d. Daniel Marston, Secretary, PRESENT
 - e. Susan Moser-Sekerchak, Assistant Secretary-Treasurer, ABSENT
 - f. Also Present: Jim Brown, IT Consultant & S.J. Milliron, Solicitor
- III. Agenda Review
- IV. Public Comments on Agenda Items
 - a. No members of the public were present.
- V. Approval of the Minutes of the Regular Meeting held April 22, 2025
 - a. A motion to approve the minutes was made by Mr. Kennedy & seconded by Mr. Marston. Motion passed unanimously 3-0.
- VI. Treasurer's Report

- a. Ms. Capcera reported that the Current Bank balance is \$139,479.20. This includes two payments from UPMC, one dated 5/6/2025 for \$9,203.75 and one dated 6/10/2025 for \$100,000.

VII. Solicitor' Report

- a. Mr. Milliron reviewed a letter from Solicitor John Prorok that was sent 7/22/2025.

VIII. Old Business

IX. New Business

- a.) Pay invoice of \$2,650 to Maher Duessel for audit
 - A motion to pay this invoice was made by Mr. Marston & seconded by Mr. Kennedy. Motion passed unanimously 3-0.
- b) Payment of Red Shift current Invoices
 - Ms. Capcera clarified that they are now billing monthly and invoices now reflect charges of \$199 for July and \$199 for August.
 - A motion to pay these invoices was made by Mr. Marston & seconded by Mr. Kennedy. Motion passed unanimously 3-0.
- c) Review RFP for IT services and possible issuance of RFP
 - Mr. Brown reviewed the suggestion for release of an RFP for website design and maintenance. HostGator is where the present website for the MFA is hosted and Red Shift maintains that website. They have said they are not interested in continuing this service so we need to find another website designer and maintenance person. Discussion continued of different ideas members had for what to address in the RFP. Mr. Brown said he will talk with Redshift to get more information about what design and maintenance would entail. Plan agreed to will be to wait for October meeting to decide what next steps to take regarding this possible MFP.
 - Mr. Brown also reported that Microsoft sent a bill for \$38.52 that is a charge for their monthly subscription services. This monthly charge will be charged to the MFA debit card.
- d) Discuss press release

--Mr. Kennedy discussed the press release he plans to write and submit to the local newspaper with the purpose of garnering interest from people who would be interested in serving on the MFA.

X. Board Member Reports and Announcements

- a. Next meeting: Tuesday, October 21, 2025 at 7 PM (alternate is October 28, 2025)

XI. Adjournment

- a. A motion to adjourn was made by Mr. Marston & seconded by Mr. Kennedy. Motion passed unanimously 3-0.
- b. The meeting was adjourned at 8:02 pm.