

**River Valley Transit Authority**  
Board of Directors  
MREC, Third Floor Trade and Transit Center II  
Williamsport, PA 17701  
Tuesday, January 16, 2024 at 5:30pm

The Board of Directors of River Valley Transit Authority held its regular meeting on January 16, 2024. Mr. Noah Bower, Chairman, called the meeting to order at 5:40 p.m.

**I. ROLL CALL**

**Board Members Present:** Noah Bower, Richard Staiman, Chuck Crews (Zoom), Max Moore (Zoom), Jill Nagy (Zoom)

**Administration Present:** Todd Wright, Chris Smith, Ben Gair, Steve Smith, Walt Treaster, Cameron Serafini, Jennifer Steigelman (Zoom)

**Board Members Absent:** Marshall Welch

**Administration Absent:**

**II. EXECUTIVE SESSION**

Mr. Bower noted an Executive Session is not needed at this time.

**III. APPROVAL OF MINUTES**

Mr. Staiman moved to accept the minutes of the Board of Directors meeting of December 19, 2023. Mr. Moore seconded. The motion carried.

**IV. FINANCIAL BUSINESS**

**A. December Financial Report**

Mr. Wright presented RVTA's financial report for December. RVTA used under 50 percent of the allotted budget. Mr. Wright noted that RVTA is still awaiting a technical assistance grant from the state. Mr. Gair noted that the finance department is continuing to move forward. The department is still cleaning up their accounts. Mr. Staiman suggested that Mr. Gair provide a monthly progress report for the next board meeting. The current schedule of bills for approval totals \$422,508.26

Mr. Crews motioned to accept the December financial report and approve the current schedule of bills. Mr. Staiman seconded. The motion carried.

**B. FY 2022 Audit Update**

Ms. Steigelman provided an update on RVTA's audit. She noted that the draft that was expected for mid-January was delayed. She noted the delay was caused by outstanding receivables that have not been reconciled.

**V. OPERATIONS REPORT**

**A. December Ridership / Operations Report / Marketing Report**

Mr. Wright presented the ridership for December. He noted that the ridership trends are remaining the same. Token Transit usage is also increasing. There will be a new ride guide draft by February. RVTA is also working on an employee and public feedback system. Mr. Smith also noted that two bus operators are going to get certified for their CDL. RVTA published their performance report and sent out local match information to participating municipalities. Mr. Wright also noted that Representative Jamie Flick toured RVTA's facilities.

**VI. UNFINISHED BUSINESS**

**A. Parking Agreement**

Mr. Wright noted there is further update at this time.

**VII. NEW BUSINESS**

**A. EMTA Management Update**

Mr. Wright noted that the EMTA board is beginning their search for a new executive director. Mr. Wright noted that himself and Josh Warfel (IT Director) will be the most involved in the transition. Mr. Bower noted that a joint press release should be put out and that it is a positive separation.

**B. Personnel Update**

Mr. Gair noted that they are continuing a search for an Accounting Manager. The job has been posted on RVTA's social media pages as well as Indeed. Mr. Wright also noted that a candidate has been offered a grants and procurement manager position.

**C. Board Committees**

Mr. Bower announced the proposal of four Board of Directors subcommittees. Each subcommittee will include 2 board members as follows:

- Operations Committee – Chuck Crews & Richard Staiman
- Employee Relations Committee – Chuck Crews & Max Moore
- Maintenance Committee – Noah Bower & Max Moore
- Finance/Audit Committee – Marshall Welch & Noah Bower

Mr. Bower and Mr. Wright will send out additional information on the committee formations prior to the next board meeting.

**VIII. PUBLIC COMMENT**

No public comment.

**IX. DATE OF NEXT MEETING**

Tuesday, February 20, 2024 at 5:30 pm – Trade and Transit Center II in the Michael Ross Event.

**X. ADJOURNMENT**

Mr. Staiman motioned to adjourn the meeting at 6:08. Mr. Moore seconded. Motion carried.