

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

The Board of Directors of River Valley Transit Authority held its regular meeting on April 16, 2024. Mr. Noah Bower, Chairman, called the meeting to order at 5:30 p.m.

**I. ROLL CALL**

**Board Members Present:** Noah Bower, Chuck Crews, Max Moore, Richard Staiman, Sean Summers (Summers Nagy Law Offices via Zoom)

**Administration Present:** Todd Wright, Chris Smith, Ben Gair, Steve Smith, Cameron Serafini, Stacie Elliftawi, Garry Phillips, Kate Vornhold, Mike Pontious (USI Insurance)

**II. EXECUTIVE SESSION**

No executive session was held.

**III. APPROVAL OF MINUTES**

Mr. Crews moved to accept the minutes of the Board of Directors meeting of March 19, 2024. Mr. Moore seconded. The motion carried.

**IV. FINANCIAL BUSINESS**

**A. February Financial Report**

Mr. Gair presented RVTA's financial report for March.

Total expenditures through the end of the March 2024 total \$7,639,187 or 72.04% of our budgeted amount. Salaries expended total 67% of the budgeted amount or \$3,398,988 through the end February 2024. Para-transit salaries and benefits are a year-end entry from regular other salaries based on hours worked on ADA by the Compliance Officer.

The cash status report indicates \$2,177,205.92 residing in various bank accounts. The line of credit currently has \$1,915,003.61 available for drawdown. The Fiscal Year 2024 grant funds have been received to the extent they will be until an audit is provided to PennDOT for the 2023 Fiscal Year. A draft of the 2022 Fiscal Year audit was supplied by the auditors on Friday, March 15<sup>th</sup> and was submitted to PennDOT and we did receive the final subsidy payments for Fiscal Year 2023 in the amount of \$2,291,668.

Checks cut since the last board meeting total \$786,803.06. This includes a check to Geisinger in the amount of \$134,326.43 for April Health Insurance, a check to Cummins in the amount of \$28,186.01

for various repairs and parts and two checks to SAFTI totaling \$242,719.00 for Property and Liability, as well as, Workers Compensation Insurances.

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

**B. FY 2022 Audit Update**

Mr. Gair noted that the draft of the FY 22 Audit has been submitted.

**V. OPERATIONS REPORT**

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

Mr. Wright presented the ridership for March. RVTA carried 66,344 passengers during March. 10,769 of those passengers were seniors. Mr. Wright presented the maintenance report for March, 8 road calls were made, four were mechanical, three were non-mechanical, and one was an accident.

Mr. Wright presented the list of marketing and outreach activities that have taken place since the beginning of the year.

**VI. UNFINISHED BUSINESS**

**A. Lycoming County Parking Agreement**

No updates to report.

**B. CDBG Subrecipient Request**

Mr. Wright indicated the City and SEDA-COG are handling the grant for door accessibility internally and have withdrawn the request.

**VII. NEW BUSINESS**

**A. Approval of Lease between RVTA and City of Williamsport**

Mr. Wright presented the lease agreement between RVTA and the City of Williamsport. Mr. Wright noted the city will be leasing 12,235 total square feet of property from RVTA. The rent for the property will be \$11.00 per square foot per year.

Mr. Staiman made a motion to approve the lease. Mr. Moore seconded. The motion carried.

**B. Resolution Accepting Transfer of Real Property from the City of Williamsport**

Mr. Wright presented a resolution for the City of Williamsport to transfer four properties to RVTA. The four properties are located at 11 West Church Street, 100 West Third Street, 144 West Third Street, and 127 West Fourth Street.

Mr. Staiman made a motion to accept the transfer. Mr. Crews seconded the motion. The motion carried.

**C. Health Insurance Renewal for Fiscal Year 2025**

Mr. Pontious from USI Insurance presented new health insurance options from Geisinger for RVTA for FY 2025. Mr. Pontious noted that in order to change health insurances it would have to be negotiated with the union. He recommended that RVTA remain with Geisinger for one more year.

Mr. Staiman made a motion to accept Geisinger’s renewal proposal for Fiscal Year 2025. Mr. Crews seconded. Motion carried.

**VIII. PUBLIC COMMENT**

Mr. Bower noted that a budget work session will be held on April 30<sup>th</sup>, 2024 at the RVTA administration office.

**VIII. DATE OF NEXT MEETING**

Tuesday, May 21<sup>st</sup>, 2024 at 5:30 pm – Trade and Transit Center II in the Michael Ross Event.

**IX. ADJOURNMENT**

Mr. Crews motioned to adjourn the meeting at 6:10 PM. Mr. Staiman seconded. Motion carried. Meeting adjourned.