

River Valley Transit Authority
Board of Directors
MREC, Third Floor Trade and transit II
Williamsport, PA 17701
Tuesday, January 17, 2023 at 5:30pm.m.

The Board of Directors of River Valley Transit Authority held its regular meeting on January 17, 2023. Mr. Noah Bower, Chairman, called the meeting to order at 5:35 p.m.

I. ROLL CALL

Board Members Present: Noah Bower, Chuck Crews, Max Moore and Solicitor Jill Nagy via Zoom.

Administration Present: Todd Wright, Nicole Farr, Bethany Jones, Chris Clark, Garry Phillips, Steve Smith

II. EXECUTIVE SESSION

Chairman Bower noted an Executive Session will be held after the adjournment of the regular board meeting.

III. APPROVAL OF MINUTES

Mr. Max Moore moved to accept the minutes of the Board of Directors meeting on December 20, 2022. Mr. Chuck Crews seconded. The motion carried.

IV. FINANCIAL BUSINESS

A. December Financial Report

Nicole Farr presented the comprehensive financial report for December 2022 as well as presented the current schedule of bills for approval.

Mr. Max Moore moved to accept the November financial report as presented. Mr. Chuck Crews seconded, motion carried.

V. RIDERSHIP REPORT

A. December Ridership Report

Mr. Todd Wright presented the December ridership report noting activity is stable and outperforming prior year statistics. No action was necessary.

VI. UNFINISHED BUSINESS

A. Strategic Plan

Chairman Bower stated February 6th will be the first planning session involving board members, management, PennDOT and other participants. The employee surveys were open until January 13th.

Secretary Initial _____

VII. NEW BUSINESS

A. Bus Wash System Award

Mr. Todd Wright reviewed the Bus Wash Award that took place during the October Meeting, citing the system approved was not the low quote, nor offered additional capabilities Mr. Chris Clark explained there was no justification to go with the higher priced quote provided by Ross and White Company and after discussion, the board agreed to award the Bus Wash Contract to Westmatic.

Mr. Max Moore moved to approve the Bus Wash Contract to Westmatic as presented. Mr. Chuck Crews seconded. Motion carried.

B. Bus Shelter Purchase

Mr. Todd Wright presented three quotes for the purchase of 5 bus shelters and 25 solar powered light units for the new and all existing shelters. After discussion and noting the total cost of the shelters and light units exceeded the current bidding threshold, no action was taken. Mr. Chris Clark will put out to a formal bid and report back to the board at the February meeting.

C. Employee Handbook

Mr. Todd Wright presented a comprehensive employee handbook that includes core policies, codes of conduct and all SAFTI policy requirements. A discussion was held regarding employee distribution and a sign off period.

Mr. Chuck Crews moved to approve the Employee Handbook pending final review by Solicitor Nagy. Mr. Max Moore seconded. Motion carried.

VIII. PUBLIC COMMENT

IX. DATE OF NEXT MEETING

Tuesday, February 21, 2023– at 5:30 pm – MREC, Third Floor - Trade and Transit II, Williamsport, PA.

X. ADJOURNMENT

Mr. Max Moore moved the meeting adjourn at 6:10 p.m. Mr. Chuck Crews seconded. Motion carried.