

**River Valley Transit Authority**  
Board of Directors  
MREC, Third Floor Trade and transit II  
Williamsport, PA 17701  
Tuesday, April 18, 2023 at 5:30pm

The Board of Directors of River Valley Transit Authority held its regular meeting on April 18, 2023. Mr. Noah Bower, Chairman, called the meeting to order at 5:33 p.m.

**I. ROLL CALL**

**Board Members Present:** Noah Bower, Max Moore, Richard Staiman (Zoom), Marshall Welch and Solicitor Jill Nagy (Zoom)

**Administration Present:** Todd Wright, Chris Smith, Garry Phillips, Skip Cochran, Steve Smith, Chris Clark, Theresa Bertucci, Nicole Farr, Bethany Jones

**II. EXECUTIVE SESSION**

Chairman Bower noted a Strategic Planning Session was held on last Tuesday April 11,2023 and an Executive Session was held last Friday, April 17,2023 to discuss personel matters.

**III. APPROVAL OF MINUTES**

Mr. Chuck Cruz moved to accept the minutes of the Board of Directors meeting on February 21, 2023. Mr. Max Moore seconded. The motion carried.

**IV. FINANCIAL BUSINESS**

**A. March Financial Report**

Nicole Farr presented the comprehensive financial report for March 2023 as well as presented the current schedule of bills for approval.

Mr. Max Moore moved to accept the March financial report as presented. Mr. Marshall Welch seconded. The motion carried.

**V. OPERATIONS REPORT**

**A. March Ridership / Operations Report**

Mr. Todd Wright presented the March ridership report noting activity is stable and outperforming prior year statistics. Mr. Wright stated the past 3 years 2021 – 2023 trends look the same but as we are gaining over prior years. He also noted that Senior ridership is not comparable to prior years, but still improving to 2022. We also stopped the bonus-bucks program which we figured it would lower our senior ridership.

Secretary Initial \_\_\_\_\_

## **VI. UNFINISHED BUSINESS**

### **A. Strategic Plan**

Chairman Bower stated April 6<sup>th</sup> workshop did occur as planned with board members, management, PennDOT and other participants. STV will get a document together the information provided. They will then provide us with a draft document.

### **B. Bus Shelters**

Mr. Todd Wright stated there is no update on this project. We are in the process of updating our procurement processed which will guide us better with these items. Mr. Wright also stated hopefully it will be on again next month and hopefully submitted.

### **C. Executive Director Search**

After brief discussion Chairman Noah Bower called for a motion appointing Mr. Todd Wright as the Executive Director of RVTA. Mr. Marshall Welch accept the appointment. Max Moore seconded. All approved

## **VII. NEW BUSINESS**

### **A. Woodlands Line of Credit**

Mr. Todd Wright explained that we already took an email vote on this but we need to ratify the individual consents to increase the line of credit. Mr. Marshall Welch moved to accept the increase. Mr. Max seconded. All in favor

### **B. FY24 Operating Budget & Local Match**

Mr. Todd Wright stated as we discussed on Tuesday at the budget session, we are looking at 10.3-million-dollar budget with a little saving in health insurance this coming year. We are looking at an anticipated fixed route fare increase as a matter of timing will be 10%. Mr. Wrights recommendation that the budget is being adopted to input into Dot Grants with him providing the administrative salaries at a later date. They will fall within the parameters of the approved budget. Mr. Max Moore moved to accept the budget. Mr. Chuck Crew seconded. All in favor.

### **C. FY24 Health Insurance Renewal**

Mr. Todd Wright gave comparison which we received from USI. Geisinger is giving us a savings of \$35,000.00. The insurance was used quite a bit this year so Geisinger offered us a 25% increase but it is still less the Benecon from 21-22. These new rates will have a July 1st implantation. Mr. Wright did ask USI to lock in the rates. Mr. Chuck Crew moved to accept Geisinger as the insurance company. Mr. Marshall Welch seconded. All in favor.

### **D. CTL Lease for TTCl Second Floor**

Mr. Todd Wright presented the CTL Lease for 2nd Floor of TTCl – 1,681 sq. ft. for 5 years at \$11.00 sq. ft. totaling \$1,590.91 with payment of additional of utilities. There is two additional years to increase - \$1,600.00 approx. 2nd year and \$1,800.00 approx. 3rd year. Mr. Wright stated CTL is aware they will have to dual ensure the space due to the city still owns the building. Jill Nagy stated she reviewed this with FTA and PennDOT, they are okay with the lease. Mr. Max Moore moved to accept the lease with CTL. Mr. Chuck Crews. All in favor

**VIII. PUBLIC COMMENT**

**IX. DATE OF NEXT MEETING**

Tuesday, May 16, 2023 – at 5:30 pm – MREC, Third Floor - Trade and Transit II, Williamsport, PA.

**X. ADJOURNMENT**

Mr. Max Moore moved the meeting adjourn at 6:05 p.m. Mr. Marshall Welch seconded. Motion carried.