

River Valley Transit Authority
Board of Directors
MREC, Third Floor Trade and transit II
Williamsport, PA 17701
Tuesday, May 16, 2023 at 5:30pm

The Board of Directors of River Valley Transit Authority held its regular meeting on May 16, 2023. Mr. Noah Bower, Chairman, called the meeting to order at 5:50 p.m.

I. ROLL CALL

Board Members Present: Noah Bower, Max Moore, Richard Stainman, Marshall Welsh and Solicitor Jill Nagy (Zoom)

Administration Present: Todd Wright, Steve Smith, Chris Clark, Nicole Farr, Bethany Jones, Heather Beavers

II. EXECUTIVE SESSION

Chairman Bower noted an Executive Session was held from 5:30 – 5:50 to discuss personnel and real estate matters

III. APPROVAL OF MINUTES

Mr. Marshall Welsh moved to accept the minutes of the Board of Directors meeting on April 18, 2023. Mr. Max Moore seconded. The motion carried.

IV. FINANCIAL BUSINESS

A. April Financial Report

Nicole Farr presented the comprehensive financial report for April 2023 as well as presented the current schedule of bills for approval. Ms. Farr explained that with April's expenditure we are within our budgetary limits for the year at 77.91%. Mr. Chuck Cruz moved to accept the April 2023 Financial Report. Mr. Max Moore seconded. The motion carried.

B. Woodlands LOC

Mr. Todd Wright presented the extension of the Woodland Line of Credit for 60 Days due to the availability of the federal funds for FY23 which will be coming through Penn Dot as opposed to the FTA with this funding year. The Line of Credit will be increased to \$2,400,000.00 through July 31, 2023. Mr. Wright asked for motion to approve the updated resolution. Mr. Marshall Welsh moved to accept the extension of the Woodlands Line of Credit as amended. Mr. Max Moore seconded. The motion carried.

C. FY24 Administrative Salaries

Mr. Todd Wright spoke on the FY24 salaries for administrative salaries and asking for an approval to make these salaries effective July 1, 2023. Mr. Richard Stainman moved to accept the FY23 administrative salaries. Mr. Chuck Cruz seconded. Motion carries.

Secretary Initial _____

V. OPERATIONS REPORT

A. April Ridership / Operations Report

Mr. Todd Wright presented the April ridership report noting activity is stable and our senior ridership decreased by 1,500 passengers. Mr. Wright explained that the prior to the board meeting, he sent out the report for Operation and Maintenance from Bill Miller. Overall, the report was positive. The report included recommendations for additional maintenance plan development and . Mr. Wright stated he spoke with Mr. Miller yesterday in regards to the extra work and they will be doing an analysis these items. Overall, the report was favorable.

VI. UNFINISHED BUSINESS

A. Strategic Plan

Chairman Bower stated there is no update on these matters. Mr. Wright explained we should be receiving a draft by the end of the month or beginning of next month.

B. Bus Shelters

Mr. Todd Wright stated there is no update on this project.

VII. NEW BUSINESS

A. Executive Director Contract

Chairman Bower stated Todd Wright was presented with the contract. Mr. Wright accepted the contract. Mr. Chuck Cruz motion to accept Todd Wright's executive director contract. Mr. Marshall Welsh seconded. The motion carried.

B. Resolution Authorizing Application Filings with FTA

Mr. Todd Wright presented the standard resolution requested by FTA. This resolution authorizes the executive director to file the applications on behalf of the Authority. This is standard form. Mr. Max Moore motion to accept the Resolution Authorizing Application Filings with FTA. Mr. Marhsall Welsh seconded. Motion carries.

C. Donation of Retired Bus to Duboistown Fire Dept.

Mr. Todd Wright explained we received a request from the Duboistown Fire Dept for a donation of bus for their training on June 24th and 25th. There is no profit to be made by the Duboistown fire dept. Solicitor Jill Nagy stated that this is the standard form as approved by the FTA and PennDOT. Mr. Marhsall Welsher motion to donate the retired bus to Duboistown Fire Department. Mr. Max Moore second. Motion carries.

D. Subcontract with EMTA

Mr. Todd Wright stated that we have provided the board with two different agreements – one is a service agreement between RVTA and EMTA – the second agreement is the vehicle lease agreement between RVTA and EMTA. Mr. Wright explained at last board meeting, the board approved the transfer of 8 vehicles to EMTA, these agreements are in reference to the service provided EMTA and the 8 vehicle that will be housed at RVTA. These agreements are still in draft pending final review by Jill.

These agreements are just for one year. Mr. Max Moore motion to approve the subcontract agreement per solicitor review. Mr. Richard Stainman second. Motion carried. Mr. Chuck Cruz motion to approve the service agreement between RVT and EMTA per solicitor review. Mr. Richard Stainman second. Motion carried.

VIII. PUBLIC COMMENT

Todd asked if all board members received their invitation to the State Transportation Commission quarterly meeting which is being held in Williamsport. All of the head people of PennDOT will be in Williamsport that morning. RVTA will be providing the transportation from the hotel to the airport. They hold 4 meetings – 2 in Harrisburg and 2 in outside city. Mark Murowski pushed for them to be here and review the airport. Chairman Bower announced that following this meeting there is going to be another executive session.

IX. DATE OF NEXT MEETING

Tuesday, June 20, 2023 – at 5:30 pm – MREC, Third Floor - Trade and Transit II, Williamsport, PA.

X. ADJOURNMENT

Mr. Max Moore moved the meeting adjourn at 6:15 p.m. Mr. Marshall seconded. Motion carried.