

River Valley Transit Authority
Board of Directors
MREC, Third Floor Trade and Transit Center II
Williamsport, PA 17701
Wednesday, November 15, 2023 at 5:30pm

The Board of Directors of River Valley Transit Authority held its regular meeting on September 19, 2023. Mr. Noah Bower, Chairman, called the meeting to order at 5:30 p.m.

I. ROLL CALL

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

Board Members Absent: Marshall Welch

Administration Present: Todd Wright, Steve Smith, Garry Phillips, Chris Smith, Cameron Serafini, Ben Gair, Jennifer Steigelman – GFS Financial Advisors

II. EXECUTIVE SESSION

Chairman Bower noted an Executive Session will be held after the board meeting to discuss personnel matters.

III. APPROVAL OF MINUTES

Mr. Chuck Crews moved to accept the minutes of the Board of Directors meeting on September 19, 2023. Mr. Max Moore seconded. The motion carried.

IV. FINANCIAL BUSINESS

A. September & October Financial Report

Mr. Wright presented bank balances as of November 15, 2023 and current schedule of bills which totaled \$1,122,503.86. Mr. Wright noted with personnel transitions in the finance department, the outstanding work load is greater than anticipated. Mr. Crews and Mr. Staiman questioned Mr. Gair on the finance department's ability to address the backlog of work. Mr. Moore motioned to approve the current schedule of bills. Mr. Staiman seconded.

B. FY 2022 Audit Update

Ms. Steigelman provided an update on RVTA's audit schedule. There are concerns that a lack of pension information from the City's Actuary could have a significant impact on the timing of completion. No action is necessary at this time.

V. OPERATIONS REPORT

A. September & October Ridership / Operations Report

Mr. Wright presented the ridership and operations report for September and October. Mr. Wright noted the ridership numbers for both months were about the same and the numbers are steadily increasing. The Token Transit numbers are increasing as well. The maintenance reports for September and October were also presented.

Secretary Initial _____

VI. UNFINISHED BUSINESS

A. Parking Agreement

Mr. Wright noted that RVTA is still waiting for the County procurement office to report back with an answer about the parking spaces in Church Street. Mr. Wright noted that the Liberty Group is advertising parking spaces for rent on their website. Ms. Nagy noted she would have to check the legality of that.

VII. NEW BUSINESS

A. FY 2023 Consolidated Capital Grant Application (CCA) Local Match Resolution

Mr. Wright presented the board with RVTA's FY23 CCA Local Match Resolution. The total capital cost of \$2,875,664.00 requires a local match contribution of \$92,741.00. While reviewing the project listing Mr. Wright noticed a potential discrepancy on the replacement value of Rolling Stock 909 citing the amount currently listed was high for the type of vehicle being replaced. Mr. Staiman questioned if there were other inaccurate values, which Mr. Wright indicated was not the case. After a brief discussion Mr. Staiman motioned to authorize the resolution pending the Rolling Stock Replacement 909 value being corrected prior to submitting the resolution to PennDOT. Mr. Moore seconded the motion.

B. FY 2022 National Transit Database (NTD) Overview

Mr. Wright presented an overview of RVTA's FY 22 NTD profile. He provided a basic overview of all information and what it is used for.

VIII. PUBLIC COMMENT

IX. DATE OF NEXT MEETING

December 19, 2023 – at 5:30 pm – MREC, Third Floor - Trade and Transit II, Williamsport, PA. Mr. Staiman stressed the importance of having a meeting in December.

X. ADJOURNMENT

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