

River Valley Transit Authority
Board of Directors
MREC, Third Floor Trade and transit II
Williamsport, PA 17701
Tuesday, December 20, 2022 at 5:30pm.m.

The Board of Directors of River Valley Transit Authority held its regular meeting on December 20, 2022. 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 via Zoom 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 November 7, 2022. Mr. Chuck Crews seconded. The motion carried.

IV. FINANCIAL BUSINESS

A. November 2022 Financial Report

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

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

V. RIDERSHIP REPORT

A. November 2022 Ridership Report

Mr. Todd Wright presented the November ridership report noting activity is stable and outperforming prior year statistics. He also provided detail on the termination of the senior bonus bucks program. No action was necessary.

VI. UNFINISHED BUSINESS

A. Strategic Plan

Secretary Initial _____

Chairman Bower provided a brief update on the strategic planning process noting employee surveys have been sent out and will be open until January 13, 2023. Mr. Staiman stated he held his interview with the consultants earlier in the day and thought the process was going to be very helpful to the organization.

VII. NEW BUSINESS

A. UPWP Subrecipient Agreement

Mr. Todd Wright presented the FY23-24 Subrecipient Monitoring agreement between the County of Lycoming and RVTA for the UPWP Planning Grant funds RVTA receives from the County Planning Department (WATS).

Mr. Max Moore moved to approve the subrecipient agreement as presented. Mr. Chuck Crews seconded. Motion carried.

B. Employee Assistance Plan

Mr. Todd Wright presented an Employee Assistance Plan (EAP) Proposal prepared by Total Care EAP. The cost of the EAP is \$3,000.00 for the 2023 calendar year.

Mr. Max Moore moved to accept the Total Care EAP Proposal. Mr. Chuck Crews seconded. Motion carried.

C. Uniform Purchase Contract

Mr. Todd Wright presented a Uniform Purchase contract in the amount of \$28,515.48 to be paid to Roger's Uniforms for the FY23 employee uniform allowance.

Mr. Max Moore moved to approve the uniform purchase contract. Mr. Chuck Crews seconded. Motion carried.

D. Insurance of Property Agreement

Solicitor Nagy requested this agreement be added to the agenda as an emergency item as it was just received today. The City of Williamsport will be named as additionally insured on the Authority's policies so there will not be double insurance on the buildings. The approval is subject to Solicitor Nagy and SAFTI's broker both reviewing the fine print in the language.

Mr. Chuck Crews moved to approve the agreement pending review by Solicitor Nagy. Mr. Max Moore seconded the motion. Motion Carried.

VIII. PUBLIC COMMENT

IX. DATE OF NEXT MEETING

Tuesday, January 17, 2023– at 5:30 pm – MREC, Third Floor - Trade and Transit II, Williamsport, PA.

Chairman Bower thanked Trisha Marty for her service over the last 9 months.

X. ADJOURNMENT

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