

River Valley Transit Authority
Board of Directors Meeting Minutes
MREC, Third Floor Trade and Transit Center II
Williamsport, PA 17701
Tuesday, January 21, 2025 at 5:50pm

The Board of Directors of River Valley Transit Authority held its regular meeting on January 21, 2025. Mr. Noah Bower, Chairperson, called the meeting to order at 5:50 p.m.

I. ROLL CALL

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

Administration Present: Todd Wright, ~~Chris Smith~~ (amended at 02.18.25 meeting), Steve Smith, ~~Cameron Serafini~~ (amended at 02.18.25 meeting), Garry Phillips, Jennifer Steigelman (GFS Services), ~~Stacie Ellifaw~~ (amended at 02.18.25 meeting)

II. EXECUTIVE SESSION

An executive session was held before the regular January meeting to discuss real estate and potential litigation.

III. APPROVAL OF MINUTES

Mr. Crews moved to accept the minutes of the Board of Directors meeting of November 19, 2024. Ms. Gallagher seconded. The motion carried.

IV. FINANCIAL BUSINESS

A. November and December Financial Report

Ms. Steigelman presented the November and December Financial reports. Expenses as of December 31st were \$5,713,222.00 or 53.83% of budgeted expenses. Revenues as of December 31st were \$5,378,167.00 or 50.67% of budgeted revenues. The schedule of checks from November 22, 2024, through January 20, 2025 totaling \$1,250,050.09 were presented for approval.

Ms. Feif Gallagher motioned to accept the financial reports and schedule of checks as presented. Mr. Moore seconded; the motion carried.

B. Audit Update

Ms. Steigleman noted she is working on the legacy budget schedules for RKL's review and will likely have the schedules completed by end of the week. Ideally Mr. Wright will be able to upload the Legacy and supplemental schedules to PennDOT within the next 7-10 days. She noted representatives from RVTA and the City met on January 6th to continue discussion on outstanding balances and liabilities outlined in a draft MOU. The next meeting on the liabilities and balances is scheduled for early February.

V. MANAGERS REPORT

A. December Ridership / Operations Report

Mr. Wright presented the December ridership and maintenance reports as well as an update on marketing and outreach activities. Mr. Wright indicated RVTA has received notice from FTA we will be participating in a triennial review during the current fiscal year. He noted the Triennial Review Recipient Information Request (RIR) was shared electronically with the board members for educational purposes.

VI. UNFINISHED BUSINESS

A. Committee Updates

No new updates were available to report.

VII. NEW BUSINESS

A. Collective Bargaining Agreement between RVTA and ATU Local 1496

Mr. Wright indicated this is a reaffirmation of the email vote taken in December to ratify the Collective Bargaining Agreement between RVTA and ATU Local 1496 from January 1, 2025, through December 31, 2027.

Mr. Maxx Moore made a motion to ratify the contract. Mr. Crews seconded the motion. The motion carried.

B. Portable Radio Replacement RFP

Mr. Wright presented the completed RFP for the fixed price purchase of portable radios that will replace existing radios in RVTA's Bus and Service Vehicle fleet. The existing radios have met their useful life and the purchase is incorporated into RVTA's current year Capital Grant awarded by PennDOT. The contract will be awarded to Centre Communication for \$78,199.00.

Mr. Chuck Crews made a motion to award the radio purchase to Centre Communication. Mr. Max Moore seconded the motion. The motion carried.

C. Trash Removal RFP

Mr. Wright presented the completed trash removal RFP with a recommendation to award the three-year contract to Bower Disposal.

Mr. Richard Staiman made a motion to award the contract to Bower Disposal. Mr. Chuck Crews seconded the motion. Motion carried.

VIII. PUBLIC COMMENT

IX. DATE OF NEXT MEETING

Tuesday, February 18, 2025 – Trade and Transit Centre II – meeting canceled.

X. ADJOURNMENT

The meeting adjourned at 6:45 pm.