

River Valley Transit Authority
Board of Directors Meeting Minutes
MREC, Third Floor Trade and Transit Center II
Williamsport, PA 17701
Tuesday, February 18, 2025, at 5:30pm

The Board of Directors of River Valley Transit Authority held its regular meeting on February 18, 2025. Mr. Noah Bower, Chairperson, called the meeting to order at 5:30 p.m.

I. ROLL CALL

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

Administration Present: Todd Wright, Sam Polys, Steve Smith, Cameron Serafini, Garry Phillips, Stacie Elliftawi

II. EXECUTIVE SESSION

III. APPROVAL OF MINUTES

Mr. Staiman made a motion to accept the minutes of the reorganizational meeting from January 21, 2025. Mr. Moore seconded the motion. The motion carried.

Ms. Gallagher noted there should be amendments made to the meeting minutes from January 21, 2025. Mr. Staiman moved to accept the minutes with amendments of the Board of Directors meeting of January 21, 2025. Mr. Moore seconded. The motion carried.

IV. FINANCIAL BUSINESS

A. January Financial Report

Mr. Wright presented the January 2025 financial report. Expenses as of the end of January were \$6,144,666 or 58% of budgeted expenses. Salaries accounted for \$2,813,149 of the budgeted amount, including a retirement payout of \$22,000. Interest expenses on the line of credit totaled \$155,000. The total check payments from 01.17.25 to 02.18.25 \$206,162.

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

B. Audit Update

Mr. Wright noted he will be meeting with Tim Kraft of RKL on 02.19.25 to discuss the draft audit.

V. MANAGERS REPORT

A. January Ridership / Operations Report

Mr. Wright presented the January ridership and maintenance reports as well as an update on marketing and outreach activities. RVTA carried 62,166 passengers in the month of January, of those passengers 9,494 were seniors. Mr. Wright summarized the customer satisfaction survey results. Overall, 98% of respondents were satisfied or very satisfied with RVTA's service. Ms. Gallagher stated she can work with city to begin an initiative to work on bus stop refurbishment. Mr. Wright noted DCED grants could be acquired for new bus stops. Ms. Gallagher asked if RVTA could begin making outreach videos for the public.

Mr. Wright noted RVTA's new CFO will begin on March 10, 2025. Ms. Gallagher asked if a meeting could be set up to come in and meet her.

VI. UNFINISHED BUSINESS

A. Committee Updates

Mr. Wright noted RVTA's new CFO will begin on March 10, 2025. Ms. Gallagher asked if a meeting could be set up to come in and meet her and begin collaborating with her on the finance committee. Mr. Polys will be setting up a maintenance committee meeting. Mr. Smith and Mr. Serafini are going to meet with Optibus then will set up a planning and operations committee meeting. The employee relations meeting will be taking place on February 20th, 2025. Mr. Wright noted that the previous goal setting meetings will be implemented into the committees.

VII. NEW BUSINESS

A. Midtown Lot Parking Rates

Mr. Wright presented an updated list of rates for the Midtown Lot. The prices will be going from \$1.00 per hour to \$1.50 per hour with a 3-hour time limit. If there is a violation a \$20.00 fine will issued.

Mr. Staiman motioned to accept the new rates. Mr. Crews seconded. The motion carried.

B. RNG RFP

Mr. Wright requested this item be added to the agenda as an emergency discussion item. Mr. Crews made a motion to add the item. Mr. Moore seconded the item. The motion carried.

Solicitor Nagy provided an overview of the RNG credits available in Pennsylvania and explained the RFP completed by the Susquehanna Regional Transit Authority. Trillium Energy was awarded the contract for a 5-year term. Mr. Wright will notify SRTA that RVTA is interested in joining the RFP.

Mr. Moore made a motion authorizing the executive director to pursue joining the RFP award and Mr. Crews seconded the motion. The motion carried.

VIII. PUBLIC COMMENT

Mr. Bower stated he would remain active searching for interested candidates to fill the upcoming vacant seat on the board of directors.

IX. DATE OF NEXT MEETING

Tuesday, March 18, 2025 – Trade and Transit Centre II

X. ADJOURNMENT

Mr. Staiman made a motion to adjourn the meeting. Mr. Moore seconded the motion.
The meeting adjourned at 6:15 pm.