

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

The Board of Directors of River Valley Transit Authority held its regular meeting on March 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, Jill Nagy (Solicitor)

Administration Present: Todd Wright, Sam Polys, Steve Smith, Cameron Serafini, Garry Phillips, Stacie Elliftawi, Brenda Davis-Williams, Jennifer Steigelman (GFS)

II. EXECUTIVE SESSION

An executive session was held to discuss legal matters.

III. APPROVAL OF MINUTES

Ms. Gallagher made a motion to accept the minutes from the 02.18.25 meeting. Mr. Crews seconded the motion. The motion carried.

IV. FINANCIAL BUSINESS

A. Personnel Update

Mr. Wright stated that Ms. Brenda Davis-Williams started as the new CFO on 03.10.25.

B. February Financial Update

Ms. Steigelman presented the February 2025 financial report. Expenses as of the end of February totaled \$6,791,000. Salaries accounted for \$3,078,000 of the budgeted amount. Interest expenses on the line of credit totaled \$172,000. The cash status totaled \$177,000 in various bank accounts. Check payments from 02.19.25 to 03.18.25 totaled \$579,000.

Mr. Crews made a motion to accept the February financial report. Ms. Gallagher seconded the motion. The motion carried.

C. Audit Update

RKL is working to finalize the draft audit and will be presenting at the April board meeting.

V. MANAGER'S REPORT

A. February Ridership / Operations Report

Mr. Wright presented the February ridership, operations, and maintenance reports for February. RVTA carried 61,202 passengers during February, of those passengers, 9,180 were senior citizen riders. Token Transit ridership totaled 10,952 users.

RVTA will need to conduct emergency repairs on a water service line. R&J Ertel will be conducting the repairs, PennDOT has authorized use of programmed capital funding to conduct the repairs.

Mr. Wright presented RVTA's FY24 Annual Report.

RVTA has an April preproduction meeting scheduled with Gillig on three thirty-five feet buses previously approved for replacement. We anticipate the buses will be delivered late in 2025.

RVTA will be hosting the PPTA Summer Rodeo in 2026, the event will take place either the last weekend in July or the first weekend in August.

RVTA's Triennial Review will take place May 28th - May 29th.

VI. UNFINISHED BUSINESS

A. Committee Updates

Mr. Polys provided an update on the maintenance committee. Mr. Crews stated the employee relations committee also met during February. The finance committee will meet in Mid-April. The operations committee is waiting to hear back from Optibus regarding the route optimization tool.

VII. NEW BUSINESS

A. Resolution on RNG Credits

Ms. Nagy presented the resolution for renewable natural gas revenue generation. The revenue may be worth up to \$90,000. Ms. Gallagher made a motion to accept the resolution. Mr. Moore seconded the motion. The motion carried.

B. TTC I HRU Replacement – A&E Proposal

Larson Design submitted a proposal for the replacement of the Trade & Transit Center I heat recovery unit. The cost will total about \$44,450. RVTA is currently waiting for KCI to submit their proposal. Ms. Gallagher motioned to table the proposal. Mr. Staiman seconded. The motion carried and the resolution was tabled.

C. Government Finance Solutions Rate Update

Mr. Wright presented rate updates for GFS employees, Ms. Steigelman and Ms. Saylor. Ms. Gallagher asked how much more time they will need at RVTA. Ms. Steigelman estimated they will need until the

end of May, when the Triennial Review is done. Mr. Staiman made a motion to approve the updates, Ms. Gallagher seconded the motion. The motion carried.

D. Bus Stop Policy

Mr. Wright presented a new bus stop policy and stated RVTA could work with Rockland Planning. The enhancements will take about 3-5 years to complete.

VIII. PUBLIC COMMENT

Ms. Gallagher asked about an update on the Strategic Plan goals and objectives. Mr. Wright indicated the update will be covered at the next board meeting.

IX. DATE OF NEXT MEETING

Tuesday, March 15, 2025 – Trade and Transit Centre II

X. ADJOURNMENT

Mr. Staiman made a motion to adjourn the meeting. Ms. Gallagher seconded the motion. The meeting adjourned at 6:22 pm.