

**River Valley Transit Authority**  
Board of Directors Meeting Minutes  
MREC, Third Floor Trade and Transit Center II  
Williamsport, PA 17701  
Tuesday, May 20, 2025, at 5:30pm

The Board of Directors of River Valley Transit Authority held its regular meeting on May 20, 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, Feif Gallagher, Nikolas Kadenas, Max Moore  
Sean Summers (Solicitor)

**Administration Present:** Todd Wright, Chris Smith, Sam Polys, Cameron Serafini, Stacie Elliftawi,  
Brenda Davis-Williams, Sal Vitko

**II. EXECUTIVE SESSION**

No executive session was held.

**III. APPROVAL OF MINUTES**

Ms. Gallagher requested clarification on identifying the two separated Lines of Credit and funds available for each. Ms. Gallagher made a motion to approve the April 15, 2025 meeting minutes. Mr. Moore seconded the motion. The motion carried.

**IV. FINANCIAL BUSINESS**

**A. April Financial Update**

Ms. Williams presented the April 2025 financial report. Total expenditures through the end of April 2025 total \$8,493,000 or 77% of the budgeted amount. Salaries expended total 80% of the budgeted amount or \$3,715,000 through the end of April 2025. Interest expense year to date is \$204,000 on the Lines of Credit (LOC's). As of 4/30/25, the cash status report indicates \$399,000 available in various bank accounts. As of April 30th, LOC \*0522 had \$67,300.00 available to draw and LOC \*9956 had \$2,100,000 (corrected 07.11.25 CMS) available to draw. Total interest expense for the month of April was \$12,000 (corrected 07.11.25 CMS) which is less than previous months due to paying down the LOC.

Checks issued since the last report (4.10.25 to 5.09.25) reflect total payments issued of \$539,532 during the period. The check run consisted of significant payments, to Geisinger \$159,398, SAFTI \$30,296 (Worker's Comp,) Government Finance Solutions \$26,428, Mirabito \$51,501 (\$18,666 + \$32,835) and Petroleum Traders \$49,541 (\$32,642 + \$18,666).

RVTA received payments in April from EMTA in the amount of \$56,889, Little League in the amount of \$85,450 and The City of Williamsport's local share in the amount of \$323,939.00. The auditors have begun their field work for FYE 23-24. The FYE 22-23 audit was submitted to the federal audit clearinghouse on April 25, 2025.

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

**B. FY 24 RKL Engagement Letter**

Mr. Wright presented RKL's engagement letter for the FY24 audit. Mr. Moore motioned to approve the engagement letter. Mr. Kadenas seconded the motion. The motion carried.

**C. FY 26 Operating Budget**

Mr. Wright presented RVTA's 2025-26 operating budget. The draft was completed and filed on the PennTD website. Ms. Gallagher made a motion to approve the FY26 Operating Budget as presented. Mr. Kadenas seconded the motion. The motion carried.

**V. MANAGER'S REPORT**

**A. April Ridership / Operations Report**

Mr. Wright presented the April ridership, operations, and maintenance reports. RVTA carried 68,402 passengers during April, of those passengers, 11,318 were senior citizen riders. Token Transit ridership totaled 12,755 users.

Mr. Wright noted that May 8<sup>th</sup> was Rider Appreciation Day for transit. RVTA had two representatives at Harrisburg for the PPTA Rally Day in Harrisburg for public transit.

**VI. UNFINISHED BUSINESS**

**A. Committee Updates**

Mr. Kadenas was nominated for the vice chair of the operations committee. Mr. Bower motioned the nomination. Ms. Gallagher seconded the motion. The motion carried.

**B. TTC I HRU Replacement – A&E Proposal**

Mr. Wright presented KCI's proposal for the HRU replacement. Ms. Elliftawi stated that LDG is local while KCI would be traveling from Mechanicsburg. She stated a time and material scale would be needed for comparison. Mr. Bower said Mr. Wright and Ms. Elliftawi can review the proposals and return with a recommendation for award.

**C. County MPO**

Mr. Vitko gave a brief overview of the Lycoming County Metropolitan Planning Organization, which RVTA is part of.

**VII. NEW BUSINESS**

Ms. Gallagher asked if the board could have a new organization list. She also noted the board of directors should provide bios to distribute to all employees.

Mr. Bower noted the county agreed to add two additional members to RVTA's board of directors.

**VIII. PUBLIC COMMENT**

Ms. Gallagher asked if a calendar with RVTA events could be forwarded to all board members. She also asked about employee recognition and what is done for that.

Mr. Wright noted RVTA will be having an employee appreciation picnic at a Crosscutter's game in August .

**IX. DATE OF NEXT MEETING**

Tuesday, June 17, 2025 – Trade and Transit Centre II

**X. ADJOURNMENT**

Mr. Crews made a motion to adjourn the meeting. Mr. Moore seconded the motion. The meeting adjourned.