

River Valley Transit Authority
Board of Directors Meeting Minutes
MREC, Third Floor Trade and Transit Center II
Williamsport, PA 17701
Tuesday, June 17, 2025, at 5:30pm

The Board of Directors of River Valley Transit Authority held its regular meeting on June 17, 2025. Mr. Noah Bower, Chairperson, called the meeting to order at 5:30 p.m.

I. ROLL CALL

Board Members Present: Noah Bower, Feif Gallagher (via Zoom), Nikolas Kadenas, Max Moore, Jill Nagy (solicitor)

Board Members Absent: Chuck Crews

Administration Present: Todd Wright, Chris Smith, Sam Polys, Cameron Serafini, Stacie Elliftawi, Brenda Davis-Williams, Sal Vitko, Jennifer Steigelman (GFS)

II. EXECUTIVE SESSION

Executive sessions were held before and after the regular meeting to discuss personnel matters.

III. APPROVAL OF MINUTES

The approval of minutes was tabled until July 15th, 2025, for corrections. Mr. Moore made a motion to table the approval. Ms. Gallagher seconded the motion. The motion carried.

IV. FINANCIAL BUSINESS

A. May Financial Update

Ms. Davis-Williams presented the May financial report.

SUMMARY REPORT

Total expenditure through the end of May 2025 total \$9,464,000, 89% of the budgeted amount. Salaries expended total 91% of the budgeted amount or \$4,240,000 through the end of May 2025. Interest expense year to date, for both lines of credit is \$259,000 (Transit \$216,000, Non-transit \$ 32,000, EMTA \$8,000, Capital \$3,000). Total interest expense for the month of May was \$15,000 (Transit \$12,750, Non-transit \$2,000, EMTA \$250, Capital \$0).

CASH STATUS REPORT

The cash status report indicates \$220,000 available in various bank accounts at the end of May. The 9956 LOC at the end of the month had a total of \$1,757,000 available for drawdown and the 0522 LOC is fully expended.

CHECK APPROVAL

Checks issued since the last report (5.10.25 to 6.17.25) reflect total payments issued of \$322,504 during the period. The check run consisted of significant payments to Geisinger \$169,304, SAFTI \$29,512

(Worker's Comp,) Government Finance Solutions \$31,832, and Petroleum Traders \$52,264 (\$17,975 + \$34,288)

RECEIVABLES

We received payments in April from EMTA in the amount of \$52,232 and \$8,814.

AUDIT

The auditors continue their field work for FYE 23-24

Ms. Gallagher made a motion to accept the May financial report. Mr. Kadenas seconded the motion. The motion carried.

B. Resolution extending Maturity Date of LOC's

Mr. Wright presented the resolution for extending the maturity date for the Woodlands Bank lines of credit. Mr. Moore made a motion to accept the resolution; Mr. Kadenas seconded the motion. The motion carried.

C. FY 26 ADMINISTRATIVE SALARY SCHEDULE

The salary schedule was discussed during the executive session. Mr. Kadenas made a motion to accept the schedule; Mr. Moore seconded the motion. The motion carried.

V. MANAGER'S REPORT

A. May Ridership / Operations Report / Maintenance / Marketing

Mr. Wright presented the May ridership, operations, and maintenance reports. RVTA carried 66,088 passengers during May, of those passengers, 11,228 were senior citizen riders. Token Transit ridership totaled 12,250 users.

Mr. Wright reviewed the employee meeting from 06.04.25. The FTA provided feedback from RVTA's triennial review. RVTA is adding two additional bus operators.

Mr. Cochran presented RVTA's marketing report. Qstraint visited RVTA to photograph and interview staff members and customers about the services provided by RVTA. Mr. Cochran provided overviews of the 4th of July shuttle and the Lycoming County Fair Route.

B. Boyertown Trolley – Condition Discussion

Mr. Wright provided an update on RVTA's Boyertown Trolley #63. The trolley would require at least \$35,000 in replacement parts to pass inspection. It is recommended RVTA can donate the trolley to a suitable customer. Mr. Moore made a motion to allow the donation. Ms. Gallagher seconded the motion. The motion carried.

VI. UNFINISHED BUSINESS

A. Committee Updates

The finance committee met and reviewed materials. Financial management training will be provided via PennTrain.

B. TTC I HRU Replacement – A&E Proposal

No action taken.

VII. NEW BUSINESS

A. Updated PTASP Adoption

Mr. Smith presented RVTA’s updated public transportation agency safety plan. Mr. Kadenas made a motion to adopt the new plan. Mr. Moore seconded the motion. The motion carried.

B. 2027-30 TIP Update

Mr. Vitko presented RVTA’s transportation improvement plan (TIP) for 2027-30. He noted that all the Federal and State subsidy funding that is provided to RVTA needs to be programmed into the TIP.

C. Policy Update – Attendance

Tabled until July Meeting.

VIII. PUBLIC COMMENT

Mr. Smith noted SAFTI conducted anonymous ride alongs on 06.07.25. Ms. Gallagher asked if excerpts can be provided and shown to the bus operators.

IX. DATE OF NEXT MEETING

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

X. ADJOURNMENT

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