

**River Valley Transit Authority**  
Board of Directors Meeting Minutes  
MREC, Third Floor Trade and Transit Center II  
Williamsport, PA 17701  
Tuesday, July 15, 2025, at 5:30pm

The Board of Directors of River Valley Transit Authority held its regular meeting on July 15, 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), Max Moore (Zoom), Jill Nagy (solicitor)

**Board Members Absent:** Nikolas Kadenas

**Administration Present:** Todd Wright, Chris Smith, Sam Polys, Cameron Serafini, Stacie Elliftawi, Brenda Davis-Williams, Sal Vitko, Jennifer Steigelman (GFS), Emily Mrochko (Lycoming County Transportation Planner)

**II. EXECUTIVE SESSION**

None

**III. APPROVAL OF MINUTES**

The minutes from May 20, 2025, and June 17, 2025, were presented. Both minutes were motioned for approval by Mr. Crews and seconded by Ms. Gallagher. The motion carried.

**IV. FINANCIAL BUSINESS**

**A. June Financial Update**

Ms. Davis-Williams presented the June financial report.

SUMMARY REPORT

Total expenditures through the end of June 2025 total \$10,321,000, or 97% of the budgeted amount. Salaries expended total 99% of the budgeted amount or \$4,599,000 through the end of June 2025. Interest expense year to date, for both lines of credit is \$276,000 (Transit \$231,000, Non-transit \$ 34,000, EMTA \$8,000, Capital \$3,000). Total interest expense for the month of May was \$18,000 (Transit \$15000, Non-transit \$2,700, EMTA \$300, Capital \$0).

CASH STATUS REPORT

The cash status report indicates \$184,000 available in various bank accounts at the end of June. The 9956 LOC at the end of the month had a total of \$832,654 available for drawdown and the 0522 LOC is fully expended.

## CHECK APPROVAL

Checks issued since the last report (6.17.25 to 7.15.25) reflect total payments issued of \$438,109 during the period. The check run consisted of significant payments to Highmark \$180,222, Government Finance Solutions \$21,397, and Petroleum Traders \$33,450.

## RECEIVABLES

All local shares for FY 2025 have been paid in full except Montoursville Borough who still owes \$2,229.33.

## AUDIT

The auditors continue their field work for FY 23-24.

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

## **V. MANAGER'S REPORT**

### **A. June Ridership / Operations Report / Maintenance / Marketing**

Mr. Wright presented the June ridership, operations, and maintenance reports. RVTA carried 63,108 passengers during June, of those passengers, 11,020 were senior citizen riders. Token Transit ridership totaled 11,373 users.

Mr. Wright stated STV Inc. will be working with RVTA to carry out the Transit Development Plan (TDP). The TDP project is anticipated to kick off in late September.

RVTA will be receiving the final Triennial Review report in the middle of August.

RVTA's new board members, Mark Murawski and Rick Mirabito, are expected to receive appointments at this week's County Commissioner's meeting.

## **VI. UNFINISHED BUSINESS**

### **A. Committee Updates**

Mr. Polys said the maintenance committee is reviewing the maintenance preparations needed for Little League.

### **B. HRU Replacement – A&E Proposal**

No updates at this time.

**C. Attendance Policy**

Mr. Smith presented an updated attendance policy addressing procedures for utilizing sick leave. Mr. Crews made a motion to adopt the policy. Ms. Gallagher seconded the motion. The motion carried.

**VII. NEW BUSINESS**

**A. EMTA Subcontractor Agreement**

Mr. Wright stated EMTA is requesting to continue its subcontractor agreement with RVTA for shared ride service delivery. Following EMTA's approval of the updated agreement, it will be presented to RVTA for approval.

**VIII. PUBLIC COMMENT**

Ms. Mrochko provided an update for the County's Transportation Improvement Program. RVTA will be on the Route 220 steering committee study.

**IX. DATE OF NEXT MEETING**

Tuesday, August 19, 2025 – Trade and Transit Centre II

**X. ADJOURNMENT**

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