

**River Valley Transit Authority**  
Board of Directors Meeting Minutes  
MREC, Third Floor Trade and Transit Center II  
Williamsport, PA 17701  
Tuesday, September 16, 2025, at 5:30pm

The Board of Directors of River Valley Transit Authority held its regular meeting on September 16, 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, Max Moore, Jill Nagy (solicitor), Nikolas Kadenas, Chuck Crews, Mark Murawski, Rick Mirabito

**Administration Present:** Todd Wright, Chris Smith, Sam Polys, Cameron Serafini, Stacie Elliftawi, Brenda Davis-Williams, Sal Vitko, Jennifer Steigelman (GFS), Steve Smith, Tim Kraft (RKL via Zoom)

**II. EXECUTIVE SESSION**

Following board meeting.

**III. APPROVAL OF MINUTES**

Minutes from July 15, 2025, were approved. Mr. Moore made a motion to approve. Mr. Kadenas seconded the motion. Mr. Murawski and Mr. Mirabito abstained. The motion carried 5-0.

**IV. FINANCIAL BUSINESS**

**A. August Financial Update**

Ms. Davis-Williams presented the August financial report and FY24 financial statements.

Total expenditures through the end of August 2025 total \$1,856,335, or 17% of the budgeted amount. Salaries expended total 15.5% of the budgeted amount or \$739,872 through the end of August 2025. The cash status report indicates \$180,693 is available in various bank accounts at the end of August. LOC (9956) at the end of the month had a total of \$593,555 available for drawdown and the LOC (0522) is fully expended. Checks issued since the last report through the end of August reflect total payments issued of \$499,810 during the period. The check run consisted of significant payments to Petroleum Traders \$36,440, Mohawk Manufacturing \$17,924, Blackbaud \$26,238, Government Finance Solutions \$26,233 and Highmark \$185,530. RVTA received a \$45,000.00 reimbursement from Federal capital grant PA2018-009 on September 3rd. Also, RVTA received State capital grant reimbursements totaling \$222,644.00. Audit work is tentatively set to begin week of October 27, 2025.

Ms. Gallagher made a motion to table accepting the statements as reported YTD interest amounts need to be reviewed for accuracy. Mr. Mirabito seconded the motion. The motion carried.

**B. Resolution Authorizing Temporary Increase on LOC**

Mr. Wright presented a resolution authorizing the increase of RVTA's line of credit from \$2.1 million to \$3.1 million. Ms. Gallagher made a motion to reaffirm the increase. Mr. Kadenas seconded the motion. The motion carried.

**C. FY25 Engagement & Audit Report for FY 23-24 – RKL**

Mr. Kraft presented RVTA's audit report for FY23-24. Mr. Mirabito made a motion to accept the report. Ms. Gallagher seconded the motion.

Mr. Wright presented the scope of the FY25 RKL audit statement. Mr. Murawski made a motion to accept the report. Mr. Moore seconded the motion. The motion carried.

**V. MANAGER'S REPORT**

**A. August Ridership / Operations Report / Maintenance / Marketing**

Mr. Wright presented the manager's report for RVTA. During August RVTA carried 69,436 passengers of those passengers, 12,409 were seniors. Token transit ridership totaled 11,795 users.

**VI. UNFINISHED BUSINESS**

**A. Committee Updates**

None

**B. EMTA Subcontractor Agreement**

None

**VII. NEW BUSINESS**

**A. FY25 Triennial Review – Final Report**

Mr. Wright presented the FTA triennial review final report and findings. Updates on open findings will be provided to the board at the regular monthly meetings.

**B. WATS MPO/PennDOT/RVTA Transportation Planning Agreement**

Mr. Vitko presented the WATS/PennDOT/RVTA planning agreement. Mr. Murawski made a motion to accept the agreement. Mr. Mirabito seconded the motion. The motion carried.

**C. 3<sup>rd</sup> Street & Chestnut Street Stop Enhancement Study**

Mr. Wright and Mr. Vitko presented the study to fix the 3<sup>rd</sup> St. & Chestnut stop. RVTA will continue to work with LDG on the stop study. Mr. Murawski made a motion to accept the study; Mr. Mirabito seconded the study. The motion carried.

**D. Nepotism Policy**

Mr. Wright presented RVTA's nepotism policy. Language needs to be changed until the final draft approval can be accepted.

**E. Bridgestone Tire Contract**

Ms. Elliftawi presented the resolution to enter into an agreement with Bridgestone Tires for 3 years with an additional 2 years as options. Mr. Mirabito made a motion to accept the contract. Mr. Moore seconded the motion.

**VIII. PUBLIC COMMENT**

**IX. DATE OF NEXT MEETING**

Tuesday, October 21, 2025 – Trade and Transit Centre II

**X. ADJOURNMENT**

The meeting was adjourned at 7:30 pm.