

**MID MON VALLEY TRANSIT AUTHORITY
1300 MCKEAN AVENUE
CHARLEROI, PA 15022
April 26, 2018**

MINUTES OF REGULAR BOARD MEETING

- 1) Call to Order – Chairman
- 2) Pledge to Flag – Chairman
- 3) Roll Call – Assistant Secretary

There being 16 members present at 6:00 PM, there was a quorum. Mr. Fisher joined the meeting at 6:03 PM and Mr. Carroll joined the meeting at 6:07 PM.

Members Present:

Aaron Bialon
Mark Brown
Ed Bryner
Christopher Carroll
Thomas Caudill
Sandy Davis
Ryan Encapera
Devlin Fisher
John Habel III
Michael Hammond
Frank Kennedy
Gary Litvany
J. Edmund Martin
Thomas P. Monack
Fred Naccarato
Rik Pankiewicz
Robert Petty
Carrie Zeletski

Members Absent:

Stephen Luncinski
Ronald J. Large

Staff Present:

Donna Weckoski
Nancy Basile

Others Present:

Marc Roncone, MV Transportation

- 4) Chairman Naccarato inquired if there were any additions or corrections to the Board of Director's Meeting Minutes of March 22, 2018. Ms. Davis motioned to approve the board meeting minutes as mailed. Ms. Zeletski seconded the motion. Motion carried.
- 5) Public Forum: No Report
- 6) Report from Carrier: MV Transportation, Inc.
 - a) Mr. Roncone informed the board that there were 80, 837 total vehicle miles, 67,315 revenue vehicle miles, and 4,369 actual vehicle hours and 3, 726 revenue vehicle hours.

7) CHAIRMAN'S REPORT

- a) Chairman Naccarato acknowledged the passing of Ronald Sotta a former representative of Washington Township. Mr. Sotta served on the Mid Mon Valley Transit Authority Board of Directors from 2012 – 2017. Chairman Naccarato ask that we join him in a moment of silence.

Chairman Naccarato reminded the board that MMVTA is waiting for

- b) three community's local match resolutions.

8) TREASURER'S REPORT

- a) Ms. Davis reported that due to lack of quorum at March's meeting, the March expenses need to be retroactively approved. The Finance Management Committee was sent this finance report the week of March 12, 2018 for review. **(Attachment I.8.a.)** The total bills for March amounted to: \$314,995.37 in Operating Expenses and \$34,860.00 in Capital Grant Expenses for the quarterly payment for the Scheidt & Bachmann fare box system warranty and concrete repairs for the Donora-2 project. Ms. Davis made a motion to accept the March 2018 Financial Report and retroactively approve payment of the same. Mr. Caudill seconded the motion. Motion carried.

The Finance Management Committee was sent the finance report the week of April 16, 2018 to review the bills and finance report contained in your agenda packet. **(Attachment I.8.a.)** The total bills for this month amount to \$332,995.67 in Operating Expenses. Ms. Davis made a motion to accept the Financial Report as presented and authorize payment of the same. Mr. Bryner seconded the motion. Motion carried.

- b) Ms. Davis stated it is requested that we accept Co-Stars pricing for a 2018 Ford F-350 truck with a service package from Woltz & Wind Ford, Inc. for a total amount of \$80,261.18. Ms. Davis stated it is expected that delivery will occur in May. Upon full and final acceptance of this vehicle by the MMVTA, the board will be asked to authorize payment in full for this purchase. Ms. Davis made a motion to accept Woltz & Wind Ford's Co-Star's pricing for this purchase as stated. Mr. Caudill seconded the motion. Mr. Petty opposed.
- c) Ms. Davis reported that also contained in this month's finance report was a request from Donna Weckoski for Ashly Altemare to attend the PPTA Spring Meeting in Lancaster, PA on April 23, 2018 – April 26, 2018. Approximate cost of this trip is \$915. Ms. Davis made a motion to retroactively approve the trip request as presented. Mr. Martin seconded the motion. Motion carried.

- d) Ms. Davis reported that a budget is being developed for the upcoming fiscal year. A draft will be sent to all Board Members for review and is expected to be presented for approval at May's board Meeting.

9) COMMITTEE REPORTS

- a) Human Resources –
- b) Steering Committee – Tom Monack, Chairperson
- c) Safety & Security – Ed Bryner, Chairperson
- d) By-Laws – Mark Brown, Chairperson
- e) Construction – Chris Carroll, Chairperson

10) REPORTS OF ADMINISTRATIVE PERSONNEL

a) Executive Director

1. Ms. Weckoski reported that MMVTA has been working on the contract for subcontracted transportation. Ms. Weckoski stated MMVTA had three request for the RFP and only one responded.
2. Ms. Weckoski thanked everyone who attended the dinner at the Nemaquin Country Club.

b) Marketing

Ms. Weckoski reported that the MMVTA received a CMAQ grant to enhance fixed route service with bike-related enhancements. This project involves the purchase and install of bike racks on the buses, at MMVTA park and ride lots, and some of the bus shelters. This grant will also fund the marketing of this effort.

In order to proceed with this project in a timely manner, it is requested that the board authorize the MMVTA staff to proceed with the purchase of these bike racks to the lowest and most responsive and responsible bidders once all bids received have been thoroughly evaluated. Mr. Kennedy made a motion to authorize the MMVTA staff to proceed with the purchase of these bike racks to the lowest and most responsive and responsible bidders once all bids received have been thoroughly evaluated. The request for approval for the bike racks will be retroactively approved at the May 24, 2018 board meeting as presented. Mr. Carroll seconded the motion. Motion carried.

11) REPORT OF THE SECRETARY: No Report

12) OLD BUSINESS: No Report

13 NEW BUSINESS

- a) Approval of FY 18-19 CCA Resolution (**Attachment I.13.a**)
Ms. Weckoski asked for approval for consolidated Capital Grant application (CCA). Board resolution to file application and to certify local match FY 2018-2019. Ms. Davis made a motion to approve the FY 18-19 CCA Resolution. Mr. Carroll seconded the motion. Motion carried.

- b) Approval of FY 18-19 COA Resolution (**Attachment I.13.b**)
Ms. Weckoski asked for approval for MMVTA resolution FY 2018-2019. Resolution certifying the local match for state operating financial assistance. Mr. Pankiewicz made a motion to approve FY 2018-2019 COA Resolution. Ms. Davis seconded the motion. Motion carried.

- c) Request to Award RFP #FY 17-18-01 Subcontracted Transportation Services (**Attachment I.13.c**) Ms. Weckoski asked for permission to award to MV Transportation the fixed route and related maintenance services.. Mr. Bryner made a motion to award the contract MV Transportation for fixed route and related maintenance services. Ms. Zeletski seconded the motion. Motion carried.

- d) Transit Security Contract Update
Ms. Weckoski stated the Transit Security contract is going out for bid for Transit Security and will be due on Monday, May 14, 2018. The board will review the contracts for approval at next month's board meeting on May 24, 2018.

14. With no other business to discuss, Mr. Petty moved to adjourn the meeting. Mr. Carroll seconded the motion. Motion carried. The meeting adjourned at 6:35 PM.

UPCOMING MEETINGS

THE NEXT REGULAR BOARD MEETING

May 24, 2018

At 6:00 PM