

**MID MON VALLEY TRANSIT AUTHORITY
1300 MCKEAN AVENUE
CHARLEROI, PA 15022
June 24, 2021
MINUTES OF REGULAR BOARD MEETING**

1. Call to Order – Chairman – 6:00 PM
2. Pledge to Flag- Chairman
3. Roll Call – Secretary

There being 12 members present at 6:00 PM, there was a quorum.

Members Present:

Ed Bryner
Fred Berestecky
Christopher Carroll
Sandy Davis
Diann Donaldson
George Eckert
William Furlong
John Habel III Zoom
Frank Kennedy
Fred Naccarato
Rik Pankiewicz
Carrie Zeletski

Staff Present:

Ashley Seman
Nancy Basile
Aeriel Dochenetz
Beth O'Neil

Members Absent:

Mark Brown
Ryan Encapera
Fred Exley
Jeremy Hepple
Michael Hammond
John Lorenzo
Devlin Fisher

Others Present:

Marc Roncone, MV
Blane Black, ESQ

4. Mr. Carroll inquired if there were any additions or corrections to the Board of Director's Meeting Minutes of May 27, 2021 as mailed/emailed.
 - Mr. Carroll asked for a motion to approve the minutes for the May 27, 2021 meeting, as mailed/emailed. Mr. Eckert made the motion. Mr. Kennedy seconded the motion. Motion Carried.
5. Public Forum: - none

6. Report from Carrier: MV Transportation, Inc., Mr. Roncone
 - Mr. Roncone reported on fixed route service for the month of May 2021 as follows: Actual Vehicle Miles were 59,617; Revenue Vehicle miles were 49,832.00; Actual Vehicle Hours were 3,455.98; and the Revenue Vehicle Hours were 3,003.20.
 - Mr. Roncone also reported that there were 0 Incident w/out injury; 1 incident with injury; 0 accident w/out injury; 0 accidents with injury; 0 security issues; 0 valid complaint. 0 compliments. He also reported on 3 road calls; 2 major mechanical failure; and 4 other mechanical failures.
 - See **Attachment I.6** for further detail, provided in the agenda packet.

7. CHAIRMAN'S REPORT

- a.) Mr. Carroll reported that the MMVTA will begin installing new bus stop signs throughout our serviced communities including along Rt 88 corridor into downtown Pittsburgh. Mr. Carroll asked the board to inform their community. The signs will display the stop number, MMVTA contact information and TraXter real-time bus information. The installation is being done by Don Signs. Mrs. Seman showed the board an example of what the signs look like.

8. TREASURER'S REPORT

- a). Ms. Zeletski reported that the Finance Management Committee was sent the finance report the week of June 7th, 2021 and referred all members present to **Attachment I.8.a.** in their agenda packets.

- The total paid in operating expenses was \$379,046.40 including \$57,290.53 in COVID Expenses.
- For the final 4th quarter of Fiscal Year 20-21, we will be reimbursing the authority \$231,143 in Covid funds.

Ms. Zeletski made a motion to accept this month's Financial Report and approve payment of the same. Mr. Bryner seconded the motion. Motion Carried.

9. COMMITTEE REPORTS

- a) Human Resources – Carrie Zeletski, Chairperson

- The HR Committee met on Thursday June 17, 2021. The committee reviewed the Executive Directors report and requested a list of job descriptions of the Executive Director and staff. At this time due to ridership still being so low because of the pandemic, the committee felt it was best to keep the hiring freeze in place at this time. The committee also decided to put any salary increases on hold and will review in 90 days. HR felt additional training would be a positive benefit to all staff including courses not strictly transit related. This suggestion has been made to Mrs. Seman for her input on the matter.

- b) Steering Committee — Devlin Fisher, Chairperson- No Report

- c) Safety & Security – Ed Bryner, Chairperson

- Mr. Bryner reported on an incident involving a passenger. Mr. Bryner then referred to Mrs. Seman to discuss the matter. Mrs. Seman stated the incident is currently under investigation.

- d) By-Laws – Fred Berestecky, Chairperson- No Report
- e) Capital/Construction – Chris Carroll, Chairperson – No report.

10. REPORTS OF ADMINISTRATIVE PERSONNEL

a.) Executive Director

- Mrs. Seman updated the board on the Commuter Surveys. She had posted a add about the survey in the newspaper. Mrs. Seman stated she is going to leave the survey up for one more month. She will make a formal decision by the July Board Meeting, to be effective August 2021 for the start of the Vulcan Flyer and Cal Commuter.
- Mrs. Seman reported the MMVTA had just finished our Triennial Review. This review is done every three years. It is a FULL review of the entire Management of the Transit Authority. The review went smoothly. The Exit interview was held on Friday June 25 to discuss the findings of the review. Mrs. Seman thanked her staff for a job well done.
- We are releasing a Bus Wash (RFQ) Request for quotes. This RFQ is for the bus wash bay at the Donora Bus Facility. All bids are due by July 30, 2021.
- Mrs. Seman and Ms. Basile had a meeting with the contractors to discuss the shelter located at California University Park N Ride.

b.) Marketing

- Ms. Dochenetz reported the Transit Center office will be closed Monday, July 5th in honor of the holiday and there will be no bus service on July 4th.
- Monongahela Foodland is now selling our Zone 2 monthly Flash Passes and 10-trip Ticket Books.

- c.) Mr. Eckert spoke to the board on his belonging to a group called the M.A.R.C (Monongahela Area Revitalization Corporation). On Saturday August 7th, 2021 M.A.R.C is sponsoring the “On Your MARC” Cox Market 5k Run /Walk to support community projects. Mr. Eckert asked the board to show their support with a space on the back of the T-Shirt for the event. Mr. Eckert requested a motion for MMVTA to be a financial supporter of the event. Mr. Berestecky made the motion. Mr. Furlong seconded the motion. Motion Carried.

11. REPORT OF THE SECRETARY

- Mr. Naccarato read to all present, a compliment we received through our customer support email on June 22, 2021. It was a compliment on one of our drivers. Ms. Delantre stated the driver took his time to show her 3 kids the bus and talk to them. The kids were so excited! She said he turned the stressful morning into a good one. Thank you!

12. OLD BUSINESS- No report

13. NEW BUSINESS.

- Resolution #20-21-10 Designation of Signature authority for FTA Assistance Awards (**Attachment I.13.a**) in the agenda. Mrs. Seman requested a motion to approve Resolution #20-21-10. Ms. Davis made the motion. Mr. Berestecky seconded the motion. Motion Carried.

14. ADJOURNMENT

- Prior to adjournment, Mr. Bryner requested an Executive Session to discuss a Legal matter. Executive Session started at 6:40pm. Executive Session ended at 6:54pm.
- Mr. Carroll asked if there were any further business to discuss. There being none, Mr. Carroll requested a motion to adjourn. Mr. Furlong made the motion to adjourn. Mr. Berestecky seconded the motion. Motion Carried.

The meeting adjourned at 6:54 PM

REMINDER:

THE NEXT BOARD OF DIRECTORS MEETING IS SCHEDULED FOR:

THURSDAY July 22 AT 6:00 PM

THANK YOU FOR ATTENDING