

**MID MON VALLEY TRANSIT AUTHORITY  
1300 MCKEAN AVE  
CHARLEROI, PA 15022  
February 24, 2022**

**MINUTES OF REGULAR BOARD MEETING**

Prior to Regular meeting Mayor Timothy Herd swore in 4 Board Members

1. Earl Doman – Allenport
2. Diann Donaldson – N. Belle Vernon
3. John Habel III – Washington Twp.
4. John Lorenzo – Rostraver Twp.

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

There being 15 members present at 6:00PM, there was a quorum

**Members Present**

Fred Berestecky  
Ed Bryner  
Christopher Carroll  
Earl Doman  
Diann Donaldson  
George Eckert  
Fred Exley  
Devlin Fisher  
William Furlong  
John Habel III  
Timothy Herd Zoom  
John Lorenzo Zoom  
Fred Naccarato  
Rik Pankiewicz  
Carrie Zeletski

**Staff Present:**

Ashley Seman  
Nancy Basile  
Aeriel Dochenetz  
Beth O'Neil

**Members Absent:**

Michael Hammond  
Frank Kennedy  
Mark Brown  
Sandy Davis

**Others Present:**

Marc Roncone, MV  
Blane Black, ESQ.  
Cliff Opfer, MV  
Mark Turnley, CPA

4. Mr. Carroll inquired if there were any additions or corrections to the Board of Director's Meeting Minutes of December 16, 2021, as mailed/emailed.
  - There being none, Mr. Carroll asked for a motion to approve the board minutes for December 16, 2021. Mr. Eckert made the motion. Mr. Pankiewicz seconded the motion. Motion carried.
5. Public Forum - No report
6. Report from the Carrier: MV Transportation Inc, Mr. Roncone
  - Mr. Roncone reported on fixed route service for the month of **December 2021** as follows: Actual Vehicle Miles were 74,189.00; Revenue Vehicle miles were 61,013.00; Actual Vehicle Hours were 4,285.29; and the Revenue Vehicle Hours were 3,604.05.
  - Mr. Roncone also reported that there was 0 incidents w/out injury; 1 incident with injury; 3 accident w/out injury; 0 accidents with injury; 5 security issue; 1 valid complaint; 1 compliment. He also reported on 5 road calls: 5 major mechanical failure and 2 other mechanical failure.
  - Mr. Roncone reported on fixed route service for the month of **January 2022** as follows: Actual Vehicle Miles were 70,689.00; Revenue Vehicle Miles 58,528.00; Actual Vehicle Hours 4,192.93; Revenue Vehicle Hours 3,554.00.
  - Mr. Roncone reported that there are 2 incidents w/out injury; 0 incidents with injury; 2 accidents w/out injury; 1 accident with injury; 1 security issue; 2 valid complaints; 1 compliment. Also, Mr. Roncone reported 5 Road calls; 5 major mechanical failures; and 2 other mechanical failures.
  - See **Attachment I.6** for further details, provided in the agenda packet.

#### 7. Chairman's Report

- Mr. Carroll reported on a bus fleet update. Two 35' Gillig CNG low floor buses went on the assembly line in January. These buses will replace bus number 475 and 476 from our current fleet. We should have both buses on the lot by next week.

#### 8. TREASURER'S REPORT

a). Ms. Zeletski reported that the Finance Management Committee was sent the finance report the week of **January 3, 2022**, and referred all members present to **Attachment I.8.a.** in their agenda packets.

- The total bills for this month amount to \$337,812.48 in Operating Expenses and \$57,644.10 in Covid Expenses. MMVTA has received reimbursement for Covid funds expended in the 2<sup>nd</sup> Quarter of FY 21-22 in the amount of \$170,777.
- Capital Expenditures for January are:
  - \$58,245.00 payable to Scheidt & Bachmann for 1<sup>st</sup> progress payment for the Farebox System Upgrades (Federal & Local Funds)
  - \$56,702.29 payable to Avail Technologies for the 2<sup>nd</sup> progress payment for on-board ITS signs (State & Local Funds)

- Ms. Zeletski made a motion to retroactively ratify January's Financial Report and payment of January's Bills. Mr. Naccarato seconded the motion. Motion Carried.

b) Ms. Zeletski reported that the Finance Management Committee was sent the finance report the week of **February 7<sup>th</sup>, 2022** to review the February bills and finance report contained in the agenda packet.

- Total bills for the month of February amount to:
  - \$368,372.44 in Operating Expenses and \$68,044.89 in Covid Expenses.
- Capital Expenditures for this month are:
  - \$40,544.00 payable to DXP Enterprises for 2 maintenance facility air compressors (State, Local and Federal Funds)
  - \$3,668.00 payable to TRC Engineering for Gillig Bus inspections and audits required by FTA (Federal Funds)
  - \$7,446.00 payable to Avail Technologies for swap and install of ITS equipment – 50% down (Federal Funds)
  - \$896,404.00 payable to Gillig for 2 Gillig Buses- 90% of total (Federal Funds)
  - \$12,715.00 payable to Belson Outdoor for bus benches with roof- (Operating and Westmoreland Co. Local Funds)
- Ms. Zeletski made a motion that we accept this month's Financial Report and approve the Payment of the same. Mr. Bryner seconded the motion. Motion Carried.

c) The FY 20-21 Audited Financial statement were emails to those board members with available email addresses. Ms. Zeletski then introduced C.P.A., Mr. Mark Turnley to present the auditors report to the board and to answer any questions the board may have had.

- Ms. Zeletski made a motion to approve the FY 2020-2021 Audited Financial Statements as presented. Mr. Furlong seconded the motion. Motion Carried.

## 9. COMMITTEE REPORTS

a) Human Resources – Carrie Zeletski, Chairperson-None

b) Steering Committee — Devlin Fisher, Chairperson

- Mr. Fisher reported the Steering Committee met on January 12, 2022. Mr. Fisher stated that they discussed, amongst other things, how to approach the Washington County, PA County Commissioners when we request additional funding in 2022. After considerable discussion, the Steering Committee recommends that when we approach the Washington County Commissioners in 2022, the request should be the amount of funds that are equal to one-half of the Operating Local Match of the participating municipalities for 2023 plus the balance of any funds needed to fully satisfy FTA's and PennDOT's Operating and Capital requirements. This is similar to the amount of funding we requested for Washington County in 2021.
  - Mr. Fisher requested a motion to confirm the methodology as discussed to what monetary figure we will request in funding from

Washington County, PA Commissioners in 2022 for the year 2023.  
Mr. Eckert made the motion. Mr. Pankiewicz seconded the motion.  
Motion carried.

- Mr. Fisher reported to the board on Tuesday, February 22, 2022 the Steering Committee met to discuss the recent developments regarding the approved funding that Washington County, PA Commissioner's agreed to give us. A letter dated January 7, 2022 from the Washington County Finance Director, Josh Hatfield, stated that we will be receiving the approved amount of \$25,000.00. A copy of this letter was provided in the agenda packet **Attachment 1.9.b.2**. The MMVTA originally requested \$55,497.00 which was verbally agreed upon when MMVTA met with several Washington County representatives in October of 2021.
    - After much discussion, the Steering Committee recommended that when we approach the Washington County Commissioners in 2022 for additional funding, that we reduce any verbal commitments to a written pledge. It is also a recommendation that after we receive the \$25,000.00, that we draft a thank you letter to the Commissioners for the funding and ask them for clarification to the discrepancy as to why they did not approve the full amount of funding that we requested.
    - A short discussion amongst board members had taken place.
  - Mr. Fisher requested that a motion be made to send the thank you letter after funding is received from the Washington County Commissioner's with clarification as to the reason behind the dollar amount discrepancy. Mr. Furlong made the motion. Mr. Bryner seconded the motion. Motion Carried.
  - Nancy Basile stated she will notify the committee when the funding is received.
- c) Safety & Security – Ed Bryner, Chairperson
- Mr. Bryner reported on the land slide that occurred in the back left corner the North Charleroi Park and Ride Location. The borough has been notified and Mrs. Seman is in contact with our insurance and a restoration company has been called to assess the hill side for safety purposes.
- d) By-Laws – Fred Berestecky, Chairperson
- Mr. Berestecky reported to the board that a By-Laws meeting was held on February 15, 2022. We discussed several things and were able to have the solicitor available to answer questions. Mr. Berestecky will keep everyone updated on any and all progress.
- e) Capital/Construction – Chris Carroll, Chairperson- No Report

## 10. REPORTS OF ADMINISTRATIVE PERSONNEL

### a.) Executive Director

- Mrs. Seman reported to the board that the bid request for the MMVTA website was due January 24, 2022. We did receive 4 bids for the project. They were ranked per the specifications in the initial bid. Chroma Marketing was the lowest, most responsive and responsible bid for the amount of \$28,580.00. A meeting is scheduled with Chroma Marketing next week.

- Tri-State is moving forward with the boardroom updates. The microphones are scheduled to be installed. Materials have been very hard to find.
- Mrs. Seman will be in Harrisburg for training March 8<sup>th</sup> and 9<sup>th</sup> for Transit Executive Directors.
- Mrs. Seman reported that she was asked to be on the Mon Valley Regional Chamber of Commerce Board of Directors! Her first meeting will be in April.

#### b.) Marketing

- Ms. Dochenetz reported to the board that Transit Driver Appreciation Day is on March 18<sup>th</sup>. A special thank you to all of our transit drivers for their dedication and hard work in keeping things safe and accessible especially during the pandemic. Their contribution to our communities is truly appreciated.

### 11. REPORT OF THE SECRETARY

- Mr. Naccarato reported to the board that as of January 6, 2022, Ryan Encapera turned in his resignation as the representative for California Borough. Mr. Encapera has been a board member for 5 years. He thanked us for the opportunity to serve the community of California and the MMVTA Board of Directors.
- The Qualk family wanted to thank the Board of Directors and staff for their kindness and support during the passing of Nancy's father, Clyde. Everyone's thoughtfulness was greatly appreciated during this difficult time

### 12. OLD BUSINESS

- Mrs. Seman presented to the board the Policy for Bus Shelter Posters. **Attachment I.12.a** in the agenda packet. She stated these would be placed at all shelter locations. There was a short discussion amongst the board.
  - Mr. Carroll asked for a motion to approve the MMVTA Posting Policy with the amendment that we add they are only permitted to place the poster in the designated area. Mr. Eckert made the motion. Mr. Bryner seconded the motion. Motion carried.
- Mr. Berestecky stated an update with Kenric Manor in Donora. Mr. Berestecky said they have started construction, noticed dumpsters and workers around the building. He stated he will keep the board updated.

### 13. NEW BUSINESS

- It was stated to the board that we are putting 2 of our buses up for sale. Bus # 475 and Bus #476. Information on the specifics of these buses are in the agenda packet **Attachment I.13.a**

#### 14. ADJOURNMENT

- Mr. Carroll asked if there were any further business to discuss. There being none, Mr. Carroll requested a motion to adjourn. Mr. Habel made the motion to adjourn. Ms. Zeletski seconded the motion. Motion Carried.
- The meeting adjourned at 7:30 PM

#### **REMINDER:**

THE NEXT BOARD OF DIRECTORS MEETING IS SCHEDULED FOR:

**THURSDAY, March 24, 2022, AT 6:00 PM**

THANK YOU FOR ATTENDING