

**MID MON VALLEY TRANSIT AUTHORITY
1300 MCKEAN AVE
CHARLEROI, PA 15022
June 22, 2023
MINUTES OF REGULAR BOARD MEETING**

1. CALL TO ORDER – Chairman – 6:00 PM
2. PLEDGE TO THE FLAG – Chairman
3. ROLL CALL – Vice-Chairman

There being 13 members present at 6:00 PM, there was a quorum.

Members Present

Diann Donaldson
Chris Carroll
George Eckert
Sandy Davis
Earl Doman
Frank Kennedy
Devlin Fisher
Devin DeRienzo
Timothy Herd
William Furlong
Ed Bryner
John Habel III **Zoom**
Fred Berestecky
Blane Black

Members Absent:

Bernie Bandini
Fred Exley
Fred Naccarato
Rik Pankiewicz
Mark Boyle

California, Fayette City & Coal Center (awaiting member appointment).

Staff Present:

Ashley Seman
Nancy Basile
Aeriel Dochenetz
Stephanie Lee
Michael Perry

Others Present:

Marc Roncone, MV Transportation
Cliff Opfer, MV Transportation

4. Chairman Fisher inquired if there were additions or corrections to the May 25, 2023 Board Meeting Minutes? Hearing none, Chairman Fisher asked for a motion to approve the Minutes of the May 25, 2023 Board Meeting. Mr. Eckert made the motion to approve the minutes. Mr. Carroll seconded the motion. Motion carried.

5. PUBLIC FORUM – None.

6. REPORT FROM THE CARRIER – MV Transportation, Inc., Marc Roncone

- a. Mr. Roncone reported on fixed route service for the month of May 2023 as follows: Actual Vehicle Miles were 71,790.00; Revenue Vehicle miles were 59,216.00; Actual Vehicle Hours were 4,249.65; and the Revenue Vehicle Hours were 3,607.18.
- b. Mr. Roncone also reported on 0 incidents without injury; 0 incidents with injury; 1 accident without injury; and 0 accidents with injury. Mr. Roncone stated that there were 0 security issues; 2 inconclusive complaints; and 1 compliment.
- c. Mr. Roncone also informed the Board that there were 6 road calls; 11,965 miles between road failures; 6 major mechanical failures; and 5 other mechanical failures.
- d. Mr. Roncone also updated the Board on riders to Spartan, Speers Industrial Park and Gabe's Plaza.
- e. Mr. Roncone noted and discussed a summary of the commuter route ridership which includes only stops in downtown Pittsburgh. Mr. Roncone noted that there is an increase in ridership over that which was experienced last year.
- f. See **Attachment I.6** for further details, provided in the agenda packet.

7. CHAIRMAN'S REPORT

- a. Chairman Fisher reminded the Board that June 30, 2023 marks the end of the 2022-2023 Fiscal Year and that the MMVTA staff will start preparing for the 2023-2024 Fiscal Year starting on July 1, 2023.
- b. Ms. Davis stated that a MMVTA CNG Bus was featured in the escort for the Vietnam Traveling Memorial Wall. The escort started at the Pilot in Bentleyville and traveled through Elco.

8. TREASURER'S REPORT

- a. Mr. Eckert reported that the Finance Management Committee was sent a finance report to review the bills contained in the agenda packet under **Attachment I.8.a.**
 - i. Mr. Eckert reported that the total bills for June amounted to \$672,851.76 in Operating Expenses, including MV's advanced payment for July Services in the amount of \$316,709.65, and \$84,539.40 in COVID Expenses.
 - ii. Mr. Eckert reported that beginning with MV's new contract, MMVTA will be paying an estimated amount in advance for fixed route services. Mr. Eckert stated that this amount will be adjusted during the following month.
 - iii. Mr. Eckert advised the Board that MMVTA is using a gas supplier, United Energy Trading, which will be invoiced separately from the People's Gas invoice.

- iv. Mr. Eckert reported that the Capital Expenditures for the month of June were:
 - 1. \$243,495.75 payable to Allison Park Contractors for Rockslide Construction (State, Local & Capital Funds).
 - 2. \$51,800.00 payable to Civil & Environmental Consultants for Rockslide Oversight (State & Capital Funds).
 - 3. \$8,000.00 payable to National Painting Contractors for Transit Center Painting (Federal Funds).
- v. Mr. Eckert made a motion to accept June's Finance Report and approve payment of the same. Mr. Furlong seconded the motion. Motion carried.
- b. Mr. Eckert stated that the Capital Projects list follows the Finance Report and is found in **Attachment I.8.b** of the agenda packet for review.
 - i. Mrs. Lee stated that the Award for Concrete Repairs/Power Washing of the Storage Facility goes to A Plus Concrete for having the lowest bid.
 - ii. Mrs. Lee advised the Board that National Painting Contractor will start painting the interior of the Transit Center on July 6, 2023.
 - iii. Mrs. Lee stated that the work to cleanup and repair issues at Crookham Park & Ride will begin approximately June 26, 2023.
 - iv. Mrs. Lee updated the Board that the final walkthrough for the Rock Slide Remediation Construction & Oversight Project took place on June 14, 2023 and that MMVTA requested power washing of the blacktop.
 - 1. Mrs. Lee stated that MMVTA's insurance company did a walkthrough of the construction area and will cover repairs for the damaged curbs and guardrails.

Ms. Donaldson called for an Executive Session at 6:24 PM. The purpose of the Executive Session was to discuss personnel matters. The Executive Session ended at 7:21 PM.

9. COMMITTEE REPORTS

- a. Human Resources – Sandy Davis, HR Committee Member
 - i. Mrs. Davis advised the Board that the Human Resources Committee met on June 20, 2023 at 5:30 PM and asked that all motions be held to the end of the report. Mrs. Davis then brought the following to the Board for discussion and approval:
 - 1. Mrs. Davis recommended that Salaried Employees receive a 3% adjustment starting July 1, 2023.
 - a. Executive Director: \$74,675.00 per year.
 - b. Manager of Finance & Grant Programs: \$70,040.00 per year.
 - c. Accounting Specialist: \$49,440.00 per year.
 - d. Operations Coordinator: \$51,500.00 per year.

2. Mrs. Davis recommended that the Administrative Assistant position increase to \$22/hour (\$42,900.00 per year) starting July 1, 2023.
 3. Mrs. Davis recommended moving the Administrative Assistant and Operations Coordinator from Temporary to Full-Time hires.
 4. Mrs. Davis recommended the addition of 1 paid Holiday (Juneteenth) and 2 Floating Holidays (Indigenous People's/Columbus Day & President's Day).
- ii. Mrs. Davis asked for a motion to approve the salary adjustments, as presented, for employees. Mr. Eckert made the motion to approve. Mr. Furlong seconded the motion. Motion carried.
 - iii. Mrs. Davis asked for a motion to approve the Full-Time hire of the Administrative Assistant and Operations Coordinator, ending the 3-month probation period per HR Policy. Mr. Herd made the motion. Mr. Carroll seconded the motion. Motion carried.
 - iv. Mrs. Davis asked for a motion to add Juneteenth (June 19th) as a paid holiday and establish 2 floating holidays for Indigenous People's/Columbus Day & President's Day.
 1. Mr. Eckert made a motion to approve Juneteenth (June 19th) as a paid holiday. Mr. Bryner seconded the motion. Motion carried.
 2. Mr. Eckert made a motion to table the 2 floating holidays. Mr. Carroll seconded the motion. Motion carried.
- b. Steering Committee – Tim Herd, Chairperson
 - i. Mr. Herd advised the Board that the Steering Committee will schedule a meeting in the month of July.
 - c. Safety & Security – Ed Bryner, Chairperson
 - i. Mr. Bryner stated that the cleaning of the pavement at the North Charleroi Park & Ride is underway and that crews will be keeping the fencing up until the concrete repairs to the curbs are completed.
 - d. By-Laws - Fred Berestecky, Chairperson
 - i. Mr. Berestecky stated that the By-Laws Committee met on June 12, 2023 and that they are moving forward with their work.
 1. Mr. Berestecky advised the Board that one or two more meetings will be scheduled to complete their work.
 - e. Capital/Construction – Chris Carroll, Chairperson – No report.

10. REPORTS OF ADMINISTRATIVE PERSONNEL

- a. Executive Director
 - i. Mrs. Seman notified the Board that personnel will be attending two informational Transit Conferences in July, a Vendor Conference in Erie and an Avail Technologies Conference in State College.
 - ii. Mrs. Seman thanked Mr. DeRienzo for his efforts in getting permission for MMVTA to place a bench at Aldi's in Rostraver. Mrs. Seman advised that the bench is ordered and will be installed soon.

- iii. Mrs. Seman thanked Mr. DeRienzo for having the trees trimmed at Rostraver Apartments and soon at Walmart.

b. Marketing

- i. Ms. Dochenetz reminded the board that there will be no bus service and administrative offices will be closed on July 4, 2023 in observance of Independence Day.

c. Operations

- i. Mrs. Lee stated that the annual audit for MV Transportation was completed on June 13, 2023 and the score was 99%.
- ii. Mrs. Lee stated that the annual bus inspection was completed on June 14, 2023 and the score was 90%.
- iii. Mrs. Lee updated the Board that the Commuter A service rider survey is still being created and will be released next week.
- iv. Mrs. Lee advised the Board that Mrs. Seman, Ms. Basile and herself attended the PPTA Conference earlier in the month.
 - 1. Mrs. Lee stated that one of the important topics discussed was having crisis management training for all staff to help de-escalate situations with riders.
 - 2. Mrs. Lee advised that during the Operations Meeting they discussed driver retention, how to boost morale and shared incentives programs to help in these areas.

11. REPORT OF THE SECRETARY

- a. Mrs. Davis notified the Board of the resignation of the California Borough Representative, Joe Augustine.

12. OLD BUSINESS

- a. Mrs. Seman read the Approval of Revised Resolution #22-23-14 to File & Certify Local Match for the 21-22 State Capital Grant as contained in the agenda packet under **Attachment I.12.a.**
 - i. Mr. Eckert made the motion to approve. Mr. Carroll seconded the motion. Motion carried.

13. NEW BUSINESS

- a. Ms. Basile provided an overview of changes and read the Approval of 2024-2027 Title VI Plan as contained in the agenda packet under **Attachment I.13.a.**
 - i. Mr. Berestecky made a motion to approve. Mr. Bryner seconded the motion. Motion carried.
- b. Mrs. Seman read the Approval to File & Certify Local Match for the 23-24 State Capital Grant as contained in the agenda packet under **Attachment I.13.b.**
 - i. Mr. Carroll made the motion to approve. Ms. Donaldson seconded the motion. Motion carried.

- c. At this time, Chairman Fisher inquired as to if there were any community updates from Board Members?
 - i. Mrs. Davis advised the Board that Monongahela Rotary is having their Ducky Derby at the river in Monongahela on July 9, 2023. Mrs. Davis stated that it costs \$5 to receive a rubber duck to enter the race and there will be cash prizes.
 - ii. Mr. Eckert stated that the Washington County Housing Authority will be meeting with him on June 27, 2023 at the bus stop in Monongahela (W. Main Street & 4th Street) to discuss refurbishing the gazebo.
 - iii. Mr. DeRienzo stated that Rostraver Township will be holding their Mon Valley National Night Out on August 1, 2023 at the Sports Complex in Cedar Creek. Community members and local first responders can play games, win prizes and participate in raffles. This will be happening as Rostraver celebrates their 250-year anniversary where there will be a DJ, bands and fireworks.

14. ADJOURNMENT

- a. Chairman Fisher asked if there were any further business to discuss? There being none, Mr. Furlong made the motion to adjourn. Mr. Doman seconded the motion. Motion carried.
- b. The meeting adjourned at 7:53 PM.

REMINDER:

THE NEXT BOARD OF DIRECTORS MEETING IS SCHEDULED FOR:

THURSDAY, JULY 27, 2023, AT 6:00 PM

YOUR ATTENDANCE IS APPRECIATED!