

MID MON VALLEY TRANSIT AUTHORITY
1300 MCKEAN AVE
CHARLEROI, PA 15022
May 23, 2024
MINUTES OF REGULAR BOARD MEETING

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

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

Members Present

Bernie Bandini
Ed Bryner
Chris Carroll – Zoom
Devin DeRienzo
Diann Donaldson
George Eckert
Fred Exley
William Furlong
John Habel III – Zoom
Timothy Herd
Frank Kennedy
Cathy Martini
Fred Naccarato
Scott Nedrow
Rik Pankiewicz

Members Absent:

Mark Boyle
Daniel Komacek

California, Fayette City, & Coal Center (awaiting member appointments).
Allenport (awaiting member swearing-in).

Staff Present:

Ashley Seman
Nancy Basile
Aeriel Dochenetz
Michael Perry

Others Present:

Marc Roncone, MV Transportation
Blane Black, Solicitor – Zoom

4. Chairman Eckert inquired if there were additions or corrections to the April 25, 2024, Board Meeting Minutes? Hearing none, Chairman Eckert asked for a motion to approve the Minutes of the April 25, 2024, Board Meeting. Mr. Furlong made the motion to approve the minutes. Mr. Bandini seconded the motion. Motion carried.

5. PUBLIC FORUM – None

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

- a. Mr. Roncone reported 95% Average On-Time Performance for the month of April 2024.
- b. Mr. Roncone reported on fixed route service for the month of April 2024 as follows: Actual Vehicle Miles were 86,002.00; Revenue Vehicle miles were 71,328.00; Actual Vehicle Hours were 5,045.35; and the Revenue Vehicle Hours were 4,449.25.
- c. Mr. Roncone also reported there were 0 incidents without injury; 0 incidents with injury; 2 preventable accidents without injury; 1 non-preventable accident without injury; and 0 accidents with injury. Mr. Roncone stated that there were 0 security issues; 3 valid complaints; and 2 compliments.
 - i. Mr. Roncone informed the board that all employees underwent customer service training during April.
- d. Mr. Roncone also informed the Board that there were 2 road calls; 43,001.00 miles between road failures; 10 major mechanical failures; and 15 other mechanical failures.
- e. Mr. Roncone provided an update on maintenance performance in April 2024, stating that there were no overdue class preventative maintenances or individual preventative maintenances.
- f. Mr. Roncone extended congratulations to operator Eugene Grooms for receiving the Katherine McClary Certificate of Excellence. Eugene was recognized as the Division Operator of the Quarter for demonstrating excellence in safety and customer service.
- g. Mr. Roncone expressed congratulations to bus operator Linda White on her retirement, marking 18 years of dedicated service.
- h. See **Attachment I.6** for further details, provided in the agenda packet.

7. CHAIRMAN'S REPORT

- a. Chairman Eckert informed the Board about the upcoming Reorganizational Meeting for the MMVTA Executive Committee, scheduled before the June 27, 2024, Monthly Board of Directors Meeting. He reminded the Board Members that the new Executive Committee would assume office on July 1 for a two-year term. Additionally, Chairman Eckert mentioned that nomination forms have been provided for those interested in submitting nominations in advance.
- b. Chairman Eckert announced that Mr. Nedrow has been appointed as the Chair of the Finance Committee, while Mr. Komacek has been appointed as the Chair of the By-Laws Committee.

8. TREASURER'S REPORT

- a. Mr. DeRienzo 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. DeRienzo reported that the total bills for May amounted to \$564,061.20, which included \$481,436.54 in Operating Expenses and \$82,624.66 in COVID Expenses.
 - ii. Mr. DeRienzo reported that the Capital Expenditures for the month of May totaled \$19,384.04 which included:
 - 1. \$5,635.50 payable to McGrew Construction for Bus Facility Concrete Repair – Final (Federal, State & Local Funds).
 - 2. \$3,300.00 payable to Premier Power Cleaning for Bus Wash Cleaning (Federal COVID Funds).
 - 3. \$10,448.54 payable to Scheidt & Bachmann for Farebox System Warranty (Federal & Local Funds).
 - iii. Mr. DeRienzo made a motion to accept May’s Finance Report and approve payment of the same. Mr. Pankiewicz seconded the motion. Motion carried.
- b. Mr. DeRienzo stated that the Capital Projects list follows the Finance Report and is found in **Attachment I.8.b** of the agenda packet for review.
- c. Mr. DeRienzo referred to Mr. Nedrow to provide an update from the Finance Management Committee.
 - i. Mr. Nedrow reported that the Finance Management Committee convened on Monday, May 13, 2024, at 5:30 PM, with eight board members and three staff members in attendance.
 - ii. Mr. Nedrow stated that the meeting opened and those present began their review of the FY 2024-2025 Operating Budget. The discussion included: the need to increase the Marketing line item; energy and fuel cost projections; and questioned the need to increase farebox revenue. Mr. Nedrow stated it was agreed that the budget was sound and had been trimmed as much as possible.
 - iii. Mr. Nedrow stated information was provided regarding gas & electric provider renewals. The staff was seeking input on locking in rates since higher rates are currently being forecasted for next year.
 - iv. Mr. Nedrow stated that the committee was also provided with information regarding investment options and that the MMVTA will be investing in a CD with cfsbank. It is FDIC insured and funds can be withdrawn if needed with no early withdrawal penalty.
 - v. Mr. Nedrow stated that the meeting ended at 6:52 PM.
 - vi. Mr. Nedrow referred the Board to **Attachment I.8.c** of the agenda packet to review the FY 2024-2025 Operating & Capital Budgets and asked if there were any questions. There being none, Mr. Nedrow made a motion to approve the FY 2024-2025 Operating & Capital Budgets as presented. Mr. Pankiewicz seconded the motion. Motion carried.

9. COMMITTEE REPORTS

- a. Human Resources – Fred Exley, HR Committee Chair

- i. Mr. Exley reported that the HR Committee convened on Wednesday, May 8, 2024, at 5:30 PM, with six board members and Executive Director, Mrs. Seman in attendance.
- ii. Mr. Exley stated that the committee met to discuss employee evaluation and salary adjustments for the upcoming Fiscal Year starting July 1, 2024.
 - 1. Mrs. Seman provided the committee with a Director's Report that provided employee evaluations and goals and stated that all employees met expectations to be eligible for a salary adjustment.
- iii. Mr. Exley stated that a 5% salary adjustment for all employees starting on July 1, 2024, was discussed, and all members present agreed to bring it before the board for approval.
 - 1. Executive Director: \$79,977.00 per year.
 - 2. Manager of Finance & Grant Programs: \$75,013.00 per year.
 - 3. Accounting Specialist: \$52,950.00 per year.
 - 4. Operations Coordinator: \$55,157.00 per year.
 - 5. Administrative Assistant: \$23.63 per hour (\$46,069.00 per year).
- iv. Mr. Exley asked for a motion to approve the salary adjustment, as presented, for employees starting on July 1, 2024. Mr. Furlong made the motion. Mr. Bryner seconded the motion. Motion carried.
- v. Mr. Exley also noted that the current HR Policy and Procedures were reviewed and edited by Attorney Jill Nagy and the MMVTA Executive Director, Mrs. Seman. The draft is currently being reviewed by the Solicitor, Mr. Black, for additional edits to be presented to the committee for review.
- b. Steering Committee – Vacant, Committee Chair
 - i. Mr. Herd stated that the Steering Committee plans to meet again in August.
- c. Safety & Security – Ed Bryner, Chairperson
 - i. Mr. Bryner advised the Board that the Park & Ride lots are scheduled to be repaired, sealed, and painted.
- d. By-Laws – Vacant, Committee Chair – No report.
- e. Capital/Construction – Chris Carroll, Chairperson – No report.

10. REPORTS OF ADMINISTRATIVE PERSONNEL

- a. Executive Director
 - i. Mrs. Seman informed the Board that the FTA Triennial Review was set for May 14 and May 15, 2024. Mrs. Seman reported that the MMVTA received very positive feedback and answered all questions asked.
 - 1. Mrs. Seman thanked the staff for what she believes will be the best review yet and notified the Board that an Exit Interview with the FTA is scheduled for May 29, 2024.

- 2. Mrs. Seman stated that the Chairman of the Board will receive an official letter following the final meeting with FTA.
 - ii. Mrs. Seman reminded the Board that the Act 44 Performance Review (PennDOT) is scheduled for June 5, 2024, and that several Board Members will be asked to participate.
 - iii. Mrs. Seman advised that there are no new updates regarding Senate Bill 654, however, she did have a great discussion with Senator Bartolotta and thanked her for her support and stated MMVTA's availability, if needed.
 - iv. Mrs. Seman updated the Board on the tenants at 1300 Lincoln Ave. stating that another company purchased all items in the rental property and that they have until May 31, 2024, to be completely out of the rental property.
 - 1. Mr. Black proposed submitting a tax appeal by September 1, 2024, to classify the rental property as non-income generating, thereby reducing tax obligations while awaiting further decisions regarding its future.
 - a. Mrs. Seman mentioned that the consideration of filing a tax appeal will be on the agenda for the upcoming Steering Committee meeting in August, prior to any decision being reached.
 - v. Mrs. Seman reported that West Penn Power installed new LED lights next to the Park & Ride in N. Charleroi which provides ample light to the crosswalk and the additional lot.
- b. Marketing
 - i. Mrs. Dochenetz reported that National Transportation Week had been successful, with the MMVTA distributing promotional materials and providing riders with schedule information.
 - ii. Mrs. Dochenetz announced that the Transit Center will be closed on Wednesday, June 19, 2024, in observance of Juneteenth.
 - iii. Mrs. Dochenetz reminded the Board that there will be no bus services and administrative offices will be closed on Monday, May 27, 2024, in observance of Memorial Day.
- c. Operations – No report.

11. REPORT OF THE SECRETARY

- a. Mr. Naccarato shared a thank-you card from Linda White, a retired bus operator from MV Transportation.

12. OLD BUSINESS – None.

13. NEW BUSINESS

- a. Mr. Carroll brought up a concern from a community member regarding the weeds near the upper parking lot in N. Charleroi. Mrs. Seman stated that she will bring the concern up to the Operation Coordinator to address.
- b. Member Community Updates

- i. Chairman Eckert noted that the Monongahela Memorial Day parade will be on Monday, May 27, 2024, at 9:00 AM along with a Memorial Day service at Monongahela Cemetery at 9:45 AM.
- ii. Mr. Nedrow noted that the Warriors Rock concert, honoring Veterans and First Responders, will take place at the Monongahela Aquarium on July 21, 2024, at 7:00 PM.
- iii. Mr. Furlong stated that the traveling Memorial Wall will be at the Roscoe American Legion from June 21, 2024, until June 24, 2024.
- iv. Mr. Naccarato stated that Monessen is working on refurbishing the tank at Monessen City Park and is currently taking donations.
- v. Chairman Eckert reminded the Board that the Monongahela Farmers Market will be every Friday this summer starting June 7, 2024.

14. ADJOURNMENT

- a. Chairman Eckert asked if there were any further business to discuss? There being none, Chairman Eckert asked for a motion to adjourn. Mr. Bryner made the motion. Ms. Martini seconded the motion. Motion carried. The meeting adjourned at 6:47 PM.

REMINDER:

THE NEXT BOARD OF DIRECTORS MEETING IS SCHEDULED FOR:

THURSDAY, JUNE 27, 2024, AT 6:00 PM

PRIOR TO THE START OF THE BOARD OF DIRECTORS MEETING THE BOARD WILL HOLD THEIR REORGANIZATIONAL MEETING TO ELECT NEW OFFICERS TO SERVE A 2-YEAR TERM.

YOUR ATTENDANCE IS APPRECIATED!