

MID MON VALLEY TRANSIT AUTHORITY
1300 MCKEAN AVE
CHARLEROI, PA 15022
April 28, 2022
MINUTES OF REGULAR BOARD MEETING

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

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

Members Present

Fred Berestecky
Ed Bryner
Christopher Carroll
Earl Doman
George Eckert
Fred Exley
Devlin Fisher
William Furlong
John Habel III
Frank Kennedy
Fred Naccarato
Carrie Zeletski

Members Absent:

Diann Donaldson
Sandy Davis
Timothy Herd
Rik Pankiewicz
John Lorenzo

Staff Present:

Ashley Seman
Nancy Basile
Aerial Dochenetz
Beth O'Neil

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 March 24, 2022, as mailed/emailed.
 - a.) There being none, Mr. Carroll asked for a motion to approve the board minutes for March 24, 2022. Mr. Eckert made the motion. Ms. Zeletski seconded the motion. Motion carried.
5. Public Forum - No report
6. Report from the Carrier: MV Transportation Inc, Mr. Roncone
 - a.) Mr. Roncone reported on fixed route service for the month of March 2022 as follows: Actual Vehicle Miles were 81,005.00; Revenue Vehicle miles were 73,560.00; Actual Vehicle Hours were 4,873.07; and the Revenue Vehicle Hours were 4,166.86.

- b.) Mr. Roncone also reported that there was 1 incident w/out injury; 0 incident with injury; 1 accident w/out injury; 0 accident with injury; 0 security issue; 1 valid complaint; 0 compliment. He also reported on 4 road calls: 5 major mechanical failure and 2 other mechanical failure.
- c.) See **Attachment I.6** for further details, provided in the agenda packet.

7. Chairman's Report

- a.) Mr. Carroll reported to all present of the passing of Mark Brown. Mr. Brown served on our board for 17 years and represented Fayette City.
- b.) Also, Mr. Carroll announced this is a Re-organizational year for the Executive Committee. A handout was given to all present to place their nominations. It can be returned at the May or June Regular Board Meeting. The Re-organizational meeting will be held directly after the June 23rd Board Meeting.

8. TREASURER'S REPORT

- a). Ms. Zeletski reported that the Finance Management Committee was sent the finance report, and referred all members present to **Attachment I.8.a.** in their agenda packets.
 - i. The total bills for this month amount to \$417,759.97 in Operating Expenses and \$108,340.15 in Covid Expenses.
 - ii. Capital Expenditures for this month are:
 - 1. \$87,222.00 payable to Gillig for 10% final payment of the (2) CNG 35" ft. buses (Federal Funds)
 - 2. \$42,370.00 payable to Tri-State Security and Fire for balance due on remote meeting room equipment (Federal Covid Funds)
 - 3. \$4,631.67 payable to Chroma for the 2nd progress payment for website (State and Local Funds)
 - iii. Ms. Zeletski made a motion that we accept this month's Financial Report and approve payment of the same. Mr. Bryner seconded the motion. Motion Carried.
- b.) The Capital Projects list follows the Finance Report (**Attachment I.8.b**)
- c.) The Operating and Capital Budgets for FY 22-23, which starts on July 1, 2022, were reviewed at the Finance Committee Meeting. Copies are contained in **Attachment I.8.c** for review. Staff were available to answer any questions the board may have had.
 - i. Ms. Zeletski then made a motion to approve the FY 2022-2023 Capital and Operating budget as written. Mr. Furlong seconded the motion. Motion carried.

d.) The Finance Committee, Mr. Bryner and staff met on 4/21/22 and reviewed the Finance Report and the FY 22-23 Operating and Capital Budgets. They discussed the audit recommendation regarding the conversion of the cash basis revenues and expenses to the accrual basis in Quick Books. This is the tool we use to keep record and maintain finances. Per the recommendation of the auditor and the Finance Committee, MMVTA staff will be meeting with Denise Nusida at the beginning of May to discuss the specifics of hiring her on an hourly basis to review, develop a method and train the staff on new procedures and assist in preparing for upcoming audits.

- i. Mr. Carroll stated there is a motion to approve the hiring of Denis Nusida on a temporary basis to assist with audit preparations. Ms. Zeletski made the motion. Mr. Exley seconded the motion. Motion Carried.

9. COMMITTEE REPORTS

a.) Human Resources – Carrie Zeletski, Chairperson-No Report

b.) Steering Committee — Devlin Fisher, Chairperson

- i. Mr. Fisher inquired on if we have received anything from Washington County Commissioners. Ms. Basile reported to the board that we have not.

c.) Safety & Security – Ed Bryner, Chairperson

- i. Mr. Bryner stated when he was entering the Transit Center for the meeting, he noticed two gentlemen examining the hill side. Mrs. Seman then stated the environmental group was supposed to come to evaluate the cliff.

d.) By-Laws – Fred Berestecky, Chairperson- No Report

e.) Capital/Construction – Chris Carroll, Chairperson

- i. Mr. Carroll stated about a Maintenance Facility HVAC System bid out right now. It is due May 6,2022.
- ii. Mr. Fisher requested some research to be done on installing Electronic Charging Stations at the Park and Ride. A Steering Committee meeting will be scheduled.

10. REPORTS OF ADMINISTRATIVE PERSONNEL

a.) Executive Director

- i. Mrs. Seman reported to the board that the COVID Mask Mandate was discontinued and is now optional for riders.
- ii. Mrs. Seman wanted to remind all present of the Board Training. It will be held on May 26th, 2022 directly after the regular board meeting. The board meeting will start at 5:30PM that day. This course will examine ten key roles and responsibilities for Board Members. It will provide guidance on how to carry out the context of Transit and explore the division of responsibilities between Board, Executive Director, and staff. Mrs. Seman also referred to the survey handed to all present. It is to be filled out and returned to Beth before leaving the meeting. This survey is for the instructor to see if there is any area to concentrate on more so then others.

b.) Marketing

- i. Ms. Dochenetz reported to the board that the Transit Center office was closed on April 15th for Good Friday. There was no bus service on April 17th Easter Sunday.
- ii. Also, April 22nd was Earth Day. We had a nice post on Facebook with a picture of one of our CNG buses, encouraging riders to take the bus.

11. REPORT OF THE SECRETARY – No Report

12. OLD BUSINESS

- a.) Update on Bus Sales: Mrs. Seman reported that there were no bids received from the 2 buses. With the help of Marc and his team, we will look into scrapping the buses and see how much money we can receive for each bus.
- b.) Mr. Berestecky had asked if there was any update on a stop at the Spartan Health Complex Building. Mrs. Seman stated she did reach out to Mr. Grant last month to set up a meeting and has not heard back yet. Mrs. Seman will reach out again via email.

13. NEW BUSINESS-

- a.) 22-23 in the amount of \$93,798.00. **Attachment I.13.a** in the agenda packet.
 - i. Mr. Carroll stated there is a motion to accept the required Local Match Funds in the amount of \$93,798.00 as stated in Resolution #2021-22-9 for State Operating Assistance. Mr. Berestecky made the motion. Mr. Eckert Seconded the motion. Motion carried.
- b.) We have a vacant position on the Executive Committee. This person will replace Michael Hammond as Assistant Secretary of the Board. Mr. Berestecky then nominated Mr. Eckert to fill that position. Mr. Eckert accepted the nomination.
 - i. Mr. Carroll stated there is a motion to accept Mr. George Eckert as the Assistant Secretary in placement of Michael Hammond until the re-organizational meeting being held June 23, 2022. Mr. Fisher made the motion to appoint Mr. Eckert as Assistant Secretary. Mr. Berestecky seconded the motion. Motion Carried. * Note: Mr. Eckert abstained from participating in the vote.

14. ADJOURNMENT

- a.) 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. Bryner seconded the motion. Motion Carried.
- b.) The meeting adjourned at 6:45PM PM

REMINDER:

THE NEXT BOARD OF DIRECTORS MEETING IS SCHEDULED FOR:

THURSDAY, May 26, 2022, AT 5:30 PM

THANK YOU FOR ATTENDING