

MID MON VALLEY TRANSIT AUTHORITY
1300 MCKEAN AVE
CHARLEROI, PA 15022
August 25, 2022
MINUTES OF REGULAR BOARD MEETING

Prior to the meeting, Mr. Herd swore in new Board Member, Joseph Augustine,
representative for California Borough.

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

There being 14 members present at 6:00 PM, there was a quorum

Members Present

Joseph Augustine
Ed Bryner
Fred Berestecky
Bernie Bandini
Earl Doman
Diann Donaldson
George Eckert
Devlin Fisher
William Furlong
John Habel III
Timothy Herd
Frank Kennedy
Fred Naccarato
Carrie Zeletski

Members Absent:

Christopher Carroll
Sandy Davis
Fred Exley
John Lorenzo
Rik Pankiewicz

Fayette City (awaiting member appointment)

Staff Present:

Ashley Seman
Nancy Basile
Aeriel Dochenetz
Beth O'Neil

Others Present:

Blane Black, ESQ
Marc Roncone, MV
Cliff Opfer, MV
Dave Munson, public (Zoom)

4. Mr. Fisher inquired if there were any additions or corrections to the Board of Director's Meeting Minutes of July 28, 2022, as mailed/emailed.
 - a.) There being none, Mr. Fisher asked for a motion to approve the Board Minutes for July 28, 2022. Mr. Berestecky made the motion. Mr. Eckert seconded the motion. Motion carried.

5. Public Forum – Mr. Dave Munson of Pittsburgh joined the meeting via Zoom but did not wish to speak.
6. Report from the Carrier: MV Transportation Inc, Marc Roncone
 - a.) Mr. Roncone reported on fixed route service for the month of July 2022 as follows: Actual Vehicle Miles were 64,984.00; Revenue Vehicle miles were 52,577.00; Actual Vehicle Hours were 3,680.64; and the Revenue Vehicle Hours were 3,082.82.
 - b.) Mr. Roncone also reported that there were 3 incidents w/out injury; 1 incident with injury; 0 accidents w/out injury; 0 accidents with injury; 0 security issues; 0 valid complaint; 0 compliment. He also reported on 3 road calls: 3 major mechanical failures and 10 other mechanical failures.
 - c.) See **Attachment I.6** for further details, provided in the agenda packet.
7. Chairman's Report
 - a.) Mr. Fisher welcomed new Board Member, Mr. Joseph Augustine, who is representing California Borough and requested him to introduce himself to all present.
 - b.) Mr. Fisher is continuing to work on the restructuring of the board committees. He would like to see 5 members in each committee. Mr. Fisher will have the committee list finalized by next regular board meeting.
 - i. Mr. Fisher stated he will remain the Chairman of the Steering Committee until one is appointed.
8. TREASURER'S REPORT
 - a.) Ms. Zeletski reported that the Finance Management Committee was sent the finance report to review and referred all members present to **Attachment I.8.a.** in their agenda packets.
 - i. The total bills for August amounted to \$313,202.91 in Operating Expenses and \$87,008.37 in Covid Expenses.
 - ii. Capital Expenditures for August were:
 1. \$42,747.33 payable to GILLIG for CNG bus spare parts (Federal Funds)
 2. \$6,200 payable to JED Heating and Cooling for 50% down on Maintenance Facility Ductless System (Federal Funds)
 3. \$22,526.71 payable to AVAIL Technologies for progress payment #5 of Infotainment bus signs (State and Local Funds)
 - iii. Ms. Zeletski made a motion that the board accept this month's Financial Report and approve payment of the same. Mr. Naccarato seconded the motion. Motion carried.

- b.) The Capital Projects list followed the Finance Report and is found in **Attachment 8.b** of the agenda packet.
 - i. Mrs. Seman stated that the 2022 Maintenance Facility Equipment-Security fence/gate project will be tabled for a few months. MMVTA received 1 bid for this project, but it did not meet all the requirements. An engineer will come out to the site and will be developing specifications and exact requirements needed to complete the project.
 - ii. Mrs. Seman stated that the staff is currently developing specifications and seeking quotes for the 2022 Maintenance Facility Equipment -Security Cameras/System. Also, MMVTA is currently seeking quotes for the 2022 Maintenance Facility Equipment- Hotsy Power Washer and the Facility Updates – Gutter repairs.

9. COMMITTEE REPORTS

- a.) Human Resources – Carrie Zeletski, Chairperson
 - i. Mr. Fisher called for an Executive Session at 6:18 PM. The purpose of the Executive Session was to discuss personnel issues. Executive Session ended at 6:37 PM.
 - ii. Mrs. Zeletski reported to the board that the HR Committee met on August 11, 2022. She stated that it is the recommendation of the committee that the board approve a non-merit, partial cost of living adjustment of 3% that is applicable to all Mid Mon Valley Transit Authority employees, across the board, and retroactive to July 1, 2022.
 - 1. Ms. Zeletski made the motion to approve a non-merit cost of living adjustment of 3%, retroactive to July 1, 2022, to all MMVTA employees. Mr. Berestecky seconded the motion. Motion carried.
 - iii. The Human Resource Committee has contacted the Law firm of Summers Nagy Law Offices to conduct a consulting project. They will review HR policies and procedures, staff positions, job descriptions, as well as employee compensation and benefits package. They then will make recommendations as to additional raises and changes to the same.
 - 1. Mrs. Zeletski made a motion to engage Summers Nagy Law Offices to conduct a review for the retainer of \$5,000.00. Mr. Furlong seconded the motion. Motion carried.
- b.) Steering Committee - Devlin Fisher, Chairperson
 - i. Mr. Fisher stated the funding request for Westmoreland and Washington Counties are due. Ms. Basile was asked if she had any updates on the matter. Ms. Basile stated there were none.
 - ii. Mr. Fisher stated again that he will remain Chairman of the Steering Committee until one is appointed.
- c.) Safety & Security – Ed Bryner, Chairperson
 - i. Mr. Bryner reported that a Commuter A route driver did test positive for Covid on August 24, 2022.
- d.) By-Laws – Fred Berestecky, Chairperson
 - i. Mr. Berestecky stated that a By-Laws Committee meeting was held on August 15, 2022. Among other sections, they worked on the By-Laws Language for

Committees. An email will be sent out when the next meeting will be held. Please let Ms. O'Neil know if you are able to attend.

e.) Capital/Construction – Chris Carroll, Chairperson- No Report

10. REPORTS OF ADMINISTRATIVE PERSONNEL

a.) Executive Director

- i. Mrs. Seman reported to the board that there will be route name changes. The Weekender 1 will be called Local 4 and Weekender 2 will be called Local 5. A driver provided this suggestion. He stated that there was a lot of confusion with the Weekender Schedules and the Local Schedules. Many passengers thought the routes were the same on the weekends as they were during the week. So, this decision to change the names will hopefully eliminate some of those confusions. The name changes will begin October 1, 2022, when the other route changes are going to take place.
- ii. Mrs. Seman updated the board on a Monessen bus bench install. Councilwomen Thomas and the City of Monessen requested a bench type of shelter be placed at 9th and Schoonmaker in Monessen. Ms. O'Neil showed pictures of the installed bench to all present. A similar bench will be installed in Belle Vernon, located at Minniti's, going from Lower Belle Vernon to N. Belle Vernon.
- iii. Mr. Furlong asked Mrs. Seman if there were any updates on the safety concern stop located at 4th Street BBQ plant crosswalk. Mrs. Seman stated that Senator Bartolotta's office did contact her and listened to our concerns. Senator Bartolotta will be writing a letter of support to PennDOT District 12. Mrs. Seman stated that we are moving forward as much as we can, but the hurdle is PennDOT.

b.) Marketing

- i. Ms. Dochenetz reported to the board that on Saturday, August 20, 2022, MMVTA participated in a Commuter event at PennWest California University. We also had an information booth for PennWest California University's 'Move in Week" August 22-26. MMVTA had a table with schedule information, sunglasses, ear buds and candy, in hopes of boosting ridership and to get the new and upcoming students familiar with our bus routes.

11. REPORT OF THE SECRETARY

- a.) Mr. Naccarato read a thank you card from Nancy Knepsheild. She thanked the MMVTA for paying respects to her husband, John Knepsheild, and for the gift card. She stated that John really enjoyed working for the Authority.
- b.) Also, Mr. Naccarato read a thank you letter from M.A.R.C. (Monongahela Area Revitalization Corporation) for the \$100.00 promotion and continuous support for their 5K Run/Walk which was held on August 6, 2022.

12. OLD BUSINESS- No Report

13. NEW BUSINESS-

- a.) Mr. Fisher asked the board for the approval of Resolution # 22-23-1, Consolidated Capital Grant Application (CCA): Board resolution to file application and to certify Local Match FY 2021-2022. (Supersedes Resolution #21-22-2, approved 7/22/21)
 - i. Mr. Fisher requested a motion to Approve Resolution #22-23-1 as presented. Mr. Naccarato made the motion. Mr. Bryner seconded the motion. Motion Carried.

14. ADJOURNMENT

- a.) Mr. Fisher asked if there were any further business to discuss? There being none, Mr. Fisher requested a motion to adjourn. Mr. Eckert made the motion to adjourn. Mr. Bryner seconded the motion. Motion Carried.

- b.) The meeting adjourned at 6:55 PM.

REMINDER:

THE NEXT BOARD OF DIRECTORS MEETING IS SCHEDULED FOR:

THURSDAY, September 22, 2022, AT 6:00 PM

THANK YOU FOR ATTENDING