

**MID MON VALLEY TRANSIT AUTHORITY**  
**1300 MCKEAN AVE**  
**CHARLEROI, PA 15022**  
**September 22, 2022**  
**MINUTES OF REGULAR BOARD MEETING**

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

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

**Members Present**

Joseph Augustine  
Ed Bryner  
Sandy Davis  
Fred Exley  
Devlin Fisher  
John Habel (Zoom)  
Frank Kennedy  
Timothy Herd  
Fred Naccarato  
Rik Pankiewicz  
William Furlong  
Carrie Zeletski

**Members Absent:**

Diann Donaldson  
Fred Berestecky  
Bernie Bandini  
Christopher Carroll  
George Eckert  
John Lorenzo  
Earl Doman

Fayette City (awaiting member appointment)

**Staff Present:**

Ashley Seman  
Nancy Basile  
Aeriel Dochenetz

**Others Present:**

Marc Roncone, MV Transportation  
Cliff Opfer, MV Transportation

4. Chairman Fisher inquired if there were any additions or corrections to the Board of Director's Meeting Minutes of August 25, 2022, as mailed/emailed. There being none, Chairman Fisher asked for a motion to approve the Board Minutes for August 25, 2022. Mr. Pankiewicz made the motion. Ms. Davis 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 August 2022 as follows: Actual Vehicle Miles were 79,558.00; Revenue Vehicle miles were 65,837.00; Actual Vehicle Hours were 4,521.20; and the Revenue Vehicle Hours were 3,864.76.

b.) Mr. Roncone also reported that there were 4 incidents without injury; 0 incidents with injury; 0 accidents without injury; 0 accidents with injury; 0 security issues; 1 valid complaint; and 0 compliments. He also reported on 7 road calls: 11 major mechanical failures and 3 other mechanical failures.

c.) See **Attachment I.6** for further details, provided in the agenda packet.

d.) Mr. Roncone also discussed with all present, resolutions for current language barriers being experienced on most bus routes. A contracted translator is currently in the process of recording on-board announcements in French Creole/Haitian Creole. The Chinese will be the next language to be recorded. Mr. Roncone stated that the next step will be to translate bus schedules/information into other languages to assist passengers. Chairman Fisher requested that the staff invite the Translator to an upcoming Board Meeting.

e.) Chairman Fisher questioned the “winterization” process that MV Transportation goes through to prepare for cold weather months. Mr. Roncone stated that there is not a distinct mechanical process other than the possibility of extra additives for the diesel-fueled buses as a preventative measure. He stated that there is more of a focus on driver training. MMVTA will release a Winter Plan, per route, in October.

## 7. CHAIRMAN'S REPORT

a.) Chairman Fisher stated that he is still continuing to work on the restructuring of the board committees. He also reiterated that he would like to see a Board Member from Washington County Chair the Steering Committee.

i. Chairman Fisher called for an Executive Session at 6:33 PM. The purpose of the Executive Session was to discuss personnel issues. The Executive Session ended at 6:40 PM.

## 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 September amounted to \$391,452.32 in Operating Expenses and \$91,043.80 in Covid Expenses.

ii. Capital Expenditures for September were:

1. \$15,105.18 payable to GILLIG for CNG bus spare parts (Federal Funds)
2. \$4,870 payable to Cleaning Systems for 50% down in Maintenance Facility Hotsy Pressure Washer (Federal, State and Local Funds)
3. \$5,000 payable to Richard & Sons for Maintenance Facility Gutter Repairs and Guards (Federal, State and Local Funds)

- 4. \$4,631.67 payable to Chroma Marketing for new Website – Progress Payment #3 (State and Local Funds)
- 5. \$5,150 payable to JED Heating & Cooling for balance due on the Transit Center HVAC System (Federal Funds)
- iii. Ms. Zeletski made a motion that the board accept this month's Financial Report and approve payment of the same. Mr. Furlong seconded the motion. Motion carried.
- b.) Ms. Zeletski noted to the Board that the Capital Projects list can be found in **Attachment I.8.b** of the agenda packet.
  - i. Mrs. Seman stated that the Maintenance Facility Gutter project is complete.
  - ii. Mrs. Seman also stated that the Maintenance Facility Equipment- Hotsy Power Washer project has also been completed and referred all present to pictures of this newly installed equipment that the staff displayed on the meeting presentation screens.

## 9. COMMITTEE REPORTS

- b.) Human Resources – Carrie Zeletski, Chairperson
  - i. Ms. Zeletski reminded the Board that a Human Resources Meeting will be held on September 28, 2022 at 5:30 PM.
- c.) Steering Committee - Devlin Fisher, Chairperson
  - i. Chairman Fisher stated that he is planning to hold a Steering Committee meeting in October.
- d.) Safety & Security – Ed Bryner, Chairperson
  - i. No report.
- e.) By-Laws – Fred Berestecky, Chairperson
  - i. In Mr. Berestecky's absence, Chairman Fisher reminded the Board that a By-Laws Meeting will be held on September 26, 2022 at 5:30 PM.
- f.) Capital/Construction – Chris Carroll, Chairperson
  - i. No report.

## 10. REPORTS OF ADMINISTRATIVE PERSONNEL

- a.) Executive Director
  - i. Mrs. Seman reported to the Board that there will be two networking events to be held in October. An event will be held at Spartan/Mon Valley Care Center on Tuesday, October 4<sup>th</sup>. There will be Sweets by Mrs. C's, an information station, and networking. An event will also be held at Gabe's Plaza on Wednesday, October 5<sup>th</sup>. There will be eKernally Yours Gourmet Popcorn & Sweet Treats; an information station, and networking.
  - ii. Mrs. Seman announced that the bus bench has been installed at Broad Avenue & Short Street in Belle Vernon. She referred all present to pictures of this newly installed bench that the staff displayed on the meeting presentation screens.
  - iii. Mr. Exley stated that Mrs. Seman attended the Belle Vernon Rotary meeting and distributed promotional items. Mr. Exley stated that the Rotary appreciated her attendance and information.

b.) Marketing

- i. Ms. Dochenetz reported to the board that the newly revised bus schedules that are effective October 1<sup>st</sup> have been received and she is in the process of distributing them.

11. REPORT OF THE SECRETARY

- a.) No report.

12. OLD BUSINESS

- a.) No report.

13. NEW BUSINESS

- a.) Mrs. Seman referred all present to **Attachment 13.a** of the agenda packets. She noted a funding breakdown and cost estimate for the purchase of 12 – 35 Foot CNG Buses from Gillig. Mrs. Seman requested a motion be approved for this purchase so that the staff can proceed with the funding and grant process, and the ordering of these buses from Gillig, LLC of Livermore, CA, under a Joint Procurement with South Central Transit Authority (#19-2020-35/40 Foot), for a not-to-exceed amount of \$6,900,000. Mr. Fisher requested a motion to approve this bus purchase as presented. Mr. Naccarato made the motion. Mr. Furlong seconded the motion. Motion Carried.

14. ADJOURNMENT

- a.) Chairman Fisher asked if there were any further business to discuss? There being none, Chairman Fisher requested a motion to adjourn. Mr. Bryner made the motion to adjourn. Ms. Davis seconded the motion. Motion Carried.
- b.) The meeting adjourned at 6:40 PM.

**REMINDER:**

THE NEXT BOARD OF DIRECTORS MEETING IS SCHEDULED FOR:

**THURSDAY, October 27, 2022, AT 6:00 PM**

THANK YOU FOR ATTENDING

**UPCOMING EVENTS:**

BY-LAWS MEETING – MONDAY, SEPTEMBER 26, 2022 – 5:30 PM

HUMAN RESOURCES MEETING – WEDNESDAY, SEPTEMBER 28, 2022 – 5:30 PM

SPARTAN EVENT – TUESDAY, OCTOBER 4, 2022 – 9:00 AM – 11:00 AM

GABE'S PLAZA EVENT – WEDNESDAY, OCTOBER 5, 2022 – 1:30 PM – 3:30 PM