

**MID MON VALLEY TRANSIT AUTHORITY
1300 MCKEAN AVE
CHARLEROI, PA 15022
October 27, 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 16 members present at 6:00 PM, there was a quorum.

Members Present

Joseph Augustine
Ed Bryner
Fred Berestecky
Bernie Bandini
Christopher Carroll
George Eckert
Sandy Davis
Fred Exley
Devlin Fisher
John Habel
Frank Kennedy
Earl Doman
Timothy Herd
Fred Naccarato
Rik Pankiewicz
William Furlong

Members Absent:

Diann Donaldson
John Lorenzo
Carrie Zeletski

Fayette City (awaiting member appointment)

Staff Present:

Ashley Seman
Nancy Basile
Aeriel Dochenetz

Others Present:

Marc Roncone, MV Transportation
Blane Black, Solicitor

4. Chairman Fisher inquired if there were any additions or corrections to the Board of Director's Meeting Minutes of September 22, 2022, as mailed/emailed. There being none, Chairman Fisher asked for a motion to approve the Board Minutes for September 22, 2022. Mr. Bryner made the motion. Mr. Berestecky 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 September 2022 as follows: Actual Vehicle Miles were 76,801.00; Revenue Vehicle miles were 64,642.00; Actual Vehicle Hours were 4,621.49; and the Revenue Vehicle Hours were 4,004.58.
 - b.) Mr. Roncone also reported on 3 incidents without injury; 1 incident with injury; 2 accidents without injury which were mirror strikes and 1 disputed claim; 0 accidents with injury; 0 security issues; 2 valid complaints; and 0 compliments. He also reported on 5 major mechanical failures, of which, 3 were road calls, and 5 other mechanical failures.
 - c.) See **Attachment I.6** for further details, provided in the agenda packet.
 - d.) Mr. Roncone also informed the Board that, during the month of September, the Local 1 reported 14 route deviations to Spartan/Mon Valley Care Center and Local 3 reported 4 total for the month.
7. CHAIRMAN'S REPORT
 - a.) Chairman Fisher stated that this year's Veteran's Day Parade will be held in Charleroi on November 5, 2022 at 12:00 PM. MMVTA will be participating in the parade with a bus and will be displaying a banner made honoring all MMVTA/MV employees and Board Members who were Veterans. Chairman Fisher thanked all who served in the military.
 - i. Chairman Fisher called for an Executive Session at 6:14 PM. The purpose of the Executive Session was to discuss personnel matters. The Executive Session ended at 6:46 PM.
 - ii. Chairman Fisher entertained a motion to amend a previously approved motion made on August 25, 2022 to engage Summers Nagy Law Offices to conduct a Human Resources review for a retainer of \$5,000.00, to extend the budget by \$5,000.00 and to include the scope of work to include support and guidance to the By-Laws Committee in finalizing the revisions to MMVTA's By-Laws. A motion was made by Mr. Carroll and Ms. Davis seconded the motion. Motion carried.
8. TREASURER'S REPORT
 - a.) In Ms. Zeletski's absence, Mr. Eckert 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 October amounted to \$600,020.24 in Operating Expenses and \$90,162.02 in Covid Expenses.
 - ii. MMVTA has received reimbursement for Covid payments expended in the 1st Quarter of FY 22-23 in the amount of \$255,869.00.
 - iii. Capital Expenditures for October were:
 1. \$1,235.87 payable to GILLIG for CNG bus spare parts (Federal Funds)
 2. \$10,144.21 payable to Scheidt & Bachmann for Farebox Extended Warranty (Federal & Local Funds)

- iv. Mr. Eckert requested that the Chairman entertain a motion to accept October's Financial Report and approve payment of the same. Chairman Fisher acknowledged this request and a motion was made by Ms. Davis and Mr. Berestecky seconded the motion. Motion carried.
- v. Mr. Berestecky inquired as to the availability of additional Covid Funds and how long will such funds be obtainable? Ms. Basile stated that the CARES Covid Grant funds were depleted during the 1st Quarter of FY 22-23; a new ARP Covid Grant was just awarded and she is projecting that funds in this grant will be depleted by June 30, 2024. Ms. Basile also noted that there is a final CRRSAA COVID grant pending, with plans to use these funds for a touchless farebox operating system for the MMVTA's fixed route service.
- b.) Chairman Fisher referred to the Capital Projects Report.
 - i. Mrs. Seman stated that the Capital Projects list is found in **Attachment I.8.b** of the agenda packet for review and stated that the staff is working on Bus Facility Fence and Security Camera/System Projects.

9. COMMITTEE REPORTS

- a.) Human Resources – Carrie Zeletski, Chairperson
 - i. In Ms. Zeletski's absence, Chairman Fisher notified the Board that the Human Resources Committee had met on September 28, 2022 and October 11, 2022, with both meetings beginning at 5:30 PM, to discuss personnel matters and to finalize and "reset" employee raises.
 - ii. Chairman Fisher stated that at the recommendation of the Human Resources Committee, he was entertaining a motion to institute a non-merit, cost of living adjustment of current staff salaries to the following figures that is retroactive to July 1, 2022: Executive Director: \$72,500 per year; Manager of Finance & Grant Programs: \$68,000 per year; Finance Assistant (title to likely change to "Accountant/Controller" or a similar title): \$48,000 per year; Administrative Assistant: \$20 per hour. Although the final details of the Administrative Assistant position are still to be finalized, the following will currently apply to this position: Any overtime must be approved by the MMVTA Executive Director in advance; during weeks of board meetings, compensatory time will be awarded for any hours worked over 40 to be used within 21-30 calendar days. The motion was made by Mr. Pankiewicz and Mr. Furlong seconded the motion. Mr. Bryner questioned the number of hours per week that the Administrative Assistant would work and that 37.5 hour was discussed. Solicitor Black also noted that the position is to be a Probationary position. Further discussions ensued regarding the definition of full-time hours and that any compensation time would begin after 37.5 hours. Chairman Fisher amended the initial motion to include that the Administrative Assistant position would be for a 37.5 work week; compensatory time will be awarded for any hours over 37.5; and that the position was considered as a Probationary subject to an approved job description, which is forthcoming. Motion carried.
 - iii. Chairman Fisher also noted that, as a part of the ongoing Human Resources Consulting Project, the Committee was still working with Summers & Nagy Law Offices to finalize job descriptions, employee benefits packages, Human

Resources policies and procedures, staff training programs, and other Human Resource-related items. As a result, some changes to the current job descriptions of staff positions, which will include changes to specific duties and responsibilities, should be anticipated. These changes are expected to be finalized in the next few weeks/months.

- iv. Chairman Fisher also stated that at the recommendation of the Human Resources Committee, he was entertaining a motion to hire Deborah Pokorny for the position of Administrative Assistant, a probationary employee at \$20/hour for 37.5 hours per week. Any time worked over that amount must be approved by the Executive Director in advance and used as compensatory time within 21-30 days after approval. Solicitor Black noted that interviews were held for this position and second interviews were also attended by members of the Human Resources Committee. Mr. Berestecky question as to how the position was advertised. Mrs. Seman stated that it was posted through Career Link and in the newspaper. The motion was made by Mr. Bryner and Mr. Berestecky seconded the motion. Motion carried.
- b.) Steering Committee - Devlin Fisher, Chairperson
 - i. No report.
- c.) Safety & Security – Ed Bryner, Chairperson
 - i. No report.
- d.) By-Laws – Fred Berestecky, Chairperson
 - i. Mr. Berestecky stated that a By-Laws Meeting was held on September 26, 2022 at 5:30 PM. He stated that the committee is finalizing the By-Law's changes and have been working on language regarding capital improvements.
- e.) Capital/Construction – Chris Carroll, Chairperson
 - i. No report.

10. REPORTS OF ADMINISTRATIVE PERSONNEL

- a.) Executive Director
 - i. Mrs. Seman stated to the Board that the staff has been busy filing end-of-year reports and are in the process of finalizing the FY 21-22 Audit. Mrs. Seman stated that she is looking forward to reviewing upcoming ridership statistics in light of recent route changes and that preliminary information looks good.
 - ii. Mrs. Seman reported on some capital project updates, announcing that the North Charleroi Park & Ride Landslide Remediation Project has been updated and construction/remediation bid documents are now expected to be advertised and released next month, with a possible start in December. Mrs. Seman also stated that an insurance claim was recently filed due to electrical damage to the camera system; crosswalk lighting; and overhead lighting at the Crookham Park & Ride Lot. She is hopeful that the repair and replacement of this equipment can be completed in a timely manner.
 - iii. Mrs. Seman also announced that Board Meeting dates for 2023 will be considered at next month's board meeting for approval and referred all present to a hand out of 2023 meeting dates for review (**see attached for a copy of the proposed meeting dates for 2023**). Mrs. Seman also informed the

Board that the administrative offices will be closed on Veteran's Day, Friday, November 11th. Bus service will operate on this day.

- iv. Mrs. Seman stated that Washington Township is requesting bus service in their township and this community will be added to the next rider/community survey to review needs and feasibility.
 - b.) Marketing
 - i. Ms. Dochenetz reported to the board that the Fall Newsletter has been released and a copy has been provided to each member. The Newsletter is also available on Facebook.
 - ii. Ms. Dochenetz stated that the Events held at Spartan and Gabe's Plaza were successful and referred all who were present to event pictures which were displayed on the overhead screens.
 - iii. Ms. Dochenetz announced that the MMVTA had participated in the Charleroi Trick or Treat event on October 26th and handed out candy and bus schedules. She also announced that MMVTA would be sponsoring the Toys for Tots event at Rostraver Wal-Mart on November 5th from 11 AM to 7 PM wherein new, unwrapped toys could be donated.

11. REPORT OF THE SECRETARY

- a.) Mr. Naccarato read a compliment received from a customer commending Ms. Dochenetz's kindness and assistance recently given to this customer.

12. OLD BUSINESS

- a.) No report.

13. NEW BUSINESS

- a.) Mr. Augustine stated that he was approached by a California Council Member to receive any possible updates regarding changing the stop location for Liberty Towers in California. Mr. Roncone gave a detailed report to Mr. Augustine on the specifics behind the relocation of the bus stop to the intersection of 5th & Liberty Streets. This decision was made due to safety concerns surrounding the turn from Wood Street and onto Liberty Street and also traveling down the hill on Liberty Street to the Towers. Years ago, smaller buses in MMVTA's fleet were better able to maneuver through this area although there were always issues during Winter weather events. Due to current bus dimensions and configurations of MMVTA's fleet, traveling through this portion of the route has become a safety concern which the Board stands by to protect their customers, drivers and assets. MMVTA has attempted to install a bus shelter to assist riders with a secure, covered location to board and disembark from the buses at the current stop but Liberty Towers representatives had issues with the install and were unable to complete the shelter install.

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. Carroll made the motion to adjourn. Ms. Davis seconded the motion. Motion Carried.
- b.) The meeting adjourned at 7:28 PM.

REMINDER:

THE NEXT BOARD OF DIRECTORS MEETING IS SCHEDULED FOR:

THURSDAY, NOVEMBER 17, 2022, AT 6:00 PM

YOUR ATTENDANCE IS APPRECIATED!

UPCOMING EVENTS:

ADMINISTRATIVE OFFICES CLOSED – FRIDAY, NOVEMBER 11, 2022