

MID MON VALLEY TRANSIT AUTHORITY
1300 MCKEAN AVE
CHARLEROI, PA 15022
January 26, 2023
MINUTES OF REGULAR BOARD MEETING

Directly prior to Call to Order, the following Board Members were sworn-in to begin their terms of office by District Justice Porter: Rik Pankiewicz (Carroll Township); Bernie Bandini (Dunlevy Borough); and Devin DeRienzo (Rostraver Township).

1. CALL TO ORDER-Chairman- 6:02 PM
2. PLEDGE TO FLAG- Chairman
3. ROLL CALL- Secretary

There being 16 members present at 6:02 PM, there was a quorum.

Members Present

Diann Donaldson
Ed Bryner
Fred Berestecky
Bernie Bandini
Christopher Carroll
George Eckert
Devin DeReinzo
Devlin Fisher
John Habel (Zoom)
Frank Kennedy
Earl Doman
Timothy Herd
Fred Naccarato
Rik Pankiewicz
William Furlong
Carrie Zeletski

Members Absent:

Joseph Augustine
Sandy Davis
Fred Exley

Fayette City & Coal Center (awaiting member appointment).

Staff Present:

Ashley Seman
Nancy Basile
Aeriel Dochenetz

Others Present:

Marc Roncone, MV Transportation

4. Chairman Fisher inquired if there were additions or corrections to the December 15, 2022, Board Meeting Minutes? Hearing none, Chairman Fisher asked for a motion to approve the Minutes of the December 15, 2022 Board

Meeting. Mr. Carroll made the motion to approve the minutes. Mr. Pankiewicz 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 December 2022 as follows: Actual Vehicle Miles were 73,318.00; Revenue Vehicle miles were 60,558.00; Actual Vehicle Hours were 4,372.76; and the Revenue Vehicle Hours were 3,714.60.
 - b.) Mr. Roncone also reported on 2 incidents without injury; 1 incident with injury; 1 accident without injury; and 0 accidents with injury. Mr. Roncone stated that there were no security issues, although the report inadvertently stated 2 issues. He also reported on 1 valid complaint and stated that there were 0 compliments.
 - c.) Mr. Roncone also informed the Board that there were 3 road calls; 24,439 miles between road failures; 10 major mechanical failures; and 12 other mechanical failures.
 - d.) Mr. Roncone also updated the Board on riders to Spartan and Gabe's Plaza. Mrs. Seman noted that she is keeping Spartan updated on monthly ridership. Mr. Berestecky inquired as to if the bus was dropping off at the Care Center as well? Mr. Roncone stated that the vehicles are unable to drop off directly at the door but do drop off and pick up at the entrance road.
 - e.) See **Attachment I.6** for further details, provided in the agenda packet.
 - f.) Mr. Roncone informed the Board that MV and the ATU have reached an early Agreement for the next year.
 - g.) Chairman Fisher inquired how the carry-on policy is going? Mr. Roncone stated that there have been some "bumps in the road" but it's progressing. He stated that there are still some language barriers. Mr. Carroll inquired if signs would be useful? Mr. Roncone stated that they do have signs on-board, hand-outs and on-board announcements.
 - h.) Mr. Eckert inquired if the drivers have first aid training? Mr. Roncone stated, they presently do not.
 - i.) Mrs. Seman directed the Board to the ridership data after Mr. Roncone's report in the agenda packets and noted that Commuter ridership has increased over last year.
7. CHAIRMAN'S REPORT
 - a.) Chairman Fisher welcomed the Board to the meeting and thanked District Justice Porter for performing the swearing-in of board members prior to the meeting. Chairman Fisher welcomed the new Rostraver Township Representative, Devin DeRienzo, to the Board.
 - b.) Chairman Fisher honored Board Members for their years of service, as follows: Devlin Fisher (5+ Years of Service); Rik Pankiewicz (15 Years of Service); and Sandy Davis (35 Years of Service).
 - c.) Chairman Fisher then directed the Board to **Attachment I.7.b** of their agenda packets for an updated FY 2022-2024 Board Committee List; inquiring as to if

there were any corrections or comments? Hearing none, Mr. Bryner made a motion to accept the Board Committees for FY 2022-2024. Ms. Zeletski seconded the motion. Motion carried.

8. TREASURER'S REPORT

a.) Ms. Zeletski, reported that the Finance Management Committee was sent a finance report to review the bills contained in your agenda packet under **Attachment I.8.a.**

- i. Ms. Zeletski reported that the total bills for January amounted to \$379,003.68 in Operating Expenses and \$76,937.12 in Covid Expenses.
- ii. Ms. Zeletski also reported that MMVTA has received reimbursement for COVID operating expenses for the 2nd Quarter of FY 22-23 in the amount of \$212,599.
- iii. Ms. Zeletski reported the Capital Expenditures for the month of December were:
 1. \$6,200.00 payable to JED Heating & Cooling for the Maintenance Facility Ductless System (Federal Funds).
 2. \$4,631.67 payable to Chroma Marketing Essentials for Progress Payment #5 for the Website Design and Development (State & Local Funds).
 3. \$13,807.50 payable to AVAIL Technologies for Progress Payment #1 for Shelter signs (State & Local Funds).
 4. \$116,490.00 payable to Scheidt & Bachmann for Progress Payment #2 for Farebox System Upgrades (Federal, State & Local Funds).
- iv. Ms. Zeletski made a motion to accept January's Finance Report and approve payment of the same. Mrs. Donaldson seconded. Motion carried.

b.) Ms. Zeletski stated that the Capital Projects list follows the Finance Report and is found in **Attachment I.8.b** of the agenda packet for review.

- i. Mrs. Seman informed the Board that the Bus Procurement Project is underway with Gillig to purchase (12) 35-Foot CNG Low Floor Buses and that a Pre-Production Meeting with Gillig was held on January 12, 2023. Mrs. Seman also stated that the MMVTA has been in communication with Allison Park Contractors regarding the start-up of the Rock Slide Project. Prior to project commencement, the North Charleroi Park & Ride Lot and Overflow Lot will be closed.
 1. Mr. Berestecky inquired as to if there are any incentives for electric buses? Mrs. Seman stated that she is unaware of any and that we do receive CNG fuel rebates.
 2. Mr. Bryner stated the MMVTA should notify the North Charleroi Park & Riders of the lot closure by notices or other methods.
 3. Chairman Fisher inquired if there were enough parking spaces currently blocked off to prevent damage by any slides? Mrs. Seman stated that the back spaces are blocked off and she will check on this.

9. COMMITTEE REPORTS

a.) Human Resources – Carrie Zeletski, Chairperson

- i. Ms. Zeletski stated that the Human Resources Committee met on January 25, 2023. Employee job descriptions that were approved by Attorney Nagy, were reviewed. A copy of the job descriptions was handed out to the Board for their review and discussion. Ms. Zeletski stated that the committee is recommending the following:
 1. Changing the title of Administrative Assistant to Accounting Specialist to be more in-line with the duties of this position.
 2. The Administrative Assistant Temp-to-Hire positions salary will start at \$20/hour.
 3. Creation of the new position of Operations Coordinator and to open this position up for hiring.
- ii. Ms. Zeletski also stated that the committee also reviewed and discussed the Temporary position of Administrative Assistant, which probationary period ends at the beginning of February, and considered Mrs. Seman's review and recommendations with those present. The Board may discuss termination or decide to make this temporary employee a permanent employee.
- iv. At this time, Ms. Zeletski call for an Executive Session, citing Personnel Issues, and dismissed the staff at 6:34 PM. The Executive Session ended at 7:01 PM.
- v. Mr. Eckert made a motion to approve the Authority's current job descriptions as presented. Mr. Furlong seconded the motion. Motion carried.
- vi. Mr. Naccarato made a motion to create a new position of Operations Coordinator, approve the job description for this position as presented, and to advertise and to begin the hiring process for this position. Mr. Bryner seconded the motion. Motion carried.
- vii. Ms. Zeletski made a motion to terminate the temporary employment of the Administrative Assistant position held by Deborah Pokorny and to open back up the temporary Administrative Assistant position to advertise and begin the hiring process for this position. Mr. Pankiewicz seconded the motion. Motion carried.

b.) Steering Committee – Devlin Fisher, Chairperson

- i. Mr. Heard stated that the Steering Committee will meet on February 8, 2023 at 5:30 PM.

c.) Safety & Security – Ed Bryner, Chairperson – No Report.

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

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

10. REPORTS OF ADMINISTRATIVE PERSONNEL

a.) Executive Director

- i. Mrs. Seman reported to the Board that the MMVTA released the RFP for the Provision of Public Transit Services & Maintenance Services on

January 24, 2023; MV Transportation's current contract will expire on June 30, 2023; the new contract will be for 3 years with 2, 1-year extensions.

- ii. Mrs. Seman stated that the MMVTA's Auditor, Mark Turnley, is still finalizing the FY 21-22 Audit and should be presenting the financial statements at February's Board Meeting.
 - iii. Mrs. Seman informed the Board that the MMVTA have received local match approval letters from both Washington and Westmoreland Counties. Both Counties were requested to provide a total amount of \$84,513 (\$42,990 in Operating Match and \$41,523 in Capital Match). Westmoreland agreed to the total requested amount of \$84,513 and Washington approved \$25,000. Therefore, at the beginning of February, Ms. Basile will send out Local Match Resolutions to all participating communities for FY 2023-2024, which will include the reduced amount for each community.
 - iv. Mrs. Seman stated that each Board Member was provided with a State Ethics' Statement of Financial Interest form for 2022 which needs to be completed and handed back to MMVTA staff as soon as possible.
- b.) Marketing – No Report

11. REPORT OF THE SECRETARY – No Report.

12. OLD BUSINESS – None.

13. NEW BUSINESS – None.

14. ADJOURNMENT

- a.) Chairman Fisher asked if there were any further business to discuss? There being none, Mr. Carroll made the motion to adjourn. Mr. Furlong seconded. Motion carried.

REMINDER:

THE NEXT BOARD OF DIRECTORS MEETING IS SCHEDULED FOR:

THURSDAY, February 23, 2023, AT 6:00 PM

YOUR ATTENDANCE IS APPRECIATED!