



ATA

**AREA TRANSPORTATION AUTHORITY
OF NORTH CENTRAL PENNSYLVANIA**

Cameron, Clearfield, Elk, Jefferson, McKean, Potter



AREA
TRANSPORTATION
AUTHORITY
40
YEARS
40 More



*Welcome to the
Annual Meeting*

**ATA Headquarters
Johnsonburg, Pennsylvania**

**Board of Directors
May 19, 2016**



1976

ATA⁴⁰⁺

ANNIVERSARY 1976-2016



ATA Mountain Laurel Trolley

David Newell - Kane Depot - September 25, 2010

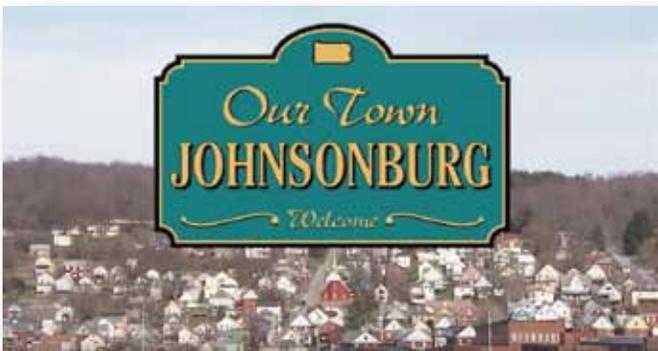
1976 - 2016



Happy Birthday!
ATA
from Mr. McFeely
2016

Mr. McFeely
Mr. Rogers' Neighborhood

2016



WPSU

TONIGHT 8 PM

Our Town Johnsonburg
May 19, 2016

Board of Directors
May 19, 2016

ATA Headquarters
Johnsonburg, Pennsylvania



AREA TRANSPORTATION AUTHORITY
OF NORTH CENTRAL PENNSYLVANIA





ATA ANNUAL BOARD MEETING AGENDA May 19, 2016

- I. Opening Prayer**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of February 17, 2016 Regular Board of Directors Meeting Minutes**
- V. Treasurer's Report**
- VI. Committee Reports**
 - 1. Executive Committee**
 - 2. Personnel Committee**
 - 3. Budget Committee-April 20, 2016, April 27, 2016**
 - 4. Policy Committee**
 - 5. Joint Executive Committee**
 - 6. Facilities and Equipment Committee-April 6, 2016**
- VII. Old Business**
- VIII. New Business**
 - 1. Adoption of Resolution #1 – 2016: Resolution Adopting FY 2016-2017 Budget**
 - 2. Adoption of Resolution #2 – 2016: Resolution Adopting Local Match
Organization Resolution Certifying the Local Match for State Operating Financial Assistance**
 - 3. Adoption of Resolution #3 – Assurances Consolidated Capital Grant Application**



- 4. Adoption of Resolution #4 -2016: Resolution for Purchase of MATP Vehicles**
- 5. Adoption of Resolution #5 – 2016: Resolution Adopting Title VI Plan**
- 6. Adoption of Resolution #6- 2016: Resolution to Provide Transportation Services to Monroe Township, Clarion County**
- 7. Adoption of Resolution #7- 2016 Resolution Authorizing the Retention of Depository Institution**
- 8. Election of Officers**
- IX. Chief Executive Officer's Report**
- X. Adjournment**



ATA ANNUAL BOARD OF DIRECTORS MEETING MINUTES May 19, 2016

The Area Transportation Authority Board of Directors Annual meeting was called to order at 10:32 a.m. on May 19, 2016 at the Authority's Regional Transit Facility, 44 Transportation Center, Johnsonburg, Pennsylvania.

Attendees at the meeting were:

Ken Wingo, Chairman
Anthony Viglione, Vice Chairman
Rhett Kennedy, Treasurer
David Wolfe, Secretary
Richard Stover
William Setree
Harry Whiteman
Richard Castonguay

Jake Meyer	Meyer, Wagner, Brown & Kraus Law Office
Thomas Wagner	Meyer, Wagner, Brown & Kraus Law Office
Janis Kemmer	Elk County Commissioner
Dan Freeburg	Elk County Commissioner
Matt Quesenberry	Elk County Commissioner
Tom Buck	NCRPDC
Michael Imbrogno	ATA Chief Executive Officer
Coletta Corioso	ATA Chief Financial Officer
Dessa Chittester	ATA Chief Operating Officer
Debbie Addeo	ATA Administrative Secretary

Chairman Wingo called the meeting to order. He then asked Jake Meyer to open the meeting with a prayer, which was followed by the Pledge of Allegiance.

Debbie Addeo then read roll call. John Todd, (McKean County) and Michael Galluzzi (Cameron County) were not present at the meeting. Notification of their absence was given prior to the meeting, as was that of invited guests Commissioner Jim Thomas (Cameron County), and Deborah Pontzer from Congressman Glenn Thompson's office. Introductions were then made with those present.

The next item on the agenda was the acceptance of the February 17, 2016 Regular Board of Directors meeting minutes. Chairman Wingo asked the Board members if there were any additions or corrections to the meeting minutes as presented. Rhett

Kennedy made a correction to the meeting minutes. Rhett stated in regards to the Seneca building project in Bradford, it should read the building project went out for bid for construction, and not demolition.

With no further additions or corrections offered by the members, a motion to accept the February 17, 2016 Regular Board meeting minutes was made by Rhett Kennedy. Harry Whiteman seconded the motion. Ken Wingo then asked the Board to approve the meeting minutes with the correction. All Board members were in favor.

The next item on the agenda was the Treasurer's report. Rhett Kennedy, Treasurer, gave the Treasurer's Report. As of May 9, 2016, ATA had the following balances:

General Fund	\$3,200,304
Act 26 Account	\$32,925
Act 3 Account	\$371,549
MATP Account	\$680,389
Unrestricted Cash Account	<u>\$558,991</u>
Total	\$4,844,158

Accounts Payable: \$141

Accounts Receivable (Total):	\$214,466
Current:	\$136,374
30-60 days:	\$31,463
60 – 90 days:	\$40,287
90 – 120 days:	\$2,558
> 120 days:	\$3,784

Rhett Kennedy then gave an overview of the Statement of Net Position –Internal Comparative.

A motion to accept the Treasurer's report as presented was made by Anthony Viglione. Harry Whiteman seconded the motion with all Board members in favor.

The Committee reports were the next item on the agenda.

Facilities and Equipment Meeting Report

A Facilities and Equipment Committee meeting was conducted on April 6, 2016 *(a copy of the meeting minutes was included in the board packet.)*

Harry Whiteman then gave a brief overview of the meeting. Purchases have been authorized for:

- One (1) MATP vehicle
- Nine (9) Public BOC's
- Three (3) 30' Gilligs

Coletta reported that we received formal approval of a list of projects that were submitted for federal funding for 2016 which totals \$2,986,400.

Coletta indicated that there was an issue with the procurement for the Gillig refurbishing/repair project. She stated that it was in the best interest of the Authority to redo the RFP. She reported that Butler Transit that was a part of the original RFP has opted to back out of this project.

With no further discussion, a motion was made by Anthony Viglione to accept the April 6, 2016 Facilities & Equipment meeting minutes. Rhett Kennedy seconded the motion, with all Board members in favor.

Budget Committee Report

The Budget Committee conducted a preliminary meeting on April 20, 2016 (*a copy of the meeting minutes was included in the Board packet*).

Anthony Viglione then gave a brief overview of the Budget meeting.

Anthony reported that the total budget proposed at the April 20, 2016 meeting for FY 2017 is \$9,586,406 with a detail line-item budget review conducted by the Committee consisting of three committee members who were present.

Items discussed were:

- 3% increase in wages for employees not in established scales and a progression to the next step on scale for hourly employees
- 10% increase in health care
- 7% increase in fuel costs
- An estimated cost of \$62,100 for Ecolane implementation
- Staffing changes postponed from FY 16
- Service expansion

Another Budget Committee meeting was conducted on April 27, 2016 (*a copy of the meeting minutes were included in the Board packet*). *This committee meeting was conducted to include a few items the Committee requested be added. The second budget committee meeting always presents the opportunity to review the budget for any corrections unknown at the earlier meeting and*

additions/deletions requested at the first budget meeting; or to address recommendations for changes as a result of the public meeting.

Michael stated that a public meeting to review the FY 2017 budget was scheduled on April 22, 2016. Michael reported that the meeting was held, however no one attended the meeting.

Anthony Viglione reported these changes since the last Budget meeting, which include:

- \$100,000 budget for a succession plan for trainees
- \$55,000 service expansion
- Modifications to fuel budget
- Corrections to underlying spreadsheets used to build the budget

Coletta explained that with the adjustments and the recommendations submitted to her by the Budget committee, the budget for FY17 increased to \$9,852,967.

Anthony Viglione made a motion to approve the FY 2017 budget as presented, as well as to accept the meeting minutes from the Budget meetings held on April 20, 2016 and April 27, 2016. Harry Whiteman seconded the motion, with all Board members in favor.

Ken Wingo reported that the Executive, Policy, Personnel and Joint Executive Committees did not meet since the last Board meeting.

No report was given under Old Business.

The next item on the agenda was New Business. Ken stated there are seven resolutions that need to be presented and adopted by the Board. Copies of the resolutions are included under New Business in the Board packet. The proposed resolutions are:

Resolution #1- 2016 - Resolution Adopting FY 2016-2017 Budget

WHEREAS, two Budget Committee meetings were conducted on April 20th and April 27th, 2016, for the purpose of reviewing the Fiscal Year 2016-2017 annual budget as proposed by the Chief Financial Officer of the ATA, and

WHEREAS, the Budget Committee has completed its review, discussed and made its changes and is recommending the adoption of the annual budget for the upcoming fiscal year.

NOW THEREFORE, BE IT RESOLVED that the Area Transportation Authority of North Central Pennsylvania Board of Directors hereby adopts the Fiscal Year 2016-2017 operating budget in the amount of nine million eight

hundred fifty two thousand, nine hundred sixty seven dollars (\$9,852,967) dollars.

With no further discussion, a motion to adopt **Resolution #1-2016** was made by Richard Castonguay. Richard Stover seconded the motion, with all Board members in favor.

Resolution #2 – 2016 Local Transportation Organization Resolution Certifying the Local Match for State Operating Financial Assistance

The Area Transportation Authority of North Central Pennsylvania Board of Directors resolves and certifies that the operating financial assistance of \$4,567,290 (four million, five hundred sixty seven thousand, two hundred ninety dollars) provided pursuant to 74 Pa.C.S. §1513 is needed in Fiscal Year 2016-2017 or in a subsequent fiscal year to help pay for projected operating expenses, including asset maintenance costs; and that these funds will be used for this purpose only, because these funds are ineligible to be used for asset or capital improvements projects; and that any funds not used this Fiscal Year will be retained and used only for operating assistance in a subsequent fiscal year(s).

Further, the Area Transportation Authority of North Central Pennsylvania Board of Directors resolves and certifies that the required local matching funds of \$288,459 (two hundred eighty eight thousand, four hundred fifty-nine dollars) will be secured from local contributors no later than the end of Fiscal Year 2016-2017 to match the requested Section 1513 funds.

With no further discussion, a motion to adopt **Resolution #2-2016** was made by Harry Whiteman. Richard Castonguay seconded the motion, with all Board members in favor.

Resolution #3 – 2016 Assurances Consolidated Capital Grant Application (CCA) Board Resolution to File Application and to Certify Local Match

The Area Transportation Authority of North Central Pennsylvania resolves and certifies that it has authorized the filing of a Consolidated Capital Grant Application for the Fiscal Year 2016-2017 and that the requested state amount of **Two Million, Two Hundred Eighty Four Thousand, Nine Hundred And Seventeen Dollars** (\$2,284,917) of Section 1514 state discretionary trust funds are requested to help pay for projected capital costs, excluding asset maintenance, and that these funds will only be used for this purpose since these funds are ineligible to be used for operating costs. Any of these funds not used this Fiscal Year will be used only for capital assistance in a subsequent year.

Further, the Area Transportation Authority of North Central Pennsylvania resolves and certifies that in Fiscal Year 2016-2017, that local or if applicable, private cash matching funds of no more than **Seventy Six Thousand One Hundred Forty Three Dollars (\$76,143.00)**, shall be provided to match the requested amount of state Section 1514 discretionary funds; of which **Fifty Three Thousand, Four Hundred Thirty-Nine Dollars (\$53,439.00)** is provided by the Area Transportation Authority of North Central Pennsylvania and **Twenty Two Thousand, Seven Hundred and Four Dollars (\$22,704.00)** is provided to the Area Transportation Authority of North Central Pennsylvania by DuFAST for the joint facility renovation project located at Spider Lake Road.

With no further discussion, a motion to adopt **Resolution #3-2016** was made by Rhett Kennedy. Bill Setree seconded motion, with all Board members in favor.

Resolution #4 – 2016 Resolution for Purchase of MATP Vehicles For the Acquisition of Four Wheelchair Dodge Caravans and Four Wheelchair Sprinter Vans to be Used Exclusively for the Medical Assistance Transportation Program in Cameron, Elk, and McKean Counties

WHEREAS, the ATA staff have reviewed the condition of its MATP vehicle fleet and have determined that four Dodge Caravans and Four Sprinters are in very poor condition and need to be replaced with same or similar type vehicles with wheelchair positions; and

WHEREAS, the Facilities and Equipment Committee of the Board has reviewed the recommendations of the Authority staff and agrees with its recommendations;

NOW THEREFORE, BE IT RESOLVED, by the Authority of the Board of Directors of the Area Transportation Authority of North Central Pennsylvania that the staff may procure and arrange bank financing for the purchase of four wheelchair Dodge Caravans and four Wheelchair Sprinter vans through either state or piggyback contracts or by issuance of its own formal procurement (RFP/IFB) for up to \$550,000.

At that time Richard Castonguay asked why the demand for MATP services has declined. Coletta in large part the reductions are due to the cost containment plan that were developed a couple of years ago for the MATP program. Coletta said that statewide the expenses were projected to be beyond the resources which led ATA to reduce the numbers of trips per week for out of town medical appointments.

With no further discussion, a motion to adopt **Resolution #4-2016** was made by Anthony Viglione. Harry Whiteman seconded the motion, with all Board members in favor.

Resolution #5 – 2016 Resolution Adopting TITLE VI Plan for period June 1, 2016 through May 31, 2019

WHEREAS, the Policy Committee of the Board previously reviewed and recommended adoption of the Title VI Plan on May 13, 2013, for the Period June 1, 2013 through May 31, 2016; which included Limited English Proficiency program and Fixed Route Service Standards requirements; and

WHEREAS, the Board of Directors on May 29, 2013, adopted the Title VI of the Civil Rights Act of 1964 Plan recommended by the Policy Committee; and

WHEREAS, the Federal Transit Administration requires triennial review and adoption of a Title VI Plan and since there are no changes to the Plan previously adopted by the Board of Directors on May 29, 2013;

NOW THEREFORE, be it resolved that the Area Transportation Authority of North Central Pennsylvania hereby reaffirms and adopts the Title VI Plan for the period of June 1, 2016 through May 31, 2019.

With no further discussion, a motion to adopt **Resolution #5-2016** was made by Rhett Kennedy. Dick Castonguay seconded the motion, with all Board members in favor.

Resolution #6 2016 Resolution to Provide Transportation Services to Monroe Township, Clarion County

WHEREAS, Monroe Township, Clarion County is the recipient of federal, state, and local funds to operate a fixed route service and wishes to engage the Area Transportation Authority of North Central Pennsylvania to operate a fixed route service in and around the community of Clarion, Pennsylvania, through an intergovernmental agreement,

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Area Transportation Authority of North Central Pennsylvania approves an extension of the intergovernmental agreement to continue providing fixed route service to Monroe Township for the period from July 1, 2016 through June 30, 2017.

With no further discussion, a motion to adopt **Resolution #6-2016** was made by Harry Whiteman. Anthony Viglione seconded the motion, with all Board members in favor.

Resolution # 7 – 2016 Resolution Authorizing the Retention of Depository Institution

BE IT RESOLVED, that Northwest Savings Bank be retained as the depository institution for the Area Transportation Authority of North Central Pennsylvania for Fiscal Year 2016-2017.

With no further discussion a motion to adopt **Resolution #7-2016** was made by Dick Castonguay. Harry Whiteman seconded the motion, with all Board members in favor.

Election of Officers

The next item under New Business was the election of officers for FY 2016-2017. Rhett Kennedy, Chairman of the Nominating Committee, recommended the nomination of the following slate of officers for FY 2016-2017.

Chairman:	Anthony Viglione
Vice Chairman:	Rhett Kennedy
Treasurer:	Harry Whiteman
Secretary:	David Wolfe

These Board members have expressed a willingness to serve in the respective offices as Chairman, Vice Chairman, Treasurer, and Secretary. As Chairman of the Nominating Committee, Mr. Kennedy then opened nominations from the floor for the office of Chairman, Vice Chairman, Treasurer, and Secretary.

Chairman – Rhett Kennedy asked three times for nominations from the floor for Chairman. There being no other nominations from the floor for Chairman, a motion was made by Ken Wingo to close nominations. Richard Castonguay seconded the motion, with all Board members in favor.

Since there are no other nominations for Chairman, Rhett Kennedy instructed the Secretary to cast a unanimous ballot for **Anthony Viglione, Chairman** as nominated by the Nominating Committee.

Vice Chairman – Rhett Kennedy asked three times for nominations from the floor for Vice Chairman. There being no other nominations from the floor for Vice Chairman, a motion was made by Ken Wingo to close nominations. Anthony Viglione seconded the motion, with all Board members in favor.

Since there were no other nominations for Vice Chairman, Rhett Kennedy instructed the Secretary to cast a unanimous ballot for **Rhett Kennedy, Vice Chairman** as nominated by the Nominating Committee.

Treasurer – Rhett Kennedy asked three times for nominations from the floor for Treasurer. There being no other nominations from the floor for Treasurer, a motion was made by Anthony Viglione to close nominations. Bill Setree seconded the motion, with all Board members in favor.

Since there were no other nominations for Treasurer, Rhett Kennedy instructed the Secretary to cast a unanimous ballot for **Harry Whiteman, Treasurer** as nominated by the Nominating Committee.

Secretary – Rhett Kennedy asked three times for nominations from the floor for Secretary. There being no other nominations from the floor for Secretary, a motion was made by Harry Whiteman to close nominations. Anthony Viglione, seconded the motion, with all Board members in favor.

Since there were no other nominations for Secretary, Rhett Kennedy instructed the Secretary to cast a unanimous ballot for **David Wolfe, Secretary** as nominated by the Nominating Committee.

This concluded the Election of Officers for FY 2016-2017.

A short break was taken at 11:35 a.m., and resumed at 11:45 a.m.

The last item on the agenda was Chief Executive Officer's Report. Copies of the CEO's report, along with staff director reports, were given to the Board members for their information and review as part of the Board packet. Michael Imbrogno then gave a brief update and highlighted various projects/items that he and the staff have recently completed and/or are still working on.

- Michael announced that today, May 19, 2016 is ATA's official "40th" Anniversary.
- Michael stated that the State did pass its FY16 budget, Michael feels there will be another budget battle, but not like the one we faced this fiscal year.
- The Jefferson County Commissioners visited ATA on March 10, 2016.
- All the counties provided their local match resolutions.
- Mike Trunzo who sits on the state's radio oversight committee will be attending a meeting this week in Harrisburg.
- The north gate bridge on Route 219 is scheduled to be replaced in 2017. We received information that two-way traffic will be maintained through this project.

- Our Town Johnsonburg will be featured tonight on the local Public Broadcasting Network.
- We had an on-site review from Head Start, and ATA staff was praised for their professional and competent assistance during the review process.
- A TIGER grant application was submitted the end of April, if funded it would allow ATA to build an intermodal terminal in downtown Bradford. ATA has been involved with the city of Bradford and UPB in their efforts with “Building a Better Bradford”.
- Reviews of the Statistical Report, and Statement of Operations Revenue and Expenses for the current fiscal year were given.
- Dessa reported that a PO will be cut by the end of June for the balance of (\$16,064) in the Open Capital Projects report. Coletta stated that since we have approval of some capital projects a new Open Capital Projects Report will be presented at the next Board meeting.
- An updated progress report on ATA Performance Measures was also reviewed.

Chairman Wingo asked if there were any comments from those in attendance. The Board members, legal counsel, and commissioners commended the ATA staff on their professionalism and great work they are performing for the Authority. Chairman Wingo also thanked the Elk County Commissioners for attending the meeting, and supporting ATA.

Chairman Wingo commented that he enjoyed his three years as Chairman for ATA. He also said it was a pleasure working with Michael and the staff and he will continue to stay active on the Board.

At 12:51 p.m., with no further business a motion to adjourn the meeting was made Rhett Kennedy. Harry Whiteman seconded the motion, with all Board members in favor.