

AMTRAN

The regular monthly meeting of the AMTRAN Board of Directors was held on Wednesday February 15, 2017, at 8:00 a.m., at the TrolleyWorks Conference Room, 3316 Fifth Avenue, Altoona, Pa.

Chairman Scott Cessna called the meeting to order at 8:00 a.m.

At Scott's request, a roll call was taken.

Board members present: Dick Moran, Bob Reifsteck, Denny Stewart, Scott Cessna, Mike Robinson and Tony Roscia.

Board members absent: Bruce Kelly

Others present: Eric Wolf, Attorney Benjamin (Beard Legal Group), Gary Williams, Mandy Murphy, Brent Cartwright (The EADS Group), Bill Kibler (Altoona Mirror)

Public Comment Period: There were no public comments to record.

Approval of Minutes:

Scott Cessna requested a motion to approve the minutes for January 2017. This motion was made by Dick Moran and seconded by Denny Stewart. The motion passed unanimously.

Treasurer's Report:

Mandy reported on the February financial statement for the board meeting.

Total disbursements from January 19, 2017 through February 15, 2017 were \$399,857.83.

Total budgeted operating and Paratransit expenses year to date through January 31, 2017 were \$3,199,029.17.

Actual operating and Paratransit expenses year-to-date through January 31, 2017 were \$2,772,783.63.

Year to date we are \$426,245.54 under budget.

Insurance is paid through February 2017.
Pension will be paid with the February 16th payroll.
Operating payables are current through February 15, 2017.

Federal Electronic Transfer – Employer Taxes and Federal Withholding

Jan. 19, 2017 (Federal)	25,153.08
Jan. 19, 2017 (State)	2,734.01
Jan. 19, 2017 (457 Transfer)	692.32
Jan. 19, 2017 (Payroll Transfer)	54,954.00
Jan. 31, 2017 (TPA Transfer)	2,586.04
Jan. 31, 2017 (Quart. Locals)	10,296.79
Jan 31, 2017 (PA Unemploy)	442.74
Feb. 2, 2017 (Federal)	25,077.92
Feb. 2, 2017 (State)	2,687.67
Feb. 2, 2017 (457 Transfer)	692.32
Feb. 2, 2017 (Payroll Transfer)	52,474.45
Add Check Register Total	<u>\$222,066.49</u>
Total Expenses	<u>\$399,857.83</u>

Scott asked if there were any questions and requested a motion to adopt the Treasurer's Report. The motion was made by Dick Moran and seconded by Denny Stewart. It passed unanimously.

Scott then requested a motion to approve the bills paid since the previous board meeting. Tony Roscia made the motion to approve the bills paid with Dick Moran making the second, it then passed unanimously.

General Managers Report

Everything was in the business agenda.

Transit Center Project-award bid

Eric turned this portion to Brent Cartwright of EADS. Brent explained to the board nine bids were turned in for this project. The estimate for this project was \$225,000.00 and the lowest bid from JC Orr came in at \$155,940.00. JC Orr was contacted, and asked if they were comfortable with this bid since it was so low. Their reply came back that they were very familiar with the project and were comfortable with their bid.

The other concern is the 60-day completion window. The day the project is started 60 days later it must be completed. This is a great concern for this project affects the parking spaces, and even though it is summer, this parking area is used by the doctor's offices that adjoin this space.

After a discussion on this, plus a few of the concerns additional to this project such as change orders, weather issues, and new lighting to name a few. Denny Stewart made the motion to approve this bid to J.C. Orr for \$155,940 to update the Transit Center. Tony Roscia then made the second and it passed unanimously.

Capital Project Review

Earlier in the week, Eric emailed the board an updated Facility Assessment from The EADS Group that looks back at recently completed projects, current with some recent facility projects that are in the works as well as forward to identify needs that should be addressed in the next few years. Brent walked the board through the report answering questions along the way. There was a short discussion on this and no vote was necessary on this item.

Fire Alarm & Security System

The 10-year old fire alarm and security system is now out of date. It is sending wrong signals to the 911 Center and at times the system is not working at all. The existing wiring is good but the rest of the system needs to be replaced. The bids to replace the central control unit and all the sensors came from Kint Fire Protection at \$26,680 the lowest bid was Bettwy at \$25,998.

There was a short question and answer period, then Dick Moran made the motion to approve the Bettwy bid of \$26,680 with Tony making the second it then passed unanimously.

Authorization for federal grants

Periodically the FTA requires a grantee's governing body to authorize the CEO (or other) to apply for federal grants. Eric respectfully requested that the Board of Directors authorize him to continue to do so.

Denny Stewart made the motion to authorize Eric Wolf to apply for federal grants, with Dick Moran making the second it then passed unanimously.

Upcoming procurements for professional services

Eric informed the board in the next few months, we will be moving forward with competitive procurements for Auditing Services this spring and for Legal Services later in the summer.

The board adjourned with no further business.

Respectfully submitted by
Susan C. McKelvey, Administrative Assistant