

AMTRAN

The regular monthly meeting of the AMTRAN Board of Directors was held on Wednesday July 19, 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: Bob Reifsteck, Denny Stewart, Bruce Kelly, and Scott Cessna.

Board members absent: Mike Robinson, Dick Moran, and Tony Roscia

Others present: Eric Wolf, Attorney Benjamin (Beard Legal Group), Ray Kennedy, Josh Baker, Mandy Murphy, and Nicole McCloskey.

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

Approval of Minutes:

Scott Cessna requested a motion to approve the minutes for June 2017. This motion was made by Denny Stewart and seconded by Bob Reifsteck. The motion passed unanimously.

Treasurer's Report:

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

Total disbursements from June 22, 2017 through April 19, 2017 were \$350,530.29.

Total budgeted operating and Paratransit expenses year to date through June 30, 2017 were \$5,484,050.00.

Actual operating and Paratransit expenses year-to-date through June 30, 2017 were \$4,683,521.74.

Year to date we are \$800,528.26 under budget.

Insurance is paid through July 2017.
Pension will be paid with the July 20th payroll.
Operating payables are current through July 19, 2017.

Federal Electronic Transfer – Employer Taxes and Federal Withholding

June 22, 2017	23,555.59
June 22, 2017 (State)	2,500.06
June 22, 2017 (457 Transfer)	692.30
June 22, 2017 (Payroll Transfer)	51,016.88
June 30, 2017 (TPA Transfer)	1,344.50
July 6, 2017 (Federal)	24,710.35
July 6, 2017 (State)	2,613.44
July 6, 2017 (457 Transfer)	692.30
July 6, 2017 (Payroll Transfer)	53,357.99
Add Check Register Total	<u>\$190,046.88</u>
Total Expenses	<u>\$350,530.29</u>

Scott asked if there were any questions and requested a motion to adopt the treasurer's report. The motion was made by Denny Stewart and seconded by Bob Reifsteck. It passed unanimously.

Scott then requested a motion to approve the bills paid since the previous board meeting. Bob Reifsteck made the motion to approve the bills paid with Denny Stewart making the second, it then passed unanimously.

General Managers Report

The Federal Government has put out applications for bus and bus facilities, which is how we purchased the 6 new buses arriving in June 2018. Eric will be applying for funding to purchase an additional 6 buses for delivery in 2020.

Eric informed the board that AMTRAN has 1 new hire in July, Dustin Yingling in Maintenance.

AMTRAN has two (2) retirements coming up. One is very soon and one will be next year. We will be looking to hire replacements so that there is some overlap in employment to train new employees.

Procurement Manual Update

Josh has been attending a series of procurement workshops. As a result, we are making some minor changes to our Procurement Manual.

Eric respectfully recommended that the board approve the changes to the Procurement Manual.

Bob Reifsteck made the motion to approve the manual changes with Denny Stewart making the second. It passed unanimously.

Update on Performance Standards and PennDOT Quarterly Report

AMTRAN staff presented the performance standard results and the PennDOT quarterly report for the period ending June 30, 2016. (The PennDOT report was sent via email in advance of the meeting.)

Capital projects update

Brent Cartwright of the EADS Group was in attendance to provide an update on Capital projects. He noted that all removal work has been completed for Phase I of the Transfer Station. Upon installation of the new panels, a defect was found in the panels. The manufacturer was notified and has corrected the problem and replaced the panels. J.C. Orr is hoping to still meet the project deadline. Brent also noted that they are looking to put out bids to retro-fit the light fixtures with LED's. He is hoping to have bid numbers for the August meeting.

CNG bids were opened July 12th and all bids looked good. The CNG project is slated to start August 24th, 2017.

A roof assessment was completed on the TrolleyWorks building, the Maintenance Garage, and the Administration building. The roofs all look to be in good shape only requiring a few minor repairs and should be good for another 5. Brent is getting quotes for the repairs.

The masonry repointing work is almost complete on the 5th Ave side of the Maintenance Garage.

Brent noted that he put out to bid the work for the Parking Lot Maintenance Project. The proposal solicited five (5) bids but only one (1) quote was received from Flemings. The work will be completed in 2 phases. First the cracks will be filled and sealed before CNG work begins on Aug. 24th. Phase 2, the coating and striping, will be completed in the spring. Bob Reifsteck made the motion to approve the bid with Denny Stewart making the second. It passed unanimously.

Executive Session

Chairman Cessna called an Executive Session to discuss possible litigation.

The board adjourned with no further business.

Respectfully submitted by
Nicole B. McCloskey, Administrative Assistant