

AMTRAN

The regular monthly meeting of the AMTRAN Board of Directors was held on Wednesday March 13, 2019, 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, Scott Cessna, Mike Robinson, Tony Roscia, Bob Reifsteck, and Bruce Kelly.

Board members absent: Denny Stewart

Others present: Eric Wolf, Josh Baker, Mandy Murphy, Ray Kennedy, Gary Williams, Sue Mckelvey, Attorney Liz Benjamin (Beard Legal Group), Brent Cartwright (The EADS Group), and Bill Kibler (Altoona Mirror)

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

Approval of Minutes:

Scott requested a motion to approve the minutes for February 2019. This motion was made by Tony Roscia and seconded by Mike Robinson. The motion passed unanimously.

Treasurer's Report:

Financial Statement for March 13, 2019 Board Meeting

Total disbursements from January 17, 2019 through March 13, 2019 were \$1,011,668.88.

Total budgeted operating and paratransit expenses year to date through February 28, 2019 were \$3,747,893.33.

Actual operating and paratransit expenses year to date through February 2019, were \$3,392,614.25

Year to date we are \$355,279.03 under budget.

Insurance is paid through March 2019

Pension will be paid with the March 28th payroll.

Operating payables are current through March 13, 2019.

Federal Electronic Transfer – Employer Taxes and Federal Withholding

Jan 17, 2019	(Federal)	28,454.58
Jan 17, 2019	(State)	3,221.46
Jan 17, 2019	(457 Transfer)	730.76
Jan 17, 2019	(Payroll Transfer)	68,198.26
Jan 31, 2019	(Federal)	28,716.86
Jan 31, 2019	(State)	3,258.55
Jan 31, 2019	(457 Transfer)	730.76
Jan 31, 2019	(Payroll Transfer)	72,259.59
Jan 31, 2019	(TPA Transfer)	728.76
Jan 31, 2019	(Medical TPA Transfer)	211,363.74
Jan 31, 2019	(Quarterly Locals)	10,841.32
Jan 31, 2019	(PA Unemploy)	412.97
Feb 14, 2019	(Federal)	32,147.59
Feb 14, 2019	(State)	3,459.00
Feb 14, 2019	(457 Transfer)	730.76
Feb 14, 2019	(Payroll Transfer)	73,071.82
Feb 28, 2019	(Federal)	25,664.67

Feb 28, 2019	(State)	2,972.50
Feb 28, 2019	(457 Transfer)	730.76
Feb 28, 2019	(Payroll Transfer)	63,411.69
Jan 31, 2019	(TPA Transfer)	1,385.00
Jan 31, 2019	(Medical TPA Transfer)	1,149.64
Add Check		377,997.84
Register Total		<hr/>
<i>Total Expenses</i>		<u>\$ 1,011,668.88</u>

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

General Managers Report

Eric stated AMTRAN's new hires are Dave Holland part-time driver, and Kevin Dioniso who was hired as a part-time driver has moved to full-time mechanic. AMTRAN still needs one more part-time driver and one more full-time mechanic.

Capital projects-award contracts

AMTRAN has three capital projects that were sent out to bid.

- Repair garage floor drains, remove old oil/water separator, fill in maintenance pit.
- Upgrade maintenance restrooms and showers for ADA and other amenities.
- Security project for Admin Building.

Brent Cartwright from The EADS Group reviewed the bids and stated the lowest bid for the garage project came from Leonard Fiore and was \$74,500 and the highest bid was \$102,000. Brent recommended that the board approve the Leonard S. Fiore bid.

Dick Moran made the motion to approve the bid for Leonard S. Fiore on the amount of \$74,500, with Tony Roscia seconding, it then passed unanimously.

Brent further continued with the bids on the upgrade on the maintenance restroom and showers. The lowest bid from Riley Inc. was \$43,116 and the highest bid was \$74,450. Brent recommended the board to approve the bid from Riley Inc.

Dick Moran made the motion to approve the bid from Riley Inc. for \$43,116 with Tony Roscia seconding, it then passed unanimously.

Eric informed the board that the third project is the security project for the Admin building which can be awarded contingent upon grant approval.

Brent explained to the board, the lowest bid came from Lawruk Builders for \$19,450 with the highest bid at \$38,520. Brent recommended the board award the bid to Lawruk for \$19,450.

Dick Moran made the motion to approve the bid from Lawruk Builders for \$19,116 contingent on grant approval with Tony Roscia making the second, it then passed unanimously.

Eric stated the first two projects are funded by PennDOT, and the security project is funded by Federal money with state and local share.

Discussion on policy for board members to phone in board meetings.

Eric began by stating the AMTRAN board does not have a policy for the board members to phone in and do phone conferencing when they are unable to attend a board meeting. He also wants to add video conferencing to this policy for the future since that is a better option than speaker phone conferencing.

The AMTRAN staff and the solicitor approve of this and respectfully ask this policy to be put in place.

There was a brief discussion on this subject, then Scott Cessna asked for a vote on it.

Tony Roscia made the motion to approve this policy and Dick Moran made the second. The motion passed with five votes in favor and one vote against.

Update procurement manual

Recent Federal regulations have adjusted procurement thresholds, and AMTRAN is proposing that their procedures be adjusted accordingly.

Josh went over the proposed changes of the micro, small and large capitol purchases. The micro purchases would be in the price range of 0 to \$10,000; the small \$10,001 to \$250,000; and the large over \$250,000.

There was a short discussion on this subject.

Josh respectfully request board approval on these changes.

Dick Moran made the motion to approve the new threshold costs with Tony Roscia making the second, this then passed unanimously.

2018 Achievements and 2019 Goals

For the past 20 years, AMTRAN staff has submitted to the board an annual report on achievements for the past year and on planned goals for the coming year. Eric sent electronic copies of the 2018 Achievements and 2019 Goals via email.

Eric reviewed the process and mentioned some of the achievements and goals. Eric then respectfully requested approval of both documents.

The motion to approve the 2018 Achievements and the 2019 Goals was made by Tony Roscia and seconded by Bruce Kelly. It passed unanimously.

Draft Operating Budget for FY 2019-20

Mandy went over the draft operating budget reviewing some of the highlights. There was a short discussion, and no action was needed on this topic.

Capital Projects Update

The storage garage is in the planning stage. Eric reviewed the need for it and how the project is moving forward. Brent brought preliminary drawings for the board to see.

After contacting PennDOT about the storage garage, they agreed to fund the project and will help any way they can to expedite the grant process which will need to be complete before September 30.

The board adjourned and went into an executive session to discuss personnel issues. The board re-convened, then adjourned with no further action.

Respectfully submitted by
Susan C. McKelvey, Administrative Assistant