



3301 Fifth Avenue • Altoona, PA 16602-1801 • Phone 814-944-4074

AMTRAN

The regular monthly meeting of the AMTRAN Board of Directors was held on Tuesday March 24, 2020 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.

A roll call was taken.

Board members present: Scott Cessna

Board members present via phone: Dick Moran, Bob Reifsteck, Tony Roscia and Denny Stewart.

Board members absent: Mike Robinson, Bruce Kelley

Others present: Eric Wolf, General Manager; Mandy Murphy, Director of Finance

Others present via phone: Liz Benjamin (Beard Legal Group), Jill Nagy (Summers Nagy Law Offices), Bill Kibler (Altoona Mirror), Josh Baker, Deputy CEO; Ray Kennedy, Director of Transportation; and Gary Williams, Director of Maintenance.

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

Approval of Minutes:

Scott Cessna requested a motion to approve the minutes for February 2020. This motion was made by Tony Roscia and seconded by Denny Stewart. The motion passed unanimously.

Treasurer's Report:

Financial Statement for March 24, 2020 Board Meeting

Total disbursements from February 20, 2020 through March 24, 2020 were \$489,017.12.

February 29, 2020 were \$3,649,756.67.

Actual operating and paratransit expenses year to date through February 28, 2020 were \$3,214,022.77

Year to date we are \$435,733.90

Federal Electronic Transfer – Employer Taxes and Federal Withholding

Feb 27, 2020	(Federal)	25,536.20
Feb 27, 2020	(State)	3,013.86
Feb 27, 2020	(457 Transfer)	2,255.65
Feb 27, 2020	(Payroll Transfer)	62,784.42
Feb 27, 2020	(HAS Contribution)	380.45
Feb 29, 2020	(UPMC Invoice)	40,572.90
March 12, 2020	(Federal)	27,039.84
March 12, 2020	(State)	3,151.41
March 12, 2020	(457 Transfer)	2,354.12
March 12, 2020	(Payroll Transfer)	65,619.61
Add Check Reg Total		<u>256,308.66</u>
Total Expenses		<u>489,017.12</u>

Scott requested a motion to adopt the treasurer's report and the payables. The motion was made by Tony Roscia and seconded by Denny Stewart. It passed unanimously.

General Managers Report

Eric began by updating on the use of Microbe Shield. We are doing everything to protect our customers and employees. We have applied it to the interiors of the buses, common areas of AMTRAN, bus shelters, and the Transit Center.

Eric stated as of Friday, we began offering free fares to our passengers. We are asking our customers to enter through the rear door to protect our drivers. As always, customers who need the ramp or kneeler may request it. Driver will assist customers with disabilities as always.

Employee attendance has been very good which is a plus. Our regular fixed route ridership is down 50% but that does not include PSA and AASD. When you factor those two in, we are actually down 65% compared to last year. People are using our services for essential trips.

Eric shared that we had Transit Driver Appreciation Day and we had a great online response. We asked all of our customers to submit online, who their favorite driver is. We will select two winners from those that submitted a response and they will receive a \$100.00 gift card each.

Pandemic Resolution

Eric had Jill Nagy from Summers, Nagy Law Offices explain to the Board and discuss the authorization of Eric to implement necessary temporary and/or emergency processes without formal Board approval during this crisis.

The motion was made by Denny Stewart and seconded by Tony Roscia. It passed unanimously.

Emergency Fare Resolution

Jill Nagy from Summers Nagy Law Offices also explained the modification policy in response to the COVID-19 pandemic. This is a temporary measure, eliminating all fare collection and switching boarding to the back door of the bus for customers who are able to do so. Also, in compliance with the ADA and consistent with good customer service, people who need the kneeler or ramp may request entry through the front door. Amtran bus operators will offer assistance to people with disabilities as always.

The motion was made by Bob Reifsteck and seconded by Denny Stewart. It passed unanimously.

Emergency Family & Medical Leave Policy

Jill Nagy explained the Emergency Family and Medical Leave Act (EFMLA). The Authority is implementing this policy in order to ensure the safety, health and wellbeing of its employees and passengers during a public health emergency as defined by the EFMLA Leave.

The motion was made by Denny Stewart and seconded by Dick Moran. It passed unanimously.

Capital Projects

PennDOT has postponed all construction projects including Amtran's new auxiliary garage and two smaller projects. Contingency plans for these projects will be discussed at the next board meeting when we have more information.

With nothing further, the board adjourned.

Respectfully submitted by
Wendy J Dillon, Administrative Assistant