

AMTRAN

The regular monthly meeting of the AMTRAN Board of Directors was held on Wednesday February 21, 2018, 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, Denny Stewart, Mike Robinson, Tony Roscia and Scott Cessna.

Board members absent: Bob Reifsteck and Bruce Kelly

Others present: Eric Wolf, Attorney Benjamin (Beard Legal Group), Josh Baker, Ray Kennedy, Mandy Murphy, Gary Williams, Sue Mckelvey, Brent Cartwright (EADS) and 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 2018. This motion was made by Denny Stewart and seconded by Dick Moran. The motion passed unanimously.

Treasurer's Report:

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

Total disbursements from January 18, 2018 through February 21, 2018 were \$430,569.68.

Total budgeted operating and Paratransit expenses year to date through January 31, 2018 were \$3,155,565.00.

Actual operating and Paratransit expenses year-to-date through January 31, 2018 were \$2,965,191.05.

Year to date we are \$190,373.95 under budget.

Insurance is paid through February 2018.
Pension will be paid with the February 15th payroll.
Operating payables are current through February 21, 2018.

Federal Electronic Transfer – Employer Taxes and Federal Withholding

Jan. 18, 2018 (Federal)	28,100.68
Jan. 18, 2018 (State)	3,012.27
Jan. 18, 2018 (457 Transfer)	711.50
Jan. 18, 2018 (Payroll Transfer)	60,901.14
Jan. 31, 2018 (TPA Transfer)	2,056.00
Jan. 31, 2018 (Quart. Locals)	10,458.83
Jan. 31, 2018 (PA Unemp)	449.87
Feb. 1, 2018 (Federal)	25,328.30
Feb. 1, 2018 (State)	2,969.63
Feb. 1, 2018 (457 Transfer)	711.50
Feb. 1, 2018 (Payroll Transfer)	62,270.60
Add Check Register Total	<u>\$233,599.36</u>
Total Expenses	<u>\$430,569.68</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 Tony Roscia. It passed unanimously.

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

General Managers Report

Eric began by stating AMTRAN has hired a part-time hire Mike Smith as of January 2, 2018. Maintenance has lost 2 mechanics Ben Haskins after 90 days and Scott Ireland who was with AMTRAN two years. We are recruiting replacements.

Gary is in the process of hiring a part time cleaner and has received thirty applications. These applications came from our own website, our Facebook page, and the Chamber of Commerce Job Board.

Revival Fitness is expected to move into the Battery Barn with the completion of the rehab project. There are two prospects for the larger space in the Trolleyworks.

Safety Management Policy Statement

AMTRAN is in the process of updating our safety management policy as there have been some new guidelines from FTA. One of the first steps is the Safety Management Policy Statement to be approved by the Board of Directors and signed by the General Manager. The statement was handed out.

There was a short question and answer time, then Eric respectfully requested the board's approval.

Dick Moran made the motion to approve the Safety Management Policy Statement with Denny Stewart making the second which then passed unanimously.

Record Retention Policy

AMTRAN emailed several policies for the board to review prior to the board meeting. One of them is a new Record Retention Policy.

Eric respectfully requested the board to approve the record retention policy.

Tony Rosia made the motion to approve the record retention policy with Denny Stewart making the second it then passed unanimously.

Eric then respectfully requested to allow AMTRAN staff to dispose of outdated records based on the retention policy.

Denny Stewart made the motion to allow the disposal of records based on the retention policy with Tony Roscia making the second it then passed unanimously.

Audio Video Policy

As discussed at earlier board meetings, recent court cases have opened the door to AMTRAN turning on the audio recording function on all our buses. (Previously, that was limited to AMTRAN's school trippers.)

Eric stated he has met with the union leadership and discussed the proposed changes. They are generally favorable. The policy states that AMTRAN cooperates with the police, insurance companies and the union. The policy has been reviewed by both Beard Legal Group and Summers Nagy Law Offices.

Eric respectfully requested the board's approval on the Audio Video Policy.

Dick Moran made the motion to approve the Audio Video Policy with Mike Robinson making the second; it then passed unanimously.

Open Records Policy

As the open records regulations continue to evolve, AMTRAN is updating the policy to reflect changes since the original law passed in 2008.

Eric respectfully requested approval of the Open Records Policy

Denny Stewart made the motion to approve Open Records Policy. Dick Moran made the second and it then passed unanimously.

Facility Assessment

Each year, The EADS Group develops a report to address capital needs for all our facilities. Brent Cartwright presented the report which looks at projects completed in 2017 and planned for 2018 as well as proposed projects for farther in the future.

There was a short question and answer session, with no board action on this issue

Admin Building Energy Efficiency Project

As previously discussed, the Admin Energy Efficiency Project was put out to bid to improve insulation for the Admin Building and to upgrade to LED lighting in the Admin Building as well as parts of the Operations and Maintenance Building.

The deadline for bids was Friday, February 16. Brent went over the bids with the lowest being Lawruk Builders, Inc of \$26,400.00 to the highest \$45,300.00 from Ventura Construction Services, Inc.

Brent explained he went over the bid with Lawruk to make sure it had been submitted in accordance with the provisions of the contract, and they said it was.

There was a short question and answer period on this.

Eric respectfully recommended the board to accept Lawruk Builders bid of \$26,400 on the Insulation and Lighting Upgrades Project.

Denny Stewart made the motion to approve the bid of \$26,400 from Lawruk Builders with Dick Moran making the second, it then passed unanimously.

The board adjourned with no further business.

Respectfully submitted by
Susan C. McKelvey, Administrative Assistant