



# ATA

## AREA TRANSPORTATION AUTHORITY OF NORTH CENTRAL PENNSYLVANIA

Cameron, Clearfield, Elk, Jefferson, McKean, Potter



**ATA Headquarters**  
**Johnsonburg, Pennsylvania**

**Board of Directors**  
**May 16, 2018**



*Welcome to the  
Annual Meeting*



# ATA<sup>42+</sup>

**PUBLIC TRANSIT 1976-2018**

**Board of Directors**  
**May 16, 2018**  
 ATA Headquarters  
 Johnsonburg, Pennsylvania



ATA HQ Dedication May 24, 2000  
 ATA Mobility Center April 1, 2003



**5th Anniversary Punxsutawney Transit Center**  
**Open House and Ribbon Cutting - June 7, 2013**



**Attend Open House**  
**Ribbon Cutting at the Transit Center**  
**Friday, June 7, 2013**  
 Ribbon Cutting 10 a.m.  
 Open House 10 a.m. - 2 p.m.  
 Tour Transit Center & Meet Facility Partners  
 Refreshments & Transportation Exhibits  
 222 North Findley Street  
 Punxsutawney, Pennsylvania




Area Transportation Authority of North Central Pennsylvania  
 1.866.282.4968 • RideATA.com

**ADA 28** DISABILITY RIGHTS  
★ 1990-2018 ★  
ARE CIVIL RIGHTS  
**The Americans with Disabilities Act**  
**ANNIVERSARY - JULY 26, 2018**



# **ATA REGULAR BOARD MEETING AGENDA May 16, 2018**

- I. Opening Prayer**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of February 21, 2018 Regular Board of Directors Meeting Minutes**
- V. Treasurer's Report**
- VI. Committee Reports**
  - 1. Executive Committee –April 11, 2018**
  - 2. Personnel Committee**
  - 3. Budget Committee – April 11, 2018, April 23, 2018**
  - 4. Policy Committee**
  - 5. Joint Executive Committee**
  - 6. Facilities and Equipment Committee – April 23, 2018**
- VII. Old Business**
- VIII. New Business**
  - 1. Resolution #1-2018 Resolution Authorizing the Submittal and Modification of PennDOT Grant Objects**
  - 2. Resolution #2-2018-Resolution Certifying the Local Match for State Operating Financial Assistance**
  - 3. Resolution #3-2018-Resolution Adopting FY2018-2019 Budget**

# **ATA REGULAR BOARD MEETING • AGENDA • May 16, 2018**

(continued)

- 4. Resolution #4-2018 Assurances Consolidated Capital Grant Application**
  - 5. Resolution #5-2018 Resolution Authorizing the Retention of Depository Institution and Authorizing the Establishment of New Accounts**
  - 6. Resolution #6-2018 Resolution to Provide Transportation Services to Monroe Township, Clarion County**
  - 7. Election of Officers**
- IX. Chief Executive Officer's Report**
- X. Adjournment**



## **ANNUAL BOARD OF DIRECTORS MEETING MINUTES**

**May 16, 2018**

The Annual Board of Directors meeting was conducted on May 16, 2018 at the Authority's Regional Transit Facility, 44 Transportation Center, Johnsonburg, Pennsylvania.

Attendees at the meeting were:

Anthony Viglione Chairman  
Rhett Kennedy, Vice Chairman  
Kenneth Wingo, Secretary  
David Wolfe  
Richard Stover  
William Setree  
Richard Castonguay  
Chuck Allen

The following were in attendance:

Thomas Wagner	ATA Solicitor
Matthew Quesenberry	Elk County Commissioner
Dan Freeburg	Elk County Commissioner
Janis Kemmer	Elk County Commissioner
Jake Meyer	
Tom Buck	NCPRPDC
Michael Imbrogno	ATA Chief Executive Officer
Coletta Corioso	ATA Chief Financial Officer
Dessa Chittester	ATA Chief Operating Officer
Debbie Addeo	ATA Administrative Secretary

Chairman Viglione called the meeting to order at 10:30 a.m. He then asked David Wolfe to open the meeting with a prayer, which was followed by the Pledge of Allegiance.

Debbie Addeo then read roll call. ATA Board Members, Harry Whiteman (Elk County), Michael Galluzzi (Cameron County) and John Todd (McKean County) were not present at the meeting. Notification of their absence was given prior to



## ANNUAL BOARD OF DIRECTORS MEETING MINUTES • MAY 16, 2018

the meeting, as was that of invited guests Deborah Pontzer from Congressman Glenn Thompson's office, and Cameron County Commissioner Jim Thomas.

The next item on the agenda was the acceptance of the February 21, 2018 Regular Board of Directors meeting minutes. Chairman Viglione asked the Board members if there were any additions or corrections to the meeting minutes as presented.

With no further additions or corrections offered by the members, a motion to accept the February 21, 2018 Regular Board meeting minutes as presented was made by Kenneth Wingo. David Wolfe seconded the motion, with all Board members in favor. *(a copy of the meeting minutes was included in the board packet.)*

### Treasurer's Report

Coletta Corioso gave the Treasurer's Report in Harry Whiteman's absence. As of May 9, 2018, ATA had the following balances:

General Fund	\$4,135,103
Act 26 Account	\$12,993
Act 3 Account	\$291,067
MATP Account	\$76,262
Unrestricted Cash Account	\$505,024
DuFast transferred accounts balances (CNB):	
Checking	\$13,888
Act 89 Reserve	\$337,346
Local Funds	\$70,194
PTAF	\$225,744
Other (Sale of Capital Assets)	\$21,177
<b>Cash:</b>	<b>\$5,688,798</b>
<b>Accounts Payable:</b>	<b>\$5,631</b>
<b>Accounts Receivable (Total):</b>	<b>\$355,116</b>
Current:	\$210,736
0 – 30 days:	\$69,681
31 – 60 days:	\$21,669
61 - 90 days:	\$25,594
>90 days	\$27,436

A motion to accept the Treasurer's report as presented was made by Kenneth Wingo. Richard Castonguay seconded the motion with all Board members in favor.

## **Committee Reports**

### **Executive Committee Report**

An Executive Committee meeting was conducted on **April 11, 2018** (*a copy of the meeting minutes was included in the board packet.*)

Anthony Viglione gave a brief overview of the meeting. He stated the purpose of this meeting was to propose the revisions of ATA's By-Laws, the Board Responsibilities Resolution, and the Legislative Consultant Work Plan.

A draft copy of the ATA By-Laws will be sent out to all the Board members for their review and comments.

With no further discussion a motion to approve the April 11, 2018 Executive Committee meeting minutes was made by Rhett Kennedy. Kenneth Wingo seconded the motion, with all Board members in favor.

### **Budget Committee Reports**

A Budget Committee meeting was conducted on **April 11, 2018** (*a copy of the meeting minutes was included in the board packet.*)

Coletta stated the purpose of this meeting was to review the current years' budget and to take a look at where we are with our expenditures and revenues for the current fiscal year and to review the FY2017 single audit.

Coletta reviewed projections for FY 2018 and based on numbers through the end of the year we are at 97% of the anticipated budget.

McGill, Power Bell & Associates completed the federally mandated single audit that was due in March. Coletta stated the audit was clean with no findings. Coletta reported they are still in the process of completing the PennDOT audit.

With no further discussion a motion to approve the April 11, 2018 Budget Committee meeting minutes was made by Richard Castonguay. William Setree seconded the motion, with all Board members in favor.

Another Budget Committee meeting was conducted on **April 23, 2018** (*a copy of the meeting minutes was included in the Board packet.*)

Coletta reported the purpose of this committee meeting is to review the budget proposed for FY2019.

The assumptions used in the development of the FY2019 budget include:

- 3% increase in merit wages
- includes anticipated expenses for workers compensation
- additional staffing
- fuel budget increase (*an adjustment may have to be made*)
- 10% health care
- additional driver hours

Coletta reported the total budget for FY2019 is \$10,922.893.

A public meeting was scheduled for Friday, April 27, 2018 at 2:00 p.m. Other than staff no other individuals were present.

With no further discussion a motion to approve the April 23, 2018 Budget Committee meeting minutes was made by Rhett Kennedy. William Setree seconded the motion, with all Board members in favor.

### **Facilities & Equipment Committee Report**

The Facilities & Equipment Committee meeting was conducted on **April 23, 2018** (*a copy of the meeting minutes was included in the Board packet.*)

In Harry Whiteman's absence, FAEC Committee Member, Kenneth Wingo then gave a brief overview of the meeting, along with Coletta.

Coletta reported the purpose of this meeting was to review the 2018/2019 Capital Project requests and to give an update on the facility projects.

Coletta reported ATA was notified that Deputy Secretary of Transportation, Toby Fauver, relinquished his duties and is no longer with the Department.

Kenneth Wingo made notice of the list of Capital Project requests submitted by ATA staff, which totals \$2,138,775. (*a copy was included in the board packet for review.*)

With no further discussion a motion to approve the April 23, 2018 Facilities & Equipment Committee meeting minutes was made by Kenneth Wingo. Richard Castonguay seconded the motion, with all Board members in favor.

### **Old Business**

There was nothing to report under Old Business.



**New Business**

Anthony Viglione stated there are six resolutions that need to be presented and adopted by the Board. *(copies of the six resolutions was included in the board packet.)*

The proposed resolutions are:

**Resolution #1-2018 –Resolution Authorizing the Submittal and Modification of Pennsylvania Department of Transportation DOTGRANT Objects**

Be it resolved, by the authority of the Board of Directors of the Area Transportation Authority of North Central Pennsylvania, that any individual holding the position title(s) identified below is authorized to submit and modify the dotGrant electronic objects indicated below. This resolution shall remain in effect until rescinded or replaced with a new resolution.

Function	Chief Executive Officer	Chief Financial Officer	Director of Accounting	Accountant/Accounting Clerk	Director of Planning
Registration-Organization Core Info	√	√			
Grant Applications		√	√		√
Projected Legacy Budget		√	√		
Unaudited Actual Legacy Budget		√	√		
Audited Actual Legacy Budget*	√				
Grant Agreement Execution	√	√			
Submission of Invoices		√	√	√	
Submission of Progress Reports		√	√	√	√

With no further discussion, a motion to adopt **Resolution #1-2018** was made by Kenneth Wingo. Chuck Allen seconded the motion, with all Board members in favor.

**Resolution # 2-2018 Local Transportation Organization Resolution  
Certifying the Local Match for State Operating Financial Assistance**

The Area Transportation Authority of North Central Pennsylvania Board of Directors resolves and certifies that the operating financial assistance of \$5,586,409 (*five million five hundred eighty six thousand, four hundred and nine dollars*) provided pursuant to 74 Pa. C.S. §1513 is needed in Fiscal Year 2018-2019 or in a subsequent fiscal year to help pay for projected operating expenses, including asset maintenance costs; and that these funds will be used for this purpose only as these funds are ineligible to be used for asset or capital improvement projects; and that any funds not used in the 2018-2019 fiscal year will be retained and used only for operating assistance in a subsequent fiscal year(s).

The Area Transportation Authority of North Central Pennsylvania Board of Directors further resolves and certifies that the required local matching funds of \$318,026 (*three hundred eighteen thousand and twenty six dollars*) for the portion of the allocation generated by the FY 2017 operating statistics of the Area Transportation Authority of North Central Pennsylvania will be secured from local contributors no later than the end of fiscal year 2018-2019 to match the requested Section 1513 funds.

The Area Transportation Authority of North Central Pennsylvania Board of Directors pursuant to 74 pa.C.S. §1512 (b) (3) pertaining to Consolidation and requests the waiver of the local match requirement in the amount of \$51,129 (*fifty one thousand, one hundred twenty nine dollars*) for the portion of the allocation generated by the FY 2017 operating statistics of the DuFAST Transit Authority. The waiver request is based upon savings of at least \$51,129, resulting in the consolidation of the DuFAST operations and administration into the Area Transportation Authority of North Central Pennsylvania.

With no further discussion, a motion to adopt **Resolution #2-2018** was made by Richard Castonguay. William Setree seconded the motion, with all Board members in favor.

**Resolution #3-2018 Resolution Adopting Fiscal Year 2018-2019 Budget**

Whereas the Budget Committee of the Board of Directors met on April 23, 2018 for the purpose of reviewing the proposed Fiscal Year 2018-2019 annual budget, and

Whereas, the Budget Committee, having reviewed and discussed the proposed budget, hereby recommends adoption of the annual budget to the Area Transportation Authority of North Central Pennsylvania Board of Directors;

Now therefore, be it resolved, that the Area Transportation Authority of North Central Pennsylvania Board of Directors hereby adopts an operating

budget for Fiscal Year 2018-2019 in the amount of \$11,037,368 (*eleven million, thirty-seven thousand, three hundred sixty-eight dollars*).

***\*This budget was increased by \$114,475 based upon a fuel analysis for replacement of sprinters (fuel consumption reduced from 20 mpg to 5 mpg) recommended by the Committee at the Budget Committee meeting held on 4-23-2018.***

With no further discussion, a motion to adopt **Resolution #3-2018** was made by Kenneth Wingo. William Setree seconded the motion, with all Board members in favor.

#### **Resolution #4-2018 –Assurances Consolidated Capital Grant Application (CCA) Board Resolution to File Application and to Certify Local Match**

The Area Transportation Authority of North Central Pennsylvania resolves and certifies that it has authorized the filing of a Consolidated Capital Grant Application for the Fiscal Year 2018-2019 in an amount of up to **\$2,138,775** (***two million one hundred thirty eight thousand, seven hundred seventy five dollars***) for a variety of state of good repair projects including, but not limited to vehicle replacements, facility and equipment improvements or replacements. In general, the application is to include federal participation of up to 80% and local match of up to 3.33% based upon the matching requirements of the state funding source. It is anticipated that the balance of funds for the projects will come from either Commonwealth 1514 funds or reserved PTAF, or Act 3 BSG or ASG.

It is acknowledged that Section 1514 state discretionary trust funds are requested to help pay for projected capital costs, excluding asset maintenance, and that these funds will only be used for this purpose since these funds are ineligible to be used for operating costs. Any of these funds not used this Fiscal Year will be used only for capital assistance in a subsequent year.

Further, the Area Transportation Authority of North Central Pennsylvania resolves and certifies that in Fiscal Year 2018-2019 that local or if applicable, private cash matching funds of no more than **\$71,293** (***seventy one thousand two hundred ninety three dollars***) shall be provided in cash to match the requested amount of state Section 1514 discretionary funds.

With no further discussion, a motion to adopt **Resolution #4-2018** was made by Richard Castonguay. Chuck Allen seconded the motion, with all Board members in favor.

**Resolution #5-2018- Resolution Authorizing the Retention of Depository Institution and Authorizing the Establishment of New Accounts**

BE IT RESOLVED, that Northwest Savings Bank be retained as the depository institution for the Area Transportation Authority of North Central Pennsylvania for Fiscal year 2018-2019.

BE IT FURTHER RESOLVED, that the ATA Chief Financial Officer is authorized to transfer funds retained in CNB Bank accounts which were transferred to ATA on July 1, 2017, and that the Chief Financial Officer may establish new accounts with Northwest Savings Bank as deemed necessary to effect the change.

With no further discussion a motion to adopt **Resolution #5-2018** was made by Kenneth Wingo. Chuck Allen seconded the motion, with all Board members in favor.

***\*ATA Solicitor Tom Wagner brought it to the Board's attention that Northwest Savings Bank may have changed their name to Northwest Savings.***

Kenneth Wingo amended his motion to change the name of the bank appropriately when it is officially discovered what the name is. David Wolfe seconded the motion, with all Board members in favor.

**Resolution #6-2018 Resolution to Provide Transportation Services to Monroe Township, Clarion County**

WHEREAS, Monroe Township, Clarion County is the recipient of federal, state, and local funds to operate a fixed route service and wishes to engage the Area Transportation Authority of North Central Pennsylvania to operate a fixed route service in and around the community of Clarion, Pennsylvania, through an intergovernmental agreement,

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Area Transportation Authority of North Central Pennsylvania approves an extension of the intergovernmental agreement to continue providing fixed route service

With no further discussion a motion to adopt **Resolution #6-2018** was made by Richard Castonguay. David Wolfe seconded the motion, with all Board members in favor.

## Election of Officers

The next item under New Business was the election of officers for FY 2018-2019.

William Setree, Chairman of the Nominating Committee, recommended the nomination of the following slate of officers for FY 2018-2019.

Chairman:	Rhett Kennedy
Vice Chairman:	Kenneth Wingo
Treasurer:	Harry Whiteman
Secretary:	David Wolfe

These Board members have been contacted and expressed a willingness to serve in the respective offices. As Chairman of the Nominating Committee, Mr. Setree then opened nominations from the floor for the office of Chairman, Vice Chairman, Treasurer, and Secretary.

**Chairman** – William Setree asked three times for nominations from the floor for Chairman. There being no other nominations from the floor for Chairman, a motion was made by Kenneth Wingo to close nominations. Anthony Viglione seconded the motion, with all Board members in favor.

Since there are no other nominations for Chairman, William Setree instructed the Secretary to cast a unanimous ballot for Rhett Kennedy, Chairman as nominated by the Nominating Committee.

At that time, Richard Castonguay asked if it is appropriate to make a motion to close the nominations for the other officers. ATA Solicitor, Tom Wagner said that it was.

Richard Castonguay then made a motion to accept the slate of officers for FY 2018-2019. It was seconded with all Board members in favor.

## Chief Executive Officer's Report

Copies of the CEO's report, along with staff director reports, were given to the Board members for their information and review as part of the Board packet. Michael Imbrogno then gave a brief update and highlighted various projects/items that he and the staff have recently completed and/or are still working on.

- Michael announced that this is Tony Viglione's last regularly scheduled Board meeting as Chairman, and thanked him for his dedication and leadership.
- Congress passed the Omnibus Bill through the fiscal year.

- The TIGER Grant Program's name has been changed to BUILD.
- On March 19<sup>th</sup> and 20<sup>th</sup> Michael met with State Representatives to discuss rural public transportation and the important role it plays in the lives of rural residents.
- A Peer Performance review is scheduled for the second week in October.
- RFP's went out for sub-contracting transportation services. We received one for paratransit services from R&A School Bus Company, and one from Fullington for fixed route services.
- The Technical Assistance Grant has been executed.
- Fixed Route Software (FRITS) has been awarded to Avail Technologies, State College. Their goal is to have everything done in 18 months.
- Community Health Choices will hold a webinar on Thursday, May 17, 2018.
- Tawk.to, an experimental chat line is on our web page, which enables ATA to message with customers in real time.
- A pre-screen event for viewing "Our Town" Reynoldsville will be held on the 29<sup>th</sup> of May.
- New intakes continue to increase monthly.
- There are currently four driving positions open.
- The Gillig Rehab Project is progressing.
- PennDOT approved the purchase of 20 vehicles. (Ford Transit vans, BOC style buses and BOC low floor buses)
- A Special Board meeting will be scheduled in June. The agenda will include:
  - Consideration of ATA's updated By-Laws
  - Discussion and consideration of ATA's Strategic Plan
  - Consideration of a Resolution of the Board's Responsibilities
  - Personnel related matters
- A Personnel Committee meeting will be scheduled in June. This will be a meeting dealing with the creation of a new position and changes in staff reporting.



## ANNUAL BOARD OF DIRECTORS MEETING MINUTES • MAY 16, 2018

- On May 29th a kick off meeting will take place (via phone) with PennDOT, ATA staff and consultants regarding the Dubois facility. There are a few options on the table.
- Senator Casey announced a \$2.7M discretionary grant for ATA to move forward with the Bradford terminal.
- A Bradford site meeting with Michael Baker will take place on June 1, 2018. ATA staff, Jerry Bankovich, Rhett Kennedy and Andy Batson will be present.
- Reviews of the Statistical Report, and Statement of Operations Revenue and Expenses and the Open Capital Projects Report for the current fiscal year were given. An updated progress report on ATA Performance Measures was also reviewed.
- Michael expressed his appreciation to the ATA staff, the Board, Elk County Commissioners and Tom Buck for their continued support.
- Coletta reported that at a PPTA seminar, Bob Fiume, PPTA State Conference Chairman, presented Michael with a Chairman's Award for his long term contribution to transit.

At 12:21 p.m., with no further business a motion to adjourn the meeting was made by Kenneth Wingo. William Setree seconded the motion, with all Board members in favor.