

# **ATA** AREA TRANSPORTATION AUTHORITY OF NORTH CENTRAL PENNSYLVANIA

Cameron, Clearfield, Elk, Jefferson, McKean, Potter

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

Welcome to the  
Fall Meeting



## **Board of Directors** **November 20, 2019**



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ATA Headquarters  
Johnsonburg, Pennsylvania



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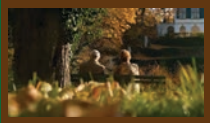
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# **ATA REGULAR BOARD MEETING AGENDA**

**November 20, 2019**

- I. Opening Prayer**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of August 21, 2019 Regular Board of Directors Meeting Minutes**
- V. Treasurer's Report**
- VI. Committee Reports**
  - 1. Executive Committee**
  - 2. Personnel Committee**
  - 3. Budget Committee**
  - 4. Policy Committee**
  - 5. Joint Executive Committee**
  - 6. Facilities and Equipment Committee**
- VII. Old Business**
- VIII. New Business**
  - 1. Resolution #6-2019 Resolution Reaffirming and Adopting Title VI Plan for Period through May 31, 2022**
- IX. Chief Executive Officer's Report**
- X. Adjournment**



## **ATA REGULAR BOARD OF DIRECTORS MEETING MINUTES November 20, 2019**

A Regular Board of Directors meeting was conducted on November 20, 2019 at the Authority's Regional Transit Facility, 44 Transportation Center, Johnsonburg, Pennsylvania.

Attendees at the meeting were:

Rhett Kennedy, Chair  
Kenneth Wingo, Vice Chair  
Harry Whiteman, Treasurer  
David Wolfe, Secretary  
William Setree  
Richard Castonguay  
Chuck Allen  
Amy Kessler  
Kristin Lewis

The following were in attendance:

Dan Freeburg	Elk County Commissioner
Janis Kemmer	Elk County Commissioner
H. James Thomas	Cameron County Commissioner
Thomas Kreiner	McKean County Commissioner
Bert Lahrman	NCPRPDC
Deborah Pontzer	Congressman Glenn Thompson's Office
Michael Imbrogno	ATA Chief Executive Officer
Coletta Corioso	ATA Chief Financial Officer
Dessa Chittester	ATA Chief Operating Officer
Debbie Addeo	ATA Administrative Secretary

ATA Chair, Rhett Kennedy, called the meeting to order at 10:35 a.m. He then asked Michael Imbrogno to open the meeting with a prayer, which was followed by the Pledge of Allegiance.

Debbie Addeo read roll call. ATA Board Member, Julie Fenton gave notification she would not be able to attend the meeting. Michael Galluzzi was not present at the meeting.

Rhett Kennedy welcomed everyone present. Introductions then followed.

The next item on the agenda was the acceptance of the August 21, 2019 Regular Board of Directors meeting minutes. Chairperson Kennedy 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 approve the August 21, 2019 Regular Board meeting minutes as presented was made by Amy Kessler. Richard Castonguay seconded the motion with all Board members in favor.  
*(a copy of the meeting minutes was included in the board packet.)*

**Treasurer’s Report**

David Wolfe gave the Treasurer’s Report. As of November 13, 2019, ATA had the following balances:

General Fund	\$	5,841,490
Act 26 Account	\$	242,599
Act 3 Account	\$	52,468
MATP Account	\$	605,596
Unrestricted Cash Account	\$	569,646
<b>Cash</b>		<b>\$7,311,799</b>
<b>Accounts Payable</b>		<b>\$ 21,282</b>
<b>Accounts Receivable (Total)</b>		<b>\$ 127,282</b>
Current:	\$	653,985
0-30 days	\$	193,009
31-60 days:	\$	72,257
61-90 days:	\$	36,770
>90 days:	\$	6,987

Dave Wolfe stated the **Accounts Receivable total** should be **\$963,008** not **\$127,282** as reported in the Treasurer’s Report.

A motion to accept the Treasurer’s Report as presented with modifications was made by Harry Whiteman. William Setree seconded the motion, with all Board members in favor.

**Budget Committee Meeting**

A Budget Committee meeting was conducted on November 20, 2019 before the Board meeting.

Dave Wolfe gave a brief overview of the meeting. Bruce Lawrence and Jessica Hamilton from McGill, Power, Bell and Associates, ATA’s auditing firm presented the audit report to the committee members. Dave commended them on a job well done. Dave stated the audit was approved and accepted by the committee members.

With no questions or comments from the Board a motion to accept the FY2019 Annual Audit as presented by the auditing firm was made by Richard Castonguay. Kenneth Wingo seconded the motion with all Board members in favor.

**Old Business**

There was nothing to report under Old Business.

**New Business**

Rhett Kennedy stated there is one resolution that will be presented and adopted by the Board. ***(a copy of the resolution was included in the board packet.)***

The proposed resolution is:

**Resolution #6-2019 –Resolution Reaffirming and Adopting Title VI Plan for Period through May 31, 2022**

WHEREAS, the Board of Directors adopted a non-discrimination plan in compliance with Title VI of the Civil Rights Act of 1964, assuring no person is excluded from participation in, denied the benefits of services, or otherwise subjected to discrimination on the grounds of race, color, or national origin, dated May 19, 2019; and

WHEREAS, no substantive changes were made to the Title VI plan since its adoption;

NOW THEREFORE, be it resolved that the Area Transportation Authority of North Central Pennsylvania hereby reaffirms and adopts the Title VI Plan for the period of June 1, 2019 through May 31, 2022.

Amy Kessler pointed out that on Page 11 of the plan the link to the RPO website is incorrect, and she also indicated the map will be changing, and to look for those upcoming changes.

A motion to accept **Resolution #6-2019** as presented, with corrections, as stated by Amy Kessler was made by Kenneth Wingo. William Setree seconded the motion, with all Board members in favor.

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

- The federal government is funded through November 21, 2019.
- MATP and Act 89 are two big issues with the state.
- PennDOT compliance review was conducted on October 29<sup>th</sup>.
- Very minor recommendations resulted from the peer review.
- Offers were made for the accounting and controller positions.
- Safety awards were given to the drivers at their safety meetings.
- The go-live date is tentatively set for December 1<sup>st</sup> for the accounting software.
- ATA has opted out of the CNG program.
- PennDOT has agreed to let the transit industry put together a spec. - to go out for bid for small vehicles. It will be managed by Dave Kilmer from South Central Transit Authority.
- Nearing completion of Phase I Environmental for the Bradford terminal. We are working on Section 106 that has to do with the historical nature of the area we are working in.
- Reviews of the On-Board Survey results were given.
- Michael thanked the Board, the Commissioners and the staff for attending the workshop.
- Michael thanked the outgoing commissioners, Kemmer, Thomas and Freeburg for attending the meeting today, and also for their support throughout the years.

Rhett recommended that everyone look at the Strategic Plan Report card in the Board packet.

At 12:03 p.m. with no further business a motion to adjourn the meeting was made Amy Kessler. Harry Whiteman seconded the motion, with all Board members in favor.