



ATA SPECIAL BOARD MEETING AGENDA

Via teleconferencing

April 29, 2020

I. Roll Call

II. Committee Reports

- 1. Budget Committee Meeting Minutes – April 17, 2020**

III. New Business

- 1. Resolution #4-2020 Resolution Certifying the Local Match for State Operating Financial Assistance**
- 2. Resolution #6-2020 Resolution Adopting FY 2020-2021 Budget**



APRIL

ATA SPECIAL BOARD OF DIRECTORS MEETING MINUTES

April 29, 2020

The Area Transportation Authority Special Board of Directors meeting was conducted via teleconference call on April 29, 2020. The following Board members participated in the teleconference call:

PRESENT:

Rhett Kennedy, Chairperson
Kenneth Wingo, Vice Chairperson
Harry Whiteman, Treasurer
David Wolfe, Secretary
William Setree
Richard Castonguay
Chuck Allen
Julie Fenton
Amy Kessler

Michael E. Imbrogno	Chief Executive Officer
Dessa Chittester	Chief Operating Officer
Bob Sekelsky	Controller
Debbie Addeo	Administrative Secretary

ATA Chairperson, Rhett Kennedy called the meeting to order at 10:02 a.m. Debbie Addeo read roll call. Michael Galluzzi did not participate.

Rhett Kennedy opened the meeting with a prayer.

Budget Committee Meeting

A Budget Committee meeting was conducted on April 17, 2020. ***(a copy of the meeting minutes was included in the board packet).***

David Wolfe, Chairperson of the Budget Committee stated the purpose of this committee meeting was to review the budget proposed for FY 2021.

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The assumptions used in the development of the FY2021 budget include:

- 3% increase in pay rates for employees that are not in a scale
- Driver wages include approximately \$51,000 for additional service hours
- 10% increase in health care expense
- Fuel budget decrease
- Increase in electric and natural gas rates

Michael stated that we were instructed by PennDOT to budget as though it was a regular year, and we weren't to take in to account any of the pandemic adjustments whether it was lost revenue, or increased expenses for cleaning.

Michael stated what we are seeing is a budget to budget comparison from last year.

Bob Sekelsky, ATA Controller gave a detailed review of the FY2021 budget line items with major variances:

Page 1. Services (Consulting/Other Fees)

Increase of \$11,300 because of Remix Software which was not in the current budget.

Page 1. Materials & Supplies (Software License & Maintenance Agreements)

Increase of \$48,805 relates to the ERP Software. As we progress further with the module there will be increased costs.

Page 2. Wages and Fringe Benefits (Driver/Operator Wages)

Increase of \$206,762 - \$150,000 relates to 3% increase in pay rates, as well as the scale being adjusted for the drivers, and \$51,000 relates to service expansion.

Page 2. Services (Contracted Services)

Decrease of \$8,000 relates to software of WIFI on the buses. It was part of current budget and has been removed for FY21.

Page 2. Fuel & Fluids (Fuel & Lubrication)

Decrease of \$215,614 - adjusted the fuel to the estimated average annual number of vehicle miles.

Page 2. Materials and Supplies (Software)

Increase of \$12,000 that relates to still needing Transview until we get FRITS system fully operational.

Page 2. Miscellaneous Expenses

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(CDL, Physicals, Certifications, Lic/Regis Fees)

Increase of \$5,200 relates to increased testing protocols.

Page 3. Materials & Supplies

Parts (less warranties)

Increase of \$64,548- an adjustment due to the age of the fleet.

Page 4. Other Expenses

(Long Term Debt)

Interest on the long term debt going down 39% or \$3,684 when compared to current budget.

(MATP Vehicle Depreciation)

Decrease of \$13,450 due to depreciation and useful life wise.

With no further discussion or comments from the Board, a motion to approve the budget for FY 2021 was made by Julie Fenton. Harry Whiteman seconded the motion. Each Board member was given an opportunity to cast their vote vocally. All Board members were in favor.

New Business

Rhett Kennedy stated there are two resolutions that need to be presented and adopted by the Board. *(copies of the two resolutions were included in the board packet.)*

The proposed resolutions are:

Resolution # 4-2020 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 \$6,000,665 provided pursuant to 74 Pa. C.S. §1513 is needed in Fiscal Year 2020-2021 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 this 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 \$350,624 of the \$406,994 required local matching funds will be secured from local contributors no later than the end of Fiscal Year 2020-2021 to match the requested Section 1513 funds. A request to waive \$56,370 in local match funds has been submitted to the Pennsylvania Department of Transportation and is attached to this Resolution. The eligibility to waive a portion of the local match required for the Fiscal Year 2020-2021 is due to cost savings related to the consolidation of the DuBois Falls Creek and Sandy Township Transit Authority

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(DuFAST) transit operations with the Area Transportation Authority of North Central Pennsylvania.

With no further discussion a motion to adopt **Resolution #4-2020** was made by Kenneth Wingo. Chuck Allen seconded the motion. Each Board member was given an opportunity to cast their vote vocally. All Board members were in favor.

Resolution #6-2020 – Resolution Adopting Fiscal Year 2020-2021 Budget

Whereas the Budget Committee of the Board of Directors met on April 17, 2020 for the purpose of reviewing the proposed Fiscal Year 2020-2021 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 2020-2021 in the amount of \$11,781,654 (*eleven million, seven hundred eighty-one thousand, six hundred fifty-four dollars*).

With no further discussion a motion to adopt **Resolution #6-2020** was made by Rhett Kennedy. Each Board member cast their vote vocally. All members were in favor.

At 10:26 a.m. with no further business a motion to adjourn the meeting was made by Kenneth Wingo. Harry Whiteman seconded the motion. Each Board member was given an opportunity to cast their vote vocally. All Board members in favor.