

**Town and Country Transit  
Minutes**

November 19, 2008  
408<sup>PM</sup>

A regular meeting of the Board of Directors of Mid-County Transit Authority, dba Town and County Transit, was held November 19, 2008 at 408<sup>PM</sup>. In attendance were Henry Mores, West Kittanning Borough; Howard Jack, Manor Township; Hyatt Hawk, Manorville Borough; and Tom Close, Kittanning Borough. Absent were Charles Niceley, Appewold Borough; representatives from Ford Cliff and Ford City Boroughs, and East Franklin Township. Also in attendance were David Lint, TACT solicitor; and Michael Johnston, TACT General Manager; and Patti Lynn Baker, TACT Manager of HR/Finance.

No public were present.

Minutes from the October 15, 2008 meeting were accepted as presented under a motion by Jack, seconded by Close. Motion carried unanimously.

Treasurer's report for September was approved unanimously under a motion by Hawk, seconded by Jack. Treasurer's report for October was approved unanimously under a motion by Close, seconded by Jack.

Both Treasurers' reports were discussed. Smaller vendors, fuel and utilities continue to be paid current, with continued efforts made to reduce amount of payables to two largest subcontractor bills. Text of an email received this afternoon from Bureau of Public Transportation informing us that turnaround time for invoices to PennDOT has been extended from 30 to 45 days was discussed, including the impact on TACT finances. (Copy of email attached)

Johnston presented the fleet summary (attached), with vehicle conditions as noted. Stat reports were discussed. Expenses for both programs are running close to budgeted numbers, with the caveat that revised budgets still need to be finalized and submitted to PennDOT for approval. Johnston also reported that the cancellation and no-show policy as adopted by the Board had been implemented November 1, with minimal impact. Johnston also mentioned that return trip cancellations on center transportation had decreased, partially due to policy implementation and partially due to increasingly inclement weather.

The December meeting site has been confirmed at the Villa Restaurant, Cadogan at 600<sup>PM</sup> on December 17<sup>th</sup>. Johnston presented the Board with draft copies of several policies (as mandated by SAFTI insurance pool and to comply with federal and state laws) for Board consideration. The Board will review policies and submit suggested changes and adjustments one week prior to the next Board meeting, with vote on adoption scheduled for the December meeting.

Johnston also provided a chart comparing fixed-route ridership for the current year with the same period of the prior year (attached) and noted that ridership had increased. Johnston also advised the Board that repayment of PTAF funds had resumed in advance of any request by PennDOT. The Board recommended that future funds earmarked for PTAF repayment be split between repayment and outstanding aged receivables.

The Board recessed for executive session to discuss personnel issues at 443<sup>PM</sup>. The regular meeting resumed at 504<sup>PM</sup>.

Under old business, the Board discussed Ford City and East Franklin local match issues. Jack suggested contacting Jennie Morgan (citizen of Ford City and transit patron) regarding reported existence of a petition supporting public transit circulating among Ford City residents. Contacting Reverend Craig Peterson was also suggested. Johnston will attempt to schedule a meeting with Representative Jeff Pyle to discuss potential assistance to resolve the impasse, and Jack agreed to attend said meeting. Johnston will also attempt to schedule a similar meeting with the county commissioners, and Mores volunteered to accompany Johnston. Mores also requested that Johnston provide TACT Articles of Incorporation to East Franklin Township supervisor Doug Flanders.

Under new business Johnston reported that Keith Chase of Gannett Fleming, the consultant who facilitated Board training on November 18<sup>th</sup>, has expressed his thanks to the Board for their interest and participation in the training session. The Board expressed their willingness to consider moving forward with the planning and goal-setting process, with some members expressing concern about the feasibility of several of the action items developed during the training session. Johnston suggested starting with the development a mission statement, which members expressing a willingness to consider at a later date.

The next scheduled meeting of the Board of Directors will be held Wednesday, December 17<sup>th</sup> at 600<sup>PM</sup>. Close made a motion to adjourn, seconded by Hawk. Motion carried unanimously. The meeting adjourned at 527<sup>PM</sup>.

Respectfully submitted,  
Patti Lynn Baker