

**Town and Country Transit
Minutes**

March 11, 2009
403^{PM}

A special meeting of the Board of Directors of Mid-County Transit Authority, dba Town and County Transit, was held March 11, 2009 at 403PM. In attendance were Henry Mores, West Kittanning Borough; Howard Jack, Manor Township; Hyatt Hawk, Manorville Borough; Tom Close, Kittanning Borough; John Lux, Ford City Borough; and Dave Stewart, East Franklin Township. Absent were Charles Niceley, Applewold Borough and a representative from Ford Cliff Borough. Also in attendance were David Lint, TACT solicitor; TACT personnel, Gerry Miller and Patti Lynn Baker; Bob Sharp, PennDOT; and Laurie Andrews and Lynn Colosi, ClearView Strategies. Members of the public from Ford City Borough, Tom Shaffer; Renatta Signorini, reporter for the *Leader-Times* newspaper; David Croyle, reporter for *The Kittanning Paper*; John Ferraro, Kathy Libengood, and Terri Stein, employees of TACT.

Henry Mores gave the meeting over to interim managers, Laurie Andrews and Lynn Colossi, who went through information contained in "*Work Order 29: TACT Technical and Operating Assistance. Task 1 Deliverable – Short-Term Recommendations*". Each Board Member was given a copy of the "*Work Order 29*" and the additional handouts. A complete packet is included with these minutes as the official record of the meeting. This includes the color printed *Work Order 29*; an updated FY 2009 Budget for both Fixed Route and Shared Ride (purple); Municipal Member Local Match Contributions (pink); Proposed Fixed Route Service Revisions (green); TACT Weekday Rider Datasheet (white); Vehicle Storage Facility Construction Project (cream); TACT Candidate Projects for Expanded Federal Funding Through Anticipated Economic Recovery (Stimulus) Legislation (gray); TACT vehicle auction list (white); and TACT management options (yellow). Following a brief introduction, Significant Issues were discussed that included:

1. SAFTI Insurance Premium Payments
2. Fiscal Year 2009 Budget Status
3. Outstanding Payables
4. Member Municipality Participation and Local Match
5. Shared Ride Program
 - a. Operations and Delivery
 - b. RouteMatch
 - c. Persons with Disabilities (PwD) Program
6. Fixed Route Service
7. TACT Data
8. Federal Transit Administration (FTA) Facility Grant
9. Projects Through Anticipated Economic Recovery (Stimulus) Legislation
10. Program, Policies and Procedures
11. Customer Information Materials
12. Relationship with Partners

ClearView's Short-Term Recommendations were as follows:

1. Balance the Fiscal Year 2009 Budget
 - a. Implement Fixed Route Service Enhancements
 - b. Implement Consolidated Shared Ride Service
 - c. Quantify and Obtain Local Match
 - d. Auction TACT Vehicles
 - e. Implement the Persons with Disabilities (PwD) Program
2. Assess Route Match Software and Obtain System Training
3. Work with Municipal Members to Appoint Open Board Positions
4. Develop Comprehensive Customer Information Materials
5. Determine Permanent Management Structure and Fill General Manager Position

Among the acting managers' Important Next Steps included:

1. Assess and Restructure Shared Ride Service
2. Assess and Revise the Shared Ride Fare Structure

Andrews asked the Board Members to review the information and come with questions to the next regular meeting in order to take action on the Short-Term Recommendations.

In addition to the printed materials the following were discussed:

1. TACT's Shared Ride average fare is \$15.41 while the state average is \$16-\$18 per average fare and recommended regular incremental fare increases to be effective even fiscal years from this point forward.
2. Although the budgets include interest only payments on the line of credit and set payments on the mortgage, in Fiscal Year 2010, TACT anticipates paying on the principal of these loans.
3. Concerning the Shared Ride program, fare inefficiencies and confusion contributed to the loss in this program the past several fiscal years.
4. It is imperative to the efficient and effective use of the RouteMatch software (Shared Ride scheduling) to secure an upgrade and obtain training.
5. A target date to implement the PwD program is July 1, 2009. Monies through a State grant are available for administration costs, marketing, and software.
6. The goal is to grow the transit system not shrink it.
7. Data collection procedures will be implemented to track the trips both by route and trip in order to more effectively analyze the system.
8. Bob Sharp cautioned that the Stimulus projects are candidate projects and nothing can be guaranteed since requests far outweigh the available grant money.
9. Tom Close thought it is important to study those with available transportation, ages 18-50 to determine what type of public transit they could use. Andrews said this is called a Transportation Development Plan, and may be considered at a later time.
10. Hyatt Hawke agreed with the need for a comprehensive marketing campaign to let the public know what services are available through TACT.

Andrews asked that the board consider a motion to implement the Fixed Route Changes at tonight's meeting in order to make the changes effective Monday March 30th. This is to comply with an agreement with the union to allow the pick sheet to be displayed prior to operator's bidding on pieces of work. Prior to a motion, Howard Jack asked if Manor Township trips would continue on Saturday and was told they will. John Lux made the motion, seconded by Tom Close, and unanimously passed.

The meeting was recessed for an executive session to discuss personnel issues at 513^{PM}. The public meeting resumed at 523^{PM}.

The next scheduled meeting of the Board of Directors will be held Wednesday, April 15, 2009 at 400^{PM}. Jack made a motion to adjourn, seconded by Close. Motion carried unanimously. The meeting adjourned at 524^{PM}.

Respectfully submitted,
Patti Lynn Baker