

**Town and Country Transit  
Minutes**

April 15, 2009  
400<sup>PM</sup>

The regular meeting of the Board of Directors of Mid-County Transit Authority, dba Town and County Transit, was held April 15, 2009 at 400<sup>PM</sup>. In attendance were Howard Jack, Manor Township; Hyatt Hawk, Manorville Borough; Charles Niceley, Applegold Borough; Tom Close, Kittanning Borough; John Lux, Ford City Borough; and Dave Stewart, East Franklin Township. Absent were Henry Mores, West Kittanning Borough and a representative from Ford Cliff Borough. Also in attendance were David Lint, TACT solicitor; TACT personnel, Gerry Miller and Patti Lynn Baker; and Laurie Andrews and Lynn Colosi, Clearview Strategies. Members of the public present included Steve, reporter for *The Kittanning Paper*; and John Ferraro and Terri Stein, employees of TACT.

There was no public to be heard.

Minutes from the March 18, 2009 meeting were accepted as presented under a motion by Stewart, seconded by Close. Motion carried unanimously.

The Financial information for March 2009 was reviewed. The Fixed Route Program shows a variance in Year-to-Date updated projected expenses of \$19,660 over budget while the Shared Ride program shows a variance in Year-to-Date updated projected expenses of \$56,658 under budget. Additional financial information as of March 31, 2009 included the balance sheet, check register, and cash receipts journal. An open payables as of April 15, 2009 was included. Following a discussion of the financial information provided to board members, the Treasurer's report for March 2009 was approved unanimously under a motion by Hawk, seconded by Close.

Colosi gave an update to the board that covered the following items:

1. Bank Loan and Line of Credit – Andrews, Miller, and Baker met with Herman Krummert, Senior VP of Farmers and Merchants Bank regarding the open loans. Krummert was pleased with the progress and TACT's plans to begin paying down the line of credit in FY 2010.
2. Board Membership and Participation – Both East Franklin and Ford City have appointed representatives since the March 11<sup>th</sup> meeting. Ford Cliff has yet to appoint a representative since they indicated their desire to withdraw from the Authority.
3. Capital Acquisitions – TACT accepted delivery of two 25-foot Ford gasoline buses March 20, 2009 for shared ride service.
4. Customer Information Materials – New hand schedules were distributed reflective of the fixed route service changes effective March 30, 2009. A new agency brochure was developed and is being prepared for production and distribution. A new design is in the works for the newly acquired vehicles as part of a re-imaging plan of TACT.
5. Fixed Route Service – TACT's Operations Manager, Miller, developed new fixed routes that combined two existing routes and improved headways. The savings are expected to realize a savings of \$18,000 this fiscal year. Positive feedback regarding the changes has been received. A new process of capturing and recording ridership data for fixed route service began in April 2009. An application for Welfare to Work funding was submitted to Southwestern Pennsylvania Commission to continue to provide late night service to the area.
6. Personnel – A new operator, primarily for the shared ride program, was hired and reported to work April 13<sup>th</sup>.
7. Agency Management – The board must select the management option it wishes to pursue by April 30, 2009 so that the consultants are able to assist the new manager.
8. Board Membership and Contribution – East Franklin has yet to contribute local match to the Authority. Its annual contribution is \$3,187. Ford Cliff's wish to withdraw from the Authority has

been addressed through the solicitor regarding the procedure that must be followed according to the Municipal Authorities Act.

9. Ongoing Capital Projects

- a. Kittanning Borough workers cleaned out the drains in Campbell Street and North Grant Avenues in an attempt to determine where the blockage was in order to repair drainage backups in the maintenance garage.
- b. TACT has been approved for American Recovery and Reinvestment Act funding (stimulus funds) to purchase 4 new cutaway vehicles (\$280,000) and maintenance equipment (\$30,277). Vehicles and equipment are expected to be delivered around October 1<sup>st</sup>.
- c. Communications equipment money is available through an existing federal grant. This grant will enable TACT to equip its fleet with GPS and AVL technology to improve efficiency and allow real time tracking.
- d. The above-mentioned federal grant provides nearly \$1.2 million to construct a storage facility next door. Requests for Proposals are to be issued late this summer.

10. Current Budget – Based on current projections, the budget is within \$16,000 of being balanced. Proceeds from a vehicle auction may help alleviate the deficit more.

11. Customer Information Material – The shared ride program will see improvements with the implementation of the Persons with Disabilities program, expected on July 1, 2009. TACT will solicit bids for development of a web site.

12. Fiscal Year 2010 Budget – The consultants and staff are working to draft a budget for FY 2010.

13. Partnerships – The consultants will be seeking to raise TACT's visibility and credibility and improve transportation services while seeking community partners to contribute to the budget.

14. Shared Ride – The consultants are reviewing the way TACT delivers its shared ride service in order to make the service more efficient and cost-effective. The formation of a local advisory committee for the PwD is underway in addition to marketing materials.\

Colosi's General Manager report was accepted under a motion by Lux, seconded by Stewart. Motion carried unanimously.

The public meeting was recessed for executive session for personnel issues at 4:45<sup>PM</sup>.

The public meeting resumed at 5:18<sup>PM</sup>. Under a motion from Close, seconded by Niceley, the decision to vote on a permanent management structure for filling the General Manager's position will be tabled until a special meeting on April 28<sup>th</sup> at 400<sup>PM</sup> to discuss this personnel issue. Motion carried unanimously.

Under old business, the following were discussed:

1. Local Match Contributions will be discussed at next month's regular meeting.

The next scheduled meeting of the Board of Directors will be held Wednesday, May 20, 2009 at 400<sup>PM</sup>. Hawke made a motion to adjourn, seconded by Close. Motion carried unanimously. The meeting adjourned at 528<sup>PM</sup>.

Respectfully submitted,

Patti Lynn Baker