

CENTRE AREA TRANSPORTATION AUTHORITY  
REGULAR BOARD MEETING  
**MINUTES**

November 26, 2007  
4:00 PM

STATE COLLEGE BOROUGH BUILDING  
Room 241, 243 S. Allen Street

BOARD MEMBERS PRESENT:       John Spychalski, Chairman  
  Joseph L. Davidson, Vice Chairman  
  Richard Kipp, Treasurer  
  Kathryn Bittner  
  Gary Powers

STAFF PRESENT:                   Hugh Mose, General Manager  
  Judith Minor, Director of Administration  
  Amanda Jones, Asst. Director of Administration  
  Sherry Snyder, Asst. Director of Transportation  
  Melissa Hnatkovich, HR Specialist  
  Jacqueline Sheader, Marketing Manager  
  Dina Ruggiero, Executive Assistant

OTHERS PRESENT:                Craig Humphrey, State College Borough Liaison

**I.       CALL TO ORDER**

Chairman Spychalski called the meeting to order at 4:05 PM. Hugh Mose made the introduction of Missy Hnatkovich to the Board members. Missy serves as the HR Specialist for CATA. Chairman Spychalski also announced that this meeting will be the last meeting for Craig Humphrey as the State College Borough Liaison. No replacement for Mr. Humphrey has been appointed as of yet, but should be appointed by the first of the year.

**II.      PUBLIC COMMENT**

There were no public comments.

**III.     OLD BUSINESS**

A.       *Approval of Minutes of October 22, 2007 Regular Board Meeting*

Chairman Spychalski entertained a motion to approve the minutes. Richard Kipp moved to approve the minutes of the October 22, 2007 Regular Board Meeting as presented. Joe Davidson seconded. The motion carried unanimously.

B.       *Receipt of October 2007 Finance Reports*

Chairman Spychalski entertained a motion to accept the October Finance Report. Kathryn Bittner moved to accept the October 2007 Finance Report. Joe Davidson seconded.

Judi Minor explained how the vanpool expenses are showing in the Finance reports. Ms. Minor also pointed out that there is a fairly large expenditure under supervisory benefits that relates to the conversion of part of Bob Colton's accumulated sick leave to a Health

Retirement Savings Account. There is a large expense from the tires that were bought last month for the dump truck. Gary Powers asked how far in advance fuel has been purchased. Ms. Minor explained that fuel for January and February has been purchased in full, 75% of March has been purchased and 25% of each April and May has been purchased. Prices remain below what has been budgeted.

Hugh Mose commented on the ridership numbers for October as being the highest in the history of CATA. These numbers are mainly because there was no Penn State fall break, there were no holidays, there were 31 days in October and the month was entirely Full Service. Loop ridership showed a continued declining trend and the PSU Ride for Five Program continues to show increased numbers. There was brief discussion on the Ride for Five Program and whether Borough Employees are included in the report. Judi explained that the numbers only include PSU employees. Mr. Mose explained that Eric keeps the numbers for the Borough and if need be, those numbers can be provided at the next Board Meeting.

Chairman Spychalski commented that the individual One-Pass sales are up 17%. Mr. Mose further explained that the increases in some routes and decreases in other routes are mainly due to several routes being discontinued and combined into other routes. Richard Kipp questioned the number of bikes being carried on the buses in the month of October. Mr. Mose concurred that the number seemed high and that he would have Sherry look into it further to verify it is indeed correct.

With no further discussion, Chairman Spychalski called for a vote. The motion carried unanimously.

C. *Policy Review and Adoption*

Chairman Spychalski entertained a motion to adopt the revised Sections II through VII of the Personnel Manual. Richard Kipp moved to adopt Sections II through VII. Gary Powers seconded.

Amanda Jones stated that the revisions that were requested at the last Board meeting in Sections II through VII of the Personnel Manual have been made. The disclaimer at the bottom of the page has been removed and only the disclaimer language in Section 2.3 will be used. Under the Effective Dates in Section 2.6, the language has been changed to “upon adoption or revision by the Board,” and finally, under the Coverage heading in Section 2.7 the language regarding “slight variances” has been modified. Mr. Davidson questioned the wording of “slight” and how it is determined. After some discussion, it was decided that the revised wording is appropriate.

With no further discussion, Chairman Spychalski called for a vote. The motion carried unanimously.

Ms. Jones along with help from Missy Hnatkovich then described proposed changes to the final sections of the Personnel Manual up for review this month (Sections VIII through XVIII). Ms. Jones noted that grammar edits and proposed content changes are indicated by strikeouts and editorial notes. The changes suggested by the Board will be made and a revised copy of the Personnel Manual will be included in the next Board meeting packet.

#### **IV. NEW BUSINESS**

##### **A. *December and January Board Meeting Dates***

Chairman Spsychalski entertained a motion to cancel the December Board meeting and combine it with the January Board meeting. Hugh Mose stated that due to a lack of agenda items, staff does not believe that there are any issues so pressing that the December 17<sup>th</sup> meeting needs to be held. It was also suggested that the January 28<sup>th</sup> meeting be changed due to a conflict on Mr. Mose's schedule. The decision was made to combine the December 2007 Board Meeting with the January 2008 Board Meeting. The date for the "combined" meeting will be January 14<sup>th</sup>, 2008.

There was also brief discussion as to when to hold the annual planning work session. There were several dates discussed, but no final decision has made. The Board members were asked to check their calendars and provide staff with dates they are available, so that a decision can be made.

Mr. Davidson also mentioned if there were plans to have the Breakfast for the newly elected officials at the CATA Office. Mr. Mose indicated that there in fact, would be, however the date has not yet been determined. A date will need to be discussed and it will be presented at the next Board meeting.

Joe Davidson moved to cancel the December Board Meeting and combine it with the January meeting on January 14<sup>th</sup>, 2008 and Richard Kipp seconded. The motion carried unanimously.

##### **B. *Centre Ride Hours of Operation***

There was brief discussion of the staff's proposal to simplify the operating hours of the Shared Ride component of the Centre Ride program to correspond with the operating hours of the ADA complimentary Paratransit Service. Mr. Mose gave an explanation as to the benefits of this change and after discussion it was decided that this was a positive change. It will take effect immediately with the printing of the new Centre Ride Brochures.

#### **V. OTHER BUSINESS**

##### **A. *General Manager's Report***

Hugh Mose stated that Bus #85 is up and running and, at the moment, is running with no problems. Mr. Mose noted to expect the ridership numbers for November to decline from the record high numbers from the month of October. He also mentioned the many December activities that are taking place, such as the Holiday Lights Tour which will take place the week of December 17<sup>th</sup> through December 23<sup>rd</sup>. The tour offers four trips per night. Mr. Mose stated that the tickets for the Holiday Lights Tour will go on sale on December 4<sup>th</sup>, however if any Board member is interested in pre-sale tickets, they can be purchased on November 26<sup>th</sup> through November 28<sup>th</sup> by contacting Jackie Sheader. Mr. Mose also mentioned to the Board that the annual CATA Holiday Party is December 2<sup>nd</sup> at Tussey Mountain. Also, he and Janyce's Annual Holiday Open House will be held on December 16<sup>th</sup>. The Annual First Night Event, where CATA's downtown office will be open to the public from 5 p.m. until 10 p.m., is taking place on December 31<sup>st</sup>.

##### **B. *Service Development Report***

Mr. Eric Bernier was absent from the meeting, so only a written report was available.

**VI. ADJOURNMENT**

With no further business to discuss, Chairman Spychalski entertained a motion to adjourn the meeting. Kathryn Bittner moved to adjourn the meeting at 5:13 PM. Joe Davidson seconded. The motion carried unanimously.