

**CENTRE AREA TRANSPORTATION AUTHORITY
REGULAR BOARD MEETING**

MINUTES

January 16, 2006

4:00 PM

SCHLOW CENTRE REGION LIBRARY
Community Room

BOARD MEMBERS PRESENT: John Spychalski, Chairman
 Joe Davidson, Vice-Chairman
 Richard Kipp, Treasurer
 Gary Powers
 Kathryn Bittner

STAFF PRESENT: Hugh Mose, General Manager
 Judi Minor, Director of Administration
 Eric Bernier, Service Development Manager
 Joe Gilbert, Director of Transportation
 Terri Quici, Executive Assistant

OTHERS PRESENT: Tim Geibel, CRPA, Transportation Planner
 Craig Humphrey, State College Liaison

I. CALL TO ORDER

Chairman Spychalski called the meeting to order at 4:00 PM.

II. 2006 ADMINISTRATIVE ACTIONS

A. *Election of Officers*

Chairman Spychalski entertained a motion to receive nominations for the election of officers for 2006. Gary Powers moved that the following be considered: John Spychalski, Chairman; Joe Davidson, Vice-Chairman; Richard Kipp, Treasurer; Judith Minor, Asst. Treasurer; and Hugh Mose, Secretary. Kathryn Bittner seconded the motion. There being no other nominations, Chairman Spychalski called for a vote to elect the slate as presented, and the motion passed unanimously.

B. *Introduction of Operations Supervisor*

Joe Gilbert introduced Craig Hess as the new Operations Supervisor. Chairman Spychalski welcomed Mr. Hess and introduced each of the Board members. Hugh Mose asked Mr. Hess to share some of his background. Mr. Hess indicated he had worked for *The Grit* in Williamsport, then *The Centre Daily Times* for twelve years before moving to Handy Delivery, where he was employed with Centre Ride. Mr. Hess finally was hired as a driver by CATA, where he has worked for the past six years.

III. PUBLIC COMMENT

None.

IV. OLD BUSINESS

A. *Approval of Minutes of December 7, 2005 Work Session*

Chairman Spychalski entertained a motion to approve the minutes. Richard Kipp moved to approve the minutes of the December 7, 2005 Work Session as presented. Kathryn Bittner seconded. The motion carried unanimously.

Craig Humphrey asked if the Borough Liaison should attend the Work Sessions. Chairman Spychalski stated that he is not required to attend but offered to make sure he received notice of the Work Sessions and noted he is welcome to attend. Mr. Humphrey indicated he did not mind receiving the notices but couldn't promise that he'd be able to attend all the meetings.

B. *Approval of Minutes of December 19, 2005 Board Meeting*

Chairman Spychalski entertained a motion to approve the minutes. Gary Powers moved to approve the minutes of the December 19, 2005 Board Meeting as presented. Joe Davidson seconded. The motion carried unanimously.

C. *November 2005 Finance Report*

Chairman Spychalski entertained a motion to receive the November 2005 Finance Report. Kathryn Bittner moved to receive the November 2005 Finance Report. Gary Powers seconded.

Judi Minor noted a change in which fuel cost was placed in the Service Vehicle Maintenance line incorrectly. Gary Powers asked Ms. Minor about the overall fuel situation. Ms. Minor stated that three weeks ago prices were about \$15/mcf and as of three days ago it had come down to \$9/mcf, so she bought fuel through the end of March 2006. There was discussion regarding renewing the contract with GasMark earlier than the end of the current agreement so that fuel could be bought past September. Ms. Minor indicated that GasMark has been very honorable and straightforward in their dealings with CATA. Mr. Mose stated that staff would review the renewal and provide additional information at a later date.

Mr. Mose pointed out that a comparison of revenues and expenses shows that CATA is in pretty good shape, in spite of the CNG price increase. Mr. Mose also reported on the Fare Media and Ridership reports, noting that the trends continue upward.

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

D. *Policy Adoption and Review*

Judi Minor stated that copies of the policies reviewed at the December 19th meeting were in the Board packets. Ms. Minor stated that it is recommended that the Board adopt the policies with the suggested changes. Chairman Spychalski entertained a motion to adopt polices reviewed at the December 19, 2005 meeting. Joe Davidson moved to adopt the Code of Conduct Regarding Fraud & Ethical Conduct, Military Leave, and Military Reserves or National Guard Leave policies. Gary Power seconded. The motion carried unanimously.

Judi Minor stated that the policies up for review at this meeting are Political Activity Policy, Procurement Procedures, Smoke-Free Workplace Policy, Sexual-Abuse Prevention Policy and Sexual Harassment Policy. Ms. Minor stated that in Amanda Jones' memo to the Board indicates

there are no changes in the 1st, 3rd, and 4th policies. Ms. Minor stated that staff recommends in the Procurement Policy that positions be updated to reflect current titles. Ms. Minor also stated that the only recommendation for the Sexual Harrassment Policy includes the committee name change from Harrassment Committee to Review Committee.

E. *Library Occupancy Agreement*

Hugh Mose stated that this item has been on the agenda several times and staff is still working on insurance and indemnification issues with their counterparts at the Library. Mr. Mose requested the Board allow him to execute the agreement when terms are agreeable to CATA's solicitor and him. Ms. Minor explained that the language the Library suggested is that each party cover what's appropriate. Ms. Minor stated that she is not comfortable with that general statement and doesn't understand why they are not being as specific and detailed as they have been in other parts of the agreement. Joe Davidson stated that insurance limits should be indicated. Chairman Spychalski agreed. Mr. Davidson indicated his appreciation for Ms. Minor's steadfastness in this matter.

Joe Davidson recalled a previous conversation regarding the official recording of the Library Agreement. Hugh Mose stated that he remembered that Bob Martin was to call Mr. Davidson regarding the issue. After much discussion as to whether this document should be formally recorded, Joe Davidson moved that the Board authorize the General Manager to execute the Occupancy Agreement with the Schlow Centre Region Library, once revisions to the insurance and indemnification language acceptable to the General Manager and Solicitor have been incorporated, and that the Occupancy Agreement be recorded within 30 days as a public document. Gary Powers seconded. With no further discussion, the motion carried unanimously.

V. NEW BUSINESS

A. *FY 2006/2007 Budget Timetable*

Chairman Spychalski stated that the Budget Timetable for FY 2006/2007 is in the Board Packets for review. Chairman Spychalski entertained a motion to adopt the Budget Timetable. Kathryn Bittner moved to adopt the Budget Timetable for FY 2006/2007. Richard Kipp seconded. Hugh Mose suggested that the Board schedule the budget Work Session in March at this time. After discussion of alternative dates, the Board agreed to meet at 4:15 PM on March 23, 2006. With no further discussion, the motion carried unanimously.

B. *Centre County MPO Long Range Transportation Plan (LRTP) Update – Project Priorities*

Tim Geibel explained that the MPO is currently updating priorities for the new LRTP so they can identify and allocate funding to various projects. Mr. Geibel stated that he is seeking comments from the Board to include in the ranking list. The Board discussed Park and Ride Lot projects and replacement of buses. Tim Geibel stated that this is a project "wish list" more than a funding document. Mr. Geibel thanked the Board for their input, which will be used to finalize the ranking list.

VI. OTHER BUSINESS

A. *General Manager's Report*

Hugh Mose stated that Gary Powers has been re-appointed for another five years as Patton Township representative. Mr. Mose congratulated Mr. Powers as well as the re-elected officers of the Board. Mr. Mose reported that he had an opportunity to meet with Congressman Peterson's new Aide, Ryan Bowley.

B. Service Development Report

Eric Bernier stated that the Holiday Lights Tour went very well and was enthusiastically supported by drivers and staff. Mr. Mose indicated that it is a big undertaking but that our community really likes the service. Mr. Bernier stated that it is a way to connect with parts of the community that we would normally not have an opportunity to serve.

Richard Kipp asked if we are participating in the Energy Expo. Mr. Mose stated that we expect to participate at the same level as the last Expo with a bus on display.

VII. ADJOURNMENT

With no further discussion, Gary Powers moved to adjourn the meeting at 5:15 PM. Joe Davidson seconded. The motion carried unanimously.

VIII. EXECUTIVE SESSION

The Board reconvened in Executive Session to discuss personnel issues.