

**RED ROSE TRANSIT AUTHORITY  
MINUTES**

DATE: January 19, 2011

TIME: 7:00 p.m.

PLACE: RRTA Operations Center  
45 Erick Road  
Lancaster, PA 17601

PURPOSE: Regular Monthly Public Board Meeting

ATTENDANCE: Members: Jeffrey R. Wibberley, Jon P. Farrell, Bonnie Glover, Anne V. Osborn, Jeffrey P. Ouellet, Sandra M. Thompson, June J. Wolf

Solicitor: William J. Cassidy, Jr.

Staff: David W. Kilmer, Susan L. Darby, Jeffrey H. Glisson

Guests: Mark Glatz – Easton Coach

ORDER OF BUSINESS:

1. Call to Order

Mr. Wibberley called the meeting to order at 7:02 p.m.

2. Approval of the Minutes of the December 15, 2010 Public Meeting

Upon motion by Mr. Ouellet seconded by Ms. Osborn, the minutes of the December 15, 2010 public meeting were approved, as written.

3. Bills and Communications

None

4. Reports of Committees

A. Personnel Committee – June J. Wolf, Chairwoman

Personnel Committee met before the meeting to review employee evaluations.

B. Operations Committee – Sandra M. Thompson, Chairwoman

No report at this time.

C. Finance Committee - Jon P. Farrell, Chairman

No report at this time.

D. Marketing Committee – Anne V. Osborn, Chairwoman

Ms. Osborn stated the marketing report was included in the packets.

5. Old Business

None.

6. New Business

A. Election of Officers for 2011

Mr. Ouellet submitted the Nominating Committee's recommendations and nominations as follows:

Chairman – Jeffrey R. Wibberley

Vice-Chairwoman – Sandra M. Thompson

Secretary – June J. Wolf

Treasurer - Jon P. Farrell

A motion was made by Mr. Farrell, seconded by Ms. Glover, to close nominations and accept the nominated slate of officers as presented by the committee. The Board approved the slate of officers as nominated, by unanimous vote.

B. Appointment of Board Committees for 2011

Mr. Kilmer announced Board committee assignments for 2011. A new list of committee assignments was distributed.

Upon motion by Ms. Osborn, seconded by Mr. Ouellet, the Board approved the Board Committee assignments for 2011.

C. Award of Solicitor for 2011

Mr. Kilmer advised that the staff recommends award to Appel & Yost, represented by William J. Cassidy, Jr., at a rate of \$160 per hour for the first year of a five-year contract, to serve as the solicitor of the Authority.

Upon motion by Mr. Farrell, seconded by Ms. Thompson, the Board awarded a five year contract to Appel & Yost, represented by William J. Cassidy, Jr., to serve as solicitor for the Authority.

D. Award of Labor and other Legal Services

Mr. Kilmer advised that the staff recommends award to Stevens & Lee at a rate of \$240 per hour for the first year of a five year contract, to provide labor and other legal services for the Authority.

Upon motion by Ms. Wolf, seconded by Mr. Farrell, the Board awarded a five year contract to Stevens & Lee to provide labor and other legal services for the Authority.

E. Resolution 1-11, Award of Bids for Bus Stop Improvements

Mr. Kilmer reported that RRTA is joining with the County of Lancaster to make improvements along Chestnut Street in front of the new County Services Building at 150 North Queen Street. Bids were received by the County and were awarded for general construction, electrical, and the under-slab heat ice melt system. The total cost for RRTA will be \$66,678 that will be funded from federal enhancement funds available for projects that directly benefit passengers of the service. The project is expected to be completed by May 16, 2011.

Upon motion by Ms. Thompson, seconded by Mr. Ouellet, the Board adopted Resolution 1-11.

F. Approval of Change Order for Reynolds construction Management for QSS II

Mr. Kilmer reported that due to the construction delay resulting from the building collapse in April, 2010, and the additional micropile work needed for the foundations, the Queen Street Project will be close to six months behind schedule. Reynolds has provided a price of \$125,127 to maintain their services for the duration of the project.

Upon motion by Ms. Glover, seconded by Mr. Ouellet, the Board approved the Change Order for Reynolds Construction Management.

G. Approval of Change Orders – Facility Renovation Project

Mr. Kilmer reviewed the change orders since December, 1010 and reported that the project is winding down with only a few punch list items remaining.

Upon motion by Ms. Thompson, seconded by Ms. Osborn, the Board approved the Change Orders for the Facility Renovation Project.

H. Approval of Change Orders – Queen Street Station Phase II

There were no change orders since December, 2010.

I. Acceptance of the December 2010 Operating Statement

Mr. Kilmer reported that fixed route ridership decreased by 1.0% while shared rides increased 1.6%. Total ridership decreased from 179,062 to 177,937, or .6%. For the fiscal year, ridership shows an overall increase of 1.6% with fixed route ridership up .6% and shared ride up 6.7%.

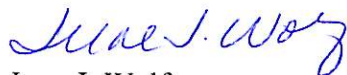
Financially for December, operating revenues of \$726,476 combined with grants of \$547,080 for total revenues of \$1,273,556. This compared to expenses of \$1,269,813 for a net gain of \$3,743. This is mainly due to the lower price of fuel compared to the budgeted cost.

Upon motion by Ms. Wolf, seconded by Mr. Farrell, the December 2010 Operating Statement was accepted by the Board, subject to audit.

7. Adjournment

Upon motion of Ms. Thompson, the meeting adjourned at 7:28 p.m.

Respectfully submitted,



June J. Wolf  
Secretary