

**RED ROSE TRANSIT AUTHORITY
MINUTES**

DATE: November 28, 2012

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, Rebecca S. Denlinger, Jon P. Farrell, Bonnie Glover, Cynthia M. Lonergan, Cheryl L. Love, Jeffrey P. Ouellet, Sandra M. Thompson, June J. Wolf

Solicitor: Brad Zuke, Appel & Yost

Staff: David W. Kilmer, Jeffrey H. Glisson

Guests: None

ORDER OF BUSINESS

1. Call to Order

Chairman, Jeffrey Wibberley, called the meeting to order at 7:00 p.m.

2. Approval of the Minutes of the October 17, 2012 Public Meeting

Upon motion by Ms. Glover, seconded by Ms. Lonergan, the minutes of the October 17, 2011 public meeting were approved as written.

3. Bills and Communications

None

4. Reports of Committees

A. Personnel Committee – June J. Wolf, Chairwoman

Ms. Wolf reported the committee met prior to the meeting to review the updated Personnel Policy.

B. Operations Committee – Sandra M. Thompson, Chairwoman

No report.

C. Finance Committee - Jon P. Farrell, Chairman

Mr. Farrell reported that approval of the Audit for FY 2012 will be considered under Old Business.

D. Marketing Committee – Bonnie Glover, Chairwoman

Ms. Glover stated the Marketing Report is included in the packet.

5. Old Business

A. Approval of FY 2011-12 Audit

Mr. Kilmer reported that the draft audit was reviewed by the Finance Committee in October and copies distributed to all Board members for review. The staff has not received any comments, and recommends approval.

Upon motion by Mr. Farrell, seconded by Ms. Denlinger, the Board approved the FY 2011-12 Audit.

6. New Business

A. Approval of Personnel Policy

Mr. Kilmer reported that the Administrative Personnel Policy has been updated to include any changes in employment law since last adopted in 2008. The update included changes in FMLA and health care updates. The Policy was reviewed by the Personnel Policy Committee and the staff recommends approval.

Upon motion by Ms. Wolf, seconded by Ms. Lonergan, the Board approved the Administrative Personnel Policy.

B. Approval of Resolution 14-12, Amendment 4 to the RRTA Pension Plan

Mr. Kilmer reported that this amendment reflects the latest changes to the Collective Bargaining Agreement with ATU Local #1241 in terms of benefits provided by the pension plan.

Upon motion by Ms. Wolf, seconded by Ms. Glover, the Board approved Resolution 14-12.

C. Award of Vehicle Disposal Bids

Mr. Kilmer reported that RRTA rebid the sale of three shared ride vans that were previously awarded due to the failure of the bidders to follow through with the purchases. These bidders will no longer be eligible to bid on RRTA's vehicle disposals in the future.

Upon motion by Ms. Glover, seconded by Mr. Farrell, the Board authorized award of the vehicle disposal bids as presented on the bid tabulation.

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

Mr. Kilmer reviewed the latest Change Orders for the project. The list also includes some change orders for the work being done in the lease space, as noted.

Upon motion by Ms. Glover, seconded by Ms. Wolf, the Board approved the Change Orders. Ms. Love abstained.

E. Resolution 15-12 – Lease Agreement with Housing Development Corporation

Mr. Kilmer reported that a proposal for the lease of space at the Queen Street Station was received from PPM, Inc., on behalf of the Housing Development Corporation. The lease would include the entire third floor and part of the second floor at a price of \$7.15 per square foot. It is the intent of the Housing Development Corporation to occupy the lease space by May, 2013.

Upon motion by Ms. Thompson, seconded by Mr. Ouellet, the Board approved Resolution 15-12.

F. Acceptance of the October 2012 Operating Statement

For October, ridership showed a slight decrease of 1.6% for the month, with fixed route decreasing by .3% and shared ride decreasing by 8.7%. For the fiscal year, ridership has shown a 1.6% decrease with fixed route showing a .6% decrease and shared ride showing a 6.5% decrease.

For October, operating revenue of \$916,433 combined with grants of \$583,418 for total revenue of \$1,499,851. This compared to expenses of \$1,346,449, for a \$153,402 gain for the month that was all in the shared ride service, due to reconciliation of the MATP summer camp trips.

Upon motion by Mr. Farrell, seconded by Mr. Ouellet, the Board accepted the October 2011 Operating Statements, subject to audit.


7. Public Comment

None

8. Adjournment

With no further business to discuss, the meeting adjourned at 7:23 p.m.
upon motion by Ms. Thompson.

Respectfully submitted,



June J. Wolf
Secretary