

**RED ROSE TRANSIT AUTHORITY
MINUTES**

DATE: September 19, 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, Susan L. Darby, Jeffrey H. Glisson

Guests: Mark Glatz – Easton Coach

ORDER OF BUSINESS:

1. Call to Order

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

2. Approval of Minutes of the July 18, 2012 Public Meeting

Upon motion by Ms. Glover, seconded by Mr. Farrell, the minutes of the July 18, 2012 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 that the committee met prior to the meeting to discuss the labor settlement.

B. Operations Committee – Sandra M. Thompson, Chairwoman

No report

C. Finance Committee – Jon P. Farrell, Chairman

No report.

D. Marketing Committee – Bonnie Glover – Chairwoman

Ms. Glover reported that the Marketing report is included in packet.

5. Old Business

None

6. New Business

A. Approval of Contract with ATU Local 1241

Mr. Kilmer reported that a tentative two year agreement was reached with ATU Local 1241 on August 28, 2012. A summary of changes was reviewed.

Upon motion by Ms. Thompson, seconded by Ms. Love, the Board approved the Contract with ATU Local 1241.

B. Adoption of Resolution 11-12, Award of Real Estate Services

Mr. Kilmer reported that an RFP was issued to secure professional real estate services to lease the two floors of space at the Queen Street Station and the air rights over the new parking garage. One proposal was received from PPM Real Estate, Inc. The staff has reviewed the proposal and recommends approval.

Upon motion by Ms. Wolf, seconded by Ms. Lonergan, the Board adopted Resolution 11-12, awarding real estate services to PPM Real Estate, Inc.

C. Approval of Purchase of Scissors Lift

Mr. Kilmer reported that the staff received process from the state contract for the purchase of a scissors lift to be used at the parking garage and Queen Street Station. The price is \$12,170.60 from Equipment Depot that is

the vendor on the state contract. The lift will be used for changing light bulbs at the garage and QSS, plus other high maintenance needs. The staff recommends approval.

Upon motion by Ms. Glover, seconded by Ms. Love, the Board the purchase of a scissors lift.

-3-

D. Approval of Vehicle Disposal Bids

Mr. Kilmer reported that for the first time, the staff utilized the state online auction for the disposal of vehicles that are beyond their useful life. There were nine paratransit vans and two 1998 TMC 35' buses up for bid. A summary of the bid tabulation was reviewed and a recommendation to approve vehicle disposal bids was made.

Upon motion by Ms. Lonergan, seconded by Mr. Ouellet, the Board approved the bids for vehicle disposal as submitted.

E. Acceptance of the July and August 2012 Operating Statements

Mr. Kilmer reported that for the month of July, ridership decreased 1.2%. This included a .7% increase in bus rides and a 9.2% decrease in shared rides, due to summer camps being lower volume that last year. Overall, ridership has decreased 1.2% for the first month of the fiscal year.

Financially for July, operating revenues of \$826,098 combined with operating grants of \$607,136 for total revenues of \$1,433,234. This compares with expenses of \$1,477,455 providing a \$44,221 deficit for the month due to accounting of summer camps, which should reverse out by September.

Upon motion by Mr. Farrell, seconded by Ms. Glover, the Board accepted the July 2012 Operating Statement, subject to audit.

Mr. Kilmer reported that for the month of August, ridership increased 1.9%. This included a 2.0% increase in bus rides and a 1.2% increase in shared ride. Overall, ridership has increased 0.4% for the first two months of the fiscal year.

Financially for August, operating revenues of \$802,972 combined with operating grants of \$616,610 for total revenues of \$1,419,582. This compared with expenses of \$1,575,765 providing a \$156,183 deficit for the month due to accounting of summer camps, which should reverse out by September and the higher price for fuel.

Upon motion by Mr. Farrell, seconded by Ms. Thompson, the Board accepted the August 2012 Operating Statement, subject to audit.

-4-

8. Adjournment

With no further business to discuss, the meeting adjourned at 7:22 p.m., upon motion by Ms. Thompson.

Respectfully submitted,

June J. Wolf
Secretary