



**CAMTRAN BOARD OF DIRECTORS' MEETING MINUTES**  
**Friday, March 22, 2024, 09:30 a.m.**  
**502 Maple Avenue, Johnstown, PA 15901**

**I. Call Meeting to Order**

- A. Roll Call**
- B. Silent Prayer**
- C. Flag Salute**
- D. Adopt the March 22, 2024, Agenda.**

Timothy Whited, Chairman, entered a motion to adopt the March 22, 2024, agenda.

Thomas Gramling (Treasurer) made a motion to adopt the March 22, 2024, agenda.

Ed Dreikorn seconded the motion.

The motion was unanimously approved.

**II. Approval of minutes from the February 22, 2024, CamTran Board of Directors meeting.**

Timothy Whited, Chairman, entered the motion to approve the minutes from the February 22, 2024, CamTran Board of Directors meeting.

Joe Slifko, Vice Chairman, made a motion to approve the minutes from the February 22, 2024, CamTran Board of Directors meeting.

Ed Dreikorn seconded the motion.

The motion was unanimously approved.

**III. Executive Director's Report** presented by Rose Lucey-Noll

- Total Revenue is up by 6.42%; Total Expenses are down by 22.46%.
- Dashboard Performance Measures: Passengers per Revenue Vehicle Hour: we are not meeting them but getting very close to it.
- Fixed Route: Month to date for February up 11%, YTD is up 5%. Shared Ride/Reserve-A-Ride: Month to month for February is up 21%, YTD is up



- 30%. ADA: Month to month for February is up 24%; YTD is up 28%. Total Ridership is up 6%.
- PennDOT performance review was done last May. The report is an action item on the agenda. During Covid we were not meeting our performance measures but now we reestablished new targets. Every five years they do the review and everything went well. Several best practices in different areas were introduced. Fixed-Route Rider Profile: 98% rider satisfaction with our service, 30% use the service to get to work; 52% of rider households are earning less than \$30k per year; 19% of our riders are age 65 and older; 8% are 18 and younger. 33% of customers ride almost every day.
- Ridership before Covid was 1.2 million passenger trips; ridership is going up every year which is very positive. In FY 2022 CamTran provided 4,992 ADA trips and 26,843 shared ride trips. Lottery funded senior trips was 92% of the total shared ride trips.
- Economic Measures: CamTran was spending \$11M with Pa vendors; Operator salaries and wages is \$3M, Average hourly and Fixed-Route driver wage is \$25.96/hr for Urban, and \$22.79/hr for Rural.
- For Best Practices: They considered our best practice was keep our service running during Covid. We did not reduce service hours during Covid for fixed-route and shared ride was curtailed. Next we partnered with the City with the AISE grant.
- Opportunities for Improvement: conduct routine customer surveys, pursue advertising, parts turnover, market rate analysis and a strategic plan.
- Performance Action Plan is on the agenda that the Board will approve today. From 2024-2028 there are completion dates approved by PennDOT.
- Three mechanics were sent to Indiana Co. for CNG training. They all passed.
- John Geiser asked to perform training with Richland Twp. With the CNG training and the Johnstown Fire Department was here this week. Tom Horner coordinated this training.
- This week was National Employee Appreciation week. Several events were held this week. She read comments from the social media pages and on Face Book the positive comments and thank you's and thanked all the employees.

**IV. Committee Reports**

**A. Finance Committee**

**i. Treasurer's Report**

Given by Thomas Gramling, Treasurer. A Finance Committee and Human Resources Committee meeting was held this morning. In attendance were: Thomas Gramling, Timothy Whited, and Joe Slifko. Trish Corle was absent. Staff in attendance: Rose Lucey-Noll, Tabatha Johnson, Robert Johnson in for Kimberly Morley who was absent. They discussed the financials, Dashboard, project updates, and the Inclined Plane project. Action items are on the agenda for approval.

Approval of Finance Committee agenda and financial statements.  
Thomas Gramling and Joe Slifko.

**ii. Approval of financial statements reviewed by the Finance Committee, for February 2024.**

Timothy Whited, Chairman, entered the motion for approval of the financial statements reviewed by the Finance Committee, for February 2024.

Joseph Slifko, Vice-Chairman, made a motion for approval of the financial statements reviewed by the Finance Committee, for February 2024.

Thomas Gramling seconded the motion.

The motion was unanimously approved.

**iii. Approve the 2024 – 2028 PennDOT Performance Review Action Plan**

Timothy Whited, Chairman, entered the motion to approve the 2024-2028 PennDOT Performance Review Action Plan.

Kristen Villarrial made a motion to approve the 2024-2028 PennDOT Performance Review Action Plan.

Ed Dreikorn seconded the motion.

The motion was unanimously approved.

**iv. Motion for approval for fuel bids to the lowest responsible bidder.**

Timothy Whited, Chairman, entered the motion to approve for approval to the lowest responsible bidder.



Joe Slifko, Vice-Chairman, made a motion for approval to the lowest responsible bidder.

Thomas Gramling, Treasurer, seconded the motion.

The motion was unanimously approved.

**v. Adopt Resolution 2024-02, CamTran 2023-2024, Consolidated Capital Grant Application (CCA)**

Timothy Whited, Chairman, entered the motion to adopt Resolution 2024-02, CamTran 2023-2024 Consolidated Capital Grant Application (CCA)

Kristin Villarrial made a motion to adopt Resolution 2024-02, CamTran 2023-2024 Consolidated Capital Grant Application (CCA).

Thomas Gramling, Treasurer, seconded the motion.

The motion was unanimously approved.

**B. Construction Committee –**

**i. Ratify payment of Pay Application #27, \$75,977.57, to Plant Services Group (MC), as reviewed by the Construction Committee on February 27, 2024.**

Timothy Whited, Chairman, entered the motion to ratify payment of Pay Application #27, \$75,977.57, to Plant Services Group (MC), as reviewed by the Construction Committee, on February 27, 2024.

Thomas Gramling, (Treasurer), made a motion to ratify payment of Pay Application #27, \$75,977.57, to Plant Services Group (MC), as reviewed by the Construction Committee, on February 27, 2024.

Joseph Slifko, Vice-Chairman, seconded the motion.

The motion was unanimously approved.



**ii. Ratify payment of Pay Application #27, \$92,695.45, to Mosites (GC), as reviewed by the Construction Committee on February 27, 2024.**

Timothy Whited, Chairman, entered the motion to ratify payment of Pay Application #27, \$92,695.45, to Mosites (GC), as reviewed by the Construction Committee, on February 27, 2024.

Thomas Gramling, Treasurer, made a motion to ratify payment of Pay Application #27, \$92,695.45, to Mosites (GC), as reviewed by the Construction Committee, on February 27, 2024.

Ed Dreikorn seconded the motion.

The motion was unanimously approved.

**iii. Ratify payment of Pay Application #27, \$3,800.00, to Schultheis Electric (EC), as reviewed by the Construction Committee on February 27, 2024.**

Timothy Whited, Chairman, entered the motion to ratify payment of Pay Application #27, \$3,800.00, to Schultheis Electric (EC), as reviewed by the Construction Committee, on February 27, 2024.

Thomas Gramling, Treasurer, made a motion to ratify payment of Pay Application #27, \$3,800.00, to Schultheis Electric (EC), as reviewed by the Construction Committee, on February 27, 2024.

Ed Dreikorn seconded the motion.

The motion was unanimously approved.

**C. Human Resources Committee**

**i. Adopt Resolution 2024-03, for the A I (Artificial Intelligence) Policy**

Timothy Whited, Chairman, entered the motion to adopt Resolution 2024-03, for the A I (Artificial Intelligence) Policy.

Joseph Slifko, Vice-Chairman, made a motion to adopt Resolution 2024-03, for the A I (Artificial Intelligence) Policy.

Kristen Villarrial seconded the motion.

The motion was unanimously approved.



**V. Financial Reports**

**A. Approval of financial statements reviewed by the Finance Committee for February 2024.** Listed twice by error. Tim Whited made note of this. Already reviewed in Section V. A. ii.

**VI. Solicitor's Report**

Jill Nagy, Solicitor, stated nothing to report.

**VII. Old Business**

None

**VIII. New Business**

**A. Appoint Nomination Committee for Board Officers**

Joseph Slifko, Vice-Chairman, will send an email to the Board Members asking for officer nominations. Joe Slifko and Kristen Villarrial are on the nomination committee.

**IX. Adjourn**

Timothy Whited, Chairman, entered the motion to adjourn.

Thomas Gramling, Treasurer, seconded the motion.

The meeting was adjourned at 09:52 a.m.