



CAMTRAN BOARD OF DIRECTORS' MEETING MINUTES
Friday, January 26, 2024, 09:30 a.m.
502 Maple Avenue, Johnstown, PA 15901

I. Call Meeting to Order

A. Roll Call

B. Adopt the January 26, 2024, Agenda.

Thomas Gramling, Treasurer, entered a motion to adopt the January 26, 2024, Agenda.

David Lehman seconded the motion.

The motion was unanimously approved.

II. Public Comment

A. Terry Walker – Did not show.

III. Employee Recognition – Al Ortiz and Nicole Serball

Al (not able to attend) and Nicole were recognized for aiding a new passenger with language barriers. Al spoke to the passenger in Spanish and explained how to get to the location they needed to be and how to make a transfer.

Employee Recognition – Lori Locher (unable to attend) She was recognized for her great driving skills and friendliness to a dialysis patient that she regularly picks up. The family is very appreciative.

IV. Approval of minutes from the December 1, 2023, CamTran Board of Directors meeting.

Timothy Whited, Chairman, entertained a motion to approve the minutes from the December 1, 2023, Board of Directors meeting.

Joseph Slifko, Vice-Chairman, made a motion to approve the minutes from the December 1, 2023, Board of Directors meeting.

Thomas Gramling, Treasurer, seconded the motion.

The motion was unanimously approved.

V. Committee Reports

A. Construction Committee

i. Ratify payment of Pay Application #25, \$34,368.75, to Mosites (GC), as reviewed by the Construction Committee on December 5, 2023.

Timothy Whited, Chairman, entertained a motion to ratify payment of Pay Application #25, \$34,368.75, to Mosites (GC), as reviewed by the Construction Committee, on December 5, 2023.

Thomas Gramling, Treasurer, made a motion to ratify payment of Pay Application #25, \$34,368.75, to Mosites (GC), as reviewed by the Construction Committee, on December 5, 2023.

David Lehman seconded the motion.

The motion was unanimously approved.

ii. Ratify payment of Pay Application #25, \$72,295.55, to Plant Services Group (MC), as reviewed by the Construction Committee on December 19, 2023.

Timothy Whited, Chairman, entertained a motion to ratify payment of Pay Application #25, \$72,295.55, to Plant Services Group (MC), as reviewed by the Construction Committee on December 19, 2023.

Trish Corle, Secretary, made a motion to ratify payment of Pay Application #25, \$72,295.55, to Plant Services Group (MC), as reviewed by the Construction Committee on December 19, 2023.

Thomas Gramling, Treasurer, seconded the motion.

The motion was unanimously approved.

iii. Ratify payment of Pay Application #24, \$222,157.50, to Schultheis Electric (EC), as reviewed by the Construction Committee, on December 5, 2023.

Timothy Whited, Chairman, entertained a motion to ratify payment of Pay Application #24, \$222,157.50, to Schultheis Electric (EC), as reviewed by the Construction Committee, on December 5, 2023.

Thomas Gramling, Treasurer, made a motion to ratify payment of Pay Application #24, \$222,157.50, to Schultheis Electric (EC), as reviewed by the Construction Committee, on December 5, 2023.

Oscar Cashaw seconded the motion.

The motion was unanimously approved.

iv. Ratify payment of Pay Application #25, \$16,981.25, to Schultheis Electric (EC), as reviewed by the Construction Committee, on January 16, 2024.

Timothy Whited, Chairman, entertained a motion to ratify payment of Pay Application #25, \$16,981.25, to Schultheis Electric (EC), as reviewed by the Construction Committee, on January 16, 2024.

Thomas Gramling, Treasurer, made a motion to ratify payment of Pay Application #25, \$16,981.25, to Schultheis Electric (EC), as reviewed by the Construction Committee, on January 16, 2024.

Oscar Cashaw seconded the motion.

The motion was unanimously approved.

Rose Lucey-Noll, Executive Director, explained the reason the payments are noted on the agenda is because they have been paid. So, the concerns about potential cyber-security are abated by that.

B. Finance Committee

Thomas Gramling, Treasurer, gave a report on the Finance Committee meeting held this morning. In attendance were, Thomas Gramling, Treasurer; Timothy Whited, Chairman; Joe Slifko, Vice-Chairman; and Trish Corle, Secretary. Staff: Rose Lucey-Noll, Tabatha Johnson, and Robert Johnson. Kim Morley was absent. Guest on Zoom: Brenda Pawlowski, of Kotzan, to answer questions about the audit. They reviewed the financial statements, monthly dashboard, change order #01 for the Inclined Plane Waiting Deck project, and project updates, and audit presentation by Brenda Pawlowski.

i. Accept Annual Audit for Fiscal Year ending June 30, 2023.

Timothy Whited, Chairman, entertained a motion to accept the annual audit for Fiscal Year ending June 30, 2023.

Joe Slifko, Vice-Chairman, made a motion to accept the annual audit for Fiscal Year ending June 30, 2023.

Trish Corle, Secretary, seconded the motion.

The motion was unanimously approved.

Rose Lucey-Noll commented that Brenda Pawlowski is available virtually if anyone has any questions. She said it was a clean audit.

ii. Award contract of Inclined Plane Pedestrian Bridge Rehab Project to MCK Construction, LLC, in the amount of \$550,300.00, pending Attorney approval.

Timothy Whited, Chairman, entertained a motion to award the contract of Inclined Plane Pedestrian Bridge Rehab Project to MCK Construction, LLC, in the amount of \$550,300.00, pending attorney approval. (Note: Mr. Whited mistakenly stated Joe Slifko made the motion, Tom Gramling actually made the motion.)

Tom Gramling, Treasurer, made a motion to award the contract of Inclined Plane Pedestrian Bridge Rehab Project to MCK Construction, LLC, in the amount of \$550,300.00, pending attorney approval.

Oscar Cashaw seconded the motion.

The motion was unanimously approved.

iii. Approve Mosites (GC) Change Order #1, in the amount of \$180,713.64, for the Inclined Plane Waiting Deck project.

Trish Corle, Secretary, asked for an explanation of what the change order was for.

Rose Lucey-Noll, Executive Director, stated when they removed the concrete, they found a lot more of the structural steel membranes were deteriorated and needed to

be replaced. It was in the original bid but not enough was in there to cover this. That is why it's such a large change order compared to the original price.

Timothy Whited, Chairman, entertained a motion to approve Mosites (GC) Change Order #1, in the amount of \$180,713.64, for the Inclined Plane Waiting Deck project. Trish Corle, Secretary, made a motion to approve Mosites (GC) Change Order #1, in the amount of \$180,713.64, for the Inclined Plane Waiting Deck project.

Joe Slifko, Vice-Chairman, seconded the motion.

The motion was unanimously approved.

VI. Financial Reports

A. Financial Statements for November and December 2023.

Rose Lucey-Noll, Executive Director, reviewed the financial statements. The Finance Committee reviewed these over in detail, so she highlighted a couple of the points.

For November, total revenue is up 5.37%. Expenses are down 25.96%. We received solar credits as well as CNG credits.

For December, total revenue is up 5.08%. Expenses are down 23.42%.

Timothy Whited, Chairman, made a motion to approve the financial statements for November and December 2023.

Thomas Gramling, Treasurer, entered a motion to approve the financial statements for November and December 2023.

Joe Slifko, Vice-Chairman, seconded the motion.

The motion was unanimously approved.

VII. Solicitor's Report – Nothing to report.

VIII. Old Business - None

IX. New Business – None

X. Executive Director's Report given by Rose Lucey-Noll

- Performance goals – for the last couple of years, due to Covid, we have not been meeting our performance measures. We have been working with PennDOT, since May, they drafted a report in December and working on correcting two of the measures. We have met three of the four. We are down slightly on one. It was due to 3 free days in December offering customers free rides on the day the Transit Center reopened, and during Christmas, on December 23 & 24. It was impacted by this.
- Fixed Route, year-to-date, was up 4%. Shared ride was up 31%, year-to-date, and ADA is up 34%. Ridership is coming back and we are recovering. Shared ride, as we get more drivers, we are able to get more service out there.
- Safety measures – we have no preventable accidents, in December, and one non-preventable.

- Solar savings are tracked. Since we implemented the solar panels on the roof, we have saved over \$76,000. In the month of December, we saved \$485.00.
- Prevention maintenance – we continue to be 100% on time. The one measurement we like to look at is failures. It gives the sense of the condition of the fleet and how you are maintaining the fleet. For Johnstown, miles between failure are 3,686 miles, and for Rural service, there are zero.
- We had our audit presented today. She thanked the accounting department for their hard work. It has been a work in progress with improving every year. Brenda Pawlowski, the auditor, was very happy with how well it went this year.
- For the Transit Center Design Project, we had a lot of public input in December. The consultants are reviewing and analyzing the data. There were events downtown, four concepts are on our website to vote on, and surveys were put out.
- 30 years ago today, Rose started working at CamTran. She was presented a certificate and a cake.

XI. Adjourn

Timothy Whited, Chairman, entertained a motion to adjourn the meeting.
Thomas Gramling, Treasurer, made a motion to adjourn the meeting.
The meeting was adjourned at 09:50.