



**Posted: 08/22/24**

**CAMTRAN BOARD OF DIRECTORS' MEETING MINUTES**  
**Friday, August 23, 2024, 09:30 a.m.**  
**502 Maple Avenue, Johnstown, PA 15901**

**I. Call Meeting to Order**  
**A. Roll Call**

Attendance: Timothy Whited (Chairman), Thomas Gramling (Treasurer), Trish Corle (Secretary), Matt Barczak via phone, David Lehman via Zoom, Oscar Cashaw via Zoom, Kristen Villarrial, Ed Dreikorn.

Staff Attendance: Rose Lucey-Noll (Executive Director), Maura Wertin, Justin Kipp, Robert Johnson, John Drahnak, Tabatha Johnson, Hoby Howard, Jennifer Sukenik

Timothy Whited (Chairman) noted that there was an Executive Session held on July 8, 2024, for educational purposes.

**B. Adopt the August 23, 2024, Agenda.**

Timothy Whited (Chairman) entertained the motion to adopt the August 23, 2024, Agenda

Thomas Gramling (Treasurer) entered the motion

Kristen Villarrial seconded the motion.

Questionary remarks - none

The motion was unanimously approved.

**II. Public Comment – Terry Walker**

Complaint about missing the bus and his behavior regarding this and felt intimidated by a driver.

**III. Employee Recognition**

Timothy Whited (Chairman) introduced Justin “Skip” Kipp, the new Chief Safety Officer and Hoby Howard, the new Director of Transportation.

**IV. Approval of minutes from the May 24, 2024, CamTran Board of Directors meeting.**

Timothy Whited (Chairman) entertained the motion to approve the minutes from the May 24, 2024, CamTran Board of Directors meeting.

Kristen Villarrial entered the motion.



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Ed Dreikorn seconded the motion for approval of minutes from the May 24, 2024, CamTran Board of Directors meeting.

Questionary remarks – none.

The motion was unanimously approved.

**V. Executive Director's Report**

Rose Lucey-Noll presented the Executive Director's Report.

- The May/June Financial Statement was reviewed. The Inclined Plane is under rehabilitation and is closed. The Bus Stop Shop is combined with the Inclined Plane statement, beginning October 2023. YTD, the Lottery is under budget due to the Transit Center being closed for a portion of the year. Overall expenses are under budget 34.24% for the year. Expenses are under budget due to the Inclined Plane not being opened.
- CamTran June report end of year. Our fiscal year 23-24 is over budget for revenue and under budget for expenses. Our Fixed Route revenue is over budget by 11.57%. Shared ride is over budget by 18.53% is due to increased ridership. CamTran has met the local advertising commitment and expenses are under budget YTD by 18.94%.
- June Dashboard: Performance measures we are meeting two and not meeting two on revenue vehicle per hour. It's very close by 10.23 vs. 10.28, cost per revenue vehicle hour is 150.74 vs. 146.09, we are tracking those closely and need to do some adjustments.
- Under Fixed Route service YTD, we are up 5%; Reserve-A-Ride/Shared Ride – end of year we are up 28%; ADA/Para-Transit Service we are up 20%.
- Under Safety in June, we had one (1) preventable and two (2) non-preventable accidents. That's a better improvement compared to YTD June 2023.
- In Solar, we have had some problems with our measuring meter and are working with Ground hog Solar to fix it.
- Preventative Maintenance is 28 for on-time, which is excellent.
- Miles between failure for Johnstown is 84,704, and for Ebensburg is 22,773.
- The July Statement is the start of our fiscal year and goes through June 30, 2025. CamTran in the beginning of the fiscal year is financially stable, fixed route revenue is under budget by 1.15%, shared ride (Reserve-a-Ride is over budget by 3.97%, and expenses are under budget by 41.31%



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- For our projects, the Inclined Plane project, the PennDOT consultants are working with the contractor and hoping to get a resolution soon.
- With regard to the Transit Center redesign project, we are continuing to work with the consultants Huitt-Zollars and evaluation the information we collected from the public hearing and also staff input. The other project that is in the early stages is the Ebensburg Rehab project which is the roof and exterior signing and overhead door. PennDOT has given us technical assistance, so we are in the design phase right now. We met in June for a 50% design, and we are meeting in September for the 98-99% design. That project will start in 2025.
- Performance Review Report is in the Board Portal. We are on track for our goals for 2024. Most of them are for December 2024.
- Recognition: The facilities department did a very good job over the summer, Mike, Andrew, Keith, Dillon, Tom, and Steve. We opened Edgehill Drive. We got the go ahead on July 1<sup>st</sup> and opened on the 3<sup>rd</sup>. It was a really quick turnaround, clean-up and a security fence was put up so no one could go into where the sheave wheels are and secured for safety reasons. If we have to close it again, it would only be temporary for repairs.
- Inventory report was really good. Details are in the Board Portal. We have \$473,000 of inventory for parts and the adjustment was \$537 which is incredible for that amount of inventory. In Ebensburg division, we also have about \$450,000 in inventory and that adjustment was \$438. So that's less than 1%. So, year to year we are seeing very minimal adjustment. The auditors, Kotzan, do spot checks and did not find any discrepancies.
- A shout out to the accounting department and maintenance department. During the year, the maintenance guys are using scanners, you take something out and put something in, and selling and getting credits back on parts and can be very complicated but we have a system now that makes it much more simple and everyone has to do their part to make sure we are doing what we are supposed to be doing, that's when you get to see these minimum adjustments.
- A mention to Maura for doing bike day with Tom Chernisky, an excellent outreach for buses to trails. A lot of community outreach – Hope for Johnstown was one of the events, diaper drive, and partnered with Mill Rats for stuff the bus with school supplies. Maura has been involved with coordinating those efforts.



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- Skip & Hoby started in June and has had a major, positive impact already with things that have been on the back burner due to being understaffed. They have been using their experience from their other industries they have been involved with and it's already having a huge impact and we are looking forward on how we can move forward.

### VI. Committee Reports

#### A. Finance Committee

##### i. Treasurer's Report

Thomas Gramling, (Treasurer), presented the report for the Finance Committee. The committee met in-person at 08:30.

In attendance were Timothy Whited, Thomas Gramling, Trish Corle, Rose Lucey-Noll, Robert Johnson. Kimberly Morley was absent.

Financial statements, dashboards, Inclined Plane and other open projects were discussed.

All documents are available in the Board Portal.

##### ii. Approval of financial statements, for May, June, and July 2024, as reviewed by the Finance Committee.

Timothy Whited (Chairman) entertained a motion for approval of financial statements for May, June, and July 2024, as reviewed by the Finance Committee.

Trish Corle (Secretary) entered the motion.

Kristen Villarrial seconded the motion.

Questionary remarks – none.

The motion was unanimously approved.

##### iii. Reject all bids for IFB #24-04, Security Camera System contract.

Timothy Whited, (Chairman), entertained a motion to reject all bids for IFB #24-04, new security camera system.

Thomas Gramling (Treasurer) entered the motion.

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Trish Corle (Secretary) seconded the motion.

Questionary remarks – none.

The motion was unanimously approved.

- iv. **Approve the purchase of three (3) new CNG (Compressed Natural Gas), 35 ft. Urban buses, from Gillig, LLC., at an estimated purchase price of \$712,000 each.**

Timothy Whited (Chairman) entertained a motion for approval of the purchase of three new CNG, 35-foot, urban buses, from Gillig, LLC, at an estimated purchase price of \$712,000 each.

Kristin Villarrial entered the motion.

Ed Dreikorn seconded the motion.

Questionary remarks - None

The motion was unanimously approved.

- v. **Approve the purchase of a new 2024 Ford Explorer, from state Costars contract, from Tri-Star Motors, for the purchase price of \$39,490.00.**

Timothy Whited (Chairman) entertained a motion for the purchase of a new 2024 Ford Explorer, from state Costars contract, from Tri-Star Motors, for the purchase price of \$39,490.00.

Thomas Gramling (Treasurer) entered the motion.

Trish Corle (Secretary) seconded the motion.

Questionary remarks – none.

The motion was unanimously approved.



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- vi. Ratify the purchase of a 2024 John Deere 2025R Compact Tractor, from state Costars contract, from Foster Wineland, for the purchase price of \$35,653.68.**

Timothy Whited (Chairman) entertained the motion to ratify the purchase of a 2024 John Deere 2025R compact tractor, from state Costars contract, from Foster Wineland, for the purchase price of \$35,653.68.

Trish Corle (Secretary) entered the motion.

Ed Dreikorn seconded the motion.

Questionary remarks – none.

The motion was unanimously approved.

*Please note: "Foster Wineland" was omitted from the original agenda posting.*

- vii. Ratify the purchase of a new 2024 Dodge Durango from Tri-Star Motors, from state Costars contract for the purchase price of \$38,589.**

Timothy Whited (Chairman) entertained a motion to ratify the purchase of a new 2024 Dodge Durango from Tri-Star Motors, from state Costars contract for the purchase price of \$38,589.

Ed Dreikorn entered the motion.

Kristen Villarrial seconded the motion.

Questionary remarks – none.

The motion was unanimously approved.

- viii. Ratify sale of T11, 2006 Chevy Equinox, for \$1,060.98.**

Timothy Whited (Chairman) entertained the motion to ratify sale of T11, 2006 Chevy Equinox, for \$1,060.98

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Thomas Gramling (Treasurer) entered the motion.

Ed Dreikorn seconded the motion.

Questionary remarks – none

The motion was unanimously approved.

**B. Construction Committee**

The Construction Committee met on August 22, 2024, via Zoom.

In attendance were Timothy Whited (Chairman), Thomas Gramling (Secretary), Matt Barczak, Jill Nagy (Solicitor), Justin Kipp, Robert Johnson, and Rose Lucey-Noll. Jill and staff gave an update to the Construction Committee on the Inclined Plane project. Matching items are on the agenda.

**i. Resolution #2024-09, Approval to enter into an Inter-Governmental Agreement with PennDOT to authorize electronic access to PennDOT Engineering and Construction Management system for the purposes of entering information into and exchanging data with the System.**

Timothy Whited, Chairman, entertained a motion for Resolution #2024-09, approval to enter into an Inter-Governmental agreement with PennDOT Engineering and Construction Management system for the purposes of entering information into and exchanging data with the System.

Thomas Gramling (Treasurer) entered the motion.

Ed Dreikorn seconded the motion.

Questionary remarks – None

The motion was unanimously approved.

**VII. Solicitor's Report**

Jill Nagy requested an executive session at the end of the meeting. Nothing else to report.

**VIII. Old Business**

**IX. New Business**





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X. **Adjourn**

Timothy Whited (Chairman) reminded everyone that the date changed for the Board Meeting in September. It will be held on September 20<sup>th</sup>.

A question was asked if they adjourned.

Rose Lucey-Noll confirmed they adjourned and going into Executive Session because there is no additional action.

Trish Corle (Secretary) made a motion to adjourn.

The Board of Director's meeting was adjourned at 9:55 a.m.

Timothy Whited (Chairman) stated that they are going into Executive Session due to possible litigation.

Rose Lucey-Noll instructed the Executive Session will be held in the training room and those online should have gotten a link and will be able to get into the meeting in a few minutes. It starts at 10:00 a.m. and ended at





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Once approved by the Board of Directors

*Trish Corle*

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Trish Corle, Secretary

09/23/2024