



**BERKS AREA REGIONAL TRANSPORTATION AUTHORITY
AGENDA REPORT
NOVEMBER 24, 2014**

- A. CALL TO ORDER** (KEVIN)
- B. ROLL CALL** (JAYNE)
- C. APPROVAL OF MINUTES OF** October 27, 2014 (KEVIN)
- D. REPORT OF EXECUTIVE DIRECTOR** (DAVE)
- E. PUBLIC COMMENT**
- F. REPORT OF TREASURER** (DENNIS)
- G. REPORT OF DIRECTOR OF FINANCE** (KEVIN)
- H. REPORTS OF COMMITTEES & STAFF**
 - 1. Operations Report (ROBERT)
 - 2. Special Services Report (ROBERT)
 - 3. Public Information (FILE)
- I. UNFINISHED BUSINESS**
- J. NEW BUSINESS**
 - 1. Approve Purchase of Portable Lifts (DAVE)
 - 2. Approve Change Order #2 AVL System (DAVE)
 - 3. Award Natural Gas Bids (DAVE)
 - 4. Approve Merger Severance Package (DAVE)
- K. OTHER BUSINESS**
- L. COMMUNICATIONS**
- M. ADJOURNMENT**

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November 24, 2014

J. NEW BUSINESS

1. Approve Purchase of Portable Lifts – Pricing was obtained from the state contract to purchase a set of portable lifts from Rotary Lift at a price of \$38,464.99. This purchase will replace a set of portable lifts that are beyond their useful life at 26 years old. Funding is available from an existing state grant. Staff recommends approval.
2. Approve Change Order #2 AVL System – As part of the overall AVL project, staff would like to purchase additional signage at the BTC to replace the existing automatic bus arrival signs that were first installed at the BTC when it opened. These existing signs are outdated and have been failing frequently due to the older technology. The new signs will provide the automatic announcements and the actual arrival times based on the AVL system which will improve the information available to our customers. The cost to replace and add additional signs is \$67,135. There are adequate funds available from an existing state grant for the AVL project. Staff recommends approval.
3. Award Natural Gas Supplier –A RFP was issued for the supplier of natural gas services for three of BARTA’s facilities for the period of December 1, 2014 through September 15, 2015, with an option to extend the contract on a year-by-year basis for up to two additional years through September 15, 2017. Due to the nature of the market, the bids are not due until just prior to the Board meeting in order to obtain the best pricing available. Therefore, a recommendation will be presented at the Board meeting.
4. Approve Merger Severance Package – The merger of the administrative and management services of BARTA and RRTA will result in some duplication of functions that will require the elimination of staff positions. The current Personnel Policy provides for one week of severance pay for each year of service up to a maximum of four weeks. This was reviewed by the Joint Board Committee and recommended that due to the merger, the severance pay be increased from four to six weeks for all employees. Staff recommends approval.