

**MINUTES OF THE MONTHLY MEETING OF THE**  
**BARTA BOARD OF DIRECTORS**

**October 21, 2013**

The monthly meeting of the Berks Area Regional Transportation Authority was held at BARTA headquarters located at 1700 N. 11<sup>th</sup> Street, Reading, Pennsylvania.

The regular monthly meeting was called to order at 3:00 PM by Ronald Seaman, Chair.

The following Board members were present: Kevin Barnhardt, Vice Chair, Alice Kutz, Treasurer, James Schlegel, Secretary, Gregg Bogia, Jayne L. Dieruff, Dennis Rex, Michael Roeberg and Timothy Snyder.

Others attending the meeting were: Robert Fletcher, Assistant Executive Director, Kevin Hessler, Director of Finance, Laura Hopko, Director of Administration and Human Resources, Robert Rimby, Director of Projects and Systems, Daniel Russell, Director of Maintenance, Vicki Weidner, Director of Special Services and Janet Weiss, Manager of Programs & Marketing. Also present were William Frees and John Doerrman of the Amalgamated Transit Union #1345, Liam Migdail-Smith, Reading Eagle and David Kilmer from Red Rose Transit Authority.

Mr. Seaman mentioned that there was an Executive Session meeting that took place on October 9, in regards to personnel issues.

**APPROVAL OF MINUTES**

Mr. Seaman entertained a motion to approve the Board minutes of September 30, 2013, as distributed by mail. Commissioner Barnhardt made a motion to accept the minutes which was seconded by Mrs. Kutz. There were no opposing votes and therefore the motion was carried unanimously by the Board.

**PUBLIC COMMENT**

None

**TREASURER'S REPORT**

Alice Kutz presented the Treasurer's Report:

The previous report balance as of September 20, 2013 was **\$2,936,685.77**. The current cash receipts are **\$802,064.64**. ACH/Transfers into Checking Account were **\$613,772.00**. Interest earned was **\$527.97**. Total receipts: **\$1,416,364.38**. Total Funds available were **\$4,353,050.38**. Current checks issued were **\$486,617.85**. Checks outstanding were: **(\$12,725.48)**. EFT/Transfers from checking account total **\$1,036,775.90** for a disbursement of **\$1,510,668.27**. Balance reported as of October 11, 2013 was **\$2,842,382.11**.

Mr. Roeberg mentioned that he felt the interest on the account seems very low. Commissioner Barnhardt stated that this is liquid money that can't be invested. This is very common percentage.

A motion was made by Commissioner Barnhardt to accept the Treasurer's Report as written and was seconded by Mr. Snyder. A vote was taken and with no opposing votes, the motion was passed unanimously.

## **DIRECTOR OF FINANCE REPORT**

Mr. Hessler presented his report as follows:

The operating revenue for year-to-date ending September 30, 2013 was **\$1,725,313** versus the budget amount of **\$1,715,105** which is **\$10,208** or **.59%** over budget. Our total operating expenses for the same period was **\$4,133,586** versus the budgeted amount of **\$4,375,215** which is **\$241,629** or **5.85%** under budget. The operating deficit for the year-to-date was **\$2,408,273** which is **\$251,837** or **10.46%** under budget.

Mr. Hessler also presented a report on the Operating Grants BARTA has for Federal and State, as well as Capital Grants for Federal and State. Copies of the report were in the Board Packet. The grant that BARTA needs to take action on immediately is the Section 5309 Earmark AVL Grant for \$660,504.95. If we do not use this money BARTA will lose it. Mr. Hessler also reported on two probable future Federal and State grants BARTA could apply to receive.

## **COMMITTEE & STAFF REPORTS**

### **Operations Report**

Mr. Fletcher presented his report as follows:

The operating data for September 2013 indicates that the total system ridership increased by **2.5%** when compared to September 2012. There was a **2.3%** increase in the fixed route passengers and a **5.2%** increase in special service passengers. For the month of September on the fixed route service, we experienced a **2.4%** increase in the revenue passengers, and a **2.3%** increase in senior citizen rides.

In the fixed route division there were 20 weekdays and 4 Saturdays operated in September 2013 as compared to 19 weekdays and 5 Saturdays in September 2012. In the special services division there were 20 weekdays operated in September 2013 as compared to 19 weekdays operated in September 2012.

The average weekday ridership for September 2013 was 11,565 as compared to 11,409 in September 2012. For the fiscal year, the total system ridership has increased **1.6%**. The fixed route ridership has increased **1.4%**. This is composed of a **1.9%** increase in revenue passengers and a **0.2%** decrease in senior citizen passengers. The special service passengers increased **3.7%**.

In the fixed route division there were a total of 64 weekdays and 13 Saturdays, operated this Fiscal Year as compared to 63 weekdays and 13 Saturdays operated last Fiscal Year. In the special services division there were a total of 64 weekdays operated this Fiscal Year as compared to 63 weekdays operated last Fiscal Year.

Mr. Fletcher mentioned that BARTA started putting the Medical Assistance people on the Berks LT Express to Lebanon which will increase the passenger numbers. The last two weeks have been lower than the first four weeks.

### **Special Services Report**

Ms. Weidner presented her report as follows:

The total Special Services Division ridership for September was **21,428** a **5.2%** increase compared to the same month of 2012. Year-to-date figures show a **3.7%** increase when compared to the last fiscal year. There were 20 operating days, an average of **1,071** passengers were transported per day.

Mr. Roeberg mentioned that he seen an Easton Coach bus with BARTA on it on Sunday, October 20, at Exeter Commons. Mr. Roeberg inquired why this bus was out on a Sunday. Ms. Weidner stated that it could have been on a road test; however, they will look into this matter.

**Public Information**

Public Information was included in board packet compiled by Mrs. Weiss. Mr. Kilmer mentioned that there may be a vote on Tuesday, October 22, on the Transportation Bill.

**UNFINISHED BUSINESS**

**Wireless Electric Vehicle Project Update**

Mr. Russell mentioned that he and Mr. Fletcher and him recently traveled to Loveland, Ohio to AMP Electric Vehicle Corporation to look at the production of BARTA’s second all electric paratransit vehicle. They met with AMP’s president, corporate operations manager and their corporate team members. Mr. Russell mentioned that the battery packs were not yet installed on the vehicle which was great so he could see all the components before the battery packs are installed. Mr. Russell stated that they are quite pleased with the progress that is being made with the vehicle. This vehicle will be delivered to Momentum Dynamics in mid-November for them to install their technology before it is delivered to BARTA by mid-December. Mr. Russell also mentioned that on the display board is a preliminary design of the bus wrap for the electric vehicles. Upgrades are being made to vehicle number two.

**Vehicle Purchase Update**

Mr. Russell mentioned that the purchase orders are completed for the 7 vehicles coming from Shepard Bros., Inc. The vehicles will be delivered in late January. The purchase orders were also completed for the 9 vehicles coming from Rohrer Bus. Those will be delivered in late March.

**NEW BUSINESS**

**Vehicle Transfer Agreement**

Mr. Russell read the following agreement between Red Rose Transit Authority “Grantor” and Berks Area Regional Transportation Authority “Grantee”:

The Grantor hereby agrees to sell unto the Grantee and the Grantee hereby agrees to purchase and pay for, under the terms and conditions set forth, the following four (4) vehicles owned by the Grantor, and identified as

2004	Ford E450 Phoenix	VIN #1FDXE45S34HB49684
2005	Ford E450 Phoenix	VIN #1FDXE45S55HA59812
2004	Ford E450 Phoenix	VIN #1FDXE45S94HB44649
2006	Ford E450 Phoenix	VIN #1FSXE45S16HA03657

The Grantee agrees to pay the Grantor a total of one dollar (\$1.00) for each vehicle or a total of four dollars (\$4.00).

It is agreed that the Grantor upon the execution of this Vehicle Transfer Agreement and the receipt of payment shall provide the Grantee with the title for each of the four (4) vehicles and shall sign and complete each title in accordance with the requirements of the Pennsylvania Department of Transportation.

With the receipt of the title from the Grantor, the Grantee accepts ownership of the four (4) vehicles identified in Paragraph 1 above and shall be responsible to conform to all State, Federal and Municipal laws, rules, and regulations with respect to the maintenance and operation of the vehicle.

The Grantee further agrees that when the vehicles identified in Paragraph 1 above are removed from service the Grantee shall be responsible for disposing of these vehicles through a public competitive process. The funds received by the Grantee for each vehicle with their sale shall be paid to the Grantor.

Grantee agrees that if a vehicle identified in Paragraph 1 above is removed from service due to fire or accident, any value received for the vehicle itself from the insurance proceeds shall be paid to the Grantor.

This Agreement constitutes the entire Agreement between the parties hereto and may not be altered or amended in any manner except in writing and signed by both parties. Any such amendments shall be attached hereto and incorporated as part of this Agreement.

This Agreement shall be interpreted under and governed by the laws of the Commonwealth of Pennsylvania.

Mr. Seaman mentioned this is what was discussed at the previous Board Meeting that these vehicles from Red Rose have gone past their useful life and they are helping BARTA to give these vehicles to Easton Coach till our new ones come in March 2014.

Mr. Seaman respectfully requested the Board to approve the vehicle transfer agreement.

A motion was made by Mr. Bogia to approve the vehicle transfer agreement and was seconded by Commissioner Barnhardt. A vote was taken and with no opposing votes, the motion was passed unanimously.

### **Executive Session**

An Executive Session took place from 3:41p.m. till 3:55p.m. regarding personnel issues.

### **Management Agreement**

Mr. Seaman mentioned the Management Agreement between BARTA and Red Rose Transit Authority (RRTA). BARTA desires to contract with RRTA to provide Executive Management Services.

Mr. Seaman respectfully requested the Board to approve the Management Agreement for a period of six months.

A motion was made by Commissioner Barnhardt to approve the management agreement effective immediately contingent upon review of BARTA's solicitor and Red Rose Transit Authority's Board approval and ratified and confirmed at the next public meeting and was seconded by Mr. Roeberg. A vote was taken and with no opposing votes, the motion was passed unanimously.

Mr. Seaman mentioned to the staff that we have immediately entered into a contract with Red Rose Transit Authority for them to provide executive management services for a period of six months. Mr. Kilmer will serve as the interim Executive Director of BARTA and will continue to be the Executive Director for RRTA. Mr. Kilmer will be the key contact between staff individuals at BARTA and the Board of Directors. Any issues that arise should first be addressed to him. BARTA's solicitor needs to review the document when he returns and we will ratify and confirm our actions at the November meeting. No other staff changes are occurring at this time. All hiring and firing will be done exclusively under the authority of the Board of Directors.

**OTHER BUSINESS**

Mr. Seaman mentioned that at the November Board of Directors meeting we will be voting on the 2014 Board of Directors meeting dates. Ms. Heffner will be mailing the proposed 2014 meeting dates out prior to the meeting. Please review and inform Melanie if there are any dates you would not be able to attend. We would rather change a meeting date if we know prior that we will not have a quorum then to change during the year because it costs BARTA money to run extra ads. Mr. Seaman also mentioned that at the December Board of Directors meeting board members will not receive their packet prior to the meeting. Everyone will receive them the day of the meeting.

Mr. Seaman mentioned that BARTA staff came across some Board plaques that were to be presented to Philip Rowe or Larry Greene that unfortunately got overlooked. Mr. Seaman and Mrs. Kutz will set up a luncheon for each one of these past board members.

**COMMUNICATIONS**

None

**ADJOURNMENT** - There being no further business a motion was made by Commissioner Barnhardt to adjourn at 4:16p.m. and was seconded by Mr. Bogia. A vote was taken and with no opposing votes, the meeting was adjourned.

Respectfully submitted,

*Melanie A. Heffner*

Melanie A. Heffner, Executive Assistant for  
James Schlegel, Secretary, Berks Area Regional Transportation Authority