MEETING MINUTES MTD BOARD OF DIRECTORS

MARCH 3, 2020

Attendance:

Michael Lebov – Board Member

Ilya Eliashevsky – Board Member

Nija Phelps – Advisory Board Member

Henry Jadach – Staff

The meeting was called to order at 6:30 pm

1. Public Participation – None
2. Election of Officers

A motion was made by Mr. Lebov to nominate Mr. Eliashevsky as Chairman. There being no further nominations Mr. Eliashevsky was elected Chariman and Mr. Lebov remained as Secretary/Treasurer.

3. Consideration of a Resolution to Accept Community Block Grant Funds

A ressolution was presented that gave the Executive Director, Henry Jadach, authority to enter into an agreement with the City of accept Community Block Grant Funds for the year. Mr. Lebov made a motion to accept the resolution, passed unanimously. (Resolution attached)

4. Consideration of Wage Adjustments for Non-Represented Employees

Mr. Jadach presented a recommendation for increases in wages for non-represented employees. After lengthy discussion Mr. Lebov made a motion to accept the recommendation, seconded by Mr. Eliashevsky and passed unanimously. (Attached Recommendation for Wages)

5. Distribution if FY20 Budget

The current budget was distributed and a discussion of the budget process took place.

There being no further business the meeting adjourned at 8:30 pm

Certified Resolution

THIS IS TO CERTIFY that the Board of Directors of the Milford Transit District at a meeting held on March 3, 2020 authorized Henry Jadach, Executive Director, to execute a contract on behalf of the Milford Transit District with the City of Milford, Connecticut, for the purpose of receiving Community Development Block Grant funds to provide $11,500.00 toward the cost of a driver's salary, Contract # PY45-PS008 and $14,500 to purchase and erect a bus shelter at 14 Bridgeport Ave. in Milford, CT and $1,500.00 toward re-appropriated delivery costs related to the CDBG bid process and project management, Contract # PY45-PF012 and to bind and obligate Milford Transit District in connection therewith.

THIS WILL ALSO CERTIFY that's such action of the said Board of Directors has not been modified, rescinded or revoked in any way and remains in full force and effect as of the date hereof.

Dated this________ day of ________________2019

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Secretary/Treasurer

[SEAL]

NON-REPRESENTED EMPLOYEES/POSITIONS									NOTES
		Years of							
Employee	Postion	Service	Hourly Rate		Weekly Salary	Last Increase	Proposed		
							Adjustment	Yearly	
Jadach, Henry	Executive Dir	35			1580.50	6/17/2015	3.50%	2,877	55.32
Garofola, Beverly	Operations Mgr	34			1111.55	6/17/2015	10%	5,780	111.15
Swick, Robert	Finance Director	18			1021.00	6/17/2015	7.50%	4,108	79.00
Zimmernam, Pam	Office Assistant	3	15.15		605.00		4%	1,248	0.61
Boucher, Ron	AM Dispatcher	2	15.00		600.00		5%	1,950	0.75
Ellis, Cassandra	(PT) Pm Dispatch	15	12.10		363.00	6/17/2015	5%	936	0.60
Duhaime, Fred	Mechanic	33	24.95		998.00	6/17/2015	2%	1,040	0.50
**Neville, Roger	Mechanic (PT)	new	25.00		750.00				New Employee
*Rainey, David	Maintenance		13.15		525.00	6/17/2015	POSITION ELIMINATED		Position Eliminat
Martinez, David	Fuler/Washer(PT)	new	14.00		420.00				New Employee
Shumacher, Robt	RR Attendant (PT)	2	11.00		330.00		4.50%	780	0.50
Information								18,593	
*Elimination of Maintenance Position Yearly savings in salary $ 27,352					27,352				
**PT Mechanic replaces full time mechanic savings in benefits $10,000					10,000				
Payoff of bank loan in September Yearly savings				$24,000	24,000				
					61,352				
Anticipated contract cost upon completion of negotiations with unionized								21,000	
drivers									
				Totals	61,352				

Transit at Agency: Milford Transit District
Service Description: Dial-a-Ride Transit Service
Period: July 1, 2019 - June 30, 2020

State Project Number: DOT0424000600P
Agreement Number:
Budget Addendum Number: 2020-OPU-01

		Operations/Maintenance		General Administration		Total	Total	
		SFY 2019 Projected	SFY 2020 Proposed	SFY 2019 Projected	SFY 2020 Proposed	SFY 2019 Projected	SFY 2020 Proposed	% Increase/
Expense Object Class								
501	Labor	50,912	$51,930	15,333	$15,831	$66,245	$67,761	2.29%
502	Fringe Benefits	11,396	$12,137	9,354	$9,962	$20,749	$22,098	6.50%
503	Services			2,086	$2,086	$2,086	$2,086	0.00%
504	Materials and Supplies Consumed	13,820	$14,580	114	$121	$13,935	$14,701	5.50%
505	Utilities			3,623	$3,804	$3,623	$3,804	5.00%
506	Casualty and Liability Costs					$0	$0	
507	Taxes					$0	$0	
508	Purchased Transportation Services					$0	$0	
509	Miscellaneous Expenses			$0	$250	$0	$250	100.00%
510	Expense Transfer					$0	$0	
511	Interest Expense					$0	$0	
512	Leases and Rentals					$0	$0	
-	Other (please specify)					$0	$0	
-	Other (please specify)					$0	$0	
-	Other (please specify)					$0	$0	
	EXPENSES - TOTAL	$76,128	$78,647	$30,510	$32,053	$106,637	$110,700	3.81%
				$106,637	714,370.29			3.81%
					$714,242			

Revenue Category		SFY 2019 Projected	SFY 2020 Proposed	% Increase/
401	Passenger Fares for Transit Service	$19,452	$20,000	2.82%
402	Special Transit Fares			
406	Auxiliary Transportation Revenues			
407	Nontransportation Revenues			
-	Other (please specify)			
-	Other (please specify)			
-	Other (please specify)			
	REVENUES - TOTAL	$19,452	$20,000	2.82%

	SFY 2019 Projected	SFY 2020 Proposed	% Increase/
DEFICIT -TOTAL	$87,185	$90,700	4.03%
Federal Subsidy			
State Subsidy	$36,982	$38,522	4.16%
Local Subsidy	$50,203	$52,178	3.93%
SUBSIDIES - TOTAL	$87,185	$90,700	4.03%

SERVICE STATISTICS	SFY 2019 Projected	SFY 2020 Proposed	% Increase/
Linked Passengers			
Transfers			
Unlinked Passengers	7,450	7,500	0.67%
Miles	42,500	42,500	0.00%
Hours	2,749	2,800	1.86%
Days of Operation	358	358	0.00%

Milford Transit District
Service Description: Urban Fixed Route, Including Coastal I, II and III, Saturday and Shuttle
Period: July 1, 2019 - June 30, 2020

State Project Number: DOT0424005BOP
Agreement Number:
Budget Addendum Number: 2020-OPU-01

		Operations/Maintenance		General Administration		Total	Total	
		SFY 2019 Projected	SFY 2020 Proposed	SFY 2019 Projected	SFY 2020 Proposed	SFY 2019 Projected	SFY 2020 Proposed	% Increase/ (Decrease)
Expense Object Class								
501	Labor	544,647	555,540	224,237	231,524	768,884	787,065	2.36%
502	Fringe Benefits	180,138	191,847	107,159	114,124	287,297	305,971	6.50%
503	Services		-	51,935	54,324	51,935	54,324	4.60%
504	Materials and Supplies Consumed	138,181	145,781	57,959	61,146	196,140	206,927	5.50%
505	Utilities			43,613	44,703	43,613	44,703	2.50%
506	Casualty and Liability Costs			17,888	18,336	17,888	18,336	2.50%
507	Taxes			8,606	9,036	8,606	9,036	5.00%
508	Purchased Transportation Services					-	-	
509	Miscellaneous Expenses			1,581	2,800	1,581	2,800	77.08%
510	Expense Transfer					-	-	
511	Interest Expense					-	-	
512	Leases and Rentals					-	-	
-	Other (please specify)					-	-	
-	Other (please specify)					-	-	
-	Other (please specify)					-	-	
	EXPENSES - TOTAL	862,967	893,169	512,977	535,994	1,375,944	1,429,162	3.87%

Revenue Category								
401	Passenger Fares for Transit Service					$168,000	$171,000	1.79%
402	Special Transit Fares							
406	Auxiliary Transportation Revenues							
407	Nontransportation Revenues							
-	Other (please specify)							
-	Other (please specify)							
-	Other (please specify)							
	REVENUES - TOTAL					$168,000	$171,000	1.79%
	DEFICIT -TOTAL					$1,207,944	$1,258,162	4.16%
	Federal Subsidy							
	State Subsidy					$1,008,839	$1,225,000	21.43%
	Local Subsidy					$199,105	$33,162	-83.34%
	SUBSIDIES - TOTAL					$1,207,944	$1,258,162	4.16%

SERVICE STATISTICS							
Linked Passengers							
Transfers					22,400	22,400	0.00%
Unlinked Passengers					250,430	250,430	0.00%
Miles					307,553	307,553	0.00%
Hours					20,263	20,263	0.00%
Days of Operation					365	365	0.00%

Transit at Agency: Milford Transit District
Service Description: ADA Transit Service
Period: July 1, 2019 - June 30, 2020

State Project Number: DOT04240059OP
Agreement Number:
Budget Addendum Number: 2020-OPU-01

		Operations/Maintenance		General Administration		Total	Total	
		SFY 2019 Projected	SFY 2020 Proposed	SFY 2019 Projected	SFY 2020 Proposed	SFY 2019 Projected	SFY 2020 Proposed	% Increase/ (Decrease)
Expense Object Class								
501	Labor	288,500	294,270	86,888	89,712	375,387	383,981	2.29%
502	Fringe Benefits	86,227	91,832	34,680	36,934	120,907	128,766	6.50%
503	Services			11,818	11,818	11,818	11,818	0.00%
504	Materials and Supplies Consumed	78,314	82,621	649	684	78,962	83,305	5.50%
505	Utilities			20,530	21,556	20,530	21,556	5.00%
506	Casualty and Liability Costs					-	-	
507	Taxes					-	-	
508	Purchased Transportation Services					-	-	
509	Miscellaneous Expenses			-	750	-	750	100.00%
510	Expense Transfer					-	-	
511	Interest Expense					-	-	
512	Leases and Rentals					-	-	
-	Other (please specify)					-	-	
-	Other (please specify)					-	-	
-	Other (please specify)					-	-	
	EXPENSES - TOTAL	453,040	468,722	154,564	161,454	607,604	630,177	3.71%
				607,604				3.71%
Revenue Category								0.00%
401	Passenger Fares for Transit Service					$95,600	99,600	4.18%
402	Special Transit Fares							
406	Auxiliary Transportation Revenues							
407	Nontransportation Revenues							
-	Other (please specify)							
-	Other (please specify)							
-	Other (please specify)							
	REVENUES - TOTAL					95,600	99,600	4.18%
	DEFICIT -TOTAL					512,004	530,577	100.00%
	Federal Subsidy							
	State Subsidy					288,988	472,000	63.33%
	Local Subsidy					223,016	58,577	-73.73%
	SUBSIDIES - TOTAL					512,004	530,577	3.63%
	SERVICE STATISTICS							
	Linked Passengers							
	Transfers							
	Unlinked Passengers					36,500	37,000	1.37%
	Miles					210,416	213,500	1.47%
	Hours					13,700	13,750	0.36%
	Days of Operation					358	358	0.00%