

**MINUTES OF THE  
ACCOMACK-NORTHAMPTON  
TRANSPORTATION DISTRICT COMMISSION**

A regular meeting of the Accomack-Northampton Transportation District Commission was held at the Eastern Shore Chamber of Commerce Building, Melfa, Virginia, on Tuesday, November 1, 2016 at 5:30 p.m.

Present:

Oliver H. Bennett, Chairman  
Donald L. Hart, Jr., Vice Chairman  
C. Reneta Major, Secretary-Treasurer  
Granville F. Hogg, Jr.  
Larry E. LeMond

Absent:

Ron Wolff

Ex-Officio member absent:

Steven Hennessee, DRPT

Nonmembers present:

J. T. Holland, Bay Coast Railroad  
Alex Parry, Bay Coast Railroad  
John Maher, STAR Transit  
Bruce Simms, Virginia Regional Transit

In Re: Call to Order

The Chairman called the meeting to order and indicated that a quorum was present.

In Re: Invocation

The invocation was given by Ms. Major.

In Re: Statements from the Public

There were no statements from the public.

In Re: Account Balances

The monthly Assistant Secretary-Treasurer's report showed an ending balance at October 31st of \$34,042.61.

In Re: Minutes of October 4, 2016

Motion was made by Mr. Hart, seconded by Ms. Major, that minutes of the meeting of October 4, 2016 be approved. All members were present with the exception of Mr. Wolff and voted "yes". Motion was unanimously passed.

In Re: Public Transportation Report

The following Management Report was distributed:



**STAR Transit Management Report  
Nov. 1, 2016**

**Operations**

- Tropical Storm Matthew's 6 inches of rain and relatively lower than expected winds had minimal impact on our services.
- Riverside Hospital decided to postpone any decision for bus shelter placement at their new location pending a 6 month evaluation period after opening.
- To help us in our route planning, an on/off report and passenger survey is scheduled for this month.

**Human Resources**

- As a result of good fiscal judgement and solid management decisions, I am pleased to announce that STAR Transit is able to provide the employees a 4% raise and a onetime \$500 bonus.

## **Facility**

- Estimates on painting the inside of our facility are being accepted to ensure the transit facility remains in a state of good repair.
- RFPS for a new 4 year maintenance and repair contract will be posted in the newspapers by Oct.28

## **Training**

- Driver Training – Nov 1.
- John Maher received his CTAA ( Community Transportation Association of America) CSSO (Community Safety and Security Officer) certification.
  - Star will now be participating in community emergency preparedness planning as well as assessing our own operations using accepted transit industry safety and security standards.

## **Marketing and Outreach**

- Attended the ESPDC (Eastern Shore Disaster Coalition) quarterly meeting on Oct. 20.
- Worked with Jennifer Justice, Emergency Coordinator for the Eastern Shore Health District and Eastern Shore Rural Health in their Point of Dispensing Medications Exercise on Oct 18.
  - Transported participants between Northampton Health Dept. and Franktown Medical.

## **Transit Maintenance**

- ***Preventive Maintenance Program***
  - Routine vehicle preventive maintenance is up to date.

## **Ridership Statistics**

- The Yellow Route had single day high of 48 rides on Oct. 20

October 2015 – 7575

Oct . 2016 - will update on day of meeting

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In Re: State's Comments

There were no comments submitted from the State.

In Re: Airport Update

There was no airport update.

In Re: Railroad Comments

The following report was presented:

In October, BCR handled 73 carloads. 49 of these were at Little Creek with the top shippers being:

33 for Mid-Atlantic Transload (grit),  
9 for Gordon Paper and  
7 for Dynaric.

Eastern Shore location handled the remaining 24 loads with the top shippers being:

Bayshore Concrete Products 4 inbound cars,  
Helena Chemical 5 cars,  
Coastline Chemical 4 cars,  
Pep Up Gas 6 Cars,  
Crop Production 2 cars,  
KMX Chemical 1 car and  
Sharp Energy 2 cars.

Mr. Parry noted that the upper Delmarva may be short-lined which could mean some additional local traffic for Bay Coast. This will not affect our relationship with Norfolk-Southern.

In response to a question from Mr. Hogg, Mr. Parry reported that the Treherneville signal has been repaired.

In Re: Adjourn

Motion was made by Mr. LeMond, seconded by Mr. Hogg, that the meeting be adjourned. All members were present with the exception of Mr. Wolff and voted "yes". The motion was unanimously passed. The meeting was adjourned.