

**Regularly Scheduled Meeting of Board of Directors
Town and Country Transit
January 14, 2026
4:00 PM**

1. Call to Order – Roll Call
2. Reorganization (for Board Secretary)
3. Public to be Heard (15-minute limit)
4. Executive Session – Personnel Issues
5. Approval of board meeting minutes from:
 - a. November 12, 2025
 - b. Finance committee minutes October 2025
6. Today's finance committee recommendations
 - a. November 2025
 - b. December 2025
7. Executive Director's Report
 - a. FTA Drug & Alcohol Audit
 - b. PennDOT Projects
 - i. Transit Development Plan (TDP) – consultant firm assigned: STV, Inc.
 - ii. Facilities Study – consultant firm assigned: Huitt-Zollars
 - iii. ADA ramp / entrance repair at Terminal
 1. Tentative decision of contract award to Holbein Inc.
 - c. Local Match for FY 26/27
 - i. Mandatory 5% increase

- d. Board Meeting schedule for 2026
 - e. Please return State Ethics Forms to Tiffany no later than the February 11, 2026 Board Meeting
 - f. Need to set up a Human Resource (HR) committee meeting
 - g. YTD Ridership: Fixed-Route and Shared-Ride (Compares FY 24/25 to 25/26)
 - h. Performance Measures
 - i. Monthly performance measures FY 25.26
 - i. Fleet Summary Report
8. Old Business
9. New Business
- a. Resolution
 - i. Appointment of Open Records Officer per policy
 - ii. Local Match Approval for FY 26/27 for PTOA
 - iii. Permission to Execute Grants
 - iv. Substance Abuse Policy
 - v. Cart, Stroller, and Carry-on Policy
 - vi. Waiver Incentive Policy
10. Adjournment

Next Monthly Meeting: February 11, 2026

