

**SOUTH CENTRAL TRANSIT AUTHORITY
MINUTES**

DATE: December 18, 2019

TIME: 6:00 PM

PLACE: 1700 North Eleventh Street
Reading, PA

PURPOSE: Regular Monthly Public Board Meeting

ATTENDANCE: **Members:** Commissioner Kevin Barnhardt, Timothy Snyder, Bonnie Glover, Dennis Rex, James Schlegel, Sandra Thompson, and Gail Landis

Solicitor: Jill Nagy, Summers Nagy Law Offices

Staff: David W. Kilmer, Jeffrey Glisson, Laura Hopko, Rhonda Baer, Gregory Downing, Sharon Stevens, Jennifer Boley and Yaniv Hernandez

Guests: Steve Newsham - Amalgamated Transit Union #1345, Mark Glatz & Jody Lavine – Easton Coach, and Mike Golembiewski – Berks County Planning Commission

ORDER OF BUSINESS:

1. Call to Order

Chairman Kevin Barnhardt called the meeting to order at 6:00 p.m.

2. Public Comment on Agenda Items

None

3. Approval of Minutes of the November 20, 2019 Regular Board Meeting.

Chairman Kevin Barnhardt mentioned the minutes from the November 20, 2019 Regular Board Meeting are in the packet.

Chairman Kevin Barnhardt mentioned the Board approves the minutes from the November 20, 2019 Regular Board Meeting as presented.

4. Bills and Communications

Mr. Kilmer mentioned there are none.

5. Reports of Committees

A. Personnel Committee

Mr. Kilmer mentioned, on behalf of Mr. Ouellet, there are no reports.

B. Operations Committee

Ms. Glover mentioned there are no reports.

C. Finance Committee

Mr. Snyder mentioned the final draft of audits will be discussed later in this meeting.

D. Marketing Committee

Chairman Kevin Barnhardt reported the monthly marketing report is included in the packet.

6. Old Business

A. Approval of the FY 2018-19 Audit –

Mr. Kilmer mentioned a final draft of the audit for FY 2018-19 is included in the Board packet for your review. The Auditors have added the state funding schedules in the draft report. Staff recommends approval.

Upon motion by Mr. Snyder, seconded by Ms. Glover, the Board approved the Approval of the FY 2018-19 Audit.

7. New Business

A. Award of Parts Bids –

Mr. Kilmer mentioned a chart showing the low bidders for vehicle parts is included in the packet. The bids received were roughly 4% lower than the current pricing for the same parts. A total of 137 parts were bid this year with multiple bids received for nearly every part from fifteen different suppliers. Staff recommends award to the suppliers and prices listed as follows:

PURCHASE OF BUS PARTS (Project #10-2019)
REQUEST FOR AWARD OF BUS PARTS FOR SCTA

PARTS SUPPLIER RECOMMENDED FOR RECEIVING CONTRACT AWARD	NUMBER OF PARTS TO BE AWARDED	TOTAL CONTRACT AWARD	NUMBER OF INDIVIDUAL PART BIDS SUBMITTED
Cumberland Truck Parts (CTP), Carlisle, PA	7	\$12,674.62	23
Cummins Power Systems, Harrisburg, PA	14	\$24,753.30	42
D&W Diesel, Inc., Auburn, NY	8	\$15,312.36	20
FleetPride, Carlisle, PA	1	\$659.94	21
Fred Beans Parts, Doylestown, PA	6	\$7,290.12	8
Gillig LLC, Hayward, CA	33	\$49,743.63	86
IBP Industries, Apopka, FL	5	\$3,514.00	5
Kirk's Automotive Inc., Detroit, MI	6	\$7,477.15	35
Midwest Bus Corp., Owosso, MI	1	\$435.00	35
Mohawk Mfg & Supply Co., Niles, IL	18	\$29,483.45	51
Muncie Transit Supply, Muncie, TN	22	\$23,372.08	88
Neopart Transit LLC, Reading, PA	2	\$1,085.32	16
New Flyer (Aftermarket Parts) Delaware, OH	5	\$6,795.62	79
Penn Detroit (Penn Power) Philadelphia, PA	2	\$1,530.84	11
Vehicle Maintenance Program Boca Raton, FL	6	\$8,663.99	53
TOTAL	136	\$192,791.42	575

Upon motion by Mr. Rex, seconded by Ms. Thompson, the Board approved the Award of Parts Bids.

B. Approval of Employee Code of Conduct Policy –

Mr. Kilmer mentioned as part of the Be Nice Program, staff felt it was appropriate to adopt a policy concerning the conduct of employees since last year a Customer Code of Conduct was adopted. This will show our customers what they can expect from employees and the importance of good customer service. A copy of the proposed Code of Conduct is included in the Board packet. Staff recommends approval.

Upon motion by Mr. Schlegel, seconded by Mr. Snyder, the Board approved the Approval of Employee Code of Conduct Policy.

C. Approval of Be Nice Program -

Mr. Kilmer mentioned as previously presented to the Board, staff has developed a new customer service program to improve the quality of service and increase ridership. Staff members Gregory Downing, Jeffrey Glisson and Jennifer Boley gave a presentation of the program at the meeting. A copy of the details for the program are included in the Board packet for review. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Mr. Rex, the Board approved Approval of Be Nice Program.

D. FY 2019 Summary Stats –

Mr. Kilmer mentioned a copy of the five year summary of statistics for all services is included in the Board packet for review. No action required at this time.

E. Approval of Amendment to Software Support Agreement –

Mr. Kilmer mentioned the Amendment to Software Support Agreement is to extend the term for one (1) year between South Central Transit Authority and Genfare. Staff recommends approval.

Upon motion by Ms. Thompson, seconded by Ms. Glover, the Board approved Approval of Amendment to Software Support Agreement.

F. Approval of Operating Statements for November, 2019 –

Mr. Kilmer mentioned for the month of November, 2019, ridership in Lancaster showed a .7% increase with fixed route showing a 2.7% increase and shared ride showing a 1.6 % decrease. For Reading, ridership showed a .3% increase with fixed route showing a .3% increase and shared ride showing a .3% increase. Total ridership for the month was 375,341 for fixed route and 40,266 for shared ride for a total of 415,607 rides for the month of November, 2019 compared to 413,629 rides last November for a decrease of .8% overall.

Financially for November, 2019, Lancaster showed \$681,027 in operating revenue combined with operating grants of \$618,883 for total revenue of \$1,299,910 against total expenses of \$1,347,512 for a net loss of \$47,602 on shared ride. For Reading, operating revenues \$695,953 combined with operating grants of \$563,585 for total revenue of \$1,259,538 against expenses of \$1,233,362 for a net gain of \$26,176 for Special Services. Overall, for November, operating revenue was \$1,376,980 combined with operating grants of \$1,182,468 for total revenue of \$2,559,448 against total expenses of \$2,580,874 for a net loss of \$21,426 all on shared ride. For the fifth month of the fiscal year, revenue is 41.2% of budget, grants are at 34.5% of budget, and expense is 37.5% of budget.

Upon motion by Ms. Landis, seconded by Ms. Thompson, the Board approved the Approval of Operating Statements for November, 2019.

G. Appointment of Nominating Committee –

The Chair appointed Ms. June Wolf and Ms. Cheryl Love for the Nominating Committee for Board Officers for 2020.

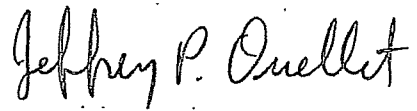
8. Public Comment

None

9. Adjournment

With no further business to discuss, the meeting adjourned at 6:30 p.m., upon motion by Ms. Thompson, seconded by Mr. Schlegel.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jeffrey P. Ouellet".

Jeffrey P. Ouellet
Secretary