

**SOUTH CENTRAL TRANSIT AUTHORITY
MINUTES**

DATE: November 20, 2019

TIME: 6:00 PM

PLACE: 45 Erick Road
Lancaster, PA

PURPOSE: Regular Monthly Public Board Meeting

ATTENDANCE: **Members:** Commissioner Kevin Barnhardt, Cheryl Love, Bonnie Glover, Dennis Rex, James Schlegel, Jeffrey Ouellet and Gail Landis

Solicitor: Sean Summers, Summers Nagy Law Offices

Staff: David W. Kilmer, Jeffrey Glisson, Laura Hopko, Rhonda Baer, and Gregory Downing

Guests: Steve Newsham - Amalgamated Transit Union #1345

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 October 16, 2019 Regular Board Meeting.

Chairman Kevin Barnhardt mentioned the minutes from the October 16, 2019 Regular Board Meeting is in the packet.

Upon motion by Ms. Glover, seconded by Ms. Love, the Board approved the minutes from the October 16, 2019 Regular Board Meeting as presented.

4. Bills and Communications

Mr. Kilmer mentioned there are none.

5. Reports of Committees

A. Personnel Committee

Mr. Ouellet mentioned there are no reports.

B. Operations Committee

Ms. Glover mentioned there are no reports.

C. Finance Committee

Mr. Kilmer mentioned on behalf of Mr. Snyder's absence the Committee reviewed the draft of audits and will be on the agenda for December Meeting. No action required at this time.

D. Marketing Committee

Ms. Landis reported the monthly marketing report is included in the packet.

6. Old Business

None

7. New Business

A. Award of Bids for Vehicle Disposal –

Mr. Kilmer mentioned the Bids for the disposal of four administrative vehicles and one shop truck were due the day of the Board meeting. A recommendation was presented at the meeting as follows:

SALE OF SURPLUS SERVICE VEHICLES (NOVEMBER 2019)

Invent.									
#	Dept.	Winning Bid	Buyer	City, State, Zip	# of Bids	Year	Make	Model	Mileage
13	Reading Maintenance	\$6,405.00	Donald Graham	Forked River NJ 08731	51	2004	Ford	F-250 XL 4WD P/U	52,981
76	Reading Maintenance	\$1,320.00	Rex Chasey	Egg Harbor City NJ 08215	57	2004	Ford	Focus Wagon SE	48,097
78	Reading Administration	\$4,130.00	Tara Blunt	Capitol Heights MD 20743	107	2008	Ford	Escape XLT 4WD	97,051
54	Lancaster Ops	\$3,500.00	Kyle Batz LAF Renewables LLC	Womelsdorf PA 19567	60	2008	Ford	Escape XLS 4WD	93,755
55	Lancaster Ops	\$5,050.00	Robert Lefever	Columbia PA 17512	98	2010	Ford	Escape XLS 4WD	83,740
TOTAL BID AMOUNT RECEIVED	\$20,405.00								

Upon motion by Mr. Rex, seconded by Ms. Landis, the Board approved the Award of Bids for Vehicle Disposal.

B. Resolution 08-2019 for Paratransit Vehicle Award –

Mr. Kilmer mentioned SCTA has taken the lead on the statewide purchase of paratransit vehicles of various sizes. There were three categories of vehicles in the RFP that included mini-vans, body on chassis, and transit vans. Proposals were received from four different suppliers of these vehicles that were reviewed by a team of maintenance directors from five different transit Authorities, including SCTA. This was a negotiated procurement and based on the responses received, it is recommended that SCTA reject all proposals for the body on chassis and transit van vehicle categories. This is due to a number of issues, including the ability to

provide the various types of seating configurations and types of chassis being offered by each supplier. SCTA will modify the RFP to provide for more flexibility by the suppliers. A recommendation for the award of the mini-vans and the resolution was distributed at the meeting.

Upon motion by Mr. Ouellet, seconded by Ms. Glover, the Board approved Resolution 08-2019 for Paratransit Vehicle Award.

C. Approval of Lease Extension with Berks County Veterans Office -

Mr. Kilmer mentioned The County of Berks would like to exercise the second three year option for the lease of space at the BTC for the Veterans Office. In accordance with the lease, the payments are slated to increase 3% per year for the next three years that will include 2020 to 2022 at a lease payment of \$41,618.93, \$42,867.50, and \$44,153.52 respectively. The County Commissioners have taken action to approve the extension of the lease. Staff recommends approval.

Upon motion by Mr. Schlegel, seconded by Mr. Ouellet, the Board approved Approval of Lease Extension with Berks County Veterans Office.

D. Presentation of the FY 2018-19 Audits –

Mr. Kilmer mentioned The Finance Committee met prior to the meeting to review the audits with RKL. Copies of the drafts were sent separately to all Board members for review. The Committee will make a recommendation at the meeting. Mr. Kilmer mentioned the audit has no issues, final audit will be on the agenda for December meeting. No action required at this time.

E. Approval of Operating Statements for October, 2019 –

Mr. Kilmer mentioned for the month of October, 2019, ridership in Lancaster showed a .6% decrease with fixed route showing a .3% increase and shared ride showing a 6.7% decrease. For Reading, ridership showed a 2.4% decrease with fixed route showing a 2.9% decrease and shared ride showing a 2.9% increase. Total ridership for the month was 424,035 for fixed route and 47,974 for shared ride for a total of 472,009 rides for the month of October, 2019 compared to 480,126 rides last October for a decrease of 1.7% overall.

Financially for October, 2019, Lancaster showed \$812,159 in operating revenue combined with operating grants of \$533,392 for total revenue of \$1,345,551 against

total expenses of \$1,254,136 for a net gain of \$91,415 on shared ride. For Reading, operating revenues \$798,475 combined with operating grants of \$674,751 for total revenue of \$1,473,226 against expenses of \$1,397,099 for a net gain of \$76,127 for Special Services. Overall, for October, operating revenue was \$1,610,634 combined with operating grants of \$1,208,143 for total revenue of \$2,818,777 against total expenses of \$2,651,235 for a net gain of \$167,542 all on shared ride. For the fourth month of the fiscal year, revenue is 33.7% of budget, grants are at 28.2% of budget, and expense is 30.6% of budget.

Upon motion by Ms. Love, seconded by Ms. Glover, the Board approved the Approval of Operating Statements for October 2019.

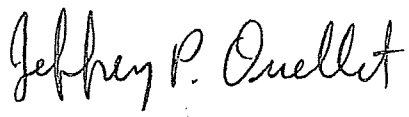
8. Public Comment

None

9. Adjournment

With no further business to discuss, the meeting adjourned at 6:20 p.m., upon motion by Mr. Ouellet, seconded by Mr. Schlegel.

Respectfully submitted,



Jeffrey P. Ouellet
Secretary

