

**SOUTH CENTRAL TRANSIT AUTHORITY  
MINUTES**

DATE: April 15, 2020

TIME: 6:00 PM

PLACE: 1700 North Eleventh Street  
Reading, PA

PURPOSE: Regular Monthly Public Board Meeting

ATTENDANCE: **Members via phone:** Commissioner Kevin Barnhardt, Gail Landis, Bonnie Glover, James Schlegel, Sandra Thompson, Timothy Snyder, Dennis Rex, Jeffrey Ouellet, Cheryl Love, and June Wolf

**Solicitor via phone:** Jill Nagy, Summers Nagy Law Offices

**Staff:** David W. Kilmer, Laura Hopko, Rhonda Baer, and Sharon Stephens

**Via phone:** Jeffrey Glisson, Gregory Downing, and Jason Corbin

**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 March 18, 2020 Regular Board Meeting.

Chairman Kevin Barnhardt mentioned that the minutes from the March 18, 2020 Regular Board Meeting are in the packet.

Chairman Kevin Barnhardt mentioned the Board approves the minutes from the March 18, 2020 Regular Board Meeting as presented, upon motion by Ms. Glover, seconded by Mr. Schlegel.

4. Bills and Communications

Mr. Kilmer mentioned there is 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. Snyder mentioned there are no reports.

D. Marketing Committee

Ms. Landis reported the monthly marketing report and the media around Coronavirus reports are included in the packet.

Upon motion by Ms. Landis, seconded by Mr. Ouellet, the Board approved the Reports of Committees.

6. Old Business

A. Draft FY 2020-21 Operating Budget –

Mr. Kilmer mentioned the draft Operating Budget for FY 2021 was distributed in the Board packet last month for review. The budget includes minor service increases for fixed route service in both areas and the restructuring of the fares. Staff is recommending approval at the April Board meeting in order to file the state grant.

Upon motion by Ms. Glover seconded by Ms. Love, the Board approved the Draft FY 2020-21 Operating Budget.

B. Proposed Program of Projects for FFY 2020 –

Mr. Kilmer mentioned a draft of the Program of Projects for both the Lancaster and Reading Urbanized Areas was included in the Board packet last month for review. The Program of Projects details how the annual Federal Transit Administration's annual apportionment funds will be used. A public hearing has been scheduled prior to the April Board meeting to solicit comments. A final recommendation will be presented at the April Board meeting.

Upon motion by Mr. Schlegel seconded by Ms. Wolf, the Board approved the Proposed Program of Projects for FFY 2020.

C. Proposed Fare Restructuring and Increase for Lancaster and Reading –

Mr. Kilmer mentioned a draft proposal for restructuring the bus fares in both areas was included in the Board packet last month. Due to current state of the COVID-19 pandemic, staff delayed the public hearing for the proposed fare restructuring until May 14 and May 15. We are also recommending the implementation be delayed until late August in Lancaster to coincide with schedule changes and early September in Reading. No action required at this time.

7. New Business

A. Resolution 13-20 – Award of Mechanical Bids for BARTA Transportation Center –

Mr. Kilmer mentioned this project was re-bid due to the issue with the Buy America certificate at last month's Board meeting. The bids are due Friday, April 10, 2020 at 2:00 PM. A bid tabulation and recommendation will be presented at the Board meeting. Staff recommends approval

Upon motion by Ms. Glover seconded by Mr. Ouellet, the Board approved the Resolution 13-20 – Award of Mechanical Bids for BARTA Transportation Center.

B. Resolution 14-20 – Authorizing Free Fares During Crisis –

Mr. Kilmer mentioned this Resolution is required by PADOT to authorize the free fares during the COVID-19 crisis and ensure that ridership is still being counted and verified. Staff recommends approval.

Upon motion by Mr. Schlegel, seconded by Ms. Glover, the Board approved the Resolution 14-20 – Authorizing Free Fares During Crisis.

C. Resolution 15-20 - Certifying the Local Match for State Operating Assistance –

Mr. Kilmer mentioned this is the standard Resolution required by the State for the local match for operating assistance. Staff recommends approval.

Upon motion by Ms. Landis, seconded by Ms. Glover, the Board approved the Resolution 15-20 - Certifying the Local Match for State Operating Assistance.

D. Approval for the Cost of Sanitizing SCTA Facilities —

Mr. Kilmer mentioned SCTA received pricing from Newly Restored, Lancaster, to sanitize the two operations centers and two transit centers as part of the COVID-19 pandemic. The cost is \$28,800.00 to do all four facilities and the effect is designed to last up to three months. This is the same process that we are using on the vehicles in both locations, but the cost for the facilities required Board approval. Staff will prepare a procurement for future applications in response to the pandemic. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Ms. Thompson, the Board approved the Approval for the Cost of Sanitizing SCTA Facilities.

E. Approval of Operating Statement for March, 2020 -

Mr. Kilmer mentioned for the month of March, ridership in Lancaster showed a 28.9% decrease with fixed route showing a 27.1% decrease and shared ride showing a 40.1% decrease. For Reading, ridership showed a 26.2% decrease with fixed route showing a 25.7% decrease and shared ride showing a 31.1% decrease. Total ridership for the month was 275,273 for fixed route and 28,459 for shared ride for a total of 303,732 rides for the month of March compared to 417,743 rides last March for a decrease of 27.3% overall. For the first nine months of the fiscal year, overall ridership is down 2.7%.

Financially for March, 2020, Lancaster showed \$459,585 in operating revenue combined with operating grants of \$665,694 for total revenue of \$1,125,279 against total expenses of \$1,232,372 for a net loss of \$107,092 on shared ride. For Reading, operating revenues \$878,627 combined with operating grants of \$827,548 for total revenue of \$1,706,175 against expenses of \$1,443,640 for a net gain of \$262,536 for

Special Services. Overall, for March, operating revenue was \$1,338,212 combined with operating grants of \$1,493,242 for total revenue of \$2,831,454 against total

expenses of \$2,676,011 for a net gain of \$155,443 all on shared ride. For the eighth month of the fiscal year, revenue is 72.6% of budget, grants are at 66.1% of budget, and expense is 68.2% of budget.

Upon motion by Ms. Thompson, subject to audit, seconded by Mr. Rex, the Board approved the Approval of Operating Statements for March, 2020.

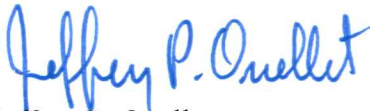
8. Public Comment

None.

9. Adjournment

With no further business to discuss, the meeting adjourned at 6:25 p.m., upon motion by Ms. Thompson, seconded by Ms. Glover.

Respectfully submitted,



Jeffrey P. Ouellet

Secretary

