

**SOUTH CENTRAL TRANSIT AUTHORITY  
MINUTES**

DATE: June 17, 2020  
TIME: 6:00 PM  
PLACE: Virtual Meeting  
PURPOSE: Regular Monthly Public Board Meeting

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

**Solicitor:** Jill Nagy, Summers Nagy Law Offices  
**Labor Attorney:** Susan Friedman, Stevens & Lee

**Staff:** David W. Kilmer, Laura Hopko, Jeffrey Glisson, Gregory Downing, and Jason Corbin

**Guests:** Mark Glatz– Easton Coach

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 May 20, 2020 Regular Board Meeting.

Chairman Kevin Barnhardt mentioned that the minutes from the May 20, 2020 Regular Board Meeting are in the packet and approved by the board as presented.

4. Bills and Communications

Mr. Kilmer mentioned there is none.

5. Reports of Committees

A. Personnel Committee

Mr. Kilmer 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

Mr. Kilmer mentioned the monthly marketing report is included in the packet.

Upon motion by Ms. Glover, seconded by Ms. Thompson, the Board approved the Reports of Committees.

6. Old Business

None

7. New Business

A. Approval to Award Auditing Services Contract

Mr. Kilmer mentioned that SCTA and four other transit systems issued an RFP for Auditing Services for the next five year period. A total of five proposals were received and were reviewed by a staff committee from all agencies involved. Based on the rankings, an award was recommended to Reinsel Kuntz Leshner (RKL) as the highest ranked firm. The cost for SCTA was set at \$29,875 for year 1 of the contract. Staff recommends award.

Upon motion by Mr. Schlegel, seconded by Ms. Love, the Board approved the award Auditing Services contract to Reinsel Kuntz Leshner (RKL).

B. Resolution 16-20 Award of Sanitation Services

Mr. Kilmer mentioned a RFP was issued for the routine sanitation and bio-guard for the vehicles and facilities operated by SCTA. A total of seven responses were received and reviewed by an in-house committee. Funding for this project is being provided by the CARES Act funding received by both urbanized areas.

Upon motion by Ms. Glover, seconded by Mr. Snyder, the Board approved the award of Sanitation Services contract to Newly Restored, Mount Joy, PA. for \$209,900 for year one.

C. Resolution 17-20 Award of Vehicle Inspection Services for Statewide Paratransit Vans

Mr. Kilmer mentioned that a RFP was issued to conduct on-line vehicle inspections for the recent statewide paratransit van procurement. A total of two proposals were received and reviewed by the same committee that reviewed the van procurement. The proposals were ranked and it is recommended that TRC Engineering Services LLC, Oviedo, Florida be awarded the contract for a five year period. Staff recommends approval.

Upon motion by Mr. Rex, seconded by Ms. Wolf, the Board approved the award of Vehicle Inspection Services for Statewide Paratransit Vans to TRC Engineering Services LLC.

D. Approval of Upgrade for Lancaster Vehicle Radio System

Mr. Kilmer mentioned that the radio communications system in Lancaster is need of upgrades to improve the communications system with many of the existing parts no longer being supported. The replacement and upgrades are available from the state contract and will cost \$52,317.98, including spare parts. Capital funds have been budgeted for this project. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Mr. Rex, the Board approved the upgrade of the Lancaster Vehicle Radio System.

E. Approval of UPWP Contract Modification for Lancaster County

Mr. Kilmer mentioned that the summary contract for the annual Unified Planning Work Program (UPWP) with the Lancaster County Planning Commission is included in the Board packet for your review. These federal planning funds assist SCTA in the development of the TAM Plan and the Safety and Security Planning work, along with the analysis of the performance of the existing services. The contract is for a two year period with SCTA receiving \$57,000 per year. Staff recommends approval.

Upon motion by Ms. Thompson, seconded by Mr. Rex, the Board approved the UPWP Contract Modification for Lancaster County.

F. Approval of Contract Modification for Lancaster Office of Aging

Mr. Kilmer mentioned that the contract with the Lancaster Office of Aging is up for renewal for providing shared ride service for their clients. A copy of the contract is included in the Board packet or your review. The County requested it be signed before June 15, 2020 to meet their schedule which was done subject to Board ratification. The total amount not to exceed is \$325,000 for a three year period with an option for two additional years. Staff recommends approval.

Upon motion by Mr. Schlegel, seconded by Ms. Glover, the Board approved the Contract Modification for Lancaster Office of Aging.

G. Approval of Contract Extension with Easton Coach

Mr. Kilmer mentioned that this will be the final year of a five year contract with Easton Coach to provide shared ride service in Lancaster and supplement the service being provided in Reading. While the lasting effects of COVID-19 are too early to analyze, we are recommending that the contract with Easton Coach be renewed at the current pricing for now with the understanding that Easton and SCTA will negotiate new pricing by the end of August, 2020 that will be retroactive back to July 1, 2020. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Ms. Thompson, the Board approved renewing current pricing with Easton Coach until August 2020, at which time new pricing will be negotiated for the current contract year.

H. Approval of Marketing Plan for FY 2021

Mr. Kilmer mentioned that a copy of the Marketing Plan for FY 2021 is included in the Board packet for review. There is also a budget sheet to show the costs for the various marketing efforts. The Marketing Committee has reviewed the Plan and will make a recommendation at the meeting. Staff recommends approval.

Upon motion by Ms. Love, seconded by Mr. Schlegel, the Board approved the Marketing Plan for FY 2021.

I. Approval to Lease Two Buses to AppalCART

Mr. Kilmer mentioned that SCTA received a request from the AppalCART transit system in Boone, North Carolina that is in need of buses. These

two buses have recently been replaced and were awaiting disposal. SCTA leased a bus to AppalCART last year that is still in use. A copy of the agreement is included in the Board packet for review. Staff recommends approval.

Upon motion by Mr. Schlegel, seconded by Mr. Snyder, the Board approved to Lease Two Buses to AppalCART.

J. Approval to Purchase Thermal Imaging System

Mr. Kilmer mentioned as part of the effort to improve the safety of the facilities in dealing with COVID-19, pricing was obtained to acquire a thermal imaging system that can be deployed at the passenger terminals and in the maintenance areas at both locations. This system would be able to detect an elevated temperature of employees at the Operator lounges at both locations and the shop areas since the operation is nearly 24/7. The pricing received from FLIR, Nashua, NH, for each location would be \$10,440 each for a total of \$41,880, including shipping for the four locations. The FLIR system is proven technology while some of the other systems evaluated did not have proven technology or systems that are new to the market, but were about \$450 less. Staff recommends the FLIR system with the costs being evenly divided between the two urbanized areas using the CARES Act funding.

Upon motion by Ms. Glover, seconded by Mr. Snyder, the Board approved the purchase of the Thermal Imaging System.

H. Approval of Operating Statement for May, 2020 - For the month of May, ridership in Lancaster showed a 61.0% decrease with fixed route showing a 59.1% decrease and shared ride showing a 72.6% decrease. For Reading, ridership showed a 56.4% decrease with fixed route showing a 55.1% decrease and shared ride showing a 71.1% decrease. Total ridership for the month was 166,696 for fixed route and 13,112 for shared ride for a total of 179,808 rides for the month of May compared to 431,255 rides last May for a decrease of 58.3% overall. For the first eleven months of the fiscal year, overall ridership is down 13.5%.

Financially for May, 2020, Lancaster showed \$136,789 in operating revenue combined with operating grants of \$478,342 for total revenue of \$615,131 against total expenses of \$596,608 for a net gain of \$18,523 on shared ride. For Reading, operating revenues of \$102,417 combined with operating grants of \$905,336 for total revenue of \$1,007,753 against expenses of \$1,158,292 for a net loss of \$150,538 for Special Services.

Overall, for May, operating revenue was \$239,206 combined with operating grants of \$1,383,678 for total revenue of \$1,622,884 against total expenses of \$1,754,900 for a net loss of \$132,016 all on shared ride. For the eleventh month of the fiscal

year, revenue is 75.8% of budget, grants are at 79.6% of budget, and expense is 79.2% of budget.

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

8. Public Comment

Mr. Kilmer requested that any member of the public wishing to speak to please unmute themselves so that they could be identified by and organization prior to speaking. Mr. Kilmer started the public comments with Mr. John Habanec. Mr. Habanec mentioned he is here to make a statement on behalf of ATU Local 1241 to our Board of Directors. Mr. Habanec again mentioned the risk that the drivers and mechanics are facing and that they should be paid more for the hazardous conditions they face and that the Authority is refusing to negotiate more pay for their union members.

The next member of the public was Ms. Patty McKenna with ATU Local 1241. She mentioned that she agrees with everything Mr. Habanec said and that they have worked during the entire time and risking their lives to provide service and deserve hazard pay.

Next was Mr. Ed Fabriziani from ATU Local 1345, Mr. Fabriziani reiterates what Mr. Habanec has said. ATU 1345 is also demanding that the Authority negotiate hazard pay for their members.

Next was another driver from ATU Local 1345, (Could not make out name) that reiterated the risk that the drivers are taking and that they should be paid more for it.

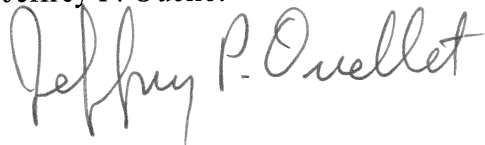
Mr. Kilmer asked if any other members of the public would like to make comments, no one came forward to speak.

9. Adjournment

With no further business to discuss, the meeting adjourned at 6:29 p.m., upon motion by Mr. Snyder, seconded by Mr. Schlegel.

Respectfully submitted,

Jeffrey P. Ouellet



Secretary