

**SOUTH CENTRAL TRANSIT AUTHORITY
MINUTES**

DATE: April 21, 2021
TIME: 6:00 PM
PLACE: Virtual Meeting
PURPOSE: Regular Monthly Meeting
ATTENDANCE: Members: June Wolf, Commissioner Kevin Barnhardt, Bonnie Glover, Gail Landis, Cheryl Love, Jeffrey Ouellet, Dennis Rex, James Schlegel, and Timothy Snyder.

Solicitor: Jill Nagy, Summers Nagy Law Offices

Staff: David Kilmer, Greg Downing, Jeffrey Glisson, Laura Hopko, Sharon Stephens, and Natasha Steffenhagen.

Guests: Michael Golembiewski, Berks County Planning Commission; Mark Glatz, Easton Coach.

ORDER OF BUSINESS:

1. Call to Order

Chairwoman June Wolf called the meeting to order at 6 p.m.

2. Public Comment on Agenda Items

None.

3. Approval of the Minutes of the March 17, 2021 Regular Board Meeting.

Upon motion by Mr. Barnhardt, seconded by Ms. Glover, the Board approved the minutes as presented.

4. Bills and Communications

A. None

5. Reports of Committees

- A. Personnel Committee – Jeff Ouellet, Chair
- B. Operations Committee – Bonnie Glover, Chair
- C. Finance Committee – Timothy Snyder, Chair
- D. Marketing Committee – Gail Landis, Chair

Upon motion by Mr. Ouellet, seconded by Mr. Schlegel, the Reports of Committees were approved as presented.

6. Old Business

A. None

7. New Business

A. Resolution 04-2021 Purchase of Ten Shared Ride Vehicles for Lancaster.

This purchase will replace ten shared rides vans in Lancaster that are beyond their useful life. The award is to Shepard Brothers who has the statewide contract for these vehicles at unit price of \$78,439 or \$784,390 for the ten vehicles. SCTA has capital funds from FTA and PADOT for this purchase. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Mr. Rex, the Board approved Resolution 04-2021.

B. Resolution 05-2021 Purchase of Eight Shared Ride Vehicles for Reading.

This purchase will replace eight shared rides vans in Reading that are beyond their useful life. The award is to Shepard Brothers who has the statewide contract for these vehicles at unit price of \$78,555.25 or \$628,442.00 for the eight vehicles. SCTA has capital funds from FTA and PADOT for this purchase. Staff recommends approval.

Upon motion by Mr. Snyder, seconded by Ms. Landis, the Board approved Resolution 05-2021.

C. Resolution 06-2021 Authorizing Submittal and Modification of PADOT Grants.

This Resolution is required by PADOT to designate staff members from SCTA authorized to prepare, modify and submit state grants in their software system. Staff recommends approval.

Upon motion by Ms. Love, seconded by Mr. Rex, the Board approved Resolution 06-2021.

D. Resolution 07-2021 Award of Shared Ride Service Contract.

SCTA only received one proposal for provision of shared ride service in Lancaster and to supplement the service provided in Reading. The proposal was received by Easton Coach, the current provider.

Upon motion by Ms. Glover, seconded by Mr. Barnhardt, the Board approved Resolution 07-2021.

E. Award of Operator Uniform Bids.

SCTA received only one bid to provide operator uniforms for both operations from Hess Embroidery and Uniforms, West Reading, PA. The bid received was evaluated based on the criteria described in the IFB. Staff recommends awarding a two year contract for the purchase of operator uniforms to Hess Embroidery and Uniforms, West Reading at an annual total of \$25,824.01 or at a total cost over the two years of \$51,648.02 based on expected purchases. Also, Staff recommends awarding the three

one-year options for the purchase of operator uniforms to Hess Embroidery and Uniforms. Option Year 3 reflects a 3.09% increase in total costs over the base two-year total costs. Option Year 4 reflects a 1.04% increase in total costs over the Option Year 3 total costs. Option Year 5 reflects a 1.05% increase in total costs over the Option Year 4 total costs.

Upon motion by Mr. Barnhardt, seconded by Mr. Ouellet, the Board approved the award of the Operator Uniform Bid.

F. Award of Bus Shelter Installation Bids.

SCTA received four bids for the installation of bus shelters for both locations. The bids were structured on a per unit pricing to construct cement pads and the shelter installation. The low bidder for this project was Warfel Construction. A bid tabulation is included in the Board packet. Staff is recommending award to Warfel Construction.

Upon motion by Mr. Snyder, seconded by Mr. Rex, the Board approved the award of the Bus Shelter Installation Bids.

G. Draft FY 2021-2022 Operating Budget.

A copy of the proposed operating budget for FY 2022 is included in the board packet. The draft budget includes allowances for the continued COVID measures to keep the fleet and facilities clean and the effects on the revenue and passengers. No action is required at the April meeting, but the budget will be on the May meeting agenda for approval.

H. Draft FFY 2021 Program of Projects.

A copy of the draft Program of Projects for FFY 2021 is included in the board packet for review. The Program of Projects proposes how SCTA will utilize the federal funding apportioned to both urbanized areas for transit related projects. SCTA will schedule a public hearing on the Program of Projects in both service areas prior to the May meeting. No action is required at the April meeting, but the Program of Projects will be on the May agenda for approval.

I. Designation of Representatives on RATS MPO Committees,

Staff would like to recommend a change to the representation on the Reading Area Transportation Study Committees for SCTA. Staff is recommending that Commissioner Barnhardt be the primary representative for the Coordinating Committee and David Kilmer as alternate. The Technical Committee would continue to be David Kilmer as primary and Jeff Glisson as alternate. The appointment would be for calendar year 2021.

Upon motion by Mr. Ouellet, seconded by Ms. Landis, the Board approved the designation of representatives on the RATS MPO Committees.

J. Donate old bus from Lancaster to the new Stevens Technology School of Diesel Technology.

The Stevens Technology School will be starting a brand new diesel engine program, building a new facility for the students to learn how to work on a bus. Working with votech schools is a good way to train future diesel mechanics. Steve Myers, Director of Maintenance for our Lancaster facility, is on their advisory committee. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Ms. Love, the Board approved the donation of an old bus to the Stevens Technology School of Diesel Technology.

K. Repairs to the Diesel Tanks in Reading.

After inspection in February, the dispenser sump did not pass inspection. We attempted to get alternate pricing, but could not find a certified contractor besides B&F to provide a quote for the work. DEP is not willing to wait until we replace the tanks later this year and has given us until May 13, 2021 to get it fixed. The dollar amount is \$26,250.

Upon motion by Mr. Rex, seconded by Mr. Snyder, the Board approved the repairs to the diesel tanks in Reading.

- L. Approval of Operating Statement for March, 2021 - For the month of March, ridership in Lancaster showed a 21.8% decrease with fixed route showing a 23.0% decrease and shared ride showing a 12.3% decrease. For Reading, ridership showed a 5.2% increase with fixed route showing a 6.7% increase and shared ride showing a 13.3% decrease. Total ridership was 261,841 for fixed route and 24,822 for shared ride for a total for the month of March at 286,663 compared to 303,732 rides last March for a decrease of 5.6% overall.

Financially for March, 2021, Lancaster recorded \$420,017 in operating revenue combined with operating grants of \$936,847 for total revenue of \$1,356,864 against total expenses of \$1,356,864. For Reading, operating revenues of \$467,759 combined with operating grants of \$843,883 for total revenue of \$1,311,642 against expenses of \$1,331,642. For the first nine months of the fiscal year, operating revenue is at 38.0% and operating grants are 96.8% for total revenue of 66.3.0% compared to expenses at 66.6%

Upon motion by Mr. Ouellet, seconded by Ms. Glover, the Board approved the Operating Statement for March, 2021.

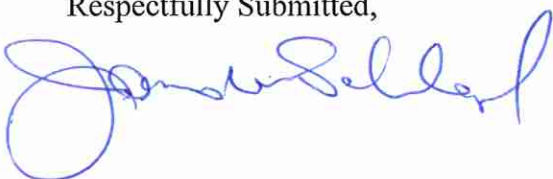
8. Public Comment

None.

9. Adjournment

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

Respectfully Submitted,



James Schlegel
Secretary

