

**SOUTH CENTRAL TRANSIT AUTHORITY  
MINUTES**

DATE: November 17, 2021  
TIME: 6:00 PM  
PLACE: Virtual Meeting  
PURPOSE: Regular Monthly Meeting  
ATTENDANCE: Members: June Wolf, Commissioner Kevin Barnhardt, Bonnie Glover, Gail Landis, Ineavelle Ruiz, Tim Snyder, and James Schlegel.

Solicitor: Jill Nagy, Summers Nagy Law Offices

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

Guests: Michael Golembiewski, Berks County Planning; David Daucanski, Vector Media; and Logan Mayer, Vector Media.

**ORDER OF BUSINESS:**

1. Call to Order

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

2. Public Comment on Agenda Items

None.

3. Approval of the Minutes of the October 20, 2021 Regular Board Meeting.

Vice-Chairman Kevin Barnhardt stated the Board meeting minutes were approved as presented.

4. Bills and Communications

A. Appointment of New Board Member

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 Ms. Landis, seconded by Mr. Schlegel, the Board approved the Reports of Committees.

6. Old Business

- A. Approval of FY 2021 Audit – The draft audit for FY 2021 was presented at the October Board meeting for review and comment. The Finance Committee reviewed the audit with the Auditors and found no problems or issues. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Mr. Snyder, the Board approved the FY 2021 audit.

7. New Business

- A. Resolution 20-2021 Local Match for State Capital Assistance – This is the standard Resolution for the state capital assistance. PennDOT is providing additional state funds in support of a capital project and requires the submission of a revised resolution. SCTA is expected to receive \$2,403,085 in state capital assistance that will require a local match of \$80,087. Staff recommends approval.

Upon motion by Ms. Landis, seconded by Mr. Schlegel, the Board approved Resolution 20-2021.

- B. Resolution 21-2021 Purchase of Bus Simulator – SCTA received two proposals for the purchase of a training bus simulator from Doron Systems and FACC. Doron submitted a cost proposal for the purchase and installation of a Mobile Bus Training Simulator at a total cost of \$358,618.00. Staff rated Doron's Proposal the highest and recommends approval.

Upon motion by Mr. Barnhardt, seconded by Mr. Snyder, the Board approved Resolution 21-2021.

- C. Resolution 22-2021 Bus Advertising and Bus Shelter Advertising Award -- SCTA on behalf of itself, CAT, rabbittransit and Lebanon Transit issued an RFP for the Sale of Exterior and Interior Bus Advertising and Bus Shelter Advertising. Two proposals were received. An evaluation committee including a representative from SCTA, CAT/rabbittransit and Lebanon Transit are reviewing the proposals received. A recommendation for award will be presented at the Board meeting.

Upon motion by Mr. Schlegel, seconded by Ms. Glover, the Board approved Resolution 22-2021.

- D. Resolution 23-2021 Rejection of Proposal for Purchase of Mini-Vans – SCTA took the lead for a statewide contract for the purchase of mini-vans. Based on current market conditions and Buy America requirements staff is recommending that the Proposal received be rejected.

Upon motion by Ms. Landis, seconded by Ms. Glover, the Board approved Resolution 23-2021.

- E. Award of HVAC Maintenance Contract – A summary of the project is included in the Board packet for review. Based on the prices received, staff recommends approval to Clark Inc. for a two year contract with the option to extend for three one-year contracts.

Upon motion by Ms. Ruiz, seconded by Mr. Barnhardt, the Board approved the Award of the HVAC Maintenance Contract.

- F. Donation of Obsolete Van to Boys & Girls Club – The Boys & Girls Club in Reading is in need of a non-CDL van to provide transportation for needy children in the community. Reading is expected to be disposing of several vans at the end of November with the delivery of three new vans. Staff recommends approval.

Upon motion by Mr. Barnhardt, seconded by Mr. Snyder, the Board approved the donation of the obsolete van.

- G. Approval of October Operating Statement - For the month of October, ridership in Lancaster showed a 6.7% decrease with fixed route showing a 9.4% decrease and shared ride showing a 14.3% increase. For Reading, ridership showed a 45.5% increase with fixed route showing a 48.6% increase and shared ride showing a 6.9% increase. Total ridership was 301,459 for fixed route and 26,800 for shared ride for a total for the month of October at 328,259 compared to 264,351 rides last October for an increase of 24.2% overall. This compares to 424,035 for fixed route and 47,974 for shared ride for October, 2019 for total passengers of 472,009 prior to the pandemic that results in ridership still being down 30.0% overall.

Financially for October, 2021, Lancaster recorded \$456,433 in operating revenue combined with operating grants of \$674,493 for total revenue of \$1,130,926 against total expenses of \$1,939,236 for a net loss of \$808,310 for shared ride. For Reading, operating revenues of \$442,580 combined with operating grants of \$811,739 for total revenue of \$1,254,319 against expenses of \$1,554,298 for a loss of \$299,979 on shared ride. The loss for shared ride is a result of the added expense for shared ride for FY 2021 as approved at the September meeting to make up for the loss in ridership. The added expense will be funded by SCTA's added federal funds to deal with COVID. For the third month of the fiscal year, operating revenue is at 15.0% and operating grants are 24.0% for total revenue of 19.8% compared to expenses at 23.5%.

Upon motion by Mr. Barnhardt, seconded by Ms. Landis, the Board approved the Operating Statement for October.


8. Public Comment

None.

9. Adjournment

With no further business to discuss, the meeting adjourned at 6:28 p.m., upon motion by Ms. Glover, seconded by Mr. Barnhardt.

Respectfully Submitted,



James Schlegel  
Secretary