

**SOUTH CENTRAL TRANSIT AUTHORITY  
MINUTES**

DATE: December 15, 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, Ineavelle Ruiz, and James Schlegel.

Solicitor: Jill Nagy, Summers Nagy Law Offices

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

Guests: Michael Golembiewski, Berks County Planning.

**ORDER OF BUSINESS:**

1. Call to Order

Chairwoman June Wolf called the meeting to order at 6:00 p.m.

2. Public Comment on Agenda Items

None.

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

Upon motion by Ms. Glover, seconded by Mr. Schlegel, the Board approved the November 17, 2021 Regular Board Meeting minutes.

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 Mr. Barnhardt, seconded by Ms. Love, the Board approved the Reports of Committees.

6. Old Business

None.

7. New Business

- A. Resolution 24-2021 Purchase of One Transit Bus for Lancaster – This purchase is to replace one vehicle that is beyond its useful life for the Lancaster operation. Pricing received from Gillig from the state-wide contract for a per unit cost of \$716,491.00. SCTA has capital funds available for this purchase. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Mr. Barnhardt, the Board approved Resolution 24-2021.

- B. Resolution 25-2021 Approval and Execution of Sale of Queen Street Station Air Rights - After conducting an appraisal and review appraisal as required by the FTA, the value of the air rights over the Queen Street Station Parking Garage has been valued at \$790,000. SCTA has a current Option Agreement with Eberly Myers, LLC. for the development of the air rights and they have agreed to the price of \$790,000 in accordance with the appraisal. It is the plan of the developer to build condos on top of the garage with at least four floors being constructed. A copy of the new Option Agreement and pictures of the proposed development are included in the Board packet for review. The agreement was reviewed by Stevens and Lee. Staff is requesting approval for the Executive Director to sign the Option Agreement. A final air rights agreement will be developed with the assistance of Stevens & Lee and brought back to the Board for final approval.

Upon motion by Ms. Glover, seconded by Ms. Ruiz, the Board approved Resolution 25-2021.

- C. Resolution 26-2021 Purchase of Bus Modems - PennDOT provided additional state funds in support for the upgraded bus modems needed to continue with our AVL technology and the board approved the local match needed to secure those funds. AVAIL is the sole source provider because the equipment compatibility is with AVAIL. Total cost for modems needed for Lancaster and Reading is \$245,089.01. Staff recommends approval.

Upon motion by Mr. Barnhardt, seconded by Ms. Landis, the Board approved Resolution 26-2021.

- D. Award of the Contract for the Redesign of the SCTA/RRTA/BARTA Websites – A summary of the project is included in the Board packet for review. Based on the proposals received, staff recommends approval to Webtek at a cost of \$32,670.00.

Upon approval by Mr. Barnhardt, seconded by Mr. Schlegel, the Board approved the award of the contract to Webtek.

- E. Approval to Purchase of Traction Motor for Lancaster Fixed Route Bus – The traction motor has an internal short that cannot be repaired. The cost for a rebuilt unit from BAE is \$21,500.00. Staff recommends approval.

Upon motion by Mr. Schlegel, seconded by Ms. Glover, the Board approved the purchase of Traction Motor for Lancaster Fixed Route bus.

- F. Approval of Bids for Vehicle Disposal – Bids for the disposal of seven buses in Reading and ten buses in Lancaster are expected to be received prior to the Board meeting. A summary and recommendation will be presented at the meeting.

Upon motion by Ms. Ruiz, seconded by Mr. Barnhardt, the Board approved the bids for vehicle disposal.

- G. Approval of MPO Representatives for Lancaster and Reading – The two MPO's require SCTA to officially designate the representatives to the RATS and LATS MPO Technical and Coordinating Committees. A copy of the recommended appointments is included in the Board Packet.

Upon motion by Ms. Landis, seconded by Ms. Love, the Board approved the MPO Representatives for Lancaster and Reading.

- H. Approval for Three Easements for 215 Queen Partners – The empty parcel next to the Queen Street Station Parking Garage and the Queen Street Station is being developed by a group formed as the “215 Queen Partners, LLC” for a new apartment complex. This group is requesting easements for access to the back of their property bordered by the Queen Street Station and for access directly into the Queen Street Station Parking Garage. A copy of the draft easement agreements are included in the Board packet along with a couple pictures of the proposed areas being considered. There are three easements that include a Permanent Access Easement Agreement, Permanent Construction and Occupation Easement Agreement, and a Temporary Construction and Access Easement Agreement. All easement agreements have been reviewed by Stevens & Lee. The developer will be paying SCTA \$25,000 for the access to the parking garage as part of the easements. Staff is requesting approval for the Executive Director to execute the easement agreements with 215 Queen Partners, LLC.

Upon motion by Ms. Glover, seconded by Mr. Schlegel, the Board approved the three easements for 215 Queen Partners.

- I. Approval of November Operating Statement – For the month of November ridership in Lancaster showed a 2.5% increase with fixed route showing a 0.8% decrease and shared ride showing a 27.4% increase. For Reading, ridership showed a 54.6% increase with fixed route showing a 54.4% increase and shared ride showing a 7.6% increase. Total ridership was 283,898 for fixed route and 24,988 for shared ride for a total for the month of November at 308,886 compared to 231,533 rides last November for an increase of 33.4% overall. This compares to 375,341 for fixed route and 40,266 for shared ride for November, 2019 for total passengers of 415,607 prior to the pandemic that results in ridership still being down 25.7% overall.

Financially for November, 2021, Lancaster recorded \$456,543 in operating revenue combined with operating grants of \$755,015 for total revenue of \$1,211,558 against total expenses of \$1,484,717 for a net loss of \$273,159 for shared ride. For Reading, operating revenues of \$428,263 combined with operating grants of \$515,955 for total revenue of \$944,218 against expenses of \$995,059 for a loss of \$50,841 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 fifth month of the fiscal year, operating revenue is at 25.0% and operating grants are 38.5% for total revenue of 32.9% compared to expenses at 38.1%.

Upon motion by Ms. Love, seconded by Ms. Landis, the Board approved the Operating Statement for November.

- J. Appointment of Nominating Committee – The Chair will appoint a nominating committee for officers for the upcoming New Year at the meeting.

Chairwoman Wolf appointed Ms. Landis and Mr. Schlegel to the nominating committee for the New Year.

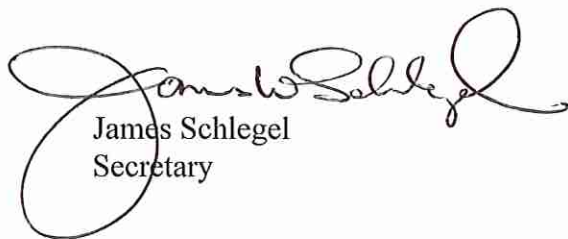
8. Public Comment

None.

9. Adjournment

With no further business to discuss, the meeting adjourned at 6:32 p.m., upon motion by Ms. Love, seconded by Mr. Schlegel.

Respectfully Submitted,



James Schlegel  
Secretary