

**SOUTH CENTRAL TRANSIT AUTHORITY
MINUTES**

DATE: January 19, 2022
TIME: 6:00 PM
PLACE: Virtual Meeting
PURPOSE: Regular Monthly Meeting
ATTENDANCE: Members: June Wolf, Commissioner Kevin Barnhardt, Bonnie Glover, Gail Landis, Ineavelle Ruiz, Joy Ashley, Timothy Snyder, Jeffrey Ouellet, and James Schlegel.

Solicitor: Jill Nagy, Summers Nagy Law Offices

Staff: Gregory Downing, Laura Hopko, Jeffrey Glisson, Sharon Stephens, Dominique Thompson, 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. Changes to Agenda

None.

3. Public Comment on Agenda Items

None.

4. Approval of the Minutes of the December 15, 2021 Regular Board Meeting.

Upon motion by Ms. Glover, seconded by Mr. Schlegel, the Board approved the December 15, 2021 Regular Board Meeting minutes.

5. Bills and Communications

A. None

6. Reports of Committees

B. Personnel Committee – Jeff Ouellet, Chair

C. Operations Committee – Bonnie Glover, Chair

D. Finance Committee – Timothy Snyder, Chair

E. Marketing Committee – Gail Landis, Chair

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

7. Old Business

A. None

8. New Business

A. Nominating Committee - Election of Officers – The Nominating Committee has a proposed slate of Officers that is included in the Board packet.

Upon motion by Ms. Landis, seconded by Mr. Schlegel, the Board approved the slate of Officers.

B. Appointment of Solicitor for 2022–This will be the third year of a five year contract with Summers Nagy with the hourly rate of \$175.00, as stated in their proposal. Staff recommends award to Summers Nagy.

Upon motion by Mr. Ouellet, seconded by Ms. Ruiz, the Board approved the Appointment of the Solicitor for 2022.

C. Appointment of Labor Services for 2022 – This will be the third year of a five year contract with Stevens & Lee with an hourly rate of \$287.00 for labor and other legal services. Staff recommends approval.

Upon motion by Mr. Snyder, seconded by Mr. Schlegel.

D. Approval of Management Agreement with Berks Area Regional Transportation Authority (BARTA) – The existing management contract with BARTA expired on June 30, 2021 after a one year extension of the initial five year agreement as part of the merger to create SCTA. A copy of the agreement is included in the Board packet for review that would extend the management agreement for another year period ending June 30 2022. The new agreement would be retroactive to July 1, 2021. Staff recommends approval.

Upon motion by Mr. Snyder, seconded by Mr. Ouellet, the Board approved the Management Agreement with BARTA.

E. Approval of Management Agreement with Red Rose Transit Authority (RRTA) - The existing management contract with RRTA expired on June 30, 2021. A copy of the initial agreement and board minutes from the November 18, 2020 meeting are included in this Board packet for review. The initial agreement was extended one year at that time, and this extension would extend the management agreement for another year period ending June 30 2022. The new agreement would be retroactive to July 1, 2021. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Ms. Ruiz, the Board approved the Management Agreement with RRTA.

- F. Approval of Lease Agreement with BARTA - As part of the management agreement with SCTA, a copy of the lease agreement for BARTA facilities is included in the Board packet for review. The lease provides for SCTA the authority to spend funds on the maintenance and operation of the facilities needed for service. The lease is for another year and will expire on June 30, 2022. The agreement is retroactive to July 1, 2021. Staff recommends approval.

Upon motion by Ms. Ashley, seconded by Mr. Snyder, the Board approved the Lease Agreement with BARTA.

- G. Approval of Lease Agreement with RRTA - As part of the management agreement with SCTA, a copy of the lease agreement for RRTA facilities is included in the Board packet for review. The lease provides for SCTA the authority to spend funds on the maintenance and operation of the facilities needed for service. The lease is for another year period and will expire on June 30, 2022. The agreement is retroactive to July 1, 2021. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Mr. Schlegel, the Board approved the Lease Agreement with RRTA.

- H. Award of Obsolete Vehicles – There were a total of four vehicles put on the State Auction website for disposal, two Reading Support Vehicles, one BARTA Fixed Route Bus and one Lancaster Support Vehicle. A copy of the auction results and recommendations will be presented at the meeting.

Upon motion by Ms. Glover, seconded by Mr. Snyder, the Board approved the award of obsolete vehicles.

- I. Award of Lawn and Grounds Care Services – Proposals were requested from firms to provide lawn and grounds care services for five SCTA facilities in Lancaster and Reading and two PADOT properties. One proposal was received from Keystone Lawn Company, Mount Joy, PA with the term of a base period of one year with an option for two, one-year extensions for a total term of three years for a total cost of \$132,057. Year 1 total annual cost of \$42,724, Option year 2, including a 3% increase, annual cost \$44,006; Option Year 3, including a 3% increase, annual cost of \$45,327. Staff recommends approval.

Upon motion by Mr. Snyder, seconded by Mr. Ouellet, the Board approved the award of Lawn and Garden Care Services.

- J. Resolution 01-2022 Statewide Purchase of Body Chassis Vehicles (Floor Plans 1-8) – SCTA awarded and executed a contract with Shepard Bros., Inc. for the supply of Body on Chassis Vehicles (Floor Plans 1-8) on April 6, 2020. The initial contract term base period provided for the supply of vehicles from April 1, 2020 through March 31, 2022. The contract includes an option for Shepard Bros. to supply vehicles for an option period from April 1, 2022 through March 31, 2025. PennDOT agrees with exercising this option. Staff recommends approval of the resolution.

Upon motion by Mr. Ouellet, seconded by Ms. Landis, the Board approved Resolution 01-2022.

- K. Resolution 02-2022 Statewide Purchase of Body Chassis Vehicles (Floor Plans 9-11) - SCTA awarded and executed a contract with Rohrer Bus Sales for the supply of Body on Chassis Vehicles (Floor Plans 9-11) on April 14, 2020. The initial contract term base period provided for the supply of vehicles from April 1, 2020 through March 31, 2022. The contract includes an option for Rohrer Bus Sales to supply vehicles for an option period from April 1, 2022 through March 31, 2025. PennDOT agrees with exercising this option. Staff recommends approval of the resolution.

Upon motion by Ms. Glover, seconded by Ms. Ashley, the Board approved Resolution 02-2022.

- L. Resolution 03-2022 Statewide Purchase of Transit Vans (Floor Plans 1 & 2) - SCTA awarded and executed a contract with Rohrer Bus Sales for the supply of Transit Vans (Floor Plans 1 & 2) on April 14, 2020. The initial contract term base period provided for the supply of vehicles from April 1, 2020 through March 31, 2022. The contract includes an option for Rohrer Bus Sales to supply vehicles for an option period from April 1, 2022 through March 31, 2025. PennDOT agrees with exercising this option. Staff recommends approval of the resolution.

Upon motion by Mr. Ouellet, seconded by Ms. Ruiz, the Board approved Resolution 03-2022.

- M. Approval of Operating Statement for December, 2021 - For the month of December, ridership in Lancaster showed a 12.1% decrease with fixed route showing a 7.9% increase and shared ride showing a 46.0% increase. For Reading, ridership showed a 63.7% increase with fixed route showing a 67.4% increase and shared ride showing an 18.2% increase. Total ridership was 286,981 for fixed route and 24,613 for shared ride for a total for the month of December at 311,594 compared to 218,394 rides last December for an increase of 43.1% overall.

Financially for December, 2021, Lancaster recorded \$444,753 in operating revenue combined with operating grants of \$862,137 for total revenue of \$1,306,890 against total expenses of \$1,426,151. For Reading, operating revenues of \$463,713 combined with operating grants of \$1,107,473 for total revenue of \$1,571,186 against expenses of \$1,724,463. For the first six months of the fiscal year, operating revenue is at 61% and operating grants are 116% for total revenue of 90% compared to expenses at 99%.

Upon motion by Mr. Snyder, seconded by Mr. Schlegel, the Board approved the Operating Statement for December, 2021.


9. Public Comment

None.

10. Adjournment

With no further business to discuss, the meeting adjourned at 6:34, upon motion by Mr. Ouellet, seconded by Mr. Schlegel.

Respectfully Submitted,



James Schlegel
Secretary