

**SOUTH CENTRAL TRANSIT AUTHORITY  
MINUTES**

DATE: July 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, and James Schlegel.  
  
Solicitor: Jill Nagy, Summers Nagy Law Offices, Susan Friedman, Stevens & Lee  
  
Staff: David Kilmer, Greg Downing, Jeffrey Glisson, Sharon Stephens, Dominique Thompson, and Laura Hopko  
  
Guests: Mike 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 June 16, 2021 Regular Board Meeting.

Upon motion by Ms. Glover, seconded by Commissioner Barnhardt, the Board minutes were approved 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 Ms. Landis seconded by Commissioner Barnhardt, the Reports of Committees are approved as presented.

6. Old Business - None

7. New Business

- A. Resolution 11-2021 Purchase of Five Transit Buses for Reading – Mr. Kilmer noted that this purchase will replace five buses that are beyond their useful life in Reading. Pricing from the statewide contract would amount to \$704,691.00 each for five forty-foot, BAE Hybrid buses or a grand total of \$3,523,455.00. Federal and state grant funds are programmed for this purchase.

Upon motion by Commissioner Barnhardt, seconded by Ms. Love, Resolution 11-2021 for the purchase of five buses was approved.

- B. Resolution 12-2021 Approval of Title VI Update – Mr. Kilmer noted that every three years SCTA is required to update its Title VI Program to show how services are being provided in a non-discriminatory fashion in accordance with federal rules in both urbanized areas. A copy of the Plan was included in the Board packet for review. Mr. Glisson reviewed the requirements of Title VI in relation to SCTA and noted that the update must include a review of how bus service is provided with emphasis on serving low income and minority populations in Lancaster and Reading. He noted that SCTA is now considered to be over 50 peak buses because the FTA now considers the combination of the peaks for Reading of 38 buses and Lancaster of 33 buses together that adds new requirements to the Plan.

Upon motion by Ms. Glover, seconded by Ms. Landis, Resolution 12-2021 to approve the Title VI Update and submit to the FTA was approved.

- C. Resolution 13-2021 PADOT Right-of-Way Agreement – Mr. Kilmer noted in order to place a bus shelter within the state right-of-way, SCTA must authorize the Executive Director to sign an agreement with PADOT. This agreement would be to place a bus shelter at Rt. 422 and Dwight Street in Spring Township. A copy of the Agreement was included in the Board packet.

Upon motion by Commissioner Barnhardt, seconded by Ms. Love, Resolution 13-2021 to authorize the Executive Director to sign the right-of-way agreement with PADOT was approved.

- D. Resolution 14-2021 Adoption of TAM Plan Update – Mr. Kilmer noted that every four years SCTA must update its Transit Asset Management Plan to reflect the current state of good repair and to include any items that may be new or not included in the original plan four years ago, along with the performance targets for reaching a State of Good Repair. A copy of the Plan was included in the Board packet for review. The Plan must also be reviewed and approved by the MPO's in Reading and Lancaster as well as the performance goals in the Plan. Mr. Kilmer noted that in the last four years, the ratings for the facilities has improved with the recent efforts to make upgrades to the BARTA BTC, the Queen Street Station renovations, and the expansion and upgrades to the Reading Operations Center. He also noted that SCTA has been fortunate in receiving the necessary funding

from the FTA and PADOT to keep the vehicle fleets up to date and at this point in time, SCTA is very close to being at a State of Good Repair. He noted that there are very few systems in the country that make that claim and that the Plan includes the twenty-five year capital improvement plan to show how SCTA expects to keep up with a State of Good Repair.

Upon motion by Mr. Rex, seconded by Mr. Schlegel, Resolution 14-2021 for the update to SCTA's TAM Plan and the goals for FY 2022 were approved.

- E. DBE Goal for FY 2022 to FY 2024 – Mr. Kilmer noted that SCTA is required to develop a goal for the use of Disadvantaged Business Enterprises with federal funds for the next three fiscal years. A copy of the goal calculation methodology and program description were included in the Board packet for review. He noted that SCTA is required to inform the Board on how the goals are developed for the three year period and the projects anticipated that may provide the opportunity for DBE firms to participate. Mr. Glisson noted that the report also includes a public participation requirement to solicit input from DBE firms and that the outreach included reaching out to 14 different DBE firms to solicit input. Mr. Kilmer noted that no action is required by the Board.
- F. Approval of Contract with Millersville University – Mr. Kilmer noted that this is a new contract term with Millersville University for a two year period with three one year renewals to provide the on-campus and Park City Express bus services for the students and public. SCTA will be reimbursed up to \$250,000 per year to provide this service. SCTA has been providing the service for roughly 16 years. A copy of the contract was included in the Board packet for review.

Upon motion by Mr. Ouellet, seconded by Ms. Glover, the renewal of the contract with Millersville University was approved.

- G. Approval to Purchase Utility Vehicle for Reading Operations – Mr. Kilmer noted that SCTA received pricing from the state contract to replace an existing service truck at the Reading Operations facility that is beyond its useful life. The new vehicle would be a 2022 Ford- F-350, 4x4, with the Reading service body and plow. The total cost is \$82,200. SCTA budgeted capital funds for this purchase. A copy of the vehicle cost sheets was included in the Board packet for review.

Upon motion by Commissioner Barnhardt, seconded by Ms. Love, the purchase of a new utility vehicle was approved.

- H. Approval to Upgrade Elevator at BARTA BTC – Mr. Kilmer noted that pricing was received to replace the outdated and no longer supported elevator doors at the BARTA BTC. The OTIS elevator is roughly 20 years old and has become difficult to service due to its age and obsolescence. OTIS provided a cost of \$29,250 to replace and install the new doors. Funding is available as part of the current renovation and upgrades being made to the BTC.

Upon motion by Ms. Landis, seconded by Commissioner Barnhardt, the purchase of new elevator doors for the BTC was approved.

- I. Approval to Upgrade Bus Wash at Lancaster Operations Center – Mr. Kilmer noted that the existing bus wash in Lancaster is over ten years old and in need of replacement brushes and upgrades to maintain good performance. The original bus wash was purchased and installed by Ross & White, Carey, IL and they have provided pricing of \$30,104 to replace the brushes and pump for the system. SCTA has capital funds available for this project.

Upon motion by Mr. Rex, seconded by Mr. Schlegel, the purchase of new brushes and upgrades to the bus wash in Lancaster was approved.

- J. Award of Vehicle and Obsolete Parts Bids – Mr. Kilmer noted that the results of the online auction for an old bus and obsolete bus parts was emailed to the Board earlier in the afternoon. Based on the results, Mr. Kilmer recommended that the bus and obsolete parts be awarded to the highest bidders as noted for \$6,050.00 for the bus and \$100.00 for the obsolete bus parts.

Upon motion by Mr. Ouellet, seconded by Ms. Love, the award of bids for one bus and obsolete bus parts was approved.

- K. Approval to Replace Entrance Gate at Reading Operations Center - Mr. Kilmer noted that the front gate at the Reading Operations Center was damaged beyond repair by a tractor trailer making a delivery to the facility. The damage was to the entrance side and staff will be filing an insurance claim with the delivery truck business. The exit side has also been partially bent over the years due to snow removal and it makes sense to replace both sides at once to ensure proper operation. The total cost to replace both sides is \$31,020 from Pro Max that installed the gates initially. He noted that Staff will continue to pursue the insurance claim for the one side and SCTA has capital funds to replace the other side.

Upon motion by Ms. Glover, seconded by Commissioner Barnhardt, the purchase of new gates for the Reading Operations Center was approved.

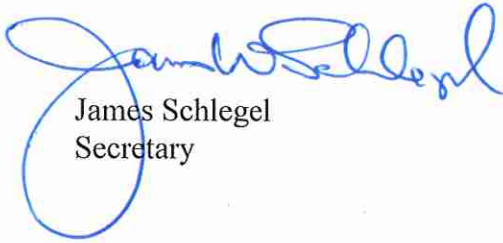
- L. Approval of June Operating Statement – Mr. Kilmer reviewed the operating stats for the month of June. Mr. Kilmer noted that ridership in Lancaster showed a 9.5% increase with fixed route showing a 5.8% increase and shared ride showing a 44.3% increase. For Reading, ridership showed a 44.9% increase with fixed route showing a 45.6% increase and shared ride showing a 33.4% increase. Total ridership was 307,523 for fixed route and 24,581 for shared ride for a total for the month of June at 332,104 compared to 233,785 rides last June for an increase of 42.1% overall. This compares to 358,426 for fixed route and 42,458 for shared ride for June of 2019 for total passengers of 400,884 prior to the pandemic that results in ridership still being down 17.2% overall.

Financially for June, 2021, Mr. Kilmer reported that Lancaster recorded \$310,311 in operating revenue combined with operating grants of \$922,469 for total revenue of \$1,232,780 against total expenses of \$1,268,162. For Reading, operating revenues of \$351,330 combined with operating grants of \$1,123,553 for total revenue of \$1,474,883 against expenses of \$1,660,147. For the total fiscal year, operating revenue is at 50.2% and operating grants are 124.8% for total revenue of 86.1% compared to expenses at 87.1%.

Upon motion by Commissioner Barnhardt, seconded by Ms. Landis, the operating report for June, 2021 was approved subject to audit.

With no further business to discuss, the meeting adjourned at 6:37 p.m., upon motion by Commissioner Barnhardt and seconded by Ms. Landis.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "James Schlegel", is written in a cursive style. The signature is positioned above the printed name and title.

James Schlegel  
Secretary