

**SOUTH CENTRAL TRANSIT AUTHORITY
MINUTES**

DATE: August 19, 2020

TIME: 6:00 PM

PLACE: Virtual Meeting

PURPOSE: Regular Monthly Meeting

ATTENDANCE: Members: Commissioner Kevin Barnhardt, Gail Landis, Bonnie Glover, James Schlegel, Timothy Snyder, Dennis Rex, Sandra Thompson, Cheryl Love, Jeffrey Ouellet, and June Wolf.

Solicitor: Jill Nagy, Summers Nagy Law Offices

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

ORDER OF BUSINESS:

1. Call to Order

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 June 17, 2020 Regular Board Meeting.

Chairman Kevin Barnhardt mentioned that the minutes from the June 17, 2020 Regular Board Meeting are in the packet and approved by the board as presented.

4. Bills and Communications

SCTA Board of Directors conducted an Executive Session on Monday June 22, 2020 from 3:00-4:00 PM to discuss personnel issues.

5. Reports of Committees

A Personnel Committee – Jeff Ouellet, Chair

Mr. Ouellet reminded everyone that evaluations are due at the end of the month.

B. Operations Committee – Bonnie Glover, Chair

None

C. Finance Committee – Timothy Snyder, Chair

None

D. Marketing Committee – Gail Landis, Chair

Mr. Kilmer mentioned the monthly marketing report is included in the packet.

Upon motion by Ms. Wolf seconded by Ms. Thompson, the Board approved the Reports of the Committee.

6. Old Business

None

7. New Business

A. Approval of Contract Extension with Millersville University.

Mr. Kilmer mentioned that this is the annual renewal to provide the on-campus shuttle and Park City Express bus service for the university for the upcoming 2020-2021 school year. Since the University will not be conducting in-person classes for the fall semester, the bus service is not expected to operate until the spring semester. Due to timing, the Chairman and Treasurer signed the agreement earlier and staff is requesting Board ratification of this agreement.

Upon motion by Ms. Glover, seconded by Ms. Love, the Board approved the Contract Extension with Millersville University.

B. Approval of Parking Management Agreement with PADOT

Approval of Parking Management Agreement with PADOT – The state is constructing two parking lots to serve the Lancaster Amtrak station. The first parking lot is located on Christian Street directly across the street from the train station and is currently under construction. This parking lot is expected to be completed in early November, 2020. The second parking lot is on the north side of the train station and is currently under design and is not expected to be completed until late 2021. PADOT has requested that SCTA manage both of these parking lots. A copy of the proposed agreement is included in the Board packet and has been reviewed by the Solicitor. The Christian Street lot will contain 55 spaces and the Keller Avenue lot will contain 253 spaces. Both lots will be equipped with security cameras that tie into SCTA's existing system and will use the same parking equipment that SCTA currently utilizes. PADOT has agreed to cover any expenses for the maintenance and management of the two lots that would exceed revenues. Staff recommends approval.

Mr. Kilmer also mentioned that SCTA may use potential profits for future improvements of the lots or for its own purposes, and PennDOT would fund any deficits that occur.

Upon motion by Mr. Ouellet, seconded by Mr. Rex, the Board approved the Parking Management Agreement with PennDOT.

C. Approval to Award Contract for Fire Alarm System in Lancaster

Proposals for the replacement of the fire alarm system at the Lancaster Operations Center were received on August 10, 2020. Mr. Kilmer stated that he received a bid from Select Security in the amount of \$36,858.97.

Upon motion by Ms. Glover, seconded by Ms. Thompson, the Board approved the replacement of the Fire Alarm System in Lancaster.

D. Approval of Contract Extension with Easton Coach

Approval of Contract Extension with Easton Coach – Staff is currently negotiating the extension of the contract with Easton Coach for FY 2021. Due to the effects of COVID-19 on revenue and ridership, the shared ride service is experiencing unprecedented drops in ridership and the contract extension is being designed to make-up the on-going losses in revenue and keep Easton Coach viable for the year.

Mr. Kilmer requested that discussions be deferred; no action required at this time.

E. Approval of Lease with Pagoda Apparel at the BARTA Transportation Center

Staff received a proposal to lease the two spaces currently available at the BTC for roughly 3,000 square feet of space. Based on the proposal, the rent to start would be \$2.00 square foot for the first year.

Upon motion by Ms. Wolf, seconded by Mr. Rex, the Board approved the approval of the Lease with Pagoda Apparel at the BTC.

F. Approval of Vehicle Disposal Bids

Bids for the disposal one bus and miscellaneous obsolete shop equipment at the Reading facility were received. Based on the bids and summary included in the Board packet, staff recommends award to Mr. Kevin Schappell in Douglassville, for \$900.

Upon motion by Mr. Ouellet, seconded by Ms. Love, the Board approved the sale of the vehicle.

G. Approval of Option Agreement for Air Rights for Queen Street Station Parking Garage

Some of the partners have changed since the prior agreement and the scope of the project has been changed to go four stories or higher on the west end of the building. The agreement will be with Eberly Myers, LLC. The option will be for one year and set to expire on July 1, 2021. Once the entire scope of the project is known, the price of the air rights will be presented to the Board for approval.

Upon motion by Ms. Glover, seconded by Ms. Thompson, the Board approved the Option Agreement.

H. Approval to Transfer Bus to Biddeford, Maine

Mr. Kilmer mentioned that there was an inquiry from a small transit system in Biddeford, Maine concerning the bus we have on the action for this month. They are in desperate need of a bus and asked if we would consider transferring the bus to them. Mr. Kilmer stated that SCTA just did this last month to North Carolina and he always likes helping out other transit systems if we can. In place of selling it, Mr. Kilmer has requested that the bus be transferred.

Upon motion by Mr. Schlegel, seconded by Mr. Rex, the Board approved the transfer.

I. Approval to Purchase Large Outdoor Display Monitor

Mr. Kilmer stated that SCTA received pricing for a large outdoor screen that was planned for the Queen Street Station in Lancaster, with the lowest quote at \$46,452.00, including install. This will be a big display board that we will be able to have own messaging on and help promote the "Be Nice" program. The transit system in Williamsport has a similar screen in their transit center and has proven to be very useful.

Upon motion by Mr. Ouellet, seconded by Ms. Glover, the Board approved the purchase.

J. Approval of Operating Statement for June, 2020 and July, 2020

For the month of June, ridership in Lancaster showed a 45.0% decrease with fixed route showing a 42.2% decrease and shared ride showing a 61.8% decrease. For Reading, ridership showed a 39.4% decrease with fixed route showing a 38.1% decrease and shared ride showing a 54.0% decrease. Total ridership for the month was 216,079 for fixed route and 17,706 for shared ride for a total of 233,785 rides for the month of June compared to 400,884 rides last June for a decrease of 41.7% overall. For the fiscal year, overall ridership is down 15.8%. with fixed route showing a 15.2% decrease and shared ride showing a 20.9% decrease.

Financially for June, 2020, Lancaster showed \$191,165 in operating revenue combined with operating grants of \$1,091,757 for total revenue of \$1,282,922 against total expenses of \$1,282,922 for a zero gain. For Reading, operating revenues of \$397,814 combined with operating grants of \$803,730 for total revenue of \$1,201,544 against expenses of \$1,217,302 for a net loss of \$15,759 for Special Services.

Overall, for June, operating revenue was \$588,979 combined with operating grants of \$1,895,487 for total revenue of \$2,484,466 against total expenses of \$2,500,224 for a net loss of \$15,758 all on shared ride. For the fiscal year, revenue is 78.9% of budget, grants are at 93.4% of budget, and expense is 85.9% of budget.

Approval of Operating Statement for July, 2020 - For the month of July, ridership in Lancaster showed a 38.9% decrease with fixed route showing a 35.7% decrease and shared ride showing a 58.1% decrease. For Reading, ridership showed a 36.1% decrease with fixed route showing a 34.8% decrease and shared ride showing a 50.3% decrease. Total ridership for the month was 248,883 for fixed route and

21,655 for shared ride for a total of 270,538 rides for the month of July compared to 431,292 rides last July for a decrease of 37.3% overall.

Financially for July, 2020, Lancaster showed \$258,806 in operating revenue combined with operating grants of \$1,119,052 for total revenue of \$1,377,858 against total expenses of \$1,377,858 for a zero gain. For Reading, operating revenues of \$281,787 combined with operating grants of \$1,076,938 for total revenue of \$1,358,725 against expenses of \$1,358,725 for a zero gain.

Mr. Barnhardt asked Mr. Kilmer when SCTA could expect to return to normal levels of service. Mr. Kilmer responded that the Authority lost several drivers due to retirement, but he's hopeful normal levels of service would return in September.

Upon motion by Ms. Thompson, seconded by Ms. Love, the Board approved the Operating Statement for audit.

8. Public Comment

None

9. Board Comment

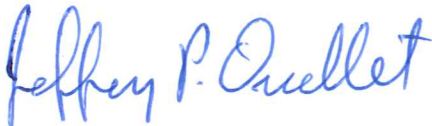
Mr. Barnhardt requested to take a moment to point out that Mr. Kilmer's comments in the Reading Eagle regarding the Amazon warehouse on I-78 were abridged. Mr. Barnhardt mentioned that he spoke at length to Mr. Corbin concerning 24/7 bus service to the new location, and Mr. Corbin agreed to keep in touch regarding the need for mass transit.

Ms. Glover commended the Authority and mentioned that, as a rider herself, she believes the past few months have gone very well, and appreciates the signs for masks and the driver shield. She also stated that the drivers have been handling the situation well.

10. Adjournment

With no further business to discuss, the meeting adjourned at 6:37 p.m., upon motion by Ms. Glover, seconded by Ms. Thompson.

Respectfully submitted,



Jeffrey P. Ouellet

Secretary