

**SOUTH CENTRAL TRANSIT AUTHORITY
MINUTES**

DATE: April 20, 2016

TIME: 6:00 p.m.

PLACE: SCTA
45 Erick Road
Lancaster, PA 17601

PURPOSE: Regular Monthly Public Board Meeting

ATTENDANCE: **Members:** Commissioner Kevin Barnhardt, Bonnie Glover, Gail Landis, Cynthia Lonergan, Jeffrey Ouellet, James Schlegel, Jeffrey Wibberley and June Wolf.

Solicitor: Sean Summers, Summers Nagy Law Offices

Staff: David W. Kilmer, Jeffrey Glisson, Laura Hopko, and Melanie Heffner.

Guests: Mark Glatz – Easton Coach, William Frees and John Doerrman – Amalgamated Transit Union #1345 and John Habanec, Amalgamated Transit Union #1241

ORDER OF BUSINESS:

1. Call to Order

Chairman Kevin S. Barnhardt called the meeting to order at 6:05 p.m.

2. Public Comment on Agenda Items

None

3. Approval of Minutes of the February 17, 2016 Regular Board Meeting.

The minutes from the February 17, 2016 Regular Board Meeting were approved as written.

4. Bills and Communications

None

5. Reports of Committees

A. Personnel Committee

No report

B. Operations Committee

No report

C. Finance Committee

No report

D. Marketing Committee

The monthly marketing report was included in the packet.

6. Old Business

None

7. New Business

A. Award of Time and Attendance Software Purchase

Mr. Kilmer mentioned an RFP was advertised to purchase time and attendance software to enable staff to accurately track attendance for all employees. This will eliminate the manual tracking that is now performed and will be able to produce electronic reports on attendance across all departments. One proposal was received from Dresser & Associates at a cost of \$48,051. Based on a review of the market, it was determined that no other firms are able to supply software that will integrate with the existing financial software used by SCTA. A summary was included in the Board packet. Staff recommends award.

Upon motion by Ms. Wolf, seconded by Mr. Ouellet, the Board approved to award Time and Attendance Software purchased by Dresser & Associates at a cost of \$48,051.

B. Award of DVR Camera Project for Lancaster

Mr. Kilmer mentioned there were sufficient funds from the Reading DVR project to upgrade some of the bus recording systems for the Lancaster fleet. This purchase from the state contract through REI/Wolfington Body Company in Exton, PA at a cost of \$26,000 to upgrade the software and replace seven old units on the older buses. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Mr. Schlegel, the Board approved the award of DVR Camera Project for Lancaster to REI/Wolfinton Body Company for a cost of \$26,000.

C. Proposed Federal Program of Projects

Mr. Kilmer mentioned a copy of the proposed Federal Program of Projects is included in the Board packet. This is the required notice of how SCTA is proposing to utilize the federal funding in the Lancaster and Reading Urbanized Areas. A public hearing notice will be published and the public will be given an opportunity to comment on the proposed use of funds. Mr. Kilmer also stated we are proposing updates to the Queen Street Station and renovations to the bus storage facility in Reading. PennDOT has agreed to pay for the design and engineering for both of these projects. No action is required this month.

D. Draft Budget of FY 2017

Mr. Kilmer mentioned a draft copy of the FY 2016-2017 operating budget was given to each Board Member. This is not a final copy, we will have a finance committee meeting and then in May the Board will approve the budget. Fares are going to be raised for Shared Ride. Since we now have Ecolane, PennDOT will be using that software to help advise us on how much we need to raise the rates.

E. Financial and Operating Reports for February and March 2016

Approval of February, 2016 Operating Statement - For the month of February, total ridership in Lancaster showed a 4.7% increase with fixed route showing a 6.2 % increase and shared ride showing a 5.1% decrease. For Reading, total ridership showed a 4.8% increase with fixed route showing a 4.2% increase and shared ride showing a 13.0% increase.

Financially for February, for Lancaster, operating revenue was \$1,246,733 combined with operating grants of \$200,454 for total revenue of \$1,447,187 against expenses of \$1,259,378 for a net surplus of \$187,808. For Reading, operating revenue was \$763,639 combined with operating grants of \$640,954 for total revenue of \$1,404,593 against expenses of \$1,335,640 for a net surplus of \$68,953.

Approval of March, 2016 Operating Statement - For the month of March, total ridership in Lancaster showed a 6.8% increase with fixed route showing a 7.7 % increase and shared ride showing a 1.2% increase. For Reading, total ridership showed a 1.2% increase with fixed route showing a 1.1% increase and shared ride showing a 1.6% increase. Total ridership combined year to date is showing a 3.0% decrease with fixed route showing a 3.0% decrease and shared ride showing a 3.2% decrease.

Financially for March, for Lancaster, operating revenue was \$872,483 combined with operating grants of \$330,429 for total revenue of \$1,202,912 against expenses of \$1,149,568 for a net surplus of \$53,344. For Reading, operating revenue was \$695,485 combined with operating grants of \$460,550 for total revenue of \$1,156,035 against expenses of \$1,011,526 for a net surplus of \$144,510.

Upon motion by Ms. Landis, seconded by Mr. Ouellet, the Board approved the Financial and Operating Reports for February and March 2016 subject to audit.

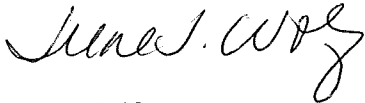
8. Public Comment

None

9. Adjournment

With no further business to discuss, the meeting adjourned at 6:22 p.m., upon motion by Mr. Schlegel, seconded by Ms. Wolf.

Respectfully submitted,



June J. Wolf
Secretary