

**SOUTH CENTRAL TRANSIT AUTHORITY
MINUTES**

DATE: December 19, 2018

TIME: 6:00 PM

PLACE: 1700 N. Eleventh Street
Reading, PA

PURPOSE: Regular Monthly Meeting

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

Solicitor: Jill Nagy, Summers Nagy Law Offices

Staff: David W. Kilmer, Laura Hopko, Jeffrey Glisson, Sharon Stephens, and Rhonda Baer

Guests: Mark Glatz – Easton Coach, John Doerrman & William Frees - Amalgamated Transit Union #1345, Michael D. Golembiewski, Pastor Scott Kramer, and Raymond Gehrig

ORDER OF BUSINESS:

1. Call to Order

Chair 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 28, 2018 Regular Board Meeting

Upon motion by Commissioner Barnhardt, seconded by Ms. Glover, the Board approved the minutes from the November 28, 2018 Regular Board Meeting.

4. Bills and Communications

Mr. Kilmer mentioned there is none.

5. Reports of Committees

A. Personnel Committee

Mr. Kilmer, on behalf of Mr. Ouellet, mentioned there are no reports.

B. Operations Committee

Ms. Glover mentioned there are no reports.

C. Finance Committee

Mr. Snyder mentioned there are no reports.

D. Marketing Committee

Commissioner Barnhardt, on behalf of Ms. Landis, reported the monthly marketing report was included in the packet.

Upon motion by Commissioner Barnhardt, seconded by Ms. Thompson, the Board approved the Reports of Committees.

6. Old Business

A. Approval of Personnel Policy Update

Mr. Kilmer mentioned Staff recommends tabling until the January meeting in order to further research potential changes. No action needed.

Upon motion by Commissioner Barnhardt, seconded by Ms. Love, the Board approved the Approval of tabling until January meeting.

7. New Business

A. Approval of HVAC Preventive Maintenance Contract

Mr. Kilmer mentioned one proposal was received from Clark Inc. to perform preventive maintenance of the HVAC systems for all seven facilities operated by SCTA for a one year time period with an option for two additional years. The total price for all three years is \$84,420. A description of the services and pricing is included in the packet. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Mr. Rex, the Board approved the Approval of HVAC Preventive Maintenance Contract.

B. Approval of Maintenance Uniforms Rental Contract

Mr. Kilmer mentioned proposals were received from two firms, Cintas, Emmaus PA and National Uniform Rentals, Reading PA, for the rental of uniforms for the maintenance staff at both locations. A recommendation was presented at the meeting for National Uniform Rentals, Reading PA. Staff recommends approval.

Upon motion by Mr. Snyder, seconded by Commissioner Barnhardt, the Board approved the Approval of the Maintenance Uniforms Rental Contract.

C. Proposed Route & Schedule Changes for Lancaster

Mr. Kilmer mentioned a copy of the proposed Route and Schedule Changes for Lancaster was presented at the meeting. A public hearing on the changes will be scheduled for January prior to the next Board meeting. No action needed.

D. Proposed Expansion of Access to Jobs in Lancaster

Mr. Kilmer mentioned there has been a concerted effort in the Northern part of Lancaster with several employers that are having difficulty-finding employees with transportation being on the primary barriers. Working with the Lancaster and Reading Chambers for about the last six months, the employers are willing to make a financial commitment to providing van service to meet the needs of the overnight shifts, particularly at Four Seasons and High Concrete. Staff is proposing to expand the Access to Jobs Program to this area to assist in the transportation needs for prospective new employees and current employees to help with retention. The proposed service would operate six days a week and provide a scheduled 11 trips per day to this area. It would be a one-year pilot program to allow for ramp up in recruiting employees, mainly from the City of Lancaster. The total cost for one year of service would be \$276,000 with SCTA providing \$100,000 and the rest from the businesses and employees. It is also with the

understanding that in the event the service does not generate sufficient ridership, that the service would be discontinued. The service would be slated to start at the beginning of February 2019 with Easton Coach providing the service with SCTA's vans. There are adequate funds in the budget to handle this service along with the existing Access to Jobs program, provided the employees meet the income criteria. Staff recommend approval.

Upon motion by Ms. Glover, seconded by Ms. Thompson, the Board approved the Proposed Expansion of Access to Jobs in Lancaster.

E. Approval of Expansion Bus Storage Floor Drains Unexpected Issue

Mr. Kilmer mentioned the garage was built in 1947 and the one side was a trolley barn. As the contractors were putting in the floor drains, they discovered there was not anything underneath the 4" concrete slab other than ductwork. Mr. Kilmer came across the 1947 Blueprints and it appears there were two maintenance pits for the streetcars. Mr. Kilmer presented a detailed total cost of \$72, 243.39 for saw cuts, fill and floor drains. Mr. Kilmer recommends approval.

Upon motion by Ms. Landis, seconded by Commissioner Barnhardt, the Board approved the Approval of Expansion Bus Storage Floor Drains Unexpected Issue.

F. Approval of Operating Statements for November, 2018

Mr. Kilmer mentioned for the month of November, total ridership in Lancaster showed a 1.4% decrease with fixed route showing a 1.6% decrease and shared ride showing a .3% decrease. For Reading, total ridership showed a 6.4% decrease with fixed route showing a 7.0% decrease and shared ride showing a 1.5% increase. Total ridership for the month was 370,685 for fixed route and 42,994 for shared ride for a total of 413,629 rides for the month of November, 2018 compared to 432,667 rides last November for an decrease of 4.4% overall.

Financially for November 2018, Lancaster showed \$764,491 in operating revenue combined with operating grants of \$722,308 for total revenue of \$1,486,799 against total expenses of \$1,438,627 for a net gain of \$48,171 on shared ride. For Reading, operating revenues \$869,605 combined with operating grants of \$400,554 for total revenue of \$1,270,159 against expenses of \$1,068,287 for a net gain of \$201,872 for Special Services. Overall, for November, operating revenue was \$1,634,096 combined with operating grants of \$1,122,861 for total revenue of \$2,756,958 against total expenses of \$2,506,914 for a net gain of \$250,043 all on shared ride.

Upon motion by Ms. Thompson, seconded by Ms. Love, the Board approved the Approval of Operating Statements for November 2018.

8. Nominating Committee 2-Year Term

Chair June Wolf nominated Mr. Dennis Rex and Ms. Bonnie Glover.

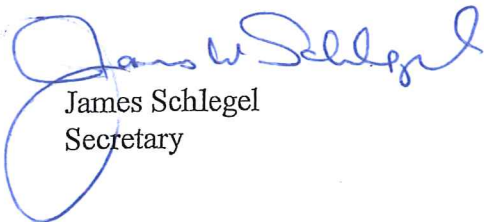
9. Public Comment

Pastor Scott Kramer and Raymond Gehring proposed an experimental route change for services on Sunday to accommodate approximately 600 members that are from the City of Reading. Mr. Kilmer mentioned that it would not be feasible until we propose changes on a normal schedule in April with final approval in May with a start in August. Mr. Kilmer mentioned the staff would look at this. Pastor Scott Kramer will explore the interest with time slot data in an email to Mr. Glisson to be included in the proposal of changes in April. Mr. Kilmer mentioned at that time of proposal of changes we can hold a public hearing for public input and Pastor Scott Kramer can attend with additional information. Ms. Landis mentioned getting in contact with Commuter services to see the paths of where members are coming from.

10. Adjournment

With no further business to discuss, the meeting adjourned at 6:39 p.m., upon motion by Commissioner Barnhardt, seconded by Ms. Thompson.

Respectfully submitted,



James Schlegel
Secretary

