

**SOUTH CENTRAL TRANSIT AUTHORITY  
MINUTES**

DATE: February 19, 2020

TIME: 6:00 PM

PLACE: 1700 North Eleventh Street  
Reading, PA

PURPOSE: Regular Monthly Public Board Meeting

ATTENDANCE: **Members:** Commissioner Kevin Barnhardt, Cheryl Love, Bonnie Glover, James Schlegel, June Wolf, and Gail Landis

**Solicitor:** Jill Nagy, Summers Nagy Law Offices

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

**Guests:** Steve Newsham & Edward Fabriziani - Amalgamated Transit Union #1345, and Mark Glatz & Jody Lavine – Easton Coach, Mike Golembiewski – Berks County Planning Commission, Helen Denker, Harry Rickenbach and Judy Vaskorlis

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 Minutes of the January 15, 2020 Regular Board Meeting.

Chairman Kevin Barnhardt mentioned that the minutes from the January 15, 2020 Regular Board Meeting are in the packet.

Chairman Kevin Barnhardt mentioned the Board approves the minutes from the January 15, 2020 Regular Board Meeting as presented.

4. Bills and Communications

Mr. Kilmer mentioned there is none.

5. Reports of Committees

A. Personnel Committee

Mr. Kilmer mentioned, on behalf of Mr. Ouellet, and there is nothing to report at this time.

B. Operations Committee

Ms. Glover mentioned there are no reports.

C. Finance Committee

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

D. Marketing Committee

Ms. Landis reported the monthly marketing report is included in the packet.

6. Old Business

None

7. New Business

A. Resolution 01-20 Assurances for State Capital Grant –

Mr. Kilmer mentioned this is the standard Resolution required by PADOT for the Capital Grant Application to provide the state share for federal projects and for projects funded by the state in the amount of \$1,983,458. Staff recommends approval.

Upon motion by Ms. Glover seconded by Ms. Love, the Board approved the Resolution 01-20 Assurances for State Capital Grant.

B. Resolution 02-20 Award of Maintenance Software –

Mr. Kilmer mentioned a total of six proposals were received to supply new maintenance software for both locations. The existing software is no longer being supported in a sufficient manner for the needs of the Authority and has been used since 2009. An evaluation team of staff have reviewed the proposals and narrowed the field to three submissions that were scheduled for on-site demonstrations of their software. The new software packages have built in dashboards on performance that will be very useful for all in measuring the overall performance of the Authority's maintenance program. After the demonstrations the review team rated Asset Works the highest proposal at a cost of \$315,694 that includes five years of support. Staff recommends approval.

Upon motion by Ms. Wolf, seconded by Ms. Landis, the Board approved the Resolution 02-20 Award of Maintenance Software.

C. Resolution 03-20 Purchase of Three Buses – Lancaster –

Mr. Kilmer mentioned there are three 2009 35' buses in Lancaster that will be beyond their useful life by the time the new buses will be delivered. Pricing from Gillig from the existing contract with SCTA was provided at a cost of \$720,018.00 each or \$2,160,054.00. These replacement buses will be BAE hybrids that coincide with the majority of the current fleet. Federal capital funds are in place for this purchase. Staff recommends approval.

Upon motion by Mr. Schlegel, seconded by Ms. Glover, the Board approved the Resolution 03-20 Purchase of Three Buses – Lancaster.

D. Approval to Purchase Finance Software Upgrade –

Mr. Kilmer mentioned this purchase will upgrade the payroll portion of the existing SAGE financial software currently in use by SCTA. The price for the upgrade is \$27,000 from Nextstep the local authorized SAGE dealer. A copy of their proposal and pricing is included in the packet. SCTA budgeted capital funds for this purchase. Staff recommends approval.

Upon motion by Ms. Landis, seconded by Ms. Love, the Board approved the Approval to Purchase Finance Software Upgrade.

E. Approval to Purchase Floor Scrubber – Lancaster –

Mr. Kilmer mentioned this purchase will replace the existing floor scrubber that was purchased in 2009 and is beyond its useful life. The pricing for the new scrubber is from Tennant who is on the state contract and provided a price of \$24,959.34. A copy of the quote is included in the packet. Staff recommends approval.

Upon motion by Mr. Schlegel, seconded by Ms. Glover, the Board approved Approval to Purchase Floor Scrubber – Lancaster.

F. Approval of Change Order for Shannon A. Smith -Reading Facility Expansion Project –

Mr. Kilmer mentioned this Change Order is in the amount of \$28,851.37 and is related to modifications in the drawings by the Architect and in response to a Request for Information to the Architect that resulted in a change in the equipment specified. The funding for the Change Orders is being provided by PADOT. A copy of the Change Order is included in the packet. Staff recommends approval.

Upon motion by Ms. Landis, seconded by Ms. Love, the Board approved the Approval of Change Order for Shannon A. Smith -Reading Facility Expansion Project.

G. Approval of Change Order for ER Steubner – Reading Expansion Project —

Mr. Kilmer mentioned this Change Order is to add steel for the overhead door at the rear of the new expansion in order for the overhead roll-up door to be properly supported for a value of \$6,210.00. The second part of this Change Order is for the removal of the steel beams at the North and South walls to provide the clearance for the buses at a value of \$15,106.12 for a total Change Order value of \$21,316.12. PADOT is providing the funding for this Change Order. Staff recommends approval.

Upon motion by Ms. Wolf, seconded by Mr. Schlegel, the Board approved the Approval of Change Order for ER Steubner – Reading Expansion Project.

H. Approval of Agreement with Easton Coach –

Mr. Kilmer mentioned this approval is to settle the case involving an Easton employee that was found stealing parts in 2017 at the Lancaster operation. Ms. Nagy, in a letter to Easton coach, put them on notice of the claim by SCTA for the loss. The forensic audit found that the value of the parts stolen amounted to \$476,000. In order to reimburse SCTA for this loss, Easton was not given the contracted rate increase in 2018 of 2.5% that amounted to \$157,000 which carries through the next three years of the contract and is valued at \$628,000. Staff is requesting Board approval to resolve this issue with a letter to Easton Coach closing the claim. A copy of the letter is in the packet for your review. Staff recommends approval.

Upon motion by Ms. Landis, seconded by Ms. Glover, the Board approved the Approval of Agreement with Easton Coach.

I. Approval of Purchase of a Dell Server –

Chair Kevin Barnhardt mentioned this is a new item added to the agenda. Mr. Kilmer mentioned the purchase of an additional server to be used for the new maintenance software package in which we didn't receive the pricing in time for the Board Packet. This is off the state contract amount of \$23,200.00.

Upon motion by Ms. Love, seconded by Ms. Wolf, the Board approved the Approval of Dell Server.

J. Approval of Operating Statements for January, 2020 –

Mr. Kilmer mentioned For the month of January, ridership in Lancaster showed a 2.7% increase with fixed route showing a 4.6% increase and shared ride showing a 7.7 % decrease. For Reading, ridership showed a 5.1% increase with fixed route showing a 4.8% increase and shared ride showing a 8.6% increase. Total ridership for the month was 362,619 for fixed route and 43,507 for shared ride for a total of 406,126 rides for the month of January compared to 390,030 rides last January for a increase of 4.1% overall. For the first seven months of the fiscal year, overall ridership is down .5%.

Financially for January, 2020, Lancaster showed \$661,299 in operating revenue combined with operating grants of \$784,509 for total revenue of \$1,481,573 against total expenses of \$1,481,573 for a net loss of \$35,765 on shared ride. For Reading, operating revenues \$762,864 combined with operating grants of \$858,552 for total revenue of \$1,621,416 against expenses of \$1,681,014 for a net loss of \$59,597 for Special Services. Overall, for January, operating revenue was \$1,424,163 combined with operating grants of \$1,643,061 for total revenue of \$3,067,224 against total expenses of \$3,162,587 for a net loss of \$95,363 all on shared ride. For the seventh

month of the fiscal year, revenue is 57.7% of budget, grants are at 54.1% of budget, and expense is 53.5% of budget.

Upon motion by Mr. Schlegel, seconded by Ms. Wolf, the Board approved the Approval of Operating Statements for January, 2020.

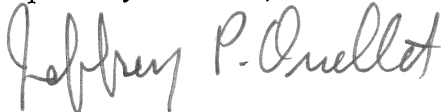
8. Public Comment

Chair Kevin Barnhardt mentioned anyone here from the public that would like to have a comment should rise and state their name. Ms. Helen Denker addressed problems to better understand Senior and Medical appointments. Mr. Harry Rickenbach addressed concerns with people parking at bus stops. Ms. Judy Vaskorlis addressed concerns about a bus stop at a fire lane and van service for the blind. Mr. Kilmer and Chair Kevin Barnhardt thanked the public comment for their concerns and made sure to gather all three contact information to properly look into and address the issues.

9. Adjournment

With no further business to discuss, the meeting adjourned at 6:35 p.m., upon motion by Ms. Bonnie, seconded by Mr. Schlegel.

Respectfully submitted,



Jeffrey P. Ouellet

Secretary