

**SOUTH CENTRAL TRANSIT AUTHORITY
MINUTES**

DATE: January 20, 2016

TIME: 6:00 p.m.

PLACE: SCTA
45 Erick Rd.
Lancaster, PA 17601

PURPOSE: Regular Monthly Public Board Meeting

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

Solicitor: Jill Nagy, 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 6:00 p.m.

2. Public Comment on Agenda Items

None

3. Approval of Minutes of the December 16, 2015 Regular Board Meeting.

The minutes from the December 16, 2015 Regular Board Meeting were approved as written.

4. Bills and Communications

Mr. Kilmer mentioned that in the Board packet is a copy of the Annual Report. General Statistics are given for both agencies on the back cover of the report. The report will be mailed out to the elected officials and municipalities.

5. Reports of Committees

A. Personnel Committee

No report

B. Operations Committee

No report

C. Finance Committee

Mr. Rex reported that the Finance Committee met to review the audit in detail with RKL.

D. Marketing Committee

Ms. Glover mentioned the monthly marketing report was included in the packet.

6. Old Business

None

7. New Business

A. Election of Board Officers

Mr. Rex mentioned that in the board packet is a copy of the proposed 2015-2016 Board Officers. Mr. Rex recommends the following:

Chairman – Kevin S. Barnhardt; Vice-Chairman – Jeffrey R. Wibberley; Secretary – June Wolf; Treasurer – Timothy Snyder.

Upon motion by Mr. Rex, seconded by Mr. Ouellet, the Board approved the 2015-2016 Election of Board Officers.

B. Reappointment of Solicitors

Mr. Kilmer mentioned this would be the second year of a five year contract for General Solicitor and Labor Services. For General Solicitor, staff recommends the reappointment of Summers Nagy at the rate of \$145 per hour which is the same as last year. For Labor Services, staff recommends the reappointment of Stevens & Lee at a rate of \$250 per hour.

Upon motion by Ms. Wolf, seconded by Mr. Snyder, the Board approved the Reappointment of Summer Nagy for General Solicitor and Stevens & Lee for Labor Services.

C. Approval of Procurement Policy

Mr. Kilmer mentioned a copy of the draft Procurement Policy for SCTA was included in the Board packet. The Policy is required by the FTA and PADOT to ensure that the proper regulations are being followed. It is required that the Board approves the Policy. Mr. Kilmer mentioned there will be a modification to the document under the bid prices in regards how to break a tie.

Upon motion by Ms. Glover, seconded by Mr. Ouellet, the Board approved the Procurement Policy subject to the modification stated above and the Solicitors approval.

D. Award of Parts Bid

Mr. Kilmer mentioned staff has again comprised a list of bus parts for both Lancaster and Reading that was bid in order to gain the best pricing based on the combined quantities. This was done in late 2014, with that bid expiring at the end of December. The parts were divided into twelve different groupings and bids were received from nine different vendors. There were 30 more parts awards

<u>Supplier</u>	<u># of Parts Awarded</u>	<u>Award Amount</u>
Cumberland Truck Parts	44	\$18,230.81
D&W Diesel, Inc.	17	\$37,410.25
Gillig LLC	222	\$104,239.89
Kirk's Automotive, Inc.	12	\$5,880.09
Muncie Transit Supply	117	\$32,181.92
NABI Parts	28	\$5,629.36
Penn Detroit Diesel	33	\$18,281.08
Prevost Car	50	\$17,853.37
Wolfington Body	8	\$5,326.55

Upon motion by Ms. Landis, seconded by Mr. Schlegel, the Board approved the award of Parts Bid.

E. Approval of File Disposal List

Mr. Kilmer mentioned in accordance with the Policy for the disposal of records, a list has been developed for both Lancaster and Reading of files that are eligible for disposal. Copies of the lists were included in the Board packet. All files for disposal will be shredded. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Mr. Rex, the Board approved the disposal of files.

F. Financial and Operating Reports for December 2015

For the month of December, total ridership in Lancaster showed a .6% increase with fixed route showing a 2.9% increase and shared ride showing a 13.1% decrease. For Reading, total ridership showed a 2.8% decrease with fixed route showing a 3.2% decrease and shared ride showing a 2.8% increase.

Financially for December, for Lancaster, operating revenue was \$892,062 combined with operating grants of \$191,435 for total revenue of \$1,083,497 against expenses of \$873,256 for a net surplus of \$210,241. For Reading, operating revenue was \$267,197 combined with operating grants of \$931,647 for total revenue of \$1,198,844 against expenses of \$1,198,844.

Upon motion by Ms. Lonergan, seconded by Mr. Schlegel, the Board approved the Financial and Operating Reports for December 2015 subject to audit.

8. Public Comment

None

9. Adjournment

With no further business to discuss, the meeting adjourned at 6:17 p.m., upon motion by Ms. Glover, seconded by Mr. Rex.

Respectfully submitted,



June J. Wolf
Secretary