

**SOUTH CENTRAL TRANSIT AUTHORITY
MINUTES**

DATE: January 18, 2017

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, Jeffrey Ouellet, Dennis Rex, James Schlegel, Timothy Snyder, Jeffrey Wibberley and June Wolf.

Solicitor: Sean Summers, Summers Nagy Law Offices

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

Guests: William Frees and John Doerrman – Amalgamated Transit Union #1345

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 21, 2016 Regular Board Meeting.

The Board approved the minutes from the December 21, 2016 regular Board Meeting as written.

4. Bills and Communications

None

5. Reports of Committees

A. Personnel Committee

Mr. Ouellet reported the Personnel Committee met prior to the meeting to review the changes to the Personnel Policy and the Succession Plan Policy. Will discuss under New Business Items D and E.

B. Operations Committee

None

C. Finance Committee

None

D. Marketing Committee

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

6. Old Business

None

7. New Business

A. Election of Officers

Ms. Glover mentioned that in the board packet is a copy of the proposed 2017-2018 Board Officers. Ms. Glover recommends the following:

Chairman – June Wolf; Vice-Chairman – Kevin Barnhardt; Secretary – James Schlegel; Treasurer – Jeffrey Wibberley

The Board approved the 2017-2018 Election of Board Officers.

B. Reappointment of Solicitor

Mr. Kilmer mentioned this will be the third year of the five-year Agreement with Summers Nagy to perform legal services as Solicitor for the Authority. The proposed rate for 2017 is \$160 per hour which is the same as last year. Staff recommends approval.

Upon motion by Mr. Ouellet, seconded by Ms. Glover, the Board Approved the Reappointment of Summers Nagy as Solicitor for the Authority.

C. Reappointment of Labor Services

Mr. Kilmer mentioned this will be the third year of the five-year Agreement with Stevens & Lee to perform Labor Services for the Authority. The

proposed rate for 2017 is \$255 per hour which is a 2% increase. Staff recommends approval.

Upon motion by Mr. Rex, seconded by Ms. Lonergan, the Board approved the Reappointment of Stevens & Lee to perform Labor Services for the Authority.

D. Approval of SCTA Personnel Policy

Mr. Kilmer mentioned the Personnel Policy for SCTA has been updated to reflect recent changes in regulations. The Policy was reviewed by the Personnel Committee and by Susan Friedman. Staff recommends approval.

Upon motion by Mr. Ouellet, seconded by Mrs. Wolf, the Board approved the updated SCTA Personnel Policy.

E. Approval of Succession Plan Policy

Mr. Kilmer mentioned this proposed policy outlines the process and guidelines for the replacement of key staff due to emergencies or retirement. The Personnel Committee reviewed the Plan before the meeting. PennDOT required this policy. Staff recommends approval.

Upon motion by Mr. Schlegel, seconded by Mrs. Landis, the Board approved the Succession Plan Policy.

F. Approval of Professional Services Agreement with Capital Area Transit

Mr. Kilmer mentioned this is a consultant agreement to provide the services of SCTA's Executive Director, to provide an analysis of services for a specified amount of one hundred hours to review only the materials listed on the agreement.

Upon motion by Ms. Lonergan, seconded by Ms. Glover, the Board approved the Professional Services Agreement with Capital Area Transit.

G. Approval of December, 2016 Financial and Operating Reports

Approval of December, 2016 Operating Statement - For the month of December, total ridership in Lancaster showed an 8.7% decrease with fixed route showing a 9.9% decrease and shared ride showing a 0.7% decrease. For Reading, total ridership showed a 6.3% decrease with fixed route showing a 6.1% decrease and shared ride showing an 8.7% decrease.

Financially for December 2016, Lancaster showed \$791,759 in operating revenue combined with operating grants of \$390,789 for total revenue of \$1,182,548 against total expenses of \$1,180,573 for a gain of \$1,975. For Reading, operating revenues \$716,546 combined with operating grants of

\$759,078 for total revenue of \$1,475,624 against expenses of \$1,589,666 for a loss of \$114,042.

Upon motion by Mrs. Wolf, seconded by Mr. Rex, the Board approved the Financial and Operating Reports for December 2016 subject to audit.

8. Public Comment

None

9. Adjournment

With no further business to discuss, the meeting adjourned at 6:21 p.m., upon motion by Mr. Snyder, seconded by Mr. Ouellet.

Respectfully submitted,


June J. Wolf
Secretary