

**SOUTH CENTRAL TRANSIT AUTHORITY
MINUTES**

DATE: January 15, 2020

TIME: 6:00 PM

PLACE: 45 Erick Road
Lancaster, PA

PURPOSE: Regular Monthly Public Board Meeting

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

Solicitor: Sean Summers, Summers Nagy Law Offices

Staff: David W. Kilmer, Jeffrey Glisson, Laura Hopko, Rhonda Baer, Gregory Downing

Guests: Steve Newsham & Edward Fabriziani - Amalgamated Transit Union #1345, and Jody Lavine – Easton Coach

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 December 18, 2019 Regular Board Meeting.

Chairman Kevin Barnhardt mentioned that the minutes from the December 18, 2019 Regular Board Meeting are in the packet.

Chairman Kevin Barnhardt mentioned the Board approves the minutes from the December 18, 2019 Regular Board Meeting as presented.

4. Bills and Communications

Mr. Kilmer mentioned there is none.

5. Reports of Committees

A. Personnel Committee

Mr. Ouellet mentioned the Personnel Committee met prior to the meeting 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. Election of Officers –

Mr. Kilmer mentioned a slate of Officers was presented at the Board meeting by the Nominating Committee.

Chair – Commissioner Kevin Barnhardt; Vice-Chairman – June Wolf;
Secretary – Jeffrey Ouellet; Treasurer – James Schlegel

Upon motion by Ms. Landis, seconded by Ms. Thompson, the Board approved the Election of Officers.

B. Appointments to Board Committees –

Mr. Kilmer mentioned the Chair will distribute Board Committee assignments at the meeting.

Upon motion by Ms. Glover, seconded by Mr. Ouellet, the Board approved the Appointments to Board Committees.

C. Appointment of Solicitor –

Mr. Kilmer mentioned only one proposal was received to provide legal services as Solicitor for the Authority. The proposal was submitted by Summers Nagy, our current Solicitor, for an hourly rate of \$175.00 per hour. Staff recommends approval.

Upon motion by Ms. Love, seconded by Mr. Schlegel, the Board approved the Appointment of Solicitor to Summers Nagy.

D. Appointment of Labor and Other Legal Services –

Mr. Kilmer mentioned A total of three proposals were received to provide labor and other legal services for the Authority. The proposals were reviewed by staff and Steven & Lee was the top rated firm with an hourly rate of \$272 for labor and other legal services. Staff recommends approval.

Upon motion by Mr. Ouellet, seconded by Ms. Landis, the Board approved the Appointment of Labor and Other Legal Services.

E. Approval to Purchase Forklift for Reading –

Mr. Kilmer mentioned the pricing was received for the purchase of a replacement forklift for the Maintenance shop in Reading from the state contract. The total price for the forklift is \$23,500.00 and will be paid with capital funds programmed for this purchase. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Ms. Thompson, the Board approved Approval to Purchase Forklift for Reading.

F. Award of Obsolete Vehicle –

Mr. Kilmer mentioned Bids were received for the sale of one obsolete bus in Reading that is beyond its useful life. Staff will present the results of the bids that ended on the day of the meeting.

Upon motion by Mr. Schlegel, seconded by Ms. Love, the Board approved the Award of Obsolete Vehicle.

G. Approval to Extend Option to Develop Queen Street Station Garage --

Mr. Kilmer mentioned the Option to develop on top of the Queen Street Station Parking Garage was set to expire on December 31, 2019. Staff received a request from 215 Queen Street Partners LLC on December 30, 2019 to extend the Option until June 30, 2020. An amendment to the existing option agreement is included in the Board packet for review. Staff recommends approval.

Upon motion by Ms. Thompson, seconded by Ms. Glover, the Board approved the Approval to Extend Option to Develop Queen Street Station Garage.

H. Approval of Updates to Personnel Policy --

Mr. Kilmer mentioned the Staff has recommended updates to the Personnel Policy that have been reviewed by the Personnel Committee prior to the meeting. A draft of the Policy is included in the Board packet. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Ms. Thompson, the Board approved the Approval of Updates to Personnel Policy.

I. Donation of Bus Engine and Lifts --

Mr. Kilmer mentioned Thaddeus Stevens College of Technology is starting a diesel engine program and Steve Myers, Director of Maintenance, has volunteered on their advisory board for the program. SCTA has offered to donate an old engine and set of portable lifts that were awaiting disposal and they have accepted. A copy of the letter from Thaddeus Stevens requesting the donation is included for your reference. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Ms. Landis, the Board approved the Donation of Bus Engine and Lifts.

J. Approval of Change Orders for Reading Facility Project --

Mr. Kilmer mentioned Staff is requesting approval for three Change Orders for E.R. Stuebner Inc., General Contractor, for the Reading Facility Project for issues related to the project. PADOT will be providing the added funds for these Change Orders. The first Change Order is for \$10,944.44 for Sealing and Painting at the Demising wall that was missed in the contract and for vertical plates under the skylights that were needed. The second Change Order is for \$150,897.94 to remove and replace the south wall to increase the clearance for the buses. Due to the existing structure being supported by the existing door lentils, the added clearance could not be accomplished without the entire wall being demolished and rebuilt. The third Change Order is for \$56,858.86 for expenses related to the project delay due to the lead paint issue and the construction of temporary walls to ensure that the storage area remained heated during the winter.

Staff is also requesting approval of one Change Order for EHC related to additional remediation of the lead paint issue not previously covered by their work. The Change Order is for \$58,811.69 which will also be covered by PADOT for his project.

Staff recommends approval of all four Change Orders.

Upon motion by Mr. Schlegel, seconded by Ms. Landis, the Board approved the Approval of Change Orders for Reading Facility Project.

K. Approval of Operating Statements for December, 2019 –

Mr. Kilmer mentioned for the month of December, 2019, ridership in Lancaster showed a 2.2% decrease with fixed route showing a 1.7% decrease and shared ride showing a 5.7 % decrease. For Reading, ridership showed a 4.0% decrease with fixed route showing a 4.8% decrease and shared ride showing a 5.4% increase. Total ridership for the month was 350,725 for fixed route and 40,275 for shared ride for a total of 390,704 rides for the month of December, 2019 compared to 404,081 rides last December for a decrease of 3.3% overall. For the first six months of the fiscal year, overall ridership is down 1.2%.

Financially for December, 2019, Lancaster showed \$744,249 in operating revenue combined with operating grants of \$756,261 for total revenue of \$1,500,510 against total expenses of \$1,439,963 for a net gain of \$60,547 on shared ride. For Reading, operating revenues \$871,266 combined with operating grants of \$654,604 for total revenue of \$1,525,870 against expenses of \$1,352,651 for a net gain of \$173,219 for Special Services. Overall, for December, operating revenue was \$1,615,515 combined with operating grants of \$1,410,865 for total revenue of \$3,026,380 against total expenses of \$2,792,615 for a net gain of \$233,765 all on shared ride. For the sixth month of the fiscal year, revenue is 49.9% of budget, grants are at 45.9% of budget, and expense is 45.0% of budget.

Upon motion by Ms. Thompson, subject to audit, seconded by Ms. Love, the Board approved the Approval of Operating Statements for December, 2019.

8. Public Comment

None

9. Adjournment

With no further business to discuss, the meeting adjourned at 6:30 p.m., upon motion by Mr. Schlegel, seconded by Ms. Landis.

Respectfully submitted,



Jeffrey P. Ouellet

Secretary