

**SOUTH CENTRAL TRANSIT AUTHORITY
MINUTES**

DATE: June 21, 2017

TIME: 6:00 p.m.

PLACE: SCTA
1700 N. 11th St.
Reading, PA 19604

PURPOSE: Regular Monthly Public Board Meeting

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

Solicitor: Jill Nagy, Summers Nagy Law Offices

Staff: David W. Kilmer, Gregory Downing, Robert Fletcher, Jeffrey Glisson, and Melanie Heffner

Guests: William Frees and John Doerrman,– Amalgamated Transit Union #1345, Mark Glatz – Easton Coach and Susan Schaffer, public attendee.

ORDER OF BUSINESS:

1. Call to Order

Chairman June Wolf called the meeting to order at 6:02 p.m.

2. Public Comment on Agenda Items

None

3. Approval of Minutes of the May 17, 2017 Regular Board Meeting.

Upon motion by Ms. Glover, seconded by Mr. Barnhardt the Board approved the May 17, 2017 Board Meeting Minutes.

4. Bills and Communications

None

5. Reports of Committees

A. Personnel Committee

None

B. Operations Committee

Ms. Glover mentioned the Committee met prior to the Board meeting to review the recommended route and schedule changes. Will be discussed under Old Business A & B.

C. Finance Committee

None

D. Marketing Committee

Mrs. Landis reported that the monthly marketing report was included in the packet.

Upon motion by Mr. Snyder, seconded by Ms. Lonergan the Board approved the Committee Reports.

6. Old Business

A. Proposed Route & Schedule Changes - Reading

Mr. Kilmer mentioned a copy of the proposed route and schedule changes for the BARTA service was included in the Board packet. The proposed changes are mainly centered on adding service and improving on-time performance. A Public Hearing was held on June 20, 2017 from 4:00-6:00 PM and a rider notice was distributed on the buses to solicit comments. There were no negative comments regarding the changes. There was one telephone, one email, two public hearing comments and no letters received. Three of the comments will be included as part of the Transportation Development Plan (TDP) this summer. There was a Route 12 request to make a stop along Fifth St. for workers and patients that need to go to the buildings in this area. Mr. Kilmer mentioned there is a place near Spruce Street that has a cut out that potentially be used as a stop. Staff indicated that they will work with the Borough and the Hospital to add a stop along Fifth Street if allowed. The Operations Committee and Staff recommend approval.

Upon motion by Mr. Barnhardt, seconded by Mr. Rex, the Board Approved the Proposed Route and Schedule Changes in Reading.

B. Proposed Route & Schedule Changes - Lancaster

Mr. Kilmer mentioned a copy of the proposed route and schedule changes for the RRTA service was included in the Board packet. The proposed changes are mainly centered on adding service and improving on-time performance. A Public Hearing was held on June 19, 2017 from 4:00-6:00 PM and a rider notice was distributed on the buses to solicit comments. There was two telephone comments, two letters received, three emails and two public hearing comments. Most of the comments were to clarify the routes serving the Calvary Fellowship Home. There was also discussion regarding the deletion of service to EARS on the 7:00a.m. trip, but customer stated that he can take the bus before or after to go to EARS. Mr. Kilmer also mentioned that two people attending liked the idea of

serving Shady Maple and hope it is advertised to get riders. Mr. Kilmer stated the only change to the proposed route and schedule changes to not approve is the Route 18 - Elizabethtown express service to Park City. Originally, they were going to supplement this service and after we went to print on the brochure, they backed out. The Operations Committee and staff recommend approval.

Upon motion by Ms. Glover, seconded by Mr. Ouellet, the Board Approved the Proposed Route and Schedule Changes in Lancaster.

7. New Business

A. Resolution 8-17 Award Bids for Queen Street Station Renovation Project

Mr. Kilmer mentioned Bids were received for this project on Tuesday, June 13, 2017 at 2:00 PM. SCTA received one bid for General Construction from Horst Excavating for \$1,287,485.00, two bids for the Electrical Contract from Mid-State Mechanical and Electrical for \$394,000 and Clark Inc. for \$589,630 and one bid for the Mechanical contract from Clark Inc. for \$61,000. The bids were reviewed by the Architects and staff recommend approval. Ms. Schaeffer commented that if we consider a few more curb cuts. Mr. Kilmer mentioned that we have the curved cuts where we do for safety reasons.

Upon motion by Ms. Lonergan, seconded by Mr. Ouellet, the Board Approved Resolution 8-17 Award Bids for Queen Street Station Renovation Project as mentioned above.

B. Award of Schedule Printing Bids

Mr. Kilmer mentioned two bids were received for the printing of Ride Guides for Lancaster and Reading. The low bid was submitted by Indiana Printing and Publishing from Indiana, PA for a price of \$25,041.00. This firm prints the Ride Guide for Indiana Transit Authority, which is nearly identical to the current ride guides. A bid tabulation is included in the Board packet. Staff recommends award.

Upon motion by Mr. Schlegel, seconded by Mr. Barnhardt, the Board Approved the Award of printing the Ride Guides for Lancaster and Reading to Indiana Printing and Publishing.

C. Award of Obsolete Vehicle Bids

Mr. Kilmer mentioned a bid tabulation for obsolete vehicles has been given to each Board Member. A total of seven paratransit vans are being sold that are beyond their useful life. The following are the tabulations. Staff recommends approval.

<u>Operations</u>	<u>Vehicle</u>	<u>Award</u>	<u>Winning Bid</u>
Lancaster	2010 Ford E450 Phoenix	\$3,450	David Benedict
Lancaster	2010 Ford E450 Phoenix	\$2,550	Alejandro Calderon
Lancaster	2010 Ford E450 Phoenix	\$3,651	Howard Goldberg

<u>Operations</u>	<u>Vehicle</u>	<u>Award</u>	<u>Winning Bid</u>
Lancaster	2012 Ford E450 Challenger	\$5,751.99	James Elliott
Lancaster	2012 Ford E450 Challenger	\$3,161.99	Natasha Gaynor
Lancaster	2012 Ford E450 Challenger	\$4,200	Howard Goldberg
Lancaster	2012 Ford E450 Challenger	\$6,001	James Elliott

Upon motion by Mr. Snyder, seconded by Mr. Rex, the Board approved the award of Obsolete Vehicle Bids to the above winners.

D. Approval of Contract with DHS for MATP Service for FY 2018

Mr. Kilmer mentioned in the Board packet is a draft contract to provide MATP service in both Berks and Lancaster Counties for FY 2018. Both Counties have opted to have SCTA provide the service directly to relieve the administrative burden now being placed on the counties for this service. The contract has been reviewed by Ms. Nagy and modifications to the original contract proposed by DHS have been made. While some of the contract language is based on being a medical provider, DHS has indicated that these sections will not be applied to SCTA and confirmed in an email. Staff recommends approval.

Upon motion by Mr. Barnhardt, seconded by Mrs. Landis, the Board Approved the contract with DHS for MATP Service for FY 2018.

E. Approval of May, 2017 Financial and Operating Reports

For the month of May, total ridership in Lancaster showed a .1% decrease with fixed route showing a 1.1% decrease and shared ride showing a 6.0% increase. For Reading, total ridership showed a 1.2% increase with fixed route showing a 1.4% increase and shared ride showing a 1.0% decrease. Total ridership for the month was 376,597 for fixed route and 46,260 for shared ride for a total of 422,887 rides for the month of May, 2017 compared to 420,073 last May for an increase of .7% overall.

Financially for May 2017, Lancaster showed \$847,016 in operating revenue combined with operating grants of \$542,873 for total revenue of \$1,389,889 against total expenses of \$1,398,109 for a net loss of \$8,220 on shared ride. For Reading, operating revenues \$763,116 combined with operating grants of \$446,535 for total revenue of \$1,209,651 against expenses of \$1,236,260 for a loss of \$26,609 for Special Services. For the fiscal year, operating revenues are at 87.8% of budget and operating expenses are 88.5% of budget. The difference is the loss for Special Services.

Upon motion by Mr. Ouellet seconded by Ms. Glover, the Board approved the Financial and Operating Reports for May 2017 subject to audit.

8. Public Comment

Mr. Frees mentioned last month he gave the board a letter to request a joint letter of certification to the Department of Labor. Mr. Kilmer mentioned that the letter

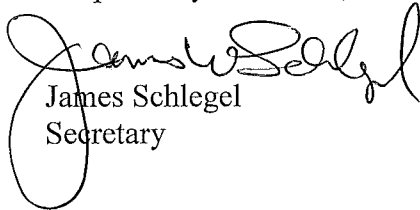
was given to SCTA's attorney Susan Friedman. This item to be discussed following the SCTA meeting in Executive Session.

Mr. Barnhardt mentioned that Mr. Schlegel and he went to a special PennDOT meeting regarding further discussion of potential additional mergers on June 5.

9. Adjournment

With no further business to discuss, the meeting adjourned at 6:40 p.m., upon motion by Mr. Barnhardt, seconded by Mr. Snyder.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "James Schlegel". The signature is stylized with a large, looping initial "J" and a long, sweeping horizontal stroke that extends to the right.

James Schlegel
Secretary