

**SOUTH CENTRAL TRANSIT AUTHORITY  
MINUTES**

DATE: June 20, 2018

TIME: 6:00 PM

PLACE: 1700 North Eleventh Street  
Reading, PA

PURPOSE: Regular Monthly Meeting

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

Jeffrey Ouellet- via conference call

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

**Staff:** David W. Kilmer, Laura Hopko, Jeffrey Glisson, Dan McKeehan,  
and Rhonda Baer.

**Guests:** Mark Glatz – Easton Coach, John Doerrman & William Frees -  
Amalgamated Transit Union #1345, Michael D. Golembiewski and Terry  
Cosentino– President, Bus Museum

ORDER OF BUSINESS:

1. Call to Order

Chair June Wolf called the meeting to order at 6:00 p.m.

2. Public Comment on Agenda Items

None

3. Approval of the Minutes of the May 16, 2018 Regular Board Meeting

Upon motion by Commissioner Barnhardt, seconded by Ms. Landis, the Board  
approved the minutes from the May 16, 2018 Regular Board Meeting.

4. Bills and Communications

None

5. Reports of Committees

A. Personnel Committee

None

B. Operations Committee

None

C. Finance Committee

On behalf of Mr. Snyder's absence, Mr. Kilmer reported the monthly marketing report was included in the packet.

D. Marketing Committee

Ms. Landis reported the monthly marketing report was included in the packet. Marketing committee met prior to the Board meeting.

Upon motion by Mr. Schlegel, seconded by Commissioner Barnhardt, the Board approved the Reports of Committees.

6. Old Business

A. Approval of Program of Projects for FFY 2018

Mr. Kilmer mentioned a public hearing was held in Reading on June 18 and Lancaster on June 19 to receive public input on the proposed use of federal funds. Per Jeff Glisson, there was one public attendee in Reading. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Ms. Landis, the Board approved the Approval of Program of Projects for FFY 2018.

7. New Business

A. Resolution 08-18 - Adoption of Transit Asset Management Plan

Mr. Kilmer mentioned that a copy of the TAM Plan for SCTA is included in the Board packet for review along with the performance goals for FY 2019 as required by FTA. The plan is also a requirement that ensures that all capital assets are being maintained and replaced in order for SCTA to reach a State of Good Repair. The Plan also needs to be adopted by both MPO's which is slated to occur this summer. Mr. Michael D. Golembiewski inquired about an amendment

every two years. Mr. Kilmer mentioned that it would be amended every two years. Staff recommends approval.

Upon motion by Commissioner Barnhardt, seconded by Ms. Landis, the Board approved the Resolution 08-18 - Adoption of Transit Asset Management Plan. Commissioner Barnhardt also motioned to approve the Performance Goals as set be staff, seconded by Mr. Ouellet, the Board approved the Adoption of the Performance Goals.

B. Resolution 09-18 - Award of Bids for Reading Facility Expansion Project

Mr. Kilmer mentioned the Bids were received on Monday, June 4, 2018 with a tabulation included in the Board packet. The total bids are within our expected budget for this project. The bids are still under review. A special meeting will take place on Thursday June 26, 2018.

Upon motion by Commissioner Barnhardt, seconded by Ms. Glover, the Board approved the Resolution 09-18 - Award of Bids for Reading Facility Expansion Project

C. Award of Bids for Disposal of Vehicles

Mr. Kilmer mentioned that three are eight paratransit vans and seven buses from Reading that are beyond their useful life and have been placed on the public auction web site for disposal. A bid tabulation was presented at the Board meeting.

Upon motion by Commissioner Barnhardt, seconded by Mr. Schlegel, the Board approved the Award of Bids for Disposal of Vehicles.

D. Approval of Contract Extension with Easton Coach for FY 2019

Mr. Kilmer mentioned that this would be the third year of a five-year contract to provide shared-ride service in Lancaster and Reading by Easton Coach. The increase in their cost is set at 3%, which includes a higher rate for the drivers due to the ongoing issues with hiring drivers. Staff recommends approval.

Upon motion by Ms. Landis, seconded by Mr. Schlegel, the Board approved the Approval of Contract Extension with Easton Coach for FY 2019.

E. Approval of MATP Contract with DHS for FY 2019

Mr. Kilmer mentioned this is the annual contract with the Department of Human Services to provide non-emergency medical transportation trips for both Berks and Lancaster Counties for up to \$6,112,948.89. A copy of the contract is

included in the Board packet. Staff is requesting approval to sign the contract after review by the Solicitor.

Upon motion by Ms. Glover, seconded by Commissioner Barnhardt, the Board approved the Approval of MATP Contract with DHS for FY 2019.

F. Approval of Marketing Plan for FY 2019

Mr. Kilmer mentioned a copy of the Marketing Plan for FY 2019 is included in the Board packet. The Marketing Committee reviewed the Plan and met prior to the meeting. A recommendation was presented at the meeting.

Mr. Kilmer mentioned a rededication of the BTC to Dennis Louwerse for the 45<sup>th</sup> Anniversary of BARTA.

Upon motion by Ms. Landis, seconded by Ms. Glover, the Board approved the Approval of Marketing Plan for FY 2019.

G. Approval of UPWP for Lancaster

Mr. Kilmer mentioned that SCTA receives \$53,000 in FTA planning funds that flow through the MPO for work on the annual Unified Planning Work Program (UPWP). Staff is requesting approval to sign the contract with the Lancaster County Planning Commission once it is forwarded to SCTA.

Upon motion by Ms. Glover, seconded by Mr. Ouellet, the Board approved the Approval of UPWP for Lancaster.

H. Proposed Route & Schedule Changes

Mr. Kilmer mentioned that the proposed changes at this time would only deal with service in Lancaster due to some urgent needs as a result of recent developments. With the final draft of the TDP Update due to be presented at the July meeting, any recommended major changes would be slated for January in order for staff to properly prepare. A public hearing will be scheduled for the Lancaster with final approval of the changes at the July meeting. A copy of the proposed changes was presented at the meeting. No action required at this time.

I. Parking Rates for Jehovah's Witness Conventions

Mr. Kilmer mentioned The Jehovah's Witness Conventions are held in Reading at the Santander Center on weekends throughout the summer, Fridays-

Sundays. In the past, free parking was provided at the Franklin Street Park-n-Transit garage by the RPA and the JW's have requested the use of 150 spaces for free from SCTA for this garage. We currently have roughly 150 monthly parkers at this garage and need 70 spaces for Franklin Street Station which only leaves 130 spaces. SCTA does not provide free parking for any other groups in Reading or Lancaster. Legally prohibited.

Upon motion by Commissioner Barnhardt, seconded by Mr. Schlegel, the Board denied the Parking Rates for Jehovah's Witness Conventions

J. Approval of May 2018 Operating Statement

Mr. Kilmer mentioned for the month of May, total ridership in Lancaster showed a 3.2% increase with fixed route showing a 3.6% increase and shared ride showing a 1.3% increase. For Reading, total ridership showed a 6.0% increase with fixed route showing a 6.5% increase and shared ride showing a 1.2% increase. Total ridership for the month was 396,783 for fixed route and 46,859 for shared ride for a total of 443,642 rides for the month of May, 2018 compared to 422,887 rides last May for an increase of 4.9% overall.

Financially for May 2018, Lancaster showed \$900,973 in operating revenue combined with operating grants of \$490,428 for total revenue of \$1,391,401 against total expenses of \$1,325,540 for a net gain of \$65,861 on shared ride. For Reading, operating revenues \$1,004,481 combined with operating grants of \$759,369 for total revenue of \$1,763,850 against expenses of \$1,476,771 for a net gain of \$287,079 for Special Services. Overall, for May, operating revenue was \$1,905,454 combined with operating grants of \$1,249,797 for total revenue of \$3,155,251 against total expenses of \$2,802,311 for a net gain of \$352,940, all on shared ride.

Upon motion by Mr. Schlegel seconded by Ms. Glover, the Board approved the Approval of May 2018 Operating Statement.

8. Public Comment

Mr. Kilmer introduced Dan McKeehan, Director of Fixed Route Services for Reading.

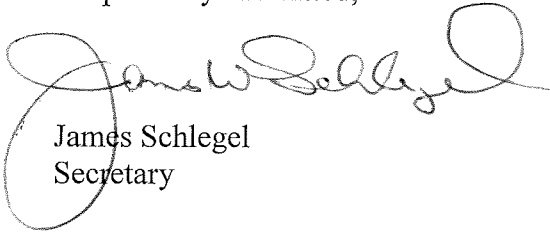
Mark Glatz, Easton Coach, thanked SCTA for the opportunity for serving another year, which would be the 10<sup>th</sup> Anniversary in Lancaster.

Executive Session to discuss a legal issue with no action following the regular Board Meeting.

9. Adjournment

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

Respectfully submitted,



James Schlegel  
Secretary