

**SOUTH CENTRAL TRANSIT AUTHORITY
MINUTES**

DATE: May 17, 2017

TIME: 6:00 p.m.

PLACE: SCTA
45 Erick Rd.
Lancaster, PA 17601

PURPOSE: Regular Monthly Public Board Meeting

ATTENDANCE: **Members:** Bonnie Glover, Gail Landis, Cynthia Lonergan, James Schlegel, Jeffrey Wibberley, and June Wolf.

Solicitor: Jill Nagy, Summers Nagy Law Offices

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

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

ORDER OF BUSINESS:

1. Call to Order

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

2. Public Comment on Agenda Items

None

3. Approval of Minutes of the April 19, 2017 Regular Board Meeting.

Upon motion by Mrs. Landis, seconded by Mr. Schlegel the Board approved the April 19, 2017 Board Meeting Minutes.

4. Bills and Communications

None

5. Reports of Committees

A. Personnel Committee

None

B. Operations Committee

None

C. Finance Committee

None

D. Marketing Committee

Mrs. Landis reported that the monthly marketing report was included in the packet. The Committee met to review the proposed Marketing Plan for FY 2018. Will be discussed under New Business # E.

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

6. Old Business

A. Approval of Program of Projects FFY 2017

Mr. Kilmer mentioned we received one comment letter in support of continuing Access to Jobs Program. The public hearing for both urbanized areas were scheduled for May 16 in Lancaster and May 15 in Reading. There were no attendees. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Mr. Schlegel, the Board Approved Program of Projects FFY 2017.

B. Approval of Shared Ride Fare Increase – BARTA Special Services

Mr. Kilmer mentioned a public hearing was scheduled for May 15 in Reading on the proposed fare increase. There was also an Advisory Committee meeting scheduled for May 15 to obtain comments on the proposed fares. There were no comments or concerns from the Advisory Committee and no attendees at the public hearing. Staff recommends approval.

Upon motion by Mr. Schlegel, seconded by Mrs. Landis, the Board Approved Shared Ride Fare Increases – BARTA Special Services.

C. Approval of Shared Ride Fare Increase – Red Rose Access

Mr. Kilmer mentioned a public hearing was scheduled for May 16 in Lancaster on the proposed fare increase. There was also an Advisory Committee meeting scheduled for May 16 to obtain comments on the proposed fares. There were no comments or concerns from the Advisory Committee and no attendees at the public hearing. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Ms. Lonergan, the Board Approved Shared Ride Fare Increases – Red Rose Access.

7. New Business

A. Resolution 06-2017 - Award and Execution of a Contract for Security Services

Mr. Kilmer mentioned SCTA received four proposals to provide security services at selected facilities. Proposals were received from Schadd Detective Agency, Inc, York, PA; Security Guards Inc., Wyomissing, PA; US Security Associates, Camp Hill, PA; and Securitas Security Services USA, Inc., Parsippany, NJ (Lancaster office). The cost proposals ranged from \$247,041 to \$381,339. Staff recommends award to Security Guards, Inc. for a projected annual cost of \$297,801.75.

Upon motion by Ms. Glover, seconded by Mrs. Landis, the Board Approved Resolution 06-2017 Award and Execution of a Contract for Security Services to Security Guards, Inc.

B. Award of Bus Parts Bids

Mr. Kilmer mentioned a combined vehicle parts bid was issued using 14 different groupings in hopes of receiving multiple bids for each group. Seven vendors bid on the various parts groupings, but only one vendor bid on all the parts within a group which was required and the basis of award. A chart showing the various bidders and the groups being bid is shown in the Board packet. After reviewing the bids and the lack of qualified bidders, it is recommended that all the bids be rejected. Staff will work on reworking and reissuing the bid package in order to solicit more qualified bidders. It is expected that a new bid package will be issued in June.

Upon motion by Ms. Lonergan, seconded by Ms. Glover, the Board approved to reject all bids and to reissue a new bid packaging in order to solicit more qualified bidders.

C. Award of Vehicle Disposal Bids

Mr. Kilmer mentioned there are fourteen vans placed on the Public Auction web site for disposal. The list includes two vans from Reading and twelve vans from Lancaster. The bids were due by May 17. Bid tabulation was given to each Board member. The following are the tabulations. Staff recommends approval.

<u>Operations</u>	<u>Vehicle</u>	<u>Award</u>	<u>Winning Bid</u>
Reading	2010 Ford E450 Phoenix	Howard Goldberg	\$5,100.00
Reading	2010 Ford E450 Phoenix	Howard Goldberg	\$5,655.55
Lancaster	2009 Ford E450 Phoenix	Howard Goldberg	\$3,175.99
Lancaster	2009 Ford E450 Phoenix	Howard Goldberg	\$2,225.00
Lancaster	2009 Ford E450 Phoenix	Debbie Wilson	\$910.00
Lancaster	2009 Ford E450 Phoenix	Howard Goldberg	\$2,150.00
Lancaster	2009 Ford E450 Phoenix	Dwigt St. Louis	\$2,266.00
Lancaster	2009 Ford E450 Phoenix	Debbie Wilson	\$610.00
Lancaster	2009 Ford E450 Phoenix	Howard Goldberg	\$2,001.00
Lancaster	2009 Ford E450 Phoenix	Brian Hunter	\$3,000.00
Lancaster	2010 Ford E450 Phoenix	Debbie Wilson	\$2,650.00
Lancaster	2010 Ford E450 Phoenix	Debbie Wilson	\$2,651.00

Lancaster	2010 Ford E450 Phoenix	Debbie Wilson	\$3,500.00
Lancaster	2010 Ford E450 Phoenix	Dwight St. Louis	\$2,551.99

Upon motion by Mr. Schlegel, seconded by Ms. Lonergan, the Board approved the award of Vehicle Disposal Bids to the above winners.

D. Approval of Lease Agreement for Franklin Street Station

Mr. Kilmer mentioned an agreement was worked out with the production company that wants to use the Franklin Street Station for roughly 1.5 months. Basically, it would be rent-free and they pay for all utilities for that period since it is so limited. They will be responsible for any damage and will return the facility to the existing conditions. Staff recommends approval.

Upon motion by Mr. Schlegel, seconded by Ms. Glover, the Board Approved the Lease Agreement for the Franklin Street Station.

E. Approval of Marketing Plan for FY 2018

Mr. Kilmer mentioned a copy of the proposed Marketing Plan for FY 2018 was included in the packet. The Marketing Committee met prior to the meeting to review and comment on the Plan. Staff recommends approval.

Upon motion by Mrs. Landis, seconded by Ms. Glover, the Board approved the Marketing Plan for FY 2018.

F. Approval of UPWP Amendment #1 RATS

Mr. Kilmer mentioned this Amendment would provide an additional \$30,000 for the transit portion of the UPWP and will be used for the TDP Update planned to start this summer for both service areas. A copy of the Amendment is included in the Board packet. Staff recommends approval.

Upon motion by Mr. Schlegel, seconded by Mrs. Landis, the Board approved UPWP Amendment #1 RATS.

G. Approval of UPWP Amendment #1 LATS

Mr. Kilmer mentioned this Amendment would provide an additional \$30,000 for the transit portion of the UPWP and will be used for the TDP Update planned to start this summer for both service areas. We have not received the Amendment. Staff recommends the Board to approve for the Executive Director to sign the Amendment with the solicitors review when it is received.

Upon motion by Ms. Lonergan, seconded by Ms. Glover, the Board approved the Executive Director to sign and the solicitor to review the UPWP Amendment #1 LATS when it is received.

H. Approval of Drug & Alcohol Policy - BARTA

Mr. Kilmer mentioned a copy of the revised Drug & Alcohol Testing Policy for BARTA is included in the Board packet. This is required after the FTA reviewed all the policies for compliance. A copy of the Policy will be distributed to all employees. Staff recommends approval.

Upon motion by Mrs. Landis, seconded by Mr. Schlegel, the Board approved the Drug and Alcohol Policy - BARTA.

I. Approval of Drug & Alcohol Policy – RRTA

Mr. Kilmer mentioned a copy of the revised Drug & Alcohol Testing Policy for RRTA is included in the Board packet. This is required after the FTA reviewed all the policies for compliance. A copy of the Policy will be distributed to all employees. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Ms. Lonergan, the Board approved the Drug and Alcohol Policy - RRTA.

J. Proposed Route and 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 will be scheduled for June 20, 2017 and a rider notice will be prepared to solicit comments. No action is needed at this time.

K. Proposed Route and 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 will be scheduled for June 20, 2017 and a rider notice will be prepared to solicit comments. No action is needed at this time.

L. Reject Bids for Queen Street Station Renovation Project

Mr. Kilmer mentioned Bids were due on May 10, 2017, for the renovation of the Queen Street Station. No bids were received for the General Construction Contract and the only bid received was for the Electrical and Mechanical Construction Contracts. Based on the review by the Architects and PADOT, it is recommended that the bids for the Electrical and Mechanical Contracts be rejected and SCTA immediately re-bid for all contracts. Staff recommends approval.

Upon motion by Mr. Schlegel, seconded by Ms. Glover, the Board approved to reject all bids for Queen Street Station Renovation Project.

M. Resolution 7-17 State Operating Assistance

Mr. Kilmer mentioned this is the standard Resolution required by the State for the annual operating assistance grant. It certifies that SCTA is required to provide “zero” local match for the grant due to the merger. The grant cannot be submitted until the Resolution is approved. Staff recommend approval.

Upon motion by Ms. Glover, seconded by Mrs. Landis, the Board approved Resolution 7-17 State Operating Assistance.

N. Approval of April, 2017 Financial and Operating Reports

Approval of April, 2017 Operating Statement - For the month of April, total ridership in Lancaster showed an 11.1% decrease with fixed route showing a 12.1% decrease and shared ride showing a 4.6% decrease. For Reading, total ridership showed an 55% decrease with fixed route showing an 4.9% decrease and shared ride showing an 11.4% decrease. Total ridership for the month was 367,031 for fixed route and 42,341 for shared ride for a total of 409,372 rides for the month of March, 2017 compared to 444,258 last March for a decrease of 7.9% overall.

Financially for April 2017, Lancaster showed \$777,991 in operating revenue combined with operating grants of \$510,775 for total revenue of \$1,288,766 against total expenses of \$1,289,533 for a net loss of \$767 on shared ride. For Reading, operating revenues \$685,188 combined with operating grants of \$423,236 for total revenue of \$1,108,424 against expenses of \$1,111,401 for a loss of \$2,977 for Special Services. For the fiscal year, operating revenues are slightly under budget by 3.4%, but expenses are also under budget by 2.8%. The difference is the loss for Special Services.

Upon motion by Ms. Lonergan seconded by Mr. Schlegel, the Board approved the Financial and Operating Reports for April 2017 subject to audit.

O. Bus Service for Closure of Giant Market

Mr. Kilmer mentioned that the Giant in downtown Lancaster is closing its doors on May 18, 2017. They wanted to know if there was any way we can provide service from there to the bigger Giant on Lititz Pike. Easton will provide the service, which we already have an agreement with and Giant will pay the full cost of fare. The patrons would ride free. There would be four trips a day.

Upon motion by Ms. Lonergan, seconded by Ms. Glover, the Board approved the Shared Ride service for the closed Giant market.

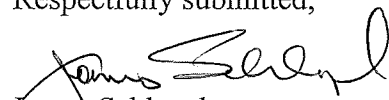
8. Public Comment

None

9. Adjournment

With no further business to discuss, the meeting adjourned at 6:46 p.m.,
upon motion by Ms. Glover, seconded by Mr. Schlegel.

Respectfully submitted,



James Schlegel
Secretary