

**SOUTH CENTRAL TRANSIT AUTHORITY
MINUTES**

DATE: November 28, 2018

TIME: 6:00 PM

PLACE: 45 Erick Road
Lancaster, PA

PURPOSE: Regular Monthly Meeting

ATTENDANCE: **Members:** Commissioner Kevin Barnhardt, Gail Landis, June Wolf, Dennis Rex, Cheryl Love, Bonnie Glover, James Schlegel, Timothy Snyder and Jeffrey Ouellet

Solicitor: Jill Nagy, Summers Nagy Law Offices

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

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

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 October 17, 2018 Regular Board Meeting.

Upon motion by Ms. Glover, seconded by Mr. Snyder, the Board approved the minutes from the October 17, 2018 Regular Board Meeting.

4. Bills and Communications

Mr. Kilmer mentioned there is none.

5. Reports of Committees

A. Personnel Committee

Mr. Ouellet mentioned that the personnel committee met prior to the Board meeting for general discussions on policies. No action needed.

B. Operations Committee

Ms. Glover mentioned there are no reports.

C. Finance Committee

Mr. Snyder mentioned there are no reports.

D. Marketing Committee

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

Upon motion by Commissioner Barnhardt, seconded by Ms. Love, the Board approved the Reports of Committees.

6. Old Business

A. Approval of FY 2018 Audit

Mr. Kilmer mentioned copies of the draft audit were distributed at the last meeting and reviewed by the Finance Committee. No comments were received from any Board members. Staff recommends approval.

Upon motion by Mr. Ouellet seconded by Commissioner Barnhardt, the Board approved the Approval of FY 2018 Audit.

7. New Business

A. Approval of Personnel Policy Update

Mr. Kilmer mentioned a copy of the revised Personnel Policy is included in the Board packet for review. Minor changes were made to keep pace with changing regulations. The Committee met prior to the Board meeting. Two items were added per discussion. First, workplace safety for the Administrative Staff and second SCTA property and expectations of privacy added a sentence for no expectations and right to know request. Staff recommends approval. Mr. Ouellet recommends to table until December 2018 Board Meeting. No action needed.

B. Approval to Purchase Replacement Service Vehicle

Mr. Kilmer mentioned the pricing was obtained from the state contract to replace a 2007 Ford Explorer with a new Nissan Pathfinder. The price is \$27,420 delivered. By comparison, a quote from a dealer for the exact same vehicle was \$30,250.50. SCTA has capital funding available for this purchase. Staff recommends approval.

Upon motion by Mr. Schlegel, seconded by Mr. Rex, the Board approved the Approval to Purchase Replacement Service Vehicle.

C. Approval to Purchase Two Replacement Service Trucks

Mr. Kilmer mentioned the pricing was obtained from the state contract to replace a 2004 Service Truck in Reading and a 2006 service truck in Lancaster. The service truck for Reading will be equipped with a "Reading" body compartments, air tank and snow plow at a cost of \$68,562.00. The service truck for Lancaster will be equipped with a lift gate and configured for an existing snowplow at a cost of \$47,550.00. Capital funding is available for both service trucks. Staff recommends approval.

Upon motion by Ms. Landis, seconded by Commissioner Barnhardt, the Board approved the Approval to Purchase Two Replacement Service Trucks.

D. Approval to Renew Service Agreement for GFI Fareboxes

Mr. Kilmer mentioned in order to continue to have technical support for the fareboxes at both locations; GFI requires that SCTA have in place a support agreement in the amount of \$26,250 for another year. Staff recommends approval.

Upon motion by Commissioner Barnhardt, seconded by Mr. Snyder, the Board approved the Approval to Renew Service Agreement for GFI Fareboxes.

E. Approval to Renew Service Agreement for REI Camera System

Mr. Kilmer mentioned in order to have technical support for the on-board camera system at both locations. The cameras have proven to be invaluable for accident claims and passenger complaints. The support agreement is in the amount of \$24,993 for one year of support. Staff recommends approval.

Upon motion by Mr. Rex, seconded by Mr. Ouellet, the Board approved the Approval to Renew Service Agreement for REI Camera System.

F. Approval for Appointments to Lancaster MPO Committees

Mr. Kilmer mentioned for the next calendar year, staff is recommending the appointment of Jeff Glisson to the LATS Technical Committee with David Kilmer as Alternate and Dave Kilmer to the LATS Coordinating Committee with Jeff Glisson as the Alternate.

Upon motion by Ms. Glover, seconded by Ms. Landis, the Board approved the Approval for Appointments to Lancaster MPO Committees.

G. Approval of Previous Change Order for Queen Street Station (QSS)

Mr. Kilmer mentioned the previous change order for Queen Street Station (QSS) for the issues with the cracking of concrete. PennDot will be fixing all areas with a completion by end of year.

Upon motion by Ms. Thompson, seconded by Ms. Love, the Board approved the Approval of Previous Change Order for Queen Street Station (QSS).

H. Approval of Operating Statements for October, 2018

Mr. Kilmer mentioned for the month of October, total ridership in Lancaster showed a 7.0% decrease with fixed route showing an 8.8% decrease and shared ride showing a 6.2% increase. For Reading, total ridership showed a 13.3% decrease with fixed route showing a 14.7% decrease and shared ride showing a 7.8% increase. Total ridership for the month was 430,951 for fixed

route and 49,175 for shared ride for a total of 480,126 rides for the month of October, 2018 compared to 538,606 rides last October for an decrease of 10.9% overall. Last October is when SCTA had the special \$.25 cent ride promotion.

Financially for October 2018, Lancaster showed \$831,811 in operating revenue combined with operating grants of \$694,511 for total revenue of \$1,526,322 against total expenses of \$1,534,558 for a net loss of \$8,236 on shared ride. For Reading, operating revenues \$815,941 combined with operating grants of \$935,328 for total revenue of \$1,751,269 against expenses of \$1,742,831 for a net gain of \$8,438 for Special Services. Overall, for October, operating revenue was \$1,647,752 combined with operating grants of \$1,629,839 for total revenue of \$3,277,591 against total expenses of \$3,277,389 for a net gain of \$202 all on shared ride.

Upon motion by Ms. Thompson, seconded by Mr. Snyder, the Board approved the Approval of Operating Statements for October 2018.

8. Public Comment

None

9. Adjournment

With no further business to discuss, the meeting adjourned at 6:35 p.m., upon motion by Ms. Thompson, seconded by Mr. Schlegel.

Respectfully submitted,



James Schlegel
Secretary

