

**SOUTH CENTRAL TRANSIT AUTHORITY
AGENDA**

DATE: January 16, 2019

TIME: 6:00 PM

PLACE: 45 Erick Road
Lancaster, PA

PURPOSE: Regular Monthly Meeting

ORDER OF BUSINESS:

1. Call to Order
2. Public Comment on Agenda Items
3. Approval of the Minutes of the December 19, 2018 Regular Board Meeting.
4. Bills and Communications
5. Reports of Committees
 - A. Personnel Committee – Jeff Ouellet, Chair
 - B. Operations Committee – Bonnie Glover, Chair
 - C. Finance Committee – Timothy Snyder, Chair
 - D. Marketing Committee – Gail Landis, Chair
6. Old Business
 - A. Approval of Personnel Policy Update
 - B. Approval of Route & Schedule Changes for Lancaster
7. New Business
 - A. Award of Surplus Vehicle Bids
 - B. Approval of Sewage Pump Replacement for Lancaster Ops Center
 - C. Appointments to SRTP
 - D. Approval to Upgrade and Replace Existing Microwave Tower in Lancaster
 - E. Election of Officers
 - F. Re-Appointment of Solicitor
 - G. Re-Appointment of Labor Counsel
 - H. Approval of Operating Statements for December, 2018
8. Public Comment
9. Adjournment

SOUTH CENTRAL TRANSIT AUTHORITY
AGENDA REPORT
January 16, 2019

1. Minutes - The minutes of the December 19, 2018 public meeting are enclosed with the Agenda for your review.
2. Committee Reports -
 - A. Personnel Committee – No Report.
 - B. Operations Committee – No report.
 - C. Finance Committee – No Report
 - D. Marketing Committee - Monthly marketing report is included in the packet.
3. Old Business
 - A. Personnel Policy Update – Staff recommends approval of the proposed changes that have been reviewed by the Personnel Committee.
 - B. Approval of Route & Schedule Changes for Lancaster – A Public Hearing is scheduled prior to the meeting to solicit public input on the proposed changes. A recommendation will be presented at the meeting.
4. New Business
 - A. Award of Surplus Vehicles Bids - With the arrival of new vehicles, SCTA placed four buses, 6 vans, and one pick-up truck on the public auction website for disposal. The results of the bids will be presented at the meeting.
 - B. Approval of Sewage Pump Replacement at Lancaster Ops Center – The Lancaster facility currently has two sewage pumps that are 14 years old with one pump already failing. The pumps are located at the bottom of a manhole that requires special confined space certifications by the vendor. Slaymaker Electric is the only qualified company in the area that can perform the pump replacements in confined spaces. The cost to replace both pumps is \$20,599.00. The new installation will also include the installation of rails so in the future the pumps can be removed without entering the manhole. Staff recommends approval.
 - C. Appointments to SRTP - As required each year, SCTA needs to make staff appointments to SRTP for 2019. It is recommended that Jeff Glisson be appointed as primary and David Kilmer as alternate.

- D. Approval to Upgrade and Replace Existing Microwave Tower in Lancaster – The communication system between the Queen Street Station and the main Operations Center in Lancaster has failed after fourteen years. This system includes a microwave tower on the roof of the Station and related hardware that provides all computer network communication between the two buildings, including the ability to monitor all cameras and other security equipment from the Erick Road location. Pricing to replace this system is being obtained from Radio Maintenance, Inc., Reading, that supplies this equipment on the state contract. The exact cost is being researched and will be presented at the meeting. Staff expects the cost to be between \$50-100,000 depending on the configuration and capabilities.
- E. Election of Officers for 2019 – The Nominating Committee has a recommended slate of Officers as Kevin Barnhardt-Chair, June Wolf-Vice Chair, Jeff Ouelett-Secretary, and Jim Schlegel -Treasurer. Nominations from the floor will also be permitted at the meeting.
- F. Re-Appointment of Solicitor - This is the fourth of a five year agreement with Summers Nagy to perform legal services as Solicitor for the Authority. The rate would increase from \$160.00/hour to \$165.00/hour for 2019. Staff recommends approval.
- G. Re-Appointment of Labor Services for 2019 – This is the fourth of a five year agreement with Stevens & Lee to perform labor and other legal services for the Authority. The rate would increase from \$260/hour to \$265/hour for 2019. Staff recommends approval.
- H. Approval of Operating Statements for December, 2018 - For the month of December total ridership in Lancaster showed a 2.4% increase with fixed route showing a 2.8% increase and shared ride showing nearly the same as last year for no change. For Reading, total ridership showed a 2.8% decrease with fixed route showing a 3.2% decrease and shared ride showing a 3.0% increase. Total ridership for the month was 363,806 for fixed route and 40,275 for shared ride for a total of 404,081 rides for the month of December, 2018 compared to 407,125 rides last December for a decrease of .7% overall. For the first half of the fiscal year, fixed route ridership is down 1.6%, while shared ride showed a 2.3% gain overall.

Financially for December, 2018, Lancaster showed \$684,969 in operating revenue combined with operating grants of \$665,039 for total revenue of \$1,350,008 against total expenses of \$1,347,863 for a net gain of \$2,145 on shared ride. For Reading, operating revenues \$651,873 combined with operating grants of \$876,554 for total revenue of \$1,528,426 against expenses of \$1,577,433 for a net loss of \$49,007 for Special Services. Overall, for December, operating revenue was \$1,336,841 combined with operating grants of \$1,541,593 for total revenue of \$2,878,434 against total expenses of \$2,925,296 for a net loss of \$46,862 all on shared ride. For the first half of the fiscal year, revenue is 48.8% of budget, grants are at 47.5% of budget, and expense is 46.0% of budget.

