

**SOUTH CENTRAL TRANSIT AUTHORITY  
MINUTES**

DATE: September 16, 2015

TIME: 6:00 p.m.

PLACE: SCTA  
45 Erick Rd.  
Lancaster, PA 17601

PURPOSE: Regular Monthly Public Board Meeting

ATTENDANCE: **Members:** Commissioner Kevin Barnhardt, Bonnie Glover, Cindy Lonergan, Jeffrey Ouellet, Dennis Rex, James Schlegel, Timothy Snyder, Jeffrey R. Wibberley and June Wolf.

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

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

**Guests:** Mark Glatz – Easton Coach and Liam Migdail-Smith, Reading Eagle Company.

ORDER OF BUSINESS:

1. Call to Order

Chairman Kevin S. Barnhardt called the meeting to order at 6:00 p.m.

2. Public Comment on Agenda Items

None

3. Approval of Minutes of the August 19, 2015 Regular Board Meeting.

Change to the minutes – Location was 1700 N. 11<sup>th</sup> St., Reading, PA.

The minutes from the August 19, 2015 Regular Board Meeting were approved with the above amendment.

4. Bills and Communications

None

5. Reports of Committees

A. Personnel Committee

No report

B. Operations Committee

No report

C. Finance Committee

No report

D. Marketing Committee

Ms. Glover mentioned the monthly marketing report was included in the packet.

6. Old Business

None

7. New Business

A. Resolution 15-15 Authorizing Transfer of Capital Reserves from RRTA

Mr. Kilmer mentioned since SCTA is the designated recipient for all federal and state capital funds that require local match, this Resolution authorizes the transfer of existing capital reserves from RRTA to SCTA to ensure a local match is available for capital projects. These funds would only be used for capital projects relating to service in Lancaster. This is similar to the Resolution last month that transferred the capital reserves from BARTA to SCTA. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Ms. Wolf, the Board approved Resolution 15-15 Authorizing Transfer of Capital Reserves from RRTA.

B. Approval of Program of Projects for FFY 2015

Mr. Kilmer mentioned the proposed Program of Projects was advertised to show how federal FTA funds apportioned to each of the urbanized areas in Reading and Lancaster will be used. The Public Hearing was scheduled for Wednesday, September 16, 2015 at 10:00a.m. in Reading and 2:00p.m. in Lancaster. Mr. Kilmer gave everyone a revised Program of Projects that is for 12 months, the previous report was for 10 months. There were no public comments at either meeting. Staff recommends approval.

Upon motion by Ms. Lonergan, seconded by Mr. Snyder, the Board approved the Program of Projects for FFY 2015.

C. Approval of Contract with Millersville University

Mr. Kilmer mentioned this is the renewal of the annual contract to provide the on campus shuttle weekdays and the Park City Express service from the campus to the mall seven days a week during the fall and spring semesters. The contract is not to exceed \$230,000 with annual increases based on the CPI Transportation Index. This is the first year that the contract will be with SCTA. A copy of the contract was included in the Board packet. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Ms. Lonergan, the Board approved the contract with Millersville University.

D. Approval of Fixed Route Service Fare Policy

Mr. Kilmer mentioned as required by Act 89 of 2013, SCTA must adopt a policy concerning the ongoing evaluation and increases for fixed route fares. A copy of the proposed fare policy and methodology for evaluating the fare levels was included in the Board packet. Potentially next year we will do a fare increase in both Lancaster and Reading. Staff recommends approval.

Upon motion by Mr. Snyder, seconded by Mr. Rex, the Board approved the Fixed route Service Fare Policy.

E. Approval of Public Notification Process for Service Changes and Fare Changes

Mr. Kilmer mentioned as required by the FTA, SCTA must have an established policy for notifying the public for making changes to the routes and schedules and for fare increases. This policy was followed for the recent changes made at both systems. A copy of the policy was included in the Board packet. Staff recommends approval.

Upon motion by Ms. Wolf, seconded by Mr. Rex, the Board approved the Public Notification Process for Service Changes and Fare Changes.

F. Approval of FY 2016 Performance Measures

Mr. Kilmer mentioned as part of the consolidation process, a set of common performance standards have been developed to monitor and evaluate the services being provided in each community. The measures will also assist in complying with the funding requirements at the state and federal levels. It is expected that a monthly report will be developed and presented to the Board showing how each service is performing with overall results for the combined service. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Mr. Ouellet, the Board approved FY 2016 Performance Measures.

G. Resolution 16-15 Certifying Local Match for State Operating Assistance

Mr. Kilmer mentioned this is a resolution authorizing SCTA to receive the grant and the required local match available which is at \$0. There is no local match due to the consolidation. Staff recommends approval.

Upon motion by Mr. Snyder, seconded by Mr. Schlegel, the Board approved Resolution 16-15 Certifying Local Match for State Operating Assistance.

H. Financial and Operating Reports

Mr. Kilmer mentioned that the financial and operating reports are not completed. Copies of the ridership reports for Reading and Lancaster were included in the Board packet. Mr. Kilmer mentioned that the transition to Ecolane in Reading has gone far better than anyone expected. No action required.

8. Public Comment

None

9. Adjournment

With no further business to discuss, the meeting adjourned at 6:33 p.m., upon motion by Mr. Schlegel, seconded by Ms. Wolf.

Respectfully submitted,



June J. Wolf  
Secretary