

**SOUTH CENTRAL TRANSIT AUTHORITY
MINUTES**

DATE: May 18, 2022
TIME: 6:00 PM
PLACE: Hybrid Meeting
PURPOSE: Regular Monthly Meeting
ATTENDANCE: Members: June Wolf, Bonnie Glover, Gail Landis, Ineavelle Ruiz, Jeffrey Ouellet, and James Schlegel.

Solicitor: Jill Nagy, Summers Nagy

Staff: Gregory Downing, Jeffrey Glisson, Sharon Stephens, Dominique Thompson, David Avery, Benjamin Dice, and Natasha Steffenhagen.

ORDER OF BUSINESS:

1. Call to Order.

Mr. Jeffrey Ouellet called the meeting to order at 6:04 p.m.

2. Changes to Agenda.

A. Orrstown Bank Accounts.

3. Public Comment on Agenda Items.

None.

4. Approval of the Minutes of the April 20, 2022 Regular Board Meeting.

Upon motion by Ms. Glover, seconded by Ms. Wolf, the Board approved the April 20, 2022 Regular Board Meeting minutes.

5. Bills and Communications.

None.

6. Reports of Committees.

- A. Personnel Committee – No report.
- B. Operations Committee – Monthly performance report is included in the packet.
- C. Finance Committee – No report.
- D. Marketing Committee – Monthly marketing report is included in the packet.

Upon motion by Ms. Glover, seconded by Ms. Wolf, the Board approved the Reports of Committees.

7. Old Business

- A. Draft FFY 2022 Program of Projects – A copy of the draft Program of Projects for FFY 2022 was included in the board packet for review. The Program of Projects proposes how SCTA will utilize the federal funding apportioned to both urbanized areas for transit related projects. SCTA has scheduled public hearings on the Program of Projects in both service areas (May 16, 2022-Lancaster and May 17, 2022- Reading) prior to the May board meeting. Staff recommends approval of the FFY 2022 Program of Projects and Capital Budget for FY 2022.

Upon motion by Mr. Schlegel and seconded by Ms. Wolf, the Board approved the FFY 2022 Program of Projects and the Capital Budget for FY 2022-23.

- B. Resolution 07-2022 Purchase of Nine Wheelchair Accessible Shared Ride Vehicles – SCTA – Correction There was a discrepancy during last month's meeting regarding the contract price. The correct amount is \$777,033.

No action required.

8. New Business

- A. Resolution 12-2022 Award of Security Services Contract - SCTA received two proposals to provide security services at selected facilities. Proposals were received from Schadd Detective Agency, Inc, York, PA and Allied Universal Security Services, Harrisburg, PA. Allied Universal Security Services submitted a proposal that ranked highest based on the evaluation criteria described in the Request for Proposal and staff recommends award to them.

Upon motion by Ms. Ruiz, seconded by Mr. Schlegel, the Board approved Resolution 12-2022.

- B. Resolution 13-2022 Certification of Local Match – Standard and required Resolution certifying that Berks and Lancaster Counties will provide the local match for the state operating grant. The local match has been requested from both Lancaster and Berks Counties for the upcoming fiscal year.

Upon motion by Ms. Glover, seconded by Ms. Wolf, the Board approved Resolution 13-2022.

- C. Resolution 14-2022 Approval of Bids for the Replacement of Diesel Fuel Tanks in Lancaster and Reading are expected to be received prior to the Board meeting. A summary and recommendation will be presented at the meeting.

Upon motion by Ms. Wolf, seconded by Mr. Schlegel, the Board approved Resolution 14-2022.

- D. Approval of Change Order for additional Maintenance Services and Training – This Change Order Request is for training needed by the new Director of Maintenance and mechanics in the AssetWorks/FleetFocus maintenance software. The additional Services also encompasses the training on Report Writer for management staff at both

shop locations. AssetWorks submitted a Change Request for the training in the amount of \$28,620.00, which will be funded with state funds. Staff recommends approval.

Upon motion by Ms. Wolf, seconded by Ms. Ruiz, the Board approved the Change Order for additional maintenance services and training.

- E. Approval to Purchase One Electric Forklift – SCTA has received pricing to replace a Lancaster forklift that is beyond its useful service life. The forklift being replaced is a 2003 propane forklift and the replacement forklift will be a 2022 Hyster Counterbalanced Sit-Down Electric Rider forklift from the state contract. The new forklift to be purchased cost \$52,996.40 and will replace the current one from the Lancaster shop. SCTA has capital funds available for this purchase. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Ms. Ruiz, the Board approved the purchase of an electric forklift.

- F. Approval of Bids for Vehicle Disposal - Bids for the disposal of a Reading maintenance shop truck are expected to be received prior to the Board meeting. A summary and recommendation will be presented at the meeting.

Upon motion by Mr. Schlegel, seconded by Ms. Glover, the Board approved the bid for vehicle disposal.

- G. Draft FFY 2022-2023 Operating Budget – A copy of the proposed operating budget for FY 2023 is included in the board packet for review. The draft budget includes allowances for the continued COVID measures to keep the fleet and facilities clean and the effects these measures have on revenue and passengers. No action is required at the May meeting, but the budget will be on the June meeting agenda for approval.

No action required.

- H. Approval of April Operating Statement - For the month of April, ridership in Lancaster showed a 2.5% increase with fixed route showing a 0.4% increase and shared ride showing a 17.7% increase. For Reading, ridership showed a 13.3% decrease with fixed route showing a 14.0% decrease and shared ride showing a 3.0% decrease. Total ridership was 240,534 for fixed route and 26,609 for shared ride for a total for the month of April of 267,143 compared to 290,032 rides last April for a decrease of 22,889 overall.

Financially for April 2022, Lancaster recorded \$493,310 in operating revenue combined with operating grants of \$752,132 for total revenue of \$1,245,442 against total expenses of \$1,370,742. For Reading, operating revenues of \$459,094 combined with operating grants of \$944,324 for total revenue of \$1,403,418 against expenses of \$1,403,418. For the first ten months of the fiscal year, operating revenue is at 54.0% of projected budget and operating grants are 95.5% for total revenue of 76.2% of the projected budget compared to expenses at 76.8% of projected budget.

Upon motion by Mr. Schlegel, seconded by Ms. Wolf, the Board approved the Operating Statement for April, 2022.

None.

10. Adjournment

With no further business to discuss, the meeting adjourned at 6:30 p.m., upon motion by Ms. Glover, seconded by Mr. Schlegel.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "James Schlegel". The signature is written in black ink and is positioned above the printed name.

James Schlegel