

**SOUTH CENTRAL TRANSIT AUTHORITY  
MINUTES**

DATE: June 15, 2022  
TIME: 6:00 PM  
PLACE: Hybrid Meeting  
PURPOSE: Regular Monthly Meeting  
ATTENDANCE: Members: June Wolf, Bonnie Glover, Cheryl Love, Ineavelle Ruiz, Jeffrey Ouellet, and James Schlegel.

Solicitor: Jill Nagy, Summers Nagy Law Offices

Staff: Gregory Downing, Laura Hopko, Jeffrey Glisson, Sharon Stephens, Dominique Thompson, and Paola Peguero.

Guests: Michael Golembiewski

**ORDER OF BUSINESS:**

1. Call to Order.

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

2. Changes to Agenda

Talked about in New Business

3. Public Comment on Agenda Items

None.

4. Approval of the Minutes of the May 18, 2022 Regular Board Meeting.

Upon motion by Ms. Glover, seconded by Ms. Ruiz, the Board approved the May 18, 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 included in packet.
- C. Finance Committee – Discussion under new business.
- D. Marketing Committee – Monthly marketing report included in packet.

Upon motion by Mr. Ouellet, seconded by Ms. Ruiz, the Board approved the Reports of Committees.

7. Old Business

**A. FFY 2023 Operating Budget –**

The draft budget was presented during the May Board meeting and included allowances for continued COVID measures to keep the fleet and facilities clean, sanitized and available for customers and employees. The budget also has allowances for the Authority to continue service funding adjustments with our Shared Ride Service contractor to ensure customer efficiencies are met. Mr. Downing recommended approval of the FY 2023 Operating Budget.

Upon motion by Ms. Glover and seconded by Ms. Love, the Board approved the FFY 2023 Program of Projects and the Capital Budget for FY 2022-23.

8. New Business

**A. Erick Road Solar Panel Installation –**

SCTA executed a contract with JJD Electric LLC on May 2, 2022 to supply and install solar panels on the roofs of the Erick Road Buildings. JJD proposed two change orders for updated pricing because of cost and delivery. The least expensive option for the change order was for \$24,843.50, with an anticipation of the equipment arriving in November with final completion in December for the Solar Panel Installation. Engineer and staff recommend approval for this JJD change order of \$24,843.50.

Upon motion by Mr. Schlegel, seconded by Ms. Ruiz, the Board approved the Change Order for Solar Panel Installation.

**B. Resolution 15-2022 Authorization for Award of Bus Shelter Cleaning and Light Maintenance Services –**

G. Downing mentioned a RFP was issued for Bus Shelter Cleaning and Light Maintenance Services. One proposal was received and reviewed by staff committee from Newly Restored, to provide weekly cleaning services and light maintenance for 91 bus shelters at an annual cost of \$123,032.00 and bi-annual power washing of bus shelters at an annual cost of \$21,688.00 for a total annual cost of \$144,720.00. Staff recommended that Newly Restored, Mount Joy, PA be awarded the contract to provide bus shelter cleaning and light maintenance services and bi-annual power washing for its Lancaster and Reading bus shelters.

Upon motion by Mr. Ouellet, seconded by Ms. Glover, the Board approved award of Bus Shelter Cleaning and Light Maintenance Services to Newly Restored.

**C. Approval Accepting the Bids for Vehicle Disposal –**

Bids for the disposal of two Lancaster Shared Ride vehicles that have reached the end of their useful life was received. Based on the bids and summary included in the Board packet, staff recommended awards to Arshaq Meraj for the 2015 Dodge Grand Caravan SE, for \$13,211.00 and Pam Anderson for the 2016 E450 Challenger, for \$2,925.00.

Upon motion by Ms. Ruiz, seconded by Mr. Schlegel, the Board approved Bids for Vehicle Disposal.

**D. Approval of SCTA Investment Policy –**

The SCTA Investment Policy details types, timing and length of investments authorized and the use of an Investment Brokerage. SCTA Solicitor, Ms. Nagy noted this was a proper addition to the Agenda, allowing the policy to be approved prior to the fiscal year ending. Staff recommended approval.

Upon motion by Mr. Ouellet, seconded by Ms. Glover, the Board approved SCTA Investment Policy.

**E. Authorization to Invest SCTA Operating Reserves –**

SCTA Board Finance Committee and staff met with Orrstown Financial Advisors (OFA) to explore options for increasing the rate of return on funds residing in bank accounts at Orrstown Bank. Mr. Ouellet explained the views and understanding of the Finance Committee after this meeting with Orrstown Bank, giving board members information regarding the type of investment options proposed. This included investing in US Treasury Bills and Notes as a risk free means of increasing interest income from reserves. OFA's presentation included a US Treasury Ladder approach for SCTA's Operating Reserves. The Finance Committee and staff recommended approval of this approach.

Upon motion by Mr. Ouellet, seconded by Ms. Love, the Board approved the Authorization to Invest SCTA Operating Reserves with Orrstown Financial Advisors.

**F. Approval of May Operating Statement –**

For the month of May, ridership in Lancaster showed an 8.1% increase with fixed route showing a 5.9% increase and shared ride showing a 23.8% increase. For Reading, ridership showed a 7.2% decrease with fixed route showing an 8.1% decrease and shared ride showing a 6.9% increase. Total ridership was 251,126 for fixed route and 26,473 for shared ride for a total for the month of May of 277,599 compared to 283,445 rides last May for a decrease of 5,846 overall.

Financially for May 2022, Lancaster recorded \$438,247 in operating revenue combined with operating grants of \$782,363 for total revenue of \$1,220,610 against total expenses of \$1,396,685. For Reading, operating revenues of \$459,596 combined with operating grants of \$926,652 for total revenue of \$1,386,248 against expenses of \$1,386,248. For the first eleven months of the fiscal year, operating revenue is at 60.0% of projected

budget and operating grants are 101% for total revenue of 82% of the projected budget compared to expenses at 87% of projected budget.

Upon motion by Mr. Schlegel, seconded by Mr. Ouellet, the Board approved May Operating Statement.

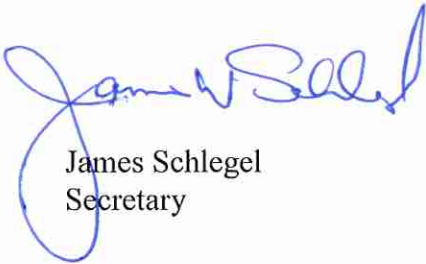
8. Public Comment

None.

9. Adjournment

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

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "James Schlegel", is written over the typed name and title.

James Schlegel  
Secretary