

**SOUTH CENTRAL TRANSIT AUTHORITY
MINUTES**

DATE: August 17, 2022
TIME: 6:00 PM
PLACE: Hybrid Meeting
PURPOSE: Regular Monthly Meeting
ATTENDANCE: Members: June Wolf, Bonnie Glover, Ineavelle Ruiz, Commissioner Kevin Barnhardt, Gail Landis, Joy Ashley, Timothy Snyder, and James Schlegel.

Solicitor: Sean Summers, Summers Nagy Law Offices

Staff: Gregory Downing, Jeffrey Glisson, Sharon Stephens, Dominique Thompson, Lauri Ahlskog, and Paola Peguero.

Guests: Michael Golembiewski, Hannah Hair

ORDER OF BUSINESS

1. Call to Order

Chairwoman June Wolf called the meeting to order at 6:00 P.M

2. Changes to Agenda

None

3. Public Comment on Agenda Items

None.

4. Approval of the Minutes of the June 15, 2022 Regular Board Meeting

Upon motion by Ms. Glover, second by Mr. Barnhardt, the Board approved the June 15, 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 – None
- D. Marketing Committee – Monthly marketing report and plan included in packet.

Upon motion by Mr. Barnhardt, seconded by Ms. Ashley, the Board approved the Reports of Committees.

7. Old Business

None.

8. New Business

A. Approval of HVAC Duct and Ventilation at the BTC –

SCTA's HVAC contractor, Clark was awarded a three year contract to perform HVAC repairs and maintenance on all of SCTA's facilities commencing Jan 1, 2022 through Dec 31, 2024. The total cost for installing low ducted returns on 4 tenant spaces is \$23,450. G. Downing recommended approval.

Upon motion by Mr. Barnhardt, seconded by Ms. Landis, the Board approved HVAC Duct and Ventilation Work at the BTC.

B. Approval of Change Order for Bus Shelter Retrofits –

This Change Order involves retrofitting "18 inch shoes with 24 inch shoes" on five existing bus shelters in Reading. The contractor, Warfel Construction, has found that the 18 inch shoes are not sufficient in length to reach a manufacturer provided pre-dilled hole for anchoring the ad box. The additional length also allows for variations in elevation at each shelter pad and helps to keep water infiltration and debris from affecting the battery box. The cost is \$13,200.32. Staff recommended approval.

Upon motion by Mr. Snyder, seconded by Mr. Barnhardt, the Board approved Change Order for Bus Shelter Retrofits.

C. Approval of Agreement with Reading School District –

This agreement is to provide transportation to Reading High School students living within 1.6 – 1.99 miles distance from the school. Reading School District will be billed \$1 per student. A draft of the agreement was included. Staff recommended approval.

Upon motion by Ms. Ruiz, seconded by Ms. Ashley, the Board approved Agreement with Reading School District.

D. Approval of 22-24 UPWP Contract for Lancaster County –

The summary contract for the bi-annual Unified Planning Work Program (UPWP) with the Lancaster County Planning Department was included in the Board packet for review. These federal planning funds assist SCTA in the development of the TAM Plan, Safety and Security Planning work, analysis of the performance of the existing services, and update and implementation of the Transit Development Plan. The contract is for a two year period with SCTA receiving \$65,000 per year. Staff recommended approval.

Upon motion by Ms. Glover, seconded by Mr. Barnhardt, the Board approved 22-24 UPWP Contract for Lancaster County.

E. Approval of PPI Price Adjustment for Gillig Busses –

SCTA ordered 5 buses off the PA state contract in June 2021. Due to supply chain issues, fuel and other material related cost needed for the bus build, the PPI clause and price adjustment was requested. This PPI price adjustment from Gillig is \$35,822 per bus, for a total of \$179,110 and a 5.1% increase over order price. Staff recommended approval.

Upon motion by Mr. Snyder, seconded by Ms. Ruiz, the Board approved PPI Price Adjustment for Gillig Buses.

F. Approval of Marketing Plan for FY 2023 –

Mr. Downing mentioned the main theme for the Marketing Plan for FY 2023 titled “Brand New Way to Market” recognizing the challenges of hiring, external and internal marketing. The Marketing Committee received a copy and reviewed. Staff recommended approval.

Upon motion by Ms. Landis, seconded by Mr. Barnhardt, the Board approved Marketing Plan for FY 2023.

G. Resolution 16-2022 Queen Street Garage Equipment Upgrade –

Mr. Downing mentioned Queen Street Parking Garage is in need of a system upgrade on all parking equipment, server and software. Current system supplied by PSx from Amano McGann will be upgraded to the Amano McGann Pro+ Series equipment. PSx Inc. submitted a proposal to provide the requested upgrade for a total cost of \$197,879.00. Staff recommended approval to execute contract with PSx Inc. to upgrade Queen Street Garage’s equipment and software.

Upon motion by Mr. Barnhardt, seconded by Mr. Schlegel, the Board approved Resolution 16-2022.

H. Resolution 17-2022 Lease Agreement for 100 Parking Spaces at Queen Street Parking Garage –

Mr. Downing mentioned Berger Rental Communities/SREG Queen LLC is in the process of developing a parcel of land at the northwest corner of Queen and Chestnut Streets in downtown Lancaster to build rental units. SCTA and Berger signed a MOU on May 21, 2020 to negotiate the lease of 100 parking spaces in the Queen Street Parking Garage. SCTA and Berger have negotiated a Parking Master Lease. The Lease was reviewed by Stevens & Lee. Staff requested authorization to execute the Parking Master Lease subject to the concurrence of the FTA. Staff recommended approval.

Upon motion by Mr. Snyder, seconded by Ms. Ruiz, the Board approved Resolution 17-2022.

I. Resolution 18-2022 Bus Radio System Upgrade –

Mr. Downing mentioned the bus radio communications systems and equipment at both Lancaster and Reading need an upgrade due to current bus radios and repeater equipment in the radio towers are no longer supported. Staff requests authorization to execute a contract with Radio Maintenance, Inc. to upgrade and replace bus radios and equipment at both Lancaster and Reading at a total cost of \$238,886.75. Staff recommended approval.

Upon motion by Ms. Glover, seconded by Mr. Schlegel, the Board approved Resolution 18-2022. Ms. Ruiz abstained from voting due to relative being part owner of RMI.

J. Approval of June and July Operating Statements –

For the month of June, ridership in Lancaster showed a 3.5% increase with fixed route showing a 0.7% increase and shared ride showing a 24.9% increase. For Reading, ridership showed a 3.8% increase with fixed route showing a 3.2% increase and shared ride showing a 12.1% increase. Total ridership was 271,517 for fixed route and 30,980 for shared ride for a total for the month of June of 302,497 compared to 306,645 rides last June for a decrease of 4,148 passengers overall. Financially for June 2022, Lancaster recorded \$444,206 in operating revenue combined with operating grants of \$664,407 for total revenue of \$1,108,253 against total expenses of \$1,317,334. For Reading, operating revenues of \$674,915 combined with operating grants of \$857,661 for total revenue of \$1,532,576 against expenses of \$1,433,705. For the last month of the fiscal year, operating revenue is at 100% of projected budget and operating grants are 90% for total revenue of 94% of the projected budget compared to expenses at 88% of projected budget.

Upon motion by Mr. Snyder, seconded by Ms. Landis, the Board approved June Operating Statement, subject to audit.

For the month of July, ridership in Lancaster showed an 11.6% increase with fixed route showing an 11.8% increase and shared ride showing a 10.2% increase. For Reading, ridership showed an 11.8% increase with fixed route showing a 12.6% increase and shared ride showing a 0.2% increase. Total ridership was 263,889 for fixed route and 26,175 for shared ride for a total for the month of July of 290,064 compared to 259,728 rides last July for an increase of 30,336 passengers overall. Financially for July 2022, Lancaster recorded \$456,638 in operating revenue combined with operating grants of \$964,184 for total revenue of \$1,420,822 against total expenses of \$1,605,508. For Reading, operating revenues of \$458,549 combined with operating grants of \$807,711 for total revenue of \$1,266,260 against expenses of \$1,423,479. For the first month of the fiscal year, operating revenue is at 91% of projected budget and operating grants are 100% for total revenue of 97% of the projected budget compared to expenses at 95% of projected budget.

Upon motion by Ms. Glover, seconded by Ms. Ruiz, the Board approved July Operating Statement, subject to audit.


9. Public Comment

Hannah Hair is a nurse case manager for Water Street Mission in Lancaster, PA. She was inquiring about RRTA bus routes to facilitate access to medical facilities for patients who have limited transportation.

10. Adjournment

With no further business to discuss, the meeting adjourned at 6:42 p.m., upon motion by Mr. Snyder, seconded by Mr. Barnhardt.

Respectfully Submitted,



James Schlegel
Secretary

