

# SOUTH CENTRAL TRANSIT AUTHORITY

## MINUTES

DATE: November 16, 2022

TIME: 6:15 PM

PLACE: Hybrid Meeting (Lancaster)

PURPOSE: Regular Monthly Meeting

ATTENDANCE: Members: June Wolf, Commissioner Kevin Barnhardt, Bonnie Glover, Ineavelle Ruiz, Gail Landis, Cheryl Love, Jeffrey Ouellet, Joy Ashley, and James Schlegel,

Solicitor: Sean Summers, Summers Nagy Law Offices

Staff: Gregory Downing, Jeffrey Glisson, Keith Boatman, and Paola Peguero.

Guest: Johnathan Beuerle from Lancaster County EMA, Mike Golembiewski

### ORDER OF BUSINESS

1. Call to Order

Chairwoman June Wolf called the meeting to order at 6:15 P.M

2. Changes to Agenda

A. Resolution 25-2022, Award of Electrical Contract for the Diesel Fuel Tank Replacement Project, was added to the agenda.

3. Public Comment on Agenda Items

None.

4. Approval of the Minutes from the October 19, 2022 Regular Board Meeting

Upon motion by Ms. Glover, second by Ms. Ruiz, the Board approved the October 19, 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 – The draft audit was reviewed by RKL with the Committee prior to the Board meeting.
- D. Marketing Committee – Monthly marketing report included in packet.

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

7. Old Business

None.

8. New Business

**A. Presentation of Draft Audit for FY 2022 –**

A copy of the draft audit for BARTA, Red Rose Transit Authority and South Central Transit Authority was distributed at the meeting. No action is needed. Final approval will be at the December Board Meeting.

**B. Approval of Transit Asset Management Plan (TAMP) Performance Measure Targets for FY 2023 –**

Each year as part of its TAMP, SCTA is required to develop performance measure targets in reaching a state of good repair (SOGR). Based on available funding and current conditions, the performance measure targets center around rolling stock, facilities, and equipment with a value of \$50,000 or more. A copy of the FY 2023 performance measure targets documentation was included in the Board packet for review. The performance measure targets are also slated for approval by the MPO's in each urbanized area. Staff recommends approval.

Upon motion by Ms. Landis, seconded by Ms. Love, the Board approved Transit Assets Management Plan (TAMP) Performance Measure Targets for FY 2023.

**C. Resolution 23-2022 Authorization to Award and Execute Contract for Maintenance Uniforms and Floor Mat Rental Services –**

One proposal was received from Aramark to provide Maintenance Uniforms and Floor Mat Rental Services for the maintenance staffs at both Lancaster and Reading sites. After reviewing the proposal that was received, SCTA determined that Aramark Uniforms Services, is a responsive and responsible proposer who submitted a proposal that met the requirements of the statement of work and the general conditions of the procurement for the maintenance uniform and mat rental services. Staff recommends approval.

Upon motion by Mr. Ouellet, seconded by Ms. Love, the Board approved Resolution 23-2022 Authorization to Award and Execute Contract for Maintenance Uniforms and Floor Mat Rental Services.

**D. Resolution 24-2022 Authorization of Updated Signatory for BARTA Custodial Account with Truist Investment Management –**

New authorized signature list is required for Truist Investment Management to continue managing and investing services including any changes to BARTA pension plan or list. Last update to signature list was done November 21, 2013 and all authorized signees from that time are no longer in the position or have retired. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Ms. Ashley, the Board approved Resolution 24-2022 Authorization of Updated Signatory for BARTA Custodial Account with Truist Investment Management.

**E. Award of Schedule Printing Bids –**

One bid was received for the printing of BARTA and RRTA Ride Guides on November 8, 2022. Engle Printing and Publishing Company, Inc. submitted a bid at a total cost of \$32,073.86 for both Lancaster and Reading schedule booklets. Staff recommends approval.

Upon motion by Mr. Barnhardt, seconded by Mr. Schlegel, the Board approved the Award of Schedule Printing Bids.

**F. Award for Surplus Vehicle Bids –**

Bids for the Sale of Surplus Vehicles were received. Based on the bids and summary distributed to the Board, staff recommends awards to Joe Albano of Car Choice, for \$24,400.00.

Upon motion by Ms. Glover, seconded by Ms. Ruiz, the Board approved the Award for Surplus Vehicle Bids.

**G. Authorization to Negotiate and Execute Intergovernment Agreement for Medical Assistance Transportation Provider (MATP) Services –**

This is the first Intergovernmental agreement proposed for MATP services and formalizes the services SCTA has always provided through the Department of Human Services (DHS). SCTA's solicitor is reviewing the agreement and staff is requesting authorization to negotiate and execute this agreement when terms and conditions are agreed upon.

Upon motion by Ms. Love, seconded by Mr. Schlegel, the Board approved Authorization to Negotiate and Execute Intergovernment Agreement for Medical Assistance Transportation Provider (MATP) Services.

**H. Resolution 25-2022 Award of Electrical Contract for the Diesel Fuel Tank Replacement Project –**

Bids were solicited for an electrical contractor to work with the tank contractor in the replacement of the diesel fuel tanks at both the Lancaster and Reading Operations Centers. This is part of the ongoing effort to make equipment upgrades to SCTA's equipment that have reached the end of their useful life. There was only one bid received and was submitted by Clark Electrical-Mechanical at a total price of \$269,970.00. There are capital funds budgeted and available to do this work.

Upon motion by Ms. Landis, seconded by Ms. Glover, the Board approved Resolution 25-2022 Award of Electrical Contract for the Diesel Fuel Tank Replacement Project.

**I. Approval of October Operating Statement -**

For the month of October, ridership in Lancaster showed an 14% increase with fixed route showing a 15.3% increase and shared ride showing a 6.1% increase. For Reading, ridership showed a 7.70% increase with fixed route showing a 8.4% increase and shared ride showing a .6% decrease. Total ridership was 277,235 for fixed route and 27,602 for shared ride for a total for the month of October of 304,837 compared to 277,107 rides last October for an increase of 27,730 passengers overall. Financially for October 2022, Lancaster recorded \$517,427 in operating revenue combined with operating grants of \$710,306 for total revenue of \$1,227,733 against total expenses of \$1,243,743. For Reading, operating revenues of \$497,717 combined with operating grants of \$634,032 for total revenue of \$1,131,749 against expenses of \$1,169,100. For the fourth month of the fiscal year, operating revenue is at 100% of projected budget and operating grants are 70% for total revenue of 81% of the projected budget compared to expenses at 74% of projected budget.

Mr. Barnhardt requested a graph to show where ridership numbers were prior to the pandemic in March of 2020.

Upon motion by Ms. Ashley, seconded by Ms. Landis, the Board approved the October Operating Statement, subject to audit.

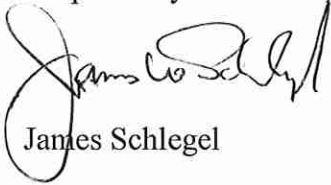
9. Public Comment

Mike Golembiewski mentioned the Berks MPO's approved the FY 2023 Transit Asset Management Plan (TAMP) Performance Measure Targets on Thursday, November 10, 2022.

10. Adjournment

With no further business to discuss, the meeting adjourned at 6:41 p.m., upon motion by Mr. Barnhardt, seconded by Mr. Schlegel.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "James Schlegel". The signature is written in a cursive style with a large initial "J".

James Schlegel

Secretary

