

**SOUTH CENTRAL TRANSIT AUTHORITY
MINUTES**

DATE: December 21, 2022
TIME: 6:15 PM
PLACE: Hybrid Meeting (Reading)
PURPOSE: Regular Monthly Meeting
ATTENDANCE: Members: June Wolf, Commissioner Kevin Barnhardt, Bonnie Glover, Ineavelle Ruiz, Gail Landis, Cheryl Love, Joy Ashley, Timothy Snyder, and James Schlegel

Solicitor: Jill Nagy, Summers Nagy Law Offices

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

Guest: Steve Newsham, Jennie Louwerse, and Mike 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

No action will be taken on Approval for Revised Permanent Construction and Occupation Easement agreement for 215 Queen Partners since negotiations on agreement have not been completed.

3. Public Comment on Agenda Items

None

4. Approval of the Minutes from the November 16, 2022 Regular Board Meeting

Upon motion by Ms. Glover, second by Ms. Love, the Board approved the November 16, 2022 Regular Board 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 – No Report
- D. Marketing Committee – Monthly marketing report included in packet

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

7. Old Business

- A. **Approval of FY 2022 Audit** – The draft audit for FY 2022 was presented at the November Board meeting for review and comment. The Finance Committee reviewed the audit with the Auditors and found no problems or issues. Staff recommends approval.

Upon motion by Mr. Snyder, second by Ms. Landis, the Board approved the FY 2022 Audit.

8. New Business

- A. **Resolution 26-2022 Purchase 30 Ton Wrecker for Lancaster** –

This purchase will replace a 1996 Ford Chassis with a 2005 Century Wrecker body that is beyond its useful service life. Bressler's Inc. proposed an amount of \$427,369.00 for a new wrecker. Federal and State grant funds are programmed for this purchase. Bressler's also proposed a trade allowance of \$50,000 for the old wrecker. Staff recommends approval.

Upon motion by Ms. Ruiz, seconded by Ms. Glover, the Board approved Resolution 26-2022 Purchase 30 Ton Wrecker for Lancaster.

- B. **Resolution 27-2022 Adoption of SCTA Safety Plan Update** –

SCTA has updated its Safety Plan in accordance with FTA regulations and has developed Performance Targets for FY 2023 as required. A copy of the Plan will be forwarded to the two MPO's for their approval at their next meetings. A copy of the Updated Plan was included in the Board packet for review. Staff recommends approval.

Upon motion by Mr. Barnhardt, seconded by Ms. Ruiz, the Board approved Resolution 27-2022 Adoption of SCTA Safety Plan Update.

C. Resolution 28-2022 Authorization to Award and Execute Three Contracts for On-Calling Planning, Engineering, Design, and Construction Management Services –

Four Statement of Qualifications (SOQ) were received for On-Call Planning, Engineering, Design, and Construction Management services. The SCTA Evaluation team reviewed each SOQ and ranked the proposals. JMT, KCI and LDG were ranked as the highest three proposals.

The On-Call services shall be used for projects in both Lancaster & Berks Counties. When SCTA has a project need, all three firms will be provided a description of the work to be performed. The firms will submit proposals, staff will review the proposals and select the most technically qualified firm and the selected firm and SCTA will negotiate the cost for the work. The award and execution of the Work Order Authorization is subject to Board approval based on SCTA's Procurement Procedures.

No costs are associated with the execution of these On-Call Planning, Engineering, Design, and Construction Management services contracts. FTA guidelines require that architectural and engineering services firms be selected based on technical qualifications only. Costs will be negotiated with the firm selected to perform the work.

SCTA recommends approval to award contracts to JMT, KCI and LDG as SCTA's On-Call firms.

Upon motion by Ms. Landis, seconded by Ms. Glover, the Board approved Resolution 28-2022 Authorization to Award and Execute Three Contracts for On-Calling Planning, Engineering, Design, and Construction Management Services.

D. Approval of MPO Representatives for Lancaster and Reading –

The two MPO's require SCTA to officially designate the representatives to the RATS and the LATS MPO Technical and Coordinating Committees. A copy of the recommended appointments was included in the Board Packet.

Upon motion by Mr. Barnhardt, seconded by Mr. Schlegel, the Board approved the MPO Representative for Lancaster and Reading.

E. Approval to Purchase Engine for Reading Fixed Route Bus –

The engine has a damaged piston and cylinder wall that cannot be repaired. The cost for a new replacement engine from Cummins is \$29,496.73. Staff recommends approval.

Upon motion by Mr. Barnhardt, seconded by Mr. Schlegel, the Board approved the Purchase Engine for Reading Fixed Route Bus.

F. Approval for Revised Permanent Construction and Occupation Easement agreement for 215 Queen Partners –

The empty parcel next to the Queen Street Station Parking Garage and the Queen Street Station is being developed for a new apartment complex by a group formed as the “215 Queen Partners, LLC”. At its December 15, 2021 meeting, the Board authorized the execution of three easement agreements for access to the back of the 215 property bordered by the Queen Street Station, for access directly into the Queen Street Station Parking Garage and for a temporary construction easement. The easement Agreements have not been executed pending confirmation of the access easement details and FTA concurrence. A revision to the Permanent Construction and Occupation Easement Agreement is being negotiated to provide for a gate between the Queen Street Station and the rear of 215 North Queen Street. Stevens & Lee is conducting the negotiations on behalf of SCTA. A copy of the revised easement agreement was to be distributed to the Board prior to the meeting.

Mr. Downing mentioned the negotiation has not been completed, therefore SCTA will not move forward until further notice.

G. Award of Vehicle Parts Bid –

Bids were solicited to provide bus and van parts for a twelve month period. The parts were grouped by different classifications such as brakes, engine parts, filters, etc. A total of 11 suppliers bid various parts and were tabulated on the spreadsheet included in the Board packet. Based on the prices received for the various groupings, staff recommends award to the lowest bidders as identified on the bid tabulation sheet.

Upon motion by Mr. Snyder, seconded by Ms. Ruiz, the Board approved Award of Vehicle Parts Bid.

H. Approval of November Operating Statement –

For the month of November, ridership in Lancaster showed an 14.8% increase with fixed route showing a 16% increase and shared ride showing a 7.6% increase. For Reading, ridership showed a 12.5% increase with fixed route showing a 12.6% increase and shared ride showing a 10% increase. Total ridership was 266,140 for fixed route and 27,153 for shared ride for a total for the month of November of 293,293 compared to 258,798 rides last November for an increase of 34,495 passengers overall.

Financially for November 2022, Lancaster recorded \$506,379 in operating revenue combined with operating grants of \$1,158,285 for total revenue of \$1,665,846

against total expenses of \$1,908,113. For Reading, operating revenues of \$489,748 combined with operating grants of \$813,720 for total revenue of \$1,303,468 against expenses of \$1,452,287. For the fifth month of the fiscal year, operating revenue is at 99% of projected budget and operating grants are 112% for total revenue of 107% of the projected budget compared to expenses at 106% of projected budget.

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

I. Appointment of Nominating Committee –

The Chair will appoint a nomination committee for officers for 2023 at the meeting.

Chairwoman June Wolf appointed Ms. Landis, Mr. Schlegel and Ms. Glover to the nominating committee.

9. Public Comment


Mr. Barnhardt acknowledged Vicki Nixdorf and Melanie Kerper for making the process of getting parking spaces seamless for Berks County employees.

Mr. Downing reported that Ms. Glover and Mr. Schlegel have been reappointed to the Board. An updated list of SCTA Board members was distributed.

10. Adjournment

With no further business to discuss, the meeting adjourned at 6:27 p.m., upon motion by Mr. Barnhardt, seconded by Ms. Landis.

Respectfully Submitted,


James Schlegel
Secretary

