

SOUTH CENTRAL TRANSIT AUTHORITY
MINUTES

DATE: January 18, 2023
TIME: 6:00 PM
PLACE: Hybrid Meeting (Lancaster)
PURPOSE: Regular Monthly Meeting
ATTENDANCE: Members: June Wolf, Commissioner Kevin Barnhardt, Bonnie Glover, Ineavelle Ruiz, Gail Landis, Jeffrey Ouellet, and James Schlegel

Solicitor: Sean Summers, Summers Nagy Law Offices

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

Guest: Steve Newsham, Patty McKenna from ATU Local 1241, and Mike Golembiewski

ORDER OF BUSINESS

1. Call to Order

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

2. SCTA By-Laws Change

The nominating committee proposed a change to the SCTA By-Laws that eliminates the two year term limit for the officer positions of the board.

Upon motion by Mr. Barnhardt, second by Ms. Glover, the Board approved the SCTA By-Laws Change.

3. Changes to Agenda

None

4. Public Comment on Agenda Items

None

5. Approval of the Minutes from the December 21, 2022 Regular Board Meeting

Upon motion by Ms. Glover, second by Mr. Ouellet, the Board approved the December 21, 2022 Regular Board minutes.

6. Bills and Communications
None

7. 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 Mr. Ouellet, seconded by Mr. Schlegel, the Board approved Reports of Committees.

8. Old Business
None

9. New Business

A. Nominating Committee

Election of Officers – The Nominating Committee has a proposed slate of Officers that was included in the Board packet.

The Slate of officers listed in the Board packet will continue in 2023 based on Board approval of the By-Laws change in Business Item #2.

B. Appointment of Solicitor for 2023

This will be the fourth year of a five year contract with Summers Nagy with the hourly rate of \$175.00, as stated in their proposal. Staff recommends approval.

Upon motion by Mr. Barnhardt, seconded by Mr. Schlegel, the Board approved Appointment of Solicitor for 2023.

C. Appointment of Labor Services for 2023

This will be the fourth year of a five year contract with Stevens & Lee with an hourly rate of \$287.00 for labor and other legal services. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Mr. Ouellet, the Board approved Appointment of Labor Services for 2023.

D. Approval of Management Agreement with Berks Area Regional Transportation Authority (BARTA)

The existing management contract with BARTA expired on June 30, 2022 after a one year extension of the initial five year agreement as part of the merger to create SCTA.

A copy of the agreement was included in the Board packet for review that would extend the management agreement for another year period ending June 30 2023. The new agreement would be retroactive to July 1, 2022. Staff recommends approval.

Upon motion by Mr. Schlegel, seconded by Ms. Ruiz, the Board approved Management Agreement with Berks Area Regional Transportation Authority (BARTA)

E. Approval of Management Agreement with Red Rose Transit Authority (RRTA)

The existing management contract with RRTA expired on June 30, 2022. A copy of the initial agreement was included in the Board packet for review. The initial agreement was extended one year at that time, and this extension would extend the management agreement for another year period ending June 30 2023. The new agreement would be retroactive to July 1, 2022. Staff recommends approval.

Upon motion by Mr. Ouellet, seconded by Ms. Glover, the Board approved the Management Agreement with Red Rose Transit Authority (RRTA).

F. Approval of Lease Agreement with BARTA

As part of the management agreement with SCTA, a copy of the lease agreement for BARTA facilities was included in the Board packet for review. The lease provides SCTA the authority to spend funds on the maintenance and operation of the facilities needed for service. The lease is for another year and will expire on June 30, 2023. The agreement is retroactive to July 1, 2022. Staff recommends approval.

Upon motion by Mr. Ouellet, seconded by Ms. Glover, the Board approved the Lease Agreement with BARTA.

G. Approval of Lease Agreement with RRTA

As part of the management agreement with SCTA, a copy of the lease agreement for RRTA facilities was included in the Board packet for review. The lease provides SCTA the authority to spend funds on the maintenance and operation of the facilities needed for service. The lease is for another year period and will expire on June 30, 2023. The agreement is retroactive to July 1, 2022. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Mr. Ouellet, the Board approved the Lease Agreement with RRTA.

H. Resolution 01-2023 Local Match for State Capital Assistance

This is the standard Resolution for the state capital assistance. PennDOT is providing additional state funds in support of a capital project and requires the submission of a

revised resolution. SCTA is expected to receive \$2,946,867 in state capital assistance that will require a local match of \$98,253. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Mr. Schlegel, the Board approved Resolution 01-2023 Local Match for State Capital Assistance.

I. Approval to purchase Upgraded Hard Drives for TSI video

The security camera system is part of the PA FRITS program. This change is to provide a replacement to the hard drive spec. The hard drive is part of the security system DVR and this change will upgrade the hard drive which is a failing part presently. This is a new option provided by the security camera system company TSI. Staff recommends approval.

Upon motion by Mr. Ouellet, seconded by Ms. Ruiz, the Board approved the purchase Upgrade Hard Drives for TSI video to Avail Technologies for \$38,371.00.

J. Approval of Contract for Waste Management Services

Quotes were requested from firms to provide waste management services. The requested services include the following SCTA facilities in Lancaster and Reading: SCTA Headquarters and Lancaster Operations Center, 45 Erick Rd, Lancaster; Queen Street Station, 225 North Queen Street, Lancaster; Reading Operations Center and Administrative Facility, 1700 N 11th Street, Reading; BARTA Transportation Center, 8th and Cherry Streets, Reading. Two quotes were received in response to the request: Republic Services, Marietta, PA and Waste Management, Leesport, PA. The quotes received were evaluated based on lowest overall cost. Staff recommends awarding the contract for waste management services to Republic Services, Marietta, for a total term of three (3) years at a total annual cost for the first year of \$15,908, with 8% increases for each of the second and third years or at a total cost over the three years of \$51,642

Upon motion by Ms. Glover, seconded by Mr. Ouellet, the Board approved the award of a Contract for Waste Management Service to Republic Services.

K. Approval of the SRTP Representatives for Lancaster and Berks

At its December meeting, the Board approved the SCTA appointments to the Berks and Lancaster MPO's. A review of the minutes after the meeting noted the motion approved by the Board only included the appointments to the MPO and did not reference the SRTP appointments even though they were listed together on the handout. As a result, staff is requesting the Board to approve the appointment of Lauri Ahlskog as the SCTA representative to the SRTP Board and Keith Boatman as the Alternate.

Upon motion by Mr. Barnhardt, seconded by Ms. Ruiz, the Board approved the SRTP Representatives for Lancaster and Berks.

L. Award of Surplus Copier

Bids for the Sale of Surplus Copier were received. Based on the bids and summary distributed to the Board, staff recommends awards to Joshua Dogbey for \$210.00.

Upon motion by Ms. Glover, seconded by Mr. Schlegel, the Board approved the Award of Surplus Copier.

M. Approval of December Operating Statement

For the month of December, ridership in Lancaster showed an 4.9% increase with fixed route showing a 5.8% increase and shared ride showing a 0.7% decrease. For Reading, ridership showed a 4.4% increase with fixed route showing a 5.1% increase and shared ride showing a 3.7% decrease. Total ridership was 249,278 for fixed route and 25,070 for shared ride for a total for the month of December of 274,348 compared to 262,271 rides last December for an increase of 12,077 passengers overall.

Financially for December 2022, Lancaster recorded \$479,746 in operating revenue combined with operating grants of \$963,276 for total revenue of \$1,443,022 against total expenses of \$1,859,672. For Reading, operating revenues of \$701,143 combined with operating grants of \$1,116,448 for total revenue of \$1,817,591 against expenses of \$1,795,129. For the sixth month of the fiscal year, operating revenue is at 117% of projected budget and operating grants are 118% for total revenue of 118% of the projected budget compared to expenses at 115% of projected budget.

Upon motion by Mr. Ouellet, seconded by Mr. Schlegel, the Board approved the December Operating Statement, subject to audit.

10. Public Comment

Mr. Golembiewski acknowledge the election of to Lauri Ahlskog as the new chair for the SRTP Board for the next two years with another two year term possible. In addition, he acknowledged Jeffrey Glisson as one of the founding member of SRTP 18 years ago.

Ms. Ahlskog gave an update on the Transit Development Plan (TDP). This is a 10 year guiding document for SCTA looking to improve services and amenities. Ms. Ahlskog highlighted the upcoming public outreach and survey efforts to obtain feedback from bus riders and the public regarding their public transportation experience and suggested service improvements.

11. Adjournment

With no further business to discuss, the meeting adjourned at 6:35 p.m., upon motion by Ms. Glover, seconded by Mr. Schlegel.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Gail Landis".

Gail Landis

Secretary