

SOUTH CENTRAL TRANSIT AUTHORITY
MINUTES

DATE: April 19, 2023
TIME: 6:00 PM
PLACE: Hybrid Meeting (Reading)
PURPOSE: Regular Monthly Meeting
ATTENDANCE: Members: June Wolf, Jessica Jones, Bonnie Glover, Ineavelle Ruiz, Gail Landis, Jeffrey Ouellet, Joy Ashley, Cheryl Love and James Schlegel
Solicitor: Josh Nyman, Summers Nagy Law Offices
Staff: Gregory Downing, Laura Hopko, Jeffrey Glisson, Keith Boatman, Dominique Thompson, Sharon Stephens.
Guest: Steve Newsham with ATU Local 1345, Mike Golembiewski,

ORDER OF BUSINESS

1. Call to Order
Vice Chair James Schlegel 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 from the March 15, 2023 Regular Board Meeting
Upon motion by Ms. Glover, second by Mr. Ouellet, the Board approved the March 15, 2023 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 – No Report

D. Marketing Committee – Monthly marketing report included in packet

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

7. Old Business

None

8. New Business

A. Approval of Bids for Miscellaneous Equipment and Parts Disposal

Bids for the disposal of a drill press and miscellaneous obsolete bus parts were received. Based on the bids and summary distributed to the Board, staff recommends awards to Michael Heck for \$160.00 for the drill press and Max Vilfort for \$310.00 for unused parts and glass.

Upon motion by Ms. Love, seconded by Mr. Ouellet, the Board approved Bids for Miscellaneous Equipment and Parts Disposal.

B. Approval of Safety Plan Update

A copy of the updated subsection to the SCTA Safety Plan was included in the board packet for review. The 2022 – 2023 SCTA Safety Plan Update was submitted by the SCTA Safety Committee in December of 2022 and approved by the board on December 21, 2022. After federal review, an addition to the plan is needed to include guidance regarding handling “infectious disease exposure.” Staff recommends approval to add this language to the Safety Plan subject to Safety Committee recommendation and approval.

Upon motion by Ms. Glover, seconded by Ms. Ruiz, the Board approved the Safety Plan Update.

C. Approval to Ratify SCTA Drug & Alcohol Policy Update

The recent FTA review of all the policies and procedures related to the federal regulations revealed an addition to the April 19, 2017 Drug and Alcohol Policy to include “opioids” to the list of prohibited substances. This change, although discussed and approved by the SCTA Board, no official action took place. A copy of the policy was included in the Board packet and has been distributed to all staff, but ratification of the policy is needed by the board. Staff recommends approval.

Upon motion by Ms. Landis seconded by Mr. Ouellet, the Board approved Ratification of the SCTA Drug & Alcohol Policy Update.

D. Approval of Free Fares in Recognition of PA Rider Appreciation Day

On May 3, 2023, the Pennsylvania Public Transportation Association (PPTA) in coordination with transit systems statewide will recognize and celebrate our passengers with Rider Appreciation Day. As part of this celebration, free fares on all fixed route buses is proposed for the day. Ridership will be counted and verified through the systems to determine level of usage and success. Staff recommends approval.

Upon motion by Ms. Ruiz seconded by Ms. Wolf, the Board approved Free Fares in Recognition of PA Rider Appreciation Day.

E. Draft Fiscal Year 2022-2023 Capital Program of Projects

A copy of the draft Program of Projects for FFY 2022-2023 was included in the board packet for review. The Program of Projects proposes how SCTA will utilize the federal funding apportioned to both urbanized areas for transit related projects. Two public hearings will be held regarding the proposed Program of Projects. One hearing is scheduled for 5:00 PM on Monday, May 15, 2023 at the SCTA Lancaster Headquarters Office, 45 Erick Road, Lancaster, PA. A second hearing is scheduled for 5:00 PM on Tuesday, May 16, 2023 at the SCTA Reading Office, 1700 North Eleventh Street, Reading, PA. No action was required at the April meeting, but the Program of Projects will be on the May agenda for approval.

F. Approval of March Operating Statement

For the month of March, ridership in Lancaster showed a 10.2% increase with fixed route showing a 10.9% increase and shared ride showing a 6.3% increase. For Reading, ridership showed an 11.7% increase with fixed route showing a 12.1% increase and shared ride showing a 7.4% increase. Total ridership was 277,189 for fixed route and 31,239 for shared ride for a total for the month of March of 308,428 compared to 277,514 rides last March for an increase of 30,914 passengers overall.

Financially for March 2023, Lancaster recorded \$580,573 in operating revenue combined with operating grants of \$877,241 for total revenue of \$1,457,814 against total expenses of \$1,644,251. For Reading, operating revenues of \$556,119 combined with operating grants of \$672,560 for total revenue of \$1,228,679 against expenses of \$1,339,374. For the ninth month of the fiscal year, operating revenue is at 113% of projected budget and operating grants are 88% for total revenue of 97% of the projected budget compared to expenses at 94% of projected budget.

Upon motion by Mr. Ouellet, seconded by Ms. Love, the Board approved the March Operating Statement, subject to audit.

9. Public Comment
None

10. Adjournment

With no further business to discuss, the meeting adjourned at 6:16 p.m., upon motion by Ms. Landis, seconded by Ms. Wolf.

Respectfully Submitted,



Gail Landis

Secretary