

**SOUTH CENTRAL TRANSIT AUTHORITY**  
**MINUTES**

DATE: June 21, 2023  
TIME: 6:00 PM  
PLACE: Hybrid Meeting (Reading)  
PURPOSE: Regular Monthly Meeting  
ATTENDANCE: Members: June Wolf, Bonnie Glover, Ineavelle Ruiz, Jeffrey Ouellet, Timothy Snyder and James Schlegel  
  
Solicitor: Jill Nagy, Summers Nagy Law Offices  
  
Staff: Gregory Downing, Jeffrey Glisson, Keith Boatman, Laura Hopko, Dominique Thompson, Lauri Ahlskog and Paola Peguero.  
  
Guest: Patty McKenna with ATU Local 1241, and Mike Golembiewski,

**ORDER OF BUSINESS**

1. Call to Order  
Chair Person 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 from the May 17, 2023 Regular Board Meeting  
Upon motion by Mr. Snyder, second by Mr. Ouellet, the Board approved the May 17, 2023 Regular Board Meeting minutes.
  
5. Bills and Communications  
A. None
  
6. Reports of Committees  
A. Personnel Committee – No Report  
B. Operations Committee – Monthly performance report included in packet

- C. Finance Committee – Monthly Report on Procurements awarded is included in packet
- D. Marketing Committee – Monthly marketing report included in packet

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

## 7. Old Business

### A. Draft FFY 2023-2024 Operating Budget

A copy of the proposed operating budget for FY 2023-2024 was included in the board packet for review. The budget highlights anticipated service changes, needs, amenities and ideas on how customers are served based off data gathered from the Transit Development Plan (TDP). Staff recommends approval of the FY 2023-24 Operating Budget.

Upon motion by Mr. Ouellet, seconded by Ms. Ruiz, the Board approved the FY 2023-2024 Operating Budget.

## 8. New Business

### A. Approval of Marketing Plan for FY 2024

A copy of the draft Marketing Plan for FY 2024 was included in the Board packet for review. This year’s theme for the Plan is “A Three Pronged Approach to Marketing Transit.” The Marketing Committee received a copy and reviewed. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Mr. Snyder, the Board approved the Marketing Plan for FY 2024.

### B. Resolution 08-2023 Award of Donation of Paratransit Van A-130

SCTA received a request from Forward Thinking Communities for a Donation of a handicap accessible van that has met or exceeded its useful life. Forward Thinking Communities is a 501 (c) (3) based at 50 N. 4<sup>th</sup> Street Reading, PA 19601, and serves the needs of low income and disadvantaged communities with job placement and housing assistance. SCTA has selected for donation Paratransit Van A-130, as this vehicle has the highest mileage, still operates, and has exceeded its useful life. Staff recommends approval of this donation.

Upon motion by Mr. Snyder, seconded by Ms. Glover, the Board approved Resolution 08-2023 Award of Donation of Paratransit Van A-130.

**C. Resolution 09-2023 Purchase of Solar Bus Shelters**

Proposals were received from two bus shelter manufacturers to supply solar powered bus shelters. Staff has reviewed the proposals and recommends the award be made to Tolar Manufacturing Company, Inc. located in Corona, California at a unit price of \$10,775 (includes shelter, bench, and trash can). It is expected that up to 25 shelters will be purchased. Staff recommends approval.

Upon motion by Mr. Schlegel, seconded by Mr. Snyder, the Board approved Resolution 09-2023 Purchase of Solar Bus Shelters.

**D. Resolution 10-2023 Award of Electrical Equipment Maintenance and Repair Services Contract**

SCTA received one proposal to provide electrical equipment maintenance and repair services at all SCTA locations. The proposal was received from Clark Inc, Paradise, PA at an hourly rate of \$125.00 for year one, \$132.50 option year two and \$140.00 option year three. Clark Inc. submitted a proposal that was determined to be fair and reasonable based on the evaluation criteria described in the Request for Proposal. Staff recommends award.

Upon motion by Ms. Glover, seconded by Mr. Snyder, the Board approved Resolution 10-2023 Award of Electrical Equipment Maintenance and Repair Services Contract.

**E. Approval of May Operating Statement**

For the month of May, ridership in Lancaster showed a 15.1% increase with fixed route showing a 15.1% increase and shared ride showing a 15.0% increase. For Reading, ridership showed a 15.2% increase with fixed route showing a 15.0% increase and shared ride showing a 17.7% increase. Total ridership was 288,863 for fixed route and 30,787 for shared ride for a total for the month of May of 319,650 compared to 277,599 rides last May for an increase of 42,051 passengers overall.

Financially for May 2023, Lancaster recorded \$539,532 in operating revenue combined with operating grants of \$604,114 for total revenue of \$1,143,646 against total expenses of \$1,264,470. For Reading, operating revenues of \$756,079 combined with operating grants of \$672,157 for total revenue of \$1,428,236 against expenses of \$1,381,843. For the eleventh month of the fiscal year, operating revenue is at 129% of projected budget and operating grants are 72% for total revenue of 93% of the projected budget compared to expenses at 83% of projected budget.

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

9. Public Comment

Mr. Downing mention that Berks Area Regional Transportation Authority (BARTA) and Red Rose Transit Authority (RRTA) received a Certificate of Appreciation for participating in PPTA's 2023 "Rider Appreciation Days" a statewide initiative of PPTA and transit agencies across the Commonwealth.

10. Adjournment

With no further business to discuss, the meeting adjourned at 6:13 p.m., upon motion by Mr. Snyder, seconded by Ms. Glover.

Respectfully Submitted,



Gail Landis

Secretary