

SOUTH CENTRAL TRANSIT AUTHORITY

MINUTES

DATE: September 20, 2023
TIME: 6:00 PM
PLACE: Hybrid Meeting (Lancaster)
PURPOSE: Regular Monthly Meeting
ATTENDANCE: Members: June Wolf, Bonnie Glover, Ineavelle Ruiz, Jeffrey Ouellet, Jessica Jones, Cheryl Love, Gail Landis and James Schlegel
Solicitor: Jill Nagy, Summers Nagy Law Offices
Staff: Gregory Downing, Jeffrey Glisson, Keith Boatman, Laura Hopko, Sharon Stephens, Dominique Thompson, and Paola Peguero.
Guest: Patty McKenna with ATU Local 1241, Matthew Smith, Connor Steadfast, and Mike Golembiewski with Berks County Planning Commission.

ORDER OF BUSINESS

1. Call to Order

Chairwoman 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 July 19, 2023 Regular Board Meeting

Upon motion by Mr. Ouellet second by Ms. Landis, the Board approved the July 19, 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. Love, seconded by Ms. Glover, the Board approved Reports of Committees.

7. Old Business

None

8. New Business

A. Approval of Bids for Vehicle Disposal

Bids for the disposal of 10 shared-ride vans, 2 fixed route buses, one forklift, radios and shop equipment were received. Based on the bids and summary distributed to the Board, Staff recommends award to the high bidder for each vehicle and equipment listed on the summary for total bid amount received of \$107,470.74 for the vehicle and equipment disposal.

Upon motion by Ms. Landis, seconded by Mr. Ouellet, the Board approved Bids for Vehicle Disposal.

B. Approval of Revisions to the SCTA Code of Conduct

The SCTA Code of Conduct with the proposed revisions highlighted in yellow was included in the Board packet. The proposed revisions include the addition of Paragraph R., “Discipline”, and three additional revisions in support of the new Paragraph R. One finding from the FTA’s Triennial Review completed in the spring of 2023 was that the SCTA Code of Conduct was incomplete in that it did not address disciplinary action for conflict of interest violations. The proposed revisions correct the deficiency identified and the proposed language was prepared in consultation with the Solicitor. The proposed revisions to the Code of Conduct have been accepted by the FTA. The FTA corrective action also requires the Board to consider and approve the proposed revisions to the SCTA Code of Conduct. Staff recommends approval.

Upon motion by Mr. Ouellet, seconded by Ms. Glover, the Board approved Revisions to the SCTA Code of Conduct.

C. Approval of Renewal Agreement with SRTA for MCO Shared Ride Service

SCTA will continue to provide trips in the Reading and Lancaster service area for SRTA on behalf of Geisinger Insurance. All billing and funding will still go through

SRTA, with SCTA not needing to manage or do any of the administrative duties. Renewal agreement was enclosed. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Ms. Love, the Board approved Renewal Agreement with SRTA for MCO Shared Ride Services.

D. Approval of SCTA Procurement Procedures for Change Order Threshold

SCTA's Procurement Procedures establish that change orders exceeding the specified dollar and percentage limits require Board approval. Staff recommends a revision in the dollar limit. A document providing Background, the Proposal and Justification was included in the Board packet. Staff recommends approval.

Upon motion by Ms. Landis, seconded by Mr. Ouellet, the Board approved SCTA Procurement Procedures for Change Order Threshold.

E. Approval of Shared Ride Facility Engineering & Planning Services Contract Amendment #1

SCTA has a contract with KCI to provide engineering and planning services for the proposed Shared Ride Operations Facility. The contract scope of work provides for the preparation of environmental documentation for submission to SCTA's funding agencies for one property. KCI submitted a proposal for \$20,072.03 to prepare environmental documentation for a second property per a request from SCTA. The ability to prepare environmental documentation for a second property provides flexibility as SCTA considers multiple properties in a competitive real estate market. The total cost of the KCI contract is \$2,063,065.42. This is the first contract amendment. Staff recommends approval.

Upon motion by Mr. Ouellet, seconded by Ms. Landis, the Board approved Shared Ride Facility Engineering & Planning Services Contract Amendment #1.

F. Resolution 12-2023 Award of Donation of Paratransit Van A-112

SCTA has received a request from Dayspring Homes for a Donation of a handicap accessible van that has met or exceeded its useful service life. Dayspring Homes is a 501 (c) (3) that has six residential homes in Berks County for adults with intellectual and developmental disabilities. SCTA has selected for donation Paratransit Van A-112, as this vehicle still operates, and has exceeded its useful service life. Staff recommends approval of this donation.

Upon motion by Ms. Glover, seconded by Mr. Schlegel, the Board approved Resolution 12-2023 Award of Donation of Paratransit Van A-112.

G. Resolution 13-2023 Award of Donation of Fixed Route Bus 1097

SCTA has received a request from the Berks County Emergency Response Team (BCERT) for a Donation of a bus that has met or exceeded its useful service life. The bus will be used by BCERT for tactical training operations. SCTA has selected for

donation fixed route bus # 1097 which has exceeded its useful service life. Staff recommends approval of this donation.

Upon motion by Mr. Schlegel, seconded by Ms. Landis, the Board approved Resolution 13-2023 Award of Donation of Fixed Route Bus 1097.

H. Resolution 14-2023 Purchase and Installation of a Bus Wash System

Proposals were received from two bus wash manufacturers to supply and install a bus wash system at the Reading Operations shop facility. This purchase will replace the existing bus wash that was installed in 2006 and is beyond its useful service life. Staff has reviewed the proposals and recommends the award be made to Westmatic Corp., Buffalo, NY, at a cost of \$510,000. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Mr. Ouellet, the Board approved Resolution 14-2023 Purchase and Installation of a Bus Wash System.

I. Resolution 15-2023 Award of Design and Engineering Services

Proposals were received from two Engineering firms to provide design and engineering services for the Solar Panel Project at the Reading Operations Center. Staff has reviewed the proposals and recommends the award be made to KCI Technologies, Inc., Mechanicsburg, PA, at a cost of \$292,704.99. Staff recommends approval.

Upon motion by Mr. Ouellet, seconded by Ms. Love, the Board approved Resolution 15-2023 Award of Design and Engineering Services.

J. Resolution 16-2023 Purchase of Fifteen Shared Ride Vehicles for Lancaster

This purchase will replace fifteen 2018 Ford shared ride vans in Lancaster that are beyond their useful service life. The award is to Coach Bus Sales who has the statewide contract for these vehicles at unit price of \$117,529 or \$1,762,935 for the fifteen vehicles. SCTA has capital funds from FTA and PADOT for this purchase. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Ms. Love, the Board approved Resolution 16-2023 Purchase of Fifteen Shared Ride Vehicles for Lancaster.

K. Resolution 17-2023 Purchase of Eleven Shared Ride Vehicles for Reading

This purchase will replace eleven 2018 Ford shared ride vans in Reading that are beyond their useful service life. The award is to Coach Bus Sales who has the statewide contract for these vehicles at unit price of \$119,029 or \$1,309,319 for the eleven vehicles. SCTA has capital funds from FTA and PADOT for this purchase. Staff recommends approval.

Upon motion by Ms. Landis, seconded by Mr. Schlegel, the Board approved Resolution 17-2023 Purchase of Eleven Shared Ride Vehicles for Reading.

L. Resolution 18-2023 Radio System Upgrade to the Cornwall Tower Site

In order to provide linked capability for the radio users at Erick Road, the Cornwall Tower site will need an upgrade and reprogramming to the radio system by adding repeater equipment and adding a microwave link to Paul Light's Tower. Radio Maintenance, Inc., Reading, submitted a proposal to provide the requested work at a total cost of \$98,828.81. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Mr. Ouellet, the Board approved Resolution 18-2023 Radio System Upgrade to the Cornwall Tower Site.

M. Approval of July and August Operating Statement

For the month of July, ridership in Lancaster showed a 6.9% increase with fixed route showing a 7.4% increase and shared ride showing a 3.9% increase. For Reading, ridership showed a 3.0% decrease with fixed route showing a 3.5% decrease and shared ride showing a 4.3% increase. Total ridership was 264,462 for fixed route and 27,244 for shared ride for a total for the month of July of 291,706 compared to 290,064 rides last July for a increase of 0.6% overall.

Financially for July 2023, Lancaster recorded \$473,728 in operating revenue combined with operating grants of \$1,151,437 for total revenue of \$1,625,165 against total expenses of \$1,836,958. For Reading, operating revenues of \$499,901 combined with operating grants of \$1,044,280 for total revenue of \$1,544,181 against expenses of \$1,674,162. For the first month of the fiscal year, operating revenue was at 86% of the projected budget and operating grants were 118% for total revenue of 106% of the projected budget compared to expenses at 103% of projected budget.

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

For the month of August, ridership in Lancaster showed a 10.5% increase with fixed route showing a 11.4% increase and shared ride showing a 5.1% increase. For Reading, ridership showed a 2.8% increase with fixed route showing a 2.4% increase and shared ride showing a 7.7% increase. Total ridership was 306,473 for fixed route and 31,661 for shared ride for a total for the month of August of 338,134 compared to 320,243 rides last August for an increase of 5.6% overall.

Financially for August 2023, Lancaster recorded \$619,285 in operating revenue combined with operating grants of \$995,276 for total revenue of \$1,614,561 against total expenses of \$1,773,727. For Reading, operating revenues of \$644,080 combined with operating grants of \$648,948 for total revenue of \$1,293,028 against expenses of \$1,350,456. For the second month of the fiscal year, operating revenue was at 111% of the projected budget and operating grants were 89% for total revenue of 97% of the projected budget compared to expenses at 92% of projected budget.

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

9. Public Comment

Ms. Nagy mentioned Senate Transportation Committee unanimously put forth the renewal of the Act 89 bill.

10. Adjournment/Executive Session Personnel Matters

With no further business to discuss, the public meeting was adjourned at 6:34 p.m., upon motion by Mr. Ouellet, seconded by Mr. Schlegel. The Board went into an Executive Session to discuss Personnel Matters.

Respectfully Submitted,



Gail Landis

Secretary