

## SOUTH CENTRAL TRANSIT AUTHORITY

### MINUTES

DATE: November 15, 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, Joy Ashley and James Schlegel

Solicitor: Sean Summers, Summers Nagy Law Offices

Staff: Gregory Downing, Jeffrey Glisson, Keith Boatman, Sharon Stephens, Dominique Thompson, and Paola Peguero.

Guest: Patty McKenna with ATU Local 1241, Steve Newsham with ATU Local 1345, 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

A. Presentation of Draft Audit for FY 2023

3. Public Comment on Agenda Items

A. None

4. Approval of the Minutes from the September 20, 2023 Regular Board Meeting

Upon motion by Ms. Glover second by Mr. Ouellet, the Board approved the September 20, 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 Mr. Schlegel, seconded by Ms. Ashley, the Board approved Reports of Committees.

7. Old Business

- A. None

8. New Business

**A. Award of Natural Gas Bids**

Bids were solicited to provide natural gas at several of SCTA's facilities for a three year contract term. Fixed price quotes were requested for a three-year period commencing January 1, 2024 from firms to supply Natural Gas to the Reading Operations Center, the BARTA Transportation Center and the Queen Street Station. One quote was received in response to the request for quotes from WGL Energy Services, Inc., Vienna, VA. The quote received was evaluated based on the criteria described in the Request for Quotes. WGL Energy Services is SCTA's current natural gas supplier. Staff recommends awarding a three-year contract for the supply of natural gas to WGL Energy Services, Inc. at a per Mcf price of \$5.79 (\$0.579/Ccf).

Upon motion by Ms. Love, seconded by Mr. Ouellet, the Board approved Bids for Natural Gas.

**B. Resolution 19-2023 Purchase and Installation of Four Oil Burners**

Proposals were received from two heating and equipment firms to supply and install four oil burners at the Lancaster Operations Center. This purchase will replace the existing oil burners that were installed in 2009 and 2011 and are beyond their useful service life. Staff has reviewed the proposals and recommends the award be made to Industrial Heating & Cleaning Equipment, Portage, PA, at a cost of \$78,563. Staff recommends approval.

Upon motion by Mr. Schlegel, seconded by Ms. Glover, the Board approved Resolution 19-2023 Purchase and Installation of Four Oil Burners.

**C. Resolution 20-2023 Purchase Replacement Floor Scrubbers and Sweepers**

A quote was received off of the state contract to purchase a total of four floor scrubbers and sweepers that are used at the Reading Operations Center and the BARTA Transportation Center. This purchase will replace the existing floor scrubbers and sweepers that were purchased in 2016 and are beyond their useful service life. Staff reviewed the quote and recommends the award be made to Tennant Sales and Service Company, Eden Prairie, MN, at a cost of \$221,144.24. Lead time for the delivery of the equipment is 8-12 months. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Mr. Schlegel, the Board approved Resolution 20-2023 Purchase Replacement Floor Scrubbers and Sweepers.

**D. Resolution 21-2023 Purchase of Five Gillig Hybrid Diesel Low Floor Fixed Route Buses for Lancaster**

This purchase will replace five buses that are beyond their useful service life in Lancaster. Pricing from the statewide contract would amount to \$794,727.00 each for five thirty-five-foot, BAE Hybrid buses or a grand total of \$3,973,635.00. Federal and state grant funds are programmed for this purchase. Staff recommends approval.

Upon motion by Mr. Schlegel, seconded by Ms. Love, the Board approved Resolution 21-2023 Purchase of Five Gillig Hybrid Diesel Low Floor Fixed Route Buses for Lancaster.

**E. Resolution 22-2023 Pension Investment Services for ATU Local 1241**

Three proposals were received for providing advisory investment services for the Lancaster ATU Local 1241 Pension. Proposals were received from Orrstown Bank, Conrad Seigel and PFM Asset Management. The proposals was reviewed by an evaluation committee including representatives from ATU Local 1241 and staff. After a review of the proposals received, PFM Asset Management, LLC ("PFM") submitted a proposal that is ranked highest based on the evaluation criteria described in the Request for Proposal.

Upon motion by Mr. Ouellet, seconded by Ms. Ruiz, the Board approved Resolution 22-2023 Pension Investment Services for ATU Local 1241.

**F. Resolution 23-2023 Pension Investment Services for SCTA**

Three proposals were received for providing advisory investment services for the SCTA Administrative Staff Pension. Proposals were received from Orrstown Bank, Conrad Seigel and PFM Asset Management. After a review by an evaluation committee, Conrad Seigel ranked highest. The current contract for pension investment services ends on November 30, 2023. Staff recommends approval.

Upon motion by Mr. Ouellet, seconded by Ms. Ashley, the Board approved Resolution 23-2023 Pension Investments Services for SCTA.

**G. Resolution 24-2023 Bus Engine Rebuilds**

Proposals were received from one (1) firm to supply service to rebuild up to 15 Fixed Route bus engines for the Lancaster Operations Center. The rebuilding of bus engines is due to cracks found in the 2015 bus engines that are currently still within their useful life. Rebuilding of the bus engines does not prolong the useful life of the bus, but it is necessary to meet the expectations of their useful service life. Staff reviewed the proposal and has determined that, Cummins Inc (dba Cummins Sales and Service) from Harrisburg, PA is a responsive and responsible bidder. Cummins Inc will provide for the refurbishing of up to fifteen (15) fixed route bus engines over the two-year term of the contract between SCTA and Cummins Inc, at a unit price of \$27,350 in year one and a unit price of \$28,750 in year two.

Upon motion by Mr. Ouellet, seconded by Mr. Schlegel, the Board approved Resolution 24-2023 Bus Engine Rebuilds.

**H. Resolution 25-2023 Purchase Replacement Floor Sweepers**

A quote was received off of the state contract to purchase a total of two floor sweepers that are used at the Lancaster Operations Center and the Queen Street Parking Garage. This purchase will replace the two existing floor sweepers that were purchased in 2006 and 2012, and are beyond their useful service life. Staff reviewed the quote and recommends the award be made to Tennant Sales and Service Company, Eden Prairie, MN, at a cost of \$100,790.00. Lead time for the delivery of the equipment is 8-12 months. Staff recommends approval.

Upon motion by Ms. Love, seconded by Ms. Ruiz, the Board approved Resolution 25-2023 Purchase Replacement Floor Sweepers.

**I. Resolution 26-2023 Adoption of SCTA Safety Plan Update**

SCTA has updated its Safety Plan in accordance with FTA regulations and has developed Performance Targets for FY 2024 as required. A copy of the Plan will be forwarded to the two MPO's for their next meetings. A copy of the Updated Plan was also included in the Board packet for review. Staff recommends approval.

Upon motion by Ms. Ruiz, seconded by Ms. Glover, the Board approved Resolution 26-2023 Adoption of SCTA Safety Plan Update.

**J. Approval of the PA Department of Labor and Industry Unemployment Compensation tax from Collateral to Reimbursement**

When SCTA was established and set up with the PA Department of Labor and Industry for unemployment compensation tax, it was set up for collateral instead of reimbursement. During the summer of 2023 the Unemployment Compensation Tax Services reviewed our account and found that while we reported gross wages, there were no taxable wages reported for the fiscal years of 2017 through 2023. Contributory employers are required to report taxable wages, which means that we owed UC taxes/contributions because of being set up at collateral. BARTA and

RRTA are both set-up as Election of Reimbursement. A recommendation is made that the board approve the replacement of existing collateral to the Election of Reimbursement for unemployment compensation. Staff recommends approval.

Upon motion by Ms. Jones, seconded by Ms. Ruiz, the Board approved PA Department of Labor and Industry Unemployment Compensation tax from Collateral to Reimbursement.

**K. Presentation of Draft Audit for FY 2023**

A copy of the draft audit was presented at the meeting. No action is needed. Final approval will be at the December Board Meeting.

Mr. Downing mentioned FY 2023 Draft Audit was presented to the Finance Committee by SCTA's auditors at a meeting prior to the Board meeting. No action is required at this meeting. The Board will have the opportunity to review the Audit reports between now and the December meeting when the Board will be asked to approve the audit. SCTA received a clean audit.

**L. Approval of September Operating Statement** – For the month of September, ridership in Lancaster showed a 5.8% increase with fixed route showing a 6.2% increase and shared ride showing a 3.0% increase. For Reading, ridership showed a 2.4% increase with fixed route showing a 3.1% increase and shared ride showing a 6.2% decrease. Total ridership was 289,696 for fixed route and 27,941 for shared ride for a total for the month of September of 317,637 compared to 306,376 rides last September for an increase of 3.7% overall.

Financially for September 2023, Lancaster recorded \$534,319 in operating revenue combined with operating grants of \$554,862 for total revenue of \$1,089,181 against total expenses of \$1,271,794. For Reading, operating revenues of \$539,293 combined with operating grants of \$782,291 for total revenue of \$1,321,584 against expenses of \$1,473,394. For the third month of the fiscal year, operating revenue was at 95% of the projected budget and operating grants were 72% for total revenue of 81% of the projected budget compared to expenses at 81% of projected budget.

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

**Approval of October Operating Statement** – For the month of October, ridership in Lancaster showed a 10.5% increase with fixed route showing a 10.1% increase and shared ride showing a 13.0% increase. For Reading, ridership showed a 10.2% increase with fixed route showing a 9.9% increase and shared ride showing a 5.3% increase. Total ridership was 304,834 for fixed route and 31,481 for shared ride for a total for the month of October of 336,315 compared to 304,837 rides last October for an increase of 10.3% overall.

Financially for October 2023, Lancaster recorded \$645,299 in operating revenue combined with operating grants of \$1,115,634 for total revenue of \$1,760,933 against total expenses of \$1,923,063. For Reading, operating revenues of \$606,456 combined with operating grants of \$1,326,580 for total revenue of \$1,933,036 against expenses of \$2,180,539. For the fourth month of the fiscal year, operating revenue was at 110% of the projected budget and operating grants were 131% for total revenue of 123% of the projected budget compared to expenses at 121% of projected budget.

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

9. Public Comment

None

10. Adjournment

With no further business to discuss, the public meeting was adjourned at 6:37 p.m., upon motion by Ms. Glover, seconded by Mr. Schlegel.

Respectfully Submitted,



Gail Landis

Secretary