

## SOUTH CENTRAL TRANSIT AUTHORITY

### MINUTES

DATE: January 17, 2024  
TIME: 6:00 PM  
PLACE: Hybrid Meeting (Lancaster)  
PURPOSE: Regular Monthly Meeting  
ATTENDANCE: Members: June Wolf, Bonnie Glover, Cheryl Love, Jessica Jones, Gail Landis, Timothy Snyder, and James Schlegel

Solicitor: Jill Nagy, Summers Nagy Law Offices

Staff: Gregory Downing, Laura Hopko, Dominique Thompson, Lauri Ahlskog and Paola Peguero.

Guest: Commissioner Alice Yoder, Patty McKenna with ATU Local 1241, Steve Newsham with ATU Local 1345, Mike Golembiewski with Berks County Planning Commission, Jessica Klion with Foursquare ITP, and Natasha Manbeck with McMahon (Bowman Company).

#### 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. None

3. Public Comment on Agenda Items

A. None

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

Upon motion by Ms. Glover second by Ms. Love, the Board approved the December 20, 2023 Regular Board Meeting minutes.

5. Bills and Communications

A. None

6. Reports of Committees

- A. Personnel Committee – Meeting held prior to board meeting to discuss matters.
- B. Operations Committee – Monthly performance report included in packet. TDP presentation by Jessica Klion.
- 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. Landis, seconded by Ms. Glover, the Board approved Reports of Committees.

7. Old Business

- A. None

8. New Business

**A. Nominating Committee - Election of Officers**

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

Mr. Downing mentioned SCTA will be expecting a new Board member to join next month for Lancaster County and there's an open position for Berks County. No action required at this meeting.

**B. Appointments to Board Committees**

The Chair distributed Board Committee assignments at the meeting.

Mr. Downing mentioned the 2024 SCTA Board Members list was updated and Jessica Jones was added to the Operations and Marketing Committee. No Action was required at this meeting.

**C. Resolution 01-2024 Construction Management for QSS & BTC Renovation Projects**

Proposals were received from two (2) firms to supply construction management services, to both the Queen Street Station renovation project in Lancaster County, and the Berks Transportation Center renovation project in Berks County. Staff reviewed the proposals and determined that, Reynolds Construction, LLC, DBA SitelogIQ Construction Management from Harrisburg, PA is a responsive and responsible bidder. A price of \$278,330 for the Queen Street Station project and price of \$246,121 for the Berks Transportation Center project was quoted for a total cost of \$524,451. Staff recommends approval.

Upon motion by Mr. Schlegel, seconded by Ms. Glover, the Board approved Resolution 01-2024 Construction Management for QSS & BTC Renovation Projects.

**D. Approval of Bids for Vehicle Disposals and Equipment**

Bids for the disposal of 8 shared-ride vans and 2 power brooms were expected to be received prior to the Board meeting. A summary and recommendation was presented at the meeting. Based on the bids and summary distributed to the Board, Staff recommends award to the higher bidder for each vehicle and equipment listed on the summary for total bid amount of \$179,950.00 for the vehicle and equipment disposal.

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

**E. Approval of December Operating Statement**

For the month of December, ridership in Lancaster showed a 11.3% increase with fixed route showing a 12.0% increase and shared ride showing a 7.0% increase. For Reading, ridership showed a 9.6% increase with fixed route showing a 9.7% increase and shared ride showing a 7.7% increase. Total ridership was 275,461 for fixed route and 26,907 for shared ride for a total for the month of December of 302,368 rides compared to 274,348 rides last December for an increase of 10.2% overall.

Financially for December 2023, Lancaster recorded \$594,211 in operating revenue combined with operating grants of \$801,250 for total revenue of \$1,395,461 against total expenses of \$1,534,453. For Reading, operating revenues of \$738,218 combined with operating grants of \$811,400 for total revenue of \$1,549,618 against expenses of \$1,601,925. For the sixth month of the fiscal year, operating revenue was at 117% of the projected budget and operating grants were 87% for total revenue of 98% of the projected budget compared to expenses at 92% of projected budget.

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

9. Public Comment

None

10. Adjournment

With no further business to discuss, the public meeting was adjourned at 6:40p.m., upon motion by Ms. Glover, seconded by Mr. Schlegel.

Respectfully Submitted,

*Gail Landis*  
Gail Landis

Secretary