

SOUTH CENTRAL TRANSIT AUTHORITY
MINUTES

DATE: March 20, 2024
TIME: 6:00 PM
PLACE: Hybrid Meeting (Lancaster)
PURPOSE: Regular Monthly Meeting
ATTENDANCE: Members: June Wolf, Bonnie Glover, Jessica Jones, Sandra Burke, James Schlegel, Gail Landis, Joy Ashley and Timothy Snyder.

Solicitor: Jill Nagy, Summers Nagy Law Offices

Staff: Gregory Downing, Dominique Thompson, Keith Boatman, Jeff Glisson, Paola Peguero and Courtney Schaeffer.

Guest: Patty McKenna with ATU Local 1241, Steve Newsham with ATU Local 1345, Mike Golembiewski with Berks County Planning Commission, Jessica Klion with Foursquare ITP, Constantine Manarus with Lancaster Co MPO, Darlene Byrd with SACU, Daniel Cruz Jr with LCHA, Eliud Diaz with PCAD, and Tim Stuhledreher.

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. Mr. Downing stated that the TDP was added to New Business letter G instead of old business.

3. Public Comment on Agenda Items

A. None

4. Approval of the Minutes from the February 21, 2024 Regular Board Meeting

Upon motion by Ms. Burke second by Ms. Glover, the Board approved the February 21, 2024 Regular Board Meeting minutes.

5. Bills and Communications

C. Award of Gasoline Bids

Bids were requested from firms from the supply and delivery of 87 Octane unleaded gasoline to meet 100% of the monthly gasoline requirement. South Central Transit Authority (SCTA) is acting as the lead agency on behalf of the County of Lebanon Transit (LT), Lebanon, PA; and the Susquehanna Regional Transit Authority (SRTA), Harrisburg and York, PA Operations, to solicit bids for a contract to supply unleaded gasoline to support their operations.

Two Bids were received in response to the invitation to bid: Atlantic Petroleum, Houston, Tx, and Sunoco LLC, Dallas, TX. The bids received were evaluated based on the criteria described in the IFB.

Staff recommends awarding the contract for the supply and delivery of 87 Octane unleaded gasoline to Sunoco, Dallas, TX, with the term of a base period commencing April 1, 2024 and ending March 31, 2025 at a per gallon cost of \$2.5240.

Staff recommends awarding the option bid for a one (1) year extension of the contract for the period of April 1, 2025 through March 31, 2026 for the supply and delivery of 87 Octane unleaded gasoline to Sunoco, Dallas, TX, at a per gallon cost of \$2.5240.

Upon motion by Ms. Burke, seconded by Mr. Schlegel, the Board approved the Award of Gasoline.

D. Approval of Bids for Vehicle Disposal

Bids for the disposal of one Shared-Ride van was expected to be received prior to the Board meeting. A summary and recommendation was presented at the meeting. Based on the summary distributed, staff recommends awarding Mark Hacqua from Ready Fleet Sales for total bid amount received of \$12,300.00.

Upon motion by Mr. Snyder, seconded by Mr. Schlegel, the Board approved the bid of 12,300.00 to Mark Hacqua from Ready Fleet Sales.

E. Approval of Procurement Manual Update

Updates were made to the SCTA Procurement Procedures based on changes in federal and state regulations and guidelines, best practices and SCTA policies and experiences. A copy of the updated Procurement Procedures was included in the packet. A Summary of Changes was also included. Staff recommends approval.

Mr. Glisson gave a brief summary of the procedures, and updates based on the State and Federal guidelines. Code of Conduct, with the discipline had to be added. Ms. Nagy reviewed all procedures before it was updated.

Upon motion by Ms. Landis, seconded by Ms. Glover, the Board accepted the approval of the Procurement Manual.

combined with operating grants of \$798,741 for total revenue of \$1,489,287 against expenses of \$1,636,427. For the eighth month of the fiscal year, operating revenue was at 133% of the projected budget and operating grants were 78% for total revenue of 99% of the projected budget compared to expenses at 97% of projected budget.

Upon motion by Ms. Burke, seconded by Ms. Ashley, the Board approved the February Operating Statement, subject to audit

9. Public Comment

Mr. Constantine Manarus stated he was part of the original planning in 1976 to the routes and had to have it completed in 90 days.

Mr. Golembiewski with Berks County Planning Commission, stated that the draft for the Reading Area Transportation System for years 2025-2028 will begin with Public comment on Sunday, March 24 and continuing until April 24, 2024. There will be two public meetings on April 8th at 3pm at the county commissioner's board room (hybrid), and on April 11th at 6pm at the County agricultural center in Bern Township. Mr. Golembiewski wanted to make everyone aware since they do have transportation funding in the mix.

Mr. Cruz, commended Greg on his outreach to the community and hopes he will maintain communications, and listen to some of the complaints and suggestions of the changes.

10. Adjournment

With no further business to discuss, the public meeting was adjourned at 6:56p.m., upon motion by Mr. Schlegel, seconded by Ms. Jones.

Respectfully Submitted,



Gail Landis

Secretary