

SOUTH CENTRAL TRANSIT AUTHORITY
MINUTES

DATE: May 15, 2024
TIME: 10:00 AM
PLACE: Hybrid Meeting (Lancaster)
PURPOSE: Regular Monthly Meeting
ATTENDANCE: Members: June Wolf, Bonnie Glover, Jessica Jones, Sandra Burke, James Schlegel, Cheryl Love and Joy Ashley.

Solicitor: Jill Nagy, Summers Nagy Law Offices

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

Guest: Patty McKenna with ATU Local 1241, David Nolan with ATU 1241, Steve Newsham with ATU Local 1345, Ed Fabriziani with ATU 1345, Darlene Byrd with SACN, Betty Jones with SACN, David Cruz, Jr with LCHA, Chris Reber with LNP, Alice Yoder Lancaster County Commissioner and Tim Stuhldreher.

ORDER OF BUSINESS

1. Call to Order
Chairwoman June Wolf called the meeting to order at 10:00 AM.
2. Changes to Agenda
Mr. Downing stated that proposed Lancaster route changes had been added to the agenda for review.
3. Public Comment on Agenda Items
None
4. Approval of the Minutes from the March 20, 2024 Regular Board Meeting
Upon motion by Ms. Glover second by Ms. Love, the Board approved the March 20, 2024 Regular Board Meeting minutes.
5. Bills and Communications
None
6. Reports of Committees
 - A. Personnel Committee – No Report
 - B. Operations Committee – Monthly performance report included in packet.
 - C. Finance Committee – Procurement Report is included in packet.
 - D. Marketing Committee – Monthly marketing report included in packet.

Upon motion by Mr. Schlegel, seconded by Ms. Jones, the Board approved Reports of Committees.

7. Old Business
None

8. New Business

- A. Approval of the BARTA/Reading High School Transportation Agreement 2024-2025 - This agreement is to provide transportation to Reading High School students living within 1.6 – 1.99 miles distance from the school. Reading School District will be billed \$1 per student. A draft of the agreement is included. Staff recommends approval.

Upon motion by Mr. Schlegel, seconded by Ms. Jones, the Board approved the BARTA/Reading High School Transportation Agreement 2024-2025.

- B. Award of Installation of Solar Powered Bus Shelters – Bids were received from seven firms to provide Installation services for Solar Powered Bus Shelters for both Berks and Lancaster Counties. Staff has reviewed the bids and recommends the award be made to CK Manufacturing LLC from Lancaster Pa, at a base year cost not to exceed \$3,965. Per shelter. With four remaining option years not to exceed pricing as Option year one (1) \$4,558. Option year two (2) \$5,035. Option year three (3) \$5,669 and Option year four (4) \$6,285. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Ms. Love, award for the installation of solar powered bus shelters to CK Manufacturing, LLC.

- C. Resolution 04-2024 Award of Bids for the Queen Street Station and Queen Street Station Parking Garage Renovation – All bids were received on Thursday, May 2, 2024. The total bid amounts are within the expected budget for the project and staff has reviewed internally. After review, staff recommends the awards be made to Keystruct Construction for General Trades Construction, and MidState Mechanical & Electrical LLC for Plumbing, HVAC and Electrical. The project is expected to start in early June 2024. Staff recommends approval.

Upon motion by Mr. Schlegel, seconded by Ms. Glover, the Board approved the Award of Bids for the Queen Street Station and Queen Street Station Parking Garage Renovation (Resolution 04-2024).

- D. Resolution 05-2024 Approval of Title VI Update – Every three years SCTA is required to update its Title VI Program to show how services are being provided in a non-discriminatory fashion in accordance with federal rules in both urbanized areas. A copy of the Plan is included in the Board packet for review. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Ms. Burke, the Board approved the Approval of Title VI Update (Resolution 05-2024).

- E. Resolution 06-2024 Authorization to Acquire Land – Executive Director and Solicitor are seeking authorization to acquire property for maintenance, storage, dispatching and attendant

uses for shared ride and attendant fixed route operations on a 12.10 +/- acre of land. Staff recommends approval.

Upon motion by Mr. Schlegel, seconded by Ms. Jones, the Board approved the Executive Director and Solicitor request for the Authorization to Acquire Land (Resolution 06-2024).

- F. Approval of Bids for Miscellaneous Equipment and Parts Disposal – Based on the bids and the summary distributed to the Board, staff recommends awarding to the highest bidder for each piece of equipment and parts listed on the summary for the total bid amount received of \$7,551.00 for the equipment and parts disposal.

Upon motion by Ms. Burke, seconded by Ms. Love, the board approved the awarding of Bids for Miscellaneous Equipment and Parts Disposal as recommended.

- G. Approval of Contract Agreement with Healthcare for Kids PA, LLC – This is a new contract term with Healthcare for Kids PA, LLC effective May 1, 2024, to June 30, 2024. This agreement will automatically renew annually on July 1, for a term of one year. This is an agreement to provide medical transportation services to Medical Assistance Transportation Provider (MATP) eligible children for Prescribed Pediatric Extended Care Centers. Staff recommends approval.

Upon motion by Mr. Schlegel, seconded by Ms. Jones the board approved the Contract Agreement with Healthcare for Kids PA, LLC.

- H. Approval of Disparate Impact Policy – The Disparate Impact Policy is an FTA requirement for Title VI to ensure SCTA is providing service in a non-discriminatory manner focusing on minority populations. Enclosed in your packet is a copy of the proposed Disparate Impact Policy. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Ms. Love, the Board approved the Disparate Impact Policy

- I. Approval of Disproportionate Burden Policy – The Disproportionate Burden Policy is an FTA requirement for Title VI to ensure SCTA is providing service in a non-discriminatory manner focusing on low-income populations. Enclosed in your packet is a copy of the proposed Disproportionate Burden Policy. Staff recommends approval.

Upon motion by Ms. Ashley, seconded by Ms. Burke the Board approved the Disproportionate Burden Policy.

- J. Proposed Lancaster Route & Schedule Changes - The proposed route and schedule changes will only deal with service in Lancaster at this time. The final draft of the TDP was presented and accepted at the March 20th meeting, but with the recommended major changes being questioned because of lack of community input, staff postponed the proposal of the recommended routes until this meeting to gather and speak about the recommendations to those groups. A 30 Day public comment period is required and will begin on Thursday May 16, 2024. Two public hearings are scheduled for June 17, 2024 at noon to 2pm and 4pm to 6pm

with staff recommendations presented at the June 19, 2024 Board meeting for approval. A copy of the proposed changes will be presented at the meeting.

No Action was required at this meeting.

- K. Draft Fiscal Year 2024-2025 Capital Program of Projects - A copy of the proposed Program of Projects for FFY 2024-2025 is included in the board packet for review. The Program of Projects proposes how SCTA will utilize the federal funding apportioned to both urbanized areas for transit related projects. Two public hearings will be held regarding the proposed Program of Projects. One hearing is scheduled for 5:00 PM on Thursday, June 13, 2024 at the SCTA Lancaster Headquarters Office, 45 Erick Road, Lancaster, PA. A second hearing is scheduled for 5:00 PM on Tuesday, June 18, 2024 at the SCTA Reading Office, 1700 North Eleventh Street, Reading, PA. No action is required at the May meeting, but the Program of Projects will be on the June agenda for approval.

No Action was required at this meeting.

- L. Draft FFY 2024-2025 Operating Budget – A copy of the proposed operating budget for FY 2024-2025 will be provided at the meeting for review. No action is required at the May meeting, but the budget will be on the June meeting agenda for approval.

No Action was required at this meeting.

- M. Approval of March Operating Statement – For the month of March, ridership in Lancaster showed a 4.5% increase with fixed route showing a 6.4% increase and shared ride showing a 5.9% decrease. For Reading, ridership showed a 3.6% increase with fixed route showing a 4.5% increase and shared ride showing a 7.3% decrease. Total ridership was 291,431 for fixed route and 29,201 for shared ride for a total for the month of March of 320,632 rides compared to 308,428 rides last March for an increase of 4.0% overall.

Financially for March 2024, Lancaster recorded \$540,296 in operating revenue combined with operating grants of \$1,077,292 for total revenue of \$1,617,588 against total expenses of \$1,789,306. For Reading, operating revenues of \$729,852 combined with operating grants of \$957,500 for total revenue of \$1,687,352 against expenses of \$1,653,812. For the ninth month of the fiscal year, operating revenue was at 112% of the projected budget and operating grants were 110% for total revenue of 110% of the projected budget compared to expenses at 101% of projected budget.

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

- N. Approval of April Operating Statement – For the month of April, ridership in Lancaster showed a 14.7% increase with fixed route showing a 14.9% increase and shared ride showing a 13.6% increase. For Reading, ridership showed a 11.2% increase with fixed route showing a 11.0% increase and shared ride showing a 13.1% increase. Total ridership was 298,191 for fixed route and 31,588 for shared ride for a total for the month of April of 329,779 rides compared to 293,117 rides last April for an increase of 12.5% overall subject to audit.

Financially for April 2024, Lancaster recorded \$592,336 in operating revenue combined with operating grants of \$1,034,395 for total revenue of \$1,626,731 against total expenses of \$1,791,646. For Reading, operating revenues of \$612,214 combined with operating grants of

\$1,048,969 for total revenue of \$1,661,183 against expenses of \$1,880,761. For the tenth month of the fiscal year, operating revenue was at 106% of the projected budget and operating grants were 112% for total revenue of 110% of the projected budget compared to expenses at 108% of projected budget.

Upon motion by Mr. Schlegel, seconded by Ms. Glover, the Board approved the March Operating Statement.

9. Public Comment

Mr. David Nolan – *question/comment unintelligible* Chairwoman Wolf asked for confirmation, received same from Mr. Downing.

Ms. Patty McKenna – Raised major concerns that the time points on the proposed route changes are difficult/impossible for operators to meet, causing unnecessary stress for the drivers as well as inconvenience for passengers. Drivers should not be consistently late on their routes and they should not be operating their buses in an unsafe manner in an attempt to make their schedule stops on time. Has requested actual time studies in order to accurately evaluate routes to make the necessary adjustments factoring in change in population density, bicycle lanes, changes in traffic, patterns etc.

Upon being asked if she had reviewed the proposed route changes, Ms. McKenna responded that she had but they do not address the time concern. She recommends time studies be done during the busiest months of the year (September through June) to get an accurate understanding of the time really required for the routes.

Was asked how drivers can best accommodate delays. Ms. McKenna stated that if the total time to safely complete the route is accurate then it is much easier to accommodate delays such as securing passengers in wheelchairs, construction, mechanical problems, etc. without sacrificing safety and overall customer service. Additionally, drivers do not feel that they can take the time to answer passenger questions because they are already behind schedule.

10. Adjournment

Chairwoman Wolf announced that the Board would enter into an Executive Session at 11:30 for training after the conclusion of the public meeting.

With no further business to discuss, the public meeting was adjourned at 11:12 AM upon motion by Chairwoman Wolf, seconded by Ms. Glover.

Respectfully Submitted,



Gail Landis
Secretary