



45 Erick Road, Lancaster, PA 17601-3111 ■ Phone: 717—397—5613 Fax: 717—397—4761

### MEETING MINUTES

**DATE:** September 18, 2024

**TIME:** 6:00 PM

**LOCATION:** Lancaster/Virtual

**PURPOSE:** Regular Monthly Meeting

**ATTENDANCE:** Members: June Wolf, James Schlegel, Jessica Jones (Virtual), Bonnie Glover and Sandra Burke

Solicitor: Jill Nagy, Summers Nagy Law Offices

Staff: Gregory Downing, Laura Hopko, Keith Boatman and Erika Gustus

Guests: Michael Golembiewski, County of Berks MPO (Virtual) and Patty McKenna with ATU Local 1241

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### **ORDER OF BUSINESS**

1. Call to Order

Ms. Wolf called the meeting to order at 6:00 PM.

2. Changes to Agenda

Mr. Downing announced an Executive Session would be taking place immediately following the regular meeting to discuss personnel matters.

3. Public Comment on Agenda Items

A. None

4. Approval of Minutes from the July 17, 2024 Regular Board Meeting

Upon motion by Ms. Glover, seconded by Ms. Burke, the Board approved the July 17, 2024 Regular Board Meeting minutes.

5. Bills and Communications

A. None

6. Reports of Committees

- A. Personnel Committee – No Report
- B. Operations Committee – Monthly Performance Reports for July and August are included in the packet.

Ms. Glover noted the improvement reflected in the numbers, Ms. Wolf agreed.

- C. Finance Committee – Monthly Procurement Reports for July and August are included in the packet.

Mr. Downing reviewed the reports in Ms. Love’s absence.

In July, there were sixteen (16) buses in Lancaster that needed new batteries, which came to a contracted price of \$44,000.

For August, both Reading and Lancaster locations had new workstations ordered to replace the ones currently in use, which are outdated. CTO Data Pro Suite is the cyber security program and, though it is listed for Reading, covers both locations. Lastly, there are fifteen (15) new bus batteries for Reading. Ms. Glover asked for clarification on the number of batteries for Reading. Mr. Downing confirmed fifteen (15).

- D. Marketing Committee – Monthly Marketing Reports for August and September are included in the packet.

Mr. Downing reviewed the reports in Mrs. Landis’ absence.

Mr. Downing highlighted the Authority’s presence at the recent Reading Phils game as well as testifying in front of House Transportation Committee regarding the funding issue in where our costs are increasing but funding has not increased.

Upon motion by Mr. Schlegel, seconded by Ms. Burke, the Board approved the Committee Reports.

7. Old Business

- A. None

8. New Business

- A. **Approval of Agreement with Reading School District** – 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.

Mr. Downing noted that this is the fourth year of this agreement between the Authority and Reading School District. Ms. Wolf asked who was transporting the children that live within 1.6 miles of the school, Mr. Downing replied that the school district is.

Upon motion by Ms. Glover, seconded by Ms. Burke, the Board approved the Agreement with Reading School District.

- B. **Approval of Update to Open Records Policy** – Staff recommends update to the Open Records Policy to include on-site video surveillance and camera maintenance policy. This has been reviewed and approved by solicitor prior to meeting and a draft is included in the packet. Staff recommends approval.

Mr. Downing clarified that the update covers the parameters for the requests we are receiving for video footage from the police department. Ms. Wolf asked for clarification if this policy is brand new or an update to an existing policy. Mr. Downing confirmed that this is an update specific to on site surveillance.

Upon motion by Ms. Jones, seconded by Mr. Schlegel, the Board approved the update of the Open Records Policy to include on-site video surveillance and camera maintenance

- C. **Approval of Bids for Vehicle Disposal** – Bids for the disposal of one 40ft Hybrid Electric-Diesel bus was received just prior to the board meeting. The bid was won by Angela Osman of Dornsife, PA for \$4,500. The bus does not currently run and has a myriad of issues that needs to be addressed.

Upon motion by Ms. Burke, seconded by Mr. Schlegel, the Board approved the disposal of one 40ft Hybrid Electric-Diesel bus.

- D. Approval of Contract with Behavioral Health and Developmental Services –** Renewal agreement with Behavioral Health and Developmental Services (BHDS) to provide trips in Lancaster County. Solicitor has reviewed and staff recommends approval.

Mr. Downing clarified that this contract is renewed every other year and that these trips are made through the Shared Ride program.

Upon motion by Ms. Jones, seconded by Ms. Burke, the Board approved the Contract with Behavioral Health and Developmental Services.

- E. Resolution 11-2024 Signatory for ECMS -** This is the standard and required Resolution certifying that Greg Downing (SCTA Executive Director) has the authority to execute the business partner agreement with PennDOT for electronic access to the Engineering and Construction Management System (ECMS). This is for the purposes of entering information and exchanging data with PennDOT systems. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Ms. Burke, the Board approved Resolution 11-2024 Signatory for ECMS

- F. DBE Goal for FY 2025 to FY 2027 –** SCTA is required to develop a goal for the use of Disadvantaged Business Enterprises with federal funds for the next three fiscal years. A copy of the goal calculation methodology and program description are included in the Board packet for review. No action is required.

Ms. Wolf inquired if we had goals for the previous time period as well and if they were similar to the current goals. Mr. Downing stated that previously the goal had been 3.4% whereas it is 2.7% for this goal. The difference is due to buying buses in 2027, which does not have a DBE goal associated with it.

- G. Approval of July Operating Statement -** For the month of July, ridership in Lancaster showed a 11.1% increase with fixed route showing a 11.2% increase

and shared ride showing a 10.6% increase. For Reading, ridership showed a 12.1% increase with fixed route showing a 12.0% increase and shared ride showing a 14.0% decrease. Total ridership was 295,367 for fixed route and 30,559 for shared ride for a total for the month of July of 325,926 rides compared to 291,706 rides last July, for an overall increase of 11.7%

Financially for July 2024, Lancaster recorded \$583,336 in operating revenue combined with operating grants of \$965,678 for total revenue of \$1,549,044 against total expenses of \$1,766,303. For Reading, operating revenues of \$620,716 combined with operating grants of \$894,571 for total revenue of \$1,515,287 against expenses of \$1,635,958. For the first month of the fiscal year, operating revenue was at 85% of the projected budget and operating grants were 93% for total revenue of 90% of the projected budget compared to expenses at 93% of projected budget.

Mr. Schlegel stated that the numbers for fixed route were good but inquired as to the numbers in Reading for Shared Ride. Mr. Downing responded that due to the weather being so hot a lot of the passengers who used shared ride, which are mostly seniors, did not go out as much.

Upon motion by Ms. Glover, seconded by Mr. Schlegel, the Board approved the both the July Operating Statement subject to audit.

- H. Approval of August Operating Statement** - For the month of August, ridership in Lancaster showed a 1.2% increase with fixed route showing a 1.9% increase and shared ride showing a 2.9% decrease. For Reading, ridership showed a 0.1% increase with fixed route showing a 0.2% increase and shared ride showing a 1.6% decrease. Total ridership was 309,020 for fixed route and 30,947 for shared ride for a total for the month of August of 339,967 rides compared to 338,134 rides last August, for an overall increase of 0.5%

Financially for August 2024, Lancaster recorded \$575,130 in operating revenue combined with operating grants of \$1,077,192 for total revenue of \$1,652,322 against total expenses of \$1,823,845. For Reading, operating revenues of \$605,724 combined with operating grants of \$960,969 for total revenue of \$1,566,693 against expenses of \$1,704,514. For the second month of the fiscal

year, operating revenue was at 92% of the projected budget and operating grants were 102% for total revenue of 98% of the projected budget compared to expenses at 97% of projected budget.

Upon motion by Ms. Burke, seconded by Mr. Schlegel, the Board approved the both the August Operating Statement subject to audit.

9. Public Comment

None

10. Adjournment

With no further business to discuss, the public meeting was adjourned at 6:20 PM upon motion by Ms. Glover, seconded by Ms. Burke.

Respectfully Submitted,



Gail Landis

Secretary