

SOUTH CENTRAL TRANSIT AUTHORITY
MEETING MINUTES

DATE: October 16, 2024

TIME: 6:00 PM

LOCATION: Reading/Virtual

PURPOSE: Regular Monthly Meeting

ATTENDANCE: Members: June Wolf, Timothy Snyder, James Schlegel, Jessica Jones, Bonnie Glover (Virtual), Joy Ashley, Cheryl Love, Sandra Burke (Virtual) and Gaetan Giannini

Solicitor: Jill Nagy, Summers Nagy Law Offices

Staff: Gregory Downing, Laura Hopko, Keith Boatman Dominique Thompson (Virtual) and Erika Gustus

Guests: Michael Golembiewski, County of Berks MPO (Virtual) and Celeste Sweeney with ATU Local 1345, Patty McKenna with ATU Local 1241 (Virtual) and Tyler Beduhn (Virtual)

ORDER OF BUSINESS

1. Call to Order

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

2. Changes to Agenda

None

3. Public Comment on Agenda Items

None

4. Approval of Minutes from the September 18, 2024 Regular Board Meeting

Upon motion by Ms. Glover, seconded by Mr. Snyder, the Board approved the September 18, 2024 Regular Board Meeting minutes.

5. Bills and Communications

None

6. Reports of Committees

A. Personnel Committee – It was announced that there would be an Executive Session at the conclusion of the regular meeting.

B. Operations Committee – Monthly Performance Report for October are included in the packet.

Ms. Glover had a question as to the reason for the number of customer complaints, if it had anything to do with the two corners, the changing of buses. Mr. Downing stated that there is construction causing difficulties with buses not being where they normally would be. Ms. Glover said that she understands the frustration because there is nothing that can be done about the delays.

C. Finance Committee – Monthly Procurement Reports for October are included in the packet.

Ms. Love stated that on September 23rd two (2) 32' scissor lifts were purchased from Eastern Lift Company for the Reading location at a cost of \$49,078.00. On that same date, two (2) 19' scissor lifts were purchased from Eastern Lift Company for Lancaster for \$26,298.00. On September 19th a renovation change order for the 11th Street parking renovation was put through for Spotts Brothers Construction in the amount of \$31,002.00.

D. Marketing Committee – Monthly Marketing Reports for October are included in the packet.

Mr. Downing reviewed the Marketing Report in Ms. Landis' absence.

The Marketing Team was in Lancaster at the U-13 event helping people learn how to catch the bus. They also attended the senior expos in both Lancaster and Reading.

Mr. Schlegel commented that the event at the Berkshire Mall was wonderful and very busy. There were a lot of people taking applications and asking questions about the Shared Ride services.

Mr. Snyder questioned why it was necessary to teach people how to ride the bus. Mr. Downing clarified that the customers in question are special needs and required some extra assistance in learning how to navigate the system.

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

7. Old Business

None

8. New Business

- A. **Acknowledgement of Minimum Municipal Obligation to Pension Contributions** – PA Act 205 requires the Authority’s pension plan (included in packet) be submitted and acknowledged by the SCTA Board of Directors. No official action is needed.

Ms. Glover inquired if the amount reflected everyone’s contribution or just SCTAs. Mr. Downing clarified that it is just SCTAs contribution.

Mr. Schlegel <question unintelligible> Mr. Downing stated that SCTA has to fully fund it but the actuary determines whether it goes up or down. He believes it is a minimum of 85% and the Authority is well above that with the most recent level at 102%

- B. **Approval of Allowance for \$100,000 to Cover Testing, Digging and Dirt Removal plus Possible Landfill Costs regarding the Solar Panel Project** – Approval sought from SCTA Board to authorize the Executive Director to move forward with the BARTA Employee Parking Lot Renovation and Solar Canopy Installation Project. This amount will be used for the unexpected cost of testing possible contaminated soil, digging and removal plus engineering and construction expenditures, totaling no more than \$100,000.

Mr. Downing stated that the initial bores done to test the soil did not show any contamination but, as the project progressed, contamination was thought to be a possibility so testing is required for the project to move forward. Should this approval be delayed, the completion of the project will be pushed back several months as asphalt and concrete cannot cure properly in colder temperatures.

Ms. Burke inquired as to how the maximum sum of \$100,000 could be guaranteed. Mr. Downing responded that it was not possible to do so but that any additional expenditure would have to wait for approval at the next board meeting. Mr. Downing went on to clarify that the estimated costs for testing are not expected to

exceed \$30,000.00 and remediation about \$25,000.00 depending on the location of disposal and type of contamination.

Upon motion by Mr. Schlegel, seconded by Ms. Ashely, the Board approved the Allowance for \$100,000 to Cover Testing, Digging and Dirt Removal plus Possible Landfill Costs regarding the Solar Panel Project

- C. **Resolution 12-2024 Award of Proposals for the Berks Transit Station & BTC Parking Garage Renovation** – Proposals were received on Friday September 27, 2024. SCTA Received proposals from (5) five General Contractors, (1) one HVAC firm, (1) one Plumbing firm and (1) one Electrical firm. Staff has reviewed the proposals and recommends the awards be made to E.R. Stuebner, Inc for General Trades, Vision Mechanical Inc. for Plumbing and HVAC services and Hirneisen Electrical, Inc. for Electrical. The project is expected to begin in Mid November 2024. The total of the bids are \$6,885,192, which is within the expected budget for the project. Staff recommends approval.

Mr. Downing pointed out that renovations have not been done at the BTC for over fifteen (15) years and there are many things that need to be addressed including but not limited to roof tiles that have missing for the last five (5) years.

Mr. Schlegel asked if the renovations could be completed with the terminal in use, Mr. Downing confirmed.

Mr. Snyder inquired what process was used for selecting the contractors. Mr. Boatman said that the contractors providing the best value were selected based on a set of four (4) criteria and references received.

Ms. Glover asked what the duration of the project was projected to be, Mr. Boatman responded between ten to twelve (10-12) months.

Mr. Snyder also inquired if one contractor was affiliated with one that had been problematic for the Authority previously. Mr. Boatman confirmed that, yes, they were brothers and both had submitted bids for the project. Mr. Boatman confirmed that the contractor chosen had positive recommendations and references.

Upon motion by Ms. Ashley seconded by Ms. Glover, the Board approved Resolution 12-2024 Award of Proposals for the Berks Transit Station & BTC Parking Garage Renovation.

D. **Resolution 13-2024 Microtransit Feasibility Study** - Eight proposals were received to conduct the Microtransit Feasibility Study. The Evaluation Team reviewed and ranked the proposals then held brief interviews with the two highest scoring firms. Kimley-Horn and Associates, Inc. was rated the highest. Staff is seeking authorization to negotiate and execute a contract with Kimley-Horn and Associates, Inc. at a total cost not to exceed \$169,974.17. Staff recommends approval.

Mr. Schlegel asked if the study was only for Lancaster, Mr. Downing confirmed. Ms. Ashley inquired why the study was being conducted and Mr. Downing stated that it was a request from the Lancaster County Commissioners regarding the Shared Ride service. Ms. Burke is part of the evaluation team and Ms. Ashley has volunteered to be part of the technical committee.

Ms. Burke stated that the team was very impressed with Kimley-Horne and that there was a lot of consensus so she is in agreement with the recommendation.

Upon motion by Ms. Ashley, seconded by Mr. Snyder, the Board approved Resolution 13-2024 Micro-transit Feasibility Study.

E. **Approval of September Operating Statement** - For the month of September, ridership in Lancaster showed a 1.7% increase with fixed route showing a 2.0% increase and shared ride showing a 0.4% decrease. For Reading, ridership showed a 0.1% decrease with fixed route showing a 0.8% decrease and shared ride showing a 10.1% increase. Total ridership was 290,353 for fixed route and 29,134 for shared ride for a total for the month of September of 319,487 rides compared to 317,637 rides last September, for an overall increase of 0.6%.

Financially for September 2024, Lancaster recorded \$574,689 in operating revenue combined with operating grants of \$810,515 for total revenue of \$1,385,204 against total expenses of \$1,534,505. For Reading, operating revenues of \$641,781 combined with operating grants of \$859,736 for total revenue of \$1,501,517 against expenses of \$1,747,990. For the third month of the fiscal year, operating revenue was at 95% of the projected budget and operating grants were 84% for total revenue of 88% of the projected budget compared to expenses at 90% of projected budget.

Upon motion by Ms. Ashley, seconded by Mr. Snyder, the September Financial Statement subject to audit.

9. Public Comment

None.

Ms. Wolf welcomed new board member Dr. Gatean Giannini.

Ms. Jones stated that there is a construction project starting in Ephrata where a canopy is being installed at the Plaza, which will involve huge columns being transported by road that will cause traffic delays effecting the buses. She asked who should be notified of the exact date when it becomes available and Mr. Downing said he would be the one to contact and he would coordinate with the Director of Operations in Lancaster.

10. Adjournment

With no further business to discuss, the public meeting was adjourned at 6:22 PM upon motion by Ms. Glover, seconded by Ms. Burke.

Respectfully Submitted,



Gail Landis

Secretary