

**SOUTH CENTRAL TRANSIT AUTHORITY**  
**MEETING MINUTES**

**DATE:** January 15, 2025

**TIME:** 6:00 PM

**LOCATION:** Lancaster/Virtual

**PURPOSE:** Regular Monthly Meeting

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

Solicitor: Jill Nagy, Summers Nagy Law Offices

Staff: Gregory Downing, Laura Hopko (Virtual), Lauri Ahlskog, Dominique Thompson, Harold Purnell, Czarina Ellis (Virtual), and Erika Gustus

Guests: Michael Golembiewski, County of Berks MPO (Virtual) and Jose Mario Calderon (Virtual)

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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  
None
3. Public Comment on Agenda Items  
None
4. Approval of Minutes from the December 18, 2024 Regular Board Meeting  
Upon motion by Ms. Burke, seconded by Ms. Love, the Board approved the December 18, 2024 Regular Board Meeting minutes.
5. Bills and Communications  
None

## 6. Reports of Committees

- A. Personnel Committee – None
- B. Operations Committee – Monthly Performance Report for December is included in the packet.

Mr. Downing gave an update on the feedback for the Lancaster route and schedule changes, specifically as regards the complaints received. Out of the seventy-seven (77) complaints received during the month of December, fourteen (14) were legitimate. The majority of the complaints were that the bus was late or did not show, but there were some regarding operators. Sick days were renewed in January so operators being off has also affected the routes.

Operations in Lancaster is currently down nine (9) drivers but there are new hires that will begin to alleviate some of the issues. The first group of five (5) is currently going through training and another class is scheduled to start at the beginning of February. Mr. Downing cautioned that for every four (4) new hires that usually only two (2) stay. Ms. Landis inquired if the drivers leave because after they start they decide the position is not for them. Mr. Downing responded that the split shifts play a big part in people's decision to keep the position, as well as how early the shifts start.

Ms. Wolf asked if the weather contributed to the complaints. Mr. Downing responded that the weather makes people complain faster because no one wants to stand out in the cold and have the bus be late.

Ms. Wolf asked if Feedback Friday was successful. Mr. Thompson explained that a stand was set up at Queen Street Station where the customers are able to approach with questions or concerns and it has been very beneficial. Additionally, drivers have been approaching with concerns. Mr. Downing stated that Feedback Friday would take place every Friday during the month of January and that throughout the day representatives from every department join Operations at the station at two (2) hour intervals to get a better understanding of what the customers' needs are.

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

Ms. Love stated that there was nothing on the report for December.

D. Marketing Committee – Monthly Marketing Report for December is included in the packet.

Ms. Landis complimented the Marketing Team on the advertising campaign for the route and schedule changes as well as the holiday notices.

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

7. Old Business

None

8. New Business

A. **Nominating Committee - Election of Officers** – The Nominating Committee has a proposed slate of Officers to present: Mr. Schlegel as Chairman, Ms. Wolf as Vice Chairwoman, Ms. Landis as Secretary and Ms. Love as Treasurer. No approval was required.

Prior to accepting the position, Mr. Schlegel thanked Ms. Wolf for her additional time as Chair and her dedication to the post.

B. **Re-Appointment of Solicitor** – This is the annual reappointment with Summers Nagy to perform legal services as Solicitor for the Authority. A rate of \$200 per hour was provided for approval. Staff recommends approval.

Upon motion by Ms. Landis, seconded by Ms. Jones, the Board approved the re-appointment of Summers Nagy as Solicitor for the Authority.

C. **Approval of Bids for Vehicle Disposal** - Bids for the disposal of four (4) shared-ride vans were received prior to the Board meeting and a summary of the winning bids was provided. The total amount received for all bids was \$37,600. Staff recommends approval.

Upon motion by Mr. Snyder, seconded by Ms. Burke, the Board approved the Bids for Vehicle Disposal.

D. **Resolution 01-2025, Purchase Non-Revenue Service Vehicle** – A quote was received off of the state contract to purchase an additional service vehicle. Staff has reviewed the quote for a Toyota Highlander and recommends the

award be made to New Holland Auto Group, New Holland, PA, at a cost of \$55,995. Staff recommends approval.

Mr. Downing explained that the vehicle is to allow staff to perform tasks such as monitor operators and evaluate snow events. The amount is already budgeted for this but must be approved as the dollar amount exceeds \$50,000. The vehicle is the same as others purchased previously by the authority.

Upon motion by Ms. Love, seconded by Mr. Snyder, the Board approved Resolution 01-2025 for the Purchase of a Non-Revenue Service Vehicle.

- E. **Resolution 02-2025, Lawn & Grounds Care Services** - Proposals were requested from qualified firms to provide lawn and grounds care services at the Lancaster and Reading facilities. Three firms submitted proposals to provide these services. Keystone Lawn Company, Mount Joy, submitted a proposal that is ranked highest and meets the requirements of the specifications as described in the RFP at an annual cost of \$45,089. Keystone Lawn Co. is the current contractor that provides the lawn and grounds care services. Staff recommends award.

Mr. Snyder inquired if the contract included snow removal, Mr. Downing clarified that it does not. Further, the grass cutting needed to be professionally handled due to the wetlands on the Lancaster property.

Ms. Jones asked if the cost had gone up. Mr. Downing confirmed that it had increased from the previous contract but was still \$15,000 less than the next closest bid.

Upon motion by Ms. Ashley, seconded by Ms. Glover, the Board approved Resolution 02-2025 for Lawn & Grounds Care Service.

- F. **Act 44 Quarterly Update** – In April 2021 SCTA received its final Act 44 Performance Report from PennDOT. PennDOT in turn required the development of an Action Plan for addressing the recommendations made in the Performance Report. The SCTA Board approved the Action plan on May 19, 2021, which requires a quarterly status update to the board of progress made. In your packet is the Quarterly update for first quarter of 2025.

Mr. Downing stated that all of the goals from Act 44 have already been met except for the Strategic Plan, which is currently in process. Ms. Glover requested

clarification on the notes made in red, Mr. Downing responded that those were the notes on the completed goals.

No approval was required.

- G. Approval of December Operating Statement** - For the month of December, ridership in Lancaster showed a 6.6% decrease with fixed route showing an 8.1% decrease and shared ride showing a 3.5% increase. For Reading, ridership showed a 4.4% decrease with fixed route showing a 5.2% decrease and shared ride showing a 7.6% increase. Total ridership was 258,309 for fixed route and 28,354 for shared ride for a total for the month of December of 286,663 rides compared to 302,368 rides last December, for an overall decrease of 5.2%.

Financially for December 2024, Lancaster recorded \$578,621 in operating revenue combined with operating grants of \$886,514 for total revenue of \$1,465,135 against total expenses of \$1,692,384. For Reading, operating revenues of \$609,616 combined with operating grants of \$1,436,181 for total revenue of \$2,045,797 against expenses of 2,160,556. For the sixth month of the fiscal year, operating revenue was at 93% of the projected budget and operating grants were 116% for total revenue of 107% of the projected budget compared to expenses at 106% of the projected budget.

Mr. Snyder observed that this is the second month of significant decreases in Fixed Route ridership. Mr. Downing agreed, stating that last year at this time the average temperature is 47 degrees as opposed to this year with 21 degrees and people will not go out in those temperatures unless it is necessary.

Ms. Wolf asked if route and schedule changes would have had a substantial contribution to the drop in ridership. Mr. Downing responded that he would need to compare routes running in similar weather but that those not handling a lot of passengers that use the bus to get to work would be showing a more substantial decrease.

Mr. Snyder noted the increase in Shared Ride ridership. Mr. Downing credited this to the Director of Shared Ride, Ms. Ellis, promoting the Find My Ride program, which has been going well.

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

9. Public Comment

Mr. Downing announced an Executive Session at the conclusion of the regular meeting.

10. Adjournment

With no further business to discuss, the public meeting was adjourned at 6:26 PM upon motion by Mr. Snyder, seconded by Ms. Landis.

Respectfully Submitted,



Gail Landis

Secretary