

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

**DATE:** September 17, 2025

**TIME:** 6:00 PM

**LOCATION:** Lancaster/Virtual

**PURPOSE:** Regular Monthly Meeting

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

Solicitor: Jill Nagy, Summers Nagy Law Offices

Staff: Gregory Downing, Laura Hopko (Virtual), Mereliss Colon-Ortiz (Virtual) and Erika Gustus

Guests: Michael Golembiewski, County of Berks MPO (Virtual), Steve Newsham with ATU-1345, Patty McKenna with ATU-1241, Casey (Virtual) and Mary Ellen Stogdale

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**ORDER OF BUSINESS**

1. Call to Order

Mr. Schlegel 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 June 18, 2025 Regular Board Meeting

Upon motion by Ms. Jones, seconded by Ms. Burke, the Board approved the June 18, 2025 Regular Board Meeting minutes.

5. Bills and Communications

None

6. Reports of Committees

A. Personnel Committee – None

- B. Operations Committee – Monthly Performance Reports for June, July and August are included in the packet.
- C. Finance Committee – Monthly Procurement Report for June, July and August are included in the packet.

Mr. Downing noted that there was nothing exceeding the \$32,000 to \$50,000 thresholds for June, July or August.

- D. Marketing Committee – Monthly Marketing Report for June/July, July/August & August/September are included in the packet.

Mr. Downing stated that there were a number of events that had taken place, mentioning Mr. Newsham’s interview with Berks Weekly regarding his experience with BARTA.

Upon motion by Ms. Ashley, seconded by Ms. Wolf, the Board approved the Committee Reports for June, July and August.

7. Old Business

None

8. New Business

- A. **Approval of the Public Meeting Policy** - A draft SCTA Public Meeting Policy (will be used for BARTA, and RRTA) is included in the Board packet. The policy details the procedures and expectations for any persons wishing to make public comments at a SCTA, RRTA or BARTA board meeting. Staff recommends approval.

Mr. Schlegel gave a brief summary of the policies noting a limit of two (2) minutes per topic, there would be a maximum of (15) minutes for all speakers, each speaker shall identify themselves by name, citizens may not speak more than once on the same topic and there is to be an effort to avoid the duplication of comments. Ms. Ashley inquired if this was a new policy being put into place, Mr. Downing and Mr. Schlegel confirmed.

Upon motion by Ms. Glover, seconded by Ms. Burke, the Board approved the public meeting policy.

- B. **Approval of Marketing Plan for FY 2026** – A copy of the draft Marketing Plan for FY 2026 is included with the board packet for review. This year’s theme for the plan is “Growing Ridership”. The Marketing Committee has received a copy, reviewed and discussed its contents. Staff recommends approval.

Ms. Burke asked for clarification as to whether this plan included social media, Mr. Downing confirmed. Ms. Wolf commented that the plan was well done, Mr. Schlegel agreed.

Upon motion by Ms. Wolf, seconded by Ms. Jones, the Board approved the Marketing Plan for FY 2026.

- C. **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 went on to state that this is the sixth year for the agreement with Reading High School and that it first came about when the district did not have enough bus drivers to transport the children to school.

Upon motion by Ms. Ashley, seconded by Ms. Burke, the Board approved the transportation agreement with Reading School District.

- D. **Approval of Agreement with Behavioral Health & 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 is a yearly agreement and that both Lancaster and Berks have one.

Upon motion by Ms. Glover, seconded by Ms. Wolf, the Board approved the agreement with Behavioral Health and Developmental Services (BHDS).

- E. **Approval of Bids for Vehicle Disposal and Obsolete Bus Parts** - Bids for the disposal of a RRTA Gillig fixed route bus and obsolete bus parts-unused inventory were received prior to the Board meeting. A summary of bids was presented at the meeting with staff recommending the approval of \$7,325 for all items.

Mr. Downing reviewed that anything over the amount of \$5,000 received is returned to the federal government which is then used to provide funding for the purchase of new vehicles. Buses are removed from the fleet after twelve (12) years of service.

Upon motion by Ms. Burke, seconded by Mr. Snyder, the Board approved the final bids for the Gillig fixed route bus and obsolete bus parts.

- F. **Approval of Agreement with Berks County for the UPWP** – A copy of the draft agreement is included in the Board packet for review. This is a two-year agreement (retroactive) from July 1, 2025 through June 30, 2027 for SCTA to conduct planning activities under Unified Planning Work Program (UPWP) utilizing FTA planning funds that are dedicated to the region. Staff recommends approval.

Mr. Downing noted that Berks County also has this agreement.

Upon motion by Ms. Burke, seconded by Ms. Wolf, the Board approved the Unified Planning Work Program (UPWP).

- G. **Approval of the Transit Asset Management Plan (TAMP) Performance Measure Targets for FY 2026** – Each year as part of its TAMP, SCTA is required to develop performance measure targets in reaching a state of good repair (SOGR). Based on available funding and current conditions, the performance measure targets center around rolling stock, facilities, and equipment with a value of \$50,000 or more. A copy of the FY 2026 performance measure targets documentation is included in the Board packet for review. The performance measure targets are also slated for approval by the MPO's in each urbanized area. Staff recommends approval

Mr. Downing explained that this is done yearly unless there is a large change in assets, such as buses needing to be replaced.

Upon motion by Ms. Jones, seconded by Ms. Glover, the Board approved the Transit Asset Management Plan (TAMP) Performance Measure Targets for FY 2026.

- H. **Approval of SCTA Strategic Plan** - South Central Transit Authority along with PADOT worked together on a 2025 Strategic Plan for SCTA. The plan includes a Vision Statement, Goals, and Strategies for achieving the overall mission of the

Authority. The project began in June 2024 and included meetings, stakeholder interviews, public outreach and workshops. The final version is included in the packet for board acceptance and approval. Staff recommends approval.

Ms. Glover asked if this was for the calendar year 2025 or fiscal year 2025-2026. Mr. Downing clarified that the plan is due in 2025 but is a twenty-five (25) year plan.

Upon motion by Mr. Snyder, seconded by Ms. Ashley the Board approved the SCTA Strategic Plan.

- I. **Resolution 16-2025, Award of Design, Engineering & Construction Management Services at the Reading Operations Center** - Proposals were received from the three On-call Architecture & Engineering firms for services including BARTA Operator Breakroom and Maintenance Rehab Bay area. Johnson, Mirmiran & Thompson, Inc., KCI Technologies, Inc. and Larson Design Group all submitted proposals, with Johnson, Mirmiran & Thompson, Inc. proposal ranking highest based on the evaluation criteria described in the Request for Proposal. A Cost estimate of \$238,853.86 was received on July 11, 2025 for the task submitted. Staff recommends approval.

Mr. Downing explained that this was to reshape and redesign the fixed route operator area as well as address the area in maintenance where engines are rebuilt that has a problem with mold. Mr. Schlegel inquired if there was an idea of the cost of the project, Mr. Downing responded that the cost estimate was not yet available. He further stated that the design would incorporate a soundproofed room for operators to use when they are on break during a long shift.

Upon motion by Ms. Burke, seconded by Ms. Jones, the Board approved Resolution 16-2025 for the award of design, engineering & construction management services at the Reading Operations Center to Johnson, Mirmiran & Thompson, Inc.

- J. **Resolution 17-2025, Award of Bus Shelter Cleaning & Light Maintenance Services for Berks and Lancaster Counties** – Proposals were requested from firms to provide bus shelter cleaning and light maintenance services for Lancaster, Lancaster County, Reading and Berks County. Proposals were received from nine (9) firms with DSC Solutions, from Lancaster, PA, submitting a proposal that

ranked highest based on the evaluation criteria described in the Request for Proposal. Staff recommends award.

Mr. Downing explained that the maintenance involved would be things such as replacing light bulbs or broken glass as needed, Ms. Wolf asked when this would take effect and Mr. Downing responded that it would be in November.

Upon motion by Ms. Glover, seconded by Ms. Ashley, the Board approved Resolution 17-2025 for the award of bus shelter cleaning and light maintenance for both Berks and Lancaster Counties to DSC Solutions.

- K. **Resolution 18-2025 Purchase Rider Floor Scrubber** – A quote was received off the state contract to purchase one rider floor scrubber to be used at the Lancaster Operations Center. This is a new purchase not a replacement purchase. Staff has reviewed the quote and recommends the award be made to Tennant Sales and Service Company, Eden Prairie, MN, at a cost of \$69,252.45. Staff recommends approval.

Mr. Downing stated that the Authority has five (5) items that have been purchased from Tennant and they have been very responsive regarding maintenance. Ms. Burke asked if this had improved features such as for safety, Mr. Downing confirmed and stated additionally that this is a larger scrubber and can do the work more efficiently.

Upon motion by Mr. Snyder, seconded by Ms. Burke, the Board approved Resolution 18-2025 for the purchase of a new rider floor scrubber from Tennant Sales and Service Company.

- L. **Proposed BARTA Route & Schedule Changes** - A copy of the proposed BARTA route and schedule changes is included in the board packet. The proposed changes are mainly centered on improving on-time performance and providing additional service to high demand destinations. Two public hearings are scheduled for October 13, 2025 and a rider notice will be prepared to solicit comments.

No action is required at this time.

Ms. Wolf asked if there had been any public comment yet, Mr. Downing said there had not been any yet but that the public comment period would be open as of

tomorrow. He further stated that the committee had met and worked out the proposed changes after reviewing the routes and related information.

- M. **Updated Act 44 Action Plan for June 2024** - 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 second quarter of 2025.

No action is required at this time.

Mr. Downing stated the Strategic Plan was the last part of the Act 44 Performance Report that needed to be addressed so the next update that is presented will be the final report. Act 44 Performance Reviews are done every five (5) years and the Authority's next review should be within the next year and the state will review everything.

- N. **Approval of June Operating Statement** - For the month of June, ridership in Lancaster showed a 4.6% increase with fixed route showing a 3.1% increase and shared ride showing a 13.8% increase. For Reading, ridership showed a 5.3% decrease with fixed route showing a 6.4% decrease and shared ride showing a 10.8% increase. Total ridership was 269,654 for fixed route and 31,129 for shared ride for a total for the month of June of 300,783 rides compared to 303,791 rides last June, for an overall decrease of 1%.

Financially for June 2025, Lancaster recorded \$889,841 in operating revenue combined with operating grants of \$924,086 for total revenue of \$1,813,927 against total expenses of \$1,599,363. For Reading, operating revenues of \$292,097 combined with operating grants of \$689,572 for total revenue of \$981,669 against expenses of \$1,895,016. For the final month of the fiscal year, operating revenue was at 92% of the projected budget and operating grants were 81% for total revenue of 85% of the projected budget compared to expenses at 96% of the projected budget.

Upon motion by Ms. Wolfe, seconded by Ms. Burke, the Board approved the June Operating Budget, subject to audit.

- O. **Approval of July Operating Statement** - For the month of July, ridership in Lancaster showed a 1.7% decrease with fixed route showing a 3.3% decrease and shared ride showing an 8.6% increase. For Reading, ridership showed a 6% decrease with fixed route showing a 7.3% decrease and shared ride showing an 11.2% increase. Total ridership was 278,106 for fixed route and 33,561 for shared ride for a total for the month of July of 311,667 rides compared to 325,926 rides last July, for an overall decrease of 4.4%.

Financially for July 2025, Lancaster recorded \$575,378 in operating revenue combined with operating grants of \$1,728,617 for total revenue of \$2,303,995 against total expenses of \$2,609,343. For Reading, operating revenues of \$569,051 combined with operating grants of \$2,064,312 for total revenue of \$2,633,363 against expenses of \$2,895,620. For the first month of the fiscal year, operating revenue was at 88% of the projected budget and operating grants were 176% for total revenue of 143% of the projected budget compared to expenses at 142% of the projected budget.

Upon motion by Ms. Wolf, seconded by Ms. Jones, the Board approved the July Operating Budget, subject to audit.

- P. **Approval of August Operating Statement** – For the month of August, ridership in Lancaster showed a 4.4% decrease with fixed route showing a 5.7% decrease and shared ride showing a 4.7% increase. For Reading, ridership showed a 7.6% decrease with fixed route showing an 8.5% decrease and shared ride showing a 4.5% increase. Total ridership was 285,967 for fixed route and 32,378 for shared ride for a total for the month of August of 318,345 rides compared to 339,967 rides last August, for an overall decrease of 6.4%.

Financially for August 2025, Lancaster recorded \$560,295 in operating revenue combined with operating grants of \$393,761 for total revenue of \$954,056 against total expenses of 1,297,112. For Reading, operating revenues of \$579,212 combined with operating grants of \$137,683 for total revenue of \$716,895 against expenses of \$918,750. For the second month of the fiscal year, operating revenue was at 88% of the projected budget and operating grants were 25% for total revenue of 48% of the projected budget compared to expenses at 57% of the projected budget.

Upon motion by Ms. Wolf, seconded by Ms. Ashley, the Board approved the August Operating Budget, subject to audit.

Ms. Jones inquired as to why there might be such an increase in the numbers for Shared Ride. Mr. Downing replied that Baby Boomers likely account for a lot of it and that it is a trend in evidence across the state.

9. Public Comment

Mr. Golembiewski inquired where the hearings for the route and schedule changes are to be held and a what time. Mr. Downing stated that both of the hearings would be held at the BARTA Administration Building on Monday, October 13<sup>th</sup>. The first hearing is to be at 10:00 AM and the second at 4:00 PM. Additionally, Mr. Golembiewski requested a copy of the proposed changes for review, Mr. Downing said that would not be an issue.

10. Adjournment

With no further business to discuss, the public meeting was adjourned at 6:38 PM upon motion by Ms. Burke, seconded by Ms. Glover

Respectfully Submitted,



Gail Landis

Secretary

