

SOUTH CENTRAL TRANSIT AUTHORITY
MEETING MINUTES

DATE: October 15, 2025

TIME: 6:00 PM

LOCATION: Reading/Virtual

PURPOSE: Regular Monthly Meeting

ATTENDANCE: Members: James Schlegel, Gail Landis, Tim Snyder, June Wolf (Virtual), Cheryl Love (Virtual), Jessica Jones (Virtual), Sandra Burke (Virtual).

Solicitor: Jill Nagy, Summers Nagy Law Offices

Staff: Gregory Downing, Keith Boatman, Mereliss Colon-Ortiz, Jen Boley and Erika Gustus

Guests: Michael Golembiewski, County of Berks MPO, Steve Newsham with ATU-1345, Eric Greener, Unknown Caller

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 September 19, 2025 Regular Board Meeting

Upon motion by Mr. Snyder, seconded by Ms. Burke, the Board approved the September 17, 2025 Regular Board Meeting minutes.

5. Bills and Communications

None

6. Reports of Committees

A. Personnel Committee – None

Ms. Burke stated that there was nothing to report.

- B. Operations Committee – Monthly Performance Report for September is included in the packet.

Mr. Downing stated that there was nothing out of the ordinary in the Performance Report.

- C. Finance Committee – Monthly Procurement Report for September is included in the packet.

Mr. Snyder noted that there was one item for September, the Lancaster Used Oil Automation Project.

- D. Marketing Committee – Monthly Marketing Report for September/October is included in the packet.

Ms. Landis stated that the Marketing Department was doing a great job and there was nothing additional to report.

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

7. Old Business

- A. **Approval of BARTA Proposed Route and Schedule Changes** - At the September board meeting, staff presented proposed changes to the BARTA routes and schedules based on recommendations from the route and schedule committee. Since the start of the comment period, SCTA has received both questions and feedback from the public and some were reviewed by the committee. The final tally of comments is included in the board packet.

Due to the budget not yet being passed the proposed changes have been limited to what can be adjusted without adding to the Authority's budget. Response from customers has been positive, in particular the addition of the stop at Kutztown University and adding a stop at Berks Nature.

Both customers and drivers voiced suggestions and concerns regarding Sunday service. Customers have asked for the routes to run longer or have stops added on those days where drivers have expressed concern that the routes need to be reviewed for time as they feel rushed in completing their routes.

Mr. Schlegel asked if the routes that go to the Berkshire Mall would be revised as the mall is closing. Mr. Downing stated they would be reviewed in the future once the mall has closed and any changes in ridership have been reviewed.

Staff recommends that the proposed changes be approved with the understanding that Sunday service will continue to be reviewed and small modifications made as necessary.

Upon motion by Ms. Landis, seconded by Mr. Snyder, the Board approved the BARTA proposed route and schedule changes acknowledging the further review of Sunday service.

8. New Business

- A. **Presentation by Berks County Planning Commission** – The Berks County Planning Commission (BCPC) is in the process of updating its current *Berks County Comprehensive Plan, 2030 Revision*. As part of that update, the Brandywine Conservancy has been tasked with completing a Corridor-based Land Use ‘Build Out’ Analysis. The selected corridors mirror many of BARTA’s routes so potential development along those corridors could have impacts on many of BARTA’s fixed routes. BCPC staff will be providing a brief presentation on the Comprehensive Plan update process and the Corridor Analysis.

Mr. Snyder asked what the plan was for addressing issues with certain zoning boards such as the one in Greenwich Township when it came to limiting construction projects. Mr. Golembiewski stated this issue was one covered at the recently held Land Use and Housing Forum, noting that townships and municipalities were approached with the update last year to review what they needed to help meet the housing goals. The County is currently overbuilt with three and four bedroom homes and lacking the smaller homes that are in demand, as most of the townships and municipalities in Berks County are resisting building townhouse communities like the ones in the Lehigh Valley. Mr. Golembiewski stated that the MPO is only a recommending body and the townships and municipalities can proceed how they choose, which is why they are looking to get out in the communities to get feedback. As the housing and land use plans are modified, ridership will be affected and the MPO wants to closely partner with the Authority regarding potential shifts in service.

- B. Resolution 19-2025 Award of Proposals for the Queen Street Station Roof & HVAC Replacement Project** – Proposals were received on Thursday September 18, 2025 from (4) four General Contractors, (2) two HVAC firms, and (1) one Electrical firm. Staff has reviewed the proposals and recommends the awards be made to Detwiler Roofing of East Earl PA, for General Trades, and Clark Inc. of Paradise PA, for HVAC and Electrical services. The project is expected to begin in Mid-November 2025 with the total of \$789,959.00 from the bids received. The total is within the estimated budget for this project. Staff recommends approval.

Upon motion by Ms. Jones, seconded by Ms. Ms. Love, the Board approved the award of the QSS roof and HVAC replacement to Detweiler Roofing and Clark, Inc.

- C. Approval of Bids for IT and Shop Equipment Disposal and Obsolete Bus Parts** - Bids for the disposal of IT and Shop Equipment and obsolete unused bus parts inventory are expected to be received prior to the Board meeting. The winning bid for all items is \$630. Items being auction include headsets, a Hobart plasma cutter and four bus filters. Staff recommends approval.

Upon motion by Ms. Burke, seconded by Ms. Love, the Board approved the disposal of IT and shop equipment and obsolete bus parts.

- D. Acknowledgement of Minimum Municipal Obligation (MMO) to Pension Contributions** – PA Act 205 requires the Authority’s pension plan (included in packet) for SCTA, BARTA and RRTA has been submitted and acknowledged by the SCTA Board of Directors.

No action was required.

- E. Act 44 Action Plan Final Report** – In April 2021 SCTA received its 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 required a quarterly status update to the board of progress made. The Final Quarterly update for the April 2021 Act 44 Performance Report is included in the packet.

Mr. Downing stated all the items in the Action Plan were completed ahead of schedule and the Strategic Plan that was approved at last month's meeting was the last action that had to be done.

No action was require.

- F. **Approval of September Operating Statement** - For the month of September, ridership in Lancaster showed a 2.3% decrease with fixed route showing a 4.3% decrease and shared ride showing a 10.9% increase. For Reading, ridership showed a 1.1% decrease with fixed route showing a 2.2% decrease and shared ride showing a 13.6% increase. Total ridership was 281,744 for fixed route and 32,644 for shared ride for a total for the month of September of 314,388 rides compared to 319,487 rides last September, for an overall decrease of 1.1%.

Financially for September 2025, Lancaster recorded \$544,813 in operating revenue combined with operating grants of \$847,748 for total revenue of \$1,392,567 against total expenses of \$1,592,301. For Reading, operating revenues of \$568,198 combined with operating grants of \$1,169,846 for total revenue of \$1,738,044 against expenses of \$2,053,920. For the third month of the fiscal year, operating revenue was at 86% of the projected budget and operating grants were 94% for total revenue of 91% of the projected budget compared to expenses at 94% of the projected budget.

Upon motion by Mr. Snyder, seconded by Ms. Landis, the Board approved the September Operating Budget, subject to audit.

9. Public Comment

Mr. Newsham inquired if the Operating Statement included service provided by Easton Coach, Mr. Downing confirmed.

10. Adjournment

With no further business to discuss, the public meeting was adjourned at 6:34 PM upon motion by Mr. Snyder, seconded by Ms. Burke.

Respectfully Submitted,



Gail Landis, Secretary

