

SOUTH CENTRAL TRANSIT AUTHORITY
MEETING MINUTES

DATE: November 19, 2025

TIME: 6:00 PM

LOCATION: Lancaster/Virtual

PURPOSE: Regular Monthly Meeting

ATTENDANCE: Members: James Schlegel, June Wolf, Joy Ashley, Sandra Burke, Tim Snyder (virtual), Gail Landis (virtual), Cheryl Love (virtual), Jessica Jones (virtual), Bonnie Glover (virtual)

Solicitor: Jill Nagy, Summers Nagy Law Offices

Staff: Gregory Downing, Keith Boatman, Mereliss Colon-Ortiz (virtual), Lauri Ahlskog and Erika Gustus

Guests: Michael Golembiewski, County of Berks MPO (virtual), Steve Newsham with ATU-1345, Patty McKenna with ATU-1241

ORDER OF BUSINESS

1. Call to Order
 - Mr. Schlegel called the meeting to order at 6:00 PM
2. Changes to Agenda
 - A. An Executive Session will be held at the conclusion of the regular meeting.
3. Public Comment on Agenda Items
 - None
4. Approval of Minutes from the October 15, 2025 Regular Board Meeting
 - Upon motion by Ms. Burke, seconded by Ms. Wolfe, the Board approved the October 15, 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.

Ms. Glover inquired what the Lancaster complaints were regarding. Mr. Downing replied that a lot of them were technology related, in particular information in the app not being accurate. It has not yet been determined if the issue is with the Authority’s system or with customer’s devices.

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

Mr. Snyder noted that the audit was discussed earlier and that the Procurement Report was included in the packet.

Mr. Downing stated that the audit came back clean and there were a few items still under review due to the state budget being recently passed.

- 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. Jones, seconded by Ms. Glover, the Board approved the Committee Reports.

7. Old Business

None

8. New Business

- A. **Resolution 20-2025, Request for Bids for the Generator Replacement at the Lancaster Operations Center** – Bids were requested from firms for the replacement of the Erick Road Generator. Five bids were received for the generator replacement project. The bids received were evaluated based on the criteria described in the Request for Bid (RFB). Staff recommends awarding the project to Clark Inc., of Paradise, PA, at a cost of \$876,780.00.

Mr. Downing noted the Clark, Inc. is currently under contract with the Authority for electrical work but that this would be outside that scope of work. Mr. Schlegel

inquired if it were possible to get money from selling the old generator. Mr. Boatman responded that it will be posted on Penn Bid. Ms. Burke asked if this is a planned replacement due to the current generator being at the end of its useful life, Mr. Boatman confirmed and further noted that the current generator cannot supply power to the entire facility whereas the new one will be able to.

Upon motion by Ms. Ashley, seconded by Mr. Snyder, the Board approved the award of the generator replacement project to Clark, Inc. of Paradise, PA.

- B. **Microtransit Feasibility Study Update** - To research transportation access across Lancaster County, South Central Transit Authority (SCTA) initiated a Microtransit Feasibility Study. This study will serve as a recommendation and guide for possible implementation of the vision and plan for access, growth, and future transportation options for residents and visitors of the county. Microtransit is a shared transportation service that uses technology to offer flexible, on-demand transportation options. It's a middle ground between traditional public transit and ride-hailing services. This study is designed to answer the question of where is the need, how will Microtransit answer the need and at what cost would implementing the service come to. Also asked and answered by the study is how would the service complement and build upon the recently completed Transit Development Plan (TDP) and complement existing and planned fixed-route services operated by Red Rose Transit Authority (RRTA) and the shared-ride service provided by Red Rose Access. Kimley-Horn was the contractor hired to lead the consultant team to complete the study. The study is anticipated to be completed the beginning of 2026.

Ms. Ahlskog presented a slideshow illustrating the process of the study and the current status. Ms. Burke inquired as to the financial impact of this program, Mr. Downing reaffirmed that funding has not yet been put in place for this service. As a pilot program, there are grants available that the Planning Department can apply for but nothing has been confirmed. It has also been suggested that SCTA approach employers within the zones in question and discuss agreements similar to the current one with Four Seasons. The newly passed budget did not include an increase in funding for transportation so capital for this project would need to be obtained elsewhere.

Ms. Wolf noted that it had been suggested that an initial zone be chosen prior to considering expansion and inquired which of the three zones would be used first. Ms. Ashley interjected that the public meetings would ultimately determine which zone would have this service initially. She further explained that, unlike current Shared Ride service, the drivers would be traveling only in their assigned zone. Mr. Downing stated that areas currently using this type of service are often doing so where fixed route is not currently practical or present.

Ms. Wolf asked if the driver would just have to sit and wait if he had no stops to make, Mr. Downing confirmed. Ms. Ahlskog noted that consistent ridership is expected based on the data compiled.

No action is required at this time.

- C. **Presentation of Draft Audit for FY 2024 - 2025** – A copy of the draft audit was reviewed at the Committee meeting and was presented for the Board’s review. Final approval will be at the December Board Meeting. Mr. Downing reiterated that the audit is clean.

No action is required at this time.

- D. **Approval to sign Sterling Capital Client Consent Letter** – Sterling Capital is merging with Desjardins Asset Management Group and they need a signed consent letter to continue investment management for the BARTA Pension. This is considered an assignment as all terms of existing agreements and duties currently handled remain the same. Document was included and staff recommends approval.

Mr. Downing clarified that there was no part of the pension that would be changing, only the name of the company managing the funds.

Upon motion by Mr. Snyder, seconded by Ms. Glover, the Board approved the signing of the Sterling Capital Client Consent Letter.

- E. **Approval of October Operating Statement** - For the month of October, ridership in Lancaster showed a 1.2% increase with fixed route showing a .1% decrease and shared ride showing a 9.7% increase. For Reading, ridership showed a 5.3% decrease with fixed route showing a 6.3% decrease and shared ride showing a 7.7% increase. Total ridership was 309,364 for fixed route and 36,011 for shared ride

for a total for the month of October of 345,375 rides compared to 355,557 rides last October, for an overall decrease of 2.9%.

Financially for October 2025, Lancaster recorded \$635,583 in operating revenue combined with operating grants of \$1,071,440 for total revenue of \$1,707,023 against total expenses of \$1,910,566. For Reading, operating revenues of \$660,667 combined with operating grants of \$1,080,799 for total revenue of \$1,741,466 against expenses of \$1,954,793. For the fourth month of the fiscal year, operating revenue was at 104% of the projected budget and operating grants were 130% for total revenue of 120% of the projected budget compared to expenses at 116% of the projected budget.

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

9. Public Comment

None

10. Adjournment

With no further business to discuss, the public meeting was adjourned at 6:32 PM upon motion by Ms. Burke, seconded by Ms. Wolf.

Respectfully Submitted,



Gail Landis, Secretary

