

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

**DATE:** December 17, 2025

**TIME:** 6:00 PM

**LOCATION:** Reading/Virtual

**PURPOSE:** Regular Monthly Meeting

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

Solicitor: Jill Nagy, Summers Nagy Law Offices

Staff: Gregory Downing, Carl Albright, Laura Hopko, Keith Boatman, David Avery (virtual), and Erika Gustus

Guests: Steve Newsham with ATU-1345, Matthew R. Smith with RMI

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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

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 November 19, 2025 Regular Board Meeting

Upon motion by Ms. Ashley, seconded by Ms. Glover the Board approved the November 19, 2025 Regular Board Meeting minutes.

5. Bills and Communications

None

## 6. Reports of Committees

- A. Personnel Committee – Ms. Burke stated that there was nothing to report.
- B. Operations Committee – Monthly Performance Report for November is included in the packet.

Ms. Glover stated that she was glad to see that there were only fourteen (14) complaints total for November.

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

Mr. Downing stated that there are two items on the Procurement Report, a fire panel replacement and the wash bay engineering services. Both items fall within the designated range of \$23,200 and \$50,000.

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

Ms. Landis asked how everything had gone with the rally. Mr. Downing stated that there were twenty (20) to twenty-five (25) people in attendance and funding for transit was discussed. The rally was organized by Transit for All PA and hosted at Queen Street Station where both Mr. Downing and Ms. McKenna were among the speakers.

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

## 7. Old Business

- A. **Approval of FY 2025 Audit** – The draft audit for FY 2025 was presented at the November Board meeting for review and comment. The Finance Committee reviewed the audit with the Auditors and found no problems or issues. Staff recommends approval.

Upon motion by Ms. Landis, seconded by Ms. Glover, the Board approved the FY 2025 Audit.

8. New Business

- A. **Approval of MPO Representatives for Lancaster and Reading** – The two MPO's require SCTA to officially designate representatives to the RATS and LATS MPO Technical and Coordinating Committees. A copy of the recommended appointments for 2026 is included in the board packet for review. Staff recommends approval.

Mr. Downing noted that these are the same representatives that the Authority had in 2025.

Upon motion by Ms. Ashley, seconded by Ms. Wolf, the Board approved the MPO Representatives for Lancaster and Reading.

- B. **Approval of Contract for Waste Management Services, Reading Facilities** - Quotes were requested from firms to provide waste management services. The requested services include the following SCTA facilities in Reading: Reading Operations Center and Administrative Facility, 1700 N 11th Street, Reading; BARTA Transportation Center, 8th and Cherry Streets, Reading. Two quotes were received in response to the request: Republic Services, Leesport, PA and Waste Management, Leesport, PA. The quotes received were evaluated based on lowest overall cost. Staff recommends awarding the contract for waste management services to Republic Services, Leesport, for a total term of three (3) years at a total annual cost for the first year of \$8,180, with 12% increases for each of the second and third years or at a total cost over the three years of \$27,602. Staff recommends approval.

Mr. Downing noted that previously everything had been noted as one contract but the Lancaster and Reading Facilities now have two separate owners and need two separate approvals. Ms. Burke asked if there was less cost benefit to the Authority with having the contracts separated, Mr. Downing responded that the Authority did receive the price consolidation and the cost was halved between the two contracts.

Upon motion by Ms. Burke, seconded by Ms. Love, the Board approved the contract for Waste Management Services for the Reading Facilities.

**C. Approval of Contract for Waste Management Services, Lancaster Facilities -**

Quotes were requested from firms to provide waste management services. The requested services include the following SCTA facilities in Lancaster: SCTA Headquarters and Lancaster Operations Center, 45 Erick Rd, Lancaster; Queen Street Station, 225 North Queen Street, Lancaster. Three quotes were received in response to the request: Republic Services, Marietta, PA, Waste Management, Leesport, PA and Good's Disposal Service, Ephrata, PA. The quotes received were evaluated based on lowest overall cost. Staff recommends awarding the contract for waste management services to Republic Services, Marietta, for a total term of three (3) years at a total annual cost for the first year of \$6,808, with 12% increases for each of the second and third years or at a total cost over the three years of \$22,973. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Ms. Burke, the Board approved the contract for Waste Management Services for the Lancaster Facilities.

**D. Approval of Change Orders for the Berks Transportation Center (BTC)**

**Rehabilitation Design** - Approval is sought from SCTA Board to authorize the Executive Director to move forward with the change orders centered on the BTC extension of the renovation project for an additional five (5) months. The design change order totals \$64,690.00, which includes additional time spent on providing information and documentation for the new construction management team. This includes additional twenty (20) RFIs, twenty (20) Submittals, ten (10) change order reviews/comments, and six (6) pay app reviews for a phased and extended construction schedule. This change order will take the project design from \$322,920.51 to \$387,610.51. Staff recommends approval.

Mr. Downing noted that the due to the permits from the City of Reading being delayed the project was started ninety (90) days late so the project will need to be extended. A new construction management firm that was recommended by PennDOT has been put in place to tighten up the time frame and budget for the project. Ms. Landis noted that it was a disappointment that the City of Reading did not take care of the necessary paperwork in a timely manner.

Upon motion by Ms. Landis, seconded by Ms. Love, the Board approved the change orders for the Berks Transportation Center (BTC) Rehabilitation Design.

- E. **Resolution 21-2025, Adoption of SCTA Safety Plan Update** – SCTA has updated its Safety Plan in accordance with FTA regulations and has developed Performance Targets for FY 2026 as required. A copy of the plan will be forwarded to the two MPO's for their next meetings. A copy of the updated plan is also included in the board packet for review. Staff recommends approval.

Mr. Downing stated that Ms. Hopko, Mr. Albright and Mr. Newsham are all members of the Safety Committee and have worked with the other members to update the Safety Plan. The updates bring the plan up to the revised FTA standards. Ms. Burke inquired if there was a theme to the updates or if they were spread across all categories. Mr. Downing replied that they pertained to staffing changes.

Upon motion by Ms. Wolf, seconded by Ms. Jones, the board approved the adoption of the SCTA Safety Plan Update.

- F. **Resolution 22-2025, Purchase Fixed Route Dispatch Radio Equipment for Lancaster** – A quote was received to upgrade and replace the fixed route dispatch radio equipment for Lancaster. Staff has reviewed the quote and recommends the award be made to Radio Maintenance, Inc., Reading, PA, at a cost of \$133,652.50. Staff recommends approval.

Mr. Downing noted that the equipment is considered a safety item and is needed to communicate with drivers. The system currently in place has reached the end of life and parts are no longer available so in order to have a maintainable system it needs to be replaced. This should be done approximately every eight years. He further clarified that the radios in the buses do not need to be replaced, just the dispatch consoles.

Ms. Wolf asked if the systems would take long to be replaced as the buses would still need to run during that process. Mr. Downing responded that the process typically takes less than a day to complete and that hand-held radios would be used while the consoles are being replaced.

Upon motion by Ms. Burke, seconded by Ms. Glover, the board approved the purchase of Fixed Route Dispatch Radio Equipment for Lancaster.

- G. **Resolution 23-2025, Purchase Fixed Route Dispatch Radio Equipment for Reading** – A quote was received to upgrade and replace the fixed route dispatch radio equipment for Reading. Staff has reviewed the quote and recommends the award be made to Radio Maintenance, Inc., Reading, PA, at a cost of \$133,652.50. Staff recommends approval.

Upon motion by Ms. Landis, seconded by Ms. Ashley, the board approved the purchase of Fixed Route Dispatch Radio Equipment for Reading.

- B. **Approval of October Operating Statement** - For the month of November, ridership in Lancaster showed a .7% decrease with fixed route showing a 1.2% decrease and shared ride showing a 2.6% increase. For Reading, ridership showed a 10.4% decrease with fixed route showing an 11.3% decrease and shared ride showing a 2.5% decrease. Total ridership was 258,909 for fixed route and 29,398 for shared ride for a total for the month of November of 288,307 rides compared to 309,277 rides last November, for an overall decrease of 6.8%

Financially for November 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 fifth month of the fiscal year, operating revenue was at 84% of the projected budget and operating grants were 95% for total revenue of 91% of the projected budget compared to expenses at 92% of the projected budget.

Mr. Downing noted that when the weather is as cold as it has been recently people go out as little as possible and the ridership numbers reflect that.

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

9. Public Comment

Mr. Downing asked Mr. Smith to identify himself for the record and Mr. Avery responded that Mr. Smith is the President of RMI, the company installing the radio equipment.

10. Adjournment

With no further business to discuss, the public meeting was adjourned at 6:19 PM upon motion by Ms. Burke, seconded by Ms. Wolf.

Respectfully Submitted,



Gail Landis, Secretary

