

SOUTH CENTRAL TRANSIT AUTHORITY
MEETING MINUTES

DATE: January 21, 2026

TIME: 6:00 PM

LOCATION: Lancaster/Virtual

PURPOSE: Regular Monthly Meeting

ATTENDANCE: Members: Jim Schlegel, June Wolf, Sandra Burke, Gail Landis, Timothy Snyder, Bonnie Glover (Virtual), Jessica Jones (Virtual), Joy Ashley (Virtual) and Cheryl Love (Virtual)

Solicitor: Jill Nagy, Summers Nagy Law Offices

Staff: Gregory Downing, Carl Albright, L. Ahlskog, Dave Avery (Virtual), Mereliss Colon-Ortiz (Virtual) Laura Hopko (Virtual) and Erika Gustus

Guests: Tyler Bedum and Vicki Karandrikas, Kimley-Horn Michael Golembiewski, County of Berks MPO (virtual), Patty McKenna with ATU-1241 (Virtual), Matthew R. Smith with RMI (Virtual) and Dino Mandros

ORDER OF BUSINESS

1. Call to Order

Mr. Schlegel called the meeting to order at 6:00 PM.

2. Changes to Agenda

A. There will be an Executive Session held at the conclusion of the regular board meeting to discuss personnel matters.

B. The repair of the Lancaster bus wash will be addressed under New Business after the originally listed items have been discussed.

Upon motion by Ms. Burke, seconded by Ms. Landis, the Board approved the proposed changes to the meeting's agenda.

3. Public Comment on Agenda Items

None

4. Approval of Minutes from the December 17, 2026 Regular Board Meeting.

Upon motion by Ms. Wolf, seconded by Ms. Glover, the Board approved the December 17, 2026 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 – The monthly Performance Report for December is included in the packet.

Ms. Glover stated that there is no drastic change in the number of complaints.

- C. Finance Committee – The monthly Procurement Report for December is included in the packet.

Mr. Snyder stated that there is one item listed on the Procurement Report.

- D. Marketing Committee – The monthly Marketing Report for December/January is included in the packet.

Ms. Landis stated that the report showed good coverage as well as good use of social media.

Upon motion by Ms. Ashley, seconded by Ms. Glover, 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 that will be presented at the board meeting.

Mr. Downing noted that this is the second year of the current committees and there has been no change of members proposed.

Upon motion by Ms. Burke, seconded by Mr. Snyder, the Board approved the election of officers as they currently stand.

- 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 has been provided for approval. Staff recommends approval.

Ms. Glover inquired if the proposed rate is the same rate as last year, Mr. Downing confirmed.

Upon motion by Ms. Glover, seconded by Ms. Landis, the Board approved the reappointment of Summers Nagy as the Solicitor for the Authority.

- C. **Resolution 01-2026 Reading Bus Radio Coverage Expansion** – A quote was received to upgrade and expand the Reading bus radio coverage for the outlying areas at the Cornwall Radio Tower site. Staff has reviewed the quote and

recommends the award be made to Radio Maintenance Inc., Reading, PA, at a cost of \$81,993.87. Staff recommends approval.

Mr. Downing clarified that communication with the operators in the Wernersville area were not consistent and it is a safety concern to be addressed. Using the tower in Cornwall would allow the Authority to extend radio coverage and maintain necessary communication with operators. Mr. Schlegel inquired how long the project would take to complete and Mr. Downing deferred to Mr. Avery as to the timeline to complete the project. Mr. Avery stated that the feasibility and planning have already been done so he would expect the project to take approximately two (2) to three (3) months for installation and testing provided the necessary parts are readily available. Mr. Schlegel asked for clarification that the Authority would be attaching to an existing tower, Mr. Downing confirmed. Mr. Avery clarified that it could be thought of as an extender that expands the frequency.

Ms. Burke asked about the source of funding and if the cost of the project was completely covered. Mr. Downing responded that this is considered a safety item and one hundred percent covered by federal funding.

Upon motion by Ms. Burke, seconded by Mr. Snyder, the Board approved the expansion of bus radio coverage.

D. Microtransit Feasibility Study Presentation and Recommendations - The Microtransit Feasibility Study has been completed and is ready to be accepted by the SCTA Board. Team members from the study consultant, Kimley-Horn, will be attending the board meeting to present the study and its recommendations. The final study report can be found on the SCTA website at <https://www.sctapa.com/what-were-about/about-us/microtransit-feasibility-study-2>. Staff recommends that the study is accepted.

Mr. Downing noted that the study is being submitted for acceptance rather than approval as funding for the program is not yet in place.

After the presentation, Ms. Landis inquired if the costs referred to in the study included things such as marketing that the Authority would be required to cover. Mr. Bedum confirmed that capital, operating and marketing costs were all factored into the study. Ms. Wolf inquired if the program would be self-sustaining or if funding would need to come from sources other than ridership. Mr. Bedum stated that there would need to be funding from additional sources. Ms. Burke asked what the operating hours would be for the program. Mr. Bedum stated that

recommended service would run Monday through Friday from 5:30 AM to 8:00 PM to provide as much opportunity for customers to utilize the businesses and transfer to RRTA buses if necessary. Each zone touches at least one route that customers can use to travel outside that zone if necessary. Ms. Wolf asked if the microtransit vehicles would travel predetermined routes, Mr. Bedum clarified that they would not. Trips would be grouped by proximity within that zone by the scheduling software and scheduled accordingly.

Ms. Burke requested clarification as to why the Hempfield area was dropped as a possible pilot service zone. Mr. Bedum responded that, even though that area scored highly in the data, one of the determining factors is that the area be underserved for transit. There are several bus routes traveling through that area so it was removed from consideration.

Ms. Wolf asked if the recommendation was to start service in each of the three (3) areas that reached the final stage in the study, Mr. Bedum stated that the recommendation is to start with only one (1). Which zone to choose would vary based on how the selection was to be made; Leola scored the highest based on the data but customer response was higher for the Ephrata/Denver zone. Further, he noted that funding and stakeholder support should also be considered

Upon motion by Ms. Glover, seconded by Ms. Burke, the Board accepted the Microtransit Feasibility Study as presented by Kimley-Horn.

- E. **Approval of December Operating Statement** - For the month of December ridership in Lancaster showed a 7.4% increase with fixed route showing a 7.4% increase and shared ride showing a 7.4% increase. For Reading, ridership showed a 1.7% decrease with fixed route showing a 2.2% decrease and shared ride showing a 5.3% increase. Total ridership was 261,332 for fixed route and 30,180 for shared ride for a total for the month of December of 291,512 rides compared to 286,663 rides last December, for an overall increase of 1.7%.

Financially for December 2025, Lancaster recorded \$73,691 in operating revenue combined with operating grants of \$1,180,675 for total revenue of \$1,254,366 against total expenses of \$2,008,177. For Reading, operating revenues of \$621,217 combined with operating grants of \$1,324,182 for total revenue of \$1,945,399 against expenses of \$2,332,669. For the seventh month of the fiscal year, operating revenue was at 54% of the projected budget and operating grants

were 116% for total revenue of 93% of the projected budget compared to expenses at 112% of projected budget.

Ms. Burke inquired as to what might be contributing to the increase in Shared Ride trips. Mr. Downing stated that more people were booking trips but that it was not expected given how cold it has been, noting that people usually only travel when necessary in such conditions.

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

- F. **Lancaster Bus Wash Emergency Repairs** – The Lancaster bus wash did not pass inspection on the Facilities and Maintenance walkthrough due to rotted roofing members. Corrosion is possibly due to damage from a fire several years ago. Cost of repairs is \$61,487.11 and is considered an emergency expense. There are other tasks done in the bus wash such as fueling and checking fluids on the buses so it is imperative to fix the issue immediately.

Mr. Schlegel inquired if the repairs are of a more reasonable cost to replacement equipment. Mr. Downing responded that the engineer was asked for a permanent solution to the repairs and no other roofing repairs should be required. Additionally, the roof of the building was inspected for the solar project and is not sure how that was missed but there were not other issues.

Ms. Landis asked if there was damage to any of the equipment in the bus wash due to the roof damage. Mr. Downing noted that the oil and water separator will need to be replaced but that is due to the equipment being at end of life rather than from the roofing issue. He also clarified that the separator project will be brought to the board on either the March or April agenda.

Upon motion by Ms. Glover, seconded by Ms. Ashley, the Board approved emergency repairs to the Lancaster bus wash.

9. Public Comment

None

10. Adjournment

With no further business to discuss, the public meeting was adjourned at 6:45 PM upon motion by Ms. Wolf, seconded by Mr. Snyder.

Respectfully Submitted,



Gail Landis

Secretary