

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

**DATE:** February 18, 2026

**TIME:** 6:00 PM

**LOCATION:** Reading / Virtual

**PURPOSE:** Regular Monthly Meeting

**ATTENDANCE:** Members: James Schlegel, June Wolf, Gail Landis, Sandra Burke (Virtual), Joy Ashley (Virtual) and Bonnie Glover (Virtual)

Solicitor: Jill Nagy, Summers Nagy Law Offices

Staff: Greg Downing, Carl Albright, Keith Boatman (Virtual), Laura Hopko (Virtual), Dave Avery (Virtual) and Erika Gustus

Guests: Steve Newsham with ATU-1345, Michael Golembiewski, County of Berks MPO (Virtual)

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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 January 21, 2026 Regular Board Meeting  
Upon motion by Ms. Glover, seconded by Ms. Burke, the Board approved the January 21, 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 January is included in the packet.  
Ms. Glover stated that there were no major issues to review.

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

In Mr. Snyder’s absence, Mr. Downing stated that there was nothing to add to the Procurement Report.

D. Marketing Committee – The Marketing Report for January/February 2026 is included in the packet.

Ms. Landis stated that it was a good report.

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

#### 7. Old Business

A. **Approval of Lancaster Bus Wash Roof Repair** – At the January SCTA board meeting an approval was given for a \$62,000 repair needed for the RRTA bus wash roof. After a more extensive look at the project that included more cost other quotes were sought.

Mr. Downing clarified that the emergency repairs were made but that an item for FTA was not included in the original cost presented for the permanent repairs. With this item included the cost exceeds \$100,000.

Since the new quotes requested were not received prior to the start of the meeting this matter had been tabled until the next regular board meeting, scheduled for Wednesday, March 18, 2026.

#### 8. New Business

A. **Approval of SCTA Board Procurement Contract Threshold** - Effective January 1, 2026, Pennsylvania Municipal Authorities (under the [Municipality Authorities Act](#)) have updated competitive bidding thresholds: contracts under \$13,200 require no formal bids, \$13,200–\$24,500 require three quotes, and over \$24,500 require formal bidding. Staff is requesting Board approval to change the Procurement Thresholds for reporting of contract awards to the Board from the current \$23,200 - \$50,000 to be increased to \$24,500 - \$50,000. This proposed increase to Procurement Thresholds aligns with the Pennsylvania Municipal Authorities thresholds. If approved, the Executive Director will continue to provide a monthly report to the Board listing contract awards he approves between \$24,500 and \$50,000. The attached spreadsheet provides detail regarding the current and revised Procurement Thresholds. Staff recommends approval of the proposed change in the Procurement Contract Thresholds.

Mr. Downing noted that the change totaled an increase of \$1,200 on the lower end of the threshold range to match the new municipality standards. Ms. Landis inquired if this also applied to group purchasing, Mr. Downing confirmed.

Ms. Burke asked for clarification as to what ethical or business policies would apply to contracts below \$13,200 that do not require any formal bids. Mr. Downing responded that those type of purchases would be things such as parts for the buses. Ms. Burke asked if the same type of ethical policies and standards would apply, Mr. Downing confirmed.

Upon motion by Ms. Landis, seconded by Ms. Ashley, the Board approved the update to the SCTA Board Procurement Contract Threshold.

- B. Approval of Procurement Manual Update** - The South Central Transit Authority Procurement Manual has been updated to reflect current Federal Transit Administration (FTA) guidance, including FTA Circular 4220.1G and the updated FTA Master Agreement, as well as applicable Commonwealth of Pennsylvania requirements. The 2026 update clarifies procurement methods, thresholds, roles and responsibilities, contract administration practices, and compliance requirements, while improving organization and internal controls. These revisions do not materially change SCTA's procurement authority or fundamental processes, but strengthen clarity, consistency, and audit readiness. Approval of the updated Procurement Manual and Appendix B found in your packet authorizes its use effective February 19, 2026, and supersedes prior versions. Staff recommends approval.

Mr. Downing noted that Mr. Boatman has been working on these updates since last year to incorporate all the changes and new regulations. Mr. Boatman confirmed the summaries of all revisions included in the packet as required by the new Federal Master Agreement and the CFR updates.

Upon motion by Ms. Burke, seconded by Ms. Landis, the Board approved the Procurement Manual update.

- C. Approval of Change Order No. 01 Design, Engineering & Construction Management Services for the Bus Driver Breakroom at the Reading Operations Center** – Amendment 1 was submitted by Johnson, Mirmiran & Thompson, Inc. regarding the request from SCTA to include in the design of the driver's breakroom a lactation room and the design of a new HVAC system. The

cost for these additional design services is \$127,136.08. Staff recommends approval.

Mr. Downing noted that lactation rooms are now a requirement and that the current HVAC system is already at capacity and requires a redesign to accommodate the additional load.

Mr. Schlegel asked if there was any estimate available as to the cost of the project. Mr. Downing responded that the designs have to be completed before construction costs can be quoted. Mr. Schlegel further inquired if there was funding available for the project, Mr. Downing confirmed that this has been accounted for in the capital budget.

Upon motion by Ms. Wolf, seconded by Ms. Glover, the Board approved Change Order No. 01 Design, Engineering & Construction Management Services for the Bus Driver Breakroom at the Reading Operations Center.

- D. Approval of January Operating Statement** - For the month of January ridership in Lancaster showed a 1% decrease with fixed route showing a 1.4% decrease and shared ride showing a 1.1% increase. For Reading, ridership showed a 10.8% decrease with fixed route showing a 10.9% decrease and shared ride showing a 9.9% decrease. Total ridership was 231,088 for fixed route and 28,873 for shared ride for a total for the month of January of 259,961 rides compared to 280,230 rides last January, for an overall decrease of 7.2%.

Financially for January 2026, Lancaster recorded \$461,726 in operating revenue combined with operating grants of \$1,308,479 for total revenue of \$1,770,205 against total expenses of \$2,104,322. For Reading, operating revenues of \$484,427 combined with operating grants of \$1,252,498 for total revenue of \$1,736,925 against expenses of \$1,802,147. For the eighth month of the fiscal year, operating revenue was at 73% of the projected budget and operating grants were 119% for total revenue of 102% of the projected budget compared to expenses at 101% of projected budget.

Mr. Downing stated that there had been a blockage at the BTC that had later been attributed to ICE being in the area of the terminal. Since that time there has been a decrease in people at the terminal and on the buses as many customers do not feel safe being in an area that ICE can search at a moment's notice. Additionally, the weather last January was not as cold nor was there as much snow as there has been this January. Mr. Golembiewski agreed with Mr. Downing regarding the

weather affecting the ridership. Mr. Downing noted that it has been hard to keep the stops and shelters clear since the snow turned to ice with the bitter cold temperatures immediately following the storm but that they are now being cleared as the temperatures have improved.

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

9. Public Comment

Ms. Burke noted that the on time numbers in the monthly performance report looked good and asked if that was related to the change in how PennDOT is now measuring that. Mr. Downing stated that the number is largely due to having fewer customers to transport with the snow.

10. Adjournment

With no further business to discuss, the public meeting was adjourned at 6:21 PM upon motion by M. Wolf, seconded by Ms. Burke.

Respectfully Submitted,



Gail Landis

Secretary

