SOUTH CENTRAL TRANSIT AUTHORITY
MEETING MINUTES

DATE: September 16, 2026

TIME: 6:00 PM

LOCATION: Lancaster / Virtual

PURPOSE: Regular Monthly Meeting

ATTENDANCE: Members: Jim Schlegel, June Wolf, Sandra Burke, Gail Landis, Jessica Jones, Joy Ashley, Bonnie Glover and Sally Blondet Mojica (virtual)

Solicitor: Jill Nagy, Summers Nagy Law Offices

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

Guests: Amanda Timonchenko (virtual) and Molly Divet (virtual)

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 July 15, 2026 Regular Board Meeting

   Upon motion by Ms. Wolf, seconded by Ms. Glover, the Board approved the July 15, 2026 Regular Board Meeting minutes.

5. Bills and Communications

   None

6. Reports of Committees

   A. Personnel Committee - The monthly Vacancy & Requisition Report is included in the packet.

   Ms. Burke reviewed the vacancies listed on the report; four (4) operators for BARTA and five (5) for RRTA, noting that the gap was closed somewhat by the hiring of three (3) operators for BARTA and five (5) for RRTA.

B. Operations Committee – The monthly Performance Report for both July and August 2026 are included in the packet.

Ms. Glover noted customer complaints were a little high and asked what customers were taking issue with. Mr. Downing responded that complaints were about a variety of issues including but not limited to issues with the apps, operators passing stops, operators being discourteous, etc. He further noted that the complaints are all investigated and addressed by the Directors of Operations. Ms. Glover stated that she has ridden on the buses and has seen that the drivers deal with a lot of issues from the passengers and can understand why they may be a little rude on occasion.

C. Finance Committee – The monthly Procurement Report for both July and August 2026 are included in the packet.

Mr. Downing reviewed the Procurement Reports in Mr. Snyder's absence. He reviewed the July 2026 report, which lists the contract for Chris Dawson in the amount of $39,600. This covers the addition of reworking the conference room to the Erick Road renovation and design. The September report had no items.

D. Marketing Committee – The monthly Marketing Report for both July/August and August/September 2026 are included in the packet.

Ms. Landis noted that it was very nice to see the comprehensive, diverse communication and also commended the SEO report.

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

7. Old Business

None

8. New Business

A. **Approval of the Lease Agreement with Morning Fuel Lancaster, LLC** - Staff received a proposal to lease the space currently available at the Queen Street Station Parking Garage for roughly 9,425 square feet of space. A copy of the proposed lease is included in the Board packet for your review. Based on the proposed lease, the rent to start would be $6,283.33 monthly for the first three years and then would increase by 3 percent each year for option years 4 and 5. Staff recommended approval.

Ms. Jones inquired if the lease was for one large space. Mr. Downing clarified that it was for the restaurant space at Queen Street Station; Queen Street Bistro is moving out and Morning Fuel is moving in.

Upon motion by Ms. Ashley, seconded by Ms. Jones, the Board approved the lease agreement with Morning Fuel, Lancaster, PA.

B. **Approval of Change Amendment # 3 for Shared Ride Facility Design -** Approval is requested for Change Amendment #3 to the KCI Shared Ride Facility Design contract in the amount of $58,815.77 to cover NEPA archaeology labor and required documentation. NEPA work was not included in the original scope since no Federal funding was anticipated, but Federal funds are now needed, and the FTA requires full NEPA compliance for projects using Federal dollars. This amendment ensures the project meets environmental approval requirements and remains eligible for Federal funding. Staff recommended approval.

Mr. Downing explained that this is a standard procedure when Federal funding is being requested for a project. Ms. Burke asked if any other requirements should be expected, Mr. Downing stated that all other requirements have been completed.

Upon motion by Ms. Glover, seconded by Ms. Wolf, the Board approved Change Amendment #3 for the KCI Shared Ride Facility design.

C. **Approval of Bids for Vehicle Disposal -** Bids for the disposal of five (5) shared-ride vans are expected to be received prior to the Board meeting. A summary and recommendation will be presented at the meeting.

Three (3) of the vehicles were purchased by George Lekas of Golani Bus, LLC in Pedricktown, New Jersey while the other two (2) were purchased by Mark Ilacqua of Ready Fleet Sales, LLC of Syracuse, New York for a total of $77,400. Mr. Schlegel asked if the vehicles were Shared Ride Vans, Mr. Downing confirmed.

Upon motion by Ms. Wolf, seconded by Ms. Ashley, the Board approved the bids received for vehicle disposal.

D. **Approval of BARTA Proposed Route and Schedule Changes** - A copy of the proposed BARTA route and schedule changes is included in the board packet. The proposed changes are mainly centered on improving on-time performance and providing additional service to high-demand destinations. A public hearing is scheduled for 4:00 PM on Monday, October 19th and a rider notice will be prepared to solicit comments. No action is required at this time.

Mr. Downing highlighted the changes to the Route 18 to compensate for the construction causing considerable and consistent delays as well as the inclusion of Deka's new site located just past Walmart. Mr. Schlegel inquired if the bridge replacement on Schuylkill Avenue was a big part of the delays for Route 18, Mr. Downing confirmed. Mr. Schlegel asked what the projected completion of the project was, Mr. Downing responded that it is currently 2029.

E. **Resolution 17-2026 Award of Microtransit Marketing and Design Services -** Proposals were received from fourteen (14) Marketing and Design firms for the microtransit service in Lancaster. AFFIRM, Pewaukee, WI, submitted a proposal that ranked highest based on the evaluation criteria described in the Request for Proposal. A Cost proposal was received on June 18, 2026, in the amount of $72,250. Staff recommended approval.

   Ms. Burke inquired if the RFP required applicants to have any background in microtransit since it is a niche service. Mr. Boatman confirmed that similar transit agency designs for consideration as part of the RFP rather than specifying microtransit so it would not drastically limit the proposals received.

   Upon motion by Ms. Burke, seconded by Ms. Jones, the Board approved Resolution 17-2026 for the award of microtransit marketing and design services to AFFIRM in Pewaukee, Wisconsin.

F. **Resolution 18-2026, Award of Microtransit Software Services -** Proposals were received from nine (9) Software firms for the microtransit service in Lancaster. Spare Labs Inc, Vancouver, BC, submitted a proposal that ranked highest based on the evaluation criteria described in the Request for Proposal. A Cost proposal was received on July 31, 2026, in the amount of $287,787. Staff recommended approval.

   Mr. Downing noted that the bids for this service were very competitive. Mr. Schlegel asked for the highest and lowest bids. Mr. Boatman clarified that the highest came it at $802,000 while the lowest was $107,000. Ms. Wolf asked what a firm was chosen for $287,000 instead of $107,000. Mr. Boatman stated that the firm submitting the $107,000 proposal was missing certificates and, as such, was considered nonresponsive. Ms. Ashley inquired if we were required to accept the lowest proposal, Mr. Boatman clarified that requests for bid held that requirement but not requests for proposals, which are chosen based on several criteria.

Upon motion by Ms. Jones, seconded by Ms. Glover, the Board approved Resolution 18-2026 for the award of microtransit software services to Spare Labs Inc. in Vancouver, BC.

G. **Resolution 19-2026, Purchase Fixed Route Bus Monitors for Reading** – A quote was received to purchase and install monitors on the Reading fixed route buses. Staff has reviewed the quote and recommended the award be made to TSI Video Surveillance, Zelienople, PA, at a cost of $58,908. Staff recommended approval.

Mr. Downing clarified that the monitors are to be mounted behind the drivers and are going to show the camera feeds from inside the bus. It is believed that knowing they are being recorded will deter passengers from creating disturbances on the buses.

Upon motion by Ms. Landis, seconded by Ms. Ashley, the Board approved Resolution 19-2026 for the purchase of Fixed Route bus monitors for Reading.

H. **Resolution 20-2026, Award of Donation of Paratransit Van # 2027** - SCTA has received a request from the Lancaster Redevelopment Fund for a Donation to the Lancaster County Homelessness Coalition of a handicap accessible van that has met or exceeded its useful service life. The Lancaster County Homelessness Coalition is a 501(c)3 nonprofit organization that serves the needs of individuals experiencing homelessness and disabling conditions. SCTA has selected Paratransit Van # 2027 for donation, as this vehicle still operates and has exceeded its useful service life. Staff recommended approval of this donation.

Ms. Burke inquired if these kinds of requests were received frequently and if there were procedures in place for them. Mr. Downing stated that there are no procedures from an FTA standpoint; the Authority is permitted to dispose of vehicles as it sees fit. Further, donation requests are not often received as most people are not able to maintain these types of vehicles. He approximates that two (2) requests per year, the consideration of which depends on whether or not there are buses being disposed of at that time. Ms. Landis asked if the vehicles were donated 'as is', Mr. Downing confirmed. Mr. Boatman added that a disclosure is required that releases the Authority from any liability and requires that any signage be removed from the vehicle.

Upon motion by Ms. Glover, seconded by Ms. Wolf, the Board approved Resolution 20-2026 for the donation of paratransit van #2027 to the Lancaster County Homelessness Coalition.

I. **Resolution 21-2026 Award of Donation of Paratransit Van # 2029** - SCTA has received a request from the Grace Baptist Church for a Donation of a handicap accessible van that has met or exceeded its useful service life. The Grace Baptist Church is a 501(c)3 nonprofit rural church in Stuart, Virginia. Stuart has no public transportation, and the van will serve the needs of seniors who can no longer drive as well as individuals with disabling conditions who have limited mobility. SCTA has selected Paratransit Van # 2029 for donation, as this vehicle still operates and has exceeded its useful service life. Staff recommended approval of this donation. Mr. Downing noted that our former Maintenance Director relocated to this location and made the request as the parish has been instrumental in helping him with transportation while he has been ill and unable to drive.

   Upon motion by Ms. Jones, seconded by Ms. Landis, the Board approved Resolution 21-2026 for the donation of paratransit van #2029 to Grace Baptist Church in Stuart, Virginia.

J. **Resolution 22-2026, Award of Design, Engineering & Construction Management Services for the BTC Solar Rooftop Array Project** - Proposals were received from ten (10) Engineering and Design firms for the listed project. Prime Partners Engineering, Baltimore, MD, submitted a proposal that ranked highest based on the evaluation criteria described in the Request for Proposal. A cost estimate was received on September 2, 2026 for $280,764. Staff recommended approval.

   Mr. Downing noted that this project has gone through the RFP process and this firm received the highest rating.

   Upon motion by Ms. Burke, seconded by Ms. Ashley, the Board approved Resolution 22-2026 for the award of the design, engineering and construction services for the BTC solar rooftop project to Prime Partners Engineering in Baltimore, Maryland.

K. **Resolution 23-2026, Award of Bus Shelter Cleaning & Light Maintenance Services for Berks and Lancaster Counties** – Proposals were requested from firms to provide bus shelter cleaning and light maintenance services for Lancaster County and Berks County. Proposals were received from eleven (11) firms with

Newly Restored, from Lancaster, PA, submitting a proposal that ranked highest based on the evaluation criteria described in the Request for Proposal. Staff recommended award.

Ms. Glover inquired if this company has been used before, Mr. Downing confirmed. Mr. Dowing further stated that the current contract is being ended early due to dissatisfaction with work done by the current provider. Newly Restored provides a standard of service the Authority wants to move back to.

Mr. Schlegel noted the absence of cost information. Mr. Boatman clarified that the cleaning is weekly and the maintenance is as needed so the contract is per diem rather than fixed rate. Ms. Burke noted a cost of $99,940.00 in the resolution. Mr. Boatman responded that if the shelters were cleaned every week, power washed yearly and they responded to two (2) to three (3) maintenance calls per shelter it would work out to that cost. Ms. Landis stated that rate was to be considered 'not to exceed', Mr. Boatman confirmed.

Upon motion by Ms. Glover, seconded by Ms. Landis, the Board approved Resolution 23-2026 for the award of bus shelter cleaning and light maintenance to Newly Restored in Lancaster, PA.

L. **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 be submitted and acknowledged by the SCTA Board of Directors. No official action is needed.

M. **Approval of July Operating Statement** - For the month of July, ridership in Lancaster showed a 7.0% increase with fixed route showing a 6.4% increase and shared ride showing a 10.0% increase. For Reading, ridership showed a 2.9% decrease with fixed route showing a 3.1% decrease and shared ride showing a .9% decrease. Total ridership was 279,300 for fixed route and 35,197 for shared ride for a total for the month of July of 314,497 rides compared to 311,667 rides last July, for an overall increase of .9%.

Financially for July 2026, Lancaster recorded $654,750 in operating revenue combined with operating grants of $1,343,373 for total revenue of $1,998,123 against total expenses of $2,228,396. For Reading, operating revenues of $626,654 combined with operating grants of $1,109,413 for total revenue of $1,736,067 against expenses of $1,921,414. For the first month of the fiscal year, operating revenue was at 100% of the projected budget and operating grants were

96% for total revenue of 98% of the projected budget compared to expenses at 95% of the projected budget.

Upon motion by Ms. Ashley, seconded by Ms. Jones, the Board approved the July 2026 Operating Statement subject to audit.

N. **Approval of August Operating Statement** - For the month of August, ridership in Lancaster showed a 5.6% increase with fixed route showing a 5.5% increase and shared ride showing a 6.0% increase. For Reading, ridership showed a 2.8% decrease with fixed route showing a 3.2% decrease and shared ride showing a 1.3% increase. Total ridership was 286,170 for fixed route and 33,607 for shared ride for a total for the month of August of 319,777 rides compared to 318,345 rides last August, for an overall increase of .4%.

Financially for August 2026, Lancaster recorded $683,213 in operating revenue combined with operating grants of $1,237,513 for total revenue of $1,920,726 against total expenses of $2,013,185. For Reading, operating revenues of $619,715 combined with operating grants of $1,207,854 for total revenue of $1,827,569 against expenses of $1,935,051. For the second month of the fiscal year, operating revenue was at 101% of the projected budget and operating grants were 96% for total revenue of 98% of the projected budget compared to expenses at 90% of the projected budget.

Upon motion by Ms. Burke, seconded by Ms. Wolf, the Board approved the August 2026 Operating Statement subject to audit.

9. Public Comment

None

10. Adjournment

With no further business to discuss, the public meeting was adjourned at 6:28 PM upon motion by Ms. Wolf, seconded by Ms. Jones.

Respectfully Submitted,

Gail Landis

Gail Landis

Secretary