

SRTA

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

DATE: February 23, 2023

TIME: 10:00 AM

PLACE: 415 N. Zarfoss Drive, York, PA
A Zoom option will also be offered.
Public may participate at Cameron Street or Zarfoss Drive Locations.

PURPOSE: February 2023 Board Meeting

ORDER OF BUSINESS

1. Call to Order
2. Changes or Modifications to the Agenda
3. Public Comment: Accepted in Person or in Writing
4. Approval of Minutes
 - A. Meeting Minutes of January 26, 2023 (Pages 3-6)
5. Communications
 - A. Thank You from Passenger's Family (Pages 7-9)
6. YAMPO Transit Committee – No Business
7. Treasurer's Report
8. Old Business
9. New Business
 - Resolution 2312 – HONORING FIXED ROUTE DRIVER JERRY O'DELL FOR 45 YEARS OF SERVICE (Page 10)
 - Resolution 2313 – HONORING MOBILITY PLANNING REPRESENTATIVE FRANCES STAMBAUGH FOR 30 YEARS OF SERVICE (Page 11)
 - Resolution 2314 – HONORING SENIOR DATA MANAGER BONNIE STINE FOR 30 YEARS OF SERVICE (Page 12)
 - Resolution 2315 – HONORING FIXED ROUTE DRIVER DANIEL TRIMMER FOR 30 YEARS OF SERVICE (Page 13)
 - Resolution 2316 – AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION (Pages 14-15)
 - Resolution 2317 – AUTHORIZING THE EXECUTION OF COOPERATIVE FUNDING AGREEMENT WITH THE BOROUGH OF GETTYSBURG (Page 16)
 - Resolution 2318 – AWARDED DIESEL FUEL CONTRACT (Pages 17-18)
 - Resolution 2319 – CONTRACT AMENDMENT FOR PARATRANSIT SERVICE (Pages 19-20)
 - Resolution 2320 – AUTHORIZATION TO EXECUTE OPTION YEAR ONE FOR INTERCITY BUS PROGRAM CONTRACTS (Pages 21-22)

Resolution 2321 – ESTABLISHING SIGNATURE REQUIREMENTS FOR AUTHORITY
CHECKING ACCOUNTS (Page 23)

10. Future Procurements (Page 24)

11. Staff Report

- A. Cameron Street Project Preliminary Plan
- B. Carlisle Ritner Road Project Preliminary Plan

12. Executive Session

13. Adjournment

Next Meeting: Thursday, March 23, 2023, 901 N. Cameron St, Harrisburg, PA
10:00 am – SRTA Board Meeting

SRTA
SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

MINUTES OF SRTA BOARD MEETING

January 26, 2023

Present were board members: LaToya Winfield Bellamy, Eric Bugaile, Richard Carson, Carrie Gray, Jarrod Johnson, Richard Kotz, Keith Martin, Raymond Rosen, Kirk Stoner, Thomas Wilson; and Jill Nagy, Counsel, was also present.

Administrative Staff Members present were Miguel Aciri-Rodriguez, Stephen Baldwin, Richard Farr, Brian Gillette, David Juba, Jamie Leonard, Eric Maguire, Trevor Manahan, Paul Mathis, Cory Matthews, Jenna Reedy, Richard Trout, Sherry Welsh and Christopher Zdanis.

CALL TO ORDER

The January Board meeting of the Susquehanna Regional Transportation Authority was called to order by Chairman Raymond Rosen at 10:00 AM.

CHANGES OR MODIFICATIONS TO THE AGENDA

No changes or modifications to the agenda.

PUBLIC COMMENT

No public comment.

APPROVAL OF MINUTES

Motion to approve the December 22, 2022, meeting minutes was raised by Richard Carson, seconded by Kirk Stoner, and passed unanimously.

COMMUNICATIONS

Harrisburg City Council Resolution 71-2022 Appointment of Gina Roberson Communication.

YAMPO TRANSIT COMMITTEE

There was no YAMPO Transit Committee business.

TREASURER'S REPORT

Keith Martin presented the December 2022 Financial Statement and Statistical Notes. Keith Martin deferred to Stephen Baldwin for further details on the December 2022 Financial Statement and Statistical Notes. Stephen Baldwin noted the following highlights from the report:

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SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

- **RIDERSHIP**: Year to date comparisons to the prior year and to pre-covid levels are as follows:
 - Fixed Route ran 13% above last year and at 61% of pre-covid ridership.
 - Paratransit was 11% above the previous year and 77% of pre-covid ridership levels. An inquiry was made concerning the Dauphin County decline in paratransit ridership. Speculation for the decline is that staffing shortages have resulted in poor on-time performance. Partnerships have been formed with recruitment agencies to attempt to alleviate.
 - Commuter Express was 18% above last year (YTD) but only 38% of pre-covid levels.
 - Microtransit's ridership was 304% of the same time last year. Richard Farr commented that the demand in Chambersburg has been strong.
- **REVENUE**: Year to Date Grant and Contract Income is below budget by \$2.8 million because less subsidy was required than the budget anticipated. This is likely the high point of the year for this favorable variance, since employee pay increases went into effect in January.
- **EXPENSES**: Year to Date Total Expenses are \$3.5 million or 12% lower than budget. The majority of this favorable budget variance continues to be the result of unfilled positions resulting in lower than budgeted wages and benefits. Unfilled positions rose to 73 or 12% of approved positions in December. A Graph of Open Positions by Division is included within the dashboard.
- **RESERVES**: As of December 31, SRTA had 129 days of cash on hand. The purchase of property next to the Harrisburg facility (Goodwill Property) in anticipation of future facility construction reduced the Authority's cash by approximately \$4.9M at month end. State Reimbursement of this advance was received on January 13, 2023, but is not reflected in the December 31 cash balance. Adding the \$4.9 million receipt in January increases the cash on hand to 183 days.
- **LINE OF CREDIT**: There are no draws on the organization's line of credit.
- **CAPITAL EXPENDITURES**: There were not Capital expenditures over \$50,000 for the month of December.

Stephen Baldwin noted that we are working with several financial institutions to identify the most advantageous banking arrangement for the Authority.

Richard Farr referenced a report regarding estimated useful life of vehicles to provide more context as the supply chain for paratransit vehicles has been delayed. We will be programming a new articulated bus.

Stephen Baldwin noted the chart of open positions within the dashboard. Discussion took place regarding recruitment marketing, methods and ideas for retention.

An increase in website traffic was noted on the dashboard. Views for Stop Hopper service have surpassed those for Paratransit service.

OLD BUSINESS

No old business.

RESOLUTIONS

**SRTA
SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY**

RESOLUTION 2301 – THE ELECTION OF OFFICERS FOR 2023

Nominating Chair, Keith Martin, presented the slate of officers for 2023. Motion to approve was raised by Kirk Stoner, seconded by LaToya Winfield Bellamy, and passed unanimously.

RESOLUTION 2302 – HONORING MECHANIC SPECIALIST MICHAEL SMITH FOR 35 YEARS OF SERVICE

Motion to approve was raised by LaToya Winfield Bellamy, seconded by Richard Carson, and passed unanimously.

RESOLUTION 2303 – HONORING FIXED ROUTE OPERATOR ROBERT WILSON FOR 35 YEARS OF SERVICE

Motion to approve was raised by LaToya Winfield Bellamy, seconded by Richard Carson, and passed unanimously.

RESOLUTION 2304 – ACCEPTANCE OF FEBRUARY 2023 TITLE VI SERVICE EQUITY ANALYSIS

Motion to approve was raised by Richard Carson, seconded by Keith Martin, and passed unanimously.

RESOLUTION 2305 – AUTHORIZING THE SIGNING OF AMENDMENT TO THE GENERAL REIMBURSEMENT GRANT AGREEMENT FOR FEDERAL-AID HIGHWAY PROJECTS

Motion to approve was raised by Eric Bugaile, seconded by Keith Martin, and passed unanimously.

RESOLUTION 2306 – APPROVING THE REVISING OF THE SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY ATTENDANCE AND SICK LEAVE POLICY

Motion to approve was raised by Keith Martin, seconded by Thomas Wilson, and passed unanimously.

RESOLUTION 2307 – RESOLUTION TO APPOINT AN OPEN RECORDS OFFICER

Motion to approve was raised by Keith Martin, seconded by Kirk Stoner, and passed unanimously.

Resolution 2308 – AUTHORIZING A CHANGE ORDER TO VIA MOBILITY CONTRACT – CHAMBERSBURG MICROTRANSIT PILOT

Motion to approve was raised by Richard Carson, seconded by Kirk Stoner, and passed unanimously.

Resolution 2309 – APPROVING THE TRESPASS POLICY AND EXCLUSION OF SERVICE POLICY

Motion to approve was raised by Richard Carson, seconded by Thomas Wilson, and passed unanimously.

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Resolution 2310 – AUTHORIZATION FOR PARATRANSIT AND MICROTRANSIT ROLLING STOCK COST INCREASE

Motion to approve was raised by Keith Martin, seconded by Richard Carson, and passed unanimously.

Resolution 2311 – EXECUTING THE INTERGOVERNMENTAL AGREEMENT WITH THE PENNSYLVANIA DEPARTMENT OF HUMAN SERVICES FOR MATP

Motion to approve was raised by Richard Carson, seconded by Keith Martin, and passed unanimously.

FUTURE PROCUREMENTS

The list of procurement projects was reviewed. A facility update was provided for the counties of Northumberland, Franklin, Cumberland and Perry.

STAFF REPORT

The following staff updates were presented by Richard Farr. Updates included:

- CPTA Act 44 Transit Performance Review Action Plan - January 2023 Quarterly Report
- TSA Safety Stats: Transit Safety Ambassador activity report and discussion.
- Shared Ride Program Update.
- Gettysburg Borough Funding Agreement. To be reviewed by legal.
- Cumberland County Commissioner Meeting Update.
- Board Retreat will be April 18, 2023.
- Update on Harrisburg facility plan. PennDOT meeting with the City of Harrisburg in early February to present the concepts of the site plan. SRTA training to be moved into Goodwill building during the interim design period.

ADJOURNMENT

The next scheduled Board of Directors meeting will take place on February 23, 2023, at 10:00 AM at 415 N. Zarfoss Drive, York, PA.

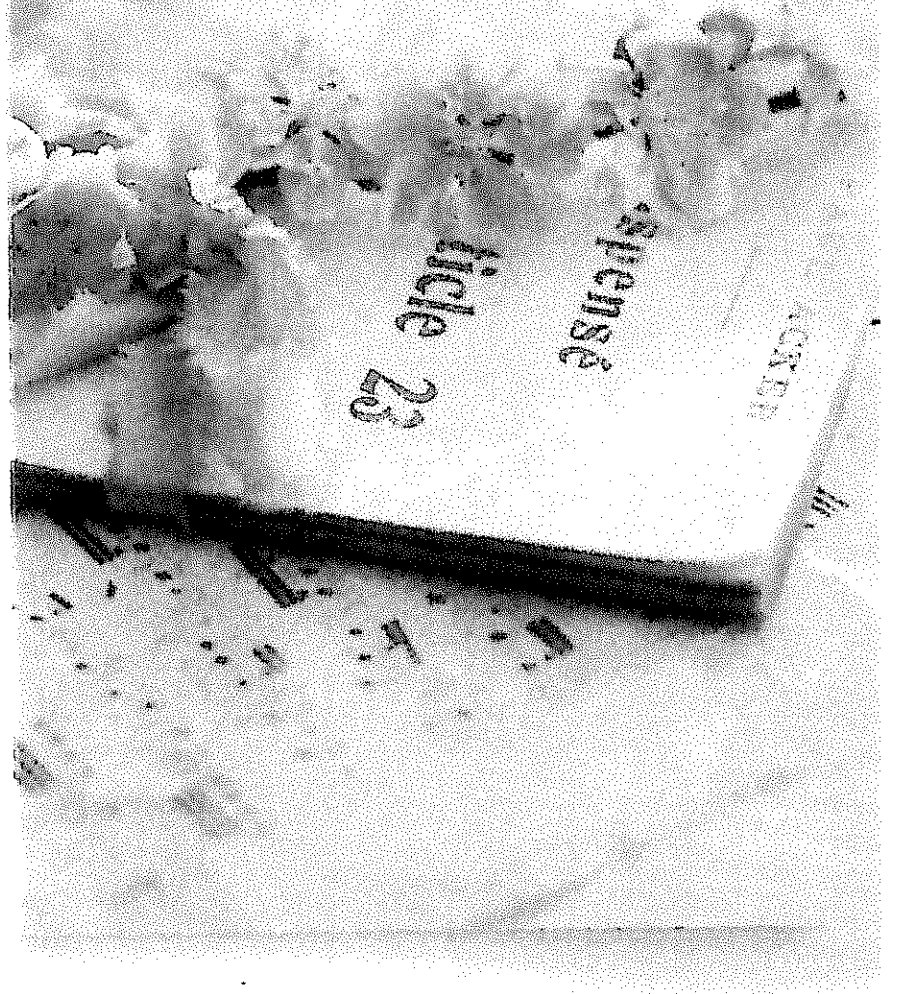
The meeting adjourned at 11:10 AM.

Respectfully Submitted,



Richard Kotz
Secretary

Giving Thanks



We would like to
Thank each & everyone of
you for all the wonderful
Care, love & support you
gave to our mother,
grandmother, great grandma

For your kindness!

She loved you all
Mr Paul, Mr Denny
Mr Glenn Thank you
for your love for her
Caleb Curtis Reed & family
Alan & Ruth Corrain
& family



VIOLET A. REED

March 29, 1946 - January 19, 2023

Violet A. Reed, 76, of Spring Run, entered into rest peacefully in Aprontree Personal Care Home on January 19, 2023. She was preceded in death by her beloved husband, Carl, in November, 2020.

Born March 29, 1946, in Turbett Township, Juniata County, she was the last surviving of 10 children born to the late Samuel and Mabel (Lehman) Hockenberry.

In her younger years, Violet worked for Musselman's in Biglerville and Paul Berks in Roxbury. In addition, to being a homemaker she enjoyed helping the elderly as well as her neighbors. Her family remembers the pleasure she had in doing crossword puzzles and seek-a-word games. One of her great joys was spending time with family, especially her grandchildren and great grandchildren. She loved the Lord and was a member of the Spring Run Bible Church.

Surviving are 2 children: Carl J. Reed (Brenda) of Spring Run and Ruth Ann Codori (Alan) of Shippensburg; 4 grandchildren: Ashley Moyer (Andrew), Travis Reed Sr., (Carri), Nancy Hammaker and Mary Ann Byers (Roger) and 4 great grandchildren; Travis Reed, Jr., Damien, Nathaniel and Paislee. Luke and Dodie Carlin of Spring Run were like a brother and sister to her.

In addition to her husband, Carl, she was also preceded in death by a stillborn daughter, Sandy in 1967, and 3 brothers and 6 sisters.

The family would like to thank those who provided transportation and care for her dialysis treatments, as well as the caregivers at Aprontree.

VIOLET A. REED

March 29, 1946 - January
19, 2023

[Guestbook](#)



RESOLUTION NO. 2312

**HONORING FIXED ROUTE DRIVER JERRY O'DELL
FOR 45 YEARS OF SERVICE**

WHEREAS, Jerry O'Dell began his public service as a Fixed Route Driver of the York Area Transit Authority in 1977; and,

WHEREAS, the year 2022 marked 45 years of public service to the Central Pennsylvania Transportation Authority; and,

WHEREAS, his commitment to the Authority and safety of the community that we serve is commendable and has not gone unnoticed; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority that it formally acknowledges the years of service of Jerry O'Dell in his role as Fixed Route Driver of the Transportation Authority.

CERTIFICATION OF OFFICERS

OF

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Susquehanna Regional Transportation Authority Board Members held on February 23, 2023.

attest: _____
Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION NO. 2313

**HONORING MOBILITY PLANNING REPRESENTATIVE FRANCES STAMBAUGH
FOR 30 YEARS OF SERVICE**

WHEREAS, Frances Stambaugh began her public service as a Reservation Agent of the York County Transportation Authority in 1992; and,

WHEREAS, the year 2022 marked 30 years of public service to the Authority; and,

WHEREAS, her commitment to the Authority and dedication to the community that we serve is commendable and has not gone unnoticed.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority that it formally acknowledges the years of service of Frances Stambaugh in her role as Mobility Planning Representative of the Transportation Authority.

CERTIFICATION OF OFFICERS

OF

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Susquehanna Regional Transportation Authority Board Members held on February 23, 2023.

attest: _____
Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION NO. 2314

**HONORING SENIOR DATA MANAGER BONNIE STINE
FOR 30 YEARS OF SERVICE**

WHEREAS, Bonnie Stine began her public service as a Staff Accountant of the York County Transportation Authority in 1992; and,

WHEREAS, the year 2022 marked 30 years of public service to the Authority; and,

WHEREAS, her commitment to the Authority and dedication to the community that we serve is commendable and has not gone unnoticed; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority that it formally acknowledges the years of service of Bonnie Stine in her role as Senior Data Manager of the Transportation Authority.

CERTIFICATION OF OFFICERS

OF

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Susquehanna Regional Transportation Authority Board Members held on .

attest: _____
Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION NO. 2315

**HONORING FIXED ROUTE DRIVER DANIEL TRIMMER
FOR 30 YEARS OF SERVICE**

WHEREAS, Daniel Trimmer began his public service as a Fixed Route Driver of the York County Transportation Authority in 1992; and,

WHEREAS, the year 2022 marked 30 years of public service to the Central Pennsylvania Transportation Authority; and,

WHEREAS, his commitment to the Authority and safety of the community that we serve is commendable and has not gone unnoticed; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Pennsylvania Transportation Authority that it formally acknowledges the years of service of Daniel Trimmer in his role as Fixed Route Driver of the Transportation Authority.

CERTIFICATION OF OFFICERS

OF

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Susquehanna Regional Transportation Authority Board Members held on February 23, 2023.

attest: _____
Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION NO. 2316

AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION

WHEREAS, this resolution authorizes the filing of applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for federal transportation assistance authorized by 49 U.S.C. Chapter 53; title 23, United States Code, or other federal statutes administered by the Federal Transit Administration; and,

WHEREAS, the Federal Transit Administrator has been delegated authority to award federal financial assistance for a transportation project; and,

WHEREAS, the grant or cooperative agreement for federal financial assistance will impose certain obligations upon the applicant, and may require the applicant to provide the local share of the project cost; and,

WHEREAS, the applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;

NOW, THEREFORE, BE IT RESOLVED BY the board of the Susquehanna Regional Transportation Authority (SRTA) that:

1. That Grants Manager, Chief Financial Officer, Controller, Senior Data Manager and the Executive Director is authorized to execute and file an application for federal assistance on behalf of Susquehanna Regional Transportation Authority with the Federal Transit Administration for federal assistance authorized by 49 U.S.C. Chapter 53, title 23, United States Code, or other federal statutes authorizing a project administered by the Federal Transit Administration. SRTA will be requesting Urbanized Area Formula Program assistance authorized by 49 U.S.C. 5307 for federal assistance administered by the Federal Transit Administration. SRTA is the designated recipient as defined by 49 U.S.C.5307(a)(2) for the Harrisburg, York and Hanover Pennsylvania UZAs.

2. That Grants Manager, Chief Financial Officer, Controller, Senior Data Manager, Executive Director and Authority Solicitor is authorized to execute and file with its applications the annual certifications and assurances and other documents the Federal Transportation Administration requires before awarding a federal assistance grant or cooperative agreement.

3. That Grants Manager, Chief Financial Officer, Controller, Senior Data Manager and the Executive Director is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of Susquehanna Regional Transportation Authority.

RESOLUTION NO. 2316
AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL
TRANSIT ADMINISTRATION

**CERTIFICATION OF OFFICERS
OF
SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY**

I certify that the foregoing is a sound and true copy of a resolution adopted at a legally convened meeting of the Susquehanna Regional Transportation Authority Board Members held on February 23, 2023.

attest: Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION NO. 2317

AUTHORIZING THE EXECUTION OF COOPERATIVE FUNDING AGREEMENT WITH THE BOROUGH OF GETTYSBURG

WHEREAS, the Borough of Gettysburg submitted to the Federal Highway Administration a Federal Lands Access Program (FLAP) grant application to advance the Gettysburg Gateway Connectivity Project. FLAP requires a 20% local match to any grant award; and,

WHEREAS, the local match required for the project totals \$767,397, and the Borough had committed an amount of \$313,480; and,

WHEREAS, the Pennsylvania Department of Transportation (PennDOT) has agreed to fund the balance of \$453,917 as local match requirement for the project as it supports transit needs; and,

WHEREAS, SRTA has agreed to act as the granting agency, on behalf of PennDOT, to assist in the multiple transportation improvements along the corridor where it benefits SRTA and the services it provides to the traveling public; and,

NOW, THEREFORE, BE IT RESOLVED BY the board of the Susquehanna Regional Transportation Authority that it authorizes the execution of the Cooperative Funding Agreement with the Borough of Gettysburg.

CERTIFICATION OF OFFICERS

OF

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

I certify that the foregoing is a sound and true copy of a resolution adopted at a legally convened meeting of the Susquehanna Regional Transportation Authority Board Members held on February 23, 2023.

attest: Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION 2318

AWARDING DIESEL FUEL CONTRACT

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) desires to establish a contract for fuel for the period April 1, 2023 through March 31, 2024; and,

WHEREAS, SRTA through a joint procurement with the South Central Transit Authority (SCTA) and the County of Lebanon Transit Authority (LT) has publicly advertised an invitation for bid (IFB) in accordance with all required Federal and State purchasing requirements; and,

WHEREAS, due to the uncertainty of the fuel market, it is believed to be in the best interest of the Authority to award a fixed rate contract; and,

WHEREAS, due to the volatility of the petroleum market, the majority of the bidders will not commit to a fixed bid price until the time of award; and,

WHEREAS, to maximize the benefits of a joint procurement, a contract award must be made from each transit system at the same time within one business day of bid opening; and,

WHEREAS, to award multiple contracts, one from each transit system, is not possible under normal business practices due to each Transit Authority Board of Directors' meeting being held on different dates throughout the month; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby approve and authorize the Executive Director to award a contract to the responsive and responsible bidder offering the lowest fixed cost for Diesel Fuel and meeting all Federal and State purchasing requirements. The Contract will be for the period April 1 2023 through March 31, 2024,

DULY RESOLVED, this 23rd day of February 2023, by the Board of Directors in a lawful session duly assembled.

CERTIFICATION OF OFFICERS

OF

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Susquehanna Regional Transportation Authority Board Members held this 23rd day of February 2023.

Attest: _____
Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION 2318
AWARDING DIESEL FUEL CONTRACT

FACT SHEET

- This is the typical bid for diesel fuel for fleet vehicles.
- As in the past, this will be a straight forward award to the bidder or bidders offering the lowest price for each of the products. Bids are due at 4:00 PM, prevailing time, on Wednesday, March 15, 2023 making pre-award authority necessary.
- Estimated Fuel Consumption by Location-April 1, 2023 through March 31, 2024:

Adams	14,000- 15,000
Harrisburg	350,000 -370,000
York	67,000 – 74,000

RESOLUTION 2319

CONTRACT AMENDMENT FOR PARATRANSIT SERVICE

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) has contracted with Easton Coach Company (ECC) to provide paratransit service in Cumberland and Dauphin Counties; and,

WHEREAS, the initial Contract period expires October 2024, to ensure quality paratransit service throughout the Contract life there is an included provision to allow for service cost adjustments. This adjustment provision allows for SRTA cost savings should ECC costs decrease and allows ECC to request a cost increase should their operating costs increase; and,

WHEREAS, ECC requested and demonstrated the need for a service cost increase and additionally agreed to a billing structure change. This request was reviewed by the operations and finance departments which resulted in a negotiation process between SRTA and ECC; and,

WHEREAS, both parties negotiated in good faith and came to an agreement, which provides a two-tiered hourly rate covering ECC variable costs. Additionally, negotiations yielded a change to the monthly contracted fixed cost of \$1,653.67 which represents a three percent (3%) increase; and,

NOW, THEREFORE, BE IT RESOLVED that an amendment be made to change the monthly fixed cost to Fifty-five thousand, nine-hundred, eighty-seven Dollars and Zero Cents (\$55,987.00). Additionally, the hourly rate shall be Twenty-four Dollars and Eighty-eight Cents (24.88) per hour for performed services up to Two-thousand, eight-hundred (2,800) hours. The rate for service hours that exceed Two-thousand, eight-hundred (2,800) hours will be reimbursed at Twenty-six Dollars and nineteen Cents (\$26.19) per hour.

DULY RESOLVED, this 23rd day of February 2023, by the Board of Directors in a lawful session Duly assembled.

CERTIFICATION OF OFFICERS

OF

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

I certify that the foregoing is a sound and true copy of a resolution adopted at a legally convened meeting of the Susquehanna Regional Transportation Authority Board Members held on the 23rd day of February 2023.

attest:

Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION 2319

CONTRACT AMENDMENT FOR PARATRANSIT SERVICE

FACT SHEET

- Original Contract Hourly rate \$24.51.
 - Rate for more than 2,800 hours per month \$24.88.
 - Rate for less than 2,800 hours per month \$26.19.
 - These rates represent an hourly increase of 1.51% and 6.85% increase respectively.
 - The last year's Run Rate/Service Hours are a 39% decrease from the RFP Baseline assumption, which utilized pre-COVID data, increasing the ECC operating costs.
 - The Operations team is now utilizing ECC for more than 2,800 hours per month.

2022 Month	Monthly Billed Hours
August	2,943
September	2,950
October	2,927
November	2,969
December	3,267

- The monthly contracted fixed cost increased by \$1,653.67 which represents a three percent (3%) increase.
 - Original monthly fixed cost, Fifty-four thousand, three-hundred, thirty-three Dollars and thirty-three Cents (\$54,333.33)
 - Increased monthly fixed cost, Fifty-five thousand, nine-hundred, eighty-seven Dollars and Zero Cents (\$55,987.00)

RESOLUTION NO. 2320

AUTHORIZATION TO EXECUTE OPTION YEAR ONE FOR INTERCITY BUS PROGRAM CONTRACTS

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) has been engaged by PennDOT to administer the Intercity Bus Program; and,

WHEREAS, the first year of the negotiated contracts with the Intercity Bus Program contractors providing the services is due to conclude in the next two months; and,

WHEREAS, the term of the Agreements with the contractors may be extended through mutual agreement of SRTA and the Contractor for up to four extensions of one year each on the same terms and conditions; and,

WHEREAS, the contract permits the parties to negotiate rate changes based on cost per vehicle revenue-mile and revenue recovery (i.e., net operating cost, fee for service); and,

WHEREAS, on October 4, 2022, SRTA communicated its intention to exercise the first of four extension options; and,

WHEREAS, the parties successfully negotiated terms that can be supported by current funding levels for the second year;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority to grant the Executive Director and designated staff the authority to execute the contract's option year one.

**CERTIFICATION OF OFFICERS
OF
SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY**

I certify that the foregoing is a sound and true copy of a resolution adopted at a legally convened meeting of the Susquehanna Regional Transportation Authority Board Members held on February 23, 2023.

attest:

Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION NO. 2320

AUTHORIZATION TO EXECUTE OPTION YEAR ONE FOR INTERCITY BUS PROGRAM CONTRACTS

FACT SHEET

- Original authorization to negotiate and award contracted services was approved through Board Resolution 2111.
- There are currently two contracted service providers, Fullington and Greyhound operating a selection of the ten (10) routes funded through the Intercity Bus Program.
- Annual operational funding for 2022-2023 for the ICB program's ten (10) routes is \$4,289,079:
 - Fullington's 2022-23 funding to operate seven (7) routes is \$2,868,557.
 - Greyhound's 2022-2023 funding to operate three (3) routes is \$1,420,522.
- Annual operational funding for 2023-2024 for the ICB program's ten (10) routes is not to exceed \$4,634,686, an increase of \$345,608 (8%) over 2022-23, pending final execution of the option year one agreements:
 - Fullington's 2023-24 funding to operate seven (7) routes is \$3,127,872, an increase of \$259,315 (9%) over 2022-23.
 - Greyhound's 2023-24 funding to operate three (3) routes is \$1,506,815, an increase of \$86,293 (6%) over 2022-23.
- The Intercity Bus Program contracted rates are based on a net operating cost per mile basis.
- The 2023-2024 rates, negotiated by SRTA staff, have been reviewed and received concurrence from PennDOT Bureau of Public Transportation.

RESOLUTION 2321

ESTABLISHING SIGNATURE REQUIREMENTS FOR AUTHORITY CHECKING ACCOUNTS

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) desires to ensure proper use of public funds while maintaining a control process with review and segregation of duties; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority, that the following be resolved:

1. Only those individuals authorized by the Board and documented with signature cards for the SRTA Bank Accounts as Authorized Signatories may sign any SRTA check.
2. For checks drawn on SRTA's accounts, signature requirements are as follows:
 - a. One Authorized Signature for amounts up to \$25,000
 - b. Two Authorized Signatures for amounts above \$25,000 but below \$75,000
 - c. Two Authorized Signatures – one being the Executive Director or CFO, for amounts above \$75,000 but below \$150,000
 - d. Two Authorized Signatures – including One Authorized Board Member for amounts above \$150,000
 - e. For expenses related to employee benefits, insurance payments, utility payments, subcontractor payments and fuel payments, two authorized signatures are required
3. The SRTA Board of Directors authorizes the Executive Director and Chief Financial Officer to execute any and all documents necessary to make available plan benefits for eligible employees.
4. In the event any portion of this Resolution is contrary to law, all remaining portions of the resolution shall remain in full force and effect.

**CERTIFICATION OF OFFICERS
OF
SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY**

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Susquehanna Regional Transportation Authority Board Members held on February 23, 2023.

attest: _____

Richard Kotz
Secretary

Raymond Rosen
Chairman

Current and Future Procurement Projects

Name	Type	Released	Questions Due	Bid/ Proposal Due	Contract Start	Value
20220217 - Stand up Desks	small Quote					\$ 17,000.00
20220218 - Zarfoss Compressor	Small Quote	TBD				\$ 20,000.00
20220311 - Fleet Management Software	RFP	8/8/2022	8/29/2022	9/19/2022	TBD	\$ 400,000.00
TASK ORDER - CAMERON STREET BUS SHELTER	Task Order					\$ 8,000.00
20220328 - Dauphin Oil-Water Separator	IFB	10/19/2022	11/3/2022	11/15/2022		\$ 300,000.00
20220331 - Cameron Shelter	IFB	TBD				
20220411 - Plumbing Maintenance Contract RFP	RFQ	4/19/2022	5/5/2022	5/23/2022	7/6/2022	\$ 10,000.00
20220428 - York Transfer Center Call Box	Small Quote	4/28/2022				\$ 12,000.00
20220519 - Zarfoss Camera Replacement	Small Quote	5/18/2022				\$ 23,854.00
20220611 - York Vending RFP	RFP	7/25/2022	8/22/2022	9/5/2022	10/14/2022	TBD
20220712 - Genfare Boxes - FastFare Conversion	Sole Source					\$ 1,400,000.00
20220809 - Dauphin Admin Vehicle Lights	Small Quote					TBD
20220815 - Union County Lot Cameras	Small Quote					\$ 35,000.00
20220910 - Ambassador Vehicle	Small Quote					TBD
20220912 - Seat Cleaning	Small Quote					\$ 10,000.00
20220916 - Dauphin Emergency Shelter Repair	Small Quote					\$ 24,000.00
20221003 - Dauphin Torque Wrench	Small Quote					\$ 4,000.00
20221004 - Uniform RFP	RFP					
20221017 - Dauphin TC Electronic Signs	Soul Source					\$ 55,000.00
20221019 - Dauphin Service Truck	Small Quote					\$ 120,000.00
20221025 - Franklin Lot Security	TBD					TBD
20221027 - Easton Coach WiFi	Small Quote					\$ 10,000.00
20221027 - Fire Suppression System Maintenance	RFQ	12/6/2022	1/13/2023	2/3/2023	3/10/2023	TBD
20221110 - Sage Inegration	Sole Source					
20221115 - CRM Software	RFP	TBD				TBD
20221118 - Middletown Train Station Gate	Small Quote					\$ 3,625.00
20221122 - General Contracting	RFP					TBD
20221130 - Engine Coolant Recovery Machine	Small Quote					\$ 12,000.00
20221201 - Managed IT Services	Sole Source					\$ 575,280.00
20221206 - York Bus Wash Door Repairs						\$ 95,774.00
20221221 - Zarfoss Heater Install	Small Quote					\$ 4,300.00
20230102 - Maintenance Heaters	Small Quote					\$ 2,596.46
20230102 - Zarfoss Dispatch Mini Split Move	Small Quote					\$ 1,625.00
20230124 - King Street Heat- Plumbing Repair	TBD					TBD
20230126 - Dauphin Desktops	Small Quote					\$ 13,190.00
20230130 - Northumberland Ford Diagnostic Tool	Small Quote					\$ 4,500.00
20230130 - York Diagnostic Tool	Small Quote					\$ 1,500.00
20230207 - Zarfoss Door Spring Repairs	Small Quote					\$ 40,000.00
20230207 - Diesel Fuel	IFB	2/14/2023	3/3/2023	3/15/2023	4/1/2023	\$ 918,000.00
20230208 - King Street Pavement Markings	TBD					TBD
20230209 - Dauphin Wheel Coating	Small Quote					TBD
In Process Total						\$ 4,121,244.46