

SRTA

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

DATE: January 26, 2023

TIME: 10:00 AM

PLACE: 901 N. Cameron Street, Harrisburg, PA
A Zoom option will also be offered.
Public may participate at Cameron Street or Zarfoss Drive Locations.

PURPOSE: January 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 December 22, 2022 (Pages 3-7)
5. Communications
 - A. Harrisburg City Council Resolution 71-2022 Appointment of Gina Roberson (Page 8-13)
6. YAMPO Transit Committee – No Business
7. Treasurer’s Report
8. Old Business
9. New Business
 - Resolution 2301 – REAFFIRMATION OF THE ELECTION OF OFFICERS FOR 2023 (Page 14)
 - Resolution 2302 – HONORING MECHANIC SPECIALIST MICHAEL SMITH FOR 35 YEARS OF SERVICE (Page 15)
 - Resolution 2303 – HONORING FIXED ROUTE OPERATOR ROBERT WILSON FOR 35 YEARS OF SERVICE (Page 16)
 - Resolution 2304 – ACCEPTANCE OF FEBRUARY 2023 TITLE VI SERVICE EQUITY ANALYSIS (Pages 17-18)
 - Resolution 2305 – AUTHORIZING THE SIGNING OF AMENDMENT TO THE GENERAL REIMBURSEMENT GRANT AGREEMENT FOR FEDERAL-AID HIGHWAY PROJECTS (Pages 19-20)
 - Resolution 2306 – APPROVING THE REVISING OF THE SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY ATTENDANCE AND SICK LEAVE POLICY (Pages 21-24)
 - Resolution 2307 – RESOLUTION TO APPOINT AN OPEN RECORDS OFFICER (Page 25)

- Resolution 2308 – AUTHORIZING A CHANGE ORDER TO VIA MOBILITY CONTRACT – CHAMBERSBURG MICROTRANSIT PILOT (Pages 26-27)
- Resolution 2309 – APPROVING THE TRESPASS POLICY AND EXCLUSION OF SERVICE POLICY (Pages 28-36)
- Resolution 2310 – AUTHORIZATION FOR PARATRANSIT AND MICROTRANSIT ROLLING STOCK COST INCREASE (Pages 37-38)
- Resolution 2311 – EXECUTING THE INTERGOVERNMENTAL AGREEMENT WITH THE PENNSYLVANIA DEPARTMENT OF HUMAN SERVICES FOR MATP (Pages 39 -40)

10. Future Procurements (Page 41)

11. Staff Report

- A. CPTA Act 44 Transit Performance Review Action Plan - January 2023 Quarterly Report (Page 42)
- B. TSA Safety Stats and Rolling Stock Report (Page 43)
- C. Gettysburg Borough Funding Agreement

12. Executive Session

13. Adjournment

**Next Meeting: Thursday, February 23, 2023, 415 N. Zarfoss Drive, York, PA
10:00 am – SRTA Board Meeting**

SRTA
SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

MINUTES OF SRTA BOARD MEETING

December 22, 2022

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

Administrative Staff Members present were Emily Arndt, Stephen Baldwin, Abby Davis, Richard Farr, Brian Gillette, Jamie Leonard, Eric Maguire, Trevor Manahan, Cory Matthews, Jenna Reedy, Darla Shadle, Richard Trout, Sherry Welsh and Christopher Zdanis.

CALL TO ORDER

The December 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.

AUDIT PRESENTATION

RKL conducted a presentation regarding the Authority Audit.

APPROVAL OF MINUTES

Motion to approve the November 17, 2022, meeting minutes was raised by Richard Carson, seconded by Eric Bugaile, and passed unanimously.

COMMUNICATIONS

Federal Transit Administration FY 2022 Triennial Review Finding and Review Closeout Communication.

YAMPO TRANSIT COMMITTEE

There was no YAMPO Transit Committee business.

TREASURER'S REPORT

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Keith Martin presented the November 2022 Financial Statement and Statistical Notes. Keith Martin noted that under the topic of reserves, we have expended a significant portion, which related to the purchase of the Goodwill property. However, through a PennDOT grant the Authority will be fully reimbursed.

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

- **RIDERSHIP**: Year to date comparisons to the prior year and to pre-covid levels are as follows:
 - Fixed Route ran 14% above last year and at 61% of pre-covid ridership. Up from 59% last month.
 - Paratransit was 13% above the previous year and 78% of pre-covid ridership levels.
 - Commuter Express was 20% above last year (YTD) but only 34% of pre-covid levels.
 - During July through November, Microtransit's ridership was 290% above 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 \$2.4 million because less subsidy was required than the budget anticipated. A year to date reclassification to better present InterCity Bus revenue as Non-Operating Grant Income was made during the month of November. This moved \$1.94 million out of Operating Revenue into Non-Operating Grant Income.
- **EXPENSES**: Year to Date Total Expenses are \$3.1 million or 12% lower than budget. This favorable budget variance is primarily the result of unfilled positions resulting in lower than budgeted wages and benefits. A Graph of Open Positions by Division is included within the dashboard.
- **RESERVES**: As of November 30, SRTA had 118 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 is anticipated in January.
- **LINE OF CREDIT**: There are no draws on the organization's line of credit.
- **CAPITAL EXPENDITURES**: Capital expenditures over \$50,000 for the month included:
 - Goodwill Property Purchase \$4,865,746
 - Park and Ride Security Systems (Shrewsbury & Emigsville) \$80,783

Stephen Baldwin noted 3 preventative maintenance instances that were not timely. Richard Farr requested that we pull a report for estimated useful life of vehicles to provide more context as the supply chain for paratransit vehicles has been delayed.

Conversation took place regarding supply chain delays and zero fare scenarios. It was proposed to discuss these topics at the upcoming Board Retreat.

Stephen Baldwin noted the increase in website traffic reflected on the dashboard.

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Discussion took place regarding the number of open positions that also continues to climb. Richard Farr noted that we've contracted with two placement firms as a new opportunity in response to the continued staffing challenges.

OLD BUSINESS

No old business.

RESOLUTIONS

RESOLUTION 2252 – CONTRACT FOR MANAGED IT SERVICES

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

RESOLUTION 2253 – AUTHORIZING THE PURCHASE OF DIGITAL INFORMATION DISPLAYS FOR THE HARRISBURG TRANSPORTATION CENTER

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

RESOLUTION 2254 – ESTABLISHING BOARD MEETING CALENDAR FOR 2023

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

RESOLUTION 2255 – APPROVING THE REVISING OF THE FAMILY AND MEDICAL LEAVE POLICY FOR SRTA/CDHTA/CPTA

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

RESOLUTION 2256 – AUTHORIZATION TO APPROVE THE SAFETY COMMITTEE OF AGENCY SAFETY PLAN

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

RESOLUTION 2257 – ACCEPTING ANNUAL REPORT OF AUTHORITY AUDITORS

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

RESOLUTION 2258 – APPROVING THE REVISING OF THE SRTA HIRING AND MAINTENANCE OF ESSENTIAL REQUIREMENTS (RETENTION) AND EMPLOYMENT QUALIFICATIONS/DRIVER POLICY

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

Resolution 2259 – EMERGENCY PROCUREMENT: BUS WASH DOOR REPLACEMENT

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

Resolution 2260 – EXECUTING FUNDING AGREEMENT WITH CUMBERLAND COUNTY FOR THE CUMBERLAND/DAUPHIN OPERATIONS FACILITY

Motion to approve was raised by Keith Martin, seconded by LaToya Winfield Bellamy, and passed. Kirk Stoner abstained from the vote.

FUTURE PROCUREMENTS

The list of procurement projects was reviewed.

Raymond Rosen commented that we should consider the future of the Authority's fuel source and suggested this as another topic for the Board Retreat to discuss the direction of where the industry and the organization is headed.

STAFF REPORT

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

- Fixed Route Survey currently underway for fixed route riders across the system.
- SRTA now owns the Goodwill property. Conversations have begun about the transition of the cell phone tower. Joint press release was distributed.
- A regional fare collection meeting took place with transit agencies across the state to explore future options for fare collection systems regionally.

EXECUTIVE SESSION

Executive session held regarding the Executive Director's annual performance review.

ADJOURNMENT

The next scheduled Board of Directors meeting will take place on January 26, 2023, at 10:00 AM at 901 N. Cameron Street, Harrisburg, PA.

The meeting adjourned at 11:21 AM.

SRTA
SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

Respectfully Submitted,



Richard Kotz
Secretary

INTER

OFFICE

MEMO

To: HARRISBURG CITY COUNCIL
From: Michael Parker, City Clerk
LEGISLATIVE APPROVAL FORM

Date: November 14, 2022

LEGISLATIVE APPROVAL FORM/CERTIFICATE OF ACCEPTANCE

BILL NO. -2022 RESOLUTION NO. 71-2022

THE ABOVE LISTED ITEM WAS WRITTEN AND PREPARED FOR FINAL INTRODUCTION AT THE HARRISBURG CITY SOLICITOR'S OFFICE ON:

Neil Grover
City Solicitor

11/14/2022
Date

Requested by Department/Bureau: *MAYOR*

Department/Bureau Contact Person: *MAYOR*

For Action on or before:

The attached was received in the Office of the City Clerk for introduction on

Received by: _____

Date: _____

RESOLUTION NO. 71 - 2022

Moved by: President Bowers

A Resolution appointing Ms. Gina Roberson to serve on the Board of the Susquehanna Regional Transportation Authority.

WHEREAS, the Susquehanna Regional Transportation Authority (“SRTA”), a joint municipal transportation authority, is organized under the Municipality Authorities Act, 53 Pa.C.S. 5601, *et seq.*; and

WHEREAS, the purpose of SRTA is to carry out the operation of mass transportation service, and all other transit and transportation related services, to the Counties of York, Adams, Franklin, Dauphin, Cumberland and the City of Harrisburg, and for any Pennsylvania municipality who calls upon SRTA for assistance; and

WHEREAS, pursuant to the Articles of Incorporation of SRTA, the City of Harrisburg shall appoint two members to the Board of SRTA; and

WHEREAS, the Mayor, pursuant to the Municipality Authorities Act, has appointed Ms. Gina Roberson to serve as a SRTA Board member for the City of Harrisburg to serve a five (5) year term beginning on December 1, 2022; and

WHEREAS, Ms. Roberson has consented to this appointment; and

WHEREAS, Ms. Roberson is well-suited to serve as a member of the SRTA Board, as she is the Assistant to the Mayor for the City of Harrisburg. A copy of her resume is attached hereto as Exhibit A; and

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE COUNCIL OF THE CITY OF HARRISBURG, that the appointment of Ms. Gina Roberson to the Board of the Susquehanna Regional Transportation Authority for a 5-year term is hereby approved.

BE IT FURTHER RESOLVED that the appointment of Ms. Gina Roberson to the Board of SRTA is effective immediately and shall continue until a successor is appointed.

I second this resolution: Councilman Madsen

Passed by City Council 12/13/22

Danelli L Bowers

President of City Council

Attest Michael G. Parker

City Clerk

YEAS		NAYS
/	MS. DANIELS	
/	MS. GREEN	
/	MR. MADSEN	
/	MR. MAJORS	
/	MS. RAWLS	
/	MR. RODRIGUEZ	
/	MS. BOWERS	
Yeas	<u>7</u>	
Nays		

- Approved
- Returned to City Council with objections

EXHIBIT A

Gina Roberson

Career Focus Management position where I can effectively utilize my expertise in team building, community organizing, and grant administration.

Experience Summary

- Experienced in community development, grant administration and monitoring.
- Well versed in community organizing, volunteer recruitment and building strategic partnerships.

Education

Hampton University, Business Management *Hampton, VA*

University of Phoenix, Human Services *Online, Harrisburg, PA*

CVSI, Word Processing/Data Processing Applications *Houston, Texas*

Professional Experience

Special Advisor to the Mayor, City of Harrisburg, PA

1/3/22 –
present

Citizen advocate, assisting with community relations and helping to implement the Mayor's vision of Harrisburg. Attend meetings with the Mayor. Perform in-depth research of public and private topics and insure the Mayor is properly informed. Maintain a proactive pulse on community issues.

Community Impact Director – The LeSean McCoy Foundation, Harrisburg, PA

10/09 - present

- Develops volunteer programs for the Foundation Board of Directors.
- Mentors and supervises volunteer activities for all fundraising events.
- Develops, organizes and maintains effective partnerships and collaborations with prospective funders.
- Assists the Foundation President with organizing the annual "Shady Community Day" outreach event in Harrisburg, PA

Grants Officer – City of Harrisburg Department of Building & Housing Development, Harrisburg, PA

8/11-12/13

- Overall responsibility to ensure that the City's federal and state grants received by DBHD were compliant with federal, state and local laws, regulations, guidelines and procedures. Advised City officials and appropriate personnel of changes in federal and state regulations affecting community development and compliance requirements.
- Worked with subrecipient agencies to ensure timely program performance and reporting. Monitored subrecipients annually.
- Organized outreach events and activities related to the City's Lead Hazard Control Program.
- Served as Community Liaison for DHBD's community development programs.
- Prepared monthly, quarterly and annual HUD reports; managed budget accounts; and maintained programmatic files.

Police Communication Officer – Pennsylvania State Police, Harrisburg, PA

11/06 - 09/09

- Received and dispatched emergency and non-emergency calls from the public, fire and ambulance personnel, equipment and services.
- Maintained complete and accurate records, logs and reports on calls for a variety of services.

Teacher Assistant – Alternative Rehabilitation Communities, Inc., Harrisburg, PA

12/04 - 11/06

- Managed an intensive program for adjudicated youth throughout the Commonwealth of Pennsylvania. Primary responsibilities included curriculum planning and student assessment for young adults to enhance their social and emotional development.
- Assisted with planning major projects and managed tutoring staff.

Business Analyst/Technical Analyst – American General Financial Group, Inc., Houston, TX

1/94 – 12/01

- Trained and provided support for approximately 950 insurance agents using specially designed software. Traveled extensively to ensure agent confidence with products and equipment.
- Responsible for maintaining communication with Vice President, Director and programming staff to develop a Help Desk database documenting all problem calls and their resolution.
- Provided support for Client Server and mainframe users and assisted with troubleshooting for communication errors and communicated with network control personnel and hardware vendors for problem resolution.

Computer Skills

Microsoft Word • Excel

References available upon request

RESOLUTION 2301

REAFFIRMATION OF THE ELECTION OF OFFICERS FOR 2023

WHEREAS, the Susquehanna Regional Transportation Authority’s By-Laws call for an annual meeting and election of officers at its January meeting; and,

WHEREAS, at this meeting the SRTA nominating committee presented a slate of officers to the Board of Directors; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority that the following board members shall be elected and hold the stated offices for 2023 year:

Chairman	Raymond Rosen
Vice Chairman	Eric Bugaile
Secretary	Richard Kotz
Treasurer	Keith Martin

**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 January 26, 2023.

attest: _____

Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION NO. 2302

**HONORING MECHANIC SPECIALIST MICHAEL SMITH
FOR 35 YEARS OF SERVICE**

WHEREAS, Michael Smith began his public service with Capital Area Transit Authority in 1987;
and,

WHEREAS, the year 2022 marks 35 years of public service to the 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 Michael Smith has
contributed to the 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 January 26,
2023.

attest: _____

Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION NO. 2303

**HONORING FIXED ROUTE OPERATOR ROBERT WILSON
FOR 35 YEARS OF SERVICE**

WHEREAS, Robert Wilson began his public service with Capital Area Transit Authority in 1987;
and,

WHEREAS, the year 2022 marks 35 years of public service to the 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 Robert Wilson has contributed to the 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 January 26, 2023.

attest: _____

Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION NO. 2304

ACCEPTANCE OF FEBRUARY 2023 TITLE VI SERVICE EQUITY ANALYSIS

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) is responsible for federal compliance for both the Central Pennsylvania Transportation Authority (CPTA) and the Cumberland-Dauphin-Harrisburg Transit Authority (CDHTA); and,

WHEREAS, CPTA and CDHTA are recipients of federal funding primarily from the Federal Transit Administration (FTA); and,

WHEREAS, consistent with Title VI of the Civil Rights Act of 1964 and guidance per FTA's Circular 4702.1B, CPTA and CDHTA are committed to:

- Providing services without regard to race, color, or national origin,
- Promoting the full and fair participation of affected populations in transit decision making,
- Preventing denial, reduction, or delay in benefits related to programs and activities that benefit minority or low-income populations, and,

WHEREAS, in accordance with their appropriate Title VI plans, CPTA and CDHTA have operated on a temporary service reduction impacting multiple routes that began in February 2022 due to operator shortages; and,

WHEREAS, in accordance with FTA's Title VI requirements, CPTA and CDHTA are required to conduct a service equity analysis if a temporary service reduction becomes permanent or extends more than twelve (12) months; and,

WHEREAS, in accordance with Title VI requirements and guidelines for FTA recipients, CPTA and CDHTA conducted an equity evaluation of all services that meet the major service change threshold criteria to determine whether such changes impose disparate impact on minority populations or disproportionate burden on low-income populations; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority, that in accordance with Title VI of the Civil Rights Act of 1964, and associated Title VI programs that the service equity analysis and associated findings, be formally accepted and supports maintaining of the current service reduction levels beyond February 2023.

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 January 26, 2023.

attest:

Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION NO. 2304

ACCEPTANCE OF FEBRUARY 2023 TITLE VI SERVICE EQUITY ANALYSIS

Fact Sheet:

- The Board approved, via Resolution 2249 in November 2022, SRTA staff to proceed with a Title VI Service Equity Analysis based on the triggering of a major service change threshold regarding extended temporary service reductions.
- A temporary service reduction was instituted for both CDHTA and CPTA fixed-route operations beginning effective in February 2022 based on operator shortages and hiring challenges that were resulting in significant increases in cancelation of services, reductions to service quality, and reduction of employee morale.
- Services reduced for both CDHTA and CPTA operations were based on lowest productivity work, followed by a selection of higher productivity services that operated at increased frequency with an objective of mitigating severe reductions or complete discontinuation of any routes.
- At the time, as it was anticipated to be temporary, but is now expected to extend beyond twelve (12) months. Current operator staffing levels in fixed route services remain below target numbers to operate at full service and have not seen any notable or anticipated improvement since May of 2022 that would justify the restoration of services.
- It is still the objective of restoring these reduced services long-term. However, per FTA's Title VI requirements, CPTA and CDHTA are required to conduct a service equity analysis if a temporary service reduction becomes permanent or extends more than twelve (12) months.
- Public comment, hearings, and meetings were conducted to solicit public feedback in this process. Through this process, a collection of thirty-eight (38) comments were documented and reviewed for consideration. None of these comments ultimately resulted in changes to the proposed action plan.
- The CDH Route 1 does trigger a potential disparate impact due to the density of minority population along the route. Assessment of this against alternatives and modification opportunities resulted in no proposed changes. This was based on the assessment that alternative connections to major destinations such as Market Square Transfer Center and Kline Plaza were available via alternate routes such as the Route 14 and Route 17 during impacted trip times and a further assessment that restoration of that service would result in the high probability of an alternate reduction completely eliminating access to a population.

RESOLUTION NO. 2305

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

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) is responsible for all executive, management, administrative, support services, and state and federal regulations, which includes entering into and executing contracts and agreements on behalf of the Cumberland-Dauphin-Harrisburg Transit Authority (CDHTA); and,

WHEREAS, CDHTA owns a bridge connecting the East and West shores of the Susquehanna River in Harrisburg; and,

WHEREAS, the bridge is eligible for Federal-Aid through the support of PennDOT; and,

WHEREAS, the agreement that was previously executed needs to be amended; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority that the Executive Director be authorized to execute all documents needed to advance the amendment to the General Reimbursement Grant Agreement for Federal-Aid Highway Projects.

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 January 26, 2023.

attest: _____

Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION NO. 2305

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

FACT SHEET: Copy of Page One of the Agreement

EFFECTIVE DATE: _____ REIMBURSEMENT AGREEMENT NO. 08A408A
(Department will insert) FID NO. 23-1909161
COUNTY Dauphin and Cumberland SAP VENDOR NO. 121335
MUNICIPALITY Lemoyne Borough, MPMS NO. 102756, 102736, 102785, & 102733
Wormleysburg Borough, Harrisburg RELATED ECMS AGREEMENT NO. _____
City
DISTRICT ORG CODE 8-0

AMENDMENT TO GENERAL REIMBURSEMENT GRANT AGREEMENT FOR FEDERAL-AID HIGHWAY PROJECTS

THIS AMENDMENT to General Reimbursement Grant Agreement for Federal-Aid Highway Projects Agreement No. 08A408A ("Amendment") is entered into by and between the Commonwealth of Pennsylvania ("Commonwealth"), through the Department of Transportation ("DEPARTMENT"), and the Cumberland Dauphin Harrisburg Transit Authority DBA Capital Area Transit Authority, a political subdivision of the County of Dauphin, of the Commonwealth of Pennsylvania, acting through its proper officials ("MUNICIPALITY").

RECITALS:

WHEREAS, the parties entered into Agreement No. 08A408 ("Agreement") on March 16, 2016 to undertake various improvements as are further described in paragraph 2(a) of the Agreement ("Project");

WHEREAS, MUNICIPALITY requested an update to the costs in Exhibit "A" to reflect an increase in the costs of preliminary engineering for the Project from seven hundred and twenty-two thousand, eight hundred and twenty-eight dollars (\$722,828) to a total of one million, twenty-two thousand, eight hundred and twenty-eight dollars (\$1,022,828);

RESOLUTION NO. 2306

**APPROVING THE REVISING OF THE SUSQUEHANNA REGIONAL TRANSPORTATION
AUTHORITY ATTENDANCE AND SICK LEAVE POLICY**

WHEREAS, the Susquehanna Regional Transportation Authority wishes to update established guidelines in order to maintain a work environment that outlines the policies and procedures for managers and employees; and,

WHEREAS, the Susquehanna Regional Transportation Authority has undertaken the review and compilation of the Attendance and Sick Leave Policy to establish a consistent collection of expectations, and wishes to amend the policies; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority, that the adoption of the Susquehanna Regional Transportation Authority Attendance and Sick Leave Policy be revised and instituted.

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 January 26, 2023.

attest: _____

Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION 2306 FACT SHEET

ATTENDANCE

Dedicated, capable people are our most precious asset. As a part of the Susquehanna Regional Transportation Authority team, you are expected to be conscientious about attendance and punctuality at work. The success of our organization depends on the contributions of each employee. When you are not working, your absence places an extra burden on your team. Regular and prompt daily attendance is an essential function of your job. The Susquehanna Regional Transportation Authority is a service Authority, providing important and valuable mobility services to our customers. In order to make this happen, it is imperative that every employee be present when scheduled and to be on time, every time to fulfill external and internal customer expectations. We expect every employee to strive for perfect attendance and to be at work and on time each scheduled day. It is your responsibility to the Authority and to your fellow employees to maintain good attendance and be punctual in arriving to work and returning from meal periods and breaks.

The Authority awards its employees with sufficient accrued paid time off and sick days throughout the year. Paid time off time and anticipated leave must be scheduled in advance with your supervisor. If your need for time off is not foreseeable, you must provide as much notice as practicable, but in no event less than (1 ½) hours prior to your normally scheduled starting time or in the event of extenuating circumstances, as soon as possible. You should contact your supervisor or if you cannot reach your supervisor, please leave a message on their direct phone line (or designated number by your supervisor). Of course, if you cannot contact your supervisor yourself, you must have someone do it for you. Your absent message should inform us on how long you will be out and when you expect to return. If your absence has been designated as FMLA please specify. If you will be late, please specify when you anticipate you may arrive for work.

Any employee with three (3) days or more of consecutive absence will require a signed doctor's release upon their return to work. The note must indicate the ability to return to work.

Unplanned absences and/or call-offs that are not covered by paid sick time will be subject to the point assessment and disciplinary action. Part-time employees that have no paid time may have 3 absences before any points would be assessed. Failure to contact your supervisor to report an absence for three consecutive workdays constitutes job abandonment, constituting a voluntary resignation. Absenteeism and tardiness places a burden on other employees who have to perform absent employees' duties. Absenteeism and tardiness can cause scheduling problems for the department and can adversely affect our ability to serve our external and internal clients and reach our strategic goals. For these reasons, excessive absenteeism and tardiness will not be tolerated. Any proven abuse or misuse of leave (FMLA, medical, personal, etc.) may be subject to disciplinary action up to and including immediate termination.

Accommodations will be considered on a case-by-case basis as required by law.

Prescheduled times away from work using accrued paid time or FMLA designated time off or a reasonable accommodation under the ADA are not considered occurrences for the purpose of this policy.

Points Assessment within a rolling 12-month period:

- 1 Point assessed for an absence from work with notification given to supervisor prior to the start of shift.
- 1 Point assessed for an absence from work of two or more consecutive days.
- 0.5 Points assessed for tardy arrival of less than 15 minutes of the scheduled work day is missed by the employee. Tardy is defined as clocking in/reporting 1 minute or more after scheduled start time.

- 1 Point assessed for a tardy arrival when more than 15 minutes of the scheduled work day is missed by the employee.
- 0.5 Point assessed for leaving early of the scheduled work day is missed by the employee.
- 2 points for failing to call in within the time period set forth in the attendance policy. Note, employees who fail to report to work and do not call in to report their absences, will be subject to the disciplinary procedures set forth in the no-call/ no-show section below.

In the event that an employee’s point total becomes excessive, the employee will receive corrective disciplinary action according to the following schedule:

DISCIPLINE

- 3 Points = Verbal Warning
- 4 Points = Written Warning
- 5 Points = Final Written Warning
- 6 Points = Termination of Employment

NO-CALL/NO-SHOW

An absence from work without calling in to report the absence in accordance with the call off procedures set forth in this attendance policy is considered a no-call/no-show. An employee who has a first offense of a no-call/no-show will be given a final written warning (and have two additional points added to their current attendance point total which may result in termination depending on existing points), or, if the employee has already incurred a suspension or final written warning due to attendance points, will be terminated. An employee who has a second offense of no-call/no-show will be terminated. Any no-call/no-show lasting three days is considered job abandonment, constituting a voluntary quit.

REPEAT OFFENDERS

If an employee receives 3 (three) written warnings or suspensions for attendance within a rolling 12 (twelve) month period, that employee will be subject to immediate termination for excessive absenteeism, regardless of current points assessed.

PERFECT ATTENDANCE

The Susquehanna Regional Transportation Authority believes that reliable and conscientious people should be recognized and rewarded. Employees who work the entire calendar year and 1400 or more hours with perfect attendance will receive two (2) days of pay in recognition of their achievement. Part-time employees will receive 4 hours for each day and full-time employees will receive 8 or 10 hours for each day based on their normal schedule. An employee who works the entire calendar year and 1399 or less hours will receive one (1) day of pay as explained above. Perfect attendance is defined as having worked all scheduled hours during the calendar year with the exception of scheduled paid time off, bereavement and jury duty.

FLEXIBLE SCHEDULING

Work schedules are primarily associated with organizational needs, departmental environment, and job responsibilities. To allow more flexibility in work schedules the Authority permits flexible scheduling for the mutual benefit of the organization and the employee, which is subject to the written approval of a manager. Employees working flexible schedules will be held to the same attendance/punctuality requirements. Under the flexible scheduling, employees’ work schedules may begin and end up to one (1) hour earlier or later than the standard office

hours specified above. Employees may also elect to take a half hour lunch break instead of a traditional one-hour lunch period. An employee desiring a flexible schedule should obtain written permission from their supervisor. A manager may revoke a flexible schedule within their sole discretion

SICK LEAVE

The Susquehanna Regional Transportation Authority grants eligible full-time employees accrued sick time upon hire and they are eligible to use this time after 90 calendar days' employment and satisfactory completion of the introductory period. Sick days are not considered hours worked for purposes of overtime calculations. Please note, when an employee uses paid sick time no paid time nor sick time is accrued on those sick hours that are used.

The purpose of sick time is to protect the employee against loss of income if you become ill, injured or need to care for an immediate family member. The intent is to position the full-time employee's time as close to 40 hours as possible. **Employees may use sick time for doctor's appointment.** Proof of doctor's appointments may be required. For major planned events, sick time may be approved by the Executive Director or their designee.

Once an employee has reached the maximum accrual as defined on the benefit summary, which is subject to change, no more sick leave will accrue until the employee uses sick leave to reduce the accrued total below the maximum. Sick leave is a benefit provided to you in the event you need to take time off because of your health or the health of an immediate family member to include parents, spouse or children. It is not merely additional paid time off, thus no pay is provided for unused sick leave at the end of employment. Any employee who abuses sick leave may be subject to discipline.

The employee must submit documentation from a health care provider to Human Resources if they have been off work for 3 consecutive scheduled work days upon return in order to receive paid sick leave. Your supervisor may require documentation or follow-up at any time in order for paid sick leave to be approved.

Employees will utilize all sick time and PTO available prior to going to a non-pay status. Employees must notify their supervisor of their intent to utilize sick leave as soon as practical. Please see the policy on attendance. Unpaid sick leave may be counted towards points under the attendance policy.

When your employment is terminated (voluntarily or involuntarily) any accrued, unused sick leave is forfeited.

RESOLUTION 2307

RESOLUTION TO APPOINT AN OPEN RECORDS OFFICER

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) is a municipal authority created pursuant to the Municipal Authorities Act of 1945, as amended, that provides public transportation services to the SRTA service area; and,

WHEREAS, because SRTA exists as a municipal authority it is considered a local agency pursuant to Act 3 of 2008, otherwise known as the Right to Know Law (the "Act"), and therefore is required to have a policy for requesting, processing and providing public records; and,

WHEREAS, the policy also provides the requirement in which an Open Records Officer shall be acknowledged and appointed by the Board of Directors; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority in consideration of the Right to Know policy that it appoints the Procurement Analyst as the Open Records Officer.

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 January 26, 2023.

attest: _____

Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION NO. 2308

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

(Original Award – Resolution 2025)

WHEREAS, the Central Pennsylvania Transportation Authority (CPTA) awarded a contract to Via Mobility, LLC with authorization via Resolution 2025; and,

WHEREAS, the Central Pennsylvania Transportation Authority has found Microtransit beneficial in adapting to and addressing the needs of the community while embracing new technology and expanding the Authority’s mobility options; and,

WHEREAS, the Central Pennsylvania Transportation Authority’s current agreement with Via Mobility, LLC provides for options that were evaluated during the procurement process to expand the vehicles operated under the contract; and,

WHEREAS, the Central Pennsylvania Transportation Authority received a competitive grant award to provide expanded services to the associated area; and,

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) is now responsible for oversight of all procurement contracts for the Central Pennsylvania Transportation Authority and has identified a service expansion to improve community mobility options through Microtransit in Chambersburg; and,

WHEREAS, this expansion would require an increase to the awarded value of the not to exceed threshold to accommodate the increase in vehicles operated through the contract with Via Mobility, LLC’s platform; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority to authorize a modification of the contract with Via Mobility, LLC to increase the not to exceed threshold from \$150,000 to \$155,000 to be inclusive of this service expansion.

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 January 26, 2023.

attest: _____

Richard Kotz
Secretary

Raymond Rosen
Chairman

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

(Original Award – Resolution 2025)

Fact Sheet:

- The calculation for the change in total not to exceed value is based on the contracted value of \$350 per vehicle per month times one (1) vehicle(s) times twelve (12) months for a total increase in threshold of \$4,200 plus a small contingency buffer.
- This expansion will provide the opportunity to enhance service to the Chambersburg Microtransit service area with an additional service coverage within Fayetteville.
- The expansion will be funded in part by a rabbitcares grant awarded by Franklin County.
- This is a demonstration of an alternative transportation mode in an area where the specific purpose of interest revolves around job access and independent living (i.e. expanded access to medical, grocery, retail, recreation, etc.).
- The “Stop Hopper” service in Franklin County began in August of 2022.

RESOLUTION 2309

APPROVING THE TRESPASS POLICY AND EXCLUSION OF SERVICE POLICY

WHEREAS, it is the responsibility of the Susquehanna Regional Transportation Authority (SRTA) to make every effort to provide a safe and secure environment for all of its constituents involved in the delivery and usage of public transportation; and,

WHEREAS, the purpose of the policies is to provide written guidance for banning persons who engage in activities that threaten the health, safety or rights of employees or the community which relies on transit services; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority that it approves the Trespass Policy and Exclusion of Service Policy.

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 January 26, 2023.

attest: _____
Richard Kotz
Secretary

Raymond Rosen
Chairman

FACT SHEET: RESOLUTION 2309

Trespass Policy of Susquehanna Regional Transportation Authority

I. Purpose

The Susquehanna Regional Transportation Authority (“SRTA”) has adopted this trespass policy (the “Policy”) in an effort to enhance the safety and security of its properties within its service area. The purpose of the Policy is to provide a written procedure for banning persons, who have engaged in activities that threaten the health, safety or right to peaceful enjoyment of SRTA properties or services.

II. Definitions

- A. Police Department: Any police department having jurisdiction over any properties that are owned or leased by SRTA.
- B. Trespass: For the purpose of this Policy, SRTA considers trespass to be actions defined below in addition to any definition of trespass as described in 18 Pa. Stat. and Cons. Stat. Ann. § 3503.
- C. Trespassed Person: A person who has been banned from entering SRTA Property in accordance with the Policy or who has performed one of the acts defined by the Pennsylvania Crimes Code as set forth in Section A.
- D. SRTA Property: The properties owned and maintained by SRTA. Though paid for with public funds, SRTA Property functions as private property for a designated mobility purpose. SRTA Property includes, but is not limited to, the buildings, and parks within the SRTA communities, bike facilities, shelters, the common areas, and parking lots within the properties owned by SRTA. Signs have been posted on SRTA Property that clearly identify the property as private property.

III. Procedure

- A. Authorized Persons. Entrance to SRTA Property is restricted to SRTA patrons, authorized visitors and guests, during SRTA hours of operation; as well as authorized SRTA staff, representative agents, contractors, and law enforcement officials carrying out official SRTA or law enforcement business as necessary to protect the interests of SRTA.
- B. Persons Subject to Trespass. Any person who has engaged in activities that threaten the health, safety and right to peaceful enjoyment of SRTA, patrons, authorized visitors or guests, or SRTA staff or agents may be prohibited from entering all SRTA Property. Examples of persons who may be banned from SRTA Property include, but are not limited to, the following:
 - 1. A person who engages in a verbal or physical confrontation with any law enforcement officer, SRTA staff or agent, resident, household member or authorized guest or visitor while on SRTA Property.
 - 2. A person who engages in any drug related criminal activity on or off the property.
 - 3. A person who engages in any criminal activity that threatens the health, safety and right to peaceful enjoyment.

4. A person who engages in criminal activity in which a deadly weapon or dangerous instrument was used, or threatened to be used, or any activity that resulted in physical injury to any person.
5. A person who damages, destroys, vandalizes, defaces, or otherwise reduces the value of the real and/or personal property of SRTA, its employees, commissioners, representatives, agents, residents, visitors and guests, contractors, any law enforcement official, or other member of the public.
6. A person who commits a public nuisance, and other disorderly, lewd or lascivious conduct on SRTA property.
7. A person who loiters, or otherwise fails to have any legal business, on SRTA property.
8. A person who causes significant littering on SRTA property.
9. A person who is not authorized to enter SRTA property during non-business hours.
10. A person who commits any action that is defined as trespass under the Pennsylvania Crimes Code.
11. Any person who leaves unattended property that constitutes litter and/or creates a potentially dangerous health hazard.

C. Trespass Determination. As determined by SRTA's authorized staff or agent, a person who has engaged in an activity that threatens the health, safety and right to peaceful enjoyment, as discussed in Section II.B. above, may be banned from entering SRTA Property.

1. The person being banned may be notified orally or in writing by SRTA's staff or agent.
2. Following SRTA's determination to ban a person from SRTA Property, a SRTA Trespass Letter ("the Trespass Letter") will be completed by SRTA's staff or agent. SRTA will make a reasonable effort, but is not required, to deliver the original Trespass Letter to the Trespassed Person. Once the Trespass letter has been delivered, the same shall be distributed to SRTA staff and police having jurisdiction over the location of the incident leading to the determination.

A photograph of the Trespassed Person (if available) may be maintained by SRTA. The Trespass Letter shall serve as notice that the Trespassed Person shall not enter any SRTA Property and that he/she may appeal SRTA's determination in accordance with Section IV below.

- a. In the event that the Trespassed Person is a juvenile, SRTA will make a reasonable effort, but is not required, to deliver the original Trespass Letter to the Trespassed Person's parent or legal guardian.
- b. SRTA staff or agent shall make a reasonable effort to include the following information in the Trespass Letter:
 - (1) the full name and address of the offender;
 - (2) the date the Trespass Letter is delivered to the banned individual;
 - (3) the resident/non-resident status of the individual;

- (4) the development or location at which the incident occurred;
 - (5) the signature of the Police Officer or designated staff person banning the individual;
 - (6) the date, time and place the person was encountered for the offense;
 - (7) the reason(s) for banning; and
 - (8) a description of the individual, to include such information as birth date, social security number, and driver's license or other special identification.
- 3. The names of all Trespassed Persons will be placed on SRTA's Trespass/Banned List which shall be updated quarterly or as often as determined by the Executive Director. The Trespass/Banned List shall be distributed to: 1) the Police Department, 2) SRTA property personnel and 3) SRTA operations staff.
 - 4. In the event a Trespassed Person is observed on any SRTA Property by SRTA staff or agent, he/she should contact the Police Department for assistance.

IV. **Appeal Process**

Upon addition to the SRTA Trespass List, the Trespassed Person and/or an interested resident may request a hearing to remove the Trespassed Person from the SRTA Trespass List.

- A. A request for an appeal of SRTA's determination must be submitted to the Executive Director within five (5) days following issuance of the Trespass Letter. SRTA will provide the grieving party with the date, time and place of the hearing within a reasonable amount of time. Should the grieving party fail to appear at the hearing, the determination of SRTA shall be final.
- B. The Hearing Officer shall be the Executive Director, who will review each appeal and conduct a hearing. Prior to the hearing, the grieving party shall provide SRTA with (1) a current certified copy of the Trespassed Person's criminal history, (2) a list of the Trespassed Person's previous home addresses that had been located outside of the County, and (3) any relevant documents. The grieving party may bring a representative and/or relevant witnesses to the hearing.
- C. The Executive Director will make a final determination which will be provided to the grieving party in writing. A copy of the final determination will also be delivered to the Property Manager of the development where the offensive activity had occurred.
 - 1. If it is the determination of the Executive Director to remove the Trespassed Person from the Trespass List, the Executive Director may remove him/her from the Trespass List immediately or for a probationary period of one (1) year.

V. **Removal from Ban List**

Persons listed on the Trespass/Ban List may not be removed by anyone except in consultation with the Executive Director.

Exclusion of Service Policy

Section 1: Grounds

SRTA reserves the right to exclude person(s) from the use of facilities or service in the best interest of safety and security for public and employees. A determination of exclusion of service or the application of the Disruptive Passenger policy may depend on the program of services utilized by an Offender or the severity of action leading to suspension/exclusion. Offenders whose own actions show a propensity or a habitual pattern of civil disobedience, disorderly conduct, loitering, terroristic threats and harassment may be excluded from service or access to SRTA property or facilities at any time. The Authority may consider factors relative to assault or disruption based upon the factors considered in the National Transportation Database definitions of "assault".

SRTA property is inclusive of vehicles, transfer points, shelters and any other Authority owned property. This list is not all inclusive and an Exclusion of Service Notice may still be issued if SRTA can show a threat to passenger and employee safety and security. The Safety, Security and Training Officer shall be the determining factor based on articulable facts achieved by documentation which shows a pattern or propensity for continued unacceptable actions. The Safety, Security and Training Officer shall be the issuing authority. In his absence, the Chief Operating Officer shall assume that duty. An authorized SRTA Representative or Law Enforcement Officer may issue an Exclusion of Service Notice to any person who is in violation of any described nuisance offenses and/or or who commits an offense under applicable state or local law in or upon a Transit Facility or Transit Vehicle or Authority owned property. Persons who have a disability, as defined by a funding source providing that individual's trips, or utilize the Authority's ADA transportation program shall be governed under the disruptive passenger provisions of this Policy.

Of note, as set forth above, this policy integrates the federal definition of assault on a transit worker which is set forth at 49 U.S.C. 5302(1) as:

to define "assault on a transit worker" as a "circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker." In the event this definition changes, or state law provides a more strict definition, the Authority will process complaints or disruption pursuant to the most general policy.

Section 2: Notice

In the event an Exclusion of Service Notice is issued, SRTA shall provide a written copy of such Exclusion of Service Notice to any person who has been excluded from all or any portion of SRTA property, including, but not limited to, Transit Facilities or Transit Vehicles or any other Authority owned property described within the exclusion notice. The written Exclusion of Service Notice shall specify the particular violation or reason for exclusion, all places or property from which the person is excluded, the duration of the exclusion, and the consequences for failure to comply with the Exclusion of Service Notice.

Section 3: Duration

An Exclusion of Service Notice shall be effective immediately upon issuance and shall remain in effect until the exclusion expires, is terminated via the sole action of SRTA, or is overruled on appeal. Additionally, SRTA specifically reserves the right to issue an Exclusion of Service Notice from all SRTA property.

Section 4: Appeal of Exclusion

A person receiving an Exclusion of Service Notice, including a Notice of Permanent Exclusion, may appeal in writing by contacting the SRTA Civil Rights Officer at info@rabbittransit.org. Any written appeal must be responded to in writing within ten (10) business days. In determining an appeal, the Civil Rights Officer may, but is not obligated, to hold a hearing or consider any relevant evidence to discuss the basis for an appeal. The right to appeal an exclusion of service and method to appeal can be found on the Authority's website under its Title VI program.

Section 5: Application for Modification of Exclusion

At any time during the period of exclusion set forth in a Notice of Exclusion, the person named may file a written protest to SRTA's Executive Director or their designee, to allow such person to enter upon SRTA property or service encompassed within the Notice of Exclusion. In his/her sole discretion, the Executive Director or their designee, may grant a modification if the person establishes a pressing need (i.e. employment, medical treatment, or similar good cause) to enter upon SRTA property, including, but not limited to, Transit Facilities and Transit Vehicles. In his/her sole discretion, the Executive Director or their designee, may terminate a Notice of Exclusion or grant a modification if the excluded person demonstrates by clear and convincing evidence that he or she was wrongfully or unfairly excluded from SRTA property. In granting a modification, additional conditions or requirements may prevent the excluded person from committing future offenses. Any subsequent offenses while on an Exclusion Modification shall immediately result in a reintroduction of the original Exclusion from all service and all facilities.

Section 6: Trespass

A person excluded pursuant to this policy may not enter or remain upon any excluded property or area during the period of exclusion. In the event an excluded person enters or remains upon such excluded property, such person shall be considered to be a trespasser and may be subject to arrest and prosecution for the crime of defiant trespass.

Section 7: Non-Discriminatory Policy

SRTA shall not base a Notice of Exclusion on race, color, sex, age, religion, national origin, ancestry, marital status, physical or mental handicap or economic status. Any action shall be derived from evidentiary facts in the best interest of safety and security for public and employees.

Section 8. Disruptive Passengers/Shared Ride Program

In support of the exclusion of service program set forth above, the Authority also includes a

“Disruptive Passenger” program for those persons who utilize any ADA program or similar transport of persons with disabilities. For purposes of this Section, ADA programs shall be all inclusive for any program where the Authority transports persons who qualify for any state or federal program for transport of any person with a disability.

A. When riding a Company’s Vehicle through ADA or other similar program, customer conduct will not be accepted nor allowed that is violent, seriously disruptive, or illegal.

The Company may suspend individual passengers and/or refuse service to an individual with a disability who engages in violent, seriously disruptive, or illegal conduct, using the same standards for exclusion that would apply to any other person who acted in such an inappropriate way pursuant to the Authority’s Exclusion from Service Policy.

The Authority will not refuse to provide service to an individual with disabilities solely because the individual's disability results in appearance or involuntary behavior that may offend, annoy, or inconvenience employees of the entity or other persons.¹ When faced with an incident involving violent, seriously disruptive, or illegal conduct, the vehicle’s operator will complete an incident report detailing the situation and forward it an Operations Management team member who will communicate it to the Safety, Security and Training Officer at the conclusion of the shift. In cases of imminent danger or harm, the vehicle operator shall make the necessary report as in the case of any such incident on a Company vehicle.

With regard to considering a “direct threat” U.S. Department of Justice regulations state in 28 CFR Sec. 36.208. In determining whether an individual poses a direct threat to the health or safety of others, a public accommodation must make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures will mitigate the risk.

Examples of the violent, seriously disruptive, or illegal conduct resulting in “refusal to provide service” in the context of the Authority’s ADA programs, include, but are not limited to, the following:

- Disrupting the driver while he/she is driving the vehicle.
- Engaging in any conduct or activity that represents a danger to himself/herself, to other passengers or to the driver.
- Making physical or verbal threats to the driver or to other passengers. Such threats may be either verbal or written.
- Damaging or destroying vehicle equipment or any employee’s or passenger’s property.
- Getting out of the seat while the vehicle is in motion or while the trip is underway.
- Refusing to wear a seat belt.
- Smoking, consuming alcoholic beverages or any illegal substance while on board the Authority’s vehicle.
- Disrupting other passengers.
- Disrobing.
- Swearing, name calling and/or abusive language.
- Personal Hygiene condition, resulting in a public health hazard as categorized by the Centers for Disease control.

- Violations of the Authority’s Customer Code of Conduct Policy

B. Processing Disruptive Behavior:

If a customer engages in violent, seriously disruptive, or illegal conduct, the offending customer will:

1) Immediately be asked by either the vehicle's operator or other member of the Company's management staff to stop or correct the disruptive behavior. If the customer continues to engage in a violent, seriously disruptive, or illegal behavior, assistance will be sought as necessary; and

2) Be issued a letter detailing the incident. The letter will also outline the subsequent "suspension of service" notification to the passenger and will include the reason for such determination. A copy of the letter will also be sent to the passenger's guardian, and/or the passenger's service provider. Despite this notification, the Company's staff must be mindful of the critical importance of maintaining confidentiality concerning information about a passenger's identity, personal circumstances, disability status, etc.

Further suspensions up to and including refusal of service will be determined at exclusive discretion of Director of Safety and Security in the event that the suspension of service have not mitigated the disruptive situation.

C. Appeals Process

Adequate documentation must be on file to support the decision that a cause for suspension has been identified and carefully investigated, and that action is warranted. Adequate documentation can take many forms including videos and other digital recordings, witness statements, direct observations or other relevant evidence concerning an event and/or complaint.

When possible, if sanctions are imposed, the customer must be notified ahead of time in writing or in accessible format. If an immediate sanction is imposed, a verbal notification must be swiftly followed by the required written or accessible format notice.

The notice must identify the basis for the proposed action with specifics and describe the proposed sanction. It must notify the customer of his/her right to appeal and how to file an appeal. Customers who are issued a "refusal to provide service" letter will have the right to appeal the suspension, as described below:

The individual will have sixty (60) calendar days from the date of the notification letter to file an appeal with the Company's Civil Rights Officer. The information concerning the appeals process will be included in the correspondence sent to the offending customer, caregiver, guardian or advocate. The appeal process and procedures shall follow those procedures set forth in the section of this policy for appeals of determinations for eligibility. The SRTA will provide transportation to the appealing party to and from the hearing free of charge.

If during the ADA appeals process it has been determined the Company has legitimately refused service to someone who has engaged in violent, seriously disruptive, or illegal conduct, either the Civil Rights Officer may choose to provide conditional service to him or her on actions that would mitigate the problem. For example, the Civil Rights Officer could choose to require an attendant as a condition of providing service it otherwise had the right to refuse.

In evaluating the request, the Civil Rights Officer may hold a hearing and otherwise gather evidence regarding the claim and the proposed sanction. The passenger may have an opportunity to present evidence and witnesses at the appointed time. The Civil Rights Officer's findings will be final and binding.

² 49 CFR, Part 37.5 (App.D) "If an entity may legitimately refuse service to someone, it may condition service to him on actions that would mitigate the problem. The entity could require an attendant as a condition of providing service it otherwise had the right to refuse.

Exclusion of Service Notice

Dear: _____

Name

Address

City, State, Zip Code

This letter is to inform you of the fact that as of today _____,
you are no longer permitted in or around the premises of:
_____, _____, Pa,
and/or _____ permitted to use Authority transportation services for any reason.

If you are seen in or around the premises at the above specified property and/or using Authority bus service after being notified of the Exclusion of Service Notice, any Authority employee will notify the appropriate law enforcement agency to be removed and possibly face criminal charges. You will hereafter be considered as a **“TRESPASSER”** and Police will be called to ARREST you. This notice will serve to comply with the **Pennsylvania Trespassing Statutes**, in that, you were given written notice via certified mail by an authorized Authority Supervisor.

This exclusion shall be in effect until : _____.

A copy of this letter, along with a copy of the certified, registered mail receipt is being sent to the _____ Police Department for their information.

Sincerely,

Name – Print

Title

Signature

Date

CC: _____ Police Department

RESOLUTION 2310
AUTHORIZATION FOR PARATRANSIT AND MICROTRANSIT
ROLLING STOCK COST INCREASE

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) Board of Directors passed Resolution 2218 on April 28, 2022 with a not to exceed value of \$9,150,000 for the purchase of 51 Body on Chassis vans and 32 Ford Transits; and,

WHEREAS, Rohrer Bus Sales was the firm awarded the contract to provide the 32 Ford Transit Vans; and,

WHEREAS, Due to the national supply chain challenges, Rohrer was not able to meet the full purchase request as they were short fourteen (14) 2022 Ford Transit chassis; and,

WHEREAS, Rohrer was able to secure fourteen (14) 2023 chassis to complete the order; however, the base cost of the chassis has increased; and,

WHEREAS, SRTA participated in a State-Wide Joint Procurement let by the South Central Transit Authority (SCTA) for replacement and expansion of small transit vehicles and SCTA and Rohrer negotiated an acceptable cost increase, which has been approved by PennDOT, for the supply of new Ford Transit Vans chassis as it related to the cost increase; and,

WHEREAS, 14 of the Ford Transits can be purchased at the new price, exceeding the original not to exceed price by Two-hundred, fifty-nine thousand, one-hundred, forty Dollars and Zero Cents (\$259,140.00); and,

WHEREAS, PennDOT has amended our grant agreement to cover the cost increase; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby authorize the issuance of a Purchase Order to Rohrer Bus Sales in the amount of \$259,140 to compensate Rohrer Bus for the additional vehicle costs per contract guidelines.

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 January 26, 2023.

attest: _____

Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION 2310
AUTHORIZATION FOR PARATRANSIT AND MICROTRANSIT
ROLLING STOCK COST INCREASE

FACT SHEET

- Original, complete vehicle cost was \$109,204 per unit.
- Current complete vehicle cost is \$127,714 per unit. This represents an \$18,510 per unit increase.
- 32 total units were originally ordered with 18 covered by the original per unit cost, and 14 units affected by the cost increase.
- The 51, Ford E450 Cutaway vans have not been affected by the price increase.
- Any additional units ordered will be impacted by the contract cost increase.

RESOLUTION NO. 2311

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

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) is responsible for all executive, management, administrative, support services, and state and federal regulations, which includes entering into and executing contracts and agreements on behalf of the Central Pennsylvania Transportation Authority (CPTA); and,

WHEREAS, the Pennsylvania Department Human Services (DHS), created by Act 390, approved July 13, 1957, P.L. 852, is an executive agency responsible for the administration of public assistance programs in the Commonwealth (62 P.S. § 403); and,

WHEREAS, the DHS administration of public assistance programs includes administration of the Medical Assistance Transportation Program (“MATP”); and,

WHEREAS, CPTA is a municipal authority established and authorized pursuant to Pennsylvania Municipal Authorities Act, 53 Pa. C.S. § 5601 et seq.; and,

WHEREAS, CPTA is committed to providing regional public transportation services; and,

WHEREAS, DHS requires assistance in providing non-emergency medical transportation services for Medical Assistance (“MA”) beneficiaries through the MATP for Adams, Columbia, Cumberland, Franklin, Indiana, Montour, Northumberland, Perry, Snyder, Union, and York Counties; and,

WHEREAS CPTA has the capacity and qualifications to assist DHS in providing MATP services in the noted counties; and,

WHEREAS, CPTA has agreed to perform such services in collaboration with DHS; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority that the DHS Intergovernmental Agreement for MATP be executed.

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 January 26, 2023.

attest: _____

Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION NO. 2311

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

FACT SHEET:

- Initially the Department of Human Services (DHS) thought they were going to be required to conduct a competitive procurement on the delivery of the Medical Assistance Transportation Program (MATP) and that the CPTA agreement was seen as being a sole source agreement.
- Thanks to PennDOT as they shared with DHS the contracting methods they use with transit systems and how it can be used by DHS. It has been determined that DHS can have intergovernmental agreements with municipal authorities.
- The term of this Agreement shall commence on October 1, 2022 (“Effective Date”) and continue for three years. At its discretion, DHS may extend the term of this Agreement for one additional two-year period.
- Any renewal will be on the same terms and conditions, provided the parties may agree to increase pricing for one or more of the deliverables provided for under this Agreement in an amount that shall not exceed \$5.00 per trip of the then current per trip rate.
- The Authority provides Medical Assistance Transportation Program (“MATP”) Administrator Services in Adams, Columbia, Cumberland, Franklin, Indiana, Montour, Northumberland, Perry, Snyder, Union, and York Counties. Specifically, the Authority shall provide the least costly and most appropriate mode of transportation for consumers traveling to and from a medical facility, physician's office, dentist's office, hospital, clinic, pharmacy, or purveyor of medical equipment. Transportation modes may include but are not limited to taxicabs, vans, mini-buses, mass transit, paratransit shared ride, and mileage reimbursement when a private vehicle is available for use.
- Under 42 C.F.R. § 431.53, the Department of Human Services (“DHS”) must provide non-emergency medical transportation (“NEMT”) services to eligible individuals enrolled in the Medical Assistance (“MA”) program. CPTA shall be responsible for the coordination, provision, and associated activities or services of NEMT for individuals who receive MA and are eligible to participate in the MATP.

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
20220725 - Parts Contract	IFB	8/22/2022		10/14/2022	1/2/2023	
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	Sole Source					
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 - Zarfoss Fire Suppression Repair	Small Quote					\$ 17,000.00
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
20221117 - King Street ADA Repair	TBD					
20221118 - Middletown Train Station Gate	Small Quote					
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						TBD

CPTA Act 44 Transit Performance Review Action Plan - January 2023

Actions to Increase Passengers / Revenue Hour	CPTA Action Plan	Progress Report Update(s)
1. Assess alternative transportation options for southern York County as part of the next TDP update.	CPTA anticipates a TDP update in 2022. Based on the outcome of the TDP update, rabbittransit will prepare a pilot funding application that will be submitted to PennDOT should opportunities be identified.	Final product from consultant inclusive of route stop assessments, shelter design typography, and estimated cost modeling prepared and in review with PennDOT.
2. Continue to work with municipalities experiencing population growth and new commercial development to include a CPTA review of proposed site development plans.	CPTA is heavily engaged in local and regional planning organizations and has recently been a working member of PPTA's "Build a Better Bus Stop" Project which worked to prepare transit oriented development language for agencies to revise and tailor to their regional needs. Further, CPTA seeks to continue efforts to find third-party funding partners as state and federal resources don't allow for adequate source expansions.	Ongoing, no update.
Actions to Increase Operating Revenue / Revenue Hour	CPTA Action Plan	Progress Report Update(s)
1. Continue to monitor its fixed-route farebox recovery and maintain a satisfactory fare recovery level.	CPTA does maintain and monitor farebox recovery and will evaluate a potential change in fare and farebox collection policy. Special consideration will need to be given for pandemic / post-pandemic consumer needs and ability to pay. It is worth noting that this element may see significant updates with the coordination of CAT and rabbittransit services.	SRTA has continued tracking and reporting fixed-route ridership and farebox recovery monthly to internal teams and the Board. Dashboards and reports have been consolidated for SRTA. No significant changes or updates.
Actions to Contain Operating Costs / Revenue Hour	CPTA Action Plan	Progress Report Update(s)
1. Develop a more detailed strategic IT plan that defines desired IT specifications, interdepartmental information flow, and an investment plan.	CPTA requests assistance from PennDOT in the providing of templates, a framework, or technical expertise in the development of such a plan with consideration given to the coordination of CAT and rabbittransit services in terms of timeline factors.	SRTA has begun its initial strategic IT plan draft.
2. Update its cost allocation plan to equitably assign costs across divisions, including other service lines like non-public transportation, CAT management, and 4Ride.	The authority will evaluate this recommendation, but has not identified any compelling reasons that the current model is not effective. CPTA's current model does allocate costs across divisions, including non-public transportation, but does not for fee for non-direct transportation services under an agreement such as the CAT management and 4Ride agreements CPTA would request PennDOT to provide expanded guidance to direct efforts.	No significant changes or updates.
3. Develop standards and monitor mechanic efficiency for routine tasks.	Preliminarily anticipate deployment of new maintenance software in early 2022. CPTA is in the process of drafting a procurement for a new maintenance software. Further, CPTA will identify in the required scope of work or functionality evaluation the capability of the system to meet monitoring and reporting needs.	Maintenance Performance Analyst continues to review data validity and perform QA in input data. He will then proceed to process development of efficiency standards from the associated datasets.
Other Actions to Improve Overall Performance	CPTA Action Plan	Progress Report Update(s)
1. Implement a formal capital planning process agency-wide that it can use to identify and prioritize CPTA's short and long-term capital needs.	Preliminarily anticipate deployment in FY2021-2022 planning cycle. The authority does have a formal capital planning process in place, but recognizes the reviewer recommendation to expand this with CAT services in mind.	SRTA continues to work with the PennDOT BPT workgroup on capital processes with the merger transition. No significant changes or updates.

TSA Statistics for 9/30/2022 through 12/31/2022

Totals	CODE	TSA Activity Type	Time on Activity	
204	1	Mobile Bus Ops (Route ride along)	188:05	Hrs
275	2	Transfer Center / Bus Stops	157:30	Hrs
6	3	Driver / Employee Assist	2:00	Hrs
0	4	De-escalation Incident	0:00	Hrs
3	5	Homeless / Sick / Other Assist-Referrals	2:45	Hrs
4	6	Customer Assist	1:20	Hrs
1	7	Dispatch Directed Incident	0:15	Hrs
2	8	Police / EMS Request	1:15	Hrs
0	9	Mental Health Issue / Referral	0:00	Hrs
0	10	Enforcement of Code of Conduct	0:00	Hrs
258	11	Other	173:24	Hrs

Comparison of Inflation to Shared Ride Fares

