

# SRTA

## SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

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**DATE:** August 25, 2022  
**TIME:** 10:00 AM  
**PLACE:** 901 North Cameron St., Harrisburg, PA 17101  
**PURPOSE:** August 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 July 28, 2022 (Pages 3-6)
5. Communications
  - A. Resignation from Capital Area Transportation Authority and Susquehanna Regional Transportation Authority (Page 7)
  - B. Customer Thank You Letter (Page 8)
6. YAMPO Transit Committee
7. Treasurer's Report (Pages 9-13)
8. Resolutions
  - A. RESOLUTION 2241 – HONORING BOARD OF DIRECTOR MEMBER SCOTT T. WYLAND FOR HIS YEARS OF SERVICE TO THE AUTHORITY 2017-2022 (Page 14)
  - B. RESOLUTION 2242 – AWARDED GASOLINE CONTRACT (Pages 15-16)
  - C. RESOLUTION 2243 – APPROVAL TO ADVANCE PURCHASE OF UNION COUNTY PROPERTY (Pages 17-19)
  - D. RESOLUTION 2244 – RESOLUTION TO ADOPT OPEN RECORDS POLICY AND PROVIDING FOR THE APPOINTMENT OF AN OPEN RECORDS OFFICER (Pages 20-28)
9. Old Business
10. New Business
  - A. Federal Fiscal Year 2023 Proposed Program of Projects (Page 29)

11. Future Procurements (Page 30)

12. Staff Report

13. Adjournment

**Next Meeting:  
Thursday, September 29, 2022  
59 East High Street, Gettysburg**

**SRTA**  
**SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY**

**MINUTES OF SRTA BOARD MEETING**

July 28, 2022

Present were board members: Raymond Rosen, York County; Thomas Wilson, Adams County; Keith Martin, York County; Richard Kotz, City of Harrisburg; Neil Grover, City of Harrisburg; Scott Wyland, Cumberland County; Richard Carson, York County; Eric Bugaile, Dauphin County; LaToya Winfield Bellamy, Dauphin County; Kirk Stoner, Cumberland County; and Carrie Gray, Franklin County. Jill Nagy, Counsel, was also present.

Administrative Staff Members present were Richard Farr, Executive Director; Christopher Zdanis, Chief Operating Officer - Harrisburg; Trevor Manahan, Chief Operating Officer – York; Jenna Reedy, Chief of Staff; Jamie Leonard, Chief Human Resources Officer; Stephen Baldwin, Chief Financial Officer; Abby Davis, Marketing Manager; Jonathan Brouse, Transit Planner; Brian Gillette, Controller; David Juba, Planning Manager; Cory Matthews, IT Manager; Eric Maguire, Grants Manager; Nicole Hansen, Human Resources Business Partner – Labor Relations; Sherry Welsh, Senior Project Manager/rabbitcares Administrator.

Member of the community present was Antonieta Villalobos.

**CALL TO ORDER**

The July Board meeting of the Susquehanna Regional Transportation Authority was called to order by Treasurer Keith Martin at 10:00 AM.

**CHANGES OR MODIFICATIONS TO THE AGENDA**

No changes or modifications to the agenda.

**PUBLIC COMMENT**

Antonieta Villalobos, a rider on the rabbittransit 83S EXPRESS service, commutes from Shrewsbury to Towson. Ms. Villalobos referenced several conversations with Richard Farr about the EXPRESS Route and her proposed changes to the route, which includes tweaking of the route removing underutilized stops.

Richard Farr relayed to the Board that this will be a part of service changes that will be proposed in the fall. This and other changes will then be brought in front of the Board later in late October or November. Richard Farr did note that there has not been immediate actions made to any of the commuter routes due to the workforce slowly returning following the pandemic. Richard Farr also noted concern with the current commuter routes not meeting PennDOT ridership targets and what this might mean for commuter routes in the future. However, before any changes take place, rabbittransit will hold a public comment period.

Ms. Villalobos also noted other concerns with her route, which includes safety items, no WIFI and no AC or heat provided on the buses.

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Keith Martin thanked Ms. Villalobos for her comments and assured her that Richard Farr will follow up with her concerns, especially in regards to her safety. Updates will be provided as progress is made.

APPROVAL OF MINUTES

Motion to approve the June 30, 2022, meeting minutes was raised by LaToya Bellamy, seconded by Eric Bugaile, and passed unanimously.

COMMUNICATIONS

A correspondence from rider George Wolff was provided to the Board for their review. Mr. Wolff, a shared ride rider and the founder of the Keystone Funding Coalition, expressed his gratitude for the compassion and care displayed by the entire rabbit system.

YAMPO TRANSIT COMMITTEE

There was no YAMPO Transit Committee business.

TREASURER'S REPORT

Keith Martin presented the June 2022 Financial Statement and Statistical Notes. Keith Martin noted that this report ends the 2022 Fiscal Year. Keith Martin also pointed out some important notes to the report:

- The yearly audit process is underway and has started in Harrisburg. Once completed they will wrap up their work in York during the month of September.

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

- RIDERSHIP: Fixed Route ran 6% above last year and rose to 55% of pre-COVID ridership. Paratransit was 27% above the previous year and bumped up to 72% of pre-COVID ridership levels. Commuter EXPRESS rose to 71% above last year but remained at 31% of pre-COVID levels. In the month of June, Microtransit's ridership increased over the prior year and was up to 59% from 52% in the month of May.
- REVENUE: Year to date Operating revenue is 16% or \$2.6 million higher than budget. This is \$3.5 million or 23% above last year. Current period Operating revenues beat budget by 32%.
- EXPENSES: Year to Date Total Expenses are \$1.4 million or 3% better than budget. A large jump in the purchased serviced line item is the result of launching the intercity bus management project.
- RESERVES: SRTA currently has 163 days of cash on hand. The Authority's target is to have reserve for 180 days.
- CAPITAL EXPENDITURES: Capital expenditures are over \$50,000 for the month. Capital expenditures include the Zarfoss Roof, York Transfer Center and Maintenance Software (Assetworks).

Stephen Baldwin noted the highlighted information for the month of June which is Paratransit Productivity for FY 2022. This provides insight into the operating efficiency of each of the Authority's

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Divisions. Stephen Baldwin noted this is an area that we will need to continue to focus on and monitor for improvements.

Stephen Baldwin concluded his report by reviewing the June 2022 SRTA Dashboard.

**RESOLUTIONS**

**RESOLUTION 2234 – CONTRACT FOR CONFERENCE ROOM TECHNOLOGY INSTALLATION**

Motion to approve was raised by Eric Bugaile, seconded by Richard Carson, and passed unanimously.

**RESOLUTION 2235– CONSTRUCTION CONTRACT HARRISBURG TRANSPORTATION CENTER**

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

**RESOLUTION 2236 – CONTRACT AWARD FOR ANNUAL HVAC MAINTENANCE**

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

**RESOLUTION 2237 – CONTRACT FOR SURVEILLANCE CAMERA INSTALLATION**

Motion to approve was raised by Scott Wyland, seconded by Thomas Wilson, and passed unanimously.

**RESOLUTION 2238 – AUTHORIZATION TO RENEGOTIATE CONTRACT FOR INTERCITY BUS PROGRAM RELATED TO FUEL COSTS**

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

LaToya Bellamy noted an incorrect date within the resolution. The resolution reflects that the meeting was held on July 28, 2021 and it should reflect July 28, 2022.

**RESOLUTION 2239 – AUTHORIZING THE UTILIZATION OF MEMBERS 1<sup>ST</sup> BANKING SERVICES**

Motion to approve was raised by Thomas Wilson, seconded by Kirk Stoner, and passed unanimously.

**RESOLUTION 2240 – AUTHORIZATION TO APPROVE THE SAFETY COMMITTEE OF AGENCY SAFETY PLAN**

Motion to approve was raised by Eric Bugaile, seconded by Thomas Wilson, and passed unanimously.

**OLD BUSINESS**

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Richard Farr presented the Act 44 Transit Performance Review Action plan for July 2022. Richard Farr noted this is for information only and there are no significant changes from last quarter's plan.

NEW BUSINESS

No new business.

FUTURE PROCUREMENTS

Richard Farr presented a document which references all current and future procurement projects.

STAFF REPORT

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

- New Harrisburg Property (Goodwill Facility)
- Franklin County Commissioners' announcement for start of Microtransit service in Franklin County. Carrie Gray passed on appreciation from the Franklin County Commissioners.
- A project was announced that is part of the Strategic Plan goal "People First". This will focus on a behavioral health program that supports employees as well as the community.

ADJOURNMENT

The next scheduled Board of Directors meeting will take place on August 25, 2022, at 10:00 AM at 901 North Cameron Street, Harrisburg, PA 17101.

The meeting adjourned at 10:33 AM.

Respectfully Submitted,



Richard Kotz  
Secretary

August 10, 2022

Greetings Rabbit Transit.

Around 2 years ago I filled out the registration and sent to Rabbit Transport. I never thought anymore about it as I had a car I drove.

Through a period of time, I had 4 eye procedures. I was going to have another procedure but after sometime they shelved that procedure as they were afraid it could make matters worse.

On July 1<sup>st</sup> I hung up my car keys. As a 82 year old widow, it meant I was giving up some of my independence. It was a real downer. The senior center I go to has a little van or bus that we go on day trips, plus picks up people that don't drive. So I was able to keep involved in the senior center activities.

Two lovely ladies from Rabbit Transit came to speak on July 12th. Perfect timing. They spoke and then we asked questions. I was so thrilled to know I could still keep my independence. They looked on their laptop and it showed I was registered for the Rabbit.

On July 21<sup>st</sup> I had my first experience of getting the Rabbit. Being the new kid on the block, I sure didn't sleep much the night before, knowing I was entering a new period in my life and hoping I did the right thing and knowing I did according to the rules. The driver going and the driver coming home, were very, very nice. I can't tell you how much that meant to me. The next time was my trip to Wegman's and that bus drivers name was Bob and oh he was so nice too. Then I met some nice passengers also. With all this wonderful experience, there is no room in my life for depression. I don't know who thought up to have this transit for people, but if only they could, they would see a lot of happy faces. To all of you, who are a part of this from taking the reservations, office personnel and all others including the very, very nice drivers, I want to say a big thank you. You all are such a blessing.

With much appreciation,

Mary Lou Maxwell

**Scott T. Wyland**  
57 South Terrace Road  
Wormleysburg, PA 17043

August 2, 2022

Cumberland County Commissioners' Office  
1 Courthouse Square, #200  
Carlisle, PA 17013

**Re: Resignation from Capital Area Transportation Authority and Susquehanna  
Regional Transportation Authority**

Dear Commissioners:

I write to announce my resignation from the boards of Capital Area Transit and Susquehanna Regional Transportation Authority, with immediate effect. Please know it has been my distinct honor to represent Cumberland County on these boards over the last five years. With my colleagues on these boards, we have accomplished a major change in the structure of transportation services for the County and the area. Although I would be pleased to continue my service, the press of other business requires me to step back at this time.

Should my successor find it helpful, I am available to assist in the transition in whatever way he or she may prefer. SRTA is up and running and I expect many years of good service for the residents of Cumberland County. Again, thank you for the opportunity to serve.

Sincerely,

*s/Scott T. Wyland*

Scott T. Wyland

cc: Richard Farr, Executive Director



# SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

## Financial Statement & Statistical Notes for July 2022

- The financial statements enclosed with these notes, are as of July 31, 2022. This is the first month of fiscal year 2023.
- The presented financial statements reflect the adopted fiscal year 2023 budget.
- The income statement includes the comparative previous fiscal year to date information.

### Ridership

- Year to date comparisons to the prior year and to pre-Covid levels improved slightly during June:
  - Fixed Route ran 3% above last year and at 55 % of pre-Covid ridership
  - Paratransit was 9% above the previous year and 77% of pre-Covid ridership levels.
  - Commuter Express was 65% above last year (YTD) but at ran at only 31% of pre-Covid levels
  - In the Month of July, Microtransit's, ridership was 117% above same time last year.

### Revenue

- Year to Date Operating Revenue is 18% or \$338 thousand higher than budget. This is \$555 thousand or 33% above same time last year.

### Expenses

- Year to Date Total Expenses are \$590 thousand or 11% better than budget.
- This favorable budget variance is the result of wage and associated benefit expenses being below budgeted levels. Open positions are responsible for the lower than budgeted wages.

### Reserves

- SRTA currently has 157 days of cash on hand.
- The Authority's target is to have reserves of 180 days.

### Line of Credit

- There are no draws on the organization's lines of credit.

### Capital Expenditures

- Capital expenditures over \$50,000 for the month were:
  - Call Center Management Module \$75,600
  - Computer Equipment \$68,760

### Featured Information

Please look at the new layout of the Dashboard

**Susquehanna Regional Transportation Authority  
Income Statement**

For The Period Ended July 31, 2022

	Period To Date		Year To Date		Budget Variance	Year To Date July 31, 2021
	Actual	Current Budget	Actual	Current Budget		
REVENUE						
Operating Revenue	\$ 2,206,004	\$ 1,867,942	\$ 2,206,004	\$ 1,867,942	\$ 338,062	\$ 1,651,370
Grant/Contract Income	\$ 2,497,000	\$ 3,433,878	\$ 2,497,000	\$ 3,433,878	\$ (936,878)	\$ 2,223,738
<b>TOTAL REVENUE</b>	<b>\$ 4,703,004</b>	<b>\$ 5,301,820</b>	<b>\$ 4,703,004</b>	<b>\$ 5,301,820</b>	<b>\$ (598,816)</b>	<b>\$ 3,875,108</b>
Wages	\$ 1,857,170	\$ 2,295,704	\$ 1,857,170	\$ 2,295,704	\$ 438,534	\$ 1,813,256
Benefits	\$ 1,142,326	\$ 1,309,344	\$ 1,142,326	\$ 1,309,344	\$ 167,018	\$ 1,018,655
Services	\$ 213,689	\$ 284,311	\$ 213,689	\$ 284,311	\$ 70,622	\$ 204,207
Fuel	\$ 404,453	\$ 408,803	\$ 404,453	\$ 408,803	\$ 4,350	\$ 330,882
Tires	\$ 22,979	\$ 25,025	\$ 22,979	\$ 25,025	\$ 2,046	\$ 24,687
Materials and Supplies	\$ 181,786	\$ 143,186	\$ 181,786	\$ 143,186	\$ (38,600)	\$ 113,105
Utilities	\$ 84,880	\$ 100,654	\$ 84,880	\$ 100,654	\$ 15,774	\$ 79,174
Casualty and Liability Costs	\$ 96,412	\$ 89,568	\$ 96,412	\$ 89,568	\$ (6,844)	\$ 115,848
Purchased Transportation	\$ 649,329	\$ 559,010	\$ 649,329	\$ 559,010	\$ (90,319)	\$ 236,795
Miscellaneous Expenses	\$ 20,238	\$ 30,815	\$ 20,238	\$ 30,815	\$ 10,577	\$ 16,353
Leases and Rentals	\$ 11,284	\$ 20,833	\$ 11,284	\$ 20,833	\$ 9,549	\$ 11,904
Passed Through Expenses	\$ 18,458	\$ 34,567	\$ 18,458	\$ 34,567	\$ 16,109	\$ 14,216
<b>TOTAL EXPENSES</b>	<b>\$ 4,703,004</b>	<b>\$ 5,301,820</b>	<b>\$ 4,703,004</b>	<b>\$ 5,301,820</b>	<b>\$ 598,816</b>	<b>\$ 3,979,082</b>
TOTAL NON OPERATING GRANT INCOME **	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,722
TOTAL NON OPERATING GRANT EXPENSES **	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,722
REE/(EER)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (103,974)
CAPITAL REVENUES AND EXPENSES						
Capital Grant Income/(Refund)	\$ 159,553	\$ -	\$ 159,553	\$ -	\$ -	\$ 201,426
<b>TOTAL CAPITAL REVENUES AND EXPENSES</b>	<b>\$ 159,553</b>	<b>\$ -</b>	<b>\$ 159,553</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 201,426</b>
REE/(EER)	\$ 159,553	\$ -	\$ 159,553	\$ -	\$ -	\$ 97,452
<b>NET REE/(EER)</b>	<b>\$ 159,553</b>	<b>\$ -</b>	<b>\$ 159,553</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 97,452</b>

\*\*FindMyRide, CAT TA

**Susquehanna Regional Transportation Authority  
Balance Sheet**

As of July 31, 2022

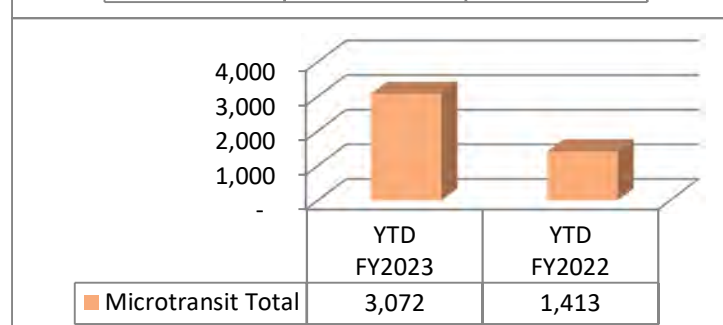
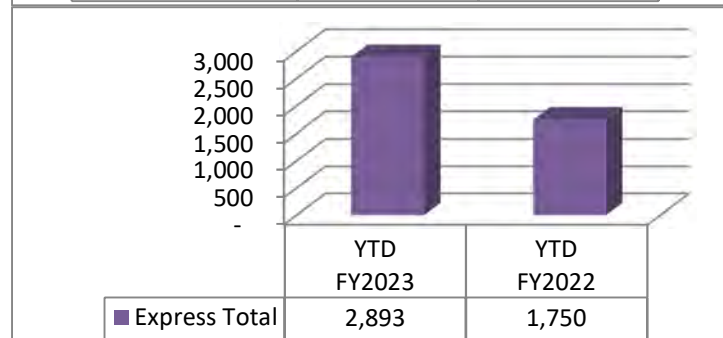
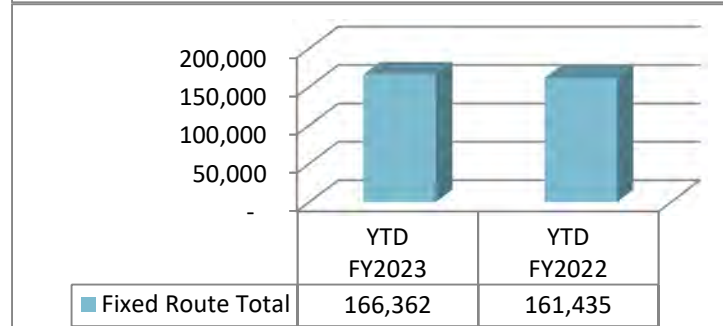
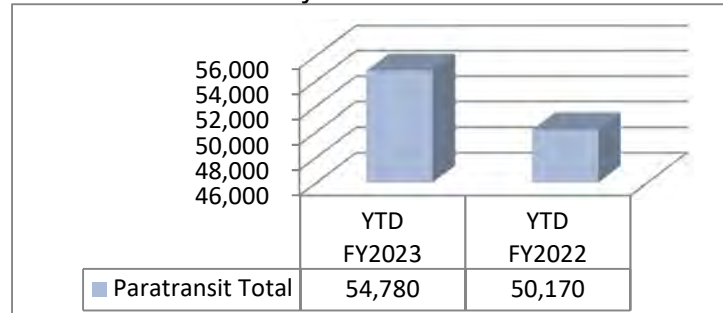
**ASSETS**

<b>CURRENT ASSETS</b>			
	Unrestricted Cash	\$	12,496,781
	Restricted Cash	\$	113,049
	Reserved Cash - Capital Projects	\$	-
	Accounts Receivable	\$	19,922,636
	Materials & Supplies Inventory	\$	763,177
	Prepaid Expenses	\$	1,001,417
	Other Current Assets	\$	-
<b>TOTAL CURRENT ASSETS</b>			<b>\$ 34,297,060</b>
<b>FIXED ASSETS</b>			
	Buildings and Improvements	\$	54,337,285
	Revenue Equipment	\$	89,969,363
	Tools and Equipment	\$	7,418,175
	Accumulated Depreciation	\$	(70,896,624)
<b>TOTAL FIXED ASSETS (NET)</b>			<b>\$ 80,828,199</b>
<b>OTHER ASSETS</b>			
	Pension Asset	\$	75,915
<b>TOTAL OTHER ASSETS</b>			<b>\$ 75,915</b>
<b>TOTAL ASSETS</b>			<b>\$ 115,201,174</b>

**LIABILITIES AND NET ASSETS**

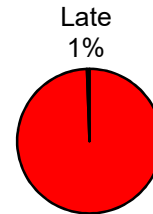
<b>CURRENT LIABILITIES</b>			
	Accounts Payable	\$	3,437,629
	Accrued Leave and Payroll	\$	1,547,374
	Accrued Expenses	\$	780,233
<b>TOTAL CURRENT LIABILITIES</b>			<b>\$ 5,765,236</b>
<b>DEFERRED REVENUE</b>			
	Revenue Received in Advance	\$	33,451,914
<b>TOTAL DEFERRED REVENUE</b>			<b>\$ 33,451,914</b>
<b>OTHER LIABILITIES</b>			
	Capital Lease Obligation	\$	-
	Accrued Sick Pay	\$	231,594
	Current Notes Payable	\$	-
	Consortium Buses	\$	-
<b>TOTAL OTHER LIABILITIES</b>			<b>\$ 231,594</b>
<b>NET ASSETS</b>			
	Unrestricted Equity	\$	37,359,276
	Restricted Equity	\$	15,520
	Capital Grants	\$	38,377,634
<b>TOTAL NET ASSETS</b>			<b>\$ 75,752,430</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>			<b>\$ 115,201,174</b>

## OPERATIONS – July



## MAINTENANCE – July

### Preventative Maintenance



On-time  
99%

170 PMs Complete ; 1 Overdue

- CDH –39 Completed; 0 Overdue
- York –50 Completed; 0 Overdue
- Adams – 11 Completed; 0 Overdue
- Cumberland –10 Completed; 0 Overdue
- Northumberland – 22 Completed; 0 Overdue
- Franklin – 16 Completed; 1 Overdue
- Columbia –2 Completed; 0 Overdue
- Montour – 2 Completed; 0 Overdue
- Union/Snyder –6 Completed; 0 Overdue
- Perry – 12 Completed; 0 Overdue

### Road Calls:

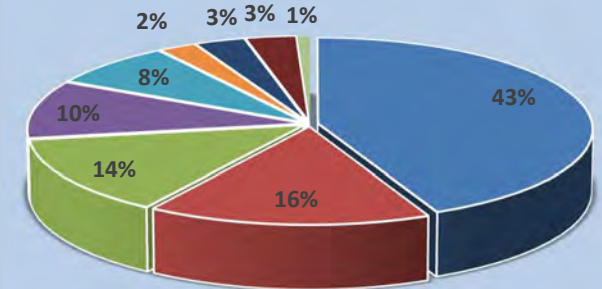
	July 2022	YTD FY2023	July 2021	YTD FY2022
Mechanical #	14	14	11	11
Non-Mech.	7	7	27	27

## SAFETY – July

	July 2022	YTD FY2023	July 2021	YTD FY2022
Preventable	15	15	16	16
Non-Preventable	7	7	5	5
Passenger Injury	0	0	2	2
Employee Injury	2	2	2	2

## CUSTOMER COMPLAINTS – July

### Count Distribution By Category 127 Complaints/Commendations



- Service Issue
- Operator Problem
- Safety
- Other
- Customer Service
- Civil Rights
- Service Request
- Facilities
- Complement (Professionalism)

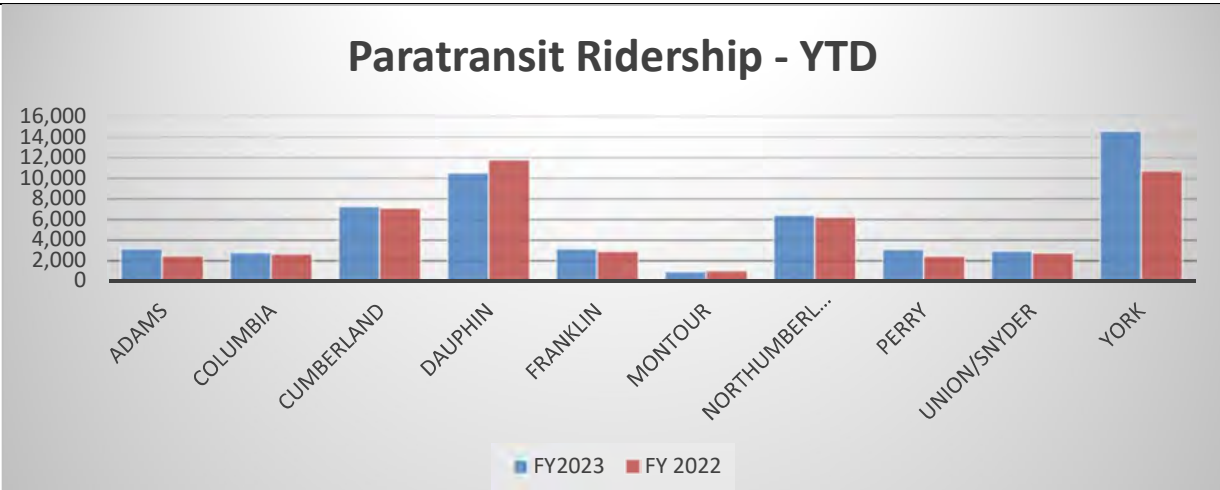
	July 2022	YTD FY2023	July 2021	YTD FY2022
Total Complaints#	127	127	93	93

## MARKETING – July

	July 2022	YTD FY2023	July 2021	YTD FY2022
PR Exposures#	9	9	14	14
Outreaches#	2	2	2	2
Pageviews#	138,776	138,776	57,956	57,956
Unique Pageviews#	110,142	110,142	47,236	47,236
Bikes	2,496	2,496	2,057	2,057

### Paratransit Ridership - YTD

	YTD 2023	YTD 2022
Adams	3,160	2,472
Columbia	2,779	2,679
Cumberland	7,261	7,093
Dauphin	10,501	11,786
Franklin	3,151	2,914
Montour	940	1,049
Northumberland	6,410	6,222
Perry	3,089	2,454
Union/Snyder	2,932	2,769
York	14,557	10,732



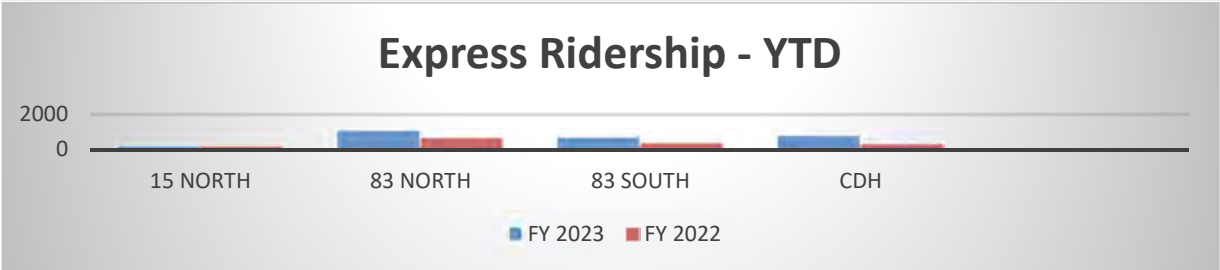
### Fixed Route Ridership -YTD

	YTD 2023	YTD 2022
CDH	79,828	84,931
Gettysburg	5,766	6,206
G-burg/Hanover Connector	682	315
Hanover	1,979	2,147
York	78,107	67,836



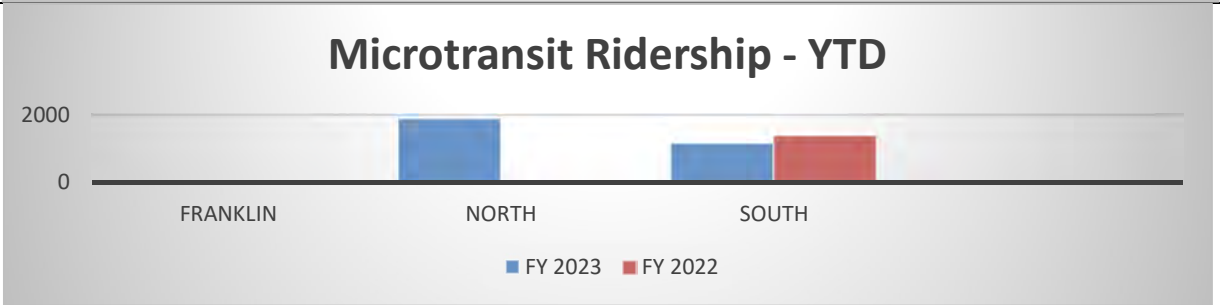
### Express Ridership - YTD

	YTD 2023	YTD 2022
15 North	243	241
83 North	1,099	708
83 South	725	431
CDH	826	370



### Microtransit Ridership – YTD

	YTD 2023	YTD 2022
Franklin	-	-
North (Began 1/22)	1,892	-
South	1,180	1,413



**RESOLUTION 2241**

**Honoring Board of Director Member Scott T. Wyland  
for his Years of Service to the Authority  
2017 - 2022**

WHEREAS, Scott T. Wyland began his public service as a Board Member of the Cumberland-Dauphin-Harrisburg Transit Authority (CAT) in 2017; and,

WHEREAS, Scott continued his service as founding board member of the SRTA; and,

WHEREAS, Scott's collaboration was instrumental in the foundational work leading up to the coordination and the regionalization of the Central Pennsylvania Transportation Authority and the Cumberland-Dauphin-Harrisburg Transit Authority; and,

WHEREAS, Scott contributed valuable knowledge and skills to the strategic direction of both CAT and SRTA; and

WHEREAS, Scott's input and support have been critical to providing insight into the nuances and complexities of government and transportation in the region; and,

WHEREAS, Scott's sense of community, particularly within the Cumberland County region, was key in advancing mobility options to the residents CAT and SRTA serves; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority that it formally acknowledges the many accomplishments of Scott T. Wyland in his role as board member of the Transit Authorities.

**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 August 25, 2022.

\_\_\_\_\_  
Raymond Rosen, Chairman

attest: \_\_\_\_\_  
Richard Kotz, Secretary

**RESOLUTION 2242**

**AWARDING GASOLINE CONTRACT**

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) desires to establish a contract for fuel for the period October 1, 2022 to March 31, 2023; and,

WHEREAS, SRTA through a joint procurement with the South Central Transit Authority (SCTA), and the County of Lebanon Transit Authority (LT) 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 Unleaded Gasoline and meeting all Federal and State purchasing requirements. Contracts will be for the period October 1, 2022 to March 31, 2023, and, optionally, for the period April 1, 2023 to March 31, 2024.

DULY RESOLVED, this 25<sup>th</sup> day of August 2022, 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 August 25, 2022.

\_\_\_\_\_  
Raymond Rosen  
Chairman

attest: \_\_\_\_\_  
Richard Kotz  
Secretary

**RESOLUTION 2242**  
**AWARDING GASOLINE CONTRACT**

FACT SHEET

- This is the typical annual bid for 87-Octane gasoline 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, September 21, 2022 making pre-award authority necessary.
- This bid also solicits fuel prices to cover an additional year April 1, 2023 through March 31, 2024 as an option year contract for next years' fuel, similar to the 2022 bid. Should those prices be favorable, we would award a second year contract at a fixed price.



## RESOLUTION 2243

### APPROVAL TO ADVANCE PURCHASE OF UNION COUNTY PROPERTY

WHEREAS, the Susquehanna Regional Transportation Authority ("SRTA") operates a depot out of West Milton for Union County and surrounding areas; and,

WHEREAS, the current lot is along US Route 15, with no ability to secure it and has experienced vandalism and theft several times; and,

WHEREAS, outdoor and uncovered transit vehicle parking provides concerns for workers compensation incidents and vehicle performance and longevity; and,

WHEREAS, PennDOT has a goal to have all transit vehicles under roof, and

WHEREAS, a site location effort identified property located at Old Route 15, New Columbia, PA 17856, White Deer Township, Union County. The subject of the work under review is further identified as Union County Tax Parcel 014-060-010.00000; and,

WHEREAS, this location is ideal as it is centrally located in the county near US Route 15 and I-80 to support service delivery and is less than one mile from the current maintenance vendor; and,

WHEREAS, SRTA as a governmental agency is authorized to acquire property in lieu of condemnation for its governmental purpose; and,

WHEREAS, PennDOT has agreed to offer technical support of facility design and construction; and,

WHEREAS, the appraisal and review appraisals have been completed and PennDOT has reviewed them; and,

WHEREAS, the SRTA Board of Directors have determined that it is in the best interest of SRTA to acquire the Property at fair market value; and,

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors authorize the Executive Director to begin negotiations with Harvey C. Follmer, III, property owner, to purchase noted property and satisfy the regulations of PennDOT and any other applicable agency concerning property acquisition and to work with PennDOT to secure state funds and execute any state grant needed for the project; and,

BE IT FURTHER RESOLVED, the Board of Directors authorize the Executive Director, based on successful negotiations, to execute all documents required to make the purchase. The purchase details including all costs and grants will be reviewed with the Board Chairman and Vice Chairman and the authority solicitor prior to settlement; and,

BE IT FURTHER RESOLVED, the property that SRTA intends to acquire is in the form of fee title in lieu of condemnation for use by SRTA, members of the public and business invitees as the case may be; and,

BE IT RESOLVED, by SRTA by authority of the same, that the acquisition of fee title of the above referenced Property, by purchase in lieu of condemnation according to the law is authorized for the construction of buildings and/or facilities in keeping with their governmental purpose concerning Union County Parcel Number 014-060-010.00000; and,

BE IT FURTHER RESOLVED, that the Executive Director and counsel for the Board are hereby empowered to represent the Board of Directors as part of any sales transaction that may be part of the consideration for the purchase of real estate; and,

BE IT FURTHER RESOLVED, that the Executive Director and counsel for the Board are empowered to represent the Board of Directors in any administrative hearing and/or municipal hearing as part of the due diligence to ensure the Property meets the needs of SRTA; and,

BE IT FURTHER RESOLVED, that the provisions of this Resolution are severable. If any provision, sentence, clause, phrase, section or part thereof shall for any reason be found unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, phrases, sections or parts thereof, but the same shall remain in effect. It is hereby declared to be the intent of SRTA that this Resolution shall stand notwithstanding the invalidity of any part included herein.

**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 August 25, 2022.

\_\_\_\_\_  
Raymond Rosen  
Chairman

attest: \_\_\_\_\_  
Richard Kotz  
Secretary

Resolution 2243  
Fact Sheet



**RESOLUTION 2244**

**RESOLUTION TO ADOPT OPEN RECORDS POLICY AND PROVIDING FOR THE APPOINTMENT OF AN OPEN RECORDS OFFICER**

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

WHEREAS, because the Authority 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 adopts a policy for requesting, processing and providing public records; and,

WHEREAS, the policy also sets forth the process for the denial of a request for 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,

WHEREAS, the Authority appoints the Executive Assistant as the Open Records Officer; and,

WHEREAS, the policy seeks to incorporate herein the purpose and intent of the Open Records Act of 2008 and the definitions and provisions set forth therein; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority in consideration of the Right to Know Law and the requirements under the Act that the Right to Know policy be adopted.

**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 August 25, 2022.

\_\_\_\_\_  
Raymond Rosen  
Chairman

attest: \_\_\_\_\_  
Richard Kotz  
Secretary



**POLICY TITLE:     RIGHT TO KNOW**

**Effective Date:     August 25, 2022**

### **PURPOSE**

Susquehanna Regional Transportation Authority (SRTA), a municipal authority, is an agency which is covered by the Right to Know Law (Act 3 of 2008), and is required to establish a written policy, which must be posted at SRTA's office, to implement the Act.

### **POLICY**

The following will provide guidance for SRTA Board Members and Staff on how to efficiently and effectively process requests made for public records as governed by Act 3 of 2008.

Section 1.   Open Records Officer.

- A. The Board of Directors shall appoint an Open Records Officer. This Officer shall be responsible for processing, recording, tracking and otherwise administering all portions of this policy, as well as any policy or procedure that may provide direction for the retention of documents and the destruction of documents of the Authority.
- B. Authority shall note the identity and manner of communication to the Open Records Officer on its website and post said information at a conspicuous location at the Authority.
- C. In the event an Open Records request is submitted to an employee other than the Open Records Officer, that person must immediately provide the request to the Open Records Officer. All employees should refrain from accepting Open Records Requests and direct all such requests to the Open Records Officer.

D. Duties of the Open Records Officer:

1. The open-records officer shall receive requests submitted to the agency under this act, direct requests to other appropriate persons within the agency or to appropriate persons in another agency, track the agency's progress in responding to requests and issues interim and final responses under this act.

2. Upon receiving a request for a public record, legislative record or financial record, the open-records officer shall do all of the following:

(i) Note the date of receipt on the written request.

(ii) Compute the day on which the five-day period under section 901 will expire and make a notation of that date on the written request.

(iii) Maintain an electronic or paper copy of a written request, including all documents submitted with the request until the request has been fulfilled. If the request is denied, the written request shall be maintained for 30 days or, if an appeal is filed, until a final determination is issued under section 1101(b) or the appeal is deemed denied.

(iv) Create a file for the retention of the original request, a copy of the response, a record of written communications with the requester and a copy of other communications. This subparagraph shall only apply to Commonwealth agencies.

## Section 2. Public Records.

A. Public Records as defined by the Act shall be provided to any legal resident of the United States, unless otherwise exempted pursuant to the Act.

B. A record shall be defined as a "Public Record" as follows:

A record including a financial record, of a Commonwealth or local agency that:

a. is not exempt under Section 708 of the Act.

b. is not exempt from being disclosed under any other Federal or State law or regulation or judicial order or decree; or

c. is not protected by a privilege.

C. The Authority shall not provide records that are exempted from public disclosure pursuant to Section 708(b) of the Act, regardless of whether a person or entity provides a release for such information.

- D. Pursuant to Section 708(b), draft meeting minutes of the Board of Directors shall be provided to Board Members, the Executive Director, and the Solicitor to review. Such a dissemination of draft minutes for review for purposes of subsequent approval shall not constitute a waiver of the exemption concerning meeting minutes.
- E. Regardless of the exemptions set forth in Section 708(b), Authority shall not provide documents or records that are privileged or protected by federal or state law or by any court order. In the event the Open Records Officer cannot determine the nature of a document with regard to privileged or other exemption, the Open Records Officer is authorized to seek guidance from the Authority Solicitor with regard to the same.
- F. Authority shall individually evaluate all exemptions and apply each exemption separately for purposes of determining what documents shall be provided pursuant to the Act.
- G. For purposes of this policy, Authority shall maintain records pursuant to the time frames established pursuant to Resolution No. 0813 relating to Record Retention and Destruction procedures.

Section 3. Procedure for Requesting Records.

- A. All requests for documents must be a written request submitted on a form as established by the Authority. Verbal requests shall not be considered official requests for purposes of the timeframes established by the Right to Know Law. For purposes of defining a “written request” the Authority shall accept requests by email, facsimile, mail or in person pursuant to the regulations outlined herein.
- B. All requests must be submitted to the Open Records Officer. In no event shall a request be considered officially submitted until received by the Open Records Officer.
- C. Upon receipt of a written request for a public record, the Open Records Officer shall make a diligent attempt to determine whether such a request involves a public record and whether the Authority is in possession of the subject record.
- D. Authority shall not be required to create a record which does not currently exist or compile, maintain format or organize a record in a manner not maintained as of the date of the request.

- E. Authority shall follow the Open Records Law procedures for redaction when appropriate.

Section 4. Extension of Time

- A. Authority shall respond to all requests within five business days. In instances of a voluminous request requiring a thirty day extension as provided under Section 902(a)(7) of the Act, or any other circumstances noted in Section 902 relating to an extension of time, Authority shall advise the requester within five (5) days of the need for additional time. Additional time may be necessary when any of the following factors apply:
  - a. Determination. Upon receipt of a written request for access, the open-records officer for an agency shall determine if one of the following applies:
    - 1. the request for access requires redaction of a record in accordance with section 706;
    - 2. the request for access requires the retrieval of a record stored in a remote location;
    - 3. a timely response to the request for access cannot be accomplished due to bona fide and specific staffing limitations;
    - 4. a legal review is necessary to determine whether the record is a record subject to access under this act;
    - 5. the requester has not complied with the agency's policies regarding access to records;
    - 6. the extent or nature of the request precludes a response within the required time period.
- B. When an extension of time is necessary under the factors set forth above the Open Records Officer shall provide the following information:
  - 1. The notice shall include a statement notifying the requester that the request for access is being reviewed, the reason for the review, a reasonable date that a response is owed when the record becomes available. If the date that a response is expected to be provided is in



excess of 30 days, following the five business days allowed for in section 901, the request for access shall be deemed denied unless the requester has agreed in writing to an extension to the date specified in the notice.

2. If the requester agrees to the extension, the request shall be deemed denied on the day following the date specified in the notice if the agency has not provided a response by that date.

Section 5. Authority Discretion. The Authority may exercise its discretion to make an otherwise exempt record accessible for inspection and copying as set forth in the Pennsylvania Open Records law, if all of the following conditions apply:

- A. disclosure of the record is not prohibited by state or federal law or regulation or judicial order or decree;
- B. the record is not protected by a privilege
- C. the Executive Director/CEO determines that the public interest favoring access outweighs any individual agency or public interest that may favor restriction of access.

Section 6. Fees for Records Requests.

- A. The Authority shall adopt the fees as established by the Pennsylvania Office of Open Records and shall revise said fee schedule as the Pennsylvania Office of Open Records provides updates or additional information.
- B. In the event that a fee for the processing a request shall exceed or is reasonably believed to exceed \$100.00, the Authority shall require a pre-payment of \$100.00 in order to process said request.

Section 7. Denial of Access. In the event that the Authority seeks to deny a request for information, in whole or in part, the denial shall be in writing and set forth the following information:

- A. a description of the request;
- B. the specific reasons for denial and the support therefore;
- C. the typed or printed name, title business address , business telephone number and signature of the open-records officer who has issued such denial; and

- D. the date of the response;
- E. the procedure to appeal said denial under the Open Records Act.

Section 8. Posting. Authority shall post the following information at the Authority and on the Authority's web-site and maintain such information in an up-to-date format when necessary:

- A. Contact information for the Authority Open Records Officer;
- B. Contact information for the Pennsylvania Office of Open Records or other applicable appeals officer;
- C. A form that may be used to file a request
- D. Regulations, policies and procedures of the Authority relating to this Resolution.

Section 9. Bid Documents. Authority shall provide notice on all competitive bid forms related to authority procurement that information within proposals, including financial information of a bidder may be provided as a public record, if appropriate pursuant to the discretion of the Open Records Officer, after a bid is awarded.

Section 10. Appeals. The appeal of any action which is covered by this Resolution shall take place pursuant to the time limitations, provisions and procedures outlined in Section 1101 of the Pennsylvania Open Records Law.



## RIGHT TO KNOW

### Fee Schedule

**Postage.** Fees for postage will be the actual cost of mailing.

**Duplication and Conversion to paper.** Fees for duplication by photocopying, printing from electronic media or microfilm, copying onto electronic media, transmission by facsimile or other electronic means and other means of duplication must be reasonable and based on prevailing fees for comparable duplication services provided by local business entities.

If a public record is only maintained electronically or in other nonpaper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the native media as provided by subsection (b) unless the requester specifically requests for the public record to be duplicated in the more expensive medium.

For the first 50 pages	\$0.25 per page
For pages 56-100	\$0.15 per pages
For pages over 100	\$0.10 per page

For non-standard copies, actual costs will be charged

**Certification.** SRTA will impose reasonable fees for official certification of copies if the certification is at the behest of the requester and for the purpose of legally verifying the public record.

Certification	\$15.00 per document
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**Enhanced electronic access.** When possible, SRTA may offer electronic access to public records in addition to making the public records accessible for inspection and duplication by a requester as required by this act, the agency may establish user fees specifically for the provision of the enhanced electronic access, but only to the extent that the enhanced electronic access is in addition to making the public records accessible for inspection and duplication by a requester as required by this act. The user fees for enhanced electronic access may be a flat rate, a subscription fee for a period of time, a per-transaction fee, a fee based on the cumulative time of system access or any other reasonable method and any combination thereof.

Computer disk	\$5.00
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**Limitations.** Except as otherwise provided by statute, no other fees may be imposed unless the agency necessarily incurs costs for complying with the request, and such fees must be reasonable. No fee may be imposed for an agency's review of a record to determine whether the record is a public record subject to access in accordance with this act.

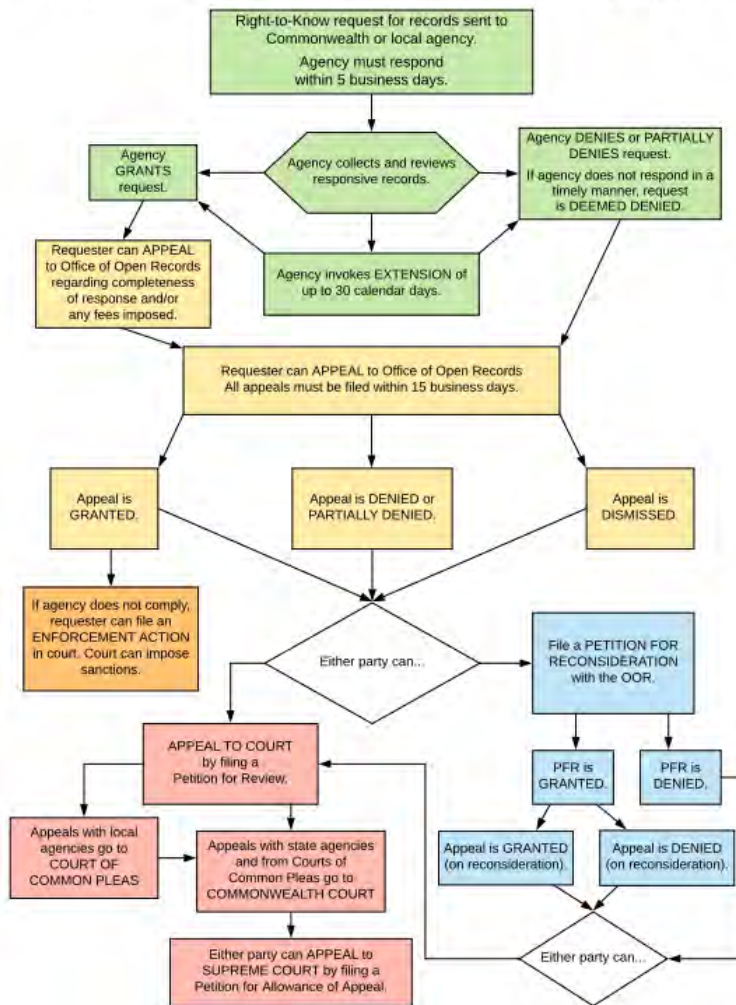
**Prepayment.** SRTA will require a requester to prepay an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed \$100.



## Appeal Process

<https://www.openrecords.pa.gov/Appeals/HowToFile.cfm>

### Pennsylvania's Right-to-Know Law: Request through Appeal



**Federal Fiscal Year 2023 Proposed Program of Projects**

The Susquehanna Regional Transportation Authority (SRTA), in fulfillment of requirements to receive financial assistance from the Federal Transit Administration, has developed and is announcing the activities for which Federal assistance is sought. SRTA is responsible for the administration of the Cumberland-Dauphin-Harrisburg Transit Authority (CDH) and the Central Pennsylvania Transportation Authority (CPTA).

<b>FFY 2023 Program of Projects</b>					
<b>Request</b>	<b>Total Amount</b>	<b>Federal 5339</b>		<b>Federal 5307</b>	
		<b>CDH</b>	<b>CPTA</b>	<b>CDH</b>	<b>CPTA</b>
Operating Assistance	\$ 9,951,467			\$ 5,461,212	\$ 4,490,255
Associated Capital Expenses	\$ 931,712			\$ 931,712	
Zarfoss Facility	\$ 419,200		\$ 419,200		
Fuel Mgmt System	\$ 88,000			\$ 58,667	\$ 29,333
Vehicle Safety Annunciator	\$ 880,000			\$ 544,024	\$ 335,976
Fixed Route Vehicles - Replace	\$ 802,245	\$ 286,386	\$ 515,859		
	\$ 13,072,624	\$ 286,386	\$ 935,059	\$ 6,995,615	\$ 4,855,564

This proposed program of projects is in conformance with the comprehensive land use and transportation planning in this area and has been included in the Transportation Improvement Plan (TIP).

The proposed program of projects will constitute the final program if there are no changes.

Citizens, private transportation providers, and local elected officials may review and provide written comments on the Program of Projects. These written comments should be addressed to SRTA, Attention Eric Maguire, Manager of Grants, 901 N. Cameron Street, Harrisburg, PA, 17101, or by email at emaguire@rabbittransit.org and must be received by 4:00 PM, prevailing time, October 24, 2022.

The Susquehanna Regional Transportation Authority will hold a public Hearing on its Program of Projects on October 27, 2022, at 10:00 AM, prevailing time at the rabbittransit administration building, 415 North Zarfoss Drive, York PA 17401

### Current and Future Procurement Projects

	Name	Type	Released	Questions Due	Bid/ Proposa Due	Contract Start	Value		
In Process	20211217 -rabbit Dispatch Area Remodel	Small Quote	Need Quotes				\$	50,000.00	
	20220217 - Stand up Desks	small Quote					\$	17,000.00	
	20220218 - Zarfoss Compressor	Small Quote	TBD				\$	20,000.00	
	20220311 - Cumberland Temporary Office	IFB	8/5/2022	8/19/2022	9/2/2022	9/29/2022	\$	200,000.00	
	20220311 - Fleet Management Software	RFP	8/8/2022	8/29/2022	9/19/2022	11/10/2022	\$	400,000.00	
	TASK ORDER - CAMERON STREET BUS SHELTER	Task Order					\$	8,000.00	
	20220328 - Dauphin Oil-Water Separator	IFB	Initially released 05/23 No interest. Will Delay until autumn				\$	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				\$	35,000.00	
	20220606 - Zarfoss Water Line Retrofit	Small Quote	6/6/2022				TBD	\$	40,000.00
	20220610 - Snow Removal	IFB	7/1/2022	7/26/2022	8/8/2022	9/15/2022	\$	50,000.00	
	20220611 - York Vending RFP	RFP	7/25/2022	8/22/2022	9/5/2022	10/14/2022		TBD	
	20220614 - Dauphin Headlight Aimer	Small Quote	6/14/2022				TBD	\$	1,500.00
	20220614 - Northumberland Network Switch	Small Quote	6/14/2022				TBD	\$	5,600.00
	20220721 - Zarfoss Fire Suppression Inspections								
	20220628 - York Bus Wash Repairs	Contracted Vendor					\$	27,000.00	
	20220628 - York Alignment Tool	COSTARS					7/12/2022	\$	42,231.83
	20220728 - King Street Storm Drain								
	20220711 - Zarfoss Fire Pump Exhaust - Pump	Emergency					7/15/2022	\$	11,388.00
	20220712 - Genfare Boxes - FastFare Conversion	Sole Source					\$	1,400,000.00	
	20220725 - Parts Contract	IFB	8/22/2022				1/2/2023		
	20220727 - NovelVox Server Upgrade	IFB	TBD				\$	30,000.00	
	20220808 - Gasoline	IFB	8/23/2022				9/21/2022	10/1/2022	
	20220808 - Dauphin Sweeper	Small Quote					\$	48,000.00	
	20220809 - Dauphin Admin Vehicle Lights	Small Quote						TBD	
	20220809 - Dauphin Jack Stands	Small Quote					\$	10,000.00	
	20220815 - Union County Lot Cameras	Small Quote					\$	35,000.00	
		<b>In Process Total</b>						<b>\$</b>	<b>2,752,719.83</b>
Future Activity	Shop Supply Contract - Dauphin/York	IFB	TBD					Need Informaton	
	20211223 - York/Adams Pressure Washing/ Window Cleaning	TBD	Need Quotes						
	20220317 - Cameron Street Shelter	IFB						TBD	
	Call Center Recording Software								
	Northumberland Cameras	Small Quote					\$	35,000.00	
	Paperless Pre/Post Trip Inspections	RFP							
	IT Services	Contract renewed in May for both York and Harrisburg without procurement procedures.							
	MTS - Mobillity Transport Services Paratransit	TBD							
	York and Dauphin Groundskeeping								
		<b>Future Total</b>						<b>\$</b>	<b>35,000.00</b>
	<b>Combined Total</b>						<b>\$</b>	<b>2,787,719.83</b>	