

SRTA

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

DATE: December 22, 2022

TIME: 10:00 AM

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

PURPOSE: December 2022 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. Audit Presentation
5. Approval of Minutes
 - A. Meeting Minutes of November 17, 2022 (Pages 3-5)
6. Communications
 - A. FTA FY 22 Triennial Review Finding and Review Closeout Letter (Page 6)
7. YAMPO Transit Committee – No Business
8. Treasurer’s Report
9. Old Business
10. New Business
 - Resolution 2252 – CONTRACT FOR MANAGED IT SERVICES (Pages 7- 8)
 - Resolution 2253 – AUTHORIZING THE PURCHASE OF DIGITAL INFORMATION DISPLAYS FOR THE HARRISBURG TRANSPORTATION CENTER (Pages 9 -10)
 - Resolution 2254 – ESTABLISHING BOARD MEETING CALENDAR FOR 2023 (Page 11)
 - Resolution 2255 – APPROVING THE REVISING OF THE FAMILY AND MEDICAL LEAVE POLICY FOR SRTA/CDHTA/CPTA (Page 12)
 - Resolution 2256 – AUTHORIZATION TO APPROVE THE SAFETY COMMITTEE OF AGENCY SAFETY PLAN (Pages 13-15)
 - Resolution 2257 – ACCEPTING ANNUAL REPORT OF AUTHORITY AUDITORS (Page 16)
 - Resolution 2258 – APPROVING THE REVISING OF THE SRTA HIRING AND MAINTENANCE OF ESSENTIAL REQUIREMENTS (RETENTION) AND EMPLOYMENT QUALIFICATIONS/DRIVER POLICY (Pages 17 - 18)

Resolution 2259 – EMERGENCY PROCUREMENT: BUS WASH DOOR REPLACEMENT
(Pages 19 -20)

Resolution 2260 – EXECUTING FUNDING AGREEMENT WITH CUMBERLAND COUNTY
FOR THE CUMBERLAND/DAUPHIN OPERATIONS FACILITY (Page
21)

11. Future Procurements (Page 22)

12. Staff Report

13. Executive Session

14. Adjournment

Next Meeting: Thursday, January 26, 2023, 901 N. Cameron Street, Harrisburg, PA

10:00 am – SRТА

9:45 am – CDHTA Annual Meeting

SRTA
SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

MINUTES OF SRTA BOARD MEETING

November 17, 2022

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

Administrative Staff Members present were Stephen Baldwin, Darwin Craul, Richard Farr, Brian Gillette, Nicole Hansen, David Juba, Jamie Leonard, Eric Maguire, Trevor Manahan, Jenna Reedy, Darla Shadle, Richard Trout, Sherry Welsh and Christopher Zdanis.

CALL TO ORDER

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

CHANGES OR MODIFICATIONS TO THE AGENDA

No changes or modifications to the agenda.

PUBLIC COMMENT

No public comment.

APPROVAL OF MINUTES

Motion to approve the October 27, 2022, meeting minutes was raised by Thomas Wilson, seconded by Kirk Stoner, and passed unanimously.

COMMUNICATIONS

No communications. Richard Farr noted staff members' zoom backgrounds highlight the one-year anniversary of the inaugural SRTA board meeting.

YAMPO TRANSIT COMMITTEE

There was no YAMPO Transit Committee business.

TREASURER'S REPORT

Keith Martin presented the October 2022 Financial Statement and Statistical Notes. Keith Martin noted new union contracts will begin in January 2023. Keith Martin noted the near completion of the audit. The audit presentation will take place at the SRTA board meeting on December 22, 2022.

SRTA
SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

Keith Martin deferred to Stephen Baldwin for further details on the October 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 13% above last year and at 59% of pre-covid ridership.
 - Paratransit was 13% above the previous year and 77% of pre-covid ridership levels.
 - Commuter Express was 50% above last year (YTD) but only 36% of pre-covid levels.
 - During July through October, Microtransit's ridership was 176% above same time last year.
- REVENUE: Year to Date Operating Revenue is 18% or \$1.3 million higher than budget and \$1.8 million higher than same time last year.
- EXPENSES: Year to Date Total Expenses are \$2.6 million or 12% lower than budget. This favorable budget variance is primarily the result of wage and associated benefit expenses being less than budgeted levels. Unfilled positions are responsible for the lower than budgeted wages. Please see the Graph of Positions by Division.
- RESERVES: SRTA currently has 185 days of cash on hand. The Authority has reached its target of 180 days cash on hand.
- LINE OF CREDIT: There are no draws on the organization's line of credit.
- CAPITAL EXPENDITURES: There were no Capital expenditures over \$50,000 for the month.

Stephen Baldwin noted open positions increased to 11% in November 2022. The Dashboard highlights including 3 preventative maintenance appointments missed due to a data entry error of mileage in Union/Snyder area. The number of bikes that are being transported on fixed route exceeded 10,000.

Keith Martin noted that the Union contracts negotiated were both three-year contracts. Mr. Farr noted that the York Paratransit contract is a two-year contract. The goal is to not have all of the contracts expire at the same time.

Raymond Rosen inquired if there are any benchmarks to guide us through the future of the Express service. Richard Farr commented that we waited to make any immediate decisions until after the conclusion of the Gubernatorial election to see how it might relate to teleworking trends. The goal is to think more long-term about the commuter market and where we might need to shift those resources.

OLD BUSINESS

No old business.

RESOLUTIONS

RESOLUTION 2249 – APPROVAL TO PROCEED WITH TITLE VI MAJOR SERVICE CHANGE PROCESS

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

RESOLUTION 2250 – AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION

SRTA
SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

Motion to approve was raised by LaToya Winfield Bellamy, seconded by Keith Martin, and passed unanimously.

RESOLUTION 2251 – CONTRACT FOR SERVICE – SAGE INTEGRATION

The resolution allows for the process to merge CDHTA and CPTA accounting systems.

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

NEW BUSINESS

Update on Goodwill property purchase slated for November 29, 2022. One of the conditions of sale includes a joint press conference. Discussion took place regarding the transition of the cell tower currently on the Goodwill property.

FUTURE PROCUREMENTS

The list of procurement projects was reviewed.

STAFF REPORT

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

- Service Reduction Plan Update:
 - Satisfy federal requirements of service reduction
 - Identify direction of the Express service
 - Anticipate Transit Development Plan (TDP) process next calendar year
- Closing on Goodwill property on November 29, 2022

ADJOURNMENT

The next scheduled Board of Directors meeting will take place on December 22, 2022, at 10:00 AM at 415 N. Zarfoss Drive, York, PA.

The meeting adjourned at 10:19 AM.

Respectfully Submitted,



Richard Kotz
Secretary



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION III
Delaware, District of
Columbia, Maryland,
Pennsylvania, Virginia,
West Virginia

1835 Market Street
Suite 1910
Philadelphia, PA 19103-2932
215-656-7100

November 30, 2022

Mr. Richard Farr
Executive Director
Cumberland-Dauphin-Harrisburg Transit Authority (CAT)
415 Zarfoss Road
York, PA 17404

RE: Federal Transit Administration FY 2022 Triennial Review Finding and Review Closeout

Dear Mr. Farr:

The Federal Transit Administration (FTA) is in receipt of the Cumberland-Dauphin-Harrisburg Transit Authority (CAT) email dated November 8, 2022, in response to the corrective action associated with the below finding from the subject FY 2022 Triennial Review. FTA has reviewed the information provided and provides the following response.

The Corrective Actions under TVI8-1: (Impact of fare change not adequately addressed) CAT was required to submit a fare equity analysis for the 2019 and 2021 fare changes as well as implementation procedures to ensure equity analyses are performed for fare changes and major service changes in the future. FTA has reviewed CAT's response and determined that the information submitted is adequate to close this Corrective Action but does not infer concurrence with the actual Title VI program plan. **As a result, finding TVI8-1: (Impact of fare change not adequately addressed) in the Civil Rights review area is considered closed.**

As a result of this final finding being closed, the FY 2022 Triennial Review is also considered closed.

If you have any questions, please contact Benjamin Stoltenberg at (215) 656-7247 or via email at benjamin.stoltenberg@dot.gov.

Sincerely,

 Digitally signed by
THERESA GARCIA CREWS
Date: 2022.11.30 12:19:21
-05'00'

Terry Garcia Crews
Regional Administrator

cc: Eric Maguire, CAT

RESOLUTION NO. 2252
CONTRACT FOR MANAGED IT SERVICES

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) desires to establish a contracted service provider for the management, defense, and optimization of Information Technology (IT) hardware, software, and SRTA staff use; and,

WHEREAS, in order to achieve systemness within the greater organization, it was determined that moving from separate contracts for the Cumberland Dauphin Harrisburg Transit Authority (CDHTA) and Central Pennsylvania Transportation Authority (CPTA) to one contract for SRTA was the most prudent decision and the best use of public funding; and,

WHEREAS, Business Information Group (BIG) has historically performed this service for both CDHTA and CPTA, it was determined that continuing the relationship with BIG was the most advantageous way forward as BIG has the personnel, experience, and capabilities to ensure the full and efficient utilization of all IT systems; and,

WHEREAS, BIG will continuously monitor IT infrastructure and provide user support during the life of the Contract; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby approve and award a Contract for a period of one (1) year for Managed Information Technology services to Business Information Group with a not to exceed value of One-hundred, ninety-one thousand, seven-hundred, seventy-six Dollars and zero Cents (\$191,760.00).

DULY RESOLVED, this 22nd day of December, 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 22nd day of December, 2022.

attest: _____

Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION NO. 2252
CONTRACT FOR MANAGED IT SERVICES

FACT SHEET

- SRTA will receive 24/7/365 live support and system monitoring.
- There will be a “Help” icon on each computer terminal’s task bar to instantly interact with BIG support to resolve any IT issues or concerns.
- BIG will monitor and support 170 units at a cost of \$94 per unit per month, totaling \$15,980 per month. This monitoring and support covers the following devices.
 - Work stations
 - Network switches and routers
 - Backup system
 - Anti-virus software
 - Web filtering
 - Internet up/down
- Includes free deployment of hardware purchased from BIG

RESOLUTION NO. 2253

**AUTHORIZING THE PURCHASE OF DIGITAL INFORMATION
DISPLAYS FOR THE HARRISBURG TRANSPORTATION CENTER**

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) would like to install real-time bus information at the Harrisburg Transportation Center (HTC) to increase information available to transit users; and,

WHEREAS, the HTC will undergo a renovation to increase transit user protection and prolong structure life and it was determined that installing digital information displays during said improvement activities was the most cost-effective time to replace the displays; and,

WHEREAS, the FRITS (Fixed Route Intelligent Transportation System) project was initiated and procured by PennDOT; and,

WHEREAS, Avail Technologies, Inc. was the vendor who won the state-wide FRITS contract; and,

WHEREAS, digital signs were not part of the PennDOT procurement; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority to allow the Executive Director to authorize the sole-source purchase and installation of electronic signage with a not to exceed cost of Fifty-four thousand, six-hundred, fifty-one Dollars and thirty-two Cents (\$54,651.32).

DULY RESOLVED, this 22nd day of December 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 December 22, 2022.

attest: Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION NO. 2253

AUTHORIZING THE PURCHASE OF DIGITAL INFORMATION DISPLAYS FOR THE HARRISBURG TRANSPORTATION CENTER

FACT SHEET

- We contacted five (5) vendors in addition to Avail Technologies, Inc.:
 - Four (4) declined to provide quotes.
 - One (1) could not guarantee their product would function with the Avail Technology software.
- Avail Technologies, Inc. does not have a state contract to supply hardware.
- The signs will have a 47" x 9" ultra-high definition display.
- These units are designed for semi-outdoor installations with broad operating temperature range.
- A sole-source justification was completed for the file.

RESOLUTION NO. 2254

ESTABLISHING BOARD MEETING CALENDAR FOR 2023

WHEREAS, the Board Meeting Calendar of the Susquehanna Regional Transportation Authority must be established and published annually; and,

WHEREAS, the Board Committee Calendar of the Susquehanna Regional Transportation Authority will be published along with the established Board Meeting Calendar to avoid any conflicts with existing laws and requirements; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority that they shall meet according to the following calendar with all Board meetings commencing at 10:00 a.m.

January 26, 2023* – Harrisburg	July 27, 2023 – Harrisburg
February 23, 2023 – York	August 24, 2023 – York
March 23, 2023 – Harrisburg	September 28, 2023 - Harrisburg
April 27, 2023** – York	October 26, 2023 – York
May 25, 2023 – Harrisburg	November 16, 2023 – Harrisburg
June 22, 2023 – York	December 21, 2023 – York

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 December 22, 2022.

attest: _____
Richard Kotz
Secretary

Raymond Rosen
Chairman

CDHTA and CPTA meetings will be advertised for 9:45 AM on the same dates as SRTA.
*CDHTA Annual Meeting – 9:45 am, **CPTA Annual Meeting – 9:45 am

RESOLUTION NO. 2255

**APPROVING THE REVISING OF THE
FAMILY AND MEDICAL LEAVE POLICY FOR SRТА/CDHTA/CPTA**

WHEREAS, the Susquehanna Regional Transportation Authority wishes to adopt guidelines in order to maintain a work environment that outlines the policy for managers and employees, and,

WHEREAS, the current FMLA policy requires employees to use paid leave in the order of Sick, Vacation, and Personal when on approved FMLA; and,

WHEREAS, the CDHTA CBA was recently adopted and as part of the contract the Authority agreed to allow employees on FMLA to:

- Retain 40 hours of Vacation
- Use leave in the following order, Sick, Personal, and Vacation; and,

WHEREAS, in an effort to maintain systemness, the Authority will allow CPTA and SRТА employees to retain 40 hours of vacation; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority, that the revision of the SRТА/CDHTA/CPTA Family and Medical Leave Policy be adopted 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 December 22, 2022.

attest: _____
Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION 2256

AUTHORIZATION TO APPROVE THE SAFETY COMMITTEE OF AGENCY SAFETY PLAN

WHEREAS, the Infrastructure Investment and Jobs Act was signed into law in November 2021; and,

WHEREAS, 49 U.S.C § 5329(d) requires each recipient receiving assistance under section 5307 to establish a comprehensive safety plan and have it approved by its governing body; and,

WHEREAS, the law requires a safety committee be established and to have responsibilities that include, but not are not limited to, identifying plan updates, identifying and evaluating risks, and identifying strategies to minimize exposure; and,

WHEREAS, the committee must be convened by a joint labor-management process with a focus on the frontline employees participating; and,

WHEREAS, a committee has been established with employee members from SRTA, CPTA, CDHTA and the committee met on December 15, 2022 and approved the Agency Safety Plan; and,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Susquehanna Regional Transportation Authority that it approve the adoption of the Agency Safety Plan.

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 December 22, 2022.

attest:

Richard Kotz
Secretary

Raymond Rosen
Chairman

Susquehanna Regional Transportation Authority Policy Statement

The management of safety is the top priority of the Susquehanna Regional Transportation Authority (SRTA). SRTA is committed to implementing, maintaining and constantly improving processes to ensure that all our operational and maintenance activities are supported by an appropriate allocation of organizational resources and aimed at achieving the highest level of transit safety performance. SRTA has adopted the principles and methods of Safety Management Systems (SMS) as the basis for enhancing the safety of public transportation within the SRTA service footprint. SRTA will follow the principles and methods of SMS in its development of rules, regulations, policies, guidance, best practices, and technical assistance.

Our commitment is to:

- Support the management of safety by providing appropriate resources to support an organizational culture that fosters safe operational practices, encourages effective safety reporting and communication, and actively manages safety with the same attention to results as that given to the other management systems of the transit agency.
- Integrate the management of safety as an explicit responsibility of all transit Managers and employees.
- Clearly define for all transit management, staff and employees, their accountabilities and responsibilities for the delivery of safety transit services and the performance of our safety management system.
- Establish and operate a safety reporting program as a fundamental tool in support of transit agency hazard identification and safety risk evaluation activities to eliminate or mitigate the safety risks of the consequences of hazards resulting from our operations or activities to a point that is as low as reasonably practicable.
- Ensure that no action will be taken against any transit employee who discloses a safety concern through the safety reporting program, unless such disclosure indicates, beyond a reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures in accordance with the establish policies and procedures of the SRTA.
- Comply with and, wherever possible, exceed any applicable legislative and regulatory requirements and standards.
- Ensure that sufficiently trained and skilled personnel are available and assigned to implement the transit agency's safety management processes and activities.
- Ensure that all transit staff are formally provided with adequate and appropriate safety management information, are competent in safety management system activities, and are assigned only safety related tests commensurate with their skills.
- Establish and measure our transit agency safety performance against a realistic safety performance indicators and safety performance targets.
- Continually improve our transit agency safety performance for rule management processes that ensure relevant safety action is taking in a timely fashion and is effective when carried out.

- Ensure contracted services that support our transit mission are delivered in meeting our safety performance standards.

Public Transportation Agency Safety Plan

Table of Contents

§ 1 - ASP POLICY STATEMENT	3
§ 2 - TABLE OF CONTENTS	4
§ 3 - PLAN CHRONOLOGY AND INFORMATION.....	5
§ 4 - OVERVIEW & INTRODUCTION.....	7
§ 5 - EMPLOYEE SAFETY REPORTING PROGRAM	17
§ 6 - SRTA SAFETY AND SECURITY PLANS – INTERACTION	19
§ 7 - SAFETY RISK MANAGEMENT	20
§ 8 - SAFETY ASSURANCE.....	24
§ 9 - SAFETY PROMOTION.....	30
§ 10 - SUPPORTING DOCUMENTATION.....	32
§ 11 - DEFINITIONS OF TERMS IN THE SAFETY PLAN.....	33
§ 12 - INDEX	37

RESOLUTION NO. 2257

ACCEPTING ANNUAL REPORT OF AUTHORITY AUDITORS

WHEREAS, the Board of Directors of the Susquehanna Regional Transportation Authority (SRTA) engaged the Certified Public Accounting firm of RKL LLP to undertake its financial and compliance audit for the fiscal year ending June 30, 2022; and,

WHEREAS, RKL LLP has completed this work, delivered their draft written report to SRTA for SRTA, Cumberland-Dauphin-Harrisburg Transit Authority (CDHTA) and Central Pennsylvania Transportation Authority (CPTA), and made an oral presentation to the SRTA Board of Directors on their findings; and,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Susquehanna Regional Transportation Authority accept the draft audit reports for SRTA, CDHTA and CPTA as final, barring no material changes, and that their results be distributed to all necessary parties after final printing.

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 December 22, 2022.

attest: _____
Richard Kotz
Secretary

Raymon Rosen
Chairman

RESOLUTION NO. 2258

APPROVING THE REVISING OF THE SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY HIRING AND MAINTENANCE OF ESSENTIAL REQUIREMENTS (RETENTION) AND EMPLOYMENT QUALIFICATIONS/DRIVER POLICY

WHEREAS, the Susquehanna Regional Transportation Authority wishes to adopt guidelines and policies as they support the Authority's values of Safety, Service and Stewardship, and,

WHEREAS, the Susquehanna Regional Transportation Authority has undertaken the creation, review, and compilation of employee policies to establish a consistent collection of expectations, and,

WHEREAS, SAFTI requires the Susquehanna Regional Transportation Authority to have a policy stating essential qualifications,

WHEREAS, as the hiring and managing entity for Cumberland Dauphin Harrisburg Transit Authority and Central Pennsylvania Transportation Authority, the hiring standards adopted herein shall apply to those entities under the management of Susquehanna Regional Transportation Authority;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority, that the revision of the Susquehanna Regional Transportation Authority Hiring and Maintenance of Essential Requirements (Retention) and Employment Qualifications/Driver Policy be adopted 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 December 22, 2022.

attest: _____
Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION NO. 2258

APPROVING THE REVISING OF THE SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY HIRING AND MAINTENANCE OF ESSENTIAL REQUIREMENTS (RETENTION) AND EMPLOYMENT QUALIFICATIONS/DRIVER POLICY

To assist in staff recruitment, SAFTI has expanded its driver hiring qualifications. Expanded language is noted by “additional”.

- Must be at least 18 years of age; minimum of 25 years of age for CDL and non-CDL driving positions; unless the following additional criteria are observed:
 - Operators – Minimum age of 21 with additional hiring criteria for ages 21 and 22 as follows:
 - Minimum 3 years licensed (any class).
 - Clean MVR at time of hire.
 - Pass a Personality Assessment approved by SAFTI.
 - Quarterly MVR checks until age 23
 - At least one documented anonymous onboard evaluation or vehicle shadowing observation annually from date of hire until age 23.
 - At least one quarterly documented random video review from date of hire until age 23.
 - Operators – Minimum age of 23 with additional hiring criteria for ages 23 and 24 as follows:
 - Minimum 3 years licensed (any class).
Clean MVR at time of hire.
 - Pass a Personality Assessment approved by SAFTI.
 - Maintenance staff (Mechanics & Porters) – Minimum age of 16 with additional hiring criteria as follows:
 - Additional hiring criteria for ages 16 to 17 as follows:
 - No driving of authority vehicles.
 - All required workplace safety policies and procedures must be developed.
 - New hire workplace safety orientation training must be developed and documented.
 - Mechanics and porters must be supervised at all times.
 - Company mechanic must inspect work prior to being placed into service.
 - Additional hiring criteria for ages 18 to 23 as follows:
 - Clean MVR at hire.
 - Age 18-20 can only drive buses on Authority property.
 - Age 21-22 can test drive or switch out buses with no customers onboard.
 - 23 and over can drive buses in revenue service.

RESOLUTION NO. 2259

EMERGENCY PROCUREMENT: BUS WASH DOOR REPLACEMENT

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) desires to replace the York bus wash entry and exit doors due to their inoperable ability and the likelihood of freezing conditions; and,

WHEREAS, while the doors were operating as normal, the corrosion and cold weather has recently taken a significant toll on these doors and prevented the closing of the doors; and,

WHEREAS, the Contracted door maintenance vendor, Ben Druck Door Company, has recommended replacing these doors with new, external units to prolong the door life and reduce maintenance costs; and,

WHEREAS, the Authority is seeking quotes from qualified vendors; and,

WHEREAS, the Authority has received one quote from Ben Druck Door Company at the amount of \$82,400; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby authorize the Executive Director to award a contract to the lowest price bidder or to award a sole-source contract to replace the bus wash ingress and egress doors with a not to exceed value of One-hundred, three thousand Dollars and zero Cents (\$103,000.00). This represents an expected cost of Eighty-two thousand, four-hundred Dollars and zero Cents (\$82,400.00) and a twenty percent (20%) contingency represented by Twenty-thousand, six-hundred Dollars and zero Cents (\$20,600.00).

DULY RESOLVED, this 22nd day of December 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 22nd day of December 2022.

ATTEST: Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION NO. 2259

EMERGENCY PROCUREMENT: BUS WASH DOOR REPLACEMENT

FACT SHEET

- The existing doors will be replaced with doors more suited for wet and corrosive environments
- The new doors will have the following features
 - Hot dipped galvanized framing
 - Panels are double paned opaque acrylic
 - R13 thermal resistance
 - High speed open and close to increase porter efficiency and reduce heat loss during cold months
- Warranty
 - Motor – 5 years
 - Door panels – 5 years
 - Other mechanical and electrical components – 2 years

RESOLUTION NO. 2260

**EXECUTING FUNDING AGREEMENT WITH CUMBERLAND COUNTY FOR THE
CUMBERLAND/DAUPHIN OPERATIONS FACILITY**

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) applied for local shared funding from Cumberland County in the amount of \$300,000 for the new Cumberland/Dauphin Operations Facility on Cameron Street in Harrisburg; and,

WHEREAS, SRTA was successful in the request and has been awarded \$300,000; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority, that it approves entering into a grant agreement with Cumberland County.

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 December 22, 2022.

Attest: _____
Richard Kotz
Secretary

Raymond Rosen
Chairman

Current and Future Procurement Projects

Name	Type	Released	Questions Due	Bid/ Proposal Due	Contract Start	Value
20220217 - Stand up Desks	small Quote					\$ 17,000.00
20220218 - Zarfoss Compressor	Small Quote	TBD				\$ 20,000.00
20220311 - Fleet Management Software	RFP	8/8/2022	8/29/2022	9/19/2022	TBD	\$ 400,000.00
TASK ORDER - CAMERON STREET BUS SHELTER	Task Order					\$ 8,000.00
20220328 - Dauphin Oil-Water Separator	IFB	10/19/2022	11/3/2022	11/15/2022		\$ 300,000.00
20220331 - Cameron Shelter	IFB	TBD				
20220411 - Plumbing Maintenance Contract RFP	RFQ	4/19/2022	5/5/2022	5/23/2022	7/6/2022	\$ 10,000.00
20220428 - York Transfer Center Call Box	Small Quote	4/28/2022				\$ 12,000.00
20220519 - Zarfoss Camera Replacement	Small Quote	5/18/2022				\$ 23,854.00
20220611 - York Vending RFP	RFP	7/25/2022	8/22/2022	9/5/2022	10/14/2022	TBD
20220712 - Genfare Boxes - FastFare Conversion	Sole Source					\$ 1,400,000.00
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