

# SRTA

## SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

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**DATE:** FEBRUARY 24, 2022

**TIME:** 10:00 AM

**PLACE:** 415 N. ZARFOSS DRIVE, YORK, PA 17404

**PURPOSE:** FEBRUARY BOARD MEETING

**NOTE:** The CDC states if you are not fully vaccinated, you should wear a mask in indoor public places.

A Zoom connection remains an option for convenience and/or personal safety.

### ORDER OF BUSINESS

1. Call to Order
2. Changes or Modifications to the Agenda
3. Public Comment: Accepted in Person or in Writing
4. Approval of Minutes
  - A. Meeting Minutes of January 27, 2022 (Pages 3-6)
5. Communications
6. YAMPO Transit Committee
7. Treasurer's Report (Pages 7-11)
8. Resolutions
  - A. RESOLUTION 2209 – APPROVING THE REVISING OF THE SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY HIRING AND MAINTENANCE OF ESSENTIAL REQUIREMENTS (RETENTION) AND EMPLOYMENT QUALIFICATIONS/DRIVER POLICY (Pages 12-19)
  - B. RESOLUTION 2210 – APPROVING THE PROCEDURE FOR RECORD RETENTION AND RECORD DESTRUCTION (Pages 20-23)
  - C. RESOLUTION 2211 – APPROVING THE REVISING OF THE SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY FAMILY AND MEDICAL LEAVE POLICY (Pages 24-36)
  - D. RESOLUTION 2212 – AWARDED GASOLINE CONTRACT (Page 37-38)
  - E. RESOLUTION 2213 – ZARFOSS OVERHEAD DOOR REPAIRS (Page 39)

9. Old Business

10. New Business

11. Future Procurements (Page 40)

12. Staff Report

13. Adjournment

Next Meeting: Thursday, March 31, 2022 in Harrisburg

**SRTA**  
**SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY**  
**901 N. Cameron Street, Harrisburg, PA 17101**

**MINUTES OF SRTA BOARD MEETING**

January 27, 2022

Present were board members: Raymond Rosen, York County; Richard Carson, York County; Keith Martin, York County; Neil Grover, City of Harrisburg; Richard Kotz, City of Harrisburg; 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; Angela Bednar, Executive Assistant; Christopher Zdanis, Chief Operating Officer CAT; Jenna Reedy, Chief of Staff; David Juba, Planning Manager; Jamie Leonard, Director of Human Resources; Stephen Baldwin, Chief Financial Officer; Abby Davis, Marketing Manager; Brian Gillette, Accounting Manager; Eric Maguire, Grants Manager; Trevor Manahan, Chief Operating Officer rabbittransit; Corey Matthews, IT Manager; Sherry Welsh, Senior Project Manager/rabbitCARES Administrator; Nicole Hansen, Human Resources Business Partner-Labor Relations and Richard Trout, Safety, Security and Training Officer.

**CALL TO ORDER**

The January Board meeting of the Susquehanna Regional Transportation Authority was called to order by Chairman Raymond Rosen at 10:07 AM.

**CHANGES OR MODIFICATIONS TO THE AGENDA**

No changes or modifications to the agenda.

**PUBLIC COMMENT**

Anthony Maydwell, a representative of Vector Media, presented an overage payment check to the Authority.

**APPROVAL OF MINUTES**

Motion to approve the December 16, 2021 meeting minutes was raised by Richard Carson, seconded by Eric Bugaile, and passed unanimously.

**COMMUNICATIONS**

The following communications were presented to the Board by Richard Farr:

- HATS SRTA Designation
- YAMPO SRTA Designation
- Governor Wolf SRTA Designation
- Opinion of Counsel regarding Susquehanna Regional Transportation Authority as a Designated Recipient Under the Federal Transit Laws

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**901 N. Cameron Street, Harrisburg, PA 17101**

- Governor Wolf's announcement on service to the new Middletown Station

TREASURER'S REPORT

Keith Martin presented a mocked up version of the December 2021 Financial Statement and Statistical Notes. This report utilizes December numbers for CPTA (rabbit) and Capital Area Transit (CAT), with the purpose of demonstrating to the Board what future SRTA financial statements will include. Keith Martin deferred to Stephen Baldwin for highlights of the report. Before presenting the highlights, Stephen Baldwin thanked all the staff who were involved with a successful transition of 260 employees from both CAT and rabbittransit to the new SRTA payroll. Highlights of the December 2021 Financials are as follows:

- Ridership: The Paratransit divisions, as a group, were up 48% in December over last December bringing the increase over last year to 26% year to date. Fixed Route operations were up 21% in December over the previous year bringing the year to date ridership to 4% below last year on a year to date basis. The biggest increase in ridership was from the commuter *EXPRESS* service, with a 102% increase.
- Revenues: Year to date operating revenue is 11% or \$900,000 higher than budget. December operating revenues are 8% over budget.
- Expenses: Year to date total expenses are \$2.7 million or 10% better than budget. December total expenses are \$567,000 or 13% under budget. Wage and benefit savings account for the favorable variances both in the current period and year to date.
- Subsidy: Year to date, the Authorities have been able to defer the use of \$3.6 million of the budgeted subsidy grant funding for future use. In the current period, the Authorities have deferred \$670 thousand of budgeted.
- There have been no draws on either of the Authorities' lines of credit.
- Significant capital expenditures for the month were: York Transfer Center, Paratransit vehicles and the CAT bus barn.

RESOLUTIONS

**RESOLUTION 2201 – REAFFIRMATION OF THE ELECTION OF OFFICERS FOR 2022-2023**

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

**RESOLUTION 2202 – SRTA PROCUREMENT AND PURCHASING POLICY**

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

**RESOLUTION 2203 – AUTHORIZING THE CALL CENTER SOFTWARE ADD-ON PURCHASE**

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

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**RESOLUTION 2204 – ADOPTING THE YORK COUNTY TRANSPORTATION AUTHORITY SIMPLIFIED EMPLOYEE PENSION PLAN**

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

**RESOLUTION 2205 – A RESOLUTION ESTABLISHING SIGNATURE REQUIREMENTS FOR AUTHORITY CHECKING ACCOUNTS**

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

**RESOLUTION 2206 – RESOLUTION AUTHORIZING THE SUBMITTAL AND MODIFICATION OF PENNSYLVANIA DEPARTMENT OF TRANSPORTATION DOTGRANT OBJECTS**

Motion to approve was raised by Neil Grover, seconded by Scott Wyland, and passed unanimously.

**RESOLUTION 2207 – AUTHORIZING THE EXECUTIVE DIRECTOR TO ASSIGN ROLES WITHIN DOTGRANTS AND TO SIGN PENNDOT'S AGREEMENTS TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS**

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

**RESOLUTION 2208 – AUTHORIZING THE SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY SAFETY MANAGEMENT POLICY**

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

**OLD BUSINESS**

Jenna Reedy presented to the Board, a brand transition plan. This plan includes branding guidelines, vehicle branding, uniforms, infrastructure, bus passes, the website, social media, ride guides, communications and applications.

Richard Farr presented a timeline/summary of past and current events of the CAT Bridge.

The ACT 44 quarterly report was presented to the Board by Richard Farr.

**NEW BUSINESS**

No new business.

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**901 N. Cameron Street, Harrisburg, PA 17101**

FUTURE PROCUREMENTS

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

STAFF REPORT

Richard Farr presented the following staff updates:

- Since the last Board meeting, there have been two employees who lost their lives due to COVID.
- An update on the COVID incentive program was presented by Jamie Leonard.
- A staffing update was provided by Jamie Leonard. Currently there are 51 open positions with 23 pending.
- Richard Farr reported on temporary service reductions for both Paratransit and Fixed Route.
- Richard Farr reported on upcoming bridge work in York that will cause temporary detours with possible long delays, especially on the heavily utilized Route 1.
- The intercity bus program continues to move forward with an anticipated date of March 1<sup>st</sup>.
- The Middletown train station ribbon cutting was held on January 18<sup>th</sup>.
- The bus barn floor at CAT is almost complete and the buses have now been moved back into the barn.
- Richard Farr discussed a new format for distributing the Board packets prior to each meeting. These will now be housed on the website.

ADJOURNMENT

The next scheduled Board meeting will take place on February 24, 2022, at 10:00 AM. This meeting will be held in person at 415 N. Zarfoss Drive, York, PA 17404.

Motion to adjourn was made by Richard Carson and seconded by Scott Wyland. The meeting adjourned at 11:45 AM.

Respectfully Submitted,



Richard Kotz  
Secretary

# SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

## Financial Statement & Statistical Notes for January 2022

- The financial statements, enclosed with these notes, are as of January 31, 2022. They include the consolidation of Susquehanna Regional Transportation Authority (SRTA), Central Pennsylvania Transportation Authority (CPTA) and Cumberland Dauphin Harrisburg Transit Authority (CDH) operations. This is the end of the seventh month of fiscal year 2022.
- The presented financial statements reflect the adopted fiscal year 2022 budgets for CPTA and CDH combined which included the activity which is now in SRTA.
- A column has been added to the income statement with the previous fiscal year to date information. This column has been shaded in grey to identify that it is intended for comparative purposes only and is not part of the normal income statement presentation.

### Ridership

- Year to date ridership as of January 31, 2022 (7 months) continued to improve when compared to the same time last year. The rate of improvement however, slowed considerably as the month of January was not as strong as December. Here are the details by category:
  - Fixed Route improved 1% to a level which is 3% below last year
  - Paratransit also improved 1% to 27% above the previous year
  - Commuter Express picked up 7% to run 36% above last year
  - York Microtransit remained static at a level that is 6% below the prior year. Early results from Microtransit North are encouraging however.

### Revenue

- Year to Date (seven months) Operating revenue is 12% or \$1.1 million higher than budget. This is almost \$2 million or 23% above same time last year.
- Current period (January) Operating revenues was 21% over budget

### Expenses

- Year to Date (seven months) Total Expenses are \$3 million or 9% better than budget
- Current period (December) Total Expenses are \$285 thousand or 5% under budget. This savings against budget shrunk considerably this month because of pay increases and leave balance adjustments that are awarded at the beginning of January each year. This year in addition to normal increases the Authority responded to strong wage rate pressure associated with labor market shortfalls. Larger pay increases were primarily focused in the rural areas where pay rates were particularly low and where available workers are limited by low population.

### Subsidy

- Year to Date the Authorities have been able to defer the use of \$4.3 million of budgeted subsidy grant funding for future use to provide transportation services.
- In the current period the Authorities have deferred \$592 thousand of budgeted subsidy.

## Paratransit Division Performance

<b>Division</b>	<b>REE/EER*</b>
York/Adams	(\$1,185,963)
Perry	(\$561)
Montour	\$50,304
Union/Snyder	(\$4,520)
Columbia	\$140,753
Cumberland	\$185,557
Northumberland	\$394,866
Franklin	\$44,412
CDH	(\$792,873)
All Paratransit Services	(\$1,168,025)

\*REE=Revenue in Excess of Expenses ("Profit"); EER=Expenses in Excess of Revenue ("Loss")

- There have been no draws on the ACNB line of credit.
- Capital expenditures for the month were:
  - Zarfoss Roof - \$473,316
  - Transfer Center Rehab - \$318,421
  - Paratransit Vehicles - \$197,988

We are anticipating providing the Act 44 Performance Measurements Quarterly due to their limited value as we recover from COVID.



**Susquehanna Regional Transportation Authority  
Income Statement**

For The Period Ended January 31, 2022

	Period To Date		Year To Date		Budget Variance	Year To Date January 31, 2021
	Actual	Current Budget	Actual	Current Budget		
<b>REVENUE</b>						
Operating Revenue	\$ 1,658,620	\$ 1,365,798	\$ 10,789,120	\$ 9,597,718	\$ 1,191,402	\$ 8,795,879
Grant/Contract Inc	\$ 3,058,395	\$ 4,028,777	\$ 17,592,019	\$ 22,628,196	\$ (5,036,176)	\$ 18,076,109
<b>TOTAL REVENUE</b>	<b>\$ 4,717,016</b>	<b>\$ 5,394,575</b>	<b>\$ 28,381,139</b>	<b>\$ 32,225,914</b>	<b>\$ (3,844,775)</b>	<b>\$ 26,871,988</b>
<b>EXPENSES</b>						
Wages	\$ 2,022,386	\$ 1,959,491	\$ 12,595,468	\$ 13,929,119	\$ 1,333,652	\$ 12,222,499
Benefits	\$ 1,809,011	\$ 2,219,716	\$ 8,005,843	\$ 9,801,990	\$ 1,796,147	\$ 8,290,277
Services	\$ 239,708	\$ 242,900	\$ 1,676,488	\$ 1,700,312	\$ 23,824	\$ 1,320,911
Fuel	\$ 292,193	\$ 278,758	\$ 2,185,964	\$ 1,982,472	\$ (203,492)	\$ 1,686,104
Tires	\$ 28,849	\$ 25,817	\$ 154,510	\$ 184,067	\$ 29,557	\$ 139,939
Materials and Supp	\$ 146,717	\$ 123,062	\$ 951,367	\$ 877,164	\$ (74,203)	\$ 861,901
Utilities	\$ 119,373	\$ 82,728	\$ 638,460	\$ 579,098	\$ (59,363)	\$ 521,164
Casualty and Liabili	\$ 100,766	\$ 124,111	\$ 608,752	\$ 868,780	\$ 260,028	\$ 785,505
Purchased Transpo	\$ 284,087	\$ 260,259	\$ 1,898,595	\$ 1,758,743	\$ (139,851)	\$ 1,414,094
Miscellaneous Expi	\$ 14,905	\$ 27,849	\$ 156,165	\$ 195,008	\$ 38,843	\$ 132,110
Leases and Rentals	\$ 11,609	\$ 11,630	\$ 48,820	\$ 81,410	\$ 32,590	\$ 66,550
Passed Through Ex	\$ 26,407	\$ 25,000	\$ 185,204	\$ 175,000	\$ (10,204)	\$ 150,341
<b>TOTAL EXPENSES</b>	<b>\$ 5,096,010</b>	<b>\$ 5,381,323</b>	<b>\$ 29,105,635</b>	<b>\$ 32,133,163</b>	<b>\$ 3,027,528</b>	<b>\$ 27,591,394</b>
<b>TOTAL NON OPERATING GRANT INCOME **</b>	<b>\$ 51,138</b>	<b>\$ -</b>	<b>\$ 397,562</b>	<b>\$ -</b>	<b>\$ (397,562)</b>	<b>\$ 190,342</b>
<b>TOTAL NON OPERATING GRANT EXPENSES **</b>	<b>\$ 51,138</b>	<b>\$ -</b>	<b>\$ 397,562</b>	<b>\$ -</b>	<b>\$ (397,562)</b>	<b>\$ 190,342</b>
<b>REE/(EER)</b>	<b>\$ (378,995)</b>	<b>\$ 13,252</b>	<b>\$ (724,496)</b>	<b>\$ 92,750</b>	<b>\$ (817,247)</b>	<b>\$ (260,442)</b>
<b>CAPITAL REVENUES AND EXPENSES</b>						
Capital Grant Incor	\$ 990,677	\$ -	\$ 4,460,627	\$ -	\$ -	\$ 879,199
<b>TOTAL CAPITAL REVENUES AND EXPENSES</b>	<b>\$ 990,677</b>	<b>\$ -</b>	<b>\$ 4,460,627</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 879,199</b>
<b>REE/(EER)</b>	<b>\$ 611,683</b>	<b>\$ 13,252</b>	<b>\$ 3,736,131</b>	<b>\$ 92,750</b>	<b>\$ -</b>	<b>\$ 159,793</b>
<b>NET REE/(EER)</b>	<b>\$ 611,683</b>	<b>\$ 13,252</b>	<b>\$ 3,736,131</b>	<b>\$ 92,750</b>	<b>\$ -</b>	<b>\$ 159,793</b>

\*\*FindMyRide, CAT TA

**Susquehanna Regional Transportation Authority  
Balance Sheet**

As of January 31, 2022

**ASSETS**

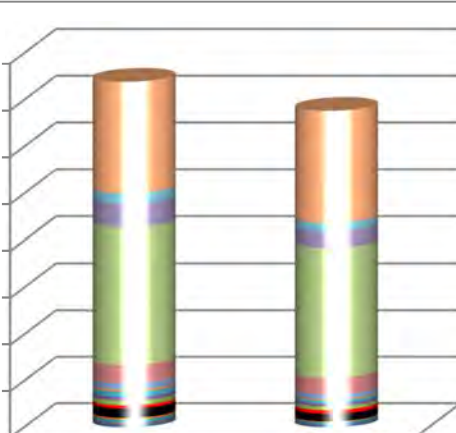
CURRENT ASSETS			
	Unrestricted Cash	\$ 9,309,293	
	Restricted Cash	\$ 284,892	
	Reserved Cash - Capital Projects	\$ -	
	Accounts Receivable	\$ 24,613,268	
	Materials & Supplies Inventory	\$ 763,837	
	Prepaid Expenses	\$ 1,445,631	
	Other Current Assets	\$ -	
	<b>TOTAL CURRENT ASSETS</b>	<b>\$</b>	<b>36,416,920</b>
FIXED ASSETS			
	Buildings and Improvements	\$ 52,642,155	
	Revenue Equipment	\$ 90,177,495	
	Tools and Equipment	\$ 6,517,811	
	Accumulated Depreciation	\$ (70,311,350)	
	<b>TOTAL FIXED ASSETS (NET)</b>	<b>\$</b>	<b>79,026,111</b>
OTHER ASSETS			
	Pension Asset	\$ 75,915	
	<b>TOTAL OTHER ASSETS</b>	<b>\$</b>	<b>75,915</b>
	<b>TOTAL ASSETS</b>	<b>\$</b>	<b><u>115,518,946</u></b>

**LIABILITIES AND NET ASSETS**

CURRENT LIABILITIES			
	Accounts Payable	\$ 3,826,484	
	Accrued Leave and Payroll	\$ 1,545,485	
	Accrued Expenses	\$ 1,068,516	
	<b>TOTAL CURRENT LIABILITIES</b>	<b>\$</b>	<b>6,440,485</b>
DEFERRED REVENUE			
	Revenue Received in Advance	\$ 28,336,940	
	<b>TOTAL DEFERRED REVENUE</b>	<b>\$</b>	<b>28,336,940</b>
OTHER LIABILITIES			
	Capital Lease Obligation	\$ -	
	Accrued Sick Pay	\$ 310,552	
	Current Notes Payable	\$ -	
	Consortium Buses	\$ -	
	<b>TOTAL OTHER LIABILITIES</b>	<b>\$</b>	<b>310,552</b>
NET ASSETS			
	Unrestricted Equity	\$ 41,467,000	
	Restricted Equity	\$ 15,520	
	Capital Grants	\$ 38,948,449	
	<b>TOTAL NET ASSETS</b>	<b>\$</b>	<b>80,430,969</b>
	<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$</b>	<b><u>115,518,946</u></b>

## OPERATIONS – January

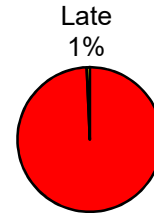
1,600,000  
1,400,000  
1,200,000  
1,000,000  
800,000  
600,000  
400,000  
200,000  
-



	YTD FY2022	YTD FY2021
FR York	476,537	478,643
Cumberland	44,010	36,903
York/Adams	100,655	67,693
FR CDH	588,029	556,595
CDH Paratransit	78,374	72,614
FR Gettysburg	28,970	19,872
Montour	8,447	5,697
Union/Snyder	23,889	13,044
Perry	13,741	12,047
Franklin	21,005	16,712
Columbia	13,642	15,685
Northumberland	40,389	32,605
Express North	7,082	3,158
FR Hanover	14,807	9,558
Express South	3,718	3,705
Express 15 North	1,998	1,212
Gett/Han Connect*	2,660	-
Microtransit	10,267	7,961

## MAINTENANCE – January

### Preventative Maintenance



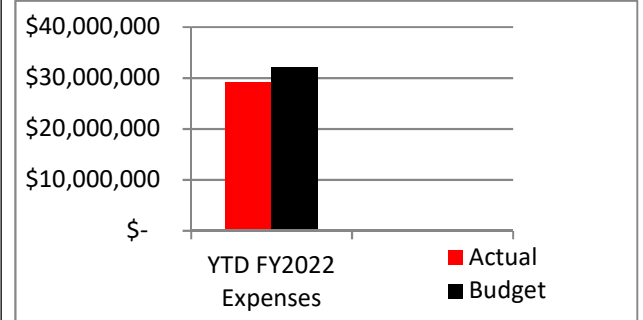
On-time  
99%

140 PMs Complete ; 1 Overdue  
 CDH – 29 Completed; 0 Overdue  
 York – 53 Completed; 0 Overdue  
 Adams – 8 Completed; 0 Overdue  
 Cumberland – 10 Completed; 0 Overdue  
 Northumberland – 11 Completed; 1 Overdue^  
 Franklin – 9 Completed; 0 Overdue  
 Columbia – 3 Completed; 0 Overdue  
 Montour – 4 Completed; 0 Overdue  
 Union/Snyder – 10 Completed; 0 Overdue  
 Perry – 3 Completed; 0 Overdue  
 ^ 68 miles overdue

### Road Calls:

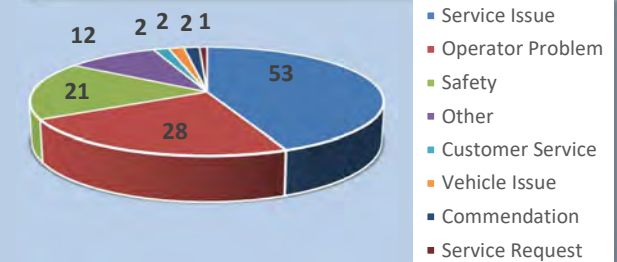
	Jan 2022	YTD FY2022#	Jan 2021	YTD FY2021#
Mechanical	14	86	6	61
Non-Mech.	15	107	29	152

## FINANCE – January



## CUSTOMER COMPLAINTS – January

### Count Distribution By Category 121 Complaints/Commendations



	Jan 2022	YTD FY2022	Jan 2021	YTD FY2021
Total Complaints	121	923	93	605

## SAFETY – January

	Jan 2022	YTD FY2022#	Jan 2021	YTD FY2021#
Preventable	12	62	9	59
Non-Preventable	5	25	3	29
Passenger Injury	0	7	0	9
Employee Injury	5	10	2	12

## MARKETING – January

	Jan 2022	YTD FY2022#	Jan 2021**	YTD FY2021**
PR Exposures	14	60	1	27
Outreaches	0	28	0	1
Pageviews	124,478	469,865	41,193	315,268
Unique Pageviews	98,212	370,096	32,028	240,360
Bikes **	686	5,400	502	7,651

**RESOLUTION 2209**

**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; and,

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

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 February 24, 2022.

\_\_\_\_\_  
Richard Kotz  
Secretary

attest: \_\_\_\_\_  
Raymond Rosen  
Chairman



## Hiring and Maintenance of Essential Requirements (Retention) Policy

Effective Date: February 24, 2022

### Purpose:

Proper selection and training of new employees is a key element in any organization, but it is especially important when selecting new employees in an organization dependent upon staff who are committed to customer service and safety. The following procedures will be followed in the selection of new hires.

### Minimum Qualifications

The following are minimum qualifications for employment:

- Prefer High School diploma or GED equivalent, unless otherwise indicated on job description or a governmental regulation;
- Job related experience preferred as designated by the job description;
- U.S Citizen or national, an alien lawfully admitted to permanent residence or an alien authorized to work in the U.S.;
- 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 23 with additional hiring criteria for ages 23 and 24 as follows:
    - Minimum 3 years licensed (any class).
    - MVR to be reviewed and infractions considered in the best interest of SRTA.
    - Pass a Personality Assessment approved by SAFTI.
  - Maintenance staff (Mechanics & Porters) – Minimum age of 18 with additional hiring criteria as follows:
    - MVR to be reviewed and infractions considered in the best interest of SRTA.
    - Age 18-20 can only drive buses on Authority property.
    - Age 21-22 can test drive or switch out buses with no customers onboard.
- Must have valid driver's license for at least 3 years or a CDL Driver's License, unless one of the maintenance position exceptions applies;
- For all safety sensitive positions must meet outlined driver qualifications;
- Ideal candidates will preferably have the amount of experience as designated by the job description for the position;
- Must possess basic qualifications for the position which have been established.
- Must be capable to perform the essential job functions and meeting job specifications as described in the job description;
- Must have an acceptable background check as established by the organization and/or required by funding partners;
- Must comply with all other applicable qualifications for employment as established by the organization.

### Administrative Hiring:

Susquehanna Regional Transportation Authority (SRTA) is an equal opportunity employer. SRTA seeks to hire administrative and non-bargaining unit employees from a diverse pool of qualified candidates in accordance with its EEO Plan and in conjunction with the needs of

the Authority. In the case of all administrative staff, except for the executive director, staff shall hire based upon the minimum qualifications set forth in the job description for a particular job category.

SRTA will perform for non-bargaining unit employees all necessary background checks based upon job titles and responsibilities. Candidates will be notified of the nature of any background checks for their position. Further, on a case by case basis, an application will be supplied for employees that will be in the form of a non-DOT application for completion which will be held by the Authority pursuant to Pennsylvania Record Retention requirements.

## **Hiring Procedures**

The Authority will perform the following procedures when hiring for positions:

### *Pre-Offer/Pre-Employment*

- Advertise/Post position-describing essential job functions, physical requirements and minimum qualifications, etc.
- Must comply with established standard hiring procedures.
- Review applications for job qualifications.
- Must meet minimum established qualifications.
- Interview of selected qualified candidate(s) will be conducted by both phone screens and in person interviews.
- Prior employment must be listed on the application. Reference checks are at the discretion of the Authority.

### *Offer/Pre-Employment*

- Job offers are made, contingent upon successful completion of background checks and testing as established for each position.

### *Post-Offer/Pre-Employment*

- Background check of criminal history, child abuse clearance, credit fitness check for key employee positions where financial responsibility is relevant, and employment history are performed;
- Obtain and review MVR of applicant.

### Additional requirements for DOT defined safety sensitive employees:

- Motor Vehicle Driver's Certification of Violation Form must be completed (if not part of the application).
- Safety Performance History Record request must be completed for every employee, which checks for drug and alcohol information for all employers within last two years, and accident history for past three years.
- Require Department of Transportation medical qualification through an Authority approved DOT physician
- Required to undergo a pre-employment drug test administered under DOT & FTA regulations with a verified negative result. In the case that a pre-employment test is canceled, the employer will require the covered applicant to take another pre-employment drug screen administered under DOT & FTA regulations. A 'dilute' negative test is unacceptable to the Authority as a negative and the candidate will be instructed to immediately proceed to the collection site for another drug collection. The second test result will be the test of record and should the second test result be reported as 'dilute' the candidate will not be offered employment.

### *Post-Offer/Post-Employment*

- Prepare personnel files (general, medical, etc.)
  - Application;
  
- Prepare driver qualification files for Drivers/DOT defined safety sensitive employees:
  - Application;
  - Complete background check results that include employment reference checks’;
  - Copy of MVR reviewed for hire;
  - Complete Motor Vehicle Driver’s Certification of Violations form (if not part of application)
  - Evidence of negative pre-employment drug screen result, stored in the D&A files;
  - Copy of medical qualification card;
  - Copy of Driver’s License;
  - Receipt of drug and alcohol testing history from previous employer(s), stored in the D&A files.
  
- Review all applicable employment, job-specific and safety policies and procedures with employee. Obtain evidence of review and understanding of policies and procedures from employee. Provide initial training as follows but not limited to:
  - Pre-trip/post-trip inspection procedures;
  - Basic defensive driving;
  - Accident procedures;
  - Employee polices and training manual;
  - 60 minutes of training on the Substance Abuse Policy as well as 60 minutes of training on the effects and consequences of prohibited drug use;
  - Specific equipment use training;
  - Passenger Assistance and Relations (including Special Needs Passengers, ADA);
  - Customer Service;
  - Specific job duties/tasks

### **Maintenance of Essential Requirements**

The following procedures will be used to insure appropriate and safe behavior by drivers:

- At least an annual review of MVR
- Training as required for job position
- Scheduled background checks

### Additional requirements for DOT defined safety sensitive employees:

- Physical re-qualification as required and according to any requirements of federal regulations;
- Safety Sensitive participation in drug/alcohol testing program.
- Confirmed positive result or any refusal to have tests administered when specified by management - termination.

- DUI/DWI conviction - termination.

### **Motor Vehicle Record (MVR) Requirement**

It is the Authority Policy and requirement of employment, that every employee position with Authority vehicle driving duties requires a motor vehicle record (MVR) meeting the Authority's requirements. **Any employee who receives a traffic violation or may receive points must notify the Authority within 3 business days or prior to driving an Authority vehicle whichever time frame is earlier, this includes personal vehicles as well as Authority owned vehicles. Any suspension or revocation of license, incidents involving personal injury or vehicles, which are not drivable, must be reported immediately. Employees are personally responsible for payment for all costs associated with tickets for traffic violations.** The Authority reserves the right to review an employee driving record after an incident, accident, violation, or with probable cause at any time.

### **Annual Motor Vehicle Record Screening**

The Authority shall request motor vehicle records (MVR's) at least annually, for every employee who has driving duties. The purpose of this investigation is to ensure that all designated drivers who drive as part of their duties while employed by the Authority maintain an acceptable driving record.

An acceptable driving record is defined as a driving record that would qualify an applicant for employment at the Authority as listed within this policy. If a motor vehicle record is not acceptable, the Authority reserves the right to place the employee on probation for a period of time, and/or revoke driving duties until the employee's MVR qualifies as acceptable, and/or terminate the employee's job. Upon request by the employee, the employee shall receive a copy of their individual MVR after each MVR review.

### **Child Abuse Clearance**

The Authority shall conduct a Pennsylvania Child Abuse History Certification upon hire for any new employee. Prior to expiration of the current clearance, the employee will be required to complete necessary forms to renew their clearance for updated results.

In addition, the employee will be required to satisfy any other requirements as defined by grantors.

### **Employment Qualifications / Driver Policy**

These qualifications apply to both drivers of Authority owned vehicles, as well as, employees using personal vehicles in the course of Authority business.

#### **Classification – NON CDL Passenger Revenue Vehicles**

- All applicants must have a current valid driver's license issued by the state in which they reside.

#### **Classification – CDL Passenger Revenue Vehicles – Class C License**

- All applicants must have a "P" endorsement on their current valid CDL driver's license issued by the state in which they reside.
- Applicants hired without a CDL and necessary endorsements are hired conditionally and be working towards obtaining the certifications within the 90-day probationary period.

#### **Classification – CDL Passenger Revenue Vehicles – Class A or B License**



- All applicants must have a “P” endorsement, air brakes lifted, on their current valid CDL driver’s license issued by the state in which they reside.
- Applicants hired without a CDL and necessary endorsements are hired conditionally and be working towards obtaining the certifications within the 90-day introductory period.
- No restrictions that would restrict the driver from driving class of vehicle or necessary commerce.

**ALL Vehicle Operators - Safety Sensitive Positions**

Applicant must pass a Department of Transportation (DOT) physical examination.

**ALL Vehicle Operators – inclusive**

Applicant must consent to a pre-employment drug screen immediately following the offer of employment. The Authority must receive a verified negative result.

Applicants must possess only one valid driver’s license issued by the resident state of the driver. Operators who have recently transferred from another state must produce a copy of the former license or provide License information for verification from that state. Drivers will need to provide information on all previous held licenses within the past 60-month period.

There shall be NO:

- No DUI or DWI ever on your driving record in a commercial vehicle as noted on criminal history review.
- No DUI or DWI within 5 years otherwise in a non-commercial vehicle as noted on criminal history review.
- No positive screens or refusals.
- No felony drug convictions within last 5 years and no misdemeanor drug convictions within last 3 years.
- No reckless homicide or involuntary manslaughter
- No major infractions, which include, but are not limited to: negligent homicide; manslaughter; or assault involving a motor vehicle; unlawful use of a motor vehicle; racing; reckless driving; careless endangerment; road rage; leaving the scene of an accident; use of a motor vehicle in the commission of a felony; or attempting to evade a police officer.

All applicants and newly hired employees shall have motor vehicle driving records be examined for a 3-year period (36 months) to have proven:

- No record of a driving license suspension or revocation covering the 36-month period prior to the order date of a Motor Vehicle Record (MVR). A suspension for failure to pay and or failure to appear will be considered provided that there was no conviction for driving while suspended during this time period.
- No operating a vehicle, knowingly or unknowingly, while under suspension or revocation during the 36-month period prior to the order date of a Motor Vehicle Record (MVR).

- No past pattern or record of citations or convictions for more than two motor vehicle accident/violations, (excluding those listed above) during the 36-month period prior to the order date of the Motor Vehicle Record (MVR).
- No past pattern or record of involvement in more than one at-fault traffic accidents while operating a motor vehicle during the 36-month period prior to the order date of the Motor Vehicle Record (MVR).

All current employees of the Authority shall have an Annual Motor Vehicle Record Screening. These records shall be examined to have proven:

- Compliance with current policies and procedures regarding, licensure and any infraction that would violate these qualifications.
- No past pattern or record of citations or convictions for more than two motor vehicle accident/violations, (excluding those listed above) during the 36-month period prior to the order date of the Motor Vehicle Record (MVR).
- No past pattern or record of involvement in more than one at-fault traffic accidents while operating a motor vehicle during the 36-month period prior to the order date of the Motor Vehicle Record (MVR).

The Authority must attempt to receive a negative controlled substance and alcohol result from prior employer(s) for the past two-year period. There may be no prior evidence of controlled substance use.

Applicant must have no instance of refusal to submit to an Alcohol or Controlled Substance test within the past 2-year period including a pre-employment test.

Applicant must have completed application entirely.

Applicant must consent to a ten-year check on work history. Any gap of 30 days or more must be indicated and explained, you may be asked to provide documentation. Discrepancies may prevent your application from being processed and job offer withdrawn.

Applicants must pass a background check to include felonies, misdemeanors, and child abuse. Criminal records will be evaluated on a case-by-case basis.

Applicant must demonstrate stable work history, good work ethic, dependability, and shares the values and service mindset of the organization and offer return on a training investment.

Applicant must meet the qualifications listed on the job description.

Applicants will be at-will employees throughout employment with the Authority. Nothing in these guidelines, your application or in the employee handbook guarantees employment for any period of time or is intended to be a contract of employment.

## **Rules of the Road**

### **General**

Authority-owned/leased vehicles are to be used for Authority business only.

Only Authorized employees may drive a vehicle for Authority purposes.

All drivers must abide by all federal, state and local motor vehicle regulations, laws and ordinances.

#### Pre-trip

Prior to starting a vehicle, drivers must inspect the vehicle exterior and the area around the vehicle. This includes checking tires, leaks, body condition and clearances to other vehicles and objects. Any defects or concerns should be reported immediately.

Drivers must ensure that all required documents (e.g., registration, insurance card, accident report form) are in the vehicle.

#### On the Road

A driver may not operate a vehicle any time his/her ability is impaired, affected or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.

No driver may have or permit possession of alcohol or illegal drugs in a vehicle being used for business purposes.

Drivers are responsible for ensuring that all doors are locked while vehicle is in motion.

Drivers must ensure that the vehicle's headlights are on at all times.

Only approved passengers with a defined business relationship are permitted in the vehicle during the course of business use.

Drivers shall not use a radar detector, laser detector or similar device.

Drivers shall not push or pull another vehicle or tow a trailer without authorization.

Drivers shall not transport flammable liquids and gases unless a DOT- or UL approved container is used, and then only in limited quantities and only when necessary.

Drivers shall not transport or use ignitable or burning flares. Use of reflective triangles is preferred.

#### Post-Trip

All accidents, vehicle problems or defects must be reported immediately to the driver's immediate supervisor; this involves completing and forwarding all required forms.

Drivers must notify their supervisor of any tickets or other violations received while driving.

Notification must be as soon as reasonably possible, but no later than the next scheduled driving duty is performed.

**RESOLUTION 2210**

**APPROVING THE PROCEDURE FOR RECORD RETENTION AND RECORD DESTRUCTION**

WHEREAS, the Authority recognizes that the Pennsylvania Open Records Law requires various procedures concerning record retention, record destruction and document requests; and,

WHEREAS, this policy seeks to address the issues of record retention and record destruction and seeks to incorporate the timeframes and procedures for retention as established by the Pennsylvania Museum Commission (the "Museum Commission"); and,

WHEREAS, the Museum Commission Retention Disposition Policy as to retention also requires that each individual municipality establish its own individual policy concerning the retention and destruction of electronic mail; and,

WHEREAS, this policy shall apply to all departments of the Authority including maintenance, administration, personnel files and any other documents necessary for the operation of the Authority; and,

WHEREAS, upon approval of the policy, SRTA will dispose of the records noted in the fact sheet of the resolution by contracted shredding company, and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority in consideration of the Municipal Records Act and the policies established by the Pennsylvania Museum Commission that the Record Retention and Destruction policy be adopted.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the records noted be approved for destruction.

**CERTIFICATION OF OFFICERS**

**OF**

**SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY**

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Susquehanna Regional Transportation Authority Board Members held on February 24, 2022.

\_\_\_\_\_

Richard Kotz  
Secretary

attest: \_\_\_\_\_

Raymond Rosen  
Chairman

**FACT SHEET RESOLUTION 2210**

**APPROVING THE PROCEDURE FOR RECORD RETENTION AND RECORD DESTRUCTION**

Accounting Department

- Pre-FY2018 receipt books
- All redeemed paratransit paper tickets

Human Resources

- 2015-2016 Termination Files
- Interview notes prior to 2020

Northumberland County

- 2015-2020 ODR Books
- 2015 Maintenance Copy of Driver ODR
- 2003-2012 Driver Manifests
- 2006-2011 MATP Mileage Reimbursement
- 2011-2015 Payroll
- 2015 Accidents and Incidents
- 2015 Office Invoices
- 2015 Employee Insurance Information

- 2015 Maintenance PM Reports

Montour County

- 2016 Maintenance Copy of Driver ODR
- 2007 Driver Manifests
- 2009 Driver Manifests

Union/Snyder County

- 2011-2016 Trip Sheets

Cumberland County

- 2015-2020 ODR/DVIR's
- 2021-2022 Para Fare Envelopes
- 2021-2022 Fuel Slips

Franklin County

- 2016-2020 ODR/DVIR's
- 2021-2022 Para Fare Envelopes
- 2016-2022 Fuel Slips



**POLICY TITLE: RECORD RETENTION AND DESTRUCTION POLICY**

**Effective Date: February 24, 2022**

**PURPOSE**

The Susquehanna Regional Transportation Authority (SRTA), a municipal authority, recognizes that the Pennsylvania Open Records Law requires various procedures concerning record retention, record destruction and document requests. This policy addresses the issues of record retention and record destruction and incorporates the timeframes and procedures for retention as established by the Pennsylvania Museum Commission. The Museum Commission Retention Disposition Policy requires that each individual municipality establish their own individual policies concerning the retention and destruction of electronic mail. This policy shall apply to all departments of the Authority including maintenance, administration personnel files and any other documents necessary for the operation of the Authority.

**POLICY**

The following will provide guidance for SRTA Board Members and Staff on how to efficiently and effectively manage its record retention and destruction processes.

- Section 1. Open Records Officer. The Authority's Open Records Officer as established through the Authority's Open Records Policy shall be charged with the management of the document retention and document destruction policy.
  
- Section 2. Museum Commission Procedures. The Authority hereby adopts the standards, procedures and definitions regarding record retention and destruction as established by the Museum Commission. A copy of said Museum Commission Schedule and Provisions shall be available at the Authority.
  
- Section 3. Electronic Mail. The employees and Board Members of the Authority understand that emails to the Authority's designated office email addresses may be public documents pursuant to the Open Records Law and therefore are subject to this resolution as follows:
  - A. This policy shall pertain to all messages that are sent to Authority- provided email addresses as well as personal emails that are used for municipal business. All email addresses that are used for municipal business by either Board members or employees shall be recorded and filed with the Open Records Officer to ensure that the provisions of this Resolution are maintained.
  
  - B. Once a year the Authority shall purge its computer system of public records that have met or exceeded required deadline and when there has been a determination as to the nature of said emails.
  
  - C. Pursuant to Museum Commission standards email messages and attachments that meet the definition of records shall be disposed of in accordance with applicable law and records retention and disposition schedules approved by schedule set forth herein. Email messages and attachments that do not meet the definition of records should be deleted immediately.

- D. Emails shall be retained in a manner consistent with the Museum Commission's policy including categorizing of emails in electronic storage.
- E. All emails which are addressed to and are sent from Authority email addresses shall be the property of the Authority. Personal emails shall be utilized only pursuant to the Authority's email policy.
- F. Email messages, in and of themselves, are not a single record series. Retention and disposition of email messages depends on the function and content of the individual message.

- Section 4. Legal and Administrative Records. The time period for retention for all records that fall into this category shall be retained pursuant to the time frames set forth in the Museum Commission policy. This shall include such issues as bylaws, bids and proposals, minutes and agendas.
- Section 5. Destruction Requirement. Every six Months the Board shall entertain destruction of records with regard to those records no longer necessary at the Authority pursuant to the time frames established by this Resolution. Destruction shall be established by Resolution.
- Section 6. Destruction Procedure. Destruction of documents shall take place through shredding, burning or destruction performed by a selected document destruction company as contracted with the Authority.
- Section 7. Litigation Documents. No documents that are necessary for litigation shall be destroyed, despite the expiration of time frames established under this Resolution, until appropriate based upon the status of litigation.  
 In the event that attorneys for the Authority retain original documents for purpose of litigation, the Authority shall catalog the documents supplied to Counsel in order to address public requests for documentation – whether or not such documents may constitute a public document pursuant to the Authority's Right to Know Resolution.  
 In the event documents are redacted for purposes accommodating a request for documents pursuant to the Open Records Resolution, an original copy shall be maintained in the original file at the Authority.
- Section 8. Limitation on Applicability. This policy shall apply solely and exclusively to retention and destruction policies. Issues pertaining to public availability shall be governed by the Open Records Resolution. However, such Open Records policies shall be limited to documents maintained for the time frames as established by this policy.
- Section 9. Retroactivity. This Resolution shall apply to all documents currently stored by the Authority and shall apply to all documents hereinafter created.
- Section 10. Electronic Data storage and Video/Telephone Systems. This policy recognizes that many systems now operate on digital storage. Most have a limit to the capacity of what can be stored. Any system that operates on a system that rewrites over itself will have limited record storage capabilities. Those records will not be maintained beyond the data space available.

NOTE: SRTA is required to follow the Federal Freedom of information Act and the Federal Records Act. The PHMC record retention requirements are equal to or more strict than the federal requirements.

**RESOLUTION 2211**

**APPROVING THE REVISING OF THE SUSQUEHANNA REGIONAL TRANSPORTATION  
AUTHORITY FAMILY AND MEDICAL LEAVE POLICY**

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

WHEREAS, the Susquehanna Regional Transportation Authority has undertaken the review and compilation of the Family and Medical Leave Policy to establish a consistent collection of expectations, and wishes to temporarily amend the policy through December 31, 2022; and,

WHEREAS, as the hiring and managing entity for the Central Pennsylvania Transportation Authority, the standards adopted herein shall apply to that entity under the management of the Susquehanna Regional Transportation Authority; and,

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 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 February 24, 2022.

\_\_\_\_\_  
Richard Kotz  
Secretary

attest: \_\_\_\_\_  
Raymond Rosen  
Chairman



## **Family and Medical Leave**

As an employee of the Susquehanna Regional Transportation Authority, you may be eligible to take unpaid family and medical leave under the federal Family and Medical Leave Act (FMLA). FMLA requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The Authority abides by any state regulated leave laws. The more generous of the two laws will apply to the employee if the employee is eligible under both federal and state laws. Please note there are many requirements, qualifications, and exceptions under these laws and each employee's situation is different. Contact the Human Resources department to discuss options for leave.

### **Eligibility**

To be eligible for leave, you must have been employed by the Authority for at least 12 months prior to the commencement of leave. In the 12 months preceding the leave, you must also have worked at least 1250 hours.

### **Amount of Leave Available**

Eligible employees may take up to a total of 12 weeks of FMLA within a rolling 12-month period, measured backward from the date an employee uses any FMLA leave, for any combination of the following:

- The birth of an employee's newborn child or the placement of a child with the employee for adoption or foster care;
- To care for the employee's spouse, child or parent who has a serious health condition;
- The employee has a serious health condition that makes him or her unable to perform one or more of the essential functions of the job;
- For a "qualified exigency," arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation; and
- Care for a covered service member who is undergoing medical treatment or recuperation or therapy as a result of a serious injury or illness incurred in the line of duty. (Where leave is taken to care for a covered service member with a serious injury or illness, a spouse, child, parent or next of kin may take up to 26 weeks of unpaid FMLA leave during a single 12-month period. Eligible employees are limited to a total of 26 workweeks of FMLA-protected leave during that 12-month period. For example, an employee cannot take 26 workweeks of FMLA leave to care for a covered service member and then take 12 more weeks for other FMLA qualifying reasons).

Under the FMLA, spouses employed by the Authority are jointly entitled to a combined total of 12 weeks of leave for the birth of a newborn child, for the placement of a child for adoption or foster care

and to care for a parent who has a serious health condition. Spouses employed by the Authority are jointly entitled to a combined total of 26 weeks of leave to care for a covered service member.

- The first 12 weeks of leave taken under this policy will be specifically designated as FMLA leave.
- Periods of more than three days absence from work require a request for approval of leave and may be designated by the Authority as FMLA leave.
- Eligibility for leave requested for birth, adoption or foster care of a child expires at the end of the 12-month period beginning on the date of birth or placement for adoption or foster care.
- All periods of available leave time to which employees are entitled by this policy or CBA are maximum. When the reason for which a leave was granted no longer exists, the employee is required to return to work. Failure to return to work in this circumstance may result in termination, subject to any reasonable accommodation obligations under the Americans with Disabilities Act.

## **Types of Leave**

*Birth or Placement for Adoption or Foster Care:* FMLA leave is available to eligible male and female employees for the birth of a child or for the placement of a child with the employee for purposes of adoption or foster care. FMLA leave must be completed within 12 months of the birth or placement.

*Serious Health Condition of Employee:* If, as an eligible employee, you experience a serious health condition as defined by the FMLA, you may take medical leave under this policy (see “Definitions” for the definition of serious health condition).

The following provisions apply to leave for the serious health condition of an employee:

- *Non-continuous leave*—Medical leave may be taken all at once or, when medically necessary, intermittently or on a reduced leave schedule (see below).
- *Certification process*—The need for leave must be documented by your treating health care provider through our medical certification process (see below).
- *Fitness-for-duty statement*—A fitness-for-duty statement will be required in order for you to return from a medical leave. Failure to provide the statement will result in a delay in your return to work.

*Serious Health Condition of Immediate Family Member:* If, as an eligible employee, you need family leave in order to care for your child, spouse or parent who experiences a serious health condition as defined by the FMLA (see “Definitions” for definitions of child, spouse, parent and serious health condition), you may take a leave under this policy.

- *Non-continuous leave*—Leave may be taken all at once or, when medically necessary, intermittently or on a reduced leave schedule (see below).
- *Certification process*—The need for leave must be documented by the family member's treating health care provider through our medical certification process (see below).

*Qualifying Exigency Because of Active Duty.* If, as an eligible employee, you need family leave because of any qualifying exigency arising out of the fact that your spouse, son, daughter or parent is on covered active duty in the Armed Forces (including the National Guard or Reserves), or has been notified that they will be called or ordered to covered active duty in the Armed Forces (including the National Guard or Reserves), you may take family leave under this policy. (See "Definitions" for a definition of qualifying exigency)

- *Non-continuous leave*—Family leave for any qualifying exigency arising out of the covered active duty of a family member may be taken all at once, intermittently or on a reduced leave schedule (see below).
- *Certification process*—The need for leave must be documented through our certification process (see below).

*Service Member Family Leave:* If, as an eligible employee, you need family leave to care for a covered service member who is your spouse, child, parent or next of kin and who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list for a serious injury or illness, you may take up to 26 weeks of unpaid leave during a single 12-month period under this policy. (See "Definitions" for a definition of covered service member and serious injury or illness)

Effective March 8, 2013, an eligible employee may take service member family leave to care for a covered veteran who is the employee's spouse, child, parent or next of kin and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. (See "Definitions" for a definition of covered veteran)

- *Non-continuous leave*—Service member family leave may be taken all at once or, when medically necessary, intermittently or on a reduced leave schedule (see below).
- *Certification process*—The need for leave must be documented by the family member's treating health care provider through our medical certification process (see below).

## **Employee Notice of Leave**

Generally, an application for leave must be completed for all leave taken under this policy. Generally, a non-emergency leave should be requested from Human Resources at least 30 days, or as soon as practical, in advance of the date the leave is expected to begin. In cases of emergency, you (or your representative, if you are incapacitated) should give verbal notice as soon as possible, and the application form should be completed as soon as practical. Failure to provide adequate notice may, in the case of foreseeable leave, result in a delay or denial of leave. It is your responsibility to notify your manager and Human Resources of absences that may be covered by the FMLA and to follow any applicable call-in procedures to report time off.

You must provide sufficient information regarding the reason for an absence for the Company to know that protection may exist under this policy. Failure to provide this information will result in delay or forfeiture of rights under this policy. This means the absence may then be counted against your record for purposes of discipline for attendance or similar matters.

- When planning medical treatment, the employee must consult with his/her direct supervisor and make a reasonable effort to schedule the treatment so as not to disrupt unduly the Authority's operations. An employee may be requested to provide information from his/her health care provider regarding a schedule of treatment and, if the time is unduly disruptive to the Authority, a statement that no other schedule of treatment is available.
- Employees are required to comply with the Authority's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.
- If notice is properly given, the Authority will attempt to accommodate any unexpected and necessary changes in the dates of the leave. If notice is not given as required, the leave may be denied or delayed.
- During the leave, the employee may be required to report periodically on his or her leave status and intention to return to work. Employees should communicate openly about expected leave of absence so that requests may be accommodated and so the Authority operations are not disrupted.

**Medical Certification** - If you are requesting leave because of your own or a covered relation's serious health condition, you and the relevant health care provider must supply appropriate medical certification. You may obtain *Medical Certification* forms from the Human Resources department. When you request leave, the Company will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided and/or may result in the loss of job protection.

- Should the information on the certification form be insufficient or incomplete (e.g., one or more entries in the certification have not been completed or the information provided is vague, ambiguous or non-responsive), or should the employee fail to submit the certification within the 15-day timeframe provided, the Authority will inform the employee of this and provide an additional 7 calendar days for the employee to correct the deficiencies or provide certification form.
- If the employee fails to provide a complete and sufficient certification, despite the opportunity to correct the certification, or fails to provide any certification, the Authority may deny the FMLA leave.

- The Authority may contact the employee's health care provider for purposes of authentication of the certification.
- Employees using FMLA may be required to participate in second or third medical opinions at Authority expense. Specifically, where the Authority has reason to doubt the validity of a health care provider's report, after receiving the initial certification from the employee, the Authority reserves the right to require that the employee obtain the opinion of a second health care provider of the Authority's choice. This health care provider will not be one regularly employed by the Authority, and the Authority will pay for the cost of the examination. If these two opinions are in conflict a third medical opinion will be sought from another independent health care provider. This third examination will also be completed at Authority expense and these results will be considered final and binding.
- Recertification may be required at reasonable intervals or when permitted by law.
- Where an employee demonstrates a suspicious pattern of absenteeism in connection with a FMLA leave of absence, e.g., the employee exceeds the number of absences certified by the employee's health care provider on the medical certification form, or the employee uses unscheduled FMLA leave in connection with his/her scheduled days off such as a "Friday/Monday" or other pattern of days off, the Authority will require the employee to submit a recertification from his/her health care provider. The health care provider will be required to submit a statement in connection with the recertification verifying that the pattern of absences are legitimate and consistent with the employee's serious health condition or, in the case of leave for a family member, with the family member's serious health condition. An employee's refusal to cooperate in a legitimate request for recertification will result in the denial or delay of FMLA leave.

### **No Work While on Leave**

While on a leave of absence, including FMLA leave, an employee may not work at any other employment including self-employment. Failure to abide by this provision may result in a denial of FMLA benefits, including an employee's right to restoration to employment and may be grounds for immediate termination.

### **Failure to Return from Leave**

To the extent permitted by law and the CBA, employees who are unable to return to work following a leave of absence may be terminated, unless as stated in management/union policy/contract that the leave is extended by mutual agreement between the Employer, the Union and the Employee. In addition, depending on the circumstances, an employee may be entitled to additional leave as a reasonable accommodation under the ADA. In the event that a terminated employee recovers from a serious medical condition or is again able to return to work, the Authority will consider the employee for rehire based on the CBA, the needs of the Authority and the employee's work record during employment with the Authority.

### **Compensation and Benefits during Leave**

Leave of absence under this policy will be without pay except where paid leave time is used or where an employee is eligible for short-term disability under any insurance policy. FMLA leave will run simultaneously with these disability policies.

- Employees are required to use any paid time off available prior to using unpaid leave under this policy and in accordance with the CBA. An employee who is taking FMLA leave because of the employee's serious health condition, the Authority will pay out sick leave for an employee based upon the provisions of the CBA or sick leave policy for non-CBA, followed by paid time off, vacation and personal as applicable. For FMLA leave because of a family member's serious health condition, the Authority will use any available paid time off that includes sick if applicable based upon the provisions of CBA or sick leave policy for non-CBA, paid time off, vacation and personal, except for days that are extra work and not part of the normal bid. Leave for FML purposes will be taken off an employee's FML balance for time used for FML for days that are extra work and not part of the normal bid. All paid time off used by an employee on FMLA leave runs concurrently with an employee's FMLA leave entitlement. If an employee is on short-term disability, in agreement with the CBA, paid time off will be used to supplement compensation up to 40 hours in one calendar week. All paid time off (sick, vacation, personal, leave, except that the Authority will allow employees an exception to request to withhold/save 40 hours of vacation/paid time off.
  
- The Authority will continue to pay its portion of health insurance coverage for employees on leave of absence for a period of 12 weeks (except in the case of Service Member Caregiver Leave which shall be extended to 26 weeks or in accordance with the CBA). During this period of time, the employee is expected to continue to pay the employee portion of all health insurance benefits. Employees that have elected voluntary benefits will have the responsibility to make appropriate premium payments. Payments are due on paydays when payroll deductions are made for actively working employees to cover the employee portion of the health insurance. If premiums go unpaid for more than 30 days after a payment is due, health insurance and voluntary benefit coverage will cease upon 15 days' notice of such nonpayment. However, the employee will be returned to full insurance coverage upon return from leave of absence as permitted and/or modified by our current healthcare provider.
  
- If an employee fails to return to work upon completion of a FMLA leave of absence, unless the reasons are beyond the employee's control, such as the continuation, recurrence or onset of either a serious health condition of the employee or the employee's family member, or a serious injury or illness of a covered service member, the Authority may recover from the employee the cost of any payments made to maintain health insurance.
  
- FML Leaves of absence are not considered a break in service for determining the length of continuous service with the Authority. If an employee takes a full week of FMLA leave during a week containing a holiday, the holiday will count against his/her FML allotment.

## **Designation of Leave**

When leave is requested under this policy, employees will receive a form indicating their rights and responsibilities under the Family and Medical Leave Act. If the leave of absence qualifies as leave under that law, it will be officially designated to the employee and on the Authority's record as FMLA leave. If an employee does not expressly request FMLA leave, the Authority reserves the right to designate a qualifying absence as FMLA leave and will give notice of the FMLA designation to the employee.

## **Intermittent Leave and Reduced Leave Schedules**

Employees are permitted to take FMLA leave intermittently, or on a reduced leave schedule—which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule—whenever it is medically necessary to care for a spouse, parent, or child with a serious health condition, because of the employee's own serious health condition, to care for a covered service member with a serious injury or illness; or for a qualifying exigency.

- Intermittent leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. Intermittent leave may be taken, or leave may be taken by working a reduced schedule, provided the total hours of leave required do not exceed the equivalent of 12 regular work weeks for the individual employee involved (or 26 workweeks in the case of Service Member Caregiver leave).
- Intermittent FMLA leave may be taken in one-hour increments.
- Leave for a Qualifying Exigency may be restricted in total durations depending on the reason for the exigency. Ordinarily, leave may be taken for 12 regular work weeks. For further information, please see definition for "Qualifying Exigency" below.
- Where intermittent or reduced schedule leave is requested, and is based on a foreseeable schedule of planned medical treatment, the Authority reserves the right to temporarily transfer an employee to an available alternate job which has equivalent pay and benefits, and which better accommodates recurring periods of leave than the employee's regular position.
- If an employee requires intermittent leave or leave on a reduced schedule basis for a planned medical treatment, then the employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly the Authority's operations.
- If an employee requires intermittent leave, the employee shall be required to follow the Authority's procedure for calling off and also must specify the absence as FMLA-Self or FMLA-Family.

## **Returning from Leave**

Upon return from a FMLA leave of absence, employees are generally entitled to be reinstated to their former job, or to a position with equivalent employment benefits, pay and other terms and conditions of employment. If an employee takes leave because of his/her own serious health condition, (except in cases of intermittent leave) the employee is to provide medical certification

that s/he is fit to resume work with or without reasonable accommodation. The fitness for duty certification shall not only certify that the injury causing the leave has abated but that the employee can also satisfy a DOT physical examination and perform all essential physical duties of the job as well as that they can comply with a DOT physical examination of the job duties. The medical certification shall provide information to the Authority sufficient to confirm that the employee can perform the duties of his/her employment per the appropriate Authority job description and DOT physical requirements. An employee may obtain a *Return to Work Medical Certification* form from the Human Resources Department. Employees failing to provide a statement from their doctor that they are fit to return to work will not be permitted to resume work until it is provided. In all cases where the employee's leave is for personal medical reasons, the employee may return to work only after providing a medical certification stating that the serious health condition, which necessitated the leave, no longer renders the employee unable to work.

## **Key Employees**

If an employee on leave is a salaried employee and is among the highest paid 10% of Authority employees within 75 miles of the employee's worksite, an exception to the job guarantee during the first 12 weeks of leave may apply. For such "key employees," if it would result in substantial economic injury to the Authority to restore the employee to his or her position, the employee may be denied reinstatement. At the time a "key employee" requests leave, the employee will be given written notice in person or by certified mail that he or she is a "key employee," and that circumstances may arise in which restoration to employment may be denied.

If a decision is made that restoration to employment will be denied, the employee will be notified immediately in writing delivered in person or by certified mail. If, after notification, the employee does not or cannot return from leave, an attempt will be made to find suitable alternate work for the employee at the conclusion of the leave or the employee may be terminated.

## **Miscellaneous**

- Employees will be expected to fill out any forms required by the Authority for requesting and seeking approval of a leave of absence under this policy. FMLA request and certification forms are available in the Human Resources office.
- The Authority will take all steps necessary to administer this leave policy, including deciding which absences from work will qualify as FMLA leave. To the extent consistent with applicable law, the Authority has the responsibility to interpret this policy and to decide any issue not expressly addressed by it. The Authority may at any time revise, amend or modify this policy provided such changes comply with applicable law.
- Nothing in this FMLA policy insulates an employee from the application of any other Authority policies, i.e., while on FMLA an employee remains subject to all changes that may occur in the Authority's health care program and is subject to all other employment related policies of general applicability.



- Employees who obtain or attempt to obtain FMLA leave under fraudulent circumstances, will be denied restoration to their job and are subject to termination from employment.
- Nothing in this FMLA policy alters, or should be construed to alter, the status of the “at-will” employment relationship between the Authority and any employee not a member of the CBA.
- If you have any questions about this policy, please contact Human Resources.

## Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

## Definitions

**“Spouse.”** A husband or wife as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into. This definition also includes an individual in a same-sex or common law marriage that was entered into in a state that recognizes these marriages. An opposite-sex, same-sex or common law marriage that was entered into outside of any state will be recognized if the marriage is valid in the place where it was entered into and the marriage could have been entered into in at least one state.

**“Parent.”** A biological parent, adoptive parent, stepparent, foster parent or an individual who provides or provided day-to-day care or financial support to the child. Parent does not include a parent-in-law under this law.

**“Child.”** A biological, adopted or foster child, stepchild, legal ward or a child for whom the employee acts as a parent (in loco parentis), e.g., providing day-to-day care or financial support from the employee and is under the age of 18. Child also includes a person 18 years of age or older who is incapable of self-care because of a mental or physical disability. For military family leave, the child does not have to be a minor (under the age of 18) and can be of any age.

- **“Incapable of self-care”**—The child requires active assistance or supervision to provide daily self-care in three or more “activities of daily living,” or “instrumental activities of daily living,” including adaptive activities such as caring appropriately for one’s grooming and hygiene, bathing, dressing, eating or instrumental activities such as shopping, taking public transportation or maintaining a residence.
- **“Physical or mental disability”**—A physical or mental impairment that substantially limits one or more major life activities of the individual or otherwise meets the definition of disability under the Americans with Disabilities Act, as amended.

**“Covered Service Member.”** A current member of the Armed Forces, including a member of the National Guard or Reserves, a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, one who has a serious injury or illness incurred in the line

of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status or otherwise on the temporary disability retired list.

**“Covered Veteran.”** An individual who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran. The period between October 28, 2009 and March 8, 2013 is not counted when determining the five-year period.

**“Health Care Provider.”** A doctor of medicine or osteopathy who is authorized to practice medicine or surgery in the state in which he or she practices, and any other person determined under regulations adopted by the U.S. Secretary of Labor to be capable of providing health care services.

**“Next of Kin.”** The nearest blood relative, other than the covered service member’s spouse, parent, son, or daughter.

**“Serious Health Condition.”** Serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

- Incapacity means inability to work, attend school, or perform other regular daily activities due to the serious health condition, treatment of, or recovery from, the serious health condition.
- Inpatient care means an overnight stay in a hospital, hospice, or residential medical care facility including any period of incapacity or any subsequent treatment in connection with such inpatient care.
- Treatment includes, but is not limited to, examinations to determine if a serious health condition exists and evaluation of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations. A regimen of continuing treatment that includes taking of over-the-counter medications such as aspirin, antihistamines, or salves; bed rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider, is not sufficient to constitute a regimen of continuing treatment for purposes of FMLA.
- Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, cosmetic surgery, etc. are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave.

A “serious health condition” involving continuing treatment by a health care provider includes any one or more of the following:

1. A period of incapacity of more than three consecutive full calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves:

- (a) Treatment two or more times within 30 days of the first day of incapacity (unless “extenuating circumstances” exist) by or under the supervision of a health care provider or by a provider of health care services (e.g., physical therapist) under orders of or on referral by a health care provider; or
  - (b) Treatment by a health care provider on at least one occasion, which results in a regimen of continuing treatment under the supervision of the health care provider. The requirement for treatment by a health care provider means an in-person visit to a health care provider. The first (or only) in-person treatment visit must take place within seven days of the first day of incapacity.
2. Any period of incapacity due to pregnancy, or for prenatal care.
  3. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
    - (a) Requires periodic visits (defined as at least twice a year) for treatment by a health care provider or by a nurse under direct supervision of a health care provider;
    - (b) Continues over an extended period of time, including recurring episodes of a single underlying condition; and
    - (c) May cause episodic rather than a continuing period of incapacity.
  4. A period of incapacity, which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider.
  5. Any period of absence to receive multiple treatments (including any period of recovery) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, for:
    - (a) Restorative surgery after an accident or other injury; or
    - (b) A condition that would likely result in a period of incapacity of more than three consecutive, full calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

**“Serious Injury or Illness.”** The phrase “serious injury or illness” means an injury or illness incurred by the service member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating.

**“Qualifying Exigency.”** Eligible employees may take FMLA leave while the employee’s covered military member is on active duty or call to active duty status in support of a contingency operation for one or more of the following:

- **Short-notice deployment:** To address any issues that arise from the fact that a covered military member is notified of an impending call or order to active duty in

support of a contingency operation seven or less calendar days prior to the date of deployment. Leave taken for this purpose can be used for a period of seven calendar days beginning on the date a covered military member is notified of an impending call or order to active duty in support of a contingency operation.

- **Military events and related activities:** To attend any official ceremony, program, or event sponsored by the military that is related to the active duty or call to active duty status of a covered military member.
- **Childcare and school activities:**
  - (1) To arrange for alternative childcare when the active duty or call to active duty status of a covered military member necessitates a change in the existing childcare arrangement for a son or daughter;
  - (2) To provide childcare on an urgent, immediate need basis (but not on a routine, regular, or everyday basis) when the need to provide such care arises from the active duty or call to active duty status;
  - (3) To enroll in or transfer a son or daughter of a covered military member to a new school or day care facility when enrollment or transfer is necessitated by the active duty or call to active duty status; and,
  - (4) To attend meetings with staff at a school or daycare facility (such as meetings with school officials regarding disciplinary measures, parent-teacher conferences).
- **Financial and legal arrangements:** To make or update financial or legal arrangements to address the covered military member's absence while on active duty or call to active duty status, or to act as the covered military member's representative before a federal, state, or local agency for purposes of obtaining, arranging, or appealing military service benefits.
- **Counseling:** To attend counseling provided by someone other than a health care provider for oneself, for the covered military member, or for the son or daughter of a covered military member, provided that the need for counseling arises from the active duty or call to active duty status of a covered military member.
- **Rest and recuperation:** To spend time with a covered military member who is on short-term, temporary, rest and recuperation leave during the period of deployment. Eligible employees may take up to five days of leave for each instance of rest and recuperation.
- **Post-deployment activities:** To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of 90 days, following the termination of the covered military member's active duty status.
- **Additional activities:** To address other events which arise out of the covered military member's active duty or call to active duty status, provided that the employer and employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

**RESOLUTION 2212**

**AWARDING GASOLINE CONTRACT**

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) desires to establish a contract for fuel for the period April 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 SRTA Board of Directors hereby approve and authorize the Executive Director to award a contract to the bidder offering the lowest fixed cost for Unleaded Gasoline, and meeting all Federal and State purchasing requirements. Contracts will be for the period April 1, 2022 to March 31, 2023, and, optionally, for the period April 1, 2023 to March 31, 2024.

**CERTIFICATION OF OFFICERS**

**OF**

**SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY**

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Susquehanna Regional Transportation Authority Board Members held on February 24, 2021.

\_\_\_\_\_  
Richard Kotz  
Secretary

attest: \_\_\_\_\_  
Raymond Rosen  
Chairman

**RESOLUTION 2212**  
**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, March 16, 2022 making pre-award authority necessary.
- SCTA Board of Directors will award a contract based on the review committees recommendations on March 16, 2022 at 6 PM. SRTA Executive Director will award a contract on March 17, 2022.
- 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.

**NOTE: As of 2/21/22 staff has obtained one quote.**

**Two additional quotes are imminent. Resolution to be updated.**

**RESOLUTION 2213**

**ZARFOSS OVERHEAD DOOR REPAIRS**

WHEREAS, the Susquehanna Regional Transportation Authority has identified nine (9) overhead doors that need immediate repairs to prevent any safety concerns, further damage to the individual doors, and prevent operational delays; and,

WHEREAS, Overhead Door Company of Harrisburg-York identified these needs during a door preventative service inspection; and,

WHEREAS, three quotes were obtained, and there is an urgency to these repairs to prevent any safety concerns, further damage to the individual doors, and any unnecessary vehicle delay; and,

WHEREAS, time is of the essence and pandemic staffing shortages have caused delays within service companies which support SRTA creating a need to move this project expeditiously forward; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority to advance the repair of the eight (8) doors and the bus wash entry door at a cost of up to \$93,840 with XX Company.

**CERTIFICATION OF OFFICERS**

**OF**

**SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY**

I certify that the foregoing is a sound and true copy of a resolution adopted at a legally convened meeting of the Susquehanna Regional Transportation Authority Board Members held on February 24, 2022.

attest:

\_\_\_\_\_  
Richard Kotz  
Secretary

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

### Current and Future Procurement Projects

	Name	Type	Released	Questions Due	Bid/ Proposal Due	Contract Start	Value	Notes	Notes	Grant Number	Federal?
SRTA	SRTA Audit Contractor	RFP	TBD			5/1/2022	TBD	RKL current for CAT and CPTA			
	20220110 - Engineering RFP	RFP	1/31/2022	2/18/2022	3/28/2022	5/31/2022	TBD- Task Order Dependent				
	05-2022 SCTA/LT/SRTA Fuel Contract	IFB	2/14/2022	3/4/2022	3/16/2022	4/1/2022	\$500,000	Resolution for Meeting on 02/24/22			
Capital Area Transit	20220104 - Middletown Elevators	RFQ	2/7/2022	3/4/2022	4/18/2022	4/1/2022	\$ 10,000.00				
rabbitransit	Intercity Bus	RFP	10/18/2021	10/22/2021	10/29/2021	1/30/2022	Unknown		Joint with PA DOT		Resolution Approved in January Contract Target Date 03/01/22
	Cameras at rural locations	RFP	TBD				\$ 100,000.00		Need Grant Information and Direction		
	rabbit - CAT Tire Lease	IFB	March - Extended CAT Lease								
	Annual Plumbing Maintenance Contract	RFP	TBD				Unknown		Service/inspect/test backflow preventers		
	WIFI at other locations	Unknown	TBD				Unknown		Need Confirmation on funding		
	Transfer Center Phone/ PA interface	Small Quote	Need PO				\$4,000		Need PO		
	20211116 - Zarfoss Ductwork Correction	Small Quote	PO Created				\$ 3,500		CPTA-21-22-#8164		
	20211217 -rabbit Dispatch Area Remodel	Small Quote	Need Quotes						CPTA-21-22-#8164		
	20211223 - rabbit Pressure Washing/ Window Cleaning	TBD	Need Quotes								
	20211227 - Zarfoss Fire Pump	Small Quote	TBD						CPTA-21-22-#8164		
	20211228 - rabbit Mowing	Small Quote									
	20211229 - rabbit Diesel Polishing	Small Quote	PO Created				\$ 2,500		Fire Pump/Generator		kills and removes bacteria in fuel
	20220111 -rabbit Lifts & Oil Drains	Small Quote	PO Created				\$ 35,000				
	20220124 - rabbit Filter Crusher Electrical Connection	Small Quote	PO Created				3500				
	20220208 - Bus Wash RFQ		2/11/2022	2/21/2022	2/28/2022	3/4/2022	TBD				
	20220209 - Middletown Generator Maintenance	TBD									
	20220214 - Overhead Door Maintenance RFQ	RFQ	2/15/2022	3/3/2022	11-Mar	3/18/2022	\$ 3,000				
							\$ 661,500.00				