

# AGENDA

## CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY

901 North Cameron Street

Harrisburg, PA 17101

### Board Meeting

March 2, 2020

1:00 PM

#### I. Roll Call

Eric Bugaile  
*Chairman*

Al Bienstock  
*Treasurer*

Bruce Weber  
*Vice Chairman*

Chad Saylor  
*Member*

Scott Wyland  
*Member*

Rich Kotz  
*Secretary*

LaToya Bellamy  
*Member*

Jill Nagy/Sean Summers  
*Counsel*

#### II. Annual Reorganization

#### III. Minutes of Last Meeting –January 30, 2020

#### IV. Public Comment

#### V. Communications

- Chad Saylor reappointment certificate from Dauphin County
- Letter from CPTA to the Chairman-Joint regionalization committee appointment

#### VI. Treasurer's Report - January 2020 Financial Report

#### VII. Old Business

#### VIII. New Business

- Resolution 2004 Approving the Cumberland-Dauphin-Harrisburg Transit Authority Safety Management Policy
- Resolution 2005 Adopting Social Media Use Policy and Online Media Use Policy

#### IX. Staff Report

#### X. Adjournment

NEXT MEETING WILL BE HELD March 30, 2020 at 12:00p.m.

**- CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY**  
**901 N. Cameron Street, Harrisburg, PA 17101**

**Meeting Minutes**  
January 30, 2020

The regular meeting of the Authority's Board of Directors convened on this date at 12:04 pm, in the offices of Capital Area Transit, Chairman Eric Bugaile presiding. Present were board members Bruce Weber, Richard Kotz, Al Bienstock, Chad Saylor, Scott Wyland and LaToya Bellamy. Sean Summers, Counsel, was also present.

Administrative Staff Members present were Richard Farr, Angela Bednar, Christopher Zdanis, DeRon Jordan, Mark Mitchell, Brianna Holmes, Paul Mathis and Brian Gillette

Jennifer Girton and Joanne Sanderson, riders on Route F were present.

ATTENDANCE

All members of the Board of Directors are present.

REORGANIZATION

Mr. Bienstock, Chairman of the nomination committee presented the slate for nomination of the officers of the Board for the 2020 to 2021 year:

Eric Bugaile- Chairman

Bruce Weber- Vice Chairman

Richard Kotz- Secretary

Al Bienstock- Treasurer

Mr. Saylor made a motion to accept the slate of officers of the Board for the 2020 to 2021 year. Mr. Wyland seconded the motion. The motion was unanimously adopted.

Ms. Bellamy made a motion to close nominations. Mr. Kotz seconded the motion. The motion was unanimously adopted.

MINUTES

Mr. Saylor moved to adopt the December 19, 2019 meeting minutes. Mr. Wyland seconded the motion. The minutes were unanimously adopted.

PUBLIC COMMENT

Ms. Jennifer Girton, a rider on the Route F Enola, stated her concerns with the possibility of Route F being eliminated. She explained that herself and several other riders on this route, depend on the bus to get over to the city. Ms. Girton went on to further explain that she has gone to several public meetings which discussed extremely low ridership on the Route F, which she

found to be inaccurate. Ms. Girton presented a spreadsheet to the Board to review daily ridership from the end of October to present, showing ridership averages at least 5-10 riders per day, with the majority being daily riders. Ms. Girton wanted to know what can be done to save this route. Mr. Saylor responded that what Ms. Girton is doing today is a great start and we want to hear ideas or suggestions from our riders. Mr. Bugaile thanked Ms. Girton and explained the importance of rider feedback at the public meetings going on to state that CAT is not looking at any one single route but ways to make CAT more efficient and there is still a lot of work that will go into this process and takes note of her concerns. Mr. Farr requested that Ms. Girton provide Ms. Jenna Reedy with her contact information, as Ms. Reedy will be overseeing the future marketing of CAT and there may be opportunities to do targeted marketing in the Enola area.

### COMMUNICATIONS

Mr. Bugaile presented Mr. Beinstock's reappointment letter from Cumberland County to the Board. Mr. Bugaile pointed out that Mr. Saylor was also reappointed to the CAT Board and his reappointment letter will be included in next month's packet.

Also included in the packet is the Statement of Financial Interests, which should be completed and returned to Ms. Bednar.

### TREASURER'S REPORT

Mr. Bienstock deferred to Mr. Brian Gillette to present an overview of the December Financial Report in Mr. Girouard's absence:

- Local quarterly match 2020 letters were sent to each funding source. No payments have been received as of yet.
- The general checking account balance stands at \$0 as of 1/24/2020. CAT's line of credit balance is \$2.1MM. FY20 Federal grant is in the final stage of approval and it's expected to begin seeking reimbursement in February. CAT's request through December expenditures is estimated to be \$2.5MM. State operating funds have been received through January.
- Health insurance year to date continues to run below budget. This is largely due to open positions.
- Overtime is running about \$623,000 over budget. This is due to 29 open positions within the company.
- The combined income statement shows YTD total revenue is down about \$318,000, which is mostly on the Paratransit side.
- Expenses are slightly under budget.

Mr. Farr reminded the Board that the numbers are slightly off due to the Paratransit fare increase not going into effect at the beginning of the fiscal year. This will improve and not get worse as we move through the remainder of the fiscal year.

Mr. Saylor raised concern with the financial state of CAT and the potential of not being able to make payroll. Mr. Gillette responded that CAT is expected to receive approximately 2.5 million from the federal grant, which should help. Mr. Farr added there is definitely a concern with CAT's financial state but there are plans in place that he is hopeful will help CAT move towards being more financially sound.

Mr. Bienstock made a motion to accept the Treasurer's report. Mr. Kotz seconded the motion. The Treasurer's report was unanimously adopted.

#### OLD BUSINESS

No Old Business.

#### NEW BUSINESS

Resolution No. 2001 (Approving the Award of an Intergovernmental Agency Management Agreement with Central Pennsylvania Transportation Authority) was presented by Mr. Bugaile. Mr. Bugaile recognized Mr. Wyland for comment. Mr. Wyland proposed adding a provision to the agreement that states "as of July 1<sup>st</sup>, CAT will provide half the cost of having Rich on board". Mr. Wyland stated that he would also like to see more regular activity on moving towards regionalization perhaps also adding something to the agreement which appoints a working committee and CPTA would do the same. They could perhaps meet monthly to keep the discussion moving forward in regards to regionalization. Mr. Wyland recommended to handle the procedural part of this, that CAT has their solicitor modify the agreement if it's acceptable to the rest of the board adding that the board approval today would be conditional on the solicitor's approval of the final language. Mr. Farr questioned if this should be adopted now and be brought back next month and amended with the proposed changes due to the current agreement ending at the end of this month. Mr. Summers responded that the current agreement if approved today could be amended at any time if both parties wish to do so. Mr. Bugaile recommended doing a resolution first on regionalization and adopting that and then going back to approve the management agreement separately. Mr. Wyland proposed a resolution that the chairman appoint a working group to meet with a similar group from CPTA on a monthly basis to discuss regionalization. Mr. Saylor seconded the motion. The motion was unanimously adopted. Mr. Wyland made a motion that the CAT board approve the agreement as presented. Mr. Saylor seconded the motion. The motion was unanimously adopted.

Mr. Bugaile recognized Mr. Wyland for a motion. Mr. Wyland proposed that the CAT Board authorize CAT's solicitor to prepare a draft agreement based on the changes he discussed earlier, which the 12 month extension running till June 30 2021 as well as also effective July 1, 2020 CAT will provide half of the funding to have the director on staff. Mr. Bienstock seconded the motion. The motion was unanimously adopted.

Resolution No. 2003 (Approving the Revising of the Equal Opportunity-Affirmative Action Policy) was presented by Mr. Farr. Ms. Bellamy made a motion to adopt Resolution No. 2003. Mr. Bienstock seconded the motion. The motion was unanimously adopted.

STAFF REPORTS

Mr. Farr presented the December 2019 Dashboard for the Board to review. Mr. Farr highlighted that ridership continues to look strong although it saw a slight decrease from November to December for both Fixed Route and Paratransit. Mr. Farr noted that this is unlike the trend with most transit agencies. Mr. Weber asked why this may be, to which Mr. Farr responded it may be due to the increase in the percentage of on-time performance and the fact that CAT is providing more reliable service to its riders. Mr. Farr noted that the number of cancelled trips is significantly less than the previous year.


Mr. Farr noted that CAT continues to make facility improvements, which has included redoing the carpeting and repainting of the walls on the second floor. Renovations to the first floor operations area is expected to begin sometime in March/April.

Ms. Reedy noted that Ms. Abby Davis, the new Marketing Manager, will be starting on Tuesday, February 3, 2020. Ms. Davis will oversee the marketing at both CAT and rabbittransit.

ADJOURNMENT

With no further business for the public meeting, the Board adjourned at 12:43pm. A short executive session will be held following the meeting to discuss reality.

Respectfully Submitted,

  
\_\_\_\_\_  
Rich, Kotz, Secretary

JAN 09 2020

OMB

# County of Dauphin

This Certifies, that at the Regular Meeting of the Board of Commissioners of the County of Dauphin, held on Wednesday, the 18th day of December, 2019

**CHAD SAYLOR**

Was appointed as a Member of the

**Capital Area Transit Board**

Term Expires December 31, 2024

Dauphin County Board of Commissioners

Jeff Haste, Chairman

Mike Pries, Vice Chairman

George P. Hartwick, III, Secretary

Attest:

*[Signature]*

Chad Saylor, Chief Clerk



**Central Pennsylvania Transportation Authority**

Service • Safety • Stewardship

February 18, 2020

Mr. Eric Bugaile, Chairman  
Cumberland-Dauphin-Harrisburg Transit Authority  
901 N. Cameron Street  
Harrisburg, PA 17101

Dear Eric,

On behalf of the Central Pennsylvania Transportation Authority (CPTA) Board of Directors, I thank you for what we believe was an outstanding meeting last month at the Crowne Plaza. We appreciated the honest and forthcoming conversation on the future of public transportation in the region.

CPTA puts forth the following board members to serve on the joint regionalization committee:

Keith Martin – Representing York County

Kirk Stoner – Representing Cumberland County

Thomas Wilson – Representing Adams County

Raymond Rosen – Ex-Officio

Staff has been in contact with the South Central Pennsylvania Transit Authority (SCTA) and has obtained the documentation on the process that RRTA and BARTA followed. I have asked staff to begin framing a plan of action based on this information.

Once we are in receipt of your committee members, staff will begin to identify and select dates and locations for the future meetings.

We value our partnership and look forward to what the future holds for mobility in Central Pennsylvania.

Yours Very Truly,

A handwritten signature in black ink, appearing to read "Ray", is written over a circular scribble.

Raymond Rosen  
Chairman, CPTA



**To:** Capital Area Transit Board Members  
**From:** Raymond Girouard, Finance Director *Ray*  
**Date:** January 24, 2020  
**Re:** January 2020 CAT Financial Report (Unaudited)

Attached are the Capital Area Transit’s (CAT) unaudited financial statements for the month of January 2020 and the year-to-date period ending January 31, 2020.

**Items of Interests:**

- Latest local quarterly match 2020 letters were sent to each county; Dauphin County and the City of Harrisburg are outstanding.
- The general checking account balance stands at \$0 as of 1/24/20; our LOC balance is \$832k. FY20 federal grant has been approved, we have received reimbursable expenses through December, January reimbursement of \$500k is being submitted. Our February State funds were withheld awaiting Cumberland Counties budget approval letter. We have received the letter and submitted to PennDOT, we will receive February & March payments in near future. .

- January MTD/YTD Health Insurance Expenses

	<u>MTD Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>
Gross Health Insurance	\$ 215,969	\$ 1,399,103	\$ 1,494,506
Employee Premium Copay	\$ 24,953	\$ 166,973	\$ 189,638
Net Health Insurance	\$ 191,016	\$ 1,232,130	\$ 1,304,868

- Overtime for January 2020 and YTD Period Ending January 31, 2020.

	January 2020		YTD	
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
Operators	\$ 100,810	\$ 21,564	\$ 680,136	\$ 146,502
Operations	\$ 1,436	\$ 0	\$ 10,456	\$ 0
Maintenance	\$ 30,267	\$ 6,593	\$ 237,083	\$ 54,508
Admin.	\$ 56	\$ 0	\$ 339	\$ 0
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	\$ 132,569	\$ 28,157	\$ 928,014	\$ 201,011

The \$727K of overtime greater than budget is being offset from savings in open positions in wages of \$379k and fringe benefits of \$327k.



## **Fixed Route Division – January 2020**

YTD Passengers Served: Passengers/Vehicle Hour

	<u>Passengers</u>	<u>Revenue Vehicle Hours</u>	<u>Passengers Per Rev. Vehicle Hours</u>	<u>Change</u>
2020	1,240,923	71,268	17.41	0.07%
2019	1,169,222	67,194	<u>17.40</u>	favorable
2023 Goal			19.01	

YTD Operating Expenditures: Operating Cost/Revenue Vehicle Hour

	<u>Operating Expense</u>	<u>Revenue Vehicle Hours</u>	<u>Operating Cost Per Rev. Vehicle Hours</u>	<u>Change</u>
2020	\$ 9,772,894	71,268	\$ 137.13	6.99%
2019	\$ 9,906,915	67,194	<u>\$ 147.44</u>	favorable
2023 Goal		Not to Exceed	\$ 154.61	

YTD Operating Revenue: Operating Revenue/Revenue Vehicle Hour

	<u>Operating Revenue</u>	<u>Revenue Vehicle Hours</u>	<u>Operating Rev. Per Rev. Vehicle Hours</u>	<u>Change</u>
2020	\$ 1,696,786	71,268	\$ 23.81	-2.62%
2019	\$ 1,642,912	67,194	<u>\$ 24.45</u>	unfavorable
2023 Goal			\$ 27.25	

YTD Operating Expense: Operating Cost/Passenger

	<u>Operating Expense</u>	<u>Passengers</u>	<u>Operating Cost Per Passenger</u>	<u>Change</u>
2020	\$ 9,772,894	1,240,923	\$ 7.88	7.05%
2019	\$ 9,906,915	1,169,222	<u>\$ 8.47</u>	favorable
2023 Goal		Not to Exceed	\$ 8.13	

## **Paratransit Division – January 2020**

Revenue

	<u>MTD</u>	<u>YTD</u>	<u>Change</u>
2020	\$ 350,637	\$ 2,195,064	3.69%
2019	\$ 324,859	\$ 2,116,942	favorable

2019 revenue has been “normalized” for comparative presentation.

Expenses

	<u>MTD</u>	<u>YTD</u>	<u>Change</u>
2020	\$ 518,946	\$ 3,094,386	0.04%
2019	\$ 510,365	\$ 3,095,477	favorable

YTD Expenses are 7.20% favorable to budget by \$240k

**Capital Area Transit**  
**Income Statement - Combined**  
For the Period Ending January 31, 2020

	Fiscal Year 2020				Fiscal Year 2019	
	PTD		YTD		PTD	YTD
	Actual	Budget	Actual	Budget	Actual	Actual
<b>Revenue</b>						
Passenger Revenue	240,217	253,431	1,739,649	1,729,428	223,230	1,686,144
Other Revenue	342,070	363,714	2,152,201	2,515,758	318,597	2,231,711
<b>Total Revenue</b>	<b>582,287</b>	<b>617,145</b>	<b>3,891,851</b>	<b>4,245,186</b>	<b>541,827</b>	<b>3,917,854</b>
<b>Expenses</b>						
<b>Labor</b>						
Labor - Operators	492,476	480,341	3,514,019	3,249,994	502,246	3,485,074
Labor - Operations Support	76,670	86,434	557,369	586,748	83,885	581,324
Labor - Maintenance	143,105	127,181	1,023,031	860,730	138,258	978,087
Labor - Administrative	36,608	47,335	270,506	320,520	42,914	274,021
Labor - Health Insurance	191,016	202,980	1,232,130	1,304,868	193,488	1,329,449
Labor - Other Fringes	888,142	958,666	2,529,415	2,783,389	987,755	2,752,165
<b>Total Labor</b>	<b>1,828,017</b>	<b>1,902,937</b>	<b>9,126,471</b>	<b>9,106,249</b>	<b>1,948,546</b>	<b>9,400,120</b>
Services	142,688	78,088	582,918	546,616	73,640	526,842
Fuel	102,972	106,327	767,236	731,246	114,416	789,709
Tires & Tubes	5,091	11,016	73,700	75,798	5,767	60,701
Materials & Supplies	77,117	63,617	461,480	437,352	31,678	411,435
Utilities	50,034	34,605	193,943	200,040	35,306	185,875
Casualty & Liability	55,156	41,411	331,241	289,877	46,986	295,784
Taxes	104	133	913	932	127	961
Purchase of Service	187,749	188,852	1,262,894	1,412,061	163,107	1,255,590
Miscellaneous	3,001	9,726	16,008	68,082	7,201	41,614
Marketing & Promotion	-	2,057	6,330	14,399	993	8,042
Interest	10,791	3,333	41,328	23,331	8,790	22,823
Leases & Rentals	413	415	2,888	2,905	413	2,888
<b>Total Expenses</b>	<b>2,463,133</b>	<b>2,442,517</b>	<b>12,867,348</b>	<b>12,908,888</b>	<b>2,436,969</b>	<b>13,002,385</b>
<b>Surplus (Deficit)</b>	<b>(1,880,846)</b>	<b>(1,825,372)</b>	<b>(8,975,497)</b>	<b>(8,663,702)</b>	<b>(1,895,142)</b>	<b>(9,084,530)</b>
<b>Subsidy</b>						
Local Subsidy	87,005	89,453	634,923	632,555	84,279	595,036
State Subsidy	855,459	814,348	5,272,669	5,308,723	736,759	5,157,313
Federal Subsidy	501,883	921,568	2,631,405	2,722,418	521,431	2,683,534
<b>Total Subsidy</b>	<b>1,444,347</b>	<b>1,825,369</b>	<b>8,538,998</b>	<b>8,663,696</b>	<b>1,342,470</b>	<b>8,435,883</b>
Difference	(436,500)	(3)	(436,500)	(6)	(552,673)	(648,647)

**Capital Area Transit**  
**Income Statement Summary - Fixed Route**  
For the Period Ending January 31, 2020

	Fiscal Year 2020				Fiscal Year 2019	
	PTD		YTD		PTD	YTD
	Actual	Budget	Actual	Budget	Actual	Actual
<b>Revenue</b>						
Passenger Fares	220,687	235,278	1,605,338	1,603,632	206,006	1,562,290
Other Revenue	10,963	11,574	91,448	77,982	10,961	80,622
<b>Total Revenue</b>	<b>231,650</b>	<b>246,852</b>	<b>1,696,786</b>	<b>1,681,614</b>	<b>216,968</b>	<b>1,642,912</b>
<b>Expenses</b>						
Labor						
Labor - Operators	437,700	409,239	3,077,017	2,757,273	434,000	3,012,237
Labor - Operations Support	54,353	63,577	402,284	428,354	61,199	426,512
Labor - Maintenance	120,621	107,195	839,329	722,233	118,293	820,031
Labor - Administrative	30,063	39,032	222,144	262,981	36,786	233,848
Labor - Health Insurance	149,521	158,945	942,861	1,021,787	145,479	1,008,758
Labor - Other Fringes	752,769	792,698	2,108,672	2,307,687	860,361	2,330,299
<b>Total Labor</b>	<b>1,545,028</b>	<b>1,570,686</b>	<b>7,592,307</b>	<b>7,500,315</b>	<b>1,656,117</b>	<b>7,831,685</b>
Services	120,704	61,037	515,631	427,259	62,794	444,021
Fuel	86,263	83,435	628,463	570,699	89,657	624,555
Tires & Tubes	5,091	8,446	54,958	57,772	5,767	48,408
Materials & Supplies	70,394	55,504	395,450	380,462	26,988	362,222
Utilities	35,930	24,399	135,597	139,304	25,289	130,633
Casualty & Liability	40,679	27,997	228,371	195,979	33,078	209,038
Taxes	-	-	-	-	-	-
Purchase of Service	27,589	13,842	164,112	229,041	11,472	194,014
Miscellaneous	2,329	5,009	11,453	35,063	6,145	30,776
Marketing & Promotion	-	2,057	6,330	14,399	993	8,042
Interest	9,767	3,017	37,406	21,119	7,892	20,629
Leases & Rentals	413	415	2,888	2,905	413	2,888
<b>Total Expenses</b>	<b>1,944,188</b>	<b>1,855,844</b>	<b>9,772,966</b>	<b>9,574,317</b>	<b>1,926,605</b>	<b>9,906,911</b>
<b>Surplus (Deficit)</b>	<b>(1,712,538)</b>	<b>(1,608,992)</b>	<b>(8,076,179)</b>	<b>(7,892,703)</b>	<b>(1,709,637)</b>	<b>(8,263,999)</b>
<b>Subsidy</b>						
Local Subsidy	87,005	89,453	634,923	632,555	84,279	595,036
State Subsidy	855,459	814,348	5,272,669	5,308,723	736,759	5,157,313
Federal Subsidy	333,574	705,190	1,732,087	1,951,424	335,926	1,863,003
<b>Total Subsidy</b>	<b>1,276,038</b>	<b>1,608,991</b>	<b>7,639,680</b>	<b>7,892,702</b>	<b>1,156,965</b>	<b>7,615,352</b>
Difference	(436,500)	(1)	(436,500)	(1)	(552,673)	(648,647)

**Capital Area Transit**  
**Income Statement Summary - Paratransit**  
For the Period Ending January 31, 2020

	Fiscal Year 2020				Fiscal Year 2019	
	PTD		YTD		PTD	YTD
	Actual	Budget	Actual	Budget	Actual	Actual
<b>Revenue</b>						
Passenger Fares	19,531	18,153	134,311	125,796	17,224	123,854
Other Revenue	331,107	352,140	2,060,753	2,437,776	307,635	2,151,089
<b>Total Revenue</b>	<b>350,637</b>	<b>370,293</b>	<b>2,195,064</b>	<b>2,563,572</b>	<b>324,859</b>	<b>2,274,943</b>
<b>Expenses</b>						
<b>Labor</b>						
Labor - Operators	54,776	71,102	437,002	492,721	68,246	472,836
Labor - Operations Support	22,317	22,857	155,086	158,394	22,686	154,813
Labor - Maintenance	22,484	19,986	183,702	138,497	19,966	158,056
Labor - Administrative	6,545	8,303	48,362	57,539	6,128	40,173
Labor - Health Insurance	41,495	44,035	289,269	283,081	48,010	320,691
Labor - Other Fringes	135,373	165,968	420,743	475,702	127,394	421,866
<b>Total Labor</b>	<b>282,990</b>	<b>332,251</b>	<b>1,534,164</b>	<b>1,605,934</b>	<b>292,429</b>	<b>1,568,435</b>
Services	21,984	17,051	67,287	119,357	10,845	82,822
Fuel	16,709	22,892	138,773	160,547	24,759	165,154
Tires & Tubes	-	2,570	18,742	18,026	-	12,293
Materials & Supplies	6,723	8,113	66,030	56,890	4,690	49,213
Utilities	14,104	10,206	58,346	60,736	10,018	55,242
Casualty & Liability	14,476	13,414	102,870	93,898	13,908	86,746
Taxes	104	133	913	932	127	961
Purchase of Service	160,160	175,010	1,098,783	1,183,020	151,634	1,061,576
Miscellaneous	672	4,717	4,554	33,019	1,056	10,837
Interest	1,024	316	3,922	2,212	898	2,194
Leases & Rentals	-	-	-	-	-	-
<b>Total Expenses</b>	<b>518,946</b>	<b>586,673</b>	<b>3,094,383</b>	<b>3,334,571</b>	<b>510,364</b>	<b>3,095,474</b>
<b>Surplus (Deficit)</b>	<b>(168,309)</b>	<b>(216,380)</b>	<b>(899,318)</b>	<b>(770,999)</b>	<b>(185,505)</b>	<b>(820,531)</b>
<b>Subsidy</b>						
Local Subsidy	-	-	-	-	-	-
State Subsidy	-	-	-	-	-	-
Federal Subsidy	168,309	216,378	899,318	770,994	185,505	820,531
<b>Total Subsidy</b>	<b>168,309</b>	<b>216,378</b>	<b>899,318</b>	<b>770,994</b>	<b>185,505</b>	<b>820,531</b>
Difference	-	(2)	-	(5)	-	(3)

**Capital Area Transit**  
**Balance Sheet - Summary**  
As of January 31, 2020

	<b>2020</b>	<b>2019</b>
<b>Assets</b>		
<b>Current Assets</b>		
Cash	342,630	487,616
Investments	15,160	14,822
Accounts Receivable	829,530	848,643
Capital Grants Receivable	3,499,118	1,882,673
Op. Assist. & Planning Grants Receivable	279,158	261,596
Inventory	399,282	389,223
Prepays	610,542	649,224
<b>Total Current Assets</b>	<b>5,975,419</b>	<b>4,533,796</b>
<b>Capital Assets</b>		
Fixed Assets	60,655,312	54,477,686
Accumulated Depreciation	(36,440,541)	(35,588,902)
<b>Net Capital Assets</b>	<b>24,214,771</b>	<b>18,888,784</b>
Other Assets	75,915	75,915
<b>Total Assets</b>	<b>30,266,106</b>	<b>23,498,495</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	1,051,355	1,699,444
Accrued Wages & Payroll-Related Accruals	770,241	786,246
Payroll Withholdings - Taxes	16,996	15,856
Short-Term Debt & Accrued Interest	2,423,039	1,160,030
Accrued Expenses	654,585	449,560
Advances for Working Capital	865,613	852,491
Deferred Operating & Capital Grants	712,927	832,039
<b>Total Current Liabilities</b>	<b>6,494,756</b>	<b>5,795,667</b>
Long-Term Liabilities	372,076	436,562
<b>Total Liabilities</b>	<b>6,866,833</b>	<b>6,232,229</b>
Net Position	23,399,273	17,286,307
<b>Total Liab, Total Def Inflow &amp; Net Position</b>	<b>30,266,106</b>	<b>23,518,535</b>

**RESOLUTION NO. 2004**

**APPROVING THE CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT  
AUTHORITY SAFETY MANAGEMENT POLICY**

WHEREAS, the Cumberland-Dauphin-Harrisburg Transit Authority wishes to establish a safety management policy,

WHEREAS, the Cumberland-Dauphin-Harrisburg Transit Authority is committed to supporting its mission to provide safe and secure transit services,

WHEREAS, the Cumberland-Dauphin-Harrisburg Transit Authority is required to implement Safety Management Systems (SMS) as published in the Public Transportation Agency Safety Plan (PTASP) Final Rule and noted in 49 CFR Part 673.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cumberland-Dauphin-Harrisburg Transit Authority, that the creation of the Cumberland-Dauphin-Harrisburg Transit Authority Safety Management Policy be adopted and instituted.

**CERTIFICATION OF OFFICERS**

**OF**

**CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY**

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Cumberland-Dauphin-Harrisburg Transit Authority Board Members held on February 27, 2020.

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

attest: \_\_\_\_\_  
Eric Bugaile  
Chairman

**Safety Management Policy**  
**Safety Management Policy Statement**

The management of safety is the top priority of the Cumberland-Dauphin-Harrisburg Transit Authority (a.k.a. Capital Area Transit (CAT)).

CAT is committed to implementing, maintaining and constantly improving processes to ensure that all of 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.

CAT has adopted the principles and methods of Safety Management Systems (SMS) as the basis for enhancing the safety of public transportation within the CAT service footprint. CAT 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 promote 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 management 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 established policies and procedures of the CAT.
- 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 tasks commensurate with their skills.
- Establish and measure our transit agency's safety performance against realistic safety performance indicators and safety performance targets.
- Continually improve our transit agency's safety performance for rule management processes that ensure relevant safety action is taken 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.



**RESOLUTION NO. 2005**

**ADOPTING SOCIAL MEDIA USE POLICY AND  
ONLINE SOCIAL MEDIA USE POLICY**

WHEREAS, the Authority must address the fast-changing landscape of the Internet, and the way residents communicate and obtain information online by the use of social media tools to reach a broader audience, and

WHEREAS, the Authority encourages the use of social media to further its goals and missions yet must ensure that what is "communicated" on the Authority's behalf on social media sites, is also appropriate, and

WHEREAS, whenever possible, all Authority social media sites shall comply with all appropriate Authority policies and standards, including the Pennsylvania Right to Know Law, and

WHEREAS, Pennsylvania Law and applicable Authority records-retention schedules apply to social media formats and social media content, and

WHEREAS, the Authority wishes to inform employees, users and visitors to its social media site(s) that the intended purpose of the site is to serve as a mechanism for communication between Authority and members of the public, and

WHEREAS, the Authority seeks to inform visitors the forms of content that are expressly prohibited in connection with the Authority's social media site; and

WHEREAS, the attached establishes the Authority's policy regarding appropriate social media use guidelines;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cumberland-Dauphin-Harrisburg Transit Authority that the Social Media Use Policy and the Online Social Media Use Policy be adopted, as proposed by the attachments, effective March 3, 2020.

**CERTIFICATION OF OFFICERS**

**OF**

**CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY**

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Cumberland-Dauphin-Harrisburg Transit Authority Board Members held on March 2, 2020.

\_\_\_\_\_  
Rich Kotz  
Secretary

Attest: \_\_\_\_\_  
Eric Bugaile  
Chairman



**POLICY TITLE: SOCIAL MEDIA USE**

**EFFECTIVE: March 3, 2020**

## **I. Policy and Purpose**

To address the fast-changing landscape of the Internet, and the way residents communicate and obtain information online, the Cumberland Dauphin Harrisburg Transit Authority may consider using social media tools to reach a broader audience. The Authority encourages the use of social media to further Authority's goals and missions. It has an overriding interest and expectation, however, in ensuring that what is "communicated" on the Authority's behalf on social media sites, is also appropriate. This policy establishes guidelines for the use of social media and may be amended at any time by the Authority.

## **II. General Provisions**

1. All Authority social media sites posted will be subject to approval by the Authority Administrator or his/her designee.
2. The Authority website will remain the Authority's primary and predominant Internet presence and shall be the official area for any form of announcements, emergencies or other required notice provision demanding an electronic presence. This policy is not intended to circumvent or replace posting or mailing requirements set forth under State Law.
  - a. The best, most appropriate Authority social media tools fall generally into two categories:
    - i. As channels for disseminating time-sensitive information as quickly as possible (i.e. emergency information, cancellations, or rescheduling).
    - ii. As marketing/promotional channels that increase the Authority's ability to broadcast its messages to the widest possible audience.
  - b. Whenever possible, content posted to Authority social media sites will also be available on the Authority's website.
  - c. Whenever possible, content posted on the Authority's social media sites should contain links directing users back to the Authority's official website for in-depth information, forms, documents, or online services necessary to conduct business for the Authority.
3. As is the case for Authority website, the Authority Administrator or his/her designee will be responsible for the content and upkeep of any social media sites.
4. Whenever possible, all Authority social media sites shall comply with all appropriate Authority policies and standards. Any exceptions must be approved by the Authority Administrator.

5. Authority social media sites are subject to the Pennsylvania Right to Know Law. Any content maintained in a social media format that is related to Authority business, including lists of subscribers and posted communication, is a public record, except to the extent that such content includes information that is exempt from disclosure pursuant to the right to know law. Moreover, subject to Paragraph 6, information that does not serve a public purpose or relates to emergency measures will not be reproduced and fall outside the scope of the Right to Know Law. Wherever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting may be subject to public disclosure pursuant to the Right to Know Law. Users shall be notified that public disclosure requests must be directed to the Open Records Office.
6. Pennsylvania Law and applicable Authority records-retention schedules apply to social media formats and social media content. Unless otherwise addressed in a specific social media “standards” document, records required to be maintained pursuant to an applicable Authority records-retention schedule shall be preserved, for the required retention period, in a format that preserves the integrity of the original record and is easily accessible. However, information that does not serve the Authority’s public purpose will NOT be maintained. Because the site is open to the public, the Authority will not reproduce documents upon request. Announcements for emergency purposes, including route notifications will not be maintained as the same are not subject to the Museum Commission Regulations and the retention of such information may cause general confusion. Such information is available by other means.
7. Users and visitors to social media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communication between Authority departments and members of the public. Authority social media site articles and comments containing any of the following forms of content are expressly prohibited:
  - a. Comments not topically related to the particular Authority social media article being commented upon;
  - b. Comments in support of or opposition to political candidates, campaigns or ballot measures;
  - c. Profane language or content;
  - d. Content that is threatening, intimidating, hostile, offensive, or that promotes, fosters, or perpetuates, discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation;
  - e. Sexual content or links to sexual content;
  - f. Solicitations of commerce for personal gain;
  - g. Conduct or encouragement of illegal activity;
  - h. Privileged information or information restricted by the Authority;
  - i. Any content not otherwise specified herein that violates federal, state, or local laws;
  - j. Information that may tend to compromise the safety or security of the public or public systems; or
  - k. Debate or slanderous material targeting an Authority official; or
  - l. Content that violates a legal ownership interest of any other party.

These guidelines must be displayed to users or made available by hyperlink. Any content removed based on these guidelines must be retained in accordance with the applicable

Authority records-retention schedule, with proper memorialization of the time, date, and identity of the person posting such content, when available.

8. The Authority reserves the right to restrict or move any content that is deemed in violation of this social media policy or any applicable law. The Authority's social media site is not intended to be a public forum, but a mechanism to disseminate information.
9. The Authority will approach the use of social media tools as consistently as possible, enterprise-wide.
10. All new social media tools proposed for Authority use shall be pre-approved by the Authority Director or his/her designee.
11. In administering the Authority's social media sites, the Authority Director's office will maintain a list of social media tools which are approved for use by the Authority, maintain a list of all Central Pennsylvania Transportation Authority social media sites, including login and password information, and ensure that at all times, that the Authority, if necessary is able to immediately edit or remove content from social media sites.
12. Posting on social media sites of documents, software or other information protected by copyright laws, without proper authorization by the copyright owner, is prohibited. Copyright protection applies to any document, photo, software, or information, unless, it is specifically marked as public, not copyrighted, or freeware. In the absence of any specific copyright markings material or information should be considered copyright protected. The Authority assumes no responsibility for reviewing, ascertaining, or policing copyrighted material that may be posted on social media sites by employees or other persons.



**POLICY TITLE: ONLINE SOCIAL MEDIA USE GUIDELINES**

**EFFECTIVE: March 3, 2020**

### **III. Policy and Purpose**

The Authority recognizes that social media, professional networking sites, rapid-fire communications, blog sites and personal web sites are all useful technologies. Individuals have the opportunity to express and communicate online in many new ways.

The purpose of this Policy is to ensure that the Authority protects itself from unauthorized disclosure of information, including, but not limited to, confidential business information. This Policy includes rules and guidelines for Authority-authorized use of social media networking and personal use of social media networking.

### **IV. General Provisions**

This policy includes (but is not limited to) the following social media technologies and websites:

- Personal Blogs and personal web sites
- LinkedIn
- Twitter
- Facebook
- MySpace
- YouTube

These websites can be accessed from both personal computers as well as cell phones, smart phones (such as an iPhone or Blackberry) or other mobile devices (iPods, handheld game devices, etc.).

Unless specifically authorized in advance and in writing by the Director of Human Resources, employees are not permitted to use social media websites/technologies during working hours. Incidental personal use by employees of the Authority communications services and equipment is allowed as long as the use occurs during non-working hours and does not violate any Authority policies. As set forth in the Authority's Network and Computer Usage Policy, employees should understand that they have no expectation of privacy in their use of the Authority's computers and/or network. The Authority reserves the right to monitor the Authority's computers, electronic devices and network.

As set forth in the Online Social Media Use Guidelines Policy, unless specifically authorized and instructed in writing by the Executive Director, employees are not authorized and, therefore, are restricted from speaking on behalf of the Authority. Employees may not publicly discuss confidential business information, any proprietary or non-public information, or any personal employee or non-employee information to which the employee has access. In addition, individuals may not “friend” employees on Twitter, Facebook, or MySpace, or similar social media, where they have a direct or indirect supervisory/management relationship with such employees because such conduct may blur the lines of professionalism, create a conflict of interest, or otherwise undermine the ability of individuals to manage or supervise employees affectively.

### III. **Employer Monitoring**

Employees have no expectation of privacy while using the Internet. Your postings can be reviewed by anyone, including the Authority. The Authority reserves the right to monitor comments or discussions about the Authority, its employees and clients, posted by anyone, including employees and non-employees, on the Internet. The Authority may use blog-search tools and software to monitor forums such as blogs and other social media.

The Authority reserves the right to use content management tools to monitor, review or block content on its system or blogs that violate Authority blogging rules and guidelines.

### IV. **Authorized Blogging**

An official online presence is the sole responsibility of the Authority, which will coordinate posting of information on the Authority’s website as well as on social networking sites appropriate to achieve strategic and marketing objectives. The Authority will strive to ensure that use of these communications maintain our brand identity, integrity and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace.

### V. **Personal Use of Social Media**

The Authority respects the right of employees to use social media and does not want to discourage employees from self-expression. Employees, however, are expected to follow this policy.

Individuals are personally responsible for their commentary. Employees should understand that they can be held personally liable for commentary that is defamatory, obscene, proprietary or libelous to any offended party, not just the Authority. Social media sites are not the forum for venting personal complaints about supervisors, coworkers, clients or the Authority.

Furthermore, employees are prohibited from using social media to harass, threaten, discriminate or disparage against employees or anyone associated with, or doing business with, the Authority. Furthermore, blogs or postings should not violate the Authority's policies, including, but not limited to, its Code of Conduct or its Equal Employment Opportunity and Anti-Harassment Policies.

If employees choose to identify themselves as employees of the Authority, they should understand that some readers may view them as spokespersons for the Authority. Because of this possibility, employees should state that the views expressed are their own and not those of the Authority, or of any person or organization affiliated or doing business with the Authority.

In addition to the foregoing, Employees cannot post on personal social media any of the following:

- Pre-announcement of information not yet released to the press or any confidential, proprietary or non-public information;
- Any trademark or logo of the Authority (including persons in employee uniforms) or any business with a connection to the Authority;
- Photographs of persons engaged in business with the Authority or photos from Authority events;
- Advertisements of the Authority or any of its affiliated entities; or
- Links to any Authority websites.

Some professional networking sites, such as LinkedIn, allow members to "recommend" current or former co-workers. It is the Authority's policy, however, that all requests for employment references should be directed to the Human Resources department. With this in mind, staff are forbidden by policy to make recommendations or provide references on current or former Authority employees via any social networking site or personal website or blog.

The Authority specifically forbids any online communication regarding proprietary information such as strategic decisions or other announcements deemed inappropriate for uncoordinated public exchange.

## **VI. Discipline for Violations**

The Authority investigates and responds to all reports of violations of this policy and other related policies. Violation of this policy will result in disciplinary action, up to and including immediate termination. Discipline or termination will be determined based on the nature and factors of any posts. The Authority reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

**VII. Scope of Policy**

- A. This policy applies to all Authority employees.
- B. Employees, who have questions about this Policy, should direct those questions to the Human Resources Department.