

SRTA

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

DATE: NOVEMBER 18, 2021

TIME: 10:00 AM

PLACE: 901 N. CAMERON STREET, HARRISBURG, PA 17101

PURPOSE: INAUGURAL 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 – Attorney Jill Nagy
2. Call for a Chairperson – Attorney Jill Nagy
3. Approval of By-laws
 - RESOLUTION 2101 – ADOPTING BY-LAWS FOR THE SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY (PAGE 3)
4. Election of Officers
5. Changes or Modifications to the Agenda
6. Public Comment: Accepted in Person or in Writing
7. YAMPO Transit Committee
 - No New Business
8. Communications
 - Board appointment letters (PAGES 4-15)
9. Treasurer's Report – No Report
10. Resolutions
 - a. RESOLUTION 2102 – APPOINTMENT OF THE EXECUTIVE DIRECTOR (PAGE 16)
 - b. RESOLUTION 2103 – APPOINTMENT OF AUTHORITY SOLICITOR (PAGE 17)
 - c. RESOLUTION 2104 – ESTABLISHING BOARD MEETING CALENDAR FOR 2022 (PAGE 18)

- d. RESOLUTION 2105 – APPOINTING FUNCTIONARY COMMITTEES OF THE BOARD (PAGES 19-23)
- e. RESOLUTION 2106 – AUTHORIZING ENTRY INTO THE SAFTI PROPERTY & LIABILITY AND WORKERS COMPENSATION INSURANCE POOL (PAGES 24-25)
- f. RESOLUTION 2107– APPROVING THE SUSQUEHANNA REGIONAL TRANSPORTATION HIRING AND MAINTENANCE OF ESSENTIAL REQUIREMENTS (RETENTION) AND EMPLOYMENT QUALIFICATIONS/DRIVER POLICY (PAGES 26-36)

11. Future Procurement Activities

- Audit RFP
- Banking Quotes

12. Staff Reports

13. Adjournment

Next Meeting Dates:

- SRTA December Board Meeting – December 16, 2021 (Location: York)
- SRTA January Board Meeting – January 27, 2022 (Location: Harrisburg - Immediately following CAT Reorganizational Meeting)
- SRTA Strategic Planning Sessions – March 3, 2022 (Location: Harrisburg) & March 10, 2022 (Location: York)

RESOLUTION NO. 2101

ADOPTING BY-LAWS FOR THE SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

WHEREAS, Pursuant to Section 5607(d)(7) of the Pennsylvania Municipality Authorities Act, the Authority is called to make bylaws for the management and regulation of its affairs; and,

WHEREAS, the Board of Directors of the Susquehanna Regional Transportation Authority (SRTA) and its incorporating municipal founders have reviewed the proposed attached By-Laws; and,

WHEREAS, the proposed By-Laws have been filed with the Office of the Pennsylvania Secretary of State; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors that the Susquehanna Regional Transportation Authority By-Laws hereby be adopted and approved as the By-Laws of the Authority.

CERTIFICATION OF OFFICERS

OF

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Susquehanna Regional Transportation Authority Board Members held on November 18, 2021.

Secretary

attest: _____

Chairman



Office of the Adams County Commissioners

117 Baltimore St., Room 201, Gettysburg, PA 17325-2391

PHONE (717) 337-9820 · FAX (717) 334-2091

Commissioners: Randy L. Phiel, James E. Martin, Marty Karsteter Qually

Chief Clerk: Paula V. Neiman County Manager: Steven A. Nevada

Solicitor: Molly R. Mudd

May 13, 2021

Mr. Richard H. Farr, Executive Director
Central Pennsylvania Transportation Authority
Capital Area Transit
415 Zarfoss Road
York, PA 17404

RE: Susquehanna Regional Transportation Authority

Dear Mr. Farr:

The Adams County Commissioners during their scheduled public meeting held Wednesday, May 5, 2021, approved to appoint Mr. Thomas Wilson to the Susquehanna Regional Transportation Authority for an initial five-year term, effective the date of creation of the SRTA through execution and adoption of the Articles of Incorporation.

If you have any questions or concerns do not hesitate to contact our office at 717-337-9820.

Sincerely,

ADAMS COUNTY COMMISSIONERS

A handwritten signature in blue ink that reads "Lisa A. Moreno-Woodward". The signature is written in a cursive style.

Lisa A. Moreno-Woodward
Deputy Chief Clerk



COMMISSIONERS OF CUMBERLAND COUNTY

Gary Eichelberg
Chairman

Jean Foschi
Vice Chairman

Vincent T. DiFilippo
Secretary

May 3, 2021

Mr. Kirk Stoner
14 Meadowood Place
Boiling Springs, PA 17007

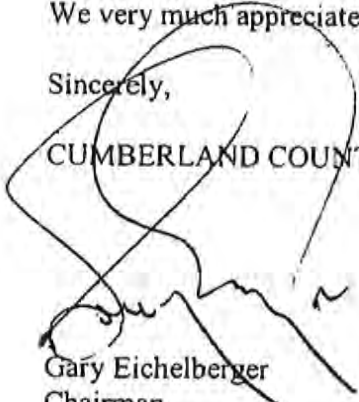
Dear Mr. Stoner:

At our Board of Commissioners Meeting on May 3, 2021, we unanimously moved to appoint you to serve on the SRTA Board for a five year term effective upon the issuance of a Certificate of Incorporation by the Secretary of the Commonwealth.


We very much appreciate your willingness to serve on this Board.

Sincerely,


CUMBERLAND COUNTY BOARD OF COMMISSIONERS



Gary Eichelberger
Chairman



Jean Foschi
Vice-Chairman



Vincent T. DiFilippo
Secretary

/th



COMMISSIONERS OF CUMBERLAND COUNTY

Gary Eichelberg
Chairman

Jean Foschi
Vice Chairman

Vincent T. DiFilippo
Secretary

May 3, 2021

Mr. Scott Wyland
57 South Terrace Rd.
Wormleysburg, PA 17043

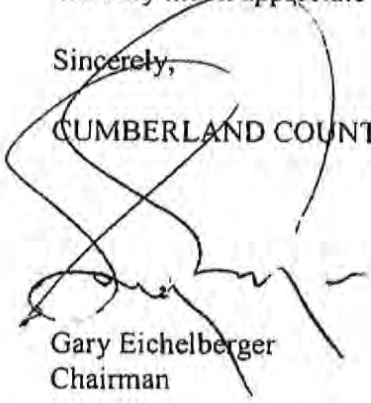
Dear Mr. Wyland:

At our Board of Commissioners Meeting on May 3, 2021, we unanimously moved to appoint you to serve on the SRTA Board for a three year term effective upon the issuance of a Certificate of Incorporation by the Secretary of the Commonwealth.


We very much appreciate your willingness to serve on this Board.

Sincerely,


CUMBERLAND COUNTY BOARD OF COMMISSIONERS



Gary Eichelberger
Chairman



Jean Foschi
Vice-Chairman



Vincent T. DiFilippo
Secretary

/th

County of Dauphin

This Certifies, that at the Regular Meeting of the Board of Commissioners of the County of Dauphin, held on Wednesday, the 28th day of April, 2021

LATOYA WINFIELD BELLAMY

Was appointed as a Member of the

Susquehanna Regional Transportation Authority

Term Expires December 31, 2023

Dauphin County Board of Commissioners

Jeff Haste, Chairman

Mike Pries, Vice Chairman

George P. Hartwick, III, Secretary

Attest:

Chad Sayer, Chief Clerk

County of Dauphin

This Certifies, that at the Regular Meeting of the
Board of Commissioners of the County of Dauphin,
held on Wednesday, the 28th day of April, 2021

ERIC BUGAJICE

Was appointed as a Member of the

Susquehanna Regional Transportation Authority

Term Expires December 31, 2025

Dauphin County Board of Commissioners

Jeff Haste, Chairman

Mike Pries, Vice Chairman

George P. Hartwick, III, Secretary

Attest:

Chad Saylor, Chief Clerk

RESOLUTION NO. 36 - 2021

Moved by: Williams

A Resolution appointing Mr. Richard D. Kotz to serve on the Board of the Susquehanna Regional Transportation Authority.

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

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

WHEREAS, pursuant to the Articles of Incorporation of SRTA, the City of Harrisburg shall appoint two members to the Board of SRTA, one of which shall serve a 5-year term; and

WHEREAS, the Mayor, pursuant to the Municipality Authorities Act, has appointed Mr. Richard D. Kotz to serve as a SRTA Board member for the City of Harrisburg to serve a 5-year term; and

WHEREAS, Mr. Kotz has consented to this appointment; and

WHEREAS, Mr. Kotz is well-suited to serve as a member of the SRTA Board, as he is an experienced parking administrator, policy advisor, and financial manager; and

WHEREAS, Mr. Kotz's resume details his qualifications to serve as a member of the SRTA Board and his resume is attached hereto as "Exhibit A."

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

BE IT FURTHER RESOLVED that the appointment of Mr. Richard D. Kotz to the Board of SRTA is effective immediately and shall continue until a successor is appointed.

I second this resolution: Majors

Passed by City Council May 11, 2021

Wanda R. Williams
President of City Council

Attest Cherice Hurst
Deputy City Clerk

Approved

YEAS		NAYS
✓	MR. ALLATT	
✓	MS. BOWERS	
✓	MS. DANIELS	
✓	MS. GREEN	
✓	MR. MADSEN	
✓	MR. MAJORS	
✓	MS. WILLIAMS	

Yeas 7
Nays 0

RESOLUTION NO. 45 - 2021

Moved by: Williams

A Resolution appointing Mr. Neil A. Grover to serve on the Board of the Susquehanna Regional Transportation Authority.

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

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

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

WHEREAS, the Mayor, pursuant to the Municipality Authorities Act, has appointed Mr. Neil A. Grover to serve as a SRTA Board member for the City of Harrisburg to serve a 1-year term; and

WHEREAS, Mr. Grover has consented to this appointment; and

WHEREAS, Mr. Grover is well-suited to serve as a member of the SRTA Board, as he is the Solicitor for the City of Harrisburg; and

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE COUNCIL OF THE CITY OF HARRISBURG, that the appointment of Mr. Neil A. Grover to the Board of the Susquehanna Regional Transportation Authority for a 1-year term is hereby approved.

BE IT FURTHER RESOLVED that the appointment of Mr. Neil A. Grover to the Board of SRTA is effective immediately and shall continue until a successor is appointed.

I second this resolution: Allegitt

Passed by City Council May 25, 2021

Wanda R. D. Williams
President of City Council

Attest [Signature]
City Clerk

- Approved
- Returned to City Council with objections

YEAS	NAYS
MR. ALLATT	
MS. BOWERS	
MS. DANIELS	
MS. GREEN	
MR. MADSEN	
MR. MAJORS	
MS. WILLIAMS	
Yeas <u>7</u>	
Nays <u>0</u>	

YORK COUNTY BOARD OF COMMISSIONERS

COMMISSIONERS
JULIE WHEELER, PRESIDENT
DOUG HOKE, VICE PRESIDENT
RON SMITH, COMMISSIONER



ADMINISTRATOR/CHIEF CLERK
MARK E. DERR

SOLICITOR
MICHÈLLE POKRIFKA

YORK COUNTY ADMINISTRATIVE CENTER
28 E. Market Street, York, PA 17401
P: 717-771-9964 F: 717-771-9804

Susquehanna Regional Transportation Authority
Raymond Rosen
415 N. Zarfoss Drive
York, PA 17404

May 10, 2021

Dear Mr. Rosen:


It is with pleasure that we, the Board of County Commissioners, officially notify you of your 5-year appointment effective May 5, 2021 to the Susquehanna Regional Transportation Authority Board to serve at the pleasure of the Commissioners. This is in accordance with an action taken at the Commissioners' General Meeting held May 5, 2021.

We are sure you will receive much gratification during your tenure and wish to express our appreciation to you for your willingness to serve the community in this capacity. Kindest regards and best wishes for a successful term!

Yours in service,


Julie Wheeler, President


Doug Hoke, Vice President


Ron Smith, Commissioner

cc: Richard H. Farr, Executive Director, Susquehanna Regional Transportation Authority

YORK COUNTY BOARD OF COMMISSIONERS

COMMISSIONERS
JULIE WHEELER, PRESIDENT
DOUG HOKE, VICE PRESIDENT
RON SMITH, COMMISSIONER



ADMINISTRATOR/CHIEF CLERK
MARK E. DERR

SOLICITOR
MICHÈLE POKRIFKA

YORK COUNTY ADMINISTRATIVE CENTER
28 E. Market Street, York, PA 17401
P: 717-771-9964 F: 717-771-9804

Susquehanna Regional Transportation Authority
Richard Carson
415 N. Zarfoss Drive
York, PA 17404


May 10, 2021

Dear Mr. Carson:

It is with pleasure that we, the Board of County Commissioners, officially notify you of your 3-year appointment effective May 5, 2021 to the Susquehanna Regional Transportation Authority Board to serve at the pleasure of the Commissioners. This is in accordance with an action taken at the Commissioners' General Meeting held May 5, 2021.

We are sure you will receive much gratification during your tenure and wish to express our appreciation to you for your willingness to serve the community in this capacity. Kindest regards and best wishes for a successful term!

Yours in service,


Julie Wheeler, President


Doug Hoke, Vice President


Ron Smith, Commissioner

cc: Richard H. Farr, Executive Director, Susquehanna Regional Transportation Authority

YORK COUNTY BOARD OF COMMISSIONERS

COMMISSIONERS
JULIE WHEELER, PRESIDENT
DOUG HOKE, VICE PRESIDENT
RON SMITH, COMMISSIONER



ADMINISTRATOR/CHIEF CLERK
MARK E. DERR

SOLICITOR
MICHÈLLE POKRIFKA

YORK COUNTY ADMINISTRATIVE CENTER
28 E. Market Street, York, PA 17401
P: 717-771-9964 F: 717-771-9804

Susquehanna Regional Transportation Authority
Keith Martin
415 N. Zarfoss Drive
York, PA 17404

May 10, 2021

Dear Mr. Martin:

It is with pleasure that we, the Board of County Commissioners, officially notify you of your 4-year appointment effective May 5, 2021 to the Susquehanna Regional Transportation Authority Board to serve at the pleasure of the Commissioners. This is in accordance with an action taken at the Commissioners' General Meeting held May 5, 2021.

We are sure you will receive much gratification during your tenure and wish to express our appreciation to you for your willingness to serve the community in this capacity. Kindest regards and best wishes for a successful term!

Yours in service,

Julie Wheeler, President

Doug Hoke, Vice President

Ron Smith, Commissioner

cc: Richard H. Farr, Executive Director, Susquehanna Regional Transportation Authority

RESOLUTION NO. 2102

APPOINTMENT OF THE EXECUTIVE DIRECTOR

WHEREAS, Section 3.12 of the By-Laws provides the authority for the board to employ staff so it may exercise its powers, duties and functions as prescribed by the Municipal Authorities Act; and,

WHEREAS, the Board of Directors of the Susquehanna Regional Transportation Authority (SRTA) wishes to employ Richard Farr as the Executive Director of SRTA; and,

WHEREAS, the Executive Director position of SRTA will have a start date of December 1, 2021,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors that the Chairman be authorized to execute any and all documents necessary to formalize the hiring of Richard Farr for the Executive Director position.

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 November 18, 2021.

Secretary

attest: _____

Chairman

RESOLUTION NO. 2103

APPOINTMENT OF AUTHORITY SOLICITOR

WHEREAS, the Authority from time to time needs a solicitor to assist and provide legal guidance; and,

WHEREAS, the Board of Directors of the Susquehanna Regional Transportation Authority (SRTA) wishes to appoint Jill Nagy of the firm Summers and Nagy as the solicitor of SRTA; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors that Jill Nagy be appointed as the SRTA solicitor.

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 November 18, 2021.

Secretary

attest: _____

Chairman

RESOLUTION NO. 2104

ESTABLISHING BOARD MEETING CALENDAR FOR 2022

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

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

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

- | | |
|---|---------------------------------|
| January 27, 2022* – Harrisburg | July 28, 2022 – York |
| February 24, 2022 – York | August 25, 2022 – Harrisburg |
| March 31, 2022 – Harrisburg | September 29, 2022 - Gettysburg |
| April 28, 2022** (Mgmt Work Plan)- York | October 27, 2022 – York |
| May 26, 2022 – Carlisle | November 17, 2022 – Harrisburg |
| June 30, 2022 – Harrisburg | December 22, 2022 – York |

CERTIFICATION OF OFFICERS

OF

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Susquehanna Regional Transportation Authority Board Members held on November 18, 2021.

attest: _____

Secretary

Chairman

*CAT Annual Meeting – 9:45 am
**CPTA Annual Meeting – 9:45 am

RESOLUTION NO. 2105

APPOINTING FUNCTIONARY COMMITTEES OF THE BOARD

WHEREAS, pursuant to Section 5.03 of the By-Laws of the Susquehanna Regional Transportation Authority, the Authority may appoint certain committees designed to transact certain ministerial business of the authority; and,

WHEREAS, the Board of Directors of the Susquehanna Regional Transportation Authority (SRTA) wish to approve two standing committees; Administrative and Operations & Development; and,

WHEREAS, in accordance with Roberts Rules of Order, the Chairperson of the Board will appoint board members to fill the committees; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors that the Susquehanna Regional Transportation Authority Committee Structure hereby be adopted.

CERTIFICATION OF OFFICERS

OF

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Susquehanna Regional Transportation Authority Board Members held on November 18, 2021.

Secretary

attest: _____

Chairman

Board Committee Structure

Working committees of the Authority are established to allow for in-depth discussion and research on particular issues pertinent to Authority business. They also allow the opportunity for individual members with a specific background or interest in a particular area to gain more background in that area and offer the advantage of their specific expertise.

Committees are not authorized to take any action on their own, but may present recommendations to the full Board of Directors for formal action. In the opinion of the Solicitor, committee meetings are not subject to the Sunshine Law because they, (1) do not include a quorum of the full Board, and (2) no formal action is taken at Committee meetings.

Under the by-laws, the Chairperson has full discretion over the creation of committees and the appointment of members to committees. The Chairperson also serves as an ex-officio member of all committees.

SRTA has two board committees; Administration and Operations & Development. The committees, as needed, will meet to address issues related to the area of focus and responsibilities.

The following are some basic operating guidelines for committee business based on *Robert's Rules of Order*.

- A committee need not give a report at every meeting. Where there is business that needs to be shared to the general membership, a report should be placed on the agenda.
- Staff liaisons should consult committee members when preparing committee meeting agendas.
- The committee should only do what the organization has asked it to do, it can not act independently. A committee may present ideas to the full board in the form of a motion.
- Within the committee meeting, members may vote on ideas it would like to bring to the full board. However, actions do not need a "second" in order to bring it to the Board meeting.
- General consent should be used instead of a vote on non-controversial issues.
- Records of activities shall be maintained in a file.
- There is no distinction made in Board members who are considered ex officio committee members (i.e., Board Chairman) in committee or board activities.

On occasion, a committee may be faced with an "issue" that would require greater board involvement. Depending on the time required to address the issue, several different approaches may be taken:

- The issue may be addressed at a regular scheduled board meeting, either during that committee's report or under new business.
- A special meeting, by the written request of two (2) board members, may be called to address the issue.

Committees/Board members who have issues requiring additional time should make every effort to consult the Board Chairman and Executive Director to schedule time to address the issue.

The following are the standing committees of the Board of Directors:

Administration

Focus: This committee will focus on the overall efficiency of the Authority and proper stewardship of its resources. The Administration Committee will assume the role of the traditional Board "finance committee", as well as personnel, insurance and legal compliance.

Responsibilities:

- Overall financial operations of the Authority – monthly review of financial statements.
- Preparation and recommendation of the annual operating budget.
- Oversight and presentation of annual audit results, recommendations and follow-up.
- Regulatory agency audits and reviews.
- Risk management and insurance issues.
- Fare structure and related operating revenue.
- Administrative personnel policies.
- Collective bargaining process with unionized employees.
- Administrative positions salary ranges and benefit packages.
- Acts as the final internal appeal conduit for administrative employees' personnel actions.
- Investment policies and results.
- Borrowing activities.
- Legal issues and litigation.
- Board member and officer nominating process.
- Purchasing and procurement policies.
- Oversight of the Authorities Information systems, including policies to ensure integrity and security.
- Internal control structure.
- Service efficiency measures and initiatives.
- Contract award recommendations for goods and services.
- Monitors financial capacity.

Chairperson: Authority Treasurer

Staff Liaison: Chief Financial Officer, Chief Human Resource Officer and Executive Director

Operations & Development

Focus: This committee will focus on the overall quality and status of Authority services, with specific focus on current and impending services, overall effectiveness and growth of transit and transit related service. Primary emphasis is placed on patronage growth, long-term service planning, regional efforts, public outreach, government affairs and community relations.

Responsibilities:

- Annual capital improvement plan.
- Monitor ongoing capital projects.
- Emerging technologies and the impact on operations.
- Application software used for areas under its supervision.
- Ongoing maintenance and upkeep of fixed assets.
- Performance review
 - Onboard driver & maintenance (standards and adherence).
- Engineering, design and construction projects.
- System safety planning and performance.
 - Loss runs and corrective/preventative actions
- Vehicle operator and maintenance training.
- Environmental performance/compliance.
- Policies for areas within its scope.
- Contract award recommendations.
- Transit Development Plan
 - On-time performance
- ITS
 - How it is used to improve system quality
 - Measurements
- Community and stakeholder input on service issues.
- Input from various advisory groups.
- Plans and materials for system advocacy.
- Develops and recommends significant service changes, including public hearings.
- Patronage levels for overall and route level services.
- Development and recommendation of marketing and promotion plans.
- Strategic planning, including annual Board Planning Retreat.
- Explores and recommends regional cooperation initiatives.
- Evaluates areas of unmet transportation demands.

- Explores and evaluates discretionary ridership markets.
- Reviews customer service and public information efforts.
- Monitors “demonstration” and/or “experimental” programs and services for potential broader application.
- Monitors regional development and growth trends for potential service impact.
- Application software used for areas under its supervision.
- Assesses needs for unique efforts to reach culturally diverse populations.
- Administrative policies for areas within its scope.
- Contract award recommendations for goods and services falling within its scope.

Chairperson: Authority Vice-Chairperson
Staff Liaison: COOs, Chief of Staff, and Executive Director

Adopted 11/18/2021

RESOLUTION NO. 2106

AUTHORIZING ENTRY INTO THE SAFTI PROPERTY & LIABILITY AND WORKERS COMPENSATION INSURANCE POOL

WHEREAS, a number of municipal transit authorities within the Commonwealth of Pennsylvania which are members of the Pennsylvania Public Transit Association (“PPTA”) and/or created pursuant to the Municipalities Authorities Act of 1945, as amended or other municipal transit entities have investigated whether it would be mutually beneficial to cooperate with each other in obtaining property and liability insurance; and,

WHEREAS, the State Association for Transportation Insurance Property/Liability Pool (the “Pool”) was established for the purpose of (i) pooling property and liability insurance risks, claims and losses and (ii) providing self-insurance and reinsurance therefore; and,

WHEREAS, the Pool will be governed pursuant to Cooperative Agreement/Bylaws of the State Association for Transportation Insurance Property/Liability Pool, as amended September 23, 2016 (the “Agreement”); and,

WHEREAS, the State Association for Transportation Insurance Workers’ Compensation Fund (the “Fund”) was established for the purpose of (i) pooling Workers’ Compensation insurance risks, claims and losses and (ii) providing self-insurance and reinsurance therefore; and,

WHEREAS, the Pool will be governed pursuant to State Association for Transportation Insurance Workers’ Compensation Fund Trust Agreement/By Laws, as amended September 2013 (the “Agreement”); and,

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) has received a copy of the Agreement; and,

WHEREAS, the effect of the Agreement that the Authority understands governing rules of conduct, and that while not guaranteed, savings over conventional insurance have been realized consistently over the long term by most similar pools through adherence to the risk management programs undertaken by the pool members

NOW, THEREFORE BE IT RESOLVED as follows:

1. SRTA hereby approves entering into the Agreement with the intent and effect that the Authority shall join and participate in the Pool commencing at 12:01 a.m. on December 1, 2021;
2. The Executive Director is hereby authorized and directed on behalf of SRTA (i) to execute and deliver the Agreement and (ii) to execute and deliver such additional instruments, and to take such further action, as may be necessary or appropriate to carry forth the Agreement and the transactions to be effected under the

Agreement, including payment to the Pool of such amounts as are due by SRTA pursuant to the Agreement.

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 November 18, 2021.

Secretary

attest: _____

Chairman

RESOLUTION NO. 2107

**APPROVING 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,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority, that the adoption of the Susquehanna Regional Transportation Authority 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 November 18, 2021.

Secretary

attest: _____

Chairman

Hiring and Maintenance of Essential Requirements (Retention) Policy

Effective Date: November 18, 2021

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 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 policies 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;
- 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.
- No DUI or DWI within 10 years otherwise in a non-commercial vehicle.
- No Drug convictions, positive screens or refusals.
- 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.

You will be an at-will employee throughout your 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.

Signature

Date