



DATE: November 19, 2020
TIME: 12:00PM
PLACE: Zoom Meeting
PURPOSE: November Board Meeting

ORDER OF BUSINESS

1. Executive Session
2. Call to Order
3. Public Comment-Due to COVID-19, all public comment must be submitted in writing prior to the meeting
 - A. Letter from Alex Dekona: ADA Seating (Pages 2-3)
 - B. Letter from ATU Local 1436 President, Lionel Randolph: Overtime/Guarantee (Pages 4-5)
 - C. Letter from ATU Local 1436 President, Lionel Randolph: AWOL Grievances (Page 6)
4. Approval of Minutes
 - A. Meeting Minutes of October 29, 2020 (Pages 7-10)
5. Communications
6. Treasurer's Report
 - A. October 2020 Financial Report (Pages 11-16)
7. Old Business
8. New Business
9. Resolutions
 - A. Resolution NO. 2030 –AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT FOR SUBCONTRACTING OF PARATRANSIT SERVICES (Page 17)
 - B. Resolution NO. 2031 –AUTHORIZING THE AWARD OF A CONTRACT FOR PURCHASE AND INSTALLATION OF BUS DRIVER SAFETY BARRIERS (Pages 18-20)
 - C. Resolution No. 2032 –APPROVING SNOW REMOVAL SERVICES (Pages 21-22)
10. Staff Report
11. Adjournment

Next Meeting: Thursday, December 17, 2020

10/18/2020

Department of Labor and Industry
Department of Justice
PA Department of Transportation
Senator Pat Toomey
Senator John DiSantos
Representative Patty Kim
Chairman Eric Bugaile
Vice-Chairman Richard D. Katz

RE: ADA Seating

I have been targeted and treated unfairly since the very beginning of this incident.

Within 30 minutes of reporting to Dispatch that I could not take a wheelchair because of a full bus, Brint Hockenberry called me and told me that I could not go home before stopping at the Dispatch Office. I was told that Paul Mathis told him to call me and give me the message when I asked why. A letter was waiting for me when I returned advising me that a customer made a complaint and there was going to be an investigation. In the 4.5 years I've worked here, I am not aware of that ever happening to another driver. Normally, the driver's name is highlighted on the sign-in sheet to let them know a letter is waiting for them. Paul never tells Dispatch to call a driver and tell them not to go home before picking up letters. When I asked Paul what it was about, he refused to tell me.

The complaint was that I could not pick up a wheelchair customer. I was driving a RT 12 Inbound and I only had two empty seats with approximately 6 people standing. The reserved seating was being used by seniors and people with disabilities. When this happens, the customer waits for the next bus and the drivers have not been punished for this.

By Federal Law Article 37.167, I am not allowed to ask seniors or disabled people to move from the preferred seating. Paul refuses to follow federal law and reprimanded me anyway. Therefore, I filed a grievance.

Imagine going to court to be judged for some infraction and the judge turns out to be the same person that arrested you or wrote the ticket. That's what happened to me with the First Level Hearing. Paul conducted the hearing and my grievance was denied.

The Second Level Hearing was conducted by Chris Zedanis. After explaining the previous events to Chris, he kept asking why I didn't ask the people to move. I told him 1) there was no where for them to move to and 2) that federal law (Article 37.167) prevents me from asking them. Chris said that they could stand. Chris was given a copy of a page from CATS training manual that states that I am not allowed to ask them to move. Imagine if I asked your disabled or elderly relative to move and that they could stand. Chris denied my grievance saying that I could not tell if the customers were seniors or disabled and; regardless of federal law, I still should have asked them to move. I was the driver that was there and pushed the keys for seniors and disabled customers. Paul, Chris, and Rich Farr were not.

The Third Level Hearing was with Rich Farr, General Manager. After explaining everything for the third time to Rich, he said I had a strong case, but his decision would be based on the training page that was

given to Chris. Rich denied my grievance because he did not agree with my reasons and said he also thought that I should have asked the people to move.

I followed my training provided by CAT and was still punished. Management refuses to follow federal law and thinks I should do the same. Why train us and then reprimand us when we do what we are trained to do and follow the law.

Rich says this matter is closed in his letter to me. It is not.

I asked for a written letter of apology and to have the reprimand removed from my file in the original grievance. The reprimand was supposedly removed; however, I did not receive an apology.

I am entitled to a thorough and unbiased investigation, which I was not given. This is not the first time I was the victim of Paul's temper and bias. I refuse to tolerate his harassment any further.

I have collected names and phone numbers of disabled customers that were on the bus during this incident. They are more than willing to talk to anyone regarding this matter.

You cannot ignore federal law or force drivers to break the law because you do not agree with it. I have also left a message with HR for a meeting. I am still waiting for a response.

Respectfully,

Alex L. Dekona



AMALGAMATED TRANSIT UNION

137-C

DIVISION NUMBER 1436

P.O. BOX 1550 - HARRISBURG, PA 17105-1550



November 13, 2020

Response to Overtime / Guarantee

The Union did not agree to change the guarantee to "pay board".

Rich, you stated Susan & Mike agreed to a pay board. Neither one of them can make decisions for us. Extradboard operators are guaranteed 40hrs. Any detached pieces of work require a minimum of (2) hours pay.

There's no way you can make someone work for free because they completed all of their scheduled work hours for the work week.

The only thing that affects overtime is, attendance issues i.e. "mark offs" etc.

The way that management is now interpreting the contract contradicts even the mandatory overtime language that was negotiated. Management is interpreting overtime in reverse seniority. It's not enforceable if you can't get overtime until after 40hrs. So Monday – Saturday you may not even be at 40hrs. Therefore you cannot force Mandatory straight time or free pay time on anyone's scheduled workday.

Operators are also not required to work their(2) days off by contract to do straight time / overtime.

Overtime was to be paid for anything outside of your normal scheduled work as long as you don't call off or miss work.

I Propose we follow what was discussed in negotiations. If not, please let me know if we don't mutually agree.

Thank You.

Lionel Randolph

Lionel Randolph
President, ATU Local 1436

Scenario 1

Both John and Lisa have Monday - Friday runs that pay 38 hours per week.

On Saturday, Lisa volunteers to do a morning tripper that pays 2 hours.

According to the current practice, both John and Lisa would be paid for 40 hours straight time because John would receive a bump of 2 hours to meet his 40 hour guarantee and Lisa made up the 2 hours by volunteering to work an extra 2 hours on a day off.

Outcome: it's not worth it for Lisa to work because she would have received the 2 hours anyway without working on her day off.

Management is **mistakenly** referring to **spread time as overtime** whereas spread time is defined in 26 D (10) as *"assigned work to extra board operators exceeding 12.5 hours will be paid at the rate of time and one-half."* Emphasis is on the written rule that it is a rate, not overtime. It does not say it is overtime. In other words, coincidentally spread time is the same rate as overtime, but spread time is not overtime.

Therefore when an operator is scheduled for more than 40 hours of work, his spread time should not cancel out his overtime. Regardless, article 43 A, and the law, say overtime is paid in excess of 40 hours worked.

Scenario 2

Sally and Ron work the extra board and in 1 week, both worked 40 hours in their 5 days. Sally had a hold down for a straight run.

Ron had splits all week that resulted in his 40 hours paid as 35 hours straight time, and 5 hours spread time.

On Saturday, both operators work a 5 hour tripper. Their pay is coded according to management's current practice as follows ... let's assume both earn \$20.00 per hour

Sally: 40 straight time hours + 5 overtime hours = 40 hours + 5 overtime

Ron: 35 straight time hours + 5 spread time hours + 5 straight time hours = 40 hours + 5 spread

	Straight Time	Spread Time	Overtime	Add'l Straight	Pay @ \$20/hr
Sally	40	0	5	0	950
Ron	35	5	0	5	950

Although Ron worked a more difficult week with spreads, he earns the same as Sally whose week was easier. Ron's pay should have been 35 straight hours, 5 spread hours, and 5 overtime hours.



AMALGAMATED TRANSIT UNION



DIVISION NUMBER 1436

P.O. Box 1550 - HARRISBURG, PA 17105-1550



Dear Mr. Farr,

We have reviewed your response to the AWOL grievance. In doing so, we still feel that there are some issues of concern regarding the language.

There are several references in the new Labor Agreement, which will allow an employee to be off work without leave.

VACATION TIME: Employees that may be out of vacation due to FMLA. In discussions, you stated that if a person has a cruise or other prepaid vacation scheduled, they can take it as long as they provide proof of prepayment. However, an employee who may have been taking care of a terminally ill family member and lost their leave for the year, cannot. This shows too much discretion and will open us up to possible law suits.

Our understanding of the term AWOL: when an employee fails to report for work and does not notify the Authority by close of business on the day of absence.

14F MUST HAVE A VALID REASON AND (WILL) BE APPROVED FOR HIS OR HER ABSENCE. AND ALL UNPAID LEAVE (MUST) BE APPROVED BY THE EXECUTIVE DIRECTOR.

31 C The only language that was added during negotiations was that a doctor's excuse will be needed. We were permitted to work AM or PM if possible or use Sick Leave, if the entire day was needed for an appointment.

YOU DISCUSSED IN MULTIPLE MEETINGS DURING NEGOTIATIONS IF SLOTS ARE AVAILABLE IT DIDN'T MATTER HOW THEY WERE USED. THIS WAS ALSO DISCUSSED WHEN THERE WAS GOING TO HAVE TO BE A PAYOUT FOR SINGLE DAY VACATIONS INSTEAD OF OPERATORS USING THEM.

THERE'S NO WAY THE UNION AGREED 14F WOULD SUPERSEDE ALL OTHER LANGUAGE IN SECTION 14 OF THE LABOR AGREEMENT.

Respectfully,

Lionel Randolph
President/Business Agent
ATU Local 1436

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

MINUTES OF BOARD MEETING

October 29, 2020

The regular meeting of the Authority's Board of Directors convened on this date at 12:00pm, of Capital Area Transit held by Zoom, Chairman Eric Bugaile presiding. Present were board members: LaToya Bellamy, Al Bienstock, Bruce Weber, Scott Wyland and Richard Kotz. Jill Nagy, Counsel, was also present.

Administrative Staff Members present were Richard Farr, Angela Bednar, Christopher Zdanis, Jenna Reedy, Miguel Aciri-Rodriguez, Brian Gillette, Abby Davis, Brianna Holmes, Chris Becker, DeRon Jordan, Jamie Leonard and Mark Mitchell.

Luke Byrne and Mark Zettlemyer of RKL, LLP were present.

Lionel Randolph, Duane Oneal-Sloan, Katrice Wright, Tanya Roebuck, Linda Yohe, Alex Dekona, Andrew Brunner, Vanetta Burden and Lucious Long of the ATU Local 1436 were present.

ATTENDANCE

All members of the Board of Directors were present except Chad Saylor. Moved by Richard Kotz and seconded to excuse by Al Bienstock. Motion approved.

PUBLIC COMMENT

A letter was received in writing from the ATU Local 1436 President, Lionel Randolph.

APPROVAL OF MINUTES

Latoya Bellamy moved to accept the August 27, 2020 meeting minutes, seconded by Al Bienstock. Motion approved.

COMMUNICATIONS

A letter of appreciation was received from Cheryl Harmon, a Paratransit passenger.

AUDIT DRAFT PRESENTATION

Richard Farr presented Luke Byrne and Mark Zettlemyer of RKL, LLP for a presentation of the Audit Draft. Highlights of the presentation included:

- The Independent Auditors Report was reviewed by Mr. Zettlemyer. This report identifies who is being audited and for what period. This report also highlights

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

management responsibility for the Financial Statements as well as the Auditors responsibilities and Opinion. The Opinion of RKL, LLP states that the “the financial statements present fairly, in all material respects, the financial position of the Cumberland-Dauphin-Harrisburg Transit Authority as of June 30, 2020 and 2019”. Mr. Zettlemoyer also pointed out that the Independent Auditors Report includes required supplementary information as well as other information, which is not a required part of the basic financial statements but is presented for the purposes of additional analysis and is requested to be included by either the Authority or PennDOT, with a significant portion being the PennDOT schedule.

- The Financial Statements were reviewed by Mr. Byrne. Mr. Byrne first reviewed the Management’s Discussion and Analysis located on pages 4 through 5. The Management’s Discussion and Analysis provides an introduction and overview to the Authority’s basic financial statements for the years ended June 30, 2020 and 2019. Mr. Byrne went on to highlight a few important changes within the financial statement which included: An increase in cash from \$695,660 in 2019 to \$3,273,328 in 2020 and a corresponding increase in unearned ACT 44 and 89 revenue for FY 2020. Capital Assets also increased by approximately 8 million dollars and that is related to the purchase of Fixed Route and Paratransit vehicles which were purchased throughout the year. Under liabilities on the statement of net position, Mr. Byrne pointed out that there was an increase to unearned revenue for the Commonwealth of Pennsylvania Act 44/89 funds. Mr. Farr noted that this increase is directly related to the CARES Act funding. Under total operating revenues on the Statement of Revenues, Expenses, and Changes in Net Position, operating revenues are down approximately 1 million dollars which is related to a decrease in service due to the COVID-19 pandemic. Mr. Byrne also pointed out an increase in Capital Grant Funding, which again is related to the vehicles that have been purchased throughout the year. Mr. Byrne went on to review the notes to the financial statements which are the nature of activity and the summary of significant accounting policies pointing out the recent accounting pronouncements for the GASB No. 84 and 87, which have been delayed due to the COVID-19 pandemic. Mr. Byrne pointed out Note 16 and 17, which relates to the Authority’s pension plans. Mr. Zettlemoyer noted what the impact would be to the Authority next year because of the delay of the GASB No. 84 and 87 adding that the Pension plans assets, liability and income statement will be presented as part of the Transit Authority’s Income Statement. Lastly, Mr. Byrne pointed out Note 23 which relates to future risks and uncertainties due to the COVID-19 pandemic.
- The Single Audit Report was reviewed by Mr. Byrne. Mr. Byrne noted expenditures, under the schedule of Expenditures of Federal Awards, equal approximately \$15,000,000. With that, testing was done and RKL, LLP noted no significant findings this year or last year related to the single audit.
- The Audit Results Report was reviewed by Mr. Byrne. This report notes any findings, significant policies, estimates and disclosures, and any audited

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

adjustments. Mr. Byrne noted that this was a clean audit and there were no uncorrected misstatements.

Mr. Zettlemoyer noted that this was a smooth audit process despite difficulties caused by COVID-19. He thanked the Authority for their cooperation during these unique times.

Mr. Bugaile presented Resolution No. 2029, Accepting the Annual Report of Authority Auditors. Motion to approve was made by Al Bienstock, seconded by Scott Wyland, and passed unanimously.

Mr. Farr thanked Mr. Gillette and the Finance Department for their work on the Audit.

TREASURER'S REPORT

Mr. Bienstock deferred to Mr. Gillette to present the unaudited financial statements for the month of September 2020 and the year-to-date period ending September 30, 2020. Highlights of report follows:

- CAT's CARES funding total award is \$14,630,648, of which we have received \$6MM.
- Local matches for the 4th quarter of 2020 have been mailed. Cumberland and Dauphin County remain outstanding.
- The general checking account balance stands at \$717,000 as of 10/22/20 as well as \$3.5 million in the Act 89 account. CAT has not been utilizing the line of credit.
- Overtime has come down slightly. Mr. Gillette noted with the implementation of the new contract we may see this continue to come down.
- The goals continue to be off as ridership has been flat over the past couple of months. Fixed Route is running at about half of what ridership would typically be with Paratransit seeing a slight increase.

Al Bienstock moved to accept the September 2020 CAT Financial Report, seconded by Richard Kotz, motion approved.

OLD BUSINESS

There was no old business.

NEW BUSINESS

FFY 2020 Proposed Program of Projects was presented by Mr. Farr. No public comment was received. The FFY 2020 Proposed Program of Projects will stand as presented.

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

Mr. Farr asked to table the Easton Coach Contract renewal until the November Board meeting. LaToya Bellamy made a motion to table the Easton Coach Contract renewal, seconded by Scott Wyland, and passed unanimously.

RESOLUTIONS

RESOLUTION 2028 – Establishing Board Meeting Calendar for 2021

Motion to approve was raised by Scott Wyland, seconded by Al Bienstock, and passed unanimously.

STAFF REPORT

Mr. Zdanis reviewed the progress of the renovations to the 1st Floor Operations area as well as to the Downtown Transfer Center.

Mr. Farr reported that the consultants have now completed their work on the CAT2020. CAT has received this report and staff is currently now working on populating these routes with time tables. Mr. Farr hopes that this is all completed to be presented to the Board at the December Board meeting.

ADJOURNMENT

The next meeting will be held November 19, 2020.

Meeting adjourned at 12:29PM. An Executive Session will be held to discuss personnel matters. Bruce Weber made a motion to end the meeting, Al Bienstock seconded.

Respectfully Submitted,



Richard Kotz
Secretary



MEMO

To: Capital Area Transit Board Members
From: Brian Gillette, Accounting Manager
Date: November 17, 2020
Re: October 2020 CAT Financial Report (Unaudited)

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

Items of Interests:

- CAT's CARES funding total award is \$ 14,630,648, of which we have received \$8.8M.
- Local matches for the 4th quarter of 2020 are paid in full.
- The general checking account balance stands at \$1.4M as of 11/17/20; we are not having to utilize our Line of Credit.
- October MTD/YTD Health Insurance Expenses

	<u>MTD Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>
Gross Health Insurance	\$ 201,614	\$ 819,454	\$ 886,704
Employee Premium Copay	\$ 19,671	\$ 91,087	\$ 123,408
Net Health Insurance	\$ 181,943	\$ 728,367	\$ 763,296

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

	October 2020		YTD	
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
Operators	\$ 65,745	\$ 105,712	\$ 327,843	\$ 443,083
Operations	\$ 1,287	\$ 0	\$ 5,442	\$ 0
Maintenance	\$ 8,025	\$ 40,850	\$ 60,480	\$ 148,872
Admin.	\$ 115	\$ 0	\$ 206	\$ 0
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	\$ 75,173	\$ 146,562	\$ 393,972	\$ 591,955

Fixed Route Division – October 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>
2021	346,740	50,832	6.82	-62.40%
2020	756,116	41,679	<u>18.14</u>	unfavorable
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>
2021	\$ 5,420,335	50,832	\$ 106.63	16.24%
2020	\$ 5,306,197	41,679	<u>\$ 127.31</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>
2021	\$ 580,993	50,832	\$ 11.43	-53.53%
2020	\$ 1,025,213	41,679	<u>\$ 24.60</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	\$ 5,420,335	346,740	\$ 15.63	-122.75%
2019	\$ 5,306,197	756,116	<u>\$ 7.02</u>	unfavorable
2023 Goal		Not to Exceed	\$ 8.13	

Paratransit Division – October 2020

Revenue

	<u>MTD</u>	<u>YTD</u>	<u>Change</u>
2021	\$ 227,635	\$ 861,808	-28.89%
2020	\$ 314,235	\$ 1,211,875	unfavorable

Expenses

	<u>MTD</u>	<u>YTD</u>	<u>Change</u>
2021	\$ 360,417	\$ 1,458,059	16.51%
2020	\$ 440,962	\$ 1,746,286	favorable

YTD Expenses are 24% favorable to budget by \$474K

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

	Fiscal Year 2021				Fiscal Year 2020	
	PTD		YTD		PTD	YTD
	Actual	Budget	Actual	Budget	Actual	Actual
Revenue						
Passenger Revenue	114,184	190,118	575,913	752,663	262,053	1,056,341
Other Revenue	229,202	256,546	866,886	989,622	283,006	1,180,748
Total Revenue	343,386	446,664	1,442,800	1,742,285	545,059	2,237,089
Expenses						
Labor						
Labor - Operators	502,687	583,309	2,072,569	2,383,395	528,861	2,073,551
Labor - Operations Support	76,930	89,097	369,288	359,788	89,531	332,050
Labor - Maintenance	135,695	163,465	580,794	668,206	156,088	594,741
Labor - Administrative	38,988	52,258	182,418	212,671	37,865	162,416
Labor - Health Insurance	181,943	199,509	728,367	798,036	180,840	707,553
Labor - Other Fringes	247,244	235,264	1,153,884	1,262,449	253,016	1,126,400
Total Labor	1,183,487	1,322,902	5,087,320	5,684,545	1,246,200	4,996,711
Services	77,896	83,969	308,520	335,876	53,392	246,457
Fuel	97,800	122,896	400,496	503,605	118,122	477,034
Tires & Tubes	9,229	13,213	25,992	53,982	10,233	35,641
Materials & Supplies	64,482	78,334	244,514	321,185	57,986	273,445
Utilities	22,622	25,914	87,655	94,286	21,737	87,802
Casualty & Liability	44,631	48,004	181,282	192,016	45,052	185,740
Taxes	97	138	426	523	141	583
Purchase of Service	141,557	213,343	523,897	798,407	192,642	720,302
Miscellaneous	2,608	7,631	7,844	30,524	2,087	8,081
Marketing & Promotion	126	4,583	8,307	18,332	25	3,044
Interest	48	833	75	3,332	8,849	15,989
Leases & Rentals	825	425	2,063	1,700	413	1,650
Total Expenses	1,645,408	1,922,185	6,878,391	8,036,313	1,756,878	7,052,477
Surplus (Deficit)	(1,302,023)	(1,475,521)	(5,435,592)	(6,296,028)	(1,211,819)	(4,815,388)
Subsidy						
Local Subsidy	103,149	89,892	393,281	359,568	91,971	364,734
State Subsidy	-	-	-	-	771,877	2,992,447
Federal Subsidy	1,198,874	1,385,629	5,042,311	5,936,460	347,637	1,458,208
Total Subsidy	1,302,023	1,475,521	5,435,592	6,296,028	1,211,485	4,815,388
Difference	-	-	-	-	-	(334)

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

	Fiscal Year 2021				Fiscal Year 2020	
	PTD		YTD		PTD	YTD
	Actual	Budget	Actual	Budget	Actual	Actual
Revenue						
Passenger Fares	103,484	167,592	533,271	667,232	241,617	978,886
Other Revenue	12,267	11,813	47,721	48,905	(10,793)	46,327
Total Revenue	115,751	179,405	580,992	716,137	230,824	1,025,214
Expenses						
Labor						
Labor - Operators	453,826	492,715	1,864,487	2,039,818	460,015	1,808,068
Labor - Operations Support	53,329	62,998	252,089	260,809	65,194	243,079
Labor - Maintenance	110,533	138,905	489,793	575,062	126,573	486,736
Labor - Administrative	32,018	41,680	149,805	172,552	31,095	133,378
Labor - Health Insurance	143,748	151,789	581,874	607,156	138,267	539,210
Labor - Other Fringes	204,684	194,668	960,418	1,052,366	208,473	926,713
Total Labor	998,138	1,082,755	4,298,464	4,707,763	1,029,617	4,137,184
Services	64,924	72,739	264,280	290,956	48,366	219,774
Fuel	83,810	98,984	335,689	413,010	94,634	387,614
Tires & Tubes	5,856	10,217	22,619	42,630	6,129	28,391
Materials & Supplies	55,122	65,754	207,858	273,118	52,939	232,759
Utilities	15,539	17,875	60,000	64,508	15,028	60,428
Casualty & Liability	30,524	32,735	123,140	130,940	30,602	126,411
Taxes	-	-	-	-	-	-
Purchase of Service	28,151	41,581	91,281	137,624	28,573	88,676
Miscellaneous	1,933	5,588	6,564	22,352	1,583	5,788
Marketing & Promotion	126	4,583	8,307	18,332	25	3,044
Interest	44	752	68	3,008	8,009	14,471
Leases & Rentals	825	425	2,063	1,700	413	1,650
Total Expenses	1,284,991	1,433,988	5,420,333	6,105,941	1,315,916	5,306,191
Surplus (Deficit)	(1,169,241)	(1,254,583)	(4,839,342)	(5,389,804)	(1,085,092)	(4,280,977)
Subsidy						
Local Subsidy	103,149	89,892	393,281	359,568	91,971	364,734
State Subsidy	-	-	-	-	771,877	2,992,447
Federal Subsidy	1,066,092	1,164,691	4,446,061	5,030,236	220,910	923,797
Total Subsidy	1,169,241	1,254,583	4,839,342	5,389,804	1,084,758	4,280,977
Difference	-	-	-	-	(334)	-

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

	Fiscal Year 2021				Fiscal Year 2020	
	PTD		YTD		PTD	YTD
	Actual	Budget	Actual	Budget	Actual	Actual
Revenue						
Passenger Fares	10,700	22,526	42,643	85,431	20,436	77,455
Other Revenue	216,935	244,733	819,166	940,717	293,799	1,134,420
Total Revenue	227,635	267,259	861,808	1,026,148	314,235	1,211,875
Expenses						
Labor						
Labor - Operators	48,861	90,594	208,082	343,577	68,846	265,484
Labor - Operations Support	23,601	26,099	117,200	98,979	24,337	88,971
Labor - Maintenance	25,162	24,560	91,002	93,144	29,515	108,005
Labor - Administrative	6,970	10,578	32,614	40,119	6,770	29,037
Labor - Health Insurance	38,195	47,720	146,493	190,880	42,573	168,342
Labor - Other Fringes	42,560	40,596	193,466	210,083	44,543	199,687
Total Labor	185,349	240,147	788,856	976,782	216,584	859,527
Services	12,972	11,230	44,240	44,920	5,026	26,683
Fuel	13,989	23,912	64,807	90,595	23,488	89,420
Tires & Tubes	3,373	2,996	3,373	11,352	4,104	7,250
Materials & Supplies	9,360	12,580	36,656	48,067	5,047	40,686
Utilities	7,083	8,039	27,654	29,778	6,709	27,373
Casualty & Liability	14,107	15,269	58,142	61,076	14,450	59,329
Taxes	97	138	426	523	141	583
Purchase of Service	113,406	171,762	432,616	660,783	164,069	631,626
Miscellaneous	675	2,043	1,280	8,172	504	2,293
Interest	5	81	7	324	840	1,517
Leases & Rentals	-	-	-	-	-	-
Total Expenses	360,417	488,197	1,458,058	1,932,372	440,962	1,746,287
Surplus (Deficit)	(132,782)	(220,938)	(596,250)	(906,224)	(126,727)	(534,411)
Subsidy						
Local Subsidy	-	-	-	-	-	-
State Subsidy	-	-	-	-	-	-
Federal Subsidy	132,782	220,938	596,250	906,224	126,727	534,411
Total Subsidy	132,782	220,938	596,250	906,224	126,727	534,411
Difference	-	-	-	-	-	-

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

	<u>2021</u>	<u>2020</u>
Assets		
Current Assets		
Cash	3,811,455	1,294,265
Investments	15,261	15,088
Accounts Receivable	529,313	447,830
Capital Grants Receivable	4,785,292	2,963,898
Op. Assist. & Planning Grants Receivable	193,014	-
Inventory	422,723	416,090
Prepays	417,395	395,197
Total Current Assets	<u>10,174,453</u>	<u>5,532,369</u>
Capital Assets		
Fixed Assets	56,567,801	60,545,007
Accumulated Depreciation	(33,679,063)	(35,627,341)
Net Capital Assets	<u>22,888,738</u>	<u>24,917,666</u>
Other Assets		
	75,915	75,915
Total Assets	<u>33,139,107</u>	<u>30,525,949</u>
Liabilities		
Current Liabilities		
Accounts Payable	408,808	995,967
Accrued Wages & Payroll-Related Accruals	701,949	641,406
Payroll Withholdings - Taxes	22,284	18,060
Short-Term Debt & Accrued Interest	0	1,908,263
Accrued Expenses	636,072	526,633
Advances for Working Capital	836,762	848,711
Deferred Operating & Capital Grants	7,505,243	726,189
Total Current Liabilities	<u>10,111,119</u>	<u>5,665,230</u>
Long-Term Liabilities	337,770	353,904
Total Liabilities	<u>10,448,889</u>	<u>6,019,134</u>
Net Position	22,690,218	24,506,815
Total Liab, Total Def Inflow & Net Position	<u>33,139,107</u>	<u>30,525,949</u>

RESOLUTION NO. 2030

**AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT FOR
SUBCONTRACTING OF PARATRANSIT SERVICES**

WHEREAS, the Cumberland-Dauphin-Harrisburg Transit Authority (CAT) awarded a two-year with three (3) one-year options to Easton Coach in 2016; and

WHEREAS, CAT desires to retain Easton Coach, the current subcontractor, to provide paratransit services; and

WHEREAS, CAT has an agreement for paratransit services consistent with all PADOT requirements; and

WHEREAS, the RFP stated that the rate increase would be based on the CPI-W for Harrisburg-Carlisle, which was 1.4% from September 2019 to September 2020; and

WHEREAS, in addition to the inflation clause, the contractor has asked for a one-year adjustment to the rate due to COVID-19; and

WHEREAS, staff reviewed financial data submitted by the contractor and determined that a surcharge of \$3.00 per hour is needed; and

WHEREAS, the contract permits CAT to request financial data at any time to evaluate the financial condition of the contractor; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cumberland-Dauphin-Harrisburg Transit Authority that it approves the Executive Director to award a contract to Easton Coach for paratransit subcontracting services.

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 November 19, 2020.

Rich Kotz
Secretary

attest: _____
Eric Bugaile
Chairman

RESOLUTION NO. 2031

**AUTHORIZING THE AWARD OF A CONTRACT FOR PURCHASE AND
INSTALLATION OF BUS DRIVER SAFETY BARRIERS.**

WHEREAS, the Capital Area Transit has identified a need for bus driver safety barriers between the operator compartment and the riding community for the purposes of improving safety and maintaining quality of service, and,

WHEREAS, the Capital Area Transit identified that a Request for Proposals would be the best method to award due to the quality considerations of the various demonstration barriers and the four configuration types based on Cutaway, GILLIG, MCI, and New Flyer builds, and

WHEREAS, a Request For Proposals was released on September 29, 2020 seeking qualified proposals for a one (1) year contract to provide the bus driver safety barriers as well as the installation of barriers, and,

WHEREAS, five (5) responsive proposals were received and each was scored according to published criteria by a committee of staff from CAT and CPTA, and,

WHEREAS, the firm Creative Bus Sales, Inc. was judged to be the best value by that committee for the Type 1 Cutaway configuration, and,

WHEREAS, the firm Midwest Bus Corporation was judged to be the best value by that committee for the Type 2, 3, and 4 Heavy Duty configurations,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Capital Area Transit to award a contract to Creative Bus Sales, Inc. in an amount of \$75,180 and a contract to Midwest Bus Corporation in an amount of \$536,398 for the implementation of their proposed barrier solution and installation relative to the awarded types.

CERTIFICATION OF OFFICERS OF

CAPITAL AREA TRANSIT

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of Capital Area Transit Authority Board Members held on November 19, 2020.

Richard Kotz
Secretary
Capital Area Transit

attest: _____
Eric Bugaile
Chairman
Capital Area Transit

RESOLUTION NO. 2031

AUTHORIZING THE AWARD OF A CONTRACT FOR PURCHASE AND INSTALLATION OF BUS DRIVER SAFETY BARRIERS.

FACT SHEET

- Bus driver safety barriers have been employed in the transit industry for years with the purpose of improving safety and quality of service. Historically, barriers have been employed to protect operators from unruly passengers or physical confrontation.
- In response to the COVID pandemic, agencies have deployed these barriers to reduce direct contact and interaction with the purpose of improving health and potential germ spread.
- Beyond the direct physical safety and health incentives, demonstration barriers deployed at CPTA have improved both operator and rider perception of the agency's efforts to mitigate potential risks.
- CPTA and CAT identified four fleet configuration necessary to receive barriers and installation for: Cutaways (Type 1), GILLIG heavy duty buses (Type 2), MCI heavy duty buses (Type 3), and New Flyer heavy duty buses (Type 4).
- Five (5) vendor submitted proposals were received in total with a minimum of two (2) proposals per fleet configuration type providing adequate competition.
- Scoring of the proposals was based on evaluation of three (3) criterion: qualifications, work plan, and pricing by a committee comprised of CPTA and CAT staff. Scores for each submitting firm are identified below grouped by Type.

VENDOR	TYPE 1
Creative Bus Sales, Inc.	480
Power Manufacturing, Inc.	185

VENDOR	TYPE 2	TYPE 3	TYPE 4
Complete Coach Works	445	---	450
Midwest Bus Corporation (Arow)	427	436	401
Midwest Bus Corporation (Vapor)	463	---	468
The Aftermarket Parts Company	374	400	364
Power Manufacturing, Inc.	161	160	160

- Midwest Bus Corporation provided two barrier designs, Arow and Vapor, in their proposal based on the fleet configuration types and their applicability.
- The contract values are based on the total proposed price separated by agency need, and provided with a +10% contingency by type.

TOTAL PROJECT COST (COMBINED)

CREATIVE TYPE 1		Unit	Total
Count	Unit	Total	
TRUE	135	\$ 953.15	\$ 128,675.25
TRUE	131	\$ 402.75	\$ 52,760.25
	TOTAL	\$ 181,435.50	
		+10%	\$ 199,579.05

MIDWEST TYPE 2		Unit	Total
Count	Unit	Total	
TRUE	106	\$ 5065.19	\$ 536,910.14
TRUE	103	\$ 720.83	\$ 74,245.49
	TOTAL	\$ 611,155.63	
		+10%	\$ 672,271.19

MIDWEST TYPE 3		Unit	Total
Count	Unit	Total	
TRUE	12	\$ 8645.35	\$ 103,744.20
TRUE	10	\$ 770.83	\$ 7,708.30
	TOTAL	\$ 111,452.50	
		+10%	\$ 122,597.75

MIDWEST TYPE 4		Unit	Total
Count	Unit	Total	
TRUE	3	\$ 5318.21	\$ 15,954.63
TRUE	3	\$ 770.83	\$ 2,312.49
	TOTAL	\$ 18,267.12	
		+10%	\$ 20,093.83

CREATIVE TYPE 1		Unit	Total
Count	Unit	Total	
	84	\$ 953.15	\$ 80,064.60
	82	\$ 402.75	\$ 33,025.50
	TOTAL	\$ 113,090.10	
		+10%	\$ 124,399.11

MIDWEST TYPE 2		Unit	Total
Count	Unit	Total	
	31	\$ 5065.19	\$ 157,020.89
	30	\$ 720.83	\$ 21,624.90
	TOTAL	\$ 178,645.79	
		+10%	\$ 196,510.37

MIDWEST TYPE 3		Unit	Total
Count	Unit	Total	
	8	\$ 8645.35	\$ 69,162.80
	7	\$ 770.83	\$ 5,395.81
	TOTAL	\$ 74,558.61	
		+10%	\$ 82,014.47

MIDWEST TYPE 4		Unit	Total
Count	Unit	Total	
	0	\$ 5318.21	\$ -
	0	\$ 770.83	\$ -
	TOTAL	\$ -	
		+10%	\$ -

MIDWEST TOTAL \$ 278,524.84

CAT COST

CREATIVE TYPE 1		Unit	Total
Count	Unit	Total	
	51	\$ 953.15	\$ 48,610.65
	49	\$ 402.75	\$ 19,734.75
	TOTAL	\$ 68,345.40	
		+10%	\$ 75,179.94

MIDWEST TYPE 2		Unit	Total
Count	Unit	Total	
	75	\$ 5065.19	\$ 379,889.25
	73	\$ 720.83	\$ 52,620.59
	TOTAL	\$ 432,509.84	
		+10%	\$ 475,760.82

MIDWEST TYPE 3		Unit	Total
Count	Unit	Total	
	4	\$ 8645.35	\$ 34,581.40
	3	\$ 770.83	\$ 2,312.49
	TOTAL	\$ 36,893.89	
		+10%	\$ 40,583.28

MIDWEST TYPE 4		Unit	Total
Count	Unit	Total	
	3	\$ 5318.21	\$ 15,954.63
	3	\$ 770.83	\$ 2,312.49
	TOTAL	\$ 18,267.12	
		+10%	\$ 20,093.83

\$ 536,437.94

Type 1

CPTA	4	CPTA	82
CPTA	13	CAT	49
CPTA	12		
CPTA	20		
CPTA	5		
CPTA	8		
CPTA	20		
CAT	32		
CAT	17		

RESOLUTION NO. 2032

APPROVING SNOW REMOVAL SERVICES

WHEREAS, The Cumberland-Dauphin-Harrisburg Transit Authority (CAT) has determined that there is a need for snow removal services for the 2020-2021 season; and

WHEREAS, CAT solicited proposals to include removal of 2-4 inches of snow from the Cameron Street Facility, Market Square Transfer Center, and Lemoyne station which includes salting; and

WHEREAS, the lowest responsive bid was Ruell's Lawn Care LLC,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Cumberland-Dauphin-Harrisburg Transit Authority that a contract be awarded to Ruell's Lawn Care LLC for an amount not to exceed \$50,000 for the 2020-2021 season.

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 November 19, 2020.

Richard Kotz
Secretary

attest: _____
Eric Bugaile
Chairman

**FACT SHEET
RESOLUTION NO. 2032
APPROVING SNOW REMOVAL SERVICES**

Snow Removal Services - Bid submission breakdown

Contractor	Responsive	Price
Ruell's Lawn Care LLC	Yes	\$2,000
Snow and Ice Mgmt Co.	Yes	\$2,414

Price per service includes removal of 2-4 inches of snow from Cameron St. Facility, Market Square Transfer Center and Lemoyne Station. Salting included.