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**DATE:** October 29, 2020  
**TIME:** 12:00PM  
**PLACE:** Zoom Meeting  
**PURPOSE:** October Board Meeting

**ORDER OF BUSINESS**

1. Call to Order
2. Public Comment-Due to COVID-19, all public comment must be submitted in writing prior to the meeting
  - A. ATU Local 1436 (Page 2)
3. Approval of Minutes
  - A. Meeting Minutes of August 27, 2020 (Pages 3-5)
4. Communications
  - A. Letter of Appreciation (Page 6)
5. Audit Draft Presentation by RKL
  - A. Resolution 2029 –Accepting Annual Report of Authority Auditors (Page 7)
6. Treasurer’s Report
  - A. September 2020 Financial Report (Pages 8-13)
7. Old Business
8. New Business
  - A. FFY 2020 Program of Projects (Page 14)
  - B. Easton Coach Contract Renewal
9. Resolutions
  - A. Resolution 2028 –2021 Board Meeting Dates (Page 15)
10. Staff Report
11. Executive Session
12. Adjournment

Next Meeting: Thursday, November 19, 2020

To Whom It May Concern:

This email is in regard to multiple problems that should be addressed with management staff along with our "human resources" department. Many formal complaints have been swept under the rug and complaints have been deemed unsuitable or have no purpose being filed. The sole purpose of a human resources department is to develop employees of an organization to achieve goals, ensure workplace safety, and most importantly employee relations. Many issues are presented to human resource representatives and they are to be unbiased and serve as a neutral referee between employees. This has not been the case with Capital Area Transit, there have been complaints filed where only a portion of the story is reported, retaliation on mass transit drivers has occurred. Drivers are continuously having meetings with review of footage for previous issues that have been resolved and have no correlation with current issues being addressed. Drivers are reporting issues with passengers and addressing safety concerns which are not being taken seriously. Arguments, along with terroristic threats are being made during trippers' **dispatch** was contacted and arrived at the location. It was requested that law enforcement was to be contacted by both the driver and passengers. The driver also requested that the parties involved were removed off of the bus. Management that arrived at the location deemed the situation insignificant to driver and passenger safety. Continuing regarding safety, mass transit vehicles have continuously been utilized in daily transportation that have require emergency and regular maintenance due to the safety issues they present to not only employees but passengers as well. This showcases the lack of care and dignifies that safety is not a priority for drivers whom are employed through capital area transit. Grievances are being filed and management along with human resources at their discretion has been deciding whether they are suitable or not to be formally filed. Important details regarding issues are being left out of documented memos so that management is able to have biased reasons for calling meetings and reviewing footage from previous driver filed complaints. Management repeatedly faults union employees for issues that occur and there is no accountability for other parties involved.

Received from Lionel Randolph, President ATU Local 1436  
10/26/2020 @ 1:54pm

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

**MINUTES OF BOARD MEETING**

August 27, 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, Chad Saylor and Richard Kotz. Jill Nagy, Counsel, was also present.

Administrative Staff Members present were Richard Farr, Christopher Zdanis, Jenna Reedy, Miguel Aciri-Rodriguez, Brian Gillette, Abby Davis and Monica Young.

ATTENDANCE

All members of the Board of Directors are present except Scott Wyland. Moved by Richard Kotz and seconded to excuse by Al Bienstock. Motion approved.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

Latoya Bellamy moved to accept the July 30, 2020 meeting minutes, seconded by Al Bienstock. Motion approved.

COMMUNICATIONS

Discussed possible September board meeting date cancellation.

TREASURER'S REPORT

Brian Gillette and Richard Farr presented the unaudited financial statements for the month of July 2020 and the year-to-date period ending July 31, 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 3<sup>rd</sup> quarter of 2020 have all been received.
- The general checking account balance stands at \$719,000 as of 8/25/20.

Al Bienstock moved, seconded by Bruce Weber, motion approved.

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

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

RESOLUTIONS

RESOLUTION 2026 – Approving the Lease Extension with Strawberry Square Associates

Motion to approve was raised by Latoya Bellamy, seconded by Al Bienstock, and passed unanimously.

RESOLUTION 2027 – Adopting the Capital Area Transit Hiring and Maintenance of Essential Requirements (Retention) and Employment Qualifications/Driver Policy

This is a standard policy of SAFTI. SAFTI came onsite approximately a year ago to assess Capital Area Transit. SAFTI recommends drivers to be at least 23 years of age, so that is the only change that has been made.

Motion to approve was made by Chad Saylor, seconded by Richard Kotz, and passed unanimously.

STAFF REPORT

An EEO report was given by Jamie Leonard. This plan was submitted back in February. We are waiting to obtain feedback. Underutilization was found in the categories of Officials (White-Females), Administrative Support (White-Females), Service-Maintenance (Male – American Indian, Male-Black, Male-Hispanic, Male-Asian, Female-White, Female-Black, Female-Hispanic, Female-Asian). CAT will need to continually look to hire females and minorities across the various categories as well as evaluate the wage between management and operations. The headcount for the organization as a whole from January through June was 37% White, 48% Black, 8% Hispanic, .5% Native Hawaiian, .5% Asian and 8% other. Of those hired, 46% were White, 31% Black, 8% Hispanic and 15% other. Terminations consisted of 39% White, 38% Black, 15% Hispanic and 8% other. Five were involuntary and eight were voluntary.

Miguel Aciri-Rodriguez presented the paratransit survey results. The survey was sent out in Spanish and English during the dates of February 7, 2020 with an end date of

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

March 9, 2020. 1,276 surveys were distributed and 344 responses were received with a response rate of 26.9%. The overall satisfaction rate was 56.8%. Median age of those that took the survey was between the ages of 41-64. 62% were female and 38% male. 98.2% speak English at home and 3.8% speak Spanish.

A few areas of success were wheelchair securement, vehicle cleanliness, friendly drivers, safe and skilled drivers, and knowledgeable customer service. Areas of opportunity were on hold wait time, on-time pick up, travel time too long, on-time arrival, offer same day service, and expanded days and hours of operation.

Action plans working hand-in-hand with sections of the management work plan are customer-centric focus and monitoring high volume and peak times to assist in scheduling trips as well as evaluating scheduling around peak times. Service restoration would include recruitment campaigns to replace retired drivers. Hiring new drivers will increase the on-time performance for the overall service. Community engagement would involve reviewing current service and transportation needs for the community. For safety, continuing annual ADA and safety training for all employees. Training will consist of safe driving techniques, customer service focus and proper securement.

ADJOURNMENT

The next meeting will be held September 24, 2020.

Meeting adjourned at 12:29PM. Al Bienstock made a motion to end the meeting, Chad Saylor seconded.

Respectfully Submitted,



Richard Kotz  
Secretary

August 2020

Dear Capital Area Transit,

I am writing to express my sincere appreciation for the drivers of the CAT Paratransit routes.

During most of 2019, I was somewhat incapacitated and needed to go to chemotherapy appointments at Osteopathic Hospital. I couldn't have made it without this driving program. Other appointments included physical therapy because I broke a hip mid-summer.

Appointment times both coming and going were kept because of the drivers' timeliness and courtesy in helping me to board when necessary.

I pray for these drivers whenever I see a "jitney"; they do a wonderful job!

Sincerely,

*Cheryl Harmon*  
4393 N. 6<sup>th</sup> ST  
Harrisburg PA 17110

**RESOLUTION NO. 2029**

**ACCEPTING ANNUAL REPORT OF AUTHORITY AUDITORS**

WHEREAS, the Board of Directors of the Cumberland-Dauphin-Harrisburg Transit Authority (CAT) engaged the Certified Public Accounting firm of RKL LLP to undertake its financial and compliance audit for the fiscal year ending June 30, 2020, and

WHEREAS, RKL LLP has completed this work, delivered their draft written report for CAT, and made an oral presentation to the Board of Directors on their findings, and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Cumberland-Dauphin-Harrisburg Transit Authority accept the draft audit report as final, barring no material changes, and that their results be distributed to all necessary parties after final printing.

**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 October 29, 2020.

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

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



# MEMO

**To:** Capital Area Transit Board Members  
**From:** Brian Gillette, Accounting Manager  
**Date:** October 26, 2020  
**Re:** September 2020 CAT Financial Report (Unaudited)

Attached are Capital Area Transit's (CAT) unaudited financial statements for the month of September 2020 and the year-to-date period ending September 30, 2020.

**Items of Interests:**

- 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 County \$91K; Dauphin County \$101K is outstanding
- The general checking account balance stands at \$717K as of 10/22/20; we are not having to utilize our Line of Credit.
- September MTD/YTD Health Insurance Expenses

|                        | <u>MTD Actual</u> | <u>YTD Actual</u> | <u>YTD Budget</u> |
|------------------------|-------------------|-------------------|-------------------|
| Gross Health Insurance | \$ 206,098        | \$ 617,840        | \$ 665,028        |
| Employee Premium Copay | \$ 24,063         | \$ 71,416         | \$ 92,556         |
| Net Health Insurance   | \$ 182,035        | \$ 546,424        | \$ 572,472        |

- Overtime for September 2020 and YTD Period Ending September 30, 2020.

|             | September 2020 |               | YTD           |               |
|-------------|----------------|---------------|---------------|---------------|
|             | <u>Actual</u>  | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> |
| Operators   | \$ 74,772      | \$ 98,200     | \$ 262,098    | \$ 337,370    |
| Operations  | \$ 1,241       | \$ 0          | \$ 4,155      | \$ 0          |
| Maintenance | \$ 6,302       | \$ 34,764     | \$ 52,455     | \$ 108,022    |
| Admin.      | \$ 76          | \$ 0          | \$ 91         | \$ 0          |
|             | -----          | -----         | -----         | -----         |
|             | \$ 82,391      | \$ 132,964    | \$ 318,799    | \$ 445,393    |



## Fixed Route Division – September 2020

YTD Passengers Served: Passengers/Vehicle Hour

|           | <u>Passengers</u> | <u>Revenue<br/>Vehicle Hours</u> | <u>Passengers Per<br/>Rev. Vehicle Hours</u> | <u>Change</u> |
|-----------|-------------------|----------------------------------|--|---------------|
| 2021      | 259,961           | 38,726                           | 6.71   | -62.17%       |
| 2020      | 562,408           | 31,697                           | <u>17.74</u>                                 | unfavorable   |
| 2023 Goal |                   |                                  | 19.01  |               |

YTD Operating Expenditures: Operating Cost / Revenue Vehicle Hour

|           | <u>Operating<br/>Expense</u> | <u>Revenue<br/>Vehicle Hours</u> | <u>Operating Cost Per<br/>Rev. Vehicle Hours</u> | <u>Change</u> |
|-----------|------------------------------|----------------------------------|--|---------------|
| 2021      | \$ 4,135,343                 | 38,726                           | \$ 106.78  | 15.18%        |
| 2020      | \$ 3,990,279                 | 31,697                           | <u>\$ 125.89</u>                                 | favorable     |
| 2023 Goal |                              | Not to Exceed                    | \$ 154.61  |               |

YTD Operating Revenue: Operating Revenue // Revenue Vehicle Hour

|           | <u>Operating<br/>Revenue</u> | <u>Revenue<br/>Vehicle Hours</u> | <u>Operating Rev. Per<br/>Rev. Vehicle Hours</u> | <u>Change</u> |
|-----------|------------------------------|----------------------------------|--|---------------|
| 2021      | \$ 465,242                   | 38,726                           | \$ 12.01   | -52.06%       |
| 2020      | \$ 794,389                   | 31,697                           | <u>\$ 25.06</u>                                  | unfavorable   |
| 2023 Goal |                              |                                  | \$ 27.25   |               |

YTD Operating Expense: Operating Cost / Passenger

|           | <u>Operating<br/>Expense</u> | <u>Passengers</u> | <u>Operating Cost<br/>Per Passenger</u> | <u>Change</u> |
|-----------|------------------------------|-------------------|---|---------------|
| 2020      | \$ 4,135,343                 | 259,961           | \$ 15.91                                | -124.21%      |
| 2019      | \$ 3,990,279                 | 562,408           | <u>\$ 7.09</u>                          | unfavorable   |
| 2023 Goal |                              | Not to Exceed     | \$ 8.13                                 |               |

## Paratransit Division – September 2020

Revenue

|      | <u>MTD</u> | <u>YTD</u> | <u>Change</u> |
|------|------------|------------|---------------|
| 2021 | \$ 216,355 | \$ 634,173 | -29.35%       |
| 2020 | \$ 273,501 | \$ 897,640 | unfavorable   |

Expenses

|      | <u>MTD</u> | <u>YTD</u>   | <u>Change</u> |
|------|------------|--------------|---------------|
| 2021 | \$ 332,337 | \$ 1,097,642 | 15.07%        |
| 2020 | \$ 404,251 | \$ 1,305,324 | favorable     |

YTD Expenses are 24% favorable to budget by \$346K

**Capital Area Transit**  
**Income Statement - Combined**  
For the Period Ending September 30, 2020

|                            | Fiscal Year 2021   |                    |                    | Fiscal Year 2020   |                    |
|----------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|                            | PTD                |                    | YTD                | PTD                | YTD                |
|                            | Actual             | Budget             | Actual             | Actual             | Actual             |
| <b>Revenue</b>             |                    |                    |                    |                    |                    |
| Passenger Revenue          | 129,732            | 182,282            | 461,729            | 238,610            | 794,289            |
| Other Revenue              | 216,628            | 224,275            | 637,685            | 290,241            | 897,742            |
| <b>Total Revenue</b>       | <b>346,360</b>     | <b>406,557</b>     | <b>1,099,414</b>   | <b>528,851</b>     | <b>1,692,030</b>   |
|                            |                    |                    |                    |                    |                    |
| <b>Expenses</b>            |                    |                    |                    |                    |                    |
| <b>Labor</b>               |                    |                    |                    |                    |                    |
| Labor - Operators          | 468,337            | 552,946            | 1,569,882          | 477,474            | 1,544,690          |
| Labor - Operations Support | 70,910             | 83,230             | 292,358            | 76,652             | 242,519            |
| Labor - Maintenance        | 119,097            | 155,041            | 445,100            | 139,182            | 438,653            |
| Labor - Administrative     | 33,360             | 49,291             | 143,430            | 36,575             | 124,551            |
| Labor - Health Insurance   | 182,035            | 199,509            | 546,424            | 174,267            | 526,713            |
| Labor - Other Fringes      | 236,033            | 275,170            | 906,640            | 226,021            | 873,385            |
| <b>Total Labor</b>         | <b>1,109,773</b>   | <b>1,315,187</b>   | <b>3,903,833</b>   | <b>1,130,172</b>   | <b>3,750,510</b>   |
| Services                   | 55,910             | 83,969             | 230,624            | 58,396             | 193,065            |
| Fuel                       | 92,131             | 116,622            | 302,696            | 106,498            | 358,912            |
| Tires & Tubes              | 5,946              | 12,498             | 16,763             | 10,508             | 25,409             |
| Materials & Supplies       | 50,190             | 75,072             | 180,032            | 57,678             | 215,459            |
| Utilities                  | 20,345             | 22,771             | 65,033             | 20,847             | 66,064             |
| Casualty & Liability       | 44,631             | 48,004             | 136,651            | 45,052             | 140,688            |
| Taxes                      | 95                 | 120                | 328                | 129                | 441                |
| Purchase of Service        | 128,392            | 192,931            | 382,340            | 171,862            | 527,660            |
| Miscellaneous              | 2,278              | 7,631              | 5,237              | 94                 | 5,994              |
| Marketing & Promotion      | 3,913              | 4,583              | 8,181              | -                  | 3,019              |
| Interest                   | -                  | 833                | 27                 | -                  | 7,140              |
| Leases & Rentals           | 413                | 425                | 1,238              | 437                | 1,238              |
| <b>Total Expenses</b>      | <b>1,514,016</b>   | <b>1,880,646</b>   | <b>5,232,983</b>   | <b>1,605,986</b>   | <b>5,295,600</b>   |
| <b>Surplus (Deficit)</b>   | <b>(1,167,656)</b> | <b>(1,474,089)</b> | <b>(4,133,569)</b> | <b>(1,077,135)</b> | <b>(3,603,569)</b> |
|                            |                    |                    |                    |                    |                    |
| <b>Subsidy</b>             |                    |                    |                    |                    |                    |
| Local Subsidy              | 110,349            | 89,892             | 290,132            | 90,678             | 272,763            |
| State Subsidy              | -                  | -                  | -                  | 703,567            | 2,220,569          |
| Federal Subsidy            | 1,057,307          | 1,384,197          | 3,843,437          | 349,550            | 1,110,571          |
| <b>Total Subsidy</b>       | <b>1,167,656</b>   | <b>1,474,089</b>   | <b>4,133,569</b>   | <b>1,143,796</b>   | <b>3,603,903</b>   |
| <b>Difference</b>          |                    |                    |                    | <b>66,660</b>      | <b>334</b>         |

**Capital Area Transit**  
**Income Statement Summary - Fixed Route**  
For the Period Ending September 30, 2020

|                            | Fiscal Year 2021   |                    |                    |                    | Fiscal Year 2020 |                    |
|----------------------------|--------------------|--------------------|--------------------|--------------------|------------------|--------------------|
|                            | PTD                |                    | YTD                |                    | PTD              | YTD                |
|                            | Actual             | Budget             | Actual             | Budget             | Actual           | Actual             |
| <b>Revenue</b>             |                    |                    |                    |                    |                  |                    |
| Passenger Fares            | 119,145            | 162,836            | 429,787            | 499,640            | 220,694          | 737,269            |
| Other Revenue              | 10,860             | 11,382             | 35,454             | 37,092             | 34,656           | 57,120             |
| <b>Total Revenue</b>       | <b>130,005</b>     | <b>174,218</b>     | <b>465,241</b>     | <b>536,732</b>     | <b>255,349</b>   | <b>794,390</b>     |
| <b>Expenses</b>            |                    |                    |                    |                    |                  |                    |
| <b>Labor</b>               |                    |                    |                    |                    |                  |                    |
| Labor - Operators          | 421,303            | 474,741            | 1,410,661          | 1,547,103          | 416,489          | 1,348,053          |
| Labor - Operations Support | 48,101             | 60,700             | 198,759            | 197,811            | 56,609           | 177,885            |
| Labor - Maintenance        | 99,123             | 133,839            | 379,260            | 436,157            | 114,495          | 360,163            |
| Labor - Administrative     | 27,396             | 40,159             | 117,787            | 130,872            | 30,036           | 102,283            |
| Labor - Health Insurance   | 145,510            | 151,789            | 438,126            | 455,367            | 132,076          | 400,944            |
| Labor - Other Fringes      | 192,724            | 229,291            | 755,733            | 857,698            | 184,781          | 718,241            |
| <b>Total Labor</b>         | <b>934,158</b>     | <b>1,090,519</b>   | <b>3,300,326</b>   | <b>3,625,008</b>   | <b>934,486</b>   | <b>3,107,567</b>   |
| Services                   | 46,154             | 72,739             | 199,356            | 218,217            | 49,404           | 171,408            |
| Fuel                       | 76,660             | 95,813             | 251,879            | 314,026            | 84,305           | 292,981            |
| Tires & Tubes              | 5,946              | 9,890              | 16,763             | 32,413             | 7,361            | 22,262             |
| Materials & Supplies       | 41,601             | 63,877             | 152,736            | 207,364            | 52,200           | 179,820            |
| Utilities                  | 13,825             | 15,530             | 44,462             | 46,633             | 14,292           | 45,400             |
| Casualty & Liability       | 30,524             | 32,735             | 92,616             | 98,205             | 30,602           | 95,809             |
| Taxes                      | -                  | -                  | -                  | -                  | -                | -                  |
| Purchase of Service        | 26,438             | 37,898             | 63,130             | 96,043             | 25,286           | 60,103             |
| Miscellaneous              | 2,046              | 5,588              | 4,631              | 16,764             | (537)            | 4,205              |
| Marketing & Promotion      | 3,913              | 4,583              | 8,181              | 13,749             | -                | 3,019              |
| Interest                   | -                  | 752                | 24                 | 2,256              | 3,925            | 6,463              |
| Leases & Rentals           | 413                | 425                | 1,238              | 1,275              | 413              | 1,238              |
| <b>Total Expenses</b>      | <b>1,181,679</b>   | <b>1,430,349</b>   | <b>4,135,342</b>   | <b>4,671,953</b>   | <b>1,201,736</b> | <b>3,990,275</b>   |
| <b>Surplus (Deficit)</b>   | <b>(1,051,674)</b> | <b>(1,256,131)</b> | <b>(3,670,101)</b> | <b>(4,135,221)</b> | <b>(946,386)</b> | <b>(3,195,885)</b> |
| <b>Subsidy</b>             |                    |                    |                    |                    |                  |                    |
| Local Subsidy              | 110,349            | 89,892             | 290,132            | 269,676            | 90,678           | 272,763            |
| State Subsidy              | -                  | -                  | -                  | -                  | 703,567          | 2,220,569          |
| Federal Subsidy            | 941,325            | 1,166,239          | 3,379,969          | 3,865,545          | 218,801          | 702,887            |
| <b>Total Subsidy</b>       | <b>1,051,674</b>   | <b>1,256,131</b>   | <b>3,670,101</b>   | <b>4,135,221</b>   | <b>1,013,046</b> | <b>3,196,219</b>   |
| Difference                 | -                  | -                  | -                  | -                  | 66,660           | 334                |

**Capital Area Transit**  
**Income Statement Summary - Paratransit**  
For the Period Ending September 30, 2020

|                            | Fiscal Year 2021 |                  |                  |                  | Fiscal Year 2020 |                  |
|----------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                            | PTD              |                  | YTD              |                  | PTD              | YTD              |
|                            | Actual           | Budget           | Actual           | Budget           | Actual           | Actual           |
| <b>Revenue</b>             |                  |                  |                  |                  |                  |                  |
| Passenger Fares            | 10,587           | 19,446           | 31,943           | 62,905           | 17,917           | 57,019           |
| Other Revenue              | 205,768          | 212,893          | 602,231          | 695,984          | 255,585          | 840,621          |
| <b>Total Revenue</b>       | <b>216,355</b>   | <b>232,339</b>   | <b>634,173</b>   | <b>758,889</b>   | <b>273,501</b>   | <b>897,640</b>   |
| <b>Expenses</b>            |                  |                  |                  |                  |                  |                  |
| <b>Labor</b>               |                  |                  |                  |                  |                  |                  |
| Labor - Operators          | 47,034           | 78,205           | 159,221          | 252,983          | 60,984           | 196,637          |
| Labor - Operations Support | 22,809           | 22,530           | 93,598           | 72,880           | 20,044           | 64,634           |
| Labor - Maintenance        | 19,974           | 21,202           | 65,840           | 68,584           | 24,687           | 78,490           |
| Labor - Administrative     | 5,964            | 9,132            | 25,643           | 29,541           | 6,539            | 22,268           |
| Labor - Health Insurance   | 36,525           | 47,720           | 108,298          | 143,160          | 42,191           | 125,769          |
| Labor - Other Fringes      | 43,309           | 45,879           | 150,907          | 169,487          | 41,240           | 155,144          |
| <b>Total Labor</b>         | <b>175,615</b>   | <b>224,668</b>   | <b>603,507</b>   | <b>736,635</b>   | <b>195,685</b>   | <b>642,943</b>   |
| Services                   | 9,755            | 11,230           | 31,268           | 33,690           | 8,993            | 21,657           |
| Fuel                       | 15,471           | 20,809           | 50,818           | 66,683           | 22,193           | 65,932           |
| Tires & Tubes              | -                | 2,608            | -                | 8,356            | 3,146            | 3,146            |
| Materials & Supplies       | 8,589            | 11,195           | 27,296           | 35,487           | 5,478            | 35,639           |
| Utilities                  | 6,519            | 7,241            | 20,571           | 21,739           | 6,556            | 20,664           |
| Casualty & Liability       | 14,107           | 15,269           | 44,035           | 45,807           | 14,450           | 44,879           |
| Taxes                      | 95               | 120              | 328              | 385              | 129              | 441              |
| Purchase of Service        | 101,954          | 155,033          | 319,210          | 489,021          | 146,577          | 467,557          |
| Miscellaneous              | 232              | 2,043            | 606              | 6,129            | 631              | 1,789            |
| Interest                   | -                | 81               | 3                | 243              | 412              | 678              |
| Leases & Rentals           | -                | -                | -                | -                | -                | -                |
| <b>Total Expenses</b>      | <b>332,337</b>   | <b>450,297</b>   | <b>1,097,642</b> | <b>1,444,175</b> | <b>404,251</b>   | <b>1,305,325</b> |
| <b>Surplus (Deficit)</b>   | <b>(115,982)</b> | <b>(217,958)</b> | <b>(463,468)</b> | <b>(685,286)</b> | <b>(130,749)</b> | <b>(407,684)</b> |
| <b>Subsidy</b>             |                  |                  |                  |                  |                  |                  |
| Local Subsidy              | -                | -                | -                | -                | -                | -                |
| State Subsidy              | -                | -                | -                | -                | -                | -                |
| Federal Subsidy            | 115,982          | 217,958          | 463,468          | 685,286          | 130,749          | 407,684          |
| <b>Total Subsidy</b>       | <b>115,982</b>   | <b>217,958</b>   | <b>463,468</b>   | <b>685,286</b>   | <b>130,749</b>   | <b>407,684</b>   |
| <b>Difference</b>          | -                | -                | -                | -                | -                | -                |

**Capital Area Transit**  
**Balance Sheet - Summary**  
As of September 30, 2020

|  | <u>2021</u>       | <u>2020</u>       |
|--|-------------------|-------------------|
| <b>Assets</b>  |                   |                   |
| <b>Current Assets</b>                                  |                   |                   |
| Cash   | 4,055,771         | 411,511           |
| Investments  | 15,258            | 15,061            |
| Accounts Receivable                                    | 700,148           | 614,247           |
| Capital Grants Receivable                              | 3,241,732         | 5,094,075         |
| Op. Assist. & Planning Grants Receivable               | -                 | -                 |
| Inventory  | 408,070           | 396,092           |
| Prepays  | 467,307           | 462,666           |
| <b>Total Current Assets</b>                            | <b>8,888,285</b>  | <b>6,993,652</b>  |
| <b>Capital Assets</b>                                  |                   |                   |
| Fixed Assets   | 56,388,723        | 60,527,658        |
| Accumulated Depreciation                               | (33,376,380)      | (34,602,147)      |
| <b>Net Capital Assets</b>                              | <b>23,012,343</b> | <b>25,925,511</b> |
| <b>Other Assets</b>                                    | <b>75,915</b>     | <b>75,915</b>     |
| <b>Total Assets</b>                                    | <b>31,976,543</b> | <b>32,995,078</b> |
| <b>Liabilities</b>                                     |                   |                   |
| <b>Current Liabilities</b>                             |                   |                   |
| Accounts Payable                                       | 330,293           | 3,962,714         |
| Accrued Wages & Payroll-Related Accruals               | 637,772           | 594,690           |
| Payroll Withholdings - Taxes                           | 10,807            | 9,079             |
| Short-Term Debt & Accrued Interest                     | 0                 | 2,772,624         |
| Accrued Expenses                                       | 601,440           | 510,347           |
| Advances for Working Capital                           | 662,402           | 676,947           |
| Deferred Operating & Capital Grants                    | 6,746,215         | (1,455,009)       |
| <b>Total Current Liabilities</b>                       | <b>8,988,929</b>  | <b>7,071,392</b>  |
| Long-Term Liabilities                                  | 339,687           | 363,384           |
| <b>Total Liabilities</b>                               | <b>9,328,615</b>  | <b>7,434,775</b>  |
| <b>Net Position</b>                                    | <b>22,647,928</b> | <b>25,560,302</b> |
| <b>Total Liab, Total Def Inflow &amp; Net Position</b> | <b>31,976,543</b> | <b>32,995,078</b> |

FFY 2020 Proposed Program of Projects  
 Cumberland-Dauphin-Harrisburg Transit Authority – Capital Area Transit  
 Public Notice

Proposed Program of Projects

Capital Area Transit in fulfillment of the requirements to receive financial assistance from the Federal Transit Administration has developed a special Program of Projects identifying those projects and activities for which assistance will be sought.

**FFY 2020 Section 5307 Requests**

|                             | <u>Total</u>       | <u>Federal</u>     | <u>Non-Federal (Match)</u> |
|-----------------------------|--------------------|--------------------|----------------------------|
| Capital Cost of Contracting | \$ 750,000         | \$ 600,000         | \$ 150,000                 |
| Preventative Maintenance    | \$3,875,000        | \$ 3,100,000       | \$ 775,000                 |
| Non Fixed Route ADA         |                    |                    |                            |
| Paratransit Service         | \$ 645,385         | \$ 516,307         | \$ 129,078                 |
| Safety & Security           | \$ 68,750          | \$ 55,000          | \$ 13,750                  |
| Capital Lease on Tires      | \$ 106,250         | \$ 85,000          | \$ 21,250                  |
| Capital                     | \$ 1,008,463       | \$ 806,770         | \$ 201,693                 |
| <br>                        |                    |                    |                            |
| Total 5307                  | <u>\$6,453,848</u> | <u>\$5,163,077</u> | <u>\$1,290,771</u>         |

**FFY 2020 Bus and Bus Facilities Section 5339 Program Requests**

|                              | <u>Total</u>      | <u>Federal</u>    | <u>Non-Federal (Match)</u> |
|------------------------------|-------------------|-------------------|----------------------------|
| Bus & Bus Facilities Capital | \$ 794,631        | \$ 635,705        | \$ 158,926                 |
| Total 5339                   | <u>\$ 794,631</u> | <u>\$ 635,705</u> | <u>\$ 158,926</u>          |

**FFY 2020 Congestion Mitigation and Air Quality Improvement (CMAQ) Program Requests**

|              | <u>Total</u>       | <u>Federal</u>     | <u>Non-Federal (Match)</u> |
|--------------|--------------------|--------------------|----------------------------|
| CMAQ Capital | \$3,093,464        | \$2,474,771        | \$ 618,693                 |
| Total CMAQ   | <u>\$3,093,464</u> | <u>\$2,474,771</u> | <u>\$ 618,693</u>          |

The total proposed program of project cost is \$10,341,943. Projects are funded at an eighty percent (80%) federal share. The FTA share for the total program of projects is \$8,273,553. The remaining funds will be provided by PennDOT, the counties of Cumberland and Dauphin, the City of Harrisburg, and social service contracts with state, local or private social service agencies or organizations.

This proposed program of projects is in conformance with the comprehensive land use and transportation planning in this area and has been included in the Transportation Improvement Plan (TIP).

The proposed program of projects will constitute the final program if there are no changes.

Written comments on the Program of Projects should be addressed to Capital Area Transit, Attention Eric Maguire, Manager of Grants, 901 N. Cameron Street, Harrisburg, PA, 17101, or by email at [emaguire@cattransit.com](mailto:emaguire@cattransit.com) and must be received by 4:00 pm October 28, 2020.

Capital Area Transit will hold a public Hearing on its Program of Projects on October 29, 2020, at 12:00 noon in the CAT Board Room located on the 2<sup>nd</sup> floor at 901 N. Cameron Street, Harrisburg, PA, 17101.

**RESOLUTION NO. 2028**

**ESTABLISHING BOARD MEETING CALENDAR FOR 2021**

WHEREAS, the Board meeting calendar of the Cumberland-Dauphin-Harrisburg Transit Authority must be established and published annually;

WHEREAS, the Board committee calendar of the Cumberland-Dauphin-Harrisburg Transit Authority will be published along with the established Board meeting calendar to avoid any conflicts with existing laws and requirements;

WHEREAS, in any month a board meeting may be canceled, a management report along with financial statements will be mailed to board members;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Cumberland-Dauphin-Harrisburg Transit Authority that they shall meet according to the following calendar –all Board meetings commencing at 12:00 p.m., except as otherwise noted, at the office of CAT, 901 N. Cameron St, Harrisburg:

January 28, 2021  
February 25, 2021  
March 25, 2021  
April 29, 2021  
May 27, 2021  
June 24, 2021  
July 29, 2021  
August 26, 2021  
September 30, 2021  
October 28, 2021  
November 18, 2021  
December 16, 2021

**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 October 29, 2020.

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

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