

SRTA

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

DATE: September 28, 2023

TIME: 10:00 AM

PLACE: 901 N. Cameron St. Harrisburg, PA
A Zoom option will also be offered.
Public may participate at Cameron Street or Zarfoss Drive Locations.

PURPOSE: September 2023 Board Meeting

ORDER OF BUSINESS

1. Call to Order
2. Changes or Modifications to the Agenda
3. Public Comment: Accepted in Person or in Writing
4. Approval of Minutes
 - A. Meeting Minutes of July 27, 2023 (Pages 3-5)
5. Communications
 - Harrisburg Police Department - National Night Out Thank You Email (Page 6)
6. YAMPO Transit Committee – No Business
7. Treasurer’s Report
8. Old Business
9. New Business
 - RESOLUTION 2345 – ACCEPTANCE OF THE TITLE VI SERVICE EQUITY ANALYSIS (Pages 7 – 8)
 - RESOLUTION 2346 – AMMENDING BY-LAWS FOR THE SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY (Page 9 – 17)
 - ROUTE 1E – NOTICE OF SERVICE ADJUSTMENT (Pages 18 – 19)
 - Audit Presentation – Need to Move Board Meeting from November 16th to November 30th
 - Program of Projects – Open for Public Comment, Hearing October 26, 2023 (Page 20)
10. Future Procurements (Page 21)
11. Staff Report

- Vanpool Program Proposal
- SAFTI Audit
- Shippensburg Service Update

12. Executive Session

13. Adjournment

Next Meeting: Thursday, October 26, 2023, 415 N. Zarfoss Dr. York, PA
10:00 am – SRTA Board Meeting

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SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

MINUTES OF SRTA BOARD MEETING

July 27, 2023

Present were board members: Al Beinstock, Eric Bugaile, Rich Carson, Jason Graves, Jarrod Johnson, Richard Kotz, Keith Martin, Raymond Rosen, Kirk Stoner, Tom Wilson, LaToya Winfield Bellamy.

Guests and Administrative Staff Members present were Solicitor Jill Nagy, Stephen Baldwin, Andy Batson, Jonathan Brouse, Richard Farr, Brian Gillette, Bev Hockenberry, Allen Hollenbach, David Juba, Donna Lattimore, Jamie Leonard, Eric Maguire, Trevor Manahan, Paul Mathis, Cory Matthews, Jenna Reedy, Sherry Welsh and Christopher Zdanis.

CALL TO ORDER

The July Board meeting of the Susquehanna Regional Transportation Authority was called to order by Chairman Raymond Rosen at 10:00 AM.

CHANGES OR MODIFICATIONS TO THE AGENDA

There were no changes or modifications to the agenda.

APPROVAL OF MINUTES

Motion to approve the June 22, 2023 meeting minutes was raised by Kirk Stoner, seconded by LaToya Winfield Bellamy and passed unanimously.

COMMUNICATIONS

Richard Farr shared a press article from WGAL, announcing the Market Street Bridge will undergo a \$113M rehabilitation project.

YAMPO TRANSIT COMMITTEE

There was no YAMPO Transit Committee business.

TREASURER'S REPORT

Stephen Baldwin presented details on the June 2023 Financial Statement and Statistical Notes. Stephen Baldwin noted the following highlights from the report:

- RIDERSHIP: Year to date comparisons to the prior year and to pre-covid levels are as follows:
 - Fixed Route ran 18% above last year and at 65% of pre-covid ridership.
 - Paratransit was 14% above the previous year and 81% of pre-covid ridership levels.
 - Commuter Express was 10% above last year (YTD) and 34% of pre-covid levels.
 - Microtransit's ridership was 253% of the same time last year.

SRTA
SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

- **REVENUE:** Year to Date Grant and Contract Income is below budget by \$7.3 million because less subsidy was required than the budget anticipated.
- **EXPENSES:** Year to Date Total Expenses are \$5.2 million or 8% lower than budgeted.
- Unfilled positions (63) represent 9% of approved positions. Nine (9) individuals are in the final steps of the hiring process, which if hired, will reduce the open positions to 8% of approved positions. In March 11% of all approved positions were unfilled.
- **RESERVES:** As of June 30, reserves are consistent with the goal of the Authority.
- **LINE OF CREDIT:** There are no draws on the organization's line of credit.
- **CAPITAL EXPENDITURES (over \$50,000)**
 - \$ 50,381 Goodwill building (tower move feasibility study)
 - \$1,171,221 Paratransit & Microtransit vehicles
 - \$ 207,260 Transfer Center/Cameron Street bus shelter
- **FEATURED INFORMATION**

Passengers per revenue hour is a key statistic used by the Authority to measure efficiency. Management focuses on comparisons over time within a given division because conditions are different from area to area (density of population, road system, etc.) making comparisons between divisions less useful.

OLD BUSINESS

Included in the Board packet was an article from WGAL, stating a major rehabilitation project for the Market Street Bridge has been proposed to have a companion bridge alongside it, providing a new means to run utility lines across the Susquehanna River, giving bicyclists and pedestrians a safer way to cross the river.

Included in the Board packet was the CPTA ACT 44 Progress Report for information purposes.

RESOLUTIONS

**RESOLUTION 2339 - FREE BOARDINGS ON CAPITAL REGION FIXED ROUTE
IN SUPPORT OF NATIONAL NIGHT OUT**

Motion to approve was raised by LaToya Winfield Bellamy, seconded by Rich Carson, and passed unanimously.

**RESOLUTION 2340 - APPROVING A LEASE AGREEMENT WITH CUMBERLAND COUNTY FOR
PROPERTY LOCATED AT 1601 RITNER HIGHWAY**

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

**RESOLUTION 2341 - AMENDING RESOLUTION 2333 FOR A CONSTRUCTION CONTRACT
WITH PIONEER POLE BUILDINGS, INC.**

Motion to approve was raised by Rich Carson, seconded by Tom Wilson, and passed unanimously.

**RESOLUTION 2342 - EXECUTING ROOFING REPLACEMENT CONTRACT WITH EQUITY
ROOFING LLC**

SRTA
SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

Motion to approve was raised by Kirk Stoner, seconded by Rich Carson, and passed unanimously.

**RESOLUTION 2343 - RENEWAL OF AGREEMENT WITH SHIPPENSBURG UNIVERSITY,
SHIPPENSBURG UNIVERSITY STUDENT SERVICES, AND SUSQUEHANNA REGIONAL
TRANSPORTATION AUTHORITY**

Motion to approve was raised by Eric Bugaile, seconded by LaToya Winfield Bellamy, and passed unanimously.

**RESOLUTION 2344 - APPROVAL TO PROCEED WITH TITLE VI MAJOR SERVICE CHANGE
PROCESS FOR SHIPPENSBURG FIXED ROUTE SERVICE**

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

Rich Farr informed the Board a letter of support was submitted, in support for PennDOT's grant application to replace the I-83 South Bridge (Harrisburg, PA). A copy was included with the Board packets.

FUTURE PROCUREMENTS

The list of procurement projects was reviewed.

STAFF REPORT

The following staff updates were presented by Richard Farr. Updates included:

- In observance of CDH's 50th anniversary this year (2023) and CPTA's next year (2024), we will be working on a plan of acknowledgement.

ADJOURNMENT

The next scheduled Board of Directors meeting will take place on August 24, 2023, at 10:00 AM at 415 N. Zarfoss Dr, York.

The meeting adjourned at 10:37 AM.

Respectfully Submitted,



Richard Kotz
Secretary

Rich Farr

From: Rich Farr
Sent: Wednesday, September 20, 2023 8:55 AM
To: Rich Farr
Subject: FW: National Night Out - Thank You!!!

From: Huston, Chardan L. <clhuston@harrisburgpa.gov>
Sent: Friday, August 4, 2023 10:20 AM
To: Christopher Zdanis <czdanis@rabbittransit.org>
Cc: Rich Farr <rfarr@rabbittransit.org>; Jenna Reedy <jreedy@rabbittransit.org>
Subject: RE: National Night Out - Thank You!!!

Caution: This is an external email and may be malicious. Please take care when clicking links or opening attachments.

Dear Chris, the entire staff, and CAT, a service of rabbittransit,

I am writing to convey my deep appreciation for our partnership and collaborative efforts that led to the tremendous success of this year's National Night Out. Your decision to provide free transportation for all routes and the addition of the 15-minute shuttle bus was truly ingenious and significantly contributed to the event's attendance. It was a win-win situation for everyone involved. The public witnessed CAT's acts of genuine kindness towards the community, and the City saw the undeniable benefits of such partnerships.

Please extend my heartfelt gratitude to your staff for this thoughtful gesture. I am genuinely grateful for your support and eagerly look forward to exploring future opportunities for collaboration, shining a positive light on the remarkable efforts being undertaken in our community.

Until then, I wish you all good health, unwavering encouragement, and a commitment to spreading kindness wherever you go.

Sincerely,



CHARDAN L. HUSTON #933
Director of Community Relations and Engagement
Harrisburg Bureau of Police
123 Walnut Street, Suite 212G
Harrisburg, PA 17101
clhuston@harrisburgpa.gov
Desk: (717) 255-3018
Cell: (717) 418-4086

<https://harrisburgpa.gov/bureau-of-police/community-services-division/>

RESOLUTION NO. 2345

ACCEPTANCE OF AUGUST 2023 TITLE VI SERVICE EQUITY ANALYSIS FOR SHIPPENSBURG FIXED ROUTE SERVICE

WHEREAS, Susquehanna Regional Transportation Authority (SRTA) is a recipient of federal funding primarily from the Federal Transit Administration (FTA); and,

WHEREAS, consistent with Title VI of the Civil Rights Act of 1964 and guidance per FTA's Circular 4702.1B, SRTA is committed to:

- Providing services without regard to race, color, or national origin,
- Promoting the full and fair participation of affected populations in transit decision making,
- Preventing denial, reduction, or delay in benefits related to programs and activities that benefit minority or low-income populations; and,

WHEREAS, a Title VI service equity analysis began in July 2023 to evaluate the reduction and restructuring of the Shippensburg Raider Regional Transit fixed route services; and,

WHEREAS, in accordance with Title VI requirements and guidelines for FTA recipients, SRTA conducted the necessary service equity analysis to determine whether such changes impose disparate impact on minority populations or disproportionate burden on low-income populations; and,

WHEREAS, in the course of this analysis, no statistically notable disparate impact or disproportionate burden was identified; and,

WHEREAS, the restructuring of the Raider Regional Transit services is recommended; and

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority, that in accordance with Title VI of the Civil Rights Act of 1964, and associated Title VI programs that the service equity analysis and associated recommendations, be formally accepted.

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 September 28, 2023.

attest: _____

Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION NO. 2345

ACCEPTANCE OF AUGUST 2023 TITLE VI SERVICE EQUITY ANALYSIS FOR SHIPPENSBURG FIXED ROUTE SERVICE

Fact Sheet:

- The Board approved, via Resolution 2344 in July 2023, SRTA staff to proceed with a Title VI service equity analysis based on the triggering of a major service change threshold. Those criteria include any of the following:
 - Reduction of 25% or more in the route miles traveled on a regularly scheduled service.
 - Establishing a new transit route.
 - Discontinuing any transit route in its entirety.
- The Raider Regional Transit (RRT) routes were to be evaluated based on reduced local funding through the Shippensburg University and the Shippensburg University Student Services requiring a comparable reduction in services and low overall demand identified via low ridership and passengers per revenue hour comparative to other rabbitransit Capital Region routes.
- SRTA's Planning team evaluated the proposed reduction in weekday frequency, and modification of the Saturday schedules and routing, including the reduction of the non-productive corridor from Shippensburg to Chambersburg on the RRT White Route.
- Public advertisements, hearings, and meetings were conducted to solicit public feedback in this process within the public comment period of August 21 – September 22, 2023. Through the posted public comment period, a collection of nine (9) comments were documented and reviewed for consideration. None of these comments ultimately resulted in changes to the proposed action plan.
- During the course of the analysis, the proposed changes triggered a major service change threshold, but did not impose a disparate impact on minority populations or a disproportionate burden on low-income populations.
- SRTA's Planning team recommends acceptance of the original proposal without modification as nothing substantive was identified during the census, demographic, or public comment analysis.

RESOLUTION NO. 2346

**AMMENDING THE 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) have reviewed the proposed attached By-Laws; and,

WHEREAS, in an effort to maintain better oversight of the organization, the Authority ammends its By-Laws to allow the officers, with the exception of the Chairperson, to serve multiple two-year terms consecutively; 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 September 28, 2023.

attest: _____
Richard Kotz
Secretary

Raymond Rosen
Chairman

**THE BYLAWS OF
SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY
REVISED 9/28/2023**

ARTICLE I

Section 1.01. Name of Authority. The name of the Authority shall be called the Susquehanna Regional Transportation Authority (“SRTA” or “Authority”). This entity was formed by the joinder of the administrative operations of Central Pennsylvania Transportation Authority and the Cumberland-Dauphin-Harrisburg Transit Authority, both of which shall remain in existence as of this date.

Section 1.02. Seal of Authority. SRTA’s seal shall contain the name of the Authority and the year of its incorporation and shall be in the form impressed in the margin of these bylaws.

Section 1.03. Office of Authority. SRTA’s principal office shall be located at 901 North Cameron Street, Harrisburg, Pennsylvania. In addition, the Authority may maintain other offices either within or without the Commonwealth of Pennsylvania.

Section 1.04. Purpose. This Authority will have the purposes or powers as stated in its Articles of Incorporation, and whatever powers are or may be granted by the Municipality Authorities Act of 1945 (“Act”) or any successor legislation. It will further be the purpose of the Authority to acquire, hold, construct, improve, maintain and operate, own, and lease either in the capacity of lessor or lessee, all facilities necessary or incidental thereto for the operation of a mass transportation system, including motor buses for public use in the areas including, but not limited to the Counties of Franklin, Dauphin, York, Adams and Cumberland, Pennsylvania, and for residents from the Counties of Dauphin, Franklin, , York, Adams and Cumberland to points outside the Counties and for other areas in the state where called upon by legislative bodies to assist in providing public transportation.

In addition, SRTA will own and utilize a CNG fueling facility as necessary for its operation. The municipal authority may include outside sales of CNG to support the transit system. The outside fueling income shall be used in conjunction with the Pennsylvania Department of Transportation reimbursement obligations under the Public Private Partnership Law (74 Pa.C.S.A. Section 9110) and therefore, are incident to the transit operations permitted under Section 5607(a)(3) of the Municipality Authorities Act.

The Authority will also, as necessary, enter into the proper local match agreements with participating municipal partners and service change agreements as necessary to implement the purpose of Authority.

ARTICLE II

Section 2.01. Authorization of the Board. The Board of Directors of the Authority (“Board”) shall have the right and power to do all acts authorized by the Act and specifically shall have the right and power to raise revenues from all proper sources and to establish, alter, charge and collect fares, rentals and other charges for its facilities and services at reasonable and uniform rates and to make expenditures in keeping with and to advance the purpose of SRTA.

Section 2.02. Number and Appointment of Board Members. There shall be ten (10) members of the Board. All members of the Board shall be appointed for such terms as are authorized by the Act. Adams County shall appoint one member, Cumberland County shall appoint two members, Dauphin County shall appoint two members, the City of Harrisburg shall appoint two members, York County shall appoint three members and Franklin County shall appoint one non-voting advisory member.

Section 2.03. Board Members. Each Board member shall be a taxpayer in, maintain a business in or be a citizen of the municipality by which he or she is appointed or be a taxpayer in, maintain a business in or be a citizen of a municipality into which one or more of the projects of the authority extends or is to extend or to which one or more projects has been or is to be leased. Failure to maintain qualification as a Board member based on the criteria described above shall result in the automatic vacancy of such Board member’s membership on the Board. Appointment of a replacement Board member shall be done in conformance with Section 2.02 above.

Section 2.04. Compensation of Board Members. Board members shall serve without compensation but may be reimbursed for reasonable expenses incurred in the performance of their duties as a Board member.

Section 2.05. Location of Board Meetings. Meetings of the Board, regular or special, will be held at the principal office of this Authority or at such place or places as the Board designates by resolution duly adopted.

ARTICLE III

Section 3.01. Officers. The Officers of SRTA shall be Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer. The officers shall be elected by and from the members of the Board. Officers may serve in a capacity of a certain office for two (2) successive years. In the case of the Chairperson~~After, after~~ two successive years ~~as a particular officer title, that office~~ position of Chairperson must go to another Board Member. Officers who have served in two (2) successive years in one position, may hold a different officer position for the same number of years or renew the officer position for a second term of two successive years, except for the position of Chairperson. ~~The intent of this limitation on successive years of service is to promote officer rotation.~~

Section 3.02. Chairperson. The Chairperson shall preside at all meetings of the Board. Except as otherwise provided by resolution of the Board, the Chairperson shall

sign all contracts, deeds and other instruments to which the Authority is a party. At each meeting, the Chairperson shall submit such recommendations and information as he or she may consider proper concerning the business affairs and policies of the Authority.

Section 3.03. Vice-Chairperson. The Vice-Chairperson shall perform the duties and functions of the Chairperson in the absence or incapacity of the Chairperson; and, in case of the resignation or death of the Chairperson, the Vice-Chairperson shall perform such duties and functions as are imposed upon the Chairperson until such time as the Board shall elect a new Chairperson. The Vice-Chairperson shall perform any other duties that may be prescribed by the Board.

Section 3.04. Secretary. The Secretary shall:

(a) Certify and keep at the registered office or the principal place of business of the Authority, the original or a copy of its bylaws, including all amendments or alterations to date.

(b) Be the custodian of SRTA's records and the Seal of the Authority.

(c) Keep a record of the proceedings of SRTA's meetings or any committee thereof with the time and place of holding, whether regular or special, and, if special, how authorized, the notice thereof given, the names of those present, and the proceedings thereof.

(d) Affix the Seal of the Authority to instruments of the Authority.

(e) Sign, certify and attest to documents of the Authority.

(f) See that all notices be given in accordance with the provisions of these bylaws or as required by law and perform all other duties as may be assigned from time-to-time by the Board.

Section 3.05. Assistant Secretary/Treasurer. The Assistant Secretary/Treasurer shall perform the duties and functions of the Secretary/Treasurer in the absence or incapacity of the Secretary/Treasurer; and, in case of the resignation or death of the Secretary/Treasurer, the Assistant Secretary/Treasurer shall perform such duties and functions as are imposed upon the Secretary/Treasurer until such time as the Board shall elect a new Secretary/Treasurer.

Section 3.06. Treasurer. The Treasurer shall, in the absence of a duly authorized staff signator or as specifically required by the Board, sign or endorse checks, drafts and notes. The Treasurer shall have charge and custody of all funds of this Authority, and will deposit the funds as required by the Board. The Treasurer shall present a periodic financial statement to the Board at its regular meetings. The Treasurer shall present an audited financial statement to the Board at the first meeting after its completion. The

Treasurer shall serve as Chairperson of the committee that oversees the Authority's finances.

Section 3.08. Additional Duties. The Officers shall perform such other duties and functions as from time-to-time may be required by the Board.

Section 3.09. Election of Officers. The Chairperson, Vice-Chairperson, Secretary, Assistant Secretary/Treasurer and Treasurer shall be elected at the annual meeting of the Board from among the members of the Board and shall hold office for one (1) year or until their successors are elected and qualified not to exceed the term limits referenced in Section 3.01.

Section 3.10. Removal of Officers. Any Officer elected to office may be removed by the Board whenever, in their judgment, the best interests of this Authority will be served. However, any removal will be without prejudice to any contract rights of the Officer so removed.

Section 3.11. Vacancies. Should the Offices described in Sections 3.02 through 3.07 become vacant through death, resignation, removal or otherwise, the Board, at its next regular meeting, shall elect a successor from its membership for the unexpired term of said office. Any vacancy shall be filled by a vote of the majority of the members of the Board.

Section 3.12. Personnel. The Authority may from time-to-time employ such persons as it deems necessary to exercise its powers, duties and functions as prescribed by the Act and all other laws of the Commonwealth of Pennsylvania applicable thereto. The selection and compensation of the Executive Officer shall be determined by the Board subject to the laws of the Commonwealth of Pennsylvania. The Board shall have the opportunity, at its discretion, to offer a contract to the Executive Officer and provide performance reviews of the Executive Officer as necessary to fulfill its duties of oversight.

Section 3.13. Bonding. The Treasurer, Assistant Secretary/Treasurer, Chairperson and Vice-Chairperson shall, at the Authority's expense, give such bond for faithful performance of their duties as the Board may determine and as may be required by law.

Section 3.14. Checks. Checks shall be signed by such person or persons as the Board by resolution shall authorize.

ARTICLE IV

Section 4.01. Annual Meetings. The annual meeting of the Board shall be held, as advertised, at the regular meeting place of said Board on an annual basis.

Section 4.02. Regular Meetings. Unless otherwise agreed upon by a majority of the Board, regular meetings shall be held, as advertised, at the regular meeting place of the Board each month on such dates and at such times as the Board shall designate. Attendance shall mean in person at the location of the meeting or participation through the use of technology including, but not limited to, conference calls and video conferencing.

Section 4.03. Special Meetings. The Chairperson may, when he or she deems it expedient, and shall upon written request of two (2) members of the Board, call a special meeting of the Board for the purpose of transacting any business designated in the call. The call for a special meeting shall either be delivered to each member of the Board or mailed or sent electronically to the business or home address of each member thereof three (3) days or more prior to the date of such special meeting. No business shall be considered other than as designated in the call; but if all of the members of the Board are present at a special meeting, then any and all business may be transacted at such special meeting.

Section 4.04. Majority Action. Every act or decision done or made by a majority of the Board members in attendance at any meeting duly held at which a quorum is present shall be the act of the Board.

Section 4.05. Quorum. For all meetings of the Board, a majority of the Board shall constitute a quorum for the purpose of transacting business; provided, however, that a smaller number may by announcement at the meeting adjourn the meeting to some other time, at which adjourned meeting the Board may transact the business of the Authority provided a quorum is present.

Section 4.06. Order of Business. The regular meetings of the Board shall follow such order of business as the Board deems appropriate. All resolutions shall be reduced to writing by the Secretary in the record of the proceedings of the Board.

Section 4.07. Manner of Voting. Voting at meetings of the Board shall be either by voice or roll call vote. A roll call vote shall be conducted upon the request of a member of the Board or at the discretion of the presiding Officer.

Section 4.08. Open Meetings. All meetings or portions of meetings at which formal action is scheduled or taken shall be open to the public at all times. The Board may meet in private executive sessions in the manner and for the purposes allowed by law. Further, members may participate in meetings through telephonic or virtual means for purposes of voting and a quorum. Such virtual or telephonic meetings require that the members have access to hearing all other members and communicating so that members can record their comment and/or vote. For quorum purposes the Board Member may not be counted as of the time they enter or leave the call and shall make every effort to stay for the entire meeting.

Section 4.09. Removal. Failure of a Board member to attend three (3) successive regular meetings without reasonable cause shall result in the member's office being declared vacant by the Board. Whether such member's failure to attend is due to reasonable cause shall be determined by a vote of the Board not including the member whose failure to attend is at issue.

ARTICLE V

Section 5.01. Definition of Executive Committees. This Authority may have certain Committees, each of which will consist of one or more Board members. Each Executive Committee will have and exercise some prescribed authority of the Board in the management of this Authority. However, no Committee will have the authority of the Board affecting any of the following:

- (a) Filling of vacancies in the Board; and
- (b) Adoptions, amendment, or repeal of bylaws; and
- (c) Amendment or repeal of any resolution of the Board; and
- (d) Action on matters committed by bylaws or resolution of the Board to another Committee of the Board; and
- (e) Executing contracts.

Section. 5.02. Appointment of Committees. The Board, by resolution duly adopted by a majority of the Board members in office, may designate and appoint one or more Executive Committees and delegate to these Committees the specific and prescribed authority of the Board to exercise in the management of the Authority. However, the creation of such Executive Committees will not operate to relieve the Board, or any individual Board member, of any responsibility imposed by law.

Section 5.03. Functionary Committees. In addition, the Board, by resolution, may designate and appoint certain Functionary Committees designed to transact certain ministerial business of the Authority or to advise the Board. These Committees will be chaired by an Officer or Board member as designated by the Board. The Chairperson will proceed to select the remaining members of the Committee up to the number set by the Board, or terminate the memberships or appoint successors in the Chairperson's discretion.

ARTICLE VI

Section 6.01. Parliamentary Authority. The rules contained in the current edition of "Robert's Rules of Order" shall govern the Board in all cases to which they are applicable and in which they are adopted by the Board or applicable by law.

ARTICLE VII

Section 7.01. Fiscal Year. The fiscal year of the Authority will be July 1 to June 30 annually.

Section 7.02. Execution of Documents. Except as otherwise provided by law, promissory notes and other evidences of indebtedness of the Authority will be signed by any two Officers of the Authority. Contracts, leases or other instruments executed in the name of and on behalf of the Authority will be signed by two Board Officers or Board Members and/or staff approved by board resolution and will have attached copies of the resolutions of the Board and Executive Committees. The Authority will keep at its registered office the original or a copy of its bylaws, including amendments to date certified by the Secretary of the Authority.

Section 7.03. Books and Records. This Authority will keep correct and complete books and records of account, and will also keep minutes of the proceedings of its Board members and Executive Committees. The Authority will keep at its registered office the original or a copy of its bylaws, including amendments to date certified by the Secretary of the Authority.

Section 7.04. Inspection of Books and Records. All books and records of this Authority may be inspected by any Board member, or his or her agent or attorney, for any proper purpose at any reasonable time on written demand under oath stating the purpose of the inspection.

Section 7.05 Audit. The accounts of the Authority shall be audited annually effective as of the end of the fiscal year by a certified public accountant. The audit shall be filed with the appropriate state agency and the municipality creating the authority and shall at all times be available to members of the organization within the office of the Authority.

Section 7.06. Financial Report. A concise financial report covering the preceding fiscal year of the Authority shall be published annually in a newspaper of general circulation in the Counties of Dauphin, York, Adams and Cumberland, Pennsylvania, and timely filed with the appropriate state agency.

ARTICLE VIII

Section 8.01. No Personal Liability of Board Members. Board members shall not be personally liable for monetary damages for any action taken, or any failure to take any action as a Board member, to the fullest extent provided by the laws and statutes of the Commonwealth of Pennsylvania.

Section 8.02. Indemnification. The Authority shall indemnify and save harmless any Officers, Board members, or employees of the Authority from and against any claims or liabilities including reasonable attorney fees, and any judgment, decree, fine or penalties imposed on them for any act or omission committed or incurred while acting as such, and reimburse them for all legal and other expenses reasonably incurred by them in defense thereof provided that there shall be no obligation to reimburse, partially or

wholly, such persons for claims or liabilities partially or wholly arising out of their own willful misconduct.

ARTICLE IX

Section 9.01. Amendments to Bylaws. These bylaws shall be amended only with approval of at least a majority of the members of the Board at a regular or a special meeting and only after ten (10) days notice in writing of the intention to present such an amendment.

ARTICLE X

Section 10.01. Conflict with Act. Should any provision hereof conflict with any provision of the Act, the provisions of the Act shall control.

ARTICLE XI

Section 11.01. Effective Date. These bylaws shall be effective as of November 18, 2021, and shall remain in effect until revoked, modified or amended by the Board.

Adoption by the Board of Directors by vote on the ~~18-28~~ day of ~~November~~ September ~~2023~~21 by Resolution 23.

By: _____
Secretary

ROUTE 1E NOTICE OF SERVICE ADJUSTMENT

Fact Sheet:

- SRTA York/Adams fixed route service saw a permanent reduction of peak services on the Route 4E, 5E, and 6N in February 2023 following a Title VI Service Equity Analysis and acceptance from the Board via Resolution 2304.
- The permanent reduction came following a 12-month period of a perceived temporary service reduction that was instituted for SRTA York/Adams fixed route operations beginning effective in February 2022 based on operator shortages and hiring challenges that were resulting in significant increases in cancelation of services, reductions to service quality, and reduction of employee morale.
- As of July of 2023 staffing for York/Adams fixed route operators appeared to stabilize and discussions began regarding opportunities to reallocate the lost service miles and hours. As of September 2023, staffing for York/Adams fixed route remains stabilized and on pace to reach pre-pandemic staffing.
- SRTA Planning staff evaluated several service opportunities based on the concepts of restoration of service, additions to existing services, and prospective new service based on the available hours associated to the February 2023 permanent service reduction.
- Upon review, SRTA Planning staff would recommend the addition of a midday weekday frequency increase to the Route 1E. This is based on historic ridership demand and Transit Development Plan (TDP) recommendations spanning the last decade promoting the consideration of peak frequency services.
 - Restoration of services is not recommended based on the stability of ridership pre- and post- reductions and based on the fact service was reduced based on lowest performance and peak only status.
 - New services would require an appropriate Title VI process to implement that would not permit incorporation in the October 2023 schedule and bid cycle. Further, if the first stage of work is successful without staffing challenges, it may support additional service capacity.
- The proposed service would add 14 revenue hours or 15.5 total paid hours of service to the 1E of the approximate 16.67 hours permanently reduced. The service will operate between 9:45AM – 5:12PM on weekdays frequency of service to every 15 minutes between the Downtown York and East York Walmart during that period. This proposal would not trigger a major service change threshold based on not exceeding the 25% miles or hours adjustment by route criteria meaning it could be implemented immediately.
- This will assist in evaluation and consideration of future efficiency vs. coverage design decisions.

NOTE: Highlighted lines indicate new service

York Transfer Center	E. Market St at Harrison St	E. Philadelphia St. at Harrison St.	East York Walmart	York Town Center	Galleria Mall - Boscovs	Cinema Dr. at Market St.	Pleasant Acres Home	Pleasant Acres Home	York Town Center	Cinema Dr. at Market St.	East York Walmart	E. Philadelphia St. at Harrison St.	York Transfer Center
---	---	---	---	---	---	---	---	---	---	---	---	05:48	06:00
05:25	05:37	---	05:47	05:51	---	---	06:00	06:00	---	---	---	06:15	06:30
05:30	05:42	---	05:52	---	---	---	06:05	06:05	---	06:20	06:33	06:42	07:00
06:00	06:12	---	06:22	---	06:35	---	06:48	06:48	06:53	---	07:03	07:12	07:30
06:30	06:42	---	06:52	---	07:05	07:17	---	---	---	07:17	07:33	07:42	08:00
07:00	07:12	---	07:22	---	07:35	---	07:48	07:48	07:53	---	08:03	08:12	08:30
07:30	07:42	---	07:52	---	08:05	08:17	---	---	---	08:17	08:33	08:42	09:00
08:00	08:12	---	08:22	---	08:35	---	08:48	08:48	08:53	---	09:03	09:12	09:30
08:30	08:42	---	08:52	---	09:05	09:17	---	---	---	09:17	09:33	09:42	10:00
09:00	09:12	---	09:22	---	09:35	---	09:48	09:48	09:53	---	10:03	10:12	10:30
09:30	09:42	---	09:52	---	10:05	10:17	---	---	---	10:17	10:33	10:42	11:00
9:45	9:57	---	10:07	---	---	---	---	---	---	---	10:15	10:24	10:42
10:00	10:12	---	10:22	---	10:35	---	10:48	10:48	10:53	---	11:03	11:12	11:30
10:15	10:27	---	10:37	---	---	---	---	---	---	---	10:45	10:54	11:12
10:30	10:42	---	10:52	---	11:05	11:17	---	---	---	11:17	11:33	11:42	12:00
10:45	10:57	---	11:07	---	---	---	---	---	---	---	11:15	11:24	11:42
11:00	11:12	---	11:22	---	11:35	---	11:48	11:48	11:53	---	12:03	12:12	12:30
11:15	11:27	---	11:37	---	---	---	---	---	---	---	11:45	11:54	12:12
11:30	11:42	---	11:52	---	12:05	12:17	---	---	---	12:17	12:33	12:42	13:00
11:45	11:57	---	12:07	---	---	---	---	---	---	---	12:15	12:24	12:42
12:00	12:12	---	12:22	---	12:35	---	12:48	12:48	12:53	---	13:03	13:12	13:30
12:15	12:27	---	12:37	---	---	---	---	---	---	---	12:45	12:54	13:12
12:30	12:42	---	12:52	---	13:05	13:17	---	---	---	13:17	13:33	13:42	14:00
12:45	12:57	---	13:07	---	---	---	---	---	---	---	13:15	13:24	13:42
13:00	13:12	---	13:22	---	13:35	---	13:48	13:48	13:53	---	14:03	14:12	14:30
13:15	13:27	---	13:37	---	---	---	---	---	---	---	13:45	13:54	14:12
13:30	13:42	---	13:52	---	14:05	14:17	---	---	---	14:17	14:33	14:42	15:00
13:45	13:57	---	14:07	---	---	---	---	---	---	---	14:15	14:24	14:42
14:00	14:12	---	14:22	---	14:35	---	14:48	14:48	14:53	---	15:03	15:12	15:30
14:15	14:27	---	14:37	---	---	---	---	---	---	---	14:45	14:54	15:12
14:30	14:42	---	14:52	---	15:05	15:17	---	---	---	15:17	15:33	15:42	16:00
14:45	14:57	---	15:07	---	---	---	---	---	---	---	15:15	15:24	15:42
15:00	15:12	---	15:22	---	15:35	---	15:48	15:48	15:53	---	16:03	16:12	16:30
15:15	15:27	---	15:37	---	---	---	---	---	---	---	15:45	15:54	16:12
15:30	15:42	---	15:52	---	16:05	16:17	---	---	---	16:17	16:33	16:42	17:00
15:45	15:57	---	16:07	---	---	---	---	---	---	---	16:15	16:24	16:42
16:00	16:12	---	16:22	---	16:35	---	16:48	16:48	16:53	---	17:03	17:12	17:30
16:15	16:27	---	16:37	---	---	---	---	---	---	---	16:45	16:54	17:12
16:30	16:42	---	16:52	---	17:05	17:17	---	---	---	17:17	17:33	17:42	18:00
17:00	17:12	---	17:22	---	17:35	---	17:48	17:48	17:53	---	18:03	18:12	18:30
17:30	17:42	---	17:52	---	18:05	18:17	---	---	---	18:17	18:33	18:42	19:00
18:00	18:12	---	18:22	---	18:35	---	18:48	18:48	18:53	---	19:03	19:12	19:30
18:30	18:42	---	18:52	---	19:05	19:17	---	---	---	19:17	19:33	19:42	20:00
19:00	19:12	---	19:22	---	19:35	---	19:48	19:48	19:53	---	20:03	20:12	20:30
19:30	19:42	---	19:52	---	20:05	20:17	---	---	---	20:17	20:33	20:42	21:00
20:00	20:12	---	20:22	---	20:35	---	20:48	20:48	20:53	---	21:03	21:12	21:30
20:30	20:42	---	20:52	---	21:05	21:17	---	---	---	21:17	21:33	21:42	22:00
21:00	21:10	---	21:18	---	21:28	---	21:38	21:38	21:43	---	---	21:51	22:00
21:30	---	21:40	---	---	---	---	---	---	---	---	---	---	---
22:00	22:12	---	22:22	---	22:40	---	23:05	23:05	23:09	---	23:12	23:20	23:30

Federal Fiscal Year 2024 Proposed Program of Projects

The Susquehanna Regional Transportation Authority (SRTA), in fulfillment of requirements to receive financial assistance from the Federal Transit Administration, has developed and is announcing the activities for which Federal assistance is sought. SRTA is responsible for the administration of the Cumberland-Dauphin-Harrisburg Transit Authority (CDH) and the Central Pennsylvania Transportation Authority (CPTA).

FFY 2024 Program of Projects							
Request	Total Amount	Federal 5307 (CMAQ)		Federal 5339		Federal 5307	
		CDH	CPTA	CDH	CPTA	CDH	CPTA
Operating Assistance	\$6,970,700						\$3,485,350
Associated Capital Expenses	\$7,680,449					\$6,144,359	
Capital Purchases	\$4,040,669					\$1,059,232	\$2,173,303
Fixed Route Vehicles	\$4,347,820	\$2,527,500		\$573,384	\$377,372		
Totals	\$23,039,638	\$2,527,500		\$573,384	\$377,372	\$7,203,591	\$5,658,653

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.

Citizens, private transportation providers, and local elected officials may review and provide written comments on the Program of Projects. These written comments 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 and must be received by 4:00 PM, prevailing time, October 23, 2023.

The Susquehanna Regional Transportation Authority will hold a public Hearing on its Program of Projects on October 26, 2023, at 10:00 AM, prevailing time at the rabbittransit administration building, 415 North Zarfoss Drive, York PA 17401

Current and Future Procurement Projects

Name	Type	Released	Questions Due	Bid / Proposal Due	Contract Start	Value	Notes	Notes	Grant Number
20220311 - Fleet Management Software	RFP	8/8/2022	8/29/2022	9/19/2022	TBD	\$ 400,000.00	Waiting on Vendor Contract		
TASK ORDER - CAMERON STREET BUS SHELTER	Task Order					\$ 8,000.00	Design		JMT Work
20220331 - Cameron Shelter	IFB	TBD					KCI design and solicitation		
20220428 - York Transfer Center Call Box	Small Quote	4/28/2022				\$ 12,000.00	Need quotes for concrete cutting and repour		
20220826 - Fare Collection	TBD				TBD	\$ 1,400,000.00	RFI In Concert with 14 other agencies		
20221019 - Dauphin Service Truck	Small Quote					\$ 120,000.00		Waiting on Dealer Availability	
20221115 - CRM Software	RFP	TBD				TBD			
20221130 - Engine Coolant Recovery Machine	Small Quote					\$ 12,000.00	Need Information		
20230302 - Remote Site WiFi	RFP	5/19/2023	6/12/2023	6/26/2023	No Proposals	\$ 60,000.00	Need information for Franklin County Now		
20230308 - MTS - Zarfoss Camera Installation	RFQ	3/24/2023	4/27/2023	5/11/2023	7/19/2023	\$ 116,000.00	Resolution for Board 06/22/2023	DAUPHIN-2024-0059 / YORK-2024-0100	MTS 5307 York See Note
20230310 - Dauphin Service Truck Lift Gate	Small Quote					TBD			
20230313 - Systemwide Radio Upgrade	TBD					\$ 1,800,000.00			
20230316 - Zarfoss Door Repairs	TBD					\$ 35,000.00			
20230405 - Zarfoss Compressor	RFP					\$ 20,000.00			
20230411 - Call Center Software	RFP	5/1/2023	6/1/2023	6/22/2023	9/1/2023	\$ 165,000.00	\$50,000 Remaining in Grant		
20230504 - System Wide Standing Desks	Small Quote					\$ 29,000.00		TBD	CCA-G-22-23-SRTA-00746
20230511 - PTASP Software	RFP	9/25/2023	11/6/2023	12/11/2023	2/26/2024	TBD			
20230512 - Northumberland Roof Replacement	RFQ	5/26/2023	6/29/2023	7/14/2023	8/23/2023	\$ 75,520.00		NORTHUMBER-2024-0052	CCA-G-22-23-SRTA-00746 [Grant]
20230517 - York Boardroom Tech Upgrade	TBD					TBD	Need Information	No Grant Money Available	
20230523 - York Cord Reels	TBD					\$ 4,500.00	Actual costs may be higher	Waiting on Facilities Electrician	CPTA 22-23 #5387,
20230603 - Headsets - Microphones	Micro Purchase					TBD	Need to confirm Thin Client Use		TBD - Cpta-21-22-114-5 @ 96.775%
20230609 - Lemoyne Bus Shelter [Site Construction]	RFQ					\$ 30,000.00			
20230616 - Locust Lane ADA Access	RFQ					\$ 60,000.00			
20230630 - Emigsville Asphalt Sealing	Small Quote					\$ 10,300.00			YORK-2024-0268
20230720 - Northumberland Compressor Move	Small Quote					\$ 4,943.06		NORTHUMBER-2024-0087	Ycta-15-16 100% Federal 5311
TASK ORDER - 5 Locust Lane ADA Pad	Contract					\$ 13,695.00		DAUPHIN-2024-0122	
20230725 - Radio Replacement Consulting	Small Quote								
20230725 - Zarfoss Fire Suppression	Small Quote					\$ 52,000.00		FEDERAL	PA-2017-003
20230726 - Remote Internet Access	Sole Source					\$ 3,300.74		YORK-2024-0322	
20230726 - Fare Box Replacement	RFP					TBD			
20230807 - Renewal Natural Gas	RFP					TBD			
20230809 - Bus Wash HVAC	IFB					\$ 150,000.00			CPTA-22-23-#5387 11.42.02
20230811 - York AC Machine	TBD					TBD			
20230824 - Shrewsbury Line Stripe	Small Quote					\$ 1,990.00			CPTA-21-22-#8163
20230824 - Zarfoss Line Stripe	TBD					TBD		FEDERAL	YCTA-16-17-113-4 that has 100% Federal
20230825 - Zarfoss Backflow Preventers	Small Quote					\$ 20,000.00		FEDERAL	YCTA-16-17-113-4
20230825 - Zarfoss Roof Gutters	Small Quote					\$ 20,000.00			CPTA-22-23-#5387 11.42.02
20230907 - York Adams Paratransit Subcontractor	Small Quote					TBD			Operating
20230911 - Shippensburg Operator	RFP					TBD			Operating
20230918 - Customer Service Headsets	TBD					TBD	Need informatino from end user		
20230918 - Customer Service Phones	TBD					TBD	Need informatino from end user		
20230919 - Vanpool Pilot 2023	RFP					TBD			
20230922 - York Switch Replacement	TBD					TBD	Need informatino from end user		