

SRTA

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

DATE: April 27, 2023

TIME: 10:00 AM

PLACE: 415 N. Zarfoss Dr. York, PA
A Zoom option will also be offered.
Public may participate at Cameron Street or Zarfoss Drive Locations.

PURPOSE: April 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 February 23, 2023 (Pages 3-6)
5. Communications
6. YAMPO Transit Committee – No Business
7. Treasurer’s Report
8. Old Business
9. New Business
 - Resolution 2322 – HONORING PATRICIA DEIMLER (Page 7)
 - Resolution 2323 – HONORING ROSE COOK (Page 8)
 - Resolution 2324 – HONORING AWARDING MONTH-TO-MONTH CLEANING CONTRACTS (Pages 9-10)
 - Resolution 2325 – AUTHORIZING THE FILING OF A STATE CAPITAL GRANT APPLICATION AND CERTIFICATION OF LOCAL MATCH (Pages 11-12)
 - Resolution 2326 – FREE BOARDINGS ON FIXED ROUTE IN RECOGNITION OF RIDER APPRECIATION EVENT (Page 13)
 - Resolution 2327 – APPROVAL TO PROCEED WITH TITLE VI MAJOR SERVICE CHANGE PROCESS (Pages 14-15)
 - Resolution 2328 – APPROVING A TEMPORARY MODIFICATION TO THE ESSENTIAL REQUIREMENTS (RETENTION) AND EMPLOYMENT QUALIFICATIONS/DRIVER POLICY (Pages 16-17)

Resolution 2329 – RESOLUTION OF THE BOARD OF DIRECTORS OF
SRTA AUTHORIZING THE JOINING OF FRANKLIN
COUNTY WITH SRTA (Page 18)

Resolution 2330 – AUTHORIZATION TO PURCHASE PARATRANSIT AND
MICROTRANSIT ROLLING STOCK (Page 19-20)

10. PENNDOT PERFORMANCE REVIEW UPDATE (Page 21)

11. Future Procurements (Page 22)

12. Staff Report

A. Bev Hockenberry Introduction

13. Executive Session

14. Adjournment

Next Meeting: Thursday, May 25, 2023, 901 N. Cameron St. Harrisburg, PA
10:00 am – SRTA Board Meeting

SRTA
SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

MINUTES OF SRTA BOARD MEETING

February 23, 2023

Present were board members: LaToya Winfield Bellamy, Eric Bugaile, Carrie Gray, Jarrod Johnson, Richard Kotz, Keith Martin, Raymond Rosen, Kirk Stoner, Thomas Wilson; and Jill Nagy, Counsel, was also present.

Administrative Staff Members present were Miguel Aciri-Rodriguez, Stephen Baldwin, Richard Farr, Brian Gillette, Nicole Hansen, Bev Hockenberry, David Juba, Jamie Leonard, Eric Maguire, Trevor Manahan, Cory Matthews, Jenna Reedy, Richard Trout, Sherry Welsh and Christopher Zdanis.

CALL TO ORDER

The February 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

No changes or modifications to the agenda.

PUBLIC COMMENT

Amber Blaloch commented on the proposed location of the new Harrisburg transfer center.

APPROVAL OF MINUTES

Motion to approve the January 26, 2023, meeting minutes was raised by Tom Wilson, seconded by Eric Bugaile, and passed unanimously.

COMMUNICATIONS

Thank you letter from family of rider, Violet Reed.

YAMPO TRANSIT COMMITTEE

There was no YAMPO Transit Committee business.

TREASURER'S REPORT

Keith Martin presented the January 2023 Financial Statement and Statistical Notes. Keith Martin deferred to Stephen Baldwin for further details on the January 2023 Financial Statement and Statistical Notes. Stephen Baldwin noted the following highlights from the report:

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SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

- **RIDERSHIP**: Year to date comparisons to the prior year and to pre-covid levels are as follows:
 - Fixed Route ran 17% above last year and at 63% of pre-covid ridership.
 - Paratransit was 17% above the previous year and 80% of pre-covid ridership levels.
 - Commuter Express was 19% above last year (YTD) but only 34% of pre-covid levels. The Governor's decision to bring more staff back to their offices in Harrisburg beginning in March may have a positive impact on Commuter Express Ridership.
 - Microtransit's ridership was 323% of the same time last year.
- **REVENUE**: Year to Date Grant and Contract Income is below budget by \$4.0 million because less subsidy was required than the budget anticipated.
- **EXPENSES**: Year to Date Total Expenses are \$2.9 million or 8% lower than budget.
- Although this is a favorable budget variance, it is less favorable than last month when Year to Date Total Expenses were \$3.5 million or 12% lower than budget. As expected the recognition of the expense associated with benefit time granted for future use to employees at the beginning of the calendar year, wage increases and one- time bonuses designed to incent contract approval and employee retention fully account for the reduction in the accumulated favorable budget variance. Unfilled positions remain at 77 or 12% of approved positions in January. If this trend continues, Year to Date wages and benefits will continue to stay well below the Year to Date budget going forward. Graph of open positions by division provided in the dashboard.
- **RESERVES**: State grant applications are in process at this time that will restore the cash reserves to targeted levels.
- **LINE OF CREDIT**: There are no draws on the organization's line of credit.
- **CAPITAL EXPENDITURES**: \$892,971 was spent to purchase nine (9) Paratransit vehicles for the Harrisburg based Paratransit operation.

Richard Farr discussed the hiring challenges and specifically for paratransit Dauphin County operators. Conversations are taking place with human service agencies regarding those challenges and impacts on service as well as their constituents. Stephen Baldwin noted a graph of paratransit trips compared to last year and discussed trending.

Trevor Manahan updated the Board on the bus wash doors in the York office.

OLD BUSINESS

No old business.

RESOLUTIONS

RESOLUTION 2312 – HONORING FIXED ROUTE DRIVER JERRY O'DELL FOR 45 YEARS OF SERVICE

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

RESOLUTION 2313 – HONORING MOBILITY PLANNING REPRESENTATIVE FRANCES STAMBAUGH FOR 30 YEARS OF SERVICE

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Motion to approve was raised by Keith Martin, seconded by Rich Kotz, and passed unanimously.

**RESOLUTION 2314 – HONORING SENIOR DATA MANAGER BONNIE STINE
FOR 30 YEARS OF SERVICE**

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

**RESOLUTION 2315 – HONORING FIXED ROUTE DRIVER DANIEL TRIMMER FOR 30 YEARS OF
SERVICE**

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

**RESOLUTION 2316 – AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL
TRANSIT ADMINISTRATION**

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

**RESOLUTION 2317 – AUTHORIZING THE EXECUTION OF COOPERATIVE FUNDING
AGREEMENT WITH THE BOROUGH OF GETTYSBURG**

Motion to approve was raised by Tom Wilson, seconded by Richard Kotz and passed unanimously.

RESOLUTION 2318 – AWARDING DIESEL FUEL CONTRACT

Motion to approve was raised by Eric Bugaile, seconded by Keith Martin, and passed unanimously.

Resolution 2319 – CONTRACT AMENDMENT FOR PARATRANSIT SERVICE

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

**Resolution 2320 – AUTHORIZATION TO EXECUTE OPTION YEAR ONE FOR INTERCITY BUS
PROGRAM CONTRACTS**

Motion to approve was raised by Keith Martin, seconded by Richard Kotz, and passed unanimously.

**Resolution 2321 – ESTABLISHING SIGNATURE REQUIREMENTS FOR AUTHORITY CHECKING
ACCOUNTS**

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

The Board recognized Rich Farr for his twenty years of service.

FUTURE PROCUREMENTS

SRTA
SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

The list of procurement projects was reviewed.

STAFF REPORT

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

- West Milton lot update for security fencing
- Carlisle Ritner Road Project – Design Phase
- Cameron Street Project Preliminary Plan
- In person training will be resuming for February and March
- The governor appointed SRTA as the designated recipient of grant funds. The FTA has issued SRTA a recipient number.

ADJOURNMENT

The next scheduled Board of Directors meeting will take place on March 23, 2023, at 10:00 AM at 901 N. Cameron St. Harrisburg, PA.

The meeting adjourned at 11:26 AM.

Respectfully Submitted,



Richard Kotz
Secretary

RESOLUTION NO. 2322

**HONORING SITE MANAGER PATRICIA DEIMLER
FOR 40 YEARS OF SERVICE**

WHEREAS, Patricia Deimler began her public service as a Driver of the Cumberland County Transportation Department in 1983; and,

WHEREAS, the year 2023 marks 40 years of public service to the Authority; and,

WHEREAS, her commitment to the Authority and safety of the community that we serve is commendable and has not gone unnoticed; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority that it formally acknowledges the years of service of Patricia Deimler in her role as a Site Manager of the Transportation 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 April 27, 2023.

Attest: _____
Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION NO. 2323

**HONORING SITE MANAGER II ROSE COOK
FOR 40 YEARS OF SERVICE**

WHEREAS, Rose Cook began her public service as a member of the office staff of the Cumberland County Transportation Department in 1983; and,

WHEREAS, the year 2023 marks 40 years of public service to the Authority; and,

WHEREAS, her commitment to the Authority and safety of the community that we serve is commendable and has not gone unnoticed; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority that it formally acknowledges the years of service of Rose Cook in her role as Site Manager II of the Transportation 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 April 27, 2023.

Attest: _____
Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION 2324

AWARDING MONTH-TO-MONTH CLEANING CONTRACTS

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) desires to establish contracts for cleaning services to be performed at the Cameron Street and Zarfoss Drive administration buildings; and,

WHEREAS, there is a need to contract services to maintain buildings in good order to facilitate safe and efficient administrative functions so as to provide transit riders with necessary service; and,

WHEREAS, quotes for cleaning each facility were solicited from a number of possible service providers with Amazing Touch Cleaning providing the least cost quote for each location to perform such services with their own cleaning equipment and consumable supplies; and,

WHEREAS, it was determined that contracting on a month-to-month, as needed basis was the most prudent solution while the Authority seeks to retain necessary personnel; and,

WHEREAS, these services will be adjusted at each facility as internal personnel are recruited and trained to perform these necessary duties; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby approve and authorize the award of contracts for the cleaning of the Cameron Street and Zarfoss Drive facilities to Amazing Touch Cleaning. The rates for Cameron Street and Zarfoss Drive respectively are One-thousand, four-hundred, fifty-four Dollars and Eighty-eight Cents (\$1,454.88) month and Two-thousand, nine-hundred, sixty-four Dollars and ninety-six Cents (\$2,964.96) per month

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 this 27th day of April 2023.

Attest: _____
Richard Kotz
Secretary

Raymond Rosen
Chairman

FACT SHEET

RESOLUTION 2324

AWARDING CLEANING CONTRACTS

- As Authority personnel are recruited for each location these contracts will be adjusted accordingly
- If it is found to be necessary to continue these services through February 2024, these contracts and pricing will be reevaluated to ensure the Authority is receiving the best possible value.
- Monthly, biannual, and annual costs

| | Monthly Cost | 6 Month Cost | 12 Month Cost |
|-----------------------|-------------------------|-------------------------|--------------------------|
| Cameron Street | | | |
| Amazing Touch | \$ 1,454.88 | \$ 8,729.28 | \$ 17,458.56 |
| Merry Maids | \$ 2,080.00 | \$ 12,480.00 | \$ 24,960.00 |
| Citywide | \$ 2,684.73 | \$ 16,108.38 | \$ 32,216.76 |
| Average | \$ 2,073.20 | \$ 12,439.22 | \$ 24,878.44 |
| Zarfoss | | | |
| Amazing Touch | \$ 2,964.96 | \$ 17,789.76 | \$ 35,579.52 |
| Citywide | \$ 2,983.78 | \$ 17,902.68 | \$ 35,805.36 |
| Triple Threat | \$ 3,600.00 | \$ 21,600.00 | \$ 43,200.00 |
| Average | \$ 3,182.91 | \$ 19,097.48 | \$ 38,194.96 |

RESOLUTION NO. 2325

**AUTHORIZING THE FILING OF A STATE CAPITAL GRANT APPLICATION AND
CERTIFICATION OF LOCAL MATCH**

The Board of Directors of the Susquehanna Regional Transportation Authority resolves and certifies that the requested state amount of \$2,451,133 of Section 1514 state discretionary trust funds are requested for Fiscal Year 2022-2023 to help pay for projected capital costs, excluding asset maintenance, and that these funds will only be used for this purpose since these funds are ineligible to be used for operating costs. Any of these funds not used this Fiscal Year will be used only for capital assistance in a subsequent year.

Further, the Board of Directors of the Susquehanna Regional Transportation Authority resolves and certifies that in Fiscal Year 2022-2023 that the local cash matching funds of no less than \$81,993 will be provided to match the requested amount of Section 1514 state discretionary trust funds.

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 April 27, 2023.

Attest: _____
Richard Kotz
Secretary

Raymond Rosen
Chairman

FACT SHEET

RESOLUTION 2325

AUTHORIZING THE FILING OF A STATE CAPITAL GRANT APPLICATION AND CERTIFICATION OF LOCAL MATCH

- Annual certification of State capital funding request and associated matching local funds.
- List is updated and current (PA DOT had issues migrating SRTA Capital Application; SRTA added projects). This resolution supersedes resolution #2121 from June 30, 2022.
- Amount determined based on requested projects. PA DOT has approved for each of the following projects listed below in the final approved CCA Grant Application.
- Funding represents the projects requesting State 1514 Discretionary funds and the required match for each
- Capital Projects applied for are:

| <u>Capital Project</u> | <u>Total Amount</u> | <u>Federal</u> | <u>State</u> | <u>Local</u> |
|--------------------------------|---------------------|---------------------|---------------------|------------------|
| Maintenance Equipment | \$ 73,125 | | \$ 70,689 | \$ 2,436 |
| ADP Hardware/Software | \$ 125,000 | | \$ 120,900 | \$ 4,100 |
| Systemwide Radio System | \$ 740,000 | | \$ 716,135 | \$ 23,865 |
| Zarfoss Facility | \$ 824,000 | \$ 419,200 | \$ 391,744 | \$ 13,056 |
| Fuel Mgmt System | \$ 110,000 | \$ 87,999 | \$ 21,291 | \$ 710 |
| Nco Maint Facility Roof | \$ - | | | \$ - |
| Office Furniture | \$ 7,500 | | \$ 7,250 | \$ 250 |
| Safety/Security Equipment | \$ 122,500 | | \$ 118,420 | \$ 4,080 |
| Automated Labor Scheduling | \$ 500,000 | | \$ 483,875 | \$ 16,125 |
| Training Devices & Materials | \$ 13,200 | | \$ 12,760 | \$ 440 |
| Vehicle Safety Annunciator | \$ 1,100,000 | \$ 880,000 | \$ 212,905 | \$ 7,095 |
| Lemoyne Shelter | \$ 60,000 | | \$ 58,065 | \$ 1,935 |
| Fixed Route Vehicles - Replace | \$ 1,225,000 | \$ 980,000 | \$ 237,099 | \$ 7,901 |
| Grand Totals | \$ 4,900,325 | \$ 2,367,199 | \$ 2,451,133 | \$ 81,993 |

- **Local Match Breakdown by Municipality is:** Adams County = \$3,451; York County = \$52,662; Cumberland County = \$7,703; Dauphin County = \$10,298; City of Harrisburg = \$7,879.

RESOLUTION 2326

**FREE BOARDINGS ON FIXED ROUTE
IN RECOGNITION OF RIDER APPRECIATION EVENT**

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) has partnered with PennDOT and the Pennsylvania Public Transportation Association (PPTA) in a statewide initiative developed in coordination with PPTA and transit agencies across the Commonwealth; and,

WHEREAS, the week of May 1 through May 5, 2023, has been designated as Rider Appreciation Week, in association with the statewide initiative; and,

WHEREAS, participating transit agencies are offering customers complimentary rides on Wednesday, May 3, as a show of appreciation for their continued ridership; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority that it will demonstrate its support of its rider base by offering free rides on all fixed route, express and applicable complementary paratransit service to riders who boards on May 3, 2023.

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 April 27, 2023.

attest: _____
Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION NO. 2327

APPROVAL TO PROCEED WITH TITLE VI MAJOR SERVICE CHANGE PROCESS

WHEREAS, the 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, SRTA has become aware of changes along the Capital Region’s fixed route, specifically Route CY, that is anticipated to have significant impact on that service’s sustainability from both a financial and ridership perspective; and,

WHEREAS, in accordance with its appropriate Title VI plans, SRTA anticipates a major service change threshold to be triggered on one or more of the following grounds based on preliminary analysis:

- 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; and,

WHEREAS, in accordance with FTA’s Title VI requirements, SRTA is required to conduct a service equity analysis when any major service change threshold is met; 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 SRTA Title VI Program, the agency may proceed with the major service change process.

CERTIFICATION OF OFFICERS

OF

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

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attest: _____

Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION NO. 2327

APPROVAL TO PROCEED WITH TITLE VI MAJOR SERVICE CHANGE PROCESS

Fact Sheet:

- SRTA has operated the Route CY in the Capital Region service area with significant funding and ridership support provided by Chewy through a contract agreement since inception.
- Chewy's Mechanicsburg facility located at 40 Dauphin Dr., Mechanicsburg, PA 17050, along the Route CY, is anticipated to cease operations in the next few months with preliminary dates indicating June 2023.
- It has been reported that the transit-loyal workforce at Chewy utilizing the Route CY is being offered an opportunity to transfer to Chewy's Lewisberry facility located at 100 Goodman Dr., Lewisberry, PA 17339.
- SRTA and Chewy have discussed their desire to support those transit-loyal workers through a new potential contract agreement.
- SRTA anticipates analyzing several factors, including but not limited to:
 - Available resources in terms of operators and vehicles to support both service needs.
 - Route CY Ridership and Automatic Passenger counter (APC) activities to aggregate ridership needs and identify travel patterns.
 - Route CY financial viability without the contract agreement's support.
 - Census and demographic analysis, with specific emphasis on consideration of minority and low income populations.
 - Evaluate the potential for adverse impact on minority and low income populations and any potential mitigation opportunities.
 - Opportunities to realign a new route to service industrial, manufacturing, and distribution locations in Lewisberry and along I-83.
- Depending on the findings of the analysis leading into the major service change process, public hearings and meetings will be held based on the proposed changes. Any final decision will rest on the approval of the Board at a future point.

RESOLUTION 2328

APPROVING A TEMPORARY MODIFICATION TO THE ESSENTIAL REQUIREMENTS (RETENTION) AND EMPLOYMENT QUALIFICATIONS/DRIVER POLICY

WHEREAS, the Susquehanna Regional Transportation Authority has undertaken the creation, review, and compilation of employee policies to establish a consistent collection of expectations; and,

WHEREAS, SAFTI requires the Susquehanna Regional Transportation Authority (SRTA) to have a policy stating essential qualifications; and,

WHEREAS, as the hiring and managing entity for the Cumberland-Dauphin-Harrisburg Transit Authority and the Central Pennsylvania Transportation Authority, the hiring standards adopted herein shall apply to those entities under the management of the Susquehanna Regional Transportation Authority; and,

WHEREAS, SRTA wishes to adopt temporary guidelines that modify the current policy; and,

WHEREAS, SRTA has worked with its labor partners to identify a “Start Now” initiative, which would allow employees to enter the organization as a “paid observer only” employee while going through the background clearance process. Teamsters has formally approved the program and we continue to work with the ATU; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority, that the revision of the Susquehanna Regional Transportation Authority Hiring and Maintenance of Essential Requirements (Retention) and Employment Qualifications/Driver Policy be adopted and instituted with a scheduled sunset date of September 28, 2023.

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 April 27, 2023.

Attest: _____
Richard Kotz
Secretary

Raymond Rosen
Chairman

APPROVING A TEMPORARY MODIFICATION TO THE ESSENTIAL REQUIREMENTS
(RETENTION) AND EMPLOYMENT QUALIFICATIONS/DRIVER POLICY



Hiring and Maintenance of Essential Requirements (Retention) Policy

Effective Date: February 24, 2022
Revision Date: April 27, 2023

Hiring Procedures

The Authority will perform the following procedures when hiring for positions:

Pre-Offer/Pre-Employment

- Advertise/Post position - describing essential job functions, physical requirements and minimum qualifications, etc.
- Must comply with established standard hiring procedures.
- Review applications for job qualifications.
- Must meet minimum established qualifications.
- Interview of selected qualified candidate(s) will be conducted by both phone screens and in person interviews.
- Prior employment must be listed on the application. Reference checks are at the discretion of the Authority.

Offer/Pre-Employment

- Job offers are made, contingent upon successful completion of background checks and testing as established for each position.

Post-Offer/Pre-Employment

- Background check of criminal history, child abuse clearance, credit fitness check for key employee positions where financial responsibility is relevant, and employment history are performed;
- Obtain and review MVR of applicant.

Temporary Provision to Pre/Post-Offer – Sunsets on September 28, 2023.

Candidates who are believed to be qualified and as a means of retainage as a new employee will be given the opportunity to begin employment in the Start Now initiative after the MVR, Drug Screen and DOT physical is complete. The employment opportunity will be in an observation status only. They will be paid to ride along with the operator and will not be permitted to perform any work. They will be moved from observation into the next available training class. No employee will be permitted to serve any passenger in any capacity until a full background check is completed.

RESOLUTION NO. 2329

**RESOLUTION OF THE BOARD OF DIRECTORS OF SUSQUEHANNA
REGIONAL TRANSPORTATION AUTHORITY AUTHORIZING THE JOINING OF
FRANKLIN COUNTY WITH SRTA**

WHEREAS, the Board of Directors of the Susquehanna Regional Transportation Authority, a Pennsylvania municipal authority ("SRTA"), deems it advisable that Franklin County join with and into SRTA; and,

WHEREAS, the Board of Directors of SRTA hereby approves submitting a Resolution to set forth its intent to have Franklin County join the Authority to the original founding members of the Authority for approval; and,

WHEREAS, the materials submitted to the Board of Commissioners of Franklin County for consideration in connection with the proposed joining, including but not limited to, the Application for Joinder, Amended and Restated Articles of Incorporation and proposed Bylaws, are conditioned on the approval of the Joining by the Adams County Commissioners, Cumberland County Commissioners, Dauphin County Commissioner, Harrisburg City Council and the York County Commissioners.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of SRTA hereby ratifies and approves the proposed joining of Franklin County with and into SRTA; and,

RESOLVED, that the Board of Directors of SRTA hereby ratifies and approves the forms of merger documents, including but not limited to, the Application for Joinder; the Amended and Restated Articles of Incorporation; and Bylaws, substantially in the form attached hereto.

RESOLVED FURTHER, that Board Chairperson, and/or Vice Chairperson, and/or Executive Director, under the guidance of SRTA legal counsel, be and they hereby are, authorized, empowered and directed to take any and all actions necessary and execute, acknowledge and deliver any and all documents that may be required or necessary to carry out the intentions of the foregoing.

CERTIFICATION OF OFFICERS

OF

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

I certify that the foregoing is a true and correct copy of a Resolution adopted at a legally convened meeting of the Susquehanna Regional Transportation Authority Board Members held on April 27, 2023.

Attest: _____
Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION 2330

**AUTHORIZATION TO PURCHASE PARATRANSIT AND
MICROTRANSIT ROLLING STOCK**

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) uses the PennDOT Capital Planning Tool and as such has identified twenty-six (26) paratransit and microtransit vehicles that have met or exceeded estimated useful life; and,

WHEREAS, SRTA participated in a state-wide joint procurement led by the South Central Transit Authority (SCTA) for the replacement and expansion of certain transit vehicles; and,

WHEREAS, Sheppard Brothers, Inc. was awarded the resulting contract to build and supply the Body on Chassis vans. Subsequently, Sheppard Brothers was purchased by Coach and Equipment Bus Sales, who now holds the aforementioned contract; and,

WHEREAS, SRTA has secured PennDOT grant funds to make these replacements,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors that it hereby authorizes the Executive Director to purchase up to twenty-six (26) paratransit vehicles at a unit cost of \$150,646.00 and a project total of \$3,917,056.

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 27nd day of April 2023.

Attest:

Richard Kotz
Secretary

Raymond Rosen
Chairman

FACT SHEET

RESOLUTION 2330

AUTHORIZATION TO PURCHASE PARATRANSIT AND MICROTRANSIT ROLLING STOCK

- Retired vehicles will be advertised and sold
- The typical life is five (5) years and One-hundred fifty thousand (150,000) miles
- These twenty-six (26) vehicles will be distributed to Adams, Columbia, Cumberland, Franklin, Montour, Northumberland, Perry, Snyder, Union, and York Counties.
- All chassis will be Ford E450's, which match the bulk of the SRTA fleet and allow for parts interchangeability and repair efficiency

CPTA Act 44 Transit Performance Review Action Plan - April 2023

| Actions to Increase Passengers / Revenue Hour | CPTA Action Plan | Progress Report Update(s) |
|---|---|--|
| 1. Assess alternative transportation options for southern York County as part of the next TDP update. | CPTA anticipates a TDP update in 2022. Based on the outcome of the TDP update, rabbittransit will prepare a pilot funding application that will be submitted to PennDOT should opportunities be identified. | SRTA has begun its internal TDP process as of February 2022. This TDP will be focused on employee engagement, internal department stakeholder meetings, and select advisory groups to assist in understanding SRTA's service framework. |
| 2. Continue to work with municipalities experiencing population growth and new commercial development to include a CPTA review of proposed site development plans. | CPTA is heavily engaged in local and regional planning organizations and has recently been a working member of PPTA's "Build a Better Bus Stop" Project which worked to prepare transit oriented development language for agencies to revise and tailor to their regional needs. Further, CPTA seeks to continue efforts to find third-party funding partners as state and federal resources don't allow for adequate source expansions. | Ongoing. SRTA has been in contact with several development groups in the York and Dauphin service areas within the last few months related to transit feedback and consideration is site plans. SRTA has used these opportunities to encourage multimodal connectivity and transit-oriented development in associated designs. |
| Actions to Increase Operating Revenue / Revenue Hour | CPTA Action Plan | Progress Report Update(s) |
| 1. Continue to monitor its fixed-route farebox recovery and maintain a satisfactory fare recovery level. | CPTA does maintain and monitor farebox recovery and will evaluate a potential change in fare and farebox collection policy. Special consideration will need to be given for pandemic / post-pandemic consumer needs and ability to pay. It is worth noting that this element may see significant updates with the coordination of CAT and rabbittransit services. | No significant changes or updates. |
| Actions to Contain Operating Costs / Revenue Hour | CPTA Action Plan | Progress Report Update(s) |
| 1. Develop a more detailed strategic IT plan that defines desired IT specifications, interdepartmental information flow, and an investment plan. | CPTA requests assistance from PennDOT in the providing of templates, a framework, or technical expertise in the development of such a plan with consideration given to the coordination of CAT and rabbittransit services in terms of timeline factors. | No significant changes or updates. |
| 2. Update its cost allocation plan to equitably assign costs across divisions, including other service lines like non-public transportation, CAT management, and 4Ride. | The authority will evaluate this recommendation, but has not identified any compelling reasons that the current model is not effective. CPTA's current model does allocate costs across divisions, including non-public transportation, but does not for fee for non-direct transportation services under an agreement such as the CAT management and 4Ride agreements CPTA would request PennDOT to provide expanded guidance to direct efforts. | No significant changes or updates. |
| 3. Develop standards and monitor mechanic efficiency for routine tasks. | Preliminarily anticipate deployment of new maintenance software in early 2022. CPTA is in the process of drafting a procurement for a new maintenance software. Further, CPTA will identify in the required scope of work or functionality evaluation the capability of the system to meet monitoring and reporting needs. | SRTA has identified a selection of pilot standard repair time projects to test the Maintenance software capabilities and have begun quality assurance on initial testing. |
| Other Actions to Improve Overall Performance | CPTA Action Plan | Progress Report Update(s) |
| 1. Implement a formal capital planning process agency-wide that it can use to identify and prioritize CPTA's short and long-term capital needs. | Preliminarily anticipate deployment in FY2021-2022 planning cycle. The authority does have a formal capital planning process in place, but recognizes the reviewer recommendation to expand this with CAT services in mind. | Ongoing, no updates. |

Current and Future Procurement Projects

| Name | Type | Released | Questions Due | Bid/ Proposal Due | Contract Start | Value |
|--|----------------|------------|---------------|-------------------|----------------|-----------------|
| 20220217 - Stand up Desks | small Quote | | | | | \$ 17,000.00 |
| 20220218 - Zarfoss Compressor | Small Quote | TBD | | | | \$ 20,000.00 |
| 20220311 - Fleet Management Software | RFP | 8/8/2022 | 8/29/2022 | 9/19/2022 | TBD | \$ 400,000.00 |
| TASK ORDER - CAMERON STREET BUS SHELTER | Task Order | | | | | \$ 8,000.00 |
| 20220328 - Dauphin Oil-Water Separator | IFB | 10/19/2022 | 11/3/2022 | 11/15/2022 | | \$ 300,000.00 |
| 20220331 - Cameron Shelter | IFB | TBD | | | | |
| 20220411 - Plumbing Maintenance Contract RFP | RFQ | 4/19/2022 | 5/5/2022 | 5/23/2022 | 7/6/2022 | \$ 10,000.00 |
| 20220428 - York Transfer Center Call Box | Small Quote | 4/28/2022 | | | | \$ 12,000.00 |
| 20220519 - Zarfoss Camera Replacement | Small Quote | 5/18/2022 | | | | \$ 23,854.00 |
| 20220611 - York Vending RFP | RFP | 7/25/2022 | 8/22/2022 | 9/5/2022 | 10/14/2022 | TBD |
| 20220712 - Genfare Boxes - FastFare Conversion | Sole Source | | | | | \$ 1,400,000.00 |
| 20220809 - Dauphin Admin Vehicle Lights | Small Quote | | | | | TBD |
| 20220815 - Union County Lot Cameras | Small Quote | | | | | \$ 35,000.00 |
| 20220826 - Fare Collection | RFI | 3/23/2023 | 4/5/2023 | 5/18/2023 | | NA |
| 20221004 - Uniform RFP | RFP | | | | | |
| 20221019 - Dauphin Service Truck | Small Quote | | | | | \$ 120,000.00 |
| 20221025 - Franklin Lot Security | TBD | | | | | TBD |
| 20221115 - CRM Software | RFP | TBD | | | | TBD |
| 20221122 - General Contracting | RFP | | | | | TBD |
| 20221130 - Engine Coolant Recovery Machine | Small Quote | | | | | \$ 12,000.00 |
| 20230124 - King Street Heat- Plumbing Repair | TBD | | | | | TBD |
| 20230130 - Northumberland Ford Diagnostic Tool | Small Quote | | | | | \$ 4,500.00 |
| 20230130 - York Diagnostic Tool | Small Quote | | | | | \$ 1,500.00 |
| 20230209 - Dauphin Wheel Coating | Small Quote | | | | | TBD |
| 20230210 - York Maintenance Laptops | Small Quote | | | | | \$ 6,000.00 |
| 20230302 - Remote Site WiFi | RFP | | | | | TBD |
| 20230308 - MTS - Zarfoss Camera Installation | RFQ | 3/24/2023 | 4/27/2023 | 5/11/2023 | | \$ 116,000.00 |
| 20230309 - Zarfoss Lobby Repair | small Quote | | | | | \$ 18,000.00 |
| 20230310 - Dauphin Service Truck Lift Gate | Small Quote | | | | | TBD |
| 20230313 - Systemwide Radio Upgrade | RFI | | | | | \$ 1,800,000.00 |
| 20230316 - Zarfoss Door Repairs | TBD | | | | | \$ 35,000.00 |
| 20230316 - York Replacement Jack | Micro Purchase | | | | | \$ 1,500.00 |
| 20230317 - Zarfoss Video Servers | TBD | | | | | TBD |
| 20230405 - Zarfoss Compressor | | | | | | TBD |
| 202304004 - Dauphin Refridgerator | | | | | | \$ 1,500.00 |
| 20230411 - Call Center Software | TBD | | | | | TBD |

ARTICLES OF INCORPORATION

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

TO: THE SECRETARY OF THE COMMONWEALTH OF PENNSYLVANIA

In compliance with the requirements of the Act of June 19, 2001, P.L. 287, known as the Municipality Authorities Act, 53 Pa.C.S.A. Sections 5601 et seq., and pursuant to Resolutions duly enacted by the municipal authorities of the County of York, Pennsylvania, and the County of Adams, Pennsylvania, the County of Franklin, Pennsylvania, the County of Dauphin, Pennsylvania, the County of Cumberland, and the City of Harrisburg, expressing the intention and desire of the municipal authorities of said municipalities to organize a municipality authority jointly under said Act, said incorporating municipalities do hereby certify:

1. The name of the Authority is “SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY.”

2. The Authority is formed under the provisions of the Act of June 19, 2001, P.L. 287, known as the Municipality Authorities Act, 53 Pa.C.S.A. Sections 5601 et seq., for the following purposes: To acquire, purchase, hold, construct, improve, maintain, operate, repair, own and lease, as lessee, any franchise, property, business, real, personal or mixed, tangible or intangible, or any interest therein necessary or desirable for carrying out the purposes of the Authority as an operating authority and for the purposes carried out by the Central Pennsylvania Transit Authority and the Capital Area Transit Authority, and to sell lease as lessor, transfer and dispose of any property or interest therein at any time acquired by it; and to exercise all powers, necessary or convenient for the carrying out of its operation of a mass transportation service and all other transit and transportation related services to the County of York, the County of Adams, the County of Franklin, the County of Dauphin, the County of Cumberland and the City of Harrisburg, Pennsylvania and for any Pennsylvania municipality who calls upon SRTA for assistance.

3. Other authorities have been organized under said Municipality Authorities Act, or under the former act of June 28, 1935 (P.L. 463, No. 191), entitled “An act for the incorporation, as bodies corporate and politic, of “Authorities” for municipalities, counties, and townships, defining the same; prescribing the rights, powers, and duties of such Authorities; authorizing such Authorities to acquire, construct, improve, maintain, and operate projects, and to borrow money and issue bonds therefor; providing for the payment of such bonds, and prescribing the

rights of the holders thereof; conferring the right of eminent domain on such Authorities; authorizing such Authorities to enter into contracts with and to accept grants from the Federal Government or any agency thereof; and for other purposes,” or the act of May 2, 1945 (P.L. 382, No. 164), known as the Municipality Authorities Act of 1945, and is in existence in or for the incorporating municipality or municipalities, as follows:

- 3.1. The County of York heretofore organized:
 - 3.1.1. Central Pennsylvania Transportation Authority
- 3.2. The County of Adams heretofore organized:
 - 3.2.1. Central Pennsylvania Transportation Authority
- 3.3. The County of Franklin heretofore organized:
 - 3.3.1. Central Pennsylvania Transportation Authority
- 3.4. The County of Cumberland heretofore organized:
 - 3.4.1. Central Pennsylvania Transportation Authority
 - 3.4.2. Capital Area Transit Authority
- 3.5. The County of Franklin heretofore organized:
 - 3.5.1. Central Pennsylvania Transportation Authority
- 3.6. The County of Dauphin heretofore organized:
 - 3.6.1. Capital Area Transit Authority
- 3.7. The City of Harrisburg heretofore organized:
 - 3.7.1. Capital Area Transit Authority

4. The names of the incorporating municipalities are the County of York, County of Adams, County of Franklin, County of Cumberland, County of Dauphin and the City of Harrisburg. The names and addresses of the municipal government offices and officials of each are:

County of York:

York County Commissioners
28 E. Market St., York, PA 17401

County of Adams:

Adams County Commissioners
117 Baltimore Street., #201, Gettysburg, PA 17325

County of Franklin:

Franklin County Commissioners
272 N. 2nd St., Chambersburg, PA 17201

County of Cumberland:

Cumberland County Commissioners
1 Courthouse Square #200, Carlisle, PA 17013

County of Dauphin:

Dauphin County Commissioners
2 S. Second St., 4th Floor, Harrisburg, PA 17101

City of Harrisburg

City Of Harrisburg
MLK Jr. City Government Center, 10 N. 2nd St., Harrisburg, PA 17101

5. The members of the Board of the Authority shall be Eleven (11) in number with one non-voting member and shall be apportioned as follows: County of York – Three (3); County of Adams – one (1); County of Franklin – One (1) ~~non-voting~~; County of Cumberland – Two (2); County of Dauphin (2); and City of Harrisburg – Two (2).

6. The names, addresses and term of office of the first members of the board of the authority, each of whom is a citizen of the incorporating municipality by which he or she is appointed, are:

County of York:

1. Raymond Rosen
115 Maribel Lane, York, PA 17403
5-year term, 2021-2026
2. Keith M. Martin
4030 Sherwood Drive, York, PA 17408
4-year term, 2021-2025
3. Richard D. Carson
2397 Fox Chase Drive, Hanover, PA 17331

3-year term, 2021-2024

County of Adams:

1. Thomas J. Wilson, III
370 Old Carlisle Road, Biglerville, PA 17307
5-year term, 2021-2026

County of Franklin:

1. ~~(non-voting)~~ Carrie E. Gray
7286 Little Cove Road, Mercersburg, PA 17236
5-year term, 202~~3~~⁴-202~~8~~⁶

County of Cumberland:

1. Kirk Stoner
14 Meadowood Place, Boiling Springs, PA 17007
5-year term, 2021-2026
2. Scott Wyland
57 South Terrace Road, Wormleysburg, PA 17043
3-year term, 2021-2024

County of Dauphin:

1. Eric Bugaile
313 Short St., Harrisburg, PA 17112
5-year term, 2021-2026
2. LaToya Winfield Bellamy
2755 Post Drive, Harrisburg, PA 17112
3-year term, 2021-2024

City of Harrisburg:

1. Richard D. Kotz
500 Antoine St., Harrisburg, PA 17110
5-year term, 2021-2026
2. Neil A. Grover
1617 N. 3rd Street, Harrisburg, PA 17102
1-year term, 2021-2022

The term of existence of the Authority shall be fifty (50) years.

IN WITNESS WHEREOF, the County of York, County of Adams, County of Franklin, County of Cumberland, County of Dauphin and the City of Harrisburg have caused these Articles of Incorporation to be executed by their Chairperson/President and Chief Clerk, and the respective official seals of each to be affixed hereto, this _____ day of _____, 2021.

COUNTY OF YORK
York County, Pennsylvania

By: _____
President

Attest: _____
Chief Clerk

(SEAL)

COUNTY OF ADAMS
Adams County, Pennsylvania

By: _____
Chairman

Attest: _____
Chief Clerk

(SEAL)

COUNTY OF FRANKLIN
Franklin County, Pennsylvania

By: _____
Chairperson

Attest: _____
Chief Clerk

(SEAL)

COUNTY OF CUMBERLAND
Cumberland County, Pennsylvania

By: _____
Chairperson

Attest: _____
Chief Clerk

(SEAL)

COUNTY OF Dauphin
Dauphin County, Pennsylvania

By: _____
Chairperson

Attest: _____
Chief Clerk

(SEAL)

CITY OF HARRISBURG
Dauphin County, Pennsylvania

By: _____
Council President

Attest: _____
Chief Clerk

(SEAL)

**THE BYLAWS OF
SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY**

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. After, two successive years as a particular officer title, that office position 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. 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 _____, and shall remain in effect until revoked, modified or amended by the Board.

**Adoption by the Board of Directors by vote on the ____ day of _____,
2020.**

**By: _____
Secretary**