

# SRTA

## SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

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**ATE:** October 26, 2023

**TIME:** 10:00 AM

**PLACE:** Meeting will take place via Zoom

<https://us02web.zoom.us/j/85265547428?pwd=TUZCbU0waGI5MGw2bGVDS3B2cFdRZz09>

**PURPOSE:** October 2023 Board Meeting

### ORDER OF BUSINESS

1. Call to Order
2. Changes or Modifications to the Agenda
3. Public Hearing: Program of Projects (Page 3)
4. Public Comment: Accepted in Person or in Writing
5. Approval of Minutes
  - A. Meeting Minutes of September 28, 2023 (Pages 4-6 )
6. Communications

Dauphin County Area Agency on Aging Summary Report – Contract Monitoring Visit on September 22, 2023 (Page 7-8)
7. YAMPO Transit Committee – No Business
8. Treasurer’s Report
9. Old Business
10. New Business

RESOLUTION 2347 - ADOPTING TITLE VI PROGRAM UPDATE (Page 9)

RESOLUTION 2348 - ACCEPTANCE OF TITLE VI SERVICE STANDARDS AND MONITORING RESULTS (Page 10)

RESOLUTION 2349 - CONTRACT AWARD FOR ZARFOSS BUS WASH HVAC SYSTEM (Page 11-12)
11. Staff Report

12. Future Procurements (Page 14)

13. Executive Session

14. Adjournment

**Next Meeting:**        **Thursday, November 30, 2023**, 901 N. Cameron St. Harrisburg, PA  
                                 **1:00 pm** – SRTA Board Meeting

**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).

<b>FFY 2024 Program of Projects</b>							
<b>Request</b>	<b>Total Amount</b>	<b>Federal 5307 (CMAQ)</b>		<b>Federal 5339</b>		<b>Federal 5307</b>	
		<b>CDH</b>	<b>CPTA</b>	<b>CDH</b>	<b>CPTA</b>	<b>CDH</b>	<b>CPTA</b>
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		
<b>Totals</b>	<b>\$23,039,638</b>	<b>\$2,527,500</b>		<b>\$573,384</b>	<b>\$377,372</b>	<b>\$7,203,591</b>	<b>\$5,658,653</b>

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](mailto: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

## MINUTES OF SRTA BOARD MEETING

September 28, 2023

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

Guests and Administrative Staff Members present were Solicitor Jill Nagy, Al Bienstock, Stephen Baldwin, Richard Farr, Brian Gillette, Nicole Hansen, Bev Hockenberry, Donna Lattimore, Jamie Leonard, Eric Maguire, Trevor Manahan, Paul Mathis, Cory Matthews, Jenna Reedy, Sherry Welsh and Christopher Zdanis.

### CALL TO ORDER

The September 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 July 27, 2023 meeting minutes was raised by Rich Carson, seconded by LaToya Winfield Bellamy, and passed unanimously.

### COMMUNICATIONS

Richard Farr shared a letter of gratitude from the Harrisburg Bureau of Police for rabbittransit's free transportation during the event.

### YAMPO TRANSIT COMMITTEE

There was no YAMPO Transit Committee business.

### TREASURER'S REPORT

Stephen Baldwin presented details on the August 2023 Financial Statement and Statistical Notes. The July 2023 Financial Statement and Statistical Notes was included in the Board packet, with the cancellation of the August SRTA Board Meeting. Stephen Baldwin noted the following highlights from the August report:

- RIDERSHIP: Year to date comparisons to the prior year and to pre-covid levels are as follows:
  - Fixed Route ran 17% above last year.
  - Paratransit was even with last year at +2/10 of 1%. Dauphin and Northumberland Counties operated at 15% decrease from last year, due to driver positions not being filled.

- Commuter Express was 3% above last year (YTD).
- Microtransit's ridership was 63% of the same time last year.
- REVENUE: Year to Date Grant and Contract Income is below budget by \$682,000 because less subsidy was required than the budget anticipated.
- EXPENSES: Year to Date Total Expenses are \$1.1 million or 11% lower than budgeted.
- Unfilled positions (73) represent 11% of approved positions. Seventeen (17) individuals are in the final steps of the hiring process, which if hired, will reduce the open positions to 8 1/2% of approved positions.
- RESERVES: As of August 31, 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)
  - \$2,093,500 19 Paratransit Revenue Vehicles at CPTA

### OLD BUSINESS

There was no Old Business.

### RESOLUTIONS

#### RESOLUTION 2345 - ACCEPTANCE OF AUGUST 2023 TITLE VI SERVICE EQUITY ANALYSIS FOR SHIPPENSBURG FIXED ROUTE SERVICE

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

#### RESOLUTION 2346 - AMMENDING THE BY-LAWS FOR THE SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

There was discussion on Board Officers' terms as stated in the by-laws. Motion to table Resolution 2346 to the October 26, 2023 Board Meeting was raised by Tom Wilson, seconded by LaToya Winfield Bellamy, and passed unanimously.

Richard Farr presented a Service Enhancement on York's Bus Route 1E.

Richard Farr stated that the November Board Meeting will be rescheduled from November 16 to November 30 at 1:00pm due to the presentation of the Fiscal Year 2022/2023 Audit by RKL.

The Federal Fiscal Year 2024 Proposed Program of Projects was included in the Board Packet. The October 26 Board Meeting will be open for public comment.

### FUTURE PROCUREMENTS

The list of procurement projects was reviewed.

### STAFF REPORT

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

- Richard Farr discussed a potential vanpool project related to NTD and the potential creation of vanpools for 2<sup>nd</sup> and 3<sup>rd</sup> shifts in Cumberland, Dauphin and York Counties.
- The annual SAFTI Audit was performed in Harrisburg and York. Both locations scored 99% compliant.
- A scope of work was presented to PennDOT for the high-density mobility corridors in Harrisburg and York.
- Richard Farr has been meeting with Northumberland County commissioners in reference to local match for microtransit.
- The Harrisburg location did a service adjustment on Shippensburg routes. They will be going out to bid Monday, October 16, seeking a new contractor.

ADJOURNMENT

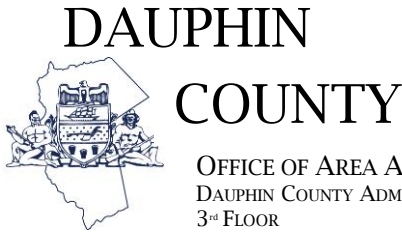
The next scheduled Board of Directors meeting will take place on October 26, 2023, at 10:00 AM at 415 N. Zarfoss Dr, York.

The meeting adjourned at 10:57 AM.

Respectfully Submitted,



Richard Kotz  
Secretar



OFFICE OF AREA AGENCY ON AGING  
DAUPHIN COUNTY ADMINISTRATION BUILDING  
3<sup>rd</sup> FLOOR  
2 SOUTH SECOND STREET  
HARRISBURG, PA 17101  
(717)780-6130

**BOARD OF COMMISSIONERS**  
MIKE PRIES, CHAIRMAN  
CHAD SAYLOR, VICE CHAIRMAN  
GEORGE P. HARTWICK III, SECRETARY

**CHIEF CLERK/CHIEF OF STAFF**  
J. SCOTT BURFORD

**DIRECTOR OF HUMAN SERVICES**  
RANDIE YEAGER

**HUMAN SERVICES SOLICITOR**  
FREDRICK W. LIGHTY, ESQUIRE

**ADMINISTRATOR**  
ROBERT BURNS

Christopher Zdanis  
Capital Area Transit  
901 N. Cameron St.  
Harrisburg, PA 17101

October 6, 2023

Dear Mr. Zdanis:

Please regard the following correspondence as a *Summary Report* of the contract monitoring visit conducted by the Dauphin County Area Agency on Aging to Capital Area Transit’s Shared Ride Program (CAT) on September 22, 2023. Should you identify any inconsistencies between the *Summary* and your service records, please supply the Agency with the appropriate supporting documentation to amend this account.

**SERVICE RESPONSE**

- **Of the ten (10) Options consumer files reviewed, I found that the Provider was able to meet the *Service Response* standard, as defined by the *Purchase of Service Agreement*.**

**SERVICE QUALITY**

- **All ten (10) consumer files included an application which was used in place of an Enrollment Form. Each consumer trip record is found consistent with the Agency’s records. CAT’s records and documentation are all done electronically; thus, the recordings of pick-up and drop-off times of consumers are efficient and accurate.**

**NECESSARY CORRECTIVE ACTIONS**

Nothing is required.

I would like to extend my gratitude to you for your cooperation during the monitoring process. All acknowledgments extend to the Capital Area Transit staff for their assistance to the Agency Representative through the compliance survey.

Sincerely,

Michele Rider  
Contract Compliance Monitor  
Dauphin County Area Agency on Aging



**RESOLUTION NO. 2347**

**ADOPTING TITLE VI PROGRAM UPDATE**

WHEREAS, Federal Transit Administration Circular, 4702.1B. requires all recipients of transit grants to implement a Title VI program; and,

WHEREAS, the Title VI program established an outline to prohibit practices that result in discriminatory effects or disparate impacts or intentionally discriminating against people; and,

WHEREAS, Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations was enacted to prevent minority communities and low-income communities from being subject to disproportionately high and adverse environmental effects; and,

WHEREAS, the Title VI program is designed to assist the Authority in successfully managing its transit programs to ensure it operates its program without regard to race, color, or national origin, including the denial of meaningful access for limited English proficient (LEP) persons; and,

WHEREAS, the staff has provided a copy of the Title VI Program and briefed the Board of Directors on the program explaining how the program assists in preventing disparate or discriminating impacts on the communities and individuals we service; and,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Susquehanna Regional Transportation Authority, that it authorizes the Staff to submit the Authority's Title VI program to the Office of Civil Rights.

**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 October 26, 2023.

attest: \_\_\_\_\_  
Richard Kotz  
Secretary

\_\_\_\_\_  
Raymond Rosen  
Chairman

RESOLUTION NO. 2348

**ACCEPTANCE OF TITLE VI SERVICE STANDARDS  
AND MONITORING RESULTS**

WHEREAS, the Federal Transit Administration requires transit agencies to ensure that public transportation services are provided in a nondiscriminatory manner, as required by Title VI of the Civil Rights Act of 1964; and,

WHEREAS, to ensure that public transportation services are provided in a nondiscriminatory manner, Susquehanna Regional Transportation Authority (SRTA) is required to monitor the performance of their transit system relative to their system-wide service standards and service policies as required by Title VI of the Civil Rights Act of 1964; and,

WHEREAS, SRTA must submit the results of the monitoring of its system-wide service standards and service policies to the Federal Transit Administration for inclusion in their system Title VI Plan;

NOW, THEREFORE, BE IT RESOLVED THAT, the SRTA Board does hereby approve the Authority's Title VI plan and the results of the system-wide service standards and service policies monitoring; and,

BE IT FURTHER RESOLVED THAT, the results of the system-wide service standards and service policies monitoring will be forwarded to the Federal Transit Administration for inclusion in the Title VI Plan.

**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 October 26, 2023.

attest: \_\_\_\_\_  
Richard Kotz  
Secretary

\_\_\_\_\_  
Raymond Rosen  
Chairman

**RESOLUTION 2349**  
**CONTRACT AWARD FOR ZARFOSS BUS WASH HVAC SYSTEM**

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) has a need to replace the Zarfoss Building bus wash heating, ventilating, and air conditioning (HVAC) system. The current system is failing and has corroded, causing the need for replacement; and,

WHEREAS, the existing system was evaluated by Pennsylvania Department of Transportation, Bureau of Public Transport who determined that a direct replacement would present similar problems; and,

WHEREAS, Gannett-Fleming, SRTA contracted engineer, was engaged to design a new system. SRTA evaluated the design and associated estimate, then determined that an Invitation for Bids (IFB) to be the best method to engage a suitable contractor for the replacement of the failing heating system; and,

WHEREAS, an IFB was developed and released according to Federal, State, and SRTA procurement criteria with one firm submitting a complete and responsive quote. A total of ten (10) firms requested the specifications one (1) firm, GR Sponaugle provided a competitive and responsive Bid. The remaining firms were surveyed to determine why they chose not to submit Bids. One stated that their organization was strictly an equipment supplier which does not perform installation work and another stated that their organization was short manpower and could not guarantee a timely install; and,

WHEREAS, GR Sponaugle provided a bid that did exceed the Engineer's Estimate, for the necessary system removal, fabrication, and installation. The Sponaugle Bid was twelve percent (12%) greater than the low expectation and four percent (4%) greater than the high expectation which was determined to be an acceptable difference; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority to award a contract for the removal and replacement of the Zarfoss Building bus wash HVAC system to GR Sponaugle with a not to exceed value of One-hundred, sixty-one thousand, eight-hundred, twelve Dollars and Zero Cents (\$168,812.00).

**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 October 26<sup>th</sup>, 2023.

\_\_\_\_\_  
Rich Kotz,  
Secretary  
Susquehanna Regional Transportation Authority

attest:

\_\_\_\_\_  
Raymond Rosen  
Chairman  
Susquehanna Regional Transportation Authority

# RESOLUTION 2349 CONTRACT AWARD FOR ZARFOSS BUS WASH HVAC SYSTEM

## FACT SHEET

- Solicitation Activity
  - 43 possible bidders notified via direct email
  - Advertised on SRTA websites and the York Daily Record
  - 10 solicitations were requested
  - 1 bid received
  - GR Sponaugle was the only firm to attend the pre-bid meeting
- Alternate design
  - Anticipated to be more corrosion resistant
  - More efficient design to eliminate the need for auxiliary heaters formerly necessary to prevent freezing
  - The auxiliary heaters have also reached end of life due to corrosion issues.

**CPTA Act 44 Transit Performance Review Action Plan - October 2023**

<b>Actions to Increase Passengers / Revenue Hour</b>	<b>CPTA Action Plan</b>	<b>Progress Report Update(s)</b>
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 continues to work towards completion of the TDP data collection and analysis for Q3 2023 with the final report targeting March 2024.
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, transit-oriented development, and "build a better bus stop" principles in associated designs.
<b>Actions to Increase Operating Revenue / Revenue Hour</b>	<b>CPTA Action Plan</b>	<b>Progress Report Update(s)</b>
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 since previous reporting.
<b>Actions to Contain Operating Costs / Revenue Hour</b>	<b>CPTA Action Plan</b>	<b>Progress Report Update(s)</b>
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 since previous reporting.
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 since previous reporting.
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.	No significant changes or updates since previous reporting.
<b>Other Actions to Improve Overall Performance</b>	<b>CPTA Action Plan</b>	<b>Progress Report Update(s)</b>
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.	No significant changes or updates since previous reporting.

Current and Future Procurement Projects

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		
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		
20230511 - PTASP Software	RFP	9/25/2023	11/6/2023	12/11/2023	2/26/2024		TBD		
20230517 - York Boardroom Tech Upgrade	TBD						TBD	Need Information	No Grant Money Available
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			
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	10/2/2023	10/13/2023	10/31/2023	12/5/2023		TBD		Operating
20230918 - Customer Service Headsets	Small Quote					\$ 758.90		FACILITIES-2024-0011	
20230918 - Customer Service Phones	Small Quote					\$ 2,465.00		FACILITIES-2024-0021	
20230919 - Vanpool Pilot 2023	RFP						TBD		
20230922 - York Switch Replacement	TBD						TBD	Need informatino from end user	
20231004 - Elysburg Electric Move	Small Quote					\$ 2,965.97		FACILITIES-204-0023	
20231016 - Zarfoss Shop Sink	TBD						TBD		
20231017 - Zarfoss Dispatch Acoustic Improvement	TBD						TBD		
20231018 - Franklin Internet Access	TBD						TBD	Need informatino from end user	