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**DATE: April 2, 2020**  
**TIME: 7:00 PM**  
**PLACE: Conference Call**  
**PURPOSE: 2020 ANNUAL MEETING & APRIL BOARD MEETING**

**2019 ANNUAL MEETING  
ORDER OF BUSINESS**

1. 7:00 PM Annual Meeting - Election of Officers
  - A. Approval of Annual Meeting Minutes April 4, 2019 (Pages 3-4)
  - B. RESOLUTION 2014 - Election of Officers for 2020 – 2021 (Page 5)

**REGULAR MONTHLY MEETING  
ORDER OF BUSINESS**

1. Call to Order
2. Public Comment
3. Approval of Minutes
  - A. Meeting Minutes on March 5, 2020 (Pages 6-8)
  - B. Meeting Minutes on March 20, 2020 (Pages 9-10)
4. YAMPO Transit Committee
5. Communications
6. Treasurer's Report (Will be provided)
7. Resolutions
  - A. RESOLUTION 2012 – The FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Pages 11-16 )
  - B. RESOLUTION 2013 – Certifying the Local Match for State Operating Financial Assistance (Pages 17-18)
8. Old Business
9. New Business
10. Future Procurement Activities
11. Staff Reports
12. Executive Session



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13. Adjournment

Next Meeting: Thursday, May 14, 2020 at the York County office, 415 Zarfoss Drive, York, PA 17404



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## MINUTES OF THE ANNUAL MEETING OF APRIL 4, 2019

Upon duly given notice, the Annual Meeting of the Central Pennsylvania Transportation Authority Board of Directors was held on April 4, 2019 at rabbittransit, 415 Zarfoss Drive, York, Pennsylvania.

Members Present: Raymond Rosen, Darlene Brown, Keith Martin, Thomas Wilson, Phil Robbins, Carrie Gray, Annie Strite, Kirk Stoner

Members Present by Phone: Richard Carson

Others Attending: Richard Farr, Executive Director; Bonnie Stine, Controller; Jenna Reedy, Chief of Staff; Jamie Leonard, Director of Human Resources; Dwight Huntington, Planning and Procurement Manager; Michael Bernhardt, Director of Mobility Services; Tony Mundy, Maintenance Superintendent; Monica Young, Management Communications Specialist

The meeting was called to order at 7:00 PM by Treasurer, Keith Martin.

Public Attending: None

### Approval of Minutes

A motion to approve the minutes from the April 5, 2018 Board of Directors Annual meeting was made by Richard Carson and seconded by Carrie Gray and approved unanimously.

### Election of Officers

Keith Martin presented Resolution 1905 – Election of Officers for 2019 - 2020 which contained the following slate of officers:

### Slate of Officers

Chairman - Raymond Rosen  
Vice Chairwoman - Darlene Brown  
Secretary - Thomas Wilson  
Assistant Secretary - Richard Carson  
Treasurer - Keith Martin  
Assistant Treasurer – Kirk Stoner



A motion to approve Resolution 1905 was made by Richard Carson and seconded by Darlene Brown and was approved unanimously.

The annual meeting of the Board of Directors of the Central Pennsylvania Transportation Authority adjourned at 7:03 PM.

Respectfully submitted,

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Monica Young  
Management Communications Specialist  
Central Pennsylvania Transportation Authority

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Thomas Wilson  
Secretary  
Central Pennsylvania Transportation Authority

**RESOLUTION NO. 2014**

**ELECTION OF OFFICERS FOR 2020-2021**

WHEREAS, the terms of office for current Authority officers expire this month; and,

WHEREAS, the By-Laws of the Authority call for an annual meeting and election of officers;  
and,

WHEREAS, a candidate selection process was conducted by the Authority's Administration Committee;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Pennsylvania Transportation Authority that the following board members shall be elected and hold the stated offices for 2020-2021 year:

Chairperson -	Raymond Rosen
Vice Chairperson -	Darlene Brown
Secretary -	Thomas Wilson
Assistant Secretary -	Richard Carson
Treasurer -	Keith Martin
Assistant Treasurer -	Kirk Stoner

**CERTIFICATION OF OFFICERS**

**OF**

**CENTRAL PENNSYLVANIA TRANSPORTATION AUTHORITY**

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Central Pennsylvania Transportation Authority Board Members held on April 2, 2020.

\_\_\_\_\_  
Keith Martin  
Treasurer/Nominating Chair  
Central Pennsylvania Transportation Authority

attest: \_\_\_\_\_  
Raymond Rosen  
Chairperson  
Central Pennsylvania Transportation Authority



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## MINUTES OF BOARD MEETING MARCH 5, 2020

Upon duly given notice, the monthly Board Meeting of the Central Pennsylvania Transportation Authority (CPTA) Board of Directors was held by conference call on March 5, 2020, at 415 Zarfoss Drive, York, PA 17404.

Members Present: Raymond Rosen, Darlene Brown, Keith Martin, Thomas Wilson, Phil Robbins, Annie Strite, Richard Carson, Kirk Stoner, Carrie Gray

Others Attending: Richard Farr, Executive Director; Bonnie Stine, Controller; Michael Bernhardt, Director of Mobility Services; Dwight Huntington, Planning and Procurement Manager; Jenna Reedy, Chief of Staff; Jamie Leonard, Director of Human Resources; Tony Mundy, Maintenance Superintendent; Trevor Manahan, Chief Operating Officer; Monica Young, Management Communications Specialist.

Raymond Rosen called the meeting to order at 7:00PM.

### PUBLIC COMMENT:

There was no public comment.

### APPROVAL OF MINUTES:

Keith Martin notified Monica Young of edits to the Financial Statement section of the Committee Meeting Minutes in regard to Columbia Gas that have been corrected.

A motion to approve the minutes from the regular CPTA Board of Directors meeting on February 6, 2020, was moved by Phil Robbins, seconded by Darlene Brown and passed unanimously.

### YAMPO TRANSIT COMMITTEE:

No business.

### COMMUNICATIONS:

No business.



TREASURER'S REPORT:

The income sheet and balance sheet were provided along with the dashboard, period ending January 31, 2020.

RESOLUTION 2009 - Approving the Award of an Intergovernmental Agency Management Agreement with the Cumberland-Dauphin-Harrisburg Transit Authority

Richard Farr discussed the excitement of the joint board meeting by both parties. The services and cost section was discussed in regard to the total compensation of the Executive Director for clarity.

Motion to approve was raised by Richard Carson, seconded by Annie Strite, and passed unanimously.

OLD BUSINESS:

No business.

NEW BUSINESS:

No business.

FUTURE PROCUREMENT ACTIVITIES:

The FindMyRide project is advancing.

We received a request for formal participation in the BCTA joint bus procurement for Express vehicles and are moving forward.

STAFF REPORTS:

Bonnie stated the FTA notified us of the amount of our federal fiscal 2020 formula funds. York increased 6% (\$3,337,268) and Hanover/Gettysburg increased 2% (\$1,001,923). This was more than we anticipated.

EXECUTIVE SESSION:

Meeting adjourned at 7:10PM.



Next Meeting: Thursday, April 2, 2020, at the York County Office, 415 Zarfoss Drive, York, PA 17404

Respectfully Submitted,

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Monica Young  
Management Communications Specialist  
Central Pennsylvania Transportation Authority

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Thomas Wilson  
Secretary  
Central Pennsylvania Transportation Authority





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## MINUTES OF BOARD MEETING MARCH 20, 2020

Upon duly given notice, an emergency Board Meeting of the Central Pennsylvania Transportation Authority (CPTA) Board of Directors was held by conference call on March 20, 2020, at 415 Zarfoss Drive, York, PA 17404.

Members Present: Raymond Rosen, Darlene Brown, Keith Martin, Thomas Wilson, Phil Robbins, Annie Strite, Richard Carson, Kirk Stoner

Excused: Carrie Gray

Others Attending: Richard Farr, Executive Director; Michael Bernhardt, Director of Mobility Services; Jenna Reedy, Chief of Staff; Monica Young, Management Communications Specialist; Jill Nagy, Solicitor

Raymond Rosen called the meeting to order at 10:30AM.

### PUBLIC COMMENT

There was no public comment.

### RESOLUTIONS

RESOLUTION 2010 – A Resolution of the Board of Directors for Authorizing Emergency Pandemic Measures

Motion to approve was raised by Philip Robbins, seconded by Thomas Wilson, and passed unanimously.

Richard Farr stated that this resolution is to be able to communicate emergency decisions in a more expedited fashion with the Board.

RESOLUTION 2011 – COVID-19 Emergency Action – Modification of the Authority Fare Policy

Motion to approve was raised by Richard Carson, seconded by Darlene Brown, and passed unanimously.

Richard Farr discussed authorizing a temporary change to the CPTA fare policy to remove fares for the fixed route service during the COVID-19 pandemic.



Jill Nagy noted that these resolutions were within legal guidelines.

## COMMUNICATIONS

Richard Farr stated that paratransit service is significantly reduced. The plan today is to ask for 140 volunteers for layoff. Insurance will be covered by rabbittransit for 100% not to exceed 90 days.

The rabbitEXPRESS commuter service went from 18 round trips to 10 round trips. Express drivers have asked to be laid off due to the lack of ridership.

Starting on Monday, the customer service department will have reduced hours from 7am to 5:30pm.

The Transfer Center hours are modified to 7:30am to 4pm. Donations will be accepted at the Transfer Center.

We will be making an announcement in regard to rear boarding on the buses this afternoon. We are encouraging others to stay home and not ride the bus.

Wellspan contacted us and made a request for a driver to transport homeless individuals to be tested for COVID-19 or to medical appointments. The driver would be protected in full gear provided by Wellspan.

Meeting adjourned at 10:59AM.

Next Meeting: Thursday, April 2, 2020, at the York County Office, 415 Zarfoss Drive, York, PA 17404

Respectfully Submitted,

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Monica Young  
Management Communications Specialist  
Central Pennsylvania Transportation Authority

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Thomas Wilson  
Secretary  
Central Pennsylvania Transportation Authority

**RESOLUTION NO. 2012**

**THE FMLA LEAVE EXPANSION AND  
EMERGENCY PAID SICK LEAVE POLICY**

WHEREAS, On March 18, 2020, the United States Congress passed HR 6201, Families First Coronavirus Response Act (FFCRA) and the President signed into law, and

WHEREAS, The FFCRA seeks to assist employees impacted by novel coronavirus ("COVID-19") and applies to employers with fewer than 500 employees, and

WHEREAS, The FFCRA temporarily expands the Family and Medical Leave Act of 1993, and

WHEREAS, The policy ensures CPTA offers its employees the benefits and protections as required by law, and

WHEREAS, The Executive Director, under the Authority of Resolution 2010, enacted the policy on March 30, 2020 to begin on April 1, 2020 and expires on December 31, 2020,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Pennsylvania Transportation Authority that it affirms the enactment of the FMLA Leave Expansion and Emergency Paid Sick Leave Policy effective April 1, 2020.

**CERTIFICATION OF OFFICERS**

**OF**

**CENTRAL PENNSYLVANIA TRANSPORTATION AUTHORITY**

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Central Pennsylvania Transportation Authority Board Members held on April 2, 2020.

\_\_\_\_\_  
Thomas Wilson  
Secretary

attest: \_\_\_\_\_  
Raymond Rosen  
Chairman



**FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus)**

**Purpose**

To comply with the Families First Coronavirus Response Act and to assist employees affected by the COVID-19 outbreak with job-protected leave and emergency paid sick leave. This policy will be in effect from April 1, 2020 until December 31, 2020. Our existing FMLA leave policy still applies to all other reasons for leave outside of this policy.

Disclaimer: This is subject to change without notice based upon state and federal updates.

**Expanded FMLA Leave**

**Employee Eligibility**

All employees who have been employed with CPTA for at least 30 days.

**Reason for Leave**

Eligible employees who are unable to work due to a need to care for their child when the school or place of care has been closed, or the regular childcare provider is unavailable due to a public health emergency with respect to COVID-19.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person who has assumed parental status, who is-

- (A) under 18 years of age; or
- (B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

“Childcare provider” means a provider who receives compensation for providing childcare services on a regular basis, including:

- a center-based childcare provider
- a group home childcare provider
- a family childcare provider (one individual who provides childcare services for fewer than 24 hours per day, as the sole caregiver, and in a private residence)
- other licensed provider of childcare services for compensation
- a childcare provider that is 18 years of age or older who provides childcare services to children who are either the grandchild, great grandchild, sibling (if such provider lives in a separate residence), niece, or nephew of such provider, at the direction of the parent.

“School” means an elementary or secondary school.

**Duration of Leave**

Employees will have up to 12 weeks of leave to use from April 1, 2020 through December 31, 2020, for the purposes stated above. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period.

For example, if an employee has already taken 6 weeks of FMLA leave, that employee would be eligible for another 6 weeks of FMLA leave under this policy.

### **Pay During Leave**

Leave will be unpaid for the first 10 days of leave; however, employees may use any accrued paid time (available paid time off, such as vacation, personal or sick) off during this time. The employee may also elect to use the paid sick leave provided under the Emergency Paid Sick Leave Act, as further explained below. After the first 10 days, leave will be paid at two-thirds of an employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Pay will not exceed \$200 per day, and \$10,000 in total. Any unused portion of this pay will not carry over to the next year.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type. Or,
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

### **Employee Status and Benefits During Leave**

While an employee is on leave, the company will continue the employee's benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment per instructions from the HR department.

### **Procedure for Requesting Leave**

All employees requesting FMLA leave must provide written notice, where possible, of the need for leave to HR as soon as practicable. Verbal notice will otherwise be accepted until written notice can be provided. Within five business days after the employee has provided this notice, HR will complete and provide the employee with any Department of Labor (DOL) required notices.

The notice the employee provides should include a brief statement as to the reason for leave, and if possible, the expected duration.

On a basis that does not discriminate against employees on FMLA leave, the company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

### **Employee Status After Leave**

Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The company may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

## **Emergency Paid Sick Leave**

### **Eligibility**

All full and part-time employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person has assumed parental status, who is-

- (A) under 18 years of age; or
- (B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

[Note: A definition for “individual” should be provided as soon as more guidance is available.]

#### **Amount of Paid Sick Leave**

All eligible full-time employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type. Or,
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

#### **Rate of Pay**

Paid emergency sick leave will be paid at the employee's regular rate of pay, or minimum wage, whichever is greater, for leave taken for reasons 1-3 above. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, or minimum wage, whichever is greater. Pay will not exceed:

- \$511 per day and \$5,110 in total for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total for leave taken for reasons 4-6 above.

#### **Interaction with Other Paid Leave**

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Employees on expanded FMLA leave under this policy may use emergency paid sick leave during the first 10 days of normally unpaid FMLA leave.

**Procedure for Requesting Emergency Paid Sick Leave**

Employees must notify their manager or if not available, Human Resources of the need and specific reason for leave under this policy. A form will be provided to all employees in a manner accessible to all. Verbal notification will be accepted until practicable to provide written notice.

Once emergency paid sick leave has begun, the employee and his or her manager must determine reasonable procedures for the employee to report periodically on the employee’s status and intent to continue to receive paid sick time.

**Carryover**

Paid emergency sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

**Job Protections**

No employee who appropriately utilizes emergency paid sick leave under this policy will be discharged, disciplined or discriminated against for work time missed due to this leave.

Qualifying Reason	FFCRA 100% Rate	FFCRA 2/3 Rate	Additional 10 Wks
1. Employee is subject to a Federal, State, or local quarantine order related to COVID-19	<b>X</b>		
2. Employee has been advised by a health care provider to self-quarantine related to COVID-19	<b>X</b>		
3. Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis	<b>X</b>		
4. Employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2)		<b>X</b>	
5. Employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19		<b>X</b>	<b>X</b>
6. Employee is experiencing any other substantially similar condition specified by the Secretary of Health & Human Services, in consultation with the Secretaries of Labor and Treasury		<b>X</b>	

<b>Examples of Pay</b>	
<p>1. Employee is subject to a Federal, State, or local quarantine or isolation order related to COVID - 19</p> <p>2. Employee has been advised by a health care provider to self-quarantine related to COVID - 19</p> <p>3. Employee is experiencing COVID - 19 symptoms and is seeking a medical diagnosis</p>	<p>This applies for examples 1, 2 &amp; 3</p> <p>Paid at 100% up to \$511 per day for TWO WEEKS only.</p> <p>100% pay only applies if COVID - 19 affects YOU.</p>
<p>4. Employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2)</p> <p>5. Employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID - 19</p> <p>6. Employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury</p>	<p>This applies for examples 4, 5 &amp; 6</p> <p>EXAMPLE: This will be paid at 2/3 your rate up to \$200.00 per day</p> <p><math>\\$16 \times 8 \text{ hrs} = \\$128.00 \times 2/3 = \\$85.33</math></p> <p><math>\\$16 \times 10 \text{ hrs} = \\$160 \times 2/3 = \\$106.66</math></p> <p><math>\\$16 \times 12 \text{ hrs} = \\$192 \times 2/3 = \\$127.99</math></p>



**RESOLUTION 2013  
CERTIFYING THE LOCAL MATCH  
FOR STATE OPERATING FINANCIAL ASSISTANCE**

The Board of Directors of the Central Pennsylvania Transportation Authority resolves and certifies that the operating financial assistance of \$7,619,916 provided pursuant to 74 Pa.C.S. §1513 is needed in Fiscal Year 2020/2021 or in a subsequent fiscal year to help pay for projected operating expenses, including asset maintenance costs; and that these funds will be used for this purpose only, because these funds are ineligible to be used for asset or capital improvements projects; and that any funds not used this Fiscal Year will be retained and used only for operating assistance in a subsequent fiscal year(s).

Further, the Board of Directors of the Central Pennsylvania Transportation Authority resolves and certifies that the required local matching funds of no less than \$649,327 will be secured no later than the end of Fiscal Year 2020/2021 to match the requested Section 1513 funds.

**CERTIFICATION OF OFFICERS  
OF  
CENTRAL PENNSYLVANIA TRANSPORTATION AUTHORITY**

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Central Pennsylvania Transportation Authority Board Members held on April 2, 2020.

\_\_\_\_\_  
Thomas Wilson  
Secretary  
Central Pennsylvania Transportation Authority

attest: \_\_\_\_\_  
Raymond Rosen  
Chairperson  
Central Pennsylvania Transportation Authority

**RESOLUTION 2013  
CERTIFYING THE LOCAL MATCH  
FOR STATE OPERATING FINANCIAL ASSISTANCE  
FACT SHEET**

- This represents growth of 7.5% over the FY2019/2020 allocation of State 1513 operating funds and an increase of 5% in local matching funds.
- Historical chart of state operating funding received and required local match –

