



DATE: February 6, 2020

TIME: 6:00 PM

PLACE: 415 Zarfoss Drive, York, PA

PURPOSE: FEBRUARY COMMITTEE MEETING

COMMITTEE MONTHLY MEETING
ORDER OF BUSINESS

1. Resolution 2005 – Approving the Central Pennsylvania Transportation Authority Safety Management Policy (Pages 2 - 3)
2. Resolution 2006 – Authorizing the Filing of a State Capital Grant Application and Certification of Local Match (Pages 4 - 5)
3. Resolution 2007 – Submission of the Draft 2021-2024 Transit TIP for Incorporation into the Overall Draft 2021-2024 York County TIP (Will be provided)
4. Financial Statements
5. Adjournment
6. Next Meeting: Thursday, March 5, 2020

RESOLUTION NO. 2005

**APPROVING THE CENTRAL PENNSYLVANIA TRANSPORTATION
AUTHORITY SAFETY MANAGEMENT POLICY**

WHEREAS, the Central Pennsylvania Transportation Authority wishes to establish a safety management policy,

WHEREAS, the Central Pennsylvania Transportation Authority is committed to supporting its mission to provide safe and secure transit services,

WHEREAS, the Central Pennsylvania Transportation Authority is required to implement Safety Management Systems (SMS) as published in the Public Transportation Agency Safety Plan (PTASP) Final Rule and noted in 49 CFR Part 673.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Pennsylvania Transportation Authority, that the creation of the Central Pennsylvania Transportation Authority Safety Management Policy be adopted and instituted.

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 February 6, 2020.

Thomas Wilson
Secretary
Central Pennsylvania Transportation Authority

attest: _____
Darlene Brown
Vice Chairwoman
Central Pennsylvania Transportation Authority



Safety Management Policy

Safety Management Policy Statement

Effective Date: February 6, 2020

The management of safety is the top priority of the Central Pennsylvania Transportation Authority (CPTA). CPTA is committed to implementing, maintaining and constantly improving processes to ensure that all of our operational and maintenance activities are supported by an appropriate allocation of organizational resources and aimed at achieving the highest level of transit safety performance.

CPTA has adopted the principles and methods of Safety Management Systems (SMS) as the basis for enhancing the safety of public transportation within the CPTA service footprint. CPTA will follow the principles and methods of SMS in its development of rules, regulations, policies, guidance, best practices, and technical assistance.

Our commitment is to:

- Support the management of safety by providing appropriate resources to promote an organizational culture that fosters safe operational practices, encourages effective safety reporting and communication, and actively manages safety with the same attention to results as that given to the other management systems of the transit agency.
- Integrate the management of safety as an explicit responsibility of all transit management and employees.
- Clearly define for all transit management, staff and employees, their accountabilities and responsibilities for the delivery of safety transit services and the performance of our safety management system.
- Establish and operate a safety reporting program as a fundamental tool in support of transit agency hazard identification and safety risk evaluation activities to eliminate or mitigate the safety risks of the consequences of hazards resulting from our operations or activities to a point that is as low as reasonably practicable.
- Ensure that no action will be taken against any transit employee who discloses a safety concern through the safety reporting program, unless such disclosure indicates, beyond a reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures in accordance with the established policies and procedures of the CPTA.
- Comply with and, wherever possible, exceed any applicable legislative and regulatory requirements and standards.
- Ensure that sufficiently trained and skilled personnel are available and assigned to implement the transit agency's safety management processes and activities.
- Ensure that all transit staff are formally provided with adequate and appropriate safety management information, are competent in safety management system activities, and are assigned only safety related tasks commensurate with their skills.
- Establish and measure our transit agency's safety performance against realistic safety performance indicators and safety performance targets.
- Continually improve our transit agency's safety performance for rule management processes that ensure relevant safety action is taken in a timely fashion and is effective when carried out.
- Ensure contracted services that support our transit mission are delivered in meeting our safety performance standards.

RESOLUTION 2006

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

The Board of Directors of the Central Pennsylvania Transportation Authority resolves and certifies that the requested state amount of \$1,333,238 of Section 1514 state discretionary trust funds are requested for Fiscal Year 2019/2020 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 Central Pennsylvania Transportation Authority resolves and certifies that in Fiscal Year 2019/2020 that the local cash matching funds of no less than \$44,430 will be provided to match the requested amount of Section 1514 state discretionary trust 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 February 6, 2020.

_____	attest: _____
Thomas Wilson	Darlene Brown
Secretary	Vice Chairwoman
Central Pennsylvania Transportation Authority	Central Pennsylvania Transportation Authority

RESOLUTION 2006

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

Fact Sheet

- PA DOT began their internal approval process for capital requests for fiscal year 2019/2020.
- This resolution revises the Federal and State funding programs along with the Local funding requirements for the projects based on the PA DOT review of projects.
- Annual certification of State capital funding request and associated matching local funds.
- Revised capital projects applied for are:

CATEGORY	FEDERAL FUNDS	STATE FUNDS	LOCAL FUNDS	TOTAL FUNDS
TOTAL CAPITAL NEED	\$ 4,495,080	\$ 5,483,030	\$ 44,430	\$ 10,022,540
Revenue Vehicles	\$ 2,329,928	\$ 3,736,322	\$ 4,350	\$ 6,070,600
Cutaway (Para)	\$ 1,716,168	\$ 2,916,032	\$ -	\$ 4,632,200
Cutaway (Para)	\$ -	\$ 300,000	\$ -	\$ 300,000
Cutaway (Fixed Route)	\$ 539,520	\$ 130,530	\$ 4,350	\$ 674,400
Van	\$ 74,240	\$ 389,760	\$ -	\$ 464,000
Support Vehicles	\$ -	\$ 59,516	\$ 1,984	\$ 61,500
Truck / SUV	\$ -	\$ 36,290	\$ 1,210	\$ 37,500
Automobile	\$ -	\$ 23,226	\$ 774	\$ 24,000
Maintenance Equipment	\$ -	\$ 119,807	\$ 3,193	\$ 123,000
Column Lift, 18000 lb. (York)	\$ -	\$ 57,097	\$ 1,903	\$ 59,000
Column Lift, 18000 lb. (Coordinated)	\$ -	\$ 24,000		\$ 24,000
Tether Track Fall Arrest System	\$ -	\$ 19,355	\$ 645	\$ 20,000
Emergency Air Line to Bus Wash		\$ 19,355	\$ 645	\$ 20,000
Capital Equipment	\$ 865,152	\$ 1,252,866	\$ 24,422	\$ 2,142,440
Farebox Replacement	\$ 665,152	\$ 160,925	\$ 5,363	\$ 831,440
Mobile Ticketing Hardware	\$ -	\$ 150,969	\$ 5,031	\$ 156,000
Maintenance Software (Additional)	\$ -	\$ 295,163	\$ 4,837	\$ 300,000
Paratransit Camera Replacements	\$ -	\$ 120,000	\$ -	\$ 120,000
Recording Software	\$ -	\$ 34,677	\$ 323	\$ 35,000
Scheduling Software	\$ 200,000	\$ 193,551	\$ 6,449	\$ 400,000
Integrated Application Development	\$ -	\$ 200,000		\$ 200,000
Computer Hardware/Software	\$ -	\$ 72,581	\$ 2,419	\$ 75,000
Paratransit Tablets	\$ -	\$ 25,000	\$ -	\$ 25,000
Passenger Facilities	\$ 1,300,000	\$ 314,519	\$ 10,481	\$ 1,625,000
York Transfer Center Renovation	\$ 1,300,000	\$ 314,519	\$ 10,481	\$ 1,625,000



DATE: February 6, 2020
TIME: 7:00 PM
PLACE: 415 Zarfoss Drive, York, PA
PURPOSE: FEBRUARY BOARD MEETING

REGULAR MONTHLY MEETING
ORDER OF BUSINESS

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - A. Meeting Minutes on January 9, 2020 (Pages 7 - 14)
4. YAMPO Transit Committee
 - A. Resolution 2007 – Submission of the Draft 2021-2024 Transit TIP for Incorporation into the Overall Draft 2021-2024 York County TIP (Will be provided)
5. Communications
 - A. Kirk Stoner's Reappointment Letter (Page 15)
 - B. Employee Thank You – Cumberland, Franklin, Perry (Pages 16 – 17)
6. Treasurer's Report
7. Committee Report - Agenda (Page 1)
 - A. Resolution 2005 – Approving the Central Pennsylvania Transportation Authority Safety Management Policy (Page 2 - 3)
 - B. Resolution 2006 – Authorizing the Filing of a State Capital Grant Application and Certification of Local Match (Pages 4 – 5)
8. Old Business
9. New Business
10. Future Procurement Activities
 - A. Audit
 - B. Transit Shelter Advertisement
 - C. Engineering – JMT Contract Extension
11. Staff Reports
12. Executive Session
13. Adjournment

Next Meeting: Thursday, March 5, 2020 at the York County office, 415 Zarfoss Drive, York, PA 17404



MINUTES OF COMMITTEE MEETING OF JANUARY 9, 2020

Upon duly given notice, the monthly Committee Meeting of the Central Pennsylvania Transportation Authority (CPTA) Board of Directors was held on January 9, 2020, at 415 Zarfoss Drive, York, PA 17404.

Members Present: Raymond Rosen, Keith Martin, Darlene Brown, Thomas Wilson, Annie Strite and Phil Robbins.

By Phone: 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, Trevor Manahan, Chief Operating Officer; Jamie Leonard, Director of Human Resources; Tony Mundy, Maintenance Superintendent; Monica Young, Management Communications Specialist

Keith Martin called the Committee Meeting to order at 6:02PM.

RESOLUTIONS:

Resolution 2001 – Adopting Title VI Program Update

Rich Farr stated that we are asking for the ability to submit the Title VI program to the Office of Civil Rights to finalize. It was last submitted in 2017.

Resolution 2002 – Approving a Contract with CTS for Community Health Choices Services

The state has moved to three managed care organizations with one of those being CTS. CTS contacted CPTA to be a transportation provider for the health plan. MCOs must pay for individuals who are not covered under MATP transportation. The contract has been reviewed by Jill Nagy.

Resolution 2004 – Project Recommendation to YAMPO Coordinating Committee



Staff is requesting an addition to the TIP for scheduling software totaling \$400,000. \$200,000 would be Federal resources and \$200,000 would be State.

The CPTA/CAT management agreement extension was discussed. Language highlighted in red on the prior agreement was added by Attorney Nagy.

Financial Statements

Meeting adjourned at 7:01pm.

Respectfully Submitted,

Monica Young
Management Communications Specialist
Central Pennsylvania Transportation Authority

Thomas Wilson
Secretary
Central Pennsylvania Transportation Authority



MINUTES OF BOARD MEETING JANUARY 9, 2020

Upon duly given notice, the monthly Board Meeting of the Central Pennsylvania Transportation Authority (CPTA) Board of Directors was held on January 9, 2020, at 415 Zarfoss Drive, York, PA 17404.

Members Present: Raymond Rosen, Darlene Brown, Keith Martin, Thomas Wilson, Phil Robbins, Annie Strite.

By Phone: Richard Carson, Carrie Gray, Kirk Stoner

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.

Chairman Raymond Rosen called the meeting to order at 7:02PM.

PUBLIC COMMENT:

There was no public comment.

APPROVAL OF MINUTES:

A motion to approve the minutes from the regular CPTA Board of Directors meeting on November 21, 2019, was moved by Phil Robbins, seconded by Rich Carson and passed unanimously.

YAMPO TRANSIT COMMITTEE:

Resolution 2004 – Project Recommendation to YAMPO Coordinating Committee

A motion to approve was raised by Keith Martin, seconded by Annie Strite, and passed unanimously.



COMMUNICATIONS:

Richard Farr reviewed the 2019 sales for the York Fresh Food Farms pop up farmer's market at the Transfer Center. rabbittransit was the top sales location for 2019, one up from last year.

The DHS resolution for Indiana County appointing us as the MATP Administrator was discussed.

The 3P Ride Annual Report was added in the board packet for review.

TREASURER'S REPORT:

The income sheet and balance sheet were provided along with the dashboard, period ending November 30, 2019. The ridership is still down compared to last year. There was approximately 75K in capital purchases. Only one performance measurement was met out of four which was Operating Cost per Revenue Hour. Discussed YTD2020 safety and passenger injury as there is an increase.

COMMITTEE REPORT:

- Resolution 2001 – Adopting Title VI Program Update
Motion to approve raised by Tom Wilson, seconded by Darlene Brown, and passed unanimously.
- Resolution 2002 – Approving a Contract with CTS for Community Health Choices Services
Motion to approve raised by Phil Robbins, seconded by Keith Martin, and passed unanimously.
- Resolution 2003 – CPTA/CAT Management Agreement Extension
Motion to approve raised by Kirk Stoner, seconded by Phil Robbins, and passed unanimously.

OLD BUSINESS:

NEW BUSINESS:

FUTURE PROCUREMENT ACTIVITIES:



STAFF REPORTS:

Dwight Huntington discussed labor negotiations. The union is still reviewing.

Richard Farr stated that he is speaking at the House of Representatives Mental Health Caucus on Monday. A Transportation Coalition meeting will be held here on Thursday.

Jenna Reedy and Richard Farr met with stakeholders from Adams County to discuss connecting Gettysburg to Hanover. They also attended the CAT Mixer last night with Cumberland County discussing CAT's vision 2020.

Jamie Leonard gave an EEO update.

Headcount

Female	Asian	
Female	American Indian	1
Female	Black	28
Female	Hispanic	4
Female	2 or more	11
Female	White	134
Female	Native Hawaiian	
		178

Male	Asian	2
Male	American Indian	
Male	Black	16
Male	Hispanic	12
Male	2 or more	6
Male	White	220
Male	Native Hawaiian	1
		257

<u>Total</u>	Asian	2
	American Indian	1
	Black	44
	Hispanic	16
	2 or more	17
	White	354
	Native Hawaiian	1
		435



Hires 2019

Female	Asian	
Female	American Indian	1
Female	Black	11
Female	Hispanic	2
Female	2 or more	5
Female	White	30
Female	Native Hawaiian	
		49
Male	Asian	1
Male	American Indian	
Male	Black	5
Male	Hispanic	4
Male	2 or more	1
Male	White	50
Male	Native Hawaiian	1
		62

Total

Asian	1
American Indian	1
Black	16
Hispanic	6
2 or more	6
White	80
Native Hawaiian	1
	111

Terms 2019

Female	Asian	
Female	American Indian	
Female	Black	5
Female	Hispanic	5
Female	2 or more	3
Female	White	32
Female	Native Hawaiian	
		45
Male	Asian	
Male	American Indian	
Male	Black	1



Male	Hispanic	
Male	2 or more	1
Male	White	35
Male	Native Hawaiian	
		37
<u>Total</u>	Asian	0
	American Indian	0
	Black	6
	Hispanic	5
	2 or more	4
	White	67
	Native Hawaiian	0
		82

Turnover Rate for 2019 19.6%, industry benchmark 50.2%

Current headcount 59.1% Male, 40.9% Female, 81.4% White, 10.1% Black, 3.9% 2 or more, 3.7% Hispanic, .5% Asian, .2% American Indian, .2% Native Hawaiian

Hired – 55.9% Male, 44.1% Female

Termed – 45.1% Male, 54.9% Female

Tony Mundy mentioned that December was a training month for the Maintenance Department. Kurt Ranes participated in a NTI Transit Maintenance Leadership Workshop. Steven Diehl attended the Heavy-Duty NGV Maintenance and Diagnostics training. Darwin Craul and Neal Shoemaker attended the CNG Fuel System Inspector training and Shannon Wise obtained his Class B Technician certification.

EXECUTIVE SESSION:

An Executive Session was held on personnel matters.

Meeting adjourned at 8PM.

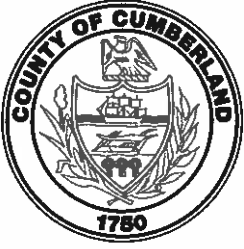
Next Meeting: Thursday, February 6, 2020, at the York County Office, 415 Zarfoss Drive, York, PA 17404



Respectfully Submitted,

Monica Young
Management Communications Specialist
Central Pennsylvania Transportation Authority

Thomas Wilson
Secretary
Central Pennsylvania Transportation Authority



COMMISSIONERS OF CUMBERLAND COUNTY

Gary Eichelberger
Chairman

Jean Foschi
Vice Chairman

Vincent T. DiFilippo
Secretary

January 13, 2020

Mr. Kirk Stoner
14 Meadowood Place
Boiling Springs, PA 17007

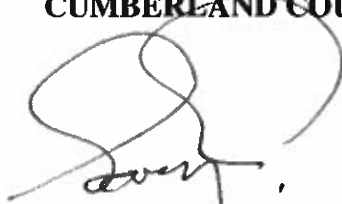
Dear Mr. Stoner,

At our Board of Commissioners meeting on January 13, 2020, we unanimously moved to re-appoint you to serve on the Central PA Transit Authority for a Term of four (4) years, commencing on January 1, 2020 and expiring on December 31, 2023.

We very much appreciate your willingness to serve on this Board.

Sincerely,

CUMBERLAND COUNTY BOARD OF COMMISSIONERS



Gary Eichelberger
Chairman



Jean Foschi
Vice-Chairman



Vincent T. DiFilippo
Secretary

cc: Rich Farr

/tk

Monica Young

From: Rose Cook
Sent: Thursday, January 23, 2020 8:23 AM
To: Rich Farr
Cc: Monica Young
Subject: THANK YOU!!!

Good morning Rich,

I am sorry I didn't send this sooner.

Everyone from Cumberland, Franklin and Perry said Thank you for the raise and the gift card. We all appreciate them and also wanted to thank the board for appreciating us.

Everyone enjoyed the Holiday party and I heard them telling fun stories to some that didn't attend.

I want to Thank you very much for all you do for all of us!

Thank you!
Rose



Rose A Cook General Manager, Cumberland, Franklin and Perry Counties
Central Pennsylvania Transportation Authority
Serving Adams, Columbia, Cumberland, Franklin,
Montour, Northumberland, Perry, Snyder, Union and York Counties
415 Zarfoss Drive I York, PA 17404
717.505.0941, (f) 848.4853
www.rabbittransit.org | <https://www.facebook.com/rabbittransit>

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The raise + Target Card reflecting our accomplishments
is greatly appreciated by the Franklin Team!

Thank you so much for your kindness.

THANKS
ALSO

Thank you
Raf

Wendy

Thanks
for the gift card.
Lovin-da-dream
Sweet - f

Thank you
for the gift card

Thanks
Ren Day

My wife really appreciates it and
Thank you!!
STEVE C.

Thanks

Day 1 of

Thanks!
Mark

Thank you
for the gift card

Ren Day team

Rob
Glen

Thank you
Ed

TELEVEALS
Thanks

Thank you for
your thoughtful
gifts

Thank you
for the gift card

A word of thanks -

BOB
CREBS

not once, but twice,

'cause what you did

Thank
you
for

was really nice!

Thank
you
Dob Beaumont

It's amazing what a team
can do together, Blessing!
to you all!

Thank you!
Denny Allen