



DATE: June 11, 2020
TIME: 7:00 PM
PLACE: Zoom Meeting
PURPOSE: JUNE BOARD MEETING

REGULAR MONTHLY MEETING
ORDER OF BUSINESS

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - A. Meeting Minutes on May 14, 2020 (Pages 2-6)
4. YAMPO Transit Committee
 - A. TIP Update
5. Communications
6. Treasurer's Report (Will be provided)
7. Resolutions
 - A. RESOLUTION 2020 – Authorizing a Cooperation Agreement for Marketing Services Via the “Transit” Application (Page 7)
 - B. RESOLUTION 2021 – Awarding Audit Contract (Page 8-9)
 - C. RESOLUTION 2022 – Approving Layoff Policy (Page 10-12)
8. Old Business
 - A. Annual Board Resolution adjusted to 2014A
9. New Business
 - A. In-Person Board Meetings
10. Future Procurement Activities
 - A. Microtransit RFP
11. Staff Reports
 - A. Half Fare Discounted Pass Period for Covid-19
12. Executive Session
13. Adjournment

Next Meeting: Thursday, July 9, 2020



MINUTES OF BOARD MEETING MAY 14, 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 May 14, 2020, at 415 Zarfoss Drive, York, PA 17404.

Members Present: Raymond Rosen, Darlene Brown, Keith Martin, Thomas Wilson, Philip 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:

A motion to approve the minutes from the regular CPTA Board of Directors meeting on April 2, 2020, was moved by Richard Carson, seconded by Philip Robbins and passed unanimously.

YAMPO TRANSIT COMMITTEE:

No business.

COMMUNICATIONS:

Employee thank you cards were reviewed. Richard Farr received several dozen messages in appreciation of the employee bonus and the efforts that have been made in response to the pandemic.



TREASURER'S REPORT:

Bonnie Stine reviewed the financial statements for the period ending March 31, 2020. In regard to KCab, due to the circumstances we are not going to get a full analysis of subcontracting versus in house due to the pandemic.

RESOLUTIONS

RESOLUTION 2014 – Honoring Transit Employees for Exceptional Work during the Peak of the COVID-19 Pandemic

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

RESOLUTION 2015 – Authorizing the Award of a Contract for Enhancing and Supporting FindMyRide and Increasing Awareness of Human Services Transportation Project – Task I to Cambridge Systematics

Motion to approve was raised by Kirk Stoner, seconded by Annie Strite and passed unanimously.

rabbittransit assisted in the FindMyRide project and over the years we have done enhancements. We are now moving forward with the next step of development.

RESOLUTION 2016 – Authorizing the Award of a Contract for Enhancing and Supporting FindMyRide and Increasing Awareness of Human Services Transportation Project – Task II to d’Vinci Interactive

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

Dwight Huntington stated that the original project was split into two phases. This phase will consist of videos and how tos as far as the online help aspect.

RESOLUTION 2017 – Adopting the Management Workplan for 2020/2021

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

This plan focuses on COVID-19 as we believe fiscal year 2020/2021 will be a year of recovery. CARES Act funding, turnpike issues, and Transfer Center renovations were discussed as well as exploring Microtransit in Gettysburg.



The salary chart was provided. From a market analysis, we will be continuing to evaluate the scale for certain positions.

The ACT 44 funds were reviewed by Bonnie Stine. This is a chart you see every year, maintaining some reserves is a goal of ours and PennDOTs. The CARES Act, looking on the horizon has turned into how we are going to survive in the next two years. We do not know if riders will be more calculated in every trip to minimize their exposure. It is designed to assist with COVID related funds. The Act 44 funds have less restrictions and no reporting requirements. We are putting a large sum of money in reserves hoping to be back on track so when the CARES Act funds are gone, we will have additional funds to fall back on.

COVID related expenses the first week of May equaled approximately \$150K, not including masks, sanitizers or additional cleaning prior to this. The business impact is hitting us much harder with ridership declines of 55 to 80 percent.

This budget was difficult to put together as there are so many unknowns. It does support the other items in the Management Workplan such as increased overtime. Additional hours due to social distancing are included. There will not be as many riders per hour which will decrease revenue.

One of the concerns as we move forward is the effect on the workforce if there is a resurgence in the fall. We struggle with FMLA in normal times. There are also provisions that say we have to pay a certain amount for a certain amount of time for individuals that are off due to school not being in session, etc. It really depends on what happens if we can resume to a normal state. On the grant side, it will take 34 percent more to subsidize ourselves. There are sufficient grant funds. It is showing we will have access to ACT 44 funds that we are putting into our reserves.

Expenses were reviewed. There were no additional positions this year and wage increases are in between 1 and 3 percent. Overtime is budgeted at historical rates. We budgeted for a 5% increase in our health insurance premium due to more employees choosing to participate with our benefit package and the increase from single to adding dependents. The additional help with sanitation and cleaning was noted. Fuel prices are going down and we are locked into a contract now with more miles on the vehicles because of not having the aging centers. We are in a tire contract with a minimal increase. A minimal increase was budgeted for parts which is just inflation. Material and supply purchases will be ongoing. We are looking to negotiate contracts for utilities. No changes in leasing or rentals.

We have begun to look at how to strengthen our organization, strengthening our social distancing in the building and on the vehicles. The employees at home really need printers.



RESOLUTION 2018 – Authorizing an Amendment to the Employee Handbook -
Holidays

Motion to approve was raised by Richard Carson, seconded by Philip Robbins and passed unanimously.

Freedom Transit usually operates in Adams County because of the tourism but this year we will not be operating due to the pandemic so we are asking the board to temporarily award with the possibility of July 4 being cancelled as well.

RESOLUTION 2019 – Authorization to Procure Paratransit Vans by Exercising our
Options on the Current Statewide Contract

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

Richard Farr shared that this is normal routine for shared ride funding. We will begin the process of obtaining purchase orders.

OLD BUSINESS:

Restarting the Joint Regionalization Committee was discussed. Ray Rosen indicated this may be better to do in person, in a large room while socially distancing. Richard Farr will bring this up tomorrow at the CAT board meeting.

NEW BUSINESS:

No new business.

FUTURE PROCUREMENT ACTIVITIES:

No future procurement activities.

STAFF REPORTS:

The COVID-19 Communications and Actions Timeline was provided and reviewed to give a sense of the amount of communication and action that went out to the entire ten counties in March and April. The second portion of the timeline is the Facebook posts we had posted for our riders.



Jamie Leonard indicated that we have 137 employees that are laid off. We have 8 laid off in customer service, 2 in dispatch, 1 part time business development, 7 York fixed route, 4 York Express, 24 York paratransit and 91 in the additional counties.

With the CARES Act and FFCRA, 7 employees are off on expanded FMLA. We are unsure of what will happen in the summer time for children and throughout the fall. There is a new challenge every day as far as employees being tested, family members tested or positive, positive employees, etc. We are hearing that individuals are having a hard time getting unemployment.

A timeline for service will be sent out tomorrow.

EXECUTIVE SESSION:

Meeting adjourned at 8:00PM.

Next Meeting: Thursday, June 11, 2020

Respectfully Submitted,

Monica Young
Management Communications Specialist
Central Pennsylvania Transportation Authority

Thomas Wilson
Secretary
Central Pennsylvania Transportation Authority

RESOLUTION 2020

AUTHORIZING A COOPERATION AGREEMENT FOR MARKETING SERVICES VIA THE “TRANSIT” APPLICATION

WHEREAS, the Central Pennsylvania Transportation Authority is continually looking for ways to improve its ability to quickly and accurately provide public information on its fixed route transportation system; and,

WHEREAS, 9280-0366 Quebec Inc. a firm from Quebec, also known as “Transit”, has developed and implemented a mobile application that aggregates urban transportation options enabling end users to access real-time information, transit planning and alternatives, and,

WHEREAS, the “Transit” application also integrates with Token Transit, a fare payment method currently used by CPTA, and,

WHEREAS, Transit only requires a “Cooperation Agreement” and their application be announced as “the endorsed App” by CPTA and endorsed in any media CPTA uses to promote transit information, and,

WHEREAS, the agreement would be for a one (1) year term beginning on the date of the agreement and can be terminated with sixty (60) days-notice by either party,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Pennsylvania Transportation Authority that the Executive Director be authorized to enter into an agreement with 9280-0366 Quebec Inc. for the use of their Transit application.

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 June 11, 2020.

Thomas Wilson
Secretary
Central Pennsylvania Transportation Authority

attest: _____
Raymond Rosen
Chairman
Central Pennsylvania Transportation Authority

RESOLUTION NO. 2021

AWARDING AUDIT CONTRACT

WHEREAS, the Central Pennsylvania Transportation Authority (CPTA) desires to establish a contract for audit services for the fiscal years 2020, 2021 and 2022, with two (2) one (1) year options, and

WHEREAS, due to the expiration of CPTA's current auditing services contract, a new contract award must be made prior to July 1, 2020, and

WHEREAS, CPTA, through a joint procurement process with Capital Area Transit (CAT), Lebanon Transit (LT), South Central Transit Authority (SCTA) and Centre Area Transit Authority (CATA), advertised an RFP in accordance with all required Federal and State purchasing requirements, and

WHEREAS, an audit evaluation committee comprised of representatives from CAT, LT, CATA, SCTA and CPTA met several times in April and May 2020 to discuss the evaluations and recommend an audit firm, and

WHEREAS, the audit evaluation committee is recommending to each of the joint participants' Board of Directors to award a contract to Reinsel, Kuntz, Leshner LLP for three (3) years with two (2) one (1) year options;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby approve the audit evaluation committee's recommendation and award a contract for audit services to Reinsel, Kuntz, Leshner, LLP for the fiscal years 2020, 2021 and 2022.

DULY RESOLVED, this 11th day of June 2020 by the Board of Directors in a lawful session duly assembled.

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 June 11, 2020.

Thomas Wilson
Secretary
Central Pennsylvania Transportation Authority

attest: _____
Raymond Rosen
Chairman
Central Pennsylvania Transportation Authority

**RESOLUTION NO. 2021
AWARDING AUDIT CONTRACT
FACT SHEET**

- An audit RFP was issued as a joint proposal by CAT, LT, CATA, SCTA and CPTA.
- The previous RFP for audit services, developed with assistance from PA DOT and specifically written as a joint procurement, was utilized to obtain better pricing.
- The term of this RFP is for three (3) years. There are provisions for two (2) additional one year options, if elected.
- The evaluation criteria included:
 - Firm and Engagement Team Background and Experience – 30%
 - Work Plan Strategy and Implementation – 45%
 - Fee Proposal – 25%
- The evaluation team consisted of: Ray Girouard, CAT Fiscal Director; Angela Luciotti, LT Chief Finance Officer; Jeffery Glisson, SCTA, Procurement; Bruce Donovan CATA Director of Finance; Bonnie Stine, CPTA Controller; and Ben Dice, SCTA Controller.
- Proposals were due Tuesday, March 20, 2020 at 2:00pm.
- Evaluations were completed by the committee and reviewed.
- The award of contract is for a July 1, 2020 start date.
- Each Authority will issue their own contract for auditing services from this RFP.
- RFP packets were sent out to:

Zelenkosfske Axelrod – Harrisburg, PA Rager, Lehman & Houck – Westminister, MD Maher Duessel – Harrisburg, PA Reinsel, Kuntz, Leshar – Lancaster, PA McGladrey LLP – Chicago, IL Clifton Larson Allen – Plymouth Meeting, PA Baker Tilly Virchow Krause – Williamsport, PA Zelenkosfske Axelrod – Harrisburg, PA Rager, Lehman & Houck – Westminister, MD Maher Duessel – Harrisburg, PA Reinsel, Kuntz, Leshar – Lancaster, PA Pancerella & Associates LLC – Shillington, PA	McGladrey LLP – Chicago, IL Clifton Larson Allen – Plymouth Meeting, PA Baker Tilly Virchow Krause – Williamsport, PA Milligan & Company - Trout Ebersole & Groff LLP-CPA – Lancaster, PA Brown Shultz Sheridan & Fritz – Lancaster, PA Sager Swisher & Company LLP – Lancaster, PA The Binkley Kanavy Group, LLC – Pittsburgh Brian Binkley – PA Malcolm Smith and Company, P.C – Wyomissing, PA Herbein + Company - Reading, PA Tomasi & Co, LLP – Wyomissing, PA
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- RFP responses were received from:

Clifton- Larson, Allen – CLA – Plymouth Meeting, PA Milligan & Company – Williamsport, PA Reinsel, Kuntz, Leshar – Lancaster, PA	SB& Co. – Philadelphia, PA Maher, Duessel – Harrisburg, PA Zelenkosfske Axelrod – Harrisburg, PA
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- The consensus of the committee, after review and discussion, is to recommend to each of the transit authorities' Board of Directors to award a contract to Reinsel, Kuntz, & Leshar (RKL) located in Lancaster, PA.

RESOLUTION NO. 2022
APPROVING LAYOFF POLICY

WHEREAS, the Central Pennsylvania Transportation Authority wishes to adopt a layoff policy, and

WHEREAS, the Central Pennsylvania Transportation Authority wishes to establish guidelines for reduction in force, and

WHEREAS, the Central Pennsylvania Transportation Authority wishes to include in the employee handbook, and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Pennsylvania Transportation Authority, that the approval of the layoff policy of the Central Pennsylvania Transportation Authority 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 June 11, 2020.

Thomas Wilson
Secretary
Central Pennsylvania Transportation Authority

attest: _____
Raymond Rosen
Chairman
Central Pennsylvania Transportation Authority



Objective

If Central Pennsylvania Transportation Authority determines that it must reduce the workforce because of adverse economic, budgetary reasons, lack of work, reorganization or other conditions, then layoffs may be temporary or permanent and recall from layoffs will generally be conducted in a manner that is consistent with the procedures described below unless otherwise defined through a collective bargaining agreement.

Definitions

a. A temporary layoff is the removal of an employee from work for a period not exceeding six months. A temporary layoff occurs when a temporary reduction in the workforce is necessary within a particular class. There is no break in service during temporary layoff.

b. A permanent layoff is the separation from employment of an employee.

Procedures

Layoff

- If a layoff is expected, Central Pennsylvania Transportation Authority will attempt to communicate information about an impending layoff as soon as possible considering the company's interests and compliance with state and federal notice requirements.
- Employees will generally be selected for layoff based on the following criteria, although not in this particular order:
 - Promotion potential and transferability of skills to other positions within the unit.
 - Demonstrated current and past performance.
 - The needs of the company and specific projects.
 - Length of service with the company.
- Employees selected for layoff will be given as much notice as is required by law or as much as is reasonable under the circumstances.
- If the layoff is expected to exceed 6 months, unused paid time off will be paid at the time of layoff. Employees who are laid off will not accrue paid time off or sick leave during the layoff based upon employee classification.



Recall

- Employees who are laid off will be maintained on a recall list for six months or until management determines the layoff is permanent, whichever occurs first. Removal from the recall list terminates all job rights the employee may have. While on the recall list, employees should inform the human resource (HR) department if they become unavailable for recall. Employees who do not keep a current home address and phone number on record with the HR department will lose their recall rights.
- Employees will be recalled according to the needs of Central Pennsylvania Transportation Authority, the employee's classification and ability to perform the job. Notice of recall will be communicated via phone, email and registered mail, return receipt requested, to the employee's home address on record. Unless an employee responds to the recall notice within seven days following receipt of the notice or its attempted delivery, the employee's name will be removed from the recall list and the employee will no longer have any job rights with Central Pennsylvania Transportation Authority.