



**DATE: May 14, 2020**  
**TIME: 7:00 PM**  
**PLACE: Conference Call**  
**PURPOSE: MAY BOARD MEETING**

**REGULAR MONTHLY MEETING**  
**ORDER OF BUSINESS**

1. Call to Order
2. Public Comment
3. Approval of Minutes
  - A. Meeting Minutes on April 2, 2020 (Pages 3-6)
4. YAMPO Transit Committee (No Business)
5. Communications
  - A. Employee Thank You Cards (Pages 7-8)
6. Treasurer's Report (Will be provided)
7. Resolutions
  - A. RESOLUTION 2014 – Honoring Transit Employees for Exceptional Work During the Peak of the COVID-19 Pandemic (Page 9)
  - B. 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 (Pages 10-11)
  - C. 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 (Pages 12-13)
  - D. RESOLUTION 2017 – Adopting the Management Workplan for 2020/2021 (Page 14-19)
  - E. RESOLUTION – Awarding Audit Contract (Tabled at this Time)
  - F. RESOLUTION 2018 – Authorizing an Amendment to the Employee Handbook – Holidays (Page 20)
  - G. RESOLUTION 2019 – Authorization to Procure Paratransit Van by Exercising our Options on the Current Statewide Contract (Page 21)
8. Old Business
  - A. Restart Joint Regionalization Committee
9. New Business
10. Future Procurement Activities
11. Staff Reports



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A. COVID-19 Timeline Communications and Actions (Pages 22-25)

12. Executive Session

13. Adjournment

Next Meeting: Thursday, June 11, 2020



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## MINUTES OF BOARD MEETING APRIL 2, 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 April 2, 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 7:02PM.

### 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 March 5, 2020, was moved by Richard Carson, seconded by Darlene Brown and passed unanimously.

A motion to approve the minutes from the CPTA Board of Directors meeting on March 20, 2020 was moved by Keith Martin, seconded by Kirk Stoner and passed unanimously.

### YAMPO TRANSIT COMMITTEE:

No business.

### COMMUNICATIONS:

No business.



TREASURER’S REPORT:

Bonnie Stine reviewed the financial statements for the period ending February 29, 2020. February was the first month that information was received since KCab is no longer providing trips for us. We had more revenue during this time without KCab and we will be monitoring this closely.

RESOLUTIONS

RESOLUTION 2012 – The FMLA Leave Expansion and Emergency Paid Sick Leave Policy

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

Richard Farr reviewed the FMLA Leave Expansion and Emergency Paid Sick Leave Policy that is required by law.

RESOLUTION 2013 – Certifying the Local Match for State Operating Financial Assistance

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

This resolution is a routine procedure through PennDOT.

OLD BUSINESS:

No business.

NEW BUSINESS:

Monica Young will be surveying the board for Zoom capabilities for future meetings.

FUTURE PROCUREMENT ACTIVITIES:

No future procurement activities.

STAFF REPORTS:

Richard Farr discussed legislative action through the Cares Act. The FTA is allocating \$25 billion to public transportation. We will receive \$12 million and these funds will



come like normal operating dollars. We are tracking all of our expenses and purchases to go under COVID-19.

Layoffs were reviewed which consisted of 80 non-York paratransit operators, 21 York paratransit with three additional, 7 fixed route operators, and 6 customer service reps. Five more will be going into effect by Monday.

Ridership was up Monday to Tuesday by 70%. A modified fixed route was created that went into effect last Monday.

We are identifying the amount of staff we need on a regular basis. PPE has been continually ordered for employees.

We have moved to a rear boarding and free fare collection process.

Tables and chairs have been moved from work areas to distance employees.

We are consistently evaluating supply chain needs.

We are working with the Union and employee relations. More employees are being seen with mental health needs from stress and the media.

Hand sanitizers are mounted on buses. Extra cleaning services have been secured. Buses and work stations are being fogged. Maintenance is catching up on work. The Transfer Center has additional needs.

Human resources has been working on layoffs and communicating information. Positive feedback has been shared in an employee newsletter. FAQs and memos have been distributed for using gloves and masks, proper sanitation and new time clock arrangements. Employees may now log in by using their phone. Authorization letters for employees have been created. We have also encouraged employees to take their temperatures prior to starting their work day.

Customer service has reduced their call center and transfer center hours.

We advocated for the stimulus package writing letters reiterating how public transportation is getting individuals to the frontline.

We have been sharing our information with other public transit agencies and businesses here in York.

We are monitoring our fiscal position and delaying purchases at this time.



A large number of employees are working from home. We needed to identify the technology gap, but it is working out well.

We are participating in press calls.

An employee has volunteered to go to quarantine locations.

We are working on preparing a recovery plan, thinking about how we can move forward.

**EXECUTIVE SESSION:**

Meeting adjourned at 7:37PM.

Next Meeting:        Thursday, May 14, 2020

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



Board of Directors +  
Management Team,

I think like everyone, I  
am overwhelmed, somewhat  
stressed and admittedly scared.  
Not for myself but for my very  
competent special needs grandson.  
My 11 daughter and all those that  
are sick & struggling would like  
my family + gratitude + sincere  
to extend for you.  
Thanks to all of you.  
Unfortunately, the best ways to  
appreciate your job is to imagine  
yourself without me.  
Faith + Family certainly helps  
us to see what's there instead  
of what isn't.

"...but we hope you know  
we appreciate everything?

you're done,"

Thank you for paying it  
forward...  
You have given me the  
gift of encouragement + hope  
in a difficult time.

Many blessings +  
prayers  
Susan +  
Denise

We appreciate all the support you have extended to us during this time of uncertainty!

To Everyone in the "rabbit" family  
Today may you be refreshed by knowing He cares and goes before you into each new day!

We are all walking our own difficult paths in all of this.

May we live by Faith  
Hold Fast to Hope  
and show  
Compassion to  
one another!

Sincerely,  
Franklin Office

"...I will never leave thee, nor forsake thee!"  
HEBREWS 13:5 KJV



**RESOLUTION NO. 2014**

**HONORING TRANSIT EMPLOYEES FOR EXCEPTIONAL WORK DURING THE PEAK OF THE COVID-19 PANDEMIC**

WHEREAS, the Governor of Pennsylvania made the first announcement of statewide COVID-19 mitigation efforts on March 16, 2020, and

WHEREAS, the Governor declares a Stay-At-Home order to York County on March 27, 2020 and a statewide order on April 1, 2020, and

WHEREAS, transit was designated an essential business to ensure the community has access to life-sustaining needs which included employment, medical and access to food trips, and

WHEREAS, the CPTA employees assisted in the implementation of numerous preventative and sanitation procedures to ensure service would be maintained, and

WHEREAS, during this unprecedented time of fear and unknown, the Authority employees rose to the occasion and delivered exceptional transportation service to the community, and

WHEREAS, due to this exceptional performance, CPTA was able to provide employment access to those community members whose essential jobs allowed our community to maintain services and provide supplies during the pandemic,

NOW THEREFORE, BE IT RESOLVED by the Board of Directors that it formally recognizes the outstanding performance of all its employees during a most difficult time, and

NOW BE IT FURTHER RESOLVED by the Board of Directors that a \$3.00 per hour employment appreciation bonus be awarded for all hours worked from March 16, 2020 to April 30, 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 May 14, 2020.

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

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

**RESOLUTION NO. 2015**

**AUTHORIZING THE AWARD OF A CONTRACT FOR “ENHANCING AND SUPPORTING FIND MY RIDE AND INCREASING AWARENESS OF HUMAN SERVICES TRANSPORTATION” PROJECT - TASK I TO CAMBRIDGE SYSTEMATICS**

WHEREAS, the Central Pennsylvania Transportation Authority (CPTA) has partnered with the Bureau of Public Transportation of the Pennsylvania Department of Transportation to advance a FTA Transit & Health Access Initiative program, and,

WHEREAS, a Request For Proposals was released on December 2, 2019 seeking qualified proposals for professional services to support the deployment of improving transportation access for those with health care needs across the State of Pennsylvania, and,

WHEREAS, the Pennsylvania Department of Transportation will be providing CPTA with a grant to fund the project, and,

WHEREAS, a single proposal was received from Cambridge Systematics, and was found to be a responsive and responsible proposal,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Pennsylvania Transportation Authority to award a contract to Cambridge Systematics in an amount not to exceed \$2,955,000.00 for Task I of the Find My Ride and Human Services Transportation project.

**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 May 14, 2020.

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

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

## RESOLUTION NO. 2015

### AUTHORIZING THE AWARD OF A CONTRACT FOR “ENHANCING AND SUPPORTING FIND MY RIDE AND INCREASING AWARENESS OF HUMAN SERVICES TRANSPORTATION” PROJECT - TASK I TO CAMBRIDGE SYSTEMATICS

#### Fact Sheet:

- Begun in 2013 with PennDOT’s One-Call/One-Click program under a Veteran’s Transportation and Community Living Initiative (VTCLI) grant, this project expands and enhances access to transportation options for persons within the Commonwealth.
- This is a contract for Professional Services for the enhancement and expansion of that program under the FTA’s Rides to Wellness grant program, now known as the Transit & Health Access Initiative. This is one of two separate Tasks within the project solicitation.
- The services under this Task identified in the project scope are:
  - Implement a series of enhancements to a web-based system used to find and book transportation known as FindMyRidePA (FMR)
  - Provide ongoing hosting, support and maintenance of FMR
  - Assist in the implementation and promotion of FMR at transit agencies across Pennsylvania.
- This project will incorporate both primary types of public transportation services available in Pennsylvania: fixed route, with 34 agencies; and, shared-ride with 44 agencies providing those services under Human Services Transportation (HST) programs. The HST programs include but are not limited to: Shared Ride, PwD, MATP, ADA, AAA and MHIDD transportation programs. This project requires integration both Ecolane (Paratransit scheduling) and *MyStop* (part of the statewide fixed route ITS project).
- The original proposed cost for Task 1 was \$3,016,071 and that cost was reduced to \$2,686,406 in the Best And Final Offer (BAFO) round. There were a total of \$217,264 in Options included in the original cost and the total for this Resolution is the BAFO Cost plus the Options cost, plus \$50,000 for contingencies based on the timing of the project.

**RESOLUTION NO. 2016**

**AUTHORIZING THE AWARD OF A CONTRACT FOR “ENHANCING AND SUPPORTING  
FIND MY RIDE AND INCREASING AWARENESS OF HUMAN SERVICES  
TRANSPORTATION” PROJECT - TASK II TO  
D’VINCI INTERACTIVE**

WHEREAS, the Central Pennsylvania Transportation Authority (CPTA) has partnered with the Bureau of Public Transportation of the Pennsylvania Department of Transportation to advance a FTA Transit & Health Access Initiative program, and,

WHEREAS, a Request For Proposals was released on December 2, 2019 seeking qualified proposals for professional services to support the deployment of improving transportation access for those with health care needs across the State of Pennsylvania, and,

WHEREAS, the Pennsylvania Department of Transportation will be providing CPTA with a grant to fund the project, and,

WHEREAS, two responsive proposals were received from d’Vinci Interactive and McCormick Taylor and each were scored according to published criteria by a committee of staff from CPTA and the Pennsylvania Department of Transportation, and,

WHEREAS, the firm d’Vinci Interactive was judged to be the best value by that committee,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Pennsylvania Transportation Authority to award a contract to d’Vinci Interactive in an amount not to exceed \$150,000.00 for Task II of the Find My Ride and Human Services Transportation project.

**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 May 14, 2020.

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

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

**RESOLUTION NO. 2016**

**AUTHORIZING THE AWARD OF A CONTRACT FOR “ENHANCING AND SUPPORTING FIND MY RIDE AND INCREASING AWARENESS OF HUMAN SERVICES TRANSPORTATION” PROJECT - TASK II TO D’VINCI INTERACTIVE**

Fact Sheet:

- Begun in 2013 with PennDOT’s One-Call/One-Click program under a Veteran’s Transportation and Community Living Initiative (VTCLI) grant, this project expands and enhances access to transportation options for persons within the Commonwealth.
- This is a contract for Professional Services for the enhancement and expansion of that program under the FTA’s Rides to Wellness grant program, now known as the Transit & Health Access Initiative. This is one of two separate Tasks within the project solicitation.
- The services under this Task identified in the project scope are:
  - Develop educational content on available transportation services and programs aimed at seniors, persons with disabilities and low-income individuals
  - Design a web portal which provides a highly intuitive navigational framework for the educational content
- This project will incorporate both primary types of public transportation services available in Pennsylvania: fixed route, with 34 agencies; and, shared-ride with 44 agencies providing those services under Human Services Transportation (HST) programs. The HST programs include but are not limited to: Shared Ride, PwD, MATP, ADA, AAA and MHIDD transportation programs. This project requires integration both Ecolane (Paratransit scheduling) and *MyStop* (part of the statewide fixed route ITS project).
- The cost for Task II was capped at \$150,000 in the Request For Proposals. Based on this firm fixed budget, price was not an evaluation criteria.
- Scoring was based on evaluation of three criterion: technical approach, track record for being within budget and on time, and relevant expertise by a committee comprised of CPTA and PennDOT BPT subject matter experts. Overall average scoring was as follows:

Firm	McCormick Taylor	d’Vinci Interactive
Average Score	<b>842.4</b>	<b>848.0</b>

- There was a third proposal from Triscari Video Web Marketing that was not responsible and was therefore not scored.

**RESOLUTION NO. 2017**

**ADOPTING THE MANAGEMENT WORK PLAN FOR FISCAL YEAR 2020/2021**

WHEREAS, the Management Work Plan for FY2020-2021, which includes the proposed operating budget, and management objectives, was reviewed with the Central Pennsylvania Transportation Authority Board of Directors as a whole at the May 14, 2020, Board of Directors meeting; and,

WHEREAS, the proposed Management Work Plan for FY2020-2021 presents reasonable assumptions regarding the operation, investment in Authority assets and the marketing of the Authority, in the midst of responding to and trying to recover from the COVID-19 pandemic;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Pennsylvania Transportation Authority that it adopts the Management Work Plan for FY2020/2021.

**CERTIFICATION OF OFFICERS**

**OF**

**CENTRAL PENNSYLVANIA TRANSPORTATION AUTHORITY**

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

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





**MANAGEMENT WORK PLAN  
2020-2021**



# Management Work Plan 2020-2021

## Section 1: Workforce Continuity

- Workforce Capacity Assessment
  - Impact of FFCRA & expanded FMLA
  - Monitoring Wellness
- Social Distancing Plans
  - Physical Infrastructure
- Testing Policy/Procedures
- PPE Plans
- Evaluating Operating Group Separation: Team A/B
- Teleworking Expansion/Parameters
- Labor Relation Implications
- Employee Communications
- Mitigating Anxiety
- Prepare for “2<sup>nd</sup> Wave”



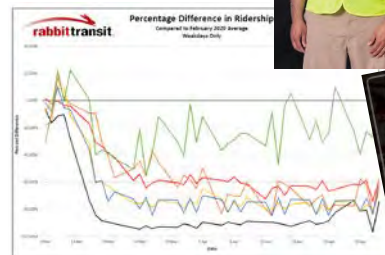
## Section 2: Customer-Centric Focus

- Vehicle/Facility Sanitation Plans
- Rider Protection
  - Social Distancing
  - Mask Requirements
- “Transit is Safe” Campaign
  - Public Messaging
- Crowding Stigma Challenge



## Section 3: Service Restoration

- Gradual Reintroduction of Service Levels
- Timing/levels depend on:
  - Labor Availability/Willingness
  - Customer Demand
- Restore Fare Collection
- Emerging Markets
- Potential Shift to Micromobility
- Monitor Supply Chain Disruptors



## Section 4: Community Engagement

- 3P Ride Donation Opportunities
- Opportunity for Employer Connections
- Healthcare Partnerships
  - Expanded 4-Ride - Geisinger
- York Economic Action Plan Steering Committee
- GSV United Way partnership to address Access to Work
- Hanover to Gettysburg Renewed Interest
- Salvation Army Partnership (CAT)
- Harrisburg Regional Chamber CAT 2020 Updates
- Workforce Development & Sustainable Wages Task Force



HARRISBURG REGIONAL  
CHAMBER & CREDC.



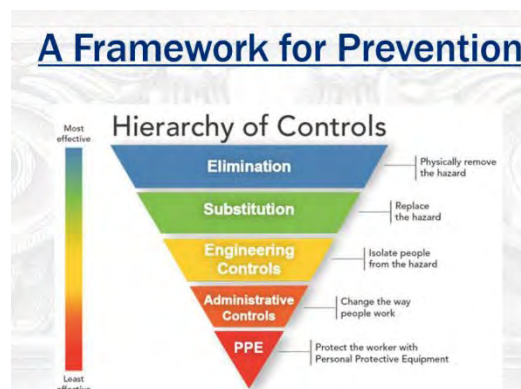
## Section 5: Financial Viability Considerations

- CARES ACT Spending Priority and Procurement Plan
- Local Match Implications
- Reduced Tax Revenues
- Turnpike Challenge/Capital Funding Unknown
- Shared Ride Losses
- Reduction in Farebox Revenue
- Create a Reserve
- Pay back County MATP (CAT)
- Pension – if allowable (CAT)



## Section 6: Safety

- Update Emergency Pandemic Plans
  - National Model
  - Industry Standard
- Security – CARES ACT Requirement
  - \$120,000 Investment
- SAFTI Implications
  - Worker's Compensation
- Framework of Prevention
  - Apply Hierarchy of Controls







**Central Pennsylvania Transportation Authority**  
**Non CBA Position Wage and Salary Scales**  
**Effective May 2020**

Dept	Grade	Position	Range Start	Mid Point	Range High
Exc	1	Executive Director	150,000.00	175,000.00	200,000.00
Exc	2	Chief Operating Officer	100,000.00	120,000.00	140,000.00
Exc	2	Chief of Staff	95,000.00	110,000.00	125,000.00
Exc	3	Controller	75,000.00	90,000.00	105,000.00
Exc	3	Director of Human Resources	75,000.00	90,000.00	105,000.00
Exc	3	Director of Mobility Services	75,000.00	90,000.00	105,000.00
Exc	3	Director of Planning & Procurement	75,000.00	90,000.00	105,000.00
Exc	3	Maintenance Superintendent	75,000.00	90,000.00	105,000.00
Maint	4	Maintenance Manager	67,500.00	77,500.00	87,500.00
HR	4	Safety, Security, and Training Officer	67,500.00	77,500.00	87,500.00
Ops	5	General Manager	60,000.00	70,000.00	80,000.00
Mgt	5	Management Communication Specialist to ED	50,000.00	60,000.00	70,000.00
Mgt	5	Project Manager to ED	50,000.00	60,000.00	70,000.00
Mobility	5	Mobility Manager	50,000.00	60,000.00	70,000.00
Acct	5	Financial Accountant	50,000.00	60,000.00	70,000.00
Ops	5	Site Manager	47,500.00	60,000.00	72,500.00
HR	5	HRBP	50,000.00	60,000.00	70,000.00
CS	6	CS/MP Supervisor	45,000.00	55,000.00	65,000.00
Maint	6	Maintenance Supervisor	50,000.00	57,500.00	65,000.00
Ops	6	Operations Supervisor	50,000.00	57,500.00	65,000.00
HR	6	Training Manager	50,000.00	57,500.00	65,000.00
Acct	6	Grants Coordinator	50,000.00	57,500.00	65,000.00
Planning	6	Transit Analyst/Transit Operations Analyst	50,000.00	57,500.00	65,000.00
Ops	7	Asst. Operations Supervisor (Road Supervisors, Dispatch Supervisor)	18.00	22.00	26.00
Mkt	7	Marketing Specialist	20.00	25.00	30.00
Acct	8	Accounting Specialist	16.00	19.00	22.00
HR	8	HR Assistant	15.00	17.50	20.00
HR	8	Safety & Training Coordinator	15.00	17.50	20.00
Mkt	8	Business Development Coordinator/Marketing and Social Media Coordinator	16.00	19.00	22.00
Ops	8	Divisional Asst. Ops. Sup	16.00	19.00	22.00
Ops	8	Dispatcher/Scheduler	16.00	19.00	22.00
Acct	9	Accounting Clerk	13.00	16.00	19.00
CS	9	Customer Service Representative I	13.00	14.75	16.50
CS	9	Customer Service Representative II	14.00	17.00	20.00
HR	9	Safety Clerk	14.00	15.50	17.00
Maint	9	Maintenance Clerk	14.00	15.50	17.00
Maint	9	Divisional Mechanic	14.00	17.00	20.00
Ops	9	Divisional Dispatcher/Scheduler	13.00	16.00	19.00
Ops	9	Operations Clerk	12.00	15.00	18.00
Bldg	10	Facilities	10.00	12.00	17.00
CS	10	Counting Clerk	11.00	12.00	13.00
CS	10	TPOM Coordinator	11.00	14.00	17.00
Maint	10	Divisional Porter/Bus Cleaners	11.50	12.50	13.50
Ops	10	Divisional Drivers	10.95	14.00	17.00

**RESOLUTION NO. 2018**

**AUTHORIZING AN AMENDMENT TO THE EMPLOYEE HANDBOOK – HOLIDAYS**

WHEREAS, the Central Pennsylvania Transportation Authority (CPTA) adopted an Employee Handbook, and

WHEREAS, due to the current COVID-19 pandemic, Pennsylvania's counties remaining in the red status, and the lack of tourism, and

WHEREAS, the staff has identified that the Holidays section of the Employee Handbook needs to be temporarily amended for the 2020 Memorial Day for the Adams Division, and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Central Pennsylvania Transportation Authority that it temporarily amends the Employee Handbook to make a one-time exception by offering Adams Division full-time employees Memorial Day Holiday Pay and authorizes staff to make the same action for the Independence Day Holiday if service levels warrant such action.

**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 May 14, 2020.

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

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



**RESOLUTION NO. 2019**

**AUTHORIZATION TO PROCURE PARATRANSIT VANS BY EXERCISING OUR OPTIONS ON THE CURRENT STATEWIDE CONTRACT**

WHEREAS, the Central Pennsylvania Transportation Authority currently has several paratransit buses that are eligible for replacement of approximately 88 vehicles; and,

WHEREAS, the Central Pennsylvania Transportation Authority participated in a Joint Procurement with South Central Transit Authority issuing a Request For Proposals for programmed replacement of several of those vehicles; and,

WHEREAS, the Central Pennsylvania Transportation Authority as part of a Joint Procurement issued a Request For Proposals for programmed replacement of several of those vehicles; and,

WHEREAS, Sheppard Bros., Inc. was the firm awarded the contract to build the Body-on-Chassis vans and Rohrer Bus Sales was the firm awarded the contract to provide Ford Transit vans; and,

WHEREAS, the Central Pennsylvania Transportation Authority has a number of buses that have exceeded their estimated useful life and that it can procure consistent with our programmed options in that contract; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby approve and authorize the Executive Director to purchase up to 75 Body-on-Chassis vans and 17 Ford Transit vans at a project cost not to exceed \$7,900,300.

DULY RESOLVED, this 14<sup>th</sup> day of May 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 May 14, 2020.

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

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

## **COVID-19 Timeline Communications and Actions**

March 16, 2020	Board update via email.
Month 17, 2020	Pass Exchange Program.  Anyone who purchased a pass between March 2 and March 16 may be eligible for an 11 Ride exchange.
March 16, 2020	Memo to Employees – Glove Usage, training video.
March 18, 2020	Memo to FR Operators – Social Distancing.  Creating a social distance, blocking off the front seats.
March 19, 2020	Employee Memo – Information what COVID-19 is, symptoms, general information.
March 20, 2020	Free Fare and Fast Boarding Memo - Outlining the process and expectations related to the topic.
March 23, 2020	Memo to employees – permission to clock in on Mobile Devices.
March 23, 2020	Memo to employees – Requesting temperatures to be taken prior to leaving for work. Evaluation overall health. Report any change. Outlining general quarantine protocols.
March 24, 2020	Remote work assignments sign off.
March 24, 2020	Issued essential employee memo – permitting travel to and from work.
March 25, 2020	Memo to Employees: Temporary Voluntary Reduction Program (layoffs).
March 26, 2020	Memo to Employees: COVID Attendance – “If you don’t feel well” do the following. Introduced EAP.
March 27, 2020	Memo to Employees: Notification of Governor’s Stay at Home Order.
March 27, 2020	Memo to Employees: Re-issue Glove Usage Protocol.
March 27, 2020	Memo to Employees: Unemployment Compensation Benefits for reduced work schedules.
March 30, 2020	Memo to Employees: FFCRA.
March 31, 2020	Memo to Employees: COVID Testing & Customers.
March 31, 2020	Memo to Para: Seating Arrangements.
April 1, 2020	Memo to Operations: Face Mask Usage & Protocol.
April 3, 2020	Memo to Employees: Best Practices – Laundering Clothing.

April 3, 2020	Memo to Employees: Transfer Center Procedures.
April 3, 2020	Memo to Employees: Face Mask Update – All employees must wear masks.
April 9, 2020	Memo to Employees: Reminders focusing on Cross-Contamination.
April 9, 2020	Memo to the Board: Free Fare and Rear Boarding Extension, Sunday Service, Face Coverings.
April 9, 2020	Press Release – Passenger Must Wear Masks.
April 10, 2020	Memo to Operations: Requiring Passenger Face Coverings.
April 14, 2020	Notification to public: If you need transportation to a testing site, please call us.
April 14, 2020	Customer Service Scripting on COVID questions and rider eligibility.
April 17, 2020	Memo to Employees: Potential Workplace Exposure.
April 17, 2020	Memo to Employees: Masks and Other Best Practices.
April 21, 2020	Press Release call for Mask Donations.
April 22, 2020	Memo to Employees: Community Spread – monitor your health and report.
May 7, 2020	Memo to Employees: Transition to Yellow – Northern Counties.
May 7, 2020	Memo to Employees: Cares Act and COVID-19.

Facebook Postings:

March 4 – Wash your hands (with handwashing image)

March 16 – Introducing how the latest developments with the Governor affected riding transit (with cleaning bus image)

- Social distancing
- If you don't have to travel, please stay home
- Cleaning the vehicles explanation

March 16 – Repost from PA dept of Health (image of "This Pennsylvanian is doing their part to stop the spread of COVID-19)

- Announce shut down of non-essential businesses
- Asked riders to ride for essential needs only

March 18 – Transit driver appreciation post

March 19 – Maintain safe distance (with image)  
-Announced the roping off of priority seating (with exception of ADA, etc)

March 19 – Operating for life sustaining needs only reminder (no place like home image)

March 19 – Re-post York dispatch article about Gov. Wolf closing non-life sustaining businesses

March 20 – rabbitEXPRESS running on reduced schedule starting 3/23

March 20 – Announced reduced Customer Service hours starting 3/23

March 20 – Announced free fare starting 3/23, asked for donations, encouraged everyone to stay home if possible

March 20 – Announced rear boarding starting 3/23

March 23 – Recap of precautionary measures (with image)

March 24 – APTA article & video repost about keeping transit running

March 25 – Sign up for Rider Alerts reminder

March 25 – 31 day pass reconciliation explanation & instructions

March 27 – Announced modified schedules of fixed route to begin 3/29

March 30 – Reminder about modified schedules

March 30 – Requesting donations (with image)

March 31 - Thank you post to staff and team members

April 3 – Reminder to only ride for life sustaining needs with modified schedule link

April 3- Asked all passengers to wear a nose/mouth covering (with image)

April 7 – Wear a nose/mouth covering (video)

April 8 – Stay home reminder (stop motion video)

April 9 – Reducing Fixed Route again starting 4/13

April 10 – Must wear a nose/mouth covering to ride the bus beginning 4/13 (with image showing examples)

April 13 – Repost Wellspan article featuring Josh Medina

April 14 – Google doodle thank public transit workers

April 14 – Announced masks are available, and also taking mask donations (with image of Beth & masks)

April 14 – Riders needing transportation to COVID testing sites please call for help

April 16 – Wear a nose/mouth covering reminder, masks available reminder (video)

April 20 – Thank you to essential workers video included text reminder about modified schedules

April 21 – Photo of operator, Sherry, wearing a mask – masks available reminder

April 24 – Must wear a nose/mouth covering reminder, please travel for life sustaining needs only (image)

April 24 – “Good Job” to everyone with Alicia Keys song/video

April 27 – How to clean and sterilize cloth masks (with image and article)

April 28 – Crisis text line info

April 29 – Thank you for all masks donated, reminder they are available for riders (image of masks)

May 1 – Gettysburg summer schedule postponed til further notice

May 6 – Stop Hopper still running, free fare

May 7 – Ongoing precautionary measures reminder until further notice (image)

- Wear a nose/mouth covering
- Rear boarding
- Free fare