



**DATE: February 4, 2021**

**TIME: 7:00 PM**

**PLACE: Zoom Meeting**

**PURPOSE: FEBRUARY BOARD MEETING**

## **REGULAR MONTHLY MEETING**

### **ORDER OF BUSINESS**

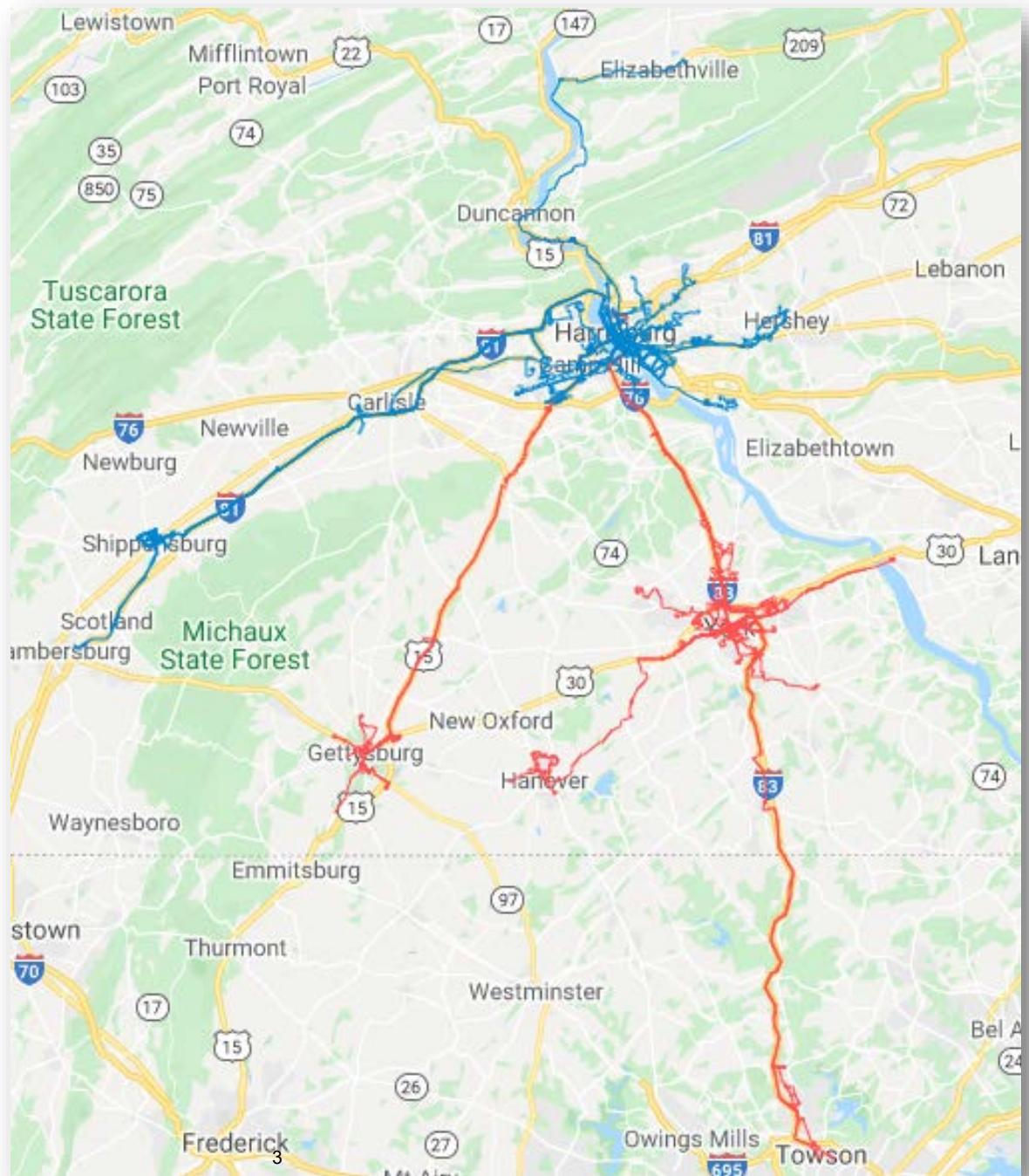
1. Call to Order
2. Public Hearing - Regionalization (Pages 2 - 12)
3. Public Comment - Due to COVID-19, all public comment must be submitted in writing prior to the meeting.
4. Approval of Minutes
  - A. Meeting Minutes on January 7, 2021 (Pages 13 - 16)
5. YAMPO Transit Committee
  - A. RESOLUTION 2102 – Recommendation of the YAMPO Coordinating Committee the Addition of a TDP Implementation Project Line Item to the YAMPO CMAQ Funding Plan (Pages 17 - 18)
6. Communications
7. Treasurer's Report (Pages 19 - 28)
8. Resolutions
  - A. RESOLUTION 2103 – Awarding Fuel Contracts (Pages 29 -30)
  - B. RESOLUTION 2104 – Authorizing the Filing of a State Capital Grant Application and Certification of Local Match (Pages 31- 32)
  - C. RESOLUTION 2105 - Resolution of the Board of Directors of Central Pennsylvania Transportation Authority Requesting the Formation of Regional Transportation Authority (Pages 33 - 46)
  - D. RESOLUTION 2106 – Approving the Award of Contracts for the Renovation of the King Street Transfer Center Station in the City of York (Pages 47 – 48)
9. Old Business
10. New Business
  - A. Procurement of Maintenance Software
11. Future Procurement Activities
12. Staff Reports
13. Executive Session
14. Adjournment

Next Meeting: Thursday, March 4, 2021





# Regional Fixed Route Service Map



# TRANSIT BENEFITS FOR REGIONALIZATION



## **Economic Development**

- Making the region more attractive to large employers.
- Improves the prospect of a reliable workforce.



## **Improved Employment Opportunities**

- MH/IDD decentralization of sheltered workshops = more evening, weekend and longer trips.
- Non-traditional hours/seasonal needs of warehousing industry.
- Growing need: transit service to employment for individuals involved in court system.
- Connections to large regional employers (Hersheypark, Amazon, FedEx, etc.)



## **Veterans Transportation**

- Connecting Veterans to the Lebanon VA Hospital.
- Connecting Unemployed Veterans to Jobs.

# TRANSIT BENEFITS FOR REGIONALIZATION

## IMPROVED TRANSIT OPERATIONS:



Reduce impending service reduction at CAT of up to 40% through cost saving and service restructuring measures.



Leverage buying power of a larger organization.



Expand shared service on weekends/evenings (seniors and persons with disabilities).



Reduce costs that can be shared (i.e. Software as a service fees).



Greater opportunity to qualify for discretionary grants (CMAQ, vets).



Operation efficiencies (shared resources, shared capital purchases/equipment, shared vehicles).



Create specialty maintenance services in regional shops for improved quality of maintenance.



Improved access to customer service—expanded call center hours.



Shared, robust intelligent transportation system: better service analysis, improved customer communication, better customer experience—single fare media, smart phone apps, rider alert system.

# TRANSIT BENEFITS FOR REGIONALIZATION

## IMPROVED TRANSIT OPERATIONS:



Multiple county perspective for planning services. Single contact with MPOs and the value in synergy.



Shared best practices across organization.



Subject-matter experts (non-duplicative positions):

- IT
- Marketing (reduction in duplicative creative campaigns/materials)
- Transit Development Plan expertise
- Microtransit expertise
- Advocacy expertise
- 4Ride business model



Shared seasoned Executive Director.

# TRANSIT BENEFITS FOR REGIONALIZATION



## Improved Service to Healthcare

- With regionalization of healthcare, more residents in region seeking transportation to non-traditional health providers.
- Transportation to these providers meets the needs of senior and disabled populations.



## Connectivity to Higher Education

- The HACC network—allowing students to travel to the Harrisburg Campus and between the Campus of Gettysburg, Harrisburg and York.
- Need improved connectivity between Penn State Campuses of Harrisburg and York.
- Greater opportunity to connect students to the region's technical institutions.



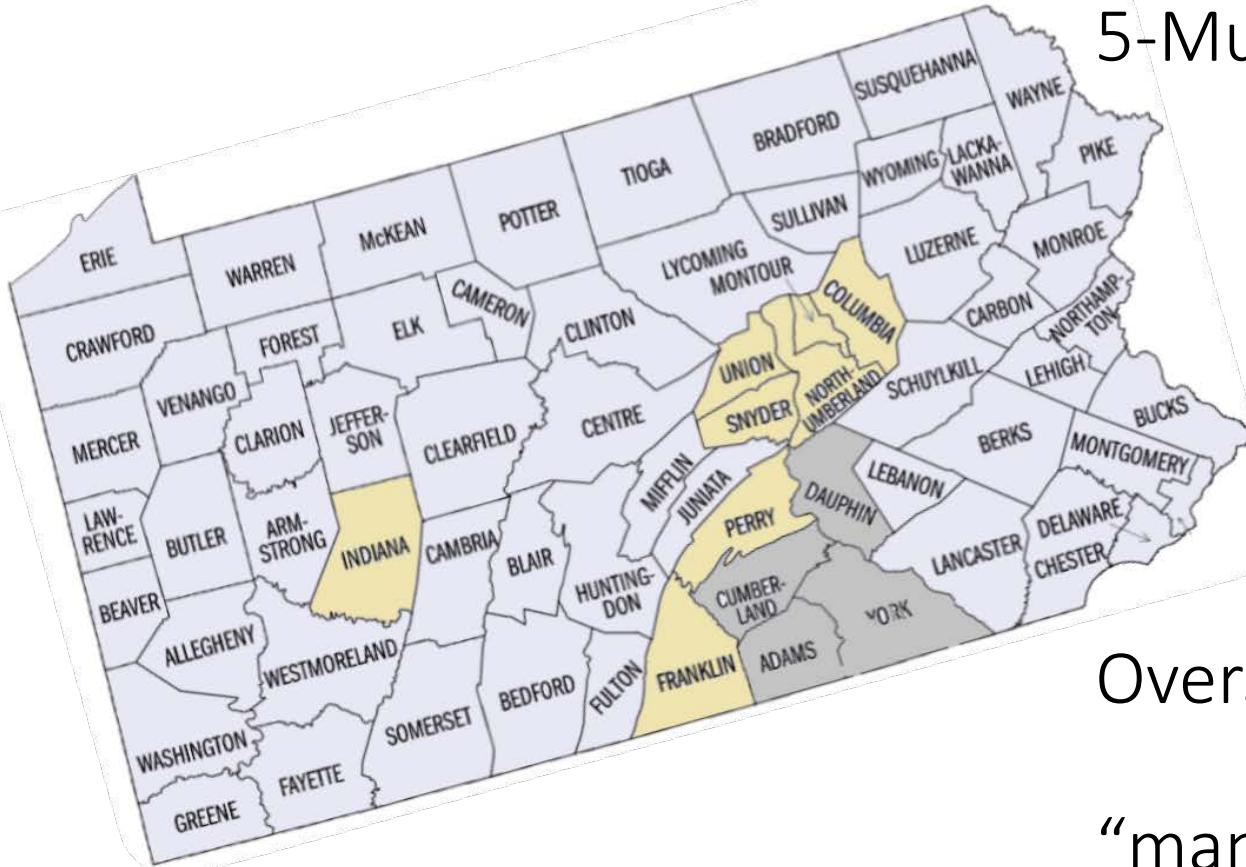
## Emergency Management Support

- Evacuations
- Vehicle shelter for first responders in elements.

# Service Area

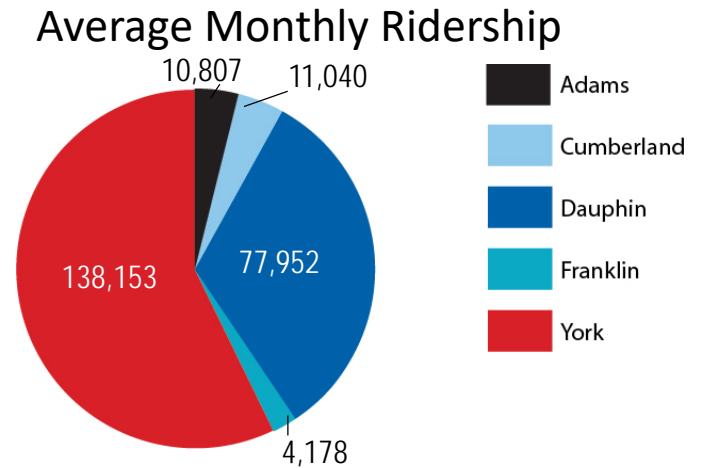
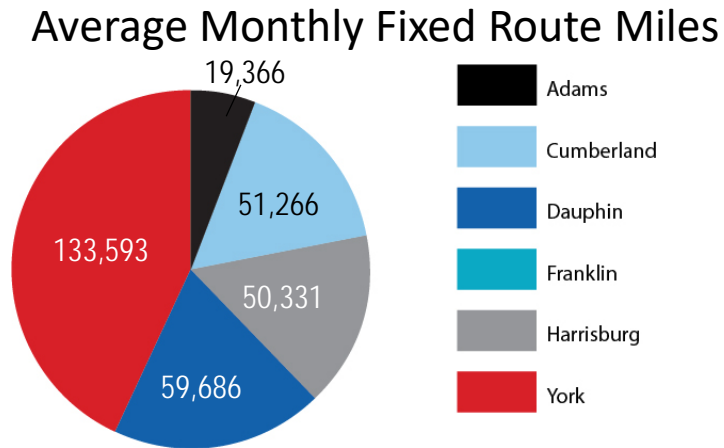
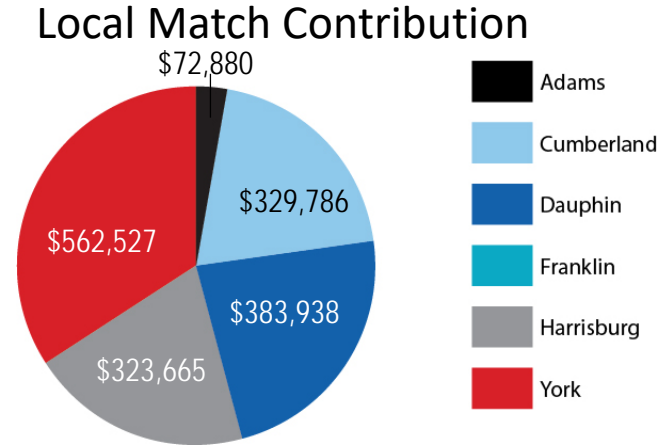
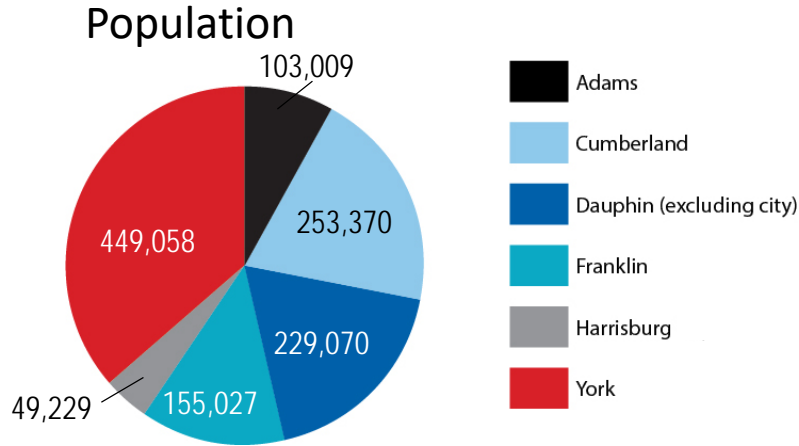
5-Municipality Authority  
Adams Co.  
Cumberland Co.  
Dauphin Co.  
Harrisburg City  
York Co.  
Franklin — Ex Officio

Oversight of 7 Counties  
through  
“management  
agreements”



# Board Composition for Regional Transit Authority

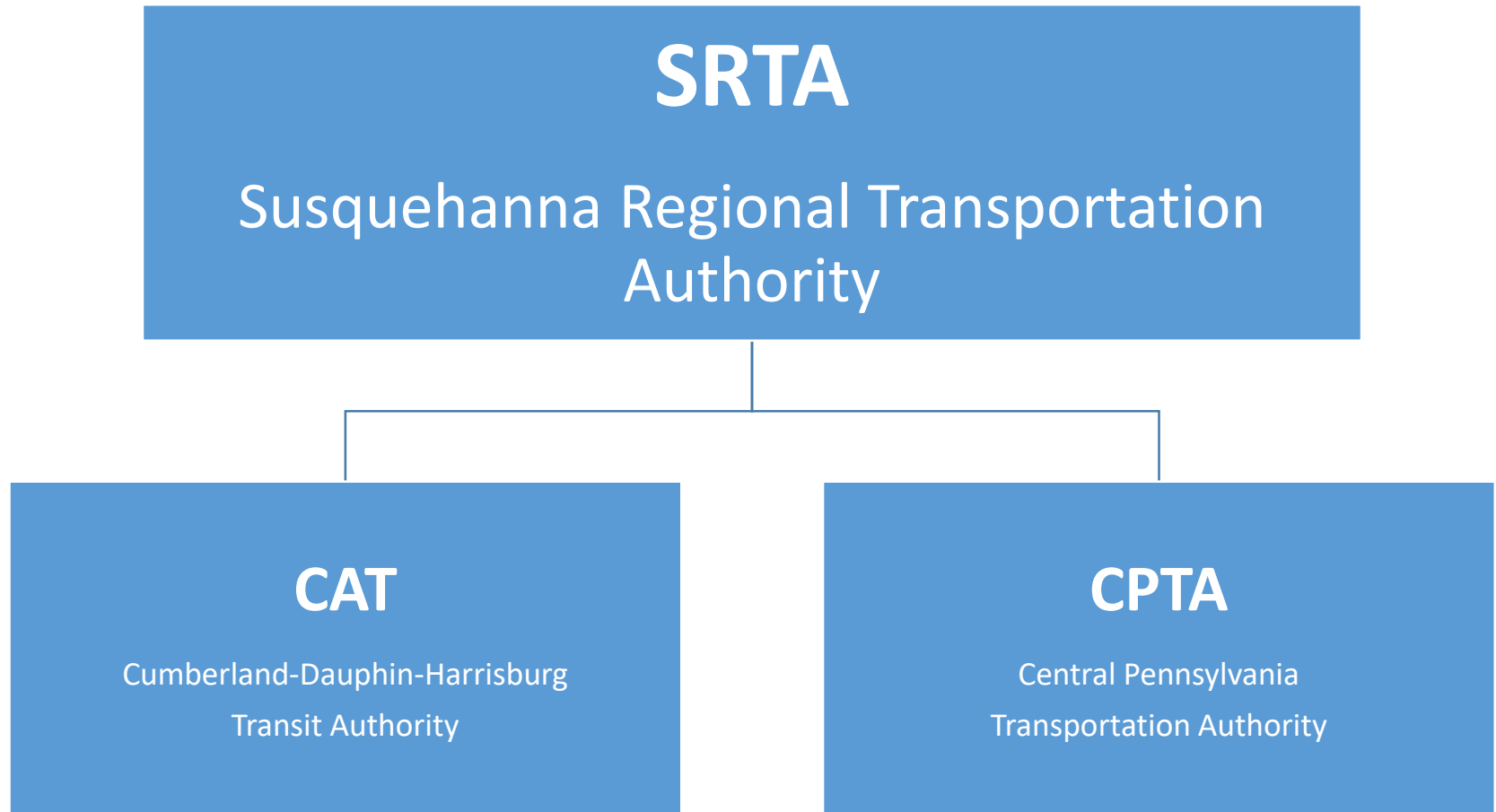
## A 10-Person Board of Directors Scenario



### Joint Committee Recommendation for Board Representation:

Adams	Cumberland	Dauphin	Franklin <i>ex officio</i>	Harrisburg	York
1	2	2	1	2	3

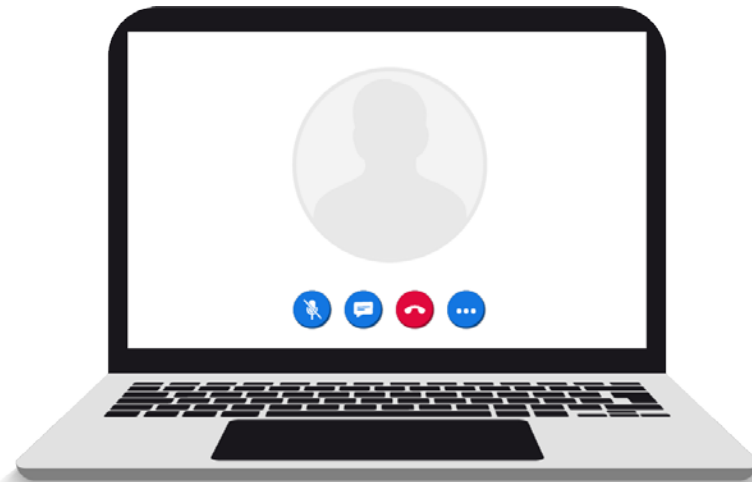
# Organizational Structure



# FAQs

- Will Funding Allocated to One System be Spent in Another?
  - No. FTA Funds must be spent in the UZA for which it is allocated. Administrative Cost can be allocated to all cost centers.
- Will Drivers Be Sent to Other Areas to Work?
  - No. The largest cost for a transit system is paid driver hours. Fixed Route Operators will work within their assigned service area. Shared Ride operators will work primarily in their assigned areas – cross utilization would occur when it makes sense.
- Will Regionalization Affect the CBAs?
  - No. CBAs will remain in effect and will be maintained and negotiated separately.

# YOU ARE INVITED TO A ZOOM MEETING!



**When:** February 4, 2021 7:00 PM Eastern Time (US and Canada)

**Register in advance for this meeting:**

<https://us02web.zoom.us/meeting/register/tZYldemprT8qHNbAg9O-UCqNA1sytc7PQWBc>

After registering, you will receive a confirmation email containing information about joining the meeting.



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## MINUTES OF BOARD MEETING JANUARY 7, 2021

Upon duly given notice, the monthly Board Meeting of the Central Pennsylvania Transportation Authority (CPTA) Board of Directors was held by Zoom on January 7, 2021, at 415 Zarfoss Drive, York, PA 17404.

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

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

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

### PUBLIC COMMENT:

No public comment.

### APPROVAL OF MINUTES:

A motion to approve the minutes from the regular CPTA Board of Directors meeting on December 3, 2020, was moved by Richard Carson, seconded by Phil Robbins and passed unanimously. A motion to approve the minutes from the special CPTA Board of Directors meeting on December 11, 2020, was moved by Richard Carson, seconded by Phil Robbins and passed unanimously.

### YAMPO TRANSIT COMMITTEE:

No communication.

### COMMUNICATIONS:

No communication.



## TREASURER'S REPORT:

Bonnie Stine reviewed the financial statements for the period ending November 30, 2020. Bonnie included a column on the income statement with the previous fiscal year to date information for the board's reference. December experienced another decline in ridership even the microtransit service. The Express service has the largest decrease due to the commuters working from home. Over \$800,000 of Federal CARES act funds have been used for direct COVID-19 supplies. The notice to proceed was recently issued for driver barriers to be installed on all vehicles. Preventative maintenance is on time. We are waiting on the results of the Act 44 review. This report will establish new performance targets for CPTA. We achieved one of the four performance targets which was operating cost per revenue hour. We have not heard from the FTA about future funds yet but we do anticipate receiving additional funds.

## RESOLUTIONS

RESOLUTION 2101 – Authorization to Procure Fixed Route Cutaway Vans and Microtransit Ford Transits by Exercising our Options on the Current Statewide Contract

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

## OLD BUSINESS:

No old business.

## NEW BUSINESS:

No new business.

## FUTURE PROCUREMENT ACTIVITIES:

Fuel Bid – There will be a joint procurement for fuel between Lebanon, BARTA, Red Rose, CAT and CPTA. The current contract expires March 31, 2021.

## STAFF REPORTS:

Richard Farr introduced Steve Baldwin as the new CFO supporting both CPTA and CAT.



Gettysburg-Hanover Connector – rabbittransit partnered with @Home who submitted a proposal to PennDOT. We are waiting for the approval on the announcement to prepare to launch. They are seeking gainful employment opportunities. Commuter Services was involved as well. Local match is coming from a host of individuals and filtered through the county. Richard Carson recommended promoting in the merchandiser.

The Adams County Farmers Market received grant funds and is seeking office space. CPTA will offer them space at the Transit Center in Gettysburg if they are able to cover the cost of utilities by square footage.

The next board meeting is February 4, which will be the public hearing for the regionalization.

CPTA launched a vaccine survey to gauge employee interest.

Richard Farr reviewed the King Street and Pershing Avenue Signal Prioritization plan. Tim Bupp drafted a proposed agreement and PennDOT is reviewing.

I-81 Corridor – CPTA is to host a kickoff in February inviting employers to the table and discuss how transportation works. The scope is Chambersburg Borough to Harrisburg. Sherry Welsh has identified a grant opportunity for consultants to assist us with this process.

Transfer Center Renovations – There is a prebid meeting this week with a due date of January 28. Ideally by October 15, we would have 100% operations resumed.

#### EXECUTIVE SESSION:

No executive session.

Meeting adjourned at 7:40PM.

Next Meeting: Thursday, February 4, 2021



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 2102**

### **RECOMMENDATION TO THE YAMPO COORDINATING COMMITTEE THE ADDITION OF A TDP IMPLEMENTATION PROJECT LINE ITEM TO THE YAMPO CMAQ FUNDING PLAN**

WHEREAS, the Board of Directors of the Central Pennsylvania Transportation Authority (CPTA) serves as the Transit Committee for the York Area Metropolitan Planning Organization (YAMPO); and,

WHEREAS, the Transit Committee reviews and recommends transit-related plans and projects to the Coordinating Committee of YAMPO as the final decision-making body that acts upon recommendations from the Transit Committee; and,

WHEREAS, the YAMPO Coordinating Committee is developing a funding plan for eligible projects using Congestion Mitigation Air Quality (CMAQ) funds for the years 2021 – 2027; and,

WHEREAS, the CPTA plans to update the Transit Development Plan (TDP) in 2022 and anticipates CMAQ-eligible demonstration projects will result from the TDP, and;

WHEREAS, the CPTA, as the Transit Committee, proposes a TDP Implementation line item be added to the list of projects for the YAMPO CMAQ Funding Plan in 2024 in the amount of \$2,550,000;

NOW, THEREFORE BE IT RESOLVED by the Board of Directors that as the Transit Committee, it recommends to the YAMPO Coordinating Committee that the TDP Implementation Line Item of \$ 2,550,000 be added to the YAMPO CMAQ funding plan for 2024.

### **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 4<sup>th</sup>, 2021.

attest: \_\_\_\_\_

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

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

## **RECOMMENDATION TO THE YAMPO COORDINATING COMMITTEE THE ADDITION OF A TDP IMPLEMENTATION PROJECT LINE ITEM TO THE YAMPO CMAQ FUNDING PLAN**

### **FACT SHEET**

- At the December 3<sup>rd</sup>, 2020 YAMPO Coordinating Committee meeting, MPO staff proposed a slate of congestion mitigation projects from the YAMPO Congestion Management Plan (CMP) and PennDOT's Regional Operations Plan (ROP) that would commit ALL CMAQ available funding through 2024 and commit \$12.6 million of future CMAQ funds (through 2027 and part of 2028).
- CPTA consistently uses YAMPO CMAQ funds to supplement fixed route bus purchases. Those funds are already programmed through 2024.
- Historically, CPTA also uses YAMPO CMAQ funds for full or partial funding for pilot/demonstration projects such as the commuter express service and park n ride lots. If all of the CMAQ funding into 2028 is committed to the congestion mitigation projects, there will be no CMAQ funding available for transit demonstration projects.
- New project concepts and service improvement projects typically come from the Transit Development Plan that is due for an update in 2022.
- A "TDP Implementation line item" would hold some of the CMAQ funds for CPTA use in future years.
- The \$2,550,000 amount comes from two different concept ideas that have not been fully developed into projects: the expansion of the Stop Hopper service to another area in York County and additional frequency during peak hours for Routes 1E and 1W. The cost estimate for the current Stop Hopper service (1X and 10X) is roughly \$413,000 per year, or about \$1.25 million over the 3year demonstration period. The cost estimate for the additional frequency is under \$450,000 per year, coming to roughly \$1.3 million over the 3-year demonstration period.
- These projects are not specifically stated in the YAMPO CMAQ Funding Plan, and CPTA is not committing to those specific projects. Future projects would have to be fully developed and meet all CMAQ eligibility requirements before this funding would be committed/obligated by YAMPO at some future date. The TDP Implement line item would allow YAMPO to hold those future funds for the purpose of funding CMAQ-eligible transit projects.

## Financial Statement & Statistical Notes for December 2020

- The financial statements, enclosed with these notes, are as of December 31, 2020. This is the end of the 2<sup>nd</sup> Quarter of fiscal year 2020/2021 and the ninth month under the Pennsylvania COVID-19 Emergency Proclamation.
  - The presented financial statements have been updated for the adopted fiscal year 2021 budget.
    - The budget is entered into the statements using 1/12 of the total budget monthly.
    - The adopted budget was prepared pre-COVID-19 and does not reflect any anticipated impacts to the Authority.
  - A column has been added to the income statement with the previous fiscal year to date information. This column has been shaded in grey to identify it is for comparative purposes and not part of the normal income statement.
- This month continues to reflect the ongoing impact of the COVID-19 pandemic on our operating performance.
  - These notes were prepared prior to the gathering of information for the dashboard. The board will be updated with the monthly dashboard & will be given a short overview at the board meeting.
  - The performance measurement charts shows improvement with operating revenue per revenue hour. The two metrics involving operating cost were affected this month by some expense reclassification and a timing issue. Both are discussed further below under expenses.
  - We are continuing to not use subcontractors for paratransit trips, unless it is the most reasonable option
    - Normally, about 7% of all paratransit trips are subcontracted; however, currently, only 0.2% of the trips are being subcontracted.
- Total revenue is 24% under budget.
  - Operating revenues – 19% under budget for December; 4% under budget YTD
  - Grant income – 28% under budget for December; 38% under budget YTD
    - Paratransit divisional losses will be evaluated for subsidy at the close of the fiscal year.
    - We continue to utilize the Federal CARES Act funding in lieu of other operating funds to cover our monthly deficit. All other operating funds are available for future use to assist with cash flows and future sustainability of the system.
- Total expenses are 17% under budget for December; 21% under budget YTD
  - Benefits – Due to a Paylocity issue, wage increases and 2021 vacation awards (expense accrual) were processed the last week in December rather than the first week in January. This category is reflecting a higher than anticipated benefit expense in December. Good news is January expenses will not be as high as a normal January as these items were recorded in December.
  - The Materials and Supplies expense category exceeds the budget by 171% for December; 24% over budget YTD.

- Capital Items related to COVID (\$55,660) were reclassified to operating expense to be fully funded with Federal CARES funding.
- No other major expense category exceeded the expense budget, with the exception of Passed Through Expenses.
  - This category is used for the MATP program mileage reimbursements. It is fully covered through our funding agreement with Department of Human Services.

- Paratransit Division Performance

Division	REE/EER*	Amount	Variance to Budget
York/Adams	EER	(\$1,040,643)	(\$1,033,237)
Perry	EER	(\$18,748)	(\$18,748)
Montour	REE	\$35,447	\$28,040
Union/Snyder	EER	(\$27,976)	(\$27,976)
Columbia	REE	\$139,025	\$139,025
Cumberland	REE	\$33,547	\$33,547
Northumberland	REE	\$257,053	\$257,054
Franklin	REE	\$38,303	\$38,303

\*REE=Revenue in Excess of Expenses ("Profit"); EER=Expenses in Excess of Revenue ("Loss")

- Even with the dismal ridership, a paratransit division could have revenue in excess of expenses based on their mix of trip rates and division expenditures.
- There have been no draws on the ACNB line of credit.
- Capital purchases for the month of December 2020 total \$146,577
  - Zarfoss Roof Project - \$8,015
  - Zarfoss Shop Ceiling Fan Installation - \$17,779
  - York Transfer Center Renovation - \$3,294
  - Land Surrounding Exit 4 P&R in Shrewsbury - \$3,634
  - Hard Drives for Camera System - \$11,771
  - Video Review Stations - \$10,500
  - Optibus Integration - \$7,500
  - Safety/Training Materials - \$2,196
  - Emergency Air Line for Compressors - \$3,530
  - Lifts with Adjustable Forks - \$58,866
  - Computer Equipment - \$19,492
- Over \$800,000 of Federal CARES Act funds have been used for direct COVID-19 supplies (PPE, disinfecting solutions, etc.) and directly related capital items (cleaning equipment, barriers and security items) in addition to subsidizing operating deficits. As we have been good with supplies obtained of PPE and disinfection solution and the notice to proceed was recently issued for driver barriers to be installed on all vehicles, there has not been much direct activity. This will change once the additional directly related capital item projects begin and supply inventory diminishes.
- PA DOT is continuing working on our Act 44 review report. This report will set new targets for our performance measurements; but, until then, the formula from the previous Act 44 was used for the current performance measurement charts .

- The draft report for the Act 44 review was received and comments submitted back to PA DOT. Once the final report is issued, the performance measurement charts will be updated with the new targets.
  - No measurements were attained. The measurements are an anomaly for December due to the reclassifications and vacation leave accrual which occurred in December.
  - Most measurements saw a decline in performance for December 2020 primarily stemming from a decline in ridership. The one measurement which showed improvement was operating revenue per revenue hour.
- December 2020 experienced another decline in ridership – about 10% less than November 2020 ridership. Compared to FY2020 ridership, the decline for FY2021 is still averaging -44%. Even the Microtransit service, which earlier in FY2021 was showing increases, is now reflecting a -3% decline in ridership compared to the previous fiscal year. Paratransit ridership is averaging -47% decrease with the North Express routes seeing a -81% decline in ridership.

**Central Pennsylvania Transportation Authority**  
**Income Statement**

For The Period Ended December 31, 2020

		Period To Date		Year To Date		Budget Variance	Year To Date December 31, 2019
		Actual	Current Budget	Actual	Current Budget		
REVENUE							
	Operating Revenue	\$ 941,994.68	\$ 1,156,239.00	\$ 6,676,787.90	\$ 6,937,434.00	\$ (260,646.10)	\$ 8,482,553.23
	Grant/Contract Income	\$ 1,113,311.24	\$ 1,553,858.00	\$ 5,743,825.97	\$ 9,323,148.00	\$ (3,579,322.03)	\$ 5,488,234.02
TOTAL REVENUE		\$ 2,055,305.92	\$ 2,710,097.00	\$ 12,420,613.87	\$ 16,260,582.00	\$ (3,839,968.13)	\$ 13,970,787.25
EXPENSES							
	Wages	\$ 932,088.37	\$ 1,222,028.00	\$ 5,904,313.40	\$ 7,332,168.00	\$ 1,427,854.60	\$ 6,524,198.25
	Benefits	\$ 796,940.92	\$ 686,042.00	\$ 3,718,141.46	\$ 4,116,252.00	\$ 398,110.54	\$ 3,594,666.56
	Services	\$ 94,910.91	\$ 145,075.00	\$ 569,171.42	\$ 870,450.00	\$ 301,278.58	\$ 695,552.20
	Fuel	\$ 131,362.78	\$ 209,192.00	\$ 902,042.46	\$ 1,255,152.00	\$ 353,109.54	\$ 1,241,249.76
	Tires	\$ 14,843.22	\$ 15,436.00	\$ 81,786.32	\$ 92,616.00	\$ 10,829.68	\$ 98,686.05
	Parts	\$ 30,356.03	\$ 50,445.00	\$ 196,026.59	\$ 302,670.00	\$ 106,643.41	\$ 282,454.50
	Materials and Supplies	\$ 70,138.89	\$ 25,880.00	\$ 193,156.25	\$ 155,280.00	\$ (37,876.25)	\$ 113,971.49
	Utilities	\$ 42,197.77	\$ 59,284.00	\$ 276,703.80	\$ 355,704.00	\$ 79,000.20	\$ 323,432.13
	Casualty and Liability Costs	\$ 58,498.89	\$ 69,766.00	\$ 388,991.19	\$ 418,596.00	\$ 29,604.81	\$ 407,180.84
	Purchased Transportation	\$ 53,468.86	\$ 178,532.00	\$ 374,281.73	\$ 1,071,192.00	\$ 696,910.27	\$ 1,112,011.09
	Miscellaneous Expenses	\$ 10,014.66	\$ 21,438.00	\$ 101,845.60	\$ 128,628.00	\$ 26,782.40	\$ 112,260.29
	Leases and Rentals	\$ 10,662.31	\$ 10,881.00	\$ 52,046.50	\$ 65,286.00	\$ 13,239.50	\$ 64,354.92
	Passed Through Expenses	\$ 15,143.06	\$ 13,830.00	\$ 127,869.79	\$ 82,980.00	\$ (44,889.79)	\$ 70,839.26
TOTAL EXPENSES		\$ 2,260,626.67	\$ 2,707,829.00	\$ 12,886,376.51	\$ 16,246,974.00	\$ 3,360,597.49	\$ 14,640,857.34
TOTAL NON OPERATING GRANT INCOME **		\$ 74,177.35	\$ -	\$ 181,277.04	\$ -	\$ (181,277.04)	\$ 110,375.67
TOTAL NON OPERATING GRANT EXPENSES **		\$ 74,177.35	\$ -	\$ 181,277.04	\$ -	\$ (181,277.04)	\$ 110,375.67
REE/(EER)		\$ (205,320.75)	\$ 2,268.00	\$ (465,762.64)	\$ 13,608.00	\$ (479,370.64)	\$ (670,070.09)
CAPITAL REVENUES AND EXPENSES							
	Capital Grant Income/(Refund)	\$ 90,917.61	\$ -	\$ 795,267.21	\$ -		\$ 839,347.88
TOTAL CAPITAL REVENUES AND EXPENSES		\$ 90,917.61	\$ -	\$ 795,267.21	\$ -		\$ 839,347.88
REE/(EER)		\$ (114,403.14)	\$ 2,268.00	\$ 329,504.57	\$ 13,608.00		\$ 169,277.79
NET REE/(EER)		\$ (114,403.14)	\$ 2,268.00	\$ 329,504.57	\$ 13,608.00		\$ 169,277.79

\*\*Para Demonstration, 3P Ride, FindMyRide, CAT TA

**Central Pennsylvania Transportation Authority**  
**Balance Sheet**

As of December 31, 2020

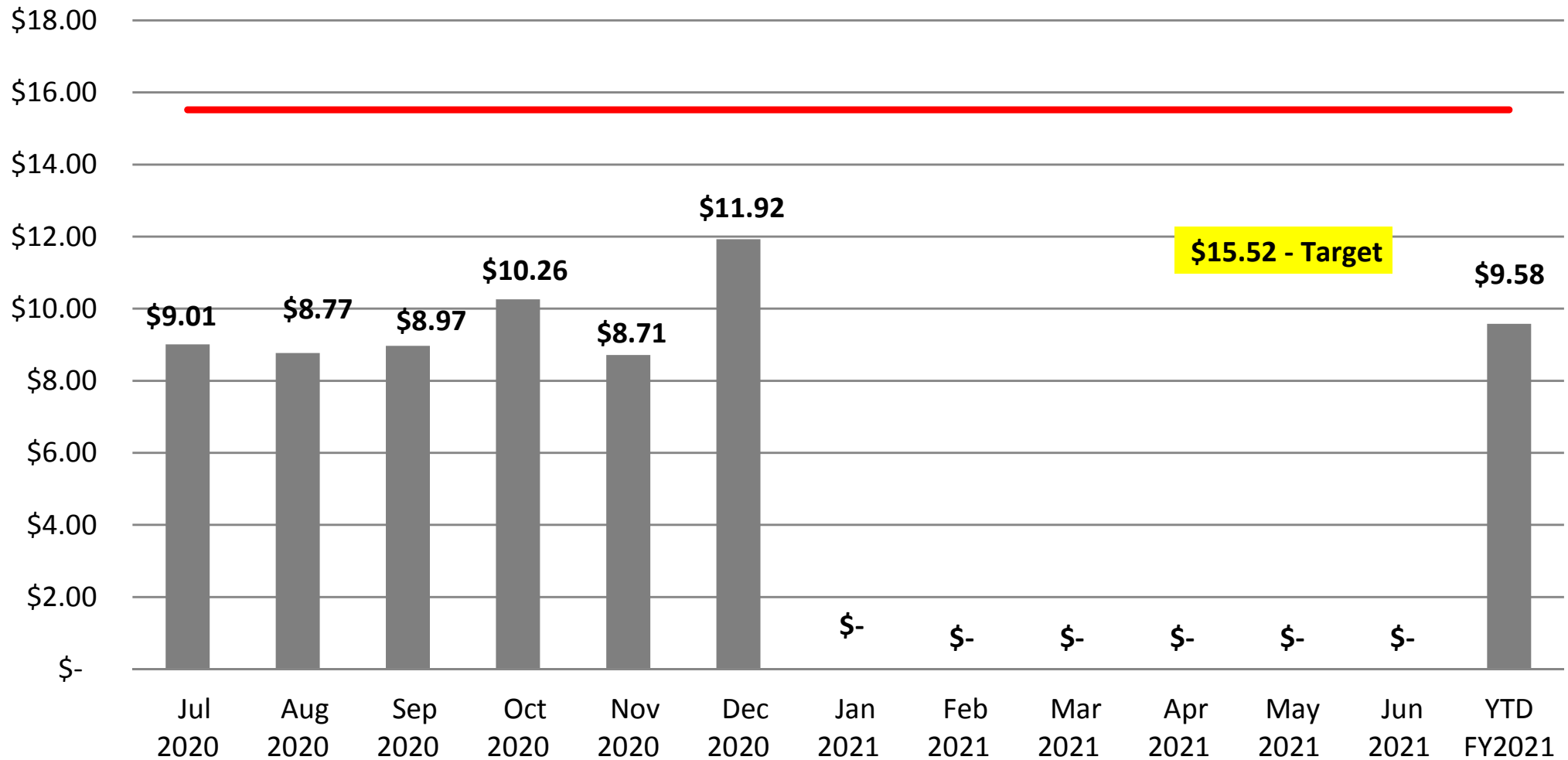
**ASSETS**

CURRENT ASSETS			
	Unrestricted Cash	\$	6,859,854.36
	Restricted Cash	\$	252,108.29
	Reserved Cash - Capital Projects	\$	-
	Accounts Receivable	\$	10,682,581.63
	Materials & Supplies Inventory	\$	382,898.43
	Prepaid Expenses	\$	944,676.39
	Other Current Assets	\$	-
TOTAL CURRENT ASSETS			\$ 19,122,119.10
FIXED ASSETS			
	Buildings and Improvements	\$	37,027,579.76
	Revenue Equipment	\$	37,722,856.48
	Tools and Equipment	\$	2,678,118.22
	Accumulated Depreciation	\$	(31,135,455.20)
TOTAL FIXED ASSETS (NET)			\$ 46,293,099.26
TOTAL ASSETS			<u>\$ 65,415,218.36</u>

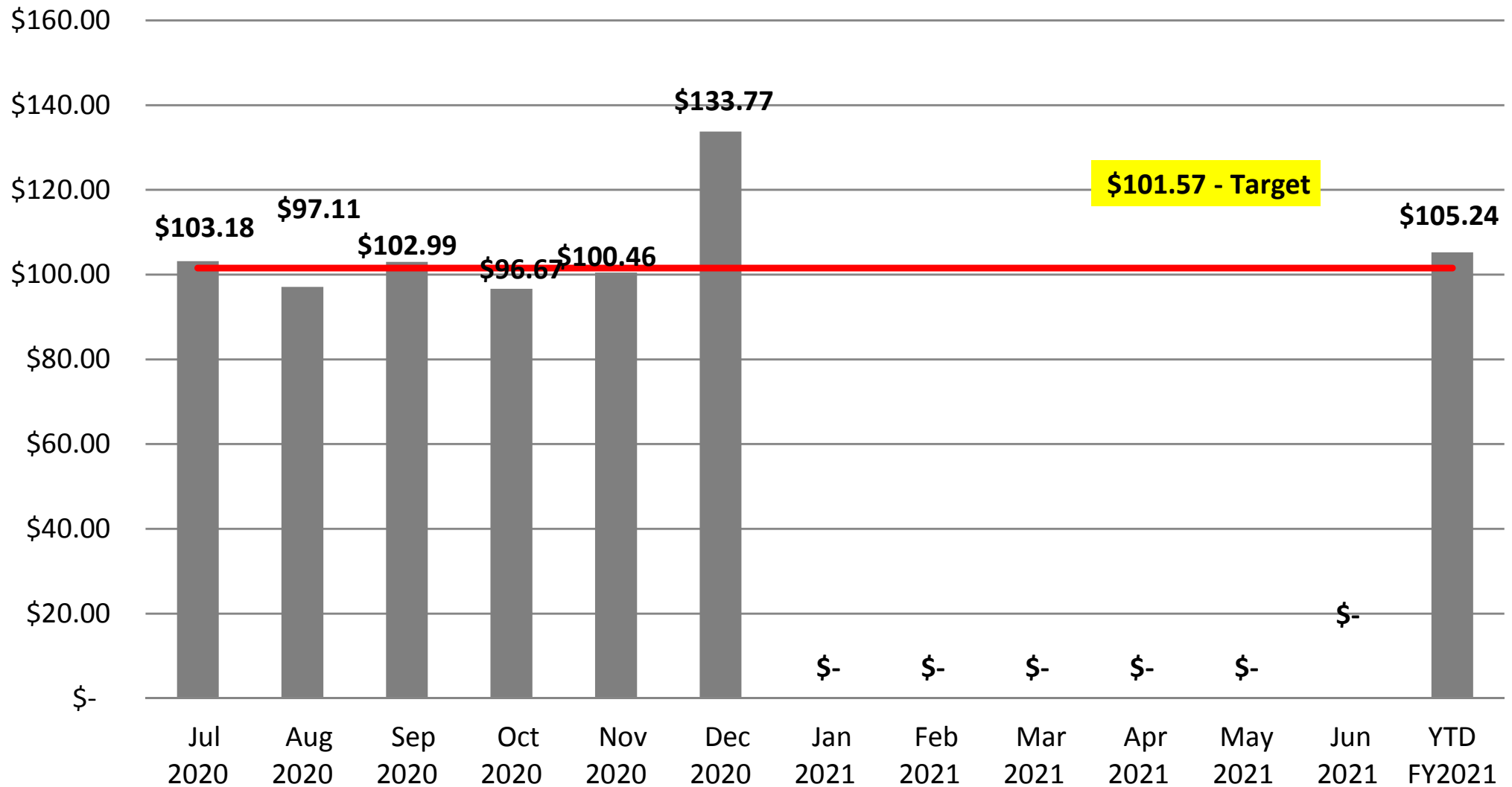
**LIABILITIES AND NET ASSETS**

CURRENT LIABILITIES			
	Accounts Payable	\$	592,213.94
	Accrued Leave and Payroll	\$	764,686.95
	Accrued Expenses	\$	112,300.83
TOTAL CURRENT LIABILITIES			\$ 1,469,201.72
DEFERRED REVENUE			
	Revenue Received in Advance	\$	16,255,782.74
TOTAL DEFERRED REVENUE			\$ 16,255,782.74
OTHER LIABILITIES			
	Capital Lease Obligation	\$	-
	Current Notes Payable	\$	-
	Consortium Buses	\$	-
TOTAL OTHER LIABILITIES			\$ -
NET ASSETS			
	Unrestricted Equity	\$	35,866,386.12
	Restricted Equity	\$	15,519.99
	Capital Grants	\$	11,808,327.79
TOTAL NET ASSETS			\$ 47,690,233.90
TOTAL LIABILITIES AND NET ASSETS			<u>\$ 65,415,218.36</u>

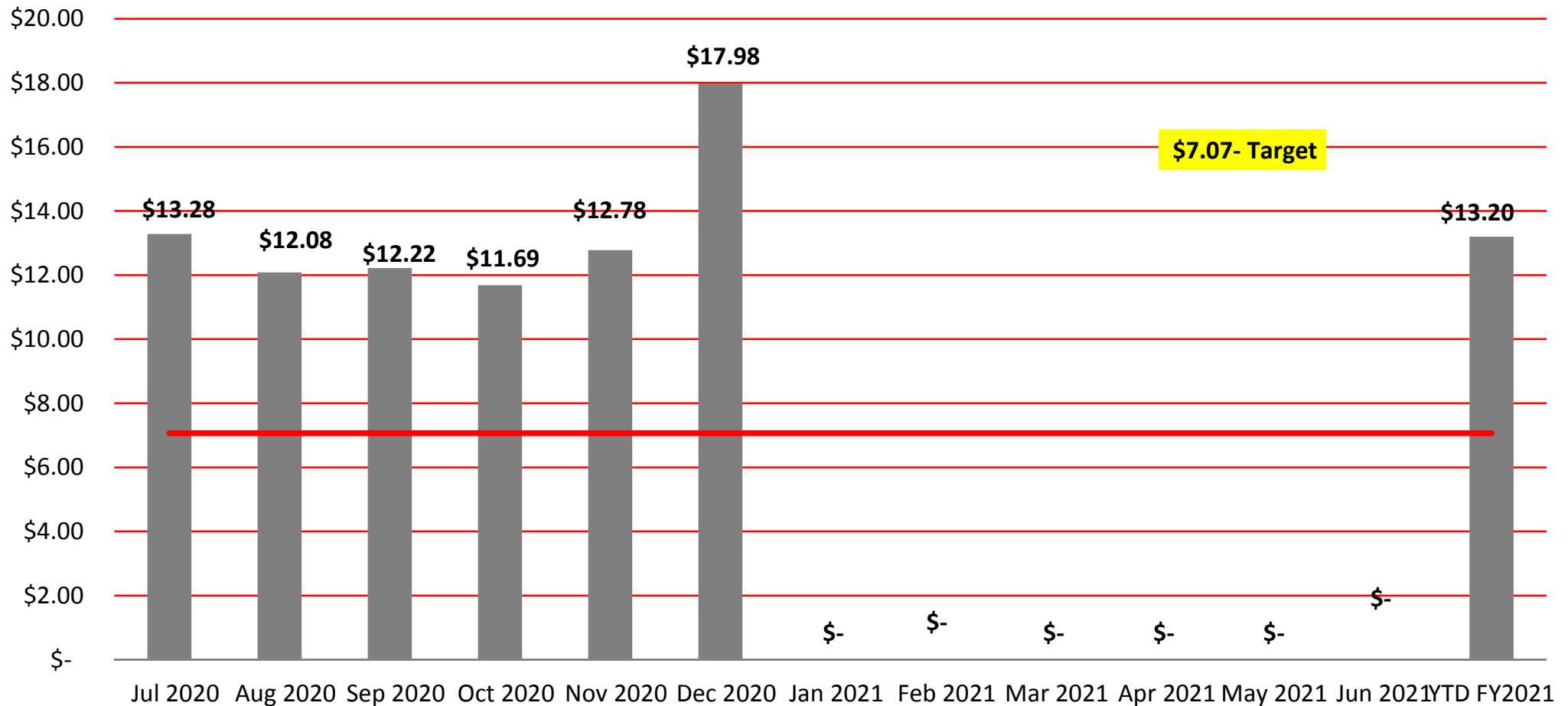
# Operating Revenue/Revenue Hour



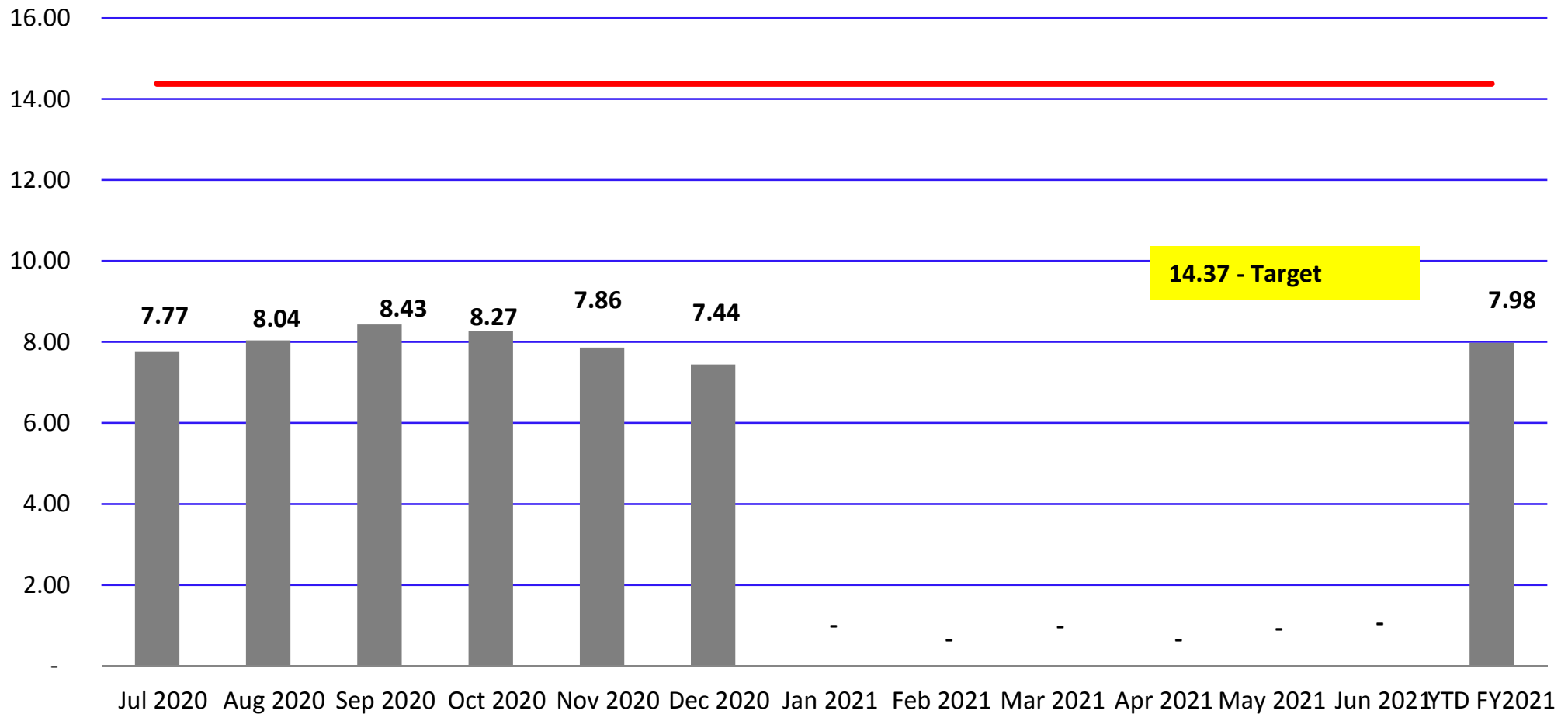
# Operating Cost/Revenue Hour



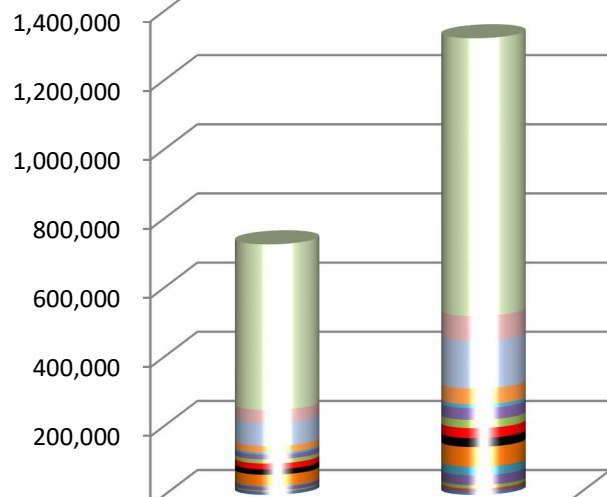
## Operating Cost/Passenger



## Passengers/Revenue Hour



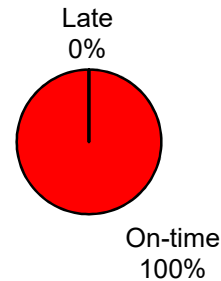
## OPERATIONS – January



	YTD FY2021	YTD FY2020
FR York	478,643	802,901
Cumberland	36,903	72,142
York/Adams	67,693	137,801
Freedom Transit	19,872	45,969
Montour	5,697	11,066
Union/Snyder	13,044	33,784
Perry	12,047	23,779
Franklin	16,712	28,848
Columbia	15,685	25,698
Northumberland	32,605	56,854
Express North	3,158	25,122
FR Hanover	9,558	28,049
Express South	3,705	10,074
Express 15 North	1,212	9,380
Microtransit	7,961	8,981

## MAINTENANCE – January

### Preventative Maintenance



109 PMs Complete; 0 Overdue  
 York – 50 Completed; 0 Overdue  
 Adams – 8 Completed; 0 Overdue  
 Cumberland – 9 Completed; 0 Overdue  
 Northumberland – 14 Completed; 0 Overdue  
 Franklin – 6 Completed; 0 Overdue  
 Columbia – 4 Completed; 0 Overdue  
 Montour – 3 Completed; 0 Overdue  
 Union/Snyder – 11 Completed; 0 Overdue  
 Perry – 4 Completed; 0 Overdue

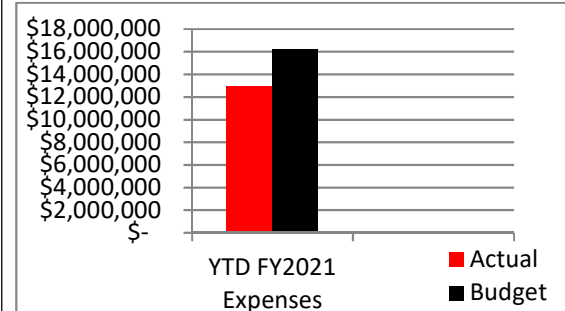
### Road Calls:

	Jan 2021	YTD FY2021	Jan 2020	YTD FY2020
Mechanical	4	59	13	76
Non-Mech.	19	142	36	317

## SAFETY – January

	Jan 2021	YTD FY2021	Jan 2020	YTD FY2020
Preventable	7	57	13	76
Non-Preventable	1	27	2	42
Passenger Injury	0	9	1	12
Employee Injury	1	11	2	11

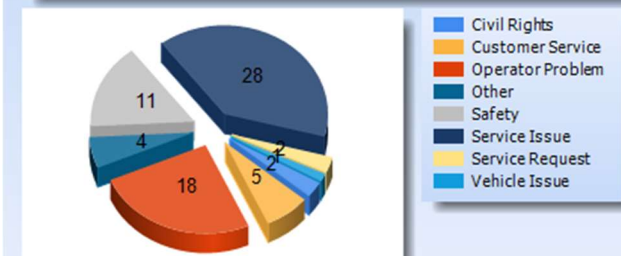
## FINANCE – December



## CUSTOMER COMPLAINTS – January

### Count distribution by Category

71 Total Complaints



	Jan 2021	YTD FY2021	Jan 2020	YTD FY2020
Total Complaints	71	460	114	837

## MARKETING – January

	Jan 2021	YTD FY2021	Jan 2020	YTD FY2020
PR Exposures	1	27	4	45
Outreaches	0	1	8	53
Pageviews	41,193	315,268		
Unique Pageviews	32,028	240,360		
Bikes	502	5,039	650	7,651

\*\*New website launched 2/2020

**RESOLUTION NO. 2103**

**AWARDING FUEL CONTRACT(S)**

WHEREAS, the Central Pennsylvania Transportation Authority (CPTA) desires to establish a contract for fuel for the period April 1, 2021 to March 31, 2022, and

WHEREAS, CPTA through a joint procurement with the South Central Transit Authority (SCTA), County of Lebanon Transit Authority (LT), and Capital Area Transit (CAT) publicly advertised an IFB in accordance with all required Federal and State purchasing requirements, and

WHEREAS, due to the uncertainty of the fuel market, it is believed to be in the best interest of the Authority to award a fixed rate contract, and

WHEREAS, due to the volatility of the petroleum market, the majority of the bidders will not commit to a fixed bid price until the time of award, and

WHEREAS, to maximize the benefits of a joint procurement, a contract award must be made from each transit system at the same time within one business day of bid opening, and

WHEREAS, to award multiple contracts, one from each transit system, is not possible under normal business practices due to each Transit Authority Board of Directors' meetings being held on different dates throughout the month;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby approve and authorize the Executive Director to award a contract to the bidder offering the lowest fixed cost for each type of fuel and meeting all Federal and State purchasing requirements. Contracts will be for the period April 1, 2021 to March 31, 2022, and, optionally, for the period April 1, 2022 to March 31, 2023.

DULY RESOLVED, this 4<sup>th</sup> day of February 2021, 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 February 4, 2021.

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

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

**RESOLUTION NO. 2103**  
**AWARDING FUEL CONTRACT(S)**

**FACT SHEET**

- This is the typical annual bid for 2% bio-diesel / 98% ultra-low sulfur on-highway diesel fuel and 87-Octane gasoline for fleet vehicles.
- As in the past, this will be a straight forward award to the bidder or bidders offering the lowest price for each of the products. Bids are due at 4:00 PM, prevailing time, on Wednesday, March 17, 2021 making pre-award authority necessary.
- This bid also solicits fuel prices to cover an additional year April 1, 2022 through March 31, 2023 as an option year contract for next years' fuel, similar to the 2021 bid. Should those prices be favorable, we would award a second year contract at a fixed price.

## **RESOLUTION 2104**

### **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 \$4,099,436 of Section 1514 state discretionary trust funds are requested for Fiscal Year 2020/2021 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 2020/2021 that the local cash matching funds of no less than \$136,498 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 4, 2021.

_____	attest: _____
Thomas Wilson	Raymond Rosen
Secretary	Chairperson
Central Pennsylvania Transportation Authority	Central Pennsylvania Transportation Authority

## RESOLUTION 2104

### 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 2020/2021.
- 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
<b>TOTAL CAPITAL NEED</b>	<b>\$ 5,008,545</b>	<b>\$ 8,622,778</b>	<b>\$ 136,498</b>	<b>\$ 13,767,821</b>
<b>Revenue Vehicles</b>	<b>\$ 2,343,516</b>	<b>\$ 3,880,445</b>	<b>\$ 9,888</b>	<b>\$ 6,233,849</b>
45' Heavy Duty Bus - BRT Style	\$ 638,400	\$ 154,453	\$ 5,147	\$ 798,000
Cutaway (Fixed Route)	\$ 588,000	\$ 142,259	\$ 4,741	\$ 735,000
Cutaway (Para)	\$ 630,437	\$ 2,892,063	\$ -	\$ 3,522,500
Van & Minivan	\$ 76,000	\$ 589,000	\$ -	\$ 665,000
Microtransit Transits	\$ 410,679	\$ 102,670	\$ -	\$ 513,349
<b>Support Vehicles</b>	<b>\$ -</b>	<b>\$ 92,957</b>	<b>\$ 2,043</b>	<b>\$ 95,000</b>
Automobile	\$ -	\$ 92,957	\$ 2,043	\$ 95,000
<b>Capital Equipment</b>	<b>\$ 2,321,029</b>	<b>\$ 1,812,304</b>	<b>\$ 33,139</b>	<b>\$ 4,166,472</b>
Maintenance - Front End Alignment Equipment	\$ -	\$ 154,840	\$ 5,160	\$ 160,000
Passenger Bus Shelters	\$ 599,999	\$ 145,163	\$ 4,838	\$ 750,000
Vehicle Camera System	\$ -	\$ 165,000	\$ -	\$ 165,000
Signal Prioritization	\$ -	\$ 483,875	\$ 16,125	\$ 500,000
Technology - ADP Hardware/Software/Equipment	\$ -	\$ 196,774	\$ 3,226	\$ 200,000
Call Center/Communication Upgrades	\$ -	\$ 73,790	\$ 1,210	\$ 75,000
Ticketing & POS Systems	\$ 160,000	\$ 38,710	\$ 1,290	\$ 200,000
Office Furniture	\$ -	\$ 25,000	\$ -	\$ 25,000
Find My Ride	\$ 1,561,030	\$ 490,442	\$ -	\$ 2,051,472
Maintenance Equipment	\$ -	\$ 38,710	\$ 1,290	\$ 40,000
<b>Facilities</b>	<b>\$ 344,000</b>	<b>\$ 2,837,072</b>	<b>\$ 91,428</b>	<b>\$ 3,272,500</b>
Zarfoss Parking Expansion - Engineering	\$ -	\$ 108,872	\$ 3,628	\$ 112,500
Zarfoss Lobby Security Modification	\$ 40,000	\$ 9,677	\$ 323	\$ 50,000
York Transit Center Renovation	\$ 304,000	\$ 267,099	\$ 8,901	\$ 580,000
Parking Lot Repairs, Sealing/Striping	\$ -	\$ 48,387	\$ 1,613	\$ 50,000
Facilities Safety, Security & Monitoring	\$ -	\$ 177,097	\$ 2,903	\$ 180,000
Zarfoss Roof Replacement	\$ -	\$ 2,225,940	\$ 74,060	\$ 2,300,000

**RESOLUTION NO. 2105**

**RESOLUTION OF THE BOARD OF DIRECTORS OF CENTRAL PENNSYLVANIA  
TRANSPORTATION AUTHORITY REQUESTING THE FORMATION OF REGIONAL  
TRANSPORTATION AUTHORITY**

WHEREAS, the Board of Directors of the Central Pennsylvania Transportation Authority, a Pennsylvania municipal authority ("CPTA"), deems it advisable that CPTA support the creation of a new Authority to provide public transportation services to the region; and

WHEREAS, the Board of Directors of CPTA hereby approves submitting a Resolution to set forth its intent to create a new authority with Adams, Cumberland, Dauphin, York Counties and the City of Harrisburg to the respective legislative bodies for approval; and

WHEREAS, the materials submitted to the Board of Directors of CPTA for consideration in connection with the proposed joinder, including but not limited to resolutions from CPTA and Capital Area Transit, proposed Articles of Incorporation and Bylaws, are conditioned on the approval of the Adams, Cumberland, Dauphin and York County Commissioners, as well as the Harrisburg City Council.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of CPTA hereby ratifies and approves the proposed request of the creation of the Susquehanna Regional Transportation Authority; and

RESOLVED, that the Board of Directors of CPTA hereby approves the forms of documents, including but not limited to, the proposed Articles of Incorporation; and Bylaws, substantially in the form as attached hereto with a term of existence in keeping with the Municipal Authorities Act; and

RESOLVED, nothing in this Resolution is intended to affect the bargaining units or their membership of that unit where certified to CPTA; and

BE IT FURTHER RESOLVED, that the Board Chairperson, and/or Vice Chairperson, and/or Executive Director, under the guidance of CPTA legal counsel, be and they hereby are, authorized, empowered and directed to take any and all actions necessary and execute, acknowledge and deliver any and all documents that may be required or necessary to carry out the intentions of the foregoing.

**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 4, 2021.

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

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

# **THE BYLAWS OF SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY**

## **ARTICLE I**

Section 1.01. Name of Authority. The name of the Authority shall be called the Susquehanna Regional Transportation Authority (“SRTA” or “Authority”). This entity was formed by the joinder of the administrative operations of Central Pennsylvania Transportation Authority and the Cumberland-Dauphin-Harrisburg Transit Authority, both of which shall remain in existence as of this date.

Section 1.02. Seal of Authority. SRTA’s seal shall contain the name of the Authority and the year of its incorporation and shall be in the form impressed in the margin of these bylaws.

Section 1.03. Office of Authority. SRTA’s principal office shall be located at 901 North Cameron Street, Harrisburg, Pennsylvania. In addition, the Authority may maintain other offices either within or without the Commonwealth of Pennsylvania.

Section 1.04. Purpose. This Authority will have the purposes or powers as stated in its Articles of Incorporation, and whatever powers are or may be granted by the Municipality Authorities Act of 1945 (“Act”) or any successor legislation. It will further be the purpose of the Authority to acquire, hold, construct, improve, maintain and operate, own, and lease either in the capacity of lessor or lessee, all facilities necessary or incidental thereto for the operation of a mass transportation system, including motor buses for public use in the areas including, but not limited to the Counties of Franklin, Dauphin, York, Adams and Cumberland, Pennsylvania, and for residents from the Counties of Dauphin, Franklin, York, Adams and Cumberland to points outside the Counties and for other areas in the state where called upon by legislative bodies to assist in providing public transportation.

In addition, SRTA will own and utilize a CNG fueling facility as necessary for its operation. The municipal authority may include outside sales of CNG to support the transit system. The outside fueling income shall be used in conjunction with the Pennsylvania Department of Transportation reimbursement obligations under the Public Private Partnership Law (74 Pa.C.S.A. Section 9110) and therefore, are incident to the transit operations permitted under Section 5607(a)(3) of the Municipality Authorities Act.

The Authority will also, as necessary, enter into the proper local match agreements with participating municipal partners and service change agreements as necessary to implement the purpose of Authority.

## **ARTICLE II**

Section 2.01. Authorization of the Board. The Board of Directors of the Authority (“Board”) shall have the right and power to do all acts authorized by the Act

and specifically shall have the right and power to raise revenues from all proper sources and to establish, alter, charge and collect fares, rentals and other charges for its facilities and services at reasonable and uniform rates and to make expenditures in keeping with and to advance the purpose of SRTA.

Section 2.02. Number and Appointment of Board Members. There shall be ten (10) members of the Board. All members of the Board shall be appointed for such terms as are authorized by the Act. Adams County shall appoint one member, Cumberland County shall appoint two members, Dauphin County shall appoint two members, the City of Harrisburg shall appoint two members, York County shall appoint three members and Franklin County shall appoint one non-voting advisory member.

Section 2.03. Board Members. Each Board member shall be a taxpayer in, maintain a business in or be a citizen of the municipality by which he or she is appointed or be a taxpayer in, maintain a business in or be a citizen of a municipality into which one or more of the projects of the authority extends or is to extend or to which one or more projects has been or is to be leased. Failure to maintain qualification as a Board member based on the criteria described above shall result in the automatic vacancy of such Board member's membership on the Board. Appointment of a replacement Board member shall be done in conformance with Section 2.02 above.

Section 2.04. Compensation of Board Members. Board members shall serve without compensation but may be reimbursed for reasonable expenses incurred in the performance of their duties as a Board member.

Section 2.05. Location of Board Meetings. Meetings of the Board, regular or special, will be held at the principal office of this Authority or at such place or places as the Board designates by resolution duly adopted.

### **ARTICLE III**

Section 3.01. Officers. The Officers of SRTA shall be Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer. The officers shall be elected by and from the members of the Board. Officers may serve in a capacity of a certain office for two (2) successive years. After, two successive years as a particular officer title, that office position must go to another Board Member. Officers who have served in two (2) successive years in one position, may hold a different officer position for the same number of years. The intent of this limitation on successive years of service is to promote officer rotation.

Section 3.02. Chairperson. The Chairperson shall preside at all meetings of the Board. Except as otherwise provided by resolution of the Board, the Chairperson shall sign all contracts, deeds and other instruments to which the Authority is a party. At each meeting, the Chairperson shall submit such recommendations and information as he or she may consider proper concerning the business affairs and policies of the Authority.

Section 3.03. Vice-Chairperson. The Vice-Chairperson shall perform the duties and functions of the Chairperson in the absence or incapacity of the Chairperson; and, in case of the resignation or death of the Chairperson, the Vice-Chairperson shall perform such duties and functions as are imposed upon the Chairperson until such time as the Board shall elect a new Chairperson. The Vice-Chairperson shall perform any other duties that may be prescribed by the Board.

Section 3.04. Secretary. The Secretary shall:

- (a) Certify and keep at the registered office or the principal place of business of the Authority, the original or a copy of its bylaws, including all amendments or alterations to date.
- (b) Be the custodian of SRTA's records and the Seal of the Authority.
- (c) Keep a record of the proceedings of SRTA's meetings or any committee thereof with the time and place of holding, whether regular or special, and, if special, how authorized, the notice thereof given, the names of those present, and the proceedings thereof.
- (d) Affix the Seal of the Authority to instruments of the Authority.
- (e) Sign, certify and attest to documents of the Authority.
- (f) See that all notices be given in accordance with the provisions of these bylaws or as required by law and perform all other duties as may be assigned from time-to-time by the Board.

Section 3.05. Assistant Secretary/Treasurer. The Assistant Secretary/Treasurer shall perform the duties and functions of the Secretary/Treasurer in the absence or incapacity of the Secretary/Treasurer; and, in case of the resignation or death of the Secretary/Treasurer, the Assistant Secretary/Treasurer shall perform such duties and functions as are imposed upon the Secretary/Treasurer until such time as the Board shall elect a new Secretary/Treasurer.

Section 3.06. Treasurer. The Treasurer shall, in the absence of a duly authorized staff signator or as specifically required by the Board, sign or endorse checks, drafts and notes. The Treasurer shall have charge and custody of all funds of this Authority, and will deposit the funds as required by the Board. The Treasurer shall present a periodic financial statement to the Board at its regular meetings. The Treasurer shall present an audited financial statement to the Board at the first meeting after its completion. The Treasurer shall serve as Chairperson of the committee that oversees the Authority's finances.

Section 3.08. Additional Duties. The Officers shall perform such other duties and functions as from time-to-time may be required by the Board.

Section 3.09. Election of Officers. The Chairperson, Vice-Chairperson, Secretary, Assistant Secretary/Treasurer and Treasurer shall be elected at the annual meeting of the Board from among the members of the Board and shall hold office for one (1) year or until their successors are elected and qualified not to exceed the term limits referenced in Section 3.01.

Section 3.10. Removal of Officers. Any Officer elected to office may be removed by the Board whenever, in their judgment, the best interests of this Authority will be served. However, any removal will be without prejudice to any contract rights of the Officer so removed.

Section 3.11. Vacancies. Should the Offices described in Sections 3.02 through 3.07 become vacant through death, resignation, removal or otherwise, the Board, at its next regular meeting, shall elect a successor from its membership for the unexpired term of said office. Any vacancy shall be filled by a vote of the majority of the members of the Board.

Section 3.12. Personnel. The Authority may from time-to-time employ such persons as it deems necessary to exercise its powers, duties and functions as prescribed by the Act and all other laws of the Commonwealth of Pennsylvania applicable thereto. The selection and compensation of the Executive Officer shall be determined by the Board subject to the laws of the Commonwealth of Pennsylvania. The Board shall have the opportunity, at its discretion, to offer a contract to the Executive Officer and provide performance reviews of the Executive Officer as necessary to fulfill its duties of oversight.

Section 3.13. Bonding. The Treasurer, Assistant Secretary/Treasurer, Chairperson and Vice-Chairperson shall, at the Authority's expense, give such bond for faithful performance of their duties as the Board may determine and as may be required by law.

Section 3.14. Checks. Checks shall be signed by such person or persons as the Board by resolution shall authorize.

#### **ARTICLE IV**

Section 4.01. Annual Meetings. The annual meeting of the Board shall be held, as advertised, at the regular meeting place of said Board on an annual basis.

Section 4.02. Regular Meetings. Unless otherwise agreed upon by a majority of the Board, regular meetings shall be held, as advertised, at the regular meeting place of the Board each month on such dates and at such times as the Board shall designate. Attendance shall mean in person at the location of the meeting or participation through

the use of technology including, but not limited to, conference calls and video conferencing.

Section 4.03. Special Meetings. The Chairperson may, when he or she deems it expedient, and shall upon written request of two (2) members of the Board, call a special meeting of the Board for the purpose of transacting any business designated in the call. The call for a special meeting shall either be delivered to each member of the Board or mailed or sent electronically to the business or home address of each member thereof three (3) days or more prior to the date of such special meeting. No business shall be considered other than as designated in the call; but if all of the members of the Board are present at a special meeting, then any and all business may be transacted at such special meeting.

Section 4.04. Majority Action. Every act or decision done or made by a majority of the Board members in attendance at any meeting duly held at which a quorum is present shall be the act of the Board.

Section 4.05. Quorum. For all meetings of the Board, a majority of the Board shall constitute a quorum for the purpose of transacting business; provided, however, that a smaller number may by announcement at the meeting adjourn the meeting to some other time, at which adjourned meeting the Board may transact the business of the Authority provided a quorum is present.

Section 4.06. Order of Business. The regular meetings of the Board shall follow such order of business as the Board deems appropriate. All resolutions shall be reduced to writing by the Secretary in the record of the proceedings of the Board.

Section 4.07. Manner of Voting. Voting at meetings of the Board shall be either by voice or roll call vote. A roll call vote shall be conducted upon the request of a member of the Board or at the discretion of the presiding Officer.

Section 4.08. Open Meetings. All meetings or portions of meetings at which formal action is scheduled or taken shall be open to the public at all times. The Board may meet in private executive sessions in the manner and for the purposes allowed by law. Further, members may participate in meetings through telephonic or virtual means for purposes of voting and a quorum. Such virtual or telephonic meetings require that the members have access to hearing all other members and communicating so that members can record their comment and/or vote. For quorum purposes the Board Member may not be counted as of the time they enter or leave the call and shall make every effort to stay for the entire meeting.

Section 4.09. Removal. Failure of a Board member to attend three (3) successive regular meetings without reasonable cause shall result in the member's office being declared vacant by the Board. Whether such member's failure to attend is due to reasonable cause shall be determined by a vote of the Board not including the member whose failure to attend is at issue.

## **ARTICLE V**

Section 5.01. Definition of Executive Committees. This Authority may have certain Committees, each of which will consist of one or more Board members. Each Executive Committee will have and exercise some prescribed authority of the Board in the management of this Authority. However, no Committee will have the authority of the Board affecting any of the following:

- (a) Filling of vacancies in the Board; and
- (b) Adoptions, amendment, or repeal of bylaws; and
- (c) Amendment or repeal of any resolution of the Board; and
- (d) Action on matters committed by bylaws or resolution of the Board to another Committee of the Board; and
- (e) Executing contracts.

Section. 5.02. Appointment of Committees. The Board, by resolution duly adopted by a majority of the Board members in office, may designate and appoint one or more Executive Committees and delegate to these Committees the specific and prescribed authority of the Board to exercise in the management of the Authority. However, the creation of such Executive Committees will not operate to relieve the Board, or any individual Board member, of any responsibility imposed by law.

Section 5.03. Functionary Committees. In addition, the Board, by resolution, may designate and appoint certain Functionary Committees designed to transact certain ministerial business of the Authority or to advise the Board. These Committees will be chaired by an Officer or Board member as designated by the Board. The Chairperson will proceed to select the remaining members of the Committee up to the number set by the Board, or terminate the memberships or appoint successors in the Chairperson's discretion.

## **ARTICLE VI**

Section 6.01. Parliamentary Authority. The rules contained in the current edition of "Robert's Rules of Order" shall govern the Board in all cases to which they are applicable and in which they are adopted by the Board or applicable by law.

## **ARTICLE VII**

Section 7.01. Fiscal Year. The fiscal year of the Authority will be July 1 to June 30 annually.

Section 7.02. Execution of Documents. Except as otherwise provided by law, promissory notes and other evidences of indebtedness of the Authority will be signed by any two Officers of the Authority. Contracts, leases or other instruments executed in the name of and on behalf of the Authority will be signed by two Board Officers or Board

Members and/or staff approved by board resolution and will have attached copies of the resolutions of the Board and Executive Committees. The Authority will keep at its registered office the original or a copy of its bylaws, including amendments to date certified by the Secretary of the Authority.

Section 7.03. Books and Records. This Authority will keep correct and complete books and records of account, and will also keep minutes of the proceedings of its Board members and Executive Committees. The Authority will keep at its registered office the original or a copy of its bylaws, including amendments to date certified by the Secretary of the Authority.

Section 7.04. Inspection of Books and Records. All books and records of this Authority may be inspected by any Board member, or his or her agent or attorney, for any proper purpose at any reasonable time on written demand under oath stating the purpose of the inspection.

Section 7.05 Audit. The accounts of the Authority shall be audited annually effective as of the end of the fiscal year by a certified public accountant. The audit shall be filed with the appropriate state agency and the municipality creating the authority and shall at all times be available to members of the organization within the office of the Authority.

Section 7.06. Financial Report. A concise financial report covering the preceding fiscal year of the Authority shall be published annually in a newspaper of general circulation in the Counties of Dauphin, York, Adams and Cumberland, Pennsylvania, and timely filed with the appropriate state agency.

## **ARTICLE VIII**

Section 8.01. No Personal Liability of Board Members. Board members shall not be personally liable for monetary damages for any action taken, or any failure to take any action as a Board member, to the fullest extent provided by the laws and statutes of the Commonwealth of Pennsylvania.

Section 8.02. Indemnification. The Authority shall indemnify and save harmless any Officers, Board members, or employees of the Authority from and against any claims or liabilities including reasonable attorney fees, and any judgment, decree, fine or penalties imposed on them for any act or omission committed or incurred while acting as such, and reimburse them for all legal and other expenses reasonably incurred by them in defense thereof provided that there shall be no obligation to reimburse, partially or wholly, such persons for claims or liabilities partially or wholly arising out of their own willful misconduct.

## **ARTICLE IX**

Section 9.01. Amendments to Bylaws. These bylaws shall be amended only with approval of at least a majority of the members of the Board at a regular or a special meeting and only after ten (10) days notice in writing of the intention to present such an amendment.

## **ARTICLE X**

Section 10.01. Conflict with Act. Should any provision hereof conflict with any provision of the Act, the provisions of the Act shall control.

## **ARTICLE XI**

Section 11.01. Effective Date. These bylaws shall be effective as of \_\_\_\_\_, and shall remain in effect until revoked, modified or amended by the Board.

**Adoption by the Board of Directors by vote on the \_\_\_\_ day of \_\_\_\_\_,  
2020.**

By: \_\_\_\_\_  
Secretary

## ARTICLES OF INCORPORATION

### SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

TO: THE SECRETARY OF THE COMMONWEALTH OF PENNSYLVANIA

In compliance with the requirements of the Act of June 19, 2001, P.L. 287, known as the Municipality Authorities Act, 53 Pa.C.S.A. Sections 5601 et seq., and pursuant to Resolutions duly enacted by the municipal authorities of the County of York, Pennsylvania, and the County of Adams, Pennsylvania, the County of Franklin, Pennsylvania, the County of Dauphin, Pennsylvania, the County of Cumberland, and the City of Harrisburg, expressing the intention and desire of the municipal authorities of said municipalities to organize a municipal authority jointly under said Act, said incorporating municipalities do hereby certify:

1. The name of the Authority is “SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY.”

2. The Authority is formed under the provisions of the Act of June 19, 2001, P.L. 287, known as the Municipality Authorities Act, 53 Pa.C.S.A. Sections 5601 et seq., for the following purposes: To acquire, purchase, hold, construct, improve, maintain, operate, repair, own and lease, as lessee, any franchise, property, business, real, personal or mixed, tangible or intangible, or any interest therein necessary or desirable for carrying out the purposes of the Authority as an operating authority and for the purposes carried out by the Central Pennsylvania Transit Authority and the Capital Area Transit Authority, and to sell lease as lessor, transfer and dispose of any property or interest therein at any time acquired by it; and to exercise all powers, necessary or convenient for the carrying out of its operation of a mass transportation service and all other transit and transportation related services to the County of York, the County of Adams, the County of Franklin, the County of Dauphin, the County of Cumberland and the City of Harrisburg, Pennsylvania or for any other municipal body where called upon in the Commonwealth of Pennsylvania. Other authorities have been organized under said Municipality Authorities Act, or under the former act of June 28, 1935 (P.L. 463, No. 191), entitled “An act for the incorporation, as bodies corporate and politic, of “Authorities” for municipalities, counties, and townships, defining the same; prescribing the rights, powers, and duties of such Authorities; authorizing such Authorities to acquire, construct, improve, maintain, and operate projects, and to borrow money and issue bonds therefor; providing for the payment of such bonds, and prescribing the rights of the holders thereof; conferring the right of eminent domain

on such Authorities; authorizing such Authorities to enter into contracts with and to accept grants from the Federal Government or any agency thereof; and for other purposes,” or the act of May 2, 1945 (P.L. 382, No. 164), known as the Municipality Authorities Act of 1945, and is in existence in or for the incorporating municipality or municipalities, as follows:

- 2.1. The County of York heretofore organized:
  - 2.1.1. Central Pennsylvania Transportation Authority
- 2.2. The County of Adams heretofore organized:
  - 2.2.1. Central Pennsylvania Transportation Authority
- 3.3. The County of Franklin heretofore organized:
  - 3.3.1. Central Pennsylvania Transportation Authority
- 3.4. The County of Cumberland heretofore organized:
  - 3.4.1. Central Pennsylvania Transportation Authority
  - 3.4.2. Cumberland-Dauphin-Harrisburg Transit Authority
- 3.5. The County of Franklin heretofore organized:
  - 3.5.1. Central Pennsylvania Transportation Authority
- 3.6. The County of Dauphin heretofore organized:
  - 3.6.1. Cumberland-Dauphin-Harrisburg Transit Authority
- 3.7. The City of Harrisburg heretofore organized:
  - 3.7.1. Cumberland-Dauphin-Harrisburg Transit Authority

3. The names of the incorporating municipalities are the County of York, County of Adams, County of Franklin, County of Cumberland, County of Dauphin and the City of Harrisburg. The names and addresses of the municipal government offices and officials of each are:

County of York

County of Adams:

County of Franklin:

County of Cumberland:

County of Dauphin:

City of Harrisburg

4. The members of the Board of the Authority shall be Eleven (11) in number with one non-voting member and shall be apportioned as follows: County of York – Three (3);

County of Adams – one (1); County of Franklin – One (1) non-voting; County of Cumberland – Two (2); County of Dauphin (2); and City of Harrisburg –Two (2).

5. The names, addresses and term of office of the first members of the board of the authority, each of whom is a citizen of the incorporating municipality by which he or she is appointed, are:

County of York:

- 1.
- 2.
- 3.

County of Adams:

- 1.

County of Franklin:

1. (non-voting)

County of Cumberland:

- 1.
- 2.

County of Dauphin:

- 1.
- 2.

City of Harrisburg:

- 1.
- 2.

6. The term of existence of the Authority shall be fifty (50) years.

IN WITNESS WHEREOF, the County of York, County of Adams, County of Franklin, County of Cumberland, County of Dauphin and the City of Harrisburg have caused these Articles of Incorporation to be executed by their Chairpersons and Chief Clerks, and the respective official seals of each to be affixed hereto, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

COUNTY OF YORK  
York County, Pennsylvania

By: \_\_\_\_\_  
Chairperson

Attest: \_\_\_\_\_ (SEAL)  
Chief Clerk

COUNTY OF ADAMS  
Adams County, Pennsylvania

By: \_\_\_\_\_  
Chairperson

Attest: \_\_\_\_\_ (SEAL)  
Chief Clerk

COUNTY OF FRANKLIN  
Franklin County, Pennsylvania

By: \_\_\_\_\_  
Chairperson

Attest: \_\_\_\_\_ (SEAL)  
Chief Clerk

COUNTY OF CUMBERLAND  
Cumberland County, Pennsylvania

By: \_\_\_\_\_  
Chairperson

Attest: \_\_\_\_\_ (SEAL)  
Chief Clerk

COUNTY OF Dauphin

Dauphin County, Pennsylvania

By: \_\_\_\_\_  
Chairperson

Attest: \_\_\_\_\_ (SEAL)  
Chief Clerk

CITY OF HARRISBURG  
Dauphin County, Pennsylvania

By: \_\_\_\_\_  
Council President

Attest: \_\_\_\_\_ (SEAL)  
Chief Clerk

## RESOLUTION 2106

### APPROVING THE AWARD OF CONTRACTS FOR THE RENOVATION OF THE KING STREET TRANSFER CENTER STATION IN THE CITY OF YORK

WHEREAS, the Transfer Center is in need of significant renovations ranging from ADA improvements to the need for greater roof clearance to accommodate CNG bus height; and

WHEREAS, the Transportation Partnership on Mobility (TPOM) advisory group of the Central Pennsylvania Transportation Authority (CPTA) identified several ADA challenges to the current Transfer Center design, which significantly limits the ability for individuals to utilize the Center; and

WHEREAS, the new design incorporates elements to improve several identified safety and security concerns; and

WHEREAS, an Invitation for Bid was issued and ten (10) responsible and responsive proposals were received and evaluated, with assistance from JMT, in accordance with federal and state requirements for construction services contracts, and based on the evaluations, staff recommends the following contracts be awarded:

General Contractor:	Kinsley Construction for \$1,957,669.00
Mechanical:	Mid State Mechanical & Electrical for \$159,422.00
Electrical:	Shannon A. Smith for \$310,340.00, and

WHEREAS, only one bid was received for mechanical work. Staff conducted additional research on the single bid by conducting analysis to ensure the price was fair and reasonable and performed outreach to other potential vendor sources to confirm the scope of work was not restrictive in promoting competition, and

WHEREAS, CPTA has secured \$1,603,978 of Federal funds, \$802,601 of State funds, and \$23,421 of York County local funds, and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Pennsylvania Transportation Authority that once the Authority approves the Executive Director to award contracts to the lowest responsible and responsive bidder in the amount not to exceed \$2,430,000.

### 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 4, 2021.

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

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

## FACT SHEET

General Contractor			Bid Amount
<b>Kinsley Construction</b>			<b>\$ 1,957,669</b>
Kimball Construction			\$ 2,649,076
Wagman Construction			\$ 2,027,500
East Coast Construction			\$ 2,173,700
Uhrig Construction			\$ 2,127,000
Lauer Construction			\$ 2,135,109
<b>Mechanical Contractor</b>			
<b>MidState Mechanical</b>			<b>\$ 159,422</b>
<b>Electrical Contractor</b>			
<b>Shannon Smith</b>			<b>\$ 310,340</b>
DM Electric			\$ 324,459
MidState Mechanical			\$ 336,025