



DATE: May 13, 2021
TIME: 7:00 PM
PLACE: 415 Zarfoss Drive, York, PA 17404
PURPOSE: MAY BOARD MEETING

REGULAR MONTHLY MEETING
ORDER OF BUSINESS

1. Call to Order
2. Public Comment - Due to COVID-19, all public comment must be submitted in writing prior to the meeting.
3. Approval of Minutes
 - A. Meeting Minutes on April 8, 2021 (Pages 2-6)
4. YAMPO Transit Committee
5. Communications
6. Treasurer's Report (Pages 7-15)
7. Resolutions
 - A. RESOLUTION 2112 – APPROVING CONTRACT WITH DETWILER ROOFING, LLC FOR THE ROOF REPLACEMENT OF THE BUILDING LOCATED AT 415 ZARFOSS DR. (Pages 16-19)
 - B. RESOLUTION 2113 – APPROVING THE REVISING OF THE CENTRAL PENNSYLVANIA TRANSPORTATION AUTHORITY EMPLOYEE HANDBOOK (Page 20)
 - C. RESOLUTION 2114 – APPROVING THE PENNDOT ACT 44 PERFORMANCE REVIEW ACTION PLAN (Pages 21-24)
 - D. RESOLUTION 2115 – ADOPTING THE MANAGEMENT WORK PLAN FOR FISCAL YEAR 2021/2022 (Page 25)
 - E. RESOLUTION 2116 – APPROVING THE EXECUTION OF EASEMENT AGREEMENTS WITH PEDYC AT THE YORK TRANSFER CENTER PROPERTY (Pages 26-34)
8. Old Business
9. New Business
10. Future Procurement Activities
 - A. Fleet Management Maintenance Software Resolution to Award is targeted for June 10th Board meeting
11. Staff Reports
12. Adjournment

Next Meeting: Thursday, June 10, 2021



MINUTES OF BOARD MEETING APRIL 8, 2021

Upon duly given notice, the monthly Board Meeting of the Central Pennsylvania Transportation Authority (CPTA) Board of Directors was held by Zoom on April 8, 2021.

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; Jenna Reedy, Chief of Staff; Jamie Leonard, Director of Human Resources; Tony Mundy, Maintenance Superintendent; Trevor Manahan, Chief Operating Officer; Stephen Baldwin, Chief Financial Officer; Louis Riley, Fixed Route Operator; Angela Bednar, CAT Executive Assistant.

Raymond Rosen called the meeting to order at 7:01PM.

Annual Reorganization:

Keith Martin, Chairman of the nomination committee, presented Resolution No. 2108 for the slate for nomination of the officers of the Board for the 2021 to 2022 year:

Nominations are as follows:

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

With no nominations from the floor, Keith Martin made a motion to close the nominations of the officers of the Board for the 2021 to 2022 year. Darlene Brown seconded the motion. Motion approved.

PUBLIC COMMENT:

RESOLUTION 2110 – HONORING FIXED ROUTE DRIVER LOUIS RILEY FOR 41 YEARS OF SERVICE



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

Richard Farr presented Louis Riley who joined the meeting via Zoom. Louis thanked the authority for a job which has brought him much joy and happiness. The Board members thanked Louis for his years of service to the authority.

RESOLUTION 2112 – HONORING FIXED ROUTE DRIVER JERRY O'DELL FOR 44 YEARS OF SERVICE

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

APPROVAL OF MINUTES:

A motion to approve the minutes from the regular CPTA Board of Directors meeting on March 4, 2021, was moved by Annie Strite, seconded by Thomas Wilson and passed unanimously.

YAMPO TRANSIT COMMITTEE:

No business.

COMMUNICATIONS:

Richard Farr presented the Wallstreet Journal article, *Covid-19 Vaccine Access: How Rural Transit Agencies Are Helping Get the Shots in Arms*.

Richard Farr presented an email from the Montour County Commissioners, thanking rabbittransit for providing transportation to seniors to a COVID vaccination clinic.

Richard Farr presented COVID vaccination transportation numbers as of April 7, 2021. The total number of trips completed is 1,092, with 622 of these being in the Southern Counties and 470 in the Northern Counties. There are currently 326 additional trips on the schedule to be completed, with 196 of thee being in the Southern Counties and 130 in the Northern Counties.

TREASURER'S REPORT:

Keith Martin deferred to Steve Baldwin for a review of the financial statements for the period ending February 28, 2021. Highlights of the financial statements were as follows:

- For the first time in March, paratransit saw an increase in ridership as workshops and senior centers begin to reopen. Fixed route has yet to begin to see any increases in ridership.



- The ACT 44 performance measurement charts have been updated to reflect new PA DOT issued targets.
- The American Rescue Plan Act was passed, resulting in the authority receiving 7.9 Million of special federal funds.
- Steve Baldwin referenced the Paratransit Division Performance chart on the 2nd page of the financials. This chart reflects revenues in excess of expenses ("Profit") and expenses in excess of revenue ("Loss") for all of the paratransit divisions

The Board discussed looking at more beneficial ways for the Authority to invest its cash. Bonnie Stine responded that the authority is very limited with what they are able to do especially with the funds that rabbit will receive from the American Rescue Plan Act, which will need to be applied for with a scope and a grant and can only be drawn down as expended. Richard Farr added that the authority may be able to look into investment opportunities with the ACT 44 funds as these funds are currently not being used. Keith Martin requested that the Finance Department review the authorities' investment policy and reengage at next month's meeting. Richard Farr stated he is concerned with what the American Rescue Plan Act funding may mean for future funding of transit. Kirk Stoner asked how much CAT would be receiving from the American Rescue Act funding. Richard Farr responded, CAT is expected to receive 9 Million.

Keith Martin referenced the Dashboard and asked for an explanation of the overdue preventative maintenance. Tony Mundy responded that this was due to a bus being loaned to Franklin County and it went 25 miles over the guideline while it was on loan. Keith Martin also made mention of the updated ACT 44 performance measurements as noted earlier by Steve Baldwin.

RESOLUTIONS

RESOLUTION 2109 – LOCAL TRANSPORTATION ORGANIZATION RESOLUTION CERTIFYING THE LOCAL MATCH FOR STATE OPERATING FINANCIAL ASSISTANCE

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

RESOLUTION 2111 – REAFFIRMING THE CAPITAL PURCHASE OF NETWORK SERVERS

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



OLD BUSINESS:

No old business.

NEW BUSINESS:

No new business.

FUTURE PROCUREMENT ACTIVITIES:

No future procurement activities.

STAFF REPORTS:

Richard Farr announced that rabbitCARES is one of the 2021 Honorees for the Central Penn Business Journal Nonprofit Innovation Award. The winner will be announced at an online awards celebration on May 20, 2021.

Trevor Manahan gave an update on the renovations at the transfer center.

Richard Farr announced that the state workers will return to work as of July 1st. It is hoped that the rabbitexpress will increase its ridership with the return of state workers.

Richard Farr reminded the Board of the joint Board meeting which will take place April 20th at 10:30am via Zoom.

Tony Mundy announced that rabbit continues to receive the new cutaways from Shephard Brothers and these have started to be distributed to the counties. Approximately 20 of the 45 vehicles have been received.

EXECUTIVE SESSION:

No executive session.

Meeting adjourned at 7:36 PM.

Next Meeting: Thursday, May 13, 2021



Respectfully Submitted,

Angela Bednar
Executive Assistant
Central Pennsylvania Transportation Authority

Thomas Wilson
Secretary
Central Pennsylvania Transportation Authority

Financial Statement & Statistical Notes for March 2021

- The financial statements, enclosed with these notes, are as of March 31, 2021. This is the end of the 3rd Quarter of fiscal year 2020/2021 and the twelfth 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.
 - The performance measurement charts shows improvement from February for all metrics. This is due to expenses normalizing in February and continuing into March plus a nice increase in ridership during March.
 - Paratransit trips have increased in March compared to February. It also was the highest ridership month this fiscal year.
 - We have continued to use begin using subcontractors, who were used pre-COVID, for paratransit trips in March.
 - Pre-COVID, about 7% of all paratransit trips are subcontracted; however, this month, 3.2% of the trips are being subcontracted.
 - A preliminary look at April 2021 ridership appears to return a drop in ridership again
 - 5% less for paratransit
 - 8% less for fixed route
- Total revenue is 17% under budget for March; 24% under budget YTD.
 - Operating revenues – 13% over budget for March; 1% under budget YTD
 - Grant income – 40% under budget for March; 41% under budget YTD
 - Paratransit divisional losses are evaluated for subsidy at the close of the fiscal year.
 - We utilized the remaining available Federal CARES Act funding during February and have used other operating funds to cover our monthly deficit. These other operating funds are available for future use to assist with cash flows and future sustainability of the system.
- Total expenses are 15% under budget for March; 20% under budget YTD
 - The Materials and Supplies expense category is under budget by 38% for March, but remains over budget YTD by 12%.
 - This is an ongoing effect of out of the ordinary supplies needed for pandemic purposes.
 - 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	Estimated Subsidy	Adjusted REE/EER	Variance Adjusted to Budget
York/Adams	EER	(\$1,589,544)**	\$1,140,174	(\$449,370)	(\$438,261)
Perry	EER	(\$50,951)		(\$50,951)	(\$50,951)
Montour	REE	\$32,941		\$32,941	\$21,830
Union/Snyder	EER	(\$81,996)		(\$81,996)	(\$81,995)
Columbia	REE	\$207,381		\$207,381	\$207,381
Cumberland	REE	\$6,838		\$6,838	\$6,839
Northumberland	REE	\$287,285		\$287,285	\$287,285
Franklin	REE	\$47,872		\$47,872	\$47,872
All Paratransit Services		(\$1,140,174)	\$1,140,174	\$ -	\$ -

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

**The York/Adams actual EER is the unfunded amount as the decision to fund the EER is made at the end of the fiscal year. New columns have been added to estimate the paratransit subsidy and adjust the REE/EER.

- 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 March 2021 total \$2,175,344
 - Zarfoss Roof Project - \$3,526
 - Zarfoss Snowguard Retrofit - \$30,487
 - York Transfer Center Renovation - \$29,757
 - Signal Prioritization - \$25,270
 - (23) Paratransit Vehicles - \$2,050,956
 - Radio Installs on new Para Vehicles - \$4,469
 - Tablet Mounts & Holders - \$2,916
 - (95) Office Chairs - \$24,058
 - Call Center Upgrades - \$1,630
 - Maintenance BI Development - \$2,275

**Central Pennsylvania Transportation Authority
Income Statement**

For The Period Ended March 31, 2021

	Period To Date		Year To Date		Budget Variance	Year To Date March 31, 2020	
	Actual	Current Budget	Actual	Current Budget			
REVENUE							
	Operating Revenue	\$ 1,306,166.99	\$ 1,156,239.00	\$ 10,281,978.29	\$ 10,406,151.00	\$ (124,172.71)	\$ 12,548,598.15
	Grant/Contract Inc	\$ 939,983.57	\$ 1,553,858.00	\$ 8,257,076.42	\$ 13,984,722.00	\$ (5,727,645.58)	\$ 8,419,440.79
TOTAL REVENUE		\$ 2,246,150.56	\$ 2,710,097.00	\$ 18,539,054.71	\$ 24,390,873.00	\$ (5,851,818.29)	\$ 20,968,038.94
EXPENSES							
	Wages	\$ 1,047,949.65	\$ 1,222,028.00	\$ 8,885,756.56	\$ 10,998,252.00	\$ 2,112,495.44	\$ 10,034,070.64
	Benefits	\$ 619,139.93	\$ 686,042.00	\$ 5,541,606.63	\$ 6,174,378.00	\$ 632,771.37	\$ 5,610,913.53
	Services	\$ 98,962.79	\$ 145,075.00	\$ 917,991.14	\$ 1,305,675.00	\$ 387,683.86	\$ 1,018,433.04
	Fuel	\$ 188,350.77	\$ 209,192.00	\$ 1,363,675.80	\$ 1,882,728.00	\$ 519,052.20	\$ 1,787,520.61
	Tires	\$ 11,936.28	\$ 15,436.00	\$ 117,020.62	\$ 136,924.00	\$ 21,903.38	\$ 132,487.81
	Parts	\$ 27,431.41	\$ 50,445.00	\$ 301,178.87	\$ 454,005.00	\$ 152,826.13	\$ 434,466.55
	Materials and Supp	\$ 16,169.36	\$ 25,880.00	\$ 261,031.53	\$ 232,920.00	\$ (28,111.53)	\$ 178,078.09
	Utilities	\$ 48,873.24	\$ 59,284.00	\$ 440,494.59	\$ 533,556.00	\$ 93,061.41	\$ 510,699.90
	Casualty and Liabil	\$ 116,542.74	\$ 69,765.00	\$ 651,823.87	\$ 627,894.00	\$ (23,929.87)	\$ 615,582.66
	Purchased Transpo	\$ 85,976.64	\$ 178,532.00	\$ 600,450.24	\$ 1,606,788.00	\$ 1,006,337.76	\$ 1,579,804.19
	Miscellaneous Expi	\$ 12,448.28	\$ 21,438.00	\$ 138,058.29	\$ 192,942.00	\$ 54,883.71	\$ 171,253.54
	Leases and Rentals	\$ 10,747.01	\$ 10,881.00	\$ 84,803.38	\$ 97,929.00	\$ 13,125.62	\$ 96,587.23
	Passed Through Ex	\$ 26,699.63	\$ 13,830.00	\$ 195,785.36	\$ 124,470.00	\$ (71,315.36)	\$ 110,609.81
TOTAL EXPENSES		\$ 2,311,227.73	\$ 2,707,829.00	\$ 19,499,676.88	\$ 24,370,461.00	\$ 4,870,784.12	\$ 22,280,507.60
TOTAL NON OPERATING GRANT INCOME **		\$ 50,020.38	\$ -	\$ 276,026.83	\$ -	\$ (276,026.83)	\$ 227,443.86
TOTAL NON OPERATING GRANT EXPENSES **		\$ 50,020.38	\$ -	\$ 276,026.83	\$ -	\$ (276,026.83)	\$ 227,443.86
REE/(EER)		\$ (65,077.17)	\$ 2,268.00	\$ (960,622.17)	\$ 20,412.00	\$ (981,034.17)	\$ (1,312,468.66)
CAPITAL REVENUES AND EXPENSES							
	Capital Grant Inco	\$ 2,175,343.89	\$ -	\$ 3,080,822.85	\$ -		\$ 6,670,907.92
TOTAL CAPITAL REVENUES AND EXPENSES		\$ 2,175,343.89	\$ -	\$ 3,080,822.85	\$ -		\$ 6,670,907.92
REE/(EER)		\$ 2,110,266.72	\$ 2,268.00	\$ 2,120,200.68	\$ 20,412.00		\$ 5,358,439.26
NET REE/(EER)		\$ 2,110,266.72	\$ 2,268.00	\$ 2,120,200.68	\$ 20,412.00		\$ 5,358,439.26

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

Central Pennsylvania Transportation Authority
Balance Sheet

As of March 31, 2021

ASSETS

CURRENT ASSETS

Unrestricted Cash	\$	6,210,282.99	
Restricted Cash	\$	305,594.28	
Reserved Cash - Capital Projects	\$	-	
Accounts Receivable	\$	14,668,202.58	
Materials & Supplies Inventory	\$	383,314.34	
Prepaid Expenses	\$	695,799.58	
Other Current Assets	\$	-	
TOTAL CURRENT ASSETS			\$ 22,263,193.77

FIXED ASSETS

Buildings and Improvements	\$	37,135,993.44	
Revenue Equipment	\$	39,786,332.68	
Tools and Equipment	\$	2,791,783.98	
Accumulated Depreciation	\$	(31,135,455.20)	
TOTAL FIXED ASSETS (NET)			\$ 48,578,654.90

TOTAL ASSETS

\$ 70,841,848.67

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts Payable	\$	2,570,965.53	
Accrued Leave and Payroll	\$	981,954.32	
Accrued Expenses	\$	73,025.04	
TOTAL CURRENT LIABILITIES			\$ 3,625,944.89

DEFERRED REVENUE

Revenue Received in Advance	\$	17,734,973.77	
TOTAL DEFERRED REVENUE			\$ 17,734,973.77

OTHER LIABILITIES

Capital Lease Obligation	\$	-	
Current Notes Payable	\$	-	
Consortium Buses	\$	-	
TOTAL OTHER LIABILITIES			\$ -

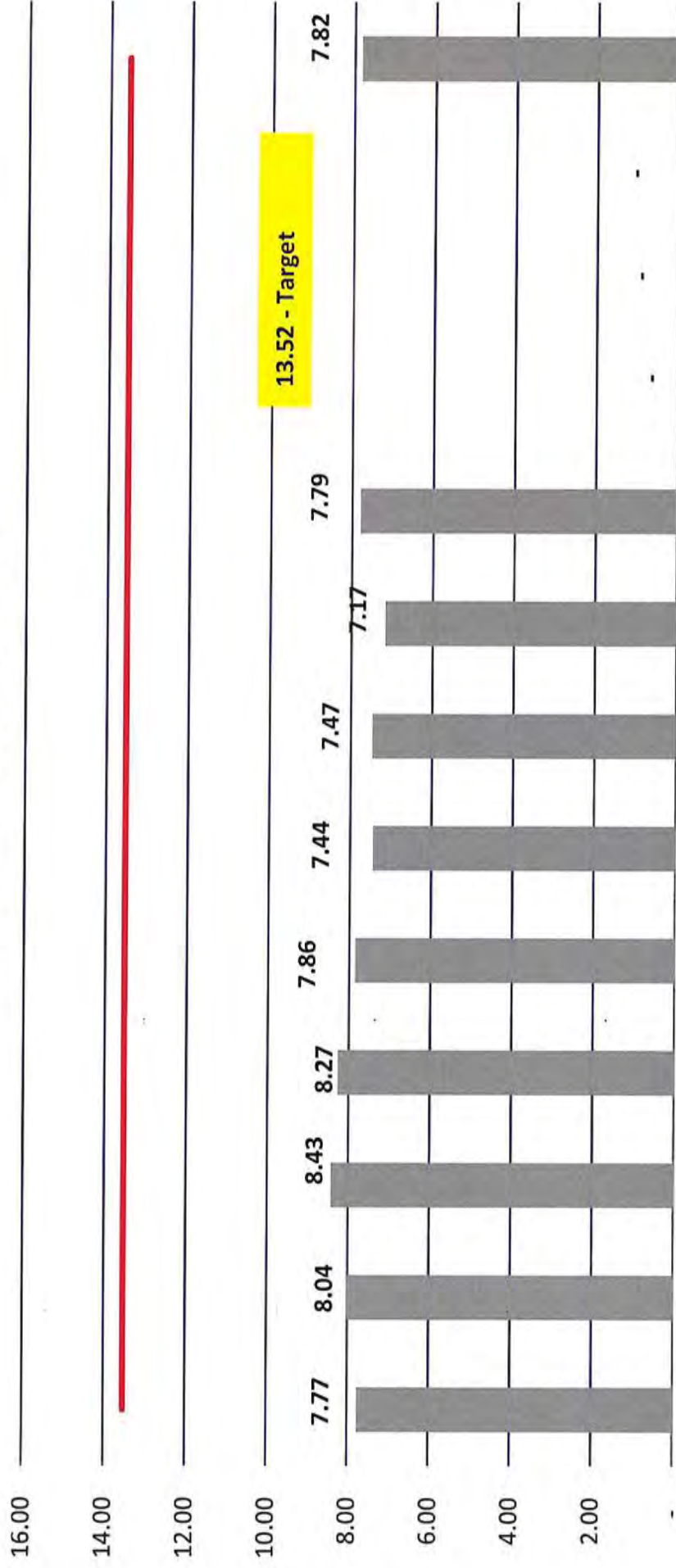
NET ASSETS

Unrestricted Equity	\$	37,657,082.23	
Restricted Equity	\$	15,519.99	
Capital Grants	\$	11,808,327.79	
TOTAL NET ASSETS			\$ 49,480,930.01

TOTAL LIABILITIES AND NET ASSETS

\$ 70,841,848.67

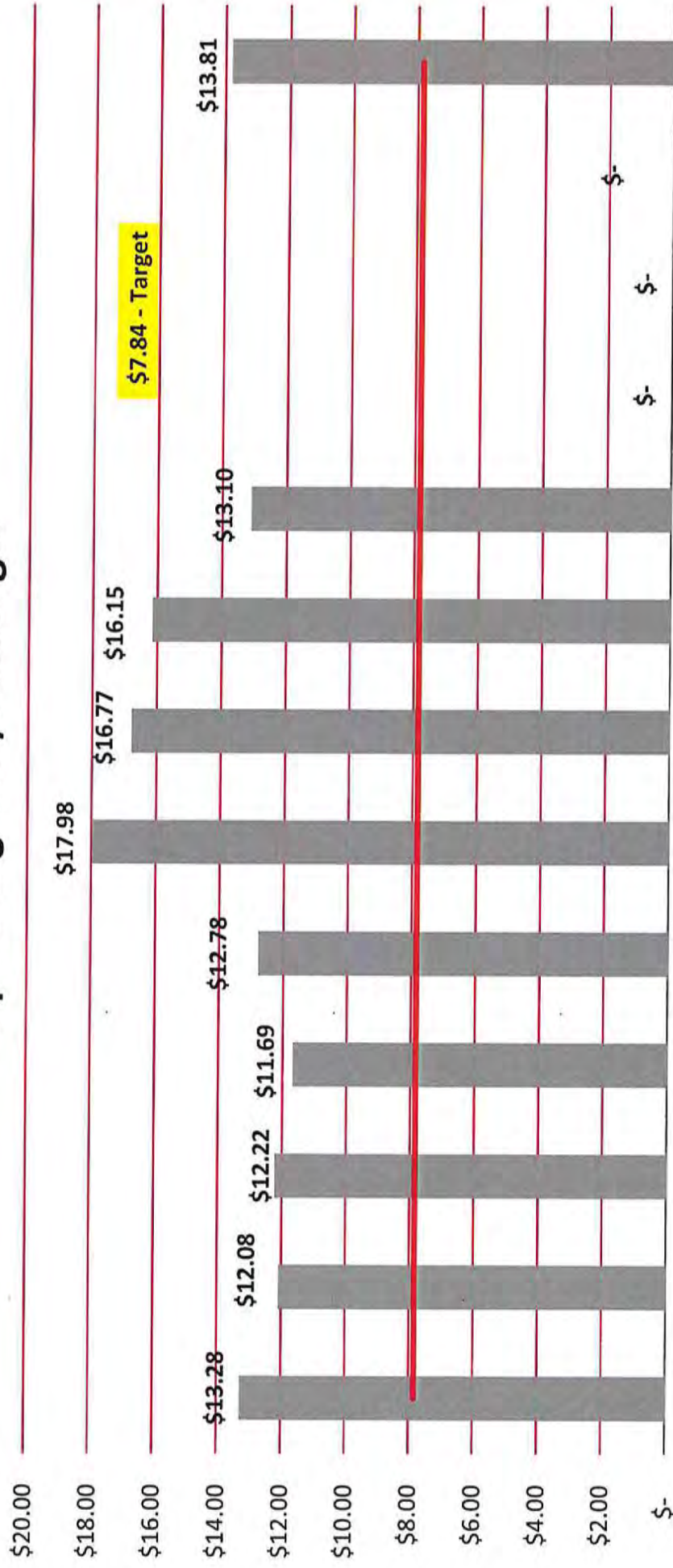
Passengers/Revenue Hour



Jul 2020 Aug 2020 Sep 2020 Oct 2020 Nov 2020 Dec 2020 Jan 2021 Feb 2021 Mar 2021 Apr 2021 May 2021 Jun 2021 YTD FY2021

**FY2021 PA DOT target assigned for passengers/revenue hour is 13.52. Actual performance should exceed this target.

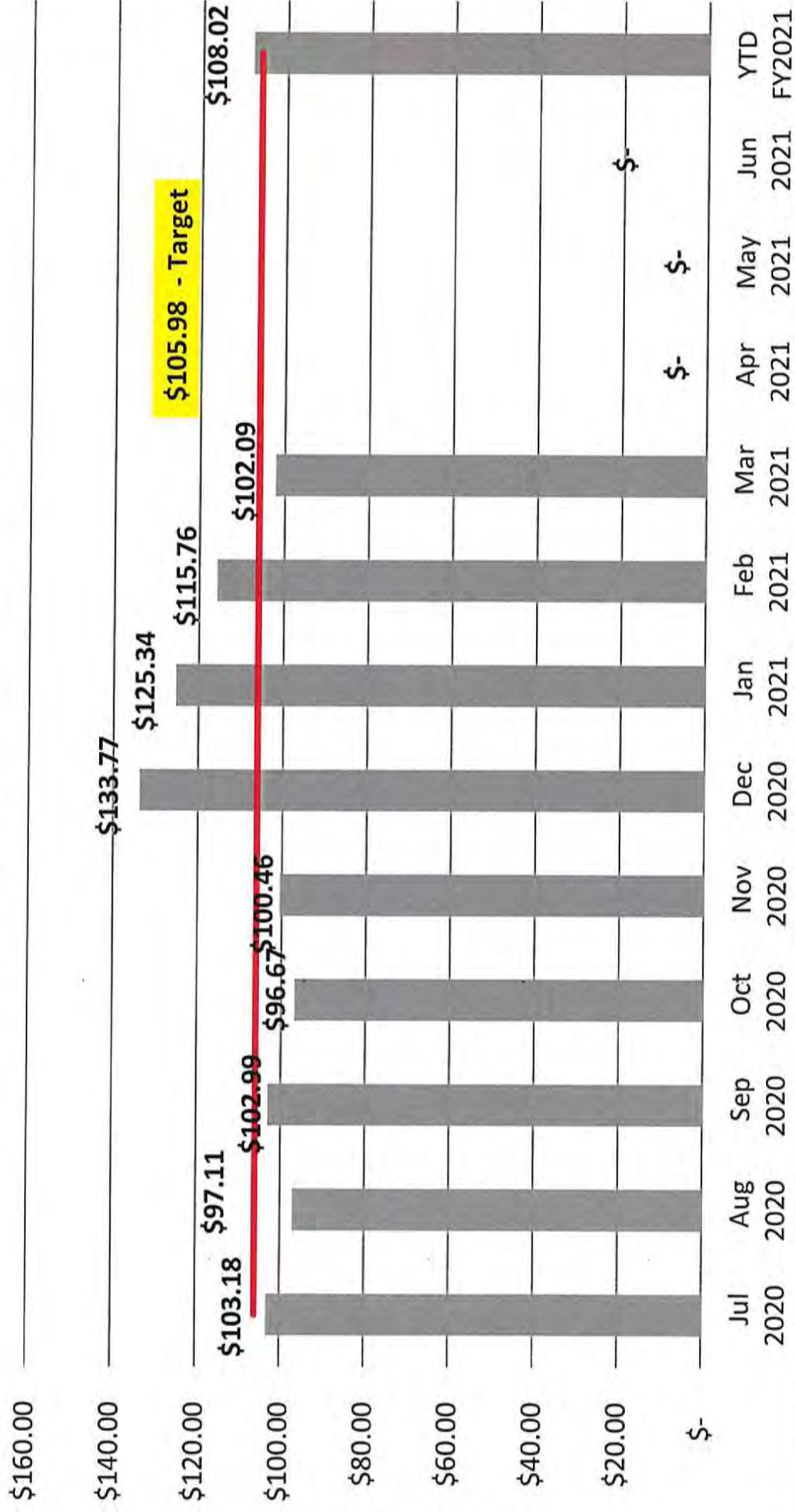
Operating Cost/Passenger



Jul 2020 Aug 2020 Sep 2020 Oct 2020 Nov 2020 Dec 2020 Jan 2021 Feb 2021 Mar 2021 Apr 2021 May 2021 Jun 2021 YTD FY2021

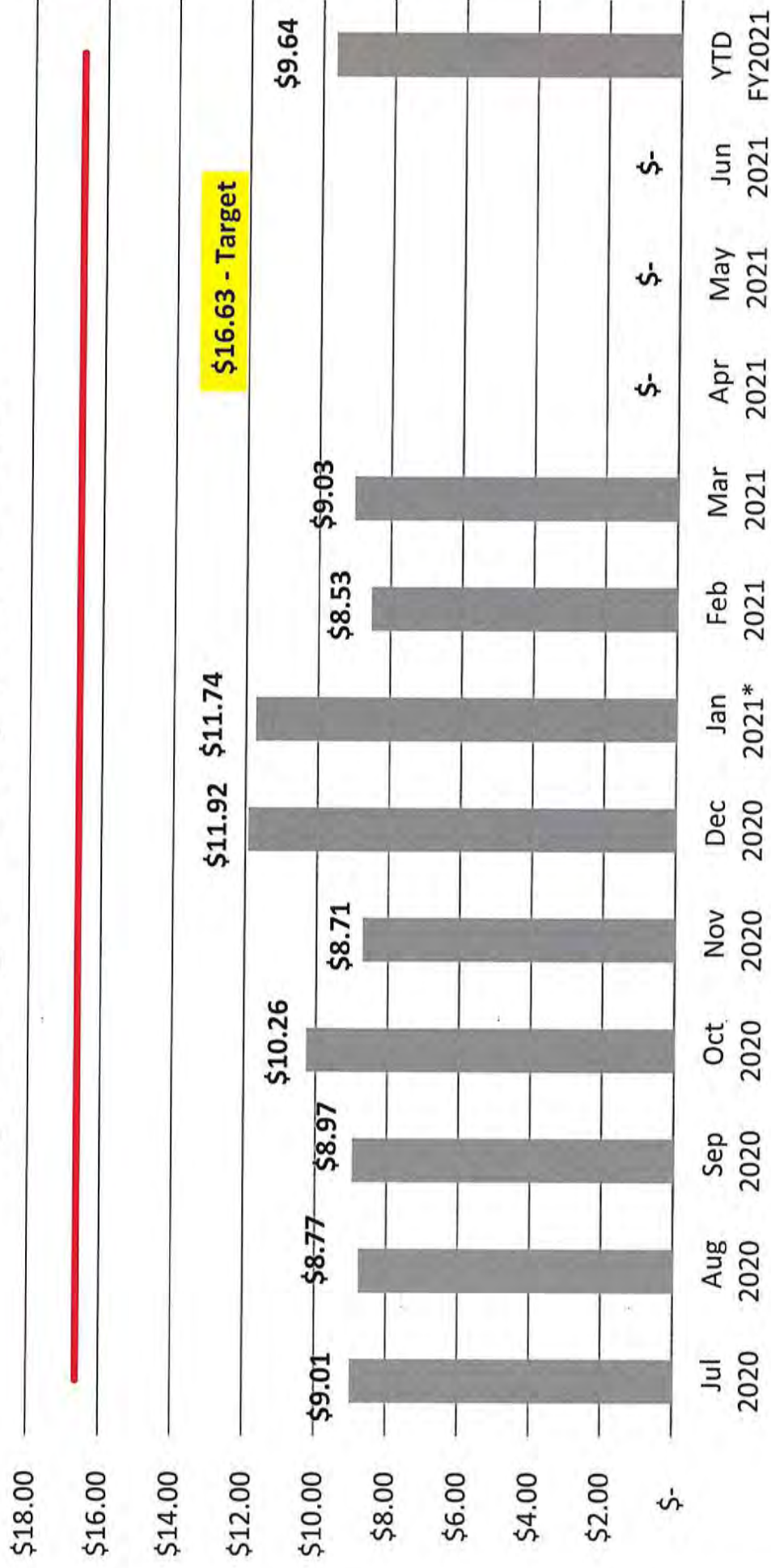
**FY2021 PA DOT target assigned for operating cost/passenger is \$7.84. Actual performance should be less than or equal to this target.

Operating Cost/Revenue Hour



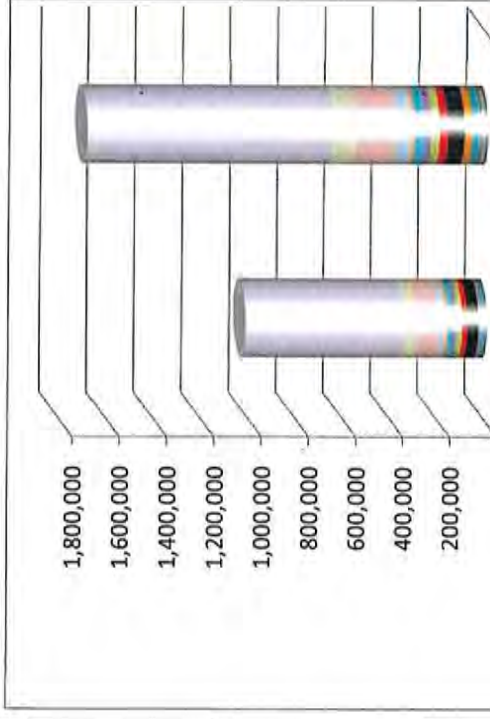
**FY2021 PA DOT target assigned for operating cost/revenue hour is \$105.98. Actual performance should be less than or equal to this target.

Operating Revenue/Revenue Hour



**FY2021 PA DOT target assigned for operating revenue /revenue hour is \$16.63. Actual performance should be higher than or equal to this target.

OPERATIONS – April



MAINTENANCE – April

Preventative Maintenance

Late 1%



On-time 99%

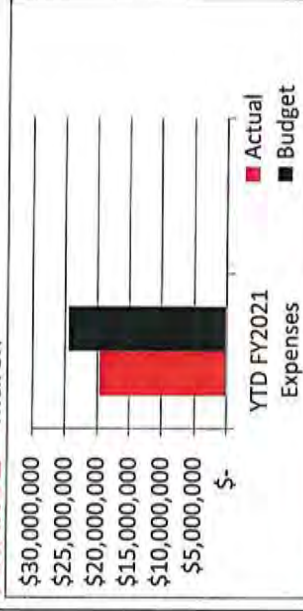
124 PMs Complete; 1 Overdue

York – 66 Completed; 0 Overdue
 Adams – 5 Completed; 0 Overdue
 Cumberland – 11 Completed; 0 Overdue
 Northumberland – 11 Completed; 0 Overdue
 Franklin – 8 Completed; 0 Overdue
 Columbia – 2 Completed; 0 Overdue
 Montour – 5 Completed; 1 Overdue
 Union/Snyder – 10 Completed; 0 Overdue
 Perry – 6 Completed; 0 Overdue

Road Calls:

	Apr 2021	YTD FY2021	Apr 2020	YTD FY2020
Mechanical	8	85	5	82
Non-Mech.	32	222	2	377

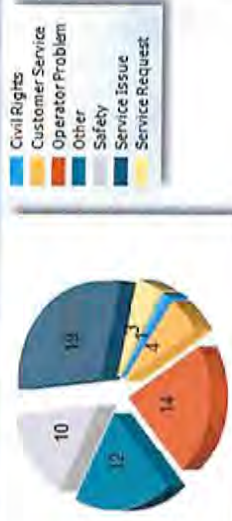
FINANCE – March



CUSTOMER COMPLAINTS – April

Count distribution by Category

63 Total Complaints



	Apr 2021	YTD FY2021	Apr 2020	YTD FY2020
Total Complaints	63	658	42	1,070

MARKETING – April

	Apr 2021	YTD FY2021	Apr 2020	YTD FY2020
PR Exposures	6	78	13	69
Outreaches	0	3	0	65
Pageviews Unique	47,684	458,421	37,092	100,772
Pageviews Bikes	37,178	353,104	26,800	74,297
	669	6,715	548	8,847

**New website launched 2/2020

SAFETY – April

	Apr 2021	YTD FY2021	Apr 2020	YTD FY2020
Preventable Non-Preventable	8	81	0	87
Passenger Injury	1	33	1	56
Employee Injury	2	13	1	14
	1	17	1	13

*New Service Begin 2/2021

Pageview – number pages viewed; repeat page

RESOLUTION NO. 2112

APPROVING CONTRACT WITH DETWILER ROOFING, LLC FOR THE ROOF REPAIR OF THE BUILDING LOCATED AT 415 ZARFOSS DR.

WHEREAS, the Central Pennsylvania Transportation Authority was awarded State funds in the amount of \$2.3 million for the completion of building projects; and

WHEREAS, a Request for Proposals for roof repairs was issued and proposals received were evaluated in accordance with Federal and State requirements for construction services contracts; and

WHEREAS, the Request for Proposals called for four different alternates to evaluate costs versus benefits to keep project within the grant amount; and

WHEREAS, responsive proposals were received in a timely manner from (3) three qualified firms (please see fact sheet); and

WHEREAS, an evaluation was conducted with support of the Authority's engineering firm JMT; and

WHEREAS, the most complete and long-term roofing repair solution was Bid Alternate 3. The EPDM option provides a 30-year warranty and is a more durable system versus the silicone roof coating system. The selected alternate 3 will include the total roofing system (156,000 sq. ft.) being EPDM, as compared to just sections of the roof offered with the other alternate.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Pennsylvania Transportation Authority that the Executive Director be authorized to enter into a contract with the Detwiler Roofing, LLC in the amount of \$1,307,000 for the 415 Zarfoss Drive roof repair.

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 13, 2021.

Thomas Wilson
Secretary

attest: _____
Raymond Rosen
Chairman

**FACT SHEET
RESOLUTION 2112**

	Mid-State Roofing and Coating, Inc.	A to Z Coatings, Inc.	Detwiler Roofing, LLC
Bid Alternate 1	\$729,675	\$587,500	\$740,000
Bid Alternate 2	\$832,386	\$810,000	\$845,000
Bid Alternate 3	\$1,390,000	\$1,970,000	\$1,307,000
Bid Alternate 4	\$627,000	\$377,700	\$617,000

- Bid Alternate 1 (General Construction)
 - EPDM Roofing System Over Administration Area and Silicone Roof Coating System Over Balance of Roof
- Bid Alternate 2 (General Construction)
 - EPDM Roofing System Over Administration Area and Maintenance Area and Silicone Roof Coating System over Balance of Roof
- Bid Alternate 3 (General Construction)
 - All EPDM Roofing System Over Roof
- Bid Alternate 4 (General Construction)
 - All Silicone Roof Coating System Over Roof



May 6, 2021

Mr. Rich Farr, Executive Director
Central Pennsylvania Transportation Authority (CPTA)
415 Zarfoss Drive,
York, PA 17404

RE: CPTA Zarfoss Roof Replacement; JMT Project No. 17-0564-008
Recommendation of Award
Contract CPTA-2021-ENG001 – General Construction

Dear Rich:

On April 29, 2021, three (3) bids for a General contract were received for the above-referenced project. Four bid alternates were solicited with to cover a range of scope and offer CPTA flexibility to utilize available funding. Detwiler Roofing, LLC is the lowest responsive and responsible bidder for Bid Alternate 3 with a bid of \$1,307,000. Bid Alternate 3 provides the most extensive work scope and consists of installing a EPDM roofing system over the entire Zarfoss Drive facility's original roof.

Based on our review of the Bid Form, as well as a review of all other required forms and satisfactory reference checks, we recommend that the Zarfoss Roof Replacement Contract be awarded to Detwiler Roofing, LLC for Bid Alternate 3 in the amount of \$1,307,000.00. The summary of all bids is as follows:

	Mid-State Roofing and Coating, Inc.	A to Z Coatings, Inc.	Detwiler Roofing, LLC
Bid Alternate 1	\$729,675	\$587,500	\$740,000
Bid Alternate 2	\$832,386	\$810,000	\$845,000
Bid Alternate 3	\$1,390,000	\$1,970,000	\$1,307,000
Bid Alternate 4	\$627,000	\$377,700	\$617,000

Upon CPTA resolution to award the contract, JMT will issue a notice of award and forward the Agreements for execution by the contractor and request the proper performance and payment bonds and insurance certificates for review. A copy of the reference check notes are attached for your reference.

Please contact me if you have any questions or require additional information.

Sincerely,

JOHNSON, MIRMIRAN & THOMPSON

Michael E. Miller, PE

Attachment

CC: M. Hartley, Sowinski Sullivan A+E

Bidder Reference Inquiry

Project Name: The Central Pennsylvania Transportation Authority (CPTA) – Zarfoss Roof Replacement Renovation

Project No.: 17-0564-008

Date: May 5, 2021

Following are the results of reference inquiries to contacts listed by Contractors in response to questions 9 & 13 of the Bidder Qualification Form.

Comments are noted as closely as possible to the responses provided by the contacts.

Contract CPTA-2021-ENG001 – General Construction Detwiler Roofing, LLC

Detwiler Roofing provided roof repairs to the Zarfoss Facility in 2015. Work was well done, timely and with no change orders.

Detwiler Roofing, LLC	Roof Replacement Chambersburg Area Middle School Chambersburg Area School District, Christopher Hall, Construction Mgr. (WTI Services) 440-226-7775
Type of work	General roof replacement. Outer layers and some steel replacement.
General comments	No problems. Worked well with the GC onsite CM.
Change orders	The format of their contract did not allow for change orders.
Schedule	Work was completed on schedule, no delays.
Recommendation	Yes, would definitely recommend.

Detwiler Roofing, LLC	Roof Replacement at building 52 Defense Logistics Agency, New Cumberland, PA Timothy Kielbowick, Contracting Officer 717-770-6128
Type of work	Five bay warehouse roof removal and replacement
General comments	Project went well. Was a complicated project to stage/phase.
Change orders	No cost adjustments.
Schedule	On schedule.
Recommendation	Would definitely work with them again.

Detwiler Roofing, LLC	Baltimore County Public Schools – Overly HS Baltimore, MD Ed Eckard, AIA 443-279-4500
Type of work	Tremco roof installation
General comments	Excellent contractor, did a great job.
Change orders	Minor
Schedule	No Complaints.
Recommendation	Have worked with them multiple times and would again.

RESOLUTION NO. 2113

**APPROVING THE REVISING OF THE CENTRAL PENNSYLVANIA TRANSPORTATION
AUTHORITY EMPLOYEE HANDBOOK**

WHEREAS, the Central Pennsylvania Transportation Authority (CPTA) wishes to update established guidelines in order to maintain a work environment that outlines the policies and procedures for managers and employees; and

WHEREAS, the Central Pennsylvania Transportation Authority is committed to equal opportunity with respect to all aspects of its employment practices; and

WHEREAS, the Central Pennsylvania Transportation Authority is committed to conducting business which presents an actual or potential conflict of interest, (Code of Conduct); and

WHEREAS, the Central Pennsylvania Transportation Authority is committed to maintaining a work environment that is consistent and free of discrimination. In keeping with this commitment, CPTA will include employment policies in one booklet to serve as a guideline for employees and managers.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Pennsylvania Transportation Authority, that the revision of the Central Pennsylvania Transportation Authority Employee Handbook be adopted and instituted.

CERTIFICATION OF OFFICERS

OF

CENTRAL PENNSYLVANIA TRANSPORTATION AUTHORITY

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Central Pennsylvania Transportation Authority Board Members held on May 13, 2021.

Thomas Wilson
Secretary
Central Pennsylvania Transportation Authority

attest: _____
Raymond Rosen
Chairman
Central Pennsylvania Transportation Authority

RESOLUTION NO. 2114

APPROVING THE PENNDOT ACT 44 PERFORMANCE REVIEW ACTION PLAN

WHEREAS, PA ACT 44 of 2007 required PennDOT to conduct performance reviews of any local transportation agency receiving operating funds from the Commonwealth, and

WHEREAS, ACT 44 requires that the reviews be conducted at least once every five years and defines the general scope of the review with the focusing being on the Act 44 Key Performance Criteria: Passengers per Revenue Hour, Operating Cost per Revenue Hour, Operating Revenue per Revenue Hour, and Operating Cost per Passenger, and

WHEREAS, PennDOT was on-site in January of 2021 to perform the agency's second review, and

WHEREAS, the Central Pennsylvania Transportation Authority (CPTA) received the final report from PennDOT in February of 2021, and

WHEREAS, CPTA is required to develop a plan specific to the Performance Review action items for tracking and reporting purposes, and

WHEREAS, CPTA is required to have the Performance Review Action Plan approved by the board by the 21st of May, 2021,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Pennsylvania Transportation Authority that it approves the action plan on this 13th day of May, 2021.

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 13, 2021.

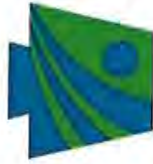
Thomas Wilson
Secretary
Central Pennsylvania Transportation Authority

attest: _____
Raymond Rosen
Chairman
Central Pennsylvania Transportation Authority

FACT SHEET

- The Actions recommended by PennDOT and their reviewers are identified, in detail, along with CPTA's recommended actions in the board package.
- The Actions for CPTA are tied to the four key performance criteria identified within the resolution and are intended to identify opportunities to improve efficiency or effectiveness.
- PennDOT identified ten (10) best practices in the functional review and eight (8) opportunities for improvement.
- PennDOT found CPTA in compliance with all four key performance criteria standards in both current fiscal year end 2018 and by trend analysis.
- PennDOT has set the following annual targets by the four key performance criteria over the next five years based on the assessment.

Performance Criteria	Fiscal Year End (FYE)			Target Annual Increase
	2019 Actual	2020 Actual	2025 Target	
Passengers / Revenue Vehicle-Hour	13.39	11.23	13.79	0.5%
Operating Cost / Revenue Vehicle-Hour	\$99.90	\$106.11	\$119.29	3.0%
Operating Revenue / Revenue Vehicle-Hour	\$15.68	\$11.74	\$18.72	3.0%
Operating Cost / Passenger	\$7.46	\$9.45	\$8.65	2.5%



pennsylvania

DEPARTMENT OF TRANSPORTATION



Central Pennsylvania Transportation Authority Act 44 Transit Performance Review Action Plan

Actions to Increase Passengers / Revenue Hour		CPTA Action	Estimated Initiation Date	Estimated Completion Date
1. Assess alternative transportation options for southern York County as part of the next TDP update.		CPTA anticipates a TDP update in 2022. Based on the outcome of the TDP update, rabbittransit will prepare a pilot funding application that will be submitted to PennDOT should opportunities be identified.	7/1/2022	6/30/2023
2. Continue to work with municipalities experiencing population growth and new commercial development to include a CPTA review of proposed site development plans.		CPTA is heavily engaged in local and regional planning organizations and has recently been a working member of PPTA's "Build a Better Bus Stop" Project which worked to prepare transit oriented development language for agencies to revise and tailor to their regional needs. Further, CPTA seeks to continue efforts to find third-party funding partners as state and federal resources don't allow for adequate source expansions.	Ongoing	Ongoing
Actions to Increase Operating Revenue / Revenue Hour		CPTA Action	Estimated Initiation Date	Estimated Completion Date
1. Continue to monitor its fixed-route farebox recovery and maintain a satisfactory fare recovery level.		CPTA does maintain and monitor farebox recovery and will evaluate a potential change in fare and farebox collection policy. Special consideration will need to be given for pandemic / post-pandemic consumer needs and ability to pay. It is worth noting that this element may see significant updates with the coordination of CAT and rabbittransit services.	Ongoing	Ongoing
Actions to Contain Operating Costs / Revenue Hour		CPTA Action	Estimated Initiation Date	Estimated Completion Date
1. Develop a more detailed strategic IT plan that defines desired IT specifications, interdepartmental information flow, and an investment plan.		CPTA would request assistance from PennDOT in the providing of templates, a framework, or technical expertise in the development of such a plan with consideration given to the coordination of CAT and rabbittransit services in terms of timeline factors.	7/1/2021	6/30/2022



pennsylvania

DEPARTMENT OF TRANSPORTATION



Central Pennsylvania Transportation Authority Act 44 Transit Performance Review Action Plan

2. Update its cost allocation plan to equitably assign costs across divisions, including other service lines like non-public transportation, CAT management, and 4Ride.	The authority will evaluate this recommendation, but has not identified any compelling reasons that the current model is not effective. CPTA's current model does allocate costs across divisions, including non-public transportation, but does not for fee for non-direct transportation services under an agreement such as the CAT management and 4Ride agreements CPTA would request PennDOT to provide expanded guidance to direct efforts.	7/1/2021	12/31/2021
3. Develop standards and monitor mechanic efficiency for routine tasks.	Preliminarily anticipate deployment of new maintenance software in early 2022. CPTA is in the process of drafting a procurement for a new maintenance software. Further, CPTA will identify in the required scope of work or functionality evaluation the capability of the system to meet monitoring and reporting needs.	Ongoing	6/30/2022
Other Actions to Improve Overall Performance		Estimated Initiation Date	Estimated Completion Date
1. Use a third-party contractor to independently conduct an agency-wide compensation analysis to ensure salaries of key positions reflect current roles, responsibilities, and local market conditions.	Preliminarily anticipate this would be possible to be complete in CY2022 with consideration for the coordination of CAT and rabbittransit services in the near-term future.	7/1/2021	6/30/2022
2. Implement a formal capital planning process agency-wide that it can use to identify and prioritize CPTA's short and long-term capital needs.	Preliminarily anticipate deployment in FY2021-2022 planning cycle. The authority does have a formal capital planning process in place, but recognizes the reviewer recommendation to expand this with CAT services in mind.	7/1/2021	6/30/2022

RESOLUTION NO. 2115

ADOPTING THE MANAGEMENT WORK PLAN FOR FISCAL YEAR 2021/2022

WHEREAS, the Management Work Plan for FY2021-2022, 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 13, 2021, Board of Directors meeting; and,

WHEREAS, the proposed Management Work Plan for FY2021-2022 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 FY2021/2022.

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 13, 2021.

Thomas Wilson
Secretary
Central Pennsylvania Transportation Authority

attest: _____
Raymond Rosen
Chairman
Central Pennsylvania Transportation Authority

RESOLUTION 2116

APPROVING THE EXECUTION OF EASEMENT AGREEMENT WITH PEDYC AT THE YORK TRANSFER CENTER PROPERTY

WHEREAS, the Central Pennsylvania Transportation Authority (CPTA) has just awarded a contract to make improvements to the Transfer Center; and

WHEREAS, CPTA has been approached by The Partnership for Economic Development of York County, Inc.(PEDYC); and

WHEREAS, PEDYC is engaged in the development and enhancement of the Codorus Creek and adjacent creek banks which adjoin the Property as part of the Codorus Greenway Project; and

WHEREAS, as a component of the Greenway Project, PEDYC requires the installation on the Property of a stormwater manhole and associated storm pipes substantially located within the area, in which CPTA agrees, subject to certain conditions set forth in the Agreements, to allow the Stormwater Facilities to be constructed on the Property and agrees upon completion to grant PEDYC an easement for the Stormwater Facilities; and

WHEREAS, CPTA bid the construction work for the stormwater as part of the overall Transfer Center project on behalf of PEDYC and PEDYC agrees to reimburse CPTA for costs, and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Pennsylvania Transportation Authority that it approves the execution of an "Agreement of Perpetual Easement and an "Agreement" with The Partnership for Economic Development of York County, Inc."

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 13, 2021.

Thomas Wilson
Secretary

attest: _____
Raymond Rosen
Chairman

FACT SHEET
Resolution 2116

AGREEMENT

This Agreement is between Central Pennsylvania Transportation Authority, formerly known as York Adams Transportation Authority, a municipal authority, body politic, organized and existing under the Municipal Authorities Act of the Commonwealth of Pennsylvania (“CPTA”), and The Partnership for Economic Development of York County, Inc. (“PEDYC”), a Pennsylvania not-for-profit corporation.

Background. CPTA is redeveloping the property at 213 West King Street, City of York (the “Property.”) PEDYC is engaged in the development and enhancement of the Codorus Creek and adjacent creek banks which adjoin the Property as part of the Codorus Greenway Project (the “Greenway Project”). As a component of the Greenway Project, PEDYC requires the installation on the Property of a stormwater manhole and associated storm pipes (the “Stormwater Facilities”) substantially located within the area depicted on the plan attached hereto as “Exhibit A.” CPTA agrees, subject to certain condition set forth in this Agreement, to allow the Stormwater Facilities to be constructed on the Property and agrees upon completion to grant PEDYC an easement for the Stormwater Facilities.

1. Installation of Stormwater Facilities. CPTA agrees, in connection with other construction work it is about to undertake on its Property, to install the Stormwater Facilities on the Property, at PEDYC’s cost and expense, subject to the conditions of this Agreement. CPTA shall engage its contractor to install the Stormwater Facilities as part of CPTA’s construction contract. CPTA shall be reimbursed by PEDYC for the cost of the construction work pursuant to Section 2 below.

2. Reimbursement by PEDYC. PEDYC agrees to reimburse CPTA for the construction costs incurred to complete the installation of the Stormwater Facilities as invoiced by CPTA’s contractor to CPTA.

3. Maintenance and Access. PEDYC agrees to maintain the portion of the Stormwater Facilities located within the Property. CPTA also agrees to provide reasonable access to the Property, from time to time, upon prior notice, to PEDYC, or its agents or contractors, to the Stormwater Facilities, to monitor, maintain, and repair the Stormwater Facilities as needed.

4. Easement. CPTA and PEDYC agree that the terms of this Agreement must be more fully expressed in a formal permanent easement agreement, substantially in the form attached hereto as “Exhibit B” which will be executed by both CPTA and PEDYC and recorded in the Office of Recorder of Deeds.

5. Assignment and Assumption. CPTA and PEDYC acknowledge that PEDYC is currently serving as a conduit for assembling properties and rights to facilitate the Greenway Project. PEDYC will not be responsible for the Greenway Project long term and will at some point assign its rights and interests to one or more entities, including its rights and interests under this Agreement. CPTA agrees that it will on request by PEDYC consent to assignment by PEDYC

and its future assignees, which will include the assumption by such assignee of PEDYC's obligations and the release of PEDYC from further obligations under this Agreement.

IN WITNESS WHEREOF the parties have executed this Agreement to be effective the ____ day of _____ 2021.

CENTRAL PENNSYLVANIA
TRANSPORTATION AUTHORITY

By:

PARTNERSHIP FOR ECONOMIC
DEVELOPMENT OF YORK COUNTY, INC.

By:

EXHIBIT A

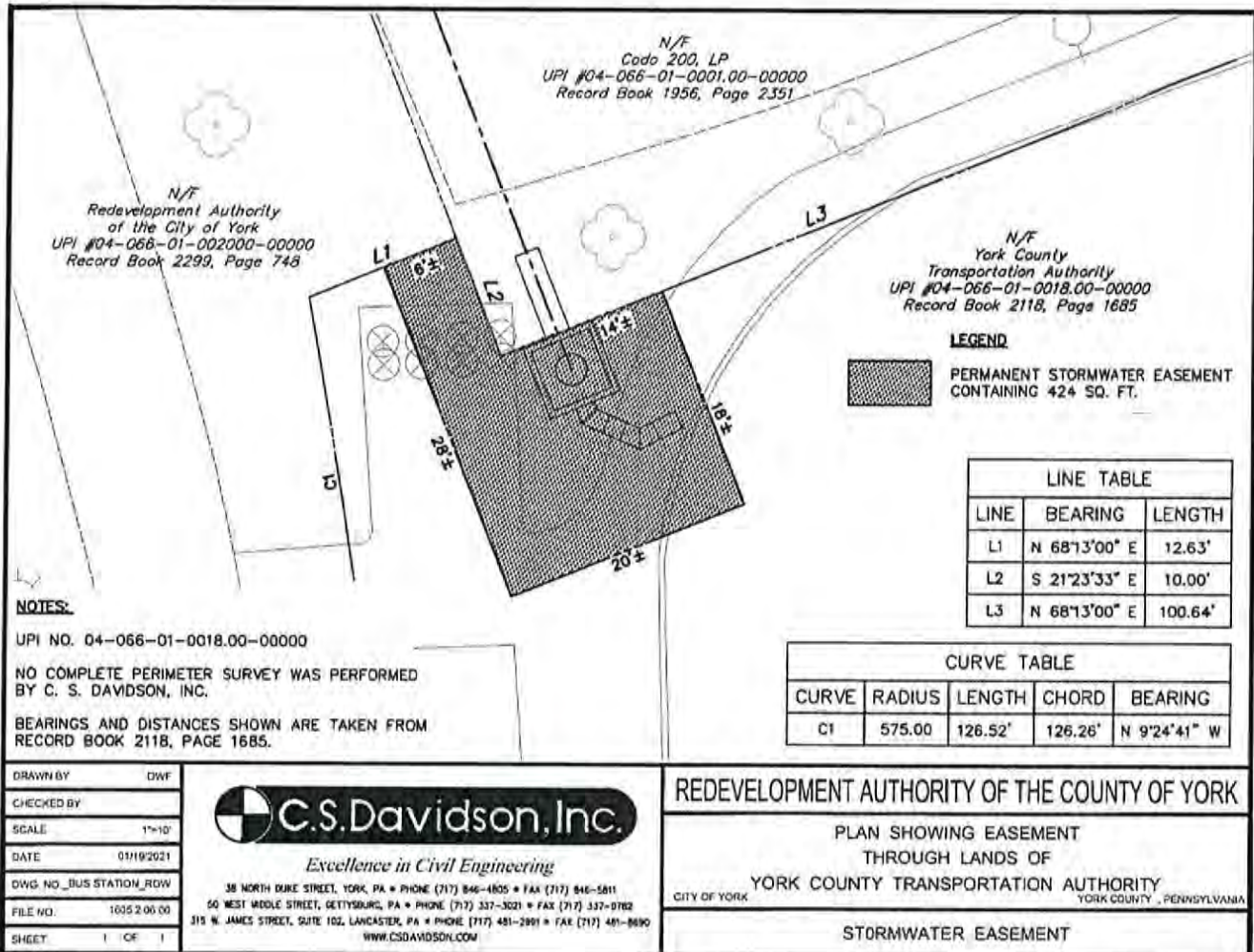


EXHIBIT B

Prepared By;

Ronald L. Hershner, Esquire
Stock and Leader, LLP
221 West Philadelphia Street
Suite 600 East Building
York PA 17401

Tax Parcel No.: 04-066-01-0018.00-00000
213 West King Street
City of York

AGREEMENT OF PERPETUAL EASEMENT

THIS AGREEMENT OF PERPETUAL EASEMENT is made this _____ day of _____, 2021, by and between **CENTRAL PENNSYLVANIA TRANSPORTATION AUTHORITY**, formerly known as the York Adams Transportation Authority, a Pennsylvania municipal authority, body politic, organized and existing under the Municipal Authorities Act of the Commonwealth of Pennsylvania, hereinafter called "Grantor",

- AND -

THE PARTNERSHIP FOR ECONOMIC DEVELOPMENT OF YORK COUNTY, INC., a Pennsylvania non-profit corporation, hereinafter called "Grantee".

WITNESSETH:

WHEREAS, the Grantor acquired title to certain premises from the City of York General Authority by Deed dated March 1, 2011, recorded in the Office of Recorder of Deeds in and for York County, Pennsylvania, in Book 2118, Page 1685 (the "Property");

WHEREAS, Grantor has agreed to grant to Grantee certain perpetual easements across the Property for purposes of the Codorus Creek Beautification Project;

WHEREAS, the Grantor is willing to grant those easements under and subject to the within terms and conditions.

NOW, THEREFORE, in consideration of One and 00/100 (\$1.00) Dollars, and for other good and valuable consideration, and intending to be legally bound hereby, the parties agree as follows:

1. Grantor hereby grants and conveys unto Grantee, its successors and assigns, the following perpetual rights-of-way and easements as shown on the Plan Showing Easement Through Lands of York County Transportation Authority prepared by C. S. Davidson Inc., Project No. _____ dated _____, and recorded on _____, in the Office of Recorder of Deeds at Book _____, Page _____:

Stormwater Facilities Easement. Grantor hereby grants and conveys to Grantee its successors and assigns, a perpetual easement to operate, maintain, inspect, repair, modify, replace in whole or in part, and remove the storm sewer manhole and associated storm pipes (the "Stormwater Facilities") upon, over, in, through and across in and to the premises described in Exhibit "A" (the "Stormwater Facilities Easement Area"). Grantee shall have all the rights and benefits necessary or convenient for the full enjoyment or use of the easement herein granted, including reasonable access to the Property, from time to time, upon prior notice, for Grantee or its agents or contractors to monitor, maintain, and repair, at Grantee's sole cost and expense and discretion, the Stormwater Facilities and the Stormwater Facilities Easement Area.

2. Without limiting the generality of other provisions hereof, the easement granted herein shall include:

- a. The right of the Grantee to clear, and keep clear, the surface of the Stormwater Facilities Easement Area, the subsurface of the Stormwater Facilities Easement Area, and the air space above the surface, of all trees and roots, and obstructions of any other sort; provided, however, that the Grantee shall accomplish the above-described work by disturbing as little of Grantor's Property as possible.
- b. The perpetual right of Grantee, its designees, successors and assigns, to locate, excavate, construct, install, operate, maintain, inspect, repair, modify, replace in whole or in part, and remove the described facilities within the Stormwater Facilities Easement Area described above.

3. Grantee agrees to provide notice to Grantor one week in advance of conducting any routine maintenance or repair to the Stormwater Facilities or within the Stormwater Facilities Easement Area, and to seek consent from Grantor for such activities, which consent shall not be unreasonably withheld. In the event of emergency maintenance or repair activities, Grantor agrees to provide notice to Grantor twenty-four (24) hours in advance, or as much notice as is reasonably practical under the circumstances, prior to conducting any such emergency maintenance or repair activity.

4. In the event that emergency maintenance or repair to the Stormwater Facilities or within the Stormwater Facilities Easement Area are determined by the Grantor to be required in order to avoid significant risk of personal injury or property damage, Grantor shall notify Grantee of such necessary maintenance or repair and allow reasonable time for Grantee to conduct such necessary emergency maintenance or repair. In the event that Grantee fails timely to perform any such necessary maintenance or repair, the Grantor is authorized to perform such necessary maintenance or repair and to be reimbursed from the Grantee for the associated costs.

5. Grantee shall in connection with the exercise of any rights under the easement granted herein restore the Property as nearly as practicable to its contour and condition as existing prior to the exercise of any of said rights, and shall also restore the Property with equal surfacing as existed prior to any use of the Easement of asphalt, crushed stone, concrete, or other improved surface as the case may be, and in all other cases with ground, and/or topsoil.

6. Grantee shall and will and hereby does release, indemnify, defend, protect and save harmless Grantor from and against any and all claims, demands, liability, damages, costs, and expenses, including without limitation, court costs and reasonable attorneys' fees, resulting from any and all loss of life or property, or from injury or damage to the person or property of any person, firm, corporation, or entity, including Grantor and Grantee and their officers, agents, and employees, arising out of or in connection with Grantee's (or Grantee's agents', employees', or invitees') use, maintenance, repair, renewal, reconstruction, or alteration of the easement. Grantee's release and indemnity hereunder shall survive any termination of the easement.

7. Grantor agrees that Grantor will not construct buildings, structures or improvements of any type whatsoever on the Stormwater Facilities Easement Area, unless authorized in writing by Grantee.

8. Grantor, its successors and assigns, shall retain the full use and enjoyment of its Property as shall not materially conflict with Grantee's rights hereunder, or any design specifications promulgated by the Pennsylvania Department of Environmental Protection for storm water systems, or any other service facilities constructed in the Stormwater Facilities Easement Area.

9. Any delay on the part of the Grantee in utilizing or exercising any of the rights or privileges granted herein shall not result in the loss, limitation or abandonment of any of the rights, title or privileges hereby granted.

10. The rights herein granted are divisible and assignable in whole or in part by Grantee, its successors and assigns.

11. Grantor hereby warrants that Grantor has good and marketable title to the Property and acknowledges that Grantor has the full right, power and authority to execute this document and to grant and convey the easement described herein to the Grantee.

12. Grantor represents and warrants that those persons signing this Agreement of Perpetual Easement are all those necessary to fully transfer and convey the rights set forth in this instrument to Grantee, and Grantor hereby binds itself, its successors and assigns to warrant and forever defend said rights unto Grantee, its successors and assigns, from and against any person claiming the same or any part thereof.

13. Grantor agrees to cooperate with Grantee in obtaining any permits, licenses, permissions or approvals which Grantee deems necessary or convenient to construct, operate or maintain the designated facilities in the Stormwater Facilities Easement Area.

14. The rights, burdens, and liabilities hereby created shall inure to the benefit of, and shall be binding upon the successors, heirs, and assigns of the parties hereto.

15. This Agreement shall be deemed to have been made in the Commonwealth of Pennsylvania and shall be governed and construed in accordance with the laws of the Commonwealth of Pennsylvania.

16. This Agreement contains the entire understanding of the parties concerning the subject matter hereof, and no representations, inducements, promises or agreements, oral or otherwise, not embodied herein shall be of any force or effect whatsoever.

IN WITNESS WHEREOF, the Grantor has executed this Agreement of Perpetual Easement the day and year above first written.

WITNESS:

GRANTOR:
CENTRAL PENNSYLVANIA
TRANSPORTATION AUTHORITY

_____ By: _____

ACCEPTANCE

The foregoing Agreement of Perpetual Easement given by Central Pennsylvania Transportation Authority is accepted by the Partnership for Economic Development of York County, Inc. this _____ day of _____, 2021.

ATTEST:

GRANTEE:
PARTNERSHIP FOR ECONOMIC
DEVELOPMENT OF YORK COUNTY, INC.

_____ By: _____

COMMONWEALTH OF PENNSYLVANIA :
: SS.
COUNTY OF _____ :

On this, the _____ day of _____, 2021, before me, a Notary Public of the Commonwealth of Pennsylvania, the undersigned officer, personally appeared _____, known to me, or satisfactorily proven, to be the person described in the foregoing instrument, and acknowledged that he executed the same in the capacity therein stated and for the purposes therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and Notarial Seal.

NOTARY PUBLIC

COMMONWEALTH OF PENNSYLVANIA :
: SS.
COUNTY OF _____ :

On this, the _____ day of _____, 2021, before me, a Notary Public of the Commonwealth of Pennsylvania, the undersigned officer, personally appeared _____ known to me, or satisfactorily proven, to be the person described in the foregoing instrument, and acknowledged that he executed the same in the capacity therein stated and for the purposes therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and Notarial Seal.

NOTARY PUBLIC

I hereby certify that the precise address of the Grantee herein is:

For the Grantee