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**DATE:** August 5, 2021  
**TIME:** 7:00 PM  
**PLACE:** 415 N. ZARFOSS DRIVE, YORK, PA 17404  
**PURPOSE:** AUGUST 2021 BOARD MEETING

**NOTE:** The CDC states if you are not fully vaccinated, you should wear a mask in indoor public places.

A Zoom connection remains an option for convenience and/or personal safety.

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

1. Call to Order
2. Changes or Modifications to the Agenda
3. Public Comment: Accepted in Person or in Writing
4. Approval of Minutes
  - Meeting Minutes of July 8, 2021 (Pages 3-6)
5. YAMPO Transit Committee
  - No New Business
6. Communications
7. Treasurer's Report (Pages 7-16)
8. Resolutions
  - RESOLUTION 2123 – APPROVING THE REVISING OF THE CENTRAL PENNSYLVANIA TRANSPORTATION AUTHORITY POLICIES, PROCEDURES AND DISCIPLINE CODE (Page 17)
  - RESOLUTION 2124 – AUTHORIZING A CHANGE ORDER TO VIA MOBILITY CONTRACT (Pages 18-19)
  - RESOLUTION 2125 – AUTHORIZING ONE-TIME RETAINAGE INCENTIVE FOR NON-CBA EMPLOYEES (Pages 20-21)
9. Old Business
10. New Business
  - Employee vaccination incentive program
11. Future Procurement Activities
  - A. Transfer Center Camera and Access Control
  - B. Vehicle Advertising



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12. Staff Reports

13. Adjournment

Next Meeting: Thursday, September 2, 2021



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## MINUTES OF BOARD MEETING JULY 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 June 10, 2021.

Members Present: Raymond Rosen, Darlene Brown, Carrie Gray, Annie Strite, Richard Carson, Kirk Stoner, Thomas Wilson, Gary Eby 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 rabbittransit; Stephen Baldwin, Chief Financial Officer; and Angela Bednar, Executive Assistant CAT.

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 June 10, 2021, was moved by Richard Carson, seconded by Thomas Wilson and passed unanimously.

### YAMPO TRANSIT COMMITTEE:

No new business from the YAMPO Transit Committee.

### COMMUNICATIONS:

Gary Eby, new Board member representing Perry County was introduced. Perry County Commissioners Appointment Letter for Gary Eby was presented to the Board.

### TREASURER'S REPORT:

Keith Martin drew the Boards attention to the financial statement and statistical notes. These notes include the summary of the most current month close, May 2021, which is



the 11<sup>th</sup> month out of 12. The Financial Statement and statistical notes begin on page 7. Highlights of Keith's report include:

- New fiscal year 2021-2022 started July 1. Comments and data within the report reference last fiscal year. Timing is critical, especially considering the impact of COVID. May 2021 is the 13<sup>th</sup> month of operation under PA's COVID Emergency proclamation.
- On page 9, the Income statement, year ending May 31, 2021, there is an added line YTD May 2020 for comparison. When reviewing the data, it is important to note the impact of COVID on the budget and the comparison to 2020 helps the visualization.
- On the PennDOT metrics, COVID has substantially affected tracked performance within all categories except operating cost/revenue hour, unlike the rest, is not impacted by the reduced ridership.
- The Dashboard was reviewed, which includes 100% completed maintenance PM's.

Keith Martin deferred to Stephen Baldwin for additional highlights of the financial statements for the period ending May 31, 2021. Highlights of the financial statement were as follows:

- Preliminary work for the audit for fiscal year 2021 took place June 17 and June 18. The audit field work is scheduled for September 23 and September 24 and we will have audited financial statements in November.
- June ended the last month of the fiscal year and the accounting department is working on closing out June.
- Ridership in the month of May is down 2% from the previous month for paratransit and down 6% for fixed route. Preliminary numbers for June shows significant recovery as things continue to open up.
- Only normal funding sources were utilized in the month of May. Only \$466,000 of state ACT 89 funds were used, which is \$168,000 less than 1/12<sup>th</sup> of the annual amount received.
- There were no significant capital expenditures in the month of May.

## RESOLUTIONS

No new resolutions.

## OLD BUSINESS:

Richard Farr noted, that included in the Board packet is the PennDOT Act 44 review action plan. This will now be presented to the Board on a quarterly basis.



## RESOLUTION 2121– MODIFYING RESOLUTION 2120 AUTHORIZING THE AWARD OF CONTRACT FOR FLEET MANAGEMENT MAINTENANCE SOFTWARE

Motion to approve was raised by Darlene Brown, seconded by Kirk Stoner and passed unanimously.

Richard Farr explained to the Board that RESOLUTION 2121, would modify RESOLUTION 2120, which presented wrong figures within the resolution.

### NEW BUSINESS:

## RESOLUTION 2122– AUTHORIZING CPTA TO MANAGE THE INTERCITY BUS PROGRAM

The proposed resolution was presented by Richard Farr. Richard Farr stated that he was approached by PennDOT about taking over management of the intercity bus program, as they currently are not structured to manage this type of program. Currently, the program is managed by PennDOT and operated by Fullington and Greyhound. The main purpose of such a program is to connect rural areas to urban areas. Richard Farr stated he believes one of the biggest benefits would be staffing paid for by PennDOT and a potential to provide shared ride service for individuals who currently do not have access. PennDOT would like the new management to take over the program by January 1, 2022, but Richard Farr stated he does not see it happening that soon as a current contract just went underway in July.

A motion from the floor was made by Richard Carson, which stated, the authority is interested in pursuing such a venture after due diligence and it is found to be a benefit to the organization. This motion was seconded by Darlene Brown.

Discussion took place regarding the background of the current management. Further discussion took place regarding the pros and cons of CPTA potentially managing the program.

Thomas Wilson added he also feels this would add value to our organization, since it is the main focus of the organization to assist people with getting around.

Raymond Rosen made a recommendation to change RESOLUTION 2122 to add “to allow management to conduct project due diligence and provide further recommendations to the Board of Directors”

Motion to approve the resolution with the proposed changes was passed unanimously.

### FUTURE PROCUREMENT ACTIVITIES:

No future procurements.

### STAFF REPORTS:



Jenna Reedy provided an updated on rider recovery and the efforts being made to increase ridership. This includes outreach opportunities at senior fairs, city events and Snacktown formerly Dutch Days. Other ridership recovery includes promoting rabbittransit at the York County Fair.

Richard Farr presented the following staff updates to the Board:

- Marketing recruitment which includes streaming tv ads, Facebook ad campaigns, sponsored ads, internal mailings to employees, mailing to former employees
- Fare Increase
- Vehicle Update
- PennDOT/FMR Online Application
- TPOM/PwD Meeting
- RAISE grant for CAT and Earmark
- CAT 2021 on track for September implementation
- Call volume

EXECUTIVE SESSION:

No executive session.

Meeting adjourned at 7:59 PM.

Next Meeting: Thursday, August 5, 2021

Respectfully Submitted,

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Angela Bednar  
Executive Assistant  
Central Pennsylvania Transportation Authority

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Thomas Wilson  
Secretary  
Central Pennsylvania Transportation Authority

## Financial Statement & Statistical Notes for June 2021

- The financial statements, enclosed with these notes, are as of June 30, 2021. The information is preliminary, as we will reopen June 2021 to record all activity prior to audit. This is the end of the final Month of fiscal year 2020/2021 and the fourteenth month under the Federal 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.
  - COVID-19 cases in July 2020 hit a low count from the beginning of the pandemic. July 2021 actually is showing more cases than last year at this time.
  - The COVID-19 stay at home order was lifted in all counties by July 2020 and a more “normal” fixed route service schedule put into place.
  - The performance measurement charts shows none of the PA DOT set targets met for this year. The positive movement with operating cost per revenue hour is due to more revenue hours and slightly lower expenses in the month of June compared to previous months.
  - Paratransit trips have increased in June compared to May with June trips having surpassed March as the highest ridership month this fiscal year.
  - We have continued to use subcontractors, who were used pre-COVID, for paratransit trips in June.
    - Pre-COVID, about 7% of all paratransit trips are subcontracted; however, this month, 2.9% of the trips are being subcontracted.
  - A look at July 2021 ridership compared to July 2020 ridership appears to begin the fiscal year on a mixed message:
    - 34% increase for paratransit
    - 1% increase for fixed route
      - 5% decrease for York fixed route
        - Decreases were primarily seen on routes servicing UPMC & York Hospital
      - 130% increase for Gettysburg fixed route
        - This was expected as the park service was not open and operating last year.
    - 1% decrease for commuter express
  - July 2021 fixed route ridership did increase by 7% over June 2021; however, we had 6% more revenue hours in July over June due to the number of operating days in the month.

- Once all metrics have been proofed and adjusted for the fiscal year end, a fiscal year 2021 dashboard will be prepared with notes regarding impacts to our service
- Total revenue is 13% under budget for June; 23% under budget YTD.
  - Operating revenues – 20% over budget for June; 1% over budget YTD
  - Grant income – 37% under budget for June; 41% under budget YTD
    - Paratransit divisional losses are evaluated for subsidy at the close of the fiscal year. The recording of this for the final, end of year audit preparation will change the grant income variance closer to budget values.
    - 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 12% under budget for June; 19% under budget YTD
  - The Materials and Supplies expense category is under budget by 33% for June, but remains over budget YTD by 1%.
    - This is an ongoing effect of out of the ordinary supplies needed for pandemic purposes.
  - The Fuel expense category is over budget by 19% for June, but remains under budget YTD by 21%.
    - This is an effect of the increase in ridership for June as compared to the previous 11 months of the fiscal year.
    - Additionally, the outlying divisions purchase fuel “at the pump” and have seen increasing rates.
  - 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	(\$2,119,850)**	\$1,448,620	(\$671,230)	(\$656,418)
Perry	EER	(\$61,840)		(\$61,840)	(\$61,840)
Montour	REE	\$44,891		\$44,891	\$30,077
Union/Snyder	EER	(\$89,552)		(\$89,552)	(\$89,551)
Columbia	REE	\$273,107		\$273,107	\$273,107
Cumberland	REE	\$23,108		\$23,108	\$23,109
Northumberland	REE	\$411,770		\$411,770	\$411,770
Franklin	REE	\$69,746		\$69,746	\$69,746
All Paratransit Services		(\$1,448,620)	\$1,448,620	\$ -	\$ -

\*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 June 2021 total \$2,409,888
  - York Transfer Center Renovation - \$322,644
  - Signal Prioritization - \$11,266
  - Ford Transit - \$91,796
  - Paratransit Vehicles/Radio Installs/Inspections - \$1,970,779
  - Office Chairs - \$942
  - Call Center Reporting - \$1,686
  - Office Equipment - \$2,975
  - Server Install & Configuration - \$7,800

**Central Pennsylvania Transportation Authority  
Income Statement**

For The Period Ended June 30, 2021

	Period To Date		Year To Date		Budget Variance	Year To Date June, 2020
	Actual	Current Budget	Actual	Current Budget		
REVENUE						
Operating Revenue	\$ 1,387,269.55	\$ 1,156,239.00	\$ 14,069,157.65	\$ 13,874,868.00	\$ 194,289.65	\$ 15,782,781.55
Grant/Contract Income	\$ 975,044.54	\$ 1,553,858.00	\$ 11,057,135.07	\$ 18,646,296.00	\$ (7,589,160.93)	\$ 11,211,575.35
<b>TOTAL REVENUE</b>	<b>\$ 2,362,314.09</b>	<b>\$ 2,710,097.00</b>	<b>\$ 25,126,292.72</b>	<b>\$ 32,521,164.00</b>	<b>\$ (7,394,871.28)</b>	<b>\$ 26,994,356.90</b>
EXPENSES						
Wages	\$ 1,049,639.52	\$ 1,222,028.00	\$ 12,007,269.18	\$ 14,664,336.00	\$ 2,657,066.82	\$ 12,543,917.15
Benefits	\$ 593,418.11	\$ 686,042.00	\$ 7,345,561.14	\$ 8,232,504.00	\$ 886,942.86	\$ 7,367,306.02
Services	\$ 122,227.70	\$ 145,075.00	\$ 1,206,417.95	\$ 1,740,900.00	\$ 534,482.05	\$ 1,246,971.02
Fuel	\$ 248,686.63	\$ 209,192.00	\$ 1,982,517.63	\$ 2,510,304.00	\$ 527,786.37	\$ 2,066,427.77
Tires	\$ 12,235.79	\$ 15,436.00	\$ 147,647.16	\$ 185,232.00	\$ 37,584.84	\$ 174,257.36
Parts	\$ 34,231.45	\$ 50,445.00	\$ 407,640.08	\$ 605,340.00	\$ 197,699.92	\$ 594,848.92
Materials and Supplies	\$ 17,440.70	\$ 25,880.00	\$ 312,234.80	\$ 310,560.00	\$ (1,674.80)	\$ 291,871.26
Utilities	\$ 46,661.28	\$ 59,284.00	\$ 594,840.12	\$ 711,408.00	\$ 116,567.88	\$ 658,775.08
Casualty and Liability Costs	\$ 79,093.84	\$ 69,766.00	\$ 886,234.86	\$ 837,192.00	\$ (49,042.86)	\$ 809,872.95
Purchased Transportation	\$ 87,374.99	\$ 178,532.00	\$ 866,928.15	\$ 2,142,384.00	\$ 1,275,455.85	\$ 1,698,887.71
Miscellaneous Expenses	\$ 35,046.92	\$ 21,438.00	\$ 192,394.03	\$ 257,256.00	\$ 64,861.97	\$ 198,757.59
Leases and Rentals	\$ 9,147.01	\$ 10,881.00	\$ 95,023.73	\$ 130,572.00	\$ 35,548.27	\$ 128,600.99
Passed Through Expenses	\$ 36,045.54	\$ 13,830.00	\$ 278,524.46	\$ 165,960.00	\$ (112,564.46)	\$ 162,234.30
<b>TOTAL EXPENSES</b>	<b>\$ 2,371,249.48</b>	<b>\$ 2,707,829.00</b>	<b>\$ 26,323,233.29</b>	<b>\$ 32,493,948.00</b>	<b>\$ 6,170,714.71</b>	<b>\$ 27,942,728.12</b>
TOTAL NON OPERATING GRANT INCOME **	\$ 30,550.29	\$ -	\$ 399,990.08	\$ -	\$ (399,990.08)	\$ 258,317.41
TOTAL NON OPERATING GRANT EXPENSES **	\$ 30,550.29	\$ -	\$ 399,990.08	\$ -	\$ (399,990.08)	\$ 258,317.41
REE/(EER)	\$ (8,935.39)	\$ 2,268.00	\$ (1,196,940.57)	\$ 27,216.00	\$ (1,224,156.57)	\$ (948,371.22)
CAPITAL REVENUES AND EXPENSES						
Capital Grant Income/(Refund)	\$ 2,409,887.94	\$ -	\$ 5,882,877.72	\$ -	\$ -	\$ 6,997,024.20
TOTAL CAPITAL REVENUES AND EXPENSES	\$ 2,409,887.94	\$ -	\$ 5,882,877.72	\$ -	\$ -	\$ 6,997,024.20
REE/(EER)	\$ 2,400,952.55	\$ 2,268.00	\$ 4,685,937.15	\$ 27,216.00	\$ -	\$ 6,048,652.98
NET REE/(EER)	\$ 2,400,952.55	\$ 2,268.00	\$ 4,685,937.15	\$ 27,216.00	\$ -	\$ 6,048,652.98

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

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

As of June 30, 2021

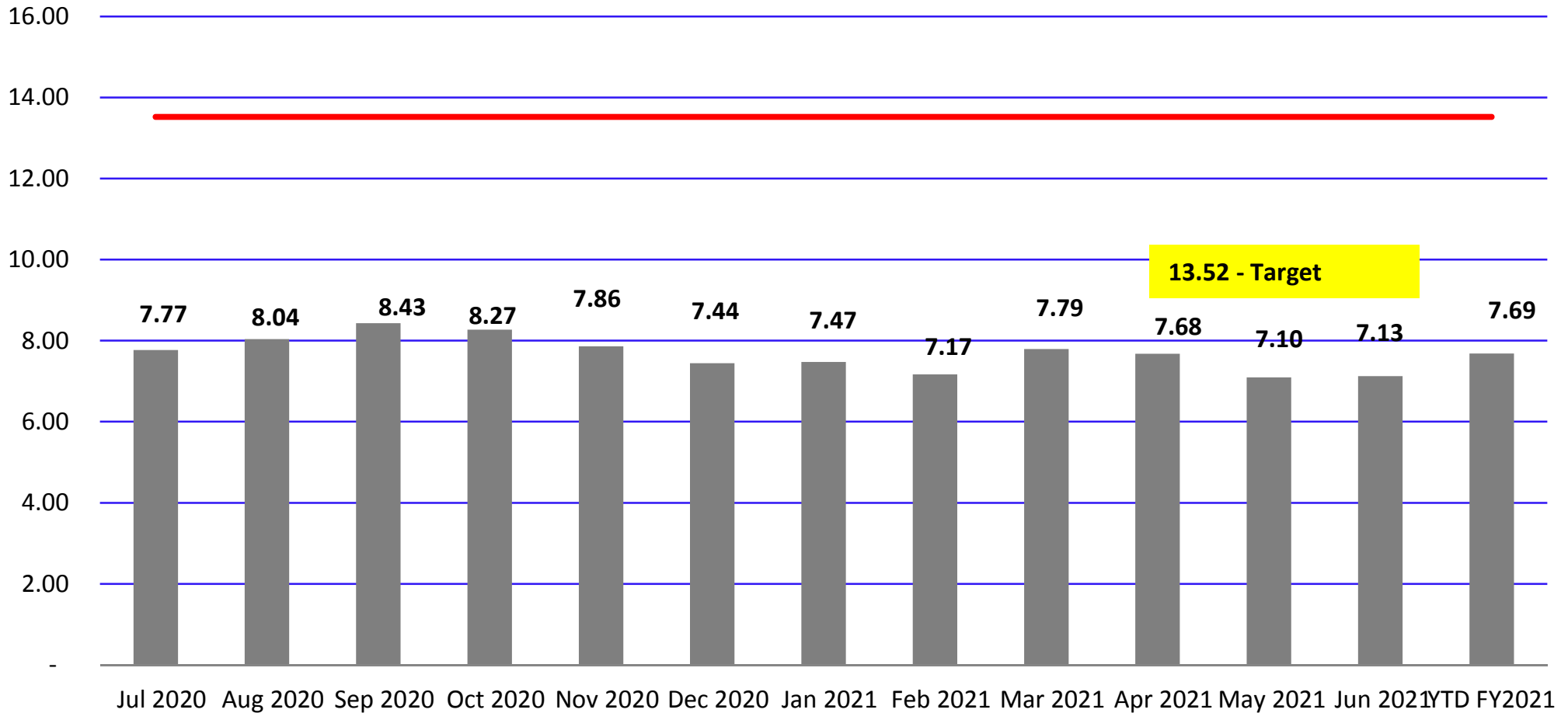
**ASSETS**

CURRENT ASSETS			
	Unrestricted Cash	\$	5,427,553.78
	Restricted Cash	\$	271,416.74
	Reserved Cash - Capital Projects	\$	-
	Accounts Receivable	\$	16,862,823.60
	Materials & Supplies Inventory	\$	359,283.92
	Prepaid Expenses	\$	422,209.91
	Other Current Assets	\$	-
	<b>TOTAL CURRENT ASSETS</b>	<b>\$</b>	<b>23,343,287.95</b>
FIXED ASSETS			
	Buildings and Improvements	\$	37,787,174.66
	Revenue Equipment	\$	41,870,105.43
	Tools and Equipment	\$	2,912,869.10
	Accumulated Depreciation	\$	(31,135,455.20)
	<b>TOTAL FIXED ASSETS (NET)</b>	<b>\$</b>	<b>51,434,693.99</b>
	<b>TOTAL ASSETS</b>	<b>\$</b>	<b>74,777,981.94</b>

**LIABILITIES AND NET ASSETS**

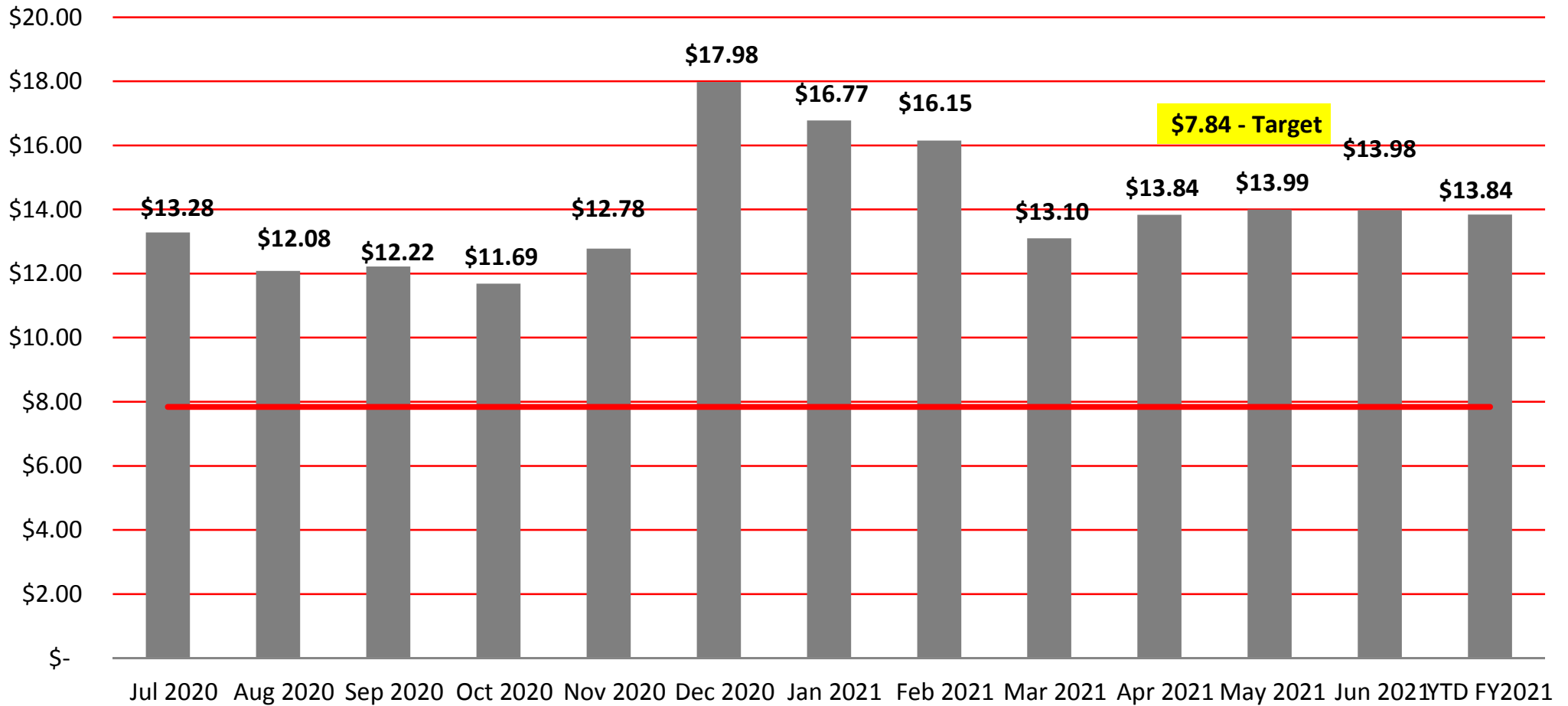
CURRENT LIABILITIES			
	Accounts Payable	\$	3,146,014.35
	Accrued Leave and Payroll	\$	983,598.93
	Accrued Expenses	\$	65,463.09
	<b>TOTAL CURRENT LIABILITIES</b>	<b>\$</b>	<b>4,195,076.37</b>
DEFERRED REVENUE			
	Revenue Received in Advance	\$	18,536,239.09
	<b>TOTAL DEFERRED REVENUE</b>	<b>\$</b>	<b>18,536,239.09</b>
OTHER LIABILITIES			
	Capital Lease Obligation	\$	-
	Current Notes Payable	\$	-
	Consortium Buses	\$	-
	<b>TOTAL OTHER LIABILITIES</b>	<b>\$</b>	<b>-</b>
NET ASSETS			
	Unrestricted Equity	\$	40,222,818.70
	Restricted Equity	\$	15,519.99
	Capital Grants	\$	11,808,327.79
	<b>TOTAL NET ASSETS</b>	<b>\$</b>	<b>52,046,666.48</b>
	<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$</b>	<b>74,777,981.94</b>

# Passengers/Revenue Hour



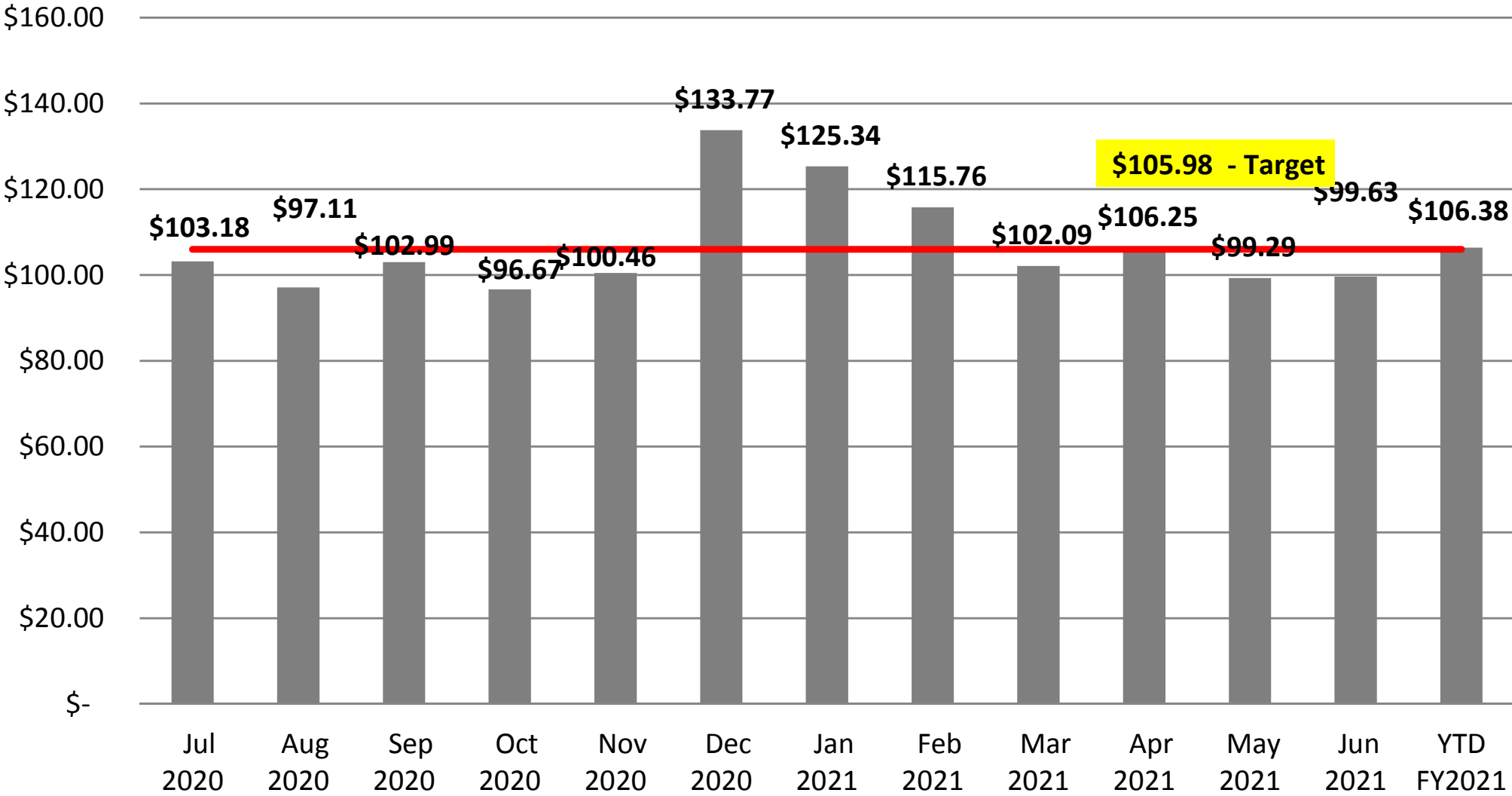
\*\*FY2021 PA DOT target assigned for passengers/revenue hour is 13.52. Actual performance should exceed this target.

# Operating Cost/Passenger



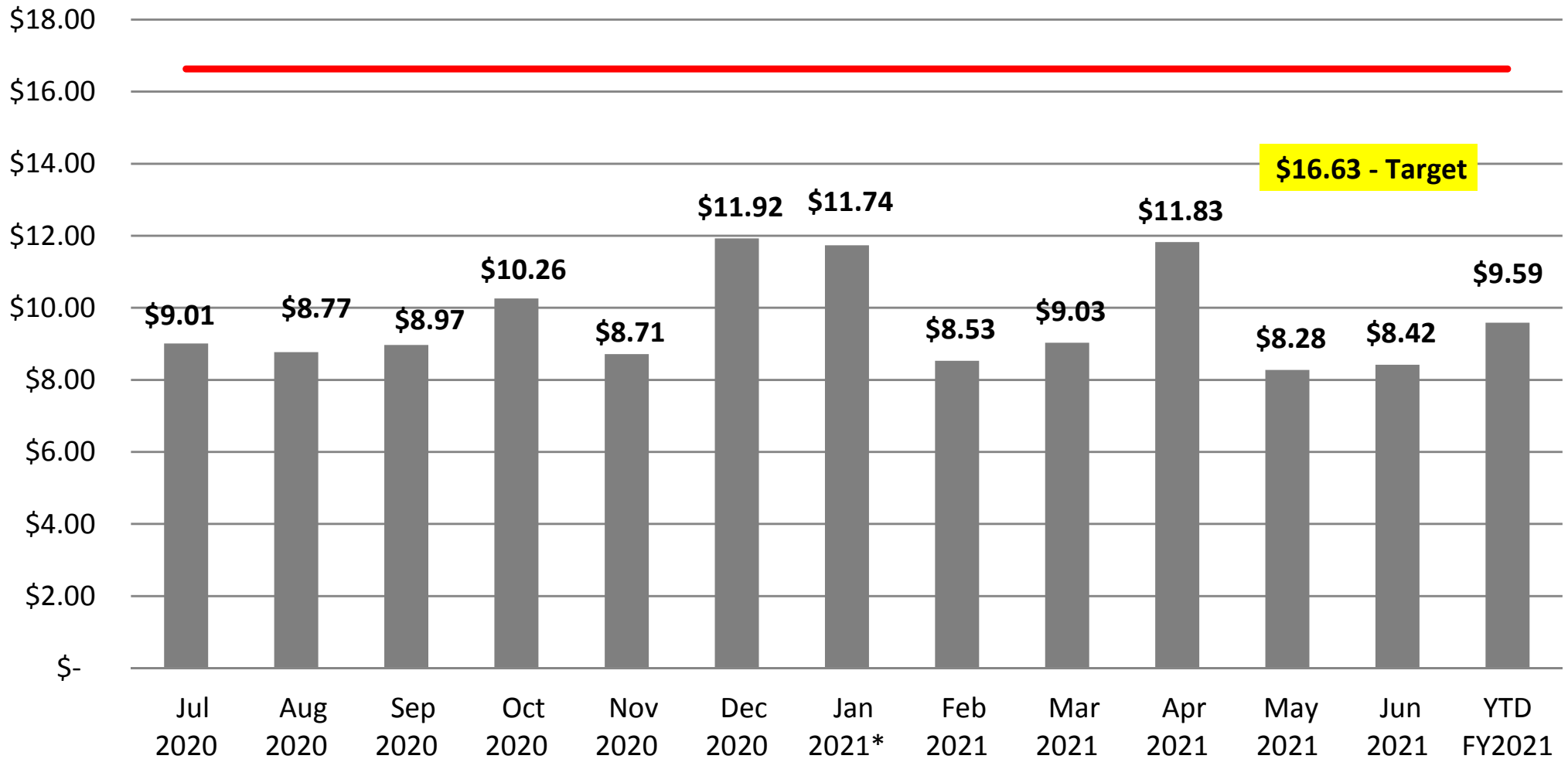
\*\*FY2021 PA DOT target assigned for operating cost/passenger is \$7.84. Actual performance should be less than or equal to this target.

# Operating Cost/Revenue Hour



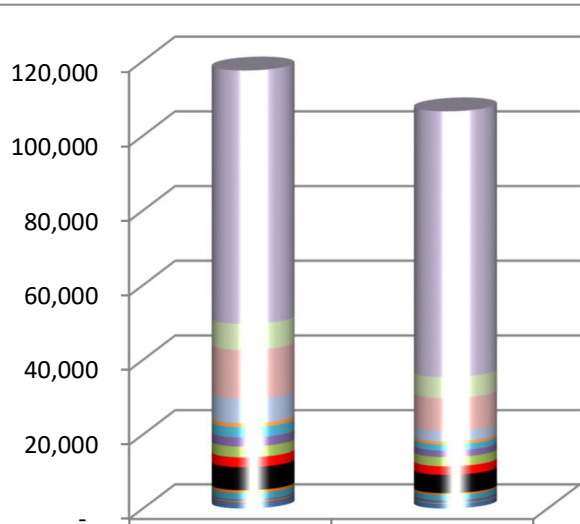
\*\*FY2021 PA DOT target assigned for operating cost/revenue hour is \$105.98. Actual performance should be less than or equal to this target.

# 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.

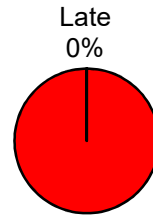
## OPERATIONS – July



	YTD FY2022	YTD FY2021
FR York	67,836	71,153
Cumberland	6,953	5,597
York/Adams	13,123	8,872
Freedom Transit	6,521	2,829
Montour	1,063	796
Union/Snyder	2,769	1,629
Perry	2,453	1,763
Franklin	2,914	2,484
Columbia	2,679	2,310
Northumberland	6,223	4,972
Express North	708	489
FR Hanover	1,832	1,484
Express South	431	666
Express 15 North	241	239
Gett/Han Connect*	315	-
Microtransit	1,413	1,263

## MAINTENANCE – July

### Preventative Maintenance



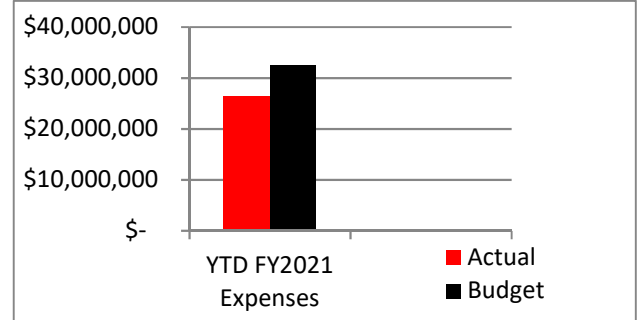
On-time 100%

135PMs Complete; 0 Overdue  
 York – 69 Completed; 0 Overdue  
 Adams – 7 Completed; 0 Overdue  
 Cumberland – 15 Completed; 0 Overdue  
 Northumberland – 12 Completed; 0 Overdue  
 Franklin – 8 Completed; 0 Overdue  
 Columbia – 6 Completed; 0 Overdue  
 Montour – 4 Completed; 0 Overdue  
 Union/Snyder – 11 Completed; 0 Overdue  
 Perry – 3 Completed; 0 Overdue

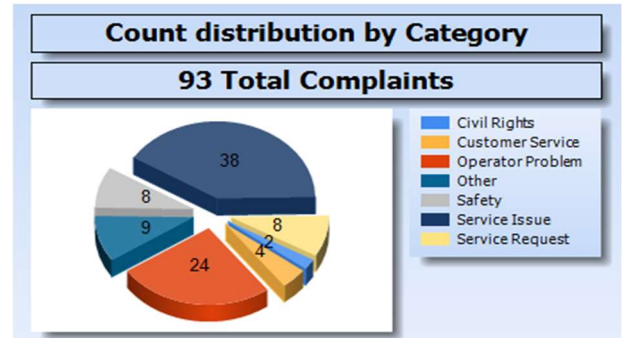
### Road Calls:

	July 2021	YTD FY2022	July 2020	YTD FY2021
Mechanical	11	11	15	15
Non-Mech.	27	27	23	23

## FINANCE – June



## CUSTOMER COMPLAINTS – July



	July 2021	YTD FY2022	July 2020	YTD FY2021
Total Complaints	93	93	77	77

## SAFETY – July

	July 2021	YTD FY2022	July 2020	YTD FY2021
Preventable	13	13	9	9
Non-Preventable	3	3	4	4
Passenger Injury	0	0	0	0
Employee Injury	1	1	2	2

## MARKETING – July

	July 2021	YTD FY2022	July 2020	YTD FY2021
PR Exposures	14	14	3	3
Outreaches	2	2	0	0
Pageviews	57,956	57,956	10,665	10,665
Unique Pageviews	47,236	47,236	7,992	7,992
Bikes	815	815	785	785

\*New Service Begin 2/2021

Pageview – number pages viewed; repeat page



**RESOLUTION NO. 2123**

**APPROVING THE REVISING OF THE CENTRAL PENNSYLVANIA TRANSPORTATION  
AUTHORITY POLICIES, PROCEDURES AND DISCIPLINE CODE**

WHEREAS, the Central Pennsylvania Transportation Authority wishes to update established guidelines in order to maintain a work environment that outlines the policies and procedures for managers and collective bargaining unit employees,

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

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

WHEREAS, 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 union 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 Policies, Procedures and Discipline Code 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 August 5, 2021.

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

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

**RESOLUTION NO. 2124**

**AUTHORIZING A CHANGE ORDER TO VIA MOBILITY CONTRACT**

**(ORIGINAL AWARD - RESOLUTION 2025)**

WHEREAS, the Central Pennsylvania Transportation Authority (CPTA) awarded a contract to Via Mobility, LLC with authorization via Resolution 2025; and,

WHEREAS, the Central Pennsylvania Transportation Authority has found Microtransit beneficial in adapting to and addressing the needs of the community while embracing new technology and expanding the Authority's mobility options; and

WHEREAS, the Central Pennsylvania Transportation Authority's current agreement with Via Mobility, LLC provides for options that were evaluated during the procurement process to expand the vehicles operated under the contract; and

WHEREAS, the Central Pennsylvania Transportation Authority has identified a service area with an opportunity to improve community mobility options through Microtransit; and,

WHEREAS, the Central Pennsylvania Transportation Authority has proposed a pilot of this service area in coordination with local partners and PennDOT; and,

WHEREAS, this expansion would require an increase to the Resolution 2025 not to exceed threshold to accommodate the increase in vehicles operated through the contract Via Mobility, LLC's platform; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Pennsylvania Transportation Authority to authorize a modification of the contract with Via Mobility, LLC to increase the not to exceed threshold from \$120,000.00 to \$144,000.00 for the implementation of this service expansion.

**CERTIFICATION OF OFFICERS**

**OF**

**CENTRAL PENNSYLVANIA TRANSPORTTION 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 August 5, 2021.

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

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

## RESOLUTION NO. 2124

### AUTHORIZING THE MODIFICATION OF THE NOT TO EXCEED OF RESOLUTION 2025

#### Fact Sheet:

- The pilot would consist of four (4) vehicles. The calculation for the change in total not to exceed value is based on the contracted value of \$400 per vehicle per month times five (5) vehicles times twelve (12) months for a total increase in threshold of \$24,000. For the contract modification, staff is seeking authorization for five (5) vehicles to be positioned to respond to unforeseen market demands.
- This expansion will provide the opportunity to expand service to three new zones in the Northern counties of the Central Pennsylvania Transportation Authority's service area inclusive of the following zones: Bloomsburg-Danville, Lewisburg-Milton, and Selinsgrove-Sunbury.
- This is for the demonstration of an alternative transportation mode in an area that has not historically demonstrated the capacity for a fixed route system by demographics and data, but also is underserved by traditional paratransit services. The specific purposes of interest revolve around job access, and independent living (ie. Expanded access to medical, grocery, retail, recreation, etc.).
- The "Stop Hopper" service began piloting microtransit on-demand service in August of 2018 with the goal statement as follows: To create a transit system that adapts to and addresses the needs of the community through embracing of emerging technology while reducing costs and improving the diversity of the mobility ecosystem.
- The "Stop Hopper" service was originally defined to two geographic areas with a unique service model per each area. One was established to test the viability of microtransit in a "first and last mile" scenario, where it serves to connect a larger geographic area to our existing fixed route system. A second instance of microtransit was operated in an area beyond our fixed route service as a means to evaluate the corridor for potential expansion of the fixed route system.

**RESOLUTION NO 2025**

**AUTHORIZING ONE-TIME RETAINAGE INCENTIVE FOR NON-CBA EMPLOYEES**

WHEREAS, the economy has made significant progress toward recovery to pre-pandemic levels and nearly all employers are struggling to fill open positions; and,

WHEREAS, employers are modifying their wages to attract and retain employees; and,

WHEREAS, in response to remaining competitive in recruitment, one strategy the Authority has implemented is a sign-on bonus program to former employees who remain in good standing and wish to return to a position currently vacant; and,

WHEREAS, many employers have increased their starting wage for their entry level positions; and,

WHEREAS, the Authority is conducting analysis to determine the appropriate starting wage levels; and,

WHEREAS, the shared ride fare structure needs to support the cost of operations and changes to expenses, which historically would result in a fare increase. Additionally, the Authority must take into consideration its partners ability to pay for transportation as a factor in this analysis; and,

WHEREAS, the challenge of hiring and retaining employees in transit is being experienced all across the state, and as such, the Authority is collaborating with the Pennsylvania Department of Transportation and the Pennsylvania Public Transportation Association to evaluate long-term solutions that are sustainable; and,

NOW THEREFORE, BE IT RESOLVED by the Board of Directors that it formally recognizes the value of its employees and as part of the larger plan, directs staff to implement a one-time retainage incentive to non-CBA employees as defined in the plan.

**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 August 5, 2021.

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

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

## **RESOLUTION NO. 2125**

### **FACT SHEET FOR RETAINAGE INCENTIVE IMPLEMENTATION**

- This one-time payment is directed to non-CBA employees only. Wage changes for CBA employees must be negotiated.
- This one-time payment will be tiered based on each non-CBA employee's base wage – the higher the wage, the lower the incentive bonus.
- Contingent upon board approval, this payment is anticipated to be received in the August 13, 2021, paycheck.
- The maximum amount for a single employee at the lowest tier (under \$15/hour) is up to \$1,000.