



**DATE: October 7, 2021**

**TIME: 7:00 PM**

**PLACE: 415 N. ZARFOSS DRIVE, YORK, PA 17404**

**PURPOSE: OCTOBER 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 September 2, 2021 (Pages 3-6)
5. YAMPO Transit Committee
  - No New Business
6. Communications
  - Adams County Appointment Lisa Moreno-Woodward (Page 7)
7. Treasurer's Report (Pages 8-16)
8. Resolutions
  - RESOLUTION 2127 – REQUESTING YAMPO TO DESIGNATE SRTA TO BE RECIPIENT OF TRANSIT FUNDS FOR THE YORK AND HANOVER URBANIZED AREAS (Pages 17-18)
  - RESOLUTION 2128 – AUTHORIZING THE AWARD OF CONTRACT FOR THE SUPPLY AND INSTALLATION OF ACCESS CONTROL AND SURVEILLANCE CAMERA SYSTEM (Pages 19-20)
  - RESOLUTION 2129 – A RESOLUTION OF THE BOARD OF DIRECTORS FOR AUTHORIZING EXECUTIVE DIRECTOR TO ADJUST SERVICE LEVELS RELATED TO STAFF AVAILABILITY (Page 21)
  - RESOLUTION 2130 – AUTHORIZING THE FILING OF A STATE CAPITAL GRANT APPLICATION AND CERTIFICATION OF LOCAL MATCH (Pages 22-23)
  - RESOLUTION 2131 – HONORING FORMER BOARD OF DIRECTORS MEMBER DARLENE BROWN FOR HER YEARS OF SERVICE TO THE AUTHORITY (Page 24)
9. Old Business



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10. New Business

11. Future Procurement Activities

- Bus and Shelter Advertising RFP
- Elysburg Generator
- rabbit-CAT Annual Parts

12. Staff Reports

- ACT 44 REVIEW QUARTERLY REPORT OCTOBER (Pages 25-26)

13. Adjournment

Next Meeting: Thursday, November 4, 2021



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## MINUTES OF BOARD MEETING SEPTEMBER 2, 2021

Upon duly given notice, the monthly Board Meeting of the Central Pennsylvania Transportation Authority (CPTA) Board of Directors was held by Zoom on September 2, 2021.

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

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

### CHANGES OR MODIFICATIONS TO THE AGENDA

No changes or modifications to the agenda.

### PUBLIC COMMENT:

No public comment.

### APPROVAL OF MINUTES:

A motion to approve the minutes from the regular CPTA Board of Directors meeting on August 5, 2021, was moved by Kirk Stoner, seconded by Darlene Brown and passed unanimously.

### YAMPO TRANSIT COMMITTEE:

No new business from the YAMPO Transit Committee.

### COMMUNICATIONS:

Board reappointment letters from the York County Board of Commissioners were presented for Richard Carson, Keith Martin and Raymond Rosen.

Richard Farr presented a letter from the US Department of Transportation Federal Transit Administration (FTA) in regards to the National Transit Database reporting. This



letter serves to inform that the FTA has accepted CPTA's 2020 report and data revisions for the database.

### TREASURER'S REPORT:

Keith Martin asked to draw the Board's attention to page 10 of the financial statements. Keith Martin reported total revenue is 15% under budget and total expenses are 10% under budget. He reminded the Board of budget preparations in anticipation of how ridership will increase and what that means to dollars as it also impacts the statistics that the state reports on. Additionally, Keith Martin also pointed out the Paratransit Division Performance chart on page 11. New columns have been added to the chart to estimate the paratransit subsidy and adjust the revenue in excess of expenses (REE) and expenses in excess of revenue (EER).

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

- Audit field work will begin September 23, 2021 for FY 2021. This will be a week long process, after which, the audited financial statements will be presented at the December Board meeting.
- Paratransit ridership for August 2021 was 32 percent higher than in August 2020. This is the 3<sup>rd</sup> month in a row that we have done better than the month prior. Fixed route ridership remains flat and has not shown any recovery as of yet.
- Operating revenues are 4% over budget and total expenses are 10% under budget. This results in using approximately \$300,000 less subsidy than what was budgeted to use. Expenses are mostly driven by benefits and labor.
- Fuel expense is a category that will need to be monitored. Currently fuel expense is approximately \$50,000 over budget. This is largely due to outlying divisions purchasing fuel at the pump at increasing rates.
- There is approximately \$200,000 worth of capital funding received for the transfer center as that work continues.

Raymond Rosen inquired regarding the outlying counties if fuel was purchased from anywhere or if we have contracts with larger fueling vendors in the region. Richard Farr responded that we use a program called Fuelman which is a debit card like system that works at all Sheetz locations and a few other gas stations and a discount is received when using the card to purchase fuel. Thomas Wilson asked about the fuel line item on the statements noting the percentage seems high. Staff noted it has to do with external purchases. We utilize the fuel cards to maximize savings and allow for tax to be deducted at the pump.



Richard Carson inquired if we know why Hanover fixed route saw an increase of 45% in ridership and if we know how many of these trips were for employment. Richard Farr responded that he believes the increase in ridership might be connected to the Gettysburg-Hanover Connector service, but is unsure of the exact amount of trips that were for employment. A survey of riders done every two years would indicate approximately 60% usage for employment opportunities.

Richard Carson asked Jamie Leonard if recruitment has improved. Jamie Leonard responded that recruitment remains difficult. rabbittransit has 37 openings across the organization.

Keith Martin concluded the treasurer's report by reviewing the metrics and the dashboard.

## RESOLUTIONS

### RESOLUTION 2126 – APPROVING THE MANAGEMENT OF THE PENNSYLVANIA INTERCITY BUS PROGRAM

Motion to approve was raised by Keith Martin, seconded by Richard Carson and passed unanimously.

Richard Farr provided a brief summary of the resolution 2126 and the intercity bus program. Keith Martin asked if there is a dollar figure attached to the proposed personnel. Richard Farr responded that PennDOT will provide an administrative budget which will cover three individuals as well as marketing activities. Raymond Rosen asked if there was a need to be concerned about the work of those individuals bleeding into rabbittransit's daily operations. Richard Farr responded this is not a concern as it will be operated as an independent business unit and all costs associated with it will be tracked. Additionally, other programs will not support this program, however, Richard Farr states he believes there could be opportunities in economies of scale.

## OLD BUSINESS:

No old business.

## NEW BUSINESS:

No new business.

## FUTURE PROCUREMENT ACTIVITIES:

No future procurement activities.



## STAFF REPORTS:

Richard Farr provided the following staff updates:

- Employee Town Hall Meetings have been completed and were a success. These were hosted via Zoom and there was great participation from all counties. It is hoped that we can continue to hold these types of meetings a few times throughout the year.
- A meeting was held with Congressman Joyce in conjunction with Main Street Gettysburg to discuss mobility options.
- A meeting was held with PennDOT to discuss Chambersburg Microtransit. PennDOT has agreed to fund the Microtransit project in Chambersburg and this project is moving forward.
- Geisinger has become a MCO and rabbit is working closely with Geisinger to expand transit services.
- The pass sale began September 1, 2021.
- CAT Service Redesign will launch on September 7, 2021.
- On September 13, 2021, the mask order will be extended.

## EXECUTIVE SESSION:

No executive session.

Meeting adjourned at 7:47 PM.

Next Meeting: Thursday, October 7, 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



## Office of the Adams County Commissioners

117 Baltimore St., Room 201, Gettysburg, PA 17325-2391

PHONE (717) 337-9820 · FAX (717) 334-2091

Commissioners: Randy L. Phiel, James E. Martin, Marty Karsteter Qually

Chief Clerk: Paula V. Neiman County Manager: Steven A. Nevada

Solicitor: Molly R. Mudd

September 9, 2021

Richard Farr, Executive Director  
rabbittransit  
415 N. Zarfoss Drive  
York, PA 17404

RE: Central Pennsylvania Transportation Authority

Dear Mr. Farr:

The Adams County Commissioners during their scheduled public meeting held Wednesday, September 8, 2021, approved to appoint Lisa Moreno-Woodward to the Central Pennsylvania Transportation Authority, effective September 1, 2021 through August 31, 2026.

If you have any questions or concerns do not hesitate to contact our office at 717-337-9820.

Sincerely,

ADAMS COUNTY COMMISSIONERS

A handwritten signature in blue ink, which appears to read "Paula V. Neiman".

Paula V. Neiman  
Chief Clerk

## Financial Statement & Statistical Notes for August 2021

- The financial statements, enclosed with these notes, are as of August 31, 2021. This is the second month of fiscal year 2022 and the sixteenth month under the Federal COVID-19 Emergency Proclamation.
  - The presented financial statements reflect the adopted fiscal year 2022 budget.
    - The budget is entered into the statements using 1/12 of the total budget monthly.
  - 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 fixed route performance measurement charts include the new PA DOT targets. We are showing one of the PA DOT targets met for this month – Operating Cost per Revenue Hour. Interpreting all four targets together, the primary performance is due to low ridership.
  - A look at year to date ridership as of September 30, 2021 compared to year to date ridership as of September 30, 2020 appears to continue the fiscal year on a mixed message:
    - 29% increase for paratransit
    - -1% decrease for fixed route
      - 5% decrease for York fixed route
      - 50% increase for Hanover fixed route
      - 44% increase for Gettysburg fixed route
        - This was expected, as the park service was not open and operating last year.
    - 38% increase for commuter express
      - Both Harrisburg commuter routes are seeing healthy increases in ridership with the State workers returning, at least part-time, to the office
      - The Maryland commuter route is beginning to see declining numbers
- Total revenue is 12% under budget.
  - Operating revenues – 9% over budget
  - Grant income – 30% under budget
    - Paratransit divisional losses are evaluated for subsidy at the close of the fiscal year. The recording of this for the end of fiscal year 2022 audit preparation will change the grant income variance closer to budget values.
- Total expenses are 6% under budget
  - The Parts expense category is under budget by 23% for August and 23% over budget YTD.
    - This appears to be normalizing after a high July 2021 month of parts expenditures.
  - The Fuel expense category is over budget by 21% for August; 24% over budget YTD



- The outlying divisions purchase fuel “at the pump” and have seen increasing rates.

- Paratransit Division Performance

Division	REE/EER*	Amount	Estimated Subsidy	Adjusted REE/EER	Variance Adjusted to Budget
York/Adams	EER	(\$385,268)**	\$366,620	(\$18,648)	\$12,769
Perry	EER	(\$19,648)		(\$19,648)	(\$2,378)
Montour	REE	\$5,020		\$5,020	\$8,921
Union/Snyder	EER	(\$41,743)		(\$41,743)	\$25,978
Columbia	REE	\$22,209		\$22,209	(\$51,313)
Cumberland	EER	(\$5,627)		(\$5,627)	(\$1,938)
Northumberland	REE	\$79,557		\$79,557	\$23,787
Franklin	EER	(\$21,120)		(\$21,120)	(\$15,826)
All Paratransit Services		(\$366,620)	\$366,620	\$ -	\$-

\*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 process to fund the EER happens at the end of the fiscal year. New columns have been added to estimate the paratransit subsidy and adjust the REE/EER.

- There have been no draws on the ACNB line of credit.
- Capital expenditures for the month were:
  - Zarfoss Roof Engineering - \$1,634
  - Elysburg (Northumberland) Property - \$2,050
  - Zarfoss Parking Lot Maintenance - \$11,177
  - Transfer Center Rehab - \$27,621
  - Install Radios In New Paratransit Vehicles - \$2,804
  - Call Center Reporting Software - \$1,572

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

For The Period Ended August 31, 2021

	Period To Date		Year To Date		Budget Variance	Year To Date August 31, 2020
	Actual	Current Budget	Actual	Current Budget		
REVENUE						
Operating Revenue	\$ 1,392,844.44	\$ 1,226,143.33	\$ 2,668,991.17	\$ 2,452,286.67	\$ 216,704.50	\$ 2,137,148.99
Grant/Contract Inc	\$ 999,163.45	\$ 1,414,046.50	\$ 1,969,015.93	\$ 2,828,093.00	\$ (859,077.07)	\$ 1,899,378.82
TOTAL REVENUE	\$ 2,392,007.89	\$ 2,640,189.83	\$ 4,638,007.10	\$ 5,280,379.67	\$ (642,372.57)	\$ 4,036,527.81
EXPENSES						
Wages	\$ 1,327,596.10	\$ 1,189,624.33	\$ 2,398,817.74	\$ 2,379,248.67	\$ (19,569.07)	\$ 1,978,208.13
Benefits	\$ 628,678.72	\$ 763,424.25	\$ 1,220,039.84	\$ 1,526,848.50	\$ 306,808.66	\$ 1,175,474.05
Services	\$ 95,448.50	\$ 143,500.00	\$ 195,562.20	\$ 287,000.00	\$ 91,437.80	\$ 185,921.87
Fuel	\$ 217,077.80	\$ 180,131.25	\$ 444,990.74	\$ 360,262.50	\$ (84,728.24)	\$ 307,722.86
Tires	\$ 13,965.00	\$ 14,593.75	\$ 30,269.28	\$ 29,187.50	\$ (1,081.78)	\$ 19,951.02
Parts	\$ 29,461.23	\$ 38,416.67	\$ 94,841.48	\$ 76,833.33	\$ (18,008.15)	\$ 64,079.70
Materials and Supp	\$ 13,858.64	\$ 20,787.50	\$ 26,262.48	\$ 41,575.00	\$ 15,312.52	\$ 60,162.30
Utilities	\$ 48,626.68	\$ 55,656.25	\$ 105,524.34	\$ 111,312.50	\$ 5,788.16	\$ 90,388.68
Casualty and Liabili	\$ 84,956.01	\$ 77,443.42	\$ 161,121.25	\$ 154,886.83	\$ (6,234.42)	\$ 130,796.00
Purchased Transpo	\$ 104,672.37	\$ 86,908.33	\$ 200,785.43	\$ 173,816.67	\$ (26,968.76)	\$ 129,970.81
Miscellaneous Expi	\$ 14,311.81	\$ 20,254.17	\$ 24,716.10	\$ 40,508.33	\$ 15,792.23	\$ 29,320.67
Leases and Rentals	\$ 11,347.01	\$ 11,200.00	\$ 22,825.84	\$ 22,400.00	\$ (425.84)	\$ 21,589.78
Passed Through Ex	\$ 26,951.68	\$ 25,000.00	\$ 41,168.07	\$ 50,000.00	\$ 8,831.93	\$ 30,617.38
TOTAL EXPENSES	\$ 2,616,951.55	\$ 2,626,939.92	\$ 4,966,924.79	\$ 5,253,879.83	\$ 286,955.04	\$ 4,224,203.25
TOTAL NON OPERATING GRANT INCOME **	\$ 20,643.30	\$ -	\$ 39,365.30	\$ -	\$ (39,365.30)	\$ 28,832.53
TOTAL NON OPERATING GRANT EXPENSES **	\$ 20,643.30	\$ -	\$ 39,365.30	\$ -	\$ (39,365.30)	\$ 28,832.53
REE/(EER)	\$ (224,943.66)	\$ 13,249.92	\$ (328,917.69)	\$ 26,499.83	\$ (355,417.52)	\$ (187,675.44)
CAPITAL REVENUES AND EXPENSES						
Capital Grant Incor	\$ 46,858.30	\$ -	\$ 248,283.87	\$ -		\$ 189,206.88
TOTAL CAPITAL REVENUES AND EXPENSES	\$ 46,858.30	\$ -	\$ 248,283.87	\$ -		\$ 189,206.88
REE/(EER)	\$ (178,085.36)	\$ 13,249.92	\$ (80,633.82)	\$ 26,499.83		\$ 1,531.44
NET REE/(EER)	\$ (178,085.36)	\$ 13,249.92	\$ (80,633.82)	\$ 26,499.83		\$ 1,531.44

\*\*FindMyRide, CAT TA

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

**As of August 31, 2021**

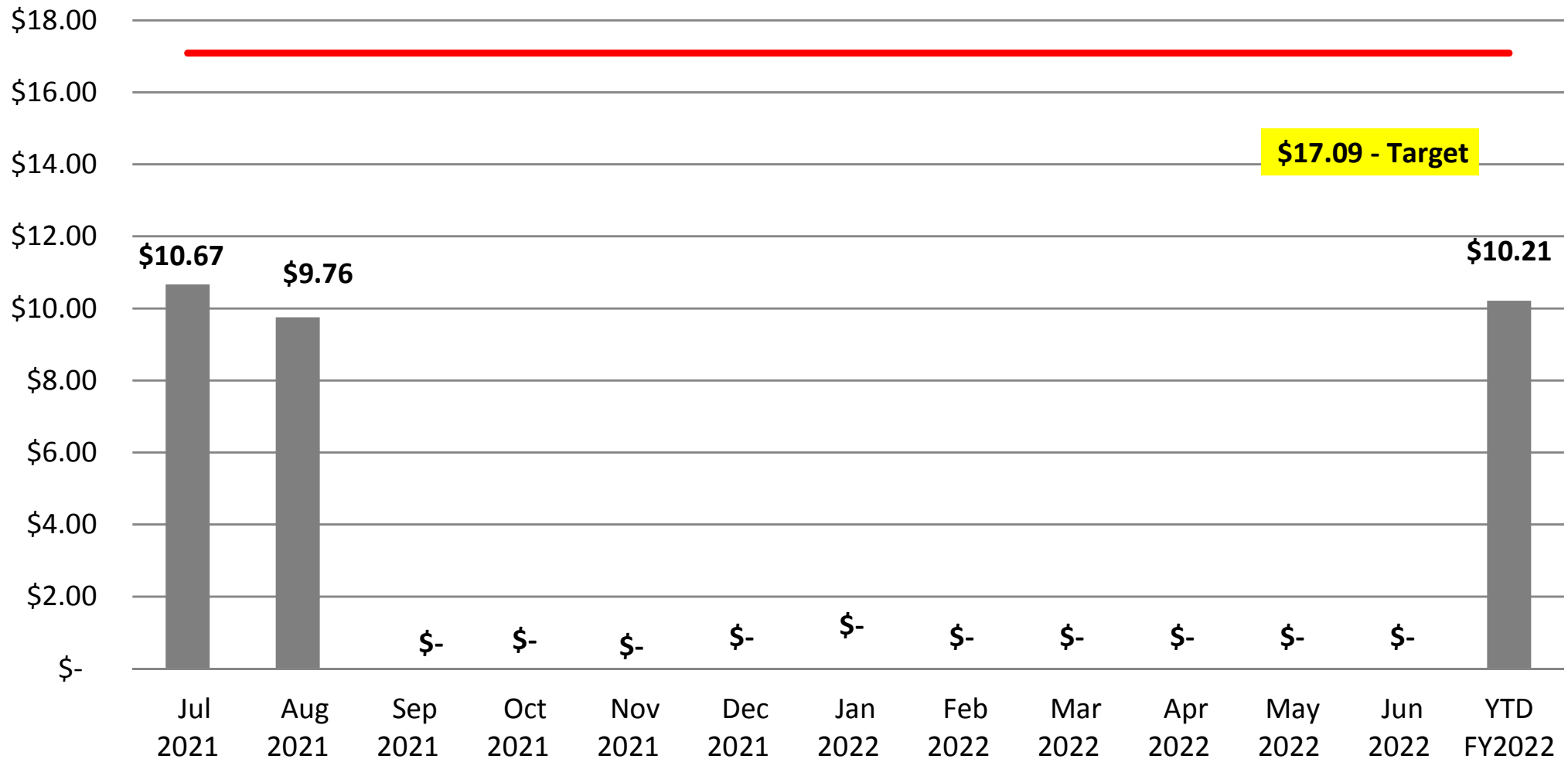
**ASSETS**

CURRENT ASSETS			
	Unrestricted Cash	\$ 4,467,447.56	
	Restricted Cash	\$ 217,796.73	
	Reserved Cash - Capital Projects	\$ -	
	Accounts Receivable	\$ 16,170,075.10	
	Materials & Supplies Inventory	\$ 317,100.37	
	Prepaid Expenses	\$ 582,721.88	
	Other Current Assets	\$ -	
TOTAL CURRENT ASSETS			\$ 21,755,141.64
FIXED ASSETS			
	Buildings and Improvements	\$ 38,075,487.51	
	Revenue Equipment	\$ 41,877,276.13	
	Tools and Equipment	\$ 2,916,690.76	
	Accumulated Depreciation	\$ (31,135,455.20)	
TOTAL FIXED ASSETS (NET)			\$ 51,733,999.20
TOTAL ASSETS			<u>\$ 73,489,140.84</u>

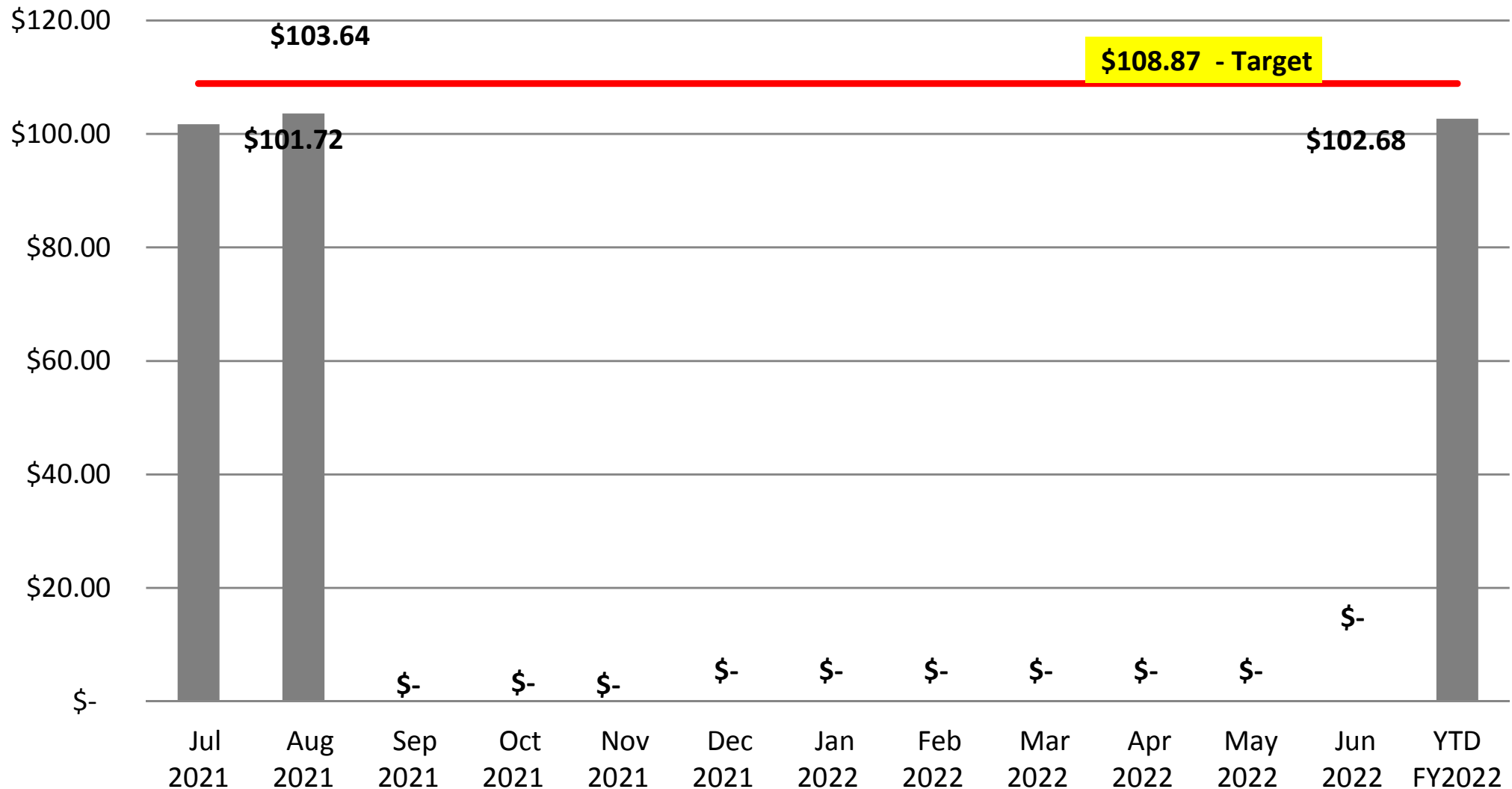
**LIABILITIES AND NET ASSETS**

CURRENT LIABILITIES			
	Accounts Payable	\$ 2,768,439.58	
	Accrued Leave and Payroll	\$ 945,961.36	
	Accrued Expenses	\$ 136,674.78	
TOTAL CURRENT LIABILITIES			\$ 3,851,075.72
DEFERRED REVENUE			
	Revenue Received in Advance	\$ 17,665,310.17	
TOTAL DEFERRED REVENUE			\$ 17,665,310.17
OTHER LIABILITIES			
	Capital Lease Obligation	\$ -	
	Current Notes Payable	\$ -	
	Consortium Buses	\$ -	
TOTAL OTHER LIABILITIES			\$ -
NET ASSETS			
	Unrestricted Equity	\$ 40,148,907.17	
	Restricted Equity	\$ 15,519.99	
	Capital Grants	\$ 11,808,327.79	
TOTAL NET ASSETS			\$ 51,972,754.95
TOTAL LIABILITIES AND NET ASSETS			<u>\$ 73,489,140.84</u>

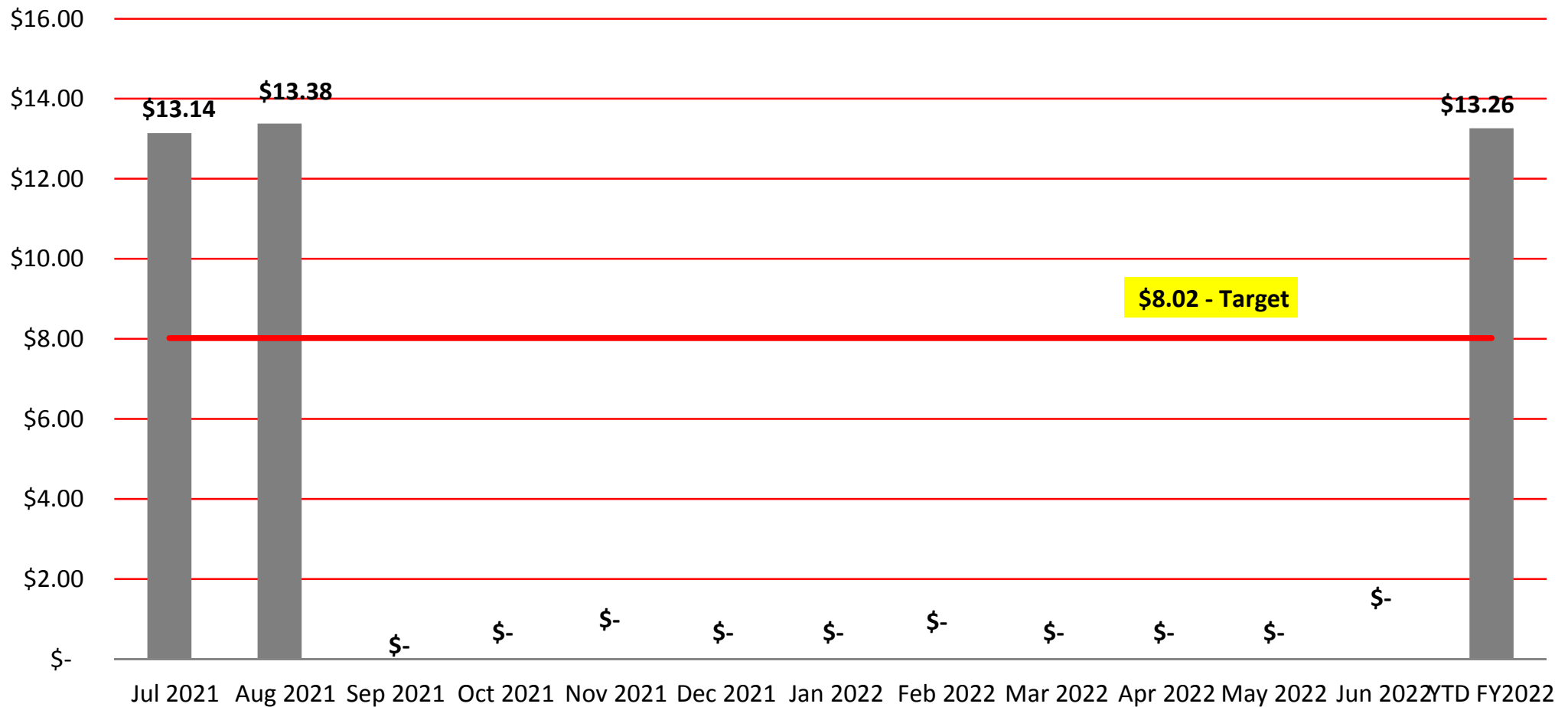
# Operating Revenue/Revenue Hour



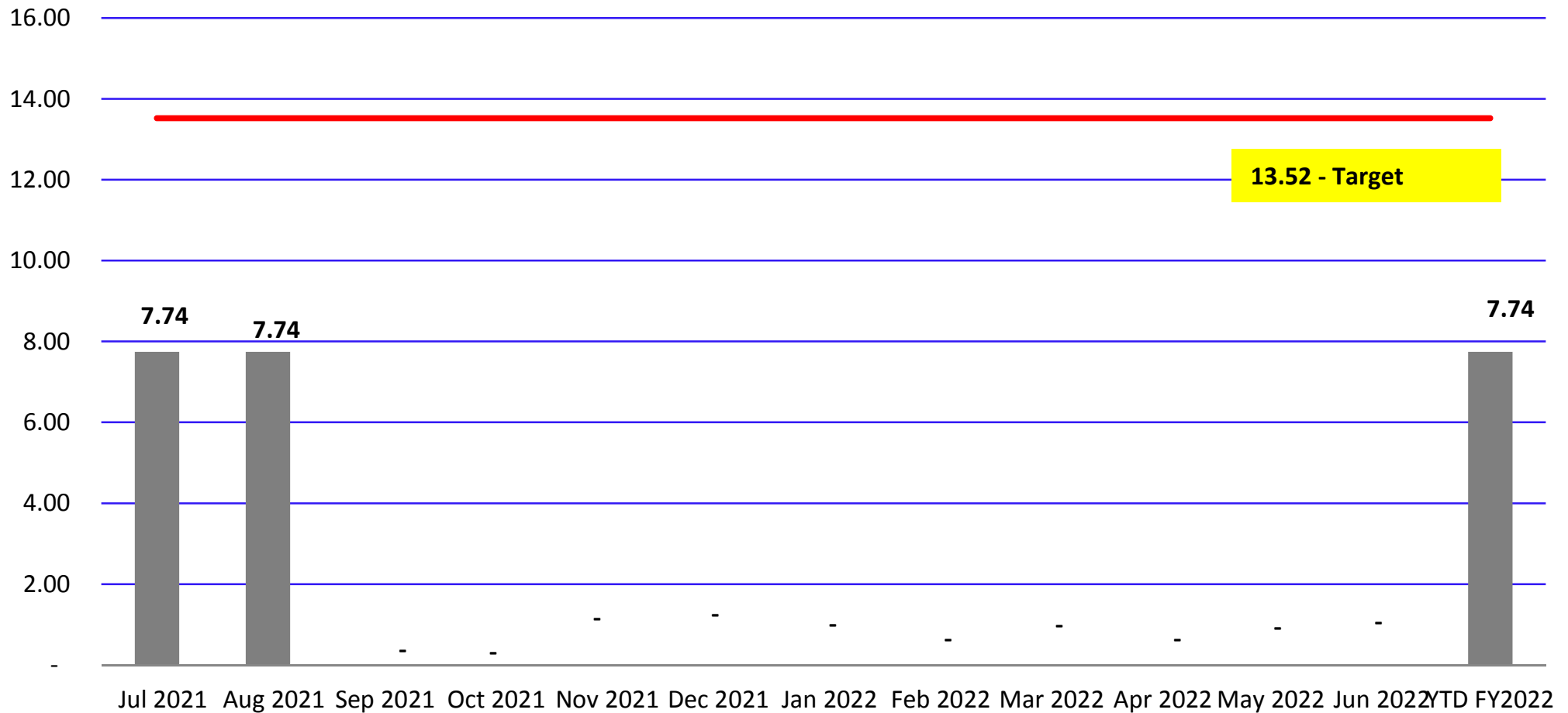
# Operating Cost/Revenue Hour



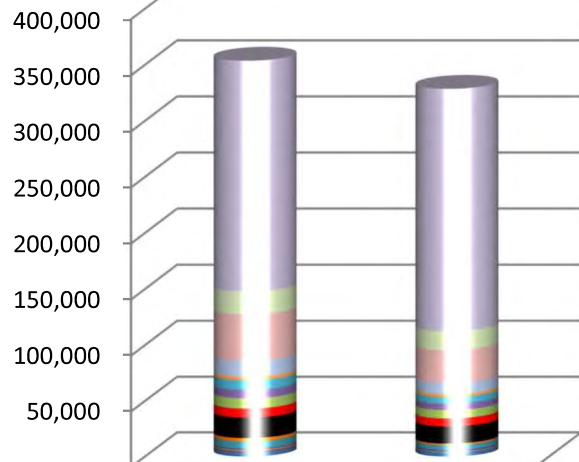
## Operating Cost/Passenger



## Passengers/Revenue Hour



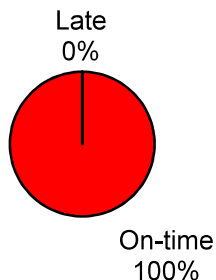
## OPERATIONS – September



	YTD FY2022	YTD FY2021
FR York	205,767	215,942
Cumberland	20,444	17,006
York/Adams	41,199	29,393
FR Gettysburg	14,431	10,026
Montour	3,064	2,611
Union/Snyder	8,659	5,899
Perry	7,663	5,890
Franklin	9,219	7,550
Columbia	8,140	7,119
Northumberland	18,394	15,413
Express North	3,016	1,512
FR Hanover	6,300	4,185
Express South	1,487	1,790
Express 15 North	912	625
Gett/Han Connect*	1,044	-
Microtransit	3,886	3,626

## MAINTENANCE – September

### Preventative Maintenance

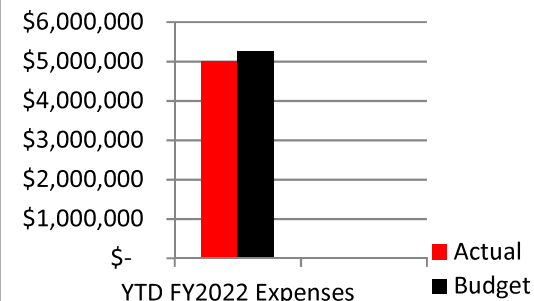


128 PMs Complete; 0 Overdue  
 York – 57 Completed; 0 Overdue  
 Adams – 4 Completed; 0 Overdue  
 Cumberland – 17 Completed; 0 Overdue  
 Northumberland – 15 Completed; 0 Overdue  
 Franklin – 7 Completed; 0 Overdue  
 Columbia – 4 Completed; 0 Overdue  
 Montour – 4 Completed; 0 Overdue  
 Union/Snyder – 10 Completed; 0 Overdue  
 Perry – 10 Completed; 0 Overdue

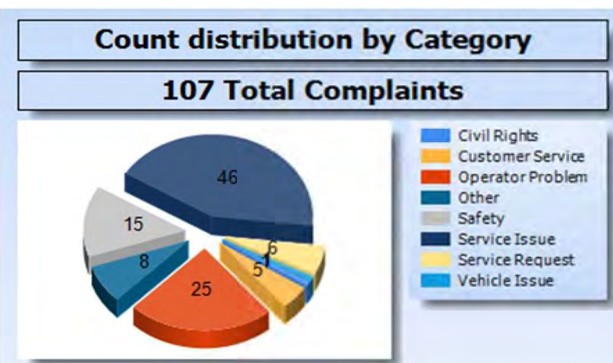
### Road Calls:

	Sep 2021	YTD FY2022	Sep 2020	YTD FY2021
Mechanical	25	36	8	38
Non-Mech.	19	77	24	74

## FINANCE – August



## CUSTOMER COMPLAINTS – September



	Sep 2021	YTD FY2022	Sep 2020	YTD FY2021
Total Complaints	107	303	68	215

## SAFETY – September

	Sep 2021	YTD FY2022	Sep 2020	YTD FY2021
Preventable	8	31	6	21
Non-Preventable	3	7	2	8
Passenger Injury	1	4	2	4
Employee Injury	1	4	1	4

## MARKETING – September

	Sep 2021	YTD FY2022	Sep 2020	YTD FY2021
PR Exposures	3	22	2	10
Outreaches	5	14	0	0
Pageviews	58,650	176,698	46,119	142,462
Unique Pageviews	45,607	139,379	34,958	107,137
Bikes	824	2,548	896	2,552



## **RESOLUTION NO. 2127**

### **REQUESTING YAMPO TO DESIGNATE SRТА TO BE RECIPIENT OF TRANSIT FUNDS FOR THE YORK AND HANOVER URBANIZED AREAS**

WHEREAS, the Secretary of Transportation of the United States of America is authorized to make grants for public transportation operating and capital assistance by virtue of the Public Transportation Law, as amended by MAP-21 enacted July 6, 2012 (Public Law 112-141); and

WHEREAS, the governor of a state or the governor's official designee may designate a recipient for Section 5307 funds under the Public Transportation Law, as amended by MAP-21 (Public Law 112-141) in an urbanized area over 200,000 in population; and

WHEREAS, the Central Pennsylvania Transportation Authority (CPTA) was designated as the recipient of federal transit funds under Section 5 of the National Mass Transportation Assistance Act of 1974; and

WHEREAS, the Central Pennsylvania Transportation Authority (CPTA) was designated as the recipient of federal transit funds under Section 5 of the National Mass Transportation Assistance Act of 1974; and

WHEREAS, the CPTA Board of Directors and the CAT Board of Directors have adopted Resolutions and requested the Board of Commissioners of Adams, Cumberland, Dauphin and York and the City of Harrisburg Counsel to form a new transit authority; and

WHEREAS, the County Commissioners of Adams, Cumberland, Dauphin and York and the City of Harrisburg Counsel have approved the legally required Resolutions and Articles of Incorporation to create the "Susquehanna Regional Transportation Authority" (SRТА); and

NOW, THEREFORE, BE IT RESOLVED, by the Central Pennsylvania Transportation Authority that it formally requests YAMPO, the Metropolitan Planning Organization (MPO) of the York and Hanover Urbanized Areas to formally approve designating SRТА as the recipient of Federal Transit Administration 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 October 7, 2021.

\_\_\_\_\_  
Thomas Wilson  
Secretary

attest: \_\_\_\_\_  
Raymond Rosen  
Chairman

**FACT SHEET**

**RESOLUTION NO. 2127**

**REQUESTING YAMPO TO DESIGNATE SRTA TO BE RECIPIENT OF TRANSIT FUNDS FOR THE YORK AND HANOVER URBANIZED AREAS**

WHEREAS, the Secretary of Transportation of the United States of America is authorized to make grants for public transportation operating and capital assistance by virtue of the Public Transportation Law, as amended by MAP-21 enacted July 6, 2012 (Public Law 112-141); and

WHEREAS, the governor of a state or the governor's official designee may designate a recipient for Section 5307 funds under the Public Transportation Law, as amended by MAP-21 (Public Law 112-141) in an urbanized area over 200,000 in population; and

WHEREAS, the Cumberland-Dauphin-Harrisburg Transit Authority (CAT) was designated as the recipient of federal transit funds under Section 5 of the National Mass Transportation Assistance Act of 1974; and

WHEREAS, the Central Pennsylvania Transportation Authority (CPTA) was designated as the recipient of federal transit funds under Section 5 of the National Mass Transportation Assistance Act of 1974; and

WHEREAS, the CPTA Board of Directors and the CAT Board of Directors have adopted Resolutions and requested the Board of Commissioners of Adams, Cumberland, Dauphin and York and the City of Harrisburg Counsel to form a new transit authority; and

WHEREAS, the County Commissioners of Adams, Cumberland, Dauphin and York and the City of Harrisburg Counsel has approved the legally required Resolutions and Articles of Incorporation to create the "Susquehanna Regional Transportation Authority" (SRTA); and

NOW, THEREFORE, BE IT RESOLVED, that the YAMPO Coordinating Committee hereby endorses the designation of the new "Susquehanna Regional Transportation Authority" (SRTA) as the recipient of federal funds under Section 5307 of the Public Transportation Law, as amended by MAP-21 (Public Law 112-141), for the York and Hanover Urbanized Areas; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the YAMPO Coordinating Committee hereby requests that Governor Tom Wolf of Pennsylvania or his official designee notify the Regional Federal Transit Administrator that the "Susquehanna Regional Transportation Authority" (SRTA) be re-designated as the recipient of federal transit funds under Section 5307 of the Public Transportation Law, as amended by the FACT ACT, for the York and Hanover Urbanized Areas.

## **RESOLUTION NO. 2128**

### **AUTHORIZING THE AWARD OF CONTRACT FOR THE SUPPLY AND INSTALLATION OF ACCESS CONTROL AND SURVEILLANCE CAMERA SYSTEMS**

WHEREAS, the Central Pennsylvania Transportation Authority has identified the need for access control and surveillance camera systems at the King Street Transfer Center, which will ensure safe and efficient community transportation, and

WHEREAS, the Central Pennsylvania Transportation Authority identified that a Request for Proposals would be the best method to award due to the quality considerations of the various products available on the market that required evaluation beyond price, and

WHEREAS, a Request for Proposal was released July 28, 2021 seeking qualified proposals for the supply and installation of the access control and surveillance camera systems along with a ten-year user license for the web-based video storage, and

WHEREAS, two (2) responsive proposals were received and each was scored according to the published criteria by a committee comprised of security, operations, and procurement, and

WHEREAS, the firm Berkshire Systems Group, Inc. was judged to be the best value by that committee after a complete evaluation process as based on the published criteria, and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Pennsylvania Transportation Authority to award a contract to Berkshire Systems Group, Inc. in an amount not to exceed \$83,414.00 for the proposed solution, which includes the ten-year user license, installation, and commissioning.

### **CERTIFICATION OF OFFICERS**

#### **OF**

### **CENTRAL PENNSYLVANIA TRANSPORTION 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 October 7, 2021.

\_\_\_\_\_  
Thomas Wilson  
Secretary

attest: \_\_\_\_\_  
Raymond Rosen  
Chairman

## **RESOLUTION NO. 2128**

### **AUTHORIZING THE AWARD OF CONTRACT FOR THE SUPPLY AND INSTALLATION OF ACCESS CONTROL AND SURVEILLANCE CAMERA SYSTEMS**

#### **FACT SHEET**

- It was determined that to provide security and safety there should be an access control system to prevent unauthorized entry of the new Transfer Center.
- For efficient operation it was identified that a system which utilizes the same security badges as both the CAT and Zarfoss offices would provide the best value.
- A surveillance system was identified as providing a means to reduce vandalism, protect the interests of the Central Pennsylvania Transportation Authority, and provide protection for clients utilizing the Transfer Center.
- A surveillance system which has the capability to expand to other locations was desired and found within the Berkshire Systems Group, Inc. proposal.
- There were two responsive bidders with Berkshire Systems Group, Inc. receiving a cumulative score of 63 of 100 points and Biztec receiving 36 of 100 points.
- There was one submission, considered to be unresponsive since the submission lacked the required technical proposal, instead only providing pricing information.
- The not to exceed value identified in the resolution is based on the vendor's proposal (\$75,831.00), with an additional 10% contingency value to permit flexibility relative to unforeseen costs or implementation support. The value included in the contract agreement with the vendor will be based on the proposed contract value.

**RESOLUTION NO. 2129**

**A RESOLUTION OF THE BOARD OF DIRECTORS FOR AUTHORIZING EXECUTIVE DIRECTOR  
TO ADJUST SERVICE LEVELS RELATED TO STAFF AVAILABILITY**

WHEREAS, the staffing shortages have been an issue locally, regionally and nationally; and

WHEREAS, the Central Pennsylvania Transportation Authority has also been affected by the challenges associated with recruiting new staff members; and

WHEREAS, the employee shortages are affecting the Authority's ability to deliver service at normal operating levels: and

WHEREAS, based on staffing levels, the Authority may be required to make service adjustments to ensure life-sustaining services are maintained and to allow for customers to plan their transportation effectively; and

NOW THEREFORE, BE IT RESOLVED, the Board of Directors has authorized the Executive Director to carry out all necessary service changes, on a temporary and/or rolling basis, and where no service change can extend beyond six (6) months, and where said service changes are communicated via the website, social media and onboard vehicles as appropriate and is subject to notification to the Board Chairman; and

NOW THEREFORE, BE IT FURTHER RESOLVED, that service adjustments that extend beyond the six month (6) window may be subject to the service reduction requirements outlined in the approved Title VI plan and may also require Board approval.

**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 October 7, 2021.

\_\_\_\_\_  
Thomas Wilson  
Secretary

attest: \_\_\_\_\_  
Raymond Rosen  
Chairman

## **RESOLUTION NO. 2130**

### **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 \$2,274,309 of Section 1514 state discretionary trust funds are requested for Fiscal Year 2021/2022 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 2021/2022 that the local cash matching funds of no less than \$75,793 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 October 7, 2021.

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

## RESOLUTION NO. 2130

### 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 2021/2022.
- 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>\$ 1,659,082</b>	<b>\$3,954,325</b>	<b>\$ 75,793</b>	<b>\$5,689,200</b>
<b>Revenue Vehicles</b>	<b>\$ 979,084</b>	<b>\$ 1,680,016</b>	<b>\$ -</b>	<b>\$ 2,659,100</b>
Cutaway (Para)	\$ 979,084	\$ 1,504,916	\$ -	\$ 2,484,000
Van/Transit	\$ -	\$ 175,100	\$ -	\$ 175,100
<b>Maintenance Equipment</b>	<b>\$ -</b>	<b>\$ 96,775</b>	<b>\$ 3,225</b>	<b>\$ 100,000</b>
Shop Equipment	\$ -	\$ 96,775	\$ 3,225	\$ 100,000
<b>Capital Equipment</b>	<b>\$ -</b>	<b>\$ 1,993,661</b>	<b>\$ 66,439</b>	<b>\$ 2,060,100</b>
Zarfoss Breakroom Flooring	\$ -	\$ 24,290	\$ 810	\$ 25,100
Zarfoss Dispatch, Fire System, Ventilation	\$ -	\$ 135,485	\$ 4,515	\$ 140,000
Computer Hardware	\$ -	\$ 116,130	\$ 3,870	\$ 120,000
Computer Software & Integration	\$ -	\$ 411,293	\$ 13,707	\$ 425,000
Surveillance & Vehicle Lot Connectivity	\$ -	\$ 145,163	\$ 4,837	\$ 150,000
Smart Fleet Management System	\$ -	\$ 1,161,300	\$ 38,700	\$ 1,200,000
<b>Passenger Facilities</b>	<b>\$ 679,998</b>	<b>\$ 183,873</b>	<b>\$ 6,129</b>	<b>\$ 870,000</b>
Passenger Shelters	\$ 359,999	\$ 87,098	\$ 2,903	\$ 450,000
Passenger Shelters	\$ 40,000	\$ 9,677	\$ 323	\$ 50,000
Park & Ride Lot - Sealing with Lines	\$ -	\$ 19,355	\$ 645	\$ 20,000
York Transfer Center Renovation	\$ 279,999	\$ 67,743	\$ 2,258	\$ 350,000

## **RESOLUTION NO. 2131**

### **Honoring Former Board of Director Member Darlene Brown for her Years of Service to the Authority 2007 - 2021**

WHEREAS, Darlene Brown began her public service as a Board Member of the Adams County Transit Authority (ACTA) in 2007, and

WHEREAS, during Darlene Brown's tenure on the board the Authority experienced significant growth and several great accomplishments, including the implementation of a robust transportation intelligence system in Gettysburg, the construction of the downtown Gettysburg transit center and the conversion to CNG fuel, and

WHEREAS, Darlene's input and support was instrumental in the work leading up to the joinder of ACTA with the York County Transportation Authority resulting in the creation of the York Adams Transportation Authority (YATA), and

WHEREAS, Darlene's leadership supported the coordination and regionalization of several counties including Columbia, Cumberland, Franklin, Montour, Perry, Snyder and Union, as well as YATA into the creation of the Central Pennsylvania Transportation Authority, and

WHEREAS, Darlene's sense of community, particularly within the Gettysburg region, and business skills were instrumental in building a successful transit program, and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Pennsylvania Transportation Authority that it formally acknowledges the many accomplishments of Darlene Brown in her role as board member of the Transportation Authority.

### **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 Members held on October 7, 2021.

\_\_\_\_\_  
Thomas Wilson  
Secretary

attest: \_\_\_\_\_  
Raymond Rosen  
Chairman



### **CPTA Act 44 Transit Performance Review Action Plan - October 2021**

<b>Actions to Increase Passengers / Revenue Hour</b>	<b>CPTA Action Plan</b>	<b>Progress Report Update(s)</b>
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.	No update.
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, no update.
<b>Actions to Increase Operating Revenue / Revenue Hour</b>	<b>CPTA Action Plan</b>	<b>Progress Report Update(s)</b>
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, no update.
<b>Actions to Contain Operating Costs / Revenue Hour</b>	<b>CPTA Action Plan</b>	<b>Progress Report Update(s)</b>
1. Develop a more detailed strategic IT plan that defines desired IT specifications, interdepartmental information flow, and an investment plan.	CPTA requests 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.	CPTA has filled the IT Manager role and this is an identified action item for that staff member. October 2021 update will request an update from PennDOT regarding technical assistance to begin the process.

### **CPTA Act 44 Transit Performance Review Action Plan - October 2021**

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.	No update.
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.	CPTA, along with CAT, have kicked off the implementation process for a new Maintenance Software in August 2021. The project is currently to the stage of server configuration and will be advancing quickly through early 2022.
<b>Other Actions to Improve Overall Performance</b>	<b>CPTA Action Plan</b>	<b>Progress Report Update(s)</b>
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.	CPTA provided an update relative to the compensation analysis that was performed in preparation of the SRTA transition. CPTA will request closure of this action item from PennDOT in this quarterly update.
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.	No update.