



DATE: NOVEMBER 4, 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 Hearing
 - FFY 2022 Proposed Program of Projects (Page 3)
4. Public Comment: Accepted in Person or in Writing
5. Approval of Minutes
 - Meeting Minutes of October 7, 2021(Pages 4-8)
6. YAMPO Transit Committee
 - RESOLUTION 2129 – SUBMISSION OF THE DRAFT 2023-2026 TRANSIT TIP FOR INCORPORATION INTO THE OVERALL DRAFT 2023-2026 YORK COUNTY TIP (Pages 9-11)
7. Communications
8. Treasurer's Report (Pages 12-20)
9. Resolutions
 - RESOLUTION 2130 – ELECTION OF VICE-CHAIRPERSON (Page 21)
 - RESOLUTION 2131 – HONORING FORMER BOARD OF DIRECTOR MEMBER PHIL ROBBINS FOR HIS YEARS OF SERVICE TO THE AUTHORITY 2017-2021 (Page 22)
 - RESOLUTION 2132 – AWARD OF CONTRACT FOR WATER LINE REPAIR (Pages 23-24)
 - RESOLUTION 2133 – AWARD OF CONTRACT FOR PROCUREMENT OF MAINTENANCE PARTS (Pages 25-26)
10. Old Business
11. New Business



12. Future Procurement Activities (Page 27)

13. Staff Reports

14. Adjournment

Next Meeting: Thursday, December 2, 2021

FFY 2022 Proposed Program of Projects
 Central Pennsylvania Transportation Authority (dba rabbitransit)
 Public Notice

Proposed Federal Program of Projects

The Central Pennsylvania Transportation Authority, in fulfillment of the requirements to receive financial assistance from the Federal Transit Administration, has developed and a hereby publishes its proposed Federal Program of Projects for its fiscal year 2021-2022.

Project	Type	Federal Source	Total Dollars	Federal Dollars	Federal Percentage
Hanover/Gettysburg UZA - Operating	N/A	5307	\$2,000,712	\$1,000,356	50%
York UZA - Operating	N/A	5307	\$4,989,446	\$2,494,723	50%
Hanover/Gettysburg UZA – Rescue Plan Act	N/A	5307	\$424,214	\$424,214	100%
York UZA – Rescue Plan Act	N/A	5307	\$7,488,419	\$7,488,419	100%
Passenger Bus Shelter	Replacement	5307/5339	\$450,000	\$359,999	80%
Passenger Bus Shelter	Expansion	5307/5339	\$50,000	\$40,000	80%
Transfer Center Renovation Shortfall	Improvement	5307/5339	\$350,000	\$279,999	80%

Comments on this proposed program of projects will be accepted in writing, via email to info@rabbitransit.org (subject: Program of Projects FFY22), or in person at the York County Office until 5:00pm EST on November 4, 2021. The proposed program of projects will constitute the final program if there are no changes.

Written comments on the Program of Projects should be addressed as follows:

Central Pennsylvania Transportation Authority
 415 North Zarfoss Drive
 York, PA 17404
 ATTN: Executive Director

The Central Pennsylvania Transportation Authority will hold a public hearing on its Program of Projects at 7:00pm EST on November 4, 2021 at 415 North Zarfoss Drive, York, PA 17404 in the Board Room.

Limited English Proficiency (LEP) assistance available upon request.



MINUTES OF BOARD MEETING OCTOBER 7, 2021

Upon duly given notice, the monthly Board Meeting of the Central Pennsylvania Transportation Authority (CPTA) Board of Directors was held by Zoom on October 7, 2021.

Members Present: Raymond Rosen, Carrie Gray, Annie Strite, Kirk Stoner, Thomas Wilson, Gary Eby, Richard Carson, Lisa Moreno-Woodward 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; Tony Mundy, Maintenance Superintendent; Sherry Welsh, Senior Project Manager/rabbitCARES Administrator; 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 September 2, 2021, was moved by Thomas Wilson, seconded by Richard Carson and passed unanimously.

YAMPO TRANSIT COMMITTEE:

No new business from the YAMPO Transit Committee.

COMMUNICATIONS:

The Board welcomed Lisa Moreno-Woodward, a new appointed member from Adams County. Lisa's appointment letter from the Adams County Commissioners was presented.



TREASURER'S REPORT

Keith Martin asked to draw the Board's attention to page 8 for the start of the August 2021 Treasurer's report. Keith reported that not much has changed since the previous month, noting that the increase cost of fueling at the pump continues to be an issue with a current deficit of \$84,000.

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

- Ridership shows a 29% increase for Paratransit with a daily increase of 5.5%. Currently at 73% of what the ridership was prior to COVID. Fixed route ridership remains flat. Commuter express has had an increase in ridership of 38% for both Harrisburg commuter routes, mostly due to State workers returning to their offices. Maryland commuter routes are beginning to see declining numbers.
- Total revenue is 12% under budget with operating revenues being 9% over budget and grant income being 30% under budget. Paratransit divisional losses are evaluated for subsidy at the close of the fiscal year. Recording of this for the end of fiscal year 2022 audit will change the grant income variance closer to budget values.
- Total expenses are 6% under budget.

Raymond Rosen asked if there was any insight on the decrease in ridership of the Maryland commuter routes. Richard Farr responded that he believes this decrease is due largely in part to telework. Richard Farr added he foresees these routes being reduced in the future.

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

Raymond Rosen referred to the dashboard under Marketing and asked Jenna Reedy the difference between pageviews and unique pageviews. Jenna will double-check on this and provide a response.

Richard Carson pointed out the drastic increase in customer complaints from last year to this year and questioned if there was any insight into why there was such a drastic increase. Richard Farr believes this is due to the increase in paratransit ridership but does not believe this is any cause for concern.

Keith Martin noted that the auditing firm is continuing their work and it is expected that a report will be provided to the Board at either the November or December meeting.



RESOLUTIONS

RESOLUTION 2127 – REQUESTING YAMPO TO DESIGNATE SRTA TO BE RECIPIENT OF TRANSIT FUNDS FOR THE YORK AND HANOVER URBANIZED AREAS

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

RESOLUTION 2128 – AUTHORIZING THE AWARD OF CONTRACT FOR THE SUPPLY AND INSTALLATION OF ACCESS CONTROL AND SURVEILLANCE CAMERA SYSTEM

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

RESOLUTION 2129 – A RESOLUTION OF THE BOARD OF DIRECTORS FOR AUTHORIZING THE EXECUTIVE DIRECTOR TO ADJUST SERVICE LEVELS RELATED TO STAFF AVAILABILITY

Motion to approve was raised by Richard Carson, seconded by Thomas Wilson and passed unanimously.

Thomas Wilson requested a monthly report to be provided to the Board on any adjustments made to the service. Richard Farr will provide an outline to the Board of the parameters that will be used when adjusting service.

RESOLUTION 2130 – AUTHORIZING THE FILING OF A STATE CAPITAL GRANT APPLICATION AND CERTIFICATION OF LOCAL MATCH

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

RESOLUTION 2131 – HONORING FORMER BOARD OF DIRECTORS MEMBER DARLENE BROWN FOR HER YEARS OF SERVICE TO THE AUTHORITY

Motion to approve was raised by Keith Martin, seconded by Thomas Wilson and passed unanimously.

Gary Eby requested something similar to this resolution be done for former Board member Phil Robbins.

OLD BUSINESS:

No old business.



NEW BUSINESS:

No new business.

FUTURE PROCUREMENT ACTIVITIES:

Future procurements were presented by Richard Farr. Future procurements include:

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

STAFF REPORTS:

Richard Farr provided the following staff updates:

- The ACT 44 quarterly report
- FFY 2022 Proposed Program of Projects

Sherry Welsh, Administrator of rabbitCARES, provided an update to the Veterans program. The Veterans program began in June of 2016 and has provided Veterans with over 10,000 trips. This program is funded by several sources including private foundations and local donations. The program began in York County and has since expanded to other outlying counties and with the receipt of a recent grant the program is looking to expand into Northumberland and Perry County regions.

A rabbitCARES overview was provided by Richard Farr.

Other staff updates provided by Richard Farr are:

- Microtransit update
- Geisinger MCO update

EXECUTIVE SESSION:

No executive session.

Meeting adjourned at 8:01 PM.

Next Meeting: Thursday, November 4, 2021

Respectfully Submitted,



Angela Bednar
Executive Assistant
Central Pennsylvania Transportation Authority

Thomas Wilson
Secretary
Central Pennsylvania Transportation Authority

FFY 2023-2026 York Transit TIP (draft)

FFY 2023 Costs								
Project	Project Title	Sponsor	Funds	Federal	Funds	State	Local	Total
110665	Fixed Route Buses	CPTA	5339	383,000				383,000
110666	Operating Assistance	CPTA	5307	3,326,000	338	7,620,000		10,946,000
114479	Hanover Operating Assistance	CPTA	5307	1,000,000				1,000,000
116742	Shelter Replacement	CPTA	5307	240,000	339	58,065	1,935	300,000
116749	Shelter Improvements	CPTA		-		-	-	-
116755	Shelter Expansion	CPTA		-		-	-	-
Totals				4,949,000		7,620,000		12,629,000

Included on the York Highway Bridge TIP CMAQ funds:

112313	CPTA Replacement Buses	CPTA	OTH-F	-	-	-		-
113077	rabbittransit portion Emp Access*	CPTA	OTH-F	112,320				112,320

FFY 2024 Costs								
Project	Project Title	Sponsor	Funds	Federal	Funds	State	Local	Total
110665	Fixed Route Buses	CPTA	5339	383,000				383,000
110666	Operating Assistance	CPTA	5307	3,326,000	338	7,620,000		10,946,000
114479	Hanover Operating Assistance	CPTA	5307	1,000,000				1,000,000
116742	Shelter Replacement	CPTA		-		-	-	-
116749	Shelter Improvements	CPTA	5307	360,000	339	82,485	7,515	450,000
116755	Shelter Expansion	CPTA	5307	40,000	339	9,162	835	49,997
Totals				4,709,000		7,620,000		12,828,997

Included on the York Highway Bridge TIP CMAQ funds:

112313	CPTA Replacement Buses	CPTA	OTH-F	1,658,400	-	-		1,658,400
113077	rabbittransit Emp Access	CPTA	OTH-F	112,320				112,320

FFY 2025 Costs								
Project	Project Title	Sponsor	Funds	Federal	Funds	State	Local	Total
110665	Fixed Route Buses	CPTA	5339	383,000				383,000
110666	Operating Assistance	CPTA	5307	3,326,000	338	7,620,000		10,946,000
114479	Hanover Operating Assistance	CPTA	5307	1,000,000				1,000,000
Totals				4,709,000		7,620,000		12,329,000

Included on the York Highway Bridge TIP CMAQ funds:

112313	CPTA Replacement Buses	CPTA	OTH-F	1,286,562	-	-		1,286,562
113077	rabbittransit Emp Access	CPTA	OTH-F	112,320				112,320

FFY 2026 Costs								
Project	Project Title	Sponsor	Funds	Federal	Funds	State	Local	Total
110665	Fixed Route Buses	CPTA	5339	383,000				383,000
110666	Operating Assistance	CPTA	5307	3,326,000	338	7,620,000		10,946,000
114479	Hanover Operating Assistance	CPTA	5307	1,000,000				1,000,000
Totals				4,709,000		7,620,000		12,329,000

Included on the York Highway Bridge TIP CMAQ funds:

112313	CPTA Replacement Buses	CPTA	OTH-F	669,000	-	-		669,000
113077	rabbittransit Emp Access	CPTA	OTH-F	-	-	-		-

		Total FFY 2023-2026						
Project	Project Title	Sponsor					Total	
110665	Fixed Route Buses	CPTA					1,532,000	
110666	Operating Assistance	CPTA					43,784,000	
114479	Hanover Operating Assistance	CPTA					4,000,000	
116742	Shelter Replacement	CPTA					300,000	
116749	Shelter Improvements	CPTA					450,000	
116755	Shelter Expansion	CPTA					49,997	
		Totals					50,115,997	

Included on the York Highway Bridge TIP CMAQ funds:

112313	CPTA Replacement Buses	CPTA	OTH-F	3,613,962	-	-		3,613,962
113077	rabbittransit Emp Access	CPTA	OTH-F	336,960				336,960

* a matching line item for the HATS portion of the Emp Access project appears on the 2023-2026 HATS TIP

Financial Statement & Statistical Notes for September 2021

- The financial statements, enclosed with these notes, are as of September 30, 2021. This is the end of the first quarter of fiscal year 2022 and the seventeenth 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 October 31, 2021 compared to year to date ridership as of October 31, 2020 appears to continue the fiscal year on a mixed message:
 - 27% increase for paratransit
 - 10% increase for microtransit
 - Virtually the same ridership for fixed route
 - 4% decrease for York fixed route
 - 52% 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.
 - 43% 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 – 10% over budget
 - Grant income – 31% 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 7% under budget
 - The Parts expense category is under budget by 60% for September and 4% under budget YTD.
 - This appears to have normalized after a high July and August 2021 for parts expenditures.
 - The Fuel expense category is over budget by 31% for September; 26% 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	(\$537,736)**	\$441,611	(\$96,125)	(\$48,998)
Perry	EER	(\$26,282)		(\$26,282)	(\$378)
Montour	REE	\$11,448		\$11,448	\$17,300
Union/Snyder	EER	(\$33,881)		(\$33,881)	\$67,700
Columbia	REE	\$34,343		\$34,343	(\$75,941)
Cumberland	REE	\$5,696		\$5,696	\$11,230
Northumberland	REE	\$121,676		\$121,676	\$38,021
Franklin	EER	(\$16,875)		(\$16,875)	(\$8,934)
All Paratransit Services		(\$441,611)	\$441,611	\$ -	\$-

*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 - \$324,990
 - Transfer Center Signage - \$50,558
 - Transfer Center Rehab - \$376,896
 - Signal Prioritization Project \$6,508
 - Microtransit Vehicle - \$84,444
 - Call Center Reporting Software - \$1,630
 - Fleet Maint/Mgmt Software Development - \$4,950

**Central Pennsylvania Transportation Authority
Income Statement**

For The Period Ended September 30, 2021

	Period To Date		Year To Date		Budget Variance	Year To Date September 30, 2020
	Actual	Current Budget	Actual	Current Budget		
REVENUE						
Operating Revenue	\$ 1,360,337.70	\$ 1,226,143.33	\$ 4,029,328.87	\$ 3,678,430.00	\$ 350,898.87	\$ 3,333,746.49
Grant/Contract Income	\$ 950,972.61	\$ 1,414,046.50	\$ 2,919,988.54	\$ 4,242,139.50	\$ (1,322,150.96)	\$ 2,820,607.79
TOTAL REVENUE	\$ 2,311,310.31	\$ 2,640,189.83	\$ 6,949,317.41	\$ 7,920,569.50	\$ (971,252.09)	\$ 6,154,354.28
EXPENSES						
Wages	\$ 1,044,292.32	\$ 1,189,624.33	\$ 3,443,110.06	\$ 3,568,873.00	\$ 125,762.94	\$ 2,951,220.00
Benefits	\$ 633,374.35	\$ 763,424.25	\$ 1,853,414.19	\$ 2,290,272.75	\$ 436,858.56	\$ 1,768,564.40
Services	\$ 109,370.26	\$ 143,500.00	\$ 304,932.46	\$ 430,500.00	\$ 125,567.54	\$ 286,889.69
Fuel	\$ 236,524.88	\$ 180,131.25	\$ 681,515.62	\$ 540,393.75	\$ (141,121.87)	\$ 471,261.99
Tires	\$ 10,174.57	\$ 14,593.75	\$ 40,443.85	\$ 43,781.25	\$ 3,337.40	\$ 36,439.51
Parts	\$ 15,553.34	\$ 38,416.67	\$ 110,394.82	\$ 115,250.00	\$ 4,855.18	\$ 104,728.33
Materials and Supplies	\$ 13,563.02	\$ 20,787.50	\$ 39,825.50	\$ 62,362.50	\$ 22,537.00	\$ 76,925.77
Utilities	\$ 50,879.74	\$ 55,656.25	\$ 156,404.08	\$ 166,968.75	\$ 10,564.67	\$ 135,943.99
Casualty and Liability Costs	\$ 78,999.53	\$ 77,443.42	\$ 240,120.78	\$ 232,330.25	\$ (7,790.53)	\$ 209,816.27
Purchased Transportation	\$ 114,419.43	\$ 86,908.33	\$ 315,204.86	\$ 260,725.00	\$ (54,479.86)	\$ 190,931.09
Miscellaneous Expenses	\$ 23,120.74	\$ 20,254.17	\$ 47,836.84	\$ 60,762.50	\$ 12,925.66	\$ 50,514.90
Leases and Rentals	\$ 10,153.06	\$ 11,200.00	\$ 32,978.90	\$ 33,600.00	\$ 621.10	\$ 32,168.76
Passed Through Expenses	\$ 24,365.41	\$ 25,000.00	\$ 65,533.48	\$ 75,000.00	\$ 9,466.52	\$ 56,496.23
TOTAL EXPENSES	\$ 2,364,790.65	\$ 2,626,939.92	\$ 7,331,715.44	\$ 7,880,819.75	\$ 549,104.31	\$ 6,371,900.93
TOTAL NON OPERATING GRANT INCOME **	\$ 78,001.40	\$ -	\$ 117,366.70	\$ -	\$ (117,366.70)	\$ 55,797.27
TOTAL NON OPERATING GRANT EXPENSES **	\$ 78,001.40	\$ -	\$ 117,366.70	\$ -	\$ (117,366.70)	\$ 55,797.27
REE/(EER)	\$ (53,480.34)	\$ 13,249.92	\$ (382,398.03)	\$ 39,749.75	\$ (422,147.78)	\$ (217,546.65)
CAPITAL REVENUES AND EXPENSES						
Capital Grant Income/(Refund)	\$ 849,976.33	\$ -	\$ 1,098,260.20	\$ -	\$ -	\$ 300,546.71
TOTAL CAPITAL REVENUES AND EXPENSES	\$ 849,976.33	\$ -	\$ 1,098,260.20	\$ -	\$ -	\$ 300,546.71
REE/(EER)	\$ 796,495.99	\$ 13,249.92	\$ 715,862.17	\$ 39,749.75	\$ -	\$ 83,000.06
NET REE/(EER)	\$ 796,495.99	\$ 13,249.92	\$ 715,862.17	\$ 39,749.75	\$ -	\$ 83,000.06

**FindMyRide, CAT TA

**Central Pennsylvania Transportation Authority
Balance Sheet**

As of September 30, 2021

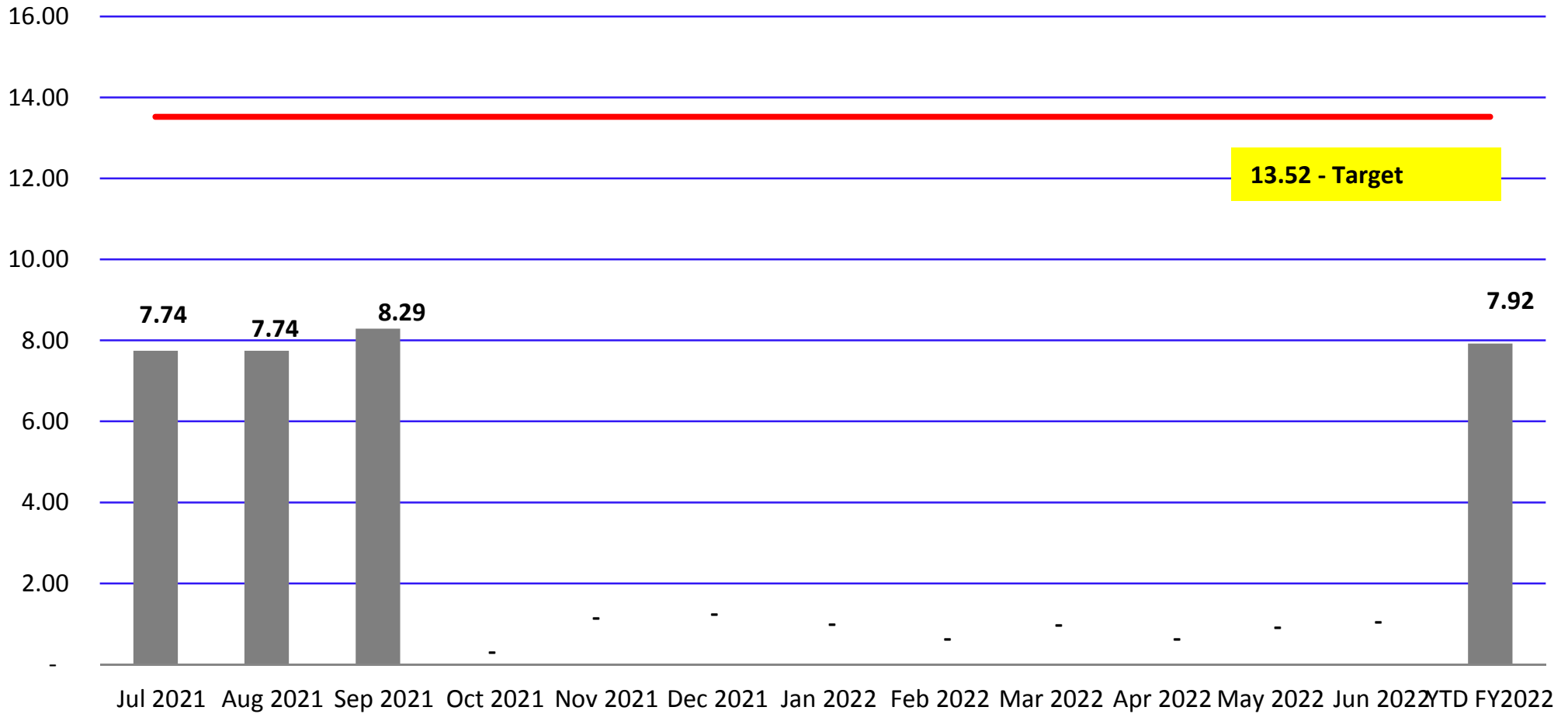
ASSETS

CURRENT ASSETS			
	Unrestricted Cash	\$	4,633,018.47
	Restricted Cash	\$	247,496.40
	Reserved Cash - Capital Projects	\$	-
	Accounts Receivable	\$	17,195,080.74
	Materials & Supplies Inventory	\$	353,399.34
	Prepaid Expenses	\$	604,302.07
	Other Current Assets	\$	-
	TOTAL CURRENT ASSETS		\$ 23,033,297.02
FIXED ASSETS			
	Buildings and Improvements	\$	38,902,754.58
	Revenue Equipment	\$	41,961,720.13
	Tools and Equipment	\$	2,923,270.76
	Accumulated Depreciation	\$	(31,135,455.20)
	TOTAL FIXED ASSETS (NET)		\$ 52,652,290.27
	TOTAL ASSETS		\$ 75,685,587.29

LIABILITIES AND NET ASSETS

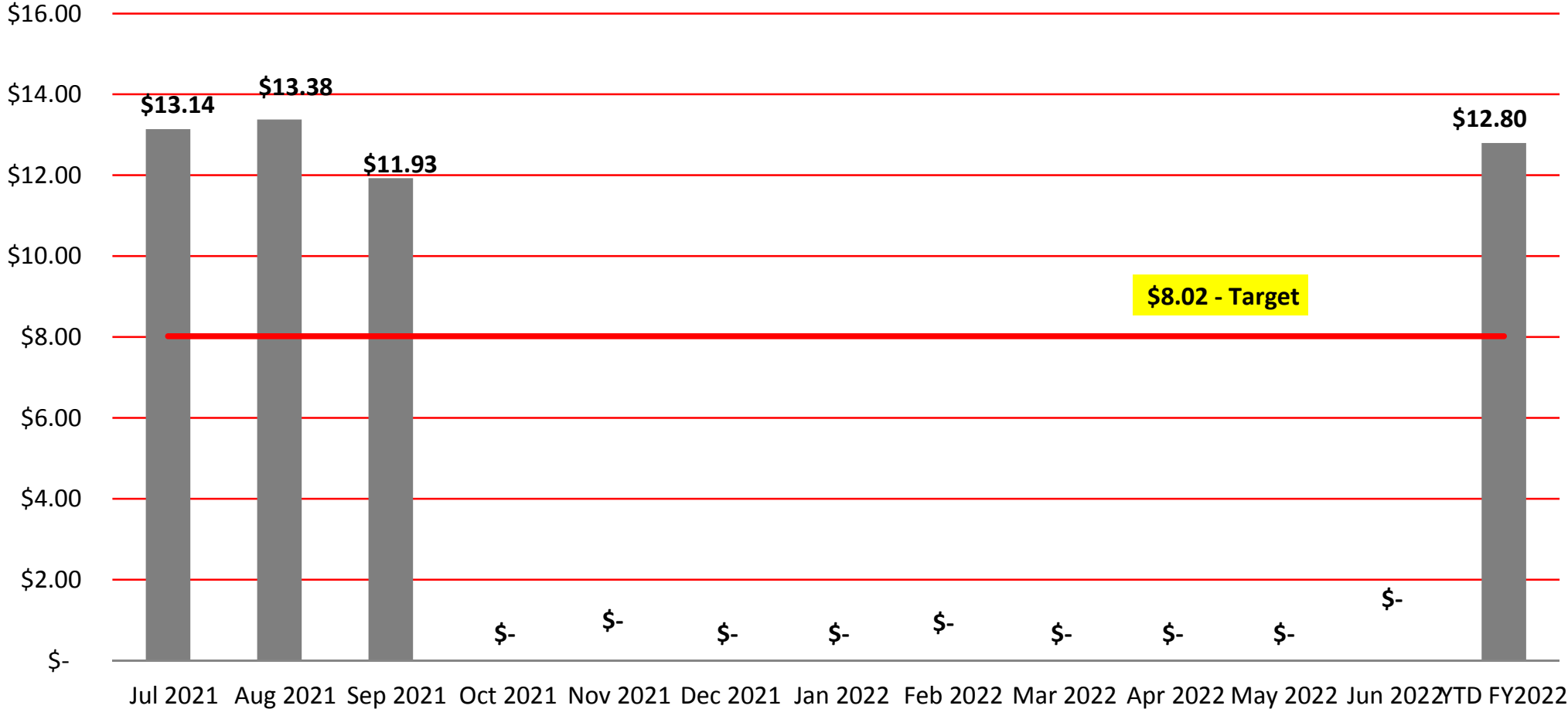
CURRENT LIABILITIES			
	Accounts Payable	\$	2,403,694.01
	Accrued Leave and Payroll	\$	1,007,243.85
	Accrued Expenses	\$	204,753.21
	TOTAL CURRENT LIABILITIES		\$ 3,615,691.07
DEFERRED REVENUE			
	Revenue Received in Advance	\$	19,300,769.69
	TOTAL DEFERRED REVENUE		\$ 19,300,769.69
OTHER LIABILITIES			
	Capital Lease Obligation	\$	-
	Current Notes Payable	\$	-
	Consortium Buses	\$	-
	TOTAL OTHER LIABILITIES		\$ -
NET ASSETS			
	Unrestricted Equity	\$	40,945,278.75
	Restricted Equity	\$	15,519.99
	Capital Grants	\$	11,808,327.79
	TOTAL NET ASSETS		\$ 52,769,126.53
	TOTAL LIABILITIES AND NET ASSETS		\$ 75,685,587.29

Passengers/Revenue Hour



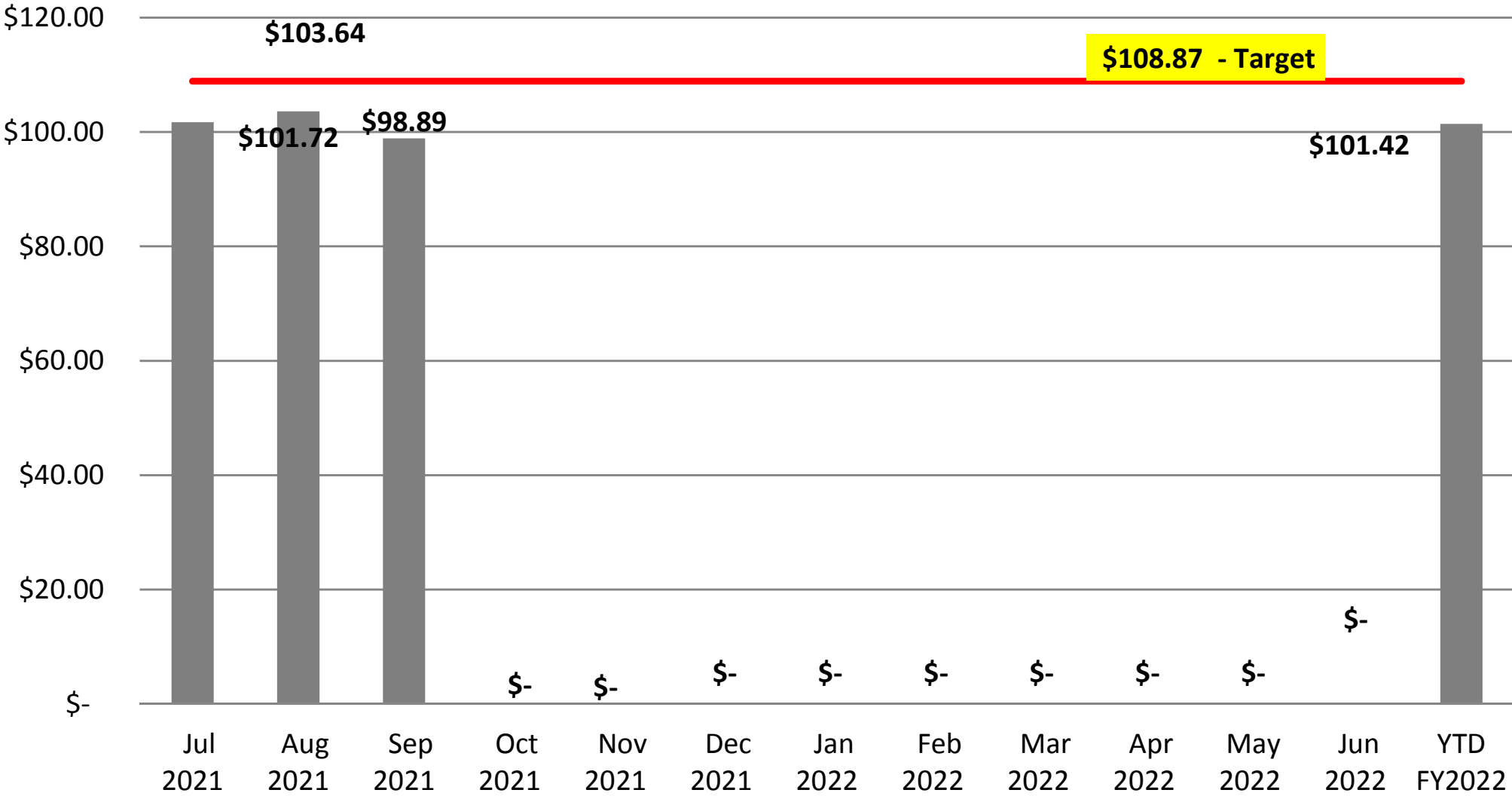
**FY2022 PA DOT target assigned for passengers/revenue hour is 13.52. Actual performance should exceed this target.

Operating Cost/Passenger



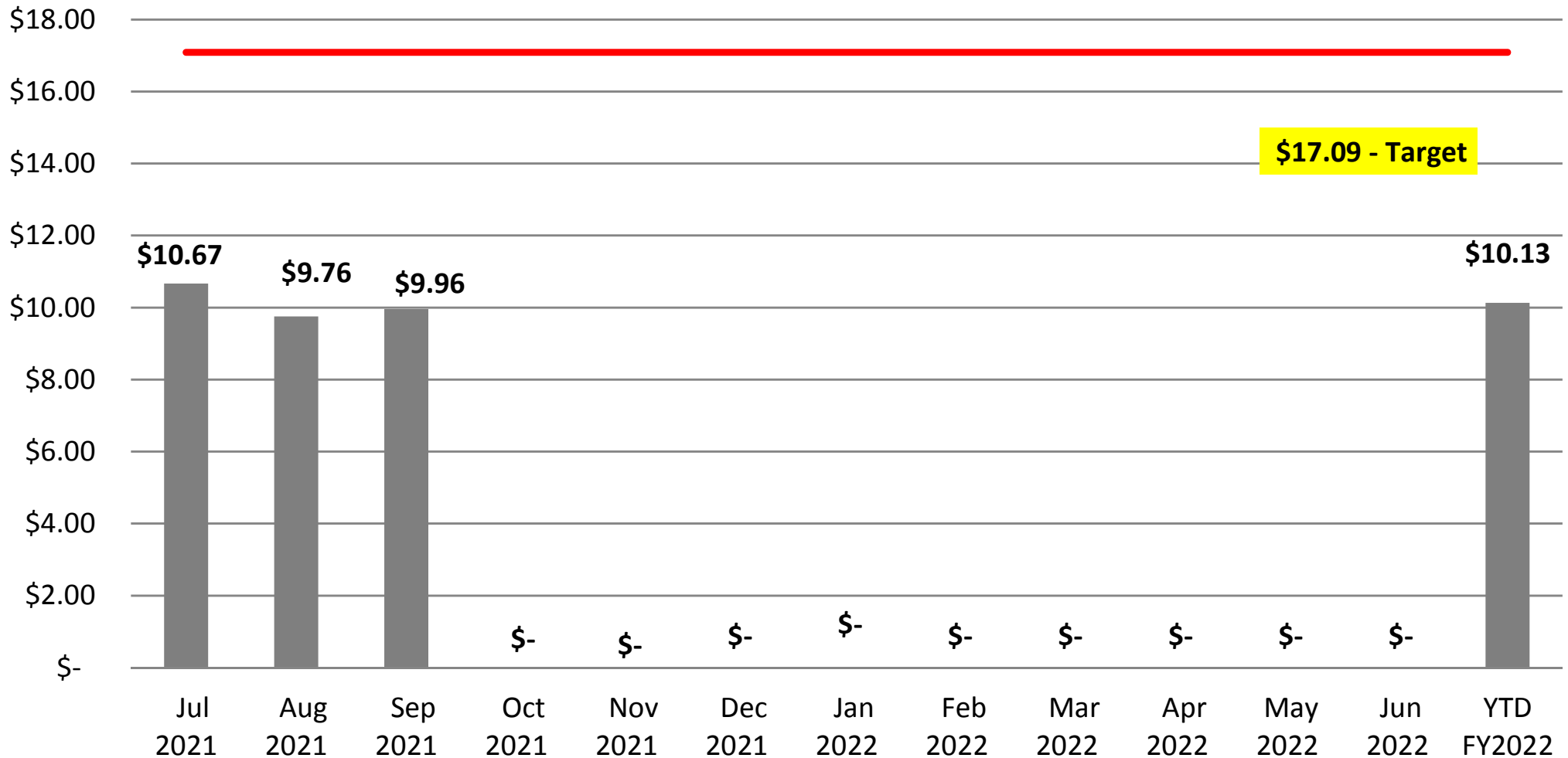
**FY2022 PA DOT target assigned for operating cost/passenger is \$8.02. Actual performance should be less than or equal to this target.

Operating Cost/Revenue Hour



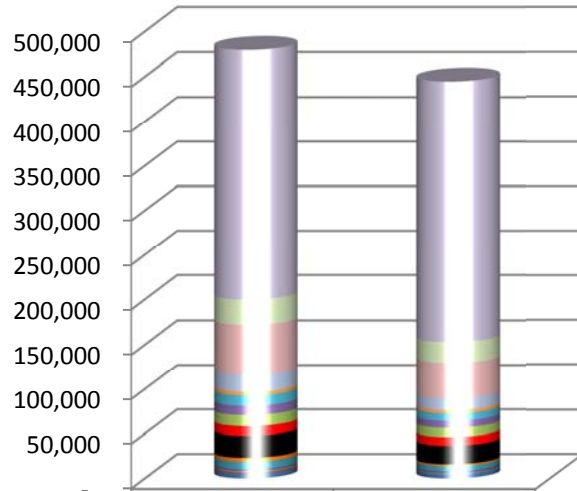
**FY2022 PA DOT target assigned for operating cost/revenue hour is \$108.87. Actual performance should be less than or equal to this target.

Operating Revenue/Revenue Hour



**FY2022 PA DOT target assigned for operating revenue /revenue hour is \$17.09. Actual performance should be higher than or equal to this target.

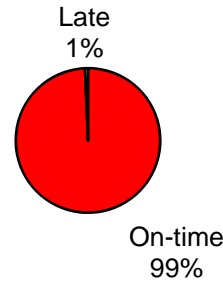
OPERATIONS – October



	YTD FY2022	YTD FY2021
FR York	279,910	291,599
Cumberland	27,613	23,478
York/Adams	56,271	40,236
FR Gettysburg	18,884	13,101
Montour	4,083	3,619
Union/Snyder	11,716	8,322
Perry	10,339	7,739
Franklin	12,372	10,548
Columbia	10,913	9,706
Northumberland	24,557	20,512
Express North	4,194	2,028
FR Hanover	8,555	5,640
Express South	2,051	2,387
Express 15 North	1,222	818
Gett/Han Connect*	1,521	-
Microtransit	5,402	4,915

MAINTENANCE – October

Preventative Maintenance



145` PMs Complete; 1 Overdue
 York – 58 Completed; 0 Overdue
 Adams – 12 Completed; 0 Overdue
 Cumberland – 7 Completed; 0 Overdue
 Northumberland – 22 Completed; 1 Overdue*
 Franklin – 14 Completed; 0 Overdue
 Columbia – 8 Completed; 0 Overdue
 Montour – 3 Completed; 0 Overdue
 Union/Snyder – 11 Completed; 0 Overdue
 Perry – 10 Completed; 0 Overdue

*Unit in Northumberland was 85 miles overdue

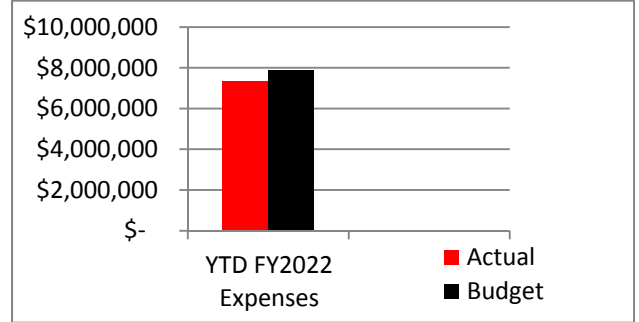
Road Calls:

	Oct 2021	YTD FY2022	Oct 2020	YTD FY2021
Mechanical	11	47	8	46
Non-Mech.	3	80	17	91

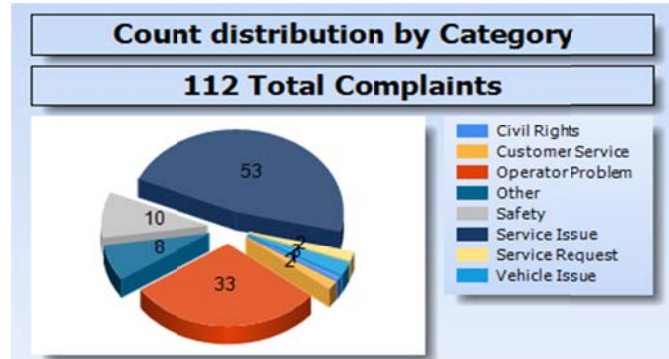
SAFETY – October

	Oct 2021	YTD FY2022	Oct 2020	YTD FY2021
Preventable	5	36	9	30
Non-Preventable	6	13	7	15
Passenger Injury	0	4	2	6
Employee Injury	0	4	2	6

FINANCE – September



CUSTOMER COMPLAINTS – October



	Oct 2021	YTD FY2022	Oct 2020	YTD FY2021
Total Complaints	112	415	84	299

MARKETING – October

	Oct 2021	YTD FY2022	Oct 2020	YTD FY2021
PR Exposures	7	29	1	11
Outreaches	8	22	0	0
Pageviews	59,637	236,335	46,475	188,937
Unique Pageviews	46,275	185,654	35,580	142,717
Bikes	807	3,355	805	3,357

*New Service Began 2/2021

RESOLUTION NO. 2130

ELECTION OF VICE-CHAIRPERSON

WHEREAS, due to a board member turnover, the Vice-Chairperson position became vacant; and,

WHEREAS, the By-Laws of the Authority require that should an officer position become vacant, the Board, at its next regular meeting, shall elect a successor from its membership for the unexpired term of said office; and,

WHEREAS, a candidate selection process was conducted by the Authority's Administration Committee;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Pennsylvania Transportation Authority that the following board member shall be elected and hold the stated office until the next annual meeting of the board is held:

Vice Chairperson - Carrie Gray

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 November 4, 2021.

Keith Martin
Treasurer/Nominating Chair
Central Pennsylvania Transportation Authority

attest: _____
Raymond Rosen
Chairperson
Central Pennsylvania Transportation Authority

RESOLUTION 2131

**Honoring Former Board of Director Member Phil Robbins
for his Years of Service to the Authority
2017 - 2021**

Whereas, Phil Robbins began his public service as a Board Member of the Central Pennsylvania Transportation Authority (CPTA) in 2017; and,

WHEREAS, Phil contributed valuable knowledge to the Authority as having held a position within the Perry County Transportation Authority for numerous years during his tenure in the transportation arena; and,

WHEREAS, Phil's input and support has been critical to providing insight into the nuances and complexities of transportation in rural communities; and,

WHEREAS, Phil's collaboration was instrumental in the foundational work leading up to the coordination and approaching regionalization of the Central Pennsylvania Transportation Authority and the Cumberland-Dauphin-Harrisburg Transit Authority; and,

WHEREAS, Phil's sense of community, particularly within the Perry County region, was key in advancing mobility options to the residents CPTA serves; 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 Phil Robbins in his 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 November 4, 2021.

Thomas Wilson
Secretary

attest: _____
Raymond Rosen
Chairman

RESOLUTION NO. 2132

AWARD OF CONTRACT FOR WATER LINE REPAIR

WHEREAS, the Central Pennsylvania Transportation Authority has experienced numerous leaks in the Zarfoss building water supply line caused by pipe joint failures. The water leaks are becoming increasingly frequent with a major concern that a water leak may occur when the Zarfoss building is unoccupied and cause significant, disruptive, and costly damage and,

WHEREAS, JMT, an engineering company contracted by the Authority, investigated the cause of these leaks and developed a solution with an independent cost estimate and,

WHEREAS, it was determined by JMT, PennDOT Engineers, and Central Pennsylvania Transportation Authority staff that the probability of costly damage to the Zarfoss building in conjunction with the possibility of disrupting transit operations and therefore quotes were obtained, and

WHEREAS, several contractors were contacted and only one contractor, Walton and Company, offered pricing and was willing to schedule the repairs, and

WHEREAS, Walton and Company submitted a quote of Sixty-two Thousand, Six-hundred, Eighty-five Dollars and Zero Cents (\$62,685.00) to perform the repairs that JMT recommends, and

WHEREAS, the prescribed repairs will address the problem, however there is concern that additional issues remain and when modifications are made additional solutions may need to be deployed. A contingency has been added for additional repairs of Thirty Percent (30%) or Eighteen-thousand, Eight-hundred, Five Dollars and Fifty Cents (\$18,805.50), and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Pennsylvania Transportation Authority that a contract be awarded to Walton and Company for the repairs, as designed by JMT, not to exceed Eighty-One Thousand, Four-Hundred and Ninety Dollars and Fifty Cents (\$81,490.50).

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 November 4, 2021.

Thomas Wilson
Secretary
Central Pennsylvania Transportation Authority

attest: _____
Raymond Rosen
Chairman
Central Pennsylvania Transportation Authority

RESOLUTION NO. 2132

AWARD OF CONTRACT FOR WATER LINE REPAIR

- In the past nine months multiple repairs have been necessary for the domestic water system in the Zarfoss building.
- Specifically there have been three repairs necessary within the last month, one of which caused damage to files and ceiling tiles in the second floor, administration portion of the Zarfoss building.
- The repair costs within the last nine months have totaled approximately \$7,240.00.
- There was a lower-cost repair option attempted in April of 2021. This option cost \$6,510.00 and did not correct the water line failures.
- JMT investigated possible causes along with a PVC pipe installation specialist to determine the best, and most valuable solution. Based on this analysis by JMT and guidance provided October 5, 2021 it is imperative to correct a water-hammer issue which is believed to be caused by the bus wash system.
- This corrective action will include adding and adjusting pipe hangers that provide pipe support. In addition to this work a pressure reducing valve, air release valve, and check valves will be added to lessen the water-hammering which causes joint failures. There may also be a need to remove and replace piping in the mechanical room area, providing a new routing path with the goal of further reducing the issues relative to water-hammer and pipe failure.
- In addition to the leaks which have been experienced in the past, JMT advised that additional water leaks were likely should this problem not be quickly corrected. Mike Miller agreed during a meeting held at the Zarfoss location on October 5, 2021 that there was a substantial risk of a pipe joint failing when the administration building was not occupied, which would cause much more significant damage to the building, files, office space, and as a consequence transit operations.
- Mike Miller, a representative of JMT, also shared his sense of urgency with regard to correcting this issue, now that the most-probable cause has been identified. He believes that since the piping is becoming more fatigued with the passage of time there will be additional leaks and increase the likelihood of a transit operations disruption.
- Because of the urgency of this repair, it has been determined that soliciting proposals or bids would unreasonably endanger transit operations and instead commercial plumbing contractors would be contacted directly. This would increase the speed of this repair since there would be no need to draft a complete solicitation, advertise the solicitation, receive, and evaluate responses. The direct contact using the outline for correcting, as prepared by JMT, will allow for a repair in the near term.

RESOLUTION NO. 2133
AWARD OF CONTRACTS FOR PROCUREMENT OF
MAINTENANCE PARTS

WHEREAS, the Central Pennsylvania Transportation Authority currently purchases a significant number of vehicle parts and components on an ongoing basis and,

WHEREAS, the Central Pennsylvania Transportation Authority must comply with Federal Procurement Guidelines when purchasing all parts and,

WHEREAS, an Invitation For Bids was conducted and publicly advertised for all anticipated parts and,

WHEREAS, the Invitation For Bids was released August 10, 2021 and bids due September 13 and,

WHEREAS, Eleven (11) entities submitted bids for parts and Five (5) entities submitted bids for oils and fluids and,

WHEREAS, the firms included Kirk's Automotive, Fred Beans Parts, Cummins Inc., SP Auto Parts, Petro Choice, Neopart Transit, The Best Battery Co., Vehicle Maintenance Program, D&W Diesel, New Flyer Industries, Mowhawk Industries, and Muncie Transit Supply. Please note that there was overlap between parts bids and fluids bids and,

WHEREAS, One-hundred, Forty-eight (148) distinct part numbers and Twenty-three (23) various fluid types were evaluated with a combined, approximated value of Two-hundred, Twenty-two Thousand, Eight-hundred, Eighty-one Dollars and Eighty-two Cents (\$222,881.82).

WHEREAS, of the entities submitting bids, all were successful in garnering some aspect of the part and fluid supply,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Central Pennsylvania Transportation Authority award a contract to each firm for the supply of those parts for which it was the lowest Bidder.

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 November 4, 2021

Thomas Wilson
Secretary
Central Pennsylvania Transportation Authority

attest: _____
Raymond Rosen
Chairman
Central Pennsylvania Transportation Authority

RESOLUTION NO. 2133
AWARD OF CONTRACTS FOR PROCUREMENT OF
MAINTENANCE PARTS

- According to federal guidelines, all purchases of maintenance parts are subject to the procurement rules including securing a 'lowest price' among potential suppliers. This involves soliciting prices for each part.
- This Resolution grants management the ability to award contracts to those firms that tendered responsive and responsible bids on a per-part basis.
- The resulting contract awards to each supplier will be for a period of one (1) year. In the unlikely event the cost of any part would decrease over the course of the contract, the Central Pennsylvania Transportation Authority will pursue the lower cost.
- The bidding process also identified vendors that may provide a low price if the contracted vendor is out of stock when a particular item is in critical need.
- Contracts will be structured to provide Central Pennsylvania Transportation Authority preference for part supply.
- Central Pennsylvania Transportation Authority will seek the best value on items not listed within the Invitation for Bids.

Future Procurement Activities

20211012 - rabbit door operator	Small Quote	10/18/2021
20211013 - rabbit door maintenance contract	Small Quote	10/19/2021
20211025 - rabbit Zarfoss Camera Failure	Small Quote	10/25/2021
Annual Compressor Maintenance	Unknown	November
WIFI at other locations	Unknown	TBD
Zarfoss Server	Unknown	TBD
Cameras at other locations	RFP	TBD
rabbit - CAT Tire Lease	IFB	December
Annual Plumbing Maintenance Contract	RFP	TBD
SRTA Audit Contractor	Sole Source	Current