

SRTA

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

DATE: November 30, 2023

TIME: 1:00 PM

PLACE: 901 N. Cameron St. Harrisburg, PA 17101
A Zoom option will also be offered.
Public may participate at Cameron Street or Zarfoss Drive Locations.

PURPOSE: November 2023 Board 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. Presentation by Auditors
5. Approval of Minutes
 - A. Meeting Minutes of October 26, 2023 (Pages 3-5)
6. Communications
7. YAMPO Transit Committee – No Business
8. Treasurer's Report
9. Old Business

RESOLUTION 2346 - AMENDING THE BY-LAWS FOR THE SUSQUEHANNA REGIONAL
TRANSPORTATION AUTHORITY (Page 6-14)

10. New Business

RESOLUTION 2350 – ACCEPTING ANNUAL REPORT OF AUTHORITY AUDITORS (Page 15)

RESOLUTION 2351 – ESTABLISHING BOARD MEETING CALENDAR FOR 2024 (Page 16)

RESOLUTION 2352 – APPROVING A 50 PERCENT FARE SALE TO CELEBRATE THE
AUTHORITY'S 50TH ANNIVERSARY (Page 17)

RESOLUTION 2353 – CONTRACT AWARD FOR THE SUPPLY OF NETWORK SWITCHES (Page 18-19)

11. Future Procurements (Page 20)

Staff Report

- EEO Update – Sherry Welsh, Civil Rights Officer (Pages 21-22)
- Safety Dashboards - October 2023 (Page 23)

Executive Session

Adjournment

**Next Meeting: Thursday, December 14, 2023 415 N. Zarfoss Dr. York, PA
10:00AM – SRTA Board Meeting**

SRTA
SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

MINUTES OF SRTA BOARD MEETING

October 26, 2023

Present were board members: LaToya Winfield Bellamy, Eric Bugaile, Rich Carson, Jason Graves, Carrie Gray, Jarrod Johnson, Richard Kotz, Keith Martin, Raymond Rosen, Kirk Stoner and Tom Wilson.

Guests and Administrative Staff Members present were Solicitor Jill Nagy, Miguel Aciri-Rodriguez, Al Bienstock, Stephen Baldwin, Richard Farr, Brian Gillette, Nicole Hansen, Bev Hockenberry, David Juba, Deb Keller, Donna Lattimore, Jamie Leonard, Michael Madden, Eric Maguire, Trevor Manahan, Paul Mathis, Cory Matthews, Lionel Randolph, Jenna Reedy, Rick Trout, Sherry Welsh and Christopher Zdanis.

CALL TO ORDER

The October Board meeting of the Susquehanna Regional Transportation Authority was called to order by Chairman Raymond Rosen at 10:00 AM.

CHANGES OR MODIFICATIONS TO THE AGENDA

There were no changes or modifications to the agenda.

PUBLIC HEARING

The FFY 2024 Program of Projects was presented and given a forty (40) day public comment period. No comments were received. The Program of Projects will stand as presented.

APPROVAL OF MINUTES

Motion to approve the September 28, 2023 meeting minutes was raised by Kirk Stoner, seconded by Keith Martin, and passed unanimously.

COMMUNICATIONS

Richard Farr stated we received positive feedback from the Shared Ride monitoring visit from the Dauphin County Area Agency on Aging as indicated in the Summary Report.

YAMPO TRANSIT COMMITTEE

There was no YAMPO Transit Committee business.

TREASURER'S REPORT

Stephen Baldwin presented details on the September 2023 Financial Statement and Statistical Notes. Stephen Baldwin noted the following highlights from the September report:

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SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

- **RIDERSHIP**: Year to date comparisons to the prior year are as follows:
 - Fixed Route ran 16% above last year.
 - Paratransit was 4% above the previous year. The improvement over last month is the result of Dauphin County cutting their ridership reduction from last year in half, going from a 15% drop to a 7% reduction, while Northumberland reduced their ridership loss from 15% to 10%. The inability to fill open driver positions continues to be a challenge. In those two divisions and elsewhere in the organization, almost 58% of Dauphin's approved positions and 31% of Northumberland's are unfilled when factoring in the impact of staff who are off long-term, having filed for leave under the Family Medical Leave Act (FMLA).
 - Commuter Express experienced a 6% decrease from last year (YTD).
 - Microtransit's ridership was a 45% increase in ridership compared to the same time last year.
- **REVENUE**: Year to Date Grant and Contract Income is below budget by \$779,000 because less subsidy was required than the budget anticipated.
- **EXPENSES**: Year to Date Total Expenses are \$1.4 million lower than budgeted.
- Unfilled positions (72) represent 11% of approved positions. There are 20 candidates who are in the hiring process, which if hired, will reduce the open positions to 8% of approved positions.
- **RESERVES**: As of September 30, the Authority has 128 days cash on hand. It is the Authority's target to have 180 days cash on hand.
- **LINE OF CREDIT**: There are no draws on the organization's line of credit.
- **CAPITAL EXPENDITURES (over \$50,000)**
 - \$ 239,869 CDH Bus Shelter Project
 - \$2,080,231 19 Paratransit Vehicles
 - \$ 86,714 Northumberland Roof Replacement

OLD BUSINESS

There was no Old Business.

RESOLUTIONS

RESOLUTION 2346 - AMMENDING THE BY-LAWS FOR THE SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

Resolution was tabled from the September 28, 2023 Board Meeting. Keith Martin asked that the Resolution be revisited at the November 30, 2023 meeting.

RESOLUTION 2347 - ADOPTING TITLE VI PROGRAM UPDATE

Motion to approve was raised by Eric Bugaile, seconded by Kirk Stoner, and passed unanimously.

RESOLUTION 2348 - ACCEPTANCE OF TITLE VI SERVICE STANDARDS AND MONITORING RESULTS

Motion to approve was raised by Tom Wilson, seconded by Kirk Stoner, and passed unanimously.

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SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

RESOLUTION 2349 - CONTRACT AWARD FOR ZARFOSS BUS WASH HVAC SYSTEM

Motion to approve was raised by Tom Wilson, seconded by Kirk Stoner, and passed unanimously

FUTURE PROCUREMENTS

The list of procurement projects was reviewed.

STAFF REPORT

The following staff updates were presented by Richard Farr. Updates included:

- The Act 44 performance update is included in the Board packet for Board review.

EXECUTIVE SESSION

The Board went into executive session to discuss a personnel matter

ADJOURNMENT

The next scheduled Board of Directors meeting will take place on November 30, 2023 at 1:00 PM at 901 N. Cameron Street, Harrisburg, PA.

The meeting adjourned at 10:21 AM.

Respectfully Submitted,



Richard Kotz
Secretary

RESOLUTION NO. 2346

**AMENDING THE BY-LAWS FOR THE SUSQUEHANNA REGIONAL
TRANSPORTATION AUTHORITY**

WHEREAS, Pursuant to Section 5607(d)(7) of the Pennsylvania Municipality Authorities Act, the Authority is called to make bylaws for the management and regulation of its affairs; and,

WHEREAS, the Board of Directors of the Susquehanna Regional Transportation Authority (SRTA) have reviewed the proposed attached By-Laws; and,

WHEREAS, in an effort to maintain better oversight of the organization, the Authority amends its By-Laws to allow the officers, with the exception of the Chairperson, to serve multiple two-year terms consecutively; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors that the Susquehanna Regional Transportation Authority By-Laws hereby be adopted and approved as the By-Laws of the Authority.

CERTIFICATION OF OFFICERS

OF

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Susquehanna Regional Transportation Authority Board Members held on November 30, 2023.

attest: _____
Richard Kotz
Secretary

Raymond Rosen
Chairman

**THE BYLAWS OF
SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY
REVISED 9/28/2023**

ARTICLE I

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

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

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

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

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

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

ARTICLE II

Section 2.01. Authorization of the Board. The Board of Directors of the Authority (“Board”) shall have the right and power to do all acts authorized by the Act and specifically shall have the right and power to raise revenues from all proper sources and to establish, alter, charge and collect fares, rentals and other charges for its facilities and services at reasonable and uniform rates and to make expenditures in keeping with and to advance the purpose of SRTA.

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

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

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

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

ARTICLE III

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

Section 3.02. Chairperson. The Chairperson shall preside at all meetings of the Board. Except as otherwise provided by resolution of the Board, the Chairperson shall

sign all contracts, deeds and other instruments to which the Authority is a party. At each meeting, the Chairperson shall submit such recommendations and information as he or she may consider proper concerning the business affairs and policies of the Authority.

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

Section 3.04. Secretary. The Secretary shall:

(a) Certify and keep at the registered office or the principal place of business of the Authority, the original or a copy of its bylaws, including all amendments or alterations to date.

(b) Be the custodian of SRTA's records and the Seal of the Authority.

(c) Keep a record of the proceedings of SRTA's meetings or any committee thereof with the time and place of holding, whether regular or special, and, if special, how authorized, the notice thereof given, the names of those present, and the proceedings thereof.

(d) Affix the Seal of the Authority to instruments of the Authority.

(e) Sign, certify and attest to documents of the Authority.

(f) See that all notices be given in accordance with the provisions of these bylaws or as required by law and perform all other duties as may be assigned from time-to-time by the Board.

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

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

Treasurer shall serve as Chairperson of the committee that oversees the Authority's finances.

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

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

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

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

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

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

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

ARTICLE IV

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

Section 4.02. Regular Meetings. Unless otherwise agreed upon by a majority of the Board, regular meetings shall be held, as advertised, at the regular meeting place of the Board each month on such dates and at such times as the Board shall designate. Attendance shall mean in person at the location of the meeting or participation through the use of technology including, but not limited to, conference calls and video conferencing.

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

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

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

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

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

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

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

ARTICLE V

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

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

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

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

ARTICLE VI

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

ARTICLE VII

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

Section 7.02. Execution of Documents. Except as otherwise provided by law, promissory notes and other evidences of indebtedness of the Authority will be signed by any two Officers of the Authority. Contracts, leases or other instruments executed in the name of and on behalf of the Authority will be signed by two Board Officers or Board Members and/or staff approved by board resolution and will have attached copies of the resolutions of the Board and Executive Committees. The Authority will keep at its registered office the original or a copy of its bylaws, including amendments to date certified by the Secretary of the Authority.

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

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

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

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

ARTICLE VIII

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

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

wholly, such persons for claims or liabilities partially or wholly arising out of their own willful misconduct.

ARTICLE IX

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

ARTICLE X

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

ARTICLE XI

Section 11.01. Effective Date. These bylaws shall be effective as of November 18, 2021, and shall remain in effect until revoked, modified or amended by the Board.

**Adoption by the Board of Directors by vote on the ~~18-30~~ day of ~~September-~~
~~November~~ 202~~31~~ by Resolution 2346.**

By: _____
Secretary

RESOLUTION NO. 2350

ACCEPTING ANNUAL REPORT OF AUTHORITY AUDITORS

WHEREAS, the Board of Directors of the Susquehanna Regional Transportation Authority (SRTA) engaged the Certified Public Accounting firm of RKL LLP to undertake its financial and compliance audit for the fiscal year ending June 30, 2023; and,

WHEREAS, RKL LLP has completed this work, delivered their draft written report to SRTA for SRTA, Cumberland-Dauphin-Harrisburg Transit Authority (CDHTA) and Central Pennsylvania Transportation Authority (CPTA), and made an oral presentation to the SRTA Board of Directors on their findings; and,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Susquehanna Regional Transportation Authority accept the draft audit reports for SRTA, CDHTA and CPTA as final, barring no material changes, and that their results be distributed to all necessary parties after final printing.

CERTIFICATION OF OFFICERS

OF

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Susquehanna Regional Transportation Authority Board Members held on November 30, 2023.

attest: _____
Richard Kotz
Secretary

Raymon Rosen
Chairman

RESOLUTION NO. 2351

ESTABLISHING BOARD MEETING CALENDAR FOR 2024

WHEREAS, the Board Meeting Calendar of the Susquehanna Regional Transportation Authority must be established and published annually; and,

WHEREAS, the Board Committee Calendar of the Susquehanna Regional Transportation Authority will be published along with the established Board Meeting Calendar to avoid any conflicts with existing laws and requirements; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority that they shall meet according to the following calendar with all Board meetings commencing at 10:00 a.m.

January 25, 2024* – Harrisburg	July 25, 2024 – Harrisburg
February 22, 2024 – York	August 22, 2024 – York
March 28, 2024 – Harrisburg	September 26, 2024 - Harrisburg
April 25, 2024** – York	October 31, 2024^ – York
May 23, 2024 – Harrisburg	November 21, 2024 – Harrisburg
June 27, 2024 – York	December 19, 2024 – York

CERTIFICATION OF OFFICERS

OF

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

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attest:

Richard Kotz
Secretary

Raymond Rosen
Chairman

CDHTA and CPTA meetings will be advertised for 9:45 AM on the same dates as SRTA.

*CDHTA Annual Meeting – 9:45 am,

**CPTA Annual Meeting – 9:45 am

^Notes the meeting is on the fifth (5th) Thursday of the month

RESOLUTION NO. 2352

**APPROVING A 50 PERCENT FARE SALE TO CELEBRATE
THE AUTHORITY'S 50TH ANNIVERSARY**

WHEREAS, the Cumberland-Dauphin-Harrisburg Transit Authority was formed in 1973, and;

WHEREAS, the Central Pennsylvania Transportation Authority (York Area Transit Authority) was formed in 1974, and;

WHEREAS, in celebration of the golden anniversary of the two transit systems, the Authority will offer a 50% off pass sale for Mobile Ticketing (Token Transit) from December 15, 2023 to January 15, 2024, and;

WHEREAS, as the ridership draws closer to pre-pandemic levels, the Authority will actively promote the sale as a means to attract new riders or encourage existing riders to use the service more often and to continue to promote the use of mobile ticketing,

NOW THEREFORE, BE IT RESOLVED, the Board of Directors authorizes the system to advance the pass sale.

CERTIFICATION OF OFFICERS

OF

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

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attest:

Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION 2353
CONTRACT AWARD FOR THE SUPPLY OF NETWORK SWITCHES

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) has a need to replace thirteen (13) network switches and associated licenses to ensure network security, reliability, and integrity; and,

WHEREAS, the existing switches have reached the end of their useful life and now represent a network security liability which will be corrected with the installation of the new units; and,

WHEREAS, an Invitation for Bids (IFB) was determined by SRTA to be the best method to obtain the best pricing on this generally available equipment utilizing public funding. The IFB was developed and advertised according to Federal and SRTA procurement criteria with two (2) firms submitting Bids; and,

WHEREAS, Business Information Group (BIG), submitted the least-cost responsive and responsible Bid. BIG has committed to provide the items listed within the IFB in accordance with the solicitation specifications. It was found that the BIG bid was nearly twenty-eight percent (28%) less than the other bid; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority to award a contract to Business Information Group with a not to exceed value of Eighty-two thousand, four-hundred, thirty-five Dollars and Zero Cents (\$82,435.00).

CERTIFICATION OF OFFICERS
OF
SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

I certify that the foregoing is a sound and true copy of a resolution adopted at a legally convened meeting of the Susquehanna Regional Transportation Authority Board Members held on November 30, 2023.

Attest:

Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION 2353
CONTRACT AWARD FOR THE SUPPLY OF NETWORK SWITCHES

FACT SHEET

- Replacement Locations
 - 4 new units for Dauphin County
 - 1 new unit each for Adams, Cumberland, Franklin, Perry, and Snyder
 - 4 new units for York County
- 11 Firms requested specifications

Current and Future Procurement Projects											
Name	Type	Released	Questions Due	Bid/ Proposal Due	Contract Start	Value	Notes	Notes	Grant Number	Federal?	
TASK ORDER - CAMERON STREET BUS SHELTER	Task Order					\$ 8,000.00	Design		JMT Work		
20220331 - Cameron Shelter	IFB	TBD					KCI design and solicitation				
20220428 - York Transfer Center Call Box	Small Quote	4/28/2022				\$ 12,000.00	Need quotes for concrete cutting and repour				
20220826 - Fare Collection	TBD				TBD	\$ 1,400,000.00	RFI In Concert with 14 other agencies				
20221019 - Dauphin Service Truck	Small Quote					\$ 120,000.00		Waiting on Dealer Availability			
20221115 - CRM Software	RFP	TBD				TBD					
20221130 - Engine Coolant Recovery Machine	Small Quote					\$ 12,000.00	Need Information				
20230302 - Remote Site WiFi	RFP	5/19/2023	6/12/2023	6/26/2023	No Proposals	\$ 60,000.00	Need information for Franklin County Now				
20230310 - Dauphin Service Truck Lift Gate	Small Quote					TBD					
20230313 - Systemwide Radio Upgrade	TBD					\$ 1,800,000.00					
20230316 - Zarfoss Door Repairs	TBD					\$ 35,000.00					
20230405 - Zarfoss Compressor	RFP					\$ 20,000.00					
20230411 - Call Center Software	RFP	5/1/2023	6/1/2023	6/22/2023	9/1/2023	\$ 165,000.00	\$50,000 Remaining in Grant				
20230511 - PTASP Software	RFP	9/25/2023	11/6/2023	12/11/2023	2/26/2024	TBD					
20230517 - York Boardroom Tech Upgrade	TBD					TBD	Need Information	No Grant Money Available			
20230603 - Headsets - Microphones	Micro Purchase					TBD	Need to confirm Thin Client Use		TBD - Cpta-21-22-114-5 @ 96.775%		
20230609 - Lemoyne Bus Shelter (Site Construction)	RFQ					\$ 30,000.00					
20230825 - Zarfoss Roof Gutters	Small Quote					\$ 16,609.64		FACILITIES-2024-0032			
20230616 - Locust Lane ADA Access	RFQ					\$ 60,000.00					
20230620 - Zarfoss Compressor Replacement	IFB					\$ 13,970.00		FACILITIES-2024-0034	#Pa-2017-003. Funding At 100% Federal		
20230720 - Northumberland Compressor Move	Small Quote					\$ 4,943.06		NORTHUMBER-2024-0087	Ycta-15-16 100% Federal 5311		
TASK ORDER -5 Locust Lane ADA Pad	Contract					\$ 13,695.00		DAUPHIN-2024-0122			
20230725 - Radio Replacement Consulting	Small Quote										
20230725 - Zarfoss Fire Suppression	Small Quote					\$ 52,000.00		FEDERAL	PA-2017-003		
20230726 - Remote Internet Access	Sole Source					\$ 3,300.74		YORK-2024-0322			
20230726 - Fare Box Replacement	TBD										
20230807 - Renewal Natural Gas	RFP					TBD					
20230809 - Bus Wash HVAC	IFB					\$ 161,812.00		FACILITIES-2024-0033	CPTA-22-23-#5387 11.42.02		
20230811 - York AC Machine	TBD					TBD					
20230824 - Shrewsbury Line Stripe	Small Quote					\$ 1,990.00			CPTA-21-22-#8163		
20230824 - Zarfoss Line Stripe	TBD					TBD		FEDERAL	YCTA-16-17-113-4 that has 100% Federal		
20230825 - Zarfoss Backflow Preventers	Small Quote					\$ 20,000.00		FEDERAL	YCTA-16-17-113-4		
20230825 - Zarfoss Roof Gutters	Small Quote					\$ 20,000.00			CPTA-22-23-#5387 11.42.02		
20230907 - York Adams Paratransit Subcontractor	Small Quote					TBD			Operating		
20230911 - Shippensburg Operator	RFP	10/2/2023	10/13/2023	10/31/2023	12/5/2023	TBD			Operating		
20230918 - Customer Service Headsets	Small Quote					\$ 758.90		FACILITIES-2024-0011			
20230918 - Customer Service Phones	Small Quote					\$ 2,465.00		FACILITIES-2024-0021			
20230919 - Vanpool Pilot 2023	RFP					TBD					
20230922 - York Switch Replacement	TBD					TBD	Need informatino from end user				
20231003 - Zarfoss Fire Suppression Air Valve	Small Quote					\$ 17,400.00		FACILITIES-2024-0029	Grant Pa-2017-003. 100% Federa		
20231004 - Elysburg Electric Move	Small Quote					\$ 2,965.97		FACILITIES-204-0023			
20231016 - Zarfoss Shop Sink	TBD					TBD					
20231017 - Zarfoss Dispatch Acoustic Improvement	TBD					\$ 27,843.66			Pa-2017-003 100% Federal		
20231017 - Zarfoss Dispatch Acoustic Improvement	TBD					\$ 1,156.34		FACILITIES-2024-0031	Pa-2017-003 100% Federal		
20231018 - Franklin Internet Access	Small Quote					TBD	Need informatino from end user				
20231024 - System Wide Software Process	RFP					\$ 110,000.00			TBD		
20231031 - Zarfoss Apron Wifi	Small Quote					\$ 1,720.62		FACILITIES-2024-0037			
20231108 - Training Computers	TBD					TBD					
20231110 - Training Material	TBD					TBD					
20231113 - Safety Training Devices	TBD					TBD					
20231113 - System Wide AED Devices	TBD					TBD					
						In Process Total	\$	4,194,630.93			
Future Activity											
System-wide General Contractor RFP						TBD					
Shop Supply Contract - Dauphin/York	IFB	TBD				Need Informaton	Need to receive total costs from accounting				
5 year IT and software plan	RFP					TBD					
Northumberland Cameras	Small Quote					\$ 35,000.00		Need Details	Need Funding Confirmation		
Paperless Pre/Post Trip Inspections	RFP							Need Details part of Fleet Management?			
Cumberland, Perry, and Franklin Para Subcontractor	RFP	TBD				TBD					
Managed IT Services	RFP					\$ 700,000.00	Currently held by BIG	Contract ends 12/31/2023	Operating Expense		
Dauphin Service Truck Bed Replacement	TBD					Estimated \$12k			No Funding		
Cumberland Remote Internet Access	Sole Source										
						Future Total	\$	735,000.00			
						Combined Total	\$	4,929,630.93			

Current Activity

Future Activity



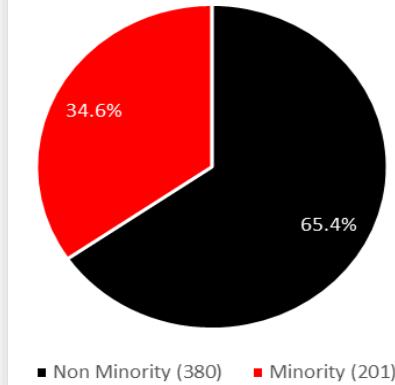
SRTA Equal Employment Opportunity Dashboard

July 2023 — September 2023

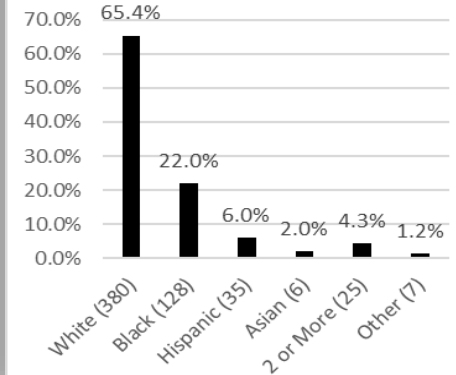
Service Area: Race

	White Alone, Not hispanic	Black Minority	Black Alone	American Indian or Alaskan Native Alone	Asian Alone	Native Hawaiian or Pacific Islander Alone	2 or More	Hispanic
United States	58.9%	41.1%	13.6%	1.3%	6.3%	0.3%	3.0%	19.1%
Pennsylvania	74.5%	25.5%	12.2%	0.4%	4.1%	0.1%	2.4%	8.6%
Adams	88.3%	11.7%	2.2%	0.4%	0.9%	0.1%	1.7%	7.4%
Columbia	91.9%	8.1%	2.2%	0.3%	1.1%	0.1%	1.3%	3.9%
Cumberland	81.9%	18.1%	5.5%	0.3%	5.9%	0.1%	2.5%	5.1%
Dauphin	62.1%	37.9%	19.1%	0.5%	6.9%	0.1%	3.8%	11.1%
Franklin	86.3%	13.7%	4.4%	0.3%	1.1%	0.1%	2.3%	7.0%
Montour	89.7%	10.3%	2.2%	0.3%	3.6%	0.0%	1.5%	3.2%
Northumberland	90.9%	9.1%	3.2%	0.4%	0.5%	0.0%	1.5%	4.8%
Perry	94.4%	5.6%	1.3%	0.3%	0.5%	0.1%	1.4%	2.5%
Snyder	94.6%	5.4%	1.4%	0.2%	0.7%	0.1%	1.2%	2.6%
Union	85.5%	14.5%	6.3%	0.5%	1.8%	0.1%	1.6%	5.8%
York	80.7%	19.3%	7.8%	0.4%	1.7%	0.1%	2.6%	9.2%

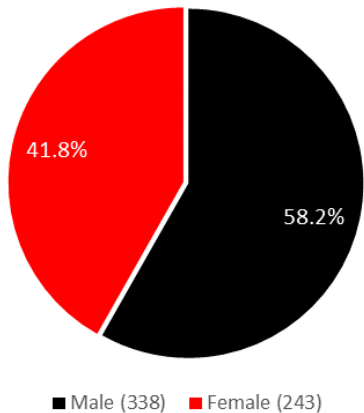
Total Employees (581): Race



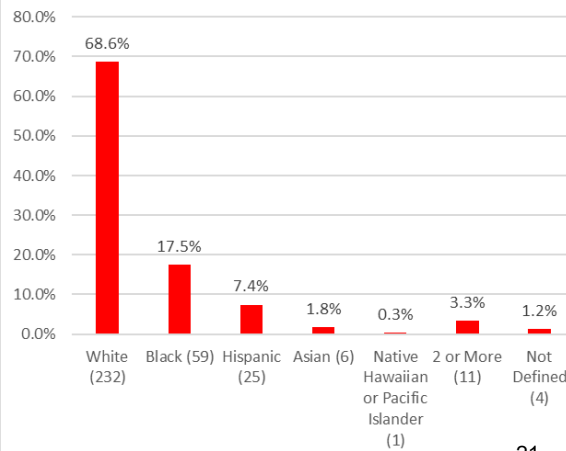
Employees (581) by Race



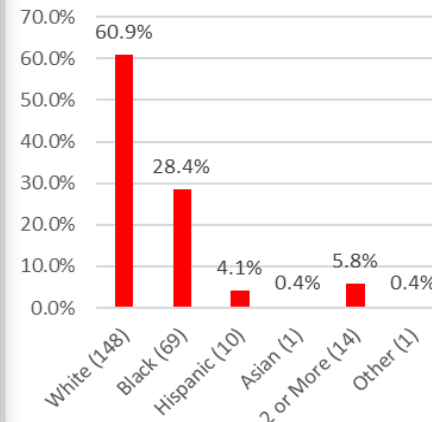
Total Employees (581): Gender



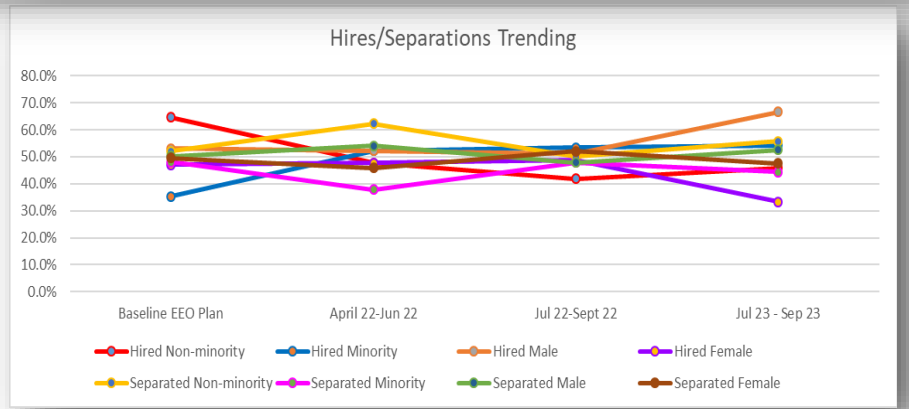
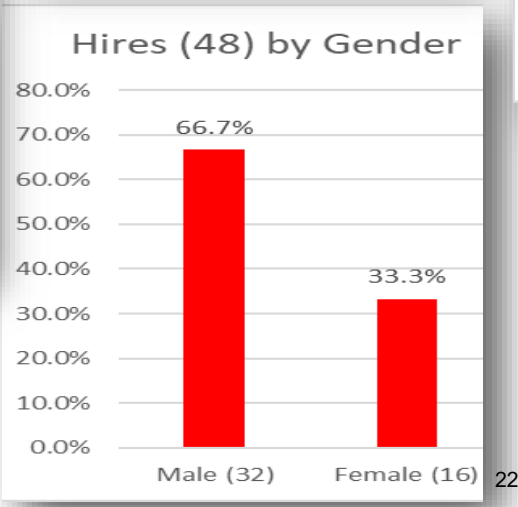
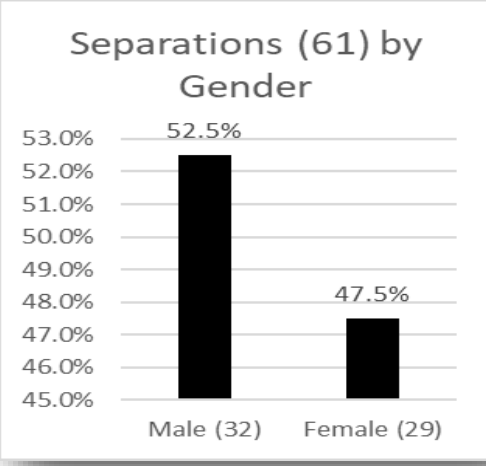
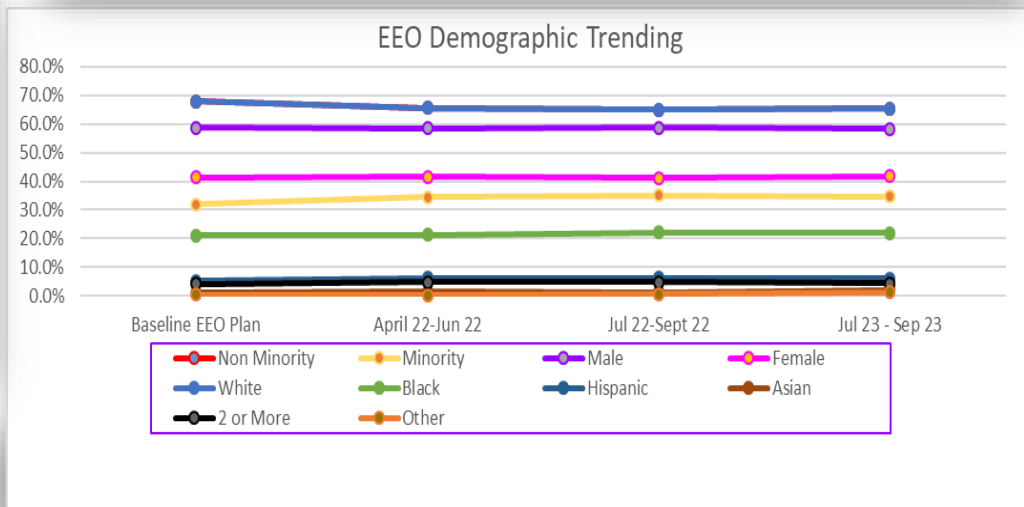
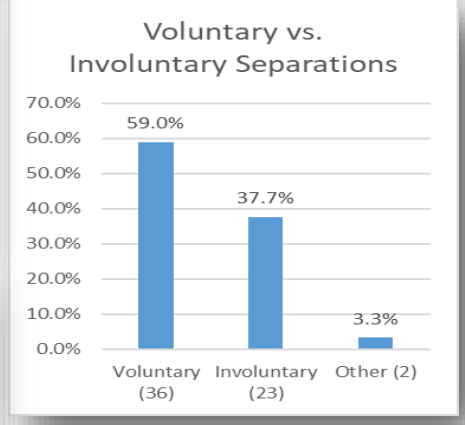
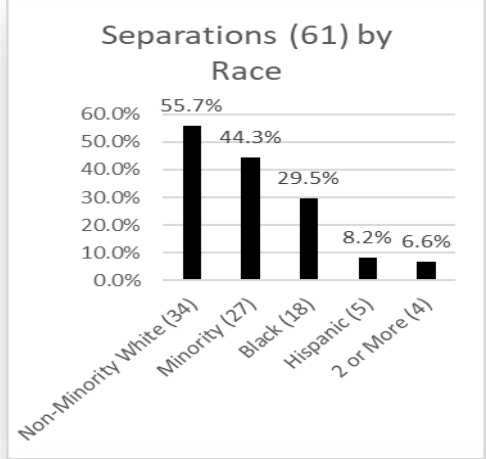
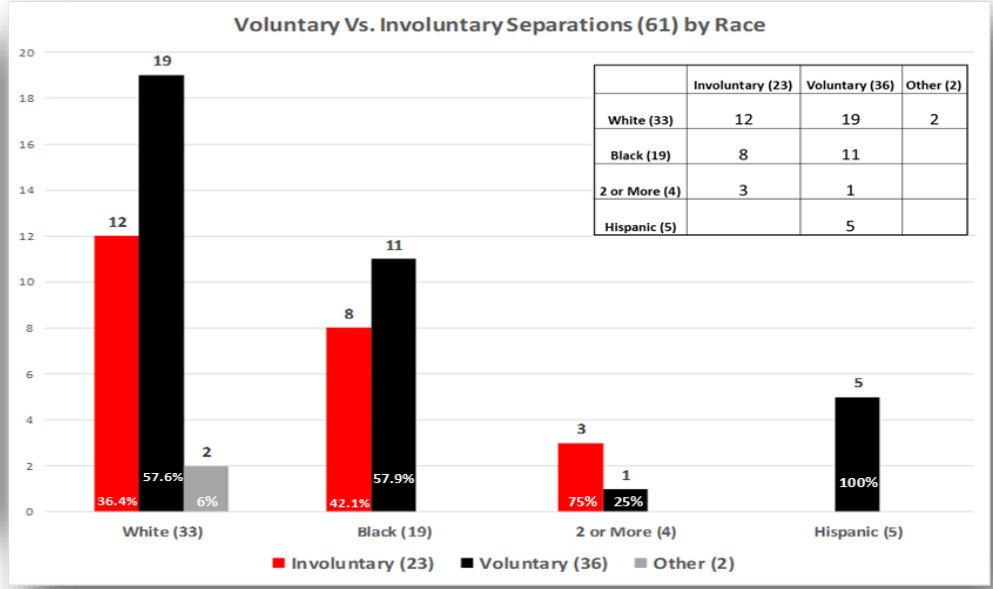
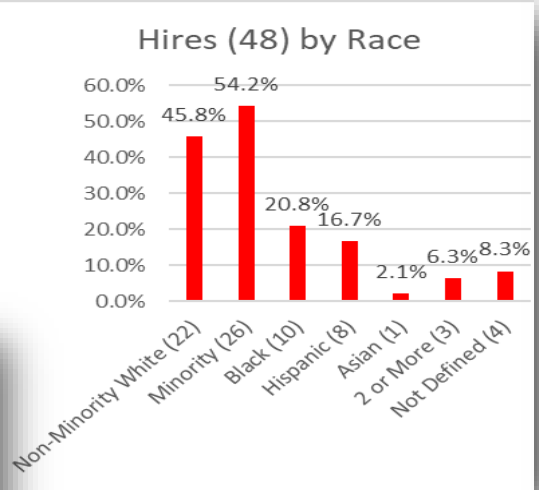
Male Employees (338)



Female Employees (243)



Service Area: Gender	Male	Female
United States	49.6%	50.4%
Pennsylvania	49.4%	50.6%
Adams	50.1%	49.9%
Columbia	48.4%	51.6%
Cumberland	49.4%	50.6%
Dauphin	49.0%	51.0%
Franklin	49.9%	50.1%
Montour	48.8%	51.2%
Northumberland	51.4%	48.6%
Perry	50.7%	49.3%
Snyder	50.4%	49.6%
Union	53.1%	46.9%
York	49.8%	50.2%



Safety Dashboards – October 2023

rabbittransit – ENTIRE SYSTEM

Events	October 2023	YTD FY2024	October 2022	YTD FY2023
Preventable Vehicle Accidents	14	45	16	62
Non-Preventable Vehicle Accidents	8	38	11	39
Passenger Injury	0	5	1	1
Employee Injury	1	19	4	13

rabbittransit – All Counties except Dauphin

Events	October 2023	YTD FY2024	October 2022	YTD FY2023
Preventable Vehicle Accidents	9	29	10	43
Non-Preventable Vehicle Accidents	6	28	9	22
Passenger Injury	0	4	1	1
Employee Injury	0	7	3	10

rabbittransit – Dauphin County Only

Events	October 2023	YTD FY2024	October 2022	YTD FY2023
Preventable Vehicle Accidents	5	16	6	19
Non-Preventable Vehicle Accidents	2	10	2	17
Passenger Injury	0	1	0	0
Employee Injury	1	12	1	3

Richard K. Trout | Safety, Security, and Training Officer
Susquehanna Regional Transportation Authority
 Serving Adams, Columbia, Cumberland, Dauphin, Franklin,
 Harrisburg City, Montour, Northumberland, Perry, Snyder, Union and York
 415 N. Zarfoss Drive
 York, PA 17404