

# SRTA

## SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

---

**DATE:** March 28, 2024

**TIME:** 10:00 AM

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

**PURPOSE:** March 2024 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. Approval of Minutes
  - A. Meeting Minutes of February 22, 2024 (Pages 3-5)
5. Communications (Pages 6-7)
  - A. MATP Report
  - B. Borough of Chambersburg Bus Tour – thank you email
6. Treasurer's Report
7. Old Business (Page 8)
  - Draft SRTA Position Statement on Local/Regional Passenger Rail
8. New Business
  - RESOLUTION 2409 – CONTRACT AWARD FOR PUBLIC TRANSIT AGENCY SAFETY PLAN MANAGEMENT SOFTWARE (Pages 9-10)
  - RESOLUTION 2410 – AUTHORIZATION TO MODIFY THE FULLINGTON AUTOBUS COMPANY CONTRACT TO REFINE ROUTE FAB10/11 (Pages 11-12)
  - RESOLUTION 2411 - APPROVAL TO EXECUTE A ONE-YEAR RIGHT OF WAY AGREEMENT WITH LUMEN ON THE CUMBERLAND VALLEY RAILROAD BRIDGE (Pages 13-17)
  - RESOLUTION 2412 – AUTHORIZING THE SRTA ADVERTISING POLICY (Pages 18-20)

RESOLUTION 2413 – AWARDING GASOLINE CONTRACT (Pages 21-24)

9. Future Procurements (Page 25)

10. Staff Report

- Pass Sale Report (Pages 26-28)

11. Executive Session

12. Adjournment

**Next Meeting: Thursday, April 25, 2024 415 N. Zarfoss Dr York,**

**10:00AM – SRTA Board Meeting**

- Note: Annual CPTA Board Reorganization 9:45AM
- Note: Board of Directors Meeting Photo for Annual Report for May 23 Meeting

**SRTA**  
**SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY**

**MINUTES OF SRTA BOARD MEETING**

February 22, 2024

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

Guests and Administrative Staff Members present were Stephen Baldwin, Rich Farr, Brian Gillette, Nicole Hansen, Bev Hockenberry, Alix Haller, David Juba, Jamie Leonard, Eric Maguire, Trevor Manahan, Cory Matthews, Jenna Reedy, Sean Summers, Rick Trout, and Chris Zdanis.

CALL TO ORDER

Chairman Bugaile called the meeting to order at 10:00am.

CHANGES OR MODIFICATIONS TO THE AGENDA

There were no changes or modifications to the agenda.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

Motion to approve the January 25, 2023 meeting minutes was raised by LaToya Winfield Bellamy, seconded by Ray Rosen, and passed unanimously.

COMMUNICATIONS

There were no communications.

YAMPO TRANSIT COMMITTEE

YAMPO has requested to reintegrate the transit technical committee back into the traditional technical committee. This will no longer be a standing item on the SRTA agenda. rabbittransit will continue as a member of the technical committee.

TREASURER'S REPORT

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

- RIDERSHIP: Year to date comparisons to the prior year are as follows:
  - Fixed Route ran 11% above last year.
  - Paratransit was 2% above the previous year.

**SRTA**  
**SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY**

- Commuter Express experienced a 2% decrease from last year (YTD).
- Microtransit's ridership was an 18% increase in ridership compared to the same time last year.
- **REVENUE:** Year to Date Grant and Contract Income is below budget by \$315,000 because less subsidy was required than the budget anticipated.
- **EXPENSES:** Year to Date Total Expenses are \$1.5 million lower than budgeted.
- Unfilled positions increased by 5 to 66 this month. This was a result of an increase of 8 approved positions as the Authority prepares to directly provide service in Shippensburg and expand Microtransit and Veteran's service in Franklin County.
- **RESERVES:** The Authority's cash balances were consistent with its 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)**
  - 5 Revenue Vehicles (Ford Transits)           \$620,060
  - Bus Wash Heating Upgrade                   \$ 85,543

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

**RESOLUTION 2406 – CONTRACT FOR VEHICLE VIDEO MONITORS THROUGH TSI**

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

**RESOLUTION 2407 – LOCAL MATCH RESOLUTION CCA 2023-2024**

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

**RESOLUTION 2408 - APPROVING THE REVISING OF THE SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY EMPLOYEE HANDBOOK**

Motion to approve was raised by Kirk Stoner, seconded by Ray Rosen, and passed unanimously.

**FUTURE PROCUREMENTS**

The list of procurement projects was reviewed.

**STAFF REPORT**

Rich Farr presented the following staff updates:

- rabbitransit is currently preparing for a press conference to be held on February 26 at the York HACC campus, highlighting transportation in the York communities.

**SRTA**  
**SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY**

- rabbittransit is currently working on a Stroller Pilot Program. Features may include removing one front row of seating on two of its fixed route bus routes and special signage.
- rabbittransit continues to work on the RAISE grant application, due February 28, 2024. PennDOT will review the application, before filing, as they are filing as a joint applicant.
- rabbittransit is currently working on a “Low or No Emission” Grant Program which is due April 25, 2024.
- The Board Retreat is scheduled for February 29, 2024, at the Harrisburg Hilton.
- Fare increase discussions continue with funding partners.

ADJOURNMENT

The next scheduled Board of Directors meeting will take place on March 28, 2024 at 10:00 AM at 901 N. Cameron St, Harrisburg.

The meeting adjourned at 10:37AM.

Respectfully Submitted,

Thomas Wilson  
Secretary



DEPARTMENT OF MENTAL HEALTH / AUTISM / DEVELOPMENTAL PROGRAMS  
100 CHESTNUT STREET, HARRISBURG, PA 17101  
(717)780-7050 / (717)780-7061 FAX

**BOARD OF COMMISSIONERS**  
George P. Hartwick III. CHAIRMAN  
Justin Douglas, VICE CHAIRMAN  
Mike Pries, SECRETARY

**CHIEF CLERK/CHIEF OF STAFF**  
Stephen Libhart

**DIRECTOR OF HUMAN SERVICES**  
RANDIE YEAGER

**SOLICITOR**  
FREDRICK W. LIGHTY, ESQUIRE

MHADP ADMINISTRATOR  
ANDREA KEPLER

March 1st,

Christopher Zdanis, SRTA  
901 N Cameron St,  
Harrisburg, PA 17101.

Dear Mr. Zdanis:

On March 1<sup>st</sup>, 2024, Dauphin County conducted a monitoring review of the Medical Assistance Transportation Program (MATP). The purpose of the visit was to review administrative and programmatic policies and procedures to determine if SRTA is meeting MATP requirements. The current fiscal year of 2023-2024 was reviewed.

The monitoring review was attended by Chris Zdanis, SRTA, and Sufyan Baig Administrative Officer at Dauphin County.

Findings and Recommendations:

- Rabbit Transit / CAT / SRTA contracts with Dauphin County as an MATP transportation provider and hence are required to comply with the MATP Standard and Guidelines.
- Complaints and no shows are required to be reported to CCB every quarter before the 15<sup>th</sup> of the following month.
- Incident reports must be submitted to CCB, Dauphin County and MATP Program advisor.

Thank you for your partnership and adherence to the MATP Standards and Guidelines.

Sincerely,

Sufyan Baig, Administrative Officer

CC: Andrea Kepler, Administrator, Dauphin County.

---

**From:** Guy Shaul <[gshaul@chambersburgpa.gov](mailto:gshaul@chambersburgpa.gov)>  
**Sent:** Monday, March 4, 2024 6:04 PM  
**To:** Rich Farr <[rfarr@rabbittransit.org](mailto:rfarr@rabbittransit.org)>  
**Cc:** Jenna Reedy <[jreedy@rabbittransit.org](mailto:jreedy@rabbittransit.org)>; Phil Wolgemuth <[pwolgemuth@chambersburgpa.gov](mailto:pwolgemuth@chambersburgpa.gov)>  
**Subject:** Bus tour

**Caution:** This is an external email and may be malicious. Please take care when clicking links or opening attachments.

Good evening Rich,

Thank you very much for your support of our tour with the DCED Secretary's Special Assistant Morgan Boyd and Madra Clay, our Regional Director. State Representative Rob Kauffman was able to join us, as well as, our Council President Allen Coffman.

Everyone found it very convenient to be in one vehicle which allowed them to continue to discuss the projects they were just briefed on.

This is a great service.

The continued success of the StopHopper came up in conversation as well. Good Luck with the proposed expansion into the Fayetteville area.

Thanks for all that Rabbit is doing.

Gary was a great driver. Please thank him again.

Thank you as well Jenna.

Hope you all have a good evening.

Guy

Guy Shaul  
Community & Economic Development Specialist  
Borough of Chambersburg  
100 S. 2nd St, 2nd floor  
717-251-2446 office  
717-729-2262 cell  
[gshaul@chambersburgpa.gov](mailto:gshaul@chambersburgpa.gov)



## Passenger Rail Position Statement

As Central Pennsylvania’s public transit provider, rabbittransit is committed to advancing mobility within our community, a mission that remains at the forefront of our operations. rabbittransit has a strong history of coordinating and advancing multimodal projects beyond what traditional transit systems typically do, as can be demonstrated through its work with PennDOT in managing the Intercity Bus Program, the Middletown Train Station, and piloting technology projects like the statewide paratransit scheduling software and Find My Ride.

Passenger rail operations is not a current strategic priority. Our focus in this area is to support PennDOT and Amtrak on developing new projects that have both regional and statewide significance. We did extensive research into rail service in the Capital Region and the results determined such action would not be financially viable. rabbittransit believes passenger rail must be initiated and supported by local and state elected officials, particularly those within municipalities that are required to provide local match funding. These projects require great focus on infrastructure improvements and consume immense financial resources. They must be planned and financed at both the federal and state level. Additionally, it is crucial that such initiatives garner great support from local businesses and have full participation of freight railroads.

Our Board of Directors has approved a fiscally constrained strategic focus on advancing High Intensity Mobility Bus Corridors in order to improve speed, reliability, and passenger amenities.

Our strategic approach involves close collaboration with local municipalities to improve connections with land use and to upgrade infrastructure. This may include the implementation of bus lanes, traffic signal coordination, and enhanced bus stops. The High Intensity Mobility Corridor initiatives align with our mission and are tailored to meet the immediate needs of our communities.

It is important to recognize that our current funding levels only sustain our existing operations and offer limited opportunities for expansion, particularly not at the scale required for passenger rail projects. Therefore, while we remain committed to supporting the community, our resources are directed towards initiatives that align with the directives set forth by our funding partners.

While we acknowledge the potential role of passenger rail in a comprehensive state transportation network, our current strategic priorities and funding constraints necessitate a focus on other mobility initiatives. rabbittransit will continue to serve our community and collaborate with our partners to work to best address evolving transportation needs.

3/28/2024



**RESOLUTION 2409**  
**CONTRACT AWARD FOR PUBLIC TRANSIT AGENCY SAFETY**  
**PLAN MANAGEMENT SOFTWARE**

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) has a need to report to the Federal Transit Administration (FTA) certain aspects of the implemented Public Transit Agency Safety Plan (PTASP); and,

WHEREAS, the FTA has required agency staff communication and monitoring requirements and as such there is a need obtain and utilize software which will interact with other SRTA software to track and manage items related to PTASP compliance; and,

WHEREAS, it was determined that a Request for Proposals (RFP) was the most appropriate procurement method and was developed according to Federal, State, and SRTA criteria with one firm submitting a complete and responsive proposal. A total of twenty (20) firms requested the full specifications. One (1) firm, Trackit Transit, LLC, provided a competitive and responsive proposal. The remaining firms were surveyed to determine why they chose not to submit a proposal. Responding firms pointed to the PTASP compliance requirement as the prohibiting factor. SRTA administration reviewed the RFP solicitation and the responses then determined that the PTASP suitability requirement was critical to regulatory compliance; and,

WHEREAS, Trackit Transit provided a proposal which scored well within the RFP Evaluation Committee, receiving eight-hundred, ninety-six (896) out of one-thousand (1,000) total points. When the Trackit Transit pricing was compared to the expected costs, it was found that the quoted pricing was within twenty-one percent (21%) of the expected median cost and forty-four percent (44%) below the average price. The SRTA administration determined that this pricing was acceptable since it was found that fleet safety management software platform costs vary significantly; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority to award a five (5) year software as a service (SaaS) Contract to Trackit Transit, LLC with a not to exceed value of Two-hundred, twenty-eight, thousand Dollars and Zero Cents (\$228,000.00).

**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 March 28, 2024.

Attest:

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

\_\_\_\_\_  
Eric Bugaile  
Chairman

**RESOLUTION 2409  
CONTRACT AWARD FOR PUBLIC TRANSIT AGENCY SAFETY  
PLAN MANAGEMENT SOFTWARE**

FACT SHEET

- 600 total program users
- Will be loaded on tablets used by drivers for reporting activity
- Solicitation Activity
  - 86 possible vendors notified via direct email
  - Advertised on SRTA websites and Transit Talent, trade magazine
  - 20 solicitations requested, including 7 new companies added to the SRTA bidders list
  - 2 firms asked clarifying questions
  - 1 bid received
  
- Independent Cost Estimate (ICE) Expectations
  - Highest estimated 5 year cost: \$718,200.00
  - Average estimated 5 year cost: \$410,040.00
  - Lowest estimated 5 year cost: \$180,000.00
  - In developing the ICE, we were not able to locate any public information on costs for companies that provide required PTASP compliance software.

**RESOLUTION NO. 2410**

**AUTHORIZATION TO MODIFY THE FULLINGTON AUTOBUS  
COMPANY CONTRACT TO REFINE ROUTE FAB10/11**

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) has been engaged by PennDOT to administer the Intercity Bus Program; and,

WHEREAS, SRTA, in consultation with the Contractor, reserves the right to make route and schedule additions and reductions throughout the term of this Agreement; and,

WHEREAS, on February 20, 2024, Fullington Auto Bus Company submitted a formal proposal to modify the route and schedule for FAB10/11 to eliminate under-utilized stops and add stops in Allentown, Bethlehem and the Lehigh Valley International Airport; and,

WHEREAS, the proposed changes result in an additional forty-six (46) miles per day at \$3.09 per mile, totaling \$51,881 per year; and,

WHEREAS, on February 26, 2024, PennDOT’s Bureau of Public Transportation concurred with the proposed changes; and,

WHEREAS, the approved funding level for the these refinements is contingent upon the availability of federal and state funding; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority to grant the Executive Director the authority to modify this contract on behalf of the Susquehanna Regional Transportation Authority with Fullington Auto Bus Company to meet the goals of the program.

**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 this 28<sup>th</sup> day of March 2024.

Attest:

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

\_\_\_\_\_  
Eric Bugaile  
Chairman

## **RESOLUTION NO. 2410**

### **AUTHORIZATION TO MODIFY THE FULLINGTON AUTOBUS COMPANY CONTRACT TO REFINE ROUTE FAB10/11**

#### FACT SHEET

- Fullington Auto Bus Company's Annual ICB funding for 2024-2025 for seven (7) routes is currently \$3,451,696:
  - Route FAB10/11 is currently funded at \$322,179.
- Proposed additional funding for route refinement for Route FAB10/11 is \$51,881.
  - Route FAB10/11 funding will increase to \$374,060.
  - Fullington's 2024-25 funding will increase to \$3,503,577.

**RESOLUTION 2411**

**APPROVAL TO EXECUTE A ONE-YEAR RIGHT OF WAY AGREEMENT WITH LUMEN ON THE CUMBERLAND VALLEY RAILROAD BRIDGE**

WHEREAS, the Cumberland-Dauphin-Harrisburg Transit Authority owns the Cumberland Valley Railroad Bridge over the Susquehanna River in Harrisburg, PA; and,

WHEREAS, the Authority has historically provided right of way agreements for the placement of utilities on the bridge; and,

WHEREAS, the Authority was contacted by Lumen, a technology company, for the placement of fiber optic cable on the bridge; and,

WHEREAS, the Authority continues to evaluate the future of the bridge and therefore is not in a position to offer a long-term right of way agreement; and,

WHEREAS, Lumen is requesting SRTA to enter into a one-year agreement with the Authority; and,

NOW THEREFORE BE IT RESOLVED by the Board of Directors that a one (1) year right of way agreement in the amount of \$15,618 be offered to Lumen.

**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 March 28, 2024.

Attest: \_\_\_\_\_  
Thomas Wilson  
Secretary

\_\_\_\_\_  
Eric Bugaile  
Chairman

## RESOLUTION 2411 FACT SHEET

### RIGHT OF WAY AGREEMENT

KNOW ALL MEN BY THESE PRESENTS that, SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY (SRTA), 901 N. Cameron Street, Harrisburg, PA 17101, a Municipal Authority (hereinafter called "GRANTOR"), does hereby for itself and its successors and assigns, grant unto CENTURYLINK COMMUNICATIONS, LLC, a Delaware corporation, whose principal place of business is located at 1025 Eldorado Blvd. Broomfield, CO 80021 (hereinafter called "COMPANY," which term shall include its affiliates, subsidiaries and parent entity), its successors, assigns and lessees, a nonexclusive right-of-way and easement, including all privileges and authority to construct, reconstruct, maintain and operate its telecommunications facilities (hereinafter the "Facilities") over and along the property which said Granter owns or in which it has any interest located on the Grantor's Susquehanna River Bridge, said bridge being formerly owned by Cumberland Valley Rail Road (hereinafter the "Bridge"). The Bridge crosses the Susquehanna River from Mulberry Street, in the City of Harrisburg, Dauphin County, to the southern part of City Island and on to a point in the Borough of Lemoyne County of Cumberland, Commonwealth of Pennsylvania; and along the public highways adjoining the said property, including the right of unlimited ingress and egress to and from the said Facilities for any of the aforesaid purposes. This Agreement shall commence upon execution of the Agreement by both parties and continue for one (1) year. Parties may agree to extend the agreement at any time. Should the agreement not be extended, the Company will remove its property within 30 days of the conclusion of the agreement. Upon removal, the company will send a letter certifying that the equipment is no longer in use. TO HAVE AND TO HOLD this right of way and easement unto Company together with the right,

from time to time, to assign and convey this right of way and easement, and the rights granted hereunder, freely, in whole or in part.

At the time of execution of this Right Of Way Agreement by both parties, Company shall pay to Grantor the sum of \$15,618 as full and complete consideration for the rights granted herein covering the one year term of agreement.

Grantor hereby approves the engineering specifications relative to the placement of the Facilities, attached hereto and incorporated herein as Exhibit A [note: due to size, its not provided in the fact sheet]. Should Grantor determine that Company's Facilities require either temporary or permanent relocation of the Facilities due to scheduled maintenance or repair of structural damage, Grantor will provide Company with a minimum of sixty (60) days prior written notice of said relocation. Company will assume complete responsibility for the relocation, removal or maintenance of the Company owned Facilities.

Company shall install its conduits under the ballast and base materials in the body of the bridge. Company may not install manholes, handholes, or pull boxes under the track.

Company shall be responsible for ensuring that the track stability is not compromised by Company's construction or maintenance activities.

Company shall be responsible for performing (at its own cost) all maintenance and repairs of its facilities.

Each party agrees to indemnify and hold harmless the other from and against any and all claims, demands, damages, or causes of action for property damages or personal injury that are caused by: (a) any activity, work, or thing done or permitted by such indemnifying party in or about the easement area; (b) any negligent acts of such indemnifying party, or the employees, agents or contractors of such party,

unless said actions are a direct result of the other party's negligence or willful misconduct.

Company shall ensure that its employees, contractors and subcontractors engaged in construction of its Facilities shall have had safety training and confined space training and work in full compliance with OSHA and railroad worker rules.

Amtrak has a right-of-way agreement on the east end of the bridge. Company is responsible to coordinate with Amtrak for any work within their right-of-way.

After completion of construction Company shall provide Grantor with "as-built" drawings that depict the construction and location of Company's facilities.

No portion of this agreement can be assigned or transferred, except by written approval of SRTA. The Company must notify SRTA with any change of ownership. Failure to notify SRTA of any ownership change will result in SRTA removing the equipment from the bridge without need to notify the company and at the company's expense.

This Agreement shall be governed and construed under the laws of the Commonwealth of Pennsylvania.

This Agreement constitutes the entire agreement between the parties and shall supersede all previous negotiations, commitments, representations and writings written or oral. Any alteration or amendment to this Agreement shall be acceptable only if presented in writing and signed by the party against whom enforcement of same is sought.

[Signature Page Follows]



IN WITNESS WHEREOF, Grantor has caused this Right of Way Agreement by and between Susquehanna Regional Transportation Authority and CenturyLink Communications, LLC. to be executed in its corporate name by its proper officers, this 28<sup>th</sup> day of March, 2024.

ATTEST:

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

\_\_\_\_\_  
Eric Bugaile  
Chairman  
SRTA

ATTEST:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

CenturyLink Communications, LLC

\_\_\_\_\_  
James Nickerson, Manager NIS/ROW

**RESOLUTION NO. 2412**  
**AUTHORIZING THE SRTA ADVERTISING POLICY**

WHEREAS, due to recent legal activity surrounding transit advertising, the Pennsylvania Public Transportation Association (PPTA) undertook a community and rider survey to determine the types of advertising they deem acceptable; and,

WHEREAS, PPTA developed a model policy which incorporates the work of the survey; and,

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority (SRTA) that it certifies the adoption and institution of the SRTA Advertising Policy on this date, March 28, 2024.

**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 this 28<sup>TH</sup> day of March 2024.

Attest: \_\_\_\_\_  
Thomas Wilson  
Secretary

\_\_\_\_\_  
Eric Bugaile  
Chairman

## RESOLUTION 2412

### FACT SHEET

#### Guidelines Governing Commercial Advertising

**The following advertising guidelines have been developed based upon input from the public. A survey of riders and the general public has concluded that the following guidelines represent commercial content, in a non-public forum, that fairly represents offensive and/or acceptable speech on transit vehicles and in transit amenities. Periodically, additional surveys will take place to ensure the Authority is properly understanding what types of speech are offensive and may lead to service disruption, violence or altercations. The agency understands that advertising is not necessary for public transit vehicles as the Transit Agency's main purpose is the transportation of its customers. Therefore, the speech that may be included in advertisement is not a traditional public forum and appropriate rules for such speech are included below. Any of the following regulations are intended to regulate content as opposed to any particular viewpoint.**

1. All advertising shall comply with the spirit of all applicable laws and regulations of the various jurisdictions in which it is displayed unless the inconsistencies among the various jurisdictions prevents such compliance. Advertising will not be accepted that is false, misleading or deceptive. Generally, advertisements will be considered when selling a product or service with the limitations outlined in this policy.
2. Advertisers promoting contests shall insure the contest is being conducted with fairness to all entrants and complies with all applicable laws and regulations.
3. Testimonials should be authentic and shall honestly reflect the response of the person making them. (The sales contract shall provide for the indemnification of the Authority against action by any person quoted or referred to in any advertisement placed in the Authority's system).
4. Medical and health-related messages will be accepted only from government health organizations, or by other advertisers if the substance of the message is currently accepted by the American Medical Association and/or the Food and Drug Administration.
5. Advertisers shall avoid illustrations or references which disregard normal safety precautions.
6. Advertising offering premiums or gifts shall avoid representations which would enlarge the value of the item in the minds of the viewers.

7. Use of graphics or representations in advertising is subject to approval by The Authority and shall fit within these guidelines.
8. No implied or declared endorsement of any product or service or message by **The Authority** is permitted.
9. Advertisements regarding issue oriented matters intended to influence members of the public or influence public policy regarding an issue on which there are varying opinions are prohibited. Such an example of issue oriented advertisements may include, but not limited to, a particular position for or against a particular gender ideology or initiative.

A distinction may be made by the Authority for making advertisement determinations, under this particular section, based upon whether a product is endorsed as opposed to simply an ideology.

10. The advertisement of weapons or advocacy for or against any weapons is prohibited.
11. Advertisements of tobacco, vaping and/or alcohol products are prohibited. Further, the advertisement of drugs that are prohibited by Federal Law are prohibited.
12. Advertisements that support or oppose any political party or candidate for office of any kind are prohibited.
13. Advertisements that promote or oppose any religion, religious practice or belief are prohibited. For purpose of this section, religion shall mean any language, imagery or symbols showing a belief in or reverence for a God or deity.

**RESOLUTION NO. 2413**

**AWARDING GASOLINE CONTRACT**

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) desires to establish a contract for fuel for the period April 1, 2024 to March 31, 2025; and,

WHEREAS, SRTA through a joint procurement with the South Central Transit Authority (SCTA), and the County of Lebanon Transit Authority (LT) publicly advertised an Invitation For Bid (IFB) on February 20, 2024 in accordance with all required Federal and State purchasing requirements; and,

WHEREAS, due to the uncertainty of the fuel market, it is believed to be in the best interest of the Authority to award a fixed rate contract; and,

WHEREAS, due to the volatility of the petroleum market, the majority of the bidders will not commit to a fixed bid price until the time of award; and,

WHEREAS, to maximize the benefits of a joint procurement, a contract award must be made from each transit system at the same time within one business day of bid opening; and,

WHEREAS, to award multiple contracts, one from each transit system, it is not possible under normal business practices to meet the award requirement due to each Transit Authority Board of Directors' meeting being held on different dates throughout the month; and,

WHEREAS the bid opening occurred on March 20, 2024 and the SRTA Executive Director determined that the bid price of \$2.524 per gallon submitted by Sunoco, LLC which was determined to be a responsive and responsible Bid submission. This submission price will endure through March 31, 2026; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby ratifies the award of a contract to Sunoco, LLC which offered the lowest fixed cost for Unleaded Gasoline and meeting all Federal and State purchasing requirements. Contracts will be for the period April 1, 2024 to March 31, 2026.

**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 Susehanna Regional Transportation Authority Board Members held on March 28, 2024.

attest: \_\_\_\_\_  
Thomas Wilson  
Secretary

\_\_\_\_\_  
Eric Bugaile  
Chairman

# RESOLUTION NO. 2412

## AWARDING GASOLINE CONTRACT

### FACT SHEET

- This is the standard process for the annual bid for 87-Octane gasoline for fleet vehicles.
- As in the past, this was a straight forward award to the bidder offering the lowest price for each of the products. Bids were due at 4:00 PM, prevailing time, on Wednesday, March 20, 2024 when the bid opening occurred.
- There was a base bid year for the period April 1, 2024 through March 31, 2025 and an option to include the period April 1, 2025 through March 31, 2026. Based on pricing it was determined that accepting the option year was in the best interest of the Authorities.
- Based on past consumption, Dauphin is expected to use approximately 83,000 to 101,000 gallons and York is expected to use 324,000 to 396,000 gallons of gasoline.
- Expected Costs based on calculated usage

Expected 2024- 2025 Quantity and Cost					
Dauphin		York			
Low	High	Low	High		
83,000	101,000	324,000	396,000	Gallons	
Sunoco, LLC		Atlantic Petroleum	Previous Contract	Overall Average	Bid Average
\$/Gallon	\$ 2.5240	\$ 2.6930	\$ 2.58	\$ 2.60	\$ 2.61
Dauphin Low	\$ 209,492.00	\$ 223,519.00	\$ 214,372.40	\$ 215,794.47	\$ 216,505.50
York low	\$ 817,776.00	\$ 872,532.00	\$ 836,827.20	\$ 842,378.40	\$ 845,154.00
<b>Total Possible</b>	<b>\$ 1,027,268.00</b>	<b>\$ 1,096,051.00</b>	<b>\$ 1,051,199.60</b>	<b>\$ 1,058,172.87</b>	<b>\$ 1,061,659.50</b>
York High	\$ 999,504.00	\$ 1,066,428.00	\$ 1,022,788.80	\$ 1,029,573.60	\$ 1,032,966.00
Dauphin High	\$ 254,924.00	\$ 271,993.00	\$ 260,862.80	\$ 262,593.27	\$ 263,458.50
<b>Total Possible</b>	<b>\$ 1,254,428.00</b>	<b>\$ 1,338,421.00</b>	<b>\$ 1,283,651.60</b>	<b>\$ 1,292,166.87</b>	<b>\$ 1,296,424.50</b>
Expected 2025- 2026 Quantity and Cost					
Dauphin		York			
Low	High	Low	High		
83,000	101,000	324,000	396,000	Gallons	
Sunoco, LLC		Atlantic Petroleum	Previous Contract	Overall Average	Bid Average
\$/Gallon	\$ 2.5240	\$ 2.7610	\$ 2.5828	\$ 2.62	\$ 2.64
Dauphin Low	\$ 209,492.00	\$ 229,163.00	\$ 214,372.40	\$ 217,675.80	\$ 219,327.50
York low	\$ 817,776.00	\$ 894,564.00	\$ 836,827.20	\$ 849,722.40	\$ 856,170.00
<b>Total Possible</b>	<b>\$ 1,027,268.00</b>	<b>\$ 1,123,727.00</b>	<b>\$ 1,051,199.60</b>	<b>\$ 1,067,398.20</b>	<b>\$ 1,075,497.50</b>
York High	\$ 999,504.00	\$ 1,093,356.00	\$ 1,022,788.80	\$ 1,038,549.60	\$ 1,046,430.00
Dauphin High	\$ 254,924.00	\$ 278,861.00	\$ 260,862.80	\$ 264,882.60	\$ 266,892.50
<b>Total Possible</b>	<b>\$ 1,254,428.00</b>	<b>\$ 1,372,217.00</b>	<b>\$ 1,283,651.60</b>	<b>\$ 1,303,432.20</b>	<b>\$ 1,313,322.50</b>
Expected 2 year totals					
Dauphin		York			
Low	High	Low	High		
166,000	202,000	648,000	792,000	Gallons	
Sunoco, LLC		Atlantic Petroleum	Previous Contract		
Dauphin Low	\$ 418,984.00	\$ 452,682.00	\$ 428,744.80		
York low	\$ 1,635,552.00	\$ 1,767,096.00	\$ 1,673,654.40		
<b>Total Possible</b>	<b>\$ 2,054,536.00</b>	<b>\$ 2,219,778.00</b>	<b>\$ 2,102,399.20</b>		
	\$ -	\$ -	\$ -		
York High	\$ 1,999,008.00	\$ 2,159,784.00	\$ 2,045,577.60		
Dauphin High	\$ 509,848.00	\$ 550,854.00	\$ 521,725.60		
<b>Total Possible</b>	<b>\$ 2,508,856.00</b>	<b>\$ 2,710,638.00</b>	<b>\$ 2,567,303.20</b>		



## Susquehanna Regional Transportation Authority

*Serving Adams, Columbia, Cumberland, Dauphin, Franklin, Harrisburg City, Montour, Northumberland, Perry, Snyder, Union and York*

March 21, 2024

Jessica Gonzalez  
Specialist - Government Contracts  
Sunoco, LLC  
1835 Calhoun Street  
Fort Wayne, IN 46803

**RE: Purchase of Gasoline Project #17-2022**  
**Internal- 20240213 - Gasoline Purchase Notice of Award**

Greetings Ms. Gonzalez;

The Susquehanna Regional Authority (SRTA) is pleased to notify you that we intend to award Sunoco, LLC the contract for its purchase of fuel for the period of April 1<sup>st</sup>, 2024 to March 31<sup>st</sup>, 2025 and April 1<sup>st</sup>, 2025 through March 31<sup>st</sup>, 2026 pursuant to its joint procurement process with the County of Lebanon Transit Authority (LT), and, South Central Transit Authority (SCTA) and the publicly advertised Invitation for Bid (IFB).

As such the SRTA intends to award a contract to Sunoco, LLC to furnish **87 Octane Gasoline** at the fixed **Price Per Gallon of \$2.5240**. This price will be valid and in full force through throughout the contract period.

This Notice to Award was made in accordance with our publicly advertised Invitation to Bid and addenda. The terms and conditions of which are identified in the invitation to bid and the associated addendum document. A formal Contract between SRTA and Sunoco, LLC will be forthcoming.

Please acknowledge receipt of this Notice to Award by signing below and then return a scanned copy via email.

Sincerely,

Richard Farr  
Executive Director

RF/ah  
CC: 20240213 - Gasoline Purchase



**Susquehanna Regional Transportation Authority**

*Serving Adams, Columbia, Cumberland, Dauphin, Franklin, Harrisburg City, Montour, Northumberland, Perry, Snyder, Union and York*

**Purchase of Gasoline Project #17-2022  
Internal- 20240213 - Gasoline Purchase Notice of Award**

I, the undersigned officer of Sunoco, LLC. having the right to bind the company by my signature, affirm that I have received and agree to the terms of the above Notice to Award.

\_\_\_\_\_  
Sunoco, LLC Representative (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title



**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				TBD	KCI design and solicitation			
20220428 - York Transfer Center Call Box	Small Quote					\$ 12,000.00	Need quotes for concrete cutting and repour			
20221019 - Dauphin Service Truck	Small Quote					\$ 120,000.00		Waiting on Dealer Availability		
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			
20230313 - Systemwide Radio Upgrade	TBD					\$ 1,800,000.00				
20230316 - Zarfoss Door Repairs	TBD					\$ 35,000.00				
20230511 - PTASP Software	RFP	9/25/2023	11/6/2023	12/11/2023	TBD	TBD	Resolution for 03/28/2024			
20230517 - York Boardroom Tech Upgrade	TBD					TBD	Need Information	No Grant Money Available		
20230609 - Lemoyne Bus Shelter (Site Construction)	RFQ					\$ 30,000.00	Waiting on Engineer/Project Manager			
20230616 - Locust Lane ADA Access	RFQ					\$ 60,000.00	Waiting on Project Manager			
20230726 - Fare Box Replacement	RFP	2/22/2024	2/14/2024	4/10/2024	6/3/2024	\$ 2,282,000.00				
20230807 - Renewable Natural Gas	RFP					TBD				
20230811 - York AC Machine	TBD					TBD				
20230919 - Vanpool Pilot 2023	RFP	1/30/2024	2/22/2024	3/14/2024	7/1/2024	\$ 100,000.00				
20231024 - System Wide Software Process	RFP	12/14/2023	1/5/2024	2/12/2024	TBD	\$ 110,000.00	Waiting on Proposal Scoring - New Project Manager		TBD	
20231110 - Training Material	TBD					TBD				
20231113 - Safety Training Devices	TBD					TBD				
20231113 - System Wide AED Devices	TBD					TBD				
20231116 - Facilities Trailer Purchase	Small Quote					\$ 10,000.00			CPTA-21-22-114-3, CCA-G21-22 CPTA-06666	
20231130 - Compressor Maintenance	Small Quote					\$ 20,000.00	Need Contract signed by Vendor	Operating		
20231211 - System Wide Para Subcontractors	IFB	1/16/2024	2/14/2024	3/22/2024	4/29/2024	Unknown		Operating		
20240109 - Engineering RFP	RFP	2/2/2024	2/2/2024	3/21/2024	5/31/2024	TBD			Operating / TBD	
20240112 - W. Milton Facility	TBD	TBD				TBD			TBD	
Task Order 6 - Cameron Street Power Quality Study	Contract					\$ 8,827.00			FACILITIES-2024-0074	CPTA 21-22 -114-6
20240119 - York Cleaning	TBD						Paused by Project Manager			CCA-G-22-23-SRTA-00746
20240123 - Vehicle Video Displays	Sole Source					\$ 77,854.00	Waiting on Vehicle/County breakdwn for PO			
20240129 - MTS HVAC Maintenance	Small Quote					\$ 4,700.00				
20240213 - Gasoline Purchase	IFB	2/20/2024	3/6/2024	3/20/2024	4/1/2024	\$ 1,657,843.00				
20240215 - York Transfer Center Sewerage Pump	Micro Purchase					\$ 14,187.00			FACILITIES-2024-0081	Operating
20240229 - Computer-Communication Expansion	TBD					TBD	Waiting on Project Manager			
20240301 - York Maintenance Vise	Micro Purchase					\$ 2,440.00				
20240304 - York Shelter Replacement	Small Quote					\$ 10,200.00			FACILITIES-2024-0090	Operating
20240306 - Dauphin Server MiniSplit Replacement	Small Quote					\$ 4,500.00				CCA-G-17-18-CAT-00408 (1514);
20240308 - Franklin - Cumberland WiFi	TBD					TBD				
20240308 - MTS-Zarfoss Security Consulting	TBD					TBD				
20240315 - Zarfoss Fire Pump	Contract					\$ 3,500.00				
<b>In Process Total</b>						<b>\$ 6,431,051.00</b>				
<b>Procurements</b>										
Future Activity	System-wide General Contractor RFP									
	Shop Supply Contract - Dauphin/York	IFB	TBD				Need Informaton	Need to receive total costs from accounting		
	Remote Site Cameras	IFB					TBD		Need Details	Need Funding Confirmation
	Zarfoss Access Control/ Video Surveillance									



# 50<sup>TH</sup> ANNIVERSARY TOKEN TRANSIT PASS SALE CAMPAIGN RESULTS

DECEMBER 15, 2023–JANUARY 17, 2024



## Notes from Token Transit | November thru January



Over **17,000** discounted passes sold



**16%** of riders were NEW to Token Transit



**91%** of these riders activated their discount pass



**30%** of these riders made additional purchases



**December 2023** was the highest sales month for both regions (and the month with the highest count of passes sold)



# 50<sup>TH</sup> ANNIVERSARY TOKEN TRANSIT PASS SALE CAMPAIGN RESULTS

DECEMBER 15, 2023–JANUARY 17, 2024



## Facebook Posts - Complete Campaign | November thru January

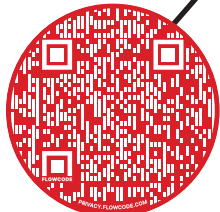
Post Date	11/24/23	<b>12/7/23</b>	12/15/23	12/23/23*	1/9/24	1/16/24
Reach	1,029	<b>1,643</b>	889	152	741	315
Engagement	22	<b>29</b>	18	2	10	8

\*Repost



## Landing Page Views | November thru January

	Timeframe	Page Views	Unique Page Views
rabbittransit.org	11/11 – 12/4	13,088	5,401
	12/15 – 1/17	13,442	5,312
	12/15 – 1/17 2023	13,775	10,346
rabbittransit.org/- capital-region	11/11 – 12/4	10,748	10,346
	12/15 – 1/17	10,907	6,184
	12/15 – 1/17 2023	11,931	5,851



## Flowcode Scans | January thru February

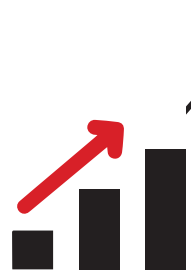
Flowcodes were created with a destination of tokentransit.com/app and placed on vehicle flyers of fixed route vehicles.

Code Location	Total Scans	Last Scanned
50% Pass Flyer - on vehicles	48	1/24



# 50<sup>TH</sup> ANNIVERSARY TOKEN TRANSIT PASS SALE CAMPAIGN RESULTS

DECEMBER 15, 2023–JANUARY 17, 2024



Pass Sales | November thru January

