

SRTA

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

DATE: April 24, 2025

TIME: 10:00 AM

PLACE: 415 N. Zarfoss Dr, York
A Zoom option will also be offered.
Public may participate at Cameron Street or Zarfoss Drive Locations.

PURPOSE: April 2025 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. RESOLUTION 2515 – HONORING FIXED ROUTE OPERATOR LOUIS RILEY FOR 45 YEARS OF SERVICE (Page 2)
5. Approval of Minutes
 - A. Meeting Minutes of March 27, 2025 (Pages 3-5)
6. Communications
7. Treasurer's Report
8. Old Business
9. New Business
 - RESOLUTION 2516 – APPROVAL TO PROCEED WITH TITLE VI FARE EQUITY ANALYSIS PROCESS (Pages 6-7)
 - Future Procurements (Page 8)
10. Staff Report
11. Executive Session
12. Adjournment

Next Meeting: Thursday, May 29, 2025 at 901 N. Cameron St, Harrisburg, PA
10:00AM – SRTA Board Meeting

Reminder: State Ethics forms completion due by May 1, 2025

RESOLUTION NO 2515

**HONORING FIXED ROUTE OPERATOR LOUIS RILEY
FOR 45 YEARS OF SERVICE**

WHEREAS, Louis Riley began his public service as a Fixed Route Operator with the York Area Transportation Authority in 1980; and,

WHEREAS, the year 2025 marks 45 years of dedicated and outstanding public service to the Authority; and,

WHEREAS, throughout his tenure, Louis Riley has exemplified positivity, kindness, and a commitment to exceptional customer service, earning the respect and admiration of colleagues and passengers alike; and,

WHEREAS, his ability to connect with people has fostered a welcoming and friendly atmosphere, making a lasting impact on the community he serves; and,

WHEREAS, his dedication to safety, reliability, and the overall mission of the Authority has been truly commendable and has not gone unnoticed;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority that it formally acknowledges and expresses deep appreciation for the exemplary service and goodwill that Louis Riley has brought to his role as a Fixed Route Operator of the Susquehanna Pennsylvania Transportation 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 April 24, 2025.

Attest: _____
Thomas Wilson
Secretary

Eric Bugaile
Chairman

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MINUTES OF SRTA BOARD MEETING

March 27, 2025

Present were board members: Diane Bosak, Eric Bugaile, Jason Graves, Rich Kotz, Keith Martin, Ray Rosen, Kirk Stoner and LaToya Winfield Bellamy. Jill Nagy, Counsel, was also present.

Guests and Administrative Staff Members present included: Steve Baldwin, Thomas Brandenstein, Dave Cook, Rich Farr, Brian Gillette, Nicole Hansen, Bev Hockenberry, David Juba, Jamie Leonard, Eric Maguire, Trevor Manahan, Jenna Reedy, Joseph Schneider, Bill Shaw, Anthony Stever, Rick Trout, Felicia Trujillo, Sherry Welsh, Jason Wolfgang.

CALL TO ORDER

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

CHANGES OR MODIFICATIONS TO THE AGENDA

There were no modifications to the Agenda.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

Motion to approve the February 27, 2025 meeting minutes was raised by Ray Rosen, seconded by Kirk Stoner, and passed unanimously.

COMMUNICATIONS

There was no Communications.

TREASURER'S REPORT

Steve Baldwin presented details on the February 2025 Financial Statement and Statistical Notes. He noted the following highlights:

- RIDERSHIP: Year-to-date comparisons to the prior year are as follows:
 - Fixed Route ran a 2.3% increase over last year.
 - Paratransit had a 4.7% increase over last year.
 - Commuter Express experienced a 0.8% increase from last year.
 - Microtransit's ridership was a 17.5% increase compared to the same time last year.
- REVENUE: February's Year-to-date Grant and Contract Income is below budget by \$2.2 million because less subsidy was required than the budget anticipated.
- EXPENSES: Year-to-date Total Expense is \$167 thousand less than budgeted.

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- Unfilled positions increased by 11 to a total of 62 or 9% of total approved positions. This was primarily the result of adding ten (10) approved driver positions, the purpose of which is to reduce overtime, improve performance and cover for individuals out on workers compensation.
- RESERVES: The Authority has 171 days cash on hand with State Grants and billing in process adequate to bring reserves up to the targeted 180 days.
- LINE OF CREDIT: There were no draws on the organization's line of credit.
- CAPITAL EXPENDITURES (over \$50,000):
 - Fare Collection Project - \$149,844
 - Planning Mapping Software - \$81,000

Motion to approve the Treasurer's Report was raised by Kirk Stoner, seconded by Ray Rosen and passed unanimously.

OLD BUSINESS

There was no old business.

NEW BUSINESS

RESOLUTION 2512 – AWARD OF CONTRACT FOR EARLY DEMOLITION FOR HERR
STREET AND GOODWILL PROPERTIES

Motion to approve was raised by Keith Martin seconded by Kirk Stoner and passed unanimously.

RESOLUTION 2513 – AUTHORIZATION TO AWARD CONSTRUCTION CONTRACTS FOR
WEST MILTON FACILITY

Motion to approve was raised by LaToya Winfield Bellamy with a clarification to the resolution to state NOW, THEREFORE, BE IT RESOLVED that the Board of Directors authorizes the award of construction contracts to the above-named contractors for the West Milton Facility, with total project costs not to exceed Nine Million, Eight Hundred Twenty Seven Thousand, One Hundred and Fifty Dollars and Zero Cents (\$9,827,150.00), seconded by Jason Graves and passed unanimously.

RESOLUTION 2514 – LOCAL TRANSPORTATION ORGANIZATION RESOLUTION
CERTIFYING THE LOCAL MATCH FOR STATE OPERATING
FINANCIAL ASSISTANCE

Motion to approve was raised by Ray Rosen seconded by Jason Graves and passed unanimously.

FUTURE PROCUREMENTS

The list of procurement projects was reviewed.

STAFF REPORT

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Rich Farr presented the following staff updates:

- State Ethics Forms were distributed and due by May 1, 2025
- The groundbreaking ceremony for the construction project of the new facility will take place on May 1, 2025 at 1:00pm, in the parking lot at 627 N. Cameron St.
- An editorial from the Pittsburgh Post-Gazette in reference to transportation funding was distributed

ADJOURNMENT

The next scheduled Board of Directors meeting will take place on April 24, 2025 at 10:00 AM at 415 N. Zarfoss Dr, York.

The meeting adjourned at 10:31AM.

Respectfully Submitted,

Thomas Wilson
Secretary

RESOLUTION NO. 2516

APPROVAL TO PROCEED WITH TITLE VI MAJOR FARE CHANGE PROCESS FOR FARE RATE AND MEDIA REALIGNMENT

WHEREAS, Susquehanna Regional Transportation Authority (SRTA) is a recipient of federal funding primarily from the Federal Transit Administration (FTA); and

WHEREAS, consistent with Title VI of the Civil Rights Act of 1964 and guidance per FTA’s Circular 4702.1B, SRTA is committed to:

- Providing services without regard to race, color, or national origin,
- Promoting the full and fair participation of affected populations in transit decision making,
- Preventing denial, reduction, or delay in benefits related to programs and activities that benefit minority or low-income populations, and

WHEREAS, SRTA shall evaluate the impact of modifying its fare rates and media types for fixed route, commuter bus, and microtransit services with the purpose of simplifying the rider experience, improving consistency across service areas, and improving operational fare recovery ratios to better align with current economic conditions; and

WHEREAS, in accordance with its Title VI Program, SRTA anticipates a major change threshold to be triggered on the following grounds: “any permanent change in transit fares or fare media”; and

WHEREAS, in accordance with FTA’s Title VI requirements, SRTA is required to conduct a fare equity analysis when any major change threshold is met; and

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority that, in accordance with Title VI of the Civil Rights Act of 1964, and associated SRTA Title VI Program, the agency may proceed with the major fare change process.

**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 April 24, 2025.

Attest:

Thomas Wilson
Secretary

Eric Bugaile
Chairman

RESOLUTION NO. 2516

APPROVAL TO PROCEED WITH TITLE VI MAJOR FARE CHANGE PROCESS FOR FARE RATE AND MEDIA REALIGNMENT

Fact Sheet:

- SRTA, as an entity, has never conducted any type of fare rate or media assessments in relation to its fixed route, commuter bus, or microtransit services. The prior reporting entities of Cumberland-Dauphin-Harrisburg (CDH) and Central Pennsylvania Transportation Authority (CPTA) have not conducted any assessment or proposed changes in the identified modes of service since prior to the pandemic with CDH having the most recent changes established in 2019.
- Currently, SRTA operates fixed route and commuter bus services in Adams, Cumberland, Dauphin, Franklin, and York Counties. Microtransit services are operated in Columbia, Cumberland, Northumberland, Montour, Snyder, Union, and York Counties. Based on the areas serviced and modes, SRTA currently operates a total of eight (8) unique fare structures with a variety of fare rates and media options.
 - Fixed Route base cash rates range from \$1.00 to \$1.80.
 - Commuter base cash rates range from \$2.75 to \$5.00.
 - Microtransit base cash rate of \$2.00.
 - Assorted passes include: 1-ride, 10-ride, 11-ride, 1-day, 7-day, 31-day, transfers, etc.
- SRTA will conduct the following high-level process, including but not limited to:
 - Consolidation of fare rates and media data across all identified modes.
 - Analyze survey data from demographics and travel pattern survey conducted in March 2025.
 - Explore most currently available and granular census and demographic data for impacted areas, with specific emphasis on consideration of minority and low-income populations.
 - Incorporate economic factors including, but not limited to: household transportation costs, inflation, and historic rates changes.
 - Propose modification of fare rates and media types, as applicable.
 - Evaluate the potential for disparate impact on minority and disproportionate burden on low-income populations along with any potential mitigation opportunities, in accordance with Title VI Program.
 - Engage public for comment and feedback regarding proposed modifications and incorporate substantive response into impact considerations.
- Board approval of the proposed changes following this fare equity process will be sought before implementation of any changes or final deployment plan.

Current and Future Procurement Project:

Name	Type	Released	Questions Due	Bid/ Proposa Due	Contract Start	Value	Notes	Grant Number
20230313 - Systemwide Radio Upgrad	TBD	3/5/2025	4/7/2025	7/14/2025	11/1/2025	\$ 1,800,000.00	In Process	
20230517 - York Boardroom Tech Upgrad	TBD	11/21/2024	1/15/2025	2/4/2025	TBD	TBD	In Process	
20231110 - Training Materi	TBD					TBD	Waiting on Project Manage	
20231113 - Safety Training Devices	TBD					TBD	Waiting on Project Manage	
20240320 - Remote Video Surveillanc	TBD					TBD	Waiting on Enginee	
20240409 - Security Staffing	TBD					TBD	Waiting on Project Manage	
20240425 - Zarfoss Maintenance Heater	TBD					\$ 6,091.00	FACILITIES-2025-0104	PA-2017-003—100% Federal—
20240425 - Zarfoss Maintenance Heater	IFB					\$ 105,000.00	Waiting on Enginee	Scope change and rebic
20240620 - Statewide Bus Purchas	TBD					TBD	David Kilmer Developin	
20240624 - AI Purchase	TBD						Waiting on Project Manage	
20240624 - HTC Camera Additior	TBD					TBD	Waiting on Enginee	Funding?
20240626 - York-Adams Call Boxe	TBD						Waiting on Project Manage	
20240722 - MTS Security Repair							Waiting on Enginee	
20240807 - Paperless MSDS Recori							Appalachia?	
20240807 - Maintenance Forklift Replacemen	RFP					\$ 200,000.00	In Process	
20240808 - Systemwide Lift Maintenance							RFP in developmen	
20240808 - NorCo Lift Replacemen	IFB					\$ 89,000.00	Waiting on Enginee	Maintenance 2022-2023-1.
20240814 - NorCo Maintenance Storage							Waiting on Project Manage	
20240823 - Zarfoss Paintin	IFB					\$ 148,000.00	In Process	
20240824 - Remote Generator Monitorin							RFP in developmen	
20240910 - System Wide Electrical Contracto	RFP						RFP in developmen	
20240620 - Statewide Cutaway Purchas	RFP	1/10/2025	1/31/2025	3/26/2025	5/1/2025	TBD		
20241120 - York Cleaning Suppor	Small Quote					\$ 6,646.00	Waiting on Project Manage	
20241120 - York Fuel Island Vacuum	Small Quote					\$ 1,211.00	Waiting on Project Manage	
20241216 - Surveillance - Access Contr						TBD		
20241218 - MTS Shaft Heaters	Micro Purchase					\$ 200.00	Waiting on Project Manage	thermostats
20241218 - MTS Shaft Heaters	Micro Purchase					\$ 1,607.98	FACILITIES-2025-0189	MTS Reimbursement
20250108 - HTC-Transfer Maintenance								Operating
20250108 - Dauphin-York Coffee Machin	Micro Purchase					\$ 9,408.99	FACILITIES-2025-0213	PTCA-23-24
20250115 - Microtransit Softwar	RFP					TBD	In Process	
20250131 - Auditing Servic	RFP	3/24/2025	4/18/2025	5/2/2025	6/1/2025		In Process	
20250214 - King Street Stormwater Repai	IFB	3/28/2025	5/2/2025	5/12/2024	6/2/2025	\$ 14,000.00	In Process	
20250214 - Overhead Door Maintenance	IFB							
20250225 - ERP Softwar	RFP						Waiting on Appalachi	
20250303 - Call Center Softwar	Sole Source						On Holc	
20250304 - NorCo Bulk Fluic	Micro Purchase							
20250305 - Dauphin Bus Was	IFB					\$ 300,000.00	No Funding	
20250305 - York Adams Dauphin Seat Cleanir	Small Quote					\$ 29,000.00	Waiting on Project Manage	Operating
20250306 - Vehicle Inspection Servic	RFP						David Kilmer	
Task Order 7 - Zarfoss Maintenance Heater	Change Order					\$ 18,670.78	FACILITIES-2025-0231	PA-2017-003 100% FT/
20250318 - Dauphin Shelter Advertisir	RFP							Revenue
20250321 - MS Office Premiur								
20250325 - Adams Office Furniture	Micro Purchase					\$ 4,174.00	FACILITIES-2025-0221	PTCA-24-25
20250409 - Bus Stop Update	RFP						Waiting on Project Manage	
20250415 - System Wide Security System Upgrade	RFP						Wating on Enginee	
20250421 - Tire Inflator System	Small Quote					\$ 16,000.00		

Current Activity

In Process Total \$ 2,749,009.75