

SRTA

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

DATE: September 25, 2025

TIME: 10:00 AM

PLACE: Zoom Only
Public may participate at Cameron Street or Zarfoss Drive Locations.

PURPOSE: September 2025 Board Meeting

ORDER OF BUSINESS

1. Public Hearing for Program of Projects
2. Call to Order
3. Changes or Modifications to the Agenda
4. Public Comment: Accepted in Person or in Writing
5. Approval of Minutes
 - A. Meeting Minutes of August 28, 2025 (Pages 2-5)
6. Communications
7. Treasurer's Report
8. Old Business
9. New Business
 - Move October Board Meeting
10. Future Procurements (Page 6)
11. Staff Report
 - Fixed Route Survey Results
 - ACT44 Performance Review
12. Executive Session
13. Adjournment

Next Meeting: Thursday, October 23, 2025 at 901 N. Cameron St. Harrisburg PA
10:00AM – SRTA Board Meeting

MINUTES OF SRTA BOARD MEETING

August 28, 2025

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

Guests and Administrative Staff Members present included: Steve Baldwin, Rich Farr, Brian Gillette, Bev Hockenberry, David Juba, Jamie Leonard, Trevor Manahan, Jenna Reedy, Joseph Schneider, Bill Shaw, 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 July 24, 2025 meeting minutes was raised by Raymond Rosen, seconded by Keith Martin, and passed unanimously.

COMMUNICATIONS

There were no communications.

TREASURER'S REPORT

Keith Martin shared that the Financial report has some items, and specifically ridership, that will have some detailed discussions between Rich Farr and Steve Baldwin

There are two resolutions Mr. Martin called the Board's attention to. As Treasurer of the SRTA Board of Directors, Mr. Martin made note that there is going to be an SRTA check signature approval for Resolution 2531, that specifically will be brought to the Board because of the large amount of projects SRTA has that are currently underway. This will allow the Executive Director to expedite payments to ensure we meet contract timelines for vendor payment. Mr. Martin expressed that as the Treasurer, he will monitor the ongoing payments for the projects.

Keith Martin noted that for Resolution 2534, the DGS property purchase, the Commonwealth is requiring an ACH transfer which would preclude signature. The Treasurer will receive an e-mail indicating when the monies will be transferred.

Steve Baldwin presented details on the July 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 5% decrease over last year.
 - Paratransit had a 3% decrease over last year.
 - Commuter Express experienced a 1% increase from last year.
 - Microtransit's ridership was a 15% increase compared to the same time last year.
- REVENUE: During July, Grant and Contract Income is \$545 thousand below budget because less subsidy has been required than the budget anticipated. Lower than budgeted spending on Operating Costs account for most of the subsidy savings.
- EXPENSES:
 - July expenses are less than the approved budget by \$370 thousand, due to savings from purchased transportation and wages.
 - Unfilled positions decreased by 5 during the month to 48 or 7% of total vacancies.
- RESERVES: The Authority has 131 days cash on hand as of the end of June. The Authority is in the final step, with federal partners to secure the release of planned operating grant funds that will restore days of cash on hand to the 180-day target.
- LINE OF CREDIT: There were no draws on the organization's line of credit.
- CAPITAL EXPENDITURES (over \$50,000): The capital expenditures over \$50,000 this month are listed below.

➤ Milton Facility	\$195,097
➤ Harrisburg Transfer Center	\$ 62,931
➤ Equipment for York Boardroom	\$119,219

Steve Baldwin stated that the City of Harrisburg has committed to mail a check to pay their past due local match, which consists of three (3) quarters.

The Board expressed concern over the lack of funding from the State.

Keith Martin stated the audit is currently underway. We are projecting a presentation for the October 23 Board meeting.

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

OLD BUSINESS

There was no old business.

NEW BUSINESS

RESOLUTION 2530 – AUTHORIZING CONTRACT FOR MICROTRANSIT SUPPORT AND SOFTWARE

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

RESOLUTION 2531 – ESTABLISHING SIGNATURE REQUIREMENTS FOR AUTHORITY CHECKING ACCOUNTS

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

RESOLUTION 2532 – APPROVING AN UPDATE OF THE RECORD RETENTION AND DESTRUCTION POLICY

Motion to approve was raised by LaToya Winfield Bellamy seconded by Raymond Rosen and passed unanimously.

RESOLUTION 2533 – ACCEPTANCE OF TITLE VI FARE EQUITY ANALYSIS

SRTA held extensive outreach to the riders to obtain feedback in reference to the new fare structure, which aligns with the new fare collection system. Adjustments to the new fare structure were made based on those customer comments.

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

RESOLUTION 2534 – APPROVING AGREEMENT OF DGS SALE AND AUTHORIZING EXECUTION OF DOCUMENTS FOR DGS PROPERTY

Motion to approve was raised by Keith Martin seconded by Jason Graves. The Chairman called for discussion. Mr. Wilson questioned the address noted in the resolution. Based on discussion, the resolution was modified. Mr. Martin and Mr. Graves agreed to the modification and the resolution passed unanimously.

RESOLUTION 2535 – APPROVING AND AUTHORIZING EXECUTION OF AN INTERGOVERNMENTAL COOPERATION AGREEMENT WITH THE CITY OF HARRISBURG

Motion to approve was raised by Jason Graves seconded by Tom Wilson and passed unanimously.

STAFF REPORT

Rich Farr presented the following staff updates:

- The Goodwill and the Herr Street facilities is currently in the process of demolition.
- The sprinkler system in the current Harrisburg building was installed in 1931 and staff is currently evaluating any needed repairs.

- Rich Farr presented to two different agencies this week: The Rotary Club and York County Economic Alliance, informing them on the projects we are currently working on.
- Received performance review back from PennDOT.

ADJOURNMENT

The next scheduled Board of Directors meeting will take place on September 25, 2025 at 10:00 AM at 901 N. Cameron St. Harrisburg

The meeting adjourned at 11:14AM.

Respectfully Submitted,

Thomas Wilson
Secretary

Current and Future Procurement Projects

Current Activity

Name	Type	Released	Questions Due	Bid/ Proposal Due	Contract Start	Value	Notes	Grant Number
20230313 - Systemwide Radio Upgrade	RFP	3/5/2025	4/7/2025	7/14/2025	11/1/2025	\$ 1,800,000.00	In Process	
20231110 - Training Material	TBD					TBD	Waiting on Project Manager	
20231113 - Safety Training Devices	TBD					TBD	Waiting on Project Manager	
20240320 - Remote Video Surveillance	TBD					TBD	Waiting on Engineer	
20240409 - Security Staffing	TBD					TBD	Waiting on Project Manager	
20240620 - Statewide Bus Purchase	TBD					TBD	David Kilmer Developing	
20240624 - HTC Camera Additions	TBD					TBD	Waiting on Engineer	Funding?
20240626 - York-Adams Call Boxes	TBD						Waiting on Project Manager	
20240722 - MTS Security Repairs							Waiting on Engineer	
20240807 - Paperless MSDS Record							Appalachia?	
20240807 - Maintenance Forklift Replacement	RFP					\$ 51,000.00	In Process	Funding?
20240808 - Systemwide Lift Maintenance	IFB					\$ 45,000.00	Contract	Operating
20240808- NorCo Lift Replacement	IFB					\$ 89,000.00	Waiting on Engineer	Maintenance 2022-2023-1.
20240814 - NorCo Maintenance Storage							Waiting on Project Manager	Funding?
20240823 - Zarfoss Painting	IFB					\$ 148,000.00	In Process	Funding?
20240824 - Remote Generator Monitoring							RFP in development	Funding?
20240910 - System Wide Electrical Contractor	RFP						RFP in development	
20241216 - Surveillance - Access Control						TBD		
20250214 - King Street Stormwater Repair	IFB	3/28/2025	5/2/2025	5/12/2024	6/2/2025	\$ 14,000.00	In Process	Funding?
20250214 - Overhead Door Maintenance	IFB	9/9/2025	9/29/2025	10/8/2025	11/1/2025	\$ 80,000.00	In Process	Operating
20250225 - ERP Software	RFP	6/17/2025	7/7/2025	8/11/2025	10/1/2025		In Process	
20250303 - Call Center Software	Sole Source						On Hold	
20250304 - NorCo Bulk Fluids	Micro Purchase					\$ 23,000.00	Waiting on Project Manager	Funding?
20250305 - York Adams Dauphin Seat Cleaning	Small Quote					\$ 29,000.00	Waiting on Project Manager	Operating
20250318 - Dauphin Shelter Advertising	RFP						Waiting on Project Manager	Revenue
20250409 - Bus Stop Updates	RFP						Waiting on Project Manager	
20250415 - System Wide Security System Upgrades	RFP						Waiting on Engineer	
20250617 - Admin Vehicle Replacement	Contract						Waiting on Project Manager	
20250617 - Service Trucks	Contract						Waiting on Project Manager	
20250626 - Vehicle Maintenance Service	TBD						Waiting on Project Manager	
20250630 - MTS Storage	Micro Purchase					\$ 5,000.00	Waiting on Project Manager	MTS 5307
20250715 - Janitorial Supply	TBD					\$ 165,000.00	Waiting on Project Manager	Operating
Task Order 18 - Zarfoss Sprinkler Upgrade	Contract					\$ 9,775.00	FACILITIES-2026-0013	CPTA-23-24
20250729 - Pension Fund Replacement	RFP					\$ 63,000.00	Delayed Until November	Operating
20250903- Paratransit Consultant	Small Quote					\$ 28,000.00	In Process	Operating
Task Order 19 - Shelter Study	Task Order						In Process	Funding?

In Process Total \$ 2,549,775.00