

SRTA

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

DATE: December 18, 2025

TIME: 10:00 AM

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

PURPOSE: December 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. Approval of Minutes
 - A. Meeting Minutes of November 20, 2025 (Pages 3-6)
5. Communications
6. Treasurer's Report
7. Old Business
8. New Business

RESOLUTION 2544 - AWARDING CUMBERLAND SHARED RIDE FACILITY CONTRACTS
(Pages 7-8)

RESOLUTION 2545 – AUTHORIZATION TO APPROVE THE REQUIRED UPDATES TO
THE AGENCY SAFETY PLAN (Pages 9-10)

RESOLUTION 2546 – CONTRACT AWARD FOR SYSTEMWIDE RADIO REPLACEMENT
(Pages 11-12)

RESOLUTION 2547 – APPROVING THE REVISION OF THE SUSQUEHANNA REGIONAL
TRANSPORTATION AUTHORITY DRUG AND ALCOHOL POLICY
(Pages 13-14)

Future Procurements (Page 15)

9. Staff Report
10. Executive Session

11. Adjournment

Next Meeting: **Thursday, January 22, 2026 at 901 N. Cameron St. Harrisburg PA**
10:00AM – SRTA Board Meeting

SRTA

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

MINUTES OF SRTA BOARD MEETING

November 20, 2025

Present were board members: Eric Bugaile, Carrie Gray, Jason Graves, Keith Martin, Ray Rosen (excused), Diane Bosak (excused), Kirk Stoner, Tom Wilson, and LaToya Winfield Bellamy. Counsel Sean Summers was also present.

Administrative Staff and Guests included: Steve Baldwin, Rich Farr, Trevor Manahan, Jenna Reedy, and others.

CALL TO ORDER

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

CHANGES OR MODIFICATIONS TO THE AGENDA

Staff requested adding Resolution 2543 as an emergency item due to life, health, and safety needs.

A motion to modify the agenda to include Resolution 2543 for emergency purposes was made by Keith Martin, seconded by Tom Wilson, and passed unanimously.

PUBLIC COMMENT

There was no public comment, in person or online.

APPROVAL OF MINUTES

A motion to approve the October 30, 2025 meeting minutes was made by Keith Martin, seconded by Kirk Stoner, and passed unanimously.

COMMUNICATIONS

The reappointment of Thomas Wilson to the CPTA Board was noted for the record.

TREASURER'S REPORT

Treasurer Keith Martin and CFO Steve Baldwin presented the October 2025 Financial Statement.

RIDERSHIP

- Total ridership YTD: 3.2% below prior year

- Fixed Route: 3.5% decrease
- Paratransit: 4.4% decrease
- Commuter Express: nearly 2% increase
- Microtransit: continued growth tied to expanded service areas

REVENUE & EXPENSES

- Operating expenses were \$1.1M below budget due to savings in wages and purchased transportation.

STAFFING

- 54 vacant positions (7.8%).

RESERVES & LINE OF CREDIT

- Approximately 180 days cash on hand.
- No draws on the line of credit.

CAPITAL EXPENDITURES

- Milton Facility – \$656,000
- Harrisburg Demolition – \$288,000
- Paratransit Vehicles – \$1.7M

MAINTENANCE & OPERATIONS

- Parts costs up 25% over two years.
- Ongoing supply chain delays impacting fleet availability.
- Road calls remain elevated, mostly due to farebox issues.
- New fare system launching in March is expected to reduce failures.

LOCAL MATCH

- All counties are current through the calendar year; York County is current through November.

A motion to approve the Treasurer's Report was made by Tom Wilson, seconded by Kirk Stoner, and passed unanimously.

OLD BUSINESS

There was no old business.

NEW BUSINESS

RESOLUTION 2539 – 2026 Board Meeting Calendar

Motion: Martin; Second: Bellamy; Passed unanimously.

RESOLUTION 2540 – Honoring Annie Strite for Service to CPTA

Motion: Stoner; Second: Martin; Passed unanimously.

RESOLUTION 2541 – Award of Prime Contracts for Harrisburg Parks Maintenance Facility

Motion: Wilson; Second: Graves; Passed unanimously.

Contracts came in under the Independent Cost Estimate. One electrical bidder was deemed not responsible.

RESOLUTION 2542 – Additional Funds to Neuber Environmental Services

Motion: Martin; Second: Graves; Passed unanimously.

Funds required for removal of underground fuel tanks discovered during site demolition.

RESOLUTION 2543 – US Geological Survey Gaging Station Agreement

Motion: Stoner; Second: Graves; Passed unanimously.

The agreement permits relocation of monitoring equipment to SRTA's bridge during Market Street Bridge reconstruction.

PROCUREMENTS

Procurement updates were reviewed.

STAFF REPORT

- Board retreat scheduling continues; a new Doodle poll will be sent.
- Significant PPTA advocacy work expected related to statewide transit funding and Medicaid/NEMT study.
- Discussion regarding the 13th Annual Thanksgiving food distribution event at the Harrisburg Transfer Center.
 - Certificate of Insurance was obtained.
 - SRTA safety staff deployed to manage pedestrian flow and bus lane safety.

- SRTA will develop a future event request policy.

NOMINATING COMMITTEE

Keith Martin will serve as Chair of the Nominating Committee for 2026 Board Officer elections.

OTHER BUSINESS

Construction updates were discussed. Final DGS property documentation is pending before scheduling the groundbreaking event.

ADJOURNMENT

The next SRTA Board meeting will be held on December 18, 2025 in York.

The meeting adjourned at 11:24 AM.

Respectfully Submitted,

Thomas Wilson

Secretary

RESOLUTION NO. 2544

APPROVAL AND AWARD OF PRIME CONTRACTS FOR THE CUMBERLAND COUNTY SHARED RIDE FACILITY CONSTRUCTION PROJECT

WHEREAS, Susquehanna Regional Transportation Authority (SRTA) identified a need to construct offices, a bus barn, and bus wash and determined that undertaking the construction of the Cumberland County Shared Ride Facility project is necessary to facilitate the shared ride program; and,

WHEREAS, Michael Baker International (MBI) serving as SRTA Construction Management consultant solicited competitive bids in accord with applicable Federal, Commonwealth, and local regulations for separate prime construction contracts for the project, including the General Trades Contract (GTC), Mechanical Prime Contract, Plumbing Prime Contract, and Electrical Prime Contract; and,

WHEREAS, following the September 23, 2025 Invitation for Bids (IFB) advertisement the least costly and most competitive bids were received on December 1, 2025; and,

WHEREAS, bids were reviewed and analyses were prepared by MBI, then reviewed by SRTA and the apparent low bids were identified; and,

WHEREAS, SRTA desires to award the prime contracts in accordance with applicable procurement requirements and subject to final contract terms and conditions acceptable to SRTA; and,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of SRTA hereby approves and awards the following prime Contracts for the Cumberland Shared Ride Facility project in the base bid amounts shown:

- General Trades Contract (GTC) to Goldbelt Operations Support Services (GbOSS) in the amount of \$ \$9,408,278.59
- Mechanical Prime Contract to McClure Company in the amount of \$644,900.00.
- Plumbing Prime Contract to SSM Industries, Inc. in the amount of \$759,250.00.
- Electrical Prime Contract to Shannon A. Smith, Inc. in the amount of \$1,580,701.23.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Executive Director is authorized and directed to execute all agreements, contract documents, certifications, notices of award, notices to proceed, change orders within approved budget limits, and all related project documentation consistent with SRTA policies and funding requirements.

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 December 18, 2025.

attest: _____
Thomas Wilson
Secretary

Eric Bugaile
Chairman

Cumberland Shared Ride Facility Bid Tabulation

DATE: 12/01/2025

	CONTRACTOR	TOTAL BID \$	Low Bidder
General Trades	Caldwell, Heckles, and Egan Inc.	\$ 9,736,000.00	<input type="checkbox"/>
	GBOSS	\$ 9,408,275.59	<input checked="" type="checkbox"/>
	Lobar, Inc.	\$ 9,814,000.00	<input type="checkbox"/>
	Uhrig Construction	\$ 9,982,705.00	<input type="checkbox"/>
	Wagman Construction, Inc.	\$ 10,047,800.00	<input type="checkbox"/>

	CONTRACTOR	TOTAL BID \$	Low Bidder
HVAC	McClure Company	\$ 644,900.00	<input checked="" type="checkbox"/>
	MidState Mechanical & Electrical, LLC	\$ 1,055,322.80	<input type="checkbox"/>

	CONTRACTOR	TOTAL BID \$	Low Bidder
PLUMBING	McClure Company	\$ 1,010,000.00	<input type="checkbox"/>
	SSM Industries Inc	\$ 759,250.00	<input checked="" type="checkbox"/>
	MidState Mechanical & Electrical, LLC	\$ 949,330.68	<input type="checkbox"/>

	CONTRACTOR	TOTAL BID \$	Low Bidder
ELECTRICAL	Shannon A. Smith, Inc.	\$ 1,580,701.23	<input checked="" type="checkbox"/>
	Houck Industrial, LLC	\$ 2,288,875.00	<input type="checkbox"/>
	Lobar, Inc.	\$ 2,785,000.00	<input type="checkbox"/>

Low Bidder Totals	\$ 12,393,126.82
Designer Estimate	\$ 11,359,427.00
Difference	\$ 1,033,699.82

RESOLUTION NO. 2545
APPROVING THE UPDATED AGENCY SAFETY PLAN (ASP) PURSUANT
TO 49 C.F.R. PART 673

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA), doing business as rabbittransit, is required under the Public Transportation Agency Safety Plan (PTASP) Final Rule, codified at 49 C.F.R. Part 673, to develop, implement, and maintain a comprehensive Agency Safety Plan (ASP); and

WHEREAS, the ASP establishes SRTA's Safety Management System (SMS), including policies, procedures, safety performance targets, risk-reduction strategies, reporting protocols, training requirements, and continuous improvement mechanisms; and

WHEREAS, SRTA is required to review and update the ASP annually, or as otherwise necessary, to ensure compliance with federal and state requirements and to reflect current operational conditions; and

WHEREAS, SRTA staff have completed the annual review and update of the Agency Safety Plan for 2026, incorporating all required regulatory elements and operational revisions; and

WHEREAS, the SRTA Safety Committee met on December 11, 2025 and approved the recommended updates to the Agency Safety Plan, in accordance with the prescribed internal review and concurrence process; and

WHEREAS, SRTA is required under 49 C.F.R. § 673.13(a) to obtain Board of Directors approval of the Agency Safety Plan and any subsequent updates before the plan becomes effective;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Susquehanna Regional Transportation Authority hereby approves the updated 2026 Agency Safety Plan, as presented, and authorizes its implementation in accordance with the Public Transportation Agency Safety Plan Final Rule.

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 December 18, 2025.

attest:

Thomas Wilson
Secretary

Eric Bugaile
Chairman

FACT SHEET: Summary of Changes to the ASP

1. Plan Chronology Updates (Section 3.1 – Page 5)

- Terminology corrections added to comply with the latest PTASP regulation changes.
- Communicable-disease procedures incorporated into safety risk management and safety assurance.
- Training enhancements added to reflect updated training requirements and practices.
- Safety Committee reporting revisions to align with updated federal requirements.
- Goal updates throughout the plan per new PTASP expectations.
- Board resolution number and date placeholders highlighted for completion.
- New Appendix L – Comprehensive Plan Chronology

2. Safety Performance Targets (Section 4.4 – Page 15)

Reflecting a more aggressive safety performance expectation, all proposed 2026 performance targets are improvements over the current adopted goals. The 2026 targets are equal to or more stringent than our existing plan goal. (Fatality Goal remains unchanged at zero)

Revised Injury Rates (per 100k VRM)

- **Fixed Route Bus Modes**
 - Updated from previous values to:
 - 0.390 → 0.25
- **Non-Fixed Route Bus Modes**
 - Updated to:
 - 0.18 → 0.10

Revised Safety Event Rates (Annual & per 100k VRM)

- **Per-100k VRM targets updated to:**
 - Fixed Route: 0.34 → 0.25
 - Non-Fixed Route: 0.21 → 0.15

System Reliability Targets Updated

- Fixed Route reliability goal updated to 4.0
- Non-Fixed Route reliability goals updated to 0.65

New Reporting Requirement

- Added reference to SS-60 Reportable Safety and Security Events, which reflects the newest FTA requirement. (ASP Page 16, (b.02) and new Appendix K)

3. Safety Performance Target Coordination Language (Page 15–16)

- Requirements to coordinate safety performance target reporting with:
 - PennDOT
 - All MPOs within SRTA's service area
 - Ensures SRTA aligns with FTA-mandated statewide and metropolitan planning coordination.
- Adding or correcting Board resolution numbers/dates.
- Updating annual review cycle language.
- Adding specificity around target transmission timelines.

RESOLUTION NO. 2546

APPROVAL AND AWARD OF PRIME CONTRACTS FOR SYSTEMWIDE RADIO REPLACEMENT

WHEREAS, Susquehanna Regional Transportation Authority (SRTA) identified a need to replace its aging radio communications infrastructure to support reliable and interoperable systemwide operations; and,

WHEREAS, SRTA initiated the Systemwide Radio Replacement Project to ensure consistent voice communications across fixed-route, shared-ride, supervisory, and maintenance operations, thereby enhancing safety, efficiency, and service delivery. It was determined that a Request for Proposals (RFP) was the best method to determine the suitable replacement; and,

WHEREAS, the solicitation was published August 27, 2025 in accord with Federal, Commonwealth, and SRTA requirement. The RFP was due November 11 and yielded three (3) received proposals from Triangle Communications, Inc.; SSC, LLC; and T-Mobile USA; and,

WHEREAS, the proposals were evaluated in accordance with the published criteria, with Triangle Communications, Inc. received the highest overall score; and,

WHEREAS, Best and Final Offers (BAFOs) were solicited from the two highest scoring proposers, Triangle Communications, Inc. and T-Mobile USA; and,

WHEREAS, Triangle Communications, Inc. remained the highest scored proposer, submitting a ten-year contract cost proposal of \$5,684,625.95; and,

WHEREAS, SRTA desires to award the contract in accordance with applicable procurement requirements and subject to final contract terms and conditions acceptable to SRTA; and,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Susquehanna Regional Transportation Authority hereby approves and awards the Contract for the Systemwide Radio Replacement Project in the amount shown:

- Systemwide Radio Replacement Contract to Triangle Communications, Inc. in the amount of Five-million, six-hundred, eighty-four thousand, six-hundred, twenty-five Dollars and Ninety-five Cents (\$5,684,625.95).

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Executive Director is authorized and directed to execute all agreements, contract documents, certifications, notices of award, notices to proceed, change orders within approved budget limits, and all related project documentation consistent with SRTA policies and funding requirements.

**CERTIFICATION OF OFFICERS
OF
SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY**

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attest: _____

Thomas Wilson,
Secretary

Eric Bugaile
Chairman

RESOLUTION NO. 2547

APPROVING THE REVISION OF THE SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY DRUG AND ALCOHOL POLICY

WHEREAS, the Susquehanna Regional Transportation Authority seeks to ensure the safety of its operations and to comply with applicable Federal requirements, including 49 CFR Part 40, and 49 CFR Part 655, as amended; and,

WHEREAS, the Susquehanna Regional Transportation Authority desires to maintain clear, comprehensive, and enforceable rules and regulations governing drug and alcohol use and testing; and,

WHEREAS, the Susquehanna Regional Transportation Authority is required to formally adopt the Drug and Alcohol Policy that meets Federal standards and supports the Authority's commitment to safe and responsible operations; and,

WHEREAS, as the hiring and managing entity for the Central Pennsylvania Transportation Authority and Cumberland Dauphin Harrisburg Transit Authority, the drug and alcohol policy adopted herein shall apply to those entities under the management of Susquehanna Regional Transportation Authority; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority, that the adoption of the revised Susquehanna Regional Transportation Authority Drug and Alcohol be adopted and instituted.

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OF

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

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Thomas Wilson
Secretary

Eric Bugaile
Chairman

RESOLUTION NO. 2547
APPROVING THE REVISION OF THE SUSQUEHANNA REGIONAL TRANSPORTATION
AUTHORITY DRUG AND ALCOHOL POLICY

FACT SHEET

- Addition of saliva testing which is not yet available through a certified HHS laboratory. Once such testing is available, the Authority shall modify this policy to provide for all approved testing methodologies in the necessary sections of this Policy.
- Added metabolites to prohibited behavior.
- Added positions (Apprentices) to covered positions.

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	11/11/2025	1/1/2025	\$ 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	
20240409 - Security Staffing	TBD					TBD	Waiting on Project Manager	
20240620 - Statewide Bus Purchase	TBD	10/30/2025	11/19/2025	12/17/2025	3/2/2025	TBD		
20240808 - NorCo Lift Replacement	IFB					\$ 89,000.00	Waiting on Engineer	Maintenance 2022-2023-1.
20240814 - NorCo Maintenance Storage								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	
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	3/1/2025	\$ 2,376,195.00	In Process Demonstration Phase	
20250415 - System Wide Security System Upgrades	RFP							Funding?
20250617 - Admin Vehicle Replacement	Contract							Funding?
20250617 - Service Trucks	Contract							Funding?
20250630 - Call Center AI	RFP					TBD		
20250715 - Janitorial Supply	TBD					\$ 165,000.00	Waiting on Project Manager	Operating
20250729 - Pension Fund Replacement	RFP					\$ 63,000.00	Delayed Until November	Operating
20251015 - Fuel Management Support							Waiting on Project Manager	
20251017 - LVT Floor Scrubber							In Process	
Task Order 19 - Shelter Study	Task Order						In Process	Funding?
20251107 - Zarfoss Copier	COSTARS					\$ 13,000.00	In Process	CPTA 23-24 #9632
20251030 - Customer Service Computers	COSTARS					\$ 32,900.00	In Process	25-26 dotGrants #d202508

In Process Total \$ 4,781,095.00