SRTA

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

DATE: **August 27, 2026**

TIME: **10:00 AM**

PLACE: **415 N. Zarfoss Dr, York, PA**

A Microsoft Teams option will also be offered.
Public may participate at Cameron Street or Zarfoss Drive Locations.

PURPOSE: **August 2026 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 July 23, 2026 (Pages 3-6)
5. Communications
6. Treasurer's Report
7. Old Business
8. New Business

RESOLUTION 2634 – ADOPTION OF THE TRANSIT ASSET MANAGEMENT PLAN POLICY STATEMENTS (Pages 7-9)

RESOLUTION 2635 – RATIFYING SOLE SOURCE CONTRACT FOR VMWARE LICENCES RENEWAL (Pages 10-11)

RESOLUTION 2636 – AUTHORIZING PURCHASE OF REPLACEMENT AND EXPANSION VEHICLES (Pages 12-13)

RESOLUTION 2637 – AUTHORIZING THE LEASE OF TEMPORARY OFFICE SPACE AT 1000 NORTH CAMERON ST, HARRISBURG, PA (Pages 14-15)

9. Staff Report

10. Adjournment

Executive Session

Next Meeting: **Thursday, September 24 at 901 N. Cameron St, Harrisburg**
10:00AM – SRTA Board Meeting

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

MINUTES OF SRTA BOARD MEETING
July 23, 2026

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

Guests and Administrative Staff Members present included: Rich Farr, Steve Baldwin, Dave Cook, Brian Gillette, Jamie Leonard, Trevor Manahan, Kristin Paradise, Joseph Schneider, Jason Wolfgang and Josh Krautman, member of the public.

CALL TO ORDER

Chairman Rosen called the meeting to order. A quorum was present.

CHANGES OR MODIFICATIONS TO THE AGENDA

There were no modifications to the Agenda.

PUBLIC COMMENT

Mr. Farr reported receiving correspondence from a student in the West York Area School District who had completed an analysis of transit service. Because the correspondence was received the day before the meeting, staff had not yet completed its review. Staff will review the report, provide comments and share the information with the Board for consideration at the next meeting.

Mr. Josh Krautman, a member of the public attending from the Harrisburg Boardroom asked about the process for installing passenger shelters at frequently used bus stops. Rich Farr explained that the Authority's High-Intensity Mobility Corridor Study identifies major corridors with the highest ridership and provides guidance for systematically improving transit infrastructure.

Mr. Farr noted that the installation or replacement of a shelter requires funding, engineering and design work, compliance with Americans with Disabilities Act requirements, permission from the property owner and, when applicable, PennDOT approval. Members of the public were encouraged to notify staff of locations where shelters may be needed so the locations can be considered during the planning process.

Mr. Krautmann also asked whether the Authority works with local businesses and the City of Harrisburg to address downtown parking concerns. Mr. Farr explained that the Authority does not manage downtown parking but encourages the use of public transportation and participates in downtown revitalization discussions. Parking-related matters are primarily managed by the appropriate municipal parking authority.

Mr. Krautmann asked whether members of the Board regularly ride the bus. Staff explained that Board retreats and training activities have included opportunities for Board members to ride the system and gain firsthand experience with transit services.

APPROVAL OF MINUTES

Motion to approve the June 25, 2026 meeting minutes was raised by Tom Wilson, seconded by Keith Martin, and passed unanimously.

COMMUNICATIONS

There were no additional communications.

TREASURER'S REPORT

Keith Martin introduced the June 2026 Financial Statement and Statistical Notes.

Steve Baldwin presented the following highlights:

· RIDERSHIP: Total year-to-date ridership was 2.4% below the prior fiscal year. However, ridership during the final five months of the fiscal year was approximately 1% above the same period in the previous year, with June representing the strongest month.

· The Authority provided 3,282,065 passenger trips during Fiscal Year 2026.

· Fixed Route ridership decreased by 2.8% compared to the prior year, improving from the 3.6% year-to-date decrease reported during the previous month.

· Paratransit ridership decreased by 3.1%, improving from the 4% decrease reported during the previous month.

· Commuter Express ridership increased by 1.5%.

· Microtransit ridership increased by 15.4%, representing the Authority's largest area of ridership growth.

· REVENUE: Operating subsidy usage was $363,000 less than the approved budget.

· EXPENSES: Total expenses were approximately $349,000 less than budgeted for Fiscal Year 2026.

· VACANCIES: Unfilled positions decreased from 51 to 50, representing approximately 7.3% of the Authority's approved positions.

· RESERVES: The Authority had approximately 172 days of cash on hand, which was below the 180-day target. This was attributed to the State's annual grant rollover and approval process. Operating grant funds are expected to resume in October.

· LINE OF CREDIT: There were no draws on the organization's line of credit.

The Board discussed improvements in Shippensburg and Commuter Express ridership. Staff noted that improved weather and higher fuel prices may have contributed to increased ridership.

OLD BUSINESS

There was no old business.

NEW BUSINESS

PROGRAM OF PROJECTS

Rich Farr presented the Authority's Program of Projects, which was included in the Board packet and advertised in local newspapers. The public comment period will remain open until September 18, 2026.

Following the close of the public comment period, staff will review all comments and recommend any necessary changes. A public hearing will be held at the September Board meeting, at which time the Board will consider approval of the Program of Projects.

RESOLUTION 2629 – APPROVING THE REVISION OF THE SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY DRUG AND ALCOHOL POLICY

Motion to approve was raised by Tom Wilson, seconded by Eric Bugaile, and passed unanimously.

RESOLUTION 2630 – AUTHORIZING RENEWAL OF A ONE-YEAR RIGHT-OF-WAY AGREEMENT FOR THE CUMBERLAND VALLEY RAILROAD BRIDGE

Motion to approve was raised by Eric Bugaile with a modification to change the word "Lumen" to "CenturyLink" in the fifth (5^{th}) paragraph, seconded by Jason Graves and passed unanimously.

RESOLUTION 2631 – CONTRACT AWARD FOR PARATRANSIT SUBCONTRACTOR

Motion to approve was raised by Kirk Stoner, seconded by Jason Graves, and passed unanimously.

RESOLUTION 2632 – CONTRACT AWARD FOR CALL CENTER SOFTWARE INTEGRATION

Motion to approve was raised by Jason Graves, seconded by Keith Martin, and passed unanimously.

RESOLUTION 2633 – AMENDING AN AGREEMENT FOR AI VOICE FRONT DOOR SUPPORT

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

ACT 44 ACTION PLAN

Rich Farr provided the Board with an update on the Authority’s Act 44 Action Plan.

STAFF REPORT

Rich Farr presented the following staff updates:

· The Authority implemented its new fare structure and rabbitPAY fare collection system. Customers using rabbitPAY may reduce the impact of the fare increase and benefit from the account-based payment system.

· Staff and Counsel have continued discussions with the Authority’s construction management team for the new Cumberland facility, to address project management concerns and prevent similar issues on future projects.

· Negotiations related to the Verizon cell phone tower at the Cameron Street property are nearing completion. The agreement remains subject to final review by Verizon.

· The Authority continues to anticipate advertising the Cameron Street project for bids during the fall of 2026.

· Staff plans to conduct an additional outreach session for local and small businesses interested in participating in the Cameron Street project. The session will help businesses understand federal contracting requirements and opportunities to work with prime contractors as subcontractors.

· Preparations continue for the Drug and Alcohol Program audit scheduled for August 3 through August 5, 2026.

The Board discussed reports of increased disruptive and threatening customer behavior affecting public transportation systems nationwide. Rich Farr stated that the Authority continues to experience incidents of inappropriate customer behavior, although activity has decreased compared to the prior year.

The Authority follows an established policy and review process before suspending or banning a customer from service. Staff continue working to ensure operators feel supported and have appropriate resources when responding to disruptive behavior.

ADJOURNMENT

The meeting adjourned following the conclusion of the staff report and Board discussion.

Respectfully Submitted,

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Thomas Wilson
Secretary

RESOLUTION 2634

ADOPTION OF THE TRANSIT ASSET MANAGEMENT (TAM) PLAN POLICY STATEMENTS

WHEREAS, the Central Pennsylvania Transportation Authority (CPTA) and Cumberland-Dauphin-Harrisburg Transit Authority (CAT) have contractually assigned the responsibilities of their combined assets to the Susquehanna Regional Transportation Authority (SRTA); and,

WHEREAS, SRTA owns, operates, or manages one hundred and one (101) or more vehicles in revenue service during peak regular service across any one non-fixed route mode and is thus a TIER ONE (1) provider according to 49 CFR 625.5 Definitions; and,

WHEREAS, SRTA is the recipient of Federal financial assistance under 49 U.S.C. Chapter 53 and owns, operates, or manages capital assets used for providing public transportation; and,

WHEREAS, SRTA has developed a TAM Plan consistent with the requirements of a TIER ONE (1) provider as defined in 49 CFR 625.25 Transit Asset Management Plan requirements; and,

WHEREAS, SRTA included the following TAM policy statement in the TAM Plan in accordance with 49 CFR 625(b)(5):

> *The Susquehanna Regional Transportation Authority shall implement a transit asset management plan with the primary purpose of connecting the core principles of the agency with the regulatory requirements of MAP-21.*
> *Safety will be enhanced through the analysis of lifecycle costs, and risks in correlation with other components to determine the appropriate capital prioritization. Assets that have proven to be unreliable through data-driven decision-making tools will be removed from service at a higher priority level than those of a comparable nature. Recognizing this in conjunction with the current useful life modeling will reduce the potential for unseen security challenges.*
>
> *Service will be enhanced through the promotion of an office culture that prioritizes effective management business practices and tools. The employment of the TAM plan further shifts the mentality towards SMART goals. Further, the standardization of practices shall promote the opportunity for improved expertise across the agency through collaboration and coordination.*
>
> *Stewardship will be enhanced as financially unstable vehicles can be given the attention at regular intervals rather than as issues are arising. This proactive model will employ quality assurance through a combination of appropriate tools, technology, and training. This has the potential to significantly reduce road calls and unscheduled maintenance to enhance resource dedication.*

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) included the following State of Good Repair policy statement in the TAM Plan in accordance with 49 CFR 625(b)(5):

> *SRTA commits to the adherence to the following criteria when making State of Good Repair (SOGR) decisions. It is in the interest of the agency, public, and community at large that assets be maintained in an appropriate manner consistent with the highest standards. An asset may be utilized so long as it maintains compliance with the following four objectives:*
>
> *1. If the asset is in a condition sufficient for the asset to operate at a full level of performance;*
> *2. The asset is able to perform its manufactured design function;*
> *3. The use of the asset in its current condition does not pose an identified unacceptable safety risk and/or deny accessibility; and*
> *4. The life-cycle investment needs of the asset have been met or recovered, including all scheduled maintenance, rehabilitation, and replacements.*
>
> *In any circumstances where an asset is not compliant with this language SRTA will remove this asset from service until such time the issue can be remedied.*

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of SRTA adopt the 2026 Transit Asset Management (TAM) Plan Policy Statements.

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 August 27, 2026.

attest: ______________________________ ______________________________

Thomas Wilson Secretary	Raymond Rosen Chairman

RESOLUTION 2634

ADOPTION OF THE TRANSIT ASSET MANAGEMENT PLAN POLICY STATEMENTS

FACT SHEET

- The Transit Asset Management (TAM) Plan is required to be updated every four (4) years, inclusive of review and revision of performance measures.

- Per the FTA, performance measures and associated targets help transit agencies to quantify the condition of their assets, which facilitates setting targets that support local funding prioritization.

- The policy statements identified above remain the same from the original TAM plan and are simply revised for the transition from Central Pennsylvania Transportation Authority (CPTA) to Susquehanna Regional Transportation Authority (SRTA).

- Updated legislation references and updated Element 1, Element 2, Four-Year Horizon, and Agency Profile.

RESOLUTION 2635

RATIFYING SOLE SOURCE CONTRACT

FOR VMWARE LICENSE RENEWAL

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) determined there was a need to renew the VMware vSphere Essentials licenses supporting the Dauphin and York virtual server environments, and the existing licenses expired on August 20, 2026; and,

WHEREAS, SRTA determined the proposed renewal would cover one hundred ninety-two (192) combined processor cores for a three (3) year term; and,

WHEREAS, the proposed renewal included license registration, deployment, configuration, implementation, ongoing environment management, and technical support; and,

WHEREAS, TeleComm Business Solutions, currently under contract, is familiar with SRTA's existing infrastructure and VMware environment, allowing licensing, implementation, management, and support to remain under one contract; and,

WHEREAS, this procurement was determined to be a sole source because use of a separate license reseller would have duplicated coordination and administrative costs and could have caused a delay; and,

WHEREAS, the Executive Director executed the agreement by August 20, 2026 for a total contract amount of Ninety-Three Thousand, Six Hundred Dollars ($93,600.00) to avoid a twenty-five percent (25%) cost increase; and,

NOW, THEREFORE BE IT RESOLVED, that the SRTA Board of Directors ratifies the Executive Director's action to enter into a three (3) year sole source contract with TeleComm Business Solutions for VMware vSphere Essentials licensing and related implementation, management, and support in an amount not to exceed Ninety-Three Thousand, Six Hundred Dollars ($93,600.00).

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Thomas Wilson Secretary	Raymond Rosen Chairman

RESOLUTION 2635

RATIFYING SOLE SOURCE CONTRACT

FOR VMWARE LICENSE RENEWAL

Fact Sheet

- VMware vSphere Essentials allows SRTA to create, operate, and manage multiple virtual servers on shared physical server hardware at the Dauphin and York locations.
- Reduces the need for separate physical hardware for each server environment and provides centralized management of SRTA's virtual infrastructure.
- Continued licensing is necessary to maintain the availability and operation of the existing virtual server environments.
- 192 processor cores
- 25% avoided price increase

RESOLUTION 2636

AUTHORIZING PURCHASE OF

REPLACEMENT AND EXPANSION VEHICLES

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) has determined there is a need to purchase twenty-one (21) vehicles to support paratransit and Stop Hopper microtransit service; and,

WHEREAS, eleven (11) Ford E-450 cutaway vehicles will be purchased from Coach and Equipment Bus Sales, Inc. at a cost not to exceed One Million, Five Hundred Eighty-Two Thousand, Two Hundred Thirty-Eight Dollars ($1,582,238); and,

WHEREAS, three (3) Ford Transit paratransit (PT) vehicles will be purchased from Rohrer Bus Sales at a cost not to exceed Four Hundred Sixty-Seven Thousand, Two Hundred Forty-Four Dollars ($467,244); and,

WHEREAS, four (4) replacement Ford Transit Stop Hopper vehicles will be purchased from Rohrer Bus Sales at a cost not to exceed Six Hundred Twenty Thousand Dollars ($620,000); and,

WHEREAS, three (3) expansion Ford Transit Stop Hopper vehicles will be purchased from Rohrer Bus Sales at a cost not to exceed Four Hundred Eighty Thousand Dollars ($480,000); and,

WHEREAS, these purchases will be made under the vehicle contracts previously awarded pursuant to the Contract Award for Cutaway Vehicles approved by the SRTA Board of Directors on May 29, 2025, following a joint procurement with forty-three (43) other Pennsylvania transit agencies; and,

WHEREAS, the total cost for the twenty-one (21) vehicles is Three Million, One Hundred Forty-Nine Thousand, Four Hundred Eighty-Two Dollars ($3,149,482), which has been determined to be fair and reasonable; and,

NOW, THEREFORE BE IT RESOLVED by the Board of Directors that SRTA is authorized to purchase the twenty-one (21) vehicles described above under the previously awarded vehicle contracts with Coach and Equipment Bus Sales, Inc. and Rohrer Bus Sales, in a total amount not to exceed Three Million, One Hundred Forty-Nine Thousand, Four Hundred Eighty-Two Dollars ($3,149,482).

CERTIFICATION OF OFFICERS
OF
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attest: ________________________________ ________________________________

Thomas Wilson	Raymond Rosen
Secretary	Chairman

RESOLUTION 2636

AUTHORIZING PURCHASE OF

REPLACEMENT AND EXPANSION VEHICLES

<u>FACT SHEET</u>

- The proposed vehicle purchase consists of the following:
- These purchases are being made under the vehicle contracts previously awarded by the SRTA Board of Directors on May 29, 2025.

Qty.	Vehicle	Service	Vendor	Cost
11	Ford E-450 cutaway	Cutaway	Coach and Equipment Bus Sales, Inc.	$1,582,238
3	Ford Transit	PT Transit	Rohrer Bus Sales	$467,244
4	Ford Transit	Stop Hopper replacement	Rohrer Bus Sales	$620,000
3	Ford Transit	Stop Hopper expansion	Rohrer Bus Sales	$480,000
21		**TOTAL**		**$3,149,482**

RESOLUTION NO. 2637

A RESOLUTION AUTHORIZING THE LEASE OF TEMPORARY OFFICE SPACE IN HARRISBURG, PENNSYLVANIA

WHEREAS, the Susquehanna Regional Transportation Authority ("SRTA") is advancing a major capital construction project that will require the temporary relocation of administrative and office personnel from portions of its existing Harrisburg facility; and

WHEREAS, SRTA evaluated alternatives for accommodating affected employees during the construction period, including the use of temporary office trailers and the lease of existing office space; and

WHEREAS, after evaluating the available alternatives, SRTA determined that leasing existing office space provides a more practical, efficient, and cost-effective means of supporting administrative operations during construction; and

WHEREAS, SRTA has completed an independent cost and fair market value analysis supporting the reasonableness of the proposed lease transaction; and

WHEREAS, the Board of Directors finds that the proposed lease is a reasonable and prudent approach to meeting SRTA's temporary administrative space requirements and is in the best interests of SRTA and the public transportation services it provides;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Susquehanna Regional Transportation Authority hereby authorizes the Executive Director in conjunction with the solicitor, or their designee, to negotiate, finalize, and execute the sublease and any related documents necessary to complete the transaction, subject to legal review and any required approvals or concurrence from the Pennsylvania Department of Transportation and other applicable funding or oversight agencies; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Board of Directors authorizes the Executive Director to approve reasonable modifications to the final lease documents that do not materially increase SRTA's financial obligations or substantially alter the business terms approved by the Board.

CERTIFICATION OF OFFICERS
SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

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attest: ______________________________ ______________________________

Thomas Wilson
Secretary

Raymond Rosen
Chairman

BOARD RESOLUTION SUPPORTING FACT SHEET

Temporary Office Lease | Harrisburg Capital Construction Project

Recommendation: Lease existing, move-in-ready office space rather than place and support temporary office trailers on the construction site. The lease alternative is operationally simpler and is supported by an independent cost and fair market value analysis.

NEED AND ALTERNATIVES EVALUATED

- SRTA's capital construction project requires temporary relocation of administrative and office personnel from portions of the existing Harrisburg facility.
- Alternatives evaluated included temporary office trailers on the project site and leasing existing office space.
- The trailer option would require units, site preparation, delivery and placement, utility and communication connections, access improvements, furnishings, operating costs, removal, and site restoration.

PROPOSED OFFICE SUBLEASE

Location	Fourth floor, 1000 North Cameron Street, Harrisburg, Pennsylvania
Sublessor	Capital Blue Cross, through Landmark Commercial Realty
Space	Approximately 13,868 rentable square feet
Initial Term	Three years, commencing January 1, 2027
Year 1 Base Rent	$15.95 per rentable square foot, full-service gross
Annual Escalation	3%
SRTA Responsibility	In-suite janitorial services
Included Features	Existing furniture; approximately 65 parking spaces; electronic building access; on-site security; signage rights; favorable end-of-lease restoration provisions
Office Configuration	Private offices, workstations, hoteling space, conference and training rooms, network and storage areas

INDEPENDENT COST AND FAIR MARKET VALUE ANALYSIS

Measure	Amount / Rate	Basis
Temporary office trailer alternative	$2,855,399	Independent cost estimate for implementation
Proposed Year 1 lease rate	$15.95 / RSF	Full-service gross
Estimated Year 1 market rate	$18.00 / RSF	Harrisburg-area commercial office market estimate
Proposed 3-year base rent	$683,690	Assumes 3% annual escalation
Estimated 3-year market cost	$771,563	Assumes comparable 3% annual escalation
Estimated savings vs. market	$87,872	Before assigning value to included furniture, parking, security, improvements, signage, or restoration benefits

BOARD FINDING

- The proposed lease rate is below the independently estimated market rate.
- The lease avoids the cost, disruption, temporary infrastructure, and site restoration associated with office trailers, saving approximately $2M.
- The proposed premises are substantially improved and configured to support SRTA administrative operations during construction