



DATE: **NOVEMBER 18, 2021**

TIME: **12:00PM**

PLACE: **901 North Cameron Street, Harrisburg, PA**

PURPOSE: **NOVEMBER 2021 Board Meeting**

NOTE: The CDC states if you are not fully vaccinated, you should wear a mask in indoor public places.

A Zoom connection remains an option for convenience and/or personal safety.

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 October 28, 2021 (Pages 2-5)
5. Communications
 - A. Thank you letter from Tri County Community Action (Page 6)
6. Treasurer's Report
 - A. October 2021 CAT Financial Report (Pages 7-12)
7. Resolutions
 - A. RESOLUTION 2134 – APPROVING THE REVISING OF THE CAPITAL AREA TRANSIT HIRING AND MAINTENANCE OF ESSENTIAL REQUIREMENTS (RETENTION) AND EMPLOYMENT QUALIFICATIONS/DRIVER POLICY (Pages 13-23)
 - B. RESOLUTION 2135 – APPROVING MUTUAL COOPERATION AGREEMENT WITH THE SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY (SRTA) (Pages 24-27)
 - C. RESOLUTION 2136 – APPROVING THE AWARD OF A CONTRACT FOR EMERGENCY FLOOR REPAIRS (Page 28)
8. Old Business
9. New Business
10. Future Procurements (Page 29)
11. Staff Report
12. Adjournment

CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY
901 N. Cameron Street, Harrisburg, PA 17101

MINUTES OF BOARD MEETING

October 28, 2021

The regular meeting of the Authority's Board of Directors convened October 28, 2021, at 12:00pm, at the office of Capital Area Transit located at 901 N. Cameron Street. Chairman Eric Bugaile presiding. Present were board members: Chad Saylor, Bruce Weber, Al Bienstock, LaToya Bellamy, Scott Wyland and Richard Kotz. Jill Nagy, Counsel was also present.

Administrative Staff Members present were Richard Farr, Angela Bednar, Christopher Zdanis, Jenna Reedy, Brianna Holmes, David Juba, Jamie Leonard, Stephen Baldwin, Abby Davis, Nicole Hansen, Paul Mathis, Brian Gillette, Darwin Craul, Jonathan Brouse and Miguel Aciri-Rodriguez.

Member of the public present was Anthony Maydwell of Vector Media and guest presenters Luke Byrne and Mark Zettlemoyer of RKL, LLP.

ATTENDANCE

All members of the Board of Directors were present.

CHANGES OR MODIFICATION TO THE AGENDA

A motion was made by Al Bienstock to add Resolution 2133 to the agenda as an emergency procurement, seconded by Bruce Weber. Motion approved.

PUBLIC HEARING

FFY 2022 Proposed Program of Projects was presented by Richard Farr. No public comment was received. The FFY 2022 Proposed Program of Projects will stand as presented.

PUBLIC COMMENT

No public comment.

APPROVAL OF MINUTES

Chad Saylor moved to accept the September 30, 2021, meeting minutes, seconded by Richard Kotz. Motion approved.

COMMUNICATIONS

Communications were presented by Richard Farr. Communications included a follow up letter to John Pague, an employee who addressed concerns last month during public comment and a FY 2021-2022 Section 1513 funding increase letter from PennDOT.

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AUDIT DRAFT PRESENTATION

Eric Bugaile presented Luke Byrne and Mark Zettlemoyer of RKL, LLP for a presentation of the Audit Draft. Highlights of the presentation included:

- The Independent Auditors Report was reviewed by Mark Zettlemoyer. This report identifies who is being audited and for what period. This report also highlights management responsibility for the Financial Statements as well as the Auditors responsibilities and Opinion. The Opinion of RKL, LLP, states that the “the financial statements present fairly, in all material respects, the financial position of the Cumberland-Dauphin-Harrisburg Transit Authority as of June 30, 2021 and 2020”. Mark Zettlemoyer also pointed out that the Independent Auditors Report includes required supplementary information as well as other information, which is not a required part of the basic financial statements but is presented for the purposes of additional analysis and is requested to be included by either the Authority or PennDOT.
- The Financial Statements were reviewed by Luke Byrne. Luke Byrne first reviewed the Management’s Discussion and Analysis section. The Management’s Discussion and Analysis section provides an introduction and overview to the Authority’s basic financial statements for the years ended June 30, 2021 and 2020. Luke Byrne went on to highlight important changes within the financial statement and then reviewed the notes to the financial statements which include the nature of activity and the summary of significant accounting policies.
- The Single Audit Report was reviewed by Luke Byrne. RKL, LLP, noted no significant findings this year or last year related to the single audit.
- The Audit Results Report was reviewed by Luke Byrne. This report notes any findings, significant policies, estimates and disclosures, and any audit adjustments. Mr. Byrne noted that this was a clean audit and there were no uncorrected misstatements.

Eric Bugaile presented Resolution No. 2128, Accepting the Annual Report of Authority Auditors. Motion to approve was made by Chad Saylor seconded by Al Bienstock, and passed unanimously.

TREASURER’S REPORT

Al Bienstock deferred to Stephen Baldwin to present the unaudited financial statements for the month of September 2021 and the year-to-date period ending September 30, 2021. Highlights of the report are as follows:

- Ridership remains materially unchanged from previous months for both Fixed Route and Paratransit.
- YTD revenues are up 5.7%, driven by Paratransit, which is up 14% YTD.
- Expenses are down and CAT has spent 9% less than the previous year and 14% less than budget, which resulted in being able to save state subsidy for future use, saving \$200,000 this month alone and \$475,000 YTD.
- Half-price ticket sales were a success and CAT sold four times as many tickets this year as compared to last year’s ticket sales.

Al Bienstock moved to accept the September 2021 CAT Financial Report, seconded by Richard Kotz, motion approved.

**CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY
901 N. Cameron Street, Harrisburg, PA 17101**

RESOLUTIONS

RESOLUTION 2129 – AWARD OF CONTRACTS FOR PROCUREMENT OF MAINTENANCE PARTS

Motion to approve was raised by Chad Saylor, seconded by Richard Kotz, and passed unanimously.

RESOLUTION 2130 – AUTHORIZING THE AWARD OF CONTRACT FOR SHARED RIDE AND PARATRANSIT SERVICE

Motion to approve was made by Al Bienstock, seconded by Chad Saylor, and passed unanimously.

RESOLUTION 2131 – AUTHORIZING CAT STAFF TO DESTROY RECORDS

Motion to approve was made by Chad Saylor, seconded by Scott Wyland, and passed unanimously.

RESOLUTION 2132 – A RESOLUTION OF THE BOARD OF DIRECTORS FOR AUTHORIZING EXECUTIVE DIRECTOR TO ADJUST SERVICE LEVELS RELATED TO STAFF AVAILABILITY

Motion to approve was made by Richard Kotz, seconded by Al Bienstock, and passed unanimously.

RESOLUTION 2133 – REAFFIRMING THE PURCHASE OF PARATRANIST VANS FROM THE CURRENT STATEWIDE CONTRACT

Motion to approve was made by Richard Kotz, seconded by Al Bienstock, and passed unanimously.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

FUTURE PROCUREMENTS

Richard Farr made the Board aware of upcoming procurements for Middletown Property Management and the CAT Tire Lease.

STAFF REPORT

Richard Farr provided the following staff updates:

- An update was provided on the future of SRTA and the upcoming inaugural board meeting.

CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY
901 N. Cameron Street, Harrisburg, PA 17101

- A direct mailer was sent out, at the recommendation of PennDOT, to shared ride riders making them aware of staffing shortages.

Richard Farr deferred to Christopher Zdanis for additional staff updates:

- An update was provided on the PWD state audit outcome. Only 12 trips out of 70,000 were found to be not in compliance. An update was provided on the AVAIL system. AVAIL pilot installation has been underway on vehicles and it is expected that installation will be completed by the New Year.
- An update was provided on the CAT facility paving project, which is currently underway.

Additional updates provided by Richard Farr include:

- CAT will apply for the Bus and Bus Facility grant for a new facility. This application is due November 19th. Currently CAT is requesting letters of support from its funding partners as well as other community support partners.
- An update was provided on the bus barn. Options for repair were discussed. Currently CAT is waiting to receive a report from the structural engineers.

ADJOURNMENT

The next scheduled Board meeting will take place on November 18, 2021 at 12:00pm. This meeting will be held in person at the second floor Board Room at 901 N. Cameron Street with a Zoom option available for anyone who is unable to attend in person.

Motion to adjourn was made by Chad Saylor and seconded by Scott Wyland. The meeting adjourned at 1:00pm.

Respectfully Submitted,



Richard Kotz
Secretary



RECEIVED
NOV 08 2021
BY: AMB

CAT Transit
901 N Cameron St
Harrisburg, PA 17101-2413

Dear CAT Transit, *Richard's CAT Board*

Thank you for your \$25.77 donation that you made on 10/28/2021 in honor and memory of Kathy Possinger.

Kathy's impact on this agency and our community cannot be stated enough, and she is deeply missed. We will be using all donations received in her name to continue her work in lifting up families, making housing affordable for all, and turning all communities into places of opportunity.

Thank you again for honoring Kathy's memory in this way. Words cannot describe what her loss means to us all, and we hold you and all of Kathy's family and friends in our hearts.

With tremendous gratitude,

Jennifer Wintermyer
Jennifer Wintermyer
Executive Director

*With deep appreciation,
and on behalf of Kathy's
family, thank you for
honoring her in this way.
Jen*



To: Capital Area Transit Board Members
From: Brian Gillette, Accounting Manager
Date: November 15, 2021
Re: October 2021 CAT Financial Report (Unaudited)

Attached are Capital Area Transit's (CAT) unaudited financial statements for the month of October 2021 and the year-to-date period ending October 31, 2021.

Items of Interests:

- Fixed Route 2022/2021 YTD: Revenues: down 1.2%, Expenses: down 9.9%.
- Paratransit 2022/2021 YTD: Revenues: up 11.53%, Expenses: down 7.8%
- Combined 2022/2021 YTD: Revenues: up 6.4%, Expenses: down 9.5%
- Combined – Revenues: \$107K or 6.5% below budget, Expenses: \$1,114K or 14% below budget

- October MTD/YTD Health Insurance Expenses

	<u>MTD Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>
Gross Health Insurance	\$ 186,566	\$ 805,131	\$ 1,006,004
Employee Premium Copay	\$ 18,158	\$ 77,847	\$ 112,528
Net Health Insurance	\$ 168,408	\$ 727,284	\$ 893,476

- Overtime for October 2021 and YTD Period Ending October 31, 2021.

	October 2021		YTD	
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
Operators	\$ 48,174	\$ 36,001	\$ 192,921	\$ 148,817
Operations	\$ 517	\$ 433	\$ 2,449	\$ 1,733
Maintenance	\$ 9,127	\$ 12,000	\$ 39,686	\$ 49,606
Admin.	\$ 268	\$ 0	\$ 924	\$ 0
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	\$ 58,086	\$ 48,435	\$ 235,979	\$ 200,157

- YTD Overtime is down \$158K over the prior year

Fixed Route Division – October 2021

YTD Passengers Served: Passengers/Vehicle Hour

	<u>Passengers</u>	<u>Revenue Vehicle Hours</u>	<u>Passengers Per Rev. Vehicle Hours</u>	<u>Change</u>
2022	348,824	50,394	6.92	1.48%
2021	346,740	50,832	<u>6.82</u>	favorable
2023 Goal			19.01	

YTD Operating Expenditures: Operating Cost / Revenue Vehicle Hour

	<u>Operating Expense</u>	<u>Revenue Vehicle Hours</u>	<u>Operating Cost Per Rev. Vehicle Hours</u>	<u>Change</u>
2022	\$ 4,881,326	50,394	\$ 96.86	9.16%
2021	\$ 5,420,335	50,832	<u>\$ 106.63</u>	favorable
2023 Goal		Not to Exceed	\$ 154.61	

YTD Operating Revenue: Operating Revenue // Revenue Vehicle Hour

	<u>Operating Revenue</u>	<u>Revenue Vehicle Hours</u>	<u>Operating Rev. Per Rev. Vehicle Hours</u>	<u>Change</u>
2022	\$ 574,036	50,394	\$ 11.39	-0.34%
2021	\$ 580,993	50,832	<u>\$ 11.43</u>	unfavorable
2023 Goal			\$ 27.25	

YTD Operating Expense: Operating Cost / Passenger

	<u>Operating Expense</u>	<u>Passengers</u>	<u>Operating Cost Per Passenger</u>	<u>Change</u>
2022	\$ 4,881,326	348,824	\$ 13.99	10.48%
2021	\$ 5,420,335	346,740	<u>\$ 15.63</u>	favorable
2023 Goal		Not to Exceed	\$ 8.13	

Paratransit Division – October 2021

Revenue

	<u>MTD</u>	<u>YTD</u>	<u>Change</u>
2022	\$ 236,416	\$ 961,157	11.53%
2021	\$ 227,635	\$ 861,808	favorable

Expenses

	<u>MTD</u>	<u>YTD</u>	<u>Change</u>
2022	\$ 319,749	\$ 1,344,549	7.79%
2021	\$ 360,417	\$ 1,458,059	favorable

YTD Expenses are 24.8% favorable to budget by \$445K

Capital Area Transit
Balance Sheet - Summary
As of October 31, 2021

	2022	2021
Assets		
Current Assets		
Cash	7,845,311	3,811,455
Investments	15,267	15,261
Accounts Receivable	686,963	529,313
Capital Grants Receivable	1,737,042	4,785,292
Op. Assist. & Planning Grants Receivable	190,124	193,014
Inventory	424,985	422,723
Prepays	187,049	417,395
Total Current Assets	11,086,740	10,174,453
Capital Assets		
Fixed Assets	66,013,894	56,567,801
Accumulated Depreciation	(37,814,132)	(33,679,063)
Net Capital Assets	28,199,761	22,888,738
Other Assets	75,915	75,915
Total Assets	39,362,416	33,139,107
Liabilities		
Current Liabilities		
Accounts Payable	584,511	408,808
Accrued Wages & Payroll-Related Accruals	502,382	701,949
Payroll Withholdings - Taxes	21,159	22,284
Short-Term Debt & Accrued Interest	0	0
Accrued Expenses	661,945	636,072
Advances for Working Capital	813,169	836,762
Deferred Operating & Capital Grants	8,679,854	7,505,243
Total Current Liabilities	11,263,020	10,111,119
Long-Term Liabilities	292,216	337,770
Total Liabilities	11,555,235	10,448,889
Net Position	27,807,181	22,690,218
Total Liab, Total Def Inflow & Net Position	39,362,416	33,139,107

Capital Area Transit
Income Statement - Combined
For the Period Ending October 31, 2021

	Fiscal Year 2022					Fiscal Year 2021	
	PTD		YTD		Annual	PTD	YTD
	Actual	Budget	Actual	Budget	Budget	Actual	Actual
Revenue							
Passenger Revenue	135,167	141,391	559,255	591,276	1,756,481	114,184	575,913
Other Revenue	237,946	258,060	975,938	1,050,729	3,345,366	229,202	866,886
Total Revenue	373,112	399,451	1,535,193	1,642,005	5,101,847	343,386	1,442,800
Expenses							
Labor							
Labor - Operators	433,922	527,218	1,825,358	2,210,835	6,541,680	502,687	2,072,569
Labor - Operations Support	75,109	72,272	300,913	302,361	887,056	76,930	369,288
Labor - Maintenance	100,744	133,803	421,284	561,083	1,660,139	135,695	580,794
Labor - Administrative	40,766	49,207	163,583	206,332	610,399	38,988	182,418
Labor - Health Insurance	168,408	251,501	727,285	1,006,004	3,018,012	181,943	728,367
Labor - Other Fringes	204,426	243,082	917,132	966,561	3,875,369	247,244	1,153,884
Total Labor	1,023,375	1,277,083	4,355,556	5,253,176	16,592,655	1,183,487	5,087,320
Services	125,428	94,819	442,490	379,276	1,137,827	77,896	308,520
Fuel	88,664	102,764	382,687	421,252	1,257,564	97,800	400,496
Tires & Tubes	6,542	11,609	28,721	47,680	142,761	9,229	25,992
Materials & Supplies	37,767	65,669	208,381	268,520	804,284	64,482	244,514
Utilities	22,354	27,072	89,340	108,288	324,864	22,622	87,655
Casualty & Liability	24,656	46,668	119,289	186,672	560,000	44,631	181,282
Taxes	90	114	393	450	1,270	97	426
Purchase of Service	150,314	168,498	575,079	625,254	2,018,375	141,557	523,897
Miscellaneous	1,501	7,500	14,259	30,000	90,000	2,608	7,844
Marketing & Promotion	1,373	4,583	7,976	18,332	55,000	126	8,307
Interest	-	-	4	-	-	48	75
Leases & Rentals	425	430	1,699	1,720	5,160	825	2,063
Total Expenses	1,482,488	1,806,809	6,225,874	7,340,620	22,989,760	1,645,408	6,878,391
Surplus (Deficit)	(1,109,376)	(1,407,358)	(4,690,681)	(5,698,615)	(17,887,913)	(1,302,023)	(5,435,592)
Subsidy							
Local Subsidy	101,995	97,411	412,741	413,733	1,168,821	103,149	393,281
State Subsidy	769,663	949,458	3,149,235	3,805,801	4,870,798	-	-
Federal Subsidy	237,717	360,489	1,128,705	1,479,081	11,848,284	1,198,874	5,042,311
Total Subsidy	1,109,376	1,407,358	4,690,681	5,698,615	17,887,903	1,302,023	5,435,592
Difference	-	-	-	-	(10)	-	-

Capital Area Transit
Income Statement Summary - Fixed Route
For the Period Ending October 31, 2021

	Fiscal Year 2022					Fiscal Year 2021	
	PTD		YTD		Annual	PTD	YTD
	Actual	Budget	Actual	Budget	Budget	Actual	Actual
Revenue							
Passenger Fares	125,579	128,934	519,430	539,652	1,610,330	103,484	533,271
Other Revenue	11,117	12,324	54,605	46,696	556,581	12,267	47,721
Total Revenue	136,696	141,258	574,035	586,348	2,166,911	115,751	580,992
Expenses							
Labor							
Labor - Operators	391,286	443,778	1,645,330	1,865,033	5,562,674	453,826	1,864,487
Labor - Operations Support	53,001	48,752	207,110	204,886	611,095	53,329	252,089
Labor - Maintenance	82,502	112,534	347,547	472,937	1,410,586	110,533	489,793
Labor - Administrative	34,508	41,220	137,378	173,233	516,692	32,018	149,805
Labor - Health Insurance	136,016	190,814	588,003	763,256	2,289,776	143,748	581,874
Labor - Other Fringes	179,201	202,582	790,537	810,303	3,257,986	204,684	960,418
Total Labor	876,513	1,039,680	3,715,905	4,289,648	13,648,809	998,138	4,298,464
Services	109,126	77,481	380,626	309,924	929,770	64,924	264,280
Fuel	74,056	82,241	309,530	339,953	1,027,965	83,810	335,689
Tires & Tubes	5,707	9,821	24,146	40,598	122,760	5,856	22,619
Materials & Supplies	30,424	55,087	177,501	226,517	684,102	55,122	207,858
Utilities	15,095	18,662	60,465	74,648	223,935	15,539	60,000
Casualty & Liability	18,410	31,773	88,454	127,092	381,272	30,524	123,140
Taxes	-	-	-	-	-	-	-
Purchase of Service	30,508	30,742	104,936	99,682	318,376	28,151	91,281
Miscellaneous	1,151	5,753	10,733	23,012	69,027	1,933	6,564
Marketing & Promotion	1,323	4,583	7,328	18,332	55,000	126	8,307
Interest	-	-	3	-	-	44	68
Leases & Rentals	425	430	1,699	1,720	5,160	825	2,063
Total Expenses	1,162,739	1,356,253	4,881,326	5,551,126	17,466,176	1,284,991	5,420,333
Surplus (Deficit)	(1,026,043)	(1,214,995)	(4,307,291)	(4,964,778)	(15,299,265)	(1,169,241)	(4,839,342)
Subsidy							
Local Subsidy	101,995	97,411	412,741	413,733	1,168,821	103,149	393,281
State Subsidy	769,663	888,595	3,149,235	3,593,116	4,570,762	-	-
Federal Subsidy	154,385	228,989	745,315	957,929	9,559,679	1,066,092	4,446,061
Total Subsidy	1,026,043	1,214,995	4,307,291	4,964,778	15,299,262	1,169,241	4,839,342
Difference	-	-	-	-	(3)	-	-

Capital Area Transit
Income Statement Summary - Paratransit
For the Period Ending October 31, 2021

	Fiscal Year 2022					Fiscal Year 2021	
	PTD		YTD		Annual	PTD	YTD
	Actual	Budget	Actual	Budget	Budget	Actual	Actual
Revenue							
Passenger Fares	9,588	12,457	39,825	51,624	146,151	10,700	42,643
Other Revenue	226,828	245,736	921,333	1,004,033	2,788,785	216,935	819,166
Total Revenue	236,416	258,193	961,158	1,055,657	2,934,936	227,635	861,808
Expenses							
Labor							
Labor - Operators	42,636	83,440	180,028	345,802	979,006	48,861	208,082
Labor - Operations Support	22,108	23,520	93,803	97,475	275,961	23,601	117,200
Labor - Maintenance	18,242	21,269	73,737	88,146	249,553	25,162	91,002
Labor - Administrative	6,258	7,987	26,205	33,099	93,707	6,970	32,614
Labor - Health Insurance	32,392	60,687	139,281	242,748	728,236	38,195	146,493
Labor - Other Fringes	25,225	40,500	126,595	156,258	617,383	42,560	193,466
Total Labor	146,862	237,403	639,650	963,528	2,943,846	185,349	788,856
Services	16,301	17,338	61,864	69,352	208,057	12,972	44,240
Fuel	14,608	20,523	73,157	81,299	229,599	13,989	64,807
Tires & Tubes	835	1,788	4,575	7,082	20,001	3,373	3,373
Materials & Supplies	7,343	10,582	30,880	42,003	120,182	9,360	36,656
Utilities	7,259	8,410	28,875	33,640	100,929	7,083	27,654
Casualty & Liability	6,246	14,895	30,835	59,580	178,728	14,107	58,142
Taxes	90	114	393	450	1,270	97	426
Purchase of Service	119,806	137,756	470,142	525,572	1,699,999	113,406	432,616
Miscellaneous	350	1,747	3,526	6,988	20,973	675	1,280
Marketing & Promotion	50	-	648	-	-	-	-
Interest	-	-	0	-	-	5	7
Leases & Rentals	-	-	-	-	-	-	-
Total Expenses	319,748	450,556	1,344,548	1,789,494	5,523,584	360,417	1,458,058
Surplus (Deficit)	(83,333)	(192,363)	(383,390)	(733,837)	(2,588,648)	(132,782)	(596,250)
Subsidy							
Local Subsidy	-	-	-	-	-	-	-
State Subsidy	-	60,863	-	212,685	300,036	-	-
Federal Subsidy	83,333	131,500	383,390	521,152	2,288,605	132,782	596,250
Total Subsidy	83,333	192,363	383,390	733,837	2,588,641	132,782	596,250
Difference	-	-	-	-	(7)	-	-

RESOLUTION NO. 2134

APPROVING THE REVISING OF THE CAPITAL AREA TRANSIT HIRING AND MAINTENANCE OF ESSENTIAL REQUIREMENTS (RETENTION) AND EMPLOYMENT QUALIFICATIONS/DRIVER POLICY

WHEREAS, the Authority wishes to amend guidelines and policies which guide the hiring and maintenance of safety sensitive employees, and

WHEREAS, the Authority has undertaken the review, update, and compilation of employee policies to establish a consistent collection of expectations, and

WHEREAS, SAFTI requires the Authority to have a policy stating essential qualifications,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors Directors of the Cumberland-Dauphin-Harrisburg Transit Authority, that the revision of the Authority Hiring and Maintenance of Essential Requirements (Retention) and Employment Qualifications/Driver Policy be adopted and instituted.

CERTIFICATION OF OFFICERS

OF

CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Cumberland-Dauphin-Harrisburg Transit Authority Board Members held on November 18, 2021.

Richard Kotz
Secretary

Attest: _____
Eric Bugaile
Chairman



Hiring and Maintenance of Essential Requirements (Retention) Policy

Effective Date: November 18, 2021

Revision History: August 27, 2020, Board Resolution 2027

Purpose:

Proper selection and training of new employees is a key element in any organization, but it is especially important when selecting new employees in an organization dependent upon staff who are committed to customer service and safety. The following procedures will be followed in the selection of new hires.

Minimum Qualifications

The following are minimum qualifications for employment:

- Prefer High School diploma or GED equivalent, unless otherwise indicated on job description or a governmental regulation;
- Job related experience preferred as designated by the job description;
- U.S Citizen or national, an alien lawfully admitted to permanent residence or an alien authorized to work in the U.S.;
- Must be at least 18 years of age; minimum of 25 years of age for CDL and non-CDL driving positions; unless the following additional criteria are observed:
 - Operators – Minimum age of 23 with additional hiring criteria for ages 23 and 24 as follows:
 - Minimum 3 years licensed (any class).
 - MVR to be reviewed and infractions considered in the best interest of CAT.
 - Pass a Personality Assessment approved by SAFTI.
 - Maintenance staff (Mechanics & Porters) – Minimum age of 18 with additional hiring criteria as follows:

- MVR to be reviewed and infractions considered in the best interest of CAT.
- Age 18-20 can only drive buses on Authority property.
- Age 21-22 can test drive or switch out buses with no customers onboard.
- Must have valid driver's license for at least 3 years or a CDL Driver's License, unless one of the maintenance position exceptions applies;
- For all safety sensitive position must meet outlined driver qualifications;
- Ideal candidates will preferably have the amount of experience as designated by the job description for the position;
- Must possess basic qualifications for the position which have been established.
- Must be capable to perform the essential job functions and meeting job specifications as described in the job description;
- Must have an acceptable background check as established by the organization and/or required by funding partners;
- Must comply with all other applicable qualifications for employment as established by the organization.

Administrative Hiring:

Capital Area Transit (CAT) is an equal opportunity employer. CAT seeks to hire administrative and non-bargaining unit employees from a diverse pool of qualified candidates in accordance with its EEO Plan and in conjunction with the needs of the Authority. In the case of all administrative staff, except for the executive director, staff shall hire based upon the minimum qualifications set forth in the job description for a particular job category.

CAT will perform for non-bargaining unit employees all necessary background checks based upon job titles and responsibilities. Candidates will be notified of the nature of any background checks for their position. Further, on a case by case basis, an application will be supplied for employees that will be in the form of a non-DOT application for completion which will be held by the Authority pursuant to Pennsylvania Record Retention requirements.

Hiring Procedures

The Authority will perform the following procedures when hiring for positions:

Pre-Offer/Pre-Employment

- Advertise/Post position-describing essential job functions, physical requirements and minimum qualifications, etc.
- Must comply with established standard hiring procedures.
- Review applications for job qualifications.
- Must meet minimum established qualifications.

- Interview of selected qualified candidate(s) will be conducted by both phone screens and in person interviews.
- Prior employment must be listed on the application. Reference checks are at the discretion of the Authority.

Offer/Pre-Employment

- Job offers are made, contingent upon successful completion of background checks and testing as established for each position.

Post-Offer/Pre-Employment

- Background check of criminal history, child abuse clearance, credit fitness check for key employee positions where financial responsibility is relevant, and employment history are performed;
- Obtain and review MVR of applicant.

Additional requirements for DOT defined safety sensitive employees:

- Motor Vehicle Driver's Certification of Violation Form must be completed (if not part of the application).
- Safety Performance History Record request must be completed for every employee, which checks for drug and alcohol information for all employers within last two years, and accident history for past three years.
- Require medical qualification through an Authority approved DOT physician
- Required to undergo a pre-employment drug test administered under DOT & FTA regulations with a verified negative result. In the case that a pre-employment test is canceled, the employer will require the covered applicant to take another pre-employment drug screen administered under DOT & FTA regulations. A 'dilute' negative test is unacceptable to the Authority as a negative and the candidate will be instructed to immediately proceed to the collection site for another drug collection. The second test result will be the test of record and should the second test result be reported as 'dilute' the candidate will not be offered employment.

Post-Offer/Post-Employment

- Prepare personnel files (general, medical, etc.)
 - Application;
- Prepare driver qualification files for Drivers/DOT defined safety sensitive employees:

- Application;
 - Complete background check results that include employment reference checks’;
 - Copy of MVR reviewed for hire;
 - Complete Motor Vehicle Driver’s Certification of Violations form (if not part of application)
 - Evidence of negative pre-employment drug screen result, stored in the employee file, separate folder;
 - Copy of medical qualification card;
 - Copy of Driver’s License;
 - Receipt of drug and alcohol testing history from previous employer(s), stored in the employee file, separate folder.
- Review all applicable employment, job-specific and safety policies and procedures with employee. Obtain evidence of review and understanding of policies and procedures from employee. Provide initial training as follows but not limited to:
 - Pre-trip/post-trip inspection procedures;
 - Basic defensive driving;
 - Accident procedures;
 - Employee policies and training manual;
 - 60 minutes of training on the Substance Abuse Policy as well as 60 minutes of training on the effects and consequences of prohibited drug use;
 - Specific equipment use training;
 - Passenger Assistance and Relations (including Special Needs Passengers, ADA);
 - Customer Service;
 - Specific job duties/tasks

Maintenance of Essential Requirements

The following procedures will be used to insure appropriate and safe behavior by drivers:

- At least an annual review of MVR
- Training as required for job position
- Scheduled background checks

Additional requirements for DOT defined safety sensitive employees:

- Physical re-qualification as required;
- Safety Sensitive participation in drug/alcohol testing program.
- Confirmed positive result or any refusal to have tests administered when

specified by management – as indicated in the Drug and Alcohol policy - 2nd chance agreement.

- DUI/DWI conviction - termination.

Motor Vehicle Record (MVR) Requirement

It is the Authority Policy and requirement of employment, that every employee position with Authority vehicle driving duties requires a motor vehicle record (MVR) meeting the Authority's requirements. Employees must notify the Authority of any motor vehicle code violations prior to the start of the employees next work day. In the event an employee's required driver's license is suspended for a period of ninety (90) or more days or is permanently revoked, the employee shall be deemed ineligible for employment and may be terminated immediately. If an employee's required driver's license is suspended for a period of less than ninety (90) days, the employee shall be placed on an unpaid leave of absence. Depending on the nature of the violation and reason for the suspension, the employee may be disciplined. An employee must immediately report any suspension or revocation of his or her license to the Authority; failure to immediately report will result in termination of employment. If the employee becomes ineligible to be covered by the Authority's insurance carrier, the employee may be terminated from employment immediately. The Authority reserves the right to review an employee driving record after an incident, accident, violation, or with probable cause at any time.

Annual Motor Vehicle Record Screening

The Authority shall request motor vehicle records (MVR's) at least annually, for every employee who has driving duties. The purpose of this investigation is to ensure that all designated drivers who drive as part of their duties while employed by the Authority maintain an acceptable driving record.

An acceptable driving record is defined as a driving record that would qualify an applicant for employment at the Authority as listed within this policy. If a motor vehicle record is not acceptable, the Authority reserves the right to place the employee on probation for a period of time, and/or revoke driving duties until the employee's MVR qualifies as acceptable, and/or terminate the employee's job. Upon request by the employee, the employee shall receive a copy of their individual MVR after each MVR review.

Child Abuse Clearance

The Authority shall conduct a Pennsylvania Child Abuse History Certification upon hire for any new employee. Prior to expiration of the current clearance, the employee will be required to complete necessary forms to renew their clearance for updated results.

In addition, the employee will be required to satisfy any other requirements as defined by grantors.

Employment Qualifications / Driver Policy

These qualifications apply to both drivers of Authority owned vehicles, as well as, employees using personal vehicles in the course of Authority business.

Classification – NON CDL Passenger Revenue Vehicles

- All applicants must have a current valid driver's license issued by the state in which they reside.

Classification – CDL Passenger Revenue Vehicles – Class C License

- All applicants must have a "P" endorsement on their current valid CDL driver's license issued by the state in which they reside.
- Applicants hired without a CDL and necessary endorsements are hired conditionally and be working towards obtaining the certifications within the 90-day probationary period.

Classification – CDL Passenger Revenue Vehicles – Class A or B License

- All applicants must have a "P" endorsement, air brakes lifted, on their current valid CDL driver's license issued by the state in which they reside.
- Applicants hired without a CDL and necessary endorsements are hired conditionally and be working towards obtaining the certifications within the 90-day introductory period.
- No restrictions that would restrict the driver from driving class of vehicle or necessary commerce.

ALL Vehicle Operators - Safety Sensitive Positions

Applicant must pass a Department of Transportation (DOT) physical examination.

ALL Vehicle Operators – inclusive

Applicant must consent to a pre-employment drug screen immediately following the offer of employment. The Authority must receive a verified negative result.

Applicants must possess only one valid driver's license issued by the resident state of the driver. Operators who have recently transferred from another state must produce a copy of the former license or provide License information for verification from that state. Drivers will need to provide information on all previous held licenses within the past 60-month period.

There shall be NO:

- No DUI or DWI ever on your driving record in a commercial vehicle.
- No DUI or DWI within 10 years in a non-commercial vehicle.
- No Drug convictions, positive screens or refusals.
- No reckless homicide or involuntary manslaughter
- No major infractions, which include, but are not limited to: negligent homicide; manslaughter; or assault involving a motor vehicle; unlawful use of a motor vehicle; racing; reckless driving; careless endangerment; road rage; leaving the scene of an accident; use of a motor vehicle in the commission of a felony; or attempting to evade a police officer.

All applicants and newly hired employees shall have motor vehicle driving records be examined for a 3-year period (36 months) to have proven:

- No record of a driving license suspension or revocation covering the 36-month period prior to the order date of a Motor Vehicle Record (MVR). A suspension for failure to pay and or failure to appear will be considered

provided that there was no conviction for driving while suspended during this time period.

- No operating a vehicle, knowingly or unknowingly, while under suspension or revocation during the 36-month period prior to the order date of a Motor Vehicle Record (MVR).
- No past pattern or record of citations or convictions for more than two motor vehicle accident/violations, (excluding those listed above) during the 36-month period prior to the order date of the Motor Vehicle Record (MVR).
- No past pattern or record of involvement in more than one at-fault traffic accidents while operating a motor vehicle during the 36-month period prior to the order date of the Motor Vehicle Record (MVR).

All current employees of the Authority shall have an Annual Motor Vehicle Record Screening. These records shall be examined to have proven:

- Compliance with current policies and procedures regarding, licensure and any infraction that would violate these qualifications.
- No past pattern or record of citations or convictions for more than two motor vehicle accident/violations, (excluding those listed above) during the 36-month period prior to the order date of the Motor Vehicle Record (MVR).
- No past pattern or record of involvement in more than one at-fault traffic accidents while operating a motor vehicle during the 36-month period prior to the order date of the Motor Vehicle Record (MVR).

The Authority must attempt to receive a negative controlled substance and alcohol result from prior employer(s) for the past two-year period. There may be no prior evidence of controlled substance use.

Applicant must have no instance of refusal to submit to an Alcohol or Controlled Substance test within the past 2-year period including a pre-employment test.

Applicant must have completed application entirely.

Applicant must consent to a ten-year check on work history. Any gap of 30 days or more must be indicated and explained, you may be asked to provide documentation. Discrepancies may prevent your application from being processed and job offer withdrawn.

Applicants must pass a background check to include felonies, misdemeanors, and child abuse. Criminal records will be evaluated on a case-by-case basis.

Applicant must demonstrate stable work history, good work ethic, dependability, and shares the values and service mindset of the organization and offer return on a training investment.

Applicant must meet the qualifications listed on the job description.

Applicant must be able to work all bid schedules.

You will be an at-will employee throughout your employment with the Authority. Nothing in these guidelines, your application or in the employee handbook guarantees employment for any period of time or is intended to be a contract of employment.

Rules of the Road

General

Authority-owned/leased vehicles are to be used for Authority business only.

Only Authorized employees may drive a vehicle for Authority purposes.

All drivers must abide by all federal, state and local motor vehicle regulations, laws and ordinances.

Pre-trip

Prior to starting a vehicle, drivers must inspect the vehicle exterior and the area around the vehicle. This includes checking tires, leaks, body condition and clearances to other vehicles and objects. Any defects or concerns should be reported immediately.

Drivers must ensure that all required documents (e.g., registration, insurance card, accident report form) are in the vehicle.

On the Road

A driver may not operate a vehicle any time his/her ability is impaired, affected or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.

No driver may have or permit possession of alcohol or illegal drugs in a vehicle being used for business purposes.

Drivers are responsible for ensuring that all doors are locked while vehicle is in motion.

Drivers must ensure that the vehicle's headlights are on at all times.

Only approved passengers with a defined business relationship are permitted in the vehicle during the course of business use.

Drivers shall not use a radar detector, laser detector or similar device.

Drivers shall not push or pull another vehicle or tow a trailer without authorization.

Drivers shall not transport flammable liquids and gases unless a DOT- or UL approved container is used, and then only in limited quantities and only when necessary.

Drivers shall not transport or use ignitable or burning flares. Use of reflective triangles is preferred.

Post-Trip

All accidents, vehicle problems or defects must be reported immediately to the driver's immediate supervisor; this involves completing and forwarding all required forms.

Drivers must notify their supervisor of any tickets or other violations received while driving. Notification must be as soon as reasonably possible, but no later than the next scheduled driving duty is performed.

Signature

Date

RESOLUTION NO. 2135

APPROVING MUTUAL COOPERATION AGREEMENT WITH THE SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY (SRTA)

WHEREAS, the Counties of Cumberland and Dauphin and the City of Harrisburg have created a new municipal authority to provide regional transportation services; and

WHEREAS, to advance the directive of the funding partners, a cooperative agreement needs to be executed; and

WHEREAS, the Agreement outlines the services and responsibilities that SRTA will be providing on behalf of CAT;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors that it approves the Mutual Cooperation Agreement with SRTA.

CERTIFICATION OF OFFICERS

OF

CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Cumberland-Dauphin-Harrisburg Transit Authority Board Members held on November 18, 2021.

attest: _____

Rich Kotz, Secretary

Eric Bugaile, Chairman

FACTS SHEET

MUTUAL COOPERATION AGREEMENT

THIS AGREEMENT made this ____ day of _____, 2021, by and between the Cumberland-Dauphin-Harrisburg Transit Authority, a municipal authority organized under the Municipalities Authorities Act of 1945, with its principle offices located at 901 N. Cameron Street, Harrisburg, Pennsylvania, (herein referred to as “CAT”), and the Susquehanna Regional Transportation Authority, a municipal authority organized under the Municipalities Authorities Act of 1945, with its principal offices located at 901 N. Cameron Street, Harrisburg, Pennsylvania, (herein referred to as “SRTA”).

WITNESSETH:

WHEREAS, CAT is a municipal authority engaged in the activity of providing public transit services in Cumberland and Dauphin Counties and the City of Harrisburg; and
WHEREAS, SRTA is a municipal authority engaged in the activity of providing public transit services within the Counties of Adams, Cumberland, Dauphin, Franklin, Perry, York, Columbia, Indiana, Montour, Northumberland, Snyder and Union Counties; and
WHEREAS, CAT desires to contract with SRTA to provide executive, management, administrative and support services.

NOW, THEREFORE, intending to be legally bound, the parties hereto agree to set forth below.

1. **SRTA Services.** SRTA agrees to provide all executive, management, administrative and support services to CAT. This shall include but not limited to services of the executive director, who shall be generally responsible for the overall management and leadership of CAT, as well as all other necessary management, supervisory, administrative and support services staff, including management and supervisory operations and maintenance staff, financial department services and staff, support and customer service staff, IT department services and staff, and procurement, marketing, and clerical services and staff. SRTA shall also be responsible for all CAT Board and public relations, developing a supportive relationship with appointed and elected officials, labor relations and maintaining CAT on sound fiscal basis. SRTA shall establish and maintain goals for the public transportation system and follow the policy guidance established by CAT’s Board. SRTA shall oversee compliance with all Federal, State, and Local statutory and regulatory requirements, prepare Board meeting agendas and materials and its executive director shall attend Board meetings of CAT, and represent CAT at any meetings required to conduct CAT business. CAT recognizes and agrees that SRTA shall provide the same services to Central Pennsylvania Transportation Authority (CPTA) during the same time period.
2. **Authorization.** CAT authorizes SRTA to take all actions as necessary to efficiently and effectively perform all executive, administrative and support services under this Agreement, including but not limited to: the right to purchase in accordance with procurement policies; to enter into and execute contracts and agreements in accordance with procurement policies; to administer current grant agreements; to hire, fire and discipline and otherwise manage and supervise employees; to sign checks and handle monies and finances.

3. **Payment for services.** CAT shall pay SRTA the actual costs to deliver the services. Invoicing will occur monthly. Two payments will be made in advance on or before January 1, 2022. Beginning on February 1, 2022, SRTA will invoice CAT and payments will be made monthly for the services rendered. CAT and SRTA shall review the actual costs of such services and any additional expenses made by SRTA for the operations of CAT will be paid on a monthly basis.
4. **Other services and costs.** With CAT's prior approval, CAT shall reimburse SRTA in the event SRTA assumes additional responsibilities. SRTA shall invoice CAT promptly and CAT shall reimburse SRTA within thirty (30) days.
5. **Term.** The management, administrative and support services shall begin on or about January 1, 2022, and shall remain in full force and effect through June 30, 2023. At the conclusion of this initial term, the Agreement may be renewed upon mutual agreement on a month-to-month basis.
6. **Relationship of the Parties.** The executive, management, administrative, support staff employees and operations and maintenance employees in Cumberland and Dauphin Counties and the City of Harrisburg, providing any services to CAT under this Agreement shall be employees of SRTA only and shall not be employees of CAT. Nothing in this Agreement shall construe SRTA and CAT to be joint employers under any federal or state law.
7. **Personal Liability.** No officer, director or employee of SRTA or CAT shall be personally liable for the performance of the terms of this Agreement.
8. **Indemnification.** SRTA shall indemnify, defend, keep and save harmless CAT, its agents, officials, Board members, servants, and employees against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, which may accrue against CAT arising out of or resulting from SRTA's acts or omissions, including acts or omissions of its employees, servants, and agents, as a result, direct or indirect, of the performance by SRTA or any other persons working on SRTA's behalf of its obligations and responsibilities under this Agreement. Likewise, CAT shall provide the same indemnification to SRTA for any claim, suit or action that may arise from CAT's acts or omissions to the extent set forth above. Nothing in this paragraph shall be a waiver of either parties' governmental immunity status.

SRTA shall be responsible for all compensation, including workers' compensation and other fringe benefits, for all SRTA employees. Similarly, CAT shall be fully responsible for all compensation including workers' compensation, and other fringe benefits, for all CAT employees.

9. **Invalidity of Provision.** Should any part of this Agreement be declared unconstitutional, invalid or beyond the authority of either party to enter into or carry out, such declaration will not affect the validity of the remainder of this Agreement, which will continue to be in full force and effect; provided, however, that if any part is declared unconstitutional, invalid or beyond the authority of a party to enter into or carry out, and is, in the judgment of CAT or SRTA, material to the Agreement, CAT or SRTA shall have the right on ninety (90) days written notice to the other to terminate this Agreement.
10. **Notices.** All notices required or allowed by this Agreement shall be in writing by certified mail, return receipt requested, addressed to the receiving party as follows:

To SRTA: 901 North Cameron Street
Harrisburg, PA 17101

To CAT: 901 North Cameron Street
Harrisburg, PA 17101

Or at such other address as either party may designate in writing to the other party as its address for receiving of notices.

11. **Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania.

IN WITNESS WHEREOF the parties hereto, intending to be legally bound hereby, do hereunto set their hands and official seals the day and year first above written.

ATTEST: CUMBERLAND-DAUPHIN-HARRISBURG
TRANSIT AUTHORITY

_____ By: _____
Rich Kotz, Secretary Eric Bugaile, Chairman

ATTEST: SUSQUEHANNA REGIONAL
TRANSPORTATION AUTHORITY

_____ By: _____

RESOLUTION NO. 2136

APPROVING THE AWARD OF A CONTRACT FOR EMERGENCY FLOOR REPAIRS

WHEREAS, the Cumberland-Dauphin-Harrisburg Transit Authority has an emergency repair need for the bus barns located at 901 N. Cameron Street, Harrisburg; and

WHEREAS, the 112-year old buildings, which historically housed the City’s street cars, are experiencing floor failure as the support posts are deteriorating; and

WHEREAS, PennDOT provided an engineering evaluation, assistance in developing a scope of work and an independent cost evaluation; and

WHEREAS, urgency is of utmost importance as the buses do not have block heaters and will be required to run continuously if the weather remains near freezing for any extended period of time;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors that it hereby approves and authorizes the Executive Director to award a contract to the bidder offering the lowest price and who meets all the Federal and State purchasing requirements. Prior to award, the Executive Director will consult with the Authority Solicitor and the PennDOT appointed engineer.

CERTIFICATION OF OFFICERS

OF

CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Cumberland-Dauphin-Harrisburg Transit Authority Board Members held on November 18, 2021.

attest: _____

Rich Kotz, Secretary

Eric Bugaile, Chairman

FUTURE PROCUREMENTS

	Name	Type	Released	Questions Due	Bid/ Proposal Due	Contract Start	Value
1	20210831 - Bus and Shelter Advertising	RFP	9/15/2021	10/1/2021	10/14/2021	TBD	\$ 300,000.00
2	20210903 - CAT RTU Replacement	RFP	9/27/2021	10/15/2021	10/22/2021	11/23/2021	\$ 30,000.00
3	20211007 Middeltown Property Management	RFP	11/1/2021	11/11/2021	12/3/2021	12/28/2021	TBD
4	20211103 - CAT Sonitrol	Small Quote					
5	20211105 - CAT Bus Barn Floor Repair	IFB	11/12/2021	11/18/2021	11/29/2021	12/6/2021	\$ 2,808,400.00
6	rabbit - CAT Tire Lease	IFB	December				