

# SRTA

## SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

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**DATE:** September 29, 2022  
**TIME:** 10:00 AM  
**PLACE:** 59 E. High Street, Gettysburg  
**PURPOSE:** September 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 August 25, 2022 (Pages 2-5)
5. Communications (Page 6-7)
6. YAMPO Transit Committee
7. Treasurer's Report
8. Resolutions
  - A. RESOLUTION 2245 – AWARD OF CONTRACTS FOR SNOW AND ICE REMOVAL (Pages 8 -9)
  - B. RESOLUTION 2246 – AWARD OF CONTRACT TEMPORARY OFFICE PLACEMENT (Pages 10 -11)
  - C. RESOLUTION 2247 – RENEWAL OF TRIPARTITE AGREEMENT WITH SHIPPENSBURG UNIVERSITY, SHIPPENSBURG UNIVERSITY STUDENT SERVICES, INC. AND SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY (Pages 12)
9. Old Business
10. New Business
11. Future Procurements
12. Staff Report
13. Adjournment

**Next Meeting:**  
**Thursday, October 27, 2022**  
**415 N. Zarfoss Drive, York**

**SRTA**  
**SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY**

**MINUTES OF SRTA BOARD MEETING**

August 25, 2022

Present were board members: Raymond Rosen, York County; Thomas Wilson, Adams County; Keith Martin, York County; Richard Kotz, City of Harrisburg; Neil Grover, City of Harrisburg; Jarrod Johnson, Cumberland County; Richard Carson, York County; Eric Bugaile, Dauphin County; LaToya Winfield Bellamy, Dauphin County; Kirk Stoner, Cumberland County; and Carrie Gray, Franklin County. Jill Nagy, Counsel, was also present.

Administrative Staff Members present were Richard Farr, Executive Director; Christopher Zdanis, Chief Operating Officer - Harrisburg; Trevor Manahan, Chief Operating Officer – York; Jenna Reedy, Chief of Staff; Jamie Leonard, Chief Human Resources Officer; Stephen Baldwin, Chief Financial Officer; Angela Bednar, Executive Assistant; Richard Trout, Safety, Security, and Training Officer; Jonathan Brouse, Transit Planner; Brian Gillette, Controller; David Juba, Planning Manager; Nicole Hansen, Human Resources Business Partner – Labor Relations.

Members of the ATU Local 1436 present were Donna Lattimore, Lionel Randolph and Sophronia Rogers.

**CALL TO ORDER**

The August Board meeting of the Susquehanna Regional Transportation Authority was called to order by Chairman Raymond Rosen at 10:03 AM.

The Chairman introduced new Board member, Jarrod Johnson of Cumberland County who provided a brief background of himself. Jarrod will replace Board member Scott Wyland on both the SRTA and CAT Boards.

The Chairman noted that Chris Zdanis, Chief Operations Officer in Harrisburg was recognized in Mass Transit in an article titled 2022 40 under 40.

The Chairman noted the loss of former CPTA Board member David McIntosh. David served on the Board for over a decade.

**CHANGES OR MODIFICATIONS TO THE AGENDA**

No changes or modifications to the agenda.

**PUBLIC COMMENT**

No public comment.

**APPROVAL OF MINUTES**

Motion to approve the July 28, 2022, meeting minutes was raised by Richard Carson, seconded by Thomas Wilson, and passed unanimously.

**SRTA**  
**SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY**

Keith Martin noted a correction to the minutes. Chairman Raymond Rosen was not in attendance for the July 28, 2022 meeting but was listed as present.

COMMUNICATIONS

Scott Wyland's resignation letter was presented to the Board.

A thank you letter from Cumberland County rabbittransit rider, Mary Lou Maxwell was presented to the Board.

YAMPO TRANSIT COMMITTEE

There was no YAMPO Transit Committee business.

TREASURER'S REPORT

Keith Martin presented the July 2022 Financial Statement and Statistical Notes. Keith Martin noted that this report begins the 2023 Fiscal Year and recognizes SRTA as an authority. Keith also noted changes to the financial reporting which will be reviewed by Stephen Baldwin.

Keith Martin deferred to Stephen Baldwin for further details on the July 2022 Financial Statement and Statistical Notes. Stephen Baldwin noted the following highlights from the report:

- RIDERSHIP: Year to date comparisons to the prior year and to pre-Covid levels improved slightly during the month of June. Fixed Route ran 3% above last year and at 55% of pre-Covid ridership. Paratransit was 9% above the previous year and 77% of pre-Covid ridership levels. Commuter Express was 65% above last year (YTD) but ran at only 31% of pre-Covid levels. In the month of July, Microtransit's ridership was 117% above the same time last year.
- REVENUE: Year to date Operating revenue is 18% or \$338,000 higher than budget. This is \$555,000 or 33% above the same time last year.
- EXPENSES: Year to Date Total Expenses are \$590,000 or 11% better than budget. This is a result of wage and associated benefit expenses being below budgeted levels.
- RESERVES: SRTA currently has 157 days of cash on hand. The Authority's target is to have reserve for 180 days.
- Line of Credit: There are no draws on the organization's line of credit.
- Capital Expenditures: Capital expenditures over \$50,000 for the month included the Call Center Management Module totaling \$75,600 and Computer Equipment totaling \$68,760.

Stephen Baldwin noted the new layout of the Dashboard and concluded his report by reviewing the information within the Dashboard which included 1% late on preventative maintenance and the additions of the Ridership graphs and figures.

RESOLUTIONS

**SRTA**  
**SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY**

RESOLUTION 2241 – HONORING BOARD OF DIRECTOR MEMBER SCOTT T. WYLAND FOR HIS YEARS OF SERVICE TO THE AUTHORITY 2017-2022

Motion to approve was raised by Keith Martin, seconded by Eric Bugaile, and passed unanimously.

RESOLUTION 2242– AWARDING GASOLINE CONTRACT

Motion to approve was raised by Richard Carson, seconded by Kirk Stoner, and passed unanimously.

RESOLUTION 2243 – APPROVAL TO ADVANCE PURCHASE OF UNION COUNTY PROPERTY

Motion to approve was raised by Keith Martin, seconded by Richard Carson, and passed unanimously.

RESOLUTION 2244 – RESOLUTION TO ADOPT OPEN RECORD POLICY AND PROVIDING FOR THE APPOINTMENT OF AN OPEN RECORDS OFFICER

Motion to approve was raised by Thomas Wilson, seconded by Richard Carson, and passed unanimously.

OLD BUSINESS

No old business.

NEW BUSINESS

Federal Fiscal Year 2023 Proposed Program of Projects was presented to the Board for their review. SRTA will hold a public Hearing on its Program of Projects on October 27, 2022 at 10am at the rabbittransit administration building located at 415 North Zarfoss Drive, York, PA.

FUTURE PROCUREMENTS

Richard Farr presented a document which references all current and future procurement projects.

STAFF REPORT

The following staff updates were presented by Richard Farr. Updates included:

- Goodwill Property Update
- Franklin County Microtransit Update
- UPMC Launch
- Diminishing Balance October 1<sup>st</sup> Launch for Harrisburg
- Same Day Shared Ride Pilot
- Next Meeting in Gettysburg at Borough Office

**SRTA**  
**SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY**

ADJOURNMENT

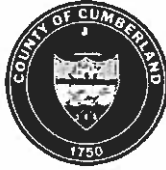
The next scheduled Board of Directors meeting will take place on September 29, 2022, at 10:00 AM at 59 East High Street, Gettysburg, PA.

The meeting adjourned at 10:51 AM into an Executive Session to discuss real estate.

Respectfully Submitted,



Richard Kotz  
Secretary



Commissioners of Cumberland County

Gary Eichelberger, Chairman . Jean Foschi, Vice Chairman . Vincent T. DiFilippo, Secretary

August 8, 2022

Mr. Jarrod Johnson  
38 Bethpage Drive  
Mechanicsburg, PA 17050

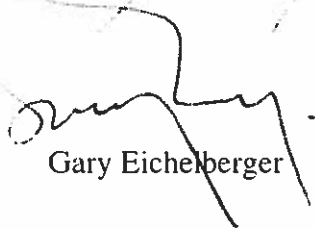
Dear Mr. Johnson:

At our Board of Commissioners Meeting on August 8, 2022 we unanimously moved to appoint you to serve on the Susquehanna Regional Transportation Authority for a partial term effective August 8, 2022 and expiring on May 3, 2024.

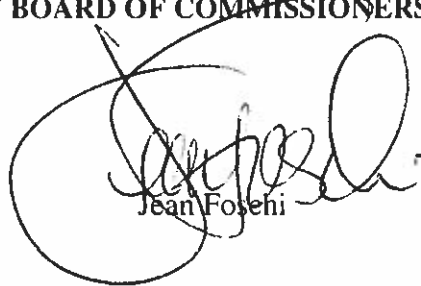
We very much appreciate your willingness to serve on this Authority

Sincerely,

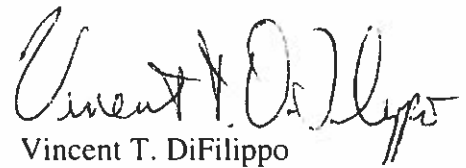
**CUMBERLAND COUNTY BOARD OF COMMISSIONERS**



Gary Eichelberger



Jean Foschi



Vincent T. DiFilippo

cc:

/as



Commissioners of Cumberland County

Gary Eichelberger, Chairman . Jean Foschi, Vice Chairman . Vincent T. DiFilippo, Secretary

August 8, 2022

Mr. Jarrod Johnson  
38 Bethpage Drive  
Mechanicsburg, PA 17050

Dear Mr. Johnson:

At our Board of Commissioners Meeting on August 8, 2022 we unanimously moved to appoint you to serve on the Capital Area Transit Board for a partial term effective August 8, 2022 and expiring on December 31, 2026.

We very much appreciate your willingness to serve on this Board

Sincerely,

**CUMBERLAND COUNTY BOARD OF COMMISSIONERS**

  
Gary Eichelberger

  
Jean Foschi

  
Vincent T. DiFilippo

cc:

/tmk

**RESOLUTION NO. 2245**

**AWARD OF CONTRACTS FOR SNOW AND ICE REMOVAL**

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) desires to retain contractors capable of removing snow and ice from various parking lots; and,

WHEREAS, a Request for Quotes (RFQ) was determined to be the best method of securing such Contracts and was released July 1, 2022 while quotes were due August 8, 2022. The RFQ was structured to award a one (1) year contract to least cost vendors with option years two (2) through five (5); and,

WHEREAS, nine (9) sites were identified where snow and ice mitigation services were needed, quotes were received from two (2) potential Contractors for six (6) separate sites; and,

WHEREAS, Ruell Enterprises LLC and Strathmeyer Landscapes submitted responsive and responsible quotes for separate locations in the Dauphin and York County service areas; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority to award a contract to Ruell Enterprises LLC for the services related to snow and ice mitigation for the period October 10, 2022 through May 31, 2023 with a not to exceed cost of Twenty-five thousand Dollars and Zero Cents (\$25,000); and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority to award a contract to Strathmeyer Landscapes for the services related to snow and ice mitigation for the period October 10, 2022 through May 31, 2023 with a not to exceed cost of Thirty-thousand Dollars and Zero Cents (\$30,000.00).

**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 September 29, 2022.

attest:

\_\_\_\_\_  
Richard Kotz  
Secretary

\_\_\_\_\_  
Raymond Rosen  
Chairman



## RESOLUTION NO. 2245

### AWARD OF CONTRACTS FOR SNOW AND ICE REMOVAL

#### FACT SHEET

- Locations to be quoted
  - Adams: 257 North 4th Street, Rear, Gettysburg, PA 17013
  - Adams: 113 Carlisle Street, Gettysburg, PA 17325
  - Harrisburg City: 901 North Cameron Street, Harrisburg, PA 17101
  - Harrisburg Transfer 1: 1000 State Street, Lemoyne PA, 17043
  - Harrisburg Transfer 2: Intersection of 2nd and Market Streets, Harrisburg
  - Emigsville Hop and Go: 3346 Board Road, Emigsville PA 17406
  - Shrewsbury Hop and Go: 15239 Elm Drive, New Freedom PA, 17349
  - York: rabbittransit, 415 North Zarfoss Drive, York, PA 17404
  - York Transfer (King Street Station): 213 West King Street, York PA 17404
- Locations Quoted by Ruell
  - Harrisburg City: 901 North Cameron Street, Harrisburg, PA 17101  
Snow Removal Price \$790.00/Push - Ice Treatment \$595.00/Application
  - Harrisburg Transfer 1: 1000 State Street, Lemoyne PA, 17043  
Snow Removal Price \$165.00/Push - Ice Treatment \$155.00/Application
  - Harrisburg Transfer 2: Intersection of 2nd and Market Streets, Harrisburg  
Snow Removal Price \$235.00/Push - Ice Treatment \$165.00/Application
- Locations Quoted by Strathmeyer
  - Emigsville Hop and Go: 3346 Board Road, Emigsville PA 17406  
Snow Removal Price \$650.00/Push - Ice Treatment \$570.00/Application
  - York: rabbittransit, 415 North Zarfoss Drive, York, PA 17404  
Snow Removal Price \$1,580.00/Push - Ice Treatment \$870.00/Application
  - York Transfer (King Street Station): 213 West King Street, York PA 17404  
Snow Removal Price \$640.00/Push - Ice Treatment \$480.00/Application
- There is a Single Quote Justification filed since each Contractor provided pricing for different response areas.
- Companies which did not provide quotes stated that they preferred hourly pricing to per event or per event pricing.

**RESOLUTION NO. 2246**

**AWARD FOR CONTRACT TEMPORARY OFFICE PLACEMENT**

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) in conjunction with Cumberland County have determined that the SRTA offices within the Cumberland County-owned Ritner Campus would need to be relocated; and,

WHEREAS, Cumberland County leadership granted SRTA permission to place temporary office facilities at the Ritner Campus; and,

WHEREAS, Cumberland County, PA DOT, SRTA, and Johnson, Miriam, and Thompson (JMT), the SRTA contracted Engineer of Record, determined the best suitable size and location for temporary office facilities; and,

WHEREAS, JMT completed the design and specification book for the temporary office facilities with SRTA staff conducting the advertising, outreach, accepting, and evaluation of bids; and,

WHEREAS, one firm submitted a responsible and responsive bid; and,

WHEREAS, B.R. Kreider and Sons, Inc. submitted a bid which was reviewed and found to be suitable; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority to award a contract To B.R. Kreider and Sons, Inc. for the placement, rental, and removal of temporary office facilities for a term of thirty (30) months with a not-to-exceed value of Two-hundred, ninety-thousand, four-hundred, forty Dollars and Zero Cents (\$290,440.00).

**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 September 29, 2022.

attest:

\_\_\_\_\_  
Richard Kotz  
Secretary

\_\_\_\_\_  
Raymond Rosen  
Chairman

## RESOLUTION NO. 2246

### AWARD FOR CONTRACT TEMPORARY OFFICE PLACEMENT

#### FACT SHEET

- Base Bid - \$247,690.00
- Monthly Rental Fee Credit- Rental need terminated after 12 months. Subtract from \$247,690.00 at a rate of \$6,415.00 per month.
- Monthly Rental Fee- Rental need extended after 24 months add to \$247,690.00 at a rate of \$7,125.00 per month.
- Added six-month buffer to this resolution should construction delays occur. Total of \$42,750.00 additional cost for six-month period.
- Total Possible Contract Cost of \$290,440.00
- Eight to ten week lead time for facility delivery, set up, and turnover.
- Electricity will be supplied via main transmission lines.
- Communication will be supplied via main transmission line.
- Unit will have self-contained clean and waste water tanks, each being filled and emptied as necessary. One clean water tank refill and one waste water tank disposal per week is included in the Contract Cost.
- Unit will be removed when need no longer exists. The associated removal fees are included in the total Contract Cost.

**RESOLUTION NO. 2247**

**RENEWAL OF TRIPARTITE AGREEMENT WITH SHIPPENSBURG UNIVERSITY,  
SHIPPENSBURG UNIVERSITY STUDENT SERVICES, INC. AND  
SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY**

WHEREAS, Susquehanna Regional Transportation Authority wishes to maintain the working agreement with Shippensburg University and the University's Student Services for the Raider Regional Transit (RRT) bus service on and around the University Campus; and,

WHEREAS, the service will operate 52 weeks a year not to exceed 5,000 hours of service; and,

WHEREAS, the public fare for this service is \$1.30 per boarding and free for all Shippensburg University ID cards; and,

WHEREAS, the University will provide up to \$17,500 per year and the Student Service will pay four payments of \$32,682.75 for a total of \$130,731 for the 2022-2023 academic year.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors that the Executive Director be authorized to execute the Shippensburg Raider Regional Transit agreement for the period of July 1, 2022 to June 30, 2023.

**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 September 29, 2022.

attest:

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Richard Kotz  
Secretary

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Raymond Rosen  
Chairman