

SRTA

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

DATE: September 26, 2024

TIME: 10:00 AM

PLACE: 901 N. Cameron St. Harrisburg
A Zoom option will also be offered.
Public may participate at Cameron Street or Zarfoss Drive Locations.

PURPOSE: September 2024 Board Meeting

ORDER OF BUSINESS

1. Call to Order
2. Public Hearing for Program of Projects FY2025
3. Changes or Modifications to the Agenda
4. Public Comment: Accepted in Person or in Writing
5. Approval of Minutes
 - A. Meeting Minutes of August 22, 2024 (Pages 4-6)
6. Communications
7. Treasurer's Report
8. Old Business
9. New Business

RESOLUTION 2434 - CONTRACT AWARD FOR REPLACEMENT COMPUTERS (Pages 7-8)

RESOLUTION 2435 – AUTHORIZATION TO APPROVE THE REQUIRED UPDATES TO THE AGENCY SAFETY PLAN (Pages 9-11)

RESOLUTION 2436 – AFFIRMING CONTRACT AWARD FOR DAUPHIN CONCRETE REPAIR (Pages 12-13)

RESOLUTION 2437 – EMPLOYEE HANDBOOK CDHTA SEPTEMBER 2024 (Page 14-15)

RESOLUTION 2438 – AFFIRMING UTILITY VEHICLE AND LIFT PURCHASE (Pages 16-19)

RESOLUTION 2439 – CONTRACT AWARD FOR RENEWABLE NATURAL GAS TAX CREDITS (Pages 20-21)

RESOLUTION 2440 – APPROVING THE SUSQUEHANNA REGIONAL TRANSPORTATION
AUTHORITY EMPLOYEE HANDBOOK (Pages 22-23)

Future Procurements (Pages 24-25)

10. Staff Report

11. Executive Session

12. Adjournment

Next Meeting: Thursday, October 31, 2024 415 N. Zarfoss Dr. York, PA
10:00AM – SRTA Board Meeting

LOCAL MARKETPLACE

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Federal Fiscal Year 2025 Proposed Program of Projects

The Susquehanna Regional Transportation Authority (SRTA), in fulfillment of requirements to receive financial assistance from the Federal Transit Administration, has developed and is announcing the activities for which Federal assistance is sought. SRTA is responsible for the administration of the Cumberland-Dauphin-Harrisburg Transit Authority (CDH) and the Central Pennsylvania Transportation Authority (CPTA).

FFY 2025 Program of Projects

Request	Total Amount	Federal 5307 (CMAQ)		Federal 5339		Federal 5307	
		CDH	CPTA	CDH	CPTA	CDH	CPAT
Operating Assistance	\$8,259,896						
Associated Capital Expenses	\$7,888,12					\$6,310,500	\$4,129,948
Capital Purchases	\$3,646,582					\$1,087,530	\$1,829,735
Cameron Street Facility	\$144,000,000	\$25,000,000					
Fixed Route Vehicles	\$3,996,496	\$2,152,000		\$620,446	\$424,750		
Totals	\$167,791,099	\$27,152,000		\$620,446	\$424,750	\$7,398,030	\$5,969,683

This proposed program of projects is in conformance with the comprehensive land use and transportation planning in this area and has been included in the Transportation Improvement Plan (TIP).

The proposed program of projects will constitute the final program if there are no changes. Citizens, private transportation providers, and local elected officials may review and provide written comments on the Program of Projects. These written comments should be addressed to Capital Area Transit, Attention Eric Maguire, Manager of Grants, 901 N. Cameron Street, Harrisburg, PA, 17101, or by email at emaguire@catransit.com and must be received by 4:00 PM, prevailing time, September 23 2024.

The Susquehanna Regional Transportation Authority will hold a public Hearing on its Program of Projects on September 26, 2024, at 10:00 AM, prevailing time at the rabbitransit administration building, 901 North Cameron Street, Harrisburg, PA 17101

Federal Fiscal Year 2025 Proposed Program of Projects The Susquehanna Regional Transportation Authority (SRTA), in fulfillment of requirements to receive financial assistance from the Federal Transit Administration, has developed and is announcing the activities for which Federal assistance is sought. SRTA is responsible for the administration of the Cumberland-Dauphin- Harrisburg Transit Authority (CDH) and the Central Pennsylvania Transportation Authority (CPTA). FFY 2025 Program of Projects Federal 5307 (CMAQ) Federal 5339 Federal 5307 Request Total Amount CDH CPTA CDH CPTA CDH CPAT
 Operating Assistance \$8,259,896 \$4,129,948 Associated Capital Expenses \$7,888,12 \$6,310,500
 Capital Purchases \$3,646,582 \$1,087,530 \$1,829,735 Cameron Street Facility \$144,000,000 \$25,000,000
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This proposed program of projects is in conformance with the comprehensive land use and transportation planning in this area and has been included in the Transportation Improvement Plan (TIP). The proposed program of projects will constitute the final program if there are no changes. Citizens, private transportation providers, and local elected officials may review and provide written comments on the Program of Projects. These written comments should be addressed to Capital Area Transit, Attention Eric Maguire, Manager of Grants, 901 N. Cameron Street, Harrisburg, PA, 17101, or by email at emaguire@catransit.com and must be received by 4:00 PM, prevailing time, September 23 2024. The Susquehanna Regional Transportation Authority will hold a public Hearing on its Program of Projects on September 26, 2024, at 10:00 AM, prevailing time at the rabbitransit administration building, 901 North Cameron Street, Harrisburg, PA 17101

SRTA
SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

MINUTES OF SRTA BOARD MEETING

August 22, 2024

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

Guests and Administrative Staff Members present were: Steve Baldwin, Rich Farr, Brian Gillette, Hillary Griffie, Nicole Hansen, Bev Hockenberry, Michele Holman, David Juba, Eric Maguire, Trevor Manahan, Jenna Reedy, Bill Shaw and Jason Wolfgang.

CALL TO ORDER

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

CHANGES OR MODIFICATIONS TO THE AGENDA

There were no changes or modifications to the agenda.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

Motion to approve the July 25, 2024 meeting minutes was raised by Ray Rosen, seconded by LaToya Winfield Bellamy, and passed unanimously.

COMMUNICATIONS

There were no communications.

TREASURER'S REPORT

Steve Baldwin presented details on the June 2024 Financial Statement and Statistical Notes. He noted the following highlights:

- RIDERSHIP: Year to date comparisons to the prior year are as follows:
 - Fixed Route ran 8% above last year.
 - Paratransit was 6% above the previous year.
 - Commuter Express experienced a 3% increase from last year (YTD).
 - Microtransit's ridership was a 2% increase in ridership compared to the same time last year.
- REVENUE: July Grant and Contract Income is below budget by \$113,000 because less subsidy was required than the budget anticipated.

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- **EXPENSES:** Year to Date Total Expenses are \$158,000 lower than budgeted.
- Unfilled positions decreased by five (5) to a total of seventy (70).
- **RESERVES:** The Authority's cash balances represent 142 days cash on hand. The Authority's target is to have 180 days of cash on hand.
- **LINE OF CREDIT:** There are no draws on the organization's line of credit.
- **CAPITAL EXPENDITURES (over \$50,000):**
 - Paratransit Vehicles \$437,072

After reviewing the dashboard and specifically the Preventative Maintenance on-time performance, the board is concerned about performing at an 81% on-time preventative maintenance level. The board does recognize that staff is being responsive and the Chief Maintenance Officer presented a plan of corrective action to address the decrease in on-time PM performance. The 81% PM statistic is still compliant with the Federal Transit Administration (FTA) 80% standard, however, the SRTA policy standard is 100%. The Authority will begin to document its challenges with regard to preventing timely PMs. At this time, there are issues that are often outside of control of the Authority that is preventing timely maintenance activities. There may be an opportunity, based on the data collection, that the Authority may be able to present data to the FTA to modify its standard on spare ratios.

OLD BUSINESS

There was no old business.

NEW BUSINESS

RESOLUTION 2431 – HONORING SITE MANAGER MICHELE OCKER-HOLMAN FOR 35 YEARS OF SERVICE

Motion to approve was raised by LaToya Winfield Bellamy seconded by Tom Wilson and passed unanimously.

RESOLUTION 2432 – CONTRACT AWARD FOR FARE COLLECTION SYSTEM REPLACEMENT

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

RESOLUTION 2433 – AUTHORIZING A CHANGE ORDER TO VIA MOBILITY CONTRACT NEW BERWICK-BLOOMSBURG SERVICE

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

Mr. Farr reviewed the Program of Projects Fiscal Year 2025. A public hearing is scheduled as the first agenda item of the September 26, 2024 Board Meeting.

STAFF REPORT

Rich Farr presented the following staff updates:

- A \$4.50 Shared Ride fare increase is scheduled to take effect in October 2024.
- The Triennial Review took place last month.
- Met with Harrisburg City in reference to the new facility. rabbittransit was awarded \$25M in RAISE grant funds.

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- Mr. Farr will meet with the Cumberland County Commissioners on September 18, 2024. One of the topics of discussion will be the Lemoyne Transfer Center
- The House Transportation Committee is currently holding public hearings on the need for transportation funding. There will be one scheduled for Harrisburg in the future.
- SRTA implemented additional frequency on the Route 1E in October 2023. Ridership is up by 15% on that route. Additional frequency on the Route 1W will be implemented in October 2024.

FUTURE PROCUREMENTS

The list of procurement projects was reviewed.

ADJOURNMENT

The next scheduled Board of Directors meeting will take place on September 26, 2024 at 10:00 AM at 901 N. Cameron St, Harrisburg.

The meeting adjourned at 11:04AM.

Respectfully Submitted,

Thomas Wilson
Secretary

**RESOLUTION 2434
CONTRACT AWARD FOR REPLACEMENT COMPUTERS**

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) has identified the need to replace multiple end of life computer units; and,

WHEREAS, during an evaluation of SRTA computer resources, it was recognized that there was a need to replace multiple units and increase computer inventory to account for organizational growth; and,

WHEREAS, it was recognized that various firms, including Business Information Group (BIG), within the Pennsylvania Department of General Services (PADGS) COSTARS Program offers computers and as such a quote was requested from BIG utilizing the publicly competed COSTARS Contract price; and,

WHEREAS, the BIG COSTARS quote was compared to available catalog costs and found to be a fair and reasonable equipment total cost quote. It was further determined that the COSTARS Contract fully satisfies all Federal, State, and SRTA procurement requirements; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority to award a contract to Business Information Group, Inc. with a not to exceed value of Eighty-three thousand, five-hundred, seventy Dollars and Zero Cents (\$83,570.00).

**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 26, 2024.

Attest:

Thomas Wilson
Secretary

Eric Bugaile
Chairman

RESOLUTION 2434
CONTRACT AWARD FOR REPLACEMENT COMPUTERS

FACT SHEET

- Replacement and Expansion Computers Needed
 - Quantity 27, HP Elite Mini 800 G9 Desktop Computer
 - Quantity 5, HP t740 Thin Client- small, limited function computers
 - Quantity 40, HP ProBook 460 G11 16" Notebook-laptop computers
- COSTARS Contracts are advertised, awarded, and administered by PA DGS to increase various State and municipality purchasing efficiency.

RESOLUTION 2435

AUTHORIZATION TO APPROVE THE REQUIRED UPDATES TO THE AGENCY SAFETY PLAN

WHEREAS, the Infrastructure Investment and Jobs Act was signed into law in November 2021; and,

WHEREAS, 49 U.S.C § 5329(d) requires each recipient receiving assistance under section 5307 to establish a comprehensive safety plan and have it approved by its governing body; and,

WHEREAS, the law requires a safety committee be established and to have responsibilities that include, but not are not limited to, identifying plan updates, identifying and evaluating risks, and identifying strategies to minimize exposure; and,

WHEREAS, the committee must be convened by a joint labor-management process with a focus on the frontline employees participating; and,

WHEREAS, a committee has been established with employee members from SRTA, CPTA, CDHTA and the committee met on December 15, 2022 and approved the Agency Safety Plan. The SRTA Board approved the original plan on December 22, 2024 by Resolution 2256; and,

WHEREAS, US DOT/FTA adopted new regulations that required updates and modifications to the Safety Plan; and,

WHEREAS, the Safety Committee approved the changes on August 28, 2024,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Susquehanna Regional Transportation Authority that it approve the adoption of the updated Agency Safety Plan.

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 26, 2024.

attest:

Thomas Wilson
Secretary

Eric Bugaile
Chairman

FACT SHEET: AUTHORIZATION TO APPROVE THE REQUIRED UPDATES TO THE AGENCY SAFETY PLAN

Summary of Changes to the Agency Safety Plan

The **Agency Safety Plan** document has been updated and reviewed by the transit agency safety committee. These updates reflect SRTA's ongoing efforts to maintain compliance with federal regulations and ensure the highest levels of safety within its operations.

These have been reviewed by the transit agency safety committee, per your request.

Here is a concise overview of the changes:

Detailed Breakdown of Red-Font Changes:

1. Job Titles and Departments:

- Several job titles and departments were updated to reflect the current organizational structure. This includes changes in key leadership roles and departmental responsibilities, ensuring the plan reflects the most accurate information.

2. Address Updates in Appendices:

- Appendices now include updated **addresses** for organizational units and relevant stakeholders, ensuring that contact information aligns with current operational and administrative needs.

3. Safety Performance Targets (PTASP 2024.2 Updates):

- Revisions were made to the **safety performance targets** in line with the 2024 **Public Transportation Agency Safety Plan (PTASP)** rule updates. This includes:
 - Setting specific targets for **injuries, safety events, and system reliability** for both fixed-route and non-fixed-route bus modes.
 - These updates aim to maintain or improve safety metrics based on vehicle revenue miles (VRM) and incidents per 100,000 VRM.

4. System Reliability Monitoring Enhancements:

- Greater emphasis on **system reliability monitoring**:
 - Routine **preventive maintenance** and the analysis of **mechanical failure trends** have been included to reduce service disruptions and enhance vehicle safety.
 - Regular reports on these metrics will be integrated into **Safety Committee** discussions.

5. Increased Focus on Employee Safety Reporting:

- The document emphasizes an **enhanced employee safety reporting program**, which directly supports the FTA's **Safety Management Systems (SMS)** framework.
- The revised plan encourages **transit workers** at all levels to report safety concerns without fear of reprisal. This aligns with the FTA's push for **improved hazard identification** through worker feedback.

6. **Hazard Identification and Risk Mitigation:**

- Clarified the process for **hazard identification** and subsequent risk mitigation. This now includes additional layers of responsibility for **transit workers, managers, and the safety committee** in reporting hazards and addressing them through appropriate mitigation strategies.
- A structured approach is now defined for **safety risk assessments** using new forms outlined in the appendices.
- This update strengthens the **Safety Risk Management** process to better identify hazards and take action quickly.

7. **Management of Change (MOC) for New Hazards:**

- The **Management of Change (MOC)** process has been expanded to comply with FTA's April 2024 directive for **more comprehensive risk assessments** when there are changes in operations or infrastructure. The plan outlines how changes in **routes, equipment, or facilities** will be evaluated for new hazards and integrated into the **safety management process**.

8. **Annual Review and Special Circumstance Updates:**

- Updated timelines and criteria for the **annual review** process to ensure that changes in **service delivery, organizational structure, or resource prioritization** trigger necessary updates.
- These reviews are now mandated for **fourth quarter completion** each year, with **special updates** triggered by significant changes.
- Special updates triggered by major changes ensure that the ASP remains relevant and compliant with **FTA standards** throughout the year. (this Summer 2024 update is an example of this process.)

These changes reflect SRTA's commitment to improving safety performance and complying with updated **PTASP regulations**, while ensuring the plan remains aligned with current operational realities.

RESOLUTION 2436
AFFIRMING CONTRACT AWARD FOR DAUPHIN CONCRETE REPAIR

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) identified a need to install asphalt paving inside of the three (3) Dauphin County bus storage barns to improve personnel safety and prevent vehicle damage from deteriorating flooring. The existing concrete floor is cracking and breaking causing trip and fall hazards despite PennDOT efforts to stabilize the existing floor; and,

WHEREAS, SRTA determined that the most responsible use of public funding was to install and asphalt across the entirety of the building floors as the most cost-effective method to improve safety. This was predicted to be less costly compared to cutting broken concrete, removing the cut concrete, and installing new concrete; and,

WHEREAS, it was determined that soliciting at least three quotes, then selecting the least costly quote was the most beneficial process for the SRTA, and was conducted according to Federal, State, and SRTA procurement Requirements; and,

WHEREAS, CMI Paving provided a responsive and responsible Quote which provided the necessary service and materials for the least possible cost; and,

WHEREAS, the Executive Director evaluated the Quotes and analysis and determined a Purchase Order should be issued to CMI Paving in the amount of One-hundred, thousand Dollars, and Zero Cents; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority to affirm and approve the Executive Director's decision to award the aforementioned Purchase Order as described.

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 26, 2024.

Attest:

Thomas Wilson
Secretary

Eric Bugaile
Chairman

RESOLUTION 2436
AFFIRMING CONTRACT AWARD FOR DAUPHIN CONCRETE REPAIR
FACT SHEET

- Total of forty-thousand, seven-hundred, thirty-seven (40,737) square feet.
- Cost per square foot \$2.45
- Three quotes received:

Quotes Received	
Vendor	Cost
CMI	\$ 100,000.00
CPA	\$ 112,367.00
Willies	\$ 118,500.00
Average	\$ 110,289.00

- Project expected to be completed in five (5) days.
- Faster than cutting and replacing concrete.
- Able to park vehicles inside of the buildings more quickly than replacing concrete.
- Expected to last the remaining building life and prevent additional breaking issues, where concrete patching is expected to require additional patching over the course of the next few years. It is expected that the paving will prevent the breaking concrete from causing the same hazards again prior to building demolition.

RESOLUTION 2437

APPROVING THE CUMBERLAND DAUPHIN HARRISBURG TRANSIT AUTHORITY POLICIES, PROCEDURES AND DISCIPLINE CODE

WHEREAS, the Cumberland Dauphin Harrisburg Transit Authority has the need to adopt established guidelines in order to maintain a work environment that outlines the policies and procedures for managers and employees; and,

WHEREAS, the Cumberland Dauphin Harrisburg Transit Authority is committed to equal opportunity with respect to all aspects of its employment practices; and,

WHEREAS, the Cumberland Dauphin Harrisburg Transit Authority is committed to conducting business which prevents an actual or potential conflict of interest; and,

WHEREAS, the Cumberland Dauphin Harrisburg Transit Authority is committed to maintaining a work environment that is consistent and free of discrimination. In keeping with this commitment, the Authority will include employment policies in one booklet to serve as a guideline for union employees and managers.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority, that the adoption of the Cumberland Dauphin Harrisburg Transit Authority Employee Handbook be adopted and instituted.

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 26, 2024.

Attest: _____
Thomas Wilson
Secretary

Eric Bugaile
Chairman

RESOLUTION 2437
**APPROVING THE CUMBERLAND DAUPHIN HARRISBURG TRANSIT AUTHORITY POLICIES,
PROCEDURES AND DISCIPLINE CODE**

FACT SHEET

- Uniform infographic was updated to add dates for wearing of shorts for CDHTA.
- Cell phone policy revised.
- Employee Assistance Program (EAP) updated with new information for provider – Quest
- Updated to include additional language about tampering with safety equipment prohibited.
- Equal Employment Opportunity Commission (EEOC) updates

RESOLUTION 2438
AFFIRMING MAINTENANCE UTILITY VEHICLE PURCHASE AND LIFT
REPLACEMENT

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) identified a need to add two (2) electric utility vehicles and two (2) gasoline powered utility vehicles, as well as to replace two (2) vehicle maintenance lifts; and,

WHEREAS, the Maintenance Department determined specific requirements for these vehicles and lifts to enhance efficiency and safety; and,

WHEREAS, it was determined that soliciting at least three quotes for the electric vehicles and the vehicle lift system, and purchasing from the least cost source was the most beneficial for SRTA. For the gas-powered vehicles, it was determined that John Deere models were necessary due to specific feature requirements. These procurements were conducted according to Federal, State, and SRTA procurement Requirements; and,

WHEREAS, the following quotes were received and evaluated:

1. For electric utility vehicles: Power Pro Equipment provided the least cost quote with a total of Nineteen-thousand, nine-hundred, ninety-eight Dollars and Zero Cents (\$19,998.00).

2. For gas-powered utility vehicles: Southern York Turf and Tractor provided the Deere quote based on the contract between Deere and Company and the U.S. Department of General Services, totaling Eighty-seven thousand, seven-hundred, ninety-two Dollars and thirteen Cents (\$87,792.13).

3. For vehicle maintenance lifts: Alan Tye and Associates submitted the least cost quote for two (2) Steril Koni cordless tower lift systems, with a total cost of One-hundred, thirteen thousand, eight-hundred, two Dollars, and Zero Cents (\$113,802.00).

WHEREAS, SRTA received and analyzed these quotes to determine the best use of public funding, finding each vendor to be responsive and responsible; and,

WHEREAS, the Executive Director evaluated the quotes and analysis, then determined Purchase Orders should be issued to each of the vendors for their quoted amounts; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority to affirm and approve the Executive Director's decision to award the aforementioned Purchase Orders as described.

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

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Attest:

Thomas Wilson
Secretary

Eric Bugaile
Chairman

FACT SHEET

- Electric Utility Vehicle Quoted Pricing

Vendor Quotes	Unit Cost	Project Cost
PowerPro	\$ 9,999.00	\$ 19,998.00
Landmaster	\$ 10,999.00	\$ 21,998.00
Polaris	\$ 29,999.00	\$ 59,998.00
Average	\$ 16,999.00	\$ 33,998.00

Power Pro provided the least cost quote with an Envy branded utility vehicle.

- Gas Powered Utility Vehicle Pricing

ICE Predicted Cost	\$ 97,178.00			
Less Trailer Cost	\$ 94,900.00			
Less Bumper Cost	\$ 93,800.00			
Vendor	Unit Cost		Project Cost	
Southern York				
865M	\$ 29,922.09	1	\$ 29,922.09	
835M	\$ 28,097.14	1	\$ 28,097.14	
Hydraulic Plow	\$ 4,245.68	2	\$ 8,491.36	
Spreader	\$ 6,140.77	2	\$ 12,281.54	
Pressure Washer	\$ 4,500.00	2	\$ 9,000.00	
			\$ 87,792.13	
Messicks				
X1100	\$ 22,958.85	1	\$ 22,958.85	
X1100	\$ 22,958.85	1	\$ 22,958.85	
Hydraulic Plow	\$ 3,699.00	2	\$ 7,398.00	
Spreader	\$ 2,059.00	2	\$ 4,118.00	
Pressure Washer	\$ 2,484.00	2	\$ 4,968.00	
			\$ 62,401.70	
Bombardier				
Defender	\$ 32,499.00	2	\$ 64,998.00	
Electric Plow	\$ 2,499.95	2	\$ 4,999.90	
Spreader	\$ 2,914.28	2	\$ 5,828.56	
Pressure Washer	\$ 3,999.99	2	\$ 7,999.98	
			\$ -	
			\$ 83,826.44	
			Quoted Average	\$ 78,006.76

- It was determined by the Maintenance Department that the Deere units were the best suited for the SRTA specific needs to provide salting, plowing, and pressure washing support.
- It was determined that comparing other brands was a worthwhile endeavor to ensure good use of public funding. It was determined that the the Deere supplied unit provided the most capability and would provide a platform for additional tasks as they are identified.

FACT SHEET (CON.)

- Steril Koni brand lift
- 4 column lift, picks vehicle by the wheels which allows for more efficient under body work.
- 4 columns can accommodate a 74,000lbs total capacity, can lift a commuter bus.
- Can pair an additional 2 columns to a 4 column set and safely lift one of the articulated buses.
- Warranty
 - 1 years on labor
 - 2 years on parts
 - 5 years on cylinders
 - Lifetime on carriage rollers

RESOLUTION 2439
CONTRACT AWARD FOR RENEWABLE NATURAL GAS
TAX CREDITS

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA), in conjunction with other Pennsylvania transit systems referenced in the RFP, identified an opportunity to create agency revenue based on Compressed Natural Gas (CNG) use and the ability to garner Renewable Natural Gas (RNG) tax credits; and,

WHEREAS, as qualified transportation providers utilizing CNG, the transit systems have the ability to retire Renewable Identification Numbers (RINs) relative to transportation fueling. The U.S. Environmental Protection Agency (EPA) is encouraging the use of RNG and as such, the EPA offers tax credits to producers to retire RINs to encourage the blending of renewable fuels into the transportation fuel supply; and,

WHEREAS, SRTA determined that a Request for Proposals (RFP) was the most advantageous method to initiate the contract process. The Solicitation, compliant with Federal, Commonwealth, and Agency requirements, was released on May 13, 2024, with clarifying questions due June 10, 2024 and Proposals due August 5, 2024; and,

WHEREAS, five (5) firms each submitted response Proposals, with each being scored according to RFP criteria. Trillium Transportation Fuels, LLC scored the highest and provided the most advantageous proposal; and,

WHEREAS, Trillium Transportation Fuels, LLC proposed providing SRTA ten percent (10%) of the RIN value, with revenue being realized when CNG is consumed and RINs are retired; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority to negotiate and enter into Contract with Trillium Transportation Fuels, LLC.

NOW, THEREFORE, BE IT FURTHER RESOLVED that each participating transit system in the joint procurement will be provided the opportunity to award its own contract based on the requirements, conditions and terms of this procurement.

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 26, 2024.

Attest:

Thomas Wilson
Secretary

Eric Bugaile
Chairman

**RESOLUTION 2439
CONTRACT AWARD FOR RENEWABLE NATURAL GAS
TAX CREDITS**

FACT SHEET

Ranked Proposals					
Rank	Vendor Name	Total Points Earned	Difference	Average Percentage	Average Score
1	Trillium	533		88.83%	177.67
2	Anew Climate	529	4	88.17%	176.33
3	Opal	524	5	87.33%	174.67
4	STX	403	121	67.17%	134.33
5	UGI	314	89	52.33%	104.67
	600	Total Possible Points			

- Trillium Transportation Fuels, LLC will pay SRTA 10% of the RIN equivalent for the CNG used.
- RIN Prices will fluctuate over time, but SRTA will continue to receive 10% of RIN value.
- Based on Trillium’s proposal, for the period between March 2022 and April 2023, Gettysburg and York would generate \$170,940 for the Authority.

RESOLUTION 2440

APPROVING THE SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY EMPLOYEE HANDBOOK

WHEREAS, the Susquehanna Regional Transportation Authority has the need to adopt established guidelines in order to maintain a work environment that outlines the policies and procedures for managers and employees; and,

WHEREAS, the Susquehanna Regional Transportation Authority is committed to equal opportunity with respect to all aspects of its employment practices; and,

WHEREAS, the Susquehanna Regional Transportation Authority is committed to conducting business which prevents an actual or potential conflict of interest; and,

WHEREAS, the Susquehanna Regional Transportation Authority is committed to maintaining a work environment that is consistent and free of discrimination. In keeping with this commitment, the Authority will include employment policies in one booklet to serve as a guideline for union employees and managers.

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

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 26, 2024.

Attest: _____
Thomas Wilson
Secretary

Eric Bugaile
Chairman

RESOLUTION 2440
APPROVING THE SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY EMPLOYEE
HANDBOOK

FACT SHEET

- Uniform infographic was updated to add dates for wearing of shorts for CDHTA.
- Cell phone policy revised.
- Employee Assistance Program (EAP) updated with new information for provider – Quest
- Updated to include additional language about tampering with safety equipment prohibited.
- Equal Employment Opportunity Commission (EEOC) updates

Current and Future Procurement Projects

Name	Type	Released	Questions Due	Bid/ Proposal Due	Contract Start	Value	Notes
TASK ORDER - CAMERON STREET BUS SHELTER	Task Order					\$ 8,000.00	Waiting on Engineer
20220331 - Cameron Shelter	IFB	TBD				TBD	KCI design and solicitation
20230313 - Systemwide Radio Upgrade	TBD					\$ 1,800,000.00	RFP Development
20230517 - York Boardroom Tech Upgrade	TBD					TBD	
20230726 - Fare Box Replacement	RFP	2/22/2024	2/14/2024	4/10/2024	TBD	\$ 4,219,823.40	Resolution This Meeting
20230807 - Renewable Natural Gas	RFP	5/14/2024		8/5/2024		Revenue	Scoring In Progress
20230919 - Vanpool Pilot 2023	RFP	1/30/2024	2/22/2024	3/14/2024	TBD	\$ 100,000.00	Waiting on Contract Return
20231110 - Training Material	TBD					TBD	Waiting on Project Manager
20231113 - Safety Training Devices	TBD					TBD	Waiting on Project Manager
20231116 - Facilities Trailer Purchase	Small Quote					\$ 10,000.00	Waiting on Project Manager
20240112 - W. Milton Facility	TBD	TBD				TBD	PA DOT Engineer Developing
20240320 - Remote Video Surveillance	TBD					TBD	Waiting on Project Manager
20240326 - HVAC Maintenance	IFB					TBD	No Bids
20240326 - York Call Boxes	TBD					TBD	Waiting on Project Manager
20240409 - Security Staffing	TBD					TBD	Waiting on Project Manager
20240425 - Zarfoss Maintenance Heaters	TBD					TBD	Waiting on Engineer
20240507 - Fleet Management Electrical Work	Small Quote					\$ 11,000.00	Waiting on Engineer
20240612 - Call Center Voice Software	TBD					TBD	Project On Hold - Project Manager 07/03/2024
20240620 - Statewide Bus Purchase	TBD					TBD	David Kilmer Developing
20240624 - AI Purchase	TBD						Waiting on Project Manager
20240624 - HTC Camera Additions	TBD					TBD	Waiting on Engineer
20240626 - York-Adams Call Boxes	TBD						Waiting on Project Manager
20240628 - Call Center Software	Sole Source					\$ 116,540.00	Waiting on Contract Return
20240703 - Adams Office Security	TBD					TBD	
20240708 - York Transfer Drain Repair	TBD					TBD	
20240709 - Dauphin Concrete Repair	Small Quote					\$ 102,000.00	FACILITIES-2025-0069
20240722 - MTS Security Repairs							Waiting on Engineer
20240726 - IT Services							Waiting on Project Manager
20240801 - Zarfoss Shelving							Waiting on Project Manager
20240805 - Computer Replacement	Small Quote					\$ 73,000.00	20240805 - Computer Replacement York 2025-0353
20240807 - Bollard Protection						TBD	
20240807 - Paperless MSDS Record							
20240807 - Maintenance Forklift Replacement	IFB					\$ 200,000.00	Waiting on Project Manager
20240808 - Adams Carpet Replacement	Small Quote					\$ 21,500.00	Waiting on Project Manager
20240808 - Systemwide Lift Maintenance							
20240808 - Zarfoss Airline Change	Small Quote						
20240808 - Zarfoss Office Doors	Small Quote					\$ 11,776.00	Waiting on Project Manager
20240808- NorCo Lift Replacement	IFB					\$ 89,000.00	
20240814 - NorCo Maintenance Storage							
20240820 - Union Co Shelter Addition							
20240822 - Zarfoss Parts Washer Replacement	Small Quote					\$ 16,567.00	York-2025-0347
20240823 - Facilities Planning Software							
20240823 Dauphin Lift Replacement	Small Quote					\$ 113,802.00	DAUPHIN-2025-0196
20240823 - Dauphin Hub Dolly	Small Quote					\$ 44,316.70	DAUPHIN-2025-0197 / YORK-2025-0328
20240823 - Zarfoss Painting							Waiting on Project Manager
20240824 - Remote Generator Monitoring							
20240826 - Dauphin Battery-Alernator Extractor	Micro Purchase					\$ 6,000.00	Waiting on Project Manager
20240827 - Fixed Route Scheduling Software							
20240828 - Avail Testing Board	Sole Source					\$ 35,824.00	DAUPHIN-2025-0236
20240828 - Dauphin Apprentice Tools	Small Quote					\$ 25,000.00	DAUPHIN-2025-0234
20240828 - Dauphin Breaker Repair	Small Quote					\$ 20,000.00	

Current Projects

20240828 - Dauphin Maint Utility Vehicle	Small Quote	\$	107,790.13	FACILITIES-2025-0066FACILITIES-2025-0070
20240828 - Dauphin Paint Gun Washer	Small Quote	\$	3,694.83	DAUPHIN-2025-0201
20240830 - Dauphin Top Side Creeper	Micro Purchase	\$	2,990.00	DAUPHIN-2025-0251
20240905 - Maintenance Power Train Scan Tool	Sole Source	\$	6,500.00	Funding TBD
20240909 - Dauphin Utility Trailer	Small Quote	\$	20,000.00	Waiting on Project Manager
20240911 - Dauphin Consumable Storage	Small Quote	\$	8,000.00	
20240911 - Dauphin Gas Powered Air Compressor	Small Quote	\$	3,500.00	
20240911 - Dauphin Parts Washer	Small Quote	\$	16,567.00	Facilities 2025 - 0071

In Process Total \$ 7,193,191.06