

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
April 17, 2018**

Joseph Hasychak
Charles Savannah
Joseph Gray
Maggie Stock
Lance Calvert
James Diamond

John H. Paul, Executive Director
Rebecca Black, Lutz & Pawk
Dave Zarnick, Twp. Liaison
Ryan Saeler, Butler Media Group
Steve Ferris, Butler Eagle
Laura Felton, MV Transportation
Tiffany Fosnaught

Maggie Stock called the meeting to order at 5:00 pm with a moment of silence followed by the pledge of allegiance.

ROLL CALL: Tiffany Fosnaught called the roll. Charles Savannah, Joseph Hasychak, Joseph Gray, Maggie Stock, Lance Calvert and Jim Diamond were all present.

MINUTES OF THE MEETING: Joseph Hasychak motioned to approve the minutes as presented. This motion was seconded by Charles Savannah. Roll call indicated all ayes.

CORRESPONDENCE: None.

PUBLIC COMMENT ON AGENDA: None.

OLD BUSINESS: None.

- Committee Reports (TOE- Terminal, Office and Equipment, Public Relations, Sub-Contractor, Capital Improvements and Expansion) – None.

NEW BUSINESS

2018-2019 BTA OPERATIONAL BUDGET- Joseph Gray made a motion to approve the 2018-2019 BTA Operation Budget as presented. Jim Diamond seconded the motion. Four changes that were added to the mailed version versus the final version were: added healthcare costs for the Executive Director, website redesign costs, costs for relocating the terminal and the rate increase for BART paratransit services. Some changes in the budget were noted because of the change in fuel (converting from diesel to CNG)- costs are reflected in different line items due to BTA having to lease equipment because the fueling station is not in place yet. BTA's fleet is still not fully CNG. John also reminded the Board that Commuter Service will have its own budget. Salaries and Wages now include the new Part Time Assistant to the Facilities Manager. Services include BTA's representation. Funding and reserves were discussed and how the current Commuter Service expenses are being accounted for. John explained how the process of requesting funds remains quite cumbersome. He also relayed that Toby Fauver, the Deputy Secretary of Transportation, resigned effective last Friday. The search is in effective for his replacement. Roll call indicated all ayes.

2018- 2019 BTA OPERATIONAL LOCAL MATCH RESOLUTION- Charles Savannah made a motion to accept the 2018-2019 BTA Local Match Resolution as presented and Jim Diamond seconded the motion. John explained that this is what BTA has to do for its funding sources- approve the Local Match Resolution- this guarantees that BTA will provide the \$52,417 Local Match listed in the Budgeted Amount. John read the resolution aloud. Roll call indicated all ayes.

BTA THIRD QUARTER PERFORMANCE MEASURES RESULTS- John shared that during the Act 44 review BTA agreed that performance measures results would be shared with the Board on a quarterly basis. John shared BTA's third quarter performance measures results with the Board as promised. This was for informational purposes only.

BTA PERFORMANCE STANDARDS 2018-2019- John explained that these standards were already set by PennDot during the Act 44 review but still must be approved by the Board. Joseph Hasychak made a motion to accept the BTA Performance Standards for FY 2018-2019 as set by PennDot and presented. Charles Savannah seconded the motion. Roll call indicated all ayes.

WEBSITE REDESIGN- John shared with the Board that Kelly has been researching BTA's website redesign for approximately the last month. One reason is to "kick off" the Commuter Service to Pittsburgh. BTA was in need of a more sophisticated website to attract and accommodate the new passenger clientele for this type of service. The new website also needed to be more user friendly for Kelly as well. Kelly was able to obtain three prices. Shift Collaborative is the current provider. Blue Archer was the highest of the three but is being recommended due to the fact that they meet level A of ADA Compliance (which is not necessarily

specific to transit but will make the website usable and accessible for ADA clients/passengers). In addition, Blue Archer's design will be able to accommodate for translations (ADA/languages). Rebecca Black commented on the fact that even though ADA compliancy on the website is not a requirement currently it is something that BTA should consider due to the fact that BTA receives federal funding and the requirements are changing constantly and are becoming more stringent. Joseph Hasychak made a motion to approve BTA's website redesign at a cost of \$15,587 and \$50/month hosting with Blue Archer and Charles Savannah seconded the motion. Roll call indicated all ayes.

CHANGE ORDER G-04- Maggie Stock asked for a motion to accept Change Order G-04 in the amount of \$34,687 bus wash additional structural steel work. Charles Savannah made the motion to accept change order G-04 in the amount of \$34,687 and it was seconded by Joseph Hasychak. Roll call indicated all ayes.

CHANGE ORDER E-03- Maggie Stock asked for a motion to accept Change Order E-03 in the amount of \$3,182.57 for bus wash and fire alarm time and materials. Joseph Hasychak made the motion to accept change order E-03 in the amount of \$3,182.57 and it was seconded by Joseph Gray. Roll call indicated all ayes.

RECORD STORAGE DESTRUCTION- Jim Diamond made a motion to accept the record storage destruction plan for 2017-2018 as presented. Joseph Gray seconded the motion. Roll call indicated all ayes.

BTA FARE INCREASE ASSESSMENT TOOL- John presented this item to the Board since it is mandated by Act 44. BTA must review its fares on an annual basis. Based on BTA's policy the fares would increase based on inflation. Based on current inflation BTA will not be increasing fares. BTA will consider a possible fare increase in FY 2019-2020 due to the fact that the last increase occurred in 2012 and BTA's fare revenues are down.

FINANCIAL REPORT/STATEMENT- Tiffany presented the financial reports with some additional enhancements and asked for further feedback from the Board regarding the appearance of the reports using the new accounting reporting system. Joseph Gray made a motion to approve the March 2018 financial report/statements as presented. Lance Calvert seconded the motion. Roll call indicated five ayes and Joseph Hasychak abstaining due to not having enough time to review the reports.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 435 through 438 from the project checking account. Joseph Hasychak made a motion to approve check numbers 435 through 438 from the project checking account and Charles Savannah seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 22833 through 22982 from the regular checking account. Joseph Hasychak made a motion to approve check numbers 22833

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through 22982 from the regular checking account and Jim Diamond seconded the motion. Roll call indicated all ayes.

NON AGENDA ITEMS- None.

EXECUTIVE DIRECTORS REPORT- Evening and day time service trips totaled 14,029 for March 2018. A decrease of 1,127 trips from March 2017.

Commuter Ridership averaged 78.6 trips per day in March 2018- a slight increase over February 2018.

John contacted St. Johns in Connoquenessing to use their parking area for the commuter service. Unfortunately they were not interested. They had a meeting last night and contacted John immediately with their answer.

John misread the letter from PennDot approving the Demonstration Grant funding. The advertising budget was not cut. PennDot is limiting what BTA can get in continued funding based on 65% of \$15,000 from the third year of advertising in the budget.

BTA was notified by the FHWA- Federal Highway Administration that the service along the Route 8 corridor is not eligible for CMAQ funding. This substantially changes the funding for the budget. John has not notified PennDot as of yet since this is a new development.

John will be attending the County Commissioners regular meeting tomorrow. BTA's three funding resolutions (local match resolution for operating, funding resolution for capital or local match in excess of \$52,417 and for \$50,000 to match the service to Pittsburgh) are to be approved at this meeting.

The next regular scheduled board meeting is Tuesday May 15, 2018 at 5:00pm at the Butler Transit Authority facility. BTA will be reviewing the Demonstration Budget at that meeting.

John introduced Laura Felton from MV Transportation. She is the new General Manager and is doing very well. Laura was the Safety Director and has now moved into the General Manager position.

QUESTIONS FROM MEDIA/VISITORS- Ryan asked for BTA's current website provider. Tiffany provided the information. Ryan asked for their quote compared to Blue Archer and how long has BTA had their current website. The requested information was provided.

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Steve Ferris asked for clarification of the spelling and the cost of the new website provider. Steve also asked if a copy of BTA's budget was available. After discussion and the advice of the solicitor it was decided that a Right to Know Request would need to be submitted to obtain a copy (this copy would only be available after it is finalized).

ADJOURNMENT- Charles Savannah made a motion to adjourn the meeting at 5:57pm. Joseph Gray seconded the motion. Roll call indicated all ayes.