

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
April 26, 2022**

Joseph Hasychak
Charles Savannah
Lance Calvert
Joseph Gray
Jim Diamond
Chris Rearick

John H. Paul, Executive Director
Rebecca Black, Lutz, Pawk & Black
Eddie Trizzino, Butler Eagle
Ryan Saeler, Butler Media Group
Dustin Heimler, Masabi
Tiffany Fosnaught

Charles Savannah called the meeting to order at 5:00 pm. Board Members, BTA Staff and the Solicitor attended the meeting the 130 Hollywood Drive location and all others attended via teleconference to allow for social distancing. Once the meeting was called to order it was followed with a moment of silence and the Pledge of Allegiance.

ROLL CALL: Tiffany called the roll. Joseph Hasychak, Charles Savannah, Jim Diamond, Lance Calvert, Chris Rearick and Joseph Gray were all present. Attendance was taken for anyone on the teleconference so that Tiffany could document their attendance.

MINUTES OF THE MEETING: Joseph Hasychak motioned to approve the minutes from the March 2022 Board Meeting as presented. This motion was seconded by Lance Calvert. Roll call indicated all ayes.

Rebecca Black shared that there was an Executive Session immediately prior to the meeting regarding legal issues.

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

MARKETING/PUBLIC RELATIONS PLAN 2022-23- In Kelly's absence John Paul presented BTA's 2022-23 Marketing/Public Relations Plan. John shared that Kelly had already sent this plan to BTA's Marketing/Public Relations Committee for review. All three committee members sent positive feedback regarding the plan. John proceeded to review the plan in its entirety. Some of the highlights of the plan included the following: BTA's core goals of retaining and attracting customers while improving public perception and awareness, "Choose Transit" posters, new resident/community orientation packets, new customer satisfaction surveys, window cling exterior promotional advertising, new radio jingle, FRITS and AVAIL updates, local Wifi options on buses, Infotainment bus signs, passenger wait area signs, additional TSI bus cameras, Masabi fare payment option, targeted media advertising, social media campaign, Thanksgiving Food Drive and Annual Christmas Parade. A new commercial was shared. John thanked Kelly for her efforts in compiling the plan. The Board commended her for a well thought out and tremendous plan. The total costs for BTA will be \$43,090 and State Grant 1514 Discretionary Funds of \$178,287.35 will cover the balance remaining (capital items). Joseph Gray made a motion to accept BTA's proposed 2022-23 Marketing/Public Relations Plan in the amount of \$43,090. Chris Rearick seconded the motion. Roll call indicated all ayes.

2022-23 BTA OPERATIONAL BUDGET- MAILED SEPARATELY- Tiffany presented the 2022-23 BTA Operations Budget. Tiffany shared that since the Demonstration Project has now ended the budget has been prepared as a combined budget for local and commuter services. BTA will still reflect separate income statements for portions of the commuter services internally. Tiffany reviewed each section of BTA's 2022-2023 proposed Operational Budget as a summary. The following were some significant points that were discussed: salaries/wages reflected the previously approved increases along with the benefits/taxes that coordinate with the pay rates, increase in services due to BTA having to possibly utilize C-Sched through the FRITS Program for schedule changes, cost savings for custodial services through the new vendor, ticket printing refers to purchase of Connectcards (BTA had to purchase quite a few this fiscal year due to the expiration dates of the cards), BTA was fortunate to negotiate fixed rates for electric and gas rates, cell phone related charges will increase due to BTA offering Wifi services on local buses, shared utilities include the additional area at the terminal, purchased transportation reflects the new rates based on the approved contractor, revenues (fares and advertising) include commuter and the funding sources to cover all of the expenses were explained. Joseph Hasychak made a motion to approve BTA's proposed 2022-23 Operational Budget as presented. Jim Diamond seconded the motion. Roll call indicated all ayes. The Board complimented Tiffany on her efforts regarding the budget.

2022-23 BTA OPERATIONAL LOCAL MATCH RESOLUTION- John read BTA's 2022-23 Operational Local Match Resolution aloud. Joseph Gray made a motion to approve BTA's 2022-23 Operational Local Match Resolution as presented. Lance Calvert seconded the motion. Roll call indicated all ayes. Charles Savannah and Joseph Hasychak signed the resolution as required.

BTA FARE INCREASE TOOL 2022-23- John shared that BTA annually is obligated to review the fares to see if an increase is warranted. John explained that the BTA Board had previously agreed that when the inflation rate reached 25% then an increase would be considered. John performed the necessary calculations and from July 2012 (the last fare increase) to present the inflation rate has increased 25.2%. John is asking the Board to opt not to increase fares due to the effects of the COVID-19 pandemic. BTA is currently attempting to attract more riders and build back ridership. An increase may hinder those efforts. The Board discussed and agree. Since the Board is not taking action regarding fare increases this was more for informational purposes.

BTA PERFORMANCE STANDARDS 2022-23- John reviewed BTA's Performance Standards 2022-23. These were based upon the Act 44 Review prior to the pandemic and are required by the State. Joseph Hasychak made a motion to approve BTA's Performance Standards 2022-23 as presented and Jim Diamond seconded the motion. Roll call indicated all ayes.

BTA DESTROY LIST- SUMMER 2022- Tiffany explained that the list provided is items that are in storage that are due for destruction according to BTA's policy. Once approved BTA will contract with the Blind Association to destroy these items. Joseph Gray made a motion to approve BTA's Destroy List Summer 2022 as presented and Joseph Hasychak seconded the motion. Roll call indicated all ayes.

MCI CNG 45' COACH- TIP AMENDMENT- John explained that BTA's Board approved the Letter of Intent for the purchase of a MCI CNG 45' Coach Bus at a prior meeting and now BTA is required to add this to the Regional TIP and State STIP according to FTA. Jim Diamond made a motion to allow BTA to request BTA's purchase of a MCI CNG 45' Coach Bus be added to the Regional TIP and State STIP. Lance Calvert seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the March 2022 financial reports. Joseph Hasychak made a motion to approve the March 2022 financial report/statements as presented. Joseph Gray seconded the motion. Roll call indicated all ayes.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 497 through 500 from the Project checking account. Joseph Hasychak made a motion to approve check numbers 497 through 500 from the Project checking account and Jim Diamond seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 27005 through 27128 from the Regular checking account. Joseph Hasychak made a motion to approve check numbers 27005 through 27128 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 for March 2022 totaled 12,817. A decrease of 359 trips from March 2021. Commuter service total trips were 1,094 for March 2022. An increase of 405 trips from March 2021.

Cathy Williams has filed the CRRSA Grant. Now that the Board has approved- BTA will place the purchase of the MCI Bus on the TIP and STIP at FTA's request.

Construction has come to a standstill due to material delays (glass supply for doors and windows). The dedication is now being moved to September 2022 to allow ample time for supplies to arrive. Since the event will be held in the garage area (no air conditioning) it will be more comfortable in September temperature wise.

John has met virtually with Senator Hutchinson, Representative Mustello, Representative Metcalfe, Representative James and Andy Surra (from BTA's representation in Harrisburg, PA) over the last few days to go over BTA's current status and future projects. All of the meetings went well.

The next regular scheduled board meeting is Tuesday May 17, 2022 at 5:00pm at BTA Transit Center Board room at 130 Hollywood Drive.

QUESTIONS FROM MEDIA/VISITORS- Eddie asked for the total operating budget for 2022-23 and the difference between 2021-2022 versus the proposed. Tiffany provided the information as requested. Eddie also asked for the total budget for BTA's 2022-23 Marketing Plan. It was provided as well. Eddie asked for clarification of BTA's current fares. John provided the price options for fares and shared that the information was also on BTA's website.

Ryan asked if the new addition will be usable (if completed) prior to the dedication. John stated that it would be available to the public if completed. Ryan has some additional questions regarding the supply issue. John answered accordingly.

ADJOURNMENT - Joseph Gray made a motion to adjourn at 5:55pm and Jim Diamond seconded the motion. Roll call indicated all ayes.