

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
April 27, 2021**

Joseph Hasychak
Charles Savannah
Joseph Gray
Jim Diamond
Chris Rearick

John H. Paul, Executive Director
Rebecca Black, Lutz, Pawk & Black
Steve Ferris, Butler Eagle
Ryan Saeler, Butler Media Group
Marc Roncone, MV Transportation
Kelly Stewart
Karl Knechtel
Tiffany Fosnaught

Joseph Hasychak called the meeting to order at 5:00 pm. Board Members, BTA Staff and the Solicitor attended the meeting at 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, Joseph Gray and Chris Rearick were present. Lance Calvert was absent. Attendance was taken for anyone on the teleconference so that Tiffany could document their attendance.

MINUTES OF THE MEETING: Joseph Gray motioned to approve the minutes from the March 2021 Board Meeting as presented. This motion was seconded by Jim Diamond. 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) – Joseph Hasychak commented that the Personnel Committee had met before the meeting and their recommendations will be discussed later.

NEW BUSINESS

MARKETING/PUBLIC RELATIONS PLAN 2021-22- Kelly presented to the Board BTA's 2021-2022 Proposed Marketing/Public Relations Plan. Kelly broke the presentation down into three phases: Phase I- BTA's current state- encouraging safe riding habits for current riders, Phase II- Welcome Back- Welcoming back lapsed riders and workers, reminding them of BTA's value and Phase III- Gaining New Riders- Promoting BTA's transportation services. Some items of discussion included: trip planning and on-board status that is available through the BTA website, reinstating customer appreciation day, conducting surveys, possible bus pass sales in the Fall/Winter, Youtube channel videos, gatekeeper outreach, possible additional professional photos, commuter service promotions/campaigns, construction of the new passenger wait area and park n ride, annual events (Stuff the Bus and Christmas Parade) and another senior direct mail. Kelly thanked the committee for their time and efforts regarding the review of the plan. Charles Savannah made the motion to approve BTA's 2021-2022 Marketing/Public Relations Plan as presented at a total cost of \$40,500. Joseph Hasychak asked how the costs were tracked. Tiffany and Kelly meet periodically throughout the year to discuss spending and where the budget of the Marketing/Public Relations Plan is. Chris Rearick seconded the motion. Roll call indicated all ayes. Chris Rearick mentioned offering the surveys to the bike trail/corridor for the Park N Ride at Route 528 to gather interest at that location. The Board commended Kelly on her presentation.

2021-22 BTA OPERATIONAL BUDGET- MAILED SEPARATELY- John reviewed BTA's 2021-2022 Proposed Operational Budget with the Board. John explained that as of July 1, 2021 the Demonstration Project will cease and the Commuter Service will be incorporated into BTA's Operational Budget- certain percentages will be added in the local budget based on mileage. John requested that SPC provide a breakdown of where BTA's rural and urban miles start and end so that BTA could send a request to PennDot for a cost allocation plan based on this information. PennDot has already sent a letter approving this methodology. Joseph Hasychak asked why the budget reflects a reduction in ADA services costs. John explained that there was a discovery that certain individuals qualify under a different funding source. BTA will be asking later in the meeting to modify the ADA policy so that a review can be conducted for individuals that are currently using these services under these circumstances to be considered for a change and be placed under a different funding source. Tiffany shared that the State will not allow a COVID-19 expense account so many of the supplies and/or COVID-19 related items are now classified accordingly and have increased the budget figures in those particular areas. The Combined Commuter Budgets were reviewed as well as how they would be funded. John shared that BTA has already received CARES Act funding. BTA will be receiving CRRSAA funding and American Recovery Act funding towards commuter services. John would like to purchase a sixth commuter bus which would give BTA its proper spare bus ratio. Chris Rearick questioned if there was a timeline to spend this funding. John was understanding that there was not. John wants to place this funding into grants. Charles Savannah made the motion to approve BTA's 2021-

2022 Operational Budget. Chris Rearick seconded the motion. Roll call indicated all ayes. John shared that Tiffany prepared the majority of the budget. The Board thanked Tiffany for her efforts.

2021-22 BTA OPERATIONAL LOCAL MATCH RESOLUTION- John shared that this is the annual local match resolution. The County has already approved theirs. This resolution states that based on BTA's costs \$60,680 in local match will be secured no later than the end of the fiscal year to match the 1513 funding (State funding). John read the resolution aloud. Joseph Hasychak made a motion to approve BTA's 2021-2022 Operational Local Match Resolution as presented. Joseph Gray seconded the motion. Roll call indicated all ayes. The appropriate Board Members signed the resolution as needed.

BTA FARE INCREASE TOOL 2021-22- John explained that part of BTA's grant application is the review and approval of the current fares. BTA's last fare increase was in July of 2012 (a \$0.25 increase). John and the Board reviewed the reasoning for a fare increase and upon review BTA is not proposing a fare increase. Jim Diamond made a motion to approve the fact that BTA is proposing no new fare increase for FY 2021-2022 utilizing BTA's fare increase tool and Joseph Gray seconded the motion. Roll call indicated all ayes.

BTA PERFORMANCE STANDARDS 2021-22- John discussed BTA's standards and shared that he has wrote to PennDot asking for consideration of modification of BTA's performance standards because of COVID and the recovery from COVID. PennDot did not allow for any requested modifications. Joseph Gray made a motion to approve BTA's performance standards for FY 2021-2022 and Charles Savannah seconded the motion. Roll call indicated all ayes.

TIP AMENDMENT- FACILITY UPGRADES- John shared that this was to adjust to the current budget for the project that has started at Hollywood Drive. Federal money needed to be adjusted by \$535,745, the State needed adjusted by \$542,911 and Local by \$32,065. Charles Savannah made a motion to approve the changes to the TIP for the facility upgrades as presented and Jim Diamond seconded the motion. Roll call indicated all ayes. Joseph Hasychak asked who establishes the figures. John stated that these budgets are approved by PennDot.

ADA POLICY AMENDMENTS- Rebecca spoke about the fact that there will need to be an addendum to the agreement between BTA and the Alliance for Non-Profit Resources. A statement will be added to the contract (for both the current and the new contract beginning in July 2021) - "ADA registered riders aged 65 years or older and using transportation services to psychiatric rehabilitation will be covered 85% by lottery funding and 15% by a third-party biller effective on the rider's 65th birthday. The Butler Transit Authority ADA funding will only cover psychiatric rehabilitation from age 18 through 64. At age 65 Butler Transit Authority becomes the payor of last resort." This is how it is supposed to be happening now but this will document it in the contract. PennDot is requiring this to be written in the contract. Joseph Gray

made a motion to approve the addendum to the agreement between BTA and ANR as presented and Chris Rearick seconded the motion. Roll call indicated all ayes. Rebecca also explained that BTA needs to amend BTA's current ADA Service Policy. Two statements are being proposed to be added to the policy regarding eligibility for complimentary paratransit services: "individuals will not be eligible for ADA paratransit services if they are capable of utilizing BTA's fixed route service" and "BTA retains the right to review, reevaluate and redetermine the eligibility of individuals receiving paratransit services at any time." Joseph Gray questioned if there is any special training to allow for staff to make these decisions. Rebecca shared that there are special forms that are completed and these forms must be signed by physicians stating why they feel these individuals qualify. Joseph Gray made the motion to approve the amendments to BTA's ADA Service Policy as proposed. Joseph Hasychak seconded the motion. Roll call indicated all ayes. Rebecca did share that BTA's policy has a section regarding if there is a denial and the dispute process.

REPLACE COMPRESSOR, TRANSFORMER- TUDI, \$6,659- John shared that BTA had a malfunction upstairs and Karl had to call Tudi in for an emergency fix. This fix is outside the current agreement between BTA and Tudi Mechanical. Karl explained that there was a four-week lead time for one of the parts so this was an expedited situation. Charles Savannah made a motion to approve the replacement of the compressor and transformer at a total cost from Tudi Mechanical of \$6,659. Jim Diamond seconded the motion. Roll call indicated all ayes. Joseph Gray asked if the majority of the costs were labor related. Karl answered that he would review but thought they were not. He thought that labor may be approximately half.

SPECIAL INSPECTOR CONTRACT-ATC- UP TO \$13,735- John explained that this was sent to BTA by the construction management firm in Harrisburg, PA (Gannet Fleming) regarding the project at Hollywood Drive. There are some inspections that are outside the construction management inspections and they have to be done separately and independently. Gannet Fleming researched this and these inspections can cost up to \$13,735 for these services. They are hoping they will cost less. Joseph Hasychak made a motion to approve special inspector contract-ATC- up to \$13,735 as presented and Jim Diamond seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the March 2021 financial reports. Charles Savannah made a motion to approve the March 2021 financial report/statements as presented. Joseph Hasychak seconded the motion. Roll call indicated all ayes.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 25996 through 26115 from the regular checking account. Joseph Hasychak made a

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motion to approve check numbers 25996 through 26115 from the regular checking account and Jim Diamond seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 455 through 461 from the project checking account. Charles Savannah made a motion to approve check numbers 455 through 461 from the project 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 13,176 for March 2021. An increase of 649 trips from March 2020.

Commuter service total trips were 689 for March 2021.

Obviously construction has started. Expected completion is late Fall/early Winter.

BTA's Terminal will still remain only open for ticketing. No chairs or restrooms. BTA is continuing this policy for public health reasons.

The next regular scheduled board meeting is Tuesday May 18, 2021 at 5:00pm at BTA Transit Center Board room at 130 Hollywood Drive.

QUESTIONS FROM MEDIA/VISITORS- Steve Ferris requested copies of the following: BTA's 2021-2022 Marketing Plan, BTA's 2021-2022 Budget, BTA's Local Match Resolution and BTA's Performance Standards. Tiffany will gather and have all information ready for Steve to pick up.

EXECUTIVE SESSION - Joseph Hasychak made a motion to adjourn the meeting to executive session at 6:21pm regarding personnel issues. Joseph Gray seconded the motion. Roll call indicated all ayes.

PERSONNEL COMMITTEE RECOMMENDATIONS- The Board returned from Executive Session at 6:36pm. Charles Savannah made a motion to accept the Personnel Committee Recommendations as presented in Executive Session and Jim Diamond seconded the motion. Roll call indicated all ayes.

ADJOURNMENT- Joseph Gray made a motion to adjourn the meeting at 6:43pm and Charles Savannah seconded the motion. Roll call indicated all ayes.