

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
April 28, 2020**

Joseph Hasychak
Charles Savannah
Jim Diamond
Chris Rearick
Lance Calvert

John H. Paul, Executive Director
Rebecca Black, Lutz & Pawk
Ryan Saeler, Butler Media Group
Eric Jankiewicz, Butler Eagle
Charles Parham, MV Transportation
Teresa Cygan, MV Transportation
Brendan Linton, Public- Connoquenessing Twp
Karl Knechtel
Tiffany Fosnaught

Lance Calvert called the meeting to order at 4:45 pm via teleconference with a moment of silence followed by the pledge of allegiance.

ROLL CALL: Tiffany called the roll. Joseph Hasychak, Charles Savannah, Lance Calvert and Jim Diamond were present. Joseph Gray was absent. 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 2020 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: Tiffany announced that there was an Executive Session held for Legal and Personnel on March 19, 2020 at 3:00pm via teleconference.

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

NEW BUSINESS

HOPE GRANT APPLICATION- John started by welcoming Chris Rearick to the BTA Board. John is hoping that everyone will be able to meet Chris face to face soon. John shared that BTA is looking to apply to FTA for a grant to study the Slippery Rock Township Area for transit needs. The approximate cost is \$156,365. The planning study was performed by Delta Development. Once approved BTA's grant writer Cathy Williams would submit this into the FTA grant system. Joseph Hasychak questioned how this developed and John explained that BTA along with the County Commissioners have been looking at last mile service and granting opportunities. The County Commissioners have always shown an interest in providing transit in the northern part of the county. The Commissioners saw this opportunity and brought this to John's attention. Joseph Hasychak made a motion to approve BTA's ability to apply to FTA for the HOPE Grant. Jim Diamond seconded the motion. Roll call indicated all ayes.

PUBLIC TRANSPORTATION AGENCY SAFETY PLAN- BTA is required by FTA to have a Public Transportation Agency Safety Plan and it had to be in place by July 2020. Karl worked very closely with MV Transportation in helping to develop a plan. Initially BTA and the solicitor were under the impression that PennDot was obligated to develop the plan but BTA was informed that they would be responsible for their own plan and PennDot would not develop the plan but supplied a template. MV was instrumental in the development of BTA's plan. The solicitor has reviewed the Safety Plan. The solicitor shared that John was required by PennDot to send a letter to FTA stating that BTA chose to develop its own Public Transportation Safety Plan despite PennDot's obligation to do so. Charles Savannah made a motion to approve BTA's proposed Public Transportation Agency Safety Plan as presented. Joseph Hasychak seconded the motion. Roll call indicated all ayes.

2020-2021 BTA OPERATIONAL BUDGET- John reviewed the proposed 2020-2021 Operational Budget with the Board that was mailed prior to the meeting. Some items of discussion were: CNG costs and how they are reflected, ADA costs and how they continue to increase, additional terminal lease costs (moving MV staff to the terminal), Purchased Transportation (Sub Contractor) costs, COVID-19 and how it may affect the current and next year budget. Joseph Hasychak made the motion to approve BTA's proposed 2020-2021 Operational Budget as presented and Lance Calvert seconded the motion. Roll call indicated all ayes.

2020-2021 BTA OPERATIONAL LOCAL MATCH RESOLUTION- John read the resolution aloud. Charles Savannah made a motion to approve the proposed 2020-2021 BTA Operational Local Match Resolution as presented and Jim Diamond seconded the motion. Roll call indicated all ayes.

BTA PERFORMANCE STANDARDS 2020-2021- John shared that BTA's Act 44 Review provided targets and the Board was provided these targets along with the expected increases. John expressed that he is unsure what is going to be done given the recent pandemic but the standards still need approved. Lance Calvert made a motion to approve BTA's Performance Standards 2020-2021 as presented and Charles Savannah seconded the motion. Roll call indicated all ayes.

BTA FARE INCREASE TOOL 2020-2021- John reviewed with the Board the procedure that BTA must adhere to for reviewing fares and whether to increase fares. After utilizing BTA's Fare Increase Assessment Tool it was determined that a fare increase was not required. John pointed out that BTA is considering a Fare Increase for FY 2021-2022 and that an additional sentence was added to BTA's Fixed Route Fare Adjustment Policy that states "BTA reserves the right to eliminate or reduce fares during pandemics and/or other natural disasters, and/or states of emergency." Charles Savannah made a motion to approve the addition to BTA's Fixed Route Fare Adjustment Policy and Joseph Hasychak seconded the motion. Roll call indicated all ayes.

BTA COMMUTER SERVICE BUDGET- John reached out to PennDot to question whether there would be any leniency regarding the Demonstration Project Budget given the recent pandemic. John was told that BTA would not be given any leniency. The budget presented is based on the figures that were provided two years ago. Lance asked if BTA is able to utilize advertising on the Commuter buses. John replied with yes but because of the layout of the buses BTA is limited on the advertising space. Charles Savannah made a motion to approve the proposed 2020-2021 BTA Commuter Service Budget as presented and Lance Calvert seconded the motion. Roll call indicated all ayes.

BTA COMMUTER PERFORMANCE STANDARDS 2020-2021- John shared that the standards presented are from two years ago as well. Lance Calvert made a motion to approve the proposed 2020-2021 BTA Commuter Performance Standards as presented and Joseph Hasychak seconded the motion. Roll call indicated all ayes.

BTA RECORD STORAGE DESTRUCTION- Tiffany reviewed BTA's policy regarding record storage destruction. She explained where BTA's records are currently stored and how they are pulled for destruction. The destruction of records is included in the yearly storage fee. Joseph Hasychak made a motion to approve the destruction of BTA's Records List as presented for Spring/Summer 2020 and Jim Diamond seconded the motion. Roll call indicated all ayes.

RESUME BTA'S REGULAR LOCAL SERVICE ROUTES- MAY 1st- John is proposing BTA resume the regular local route service based on ridership and the amount of riders at the beginning of April. BTA was forced to send another bus to "ghost" Route 1 at the beginning of April because of the ridership and the capacity levels of the buses. BTA would remain at free fares until Governor Wolf declares that Butler County is at a "Green Phase". Once fares are reinstated then BTA would reopen the terminal. Lance Calvert made a motion to allow BTA to return regular local service routes as of May 1st and Chris Rearick seconded the motion. Roll call indicated all ayes.

PERSONNEL ACTIONS- John spoke with the Personnel Committee and Board Members prior to the meeting and is recommending a 3% increase for all staff effective July 1, 2020. Charles Savannah made a motion to approve a 3% increase for all staff effective July 1, 2020 and Joseph Hasychak seconded the motion. Roll call indicated all ayes.

TERMINAL OFFICE FOR MV STAFF- John requested approval for additional terminal office space (15' x 18' office) for MV Staff- MV Manager and Safety Director. This would be an additional \$500/month. This would be a 3-year lease with a 3% annual increase along with the current Terminal Lease. There was a brief discussion as to the exact location of the office. Charles Savannah made a motion to approve additional terminal office space for MV Staff at a cost of \$500/month (3-year lease- 3% annual increase) upon review and possible revisions by solicitor. Jim Diamond seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the March 2020 financial reports. Joseph Hasychak made a motion to approve the March 2020 financial report/statements as presented. Charles Savannah seconded the motion. Roll call indicated all ayes.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 25003 through 25131 from the regular checking account. Joseph Hasychak made a motion to approve check numbers 25003 through 25131 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 12,527 for March 2020. A decrease of 2,211 trips from March 2019.

Commuter service total trips were 1,850 for March 2020.

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BTA purchased 1,200 masks and PennDot provided another 2,000 today. They also provided bus cleaning liquid. BTA is still waiting for hand sanitizer. BTA has two orders in with two different vendors. Automatic dispensers are ordered through Cintas. Cintas would also provide sanitizer in the dispensers.

John shared that he has participated in numerous phone meetings- FTA, PennDot, SPC/TOC, PPTA and SAFTI- County.

BTA is still coordinating with Mark Gordon, County and others trying to plan and establish last mile service for workers in the Cranberry area.

BTA received a direct allocation of \$903,206 from the CARES Act 5307 Funds. Pennsylvania received almost three times the annual funding in Federal 5311 funding statewide. It is currently being distributed on an as needed basis. BTA is requesting funding to offset costs and projected lost fares from the COVID-19 Pandemic.

60% Design Meeting for the addition and Park and Ride is scheduled for tomorrow.

The next regular scheduled board meeting is Tuesday May 19, 2020 at 5:00pm at the Butler Transit Authority facility or by teleconference.

QUESTIONS FROM MEDIA/VISITORS- Brendan Linton thanked the BTA Staff, MV Staff and Board Members for their continued efforts. Brendan commented on the HOPE Grant and recommended contacting the University for possible subsidized revenue. Brendan shared that he feels that the Commuter Service will not recover. He is still working from home and feels many commuters still will for quite some time. He suggested that BTA possibly contact New Castle Transit Authority and see if there was a way to work together.

Eric Jankiewicz asked for clarification regarding returning to regular service for commuter service. John reviewed how BTA is currently running local service and how it will be changing on May 1st. John mentioned possible mobile ticketing for local service as well.

Ryan Saeler questioned the cost of the masks. Tiffany provided the information. Ryan requested clarification of the amount of reimbursement regarding COVID-19 expenses and projected loss of fares. John provided the information. Ryan asked if there were costs associated with the HOPE grant. The only costs associated will be from the consultant and BTA's grant writer's wages. Ryan asked what HOPE stood for and John provided that information as well. Ryan asked Chris Rearick if he was appointed by the County and asked how he was chosen for the position on BTA's Board. Chris answered accordingly. John added some information as well. Chris confirmed that he still remains the Jackson Township Manager. John thanked the Board and everyone for their patience.

ADJOURNMENT- Charles Savannah made a motion to adjourn the meeting at 5:52pm and Jim Diamond seconded the motion. Roll call indicated all ayes.