

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
April 30, 2019**

Joseph Hasychak
Lance Calvert
Maggie Stock
Charles Savannah
Joseph Gray

John H. Paul, Executive Director
Brian Farrington, Lutz & Pawk
Ryan Saeler, Butler Media Group
Steve Ferris, Butler Eagle
Tiffany Fosnaught

Lance Calvert (in Jim Diamond's absence) called the meeting to order at 5:00 pm with a moment of silence followed by the pledge of allegiance.

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

MINUTES OF THE MEETING: Joseph Hasychak motioned to approve the minutes from the March 2019 Board Meeting as presented. This motion was seconded by Joseph Gray. Roll call indicated four ayes and Charles Savannah abstaining due to not being present at last month's meeting.

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) –** There is a Personnel Committee report that will be presented during the Executive Session.

NEW BUSINESS

DONATION OF ONE 35' GILLIG AND ONE 30' GILLIG TO THE ANTIQUE MOTOR COACH ASSOCIATION OF PENNSYLVANIA (AMCAP)- John explained that BTA was contacted by AMCAP. The 35' Gillig was one of the buses that BTA purchased from PAAC and was refurbished (one of the few buses that operated in both Butler and Allegheny County). The 30' Gillig is a 96" wide Gillig standard floor which was one of the last ones to ever roll off of the production floor in California. BTA has already received approval from PennDot to donate both buses to AMCAP. These buses would be housed in Pittsburgh and would be displayed in a museum type atmosphere. The public would be allowed to view when the facility allows. The logos will remain on the buses. Joseph Hayschak made the motion to allow BTA to donate one 35' Gillig and one 30' Gillig to AMCAP and Maggie Stock seconded the motion. Roll call indicated all ayes.

2019-20 BTA OPERATIONAL BUDGET- MAILED SEPARATELY- A revised version of the proposed 2019-20 Operational Budget was provided to the Board at the meeting. John reviewed BTA's proposed 2019-20 Operational Budget. He explained that the utility costs would be substantially higher due to the CNG Facility. Tiffany and John also discussed the CNG availability charge that BTA would now incur. Expenses, revenues and reserves were discussed. Joseph Hasychak asked if the County received a copy and John replied that they did. Joseph Hasychak made a motion to approve the 2019-20 Operational Budget as presented and Joseph Gray seconded the motion. Roll call indicated all ayes.

2019-20 BTA OPERATIONAL LOCAL MATCH RESOLUTION - John read the resolution and asked for approval. Charles Savannah made a motion to approve the 2019-20 BTA Operational Local Match Resolution as presented and Lance Calvert seconded the motion. Roll call indicated all ayes.

BTA PERFORMANCE STANDARDS 2019-2020 - John shared that these were the standards that were provided during BTA's Act 44 review four years ago. Act 44 reviews are performed every five years so BTA's Act 44 review will be due again soon. Customer Service Satisfaction Surveys will have to be completed for the Act 44 review. Joseph Gray made a motion to accept the BTA 2019-20 Performance Standards as presented and Maggie Stock seconded the motion. Roll call indicated all ayes. Lance Calvert asked about Performance Standards for the Commuter Service- John explained that these were for the Local Service. John did, however, share that the meeting with the Deputy Secretary that had to be cancelled due to weather regarding the Commuter Service standards has been tentatively rescheduled for June 5, 2019.

DEMONSTRATION COMMUTER SERVICE BUDGET- MAILED SEPARATELY-

John reviewed the budget with the Board and answered any questions. John did explain CMAQ funding and how it pertains only to Route 68 service. Joseph Hasychak asked if the City or Township are under any obligation anymore to BTA since the County is involved. John explained that the local match now comes from the County and not from the City or Township. Joseph Gray made a motion to approve BTA's 2019-20 Demonstration Commuter Service Budget as presented and Charles Savannah seconded the motion. Roll call indicated all ayes.

RECORD STORAGE DESTRUCTION- The Board was given a list of recommended destruction items from storage based on BTA's policy. This list was compiled by Tiffany and the policy is posted on the list. John took time to thank Tiffany for her assistance with both budgets. Joseph Gray made a motion to approve the 2019 BTA record storage destruction list as presented and Lance Calvert seconded the motion. Roll call indicated all ayes.

BTA FARE INCREASE ASSESSMENT TOOL- John explained that the Board (as part of the Operating Grant) must review BTA's fare policy annually. John provided inflation information and discussed BTA's position. BTA does not need to increase the fares currently. As noted BTA may consider a fare increase in FY2020-2021 depending on inflation and the State's review. Maggie Stock made a motion for BTA to keep the current fare for reasons reached through the fare increase assessment tool and Joseph Hasychak seconded the motion. Roll call indicated all ayes.

APTA ANNUAL CONFERENCE- OCTOBER 12-16- NYC- John asked for approval from the Board for the Executive Director to attend the APTA Annual Conference in New York City October 12, 2019 through October 16, 2019 (including registration, hotel, meals, airfare and incidentals). Joseph Hasychak made a motion to allow the Executive Director to attend the APTA Annual Conference in New York City October 12, 2019 through October 16, 2019 (including registration, hotel, meals, airfare and incidentals) and Charles Savannah seconded the motion. Roll call indicated all ayes.

EXTEND CONTRACT FOR REPRESENTATION IN HARRISBURG- MALADY AND WOOTEN TWO YEARS- \$24,000 ANNUALLY-

Three years ago BTA signed a contract with Malady and Wooten for three years and an option for an additional two years. They were very instrumental in the beginning of the demonstration service and also in the ability for BTA to purchase the Commuter buses. Currently BTA is looking at a program to possibly update all of the bus shelters in the area and add any where appropriate. BTA is also entering a funding period with the Turnpike and trucking industry issue may be detrimental so BTA is recommending that the optional additional two years for Malady and Wooten's contract be approved at the current rate. Charles Savannah made a motion to approve the optional additional two years for Malady and Wooten's contract at a rate of \$24,000 annually as presented and Lance Calvert seconded the motion. Roll call indicate all ayes. John

shared his most recent visit with Malady and Wooten and how they have assisted BTA and how much he learned from the visit.

COMMUTER SERVICE PROMOTION- John and Kelly would like to present a new idea for a Pittsburgh Commuter Promotion- (since the third week of the month is not short any days)- the Third Week of the Month is Free Promotion (May, June, July and August initially). John does not see that fares are the issue- it is the idea of getting people on the buses. Other promotions would be- new passengers buy a 31-trip pass- get a 15-trip pass for free AND current passengers- bring a friend and when they purchase a pass- get 5 free rides. This would be for Route 8 and Route 68 and of course all of this would require registration forms. If this goes well this promotion could be extended. There was a brief discussion of whether this would skew ridership numbers. John explained how the standards need to be met in the third year. BTA may even look at the possibility of hiring an intern for the summer to assist with part of this project and possibly meet with businesses and promote this service. Construction season is in full force and the gas prices are on the rise. These two factors could help or hinder people's decision to utilize BTA's service to Pittsburgh. Joseph Gray made a motion to approve the BTA Commuter Service Promotion- (3rd Week Free -May, June, July and August 2019 and additional promotions as outlined) as presented. Charles Savannah seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the financial reports. Maggie Stock made a motion to approve the March 2019 financial report/statements as presented. Joseph Gray seconded the motion. Roll call indicated four ayes and Joseph Hasychak abstaining.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check number 446 from the project checking account. Charles Savannah made a motion to approve check number 446 from the project checking account and Maggie Stock seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 23936 through 24110 from the regular checking account. Joseph Hasychak made a motion to approve check numbers 23936 through 24110 from the regular checking account and Lance Calvert seconded the motion. Roll call indicated all ayes.

NON AGENDA ITEMS- John shared that BTA Board Members voted by phone on March 29, 2019 that service be added to the new AGH Cancer Center located near the offices at Hollywood Drive. This service was added to Route 2/4. The solicitor indicated that a motion still needed to be on record. Charles Savannah made the motion to add service on Route 2/4 to the new AGH Cancer Center located near the offices at Hollywood Drive and Joseph Gray seconded the motion. Roll call indicated all ayes.

EXECUTIVE DIRECTORS REPORT- Evening and day time service trips totaled 14,738 for March 2019. A decrease of 610 trips from March 2018.

Commuter service total trips were 2,354 and averaged 112 trips per day in March 2019. A slight increase from February 2019.

John thanked Kelly, Karl and Tiffany for their efforts in making the 30-year anniversary and rededication of the facility with the CNG upgrades and the new CNG buses a success. It was a great day and BTA had a great turnout. John thanked the Board as well for their participation.

John was able to meet with FTA and PennDot officials at PPTA in Lancaster. Good conference. Next year the expo will be back. It is scheduled to be every other year.

The next regular scheduled board meeting is Tuesday May 21, 2019 at 5:00pm at the Butler Transit Authority facility. The Capital Grant Submissions will be reviewed.

QUESTIONS FROM MEDIA/VISITORS- Steve Ferris asked for clarification of the availability charge incurred by BTA. John went into detail as requested. John also explained the utility costs associated with CNG. Steve asked for a press release for the Commuter Service Promotion. Tiffany provided the press release to both Steve Ferris and Ryan Saeler. Steve also asked for copies of the 2019-20 Operational Budget and Demonstration Commuter Service Budget and the 2019-2020 BTA Performance Standards. Copies were provided with the understanding that these had not been approved by the State as of yet.

Ryan Saeler asked when the last time the two buses that were being donated had operated. John explained that these were two buses that were recently replaced with CNG buses and ran up until last month. The only remaining diesel bus BTA has is the Trolley bus. Ryan asked how soon the buses would be leaving BTA and where they would be displayed. John did not have that information as of yet. Ryan asked if extra funds will be spent on the new Commuter Promotion (3rd week Free). John shared that there will not be extra funds spent. Joseph Hasychak asked if BTA would ensure that the County, Township and the City are informed of the Commuter Promotion- possibly attend a meeting and provide a small presentation. John explained that Kelly was instructed to send the information to all involved in case there was a newsletter.

EXECUTIVE SESSION- Lance Calvert asked for a motion to adjourn to Executive Session. Charles Savannah made a motion to adjourn to Executive Session at 5:47pm- (the Board will return) and Maggie Stock seconded the motion. Roll call indicated all ayes.

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PERSONNEL COMMITTEE RECOMMENDATIONS- The Board returned from Executive Session at 6:00pm. Joseph Hasychak made a motion to resume BTA's regularly scheduled Board Meeting and Joseph Gray seconded the motion. Roll call indicated all ayes. Joseph Gray made a motion to approve the Personnel Committee Recommendations as presented in Executive Session and Maggie Stock seconded the motion. Roll call indicated all ayes.

ADJOURNMENT- Joseph Gray made a motion to adjourn the meeting at 6:02pm and Charles Savannah seconded the motion. Roll call indicated all ayes.