

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
August 20, 2019**

Joseph Hasychak
Maggie Stock
Lance Calvert
Jim Diamond

John H. Paul, Executive Director
Rebecca Black, Lutz & Pawk
Brian Farrington, Lutz & Pawk
Ryan Saeler, Butler Media Group
Jacob Thomas
Tiffany Fosnaught

Jim Diamond 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, Maggie Stock, Lance Calvert and Jim Diamond were present. Joseph Gray and Charles Savannah were absent.

MINUTES OF THE MEETING: Joseph Hasychak motioned to approve the minutes from the July 2019 Board Meeting as presented. This motion was seconded by Maggie Stock. Roll call indicated all ayes. The solicitor announced that there was an executive session held for the Board of Directors at the Butler Transit Authority at 4:30pm prior to the meeting for informational purposes.

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 PERFORMANCE STANDARDS- John explained that there were standards established four years ago by the State. The Board was provided a comparison of standards based on the ones provided by the State as well as ones that were based on the budget (approved by the State). John shared that ridership has not increased locally or nationally. This was for informational purposes.

2018-2019 COMMUTER DEMONSTRATION STANDARDS- CURRENT- John explained that the figures presented are simply targets and the standards are meant for the third year of the demonstration project. John will be explaining more about the continuing negotiations of the standards for the demonstration project later in the meeting. These figures were also for informational purposes.

COACH BUSES ON TIP/5307 FUNDING- BTA receives Federal 5307 funding in the region based on the population and the density (BTA will eventually add to this because of the Commuter service- for the miles driven and the passengers). BTA's last allocation for 2019 was \$711,758. BTA had a carryover from the prior year of \$695,870. BTA had an agreement with Pittsburgh Port Authority that allowed the Port Authority to use approximately \$1.2 million of BTA's funding because BTA was unable to obligate the funding in time. Rather than let the funding expire and be given to another authority BTA agreed to let Pittsburgh Port Authority use those funds with the understanding that when BTA received 5307 funding that Pittsburgh Port Authority would then start having to pay BTA back. BTA has now used 5307 funding and Pittsburgh Port Authority will start paying BTA approximately \$450,000 a year for the next two years. BTA is requesting approval from the Board to add funding to the TIP as laid out by the attachment presented. There was a brief discussion regarding 5307 funding and how it has affected BTA. Joseph Hasychak made a motion to approve that BTA add the Commuter CNG Buses Project on the TIP as outlined. Lance Calvert seconded the motion. Roll call indicated all ayes.

CHRISTMAS PARADE PARTICIPATION- BTA is requesting Board approval to run the Santa Bus in the annual Christmas Parade (cost is \$15). Last year BTA ran a Pittsburgh Commuter bus in the parade as well to promote the new service but now that the service is in place BTA is only requesting that the Santa Bus participate in the parade. Joseph Hasychak made a motion to approve that BTA run the Santa Bus in the annual Christmas Parade. Maggie Stock seconded the motion. Roll call indicated all ayes.

MASTER TECHNOLOGY PLAN- Rebecca has already reviewed the proposed Master Technology Plan. This is a requirement of the Act 44 Review. This is a plan that ensures that BTA's technology stays up to date. Rebecca shared that BTA already does what the plan states. The plan will now have what is required in writing and this will be available for the Act 44 Review. Maggie Stock made a motion to approve the Master Technology Plan as presented and Joseph Hasychak seconded the motion. Roll call indicated all ayes.

DEMONSTRATION STANDARDS/TARGETS NEGOTIATION LETTER- Maggie Stock made a motion to approve BTA's Demonstration Standards/Targets Negotiations Letter that will be adjusted based on the opinions of BTA's solicitor and BTA's representation in Harrisburg. Lance Calvert seconded the motion. Roll call indicated all ayes.

FIRE FIGHTER- SPRINKLER INSPECTIONS- \$1,000 ANNUALLY- 3 YEARS- BTA is asking for approval of the sprinkler inspections- \$200/qtr for the first three quarters and \$400 for the last quarter. This would be for a three-year contract at \$1,000/yr. Joseph Hasychak made a motion to approve the three-year contract with Fire Fighters at an annual cost of \$1,000- total cost of \$3,000. Lance Calvert seconded the motion. Roll call indicated all ayes. Joseph Hasychak asked if BTA attempted to get pricing from another vendor. John believed this may be a sole source since he was unaware of any other vendors that provide this service. John also added that the amount was under the threshold.

FINANCIAL REPORT/STATEMENT- Tiffany presented the financial reports for year end for informational purposes- they have already been provided to the auditors. Tiffany also presented the July 2019 financial reports. Tiffany pointed out the slight adjustments to the outline of the PennDot Report. Joseph Hasychak made a motion to approve the July 2019 financial report/statements as presented. Maggie Stock seconded the motion. Roll call indicated all ayes. Tiffany shared that the audit will begin the first week of September.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 24334 through 24442 from the regular checking account. Maggie Stock made a motion to approve check numbers 24334 through 24442 from the regular checking account and Lance Calvert seconded the motion. Roll call indicated all ayes.

NON AGENDA ITEMS- None.

EXECUTIVE DIRECTORS REPORT- John introduced BTA's Summer Intern- Jacob Thomas. John and Tiffany commended him on a job well done. John explained that he assisted with BTA's surveys and was diligent and very conscientious of his work. Jacob thanked BTA for the opportunity.

Evening and day time service trips totaled 16,264 for July 2019. An increase of 161 trips from July 2018. A great start for the new fiscal year.

Commuter service total trips were 3,311 and averaged 150.5 trips per day in July 2019. A slight increase from June- up from 145 a day. Steady, but slow growth.

Minutes of the Meeting
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BTA received a letter from the Bureau- BTA received an increase (an additional 3.2%- \$31,086) in the Act 44 State Funding as a result of the outcome of the lawsuit between the Turnpike and the truckers- the truckers were unsuccessful in their lawsuit.

John shared that for the Demonstration Grant BTA was under the State funding budget by \$36,776 based on the changes that BTA made.

BTA received a letter from PennDot dated August 8, 2019 that states that BTA's audit and single audit report for FY 2017-2018 has been approved. There were no findings. They thanked BTA's auditors for providing the CFDA numbers and asked to please continue to provide such information. John shared this with Maher Duessel.

The next regular scheduled board meeting is Tuesday September 17, 2019 at 5:00pm at the Butler Transit Authority facility.

QUESTIONS FROM MEDIA/VISITORS- Ryan Saeler asked for clarification regarding the Firefighters contract and the information was provided. Ryan inquired when the negotiations would take place regarding the new standards for the demonstration project and John replied with probably mid-September. Rebecca explained that it will probably not be a physical meeting and John clarified which parties would be involved with the process.

ADJOURNMENT- Maggie Stock made a motion to adjourn the meeting at 5:30pm and Joseph Hasychak seconded the motion. Roll call indicated all ayes.