

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
August 24, 2021**

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

John H. Paul, Executive Director
Brian Farrington, Lutz, Pawk & Black
Ryan Saeler, Butler Media Group
Karl Knechtel
Tim Boden
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, Lance Calvert and Chris Rearick were all present. Attendance was taken for anyone on the teleconference so that Tiffany could document their attendance.

MINUTES OF THE MEETING: Charles Savannah motioned to approve the minutes from the July 2021 Board Meeting as presented. This motion was seconded by Joe Gray. 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) – None.

NEW BUSINESS

FRED BURNS CHANGE ORDER- \$2,634.31- John explained that there were adjustments that needed to be made for the Rain Garden. These adjustments have already been approved by the construction manager and engineers. Jim Diamond made the motion to approve Fred Burns Change Order #2 in the amount of \$2,634.31 and Lance Calvert seconded the motion. Roll call indicated all ayes.

APPROVAL OF THE AMENDED CODE OF CONDUCT POLICY - John shared that this issue is being addressed since there are questions about what is allowed on the buses. There are more specifics as to what size bags are allowed. The solicitor has written and reviewed the amendment. There were a couple of questions regarding measurements and they were answered accordingly. Joseph Gray made a motion to approve BTA's amended Code of Conduct Policy and Charles Savannah seconded the motion. Roll call indicated all ayes.

REPLACEMENT TRUCK- \$48,763.47 - The Board was provided with pricing that Karl had obtained from several different dealerships in regards to replacing BTA's current truck (with spreader and plow). BTA staff is recommending purchasing from Shultz Ford (a PA CoStars company). The price offered is the lowest of the three provided. Charles Savannah asked Shultz's location and Karl shared that Shultz is located in Wexford, PA. Specifications of the vehicle, life expectancy, mileage and disposal were discussed. The CPT and how BTA determined that the truck needed replaced were also discussed. Charles Savannah made a motion to approve BTA's purchase of a 2021 Ford F-250 (equipped with snowplow and tailgate spreader) from Shultz Ford at a price of \$48,763.47. Chris Rearick seconded the motion. Joseph Hasychak questioned who would be using the vehicle. John explained it is the maintenance truck and would be used by the Facility Manager and part-time assistant to the Facility Manager. Roll call indicated all ayes.

REPLACEMENT CAR- \$27,542.47 - John reminded the Board that BTA purchased a used police car from Butler Township in 2015. This car has been marked in the CPT for replacement. BTA staff provided the Board with pricing from several different dealerships regarding a car replacement and recommended a 2021 Ford Escape from Shultz Ford- lowest pricing and a CoStars company. Jim Diamond made the motion to approve BTA's purchase of a 2021 Ford Escape from Shultz Ford at a price of \$27,542.47 and Lance Calvert seconded the motion. Roll call indicated all ayes. There was a brief discussion as to how this vehicle would be utilized.

MCI 45' CNG COACH PURCHASE CRRSSA FUNDING- \$798,899 - John shared that CARES funding was the first source of COVID funding that BTA received. The second phase of COVID funding will be CRRSSA Funding. BTA is still in need of an additional Commuter bus in order to maintain proper ratios for when buses need repaired or are out due to servicing. FTA has already approved the applying for the grant to purchase the bus. John shared how much funding would be left for Commuter operations after the purchase of this bus. Cathy Williams will be preparing the grant application for this. Since this is through FTA it will not have to be on the TIP or STIP. Once this is under grant application there is no time limit for spending. Once the grant is approved or pre-award authority given by FTA, BTA could order the bus. Specification of the bus and the fact that it will be an additional bus was discussed. Tire chains for this bus will be separate and will be approved at a later date. Fareboxes and cameras are included in the price. Charles Savannah made a motion to approve BTA's purchase of a MCI 45" Coach bus with CRRSSA Funding at a total of \$798,899 and Jim Diamond seconded the motion. Roll call indicated all ayes.

SUPPORT LETTER- BUTLER TOWNSHIP - John was eager to share that a project that he has been diligent in pursuing since he was hired (over 20 years) is now being requested by Butler Township. The Board was provided a copy of a support letter (on behalf of BTA) regarding the Hansen Avenue Traffic Enhancement Project for review and approval. Joseph Gray made a motion to allow Butler Transit Authority to send the presented Support Letter to Butler Township. Joseph Hasychak seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the July 2021 financial reports. Joseph Hasychak made a motion to approve the July 2021 financial report/statements as presented. Joseph Gray seconded the motion. Roll call indicated all ayes. Tiffany shared that this is the first month of the new fiscal year and the financial statements have some revisions based on the fact that the Demonstration Project ended as of June 30, 2021. Tiffany also shared that she has started sending information to the auditors for the upcoming FY 2020-2021 audit starting September 27, 2021.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check number 476 from the Project checking account. Joseph Gray made a motion to approve check number 476 from the Project checking account and Lance Calvert seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 26401 through 26478 from the Regular checking account. Charles Savannah made a motion to approve check numbers 26401 through 26478 from the Regular checking account and Jim Diamond seconded the motion. Roll call indicated all ayes.

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NON AGENDA ITEMS- None. John did want to mention that in discussions with the solicitor under the new State Law that there will be new procedures for non agenda items. BTA staff will be required to have the final agenda prepared 24 hours prior to the meeting so it can be posted online for public consumption. This requirement begins August 31, 2021.

EXECUTIVE DIRECTORS REPORT- John introduced Tim Boden- BTA's new Facilities Manager. The Board welcomed Tim and Tim answered any questions that the Board asked of him.

Evening and day-time service trips totaled 11,892 for July 2021. A decrease of 309 trips from July 2020.

Commuter service total trips were 863 for July 2021. An increase 235 trips from July 2020.

Construction is progressing and on schedule.

BTA received Local Match Funding from Butler County for Operating and Capital for FY 2020-2021. \$57,790 and \$34,890. Total of \$92,680.

BTA sold the old floor scrubber for \$1,500.

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 September 21, 2021 at 5:00pm at BTA Transit Center Board room at 130 Hollywood Drive.

QUESTIONS FROM MEDIA/VISITORS- Ryan asked for clarification of the funding being used to purchase the truck and car. Ryan asked how the vehicles would be utilized. John answered accordingly. Ryan also asked for the funding source, amount and details of the new bus and John supplied the information.

EXECUTIVE SESSION - Joseph Gray made a motion to adjourn to executive session at 5:26pm regarding personnel issues- the Board will be returning. Joseph Hasyhak seconded the motion. Roll call indicated all ayes.

EXECUTIVE SESSION MOTION REGARDING PERSONNEL- BTA Board returned from Executive Session at 5:45pm and Joseph Gray made a motion to approve bonuses in recognition of continued service in the ongoing Coronavirus Pandemic for BTA's Executive Director and designated Office Staff. These bonuses will be paid with CARES Act Funding. Jim Diamond seconded the motion. Roll call indicated all ayes.

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ADJOURNMENT- Joseph Hasychak made a motion to adjourn the meeting at 5:48pm and Charles Savannah seconded the motion. Roll call indicated all ayes.