

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
December 11, 2018**

Joseph Hasychak
Lance Calvert
Charles Savannah
Maggie Stock
Joseph Gray

John H. Paul, Executive Director
Rebecca Black, Lutz & Pawk
Ryan Saeler, Butler Media Group
Steve Ferris, Butler Eagle
Laura Felton, MV Transportation
Tiffany Fosnaught

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

MINUTES OF THE MEETING: Joseph Hasychak motioned to approve the minutes from the November 2018 Board Meeting as presented. This motion was seconded by Charles Savannah. Roll call indicated three ayes and Joseph Gray and Lance Calvert abstaining due to being absent at last month's meeting.

CORRESPONDENCE: Joseph Hasychak read a thank you letter from Dave Zarnick (President of the Butler Township Board of Commissioners). Dave thanked BTA for their recent donation for Butler Township's appreciation dinner. Rebecca Black won the basket that was donated by BTA and shared that she was impressed with the contents. She commended BTA's Marketing Staff for the thought given to each item placed in the basket. She was impressed and pleased with her basket. Joseph Hasychak also read a letter from the Butler County Board of Commissioners addressed to Charles Savannah reappointing Charles to another five-year term as a BTA Board Member. Joseph congratulated Charles.

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

AWARD NATURAL GAS PROVIDER FOR CNG FUELING & FACILITY- BTA only received one response regarding the Natural Gas RFP. Tiffany forwarded the paperwork to Rebecca prior to the meeting. Rebecca shared with the Board that the paperwork that was sent was incomplete. The Board was provided a list of companies that received direct mailing regarding the RFP and the name of the only company that responded with the pricing proposal. Rebecca explained that not all of the required signatures for all of the attachments requested in the RFP were provided for BTA's Federal regulations. Rebecca thought it would be best if she would contact the company and request such documents and explain the reason for the necessity of such documents. Upon further discussion John expressed the urgency of the need for a supplier and time was of the essence. Rebecca explained that the motion could be contingent upon solicitor's subsequent receipt of necessary attachments. Joseph Hasychak made a motion to approve the award of the Natural Gas Provider for the CNG Fueling and Facility to Mid-Atlantic Energy Services contingent upon solicitor's subsequent receipt and review of necessary attachments. Joseph Gray seconded the motion. Roll call indicated all ayes. There was a brief discussion as to what would happen if the necessary documents could not be obtained. John asked Rebecca to contact Mid-Atlantic.

CAPITAL LOCAL MATCH RESOLUTION- Charles Savannah made a motion to approve BTA's Capital Local Match Resolution that will be signed this evening upon approval. Joseph Gray seconded the motion. John enlightened the Board with the details of the resolution and what they entail. Tiffany read the Resolution out loud. Roll call indicated all ayes. Maggie signed and Joseph Hasychak witnessed and signed upon approval.

BTA 2019 MEETING SCHEDULE- A tentative BTA 2019 Board Meeting Schedule was shared with the Board. Joseph Hasychak questioned April 2019's date and John provided the reasoning for the late date. Charles Savannah made a motion to approve the 2019 BTA Board Meeting Schedule as presented. Joseph Gray seconded the motion. Roll call indicated all ayes.

BTA 2019 HOLIDAY SCHEDULE- A tentative BTA 2019 Holiday Schedule was shared with the Board. Joseph Hasychak discussed the possibility of adding another holiday. There was a brief discussion and it was decided to add Veteran's Day to BTA's Holiday Schedule. Joseph Hasychak made a motion to approve the 2019 BTA Holiday Schedule as presented with the addition of Veteran's Day (observed). Joseph Gray seconded the motion. Roll call indicated all ayes.

COMMUTER SERVICE- SCHEDULE UPDATE- John shared that Kelly has been working with MV Transportation and Delta Development and it has been decided that BTA is going to have to go to downtown Pittsburgh at the beginning of 2019 to attract ridership. BTA has already talked to Pittsburgh Port Authority and BTA will now have access to the East Busway. John just wanted to keep the Board informed regarding this matter. This did not require a motion.

BUS INSPECTIONS AND BUY AMERICAN AUDIT ADJUSTMENT- \$1,860- FIRST TRANSIT- TOTAL COST- \$2,910- John shared that BTA needs First Transit to verify that BTA is not overpaying for this commodity. The paperwork will show the comparisons and BTA will be able to file this with the bus titles. If the Federal Government comes to perform an audit the paperwork will be readily available. Joseph Gray made a motion to approve the bus inspections and Buy American audit adjustment of \$1,860 through First Transit and Lance Calvert seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the financial reports. Maggie Stock made a motion to approve the November 2018 financial report/statements as presented. Joseph Gray seconded the motion. Roll call indicated three ayes and Joseph Hasychak abstaining. Tiffany shared that all of the assets have now been reevaluated according to what happened with the audit and now the depreciation is current and according to how the State is requesting.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check number 445 from the project checking account. Joseph Hasychak made a motion to approve check number 445 from the project checking account and Lance Calvert seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 23586 through 23673 from the regular checking account. Joseph Hasychak made a motion to approve check numbers 23586 through 23673 from the regular checking account and Charles Savannah seconded the motion. Roll call indicated all ayes.

NON AGENDA ITEMS- Joseph Hasychak questioned how the Christmas Parade went. Those that attended shared.

EXECUTIVE DIRECTORS REPORT- Evening and day time service trips totaled 14,650 for November 2018. A decrease of 1,122 trips from November 2017.

Commuter service total trips were 2,154 and averaged 102.5 trips per day in November 2018. Ridership is flat. As discussed, BTA is changing the schedule in hopes to attract ridership. The Commuter Service promotion program and campaign are on hold until this change is in place. The Commuter ride free days did not produce the ridership as hoped despite Kelly and Karl's diligent efforts.

Minutes of the Meeting
December 11, 2018

The next regular scheduled board meeting is Tuesday January 15, 2019 at 5:00pm at the Butler Transit Authority facility.

John shared with everyone present the reason why he was joining via teleconference.

QUESTIONS FROM MEDIA/VISITORS- Steve Ferris apologized for arriving late since he did not realize that the location had changed and had gone to the Butler Country Club. Steve asked for clarification of some the items he had missed at the beginning of the meeting: Item A (along with the name of the company and terms of the contract), Item B, Item C (he was provided a copy) and Item E (John shared that the changes are not significant enough that this requires a Public Hearing)- all of these items were addressed accordingly.

Ryan Saeler questioned whether the CNG Fueling Station is still on track for being tested next week. John shared that according to the emails he saw that this was not going to happen. He told Ryan that he would have to check with Karl to confirm.

ADJOURNMENT- Joseph Gray made a motion to adjourn the meeting at 5:41pm and Joseph Hasychak seconded the motion. Roll call indicated all ayes.