

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
February 11, 2020**

Joseph Hasychak
Charles Savannah
Joseph Gray
Lance Calvert
Jim Diamond

John H. Paul, Executive Director
Rebecca Black, Lutz & Pawk
Ryan Saeler, Butler Media Group
Steve Ferris, Butler Eagle
Charles Parham, MV Transportation
Kelly Stewart
Brendan Linton, Public- Connoquenessing Twp
Tiffany Fosnaught

Lance Calvert 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, Joseph Gray, Charles Savannah, Lance Calvert and Jim Diamond were all present.

MINUTES OF THE MEETING: Joseph Hasychak motioned to approve the minutes from the January 2019 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: None.

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

NEW BUSINESS

MARKETING PLAN 2020- Kelly Stewart presented BTA's proposed 2020 Marketing Plan. Items included: credit card acceptance via (2) Square Terminals- one at the terminal and one at the office; Token Transit for Local Service; updating of all bus stop latitude and longitude in Avail System; APTA "Get on Board Day"; Promote BTA's On-Time Performance, Service Area and wide range of bus stops; promotional products; Senior Events; Commuter Promotions/Campaign- BTA will use analytics and feedback to determine how the FY2020-2021 funding will be utilized; Improve Public Image and Perception; Agency Open House; Community Partnerships; Stuff the Bus and the Annual Christmas Parade. John also shared with the Board that the Scheidt Bachmann maintenance agreement will expire in April 2022 and BTA will have to take this into consideration. The Connectcards that BTA currently has on hand will be affected. Joseph Hasychak made a motion to approve the BTA 2020 Marketing Plan as presented at a total cost of \$25,000 (which includes \$15,000 Demonstration Grant Funding which leave a balance of \$10,000 out of the Operating Budget). Joseph Gray seconded the motion. Roll call indicated all ayes. The Board commended Kelly on a job well done.

CAPITAL PLAN TIP ADJUSTMENTS- John explained the process and how timing has changed with the CPT (Capital Planning Tool). John shared the three items that BTA has: the ERP System (multi Agency Software Program)- \$487,761, the purchase of the Tire Chains for the Commuter Buses- \$11,000 and the Construction of the Additional Wait Area, Training Room and Park and Ride at 130 Hollywood Drive- \$1,500,000. Charles Savannah made the motion to approve that the listed items: the ERP System (multi Agency Software Program)- \$487,761, the purchase of the Tire Chains for the Commuter Buses- \$11,000 and the Construction of the Additional Wait Area, Training Room and Park and Ride at 130 Hollywood Drive- \$1,500,000 be added to the TIP as requested. Jim Diamond seconded the motion. Roll call indicated all ayes.

CAPITAL PLAN LOCAL MATCH RESOLUTION- John explained that the resolution states that BTA's Board is guaranteeing that \$13,176 Local Funding will be provided to match \$395,376 of State Funding. Charles Savannah made a motion to approve BTA's Capital Plan Local Match Resolution as presented and Lance Calvert seconded the motion. Roll call indicated all ayes.

COIN SORTER- Tiffany shared with the Board that BTA's current coin sorter is now 10 years old and the motherboard has quit communicating with the printer. Glory Global is unable to get the new part because of the age of the machine. Tiffany received pricing for a new Mach 3 (which is the model of the current machine that BTA has which has lasted 10 years) as well as a comparable model from Cummins Allison. The list of items and cost comparison was distributed to the Board. Tiffany shared the staff's opinion of which machine is preferred. Charles Savannah made a motion to approve the purchase of the Mach 3 from Glory Global at a price of \$2,894.00 and the yearly service agreement at \$651/yr. Jim Diamond seconded the motion. Roll call indicated all ayes.

SECOND QUARTER PERFORMANCE STANDARDS- John shared with the Board as per the Act 44 Review the second quarter performance standards. This was for informational purposes only. John shared that BTA has the Act 44 Review preliminary answers and has the solicitor reviewing the answers before sending them to the State.

JILL NAGY, SPECIAL COUNCIL- MODIFICATION- John explained that BTA has had Jill Nagy as special council for CNG and reviewing documentation. Currently there are some compliance issues that are arising with the construction of the additional wait area, training room and park and ride at 130 Hollywood Drive. The State is recommending utilizing Jill Nagy in this case. Because Jill is already familiar with the work John is recommending that BTA ask Jill to review these documents rather than Lutz, Pawk and Black. It is a cost savings since Rebecca would have to spend more time just learning about the subject before even addressing the issue. Jill Nagy has already done the legwork. Joseph Gray made a motion to approve additional authorization for Jill Nagy to review the documentation regarding the possible compliance issue arising with the construction of the additional wait area, training room and park and ride at 130 Hollywood Drive. Lance Calvert seconded the motion. Roll call indicated all ayes.

ANR- ADA CONTRACT OPTION 2019- \$34.26, 2020- \$35.42- John shared that the contract between BTA and ANR is already in extension option year 1. Charles Savannah made a motion to approve extension option year 1 for the contract between BTA and ANR at a rate of \$34.26 per trip and extension option year 2 at a rate of \$35.42 per trip and Jim Diamond seconded the motion. Roll call indicated all ayes.

MV TRANSPORTATION- CONTRACT OPTION LOCAL 2020- \$57.78, 2021- \$58.93- John shared that the contract between BTA and MV Transportation for Local Service will be approaching optional extension years. Charles Savannah made a motion to approve optional extension year 1 for the contract between BTA and MV Transportation for Local Service at a rate of \$57.78 per hour and extension option year 2 at a rate of \$58.93 per hour and Joseph Hasychak seconded the motion. Roll call indicated all ayes.

MV TRANSPORTATION- CONTRACT OPTION COMMUTER 2020- \$41.72, 2021- \$42.69- John shared that the contract between BTA and MV Transportation for Commuter Service will be approaching optional extension years. Charles Savannah made a motion to approve optional extension year 1 for the contract between BTA and MV Transportation for Commuter Service at a rate of \$41.72 per hour and extension option year 2 at a rate of \$42.69 per hour and Lance Calvert seconded the motion. Roll call indicated all ayes.

BTA SUCCESSION PLAN- John communicated to the Board that the Act 44 Review is requesting that BTA have a succession plan in place. John spoke with another authority (ATA) and they were gracious in sending their very detailed succession plan. John sent it to the solicitor. John is asking to table this item until the solicitor has a chance to review the plan that was sent. BTA's personnel committee can then review the plan and then present the plan for approval at a later date. Rebecca agreed with John and was able to elaborate further regarding this matter. This item was tabled after the discussion.

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

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 24877 through 24917 from the regular checking account. Joseph Gray made a motion to approve check numbers 24877 through 24917 from the regular checking account and Charles Savannah seconded the motion. Roll call indicated all ayes.

NON AGENDA ITEMS- Jim Diamond shared that the Pullman Group is now considering generating a flag honoring Pullman to be flown at 130 Hollywood Drive. One option would be to fly this flag on the existing pole. Option two would be to have three flagpoles- one US Flag, one PA Flag and one Pullman Flag. Jim just wanted to inform the Board of this latest idea and the fact that either idea will ensure that the structure is sound. Jim Diamond also shared how this will be funded. John Paul informed the Board that the State would have to agree if the three flagpoles option is chosen. Jim and John were just confirming that the Board was agreeable with the Pullman flag being flown at the site. John also stated that it would be a continuation of the historical remembrance of the area. Joseph Hasychak stated that this was already a requirement. John reiterated the fact that the wait area will still offer places for memorabilia for Pullman as well.

EXECUTIVE DIRECTORS REPORT- Evening and day time service trips totaled 15,758 for January 2020. An increase of 2,046 trips from January 2019.

Commuter service total trips were 3,521 compared to 2,427 in January 2019.

BTA had an incident with an individual and has banned that individual for six (6) months from service and from the location at Hollywood Drive as well as the terminal at 128 West New Castle Street. It is currently under appeal. This matter will probably come back to the Board for possible resolution. It is a male and he is appealing the length of the suspension of services. BTA has video and audio of the individual berating the drivers as well as the terminal staff. He was asked to depart the bus due to his disruptive behavior. BTA is working with the solicitor. BTA had the proper documents prepared and had them sent by constable. The male was served the documents. BTA will continue to work with the solicitor in this matter.

Chuck Parham (MV Transportation) is retiring at the end of April 2020. MV Transportation and BTA are working together to find Chuck's replacement.

The next regular scheduled board meeting is Tuesday March 10, 2020 at 5:00pm at the Butler Transit Authority facility.

John informed the Board that Brendan Linton was in attendance and had already sent a detailed letter prior to the meeting with his problems/concerns. He also sent his letter to District 10- Engineer and to the acting Secretary of the Department of Transportation and Danielle Spila of PennDot. Brendan is addressing the fact that he will not be able to cross Route 68 at Eagle Mill Road and Kreiss Road when the signal is being replaced at that location and that would hinder him from using BTA's Commuter services. John has already contacted the County Planning Department about the issue.

Brendan addressed everyone present and commended BTA for the service that they currently are providing. He has already witnessed the new tires chains in action and is impressed. He was glad to see the improvements in the advertising for BTA. His additional comments/suggestions for the advertising: the updates for the bus stop (flag stops) latitudes and longitudes in mappings needs to be done sooner than later and all Commuter buses need to display which route is being utilized at all times. Brendan also shared that he does not believe that BTA will attract additional ridership for the Commuter Route 68 leaving Pittsburgh in the evening unless the time is changed. He had pictures and feels that ridership would increase significantly if BTA would add a bus or change the time to leave Pittsburgh at 4:20pm. John and Rebecca explained BTA's current challenges in regards to the changes that Brendan proposed. Brendan offered any additional assistance BTA required in this matter. Brendan complimented BTA on their local service as well. There was a brief discussion as to how to proceed with the possible change. Brendan shared his cost savings by riding the Bus into Pittsburgh.

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John asked for a Non Agenda Item to be reopened and to be addressed by the Board: Charles Savannah made a motion to allow the Executive Director to investigate the possibility of changing the Commuter Route 68 pickup time in the evening due to a passenger's feedback and concern (since the passenger is aware that ridership determines whether the service will continue) brought to the Board's attention at the February 11, 2020 Board Meeting and take action to make the change if warranted. Joseph Gray seconded the motion. Roll call indicated all ayes. There was also a brief discussion about whether the time at the load area in Pittsburgh will be an issue. That will have to be investigated as well.

John thanked Brendan for attending and sharing his very detailed information.

QUESTIONS FROM MEDIA/VISITORS- Ryan Saeler asked for clarification of the cost of the coin sorter and Tiffany was able to provide the information requested. Ryan asked about the State's involvement and which stage BTA currently is at regarding the Construction of the Additional Wait Area, Training Room and Park and Ride at 130 Hollywood Drive. John shared that information. Steve asked about ANR's contract and what service they provided. John explained. Steve also asked for clarification regarding the ANR and MV Transportation Contracts rates. Steve's questions were answered accordingly. Ryan asked if there were any charges filed against the individual who was banned. John replied no. John explained that the individual is not banned during the appeal process.

ADJOURNMENT- Joseph Gray made a motion to adjourn the meeting at 6:20pm and Charles Savannah seconded the motion. Roll call indicated all ayes.