

**BUTLER TRANSIT AUTHORITY  
MINUTES OF THE MEETING  
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE  
February 12, 2019**

Joseph Hasychak  
Lance Calvert  
Charles Savannah  
Joseph Gray  
James Diamond

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

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

**MINUTES OF THE MEETING:** Joseph Hasychak motioned to approve the minutes from the January 2019 Board Meeting as presented. This motion was seconded by Joseph 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**

**CNG REDUNDANCY AGREEMENT- VALLEY LINES-** Valley Lines came to BTA late Friday because they were having issues with their fueling station. They asked BTA if it would be possible if they could use BTA's station as a backup. John contacted PennDot in Harrisburg. PennDot informed John that BTA could allow Valley Lines since they are a provider for a School District. An agreement would have to be in place. John thought it might be advantageous to have a redundancy agreement since the only other alternative for BTA if BYA's CNG Station would go down would be New Castle. Valley Lines (Route 38) is much closer. John has already had Karl contact Valley Lines to see if there is an interest in this type of an agreement. Both parties would only be charged cost (this is not a profit-making system) and the solicitor would be reviewing all documents. Joseph Hasychak made a motion to have John review the possibility of a CNG redundancy agreement between BTA and Valley Lines in the case of either of their stations failing and the need for an alternative fueling station in the interim. Lance Calvert seconded the motion. Roll call indicated all ayes.

**PROPOSED STANDARDS FOR COMMUTER SERVICE-** BTA was to meet with PennDot to discuss the Pittsburgh Commuter Service but the weather prohibited the meeting as planned. John has now sent PennDot a budget, proposed standards, and BTA's current schedule in efforts to eliminate the need for rescheduling a meeting. BTA is awaiting a response to what was sent. This was for informational purposes and to inform the Board as what was sent to PennDot.

**PPTA- PPTA SPRING CONFERENCE- 4/22/19-4/25/19-** John is requesting permission for the Executive Director, staff (Karl Knechtel, Kelly Stewart and Tiffany Fosnaught) and any Board Members who are interested to attend the PPTA Conference in Lancaster, PA from 4/22/19-4/25/19. Charles Savannah made a motion for the Executive Director, staff and any Board Members who are interested to attend the PPTA Conference in Lancaster, PA from 4/22/19-4/25/19. Lance Calvert seconded the motion. Roll call indicated all ayes.

**FINANCIAL REPORT/STATEMENT-** Tiffany presented the financial reports. Tiffany also explained that all Route 528 expenses are now being reflected on the Pittsburgh Commuter Route 68 Income Statement instead of the PennDot Report. Charles Savannah made a motion to approve the January 2019 financial report/statements as presented. Joseph Gray seconded the motion. Roll call indicated five ayes and Joseph Hasychak abstaining.

**APPROVAL OF THE CHECKS-** Tiffany asked for approval of check numbers 23806 through 23851 from the regular checking account. Joseph Hasychak made a motion to approve check numbers 23806 through 23851 from the regular checking account and Charles Savannah seconded the motion. Roll call indicated all ayes.

**NON AGENDA ITEMS-** Charles Savannah commented that it was nice to have John Paul physically back at the office for the meeting and that the Board appreciated all of his continued efforts to keep things in order from home. John thanked the Board for allowing him to work from home.

**EXECUTIVE DIRECTORS REPORT-** Evening and day time service trips totaled 13,712 for January 2019. A decrease of 256 trips from January 2018.

Commuter service total trips were 2,427 and averaged 110 trips per day in January 2019.

As mentioned previously PennDot's planned meeting to visit BTA on January 31, 2019 to discuss the Commuter Demonstration Project was cancelled due to weather.

Pittsburgh Port Authority is still coming to visit BTA on February 21, 2019 to discuss possible collaborative projects between the two agencies.

John met with the architects and engineers and they are starting on the preliminary plans for the commuter service park and ride and wait area at the Hollywood Drive location. John shared the drawing with the Board. It would include adding 50 parking spaces for the park and ride. The plans also include adding on to the current parking lot since there is not enough spaces to accommodate BTA and BART. There were some questions regarding the layout. This is being done as a cost evaluation and this project will rely on the success of the commuter service. There was a brief discussion regarding the current capacity level of the Route 528 Park and Ride parking lot and how much is being utilized. There was also a brief discussion about how the Route 528 Park and Ride is still posted properly and trucks are being deterred for the most part.

The next regular scheduled board meeting is Tuesday March 12, 2019 at 5:00pm at the Butler Transit Authority facility.

**QUESTIONS FROM MEDIA/VISITORS-** Ryan Saeler asked if the CNG Fueling Station is operational. Tiffany explained that BTA is currently using and testing the CNG Fueling Station in hopes that the Station will be in full use as of Friday and the temporary station can be returned so that BTA's rental costs can be prorated for the month of February. Tiffany also shared that staff had attended a webinar conducted by Trillium explaining how to produce reports and monitor the activity at the Station. Ryan asked if Valley Lines pays the same CNG rates as BTA. John shared that BTA is not aware of the rates that Valley Lines pays as of yet but did reiterate that both BTA and Valley Lines will only pay cost on each end- there will not be profit for either party.

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Steve Ferris asked for confirmation of the location of Valley Lines as well as the name of the transit service in New Castle. Answers were provided accordingly.

**ADJOURNMENT-** Joseph Gray made a motion to adjourn the meeting at 5:33pm and Charles Savannah seconded the motion. Roll call indicated all ayes.