

**BUTLER TRANSIT AUTHORITY  
MINUTES OF THE MEETING  
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE  
February 6, 2018**

Joseph Hasychak  
Charles Savannah  
Joseph Gray  
Maggie Stock  
Lance Calvert

John H. Paul, Executive Director  
Larry Lutz, Lutz & Pawk  
Robert Zanella, Lutz & Pawk  
Dave Zarnick, Twp. Liaison  
Ryan Saeler, Butler Media Group  
Steve Ferris, Butler Eagle  
Madge Davis, MV Transportation  
John Fosnaught, Public  
Tiffany Fosnaught

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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 Fosnaught called the roll. Charles Savannah, Joseph Hasychak, Joseph Gray, Maggie Stock and Lance Calvert were present. Jim Diamond was absent.

**MINUTES OF THE MEETING:** Joseph Hasychak motioned to approve the minutes 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**

**PENNDOT DUE DILIGENCE – GATEWAY ENGINEERS-** Joseph Hasychak made a motion to approve the PennDot Due Diligence-Gateway Engineers as presented not to exceed \$500 and Joseph Gray seconded the motion. Roll call indicated all ayes.

**CHANGE ORDER H-02-** Maggie Stock asked for a motion to accept Change Order H-02 in the amount of \$4,748.00 to re-route the airlines in the mezzanine and relocate the hose reel and vehicle exhaust fans. Joseph Gray made the motion to accept change order H-02 and it was seconded by Lance Calvert. Roll call indicated all ayes.

**CHANGE ORDER H-04-** Maggie Stock asked for a motion to accept Change Order H-04 in the amount of \$7,347.53 for additional strobes. Joseph Hasychak made the motion to accept Change Order H-04 and Joseph Gray seconded the motion. There was a brief discussion regarding the strobes. Roll call indicated all ayes.

**CHANGE ORDER G-03-** Maggie Stock asked for a motion to accept Change Order G-03 in the amount of \$853.63 for the repair to the existing catch basin. Joseph Gray made the motion to accept Change Order G-03 and Charles Savannah seconded the motion. Roll call indicated all ayes.

**WI-FI FOR COMMUTER SERVICE VEHICLES-** John explained to the Board that Karl has been working on obtaining quotes for Wi-fi services for the five commuter buses to Pittsburgh. After obtaining and reviewing the three quotes presented BTA staff is recommending INS (Industrial Network Solutions) because of the extended warranty plus the 24/7 CradleCare support for five years- this service is 10G, equipment cost of \$6,549.85 and yearly fees of \$3,696.00. This will require solicitor review (no hidden fees, etc). Charles Savannah made a motion to approve Wi-Fi for Commuter Service Vehicles through INS pending solicitor's review and Lance Calvert seconded the motion. There was a discussion regarding limiting data usage for passengers. Roll call indicated all ayes.

**UPDATING BTA'S PROCUREMENT POLICY-** As discussed and explained by Rebecca Black at last month's meeting BTA is in need of updating its procurement policy. Larry Lutz explained in further detail why this is so important and why time is of the essence. Larry also explained that BTA needs to adopt a Federal Contract Clause Inclusion as a separate motion as well. Joseph Hasychak made a motion that BTA adopt the Federal Simplified Acquisition Procedures for Applicable Procurements and authorize the Solicitor and the Executive Director to amend the current Procurement Policy accordingly. Joseph Gray seconded the motion. Lutz and Pawk is working with Jill Nagy on this particular matter. Roll call indicated all ayes. Joseph Hasychak made a motion that BTA adopt a Federal Contract Clause Inclusion Policy to establish an internal procedure through which BTA can ensure that each necessary clause is included with each procurement and developing

methods by which BTA can document that the clauses have been included as required. Charles Savannah seconded the motion. Roll call indicated all ayes.

**APPROVAL OF BUDGET AND STANDARDS FOR COMMUTER SERVICES-**

John reminded the Board that they approved Delta Development Group for consultant work. John supplied Delta Development Group with figures and they have had a chance to review them and adjust them for submission to the Deputy Secretary of Transportation to come to an agreement with the standards that BTA has to meet. Budget amounts that needed possible adjustments or that were not included were also considered (ie. Wifi costs, park and ride lease costs, additional marketing costs, etc.). John and Delta Development Group worked together to provide justification in this response letter as to why the standards/budgeted amounts need revisited and possibly adjusted. Targets for the first three years of service were discussed. Year three targets would have to be met for this to be a success. The levels of funding were also discussed. Joseph Gray made a motion to approve the analysis and submission of Budget and Standards for Commuter Services from Delta Development Group to the Deputy Secretary of Transportation. Charles Savannah seconded the motion. Roll call indicated all ayes.

**PREPRODUCTION MEETING- GILLIG BUSES-** John is seeking approval for the Executive Director to attend the pre-production meeting in Livermore, California for the three new CNG Gillig buses. These costs would be covered by the Capital Grant to purchase the buses. John discussed the importance of being able to view the production facility and the ability of viewing a bus being processed through the production line. Charles Savannah made the motion to allow the Executive Director to attend the pre-production meeting in Livermore, California (tentatively the first week in May 2018) for the three new CNG Gillig buses and Joseph Gray seconded the motion. Roll call indicated all ayes.

**FINANCIAL REPORT/STATEMENT-** Tiffany presented the financial reports for January 2018 to the Board. Maggie Stock made a motion to approve the January 2018 financial report/statements as presented. Joseph Gray seconded the motion. Roll call indicated all ayes. Tiffany shared that there is a new Income Statement for the Commuter Service to Pittsburgh.

**APPROVAL OF THE CHECKS-** Tiffany asked for approval of check numbers 22694 through 22734 from the regular checking account. Charles Savannah made a motion to approve check numbers 22694 through 22734 from the regular checking account and Lance Calvert seconded the motion. Roll call indicated all ayes.

**NON AGENDA ITEMS-** None.

**EXECUTIVE DIRECTORS REPORT-** John welcomed back Madge Davis from MV Transportation. Madge shared that it was good to be back and that the Pittsburgh Commuter Service seems to be running smoothly.

Evening and day time service trips totaled 13,968 for January 2018. A decrease of 1,956 trips from January 2017. John and Kelly are discussing marketing strategies to attract more riders for the local services.

Commuter Ridership averaged 16.65 trips per day in January 2018.

John informed the Board that Lancaster (PPTA) is April 24, 2018 through April 26, 2018. John will need to know who is attending by next month's Board Meeting.

The next regular scheduled board meeting is Tuesday March 13, 2018 at 5:00pm at the Butler Transit Authority facility.

**QUESTIONS FROM MEDIA/VISITORS-** Steve Ferris asked for the costs of the Wifi services. John supplied as requested.

Ryan asked how soon the Wifi would be installed. John explained that the solicitor still has to review the contract. Once approved BTA is hoping for April/May 2018.

**EXECUTIVE SESSION AND ADJOURNMENT-** Maggie Stock asked for a motion to adjourn to Executive Session. The Board will not be returning to the meeting afterwards. This was at 5:37pm. Joseph Hasychak made a motion to adjourn to Executive Session not to return and Joseph Gray seconded the motion. Roll call indicated all ayes.