

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
February 8, 2022**

Joseph Hasychak
Charles Savannah
Lance Calvert
Chris Rearick
Jim Diamond

John H. Paul, Executive Director
Rebecca Black, Lutz, Pawk & Black
Eddie Trizzino, Butler Eagle
Ryan Saeler, Butler Media Group
Laura Felton, MV Transportation
Marc Roncone, MV Transportation
Bill Budds, Coach USA
Vince Grover, Coach USA
Matthew Veach, MV Transportation
Tiffany Fosnaught

Charles Savannah called the meeting to order at 5:00 pm. Board Members, BTA Staff and the Solicitor attended the meeting 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, Lance Calvert and Chris Rearick were present. Joseph Gray was absent. Attendance was taken for anyone on the teleconference so that Tiffany could document their attendance.

MINUTES OF THE MEETING: Joseph Hasychak motioned to approve the minutes from the January 2022 Board Meeting as presented. This motion was seconded by Lance Calvert. 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) – Joseph Hasychak shared that the Personnel Committee had met previously with John Paul and has information that will be discussed in Executive Session.

NEW BUSINESS

FIXED ROUTE SUBCONTRACTOR AWARD- John shared that Rebecca had prepared the RFP with BTA's Staff. It was released for advertisement and BTA received two responses. One from Coach USA and one from MV Transportation. These proposals were reviewed by John, the Director in Westmoreland County and the Director in Luzerne County. John shared the scores and announced that it was the recommendation of the committee that based on the scores that MV Transportation be awarded the three-year contract for fixed route and commuter services with a possible two-year extension at the Board's discretion. Charles Savannah asked where MV is located. John and Rebecca shared that MV is headquartered out of Texas. There is a MV team that has been running BTA's fixed route and commuter services for the past five years at the Butler location. Rebecca also shared that her office reviewed the proposals that were submitted and both were in technical compliance with all of the requirements of the RFP. John also added that this award will be contingent upon Rebecca finalizing the final agreement between BTA and MV Transportation. Jim Diamond made a motion to award the three-year contract for BTA fixed route and commuter services with a possible two-year extension to MV Transportation contingent upon solicitor finalizing the agreement. Joseph Hasychak seconded the motion. Roll call indicated all ayes.

CHANGE ORDER #6- \$24,066.76 - The Board was provided a copy of the change order along with the details. John reviewed the change order with everyone present. Jim Diamond made a motion to approve Change Order #6 in the amount of \$24,066.76 and Lance Calvert seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the January 2022 financial reports. Joseph Hasychak made a motion to approve the January 2022 financial report/statements as presented. Chris Rearick seconded the motion. Roll call indicated all ayes.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 492 through 494 from the Project checking account. Joseph Hasychak made a motion to approve check numbers 492 through 494 from the Project checking account and Jim Diamond seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 26854 through 26924 from the Regular checking account. Joseph Hasychak made a motion to approve check numbers 26854 through 26924 from the Regular checking account and Jim Diamond seconded the motion. Roll call indicated all ayes.

NON AGENDA ITEMS- None.

EXECUTIVE DIRECTORS REPORT- Evening and day-time service trips for January 2022 totaled 9,484. A decrease of 1,094 trips from January 2021. This is the first decrease BTA has experienced in a while.

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Commuter service total trips were 694 for January 2022. An increase of 87 trips from January 2021.

Construction is still progressing on time and/or ahead of schedule. There are still some material delays- doors, windows, etc. Painting updates have been completed in the existing hallways and offices.

BTA has tentatively set May 19, 2022 as the Rededication of the Facility now that is will be completed as the Multi Modal Center.

The next regular scheduled board meeting is Tuesday March 8, 2022 at 5:00pm at BTA Transit Center Board room at 130 Hollywood Drive.

QUESTIONS FROM MEDIA/VISITORS- Eddie asked how much BTA is paying MV per year with the new award. Rebecca explained that it is variable. John shared that the estimated annual is \$1.55 million- 1st yr, \$1.57 million- 2nd yr and \$1.62 million- 3rd yr.

Ryan asked what criteria was used in scoring the RFPs. John shared some of the following are used: experience of the contractor and technical abilities- John explained that both agencies were qualified in both of these areas so it came down to costs and cost savings. Ryan asked what the current cost is with MV. John answered it is about \$1.1 million. Ryan asked when the new contract would go into effect once finalized. Rebecca replied with July 1, 2022.

ADJOURNMENT TO EXECUTIVE SESSION - Joseph Hasychak made a motion to adjourn into Executive Session (to return to the meeting once completed) at 5:20pm and Jim Diamond seconded the motion. Roll call indicated all ayes.

RECONVENE FROM EXECUTIVE SESSION - Joseph Hasychak made a motion to reconvene from Executive Session and return to the meeting at 5:35pm and Jim Diamond seconded the motion. Roll call indicated all ayes.

PERSONNEL COMPENSATION - Joseph Hasychak made a motion to adopt the recommendations of the personnel committee as it relates to BTA's personnel compensation. Chris Rearick seconded the motion. Roll call indicated all ayes.

QUESTIONS FROM MEDIA/VISITORS- Ryan asked if there is any information that could be shared regarding the salary adjustments. Rebecca shared that these are standard annual compensation adjustments with no change in benefits. Ryan asked how many employees were affected. Six part time and four full time employees were affected. These changes go into effect as of July 1, 2022.

ADJOURNMENT- Joseph Hasychak made a motion to adjourn the meeting at 5:38pm and Jim Diamond seconded the motion. Roll call indicated all ayes.