

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
February 9, 2021**

Joseph Hasychak
Charles Savannah
Chris Rearick
Jim Diamond
Lance Calvert

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

Joseph Hasychak called the meeting to order at 5:00 pm. Board Members, BTA Staff and the Solicitor attended the meeting at 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, Chris Rearick and Lance Calvert 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: Charles Savannah motioned to approve the minutes from the January 2021 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) – None.**

NEW BUSINESS

CONTRACT FOR ADA SERVICES- John explained that this is the contract to allow BTA to remain compliant with Federal ADA regulations. BTA released a RFP and received one response from ANR. The proposal is for three years (additional two years optional) with the following: yr 1 \$35.42/trip yr 2 \$36.48/trip yr 3 \$37.58/trip. Charles Savannah made a motion to approve the proposal from ANR as presented. Lance Calvert seconded the motion. There was a brief discussion. Roll call indicated all ayes.

CONTRACT FOR HARRISBURG REPRESENTATION- John shared that BTA also had released a RFP for Harrisburg representation and received a response from the current provider Malady and Wooten at the same rate- \$2,000/mo or \$24,000/yr. This is a three-year contract with the option of an additional two years. Joseph Hasychak made a motion to approve the proposal from Malady and Wooten as presented. Chris Rearick seconded the motion. Roll call indicated all ayes.

PERFORMANCE STANDARDS END 2ND QUARTER- As required by PennDOT the Executive Director is to supply the Board with performance standards each quarter. John shared that due to COVID BTA did not meet all of the standards but did meet the cost per revenue vehicle hour and BTA is only missing the revenue per vehicle hour by \$0.12. This was for informational purposes only. John mentioned that there had been a training a couple days prior and he was able to thank each of the drivers personally for their continued efforts during these difficult times.

ACT 44 PERFORMANCE REVIEW ACTION PLAN- PennDOT conducted a performance review a year ago in November and upon final discussions BTA still needed Board approval for the Action Plan. COVID delayed this process so the Action Plan is now being presented for approval. Joseph Hasychak made a motion to approve BTA's Act 44 Performance Action Plan as presented and Lance Calvert seconded the motion. Roll call indicated all ayes.

ZAMBONI REPLACEMENT- Karl explained that BTA's floor scrubber is eleven years old and is in need of replacement. Karl obtained prices for four different floor scrubbers. Karl is recommending the Factory Cat GTR-ST 33 from Bortek Industries Inc in the amount of \$24,129. John explained this capital item was listed in the CPT (capital planning tool) and has come due for replacement and has been approved. Charles Savannah made a motion to approve the purchase of the floor scrubber from Bortek Industries Inc for \$24,129 and Jim Diamond seconded the motion. Charles Savannah asked how soon BTA would be able to receive the new machine. Karl responded within a couple of weeks. Joseph Hasychak asked what would be done with the old machine and Karl replied that it would be sold since it was not able to be traded in. Roll call indicated all ayes. John mentioned that BTA's truck and car will be replaced according to the CPT once the federal funds have been released and the approval has been sent to BTA.

NEW COPIER- BUY OR LEASE- Tiffany shared with the Board that she spoke with the company that was approved for leasing the new copier and she presented a savings (\$982.60) if BTA would opt to buy the copier versus leasing. John explained that the funding would be from operating but the lease was already being paid out of operating. This item would be requested through the CPT the next time it is due for purchase. The maintenance of the copier was also discussed. Charles Savannah made the motion to approve the purchase of the copier from Boory's Business Machines, Inc at a total of \$8,699 and Lance Calvert seconded the motion. Roll call indicated all ayes.

RECORD DESTRUCTION (ITEMS) SPRING 2021- The Board was presented with the list of items that were due for destruction according to BTA's policy. Joseph Hasychak made a motion to approve BTA's destruction items for Spring 2021 as presented and Chris Rearick seconded the motion. Roll call indicated all ayes.

RECORD DESTRUCTION SERVICE- Tiffany shared that destruction of records was previously handled by the record storage facility but she received notification that they no longer are providing that service. Tiffany presented the Board with three quotes for destruction services and is recommending the Butler Blind Association (Out of Site Shredding) at a one-time price of \$102.00. Chris Rearick made a motion to approve BTA's destruction of records for Spring of 2021 to be serviced by the Butler Blind Association (Out of Site Shredding) for \$102 and Lance Calvert seconded the motion. Roll call indicated all ayes. Rebecca asked if they were bonded and Joseph Hasychak replied that they are.

FINANCIAL REPORT/STATEMENT- Tiffany presented the January 2021 financial reports. Charles Savannah made a motion to approve the January 2021 financial report/statements as presented. Lance Calvert seconded the motion. Roll call indicated all ayes.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 25829 through 25919 from the regular checking account. Joseph Hasychak made a motion to approve check numbers 25829 through 25919 from the regular checking account and Charles Savannah seconded the motion. Roll call indicated all ayes.

NON AGENDA ITEMS- None.

EXECUTIVE DIRECTORS REPORT- Evening and day time service trips totaled 10,578 for January 2021. A decrease of 5,180 trips from January 2020.

Commuter service total trips were 607 for January 2021. CARES Funding Grant executed with FTA will be used to support this service in hopes to regenerate interest once the pandemic ends and vaccinations are prevalent. Currently this funding is at \$903,206. Cathy Williams was very instrumental in assisting John with receiving these funds.

Masks are now mandated on buses by the Federal Government- enforcement by TSA. BTA is still handing out masks for people that do not have them and BTA is asking them to wear them. BTA is not confronting passengers but asking them to comply.

BTA's Terminal will still remain only open for ticketing. No chairs or restrooms. BTA is continuing this policy for public health reasons.

John had a teleconference this afternoon with PennDOT, the designers and construction management firm regarding the addition at 130 Hollywood Drive. This was a preconstruction review. The contracts are signed and executed.

The next regular scheduled board meeting is Tuesday March 9, 2021 at 5:00pm at BTA Transit Center Board room at 130 Hollywood Drive.

QUESTIONS FROM MEDIA/VISITORS- Steve Ferris asked John to reiterate the amount and purpose of the CARES Act funding for the commuter route. John provided the information. Steve also asked for the details of the purchase of the copier. John also provided that information. Steve asked about BTA's record destruction service. John provided that information as well. Ryan asked if PennDOT was providing the funding for the floor scrubber. John replied yes. Ryan asked if PennDOT was providing the funding for the replacement of BTA's truck and car. John explained that those funds have not yet been approved.

ADJOURNMENT TO EXECUTIVE SESSION - Joseph Hasychak made a motion to adjourn the meeting to executive session (not to return to regular session) at 5:31pm and Charles Savannah seconded the motion. Roll call indicated all ayes.