

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
January 12, 2021**

Joseph Hasychak
Charles Savannah
Joseph Gray
Jim Diamond

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

Charles Savannah 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, Joseph Gray were present. Chris Rearick and Lance Calvert 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 December 2020 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

BTA ELECTION OF OFFICERS 2021- Joseph Gray made a motion to approve the election of Joseph Hasychak as Butler Transit Authority's Chairman of the Board for 2021. Charles Savannah seconded the motion. Roll call indicated three ayes and Joseph Hasychak abstaining. Joseph Gray made a motion to approve the election of Charles Savannah as Butler Transit Authority's Vice Chairman of the Board for 2021. Jim Diamond seconded the motion. Roll call indicated three ayes with Charles Savannah abstaining. Charles Savannah made a motion to approve the election of Jim Diamond as Butler Transit Authority's Secretary/Treasurer for 2021. Joseph Gray seconded the motion. Roll call indicated three ayes with Jim Diamond abstaining.

ADDENDUM TO TUDI MECHANICAL- ADD \$276- TOTAL \$5,484 ANNUALLY- Karl explained that when the service was setup two years ago for the five-year plan a piece of equipment (energy recovering unit) in the mezzanine was overlooked. This new addendum would now include that piece of equipment moving forward. Charles Savannah made a motion to approve the \$276 (\$5,484 annually) addendum to the Tudi Mechanical maintenance contract. Joseph Gray seconded the motion. Roll call indicated all ayes.

CANCEL AVAIL ERP CONTRACT- \$377,461- John explained that BTA thought that certain modules from the AVAIL ERP system would be advantageous for BTA. Unfortunately, upon review and once training started BTA staff realized that this would not be a good fit since BTA is not a self-operating authority and the system as a whole made better sense. Since BTA's subcontractor has their own system and BTA would not be purchasing the whole system staff conversed and feel that this is not a good fit. BTA has already sent the paperwork for solicitor review. Joseph Gray made a motion to allow BTA to cancel the contract with AVAIL for the ERP system for \$377,461 pending PennDOT approval. Charles Savannah seconded the motion. Roll call indicated all ayes.

FACILITY EXPANSION- GENERAL CONTRACTOR- FRED L BURNS, INC- \$1,999,500- This is regarding the Wait Area/Training Room at the far end of the building at 130 Hollywood Drive. There will also be a Park' n' Ride Area for commuter service. This phase completes the Multi-Modal. Charles Savannah made a motion to approve the General Contractor- Fred L Burns, Inc for a total of \$1,999,500 in regards to the Facility Expansion at 130 Hollywood Drive. Joseph Hasychak seconded the motion. Roll call indicated all ayes.

FACILITY EXPANSION- ELECTRICAL CONTRACTOR- PENN- OHIO- \$356,200- This is regarding the same facility expansion as mentioned in the prior motion. Joseph Gray made a motion to approve the Electrical Contractor- Penn-Ohio for a total of \$356,200 regarding the Facility Expansion at 130 Hollywood Drive. Charles Savannah seconded the motion. Roll call indicated all ayes.

FACILITY EXPANSION- MECHANICAL CONTRACTOR- FIRST AMERICAN-

\$179,000- This is regarding the same facility expansion as mentioned previously. Joseph Gray made a motion to approve the Mechanical Contractor- First American for a total of \$179,000 regarding the Facility Expansion at 130 Hollywood Drive. Charles Savannah seconded the motion. Roll call indicated all ayes.

FACILITY EXPANSION- PLUMBING CONTRACTOR- FIRST AMERICAN-

\$62,300- This is regarding the same facility expansion as mentioned previously. Charles Savannah made a motion to approve the Plumbing Contractor- First American for a total of \$62,300 regarding the Facility Expansion at 130 Hollywood Drive. Joseph Gray seconded the motion. Roll call indicated all ayes. Joseph Hasychak asked about the timeline for the project. John explained that all of the contractors will be notified of the approvals from this evening's meeting. BTA is looking for the construction to begin in early to mid-March 2021 (dependent on the weather). Construction is to be completed within 365 days. John shared details of the work that is planned- these changes will be made around the flagpole area. BTA is planning on purchasing a stone (Butler Transit Authority marquee) and a display area for Pullman Standard memorabilia is planned in the new expansion.

FINANCIAL REPORT/STATEMENT- Tiffany presented the December 2020 financial reports. Joseph Gray made a motion to approve the December 2020 financial report/statements as presented. Joseph Hasychak seconded the motion. Roll call indicated all ayes. Tiffany mentioned that BTA is already halfway through the fiscal year.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 25740 through 25827 from the regular checking account. Charles Savannah made a motion to approve check numbers 25740 through 25827 from the regular checking account and Joseph Hasychak seconded the motion. Roll call indicated all ayes.

NON AGENDA ITEMS- John asked for a motion to approve the CARES Act Operating Funding Grant application with FTA for \$903,206. This will be used to offset costs to rebuild ridership on the Commuter Service. Joseph Hasychak questioned where the funds came from. John explained it is coming through the Federal CARES Act. Charles Savannah made a motion to approve BTA's application with FTA for \$903,206 for the CARES Act Operating Funding Grant. Joseph Gray seconded the motion. Roll call indicated all ayes.

EXECUTIVE DIRECTORS REPORT- Evening and day time service trips totaled 10,461 for December 2020. A decrease of 5,006 trips from December 2019. For the first six months of the fiscal year BTA is down 27,930 trips, a 29% decrease.

Minutes of the Meeting
January 12, 2021

Commuter service total trips were 586 for December 2020. BTA is down 15,020 trips for the first six months. A 79.35% drop from December 2019.

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

The RFPs for the ADA Compliance and Representation in Harrisburg are to be responded to by Friday January 29, 2021. They will be presented at the Tuesday February 9, 2021 Board Meeting.

John thanked Lance Calvert for his year of service as the Chairperson on BTA's 2020 Board and also congratulated Lance for being appointed to the Board of the Butler Area Sewer Authority. Joseph Hasychak also thanked Lance for a job well done.

John also congratulated State Representative Marci Mustello for being appointed to the Pennsylvania House of Representatives Transportation Committee.

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

QUESTIONS FROM MEDIA/VISITORS- Steve Ferris asked for clarification of the details regarding the cancellation of the AVAIL ERP Contract. John obliged. This project was being funded 100% with PennDOT funds. John also reviewed the information regarding the CARES Act Operating Funding Grant application since Steve Ferris asked about this matter as well. Steve questioned the Pullman display area at the expansion and John provided some details.

Ryan asked about the funding for the Expansion Project. John shared that 80% is Federal (5311), the remaining 20% will be coming from State and Local. The total budget for the just the construction is \$2,597,000. There are still additional costs for the grant regarding engineering and design as well as construction management.

ADJOURNMENT TO EXECUTIVE SESSION - Joseph Gray made a motion to adjourn the meeting to executive session (not to return to regular session) at 5:36pm and Charles Savannah seconded the motion. Roll call indicated all ayes.