

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
July 14, 2020**

Joseph Hasychak
Charles Savannah
Chris Rearick
Joseph Gray
Lance Calvert

John H. Paul, Executive Director
Rebecca Black, Lutz & Pawk
Ryan Saeler, Butler Media Group
Steve Ferris, Butler Eagle
Teresa Cygan, MV Transportation
Brendan Linton, Public- Connoquenessing Twp
Tiffany Fosnaught

Lance Calvert 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 meet 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, Lance Calvert, Joseph Gray and Chris Rearick were present. Jim Diamond 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 June 2020 Board Meeting as presented. This motion was seconded by Charles Savannah. 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 TRAVEL POLICY- Rebecca reviewed the proposed BTA Travel Policy that addresses non-essential travel outside the Commonwealth of Pennsylvania during Governor Wolf's Declaration of Emergency. Employees must notify the Executive Director prior to travel and must be prepared to self-quarantine upon return if traveling to an area that is considered a "hot spot". The policy also addresses how personal, vacation and sick days will be handled. All questions were addressed. Joseph Hasychak made a motion to approve the proposed BTA Travel Policy as presented and Joseph Gray seconded the motion. Roll call indicated all ayes.

FY 2019-20 PERFORMANCE STANDARDS- LOCAL- John reviewed BTA's 2019-20 Performance Standards for Local Service. John explained each of the standards. BTA did not meet the Standards due to COVID-19. BTA did apply for the recouping of lost fares due to COVID-19 and that funding will be coming to BTA through FY2020-2021 Operating Grant. This was for informational purposes only.

FY 2019-20 PERFORMANCE STANDARDS COMMUTER- John reviewed BTA's 2019-20 Performance Standards for Commuter Service and BTA did not meet the standards for the same reason. BTA had been building ridership prior to COVID-19. Cares Act Funding will assist in the long term for providing funding for the Commuter Service since BTA will not be able to meet the standards in the final year of the Demonstration Project. There was a brief discussion regarding what is considered operating costs for the Demonstration Project. This was for informational purposes only.

FINANCIAL REPORT/STATEMENT- Tiffany presented the June 2020 financial reports. Joseph Hasychak made a motion to approve the June 2020 financial report/statements as presented. Joseph Gray seconded the motion. Roll call indicated all ayes. Tiffany shared that audit dates have been provided and Maher Duessel will begin gathering data several days prior to those dates.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 25245 through 25379 from the regular checking account. Charles Savannah made a motion to approve check numbers 25245 through 25379 from the regular checking account and Lance Calvert seconded the motion. Roll call indicated all ayes.

NON AGENDA ITEMS- None.

EXECUTIVE DIRECTORS REPORT- Evening and day time service trips totaled 11,431 for June 2020. A decrease of 3,457 trips from June 2019- a 53% drop in total ridership. Total ridership is down 19,767 trips in three and half months. For the year BTA is down only 12,306 trips from last fiscal year.

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Commuter service total trips were 599 for June 2020- a 80% drop from June 2019. Commuter trips for the year were actually up 249 trips from 28,552 to 28,771.

Prior to the Pandemic BTA was headed towards a substantial increase in Local and Commuter ridership.

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

Numerous phone meetings continue.

90% design for the Wait Area and Build Out has just been released for BTA's review. Bid Release to occur within the next 30-45 days.

The next regular scheduled board meeting is Tuesday August 11, 2020 at 5:00pm as discussed.

QUESTIONS FROM MEDIA/VISITORS- Steve Ferris requested copies of the Standards for the both Local and Commuter Service. John promised to provide the information requested.

Brendan Linton commented that BTA appears to be receiving more ridership than New Castle. Brendan suggested that BTA mark their flag stops along the Route 68 Corridor. Brendan offered to provide some suggested stops. John asked Brendan to please send the information. John thanked Brendan.

ADJOURNMENT TO EXECUTIVE SESSION- Charles Savannah made a motion to adjourn the meeting to Executive Session (not to return to the regular meeting) at 5:32pm and Joseph Gray seconded the motion. Executive Session was a discussion regarding Real Estate and Personnel (no Motions). Roll call indicated all ayes.