

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
July 16, 2019**

Joseph Hasychak
Joseph Gray
Maggie Stock
Charles Savannah
Jim Diamond

John H. Paul, Executive Director
Rebecca Black, Lutz & Pawk
Kevin Boozel, Butler County Commissioner
Ryan Saeler, Butler Media Group
Steve Ferris, Butler Eagle
Laura Felton, MV Transportation
Tiffany Fosnaught

Jim Diamond called the meeting to order at 5:00 pm with a moment of silence followed by the pledge of allegiance.

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

MINUTES OF THE MEETING: Joseph Hasychak motioned to approve the minutes from the June 2019 Board Meeting as presented. This motion was seconded by Maggie Stock. Roll call indicated four ayes and Joseph Gray abstaining due to being absent at the June 2019 Board Meeting.

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

STAFF AND DRIVER APPRECIATION LUNCHEON- ATRIUM- 10/27/19- Joseph Hasychak made a motion to approve BTA's annual Staff and Driver Appreciation Luncheon for 10/27/19 at the Atrium and Charles Savannah seconded the motion. Roll call indicated all ayes.

PPTA SUMMER MEETING- Joseph Hasychak made a motion to approve the Executive Director's attendance at the PPTA Summer Meeting in Williamsport- costs include registration, hotel, meals and incidentals. Joseph Gray seconded the motion. Roll call indicated all ayes.

SUMMERS AND NAGY LAW- PROFESSIONAL SERVICES- NOT TO EXCEED \$10,000- Rebecca Black addressed the Board and explained that the professional services that Summers Nagy Law has provided in the past as special council and Jill Nagy handles multiple transit authorities throughout the State and she remains a strong contact in special circumstances specifically with the Coalition (eight transit agencies in PA) and BTA would share in the expenses. This is considered a sole source due to the attorney charging a fraction to eight authorities vs each authority paying their own attorney. BTA has an engagement letter from Summers and Nagy Law regarding the Professional Services being proposed and BTA has the necessary documents to justify the sole source. Joseph Gray made a motion to approve the sole source professional services of Summers and Nagy Law- not to exceed \$10,000 as presented. Maggie Stock seconded the motion. Roll call indicated all ayes.

DELTA DEVELOPMENT- PROFESSIONAL SERVICES- NOT TO EXCEED \$7,500- Rebecca Black also explained that BTA currently is involved with Delta Development for consultation services in regards to the Demonstration Project (Pittsburgh Commuter Service). BTA had already hired Delta Development before the Federal Funding became available. Now that Federal Funding determines how BTA must procure Delta Development is now considered a sole source because of the work that has already been performed- it would be too costly to duplicate and BTA is still in the middle of the project. Federal rules allow BTA to proceed with Delta Development as a sole source and BTA has the necessary documents to justify the sole source. Jim Diamond questioned what services Delta would be providing. John and Rebecca explained that Delta Development would be representing BTA when the State is requesting standards regarding the Demonstration Project (Pittsburgh Commuter Service). Joseph Hasychak made a motion to approve the sole source professional services of Delta Development- not to exceed \$7,500 as presented. Charles Savannah seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the financial reports and explained that they are not final but are getting close to being finalized for year end. Joseph Hasychak made a motion to approve the June 2019 financial report/statements as presented. Maggie Stock seconded the motion. Roll call indicated all ayes. Tiffany shared that the auditors are already requesting information and she is gladly sharing what she can since she will be absent the first half of August.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check number 448 from the Project checking account. Maggie Stock made a motion to approve check number 448 from the Project checking account and Joseph Gray seconded the motion. Joseph Hasychak asked what the check was for and Tiffany explained that this was the last check in regards to the Road Project (retainer). Roll call indicated all ayes. Tiffany asked for approval of check numbers 24198 through 24332 from the regular checking account. Charles Savannah made a motion to approve check numbers 24198 through 24332 from the regular checking account and Joseph Gray seconded the motion. Roll call indicated all ayes.

NON AGENDA ITEMS- None.

EXECUTIVE DIRECTORS REPORT- Evening and day time service trips totaled 14,888 for June 2019. A decrease of 1,013 trips from June 2018. For the fiscal year BTA was down 4,341 trips, less than 2.5%.

Commuter service total trips were 2,901 and averaged 145 trips per day in June 2019. A slight increase from May- up from 135.5 a day. Steady, but slow growth.

BTA hired Jacob Thomas as a Summer Intern. He started July 3, 2019. He is helping promote Commuter Service and conduct passenger surveys. He started at \$10.00/hr.

BTA had a good meeting with Deputy Secretary Jennie Grainger and PennDot Staff regarding the Commuter Demonstration Service. We are working to restructure the Performance Standards based on the changes to service levels.

BTA was informed by PennDot that BTA will receive additional State funding (approximately 2%) based on the Statewide formula. The Bureau anticipates receiving funding payments from the PA Turnpike.

The five-year Act 44 Review with PennDot is scheduled for September 25th and 26th. This is not a public meeting.

Minutes of the Meeting
July 16, 2019

The annual 5311 Review with PennDot is scheduled for September 4th. This is not a public meeting.

BTA received a "Thank You" from BC3 for the use of the bus for hazmat training- it is in the lobby.

The next regular scheduled board meeting is Tuesday August 20, 2019 at 5:00pm at the Butler Transit Authority facility.

QUESTIONS FROM MEDIA/VISITORS- Ryan Saeler asked about the Coalition and their purpose. John explained that the funding with the Turnpike Issue is ending and new legislation is needing to be passed in Harrisburg to replace the current funding legislation. Jill Nagy is assisting the authorities to put language in the legislation that will be advantageous to the rural and suburban transit authorities in PA.

ADJOURNMENT- Joseph Gray made a motion to adjourn the meeting at 5:19pm and Charles Savannah seconded the motion. Roll call indicated all ayes.