

**BUTLER TRANSIT AUTHORITY  
MINUTES OF THE MEETING  
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE  
June 11, 2019**

Joseph Hasychak  
Lance Calvert  
Maggie Stock  
Charles Savannah  
Jim Diamond

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

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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, Lance Calvert, Maggie Stock, Charles Savannah and Jim Diamond were present. Joseph Gray was absent.

**MINUTES OF THE MEETING:** Joseph Hasychak motioned to approve the minutes from the May 2019 Board Meeting as presented. This motion was seconded by Maggie Stock. 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**

**2KREW VIDEO CAMERAS SERVICE AGREEMENT- \$3,540/YR-** This is for the continued maintenance of the video camera system that exists at the Route 528 Park and Ride. The original system came with a three-year warranty and two more cameras have been installed since the original installation. Karl is suggesting a two-year service agreement renewal since various issues are starting to arise since some of the equipment is aging. This agreement would allow for two maintenance visits per year. Joseph Hasychak made the motion to approve the two-year maintenance agreement between BTA and 2Krew RE: Video Cameras at the Route 528 Park and Ride at a cost of \$3,540/yr and Lance Calvert seconded the motion. Roll call indicated all ayes. John answered a few questions regarding the contract.

**ELECTRIC SUPPLIER-** Rebecca explained that BTA has a need to enter into an additional contract for an electrical supplier. BTA's current electric contract ends with the current supplier at the end of June 2019. Previously BTA's Board granted permission for BTA to send out an RFP for this service. BTA received several questions regarding the RFP but did not receive any bids. John and Tiffany contacted the suppliers and questioned why some of the suppliers obtained the specifications but never submitted a bid. Ultimately the suppliers commented that either BTA's usage was not large enough for them to go through the hassle of filling out the RFP paperwork, there simply was not enough history with the CNG Facility or they did not like some of the language that was used in the RFP paperwork. Upon further review BTA is fairly comfortable with determining a reasonable usage for the overall electricity and there are some exemptions that are applicable to electric suppliers that Rebecca feels would be appropriate to invoke. Rebecca has discussed with BTA staff the possibility of moving forward with using the quotes that were received by BTA by two suppliers. The issue currently is that the suppliers may have issues with signing the Federal Clauses that are required. If BTA does not sign a new contract then the old contract will automatically renew at a much higher rate on a month to month basis. Rebecca is recommending that the Board authorize John to be able to enter into a contract since time is of the essence. Rebecca needs some additional time to research as to whether the Federal Clauses are necessary in this situation since Electric Suppliers are already heavily regulated. Charles Savannah made a motion to authorize the Executive Director to enter into a contract for an Electric Supplier with one of the two companies that submitted quotes subject to solicitor approval. Maggie Stock seconded the motion. Roll call indicated all ayes.

**ACCOUNTING SERVICES -** Joseph Hasychak made a motion to authorize the Executive Director to use the services of Habenicht Novak and Birckbichler on an as needed basis at the discounted rates that have been provided to BTA for three fiscal years starting July 1, 2019. Charles Savannah seconded the motion. Roll call indicated all ayes. John explained that BTA is not able to use Maher Duessel for these services and answered a few questions concerning the matter.

**FINANCIAL REPORT/STATEMENT-** Tiffany presented the financial reports. Joseph Hasychak made a motion to approve the May 2019 financial report/statements as presented. Maggie Stock seconded the motion. Roll call indicated all ayes. Tiffany explained that she is currently starting to review all of the accounts prior to the audit.

**APPROVAL OF THE CHECKS-** Tiffany asked for approval of check number 447 from the Project checking account. Charles Savannah made a motion to approve check number 447 from the Project checking account and Maggie Stock seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 24158 through 24197 from the regular checking account. Maggie Stock made a motion to approve check numbers 24158 through 24197 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 15,231 for May 2019. A decrease of 961 trips from May 2018.

Commuter service total trips were 2,980 and averaged 135.5 trips per day in May 2019. A slight increase from April- up from 129 a day.

BTA's Operating Grant for FY2019-2020 has been approved. The Demonstration Grant has not been approved to date.

John shared with the Board that Brendon Linton, who was present, had sent BTA a letter regarding suggestions, with great detail, on how to improve Commuter service. John had forwarded these suggestions to BTA's consultant. BTA and the consultant have been reviewing the suggestions. John was able to answer some of Mr. Linton's questions/suggestions. Some of the issues restricting BTA from utilizing Mr Linton's suggestion involved weight and length of buses. John thanked him for the suggestions and explained that BTA is always open for recommendations for improvement. Brendon spoke to the Board and shared his story and his concerns. He praised BTA and their efforts. He stressed that he would like to see BTA succeed. Flag stops were discussed as well.

The next regular scheduled board meeting is Tuesday July 16, 2019 at 5:00pm at the Butler Transit Authority facility. It will be a new fiscal year.

**QUESTIONS FROM MEDIA/VISITORS-** Steve Ferris asked for clarification of the name of the accounting firm that services would be used from. He was provided the information as requested.

Minutes of the Meeting  
June 11, 2019

**ADJOURNMENT-** Charles Savannah made a motion to adjourn the meeting at 5:35pm and Lance Calvert seconded the motion. Roll call indicated all ayes.