

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
March 12, 2019**

Joseph Hasychak
Lance Calvert
Maggie Stock
James Diamond

John H. Paul, Executive Director
Brian Farrington, Lutz & Pawk
Ryan Saeler, Butler Media Group
Steve Ferris, Butler Eagle
Laura Felton, MV Transportation
Kelly Stewart
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, Lance Calvert, Maggie Stock and Jim Diamond were present. Joseph Gray and Charles Savannah were absent.

MINUTES OF THE MEETING: Joseph Hasychak motioned to approve the minutes from the February 2019 Board Meeting as presented. This motion was seconded by Lance Calvert. Roll call indicated three ayes and Maggie Stock abstaining due to not being present at last month's 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

ANNUAL MARKETING AND COMMUNICATIONS PLAN 2019- Kelly Stewart presented BTA's 2019 Annual Marketing and Communications Plan. Highlights included: rebranding of Bus Stop Signs, promotion of the new website, customer satisfaction surveys, a terminal bike rack, group training sessions for seniors, FRITS (Fixed Route Intelligent Transportation System) Update, Promotional products, Commuter Promotions/Campaign, Agency visits, Stuff the Bus, Annual Christmas Parade and the 30th Anniversary/CNG Ribbon Cutting/CNG Facility Grand Opening. Kelly presented each item and answered any questions. There was a brief discussion regarding bus stops and ADA compliance. Lance Calvert questioned the billboard advertising and expressed his opinion regarding other avenues of advertising (specifically social media) and traceability of how the passenger is receiving the information. The Board commended Kelly on her presentation. Maggie Stock made a motion to approve BTA's 2019 Marketing and Communications Plan as presented with a total of \$40,392 (\$30,000 of which is Commuter Service related and will come from Demonstration Grant Funding). Joseph Hasychak seconded the motion. Roll call indicated all ayes.

MAHER DUESSEL/NTD VERIFICATION CERTIFICATION- Tiffany explained to the Board that BTA now has to report to NTD (National Transit Database) due to receiving funding for Commuter Service. Along with this reporting comes special verification certification from BTA's auditors. This service is included in Maher Duessel's contract but does cost additional. NTD requires special reporting option from BTA's auditors. Tiffany contacted Tim Morgus and Katie Yates and was able to discuss the matter. Maher Duessel explained that this is a process that is only done every ten years and would take approximately 11.5 hours- an additional \$1,700. Joseph Hasychak made the motion to approve the NTD verification certification for Maher Duessel at an additional cost of \$1,700. Lance Calvert seconded the motion. Roll call indicated all ayes.

AUTOMATIC TIRE CHAINS- John shared that the Route 8 Commuter bus recently experienced issues during a winter storm and BTA received complaints. One of the questions asked was "why doesn't BTA have tire chains for their buses"? John had Karl call and get pricing and information regarding tire chains for buses. John shared information regarding automatic tire chains for the MCI buses. BTA is asking for permission to request funding through the CPT (Capital Planning Tool) for a total of \$11,000 (5 sets of chains- \$2,000/ea and total shipping charges of \$1,000). Maggie Stock made a motion to allow BTA to request funding through the CPT (Capital Planning Tool) for a total of \$11,000 (5 sets of chains- \$2,000/ea and shipping charges of \$1,000). Lance Calvert seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the financial reports. Tiffany explained that currently she is in the process of dividing out the electric and gas utility costs for the CNG facility between the Local, Pittsburgh Route 8 and Pittsburgh Route 68 Service. The utility invoices are currently not correct so she is working with the utility companies to get everything straightened around. She is hoping to have those figures for the following meeting. Maggie Stock made a motion to approve the February 2019 financial report/statements as presented. Lance Calvert seconded the motion. Roll call indicated three ayes and Joseph Hasychak abstaining. John and Tiffany shared that the next meeting will be the budget meeting and a packet will be sent prior to the meeting for review. Tiffany also shared that Brian from Lutz and Pawk is currently working on the RFP for the Electric Supplier since the current contract will expire in the summer of 2019.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 23852 through 23935 from the regular checking account. Maggie Stock made a motion to approve check numbers 23852 through 23935 from the regular checking account and Joseph Hasychak seconded the motion. Roll call indicated all ayes.

NON AGENDA ITEMS- None.

EXECUTIVE DIRECTORS REPORT- Evening and day time service trips totaled 13,354 for February 2019. A decrease of 675 trips from February 2018.

Commuter service total trips were 2,117 and averaged 105 trips per day in February 2019. A slight decrease from January 2019.

PennDot has approved the Commuter Demonstration Project. John has submitted budget estimates and suggested performance standards. The new suggested Performance Standards still needs to be addressed.

PAAC visited BTA on February 27th and discussed possible collaborative projects between the two agencies. All three Butler County Commissioners were in attendance for informational purposes.

BTA's Rededication/30-year Anniversary will be on April 11, 2019 at 11:00am.

The next regular scheduled board meeting is Tuesday April 30, 2019 at 5:00pm at the Butler Transit Authority facility. This will be the Annual Budget Meeting. The Commuter Budget (2nd year of the Demonstration Project) will be discussed as well.

QUESTIONS FROM MEDIA/VISITORS- Steve Ferris asked for clarification as to which buses the tire chains would be requested for. John explained that the tire chains would be for the Commuter (Demonstration Project) buses. Steve asked for a copy of the Advertising Budget. He was provided one. Steve also asked for clarification that BTA did receive approval from PennDot for the Commuter Demonstration Project. John confirmed.

Ryan Saeler requested the name of the tire chain company. John said that he wanted to confirm the company name before providing it. Once he verified the company name he would relay the information. Ryan asked the timeframe as to when the bus sign replacements would be completed. John communicated that BTA hopes to have it completed over the next several months- it may be done in phases since an evaluation of the current bus sign locations will have to be done first- possibly route by route.

ADJOURNMENT- Joseph Hasychak made a motion to adjourn the meeting at 5:52pm and Jim Diamond seconded the motion. Roll call indicated all ayes.