

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
March 9, 2021**

Joseph Hasychak
Charles Savannah
Joseph Gray
Jim Diamond
Lance Calvert

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

Joseph Hasychak 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 and Lance Calvert were present. Chris Rearick 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 February 2021 Board Meeting as presented. This motion was seconded by Lance Calvert. Roll call indicated four ayes and Joseph Gray abstaining due to being absent from the prior 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

PHONE SYSTEM UPDATE- Karl explained that BTA has now been in the building for eleven years and the phone system is due for an upgrade especially now that staff are now attending and conducting more conference calls. Karl shared that the phone system would be a different type of system. Karl obtained pricing from three different vendors. BTA staff is recommending Third Generation at a total of \$7,104 since upon further review Karl discovered that even though AlpaConnectel's quote was lower it included outdated phones that are no longer supported. Third Generation's quote includes a five-year warranty, a discounted price (Karl shared that the discount is because Third Generation is a Sourcewell Company) and is also recommended by BTA's IT consultants Maher Duessel. Charles Savannah asked what will be done with the current phone system. Karl shared that it is of no value and cannot be resold. Charles Savannah also asked if the total included installation costs and Karl confirmed that it did. John also shared with the Board that PennDOT asked if BTA had any funds leftover from the sale proceeds of the old buses. Tiffany sent the information regarding the fact that BTA has already expended those proceeds. BTA is still waiting to hear if PennDOT is going to add the phone system to BTA's capital grant program for this fiscal year. Otherwise, it will have to be paid out of operating funds. Charles Savannah asked if this would be included in the Multi Modal Build Out Project. John explained that this would be separate. Joseph Hasychak asked, if approved, when would the phone system be installed. Karl explained he would have to speak with the vendor but was hopeful that they could possibly be installed before the next Board Meeting at the end of April. Charles Savannah made a motion to accept the proposal for a new phone system (MiVoice Office 250) from Third Generation for a total of \$7,104 and Lance Calvert seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the February 2021 financial reports. Joseph Hasychak made a motion to approve the February 2021 financial report/statements as presented. Joseph Gray seconded the motion. Roll call indicated all ayes. Charles Savannah questioned the line labeled "COVID-19 Expenses". Tiffany and John communicated that the State no longer allows expenses to be labeled as such and they went into further detail as to how these are now handled and how/when the funding will be received for these additional expenses.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 25920 through 25995 from the regular checking account. Joseph Gray made a motion to approve check numbers 25920 through 25995 from the regular checking account and Charles Savannah seconded the motion. Roll call indicated all ayes.

NON AGENDA ITEMS- None.

EXECUTIVE DIRECTORS REPORT- Evening and day time service trips totaled 10,259 for February 2021. A decrease of 5,174 trips from February 2020.

Commuter service total trips were 622 for February 2021.

BTA has had some issues with DEP approvals regarding the construction of the Build Out/Wait Area. Without these approvals BTA has been in a hold pattern. PennDOT, the architects, engineers and the construction management personnel are all aware of this issue.

Karl reported to John that all buses have been reapplied with Microban (an antibacterial/antiviral solution that lasts up to a year). This was used in addition to fogging the buses over the past year. This has worked well for the past twelve months.

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

The next regular scheduled board meeting is Tuesday April 27, 2021 at 5:00pm at BTA Transit Center Board room at 130 Hollywood Drive. This will be the annual Budget Meeting.

Joe Gray asked for clarification regarding the DEP approvals and John provided the information.

QUESTIONS FROM MEDIA/VISITORS- Steve Ferris asked for further clarification of the DEP approvals and there was a brief discussion. Steve asked if the construction project is still planned to start before the next Board Meeting. John answered "that is the plan and the hope". Steve also asked for the total cost of the new phone system. It was provided.

Ryan Saeler asked how many pieces of equipment is included in the phone system. Karl answered with a core piece of hardware and fourteen different types of phones (two of which are conference room phones). The hope of the new phone system is better clarity so that conference calling (such as Board Meetings) will be easier to hear when calling in.

ADJOURNMENT TO EXECUTIVE SESSION - Joseph Hasychak made a motion to adjourn the meeting to executive session (not to return to regular session) at 5:22pm and Charles Savannah seconded the motion. Roll call indicated all ayes.