

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
May 19, 2020**

Joseph Hasychak
Charles Savannah
Jim Diamond
Chris Rearick
Lance Calvert
Joseph Gray

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
Karl Knechtel
Tiffany Fosnaught

Lance Calvert called the meeting to order at 4:45 pm via teleconference with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL: Tiffany called the roll. Joseph Hasychak, Charles Savannah, Lance Calvert, Chris Rearick, Joseph Gray and Jim Diamond were all present. 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 April 2020 Board Meeting as presented. This motion was seconded by Jim Diamond. Roll call indicated four ayes and Joseph Gray abstaining due to his absence from the April 2020 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

DELTA CONSULTING CONTRACT- \$7,500, HOPE GRANT, LAST MILE

SERVICE- John explained that BTA had a contract with Delta Development for \$7,500 that has been fully expended. John is requesting approval for an additional \$7,500 for Delta Development in funding for the current timeframe until June 30, 2021. Delta Development is currently working with Cathy Williams (BTA's grant writer) on the HOPE Grant for submittal to the FTA and they are working with BTA and Butler County regarding the last mile service in the Cranberry Area. Joseph Hasychak asked for more clarification. John shared that the HOPE Grant is to study possible transit to the Slippery Rock Area. This would be a discretionary grant. Cathy Williams would submit this to FTA for approval. The last mile service is providing service to employers in the Cranberry Area and allowing connectivity from BTA's Commuter buses (passengers would be picked up at the Route 528 Park and Ride and transported to their employer and then back to the Park and Ride at the end of their work shift so they could ride the Commuter buses back to their origin). Joseph Hasychak made a motion to approve the additional \$7,500 for Delta Consulting as presented and Joseph Gray seconded the motion. Roll call indicated all ayes.

TEMPERATURE CHECK, KIOSK- John received a lead on a temperature check kiosk company. Currently BTA is performing temperature checks on the drivers and the staff. Current costs for having a person on site to perform manual temperature checks are: \$219.07/day during the week and \$184.48/day on Saturdays. The cost of the Kiosk would be a one-time purchase of \$2,710 (includes shipping) plus \$300/yr subscription cost (the subscription would allow BTA to obtain reports and/or notifications of people with high temperatures and remote access to the unit). The unit would be stationed between the two entry doors at the office at 130 Hollywood Drive. The unit would not allow an individual to enter if their temperature is too high. BTA has also forwarded this information to the architects and engineers who are designing the wait area/training area (BART and ANR drivers enter via that entry way) and BTA would look to have additional kiosks as part of the construction project. The kiosks would be placed permanently in the doorways and they would be deactivated when they would not be needed and if needed in the future they could be reactivated. The current kiosk purchase request is from vendor Pomeroy. Charles Savannah made a motion to approve the purchase of a temperature check kiosk from Pomeroy at a cost of \$2,710 with an annual subscription cost of \$300. Lance Calvert seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the April 2020 financial reports. Joseph Hasychak made a motion to approve the April 2020 financial report/statements as presented. Jim Diamond seconded the motion. Roll call indicated all ayes.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 25132 through 25213 from the regular checking account. Jim Diamond made a motion to approve check numbers 25132 through 25213 from the regular checking account and Charles Savannah seconded the motion. Roll call indicated all ayes.

NON AGENDA ITEMS- John shared that the Johnson Controls contract for quarterly maintenance of the fire alarm system and annual basic service is due for renewal. Johnson Controls has the current system in the building (proprietary). Currently BTA pays \$13,252/yr. The new contract would be \$13,576/yr for the next five years (through June 2025). Joseph Hasychak made a motion to approve the renewal of the contract between BTA and Johnson Controls for the fire alarm system and annual basic service at a cost of \$13,576/yr for the next five years and Joseph Gray seconded the motion. Roll call indicated all ayes.

BTA is going to adjust the lines in the buses to allow passengers better social distancing on the local service. BTA has installed shields for the drivers and BTA is going to institute Token Transit (mobile ticketing) on the local service. Additional cleaning and disinfecting of the buses will continue. The terminal will open, but only for ticketing- no chairs and no restrooms. BTA is seeking a motion to open the terminal with the mentioned restrictions, start full fares for local service starting June 1, 2020, extend free fares for Commuter service indefinitely after this week (free fare week) as other regional agencies have gone free fare as well and allow BTA staff to restart full Commuter service when appropriate. Joseph Gray made a motion to allow BTA to reopen the terminal with the mentioned restrictions, start full fares for local service starting June 1, 2020, extend free fares for Commuter service indefinitely after this week (free fare week) and allow BTA staff to restart full Commuter service when appropriate and Charles Savannah seconded the motion. Roll call indicated all ayes.

EXECUTIVE DIRECTORS REPORT- Evening and day time service trips totaled 7,237 for April 2020. A decrease of 8,131 trips from April 2019- a 53% drop in ridership. Total ridership is down 10,342 trips in one and half months.

Commuter service total trips were 278 for April 2020- a 90% drop from April 2019 and a little over a 92% drop from the peak in January of 2020.

John continues to have numerous phone meetings.

John welcomed back Teresa Cygan- MV's new Operations Manager, formerly the Safety Manager. Teresa addressed the Board and everyone welcomed her back.

BTA's Annual Operating Grant has been approved by PennDot. John shared that this is the earliest that he can remember receiving approval.

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60% design meeting for the passenger wait area, training room additions and Park and Ride has been completed. This is scheduled for bid release for later Summer 2020 after final design is complete.

The next regular scheduled board meeting is Tuesday June 9, 2020 at 5:00pm at the Butler Transit Authority facility or by teleconference (which would be at 4:45pm).

QUESTIONS FROM MEDIA/VISITORS- Steve Ferris asked for the clarification for the following: what exactly Delta Consulting does for BTA, the amounts of the prior and proposed contracts for Delta Consulting, the responsible party for transporting employees from the Route 528 Park and Ride to their employment for the last mile service, the number of temperature kiosks BTA is considering and where those kiosks would be installed, the name and spelling of the company of the temperature kiosk vendor, the costs associated with the temperature kiosk, what the Johnson Controls contract covers along with the costs, ridership figures- for both local and Commuter, full fares will resume for local service starting June 1, 2020 and permission for BTA staff to reopen full Commuter Service when appropriate has now been approved. John replied to all accordingly.

Ryan Saeler asked if any other local authorities are using temperature kiosks currently. John shared that the information was also shared with SEPTA and all other transit agencies across the Commonwealth of PA but he is not aware of how many other agencies are instituting the kiosk. Ryan confirmed that the kiosks will be installed at the 130 Hollywood Drive location. Ryan asked if everyone entering the building is currently being screened. John explained that currently MV and BTA employees are being screened but ANR and BART have their own system. Once the kiosk is installed everyone would be checked. Ryan asked when BTA expects installation of the kiosk and when it will be fully operational. Karl shared that there is a four-week lead time and BTA hopes to have it installed and operating by mid to late June 2020. Ryan inquired if BTA considered other vendors. Karl explained that this model was readily available and offered the options that worked best with BTA's current security system. BTA would also be able to set different levels of qualifications- masks, temperate level requirements, etc. Visitors would be met at the door so that they would not have to be screened. Board Members asked if they would have to be screened upon arrival. This matter will have to be discussed- there is still time since the kiosks are not due for another month. Ryan asked if any individuals have exceeded the temperature checks. John shared that nobody has thus far.

Brendan Linton communicated that the pedestrian push buttons have been installed along Route 68 at the Kriess Road Intersection and thanked BTA for their involvement. He is looking forward to riding BTA's buses once they are up and running at full schedule again. John thanked him for his update.

ADJOURNMENT- Charles Savannah made a motion to adjourn the meeting at 5:29pm and Jim Diamond seconded the motion. Roll call indicated all ayes.