

**BUTLER TRANSIT AUTHORITY  
MINUTES OF THE MEETING  
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE  
May 21, 2019**

Joseph Hasychak  
Lance Calvert  
Maggie Stock  
Charles Savannah  
Joseph Gray  
Jim Diamond

John H. Paul, Executive Director  
Rebecca Black, Lutz & Pawk  
Brian Farrington, Lutz & Pawk  
Ryan Saeler, Butler Media Group  
Steve Ferris, Butler Eagle  
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, Joseph Gray, Charles Savannah and Jim Diamond were all present.

**MINUTES OF THE MEETING:** Joseph Hasychak motioned to approve the minutes from the April 2019 Board Meeting as presented. This motion was seconded by Joseph Gray. Roll call indicated five ayes and Jim Diamond 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**

**THIRD QUARTER PERFORMANCE STANDARDS-** John reviewed the standards that were set during the Act 44 Review versus what the standards measured against the actual budget that was submitted and approved by the State. These standards were for informational purposes only. John explained that the State expected ridership growth but Statewide ridership has not shown growth.

**PERSONNEL ACTION- CATHY WILLIAMS-** John stated that in last month's Executive Session Cathy William's rate increase was not addressed and voted upon. John wanted to document it properly. Joseph Hasychak made the motion to increase Cathy William's hourly rate by \$5/hr as of July 1, 2019 and this was seconded by Charles Savannah. Roll call indicated all ayes.

**JOHNSON CONTROLS -** John asked the Board to review the five-year planned service proposal submitted by Johnson Controls that was presented. There was a brief discussion regarding what the contract covers, the cost, the increase of costs per year and the exclusive rights due to the product offered by Johnson Controls. Rebecca Black explained in more detail these proprietary rights and how they relate to FTA regulations. Charles Savannah made a motion to approve the five-year planned service proposal for Johnson Control as presented. Lance Calvert seconded the motion. Roll call indicated all ayes.

**PENNTTRAIN- COMMUNICATION AND RIDERSHIP SEMINAR -** John shared that Kelly has shown an interest in attending a PennTRAIN Seminar in Altoona, PA. Kelly would attend a two-day seminar and would require reimbursement for hotel, mileage, meals and incidentals. Joseph Gray made a motion to allow Kelly to attend the PennTRAIN Seminar in Altoona, PA in June 2019- reimbursing hotel, mileage, meals and incidentals. Lance Calvert seconded the motion. Roll call indicated all ayes.

**CAPITAL PROJECTS- 2019-2020-** John shared that BTA used to submit a Capital Application but now BTA must enter their future Capital Project needs in the CPT(Capital Planning Tool) for approval. The CPT also generates any capital needs based on the asset listing provided by BTA and the fact that these assets have fully depreciated. The State will evaluate the funding available and then prioritize and approve which items they feel are necessary. The approval process can take quite a while. John reviewed the list of items in detail that BTA would like to submit in the CPT for further approval. Charles Savannah made a motion to approve the list of Capital Project needs for BTA for FY 2019-2020 so that they may be entered into the CPT for State review and possible approval. Maggie Stock seconded the motion. Roll call indicated all ayes.

**FINANCIAL REPORT/STATEMENT-** Tiffany presented the financial reports. Joseph Hasychak made a motion to approve the April 2019 financial

report/statements as presented. Joseph Gray seconded the motion. Roll call indicated all ayes.

**APPROVAL OF THE CHECKS-** Tiffany asked for approval of check numbers 24111 through 24157 from the regular checking account. Joseph Hasychak made a motion to approve check numbers 24111 through 24157 from the regular checking account and Joseph Gray seconded the motion. Roll call indicated all ayes. Tiffany pointed out that the last check listed was a replacement check that was signed that evening. The original check has been voided.

**NON AGENDA ITEMS-** None.

**EXECUTIVE DIRECTORS REPORT-** Evening and day time service trips totaled 15,368 for April 2019. An increase of 378 trips from April 2018.

Commuter service total trips were 2,839 and averaged 129 trips per day in April 2019. A nice increase from March.

BTA is starting to see a little movement with increased ridership on the Commuter service. Free ride week attracted some additional riders. Ridership on the second run from Route 528 Park and Ride was increased early this week. There are new yard signs promoting the Free Ride Weeks that will be strategically placed once the political season is over.

The next regular scheduled board meeting is Tuesday June 11, 2019 at 5:00pm at the Butler Transit Authority facility.

Joseph Hasychak asked about advertising on the buses.

**QUESTIONS FROM MEDIA/VISITORS-** Steve Ferris asked if the increased ridership are fare paying passengers. John confirmed that they are. Steve also asked what Johnson Controls does for BTA. Rebecca and John answered Steve accordingly. Steve asked for the cost of the approved contract with Johnson Controls. Steve also asked for a copy of BTA's Capital Project Needs list. These items were provided. John did mention that the Capital Projects still require approval by the State.

Ryan Saeler asked what the AVAIL system is. John explained what the AVAIL system does for BTA. Ryan asked how long BTA has been using AVAIL. Rebecca and Tiffany provided the answer. Ryan asked if the ERP System is brand new. John and Tiffany confirmed that it is. Ryan asked where the proposed new shelters on Whitestown would be. John provided the information.

Minutes of the Meeting  
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**ADJOURN INTO EXECUTIVE SESSION-** Charles Savannah made a motion to adjourn to Executive Session at 5:43pm and the Board will not be returning. Joseph Gray seconded the motion. Roll call indicated all ayes.

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