

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
November 17, 2017**

Joseph Hasychak
John Evans
Charles Savannah
Joseph Gray
Maggie Stock

John H. Paul, Executive Director
Larry Lutz, Lutz & Pawk
Dave Zarnick, Twp. Liaison
Cheryl McNeill, Butler Township
Ryan Saeler, Butler Media Group
Steve Ferris, Butler Eagle
Karl Knechtel
Tiffany Fosnaught

Joseph Gray called the meeting to order at 12:00 pm with a moment of silence followed by the pledge of allegiance.

ROLL CALL: Tiffany Fosnaught called the roll. Charles Savannah, Joseph Hasychak, John Evans, Maggie Stock and Joseph Gray were present. Jim Diamond was absent.

MINUTES OF THE MEETING: Joseph Hasychak motioned to approve the minutes as presented. This motion was seconded by Charles Savannah. Roll call indicated all ayes.

CORRESPONDENCE: Joseph Hasychak read a thank you card from Larry and Judy Lutz. Larry and Judy thanked BTA's Board and Staff for inviting them to the appreciation dinner.

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

BTA AUDIT FISCAL YEAR 2016-17- John shared that Board Members should have already received the proposed Fiscal Audit for 2016-2017 prior to the meeting in order to allow time to review and gather questions. John introduced Katie Yates from Maher Duessel. Katie presented BTA's proposed Fiscal Audit for 2016-2017, reviewed the highlights and answered any questions. BTA had another year without any findings. Joseph Hasychak made a motion to approve BTA's Fiscal Audit for 2016-17 as presented. John Evans seconded the motion. Roll call indicated all ayes.

STAFF LEADERSHIP TRAINING- Board Members had been contacted prior to the meeting regarding this item. This is for Kelly Stewart and Tiffany Fosnaught to attend Staff Leadership Training from December 11, 2017 through December 14, 2017 in State College, PA at a cost of \$1,200 per person for registration plus hotel, mileage, meals and incidentals. Joseph Hasychak made a motion to approve the attendance of Kelly Stewart and Tiffany Fosnaught for the Staff Leadership Training from December 11, 2017 through December 14, 2017 in State College, PA at a cost of \$1,200 per person for registration plus hotel, mileage, meals and incidentals. Charles Savannah seconded the motion. Roll call indicated all ayes.

CNG TEMPORARY FUELING STATION- John shared that the BTA Board was contacted prior to the meeting regarding this item as well. BTA Staff's recommendation was to use Compass Natural Gas as the CNG temporary fuel supplier. Maggie Stock made a motion to approve Compass Natural Gas as BTA's CNG temporary fuel supplier at a rate of \$1.95/GGE and full service lease of \$7,212/calendar month equipment and maintenance lease. Charles Savannah seconded the motion. Roll call indicated all ayes.

FACILITY CHANGE ORDER G-01- John reviewed the change order that was included in the Board packet from Thomas Construction in the amount of \$76,920.90 and the descriptions of the changes involved. John and Karl answered any questions regarding the change order. Charles Savannah made a motion to accept the Facility Change Order G-01 from Thomas Construction in the amount of \$76,920.90 and Joseph Hasychak seconded the motion. Roll call indicated all ayes.

EQUIPMENT FOR STATE INSPECTION CERTIFICATION- John called the Board prior to the meeting regarding this item. John commended Karl for being proactive and applying to the State for BTA to have a status as a State Inspection Facility. Stew Baker has the license to perform the services. The equipment required is a total cost of \$1,244.99. BTA has been approved and now has stickers and can inspect their buses and vehicles (truck and car) at the facility rather than taking them to another location. Charles Savannah made a motion to approve the purchase of the equipment at a total cost of \$1,244.99 to allow BTA to become a State Inspection Facility and John Evans seconded the motion. Roll call indicated all ayes.

FIRST QUARTER PERFORMANCE STANDARDS- John shared with the Board BTA's first quarter performance measures results as mentioned during the Act 44 Review. John explained each measure and BTA standings with each.

APTA CEO CONFERENCE- John requested to attend the APTA CEO Conference in Miami, FL from February 9, 2018 through February 12, 2018. Charles Savannah made a motion to approve the attendance of BTA's Executive Director at the APTA CEO Conference in Miami, FL from February 9, 2018 through February 12, 2018 costs including registration, hotel, airfare, meals and incidentals. John Evans seconded the motion. Roll call indicated all ayes.

528 PARK & RIDE LAMP REPLACEMENTS- John explained that his original plans for the Route 528 had included LED lights but they were not put into place. Now that the lights need replaced IE Power is quoting BTA a total of \$1,650 to replace five lights at the 528 Park and Ride with LED replacement lamps. Joseph Hasychak made a motion to accept the quote from IE Power of \$1,650 to replace five lights with LED replacement lamps at the Route 528 Park and Ride and John Evans seconded the motion. Roll call indicated all ayes.

PARK AND RIDE AGREEMENT SERVICE TO PITTSBURGH – EVANS CITY- John explained that this agreement would be 25 spaces initially at EDCO Park- \$500/month- 9 months annually between Labor Day and Memorial Day (\$4,500 annually) and BTA would provide \$2,500 for snow removal. Evans City would provide \$3,500 in local match. Joseph Hasychak made a motion to approve the Park and Ride Agreement Service to Pittsburgh between BTA and Evans City upon solicitor's review. Maggie Stock seconded the motion. Roll call indicated all ayes.

PARK AND RIDE AGREEMENT SERVICE TO PITTSBURGH – SHOP AND SAVE PULLMAN SQUARE- John explained that this agreement would be 30 spaces (up to an additional 25 spaces at \$20 per space can be added) at the old Shop and Save at Pullman Square. \$600/month- \$7,200 annually and BTA would provide snow removal. Charles Savannah made a motion to approve the Park and Ride Agreement Service to Pittsburgh between BTA and Pullman Square Associates-c/o LG Realty Advisors, Inc upon solicitor's review. Joseph Hasychak seconded the motion. Roll call indicated all ayes.

PARK AND RIDE AGREEMENT SERVICE TO PITTSBURGH – TWELVE OAKS MANSION- John explained that this agreement would be 54 spaces on Route 228 across from the Springfield Grille. \$2,000/month- \$24,000 annually and Twelve Oaks Mansion would be responsible for snow removal. Charles Savannah made a motion to approve the Park and Ride Agreement Service to Pittsburgh between BTA and S & K Heritage Associates, LLC upon solicitor's review. Maggie Stock seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the financial reports for September and October 2017 to the Board. Joseph Hasychak made a motion to approve the September 2017 financial report/statements as presented. John Evans seconded the motion. Roll call indicated all ayes. Joseph Hasychak made a motion to approve the October 2017 financial report/statements as presented. John Evans seconded the motion. Roll call indicated all ayes. Joseph Hasychak praised Tiffany for a great job regarding the yearly audit.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 393 through 411 from the project checking account. Charles Savannah made a motion to approve check numbers 393 through 411 from the project checking account and Maggie Stock seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 22273 through 22499 from the regular checking account. Charles Savannah made a motion to approve check numbers 22273 through 22499 from the regular checking account and John Evans seconded the motion. Roll call indicated all ayes.

NON AGENDA ITEMS- None.

EXECUTIVE DIRECTORS REPORT- Evening and day time service trips totaled 15,784 for September 2017. A decrease of 1,256 trips from September 2016. Evening and day time service trips totaled 16,828 and increase of 224 trips from October 2016.

BTA has ordered three additional 30' CNG Gillig buses with PennDot approval. This will complete the replacement of BTA's local fleet. Buses should arrive in 18-24 months.

John attended a good conference in Harrisburg. John discussed receiving the business plan for commuter service to Pittsburgh now that the State budget is approved. BTA is working closely with Representative Brian Ellis to move this process forward.

John shared that BTA is working on additional Park and Ride locations. He is meeting with Forward Township tonight. BTA is looking for a site in Middlesex Township on Route 8 and Cranberry Township near I-79. Commissioner Kim Geyer has been extremely helpful in this process.

John has contacted PAT about an agreement to use the North Shore Transfer Center behind Heinz Field to access the T Station for commuter access to downtown Pittsburgh.

Minutes of the Meeting
November 17, 2017

Karl updated the Board with the latest Facility upgrades progress. John thanked Karl for his tremendous efforts regarding this project (facility upgrades, CNG fueling station, new buses, licensing and inspection station, etc). Charlie Savannah agreed with John and how he was amazed at Karl's expertise in so many areas. John thanked Tiffany for her efforts and the fact that BTA had another clean audit. John expressed to the Board that he was thankful for such a wonderful and devoted staff.

John announced that there will be a tour of the facility and of the new buses at the end of the meeting for those who are interested.

The next regular scheduled board meeting is Tuesday December 12, 2017 at 5:00pm at the Butler Country Club. John Evans will be unable to attend the December 2017 meeting. John Paul thanked John Evans for his years of service on the BTA Board.

Joseph Gray asked if the Fixed Route service will be changing once the commuter service and Park and Rides begin. John Paul answered that it might have to be a consideration.

QUESTIONS FROM MEDIA/VISITORS- Steve Ferris asked for the name of the contractors involved with the CNG Modifications. Steve asked for copies of the Park and Ride agreements after the solicitor has approved. Steve also asked for copies of the performance standards.

Ryan asked if the temporary CNG fueling station is being used. John explained that BTA staff is currently being trained on how to use it and the buses are now at the facility. BTA is hoping to start using the CNG buses and fueling station later this week or the beginning of next week. The temporary fueling station will remain until the fueling station is built which is hopefully to start in the Spring of 2018. The fueling station is not to start out as a public fueling station but is to have the plans drawn as if it could be one in the future if needed.

Ryan confirmed that BTA is still unaware of when Pittsburgh commuter service is to begin. BTA is still awaiting the business plan from the State.

Ryan asked if the parking spaces at the park and rides will be clearly marked. John confirmed that they will be.

EXECUTIVE SESSION AND ADJOURNMENT- Charles Savannah made a motion to go into executive session at 1:05pm and then adjourn immediately following. Joseph Hasychak seconded the motion. Roll call indicated all ayes.