

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
November 6, 2018**

Joseph Hasychak
James Diamond
Charles Savannah
Maggie Stock

John H. Paul, Executive Director
Rebecca Black, Lutz & Pawk
Brian Farmington, Lutz & Pawk
Tim Morgus, Maher Duessel
Katie Yates, Maher Duessel
Ryan Saeler, Butler Media Group
Tiffany Fosnaught

Maggie Stock 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, James Diamond, Charles Savannah and Maggie Stock were present. Joseph Gray and Lance Calvert were absent.

MINUTES OF THE MEETING: Joseph Hasychak motioned to approve the minutes from the October 2018 Board Meeting as presented. This motion was seconded by Jim Diamond. Roll call indicated all ayes. John shared that BTA received a SAFTI award and a perfect score.

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

AUDIT 2017-2018 MAHER DUESSEL- Maggie Stock welcomed Tim Morgus and Katie Yates from Maher Duessel. Tim and Katie proceeded in presenting the Draft Audit reports for BTA's FY 2017-2018 for approval. Each section was presented and reviewed. The Board was given a chance to ask any questions and those questions were answered accordingly. Katie thanked Tiffany for her cooperation and Tiffany reciprocated. There were no findings again this year. Highlights were the capitals projects (new buses and the road project at the offices), the different way depreciation will be handled going forward and last year adjustments that had to be made due to PennDot report requirements. Joseph Hasychak made a motion to approve Butler Transit Authority's 2017-2018 Audit as presented. Charles Savannah seconded the motion. Roll call indicated all ayes.

RELEASE RFP FOR NATURAL GAS FOR CNG FUELING & FACILITY- Charles Savannah made a motion to allow BTA to release a RFP for natural gas for the CNG fueling and the facility upon solicitor's review. Jim Diamond seconded the motion. Roll call indicated all ayes. There was a brief discussion regarding the dates for the RFP.

FINANCIAL REPORT/STATEMENT- Tiffany presented the financial reports. Charles Savannah made a motion to approve the October 2018 financial report/statements as presented. Jim Diamond seconded the motion. Roll call indicated three ayes and one nay from Joseph Hasychak. Tiffany shared that the depreciation entry for October still has to be made but with the changes to the fixed assets/depreciation from the audit she would like to reevaluate to ensure the proper entry.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 23538 through 23585 from the regular checking account. Jim Diamond made a motion to approve check numbers 23538 through 23585 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 16,412 for October 2018. A decrease of 416 trips from October 2017.

Minutes of the Meeting
November 6, 2018

Commuter service total trips were 2,513 and averaged 109 trips per day in October 2018. Ridership is flat. BTA is starting the marketing campaign to run through April. BTA is doing a direct mail piece this week that includes an offer of a free trip for December 4th and 5th on the Route 68 Commuter Service. Staff will be on the buses to assist people in learning how to use the T and get downtown.

The CNG Facility is still progressing nicely. It is projected to be operational by mid-December.

The annual recognition luncheon was appreciated by the staff, drivers and other MV employees.

John attended the SPC Public Participation Meeting at the Courthouse on the 25th. He is still advocating to get a connection from the end of the Picklegate crossing into the Pullman redevelopment area.

Karl and John went to the CNG Station dedication in Indian, PA. It is a very nice facility with public fueling.

BTA was contacted about a ribbon cutting for their CNG Facility and John explained that April 2019 would work best since BTA would be able to celebrate the new CNG Facility, new upgrades, the new buses and 30 years of service all at once.

John met with the County Commissioners today to discuss local match funding for next year.

The next regular scheduled board meeting is Tuesday December 11, 2018 at 5:00pm at the Butler Country Club.

QUESTIONS FROM MEDIA/VISITORS- Ryan Saeler asked if BTA will be receiving any benefits from the SAFTI award received. John was glad that BTA received the award and a perfect score, but there is no monetary reward. Ryan asked for more details regarding the RFP for the Natural Gas. John provided the information. Ryan asked if any other authorities have considered a RFP and John shared that they have not. John tried to make a regional effort but could not get the participation.

ADJOURNMENT- Charles Savannah made a motion to adjourn the meeting at 5:47 and Joseph Hasychak seconded the motion. Roll call indicated all ayes.