

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
October 16, 2018**

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

John H. Paul, Executive Director
Larry Lutz, Butler County Commissioner
Brian Farmington, Lutz & Pawk
Ryan Saeler, Butler Media Group
Steve Ferris, Butler Eagle
Kelly Stewart
Brady Stewart, Troop 19
Colin Whorf, Troop 19

Maggie Stock called the meeting to order at 5:00 pm with a moment of silence followed by the pledge of allegiance.

ROLL CALL: John called the roll. Joseph Hasychak, James Diamond, Charles Savannah, Joseph Gray, Lance Calvert and Maggie Stock were all present.

MINUTES OF THE MEETING: Joseph Hasychak motioned to approve the minutes from the September 2018 Board Meeting as presented. This motion was seconded by Jim Diamond. Roll call indicated all ayes.

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

HOLBEIN- CHANGE ORDER- NET INCREASE OF \$358- Jim Diamond made a motion to approve Holbein Change Order G-02 in the amount of \$358.00 which added landscape stone in lieu of seeding and topsoil but eliminated new inlet top material costs and reinstalling existing inlet top. Charles Savannah seconded the motion. Roll call indicated all ayes.

REPLACEMENT LIGHTS-SWITCH REMAINING LIGHTS TO LED AT ROUTE 528 PARK AND RIDE- IE POWER- \$3600- Joseph Hasychak made a motion to approve the estimate provided by IE Power to switch the remaining lights at the Route 528 Park and Ride location to LED at a total cost of \$3600.00. Jim Diamond seconded the motion. Roll call indicated all ayes.

HVAC MAINTENANCE- FIVE YEARS- \$5,208 ANNUALLY- Joseph Hasychak made a motion to accept the Preventative Maintenance Agreement for HVAC with TUDI as presented at \$5,208/yr for five years. Charles Savannah seconded the motion. There was a brief discussion as to what services are provided. Roll call indicated all ayes.

PPTA WINTER MEETING- Charles Savannah made a motion to approve the attendance of the Executive Director at the PPTA Winter Meeting in Pittsburgh (Conference Fee \$195 plus hotel, meals, parking and incidentals). Lance Calvert seconded the motion. John shared he has signed up to participate with Homeland Security and will be witnessing some explosive activity this year. TSA will be hosting this activity as part of an ongoing educational series. Roll call indicated five ayes and Joe Gray abstaining.

FINANCIAL REPORT/STATEMENT- John presented the financial reports. Charles Savannah made a motion to approve the September 2018 financial report/statements as presented. Jim Diamond seconded the motion. Roll call indicated five ayes and one nay from Joseph Hasychak.

APPROVAL OF THE CHECKS- John asked for approval of check number 444 from the project checking account. Maggie Stock made a motion to approve check number 444 from the project checking account and Joseph Hasychak seconded the motion. Roll call indicated all ayes. John asked for approval of check numbers 23443 through 23537 from the regular checking account. Charles Savannah made a motion to approve check numbers 23443 through 23537 from the regular checking account and Joseph Hasychak seconded the motion. Roll call indicated all ayes.

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NON AGENDA ITEMS- Charles Savannah and Maggie Stock commended Kelly on the ad campaign that they were part of regarding the Commuter Service to Pittsburgh. It was well organized and they thoroughly enjoyed it.

EXECUTIVE DIRECTORS REPORT- Evening and day time service trips totaled 14,539 for September 2018. A decrease of 1,245 trips from September 2017- the first decrease of the year but ridership is still slightly up for the year.

Commuter Ridership totaled 2,150 and averaged 113 trips a day in September 2018- up from 95.5 trips a day in August.

John thanked those who attended the Ribbon Cutting Ceremony at the New Terminal on West New Castle Street. Kelly and MV Transportation Drivers are looking to make some minor tweaks in the upcoming weeks to the new schedule.

The CNG Facility is progressing nicely. The equipment has been delivered and the hook up will now begin. The fueling canopy is in place. John offered a tour for anybody who is interested after the meeting.

The annual recognition luncheon is this Sunday, October 21st beginning at 1:00pm. John and Kelly gathered final RSVPs.

The next regular scheduled board meeting is Tuesday November 6, 2018 at 5:00pm at the Butler Transit Authority facility.

Charles Savannah questioned why CNG charges are separated for Route 8 versus Route 68 Pittsburgh Commuter Service and John explained that there is different funding allowed for each so all costs for each service must remain separated at this time.

QUESTIONS FROM MEDIA/VISITORS- Ryan Saeler asked when the minor tweaks in the schedule might be taking place. John explained that BTA is giving thought to these changes currently and there is not a timeline. Ryan requested a tour of the new CNG Facility.

Steve Ferris wanted confirmation as to which Park and Ride was receiving the new LED lights. Steve also asked how many Park and Rides BTA currently had and John answered accordingly. Steve also wanted confirmation as to which vendor the HVAC Maintenance contract was with and John provided the information.

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ADJOURNMENT TO EXECUTIVE SESSSION- Joseph Gray made a motion to adjourn into Executive Session to discuss Personnel Matters at 5:26pm. The Board will be returning. Charles Savannah seconded the motion. Roll call indicated all ayes.

REPORT I ON PERSONNEL MATTER- The Board returned from Executive Session at 5:47pm. Joseph Gray made a motion to approve Report I on Personnel Matter as presented and Lance Calvert seconded the motion. Roll call indicated all ayes.

REPORT II ON PERSONNEL MATTER- Charles Savannah made a motion to approve Report II on Personnel Matter as presented and Lance Calvert seconded the motion. Roll all indicated five ayes and one nay from Joseph Hasychak.

ADJOURNMENT- Joseph Gray made a motion to adjourn the meeting at 5:55 and Jim Diamond seconded the motion. Roll call indicated all ayes.