

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
October 8, 2019**

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

John H. Paul, Executive Director
Rebecca Black, Lutz & Pawk
Brian Farrington, Lutz & Pawk
Ryan Saeler, Butler Media Group
Charles Parham, MV Transportation
Tiffany Fosnaught

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, Maggie Stock, Joseph Gray, Charles Savannah, Lance Calvert and Jim Diamond were all present.

MINUTES OF THE MEETING: Joseph Hasychak motioned to approve the minutes from the September 2019 Board Meeting as presented. This motion was seconded by Charles Savannah. Roll call indicated five ayes and Lance Calvert abstaining due to being absent from the September 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

PROCUREMENT POLICY UPDATE- Rebecca addressed the Board and stated that the procurement policy update is still awaiting final review by the solicitor since Rebecca believes that the new threshold provisions do not apply to BTA. Brian has contacted the FTA and is awaiting a response. If the FTA informs Brian that the thresholds do apply to BTA Lutz and Pawk already has an amended policy prepared and waiting.

PPTA WINTER MEETING- John is requesting approval to attend the PPTA Winter Meeting in Harrisburg, PA. Joseph Hasychak made a motion to approve that BTA's Executive Director attend the PPTA Winter Meeting- registration (\$150), hotel (2 nights), meals, tolls and incidentals included. Lance Calvert seconded the motion. Roll call indicated all ayes.

RESUME FREE WEEK PROMOTION FOR COMMUTER SERVICE- 3RD FULL WEEK OF EACH MONTH- FEBRUARY, MARCH, APRIL, MAY 2020- John explained that BTA staff had reviewed the results of the Commuter Promotion conducted previously and it looks as if BTA is retaining the riders gained from that promotion. John and staff is recommending that BTA resume the promotion again in 2020. John also informed the Board that BTA will only be able to utilize this promotion until the end of the 2nd year of the Demonstration Project (ending June 30, 2020). The 3rd year of the Demonstration Project will not allow for this type of promotion. There was a brief discussion as to when the promotion would be most beneficial. The Board felt that January needed to be added as well. Maggie Stock made a motion to approve that BTA resume the free week promotion for Commuter Service the 3rd full week of each month January through May 2020. Charles Savannah seconded the motion. Roll call indicated all ayes. John shared with the Board that the State is currently attempting to coordinate a time to discuss the final targets for BTA's Commuter Demonstration Project.

FINANCIAL REPORT/STATEMENT- Tiffany presented the September 2019 financial reports. Joseph Hasychak made a motion to approve the September 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 number 449 from the Project checking account. Joseph Gray made a motion to approve check number 449 from the Project checking account and Charles Savannah seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 24525 through 24560 from the regular checking account. Joseph Hasychak made a motion to approve check numbers 24525 through 24560 from the regular checking account and Joseph Gray seconded the motion. Roll call indicated all ayes.

NON AGENDA ITEMS- None.

EXECUTIVE DIRECTORS REPORT- Evening and day time service trips totaled 15,593 for September 2019. A substantial increase of 1,054 trips from September 2018. BTA suspects this is due to the increase in gas prices and people are utilizing public transportation.

Commuter service total trips were 2,949 and averaged 147.5 trips per day in September 2019.

John asked Chuck from MV Transportation how his first month at BTA had been and Chuck informed the Board that it had been “an adventure” thus far.

BTA had its PennDot Act 44 program audit on September 25th and 26th, 2019. John felt that BTA fared well in the review. Rebecca Black, Jim Diamond and Charles Savannah as well as BTA Staff were present for the audit. Tiffany, Kelly and Karl prepared documentation that was submitted prior to the audit meeting and John commended the staff for a job well done.

PAAC turned down BTA’s donation of the two Gillig buses for the regional Bus museum citing storage issues. Karl will be advertising them online and scrapping the buses. The proceeds will be used towards the purchase of new desktop computers.

The snow chains arrived on 10/2/19. They are being installed and will be in place for the Winter Season on all five (5) MCI Commuter Buses. John explained how the chains work. The mechanic was shown how to install one set of chains and now he must install the remaining four sets. The chains will be placed on the buses prior to Winter each year and taken off each Spring. This will hopefully provide a longer useful life. BTA was informed that if this procedure was done the chains could last six to eight years (double the time versus if the chains remained on the buses year-round). The chains are only released from the buses when needed in severe weather conditions.

The next regular scheduled board meeting is Tuesday November 19, 2019 at 5:00pm at the Butler Transit Authority facility. The 2018-2019 Draft Audit will be presented at this meeting.

Minutes of the Meeting
October 8, 2019

QUESTIONS FROM MEDIA/VISITORS- Ryan Saeler asked if BTA was planning on advertising the free week promotion for Commuter Service as previously implemented. John explained that BTA will make riders aware of the promotion. Ryan asked about retainage of ridership due to the previous promotion and also asked when the 3rd year of the Demonstration Project begins. John answered Ryan's retainage question and replied with July 1, 2020 in regards to the Demonstration Project 3rd Year start date.

ADJOURNMENT- Joseph Gray made a motion to adjourn the meeting at 5:16pm and Charles Savannah seconded the motion. Roll call indicated all ayes.