

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
September 12, 2017**

Joseph Hasychak
John Evans
Charles Savannah
Joseph Gray
Maggie Stock

John H. Paul, Executive Director
Rebecca Black, Lutz & Pawk
Dave Zarnick, Twp. Liaison
Ryan Saeler, Butler Media Group
Aaron McKrell, Butler Eagle
Karl Knechtel
Tiffany Fosnaught

Joseph Gray called the meeting to order at 5:00 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 Karl Knechtel and his family regarding the generosity and gifts from BTA in regards to the loss of his Mother.

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

SANTA BUS APPROVAL- John shared that the registration is still \$15 for BTA to have the Santa bus participate in the Butler Christmas Parade on the Saturday after Thanksgiving. Joseph Hasychak made a motion to approve the use of BTA's Santa Bus in the Christmas Parade on November 25, 2017. Charles Savannah seconded the motion. Roll call indicated all ayes.

PPTA WINTER MEETING- John is requesting approval to attend the PPTA Winter Meeting in November 2017 in Harrisburg, PA. John shared with the Board some important issues that will be discussed. Joseph Hasychak made a motion to approve BTA's Executive Director's attendance at the 2017 PPTA Winter Meeting in November in Harrisburg. John Evans seconded the motion. Roll call indicated all ayes.

MEMORANDUM OF UNDERSTANDING- John shared that BTA received a copy of a Memorandum of Understanding from Neva Stotler. John forwarded the copy for everyone to review prior to the meeting. The MOU states that the County, Butler City and Butler Township is requesting BTA would continue to use "the Bus" as its moniker for a period of at least ten years. Maggie Stock made a motion to approve the memorandum of understanding as presented. Charles Savannah seconded the motion. Roll call indicated all ayes. There was a brief discussion regarding clarity of the MOU and whether the property of BTA will change hands.

GRANT ADMINISTRATION POLICY- John shared a new proposed BTA policy for handling capital grant funding. John sent the proposed policy to the solicitor's office for review. Rebecca discussed the policy with the Board. Joseph Hasychak made a motion to approve the new BTA Grant Administration Policy upon solicitor's review. John Evans seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the financial reports for August 2017 to the Board. Joseph Hasychak made a motion to approve the August 2017 financial report/statements as presented. Maggie Stock seconded the motion. Roll call indicated all ayes. Tiffany shared that the yearly audit is in motion and the auditors are hoping to present the final audit at the next Board Meeting.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 22235 through 22272 from the regular checking account. Joseph Hasychak made a motion to approve check numbers 22235 through 22272 from the regular checking account and John Evans seconded the motion. Roll call indicated all ayes.

NON AGENDA ITEMS- Joseph Hasychak asked when BTA should expect to new buses. John explained that BTA has already received invoices for the new MCI Buses. These buses are off the line and ready. The Federal money will have to be drawn down prior to the end of September. The MCI Buses should arrive within the next ten to fourteen days. The Gillig buses are not expected until the end of October.

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John also shared that Kelly has been working with Westmoreland and Washington County so that the webportal may become fully functional in the near future.

Joseph Gray suggested running one of the new MCI buses in the Christmas Parade behind the Santa Bus.

EXECUTIVE DIRECTORS REPORT- Evening and day time service trips totaled 16,964 for August 2017. A decrease of 1,093 trips from August 2016.

BTA is to receive a refund of \$34,060 from the insurance carrier for prepaid insurance that the subcontractor is now responsible for.

Karl presented a slideshow while John gave the updates as to how the CNG Modifications were coming along. Karl went into more detail with each slide and answered any questions as they were presented. The Board praised Karl for his presentation.

The next regular scheduled board meeting is Tuesday October 17, 2017 at 5:00pm at the Butler Transit Authority facility.

QUESTIONS FROM MEDIA/VISITORS- Aaron asked if BTA had heard from the County regarding the MOU. John explained that the MOU is currently being sent out to each entity for approval. Aaron asked what BTA's next step would be. John is awaiting to hear from BTA's legal advisors. Aaron also had a few questions regarding the MCI and Gillig buses- when they would arrive and when they would go into service. John answered accordingly. The temporary fueling issue was discussed.

Ryan asked if the MOU is a public document. Rebecca explained that it is still in draft form and is not agreed upon by the parties as of yet. Ryan also asked about how long the temporary fueling station would be in place. John spoke about when the RFP was due and explained that the RFP states that it will remain as long as it is necessary. Ryan asked if there were any updates regarding commuter service to Pittsburgh. John has yet to see any business plans from PennDot before BTA can move forward.

John shared that he requested the State's Approval to order the last three CNG Gillig buses.

ADJOURNMENT- Charles Savannah made a motion to adjourn the meeting at 5:51pm. Joseph Hasychak seconded the motion. Roll call indicated all ayes.