

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
September 18, 2018**

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

John H. Paul, Executive Director
Kevin Boozel, Butler County Commissioner
Rebecca Black, Lutz & Pawk
Ryan Saeler, Butler Media Group
Laura Felton, MV Transportation
Karl Knechtel
Tiffany Fosnaught

Maggie Stock called the meeting to order at 5:00 pm with a moment of silence followed by the pledge of allegiance. Maggie Stock thanked Jim Diamond for filling in for the past two months in her absence.

ROLL CALL: Tiffany Fosnaught 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 August 2018 Board Meeting as presented. This motion was seconded by Jim Diamond. Roll call indicated five ayes and Maggie Stock abstaining due to being absent from last month's 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

LEGAL SERVICES FY 2019-2023 (WITH OPTIONAL ADDITIONAL FY 2024-2026)- Joseph Hasychak made a motion to approve Lutz and Pawk for Legal Services for FY 2019-2023 at \$150/hr with optional additional FY 2024-2026 at \$160/hr and Joseph Gray seconded the motion. John explained that because of the new Federal funding that BTA is receiving BTA had to send out a RFP (Request for Proposal) for Legal Services. John, Kelly and Tiffany reviewed the submittals based on the point system outlined in the RFP. John summarized the findings and provided the recommendations. Rebecca explained that FTA suggested the contracts be longer contracts (5 years) since there is so much involved in requesting proposals as well as the professionals providing the services have vested a lot of time and effort into learning the Authority and the special circumstances it requires. Roll call indicated all ayes.

ANNUAL APPRECIATION LUNCHEON- 10/21/18- 1:00PM- Jim Diamond made a motion to approved BTA's annual Appreciation Luncheon to be held on 10/21/18 at 1:00pm at the Atrium. Charles Savannah seconded the motion. Roll call indicated all ayes.

CHANGE ORDER G-01- \$2,790- HOLBEIN- Charles Savannah made a motion to approve change order G-01 in the amount of \$2,790 for Holbein regarding removing and replacing existing curb cut ramp, adding additional PVC conduit for future use and including a credit for signs that were not used. Jim Diamond seconded the motion. There was a brief discussion as to why these changes were needed. Roll call indicated all ayes.

ROUTE SCHEDULE CHANGES- Charles Savannah made a motion to approve the BTA Route Schedule Changes as presented and Jim Diamond seconded the motion. John shared that BTA held a public meeting last week regarding the changes. There was a discussion regarding the changes. Roll call indicated all ayes.

VIDEO SURVEILLANCE- Joseph Gray made a motion to approve the commercial video service maintenance agreement for the new terminal with 2Krew in the amount of \$2,160 annually for five years and Lance Calvert seconded the motion. Roll call indicated all ayes.

TITLE VI RESOLUTION- Rebecca explained that this is the Title VI Policy that BTA has already had in place but it was never fully submitted on the FTA website. BTA has been operating under this policy for years. John shared that BTA is in need of a resolution for Title VI so that John can complete submitting all of the information on the FTA website. CMAQ funding for the service to Pittsburgh can be released to BTA once this has been completed. Joseph Hasychak made a motion to adopt BTA's Title VI Resolution as presented and Jim Diamond seconded the motion. Roll call indicated all ayes.

CHRISTMAS PARADE PARTICIPATION- The Butler Christmas Parade will be held on Saturday November 24, 2018. Joseph Hasychak made a motion to allow BTA to place the Santa Bus and a CNG Commuter Bus in the Butler Christmas Parade. Charles Savannah seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the financial reports. Tiffany shared that there is a new Income Statement for the Road Construction Project. Charles Savannah made a motion to approve the August 2018 financial report/statements as presented. Jim Diamond seconded the motion. Roll call indicated five ayes and Joseph Hasychak abstaining.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check number 443 from the project checking account. Joseph Hasychak made a motion to approve check number 443 from the project checking account and Joseph Gray seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 23359 through 23442 from the regular checking account. Joseph Hasychak made a motion to approve check numbers 23359 through 23442 from the regular checking account and Lance Calvert seconded the motion. Roll call indicated all ayes.

NON AGENDA ITEMS- None.

EXECUTIVE DIRECTORS REPORT- John updated everyone present regarding the CNG Station. All electrical conduits are laid out for the equipment pad area. This area will then be backfilled in the next few days and concrete forms will be placed to pour the equipment pad. Steel gas line from the utility is being welded and placed in the ditch. West Penn Power will be connecting to the main conduit from the equipment pad tomorrow. Last week two 36" diameter borings were done 16' deep for the canopy foundations. Rebar frame was put in place with mounting bolts and concrete was poured. Manholes and new catch bases were put in place and connected to existing storm sewer pipes. Within the next few weeks the equipment pad will be done and the equipment installation is to start the week of October 15th. The concrete roadway will be formed and started to be poured at that time. The canopy will also be installed.

Evening and day time service trips totaled 17,311 for August 2018. An increase of 347 trips from August 2017.

Commuter Ridership totaled 2,195 and averaged 95.5 trips a day in August 2018.

Minutes of the Meeting
September 18, 2018

The road construction in front of the office is complete and the barrels will be removed Friday. The CNG Project is advancing on time and is to be completed by the end of the calendar year.

The curb work to increase the turn radius and repainting on Main Street has started and is to be completed by September 30, 2018.

The new terminal construction is progressing nicely and is to be completed by September 30, 2018. Karl is overseeing all of these mentioned projects.

Karl and John toured the new terminal and viewed the curb work on Main Street. Karl and John also met with Mr. Chiprean (Butler Parking Authority Director) and Mindy Gall (Butler City Clerk) to finalize the parking meter removal and sign relocations for the new terminal.

The Federal CMAQ Grant for Commuter Operations is tentatively approved pending Title VI updates.

The next regular scheduled board meeting is Tuesday October 16, 2018 at 5:00pm at the Butler Transit Authority facility.

QUESTIONS FROM MEDIA/VISITORS- Commissioner Boozel asked if there was any new developments regarding the request for adding “Butler” or “Butler Transit” on the Commuter Buses. John explained that BTA is currently working on the details with their sign vendor.

Ryan Saeler asked when the route changes would take effect. The route changes are taking effect as of October 1, 2018. Ryan asked for confirmation of the legal services costs per hour. Ryan also asked for the next steps and tentative dates regarding the CNG Station Project. Answers to Ryan’s questions were provided.

Commissioner Boozel asked if there was anything that he or the other Commissioners should be highlighting on behalf of BTA in the upcoming state of accounting address for the Chamber. He will already be mentioning that BTA will be having a marketing campaign in the next 4-6 weeks regarding the Commuter Service. John quickly reviewed some of the marketing plan. Commissioner Boozel requested a copy of the Marketing Plan that Kelly presented to the Board in the Spring of 2018.

ADJOURNMENT- Joseph Gray made a motion to adjourn into Executive Session to discuss a Personnel Issue at 5:38pm. The Board will not be returning. Joseph Hasychak seconded the motion. Roll call indicated all ayes.