

**BUTLER TRANSIT AUTHORITY  
MINUTES OF THE MEETING  
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE  
August 11, 2020**

Joseph Hasychak  
Charles Savannah  
Chris Rearick  
Lance Calvert

John H. Paul, Executive Director  
Rebecca Black, Lutz & Pawk  
Ryan Saeler, Butler Media Group  
Steve Ferris, Butler Eagle  
Brendan Linton, Public- Connoquenessing Twp  
Tiffany Fosnaught

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Lance Calvert called the meeting to order at 5:00 pm. Board Members, BTA Staff and the Solicitor attended the meeting at the 130 Hollywood Drive location and all others attended via teleconference to allow for social distancing. Once the meeting was called to order it was followed with a moment of silence and the Pledge of Allegiance.

**ROLL CALL:** Tiffany called the roll. Joseph Hasychak, Charles Savannah, Lance Calvert and Chris Rearick were present. Jim Diamond and Joseph Gray were absent. Attendance was taken for anyone on the teleconference so that Tiffany could document their attendance.

**MINUTES OF THE MEETING:** Joseph Hasychak motioned to approve the minutes from the June 2020 Board Meeting as presented. This motion was seconded by Charles Savannah. 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**

**BID ACCEPTANCE- UP TO FOUR (4) MCI CNG COACHES- \$744,208.30 + INFLATION AT TIME OF PURCHASE ORDER-** Charles Savannah made a motion to award a contract to Motor Coach Industries, Inc. at the unit rate amount of \$744,208.30 for buses purchased in year 1 plus pricing for all optional equipment included in the MCI pricing proposal (Bid) dated July 22, 2020 under the Joint Bus Procurement; said contract pending approval from the Beaver County Transit Authority, the Central Pennsylvania Transit Authority and the Westmoreland County Transit Authority for the purchase of a minimum of twelve (12) forty-five foot compressed natural gas coaches and a maximum of thirty-three (33) forty-five foot compressed natural gas coaches over the five fiscal years beginning in FY 20-21 and ending FY 24-25 including a maximum of four (4) coaches for BTA over the five (5) year period of the contract and, to designate the executive director as the procuring agency officer with authority to execute the contract. Joseph Hasychak asked for clarification regarding the size of the buses. John provided the information. Lance Calvert seconded the motion. Roll call indicated all ayes.

**MOVE OCTOBER 2020 BOARD MEETING FROM THE 20<sup>TH</sup> TO THE 13<sup>TH</sup>-** Joseph Hasychak made a motion to approve moving the BTA October 2020 Board Meeting from the 20<sup>th</sup> to the 13<sup>th</sup> and Charles Savannah seconded the motion. Roll call indicated all ayes.

**STAFF AND DRIVER APPRECIATION LUNCHEON-** John shared that due to circumstances (no meetings/gatherings of more than 25 people) BTA staff has discussed and would like to postpone the luncheon until next year but agree that the Board, MV Staff, BTA staff and drivers should still be recognized (with appreciation items from BTA) for their continued efforts and service especially throughout this past year with COVID-19 and the difficulties it has presented. Charles Savannah suggested that the Board include a letter with each appreciation item thanking the individual for their efforts. Charles Savannah made a motion to postpone the BTA Staff and Driver Appreciation Luncheon until next year but allow for appreciation items (each item to have an appreciation letter from the Board) to still be distributed to Board Members, MV Staff, BTA Staff and Drivers. Chris Rearick seconded the motion. Roll call indicated all ayes.

**BTA SOCIAL MEDIA POLICY-** Rebecca and John have been discussing this policy. Rebecca has finalized the policy for approval. Rebecca summarized this as a social media/networking policy for BTA Staff reminding them that they may be perceived as speaking on behalf of the Authority. Keeping that in mind, staff should be mindful of their posts and their views that they express. The policy states that disciplinary actions can/will be taken up to and including termination. Joseph Hasychak made a motion to approve the BTA Social Media Policy as presented. Charles Savannah seconded the motion. Roll call indicated all ayes.

**FINANCIAL REPORT/STATEMENT-** Tiffany presented the July 2020 financial reports. Joseph Hasychak made a motion to approve the July 2020 financial report/statements as presented. Charles Savannah seconded the motion. Roll call indicated all ayes. Tiffany shared that the June 2020 revised financial reports were mailed for review purposes only since the figures are very close to what year end will be for the audit. Tiffany has already provided this information to Maher Duessel to begin reviewing for the audit in September.

**APPROVAL OF THE CHECKS-** Tiffany asked for approval of check numbers 25380 through 25417 from the regular checking account. Joseph Hasychak made a motion to approve check numbers 25380 through 25417 from the regular checking account and Lance Calvert seconded the motion. Roll call indicated all ayes.

**NON AGENDA ITEMS-** None.

**EXECUTIVE DIRECTORS REPORT-** Evening and day time service trips totaled 12,201 for July 2020. A decrease of 4,063 trips from July 2019- a 25% decrease from last year.

Commuter service total trips were 628 for July 2020- a 81% drop from July 2019.

Terminal will still remain only open for ticketing. No chairs or restrooms. BTA is continuing this policy for public health reasons.

Numerous phone meetings continue. Some in person meetings have begun.

The RFP for the Wait Area and Build Out has been delayed until November/December 2020 to allow for the construction to begin in early Spring 2021 and not have the facility torn up during the winter months. This was at Karl's request and the State agreed.

The next regular scheduled board meeting is Tuesday September 22, 2020 at 5:00pm as discussed.

**QUESTIONS FROM MEDIA/VISITORS-** Steve Ferris requested clarification regarding the bid acceptance of the coach buses. John answered Steve's questions accordingly.

Ryan Saeler questioned who would decide when BTA would buy these buses and what criteria would need to be met. John answered that the Board would ultimately make that decision. The criteria would be future needs. Ryan requested a copy of BTA's Social Media Policy.

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Brendan Linton shared that PennDOT is accepting comments regarding a project that involves the widening of Route 68. Brendan mentioned that pedestrian infrastructure was not included at the signalized intersections in the plans and suggested that BTA ask PennDOT to add this infrastructure to the current plans for BTA Commuter Service as well as possible future expansion of BTA local service. Comments are being accepted through August 24, 2020. John thanked Brendan.

**ADJOURNMENT TO EXECUTIVE SESSION-** Charles Savannah made a motion to adjourn the meeting at 5:24pm and Joseph Hasychak seconded the motion. Roll call indicated all ayes.