

**BUTLER TRANSIT AUTHORITY  
MINUTES OF THE MEETING  
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE  
June 8, 2021**

Joseph Hasychak  
Charles Savannah  
Joseph Gray  
Jim Diamond  
Lance Calvert

John H. Paul, Executive Director  
Brian Farrington, Lutz, Pawk & Black  
Steve Ferris, Butler Eagle  
Ryan Saeler, Butler Media Group  
Tiffany Fosnaught

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Joseph Hasychak 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, Jim Diamond, Joseph Gray and Lance Calvert were present. Chris Rearick was absent. Attendance was taken for anyone on the teleconference so that Tiffany could document their attendance.

**MINUTES OF THE MEETING:** Jim Diamond motioned to approve the minutes from the May 2021 Board Meeting as presented. This motion was seconded by Joe Gray. 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**

**TITLE VI BOARD RESOLUTION-** John explained that this is to be prepared and approved every three years according to the Federal Government. Cathy Williams, BTA's grant writer, prepared this for review by the solicitor. This will bring BTA in compliance with Federal Law. Brian Farrington shared that the review is complete and this will comply with FTA and PennDOT reviews. Charles Savannah made a motion to approve BTA's Title VI Resolution as presented and Lance Calvert seconded the motion. Roll call indicated all ayes. Joseph Hasychak asked where this will be kept. John explained that a copy is filed as well as scanned (saved electronically). A copy is also sent to the State and Federal Government. A copy is also posted on BTA's website for public consumption.

**DBE PLAN APPROVAL -** John shared that Cathy Williams also prepared BTA's DBE Plan for approval. John read the DBE Plan aloud and offered an explanation of the plan. This must be prepared and approved every three years as well. Jim Diamond made a motion to approve BTA's DBE Plan as presented. Charles Savannah seconded the motion. Roll call indicated all ayes. There was a brief discussion regarding the difference between DBE, WDBE, race conscious and race neutral contracts and how Cathy calculates BTA's DBE plan figures. John shared that there are only a few businesses that actually go through the process of becoming DBE certified because it is so cumbersome. Brian also explained that the business are obligated to constantly ensure that they are maintaining the requirements. Joseph Hasychak asked how BTA provides this information. John shared that BTA provides this in every bid or RFP- they are part of the documentation. Tiffany also explained that she is responsible for reporting semi-annually to the State regarding DBEs.

**NATURAL GAS SUPPLIER CONTRACT-** Tiffany explained that BTA's current natural gas contract is due to expire June 30, 2021 and requires a 30-day notice of any changes/termination. She had made phone calls prior to the Board Meeting for a phone vote regarding this matter. She reviewed the material once more aloud for a Board Meeting vote. The Board was given a summary of the two companies that supplied pricing. Upon review BTA's staff is recommending Direct Energy at \$2.59/mcf at a fixed rate for 36 months. Joseph Hasychak made a motion to approve Direct Energy at \$2.59/mcf at a fixed rate for 36 months as BTA's natural gas supplier starting July 1, 2021 and Joseph Gray seconded the motion. Roll call indicated all ayes.

**FINANCIAL REPORT/STATEMENT-** Tiffany presented the May 2021 financial reports. Charles Savannah made a motion to approve the May 2021 financial report/statements as presented. Jim Diamond seconded the motion. Roll call indicated all ayes.

**APPROVAL OF THE CHECKS-** Tiffany asked for approval of check numbers 26212 through 26251 from the Regular checking account. Jim Diamond made a motion to approve check numbers 26212 through 26251 from the Regular checking account and Lance Calvert seconded the motion. Roll call indicated all ayes. Tiffany stated that the list still reflects some voided checks due to alignment issues because of the new copier. This issue has been resolved and the voided checks should not be a problem on next month's listing.

**NON AGENDA ITEMS-** John mentioned that BTA is modifying their agreement with the Port Authority for the use of the Busway for BTA's Commuter Service to allow for a second contractor as a backup plan. Brian spoke briefly regarding the matter. Joseph Gray made a motion to approve the second amendment to license agreement with the Port Authority of Allegheny County pending final solicitor approval and Lance Calvert seconded the motion. Roll call indicated all ayes.

**EXECUTIVE DIRECTORS REPORT-** Evening and day time service trips totaled 10,982 for May 2021. An increase of 1,719 trips from May 2020

Commuter service total trips were 624 for May 2021.

Legislation on the Federal and State levels have been introduced. State Legislation is needed to replace a funding source that was currently through the PA Turnpike. The act is DRIVESMART ACT. BTA is working with representation in Harrisburg to assure rural benefit in the new law.

On the Federal level there is a push to only fund Electric vehicles with Federal Funds.

BTA's staff and solicitor will be involved with a virtual FTA Triennial Audit on June 15<sup>th</sup> (all day). The following week will be the exit interview.

The two agenda items approved tonight will permit BTA to apply for CRRISSA Funds and American Recovery Funds.

PennDOT will now do reviews every three years similar to FTA instead of a partial review every year.

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

The next regular scheduled board meeting is Tuesday July 13, 2021 at 5:00pm at BTA Transit Center Board room at 130 Hollywood Drive.

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Joseph Hasychak asked how BTA staff monitors when items are due and when audits are coming up. John explained that because audits are ongoing the staff has developed a system and there are routines in place.

**QUESTIONS FROM MEDIA/VISITORS-** Ryan asked why BTA is amending the license agreement and John offered some scenarios. Ryan asked if BTA has had discussion regarding a second vendor and John shared that BTA has. The Board would have to take action but currently there are no actions being taken. John explained that this would be on a as needed basis. The second vendor would have to be aware that their drivers would have to be trained by Pittsburgh Port Authority.

**ADJOURNMENT-** Jim Diamond made a motion to adjourn the meeting at 5:32pm and Charles Savannah seconded the motion. Roll call indicated all ayes.