

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
June 9, 2020**

Joseph Hasychak
Charles Savannah
Jim Diamond
Joseph Gray
Lance Calvert

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

Lance Calvert called the meeting to order at 4:45 pm via teleconference with a moment of silence followed by the Pledge of Allegiance.

ROLL CALL: Tiffany called the roll. Joseph Hasychak, Charles Savannah, Lance Calvert, Joseph Gray and Jim Diamond 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: Joseph Hasychak motioned to approve the minutes from the May 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

IT CONTRACT AWARD- MAHER DUESSEL- 3 YEAR CONTRACT- \$120 AN HOUR, \$500 ANNUAL SOFTWARE LICENSE FEE. JULY 1, 2020- JUNE 30, 2023- Joseph Hasychak questioned if BTA only pays the hourly fee if services are requested. Tiffany replied yes and explained that the annual software license fee will be paid every July during the contract. Rebecca also further shared that this did go out for RFP but BTA only received one response. There was another party that indicated that they did not have time or did not intend to submit a proposal. Joseph Hasychak made a motion to approve the BTA IT Contract Award to Maher Duessel for 3 years (July 1, 2020- June 30, 2023) at \$120/hr and \$500/yr software licensing fee and Jim Diamond seconded the motion. Roll call indicated all ayes.

COPIER REPLACEMENT- John asked to table this item. BTA researched pricing on other copiers. There is still a year left on the current contract. BTA will wait and go through regular procurement procedures closer to the end of the contract.

FINANCIAL REPORT/STATEMENT- Tiffany presented the May 2020 financial reports. Joseph Hasychak made a motion to approve the May 2020 financial report/statements as presented. Charles Savannah seconded the motion. Roll call indicated all ayes.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 25214 through 25244 from the regular checking account. Joseph Hasychak made a motion to approve check numbers 25214 through 25244 from the regular checking account and Joseph Gray seconded the motion. Roll call indicated all ayes.

NON AGENDA ITEMS- John asked to renew BTA's Cintas Rugs/Mats Contract (this includes both locations- terminal and office). This is for mats, rugs, paper towels, shop rags, air freshener and soap for the timeframe- July 1, 2020 through June 30, 2025 with no annual increase. The monthly cost is \$236.52. The yearly cost is \$2,838.24. There was a brief discussion regarding soaps and sanitizers that are currently being supplied. Lance asked for any public comments. There were none. Charles Savannah made a motion to renew BTA's contract with Cintas for Rugs/Mats (paper towels, shop rags, air freshener and soap) at both the terminal and office for July 1, 2020 through June 30, 2025 and Jim Diamond seconded the motion. Roll call indicated all ayes.

John talked about the fact that BTA had recently been holding Board Meetings via teleconference due to COVID-19. Butler County is now in the Green Phase. BTA's conference room is moderately small. John opened up the discussion as to what the Board wanted to do for future Board Meetings. Some options discussed were: the garage at 130 Hollywood Drive (for spacing), continue by phone, Butler Township Building, American Legion and Board only at the Meeting and everyone else calls in.

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The Board asked John to follow up and let the Board know what would work out best.

EXECUTIVE DIRECTORS REPORT- Evening and day time service trips totaled 9,263 for May 2020. A decrease of 5,968 trips from May 2019- a 52% drop in ridership. Total ridership is down 16,310 trips in two and half months.

Commuter service total trips were 245 for May 2020- a 92% drop from May 2019 and a little over a 93% drop from the peak in January of 2020. Fares for the Commuter Service will resume on July 1, 2020.

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

John continues to have numerous phone meetings.

John was elected Vice Chairman of the State Association of the Pennsylvania Public Transportation. The Board congratulated John.

The next regular scheduled board meeting is Tuesday July 14, 2020 at 5:00pm as discussed. Location to be determined.

Joseph Hasychak shared that he drove past the Route 528 Park and Ride and there were very few cars in the lot. There was a brief discussion regarding changing times and how people may work in the future.

QUESTIONS FROM MEDIA/VISITORS- Steve Ferris asked for the spelling of the vendor for the Rugs/Mats contract. The information was provided.

Charles Savannah asked for an update on the temperature check kiosk. Karl explained that it is still in the shipment phase and BTA is still awaiting its arrival.

Brendan Linton updated BTA with his status regarding the Bus and he shared his thoughts regarding future ridership. Brendan asked BTA's plans regarding Commuter service to Pittsburgh after the Demonstration Project ends. John shared those plans. John thanked Brendan for the information that he provided.

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