

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
November 17, 2020**

Joseph Hasychak
Charles Savannah
Joseph Gray
Chris Rearick
Jim Diamond
Lance Calvert

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

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, Jim Diamond, Chris Rearick and Lance Calvert were all present. 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 October 2020 Board Meeting as presented. This motion was seconded by Charles Savannah. Roll call indicated all ayes.

CORRESPONDENCE: Joseph Hasychak read a thank you note from the Stewart Family thanking the Butler Transit Authority for the breakfast items sent during their stay for the services for the loss of Kelly's brother in Hilton Head.

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

AVAIL CONTRACT- MANAGEMENT SOFTWARE/SUPPORT AND HOSTING-

John shared that there was a modification to the AVAIL Contract. AVAIL needs payment for the cloud space and the State is not including that in the funding of the project. AVAIL has now sent BTA a modified plan to reflect the cloud space coverage/service. It has been reflected to show July 2019 through June 2021 since AVAIL has not been paid for this service and it has been provided all along (\$5,184). To continue the cellular data provision for a discounted five-year rate will be \$13,073.22. The staff is recommending the five-year locked-in 5% discounted rate and the past due amount of \$5,184. There was a brief discussion regarding the contract. Joseph Hasychak made a motion to approve the 5-year continued cellular data provision for a total of \$13,073.22 (5% discount for paying up front) as well as the \$5,184 for the services already provided and Charles Savannah seconded the motion. Roll call indicated all ayes.

CAPITAL GRANT APPLICATION- LOCAL MATCH \$13,176- John shared that BTA received notification that the capital grants had been moved from the Capital Planning Tool to DotGrants yesterday. John reviewed with everyone present all of the capital items (along with the breakdown of funding) that were listed and explained that BTA now has to verify that the Local Match funds are available for these items. Charles Savannah made a motion to approve the resolution that certifies BTA has the local match for the Capital Items listed in DotGrants for FY2020-2021- \$13,176. Joseph Hasychak asked what would happen to the vehicles that are being replaced. John explained that they would go out for bid. Lance Calvert seconded the motion. Roll call indicated all ayes.

BTA COMPUTER SYSTEM USE POLICY- Rebecca explained that for auditing purposes BTA needed to ensure that there was a policy on hand that advised employees what they were permitted to do with their computers, software and everything that is owned by the transit authority. This policy states that no files are to be shared between an employee's personal computer and the company computer. Joseph Hasychak made a motion to approve the BTA Computer System Use Policy as presented. Charles Savannah seconded the motion. Roll call indicated all ayes.

AUDIT REVIEW- FY 2019-2020- Tim Morgus and Katie Yates reviewed the Audit Draft Reports with the Board. BTA did not require any adjusting audit entries and there were no findings. Staff cooperated accordingly and in a timely manner. Charles Savannah made a motion to approve BTA's FY 2019-2020 Audit as presented. Joseph Hasychak seconded the motion. Roll call indicated all ayes. Charles Savannah asked about the Other Grant Funding listed on one of the reports and Tiffany was able to answer the question accordingly. John commended Tiffany for her work involved with the yearly Audit.

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

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 25621 through 25703 from the regular checking account. Tiffany reminded the Board that there was a revised list distributed to include the checks that were signed that evening. Joseph Gray made a motion to approve check numbers 25621 through 25703 from the regular checking account and Charles Savannah seconded the motion. Roll call indicated all ayes.

NON AGENDA ITEMS- There was a reconfirmation that there is no Christmas Parade this year.

EXECUTIVE DIRECTORS REPORT- Evening and day time service trips totaled 12,342 for October 2020. A decrease of 4,314 trips from October 2019- a 26% decrease from last year.

Commuter service total trips were 779 for October 2020- a 78% drop from October 2019.

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

Facility upgrades for the Park and Ride/Training Center/Wait Area have been advertised and there was a pre bid meeting today. There were quite a few companies that participated. Upon talking to Harrisburg John said there were 41 companies that showed interest. There is not a lot of work for companies currently. It will be interesting to see how the bids come in. Bids are due December 7, 2020. BTA Board review will not be until January 12, 2021.

John had a phone conference with the County Commissioners on November 12, 2020 to review the Local Match needs for FY 2021-2022. There are no issues with the County's contribution.

John discussed how BTA's Triennial Review was supposed to be conducted in the Spring of 2020 but with COVID it was postponed. It has now been reinstated and it will be held remotely. BTA has now been given additional requests for information and FTA is now tentatively looking at April/May of 2021.

BTA still has not heard from PennDOT regarding their program audit.

Minutes of the Meeting
November 17, 2020

The next regular scheduled board meeting is Tuesday December 8, 2020 at 5:00pm at the Butler Country Club.

QUESTIONS FROM MEDIA/VISITORS- Steve Ferris requested that John repeat the Capital Grant information stating that the phone connection was not clear. John obliged. Steve also asked how soon BTA would be able to purchase these items. John explained the process. Steve asked for clarification of the motion regarding AVAIL. John shared that this was in regards to a separate service agreement for the cellular service. The terms of the contract and the total were discussed as well.

ADJOURNMENT- Joseph Hasychak made a motion to adjourn the meeting at 5:44pm and Charles Savannah seconded the motion. Roll call indicated all ayes.