

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
October 13, 2020**

Joseph Hasychak
Charles Savannah
Joseph Gray
Chris Rearick
Jim Diamond

John H. Paul, Executive Director
Rebecca Black, Lutz & Pawk
Steve Ferris, Butler Eagle
Ryan Saeler, Butler Media Group
Teresa Cygan, MV Transportation
Tiffany Fosnaught

In Lance Calvert's absence 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 and Chris Rearick were all present. Lance Calvert was absent. Attendance was taken for anyone on the teleconference so that Tiffany could document their attendance.

MINUTES OF THE MEETING: Joseph Gray motioned to approve the minutes from the September 2020 Board Meeting as presented. This motion was seconded by Jim Diamond. Roll call indicated all ayes. Everybody welcomed Chris Rearick. John shared how BTA came to know him and what the future holds with Jackson Township. Chris was able to share some additional information as well.

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

AVAIL CONTRACT- MANAGEMENT SOFTWARE/SUPPORT AND HOSTING-

John shared that Rebecca has already reviewed the AVAIL contract that was sent in the Board Kit for review. AVAIL has been contracted by PennDOT to enhance current systems. Six transit agencies requested additional software for management and operations systems. PennDOT agreed to provide. The RFP for the software was completed in North Central PA at ATA. BTA is a sub of that contract. This is funded through the CARES Act Funding. The Board was provided the different components of the software that BTA would like to request as well as the payment milestones for the project. Total cost of the requests by BTA for the AVAIL Management Software/Support and Hosting is \$377,461. There was a brief discussion regarding how the milestones would be treated and Tiffany shared that a separate checking account has already been established for this project. John also explained that certain modules were not purchased since BTA's subcontractor is obligated to provide those areas under their contract. Charles Savannah made the motion to approve the AVAIL Contract for Management Software/Support and Hosting in the amount of \$377,461. Jim Diamond seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the September 2020 financial reports. Tiffany added that a new statement for the AVAIL (as approved above) was added to the packet. Joseph Gray made a motion to approve the September 2020 financial report/statements as presented. Jim Diamond seconded the motion. Roll call indicated all ayes. Tiffany shared that the audit is almost complete and the Draft Audit should be ready for review and approval for the November 2020 meeting.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 454 from the Project checking account. Charles Savannah made a motion to approve check numbers 454 from the Project checking account and Joseph Gray seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 25538 through 25620 from the regular checking account. Joseph Gray made a motion to approve check numbers 25538 through 25620 from the regular checking account and Charles Savannah seconded the motion. Roll call indicated all ayes.

NON AGENDA ITEMS- There is no Christmas Parade this year. Items are being gathered for the Appreciation for the Employees as discussed and will be ready for the next meeting since the annual Appreciation Luncheon will not be taking place.

Minutes of the Meeting
October 13, 2020

EXECUTIVE DIRECTORS REPORT- Evening and day time service trips totaled 11,751 for September 2020. A decrease of 3,842 trips from September 2019- a 25% decrease from last year.

Commuter service total trips were 641 for September 2020- a 78% drop from September 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 declined this month.

Meetings in State College to develop language for the next State Transit Bill are now complete.

Facility upgrades for the Park and Ride/Training Center/Wait Area are to be advertised in early November 2020. This project should start in early Spring 2021.

The next regular scheduled board meeting is Tuesday November 17, 2020 at 5:00pm.

QUESTIONS FROM MEDIA/VISITORS- Steve Ferris requested clarification of the details regarding the AVAIL contract and the funding of the project. Steve also asked the length of the contract. John replied five years. Steve asked about the different components. John reviewed the components as requested. Steve also asked if the facility upgrades pertained to 130 Hollywood Drive. John verified that they did.

ADJOURNMENT TO EXECUTIVE SESSION- Charles Savannah made a motion to adjourn the meeting to executive session (not to return to regular session) at 5:25pm and Joseph Gray seconded the motion. Roll call indicated all ayes.