

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
September 17, 2019**

Joseph Hasychak
Maggie Stock
Joseph Gray
Jim Diamond
Charles Savannah

John H. Paul, Executive Director
Rebecca Black, Lutz & Pawk
Ryan Saeler, Butler Media Group
Nathan Bottiger, Butler Eagle
Charles Parham, MV Transportation
Cooky Diamond, Public
Karl Knechtel
Tiffany Fosnaught

Jim Diamond called the meeting to order at 5:00 pm with a moment of silence followed by the pledge of allegiance.

ROLL CALL: Tiffany called the roll. Joseph Hasychak, Maggie Stock, Joseph Gray, Jim Diamond and Charles Savannah were present. Lance Calvert was absent.

MINUTES OF THE MEETING: Joseph Hasychak motioned to approve the minutes from the August 2019 Board Meeting as presented. This motion was seconded by Maggie Stock. Roll call indicated three ayes and Joseph Gray and Charles Savannah abstaining due to being absent from the August meeting.

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

PROCUREMENT POLICY UPDATE- Rebecca addressed the Board and provided and update regarding the fact that FTA published a new release that altered the amounts necessary for certain procurements- the micro purchase threshold was increased to \$10,000 and the simplified acquisition threshold was increased to \$250,000. Rebecca pointed out that there were some discrepancies and she would like to investigate further. She believes that these thresholds only apply to certain types of purchases. Rebecca reassured the Board that BTA has a catch all provision in the procurement policy currently that allows for natural flow of amendments as needed when these releases occur. Joseph Haschak made a motion to table the Procurement Policy Update until further review. Joseph Gray seconded the motion. Roll call indicated all ayes.

BOARD MEETING- CHANGE FROM THE 12TH TO THE 19TH- Staff is requesting that the November Board Meeting be changed from the 12th to the 19th due to the fact that this will be the audit review and Tiffany will not be able to attend on the 12th. Joseph Hasychak made a motion to approve the date change for the November 2019 Board Meeting from the 12th to the 19th. Joseph Gray seconded the motion. Roll call indicated all ayes.

NEW RIDING LAWN MOWER- Karl Knechtel spoke to the Board regarding the fact that BTA currently has a 2011 Cub Cadet riding mower that is fully depreciation and rather than investing more money into the mower Karl is requesting to purchase a new mower. The logistics of the facility and the outlying areas have and/or will be changing and the need for a zero-turn mower is inevitable. Karl presented several comparisons and recommended the 48" Ferris IS 600 from M&R Equipment. Joseph Gray made the motion to approve the purchase of a 48" Ferris IS 600 from M&R Equipment for \$5,499.00. Charles Savannah seconded the motion. Roll call indicated all ayes. There was a brief discussion as to how to sell the old mower.

FINANCIAL REPORT/STATEMENT- Tiffany presented the August 2019 financial reports. Joseph Hasychak made a motion to approve the August 2019 financial report/statements as presented. Maggie Stock seconded the motion. Roll call indicated all ayes.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 24443 through 24523 from the regular checking account. Joseph Gray made a motion to approve check numbers 24443 through 24523 from the regular checking account and Maggie Stock seconded the motion. Roll call indicated all ayes.

NON AGENDA ITEMS- None.

EXECUTIVE DIRECTORS REPORT- John welcomed Charles Parham- MV Transportation's new manager for the facility (he replaces Laura Felton). Charles was the Safety Director for Mid Mon Valley Transit for six years prior to coming to BTA. Charles has been in the transportation industry for twenty years and in the safety industry for forty years.

Evening and day time service trips totaled 17,233 for August 2019. A slight decrease of 78 trips from August 2018.

Commuter service total trips were 3,349 and averaged 152.3 trips per day in August 2019. A slight increase from July- up from 150.5 a day. Steady, but slow growth.

BTA had its PennDot 5311 program audit on September 4, 2019. BTA expects few findings if any from this review. BTA received the preliminary findings but has not received the official letter. The preliminary has been forwarded to the solicitor. Staff will be working on the response. Staff did a great job in preparing the necessary documents and all was submitted prior to the meeting. John commended the BTA staff.

John and Karl met with Bob Sharp and Gannett Fleming today to discuss the most recent construction projects- CNG Updates and Road Replacements (a summary of how the projects went and improvements that can be made for future construction projects was discussed).

John submitted the letter from BTA to PennDot requesting an adjustment to the standards for the Commuter Service.

The Expansion Training Room/Wait Area/Park and Ride Project has been stalled at 30% design. However, it appears that PennDot should be approving the preparation of final design drawings in the next few weeks. Hopes are that construction would start next year and everything would be under roof by next Fall and completion by the Spring of 2021.

Jim Diamond addressed the Board and updated all regarding the Pullman Standard Group. He thanked everyone for supporting them. He explained that the banners were no longer an option since the poles cannot withstand the wind load. The Group has now decided to sell license plates. Jim brought one of the plates to show to everyone. He announced that the Group has already sold over 100 currently. The license plate is designed from a safety award that Pullman Standard received. All of the work is being done locally. The goal is to eventually place a monument by the yellow railcar to explain what the railcar represents. The Group would also like to possibly place three banners at the entrance of Hollywood Drive- one for John Hansen (the engineer), one for Diamond Jim Brady (the salesman) and one for George Pullman. Jim mentioned the seven local vendors for the license plates. John mentioned that the new wait area already has a designated area for the Group to display some of their memorabilia.

Minutes of the Meeting
September 17, 2019

The next regular scheduled board meeting is Tuesday October 8, 2019 at 5:00pm at the Butler Transit Authority facility.

QUESTIONS FROM MEDIA/VISITORS- Ryan Saeler asked for the details regarding the purchase of the new mower. The information was provided as requested. Ryan asked how this was funded and John explained that this will be paid out of operating funds. Karl is hoping the new mower will arrive in a couple of weeks and this mower will be used at the administrative offices as well as the Route 528 Park and Ride.

ADJOURNMENT- Joseph Hasychak made a motion to adjourn the meeting at 5:21pm and Joseph Gray seconded the motion. Roll call indicated all ayes.