

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER COUNTRY CLUB AT 310 COUNTRY CLUB ROAD, BUTLER, PA
December 13, 2022**

Joseph Hasychak
Charles Savannah
Joseph Gray
Jim Diamond
Chris Rearick

John H. Paul, Executive Director
Rebecca Black, Lutz, Pawk & Black
Molly Miller, Butler Eagle
Tiffany Fosnaught

Charles Savannah 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, Charles Savannah, Jim Diamond, Chris Rearick and Joseph Gray were present. Lance Calvert was absent.

MINUTES OF THE MEETING: Joseph Gray motioned to approve the minutes from the November 2022 Board Meeting as presented. This motion was seconded by Joseph Hasychak. 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

2023 BOARD MEETING SCHEDULE- The Board was provided with a tentative 2023 Board Meeting Schedule prior to the meeting to review. Charles Savannah asked for approval of the schedule. Jim Diamond made a motion to accept the 2023 BTA Board Meeting Schedule as presented and Joseph Gray seconded the motion. Roll call indicated all ayes.

2023 HOLIDAY SCHEDULE- The Board was provided with a tentative 2023 Holiday Schedule prior to the meeting to review. Charles Savannah asked for approval of the schedule. Joseph Hasychak made a motion to accept the 2023 BTA Holiday Schedule as presented and Jim Diamond seconded the motion. Roll call indicated all ayes.

SANTA BUS ISSUES- John explained that the bus that houses the Santa suit is more that past its useful life and is ready to be disposed. BTA is not even able to run this bus during regular service anymore. This bus had been limited to being mostly used for the Christmas Parade. The suit would have to be drastically changed in order for it to fit another bus. John also spoke with Stevie Hutchison and they discussed what all is entailed with cleaning the bus suit. Mr. Hutchison told John that it would be difficult to find an establishment that would be able to clean a bus Santa suit like Hutchison's Cleaners did. John also shared that Hutchison's also provided that service at no cost to BTA. John searched online for other alternatives but was unable to find anything. John is proposing that BTA just decorate one of the newer buses for the Christmas Parade and not worry about a Santa Bus moving forward. The Board and Staff can discuss this issue again in the future when a decision needs to be made if BTA will be participating in the Christmas Parade. This was more for informational purposes.

APRIL 2023 FARE DISCOUNTS- John asked the Press who were present at the meeting to please consider allowing BTA to provide a press release regarding the information discussed on this topic. John shared the following: BTA would like to offer free fares for Commuters in April and for Local service BTA would like to offer \$20 adult monthly passes to passengers who choose to utilize the mobile app Token Transit in the month of April. This pass is normally \$40. The purpose of this promotion is to promote ridership as well as encourage passengers to use the mobile app rather than cash or ConnectCards. Jim Diamond made a motion to approve the proposed April 2023 Fare Discounts as presented and Joseph Gray seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the November 2022 financial reports. Joseph Hasychak made a motion to approve the November 2022 financial report/statements as presented. Chris Rearick seconded the motion. Roll call indicated all ayes. John and Tiffany shared that audit has been submitted, completed and has been accepted. John has sent the information regarding the RFPs for IT Services and Audit Services to Rebecca for review as a proactive action. These will be reviewed by the solicitor, presented to the Board for approval Board and then advertised at the appropriate timeframe.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check number 516 from the Project checking account. Joseph Hasychak asked what this check was for. Tiffany explained that this was for the new bus lifts. John further explained that BTA has asked for permission to use operating reserves funding to cover this project until the State funding has been received since the funding was requested at the end of September and BTA still has not received it. The vendor is asking for payment. The State sent approval this afternoon to follow through with John's request so that the vendor can be paid. Jim Diamond made a motion to approve check number 516 from the Project checking account and Joseph Hasychak seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 27702 through 27778 from the Regular checking account. Tiffany shared that this included the checks that were signed at the meeting. Jim Diamond made a motion to approve check numbers 27702 through 27778 from the Regular checking account and Charles Savannah seconded the motion. Roll call indicated all ayes.

NON AGENDA ITEMS- None.

EXECUTIVE DIRECTORS REPORT- Evening and day-time service trips for November 2022 totaled 12,228. An increase of 1,217 trips from November 2021. Commuter service total trips were 1,145 for November 2022. An increase of 327 trips from November 2021.

John has been elected President of the Statewide Transit Insurance Pools for SAFTI. BTA has been a member for years- regarding Worker's Compensation and Property and Liability. There will be 24 members starting January 1, 2023.

John participated with Butler County in the Countywide monthly municipal outreach webinar on December 7, 2022. During the webinar John shared what BTA has been doing and what the future plans are.

John shared that Jayne Friedman passed away on February 27, 2002. Joseph Gray was her replacement. Joseph Gray has been on BTA's Board for 20 years. John thanked him for his tremendous service and shared that he will be missed. Joseph Gray's replacement has not been selected yet.

Minutes of the Meeting
December 13, 2022

The next regular scheduled board meeting is Tuesday January 10, 2023 at 5:00pm at the BTA Transit Center Board room at 130 Hollywood Drive. John wished everyone a Merry Christmas and Happy New Year and presented Joseph Gray with a token of appreciation for his service on the BTA Board. Joseph Gray thanked everyone and shared that he thoroughly enjoyed being a part of BTA's Board.

QUESTIONS FROM MEDIA/VISITORS- Molly asked about the BTA 2023 Holiday Schedule. John provided her with a copy of both the 2023 Holiday Schedule and the 2023 Board Meeting Schedule. Tiffany shared that the Holiday Schedule was for Office Staff only. The BTA Holiday Bus Schedule is posted on the website. Molly also asked for clarification of the Rotary Lifts that were discussed and John provided additional information as to why they were needed and how they were funded.

ADJOURNMENT - Joseph Gray made a motion to adjourn at 5:32pm and Jim Diamond seconded the motion. Roll call indicated all ayes.