

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT AT 310 COUNTRY CLUB ROAD
December 14, 2021**

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

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

Joseph Hasychak called the meeting to order at 5:00 pm. Board Members, BTA Staff and the Solicitor attended the meeting at the Butler Country Club located at 310 Country Club Road Butler, PA 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, Joseph Gray, Lance Calvert, Jim Diamond and Chris Rearick were all present. Attendance was taken for anyone on the teleconference so that Tiffany could document their attendance.

MINUTES OF THE MEETING: Charles Savannah motioned to approve the minutes from the November 2021 Board Meeting as presented. This motion was seconded by Jim Diamond. Roll call 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

CHANGE ORDER #5- \$9,664.98- The Board Members were provided details of the change order prior to the meeting. John reviewed the details of the change order- wrong paper dispensers were ordered for the lavatory, a structural issue- the designer was off by approximately eighteen inches so the roof had to be realigned and the beam at the entry needed to be enclosed. John shared that the State has already approved the Change Order. These three items totaled \$9,664.98. Joseph Gray asked who the designer was and John provided the information. Jim Diamond made a motion to approve Change Order #5 in the amount of \$9,664.98 regarding the Wait Area Build Out at 130 Hollywood Drive. Joseph Gray seconded the motion. Roll call indicated all ayes.

BTA MEETING SCHEDULE 2022 - The Board was provided a preliminary 2022 BTA Board Meeting Schedule prior to the meeting for review. Charles Savannah made a motion to approve the 2022 BTA Board Meeting Schedule as presented and Joseph Gray seconded the motion. Roll call indicated all ayes.

BTA HOLIDAY SCHEDULE 2022 - The Board was provided a preliminary 2022 BTA Holiday Schedule prior to the meeting for review. Joseph Hasychak asked John if this was similar to 2021. John pointed out that a new holiday was added (Martin Luther King Jr Day) since it was approved at a prior meeting. John also shared that New Year's Day will be observed on January 3rd because New Year's Day is on a Saturday. There was a brief discussion regarding New Year's Day. Chris Rearick made a motion to approve the 2022 BTA Holiday Schedule as presented and Lance Calvert seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the November 2021 financial reports. Joseph Hasychak made a motion to approve the November 2021 financial report/statements as presented. Joseph Gray seconded the motion. Roll call indicated all ayes. John shared that BTA's FY 2020-2021 audit has been filed with the Federal and State government and BTA has received notification that the audit has been received by both.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 486-491 from the Project checking account. Jim Diamond made a motion to approve check numbers 486-491 from the Project checking account and Charles Savannah seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 26732 through 26810 from the Regular checking account. Charles Savannah made a motion to approve check numbers 26732 through 26810 from the Regular checking account and Jim Diamond seconded the motion. Roll call indicated all ayes.

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NON AGENDA ITEMS- Joseph Hasychak mentioned the Christmas Parade and the Board Members who rode the Santa Bus. Everyone discussed why the Trolley/Santa Bus is strictly used for the Christmas Parade and not Fixed Route anymore.

EXECUTIVE DIRECTORS REPORT- Evening and day-time service trips totaled 11,011 for November 2021. An increase of 225 trips from November 2020.

Commuter service total trips were 818 for November 2021. An increase of 193 trips from November 2020.

Construction was progressing on time and/or ahead of schedule but now there are material delays- doors, windows a circuit board and roof panels.

BTA received notification that the Triennial Review is now complete and clear of any deficiencies. John accredited BTA staff and the solicitor for their diligent efforts in this matter. Rebecca shared with the Board the difficulties that BTA had regarding the Review.

The next regular scheduled board meeting is Tuesday January 11, 2022 at 5:00pm at BTA Transit Center Board room at 130 Hollywood Drive.

QUESTIONS FROM MEDIA/VISITORS- Eddie asked how many holidays BTA has scheduled for 2022. BTA staff answered accordingly. BTA explained that the Board voted on the office holiday schedule. Eddie then asked for the days in 2022 that BTA's buses would not be running. BTA Staff provided the information.

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