

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
July 18, 2023**

Charles Savannah
Chris Rearick
Tricia Kradel
Joseph Hasychak
Jim Diamond
Lance Calvert

John H. Paul, Executive Director
Rebecca Black, Lutz, Pawk & Black
Eddie Trizzino, Butler Eagle
Laura Felton, MV Transportation
Cooky Diamond, Public
Tiffany Fosnaught

Charles Savannah called the meeting to order at 5:00 pm with a moment of silence followed by the pledge of allegiance. Charlie asked that everyone present take a moment to remember Molly Calvert (Lance's sister).

ROLL CALL: Tiffany called the roll. Charles Savannah, Joseph Hasychak, Chris Rearick, Jim Diamond, Lance Calvert and Tricia Kradel were all present.

MINUTES OF THE MEETING: Joseph Hasychak motioned to approve the minutes from the June 2023 Board Meeting as presented. This motion was seconded by Jim Diamond. Roll call indicated all ayes.

CORRESPONDENCE: Joseph Hasychak read a thank you note from the Molly Calvert Family regarding the flowers sent by Butler Transit Authority.

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

UPDATED BIKES ON VEHICLES POLICY- Rebecca informed the Board that there were two minor revisions to BTA's Bicycle Use Policy. One is to add that the policy now includes battery operated bikes (with this added verbiage BTA's policy limits bicycles to man powered only). The other revision is that bicycles cannot be brought inside the bus. They must be stored on the bike rack. Joseph Hasychak made the motion to approve the amendments to BTA's Bicycle Use Policy as presented. Jim Diamond seconded the motion. Roll call indicated all ayes.

FIVE YEAR LEASE AGREEMENTS FOR 128 & 130 WEST NEW CASTLE STREET- John explained that the leases for the BTA terminal and the additional space for MV are in need of renewal. The renewals would be for five years. The amounts are \$1,365.33 for the terminal (wait area for passengers) and \$515.00 for the additional space (MV office) with 3% increases annually. This increase can be adjusted based on previous year's consumer price index but not to exceed 5% per year. Lance Calvert made the motion to approve the renewal of both leases (128 & 130 West New Castle Street) as presented. Chris Rearick seconded the motion. Roll call indicated all ayes.

PEOPLES NATURAL GAS SETTLEMENT- Rebecca shared that BTA and the solicitor had multiple discussions with Peoples Natural Gas. Rebecca then setup a conference call with Peoples Natural Gas legal counsel. Ultimately BTA and Peoples Natural Gas agreed to settle with a 35% discount regarding the office and CNG plant natural gas accounts if paid in full immediately. The total savings is \$90,613.92. She explained that unfortunately there are PUC provisions that allow Peoples Natural Gas to collect up to four years in arrears even though the error was on their part. Charles Savannah asked if there is something that BTA can do to prevent this from happening again. Rebecca explained that there were multiple factors involved and it is very unlikely this would happen again. John shared that he has already called Board Members regarding this issue and it was approved via phone vote. Joseph Hasychak made a motion to ratify the settlement between BTA and Peoples Natural Gas as discussed. Jim Diamond seconded the motion. Roll call indicated all ayes. Board members thanked Rebecca for her diligence in this matter.

SCISSOR LIFT PURCHASE- John shared that BTA is requesting to replace the current scissor lift that has reached the end of its useful life. Tim obtained a quote from Burns for \$22,540 for a new one. Joseph Hasychak asked what BTA will do with the old one. John said that BTA will either trade it in or sell it and use the for future capital purchases. Joseph Hasychak made a motion to approve the purchase of a new scissor lift totaling \$22,540. Jim Diamond seconded the motion. Roll call indicated all ayes.

TIRE MACHINE PURCHASE- John explained that BTA has been having issues for over two years with the current tire machine. The current machine has now reached the end of its useful life. Tim has obtained a quote from Don Parker in the amount of \$21,2221.27 for a new tire machine. Joseph Hasychak made a motion to approve the purchase of a new tire machine from Don Parker totaling \$21,221.27. Lance Calvert seconded the motion. Roll call indicated all ayes.

HOTSY PRESSURE WASHER PURCHASE- John shared that BTA is requesting to replace a Hotsy pressure washer. Tim has a quote totaling \$6,477.50. John explained that BTA will either sell the current pressure washer (with proceeds going towards future capital purchases) or trade it in on the new one. Chris Rearick made the motion to approve the purchase of the Hotsy pressure washer in the amount of \$6,477.50. Tricia Kradel seconded the motion. Roll call indicated all ayes.

ADA WEBSITE COMPLIANCE \$1,330 BLUE ARCHER- John communicated that BTA needs their website reviewed and updated to ensure that it is ADA compliant. Blue Archer currently maintains BTA's website and is able to perform this task. BTA has been informed that this is an area that FTA will be focusing on during the next audit. BTA is being proactive and addressing the issue. Blue Archer has quoted a price of \$1,330.00. Rebecca stated that there are many ADA lawsuits happening nationwide and that is causing more stringent audits in this area. Chris Rearick asked what defines "ADA compliant". John stated that he was not sure but knew that Blue Archer is aware of what constitutes compliancy and they know how to assist in correcting issues with noncompliance. The review was \$330 and the compliance section was an additional \$1,000. John felt it was money well spent. Tricia Kradel made a motion to approve the purchase of ADA website compliance assistance from Blue Archer in the amount of \$1,330. Lance Calvert seconded the motion. Roll call indicated all ayes.

APPRECIATION LUNCHEON- John is asking for approval for the annual appreciation luncheon for BTA staff. The Atrium is already booked so the Butler Country Club would be an option. John has already phoned the Country Club with three possible dates and is awaiting answers regarding availability. The dates were discussed with the Board. John also asked for approval for the regular awards that are provided to staff for years of service. John also asked to reincorporate the Christmas hams to drivers as a sign of appreciation. Charles Savannah stated that he believes that this is a rewarding event for all involved. Joseph Hasychak made a motion to approve BTA's annual appreciation luncheon for BTA Staff (including regular awards) and the reinstatement of Christmas Hams for Drivers. Jim Diamond seconded the motion. Roll call indicated all ayes. John stated that staff and Board Members are welcome to bring a guest.

FINANCIAL REPORT/STATEMENT- The updated June 2023 financial reports were provided at the Board meeting. Tiffany stated that there will still be changes made since this is the year end and invoices are still being received. She is still in the process of finalizing for audit. Jim Diamond made a motion to approve the June 2023 financial report/statements as presented. Joseph Hasychak seconded the motion. Roll call indicated all ayes. Tiffany announced that the annual audit will begin at the end of September.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 28162 through 28205 from the Regular Checking Account. Jim Diamond made a motion to approve check numbers 28162 through 28205 from the Regular checking account and Lance Calvert seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 28244 through 28325 from the Regular checking account. Jim Diamond made a motion to approve check numbers 28244 through 28325 from the Regular checking account and Joseph Hasychak seconded the motion. Roll call indicated all ayes

EXECUTIVE DIRECTORS REPORT- Evening and day-time service trips for June 2023 totaled 14,008. An increase of 927 trips from June 2022. An annual increase of 22,601 (17%). BTA is now at 87% of pre-covid ridership for local service.

The results of the 25-day unlimited pass trial sale are as follows: BTA sold 4 in March (before the sale), 54 in April (month of sale), 11 in May and 24 in June (so far). John stated that people were allowed to buy two in April but the numbers in June still reflecting that the passengers are maintaining. He reminded the Board that this promotion was only available to passengers that used the Token Transit App. These passengers are continuing to use the app. It looks as if this was a success and BTA may revisit this in the future to drive even more customers towards using the app and away from the fareboxes.

Commuter service total trips were 1,353 for June 2023. An increase of 246 trips from June 2022. An annual increase of 4,438 (30%). BTA is now at 51% of pre-covid ridership. John clarified that this is what is occurring nationally. Agencies are seeing that riders are still working from home either full-time or part-time.

Ridership seems to have been maintained from BTA's free trial in April (Free Fare). Numbers were as follows: April- 1,481 May- 1,498 June- 1,353. March was 1,033 prior to the free fare trial.

BTA's terminal was closed on Monday. There was a water leak over the weekend. The leak has now been repaired and the terminal was able to reopen on Tuesday.

The next regular scheduled board meeting is Tuesday August 8, 2023 at 5:00pm at the BTA Transit Center Board room at 130 Hollywood Drive.

QUESTIONS FROM MEDIA/VISITORS- Eddie asked for clarification regarding the Peoples Natural Gas Settlement. Rebecca addressed all of Eddie's questions. Eddie also asked how the purchases that were approved this evening were being funded. John explained that all three items were part of a capital grant award from PennDot. Eddie also asked for further explanation regarding the ADA compliance from Blue Archer. John answered accordingly. Eddie asked when the ADA compliance would be performed. John said that it can be performed as soon as Blue Archer is able now that it is approved by the Board.

Charles Savannah made an announcement that the BTA Board will be going into an Executive Session regarding Personnel and the Board will return.

ADJOURNMENT - Upon returning from Executive Session Charles Savannah made a motion to adjourn at 5:51pm and Chris Rearick seconded the motion. Roll call indicated all ayes.