

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
June 21, 2022**

Chris Rearick
Charles Savannah
Lance Calvert
Joseph Gray

John H. Paul, Executive Director
Rebecca Black, Lutz, Pawk & Black
Molly Miller, Butler Eagle
Ryan Saeler, Butler Media Group
Laura Felton, MV Transportation
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 took a moment to welcome the press back to the in-person Board meetings.

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

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

CODE OF CONDUCT POLICY UPDATE- Rebecca explained that currently BTA has a Code of Conduct Policy that stands alone as well as portions of this policy that appear elsewhere (ie. ADA Service Policy). They basically say the same thing substantively but one area may be more generalized than the other. BTA is going to make some housekeeping changes to ensure that policies are compliant with updated Federal regulations and that none of these contradict any of the policies within themselves. All policies are available for review by any individual. Joseph Gray made a motion to approve the solicitor's review of BTA's policies and to make necessary changes to remain compliant with updated Federal regulations and to ensure that none of the policies contradict one another. Chris Rearick seconded the motion. Roll call indicated all ayes.

ACCOUNTING SERVICES- AS NEEDED (\$85/HR)- John shared that the contract for outside accounting services is expiring and BTA has not needed outside accounting services for several years but BTA should extend the contract just in case these services are needed on the future. John contacted Habenicht, Novak and Birckbichler and confirmed the rate of \$85/hr. Joseph Gray made a motion to approve a five year contract starting July 1, 2022 between BTA and Habenicht, Novak and Birchbickler for outside accounting services as needed at a rate of \$85/hr. Lance Calvert seconded the motion. Roll call indicated all ayes.

EXTEND LEGAL SERVICE AGREEMENT THROUGH JUNE 30, 2029- John shared that the contract for legal services is also expiring but allows for an extension. The current rate of \$150/hr would continue through June 30, 2026 and a new rate of \$160/hr would be from July 1, 2026 through June 30, 2029. Charlie shared that BTA is very pleased with the services that Lutz, Pawk and Black provide. Joseph Gray made a motion to extend the Legal Services Agreement through June 30, 2029 at the rates stated. Charles Savannah seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the May 2022 financial reports. Lance Calvert made a motion to approve the May 2022 financial report/statements as presented. Chris Rearick seconded the motion. Roll call indicated all ayes. Tiffany shared that BTA's yearly audit has already been scheduled for the week of September 26th. John shared that the Audit Agreement will be ending on June 30, 2023 and BTA will have to prepare a new RFP for these services in the near future. Tiffany asked that the Board please note the new Income Statements that have been added to the Board Kits regarding new projects. Charlie commended Tiffany for her efforts in keeping BTA's financial records in order. Tiffany thanked him.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check number 502 from the Project checking account. Charles Savannah made a motion to approve check number 502 from the Project checking account and Joseph Gray seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 27211 through 27289 from the Regular checking account. Joseph Gray made a motion to approve check numbers 27211 through 27289 from the Regular checking account and Lance Calvert seconded the motion. Roll call indicated all ayes.

NON AGENDA ITEMS- None.

EXECUTIVE DIRECTORS REPORT- John shared that he spoke with Ross Guidotti from KDKA yesterday via phone. The Executive Director from Westmoreland Transit had been interviewed on the television regarding the increase in ridership based on the current gasoline prices. John spoke with Ross specifically about BTA's Commuter service which had an increase by 33 1/2% over the last month.

Evening and day-time service trips for May 2022 totaled 12,191. An increase of 1,209 trips from May 2021. An increase of 10%.
Commuter service total trips were 937 for May 2022. An increase of 313 trips from May 2021.

John and Charles Savannah met with the County Commissioners yesterday. No actions were taken. The Commissioners were inquiring about BTA's future plans. John shared BTA's 2022-2023 Marketing Plan with the Commissioners and discussed possibilities regarding Cranberry Township. Charlie shared that John was well organized and presented BTA's plans quite eloquently. John commended his staff and Charlie shared that he was proud to be a part of BTA's Board. It was a good meeting that lasted a little less than an hour.

This morning John was elected as the Vice Chairperson of the State Association (PPTA) for his second term. Everyone congratulated him.

The next regular scheduled board meeting is Tuesday July 12, 2022 at 5:00pm at BTA Transit Center Board room at 130 Hollywood Drive.

John relayed that there is now glass in the front area of the new Wait Area. Some of the locks have not been installed and the area still needs cleaned up. BTA is looking at September 13, 2022 as the possible rededication of the facility with the new addition since the Deputy Secretary of Transportation of PA is available to attend on that date.

QUESTIONS FROM MEDIA/VISITORS- Ryan asked what developments were being considered by BTA for the Cranberry Township area. John shared that BTA is contemplating a Transit Transfer Center in Cranberry Township in conjunction with the Pittsburgh Penguins and UPMC (a parking garage and lower level Transfer Center). BTA is hoping that it will be a regional project (possible connections with Pittsburgh, Beaver, New Castle, etc). This center would then distribute workers in the areas needed. This is currently under study. Delta Development is conducting the study. The study is in the preliminary stage and SPC is involved with funding the preliminary study. John is not sure how the next stages will be funded. Hopes are that the study will be completed by the Fall of 2022 because of the funding cycle. Molly asked when the changes to the Code of Conduct Policy are to be expected. Rebecca replied that she would anticipate within the next week. Rebecca also verified that these are routine updates to the policy.

ADJOURNMENT - Joseph Gray made a motion to adjourn at 5:22pm and Lance Calvert seconded the motion. Roll call indicated all ayes.