

**BUTLER TRANSIT AUTHORITY  
MINUTES OF THE MEETING  
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE  
March 12, 2024**

Charles Savannah  
Tricia Kradel  
Joseph Hasychak  
David Johnston

John H. Paul, Executive Director  
Rebecca Black, Lutz, Pawk & Black  
Ryan Saeler, Butler Media Group  
Tiffany Fosnaught

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Joseph Hasychak (in Chris Rearick’s absence) 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. Charles Savannah, Joseph Hasychak, Tricia Kradel and David Johnston were present. Chris Rearick and Lance Calvert were absent.

**MINUTES OF THE MEETING:** David Johnston motioned to approve the minutes from the February 2024 Board Meeting as presented. This motion was seconded by Tricia Kradel. 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**

**RELEASE RFP FOR WINTER SIDEWALK MAINTENANCE- RTE 528 PARK AND RIDE-** John explained that BTA's current contract for winter sidewalk maintenance at the Route 528 Park and Ride is expiring. Charles Savannah made a motion to allow BTA to release the RFP for winter sidewalk maintenance at Route 528 Park and Ride. Tricia Kradel seconded the motion. Roll call indicated all ayes. There was a brief discussion regarding the contract timeframe (calendar year vs fiscal year).

**ADA LIFT AND RAMP POLICY-** Rebecca discussed that this is actually BTA's ADA Service Policy and it has been in effect for a number of years. In this policy under passenger responsibilities BTA lists the capabilities of BTA's lift ramp on the buses (the total weight of chair and person has to remain under a certain weight for the ramp to function properly). However, the weight limits and the platform sizes have changed on both the local (Gillig) and the commuter buses (MCI). Rebecca then shared the changes: Gillig- now 1,000 lbs lift capacity with ramp measurements of length of 49 inches and width of 30 inches; MCI- now 750 lbs lift capacity with ramp measurements of length of 54 inches and width of 30 inches. These are the only changes to the proposed amended policy. David Johnston made a motion to approve the amendment to BTA's current ADA Service Policy as discussed. Charles Savannah seconded the motion. Roll call indicated all ayes. Tricia Kradel asked if these capacities are on the buses. Rebecca stated that BTA can clarify, but she believed that they are on the ramps themselves. John also shared that the policy is available on BTA's website.

**TREES FOR BTA 35 YEAR ANNIVERSARY-** John shared that Kelly thought it would be a nice idea to plant 35 trees for BTA's 35 year anniversary (staying environmentally friendly- like CNG buses). She is suggesting that any staff, Board Members, drivers, etc who would like to participate come and join in planting these trees. She has spoken with the County- Parks and Recreation and Alameda Park is open to the idea. BTA has contacted an agency in Pittsburgh that would sell them at a lower rate than commercial. BTA is looking at approximately total costs of \$1,200 for 35 hardwood trees. Joseph Hasychak asked when the trees would be planted. John explained that BTA's anniversary is technically September so the trees would be planted in the fall of 2024. Charles Savannah made a motion to approve the purchase of 35 hardwood trees to be planted in Alameda Park in celebration of BTA's 35 years of service. Tricia Kradel seconded the motion. Roll call indicated all ayes.

**FINANCIAL REPORT/STATEMENT-** Tiffany presented the February 2024 financial reports for approval. Charles Savannah made a motion to approve the February 2024 financial reports as presented. David Johnston seconded the motion. Roll call indicated all ayes. Tiffany shared that she already begun the process of setting up the new accounting software (Sage Intacct).

**APPROVAL OF THE CHECKS-** Tiffany asked for approval of check numbers 537 and 538 from the Project Checking Account. Charles Savannah made a motion to approve check numbers 537 and 538 from the Project Checking Account and Tricia Kradel seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 28834 through 28911 from the Regular Checking Account. David Johnston made a motion to approve check numbers 28834 through 28911 from the Regular checking account and Tricia Kradel seconded the motion. Roll call indicated all ayes.

**EXECUTIVE DIRECTORS REPORT-** Evening and day-time service trips for February 2024 totaled 15,142. An increase of 2,549 trips from February 2023.

Commuter service total trips were 1,407 for February 2024. An increase of 259 trips from February 2023.

RFP and specifications are being released for the new in-floor lift in Bay 2.

BTA in the process of acquiring pricing for the replacement of the in-floor lift for Bay 1. The State has agreed to place this project in a Capital Grant. There was a brief discussion regarding the useful life and which lifts were involved. John shared that the budget will be discussed at next month's meeting. Figures for the lifts will be available and the award for the site preparation will be discussed.

BTA's radio antenna and repeater at Alameda have failed. John contacted the County Commissioners and John was referred to Steve Bicehouse (Butler's 911 Services). BTA is exploring options with Butler County to use the tower at Sunnyview. BTA can purchase an antenna and repeater or use the county's equipment and buy new radios. BTA is looking for the best long-term solution.

The next regular scheduled board meeting is Tuesday April 23, 2024 at 5:00pm at the BTA Transit Center Board room at 130 Hollywood Drive.

**QUESTIONS FROM MEDIA/VISITORS-** Ryan asked for further details regarding the tree planting event. John provided answers (BTA's actual anniversary date, type of trees, markers for trees, etc). Ryan also asked the timeframe for the in-floor lift replacement. John explained the steps involved with the replacement. BTA is hoping by the beginning of next year. Ryan asked if more information will be provided about the tower/radios situation at the next meeting. John confirmed there would be more information provided at the April 2024 meeting.

**ADJOURNMENT –** Charles Savannah made a motion to adjourn at 5:27pm and Tricia Kradel seconded the motion. Roll call indicated all ayes.