

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
May 20, 2025**

Charles Savannah
Tricia Kradel
Joseph Hasychak
Lance Calvert

John H. Paul, Executive Director
Rebecca Black, Lutz, Pawk & Black
Mitch Schultz, Lutz, Pawk & Black
Ryan Saeler, Butler Media Group
Laura Felton, MV Transportation
Tiffany Fosnaught

Joseph Hasychak called the meeting to order at 5:00pm with a moment of silence followed by the pledge of allegiance.

ROLL CALL: Tiffany called the roll. Charles Savannah, Joseph Hasychak, Tricia Kradel and Lance Calvert were present. Dave Johnston and Chris Rearick were absent.

MINUTES OF THE MEETING: Tricia Kradel motioned to approve the minutes from the April 2025 Board Meeting as presented. This motion was seconded by Charles Savannah. 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

DESTROY LIST SUMMER 2025- John shared that Tiffany compiled a destroy list based on BTA's Document Destruction Policy. The list was sent in the original Board Kits. Joseph Hasychak inquired as to which business will conduct the destruction. Tiffany shared that Out of Site Shredding will be contacted to perform the destruction. Charles Savannah made a motion to approve BTA's 2025 Summer Destruction List as presented and Tricia Kradel seconded the motion. Roll call indicated all ayes.

BUS WASH PERMITS- John read aloud the initial permits needed for the new bus wash currently being designed. This bus wash will be starting construction in the Spring of 2026: Commercial Land and Development Fee \$200 payable to Butler County Treasurer, Land Development Plan Submission \$225 payable to the City of Butler and E&S Review Fee \$500 payable to Butler County Conservation District. Charles Savannah made a motion to approve the payment of the permits presented to initialize BTA's new bus wash. Tricia Kradel seconded the motion. Roll call indicated all ayes.

JUNE BOARD MEETING DATE CHANGE 6/10 TO 6/17- John explained that due to scheduling conflicts he is requesting BTA's June Board Meeting be moved from June 10, 2025 to June 17, 2025. Joseph Hasychak made a motion to approve the date change for BTA's June Board Meeting as presented and Charles Savannah seconded the motion. Roll call indicated all ayes.

PARKING RESOLUTIONS- Rebecca reminded the Board that this item was discussed at a prior meeting. The concern is that vehicles have been parking in the lots (either staff parking lot or park and ride lot) at 130 Hollywood Drive overnight or multiple days/nights (or a week). Rebecca is proposing a sign be placed to state "patrons or riders only" and "no overnight or weekend parking". John added that the signs need to state "subject to towing at owner's expense". Joseph Hasychak asked when this would be posted. John and Rebecca need approval so that the proper wording can be compiled, signs can be made and then placed in the lots. John is not sure who the owners of the vehicles who that are currently leaving their vehicles overnight. Charles Savannah asked who would enforce the policy. Rebecca stated that BTA would have to notify the police when the policy is not adhered to. BTA's cameras can be used for verification. Charles Savannah made a motion to approve an updated parking policy restricting or limiting overnight parking at the 130 Hollywood Drive Location (BTA's Administration Office)- both lots- staff parking and Park and Ride parking. Tricia Kradel seconded the motion. Roll call indicated all ayes.

5 YEAR CINTAS CONTRACT- John stated that Cintas currently supplies BTA's janitorial/mats and medicine cabinet supplies. Cintas charges BTA based on usage (Cintas replaces what BTA uses). Tricia Kradel made a motion to approve a new 5-year contract between BTA and Cintas and Charles Savannah seconded the motion. Roll call indicated all ayes.

3 YEAR FIRE FIGHTER CONTRACT- John shared that this is for maintenance and reviewing BTA's sprinkler system in the facility. BTA was only able to obtain a 2-year contract from another vendor (\$2,700/yr). BTA currently uses Fire Fighter and is pleased with their services. Fire Fighter is proposing \$2,400/yr. Charles Savannah made a motion to approve the 3-year contract between BTA and Fire Fighter (\$2,400/yr) and Tricia Kradel seconded the motion. Roll call indicated all ayes.

RNG CONTRACT- TRILLIUM- John explained the RNG Trillium contract was reviewed by PennDOT and Jill Nagy (special counsel). John was advised that BTA cannot make any changes. John sent the information to Rebecca for review. The agreement gives BTA a share of the RNG (renewal natural gas) credits that Trillium will receive for BTA's usage. BTA will be reimbursed approximately 10% of the value of the credit that Trillium receives for BTA's gas. BTA will receive monthly cash reimbursements via ACH direct deposit. Tiffany is the contact for billing and John is the contact for signature on the agreement. Regarding CNG usage for the buses- regular natural gas is not eligible for the program. Charles Savannah asked the length of the contract. Rebecca shared that she thought it was a 5-year contract with an automatic renewal. Charles Savannah made a motion to approve the RNG Contract with Trillium as presented. Tricia Kradel seconded the motion. Roll call indicated all ayes.

APTA ANNUAL EXPO- BOSTON- John is requesting to attend the APTA EXPO in Boston (4 nights, registration, flight, meals and incidentals). John has not attended an APTA since COVID. Joseph Hasychak made a motion to approve John's request to attend the APTA EXPO in Boston. Charles Savannah seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the April 2025 financial reports for approval. Joseph Hasychak made a motion to approve the April 2025 financial reports as presented. Charles Savannah seconded the motion. Roll call indicated all ayes. Joseph Hasychak asked what accounting software Tiffany is using. She shared Sage Intacct. She also shared that she is now a reference for new potential clients. New potential Sage Intacct clients call and ask her questions about her experience with her implementation as well as her current utilization of the software. Tiffany also stated that she has been contacted by the auditors regarding the annual audit. The schedule is already being considered for when this will be conducted for BTA FY 2024-2025 Audit.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 131 through 134 from the new State Funding Account. Tricia Kradel made a motion to approve check numbers 131 through 134 from the new State Funding Account and Charles Savannah seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 575 through 577 from the Capital Project Checking Account. Charles Savannah made a motion to approve check numbers 575 through 577 from the Capital Project Checking Account and Tricia Kradel seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 30058 through 30108 plus 4/30/25 and 5/15/25 Payroll (including Payroll taxes and 403b contributions to Principal) from the Regular Checking Account. Tricia Kradel made a motion to approve check numbers 30058 through 30108 plus 4/30/25 and 5/15/25 Payroll (including Payroll taxes and 403b contributions to Principal) from the Regular Checking Account. Charles Savannah seconded the motion. Roll call indicated all ayes.

EXECUTIVE DIRECTORS REPORT- Evening and day-time service trips totaled 14,489 for April 2025. A decrease of 90 trips from April 2024.

Commuter service total trips totaled 1,408 for April 2025. A decrease of 46 trips from April 2024.

John shared that staff attended the PPTA Conference in Lancaster, PA and found it positive and informative.

John transferred \$750,000 from Nextier to PLGIT. BTA was informed the Federal funds were to be requested monthly. BTA had not requested yet this fiscal year. Tiffany submitted almost \$1 million with the request sent. BTA has close to \$1.5 million in reserves currently.

The next regular scheduled board meeting is Tuesday June 17, 2025 at 5:00pm at the BTA Transit Center Board room at 130 Hollywood Drive.

There was a brief discussion regarding the correlation between the fare increase and inflation and how these two factors affect decline in passenger trips. The fact that people were working from home and still continue to work from home (at least part of the time) also plays a part in the decline in commuter ridership.

QUESTIONS FROM MEDIA/VISITORS- Ryan asked for clarification regarding the parking resolutions. John and Rebecca answered all questions appropriately.

ADJOURNMENT- Charles Savannah made a motion to adjourn at 5:31pm. Tricia Kradel seconded the motion. Roll call indicated all ayes.