

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
November 14, 2023**

Charles Savannah
Chris Rearick
Tricia Kradel
Joseph Hasychak

John H. Paul, Executive Director
Rebecca Black, Lutz, Pawk & Black
SJ Milliron, Lutz, Pawk & Black
Ryan Saeler, Butler Media Group
Irina Bucur, Butler Eagle
Tim Morgus, Maher Duessel
Katie Yates, Maher Duessel
Shelby Wood, Maher Duessel
Tiffany Fosnaught

Charles Savannah 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, Chris Rearick and Tricia Kradel were present. Jim Diamond and Lance Calvert were absent.

MINUTES OF THE MEETING: Joseph Hasychak motioned to approve the minutes from the October 2023 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

AUDIT MAHER DUESSEL- Charles Savannah introduced Maher Duessel. Katie Yates and Shelby Wood from Maher Duessel presented BTA's FY 2022-2023 draft Audit. All Board Members received the draft Audit prior to the meeting as an opportunity to review and to ask any questions. Katie and Shelby summarized the Audit and answered any questions. Maher Duessel shared that the Audit produced no findings. Joseph Hasychak made a motion to approve BTA's FY 2022-2023 Financial Audit as presented and Chris Rearick seconded the motion. Roll call indicated all ayes.

TRAVEL CARTS FOR PASSENGERS- Rebecca shared that John had shown everyone the travel grocery carts that BTA was proposing for purchase for carrying bags on the buses at a prior meeting. Rebecca reviewed the Code of Conduct policy and the issues that BTA has incurred (specifically the bag policy section). Rebecca read the proposed amendment to the policy. Charles asked how the public would be informed of the available travel carts. John explained that there will be signs in the terminal and on the buses. Tricia Kradel made a motion to approve the amendment to BTA's Code of Conduct Policy. Joseph Hasychak seconded the motion. Roll call indicated all ayes.

FARE COLLECTION- CONSORTIUM- John asked for a motion to reject all proposals received in response to BTA's Mobile Ticketing Software RFP. John further explained that BTA was also involved in a Fare Collection consortium RFP with Meadville, CATA, Mercer County and other agencies. The price proposals were the same (BTA individually versus the Consortium) but BTA would like to stay with the consortium because there are current negotiations with PennDOT for possible capitalization of the Fare Collection System for five years (with maintenance for additional years) versus paying lease payments. This will save operating funds for BTA over the next five years. BTA will still have their own contract and John will be able to present the information/prices at the next Board Meeting once PennDOT approves the capitalization. Tim Giebel in Meadville is currently negotiating with PennDOT on the Consortium's behalf. BTA needs to reject all proposals from BTA's RFP so that BTA can move forward with the consortium. Joseph Hasychak made a motion to reject all proposals received from BTA's RFP and to pursue a joint procurement regarding a fare collection system. Tricia Kradel seconded the motion. Roll call indicated all ayes.

SATURDAY ROUTE 5- John reminded the Board that BTA had previously placed Route 5 on Saturday on a trial basis through December 2023. BTA has had a chance to review the ridership/information from the trial and the trial was a success. Based on the review BTA is recommending continuing Route 5 service on Saturdays on a permanent basis and to also expand service with an additional 2 trips in the afternoon. This would allow Saturday Route 5 a total of 6 trips. The addition of these trips will not necessitate an additional driver- the same driver will be able to complete Saturday Route 5 service on their shift. Joseph Hasychak made a motion to allow BTA to continue Saturday Route 5 service on a permanent basis with an additional 2 trips in the afternoon. Chris Rearick seconded the motion. Roll call indicated all ayes.

TRANSIT RETREAT- ERIE- MAY 20-22, 2024- John is asking permission to attend a Transit Retreat in Erie May 20-22, 2024 (registration, hotel, meals and incidentals). John shared that Tim Giebel has established a nonprofit and has been conducting these retreats across the country. Joseph Hasychak made a motion to approve John's attendance for the Transit Retreat in Erie from May 20-24, 2024. Tricia Kradel seconded the motion. Roll call indicated all ayes.

JOHNSON MAIN CONTROLLER FOR HVAC MONITORING SYSTEM- John stated that the main controller for BTA's HVAC monitoring system at the office location no longer works properly. Tim communicated with Johnson Controls (since they are the sole provider of the service). John is asking approval for a rebuilt controller at a total cost of \$4,546.69. Chris Rearick made a motion to approve BTA's purchase of a rebuilt main controller for the HVAC monitoring system at 130 Hollywood Drive at a cost of \$4,546.69. Tricia Kradel seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the October 2023 financial reports for approval. Joseph Hasychak made a motion to approve the October 2023 financial reports as presented. Tricia Kradel seconded the motion. Roll call indicated all ayes.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 28550 through 28634 from the Regular Checking Account. Joseph Hasychak made a motion to approve check numbers 28550 through 28634 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 October 2023 totaled 14,298. An increase of 1,370 trips from October 2022.

Commuter service total trips were 1,442 for October 2023. An increase of 309 trips from October 2022.

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MCI had begun the repairs to Bus #226 that was damaged in the Route 68 accident.

BTA sent a request to the City of Butler to use the former Catholic Charities parking space on West New Castle Street across from the Terminal for "BTA use only". Catholic Charities has moved their office to the YWCA building on West Cunningham Street.

The annual Christmas Parade is Saturday November 25, 2023. The driver will need to pick up board members in front of BTA's administration building at 4:30pm. BTA is 27th in the lineup this year. The setup location is Lot B- Penn and Main Street.

John and Staff would like to thank the Board for the Staff Luncheon and the gifts that were provided.

The next regular scheduled board meeting is Tuesday December 12, 2023 at 5:00pm at the Butler Country Club.

QUESTIONS FROM MEDIA/VISITORS- Irina asked for more details regarding the travel carts. Tiffany retrieved a cart so that Irina could see one. John and Rebecca answered any additional questions regarding the travel carts. Purchase is available starting tomorrow at the BTA terminal now that the carts and the amendment to the Code of Conduct have been approved. Irina asked for the timeframe regarding the Saturday Route 5. Staff provided a schedule that outlined schedule times. Irina asked for clarification of the fare collection system. Rebecca and John explained, in detail, the process and where BTA is. Ryan asked for the cost of the travel cart. The difference between the actual cost and the price that passengers pay will be subsidized with operating funds. Ryan asked if the Saturday Route 5 will be running all day and into the evening. John shared that it will not. Saturday Route 5 will run from morning until mid-afternoon.

ADJOURNMENT – Joseph Hasychak made a motion to adjourn at 5:43pm and Chris Rearick seconded the motion. Roll call indicated all ayes.