

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
November 22, 2022**

Joseph Hasychak
Charles Savannah
Joseph Gray
Jim Diamond

John H. Paul, Executive Director
Rebecca Black, Lutz, Pawk & Black
Tim Morgus, Maher Duessel
Jennifer Croft, Maher Duessel
Ryan Saeler, Butler Media Group
Molly Miller, 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.

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

MINUTES OF THE MEETING: Joseph Hasychak motioned to approve the minutes from the October 2022 Board Meeting as presented. This motion was seconded by Joseph Gray. Roll call indicated all ayes.

CORRESPONDENCE: John read a thank you letter to the Board from Tim Boden.

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- Jennifer Croft presented BTA's FY 2021-2022 Audit for review and approval. She explained what reports were included and why BTA is required to have a single audit. Funding, expenditures and net position were discussed as well as the fact that reporting will appear different due to the fact that the demonstration project had ended as of July 1, 2021. She highlighted areas that she thought were pertinent and shared that there were no adjusting entries nor findings. New GASB rules were also shared. It did not impact BTA for this audit but Jennifer wanted to make sure everyone was aware that moving forward any operating leases that BTA enters into that are of significant amount and extend over more than a year must appear on the balance sheet as both an asset and a liability. Segregation of duties is always a topic since BTA is a small authority. Maher Duessel feels that BTA addresses this topic and has the proper process/procedures in place given its size. Tim Morgus and Jennifer thanked John and Tiffany for their cooperation in the audit. John and Tiffany thanked Maher Duessel and staff for their services and cooperation as well. Joseph Gray made a motion to approve BTA's FY 2021-2022 audit as presented by Maher Duessel. Joseph Hasychak seconded the motion. Roll call indicated all ayes. Maher Duessel was questioned as to how many years they have been BTA's auditors. Tim was not sure. Tiffany announced that it had been at least twelve years because they had been the auditors since she was hired. Tim explained the advantages and disadvantages of being long time auditors for one facility and how Maher Duessel safeguards not becoming "stale" with their audit processes.

PENSION REASSIGNMENT- John disclosed that Hefren-Tillotson (BTA's pension plan provider) was recently sold to Baird. Baird is not allowed to actively manage BTA's type of pension under their bylaws. John met with BTA's account representative as well as BTA staff to discuss options. It is BTA's staff recommendation that these funds be moved as a direct investment into American Funds (dollar for dollar) at no cost to the employees to allow Baird to continue to manage BTA's pension accounts. Jim Diamond made a motion to approve BTA's staff recommendation regarding BTA's pension accounts as presented. Joseph Hasychak seconded the motion. Roll call indicated all ayes.

CLEANING COSTS FOR NEW ADDITION- \$105.08, TOTAL \$400 (WAS \$294.92)- John informed the Board that BTA will be incurring additional cleaning costs for the wait area/training area each month. The additional cost is \$105.08/mo. BTA was paying \$294.92 but is now paying \$400. This was more for informational purposes.

CHANGE ORDER- CREDIT- \$3,082.32- PENN OHIO- ELECTRIC- John discussed that BTA did not require certain electrical boxes to be used in the construction of the new Wait Area/Build Out. Therefore, this is a change order for a credit of those boxes in the amount of \$3,082.32. Joseph Hasychak made a motion to approve the change order for a credit totaling \$3,082.32. Joseph Gray seconded the motion. Roll call indicated all ayes.

LOCAL MATCH- CAPITAL- \$8,798- John explained that this is in regards to BTA's annual request for capital purchases. This is the local portion that matches state funding for the capital grant. This is guaranteeing that BTA has these funds in reserve. This will match state funding of \$263,938. Jim Diamond made a motion to approve BTA's 2022-2023 capital local match of \$8,798 and Joseph Hasychak seconded the motion. Roll call indicated all ayes. The Board Chairman and Secretary signed the necessary paperwork.

CODE OF CONDUCT UPDATE- TRESPASSING- Upon review Rebecca discovered that BTA does not need to update the policy since sufficient language already exists in the policy. This matter was already addressed last year when the Code of Conduct Policy was updated. At John's last conference it was stressed that authorities needed to have this language included in their policies/procedures. Since the proper verbiage is already present no action was required from the Board.

CHANGE ORDER- \$9,882- BURNS- SIDEWALK- John shared that the sidewalk at the new Wait Area/Build Out is being repaired to meet ADA requirements. The work has already begun. John has already discussed the issue of the requirements (not originally met) with the interim Deputy Secretary of Transportation and these changes will be covered under the project with grant funding. Joseph Gray made the motion to approve the change order to modify the sidewalks for the new Wait Area/Build Out to meet ADA requirements totaling \$9,882. Joseph Hasychak seconded the motion. Roll call indicated all ayes.

COMPUTER LAPTOPS- \$2,607.29- During BTA's annual audit cybersecurity was stressed and BTA was informed to make sure that all measures were being taken to follow proper protocol. One of the issues mentioned was that no personal computers should be accessing BTA's computers. Kelly from time to time will have to post on social media (inclement weather/emergency shutdown information) and has in the past used her personal computer as a means to post BTA information. Kelly will require a work laptop so that she can access BTA's social media and post necessary information from home so that cybersecurity policies are being followed. Also, a laptop will be needed in the new training room for presentations (Powerpoint, etc). Kelly's laptop will be purchased with operating funds and the training room laptop will be purchased with project funds. Jim Diamond made a motion to approve the purchase of two laptop computers for the purposes mentioned at a total of \$2,607.29. Joseph Gray seconded the motion. Roll call indicated all ayes. Rebecca clarified that regarding the cybersecurity rules they want to ensure that all staff is accessing BTA information from BTA property.

FINANCIAL REPORT/STATEMENT- Tiffany presented the October 2022 financial reports. Joseph Hasychak made a motion to approve the October 2022 financial report/statements as presented. Jim Diamond seconded the motion. Roll call indicated all ayes.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 512 through 515 from the Project checking account. Jim Diamond made a motion to approve check numbers 512 through 515 from the Project checking account and Joseph Hasychak seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 27570 through 27701 from the Regular checking account. Joseph Hasychak made a motion to approve check numbers 27570 through 27701 from the Regular checking account and Jim Diamond seconded the motion. Roll call indicated all ayes.

NON AGENDA ITEMS- John announced that after approximately 20 years of service Joseph Gray will not be seeking another term on BTA's Board. Joseph Gray will remain on BTA's Board until the County Commissioners are able to appoint someone for replacement. Joseph's term is ending January 2022. Joseph Hasychak thanked Joseph Gray for his service and shared that all were sorry to see him leave. Joseph Hasychak also stated that if, in the future, Joseph Gray changed his mind to please let BTA and the Board know. Joseph Gray was to be BTA's Chairman in 2023. Joseph Hasychak made a motion that Charles Savannah remain Chairman in 2023 during this transitional period. Joseph Gray seconded the motion. Roll call indicated all ayes. Joseph Gray thanked everyone and commented that it was one of the best boards he has ever been a part of.

EXECUTIVE DIRECTORS REPORT- Evening and day-time service trips for October 2022 totaled 12,928. An increase of 3,691 trips from October 2021. Commuter service total trips were 1,133 for October 2022. An increase of 580 trips from October 2021. Reminder: October 2021 services were interrupted by COVID-19.

The Christmas Parade pickup will be at BTA's Facility promptly at 4:30pm.

John will be attending a fellow Executive Director's retirement in Altoona, PA next week. Eric Wolf is retiring after 25 years of service to AMTRAN.

Good conference in Harrisburg, PA. Main topics were centered around passenger issues and how to best handle in difficult situations. That is why BTA's trespassing policy was reviewed- to try to better protect staff and property.

BTA received a written request to allow for more than two bags per individual on all routes on any day. This conflicts with BTA's policy to provide safe passage for all riders. BTA has sent a letter explaining the policy and that BTA is unable to approve the request.

The next regular scheduled board meeting is Tuesday December 13, 2022 at 5:00pm at the Butler Country Club.

QUESTIONS FROM MEDIA/VISITORS- Ryan asked if there were projects attached to the capital local match approved this evening. John explained that there is. BTA will now upload this document to the State for approval. Once approved John will return to the Board with the attached projects for review. Ryan also asked why the sidewalks were not done to ADA specifications during the original phase. John stated that someone made a mistake and the specifications were not met. Molly introduced herself and stated that she was “filling in” for Eddie since he was unable to attend. She did not have any questions. The Board welcomed her and thanked her for attending.

ADJOURNMENT - Jim Diamond made a motion to adjourn at 5:33pm and Joseph Hasychak seconded the motion. Roll call indicated all ayes.