

**BUTLER TRANSIT AUTHORITY  
MINUTES OF THE MEETING  
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE  
October 11, 2022**

Joseph Hasychak  
Charles Savannah  
Joseph Gray  
Jim Diamond  
Lance Calvert

John H. Paul, Executive Director  
Rebecca Black, Lutz, Pawk & Black  
Ryan Markey, Lutz, Pawk & Black  
Ryan Saeler, Butler Media Group  
Eddie Trizzino, Butler Eagle  
Cooky Diamond, Public  
Tiffany Fosnaught

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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, Lance Calvert and Joseph Gray were present. Chris Rearick was absent.

**MINUTES OF THE MEETING:** Joseph Hasychak motioned to approve the minutes from the September 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**

**PPTA WINTER MEETING- HARRISBURG-** John is requesting to attend the PPTA 2022 Winter Meeting in Harrisburg. Expenses were disclosed. Joseph Gray made a motion for the Executive Director to attend the 2022 PPTA Winter Meeting in Harrisburg, PA. Jim Diamond seconded the motion. Roll call indicated all ayes.

**NOVEMBER BOARD MEETING CHANGE OF DATE TO 11/22/22-** Since John will be out of town for the PPTA Winter Meeting he is asking for approval to change the date of the November 2022 Board Meeting from November 15, 2022 to November 22, 2022. Joseph Hasychak made a motion to approve the change in the date. Joseph Gray seconded the motion. Roll call indicated all ayes.

**CODE OF CONDUCT POLICY-** Rebecca explained that a minor amendment needs to be approved for BTA's Code of Conduct Policy. A sentence needs added that indicates that reasonable accommodations from the current policy may be granted if the Executive Director deems necessary. Rebecca shared an example that recently occurred where this would apply. Joseph Gray made a motion to approve the minor amendment to BTA's code of conduct policy and Joseph Hasychak seconded the motion. Roll call indicated all ayes.

**HVAC MAINTENANCE CONTRACT PROPOSALS-** John shared that Tim Boden attempted to obtain three quotes for BTA's HVAC Maintenance but was only able to receive two. John shared the details regarding both quotes. John also shared that one of the vendors was a member of COSTARS. After reviewing John shared BTA's staff recommendation. John explained that even though one vendor is higher in price BTA had some concerns regarding what services could be provided by the remaining vendor. Joseph Hasychak made a motion to approve Renick Brother Mechanical Contractors regarding BTA's HVAC as presented by the Executive Director. Jim Diamond seconded the motion. Roll call indicated all ayes.

**FINANCIAL REPORT/STATEMENT-** Tiffany presented the September 2022 financial reports. Joseph Hasychak made a motion to approve the September 2022 financial report/statements as presented. Joseph Gray seconded the motion. Roll call indicated all ayes. Tiffany shared that the audit has started and is going well.

**APPROVAL OF THE CHECKS-** Tiffany asked for approval of check numbers 508 and 511 from the Project checking account. Jim Diamond made a motion to approve check numbers 508 and 511 from the Project checking account and Lance Calvert seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 27527 through 27569 from the Regular checking account. Joseph Hasychak made a motion to approve check numbers 27527 through 27569 from the Regular checking account and Jim Diamond seconded the motion. Roll call indicated all ayes.

**NON AGENDA ITEMS-** Jim Diamond thanked BTA, BTA Staff and the Board for their cooperation regarding the Pullman Area in the Wait Area. He also shared the future plans. Jim shared that they would like to onsite obtain plaques for further explanations regarding Pullman. John suggested that the State be contacted and these could be considered historical markers.

**EXECUTIVE DIRECTORS REPORT-** Evening and day-time service trips for September 2022 totaled 13,087. BTA is up 24% for the first quarter of FY 2022-2023 regarding local service.

Commuter service total trips were 1,225 for September 2022. BTA is up 43% for the first quarter of FY 2022-2023 regarding commuter service. John reminded the Board that BTA had to suspend service based upon a driver shortage from COVID last September so the monthly comparison would have been skewed.

The next regular scheduled board meeting is Tuesday November 22, 2022 (as changed and approved at the meeting) at 5:00pm at the BTA Transit Center Board room at 130 Hollywood Drive.

John thanked everyone who attended the rededication ceremony and shared that he thought it went well.

**QUESTIONS FROM MEDIA/VISITORS-** Eddie asked if BTA had an update regarding the program the school and assisting students that was mentioned at a previous Board Meeting. John replied that he had not been recontacted by the program. Eddie also asked about the reasonable accommodations for the updated Code of Conduct Policy. Rebecca replied that it is on request only (extraordinary circumstances). BTA has only received one of this particular circumstance as of yet. Ryan inquired about the HVAC Maintenance Contract. He asked who the current vendor is. John supplied the answer. John shared that the current vendor is not going to renew the contract with BTA. This contract would go into effect immediately (Fall 2022).

**ADJOURNMENT -** Joseph Gray made a motion to adjourn at 5:15pm and Joseph Hasychak seconded the motion. Roll call indicated all ayes.