

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
September 12, 2023**

Charles Savannah
Jim Diamond
Tricia Kradel
Joseph Hasychak
Lance Calvert

John H. Paul, Executive Director
Rebecca Black, Lutz, Pawk & Black
Eddie Trizzino, Butler Eagle
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. Charles Savannah, Joseph Hasychak, Jim Diamond, Lance Calvert and Tricia Kradel were present. Chris Rearick was absent.

MINUTES OF THE MEETING: Joseph Hasychak motioned to approve the minutes from the August 2023 Board Meeting as presented. This motion was seconded by Lance Calvert. Roll call indicated all ayes.

CORRESPONDENCE: Joseph Hasychak read a thank you card from Tim Boden to John and BTA's Board regarding his annual increase.

PUBLIC COMMENT ON AGENDA: Tricia Kradel suggested that BTA might consider offering discounted rates to healthcare workers and/or employees of healthcare facilities to increase ridership and assist with employment opportunities at the many healthcare facilities along BTA's routes. John explained that the employers or healthcare facilities would have to make up the difference between the discounted rate and the normal rate since BTA is not able to allow for discounted rates under State regulations. BTA has had inquiries from the VA in the past and the same information was shared with them as well. BTA is not allowed to specify special groups for special rates. BTA is allowed to offer special rates for children. BTA currently works with BC3. Students are able to purchase discounted tickets since BC3 has contracted with BTA and pays for the difference. John stated that he could discuss this matter with Kelly. BTA could possibly offer something through the outreach programs. BTA advertises in the Business Times with the Butler Eagle- BTA could possibly advertise for businesses to contact BTA to set up special rates for their employees.

OLD BUSINESS: None.

- Committee Reports (TOE- Terminal, Office and Equipment, Public Relations, Sub-Contractor, Capital Improvements and Expansion) – None.

NEW BUSINESS

ADA TRAINING FOR STAFF AND SUBCONTRACTORS- MICHAEL NOEL- John discussed that the cost of the training is \$3,300.00. Michael Noel will be here for 2 days to allow for all staff to be trained. He will be reviewing and training about the challenges and changes and reasonable modifications that people can request under the Americans with Disabilities Act. John shared that he provided the ADA improvements that were made through BTA's website (requested at last month's meeting). This training is just to continue to keep BTA in compliance. Joseph Hasychak made a motion to approve the ADA Training for Staff and Subcontractors in November with Michael Noel at a cost of \$3,300. Jim Diamond seconded the motion. Roll call indicated all ayes.

THREE LCD MONITORS- FORD BUSINESS- John explained that three of BTA's computer monitors are out of date (Tiffany's one monitor and both of Kelly's monitors). These monitors are unable to accept certain software and some visual applications. Kelly asked Ford Business (BTA's current IT subcontractor) for a quote. The total cost would be \$954.43. Jim Diamond made a motion to allow BTA to purchase three new LCD monitors from Ford Business at a total cost of \$954.43 and Joseph Hasychak seconded the motion. Roll call indicated all ayes.

GENERATOR MAINTENANCE SERVICE AGREEMENT- John shared that BTA's generator maintenance service agreement is expiring. Tim Boden was able to obtain two quotes. Cummins Sales and Service quoted \$5,926.62 and Cleveland Brothers quoted \$9,730.00. BTA is recommending Cummins at a total cost of \$5,926.62. Lance Calvert made a motion to accept Cummins Sales and Service quote for the Generator Maintenance Agreement at a total of \$5,926.62. This is a three-year contract. Charles Savannah asked why the bids were so far apart monetarily. John did not know why but did state that Cummins is BTA's current provider and they are familiar with BTA's system. Jim Diamond seconded the motion. Roll call indicated all ayes.

CYBER SECURITY SERVICES- FORD BUSINESS- John stated that these services are to enhance BTA's current security. John further explained that with all of the cyber attacks it would be wise for BTA to be prepared. John shared that SAFTI (John is a current member of SAFTI's Board) recently experienced an unfortunate cyber attack that was quite costly. Ford Business would do spot checks regarding phishing emails, will monitor BTA's current emails and provide monthly training sessions to BTA employees to further educate staff on how to avoid cyber attacks. The cost is \$1,136/mo. If BTA decides to accept this service Ford's hourly rate for other services reduces from \$125/hr to \$99/hr. There is a one time additional \$800 fee for this service. Joseph Hasychak made a motion to accept Cyber Security Services from Ford Business as presented. Lance Calvert seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the August 2023 financial reports for approval. Joseph Hasychak made a motion to approve the August 2023 financial reports as presented. Jim Diamond seconded the motion. Roll call indicated all ayes. John and Tiffany mentioned that the yearly audit has just begun for FY2022-2023.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 531 and 532 from the Project Checking Account. Jim Diamond made a motion to approve check numbers 531 and 532 from the Project checking account and Joseph Hasychak seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 28358 through 28431 from the Regular Checking Account. Joseph Hasychak made a motion to approve check numbers 28358 through 28431 from the Regular checking account and Lance Calvert seconded the motion. Roll call indicated all ayes.

EXECUTIVE DIRECTORS REPORT- Evening and day-time service trips for August 2023 totaled 15,090. An increase of 733 trips from August 2022.

Commuter service total trips were 1,556 for August 2023. An increase of 355 trips from August 2022. Kelly has informed John that Highmark is now requiring their employees to return to the office in downtown Pittsburgh beginning at the end of September. BTA is unsure if the return will be five days a week or hybrid. This may partially reinstate the ridership that was lost during COVID.

BTA's Appreciation Luncheon is at noon on November 5, 2023 at the Butler Country Club.

The next regular scheduled board meeting is Tuesday October 17, 2023 at 5:00pm at the BTA Transit Center Board room at 130 Hollywood Drive.

QUESTIONS FROM MEDIA/VISITORS- Eddie asked how many people would be attending the ADA training. John told Eddie that all of BTA staff as well as MV staff will be in attendance- approximately 26 people. BTA has been informed that FTA's Triennial Audit will focus on ADA so BTA is preparing to remain in compliance in that area. Eddie asked who BTA's current cyber security provider is and John shared that Ford Business is BTA's current provider. Eddie asked what services Ford provides. John answered accordingly. John also explained that BTA has Cyber Insurance through SAFTI (BTA's insurance provider).

Ryan asked what day the ADA training will take place and how many hours the training will be. Ryan also questioned who Michael Noel is and his credentials. John and Tiffany shared information regarding Mr Noel's experience with Transit. BTA has had Mr Noel for other trainings in the past. The training will be paid out of operating funds.

EXITED INTO EXECUTIVE SESSION (PERSONNEL MATTERS) AT 5:26

RETURNED FROM EXECUTIVE SESSION AT 5:38

ADOPT SUCCESSION PLAN- Charles Savannah made a motion to adopt the Succession Plan naming Kelly Stewart as the successor to the Executive Director and Tiffany Fosnaught as the Deputy Director upon the retirement, incapacitation or termination of John Paul. Joseph Hasychak seconded the motion. Roll call indicated all ayes.

QUESTIONS FROM MEDIA/VISITORS- Ryan asked about when this Succession Plan begins takes place. Rebecca answered accordingly. Ryan asked why this was happening now when John Paul is not currently leaving the Butler Transit Authority. John explained that the State has been asking for a succession plan for quite some time and this plan now states the intentions moving forward and allows time for Kelly and Tiffany to train for their future positions. It is a proactive plan. John also discussed BTA's current part time grant writer. Tiffany will be training for grant writing.

ADJOURNMENT – Jim Diamond made a motion to adjourn at 5:41pm and Lance Calvert seconded the motion. Roll call indicated all ayes.