

**BUTLER TRANSIT AUTHORITY  
MINUTES OF THE MEETING  
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE  
September 21, 2021**

Joseph Hasychak  
Charles Savannah  
Lance Calvert  
Jim Diamond

John H. Paul, Executive Director  
Rebecca Black, Lutz, Pawk & Black  
Ryan Saeler, Butler Media Group  
Eddie Trizzino, Butler Eagle  
Karl Knechtel  
Tiffany Fosnaught

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Joseph Hasychak called the meeting to order at 5:00 pm. Board Members, BTA Staff and the Solicitor attended the meeting at the 130 Hollywood Drive location and all others attended via teleconference to allow for social distancing. Once the meeting was called to order it was followed with a moment of silence and the Pledge of Allegiance.

**ROLL CALL:** Tiffany called the roll. Joseph Hasychak, Charles Savannah, Jim Diamond and Lance Calvert were present. Joseph Gray and Chris Rearick were absent. Attendance was taken for anyone on the teleconference so that Tiffany could document their attendance.

**MINUTES OF THE MEETING:** Jim Diamond motioned to approve the minutes from the August 2021 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**

**BAG POLICY AMENDMENT-** Rebecca addressed the Board and reminded them that BTA's Code of Conduct of Conduct Policy had recently been revised (specifically regarding the two bag policy per rider- including dimensions of the bags). BTA has been contacted since the revision by BC3 because they conduct the Pioneer Pantry (a food pantry). BC3 is requesting that an exclusion be applied in regards to the Pioneer Pantry for the two bag policy so it will allow individuals to transport their food pantry items. Rebecca read the proposed amendment to the Board. Charles Savannah made a motion to approve the proposed bag policy amendment regarding the Pioneer Pantry for BC3 and Jim Diamond seconded the motion. Rebecca shared that this policy is to assist in guidance for the drivers when it comes to what is allowed. This would only affect Route 2/4 which services BC3 and the Pioneer Pantry is only scheduled for certain days. Roll call indicated all ayes.

**SNOW REMOVAL RT 528 SIDEWALKS -** John discussed that Jackson Township is responsible for clearing the parking areas of ice/snow at the Route 528 Park and Ride. They do not clear the wait area and sidewalks of ice/snow. BTA hired a company to provide that service and their contract has now expired. The Board was provided a list of possible vendors for the service that would start November 2021. John reviewed the list of vendors and the pricing. The snow season would be from November 1<sup>st</sup> to March 31<sup>st</sup> each year. John explained that BTA was only able to obtain 3-year pricing (mainly due to material pricing). Upon review BTA Staff is recommending Turf Master (BTA's current provider). Charles Savannah made a motion to approve Turf Master for the next 3 snow seasons for service of clearing the wait area and sidewalks at the Route 528 Park and Ride. Lance Calvert seconded the motion. There was a brief discussion regarding dustings and charges (if there were multiple charges when more than one trip was necessary in a day). There was also a discussion about how big of an area this service entails. Roll call indicated all ayes.

**BTA- BUTLER COUNTY FACILITY LEASE -** John shared that this is a ten-year lease. The County would be responsible for the utilities based on the square footage. The original lease was a ten-year lease. John met with the Butler County Commissioners regarding the lease and the commissioners asked that the lease remain as is. There was a brief discussion regarding how the funding was established for the facility and how the current and new facility are utilized by the County. Charles Savannah made a motion to accept the ten-year lease agreement between BTA and Butler County as presented and Joseph Hasychak seconded the motion. Roll call indicated all ayes.

**FINANCIAL REPORT/STATEMENT-** Tiffany presented the August 2021 financial reports. Joseph Hasychak made a motion to approve the August 2021 financial report/statements as presented. Jim Diamond seconded the motion. Roll call indicated all ayes. Tiffany shared that BTA's annual audit starts Monday. She has already supplied Maher Duessel with a substantial portion of what they have requested via Suralink (a website link that is used for audit purposes).

**APPROVAL OF THE CHECKS-** Tiffany asked for approval of check numbers 477-480 from the Project checking account. Charles Savannah made a motion to approve check numbers 477-480 from the Project checking account and Lance Calvert seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 26479 through 26579 from the Regular checking account. Jim Diamond made a motion to approve check numbers 26479 through 26579 from the Regular checking account and Charles Savannah seconded the motion. Roll call indicated all ayes. Joseph Hasychak requested the total of the regular checking account checks be provided in the future. John suggested that BTA Staff attach the transfer of funds that shows the totals when check runs are produced twice a month (payroll included).

**NON AGENDA ITEMS-** None.

**EXECUTIVE DIRECTORS REPORT-** Evening and day-time service trips totaled 11,797 for August 2021. An increase of 302 trips from August 2020.

Commuter service total trips were 898 for August 2021. An increase 248 trips from August 2020.

BTA's Staff Vehicle and Truck have arrived.

FTA would not adjust the Triennial Review. BTA will respond appropriately with counsel.

Construction is progressing and on schedule. There was a small fire that was extinguished quickly. No injuries were incurred. The fire occurred when the contractor was welding the beams together for the new addition. A spark fell in the ANR/BART area that caught a chair on fire.

BTA has reduced the Commuter Service to two runs. One on Route 8 and one on Route 68. BTA is working with Coach USA/Lenzner to provide this service for the remainder of this week. BTA anticipates that all four Commuter Routes will resume on Monday September 27, 2021. Local service has been decimated. As of tomorrow Wednesday September 22, 2021 Route 5 and Route 2/4 will not operate for at least the remainder of this week. BTA's subcontractor MV Transportation only has four available drivers for the entire system (commuter and local). Customers

Minutes of the Meeting  
September 21, 2021

need to refer to BTA's website for timely updates. Unfortunately, changes are happening daily and hourly as additional drivers are affected. BTA asks for the public's understanding, patience and prayers in this very difficult time for these affected individuals. Joseph Hasychak asked if the virus is the cause. John shared that it is the new variant of the virus that is causing the problems. Some of the individuals have been verified as positive and some have not.

The next regular scheduled board meeting is Tuesday October 19, 2021 at 5:00pm at BTA Transit Center Board room at 130 Hollywood Drive.

**QUESTIONS FROM MEDIA/VISITORS-** Ryan asked for clarification of route changes for the remainder of the week. The information was provided. Ryan asked for clarification of attempting to hire/train more drivers. Rebecca shared that BTA is looking at all alternate options to fill the voids.

Eddie asked who read aloud the possible contractor list for the Route 528 snow removal. John shared that he did. Eddie asked for the prices again. The information was provided.

Karl thanked the Board for allowing him to manage the facility for the past eleven years. John and the Board thanked Karl for his service.

**ADJOURNMENT-** Joseph Hasychak made a motion to adjourn the meeting at 5:29pm and Charles Savannah seconded the motion. Roll call indicated all ayes.