

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
April 22, 2025**

Charles Savannah
Dave Johnston
Chris Rearick
Lance Calvert
Joseph Hasychak
Tricia Kradel

John H. Paul, Executive Director
Rebecca Black, Lutz, Pawk & Black
Ryan Saeler, Butler Media Group
Sol McCormick, Butler Radio Network
Kelly Stewart
Tiffany Fosnaught

Joseph Hasychak called the meeting to order at 5:00pm with a moment of silence followed by the pledge of allegiance.

ROLL CALL: Tiffany called the roll. Charles Savannah, Dave Johnston, Chris Rearick, Joseph Hasychak, Tricia Kradel and Lance Calvert were all present.

MINUTES OF THE MEETING: Charles Savannah motioned to approve the minutes from the February 2025 Board Meeting (since there was no March 2025 Board Meeting) as presented. This motion was seconded by Chris Rearick. 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) – Charles Savannah shared that the Personnel Committee met prior to the Board Meeting and will be sharing more during the Executive Session.

NEW BUSINESS

MARKETING/PUBLIC RELATIONS PLAN 2025-2026- Kelly Stewart presented BTA's proposed Marketing/Public Relations Plan for 2025-2026 which included the following: the general marketing campaign has core goals of building new ridership and enhancing the customer experience and is labeled "I choose BTA". Kelly shared some of the current media companies that BTA uses. Kelly explained how analytics have assisted BTA with their campaigns. BTA would like to eventually simplify the schedules and have Seifert Transit Graphics convert all of BTA's buses to have consistent bus signage (Kelly shared some of the proposed graphics compared to the current ones). BTA is in the very preliminary stages of discussing bus shelter replacements. Free Commuter Rides is another promotion that BTA would like to offer again. BTA would like to offer discounts for monthly and adult discount passes (these discounts would vary depending on the promotion and the source). This would encourage more customers to purchase these passes and veer away from paying cash on the bus. BTA is also working on a specific manual for the drivers as well as monthly newsletters for the drivers to better the communications between BTA and the subcontracted drivers. BTA would like to offer an additional new interactive workshop through BC3- Emotional Intelligence and Personal Empowerment. This training would be for BTA staff and drivers and would be conducted in the Fall of 2025. BTA would like to have another updated photoshoot. Kelly also mentioned some miscellaneous and annual events. Dave Johnston made a motion to approve BTA's proposed Marketing/Public Relations Plan for 2025-2026 for a total of \$53,500 and \$2,200 (other). Tricia Kradel seconded the motion. The Board thanked Kelly for her efforts in compiling and presenting the plan. Roll call indicated all ayes.

2025-26 BTA OPERATIONAL BUDGET- Tiffany shared that BTA's proposed 2025-2026 Operational Budget was mailed to the Board Members prior to the meeting to allow a chance to review and to gather any questions. Tiffany explained how the budget pages were arranged. The biggest change in the budget this year was in the Salaries and Wages due to additional staffing needs. The benefits and payroll taxes also increased due to additional staffing. Tiffany reviewed all of the areas and the reasons for the budget needs. She also explained how the revenue and funding balanced out the budget for ADA, Local and Commuter services. CARES funding will be exhausted in fiscal year 2024-2025, CRRSA Funding will be expended by the end of 2025-2026 and BTA will start using American Relief Funding. There was a brief discussion regarding the changes in ridership for ADA Paratransit services. There was a question regarding advertising revenue- how it is generated (where on the buses the ads are displayed) and how much is being utilized. Charles Savannah made a motion to approve BTA's proposed 2025-2026 Operational Budget as presented. Lance Calvert seconded the motion. Roll call indicated all ayes. The Board recognized Tiffany's diligence in assembling the budget.

2025-26 BTA OPERATIONAL LOCAL MATCH RESOLUTION- John shared that Tiffany had already sent the resolutions to the County and they have been approved and signed. John read the resolution aloud. This is to match the \$1,449,567 State Operating Funding. This resolution states that BTA will secure \$73,757 in local match from local contributors before the end of fiscal year 2025-2026. Joseph Hasychak and Charles Savannah signed the resolution. Dave Johnston made a motion to approve the resolution as presented and Tricia Kradel seconded the motion. Roll call indicated all ayes.

BTA FARE INCREASE TOOL 2025-26- John explained how the fare increase tool is used. After applying the necessary information the tool shows that BTA should not consider a rate increase at this time. BTA had already increased fares on July 1, 2024. Chris Rearick made a motion to accept the results of the BTA Fare Increase Tool results for 2025-2026 (no fare increase) and Charles Savannah seconded the motion. Roll call indicated all ayes.

BTA PERFORMANCE STANDARDS 2025-26- John explained that the State came and performed an assessment last year. John calculated BTA's Performance Standards based on the preliminary figures provided by the State. John shared the standards with the Board. Charles Savannah made the motion to approve BTA's Performance Standards for 2025-2026 as presented (\$15.27- passenger per revenue vehicle hour, \$158.66- cost per revenue vehicle hour, \$9.40- revenue per revenue vehicle hour and \$16.87- cost per passenger) and Lance Calvert seconded the motion. Roll call indicated all ayes. Charles Savannah asked how these standards came about. John gave a brief background and how these standards are used.

REPAINT PARKING LINES @ HOLLYWOOD DRIVE- \$990- John stated that Brady phoned Mr Graham to obtain a quote to repaint the parking lines at 130 Hollywood Drive. A quote of \$990 was provided. Dave Johnston made a motion to approve the repainting of the parking lines at 130 Hollywood Drive at a total of \$990 by Graham Line Striping. Charles Savannah seconded the motion. Roll call indicated all ayes.

SPRING OVERALL CLEANING @ HOLLYWOOD DRIVE- \$4,910- John stated that the cleaning services include the following: carpet cleaning & lobby (ceramic and tile), tile and grout- lobby, men's and lady's bathrooms/locker rooms, kitchenette and admin bathroom; no wax vinyl floor (breakroom and office), drapes and curtains, sheer curtains; remove, clean and reinstall mini blinds in offices and \$100 fuel surcharge. Charles Savannah made a motion to accept the COIT quote for Spring Cleaning the office at a total of \$4,910 as presented. Tricia Kradel seconded the motion. Roll call indicated all ayes. Joseph Hasychak asked when the cleaning would take place. John and Tiffany thought that the cleaning was scheduled for May since most of the staff will be attending the PPTA conference.

APPROVE THE EXTENSION OF MALADY AND WOOTEN CONTRACT- John stated that this service is \$2,000 per month and this would be a 2-year extension from the original contract of 3 years. Malady and Wooten are BTA's representation in Harrisburg, PA. Dave Johnston made a motion to approve the 2-year extension of the contract between BTA and Malady and Wooten at \$2,000/mo. Charles Savannah seconded the motion. Roll call indicated all ayes.

A/C SERVICE MACHINE- \$10,668.99, \$3,980.99, \$8,075.14- John explained that Brady was working with MV's mechanic and the need for this machine was brought to John's attention. Brady was able to obtain 3 quotes- \$10,668.99, \$3,980.99 & \$8,075.14. Upon review Brady and the mechanic confirmed that the machine for \$3,980.99 will suffice. Charles Savannah made a motion to approve BTA's purchase of an A/C Service Machine at a total of \$3,980.99. Lance Calvert seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the April 2025 financial reports for approval. Joseph Hasychak made a motion to approve the April 2025 financial reports as presented. Charles Savannah seconded the motion. Roll call indicated all ayes. Tiffany shared that an additional column (new feature) was added to the Balance Sheet (Year to Year Comparison).

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 116 through 130 from the new State Funding Account. Charles Savannah made a motion to approve check numbers 116 through 130 from the new State Funding Account and Lance Calvert seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 572 through 574 from the Capital Project Checking Account. Tricia Kradel made a motion to approve check numbers 572 through 574 from the Capital Project Checking Account and Charles Savannah seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 29915 through 30057 and 2/15/25, 2/28/25, 3/15/25, 3/31/25 and 4/15/25 Payroll (including Payroll taxes and 403b contributions to Principal) from the Regular Checking Account. She pointed out that check numbers 30010 through 30033 were voided due to an alignment issue. Charles Savannah made a motion to approve check numbers 29915 through 30057 and 2/15/25, 2/28/25, 3/15/25, 3/31/25 and 4/15/25 Payroll (including Payroll taxes and 403b contributions to Principal) from the Regular Checking Account. Tricia Kradel seconded the motion. Roll call indicated all ayes.

EXECUTIVE DIRECTORS REPORT- Evening and day-time service trips totaled 12,824 for February 2025. A decrease of 2,318 trips from February 2024.

Commuter service total trips totaled 1,070 for February 2025. A decrease of 299 trips from February 2024.

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Evening and day-time service trips totaled 14,215 for March 2025. A decrease of 202 trips from March 2024.

Commuter service total trips totaled 1,314 for March 2025. An increase of 95 trips from March 2024.

BTA needs a resolution next month from the solicitor, similar to the resolution BTA already has for the Route 528 park and ride, in regards to how long a vehicle can remain in the parking lot. A vehicle has been parked at the 130 Hollywood Drive parking lot for almost a week. There is a 48-hour rule in Jackson Township at the Route 528 park and ride. John would like a similar rule that after 48 hours the vehicle will be towed at the owner's expense. Once the resolution has been approved and signed BTA would have to publicly post the information.

The PA Senate is considering a bill to create SWEPTA- cousin to SEPTA for the Pittsburgh region. Senator Jay Costa- Ranking Democrat State Senator is looking for cosponsors. This is to encourage the suburban transit agencies to join PRT. BTA has only seen a memo, not a bill yet. BTA is currently doing a good job providing service and wants to guarantee and protect the service in Butler County.

The next regular scheduled board meeting is Tuesday May 20, 2025 at 5:00pm at the BTA Transit Center Board room at 130 Hollywood Drive.

John mentioned that Cookie is on the prayer list at Church and if anyone was interested in reaching out (via phone, card, etc) please feel free to do so.

QUESTIONS FROM MEDIA/VISITORS- Ryan asked how the proposed budget compared to this year's budget. The difference is mainly in salaries, wages, taxes and benefits due to additional staffing. John stated that the difference in budget is about \$340,000. Ryan asked about the local match. John and Tiffany explained that the local match increases 5% each year. John provided a more detailed explanation regarding local match. Ryan asked when the repainting of the parking lines would occur. John stated that it would happen when the weather permitted and when Graham Line Striping is available. Ryan asked the name of the company performing BTA's Spring Cleaning and how they were discovered. John supplied the information requested. Ryan asked for clarification of the item pertaining to Malady and Wooten. John answered accordingly. There was no increase in the monthly amount in the extension. Ryan asked if the A/C Machine is replacing another machine. John shared that the new maintenance foreman recommended this (he has used a similar machine at other locations). This is not a replacement. This will save time and money because the buses will not have to be sent offsite. Ryan asked when this will be purchased. John stated that it will be purchased immediately. Ryan asked if there would be action taken after Executive Session and John clarified that there would be a motion.

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Sol McCormick asked where the Performance Standards originate. John shared that they come from the Bureau of Public Transportation. It is in the five-year report and is required under the annual contracting. It will be part of BTA's submission of the budget.

EXECUTIVE SESSION- Joseph Hasychak made a motion to go into Executive Session at 6:15pm and Chris Rearick seconded the motion. BTA Board Members will return after Executive Session. Roll call indicated all ayes. BTA Board Members returned from Executive Session at 6:18pm.

PERSONNEL COMMITTEE RECOMMENDATIONS FROM EXECUTIVE SESSION- Charles Savannah made a motion to approve the recommendations presented by the Personnel Committee effective July 1, 2025. Tricia Kradel seconded the motion. Roll Call indicated all ayes.

QUESTIONS FROM MEDIA/VISITORS- Ryan inquired about the motion. John shared that the raises for staff were between 4% and 5%. Ryan asked how many employees were affected. John stated all thirteen employees (full time and part time).

ADJOURNMENT- Charles Savannah made a motion to adjourn at 6:19pm. Chris Rearick seconded the motion. Roll call indicated all ayes.