

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
August 13, 2024**

Charles Savannah
Chris Rearick
Joseph Hasychak
Lance Calvert
Tricia Kradel

John H. Paul, Executive Director
Rebecca Black, Lutz, Pawk & Black
Ryan Saeler, Butler Media Group
Tiffany Fosnaught

Chris Rearick 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, Joseph Hasychak, Chris Rearick, Lance Calvert and Tricia Kradel were present. Dave Johnston was absent.

MINUTES OF THE MEETING: Joseph Hasychak motioned to approve the minutes from the July 2024 Board Meeting as presented. This motion was seconded by Charles Savannah. Roll call indicated all ayes.

CORRESPONDENCE: Charles Savannah read a thank you card from Tim Boden. The card thanked BTA and the Board for the care and the employment that has been provided.

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 FALL/WINTER MEETING SEPTEMBER 23, 24 & 25th PITTSBURGH- John is asking for approval to attend the PPTA Fall/Winter Meeting in Pittsburgh September 23rd through the 25th. This would include registration, hotel, meals and incidentals. Joseph Hasychak made a motion to allow John to attend the PPTA Fall/Winter Meeting in Pittsburgh September 23-25, 2024 (including costs mentioned) and Tricia Kradel seconded the motion. Roll call indicated all ayes.

AMENDED PROCUREMENT POLICY- Rebecca stated that a master checklist has been added for each type of procurement with all of the necessary information contained in it. This ensures that BTA is completing all of the steps and attaching all of the required information. Charles Savannah made a motion to approve BTA's Procurement Policy. Joseph Hasychak seconded the motion. Roll call indicated all ayes.

DBE REPORTING POLICY- Rebecca explained that BTA received different funding (5307, CARES, CRRSAA) and is now required to report DBE in TrAMS based on that funding. BTA submits biannually to PennDOT DBE information for 5311 funding. This new policy states that BTA will report DBE in TrAMS on a timely basis. Tiffany will be speaking with the State tomorrow to ensure that when BTA reports DBE for this different funding it will not jeopardize the reporting for 5311 through the State. John spoke briefly about what DBE stands for and how DBE goals are tabulated. Charles Savannah made a motion to approve the DBE Reporting Policy as presented and Chris Rearick seconded the motion. Roll call indicated all ayes.

PROPERTY REPORT POLICY- Rebecca stated that this is in regards to BTA submitting complete Property Reports. This is relative to the maintenance and use of Real Property in which the Federal Government (FTA) has an interest. This policy states that BTA will use this property responsibly and track it appropriately. BTA will also file Property Reports (including a Real Property Inventory- with all required information) on an annual basis in the TrAMS Program. Charles Savannah made a motion to approve BTA's Property Report Policy as presented. Joseph Hasychak seconded the motion. Roll call indicated all ayes.

SUPPORT LETTER FOR ADDITIONAL OPERATIONAL FUNDING- John shared that BTA was requested by BTA's representation in Harrisburg to send some letters of support for the funding program the Governor has put forward to fund Public Transportation in Pennsylvania of 1.75% of the sales tax revenues additionally- for Butler that would be \$417,428. The letter would also ask for support of House Bill 1914- this would allow another Transit Agency to manage capital funding that BTA could request from (special projects without PennDOT approval). Charles Savannah made a motion to allow support letters to be sent by BTA as stated. Tricia Kradel seconded the motion. Roll call indicated all ayes.

REQUEST FOR FUNDING FOUR (4) ADDITIONAL LOCAL BUSES- John is requesting that BTA be allowed to request funding for four additional local fixed route buses (\$2.6 million) from the State to provide better comprehensive service in the region. This would allow BTA to reduce headways. John stated that he sees a need for it and it may attract more new people due to convenience. Joseph Hasychak made a motion to allow BTA to request funding from the State for four additional local fixed route buses. Tricia Kradel seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the July 2024 financial reports for approval. Tiffany stated that these reports are not out of the new accounting software. Joseph Hasychak made a motion to approve the July 2024 financial reports as presented. Chris Rearick seconded the motion. Roll call indicated all ayes.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 548 and 549 from the Project Checking Account. Charles Savannah made a motion to approve check numbers 548 and 549 from the Project Checking Account and Tricia Kradel seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 29557 through 29621 and July Payroll from the Regular Checking Account. Joseph Hasychak made a motion to approve check numbers 29557 through 29621 and July Payroll from the Regular checking account and Charles Savannah seconded the motion. Roll call indicated all ayes.

EXECUTIVE DIRECTORS REPORT- Evening and day-time service trips totaled 14,760 for July 2024. An increase of 1,214 trips from July 2023.

Commuter service total trips totaled 1,479 for July 2024. An increase of 126 trips from July 2023.

John is planning on attending an ATA ribbon cutting in Dubois on August 28th. They are dedicating a new building.

John will be attending a SAFTI Board Meeting on September 10th and 11th in State College.

John is also planning on attending the PPTA Board Meeting in Harrisburg on December 11th and 12th.

MV Transportation's Lead Mechanic turned in his two week's notice today. This a huge loss for the preservation of BTA's buses. BTA borrowed a bus from Mid Mon Valley since BTA's buses are under repair (some waiting for parts). The driver shortage continues.

Minutes of the Meeting
August 13, 2024

The Coach Commuter bus that is currently being repaired in Illinois is progressing and should be returned in late September/early October.

Both Lift projects are moving forward with work on Bay #2 to begin next week for the Eco 90 Lift.

John commended Tiffany for her diligence regarding the transition to the new accounting software. The Board thanked her as well.

The next regular scheduled board meeting is Tuesday September 17, 2024 at 5:00pm at the BTA Transit Center Board room at 130 Hollywood Drive.

QUESTIONS FROM MEDIA/VISITORS- Ryan asked for more details regarding the type of buses (four additional local) and the funding amount. John provided the information. Ryan asked who John was requesting the funding from and John supplied that information as well.

ADJOURNMENT- Charles Savannah made a motion to adjourn at 5:42pm. Tricia Kradel seconded the motion. Roll call indicated all ayes.