

**BUTLER TRANSIT AUTHORITY  
MINUTES OF THE MEETING  
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE  
August 8, 2023**

Charles Savannah  
Chris Rearick  
Tricia Kradel  
Joseph Hasychak  
Lance Calvert

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

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

**CORRESPONDENCE:** John explained that BTA has not received any correspondence but wanted to make the Board aware that there was a request that BTA write a letter to Secretary Buttigieg to express support for PennDOT's grant application to replace the Karns Crossing Bridge (currently on BTA's Route 3). BTA will be sending out a letter in hopes that additional funding will be granted for the project.

**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**

**MOBILE TICKETING RFP-** John asked for a motion to allow BTA to release the Mobile Ticketing RFP that has been prepared. Rebecca has already reviewed the RFP. Joseph Hasychak made a motion to allow BTA to release the Mobile Ticketing RFP that has been prepared and reviewed. Lance Calvert seconded the motion. Roll call indicated all ayes.

**FIDUCIARY LIABILITY INSURANCE-** John shared that this insurance is for him since he is the fiduciary for BTA's pension system. This insurance would cover him in case someone had a complaint or did not like the options and then decided to sue John personally since he is the administrator. It is three years of coverage through Traveler's Insurance at a cost of \$4,516.00. Joseph Hasychak made the motion to approve the fiduciary insurance through Travelers Insurance at a cost of \$4,516.00 for three years. Chris Rearick seconded the motion. Roll call indicated all ayes.

**DOCUMENT DESTROY LIST-** John shared that additional items were found upstairs at the 130 Hollywood facility that require destruction. The list of items was presented for approval. Joseph Hasychak asked who would be performing the destruction. Tiffany confirmed that Out of Site Shredding would be contacted. They have been used in prior years and BTA is pleased with their work. Tricia Kradel made a motion to approve the additional items for destruction as presented and Joseph Hasychak seconded the motion. Roll call indicated all ayes.

**FINANCIAL REPORT/STATEMENT-** Tiffany presented the July 2023 financial reports for approval. Joseph Hasychak made a motion to approve the July 2023 financial reports as presented. Lance Calvert seconded the motion. Roll call indicated all ayes. Tiffany mentioned that she also included the June 2023 PreAudit Financial Reports. These are the reports that she will be presenting to the auditors.

**APPROVAL OF THE CHECKS-** Tiffany asked for approval of check numbers 28326 through 28357 from the Regular Checking Account. Joseph Hasychak made a motion to approve check numbers 28326 through 28357 from the Regular checking account and Tricia Kradel seconded the motion. Roll call indicated all ayes.

**EXECUTIVE DIRECTORS REPORT-** Evening and day-time service trips for July 2023 totaled 13,546. An increase of 473 trips from July 2022.

The 25-day unlimited pass sales still indicate that passengers are utilizing the app. 20 were sold in July 2023. This total is still significantly higher than March (before the promotion) which was 4.

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Commuter service total trips were 1,353 for July 2023. An increase of 282 trips from July 2022.

John discussed possible future promotions and what time of the year is best for these promotions.

ANR reimbursed BTA for the natural gas undercharge-TW People's of \$14,127.46 (their portion).

BTA was able to confirm a date for the Appreciation Luncheon for Staff. It will be November 5, 2023 at 12:00pm at the Butler Country Club.

The next regular scheduled board meeting is Tuesday September 12, 2023 at 5:00pm at the BTA Transit Center Board room at 130 Hollywood Drive.

Joseph Hasychak asked for information/schedules for a relative who will be attending Duquesne in Pittsburgh. Staff provided information as requested.

**QUESTIONS FROM MEDIA/VISITORS-** Eddie asked for additional information regarding the Mobile Ticketing RFP. John was able to provide additional information that Eddie required. Eddie asked who the current Mobile Ticketing app provider is. Staff explained that Token Transit currently is BTA's Mobile Ticketing provider. Eddie also asked if BTA's website had been updated for ADA compliance (through Blue Archer). John and Tiffany were not sure and told Eddie that they would check on the status and provide answers once they were available.

**ADJOURNMENT (into Executive Session) –** Chris Rearick made a motion to adjourn into Executive Session at 5:23pm (not to return) and Joseph Hasychak seconded the motion. Roll call indicated all ayes.