

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 310 COUNTRY CLUB ROAD, BUTLER, PA
December 10, 2024**

Charles Savannah
Dave Johnston
Chris Rearick
Tricia Kradel

John H. Paul, Executive Director
Rebecca Black, Lutz, Pawk & Black
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, Dave Johnston, Chris Rearick and Tricia Kradel present. Joseph Hasychak and Lance Calvert were absent.

MINUTES OF THE MEETING: Charles Savannah motioned to approve the minutes from the November 2024 Board Meeting as presented. This motion was seconded by Dave Johnston. 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

PROCUREMENT POLICY UPDATE- Rebecca shared that BTA had amended the Procurement Policy based on the Federal Triennial FTA Audit. However, initially BTA went with the guidance provided by PennDOT (to use the Federal simplified acquisition thresholds rather than complying with the State thresholds). At the time it was \$250,000 vs \$16,000 for bidding purposes. PennDOT was recently audited and directed by the FTA that they are not allowed to provide that guidance. FTA stated that municipal entities or third party recipients cannot use only Federal thresholds. BTA, as a local agency, has to use the most restrictive of the thresholds available in BTA's incorporating documents. BTA is incorporated under the MAA (Municipal Authorities Act) and the thresholds based on that are now \$23,600. There is current pending legislation that would exempt transit authorities from this regulation but it is not active as of yet. Therefore, the amendment is solely to change BTA's procurement threshold to \$23,600 for bidding purposes until the legislation states differently. Chris Rearick asked if the thresholds change annually. Rebecca stated that it does but minimally. Chris Rearick made a motion to approve the amended Procurement Policy as presented. Tricia Kradel seconded the motion. Roll call indicated all ayes.

BOARD MEETING SCHEDULE 2025- Charles Savannah made a motion to approve BTA's Board Meeting Schedule for 2025 as presented and Tricia Kradel seconded the motion. Roll call indicated all ayes.

HOLIDAY SCHEDULE 2025- Charles Savannah made a motion to approve BTA's Holiday Schedule for 2025 (now including President's Day as a floating holiday) and Dave Johnston seconded the motion. Tricia Kradel asked if additional compensation would be provided to a BTA employee if they work on the holiday and John replied that they would not. Roll call indicated all ayes.

LIFT CHANGE ORDER #7- John shared that this change order will give BTA a credit for the remaining building permit allowance not expended. The total is a credit for \$10,534.50. This changes the Contract Summary from \$642,574.98 to \$632,040.48. Charles Savannah made a motion to approve Lift Change Order #7- a credit in the amount of \$10,534.50 and Dave Johnston seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the November 2024 financial reports for approval. Charles Savannah made a motion to approve the November 2024 financial reports as presented. Dave Johnston seconded the motion. Roll call indicated all ayes.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 100 through 103 from the new 5311 Funding Account. Dave Johnston made a motion to approve check numbers 100 through 103 from the new 5311 Funding Account and Tricia Kradel seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 559 through 563 from the Capital Project Checking Account. Chris Rearick made a motion to approve check numbers 559 through 563 from the Capital Project Checking Account and Charles Savannah seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 29771 through 29814 and 11/15/24 and 11/31/24 Payrolls (including Payroll taxes and 403b contributions to Principal) from the Regular Checking Account. Charles Savannah made a motion to approve check numbers 29771 through 29814 and 11/15/24 and 11/30/24 Payrolls (including Payroll taxes and 403b contributions to Principal) 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 totaled 13,922 for November 2024. A decrease of 9 trips from November 2023.

Commuter service total trips totaled 1,066 for November 2024. A decrease of 273 trips from November 2023.

BTA's Triennial findings have been resolved except for the DBE reporting which Tiffany will be discussing (with the assistance of PennDOT) with FTA. It is looking as if BTA may have to file two reports.

The Act 44 Review went well today. John thanked Charles Savannah, Chris Rearick and Rebecca Black for attending.

The new ECO 90 Lift is now installed. The ECO 60 Lift is being installed this week.

MV now has three additional (new) drivers but the driver shortage continues since MV needs three more. Two more are in the process of training.

The next regular scheduled board meeting is Tuesday January 14, 2025 at 5:00pm at the BTA Transit Center Board room at 130 Hollywood Drive.

QUESTIONS FROM MEDIA/VISITORS- None.

ADJOURNMENT- Charles Savannah made a motion to adjourn at 5:23pm. Chris Rearick seconded the motion. Roll call indicated all ayes.