

**BUTLER TRANSIT AUTHORITY  
MINUTES OF THE MEETING  
BUTLER COUNTRY CLUB AT 310 COUNTRY CLUB ROAD, BUTLER, PA  
December 12, 2023**

Charles Savannah  
Chris Rearick  
Tricia Kradel  
Joseph Hasychak  
Jim Diamond  
Lance Calvert

John H. Paul, Executive Director  
Rebecca Black, Lutz, Pawk & Black  
Cooky Diamond, Public  
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, Jim Diamond, Lance Calvert and Tricia Kradel were all present.

**MINUTES OF THE MEETING:** Lance Calvert motioned to approve the minutes from the November 2023 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) – None.**

## **NEW BUSINESS**

**FARE COLLECTION-** As discussed previously BTA will be participating with the Consortium (with Meadville and Mercer) regarding the Fare Collection System. BTA discovered that if the contract is paid upfront a 14% discount can be utilized. John contacted the State and they graciously agreed to the upfront cost (14% discount). John is asking for approval of a new Fare Collection System as follows: \$328,122 for Modeshift and \$13,064 for Diamond Fareboxes (dropboxes for cash). Grand total of \$341,186. BTA will be eliminating the Scheidt Bachmann fareboxes. After five years BTA will incur a maintenance fee for Modeshift at approximately \$34,000 plus \$800 annually. John also shared that when he attended a few conferences he heard that Scheidt Bachmann may be interested in purchasing old equipment because they are short on equipment. BTA will be pursuing this option. Any money received can offset a future capital purchase. Tricia Kradel made a motion to allow BTA to move forward with the purchase of a new fare collection system- Modeshift for \$328,122 and Diamond Fareboxes for \$13,064. Jim Diamond seconded the motion. Roll call indicated all ayes.

**BOARD MEETING SCHEDULE 2024-** The Board members received the proposed BTA Board Meeting Schedule for 2024 with their Board Kits. Lance Calvert made a motion to approve the BTA Board Meeting Schedule for 2024 as presented. Tricia Kradel seconded the motion. Roll call indicated all ayes.

**HOLIDAY SCHEDULE 2024-** The Board members received the proposed BTA Holiday Schedule for 2024 with their Board Kits. Chris Rearick made a motion to approve the BTA Holiday Schedule for 2024 as presented. Lance Calvert seconded the motion. Roll call indicated all ayes.

**ACCOUNTING SOFTWARE-** Tiffany explained that the current accounting software that BTA uses (Microsoft Dynamics GP) will no longer be supported starting in 2025. The current software has reached the end of its useful life and BTA believes it would be wise to be proactive and find a different software now (before the rush to switch becomes overbearing). Tiffany shared the proposed software from the current provider as well as several others. John spoke with the State regarding funding and a similar offer to the fareboxes was approved. The State has agreed to fund the first five years upfront and BTA will pay for them out of Capital funding provided by the State. Tiffany explained that most accounting softwares are built for manufacturing accounting. One software, in particular, seems like a good fit because they already have systems built for nonprofits and government funding. Tiffany compared Striven, Oracle NetSuite, Sage Intacct and Dynamics 365 Business Central. Tiffany shared some of the pros and cons of each system as well as some new features that are being offered with each system that would save time. BTA is still awaiting all of the final pricing and would like the Board to approve an "up to" amount so that the decision can be made in 2023. The reason is because the software companies are offering special savings at the end of the year and BTA would like to be able to take advantage of those savings. Lance Calvert made a

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motion to approve BTA's purchase of new accounting software up to a total of \$150,000 (which includes five years of subscription). Tricia Kradel seconded the motion. Roll call indicated all ayes.

**FINANCIAL REPORT/STATEMENT-** Tiffany presented the November 2023 financial reports for approval. Charles Savannah made a motion to approve the November 2023 financial reports as presented. Tricia Kradel seconded the motion. Roll call indicated all ayes.

**APPROVAL OF THE CHECKS-** Tiffany asked for approval of check numbers 28635 through 28668 from the Regular Checking Account. Chris Rearick made a motion to approve check numbers 28635 through 28668 from the Regular checking account and Jim Diamond seconded the motion. Roll call indicated all ayes.

**EXECUTIVE DIRECTORS REPORT-** Evening and day-time service trips for November 2023 totaled 13,931. An increase of 1,703 trips from November 2022. BTA is just under 89% recovery of pre-COVID (2019) passenger trips for local service.

Commuter service total trips were 1,339 for November 2023. An increase of 194 trips from November 2022. BTA is only at 50% recovery of pre-COVID (2019) passenger trips for commuter service.

MCI has stripped Bus #226 that was damaged in the Route 68 accident. MCI has also ordered the parts needed to repair the bus. MCI is not sure how long it will take for the parts to arrive and/or to finish the repairs.

Fire Fighters came to BTA and had an air maintenance device fail. The replacement cost was \$1,738.

Butler's Annual Christmas Parade was Saturday November 25, 2023 and John shared who rode the BTA bus. John also explained that BTA staff is working on a different way to decorate the bus for the parade next year.

The next regular scheduled board meeting is Tuesday January 9, 2024 at 5:00pm at the BTA Transit Center Board room at 130 Hollywood Drive. John recognized Jim Diamond's service on the BTA Board and presented him with cards and a book of some of Jim's accomplishments while on BTA's Board. Everyone thanked Jim and expressed how much he will be missed.

**QUESTIONS FROM MEDIA/VISITORS-** None.

**ADJOURNMENT –** Lance Calvert made a motion to adjourn at 5:31pm and Jim Diamond seconded the motion. Roll call indicated all ayes.