

**BUTLER TRANSIT AUTHORITY  
MINUTES OF THE MEETING  
BUTLER COUNTRY CLUB AT 310 COUNTRY CLUB ROAD  
December 17, 2019**

Joseph Hasychak  
Maggie Stock  
Joseph Gray  
Lance Calvert  
Jim Diamond  
Charles Savannah

John H. Paul, Executive Director  
Rebecca Black, Lutz & Pawk  
Larry Lutz, Lutz & Pawk  
Steve Ferris, Butler Eagle  
Tiffany Fosnaught

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Jim Diamond 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. Joseph Hasychak, Maggie Stock, Joseph Gray, Charles Savannah, Lance Calvert and Jim Diamond were all present.

**MINUTES OF THE MEETING:** Maggie Stock motioned to approve the minutes from the November 2019 Board Meeting as presented. This motion was seconded by Joseph Gray. Roll call indicated all ayes.

**CORRESPONDENCE:** Joseph Hasychak read a letter from the Butler Township Board of Commissioners thanking Butler Transit Authority for their recent donation to the Butler Township Appreciation Dinner.

**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**

**BTA BOARD MEETING DATES 2020-** Joseph Hasychak made a motion to approve BTA's Board Meeting Dates for 2020 as presented. Joseph Gray seconded the motion. Roll call indicated all ayes. There was a brief discussion as to how the meeting dates are advertised and how it is advertised if there are any changes.

**BTA HOLIDAY SCHEDULE 2020-** Charles Savannah made a motion to approve BTA's Holiday Schedule for 2020 as presented. Lance Calvert seconded the motion. Roll call indicated all ayes. There was a discussion regarding 2019 Christmas Holiday versus 2020 Christmas Holiday for staff.

**BTA PROCUREMENT POLICY ADDENDUM-** Rebecca informed the Board of the reasons for an addendum to BTA's Procurement Policy versus changing the current policy. The main reason for the addendum is for ensuring compliance with Federally mandated procurement requirements. She highlighted the points from the addendum- an added section for suspension and debarment, allowable cost verification (if applicable), acknowledgement of receipt and review and modification to the ICE (Independent Cost Evaluation) forms. Joseph Hasychak made a motion to approve the BTA Procurement Policy Addendum. Charles Savannah seconded the motion. Roll call indicated all ayes.

**FINANCIAL POLICY AND PROCEDURES-** John explained that during the training that he and Tiffany had just attended in regards to the Triennial Review BTA will need to develop a Financial Policy and Procedures in order to comply. BTA asked two other transit agencies to share their policies and Tiffany reviewed them. She chose one that was similar to BTA and is currently revising it to what BTA currently does. BTA is subject to the Triennial because of the fact that 5307 funding was requested and used (BTA is not required to do certain things due to the fact that BTA has not spent more than \$250,000 of 5307 funding other than for bus purchases). BTA is looking for approval of these Financial Policies and Procedures once fully revised and upon solicitor's review. Charles Savannah made a motion to approve BTA's Financial Policies and Procedures once revised and reviewed by the solicitor. Joseph Gray seconded the motion. Roll call indicated all ayes. John shared with the Board how the 5307 funding has been processed so far with BTA. He also shared how the formulas work based on densities and populations.

**FINANCIAL REPORT/STATEMENT-** Tiffany presented the November 2019 financial reports. Joseph Hasychak made a motion to approve the November 2019 financial report/statements as presented. Maggie Stock seconded the motion. Roll call indicated all ayes.

**APPROVAL OF THE CHECKS-** Tiffany asked for approval of check numbers 24697 through 24789 from the regular checking account. Joseph Hasychak made a motion to approve check numbers 24697 through 24789 from the regular checking account and Charles Savannah seconded the motion. Roll call indicated all ayes.

**NON AGENDA ITEMS-** Joseph Hasychak commented that the Santa Bus looked great as always and the turnout was outstanding.

**EXECUTIVE DIRECTORS REPORT-** Stuff the bus was successful and John would like to promote it even better next year.

Evening and day time service trips totaled 15,753 for November 2019. An increase of 1,103 trips from November 2019.

Commuter service total trips were 3,003 and averaged 150.5 trips per day in November 2019.

Karl advertised online to scrap two of BTA's buses. BTA received \$2,025 for Bus 845 and \$1,752 for Bus 842. Buses have been removed from BTA's property. These funds will be used to purchase new desktop computers.

John and Tiffany participated in a Webinar and attended training on the Triennial review process. Staff and the solicitor have been accumulating documentation for submission to FTA on Friday 12/20.

BTA recently had an auditor visit regarding the Commuter Service. The auditor was hired by PennDOT. The auditor is currently working on his report back to PennDOT.

BTA received the letter regarding the CNG Availability charge (\$18,542.94- approx. four months- 2019) and the options for payment. John shared with the Board. BTA is opting to write a check.

John thanked Maggie for her service on BTA's Board for the last five years. The Board applauded her. The new Board Member will be appointed by the County. John has still not been informed as to who the replacement will be. Maggie addressed all present and expressed her thoughts as to who she thought would make a good replacement for her as a Board Member.

The next regular scheduled board meeting is Tuesday January 14, 2019 at 5:00pm at the Butler Transit Authority facility. Jim Diamond thanked everyone during his past year as Chairman and welcomed aboard Lance as next year's newcomer- once voted in.

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**QUESTIONS FROM MEDIA/VISITORS-** Steve Ferris asked for clarification of the following: Maggie's years on BTA's Board, when Lance will become chairman (if elected) and the CNG Availability Charge. All questions were answered accordingly.

**ADJOURNMENT-** Charles Savannah made a motion to adjourn the meeting at 5:44pm and Joseph Gray seconded the motion. Roll call indicated all ayes.