

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
February 11, 2025**

Charles Savannah
Dave Johnston
Chris Rearick
Lance Calvert
Joseph Hasychak
Lance Calvert

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

Joseph Hasychak 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, Joseph Hasychak and Lance Calvert were present. Tricia Kradel was absent.

MINUTES OF THE MEETING: Dave Johnston motioned to approve the minutes from the January 2025 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

PPTA ANNUAL MEETING- Charles Savannah made a motion to allow John, Kelly, Tiffany, Alicia (includes registration, hotel- 3 nights, meals, tolls, mileage and incidentals) and any BTA Board Members to attend the annual PPTA Meeting in Lancaster, PA in May of 2025. Chris Rearick seconded the motion. Roll call indicated all ayes.

AVAIL TECHNOLOGIES ANNUAL CONFERENCE- John shared that the AVAIL Technologies Annual Conference is in Salt Lake City from July 15, 2025 through July 18, 2025 and Kelly and Alicia would like to attend. Joseph Hasychak made a motion to allow Kelly and Alicia to attend the annual AVAIL Technologies Conference in Salt Lake City from July 15, 2025 through July 18, 2025 (registration \$299, airfare, transportation, hotel, meals and incidentals) and Charles Savannah seconded the motion. Roll call indicated all ayes. John explained what AVAIL Technologies System is and what they do for BTA.

FINANCIAL REPORT/STATEMENT- Tiffany presented the January 2025 financial reports for approval. Dave Johnston made a motion to approve the January 2025 financial reports as presented. Joseph Hasychak seconded the motion. Roll call indicated all ayes. Tiffany shared that there were a lot of projects finalized in December and capital assets were added at that time. Tiffany also shared that the new accounting software is Sage Intacct. Charles Savannah questioned the cell phone charges and Tiffany explained the government account that Verizon offers and what all it entails.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check number 115 from the new State Funding Account. Joseph Hasychak made a motion to approve check number 115 from the new State Funding Account and Charles Savannah seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 570 through 571 from the Capital Project Checking Account. Charles Savannah made a motion to approve check numbers 570 through 571 from the Capital Project Checking Account and Chris Rearick seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 29886 through 29914 and 1/31/25 Payroll (including Payroll taxes and 403b contributions to Principal) from the Regular Checking Account. Dave Johnston made a motion to approve check numbers 29886 through 29914 and 1/31/25 Payroll (including Payroll taxes and 403b contributions to Principal) from the Regular Checking Account. Charles Savannah seconded the motion. Roll call indicated all ayes.

EXECUTIVE DIRECTORS REPORT- Evening and day-time service trips totaled 13,140 for January 2025. A decrease of 716 trips from January 2024.

Commuter service total trips totaled 1,153 for January 2025. A decrease of 254 trips from January 2024.

The Commuter Bus that was repaired in Illinois is being returned to BTA for use. It is to leave Illinois on Thursday and should arrive early this weekend or next week. BTA will, again, be at full fleet.

BTA had an issue with a rider fraudulently using a senior card. Tiffany and Kelly were able to determine how many trips the rider used fraudulently. With Rebecca's assistance BTA was able to recoup the money that should have been collected for the rides and the rider was informed that this is not to happen again. The senior who gave the rider the card was also informed of the fact that BTA was aware of the fraudulent activity and this will not be tolerated in the future. This violates BTA's Code of Conduct Policy and the letters to each spelled out what would happen if there was a repeat occurrence. BTA is currently discussing and instituting additional checks and balances to ward off any similar activity going forward.

The next regular scheduled board meeting is Tuesday March 11, 2025 at 5:00pm at the BTA Transit Center Board room at 130 Hollywood Drive.

Charles Savannah asked how Jackson Township is working out with the Park n Ride snow removal services. John stated that is going well.

QUESTIONS FROM MEDIA/VISITORS- Ryan asked when the PPTA Conference was being held. John shared that the conference will be in May 2025 and will be held in Lancaster, PA. Ryan asked how long the Commuter Bus has been in Illinois for repairs. John stated that the bus has been in Illinois for two years and he listed some of the repairs that were performed. Once the bus is returned BTA will have 2 spares for Commuter service.

EXECUTIVE SESSION- BTA Board Members went into Executive Session at 5:22pm and returned at 5:25pm.

PERSONNEL ISSUE FROM EXECUTIVE SESSION- Dave Johnston made a motion to approve the Personnel Committee's Recommendation as presented. Chris Rearick seconded the motion. Roll Call indicated all ayes.

QUESTIONS FROM MEDIA/VISITORS- Ryan inquired about the motion. John stated that the issue was to extend medical benefits to an employee.

ADJOURNMENT- Joseph Hasychak made a motion to adjourn at 5:26pm. Charles Savannah seconded the motion. Roll call indicated all ayes.