

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
March 14, 2023**

Charles Savannah
Chris Rearick
Lance Calvert
Joseph Hasychak
Tricia Kradel

John H. Paul, Executive Director
Rebecca Black, Lutz, Pawk & Black
Eddie Trizzino, Butler Eagle
Ryan Saeler, Butler Media Group
Laura Felton, MV Transportation
Tiffany Fosnaught

Joseph Hasychak (on behalf of Charles Savannah due to Charles arriving late) 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: Chris Rearick motioned to approve the minutes from the February 2023 Board Meeting as presented. This motion was seconded by Lance Calvert. Roll call indicated three ayes and Joseph Hasychak abstaining due to the fact that he was absent from last month's meeting.

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

EXCLUSION OF SERVICE AND DISRUPTIVE PASSENGER POLICY- Rebecca explained that the BTA Board previously adopted BTA's Exclusion of Service and Disruptive Passenger Policy as well as BTA's Trespass and Ban Policy subject to solicitor review (with any needed revisions) Rebecca shared that these policies have been revised specifically for the purpose of providing some authority to the subcontractor (currently MV Transportation) as they see necessary to take action on a more immediate/urgent basis for excluding or banning passengers for a shortened period of time subject to ultimate approval by BTA's Executive Director. This will streamline the process. Rebecca also shared that she is proposing to add a provision for service of notice of the exclusion/ban of the individual. There have been cases where BTA is unaware of an individual's name or address (BTA is unable to identify the individual). Under BTA's current policy BTA is required to mail notices of violation or suspension to the perpetrator. The proposed change to the policy would allow the driver or BTA to identify the perpetrator by description or screenshot through surveillance cameras. The description and/or image would be attached to the notice (to justify the verification). The notice(s) would then be distributed to the drivers so they can rely on that means of identifying the individuals who are being excluded/banned. Lastly, if someone is served by personal service but BTA does not have any identification information regarding the individual then a MV employee/driver would sign either an incident report or some other statement stating that they personally served the individual that was identified by the picture. BTA would keep all of these documents together to substantiate the notification. Rebecca stated that because these changes will be made in the Exclusion Policy they must also be made in the Trespass and Ban Policy and the Rules of Conduct RE: Inappropriate Conduct Procedures so that everything coincides. These revisions would close the gaps in BTA's current policies. Lance Calvert made a motion to approve the changes to BTA's Exclusion of Service and Disruptive Passenger Policy as presented by the solicitor. Tricia Kradel seconded the motion. Roll call indicated all ayes. Tricia Kradel made a motion to approve the changes to BTA's Trespass and Ban Policy as presented by the solicitor and Lance Calvert seconded the motion. Roll call indicated all ayes. Chris Rearick made a motion to approve the changes to BTA's Code of Conduct Policy as presented by the solicitor and Joseph Hasychak seconded the motion . Roll call indicated all ayes.

PPTA LANCASTER ANNUAL MEETING- John discussed that the PPTA conference is normally held in April annually but this is the first time the conference is being held since COVID. PPTA has been negotiating with the hotel regarding past credits and in order for the hotel to accommodate the conference properly they had to book the conference for June. The Board used to be able to attend the conference but now everyone in attendance must register and pay the full conference fee. Joseph Hasychak made a motion to approve the attendance of BTA's four full-time staff (John, Kelly, Tim and Tiffany) for PPTA's June 4th-7th, 2023 Conference in Lancaster, PA- this includes hotel, tolls, meals and incidentals. Tricia Kradel seconded the motion. Roll call indicated all ayes.

ADA TRAINING MEETING- HARRISBURG, PA- John shared that there have been a couple of lawsuits in other parts of the country that occurred because of different situations while providing ADA services. BTA must ensure that policies are in place to coincide with Federal Law. ANR (BTA's subcontractor) must attend this training and they have been informed/notified so that their policies are consistent with BTA's policies regarding these services. Rebecca will be overseeing this as well to review and safeguard that policies do not conflict. FTA will be reviewing this area stringently during the Triennial Review. John believes that BTA's Triennial will be next Fiscal Year. Joseph Hasychak made a motion to approve the attendance of John and Kelly for ADA Training in Harrisburg, PA on May 3rd and 4th of 2023. Lance Calvert seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the February 2023 financial reports. Joseph Hasychak made a motion to approve the February 2023 financial report/statements as presented. Lance Calvert seconded the motion. Roll call indicated all ayes. Tiffany shared that next month's meeting will be the budget meeting regarding FY 2023-2024.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 521 through 524 from the Project checking account. Joseph Hasychak made a motion to approve check numbers 521 through 524 from the Project checking account and Tricia Kradel seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 27894 through 28015 from the Regular checking account. Joseph Hasychak made a motion to approve check numbers 27894 through 28015 from the Regular checking account and Chris Rearick seconded the motion. Roll call indicated all ayes

NON AGENDA ITEMS- None.

EXECUTIVE DIRECTORS REPORT- Evening and day-time service trips for February 2023 totaled 12,593. An increase of 2,420 trips from February 2022.

Commuter service total trips were 1,132 for February 2023. An increase of 429 trips from February 2022.

BTA has sold the Trolley for \$16,100 and the 4 post lifts for \$19,700 on an online bidding auction website. BTA has an additional \$2,640.68 on-hand from previous capital sales. All of these funds will be used to replace an Ozonator for the bus wash totaling \$39,409.75 and BTA's portion of the engine failure replacement on the MCI bus that is at Cummins (BTA and MV are splitting the cost of this item). Any balance that remains from the costs will come from the operating budget. There was a brief discussion regarding warranties for the engine repair.

Minutes of the Meeting
March 14, 2023

John thanked Eddie for the nice article regarding Butler Transit Authority in the Butler Eagle.

The next regular scheduled board meeting is Tuesday April 25 2023 at 5:00pm at the BTA Transit Center Board room at 130 Hollywood Drive. This will be the annual budget meeting as mentioned by Tiffany.

QUESTIONS FROM MEDIA/VISITORS- Eddie asked for clarification of the revision of BTA's policies. Rebecca provided the necessary additional information. Eddie also asked about the ADA Training Meeting. John provided the information as needed.

Ryan had some questions regarding the sold items and how the proceeds would be spent. All questions were answered accordingly.

ADJOURNMENT - Joseph Hasychak made a motion to adjourn at 5:32pm and Lance Calvert seconded the motion. Roll call indicated all ayes.