

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
May 14, 2024**

Charles Savannah
Tricia Kradel
Joseph Hasychak
Chris Rearick
David Johnston

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

Chris Rearick 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, Tricia Kradel, Chris Rearick and David Johnston were present. Lance Calvert was absent.

MINUTES OF THE MEETING: Joseph Hasychak motioned to approve the minutes from the April 2024 Board Meeting as presented. This motion was seconded by David 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

CODE OF CONDUCT POLICY- FARE- As promised at last month's meeting Rebecca discussed a proposed method for a solution regarding short paid fares. After receiving feedback from MV and BTA Rebecca is proposing a ticketing process. When a passenger short pays a fare, they will receive a ticket stating that they have short paid and will have a specified timeframe to pay the difference or they will receive an exclusion letter that will notify them of their suspension of services. Charles Savannah made a motion to approve changes to BTA's Code of Conduct Policy relative to fare evasion as presented. Joseph Hasychak seconded the motion. Roll call indicated all ayes. There was a brief discussion as to when to start the policy.

VETERAN DOMICILE PASS- \$30- John explained that the Butler VA visited BTA a couple of weeks ago and asked if BTA could create a special discount monthly pass for the VA (specific to their domicile program). The VA would manage and control the passes. The VA will buy, distribute and collect the passes. They would buy the passes from BTA. Because of budget restraints they are requesting a \$10 discount for the monthly pass- BTA's current Adult monthly pass is \$40 so the VA would pay \$30. John shared the recent sales that BTA received from other organizations that contribute towards the vets. David Johnston made a motion to approve a new VA Domicile Pass in the amount of \$30/ea. These passes are to be sold to Butler VA and will be managed by Butler VA. Tricia Kradel seconded the motion. Roll call indicated all ayes.

BTA RECORD DETROY LIST- Tiffany shared that according to BTA's record storage retention policy seven years of records must be kept. BTA runs on a fiscal year so BTA retains eight years to ensure that the proper records remain available for review. Tiffany shared the list of all boxes and binders that can be released for destruction. Upon review Charles Savannah made a motion to approve the list presented and Joseph Hasychak seconded the motion. Roll call indicated all ayes.

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

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 543-544 from the Project Checking Account. Tricia Kradel made a motion to approve check numbers 543-544 from the Project Checking Account and David Johnston seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 29034 through 29111 from the Regular Checking Account. Charles Savannah made a motion to approve check numbers 29034 through 29111 from the Regular checking account and Tricia Kradel seconded the motion. Roll call indicated all ayes.

Minutes of the Meeting
May 14, 2024

EXECUTIVE DIRECTORS REPORT- Evening and day-time service trips increased by 1,732 for April 2024. John did not compare to last year because of the sale in April of 2023 (skewing of figures).

Commuter service total trips were 1,454 for April 2024. John did not compare to last year because of the ride free promotion in April of 2023.

Bay #2 Project- plans for the installation of the Eco Lift 90 have begun. Once this is complete then BTA can plan the installation for the Eco 60- this way BTA is not without a lifting system.

Modeshift (the new Fare Collection System) was onsite today conducting their first install.

BTA held the public hearing regarding the Fare Increase. No public attended. Public can still comment online and at the terminal. The fare increase is set to begin on July 1, 2024.

BTA may have a leak in the geothermal system. The fluids are dropping faster than previously measured. John notified PennDot that BTA will need to bring someone in to investigate the situation. John does not feel this will be an easy fix.

John moved \$1.4 million to PLGIT at 5.4%+ interest so that BTA could start gaining better interest.

The next regular scheduled board meeting is Tuesday June 11, 2024 at 5:00pm at the BTA Transit Center Board room at 130 Hollywood Drive.

QUESTIONS FROM MEDIA/VISITORS- Eddie asked for further clarification regarding the Code of Conduct Policy- Fare Short Pay. John and Rebecca provided answers to Eddie's questions.

Ryan asked when the policy will go into effect. Rebecca replied that it will begin on May 20, 2024. Notices will be posted. A further explanation of the processes of the policy was discussed as well.

ADJOURNMENT – Charles Savannah made a motion to adjourn at 5:33pm and Joseph Hasychak seconded the motion. Roll call indicated all ayes.