

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
November 12, 2024**

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

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

Chris Rearick 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, Joseph Hasychak, Dave Johnston, Lance Calvert and Chris Rearick and Tricia Kradel were all present.

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

AUDIT- MAHER DUESSEL- Jennifer Croft from Maher Duessel reviewed the Draft 2023-2024 BTA Audit with everyone present. The Draft Audit was sent to all the Board Members prior to the meeting for preliminary review. Maher Duessel shared that they had no difficulty with management while performing the audit and BTA did not have any findings during the audit. There were no material entries made (this shows that the Board is receiving accurate monthly financial reports). Charles Savannah asked why there was such a significant difference in the Fuels expenses. Jen, Tiffany and John explained that BTA received a letter from the gas company (People's TWP) last year that there was an error reading the meter (on the supplier's part) and BTA was responsible for paying past years of incorrect readings. Last year's expenses were much higher due to this problem. Jennifer reviewed the funding (in detail) and shared why BTA is required to have a single audit. Jennifer shared that funding sources for review are chosen based on risk. Charles Savannah questioned the fact that the audit states that the Authority terminates in 2039 and he asked if BTA needs to renew. John discussed that he has already contacted the solicitor and Butler County to begin the process of renewing now instead of waiting. This will eliminate any issues or rush. BTA is a 50-year authority. Rebecca is working with Julie Graham. Charles Savannah made a motion to approve BTA's 2023-2024 Audit as presented by Maher Duessel. Joseph Hasychak seconded the motion. Roll call indicated all ayes.

HVAC MONITORING JOHNSON CONTROLS- John explained that this item was tabled at the October 2024 Board Meeting. John stated that this is a five-year contract with Johnson Control for HVAC monitoring totaling \$36,215. Dave Johnston made a motion to approve the five-year contract with Johnson Control for HVAC monitoring totaling \$36,215 as presented and Lance Calvert seconded the motion. Roll call indicated all ayes.

CHANGE ORDER #004- POWER SUPPLY/NEW DOOR OPENER- John shared that with the redesign for the area of the lift for the 45' Coach Buses forced the garage door opener to move. This was not in the original plans. This change order would allow for this. Joseph Hasychak made a motion to approve Change #004 totaling \$9,431.05 to allow the power supply and garage door opener to be moved because of the redesign of the lift area. Lance Calvert seconded the motion. Roll call indicated all ayes.

CHANGE ORDER #005- IN-FILL CONDUIT TRENCH- John discussed that this change order is for the damage conduit issue when the contractor missed the geothermal conduit during the initial scan. This totals \$2,525.81. Charles Savannah made a motion to approve Change Order #005 totaling \$2,525.81 as presented and Chris Rearick seconded the motion. Roll call indicated all ayes.

CHANGE ORDER #006- SOIL REMOVAL- John shared that this change order is in regards to the soil that was removed had to be tested and now that it passed must be removed from the site. This totals \$6,012.04. Chris Rearick asked how much soil is being removed. John did not have the amount of soil. Charles Savannah made a motion to approve Change Order #006 totaling \$6,012.04 as presented and Joseph Hasychak seconded the motion. Roll call indicated all ayes.

RNG RESOLUTION- John spoke about the fact that the State went out for a RFP- the Authority in York, PA disbursed this to five different companies to submit what they would pay to authorities for each unit of CNG that is used if the authorities would agree to use RNG (renewable natural gas). This would be a reimbursement to BTA. RNG would be placed in the lines. In addition to the Federal reimbursement that BTA already receives for CNG, BTA would also receive reimbursement from Trillium (the company that offered the best reimbursement) for the RNG used. This has been reviewed by Rebecca Black. Dave Johnston made a motion to pass Resolution 2023-2024 BTA001- Contract Award for RNG Tax Credits and Joseph Hasychak seconded the motion. Roll call indicated all ayes.

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

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 556 through 558 from the Project Checking Account. Charles Savannah made a motion to approve check numbers 556 through 558 from the Project Checking Account and Dave Johnston seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 29753 through 29770 and 10/31/24 Payroll (including Payroll taxes and 403b contributions to Principal) from the Regular Checking Account. Dave Johnston made a motion to approve check numbers 29753 through 29770 and 10/31/24 Payroll (including Payroll taxes and 403b contributions to Principal) from the Regular Checking Account and Charles Savannah seconded the motion. Roll call indicated all ayes.

EXECUTIVE DIRECTORS REPORT- Evening and day-time service trips totaled 14,815 for October 2024. An increase of 517 trips from October 2023.

Commuter service total trips totaled 1,432 for October 2024. A decrease of 10 trips from October 2023.

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The driver shortage continues. Laura Felton shared that three drivers are currently being trained.

The MIC Commuter Coach Bus (Bus 226) is in the final repair stages and BTA is hoping to see it returned before the New Year.

The New Lift Project ECO 90 was delayed for three weeks, which delays the ECO 60 Lift Replacement project into December.

The Bus Wash Replacement Project is still in design.

BTA has hired Rich Shinsky part time to assist Brady Stewart with Facility Maintenance duties.

The next regular scheduled board meeting is Tuesday December 10, 2024 at 5:00pm at the Butler Country Club.

QUESTIONS FROM MEDIA/VISITORS- Ryan asked who currently has BTA's contract for the HVAC Monitoring. John stated that Johnson Controls has the current contract and the amount is different due to inflation. John stated that of proprietary rights of the monitoring equipment BTA was unable to obtain other bids. Ryan asked for clarification of the RNG resolution and John answered accordingly. There was a brief discussion regarding the Bus for the Christmas Parade.

ADJOURNMENT- Charles Savannah made a motion to adjourn at 5:35pm. Joseph Hasychak seconded the motion. Roll call indicated all ayes.