

**BUTLER TRANSIT AUTHORITY  
MINUTES OF THE MEETING  
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE  
November 16, 2021**

Joseph Hasychak  
Charles Savannah  
Lance Calvert  
Joseph Gray  
Joseph Gray

John H. Paul, Executive Director  
Rebecca Black, Lutz, Pawk & Black  
Ryan Saeler, Butler Media Group  
Eddie Trizzino, Butler Eagle  
Katie Yates, Maher Duessel  
Jennifer Croft, Maher Duessel  
Tiffany Fosnaught

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Joseph Hasychak called the meeting to order at 5:00 pm. Board Members, BTA Staff and the Solicitor attended the meeting at the 130 Hollywood Drive location and all others attended via teleconference to allow for social distancing. Once the meeting was called to order it was followed with a moment of silence and the Pledge of Allegiance.

**ROLL CALL:** Tiffany called the roll. Joseph Hasychak, Charles Savannah, Joseph Gray and Lance Calvert were present. Chris Rearick and Jim Diamond were absent. Attendance was taken for anyone on the teleconference so that Tiffany could document their attendance.

**MINUTES OF THE MEETING:** Charles Savannah motioned to approve the minutes from the October 2021 Board Meeting as presented. This motion was seconded by Joseph Gray. Roll call all ayes.

**CORRESPONDENCE:** Charles Savannah read a thank you card from Karl Knechtel. He thanked the Board for the opportunity to work at BTA and for the retirement dinner. Joseph Hasychak read a letter from the County Commissioners stating that Jim Diamond has been reappointed to the BTA Board for another term ending December 31, 2026.

**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 2020-2021 MAHER DUESSEL-** Katie Yates and Jennifer Croft from Maher Duessel reviewed BTA's audit with the Board and highlighted the important areas. Board questions were answered regarding audit procedures, length of audit, cooperation from BTA staff, balancing of the books, CARES funding unspent, restrictions regarding unspent CARES funds and BTA's current financial standing. Joseph Gray made the motion to accept BTA's 2020-2021 Audit as presented and Lance Calvert seconded the motion. Roll call indicated all ayes.

**CHANGE ORDER #4- \$28,131.29- CONCRETE FOUNDATION REMOVAL -** John shared that during construction the contractors were getting ready to dig for the park and ride and they discovered unforeseen concrete foundations located on the site. This change order rectifies this problem. This change order has already been approved by the construction manager and the State. Joseph Gray asked the depth of the foundations that were found. John explained that the depth was not the problem- it was the mass and location- it was right in front of the railcar. Joseph Gray made the motion to approve Change Order #4 in the amount of \$28,131.29 regarding concrete foundation removal at the Wait Area/Build Out Site at 130 Hollywood Drive. Charles Savannah seconded the motion. Roll call indicated all ayes.

**FINANCIAL REPORT/STATEMENT-** Tiffany presented the October 2021 financial reports. Joseph Hasychak made a motion to approve the October 2021 financial report/statements as presented. Charles Savannah seconded the motion. Roll call indicated all ayes.

**APPROVAL OF THE CHECKS-** Tiffany asked for approval of check numbers 483-485 from the Project checking account. Joseph Gray made a motion to approve check numbers 483-485 from the Project checking account and Lance Calvert seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 26657 through 26731 from the Regular checking account. Charles Savannah made a motion to approve check numbers 26657 through 26731 from the Regular checking account and Lance Calvert seconded the motion. Roll call indicated all ayes. Tiffany did announce that the Board is now receiving total sheets for the checks as requested.

**NON AGENDA ITEMS-** Joseph Hasychak made sure that all Board Members received invitations to ride the Santa Bus for the Parade. Everyone confirmed the date.

Minutes of the Meeting  
November 16, 2021

**EXECUTIVE DIRECTORS REPORT-** Evening and day-time service trips totaled 9,237 for October 2021. A decrease of 3,105 trips from October 2020. This was due to driving staffing problems and the trouble of reestablishing service.

Commuter service total trips were 553 for October 2021. A decrease of 226 trips from October 2020. The reasons for decrease in ridership is the same for commuter service as well. MV Transportation has resumed all Commuter trips as of November 8, 2021. All local service as been reestablished.

Construction is progressing on time and/or ahead of schedule.

The RFP for the fixed routes services is to be advertised and released. Rebecca and BTA Staff are finalizing.

John thanked Tiffany for her efforts regarding BTA's 2020-2021 Audit.

The next regular scheduled board meeting is Tuesday December 14, 2021 at 5:00pm at the Butler Country Club.

**QUESTIONS FROM MEDIA/VISITORS-** Joseph Hasychak asked how John was doing regarding his surgery. John replied he is doing well.

Ryan asked for a current running total of the change orders regarding the Wait Area/Build Out Project. John provided the information requested. Ryan asked if BTA has a projected date of completion. John stated that BTA does not but BTA plans on at least opening the Park and Ride service to Pittsburgh on January 2, 2022- the pickup location will end in front of Gabe's and start at 130 Hollywood Drive.

Eddie asked for clarification regarding service trips and comparisons to prior trips. John answered the questions accordingly.

Charles Savannah asked about pickup locations regarding the Santa Bus and the Parade. John also discussed Stuff the Bus and where that drop off location may be.

**ADJOURNMENT-** Joseph Gray made a motion to adjourn the meeting at 5:41pm and Lance Calvert seconded the motion. Roll call indicated all ayes.