

**BUTLER TRANSIT AUTHORITY  
MINUTES OF THE MEETING  
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE  
November 19, 2019**

Joseph Hasychak  
Maggie Stock  
Joseph Gray  
Lance Calvert  
Jim Diamond  
Charles Savannah

John H. Paul, Executive Director  
Rebecca Black, Lutz & Pawk  
Brian Farrington, Lutz & Pawk  
Ryan Saeler, Butler Media Group  
Steve Ferris, Butler Eagle  
Charles Parham, MV Transportation  
Tim Morgus, Maher Duessel  
Katie Yates, Maher Duessel  
Tiffany Fosnaught

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Jim Diamond 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. Joseph Hasychak, Maggie Stock, Joseph Gray, Charles Savannah, Lance Calvert and Jim Diamond were all present.

**MINUTES OF THE MEETING:** Joseph Hasychak motioned to approve the minutes from the October 2019 Board Meeting as presented. This motion was seconded by Joseph Gray. 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**

**FY 18-19 AUDIT- MAHER DUESSEL-** Rebecca addressed all present and stated that for purposes of the record the Board, BTA staff, the solicitors and Maher Duessel were present at 4:30pm for an informational meeting regarding the audit- no deliberations took place. Tim Morgus and Katie Yates from Maher Duessel presented BTA's FY 18-19 Audit for approval. Tim Morgus shared that BTA's Single Audit for FY 18-19 is required to be finalized by December 31, 2019. Tim also shared that there were no findings and that Maher Duessel received total cooperation from BTA staff during the audit. All of the regulatory filings with both the federal and state government have been prepared and are ready to be filed upon approval of the audit. Joseph Hasychak made a motion to approve BTA's FY 18-19 Single Audit as presented. Joseph Gray seconded the motion. Roll call indicated all ayes.

**PROCUREMENT POLICY UPDATE-** Rebecca addressed the Board and explained the changes that were made to BTA's ICE (Independent Cost Estimate) Form due to PennDot's Performance Review. The form now addresses that staff ensures that they have checked that the vendor being used is not on the debarred/suspended list on SAM.gov. The form also addresses allowable costs. Rebecca reassured the Board that BTA has not done anything improper but these changes will meet the needs of the audits when necessary. This was for informational purposes.

**PREVENTION OF WASTE, LOSS AND MISUSE OF FUNDS POLICY-** Rebecca continued the discussion and stated that BTA is in need of adopting a Prevention of Waste, Loss and Misuse of Funds Policy. Rebecca shared that BTA already implements the necessary steps in these preventions but the policy will document these for audit purposes. She shared some examples. Charles Savannah made a motion to approve that BTA adopt a new Prevention of Waste, Loss and Misuse of Funds Policy. Joseph Hasychak seconded the motion. Roll call indicated all ayes. John shared that BTA has submitted all necessary documents for the most recent 5311 Review and they have been accepted. BTA is awaiting the final approval letter.

**FTA TRIANNUAL TRAINING-** John explained that BTA was recently notified that their first FTA Triannual Review will soon be taking place and the necessary documents need to be submitted in December. John asked the Board for approval for the Executive Director and Finance Manager to attend training in December in Richmond, VA regarding the FTA Triannual Audits and the requirements. Charles Savannah made a motion to approve the attendance of BTA's Executive Director and Finance Manager in December 2019 in Richmond, VA for FTA Triannual Training (Airfare, Hotel, Transportation, Meals and Incidentals included). Lance Calvert seconded the motion. Roll call indicated all ayes.

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**PERFORMANCE STANDARDS- 1<sup>ST</sup> QTR-** John reviewed BTA's Performance Standards for the First Quarter with the Board as required per the Act 44 Review. This was for informational purposes.

**FINANCIAL REPORT/STATEMENT-** Tiffany presented the October 2019 financial reports. Joseph Hasychak made a motion to approve the October 2019 financial report/statements as presented. Maggie Stock seconded the motion. Roll call indicated all ayes.

**APPROVAL OF THE CHECKS-** Tiffany asked for approval of check numbers 24561 through 24696 from the regular checking account. Joseph Hasychak made a motion to approve check numbers 24561 through 24696 from the regular checking account and Joseph Gray seconded the motion. Roll call indicated all ayes.

**NON AGENDA ITEMS-** Clarification of the times and location for meeting for the Santa Bus (Christmas Parade) was discussed.

**EXECUTIVE DIRECTORS REPORT-** Evening and day time service trips totaled 16,656 for October 2019. An increase of 244 trips from October 2018.

Commuter service total trips were 3,538 and averaged 153.8 trips per day in October 2019.

John welcomed Chuck from MV Transportation and asked if he had anything to report and Chuck declined.

Karl advertised online to scrap two of BTA's buses. BTA received \$2,025 for Bus 845 and \$1,752 for Bus 842. These funds will be used to purchase new desktop computers.

The snow chains arrived on October 2, 2019. Installation on all five MCI Commuter Buses has been completed.

BTA had a PennDot Consultant- Aarion Franklin from Michael Baker visit today to review the Commuter Service.

John moved \$200,000 from Nextier to PLGIT in hopes of better interest rates.

The next regular scheduled board meeting is Tuesday December 17, 2019 at 5:00pm at the Butler Country Club. John shared that December will be Maggie's last meeting. He thanked her for her service for the past five years.

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**QUESTIONS FROM MEDIA/VISITORS-** Steve Ferris asked for clarification of the amounts received from the online sales of the buses. John shared the information as requested.

**ADJOURNMENT-** Charles Savannah made a motion to adjourn the meeting at 5:24pm and Joseph Gray seconded the motion. Roll call indicated all ayes.