

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
October 15, 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
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: Joseph Hasychak motioned to approve the minutes from the September 2024 Board Meeting as presented. This motion was seconded by Charles Savannah. Roll call indicated all ayes.

CORRESPONDENCE: Charles Savannah read a letter from Tim Boden that thanked the Authority for his employment opportunity and shared the plan for his retirement at the end of the calendar year (2024).

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

DIAMOND FAREBOXES- John reminded the Board that BTA had plans for buying fareboxes from Canada (TAG). Unfortunately, the fareboxes were not designed for US Dollars since Canadian dollars are coins. The dollar bills were getting “jammed” in the fareboxes. Another option with Diamond Fareboxes has now been procured. John is asking for approval to purchase Diamond Fareboxes at a total of \$31,296 (including delivery). Dave Johnston made a motion to approve the purchase of Diamond Fareboxes at a total of \$31,296 and Charles Savannah seconded the motion. Roll call indicated all ayes. Rebecca shared that this is still part of a joint procurement. One of the parties of the procurement actually received the product and realized that the dollar bills were jamming in the units. TAG allowed BTA to withdraw from the procurement once the problem was discovered.

HVAC MONITORING JOHNSON CONTROLS- John stated that this item was going to be tabled since there was not enough information to share.

AVAIL/FRITZ CONFERENCE- John shared this would be approval for 2 nights lodging, meals and incidentals for Kelly, Alicia and Brady. This would allow Alicia and Brady to become more familiar with the AVAIL system. Charles Savannah made a motion to approve 2 nights lodging, meals and incidentals for Kelly, Alicia and Brady for the AVAIL/FRITZ Conference in Altoona, PA. Tricia Kradel seconded the motion. Roll call indicated all ayes. John and Tiffany shared Alicia’s progress thus far. She is doing very well.

BAY #2 LIFT PROJECT- CHANGE ORDER #003- RADIANT TUBE DAMAGE- GEOTHERMAL- John discussed the details of this change order. After the pit was dug the contractor used an x-ray machine and thought they knew where everything was. Unfortunately, radiant tubing (part of the geothermal field) was damaged during the process and they need replaced. The cost to repair/replace totals \$3,998.85. Charles Savannah made a motion to approve Change Order #003- Radiant Tube Damage- Geothermal totaling \$3,998.85 and Joseph Hasychak seconded the motion. Roll call indicated all ayes.

SNOW REMOVAL- RT 528 PARK AND RIDE- Rebecca explained that this is specifically for the sidewalk. This would be a five-year contract with a five-year option renewal. This service would be provided by Jackson Township. Rebecca read the rates and conditions listed in the proposed contract. Charles Savannah made a motion to approve Snow Removal (sidewalks) as presented and Dave Johnston seconded the motion. Roll call indicated five ayes and Chris Rearick abstaining due to being employed at Jackson Township. Charles Savannah asked how this compares to the previous contract. John and Rebecca explained how the proposed contract and funding would work.

HOURS OF SERVICE COMPLIANCE RESOLUTION- Rebecca discussed that this is a PennDOT requirement. This resolution states that BTA complies with labor standards (hours worked, employee safeguards, etc). This is a pass through requirement since it mainly pertains to bus drivers (subcontractor). Rebecca has reviewed and does not see any concerns. John did send the resolution to MV and Laura Felton (general manager) did confirm that it matches all of their requirements and regulations. Rebecca recommends BTA attaching a one page signature line from MV as an addendum to the contract to incorporate the requirements. Chris Rearick made a motion to approve the Hours of Service Compliance Resolution and Joseph Hasychak seconded the motion. Roll call indicated all ayes. John shared some of the situations that other authorities have incurred in regards to this matter. Rebecca discussed emergency situations and how it would be handled.

JACKSON TOWNSHIP SNOW PLOWING AGREEMENT- This is specific to the plowing and is based on the number of parking spaces. It incorporates the Jackson Township and PennDOT agreement. This contract would automatically extend for successive one year periods. Charles Savannah made a motion to accept the Snow Plowing agreement with Jackson Township as presented and Tricia Kradel seconded the motion. Roll call indicated five ayes and Chris Rearick abstaining due to being employed at Jackson Township.

PERSONNEL ISSUE- This will be discussed in the Executive Session.

FINANCIAL REPORT/STATEMENT- Tiffany presented the September 2024 financial reports for approval. Joseph Hasychak made a motion to approve the September 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 553 through 555 from the Project Checking Account. Joseph Hasychak made a motion to approve check numbers 553 through 555 from the Project Checking Account and Tricia Kradel seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 29706 through 29752 and 9/30/24 through 10/15/24 Payroll (including Payroll taxes and 403b contributions to Principal) from the Regular Checking Account. Joseph Hasychak made a motion to approve check numbers 29706 through 29752 and 9/30/24 through 10/15/24 Payroll (including Payroll taxes and 403b contributions to Principal) from the Regular Checking Account and Chris Rearick seconded the motion. Roll call indicated all ayes.

EXECUTIVE DIRECTORS REPORT- Evening and day-time service trips totaled 13,146 for September 2024. A decrease of 714 trips from September 2023.

Commuter service total trips totaled 1,540 for September 2024. An increase of 208 trips from September 2023.

Minutes of the Meeting
October 15, 2024

The driver shortage continues.

The Commuter Coach Bus that is being repaired (Bus 226) is still in Illinois. John received a picture of the bus but it still did not appear to be completely fixed. It should have arrived by now. John is going to reach out to find out what the status is and why BTA has not received it.

The next regular scheduled board meeting is Tuesday November 12, 2024 at 5:00pm at the BTA Transit Center Board room at 130 Hollywood Drive.

QUESTIONS FROM MEDIA/VISITORS- Ryan stated that he would hold his questions until after the Executive Session.

EXECUTIVE SESSION- BTA Board Members went into Executive Session at 5:22pm and returned at 5:28pm.

FACILITIES MAINTENANCE POSITION ADVERTISEMENT- Upon returning from Executive Session Dave Johnston made a motion to authorize BTA to advertise for a new position for BTA- Part Time Facilities Maintenance Position. Tricia Kradel seconded the motion. Roll call indicated all ayes.

QUESTIONS FROM MEDIA/VISITORS- Ryan asked how many hours this new position would entail. John stated no more than 29 hours a week. Ryan also asked who the Facilities Maintenance person would be working with and John answered accordingly. Ryan asked how soon the position would be filled. John is hoping to fill it before the weather starts getting cold. Ryan asked the specifications of the sidewalk to be cleared at the Park and Ride and clarification of the costs. John did not have the exact measurements but explained the layout as best as possible and shared the costs that were listed in the proposal. Ryan asked about the cost of the snow removal contract and pricing. John shared that the cost remains the same based on “per parking space”.

ADJOURNMENT- Charles Savannah made a motion to adjourn at 5:34pm. Dave Johnston seconded the motion. Roll call indicated all ayes.