

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
September 17, 2024**

Charles Savannah
Dave Johnston
Joseph Hasychak
Tricia Kradel

John H. Paul, Executive Director
Rebecca Black, Lutz, Pawk & Black
Antonio Regoli, Lutz, Pawk & Black
Ryan Saeler, Butler Media Group
Hunter Muro, Butler Eagle
Tiffany Fosnaught

Joseph Hasychak (in Chris Rearick’s absence) 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 and Tricia Kradel were present. Chris Rearick and Lance Calvert were absent.

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

TRANSIT DEVELOPMENT PLAN REQUEST- John reminded the Board that they approved the request to the State for four additional local transit buses. John has contacted SPC and asked them to perform a transit development plan of where possible service could be expanded in central Butler County (basically the City and Township and possibly East Butler, Summit Township and Center Township). John has reviewed other transit agency budgets based on population and shared his findings as well as the fact that BTA has not been allowed to expand since he became Executive Director. John would like to submit a reasonable and verified plan. John shared that BTA just received its first payment for its FY24-25 operating grant. The State Legislature also passed funding for additional roads, bridges and transit and BTA received an additional \$275,162 in State Funding. The State is also looking in the coming year to do a transportation bill that would allow for additional funding to do feasibility for the ability to properly run, maintain and operate this proposed transit development plan request. Dave Johnston asked how long it would take SPC to perform the study. John is asking that the study be completed prior to the end of the calendar year. Charles Savannah made a motion to approve the request to ask SPC to perform the study as discussed. Dave Johnston seconded the motion. Roll call indicated all ayes.

GARAGE DOOR GLASS REPLACEMENT- John shared that all of the garage door glass is fogging up (over 300 windows) due to the aging seals around the windows. These are the original windows that were installed with the new building in 2010. John is asking the State for Capital funding. Tim obtained several quotes for replacing the glass and is recommending Integrity Glass and Mirror Company at a total cost of \$35,880 (the least expensive). This price includes delivery and installation. Joseph Hasychak asked when this would be done. John stated as soon as Integrity Glass and Mirror Company can get the glass. The State is also trying to place this funding into an existing grant to avoid any delays. The order can be made once the Board approves the replacements. Dave Johnston made the motion to approve the garage door glass replacements (300 windows) with Integrity Glass and Mirror Company for a total of \$35,880 (including delivery and installation) and Charles Savannah seconded the motion. John does not believe there is a warranty. Roll call indicated all ayes.

BAY #2 LIFT PROJECT- CHANGE ORDER #001- John shared the details of the change order. This is in regards to the soil testing and removal of the soils when the pit was dug for the lift. The soil testing had to be performed because BTA is on a brown field and this was not included in the original bid. Charles Savannah made a motion to approve Bay #2 Lift Project Change Order #001 in the amount of \$4,682.80 and Dave Johnston seconded the motion. Roll call indicated all ayes.

BAY #2 LIFT PROJECT- CHANGE ORDER #002- John discussed the details of this change order as well. After the pit was dug the company had to re-cement and re-epoxy the area. BTA's garage floors are known to be exceptionally clean due to the protection that has been applied from inception and this process needed to be redone to ensure the same protection. Charles Savannah made a motion to approve Bay #2 Lift Project Change Order #002 in the amount of \$1,924.43 and Dave Johnston seconded the motion. Roll call indicated all ayes.

ECO 60 LIFT REPLACEMENT- John discussed the fact that BTA currently has the Bay #2 ECO 90 Lift installation Project in process and after this is complete BTA will need to replace the ECO 60 Lift in Bay #1. Rebecca stated that this will be a procurement example that will be sent back to FTA in response to the recent Triennial. There was a brief discussion regarding the process for procurement and the final letter regarding the Triennial Review. BTA must verify the reasonableness of the price and Rebecca explained what all is involved in that process. The cost to replace the ECO 60 Lift is \$230,453 and this is a capital grant set up with the State. Charles Savannah made a motion to approve the replacement of the ECO 60 Lift at a cost of \$230,453 and Dave Johnston seconded the motion. Roll call indicated all ayes. This project will not begin until the Bay #2 project is complete.

FINANCIAL REPORT/STATEMENT- Tiffany presented the August 2024 financial reports for approval. Joseph Hasychak made a motion to approve the August 2024 financial reports as presented. Charles Savannah seconded the motion. Roll call indicated all ayes. Tiffany shared that the annual audit with Maher Duessel started on Monday and that the accounting software implementation is in the final phase.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 550 through 552 from the Project Checking Account. Dave Johnston made a motion to approve check numbers 550 through 552 from the Project Checking Account and Charles Savannah seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 29622 through 29705 and 8/15/24 through 9/15/24 Payroll (including Payroll taxes and 403b contributions to Principal) from the Regular Checking Account. Joseph Hasychak made a motion to approve check numbers 29622 through 29705 and 8/15/24 through 9/15/24 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 14,745 for August 2024. A decrease of 345 trips from August 2023. Part of the reason for the decrease is because BTA had to borrow a bus from Mid Mon Valley. BTA did not have a good way of tracking passengers since the Mid Mon Valley bus did not have passenger counters on it.

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Commuter service total trips totaled 1,337 for August 2024. A decrease of 219 trips from August 2023.

The driver shortage continues. MV has also brought in four contracted maintenance mechanics to maintain BTA's buses. The part time mechanic has agreed to stay on board. MV is still working on hiring a new full time mechanic.

The Commuter Coach Bus that is being repaired (Bus 226) is still in Illinois and BTA is still hoping it will be delivered in late September/early October.

Facility Manager Trainee Brady Stewart has completed his initial 90 days. BTA has hired a new Safety Compliance Officer Alicia Rowley who started on September 9, 2024. She is doing very well. Karl has been working with Alicia and has been cross training Brady as well. Karl is reviewing the bus wash designs and has already sent back some questions/concerns.

Nobody responded to BTA's RFP regarding snow removal/ice maintenance at the Route 528 Park and Ride. BTA reached out to Jackson Township to see if the crew that plows could assume these responsibilities. Chris Rearick is investigating this.

John shared pictures of the work that has started in Bay #2 (Lift Project).

The next regular scheduled board meeting is Tuesday October 15, 2024 at 5:00pm at the BTA Transit Center Board room at 130 Hollywood Drive.

QUESTIONS FROM MEDIA/VISITORS- Ryan asked for clarification regarding the operating budget and the additional funding. John offered a further explanation. Ryan also asked about the expansion possibilities for BTA. John shared that in addition to servicing the areas mentioned previously BTA would also like to ultimately reduce headways on local service. Ryan asked for confirmation of the launching of Modeshift (new Mobile Ticketing Platform) and wanted to know if BTA had any feedback. John confirmed that Modeshift launched and as of now there does not seem to be any major problems. Hunter asked if there was an intent behind the launch date. John explained that all of the testing had been completed and it was time. John discussed with Hunter the savings passengers incur when purchasing passes versus using cash fares. John shared how the new system will benefit the customers as well as BTA. John explained how BTA's funding works. Hunter asked if there were other options for fare collection systems. John explained BTA's process for choosing Modeshift.

ADJOURNMENT- Charles Savannah made a motion to adjourn at 5:41pm. Dave Johnston seconded the motion. Roll call indicated all ayes.