

AGENDA

Regular Board Meeting

February 23, 2023

5:30 P.M.

MCTA Board Room, 1st Floor

ROLL CALL

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – From January 26, 2023

EXECUTIVE DIRECTOR’S REPORT – January 2023

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

- ❖ Budget Variance Reports- January 2023 for Fixed Route & Shared Ride
- ❖ Balance Sheet- January 2023

Operations Committee

Dave Edinger

HR Committee

Wayne Mazur

Compliance Committee

John Hoback

Marketing Committee

Robert Huffman

OLD BUSINESS –

NEW BUSINESS –

EXECUTIVE SESSION –

RESOLUTIONS – Resolution 2023-3 Authorizing Submittal/Modifications DOTGrants
Resolution 2023-4 Authorizing to File Docs & FFY2023 Certs & Assurances

QUESTIONS/COMMENTS –

ADJOURNMENT –

The next meeting of the Board of Directors will be on **March 30, 2023**

**BOARD MINUTES
MONROE COUNTY TRANSPORTATION AUTHORITY
P.O. BOX 339
SCOTRUN, PA 18355**

Thursday, January 26, 2023 @ 5:30 P.M.

The scheduled meeting of the Monroe County Transportation Authority (MCTA) Board of Directors was held in the Boardroom at MCTA after due and proper notice. There were 7 Board Members present. The meeting was called to order at 5:34 P.M.

BOARD MEMBERS PRESENT	STAFF PRESENT
Richard Mutchler, Chairman	Margaret Howarth, Executive Director
John Hoback, 2 nd Vice Chairman (Via Zoom)	Richard Schlameuss, Asst. Exec Director
JoAnn Baratta, Treasurer	Joan Davidge, CFO
David Edinger, Secretary	Walter Quadarella, Rural Ops & Maint. Manager
Robert Huffman	Robert Gress, HR & Safety Manager
Maria Candelaria	Guy LaBar, Shared Ride Manager
Mary Claire Megargle	Iris Rivera, Recording Secretary
	Helen Yanulus, Governmental Support Admin.
	David Horvath, Solicitor

PUBLIC COMMENT:

None

APPROVAL OF MINUTES:

The minutes from the December 15, 2022 meeting were reviewed and approved.

EXECUTIVE DIRECTOR'S REPORT:

Peggy reported that ridership is a little low in Fixed Route due in part that we lost the Kalahari route guarantee. Expenses were under budget in December and revenues were low for the first 6 months of the fiscal year. Road calls were also a little high in Fixed Route for the first 6 months. In Shared Ride, ridership is up due to the microtransit service. The highest ridership has been on the mountain thanks to the Kalahari ridership. Road calls were also a little high in Shared Ride in December.

FINANCIAL REPORT:

FR- (NOV & DEC)

JoAnn reported that even though revenue was down in Fixed Route, we did use less ACT44. Mechanic wages were under but driver wages were a little over budget. The Orange Flex was a little over budget thanks to the Burnley ridership. We've been using the CNG buses more than the diesel buses, so that kept fuel under budget. In December ridership continued to be a little low, so expenses and wages were under budget; microtransit trips continue to be on the rise. Overall, total expenses were under budget in Fixed Route in both November and December.

SR- (NOV & DEC)

For the month of November, in Shared Ride, revenue was up and we used less ACT44. We also saw an increase in senior ridership. Peggy mentioned that we'll be doing a budget revision for MATP because ridership is up in all modes. In December, Shared Ride used a little more ACT44 to balance the budget due to some extra fuel bills. Although fuel was a little over budget, overall, Shared Ride is under budget year-to-date.

JoAnn reported that we've opened the 4 CDs through the PLGIT account and are now able to review the account online.

OPERATIONS:

The Operations Committee did not meet. Walter reported that the maintenance building project's progress is still at 30% and it's under review by another company. There will be a major expense soon because the building's cooling and heating unit is going to have to be replaced before the summer.

HUMAN RESOURCES:

Bob reported that we just hired a new mechanic. We have been working on the responses for the Triennial; the review will take place virtually some time in May. There was a no fault W/C claim in December and 3 PPL claims. Wayne and Dave met with the commissioners to inform them of Peggy's retirement and the transition plans.

COMPLIANCE:

The Compliance Committee met and reviewed and updated the MCTA Bylaws; Article IV, Section 10 was updated to include virtual participation options. The next Compliance Committee meeting is TBD.

MARKETING:

Rich mentioned that we'll be getting 8 new microtransit vehicles soon and we're working on the graphics. Three of the trippers planned for this season are already sold out. PennDOT is planning a rider appreciation day this year, date is still TBD. We're currently in talks with Great Wolf to provide a route guarantee for them.

OLD BUSINESS:

None

NEW BUSINESS:

None

EXECUTIVE SESSION:

None

RESOLUTIONS:

Resolution 2023-1, MCTA Bylaws updates was approved by the Board.

Resolution 2023-2, MCTA Board approved Action Plan was adopted by the Board.

QUESTIONS/COMMENTS:

None

ADJOURNMENT:

The meeting was adjourned at 6:38 p.m.

Signed by _____

Secretary/Assistant Secretary

MOTIONS FROM January 26, 2023

01-01-2023 – Motion to approve Resolution 2023-1, MCTA Bylaws Updates
MOTION CARRIED- DE/RH

02-01-2023 – Motion to adopt Resolution 2023-2, MCTA Board approved Action Plan.
MOTION CARRIED – RH/DE

03-01-2023 – Motion to approve the minutes from the December 15, 2022 Board meeting,
MOTION CARRIED – RH/MCM

04-01-2023 – Motion to approve the Fixed Route Budget Variance Report-November 1-30, 2022,
subject to audit.
MOTION CARRIED – JB/RH

05-01-2023 – Motion to approve the Fixed Route Budget Variance Report-December 1-31, 2022,
subject to audit.
MOTION CARRIED – JB/DE

06-01-2023 – Motion to approve the Shared Ride Budget Variance Report-November 1-30, 2022,
subject to audit.
MOTION CARRIED – JB/DE

07-01-2023 – Motion to approve the Shared Ride Budget Variance Report-December 1-31, 2022,
subject to audit.
MOTION CARRIED – JB/MC

08-01-2023 – Motion to adjourn
MOTION CARRIED – MCM/DE