

AGENDA

Regular Board Meeting

June 29, 2023

5:30 P.M.

MCTA Board Room, 1st Floor

ROLL CALL

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – From May 25, 2023

EXECUTIVE DIRECTOR’S REPORT – APRIL & MAY 2023

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

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

Operations Committee

Dave Edinger

HR Committee

Wayne Mazur

Compliance Committee

John Hoback

Marketing Committee

Robert Huffman

OLD BUSINESS –

NEW BUSINESS – ORG Chart Approval
Slate of Officers FY23-24 Approval
CEO Salary Approval

EXECUTIVE SESSION –

RESOLUTIONS – Resolution 6- Authorization for Submittal/Modifications in DotGrants
Resolution 7- Adopt Updated MCTA Organizational Chart

QUESTIONS/COMMENTS –

ADJOURNMENT –

****The next meeting of the Board of Directors will be on July 27, 2023****

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

Thursday, May 25, 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 6 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
Wayne Mazur, 1 st Vice Chairman	Richard Schlameuss, Asst. Exec Director
Eric Koopman, Asst. Treasurer	Joan Davidge, Chief Financial Officer
David Edinger, Secretary	Walter Quadarella, Rural Ops & Maint. Manager
Robert Huffman	Robert Gress, HR & Safety Manager
Maria Candelaria	Guy LaBar, Shared Ride Manager
	Iris Rivera, Recording Secretary
	Helen Yanulus, Governmental Support Admin.
	David Horvath, Solicitor

PUBLIC COMMENT:

Public comment was provided by citizen F. Metzgar.

GUEST: Jared Weismantel from Stantec presented the proposed maintenance facility project plans. Jared explained that the project is up to 30% design, showed the new phased design, and said that the changes were due to the first design coming in over-budget. They believe to have brought it down closer to budget with the new design. The new design splits the project into 2 phases. They are expecting to get approval from PennDOT soon; they believe that now they have an option that's feasible.

APPROVAL OF MINUTES:

The minutes from the April 27th meeting were reviewed and approved.

EXECUTIVE DIRECTOR'S REPORT:

Tabled to the June meeting.

FINANCIAL REPORT:

FR- (APRIL)

Joan reported that we will have revenue from ticket sales to Great Wolf; we will see that in the May Budget Variance (BUD VAR) Report. We will also see revenue from the NPS in the May BUD VAR report. The bonus line was showing over budget due to the bonuses given to the union employees on Employee Appreciation Day. Fixed Route is under budget YTD.

SR- (APRIL)

Shared Ride is also showing over budget in the bonus line thanks to the bonuses given by DHS. We didn't receive the funds from DHS until May 1st, this caused the bonus line to look over budget. We also received the \$72,000 for the budget revision from MA, this will help keep that program going to the end of the fiscal year. Shared Ride is under budget YTD.

OPERATIONS:

The Operations Committee did not meet. Walter reported that we finally received the funding for the skid steer and we will also be replacing some lifts with those funds. The remaining four microtransit vehicles will be picked up Friday, 5/26.

HUMAN RESOURCES:

Bob reported that a few drivers were hired for the National Park Service. At the June meeting the committee will be reviewing the insurance renewal quotes. We should be getting the final quote numbers on Friday, 5/26. There were 3 road calls for Shared Ride and 4 for Fixed Route. There was also one W/C claim and 2 PPL claims to report. The dispatcher position in Shared Ride has been filled by a bilingual (Spanish/English) individual.

COMPLIANCE:

Peggy reported that the Operating Grant was submitted. The Triennial, which was done virtually was concluded this week and there were 3 findings as follows: 2 findings were on procurement and 1 finding was on Civil Rights, pertaining to denial of trips.

MARKETING:

Rich reported that we had the Rider Appreciation Day on May 3rd at Giant, and PennDOT allowed us to make it a free fare day. The NPS starts Memorial Day weekend and we're also starting the service to Great Wolf that same weekend. We will also be getting some J1 students in the Fall. The WEF is coming up, so the volunteer sign-up sheet has been posted.

OLD BUSINESS:

None

NEW BUSINESS:

None

EXECUTIVE SESSION:

None

RESOLUTIONS:

None

QUESTIONS/COMMENTS:

None

ADJOURNMENT:

The meeting was adjourned at 6:20 p.m.

Signed by _____

Secretary/Assistant Secretary

MOTIONS
May 25, 2023

01-05-2023 – Motion to approve minutes from the April 27, 2023, Board meeting,
MOTION CARRIED – WM/EK

02-05-2023 – Motion to approve the Fixed Route Budget Variance Report, April 1-30, 2023,
subject to audit.
MOTION CARRIED – JD/WM

03-05-2023 – Motion to approve the Shared Ride Budget Variance Report, April 1-30, 2023,
subject to audit.
MOTION CARRIED – JD/EK

04-05-2023 – Motion to adjourn.
MOTION CARRIED – WM/EK