

AGENDA

Regular Board Meeting

August 25, 2022

5:30 P.M.

MCTA Board Room, 1st Floor

ROLL CALL

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – From July 28, 2022

EXECUTIVE DIRECTOR’S REPORT – July 2022

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

❖ Budget Variance Reports- July 2022 for Fixed Route & Shared Ride

Operations Committee

Dave Edinger

Human Resource Committee

Wayne Mazur

Compliance Committee

John Hoback

Marketing Committee

Robert Huffman

OLD BUSINESS –

NEW BUSINESS –

EXECUTIVE SESSION –

RESOLUTIONS –

QUESTIONS/COMMENTS –

ADJOURNMENT –

The next meeting of the Board of Directors will be on **September 29, 2022**

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

Thursday, July 28, 2022 @ 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 8 Board Members present. The meeting was called to order at 5:33 P.M.

BOARD MEMBERS PRESENT	STAFF PRESENT
Richard Mutchler, Chairman (Via Zoom)	Margaret Howarth, Executive Director
Wayne Mazur, 1 st Vice Chairman	Richard Schlameuss, Asst. Executive Director
John Hoback, 2 nd Vice Chairman	Joan Davidge, Chief Financial Officer
JoAnn Baratta, Treasurer	Walter Quadarella, Rural Ops & Maint. Manager
David Edinger, Secretary	Robert Gress, HR & Safety Manager
Robert Huffman	Guy LaBar, Shared Ride Manager
Maria Candelaria	Iris Rivera, Recording Secretary
Mary Claire Megargle	Helen Yanulus, Governmental Support Administrator
	Marc Wolfe, Solicitor

PUBLIC COMMENT:

None

APPROVAL OF MINUTES:

The minutes from the June 30, 2022 meeting were reviewed and approved.

EXECUTIVE DIRECTOR'S REPORT:

Peggy reported the final numbers for FY21-22. Fixed Route attained all goals for the year. Thanks to the Kalahari route guarantee trips per revenue hour were way above goal, revenue was high and road calls were down. Unfortunately, Shared Ride has been slow to recoup ridership; we're still not seeing pre-COVID numbers in ridership or revenue. Road calls were low YTD in Shared Ride as well.

FINANCIAL REPORT:

JoAnn reported that in Fixed Route the farebox ended above budget thanks to the NPS, Kalahari and the Shawnee route guarantees. We have budgeted a little higher for FY22-23. The Flex Orange and Violet did well, but the Flex Yellow had very low ridership. NPS & the Microtransit will be added to FY22-23. The CNG line is doing well and hospitalization & vehicle insurance were both under budget. Overall, Fixed Route came in under budget for FY21-22.

Shared Ride is still under budget, but slowly coming up. MATP was also under budget due to the low ridership. There is a surplus in Share Ride wages and vehicle insurance due to the low ridership. The committee also reported that PLGIT has raised it's rates, so they discussed putting some money in CD's to gain some interest.

The **Capital & Operating Purchase Reports** for Period 12, June 1-30, 2022 were reviewed and ratified, subject to audit.

The **Capital & Operating Purchase Reports** for Period 1, July 1-28, 2022 were reviewed and ratified, subject to audit.

The **Budget Variance Reports** for Period 12, June 1-30, 2022 for Fixed Route were reviewed and approved subject to audit.

The **Budget Variance Reports** for Period 12, June 1-30, 2022 for Shared Ride were reviewed and approved subject to audit.

OPERATIONS:

Walter & Peggy met with Stantec via Zoom to look at a few sherettes to determine what equipment will be needed. The estimated cost for the project at the moment is 35 million dollars; PennDOT will be working with us on a funding map. We haven't received the list of things that need to be done to the existing building yet, but cost is estimated at 6 million dollars. They are estimating that the total cost for our project will be approximately 40 million dollars. The 8 Shared Ride buses that are on order should be here in late November, early December.

HUMAN RESOURCES:

Bob reported that we hired 4 new drivers for the new microtransit service which is scheduled to kick off August 1st. There were no PPL or W/C claims in June. We got a rebate from the insurance company and PPL claims were down about 2%. Safety Pool did not work out for us at this time, but we will try again some other time in the future. We are updating our safety plan and will bring it to the Board for approval in September. There will be 2 Fixed Route drivers competing in the PPTA Roadeo this year.

COMPLIANCE:

The Compliance Committee did not meet due to scheduling conflicts but they are still working on the FFY2022 Certs & Assurances. The next Compliance Committee meeting is TBD.

MARKETING:

The West End Fair will be the week of 8/21 to 8/27, the sign in sheet is available online if anyone would like to sign up. Transit in the Park is doing well and the PonyPlus launches on 8/1. We have done four TV interviews already to promote the PonyPlus service and will be doing some radio ads as well. Tony is already putting together some trippers for the Fall. We will be collaborating with RTAP who is putting a video together on active shooters; we will make sure that none of our logos are visible on the video.

OLD BUSINESS:

None

NEW BUSINESS:

None

EXECUTIVE SESSION:

None

RESOLUTIONS:

None

QUESTIONS/COMMENTS:

None

ADJOURNMENT:

The meeting was adjourned at 6:16 p.m.

Signed by _____

Secretary/Assistant Secretary

MOTIONS FROM July 28, 2022

01-07-2022 – Motion to approve the minutes from the June 30, 2022 Board Meeting,
MOTION CARRIED- DE/WM

02-07-2022 – Motion to approve the Capital Purchases for June 1-30, 2022, subject to audit.
MOTION CARRIED – DE/JH

03-07-2022 – Motion to approve the Operating Purchases for June 1-30, 2022, subject to audit.
MOTION CARRIED – DE/JH

04-07-2022 – Motion to approve the Capital Purchases for July 1-28, 2022, subject to audit.
MOTION CARRIED – DE/JH

05-07-2022 – Motion to approve the Operating Purchases for June 1-28, 2022, subject to audit.
MOTION CARRIED – DE/JH

06-07-2022 – Motion to approve the FR Budget Variance Report for June 1-30, 2022,
Subject to audit
MOTION CARRIED – JB/WM

07-07-2022 – Motion to approve the SR Budget Variance Report for June 1-30, 2022,
Subject to audit
MOTION CARRIED – JB/JH

08-07-2022 – Motion to adjourn
MOTION CARRIED – DE/JH