

# AGENDA

**Regular Board Meeting  
November 29, 2018  
5:30 P.M.  
MCTA Board Room, 1<sup>st</sup> Floor**

ROLL CALL

OPENING – Pledge Allegiance to the Flag

AUDIT REPORT: Reinsel, Kuntz, Leshner, CPA-Tim Kraft reporting for FY17/18 (Via Telephone)

PUBLIC COMMENT –

MINUTES – Approve for September 27, 2018

EXECUTIVE DIRECTORS REPORT –

COMMITTEE REPORTS –

Finance Committee	JoAnn Baratta
* Financials for September 1-30, 2018	
* All Purchases subject to audit for September 1-30, 2018	
* All Purchases subject to audit for October 1-31, 2018	
* All Purchases subject to audit for November 1-29, 2018	

Operations Committee	Dave Edinger
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Human Resource Committee	Wayne Mazur
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Compliance Committee	John Hoback
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Marketing Committee	Robert Huffman
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OLD BUSINESS –

NEW BUSINESS – Approve Holidays & Board Meeting Dates for 2019

EXECUTIVE SESSION –

RESOLUTIONS –

QUESTIONS/COMMENTS –

ADJOURNMENT –

\*\*The next meeting of the Board of Directors is scheduled for December 20<sup>th</sup>, 2018\*\*

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

Thursday, September 27, 2018 @ 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 in attendance. The meeting was called to order at 5:30 P.M.

<b>BOARD MEMBERS PRESENT</b>	<b>STAFF PRESENT</b>
Richard Mutchler, Chairman	Margaret Howarth, Executive Director
Wayne Mazur, 1 <sup>st</sup> Vice Chairman	Richard Schlameuss, Asst. Director
JoAnn Baratta, Treasurer	Joan Davidge, Chief Financial Officer
Eric Koopman, Asst. Treasurer	Robert Gress, HR/Safety Manager
David Edinger, Secretary	Guy LaBar, Shared Ride Manager
Brian LaVacca, Asst. Secretary	Marc Wolfe, Solicitor
Maria Candelaria	Iris Rivera, Recording Secretary

**PUBLIC COMMENT:**

There were 2 visitors at the meeting: Ms. Alberta Smiley & Ms. Florence Metzgar. Ms. Smiley complained about other passengers on the bus and feeling disrespected when she reported the complaint to MCTA. Ms. Metzgar complained that her grocery cart was damaged by one of the Fixed Route buses and she would like to be reimbursed. Ms. Metzgar also said that the bag limit and cell phone use on the bus needs to be reinforced by all drivers. All complaints & kudos will be logged and complaints will be followed-up by a manager and resolved accordingly.

The minutes from August 30, 2018 were reviewed and approved.

**EXECUTIVE DIRECTOR'S REPORT:**

Peggy reported on Fixed Route & Shared Ride goals; they are both doing well budget wise.

**FINANCIAL REPORT:**

JoAnn reported that we may need to use our line of credit until the grant comes in. We will also be looking at NPS expenses. The wages and fuel in Shared Ride are good and the expenses are in a surplus. The revenue in Shared Ride is also growing due to the fare increase implemented in August. In Fixed Route the revenue is good but the wages are a little high because Fixed Route operators are helping out with Shared Ride and the NPS. There is a deficit in expenses in Fixed Route so they will continue to watch that.

The **Regular Purchase Reports** for Period 2, August 1-31 2018 were reviewed and ratified, subject to audit.

The **Regular Purchase Reports** for Period 3 September 1-27 2018 were reviewed and ratified, subject to audit.

**OPERATIONS:**

The Operations Committee did not meet but they did come to a tentative agreement for the ROW. There is still one question pertaining to insurance to make sure that insurance levels are acceptable. All parties are in agreement of the easement agreement. The CNG line work is moving along. The engineers from Gannett Fleming did a walk through to see where the fueling stations are going to be located.

**HUMAN RESOURCES:**

Bob reported that we hired 5 new drivers. We will be losing Clarence Tarvin who is retiring after 9 years. He also reported that we have to find a new translator service because PennDOT no longer provides that service. The Executive Director was reviewed and will get a 4% increase of her wage package retro to July.

**COMPLIANCE:**

The committee met on September 10<sup>th</sup> to review Certs & Assurances #15 Rural Area & Appalachian Development Programs and #16 Tribal Transit Programs (Public Transportation on Indian Reservations Programs) but was unable to review #16. The committee will meet again on October 15<sup>th</sup> and will review #16 & #17 State Safety Oversight Grant Program.

**MARKETING:**

Rich reported that there were 3,823 NPS trips this year. The Summer Salute to Saturdays was a success. We're also seeing a 54% increase in ridership compared to last year. The Avail implementation is coming up and is bringing passenger counters and a new camera system.

**OLD BUSINESS:**

Some research was done on Mr. Vianello's trips and it showed that his trips were on-time 90% of the time. Peggy reported her findings at the HR Committee Meeting.

**NEW BUSINESS:**

Peggy reported that the PennDOT Compliance Review was completed and there were no findings. Peggy also reminded the Board that there will be no Board Meeting in October and that Wayne Mazur and JoAnn Baratta will be re-appointed in October.

**EXECUTIVE SESSION:**

None

**RESOLUTIONS:**

None

**QUESTIONS/COMMENTS:**

None

**ADJOURNMENT:**

The meeting was adjourned at 6:25 p.m.

Signed by \_\_\_\_\_

Secretary/Assistant Secretary

## **MOTIONS FROM September 27, 2018**

9-01-18 - Motion to approve the minutes from the August 30, 2018 Board Meeting,  
MOTION CARRIED- JH/DE

9-02-18 – Motion to approve the Regular Purchases for August 1-31, 2018,  
Subject to audit  
MOTION CARRIED – WM/DE

9-03-18 – Motion to approve the Capital Purchases for August 1-31, 2018,  
Subject to audit  
MOTION CARRIED – WM/DE

9-04-18 – Motion to approve the Regular Purchases for September 1-27, 2018,  
Subject to audit  
MOTION CARRIED – JH/BL

9-05-18 – Motion to approve the Capital Purchases for September 1-27, 2018,  
Subject to audit  
MOTION CARRIED – JH/BL

9-06-18 – Motion to approve the Budget & Variance Report for Fixed Route for July 2018,  
Subject to audit  
MOTION CARRIED – JB/JH

9-07-18 - Motion to approve the Budget & Variance Report for Shared Ride for July 2018,  
Subject to audit  
MOTION CARRIED- JB/DE

9-08-18 – Motion to approve the Budget & Variance Report for Fixed Route for August 2018,  
Subject to audit  
MOTION CARRIED – JB/EK

9-09-18 – Motion to approve the Budget & Variance Report for Shared Ride for August 2018,  
Subject to audit  
MOTION CARRIED – JB/JH

9-10-18 –Motion to accept the tentative ROW Agreement  
MOTION CARRIED – JH/EK

9-11-18 – Motion to accept the Executive Director’s review & wage increase  
MOTION CARRIED – JH/JB

9-12-18 – Motion to adjourn  
MOTION CARRIED – JH/WM

**Monroe County Transportation Authority**  
**Budget Variance Report for Fixed Route**  
**For the Three Months Ending September 30, 2018**

Account #	Account Name	Period to Date - September			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
'4111-0-1	Farebox Fixed Route	11,381.73	13,000.00	(1,618.27)	37,364.57	39,000.00	(1,635.43)
'4113-0-1	Billed Fixed Route	330.00	750.00	(420.00)	4,242.00	2,250.00	1,992.00
'4151-0-1	Office Sales - Tickets & Pass	6,318.01	7,000.00	(681.99)	26,571.00	21,000.00	5,571.00
'4170-0-1	Advertising Revenue FR	-	1,800.00	(1,800.00)	562.50	5,400.00	(4,837.50)
'4510-0-1	Grants Federal 5311	41,675.00	41,675.00	-	125,025.00	125,025.00	-
'4511-0-1	Grants Federal 5307	34,966.00	41,675.00	(6,709.00)	139,388.00	125,025.00	14,363.00
'4520-0-1	Grants State Act 44-FR	152,344.72	152,343.77	0.95	483,842.44	486,000.00	(2,157.56)
'4570-0-1	Grants Local F/R	14,277.25	14,277.25	-	42,831.75	42,831.75	-
'4590-0-1	Other Revenue F/R	32,466.50	6,500.00	25,966.50	33,259.50	19,500.00	13,759.50
'4996-0-1	Interest Income -FR	8.17	15.00	(6.83)	32.09	45.00	(12.91)
	<b>Total Revenue</b>	<b>293,767.38</b>	<b>279,036.02</b>	<b>14,731.36</b>	<b>893,118.85</b>	<b>866,076.75</b>	<b>27,042.10</b>
'5010-1-1	Wages: Mechn-FR	20,429.18	19,707.69	(721.49)	64,902.29	64,050.00	(852.29)
'5010-2-1	Wages: Drivr-FR	62,572.67	60,392.31	(2,180.36)	210,155.90	196,275.00	(13,880.90)
'5050-1-1	Fica: Mechn-FR	1,726.68	1,862.00	135.32	5,532.94	5,586.00	53.06
'5050-2-1	Fica: Drivr-FR	5,272.72	5,696.00	423.28	17,792.14	17,088.00	(704.14)
'5052-1-1	PAUC: Mechn-FR	-	171.00	171.00	59.04	513.00	453.96
'5052-2-1	PAUC: Drivr-FR	110.16	523.00	412.84	411.59	1,569.00	1,157.41
'5096-1-1	Pension: Mechn-FR	1,262.80	1,284.00	21.20	3,963.74	3,852.00	(111.74)
'5096-2-1	Pension: Drivr-FR	3,210.08	3,928.00	717.92	10,631.13	11,784.00	1,152.87
'5330-2-1	Complimentary Transportation-ADA	7,515.00	6,224.00	(1,291.00)	22,813.00	18,672.00	(4,141.00)
'5610-1-1	Parts: Garge-FR	5,399.13	6,250.00	850.87	14,172.12	18,750.00	4,577.88
'5612-1-1	Filters: Garge-FR	1,119.21	1,000.00	(119.21)	2,385.32	3,000.00	614.68
'5630-2-1	Purchased Tires: Trans-FR	3,465.11	2,250.00	(1,215.11)	9,731.37	6,750.00	(2,981.37)
'5652-2-1	Fuel Expense: Trans-FR	17,253.40	25,250.00	7,996.60	84,939.06	75,750.00	(9,189.06)
'5653-2-1	Taxes:Trans-FR	80.67	143.00	62.33	451.97	429.00	(22.97)
'5654-2-1	Motor Oil: Trans-FR	1,944.28	1,128.00	(816.28)	3,127.50	3,384.00	256.50
'5656-2-1	Antifreeze: Trans-FR	302.50	175.00	(127.50)	605.00	525.00	(80.00)
'5659-1-1	Other Fluids FR :Garage	540.50	475.00	(65.50)	1,098.08	1,425.00	326.92
'5910-6-1	Professional Fees: Transportation Study-FR	-	1,250.00	1,250.00	-	3,750.00	3,750.00
'6010-6-1	Wages: Admin-FR	35,717.76	35,774.77	57.01	118,687.64	116,268.00	(2,419.64)
'6030-1-1	Vacation Pay: Garge-FR	1,267.56	1,712.00	444.44	5,574.29	5,136.00	(438.29)
'6030-2-1	Vacation Pay: Trans-FR	3,529.68	2,750.00	(779.68)	16,581.84	8,250.00	(8,331.84)
'6030-6-1	Vacation Pay: Admin-FR	1,584.40	2,712.00	1,127.60	9,140.21	8,136.00	(1,004.21)
'6032-1-1	Sick Pay: Garge-FR	-	321.00	321.00	117.78	963.00	845.22
'6032-2-1	Sick Pay: Trans-FR	504.24	982.00	477.76	1,680.80	2,946.00	1,265.20
'6032-6-1	Sick Pay: Admin-FR	75.72	581.00	505.28	502.22	1,743.00	1,240.78
'6034-1-1	Holiday Pay: Garge-FR	1,084.26	770.00	(314.26)	2,262.77	2,310.00	47.23
'6034-2-1	Holiday Pay: Trans-FR	2,521.20	2,357.00	(164.20)	5,210.96	7,071.00	1,860.04
'6034-6-1	Holiday Pay: Admin-FR	1,938.81	1,395.00	(543.81)	4,668.20	4,185.00	(483.20)
'6039-1-1	Other Paid Absences: Garge-FR	-	250.00	250.00	94.25	750.00	655.75
'6039-2-1	Other Paid Absences: Trans-FR	336.16	425.00	88.84	667.04	1,275.00	607.96
'6039-6-1	Other Paid Absences: Admin-FR	228.15	550.00	321.85	681.02	1,650.00	968.98
'6050-6-1	Fica on Wages: Admin-FR	2,956.91	3,473.00	516.09	10,003.70	10,419.00	415.30

**Monroe County Transportation Authority**  
**Budget Variance Report for Fixed Route**  
**For the Three Months Ending September 30, 2018**

Account #	Account Name	Period to Date - September			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
'6052-6-1	PAUC on Wages: Admin-FR	66.99	319.00	252.01	187.98	957.00	769.02
'6054-6-1	FICA on 3rd Party Sick Pay	-	40.00	40.00	-	120.00	120.00
'6090-1-1	Hospitalization: Garge-FR	3,126.99	3,780.00	653.01	9,385.40	11,340.00	1,954.60
'6090-2-1	Hospitalization: Trans-FR	12,299.47	10,839.00	(1,460.47)	35,646.88	32,517.00	(3,129.88)
'6090-6-1	Hospitalization: Admin-FR	8,640.60	8,341.00	(299.60)	24,386.42	25,023.00	636.58
'6092-1-1	Life Insurance: Garge-FR	183.64	280.00	96.36	550.92	840.00	289.08
'6092-2-1	Life Insurance: Trans-FR	429.68	450.00	20.32	1,289.03	1,350.00	60.97
'6092-6-1	Life Insurance: Admin-FR	256.26	275.00	18.74	797.71	825.00	27.29
'6093-6-1	Employee Assistance Program FR	-	150.00	150.00	-	450.00	450.00
'6094-1-1	Uniforms: Garge-FR	277.60	472.00	194.40	982.27	1,416.00	433.73
'6094-2-1	Uniforms: Trans-FR	574.56	550.00	(24.56)	1,478.37	1,650.00	171.63
'6096-6-1	Pension: Admin-FR	2,165.98	2,400.00	234.02	7,174.47	7,200.00	25.53
'6098-1-1	Bonus/Gifts: Garge-FR	157.50	490.00	332.50	2,715.49	1,470.00	(1,245.49)
'6098-2-1	Bonus/Gifts: Trans-FR	-	175.00	175.00	315.11	525.00	209.89
'6098-6-1	Bonus/Gifts: Admin-FR	(150.00)	550.00	700.00	22.25	1,650.00	1,627.75
'6152-3-1	Building Contract Service-FR	1,518.27	1,750.00	231.73	6,577.13	5,250.00	(1,327.13)
'6153-3-1	Building Supplies & Materials-FR	-	125.00	125.00	63.57	375.00	311.43
'6154-3-1	Building:Repairs & Maintenance-FR	2,459.53	2,000.00	(459.53)	6,483.84	6,000.00	(483.84)
'6159-3-1	Building - Other FR	-	25.00	25.00	-	75.00	75.00
'6215-6-1	Staff Travel: Admin-FR	909.85	1,250.00	340.15	2,076.34	3,750.00	1,673.66
'6251-6-1	Board Seminars: Admin-FR	-	75.00	75.00	-	225.00	225.00
'6253-6-1	Staff Seminars: Admin-FR	216.20	575.25	359.05	216.20	1,725.75	1,509.55
'6310-6-1	Telephone: Admin-FR	1,999.27	487.00	(1,512.27)	3,234.05	1,461.00	(1,773.05)
'6330-6-1	Electric: Admin-FR	2,069.23	1,320.00	(749.23)	3,178.92	3,960.00	781.08
'6350-6-1	Non-Elec. Heat: Admin-FR	10,296.52	1,320.00	(8,976.52)	(617.71)	3,960.00	4,577.71
'6360-6-1	Cable TV: Admin-FR	61.19	60.00	(1.19)	183.57	180.00	(3.57)
'6370-6-1	Water Expense: Admin-FR	229.44	250.00	20.56	747.58	750.00	2.42
'6390-6-1	Garbage Removal: Admin-FR	1,277.93	400.00	(877.93)	1,756.26	1,200.00	(556.26)
'6530-4-1	Advertising: Promo-FR	-	225.00	225.00	-	675.00	675.00
'6531-4-1	Legal Notice Adv: Promo-FR	-	225.00	225.00	-	675.00	675.00
'6550-4-1	Marketing: Promo-FR	1,383.39	2,296.00	912.61	4,182.83	6,888.00	2,705.17
'6551-4-1	Schedules Expense: Promo-FR	910.00	1,375.00	465.00	1,835.00	4,125.00	2,290.00
'6552-4-1	Tickets & Passes: Promo-FR	770.00	450.00	(320.00)	1,050.00	1,350.00	300.00
'6710-5-1	Vehicle Insurance: In&Sf-FR	21,488.08	21,382.00	(106.08)	67,412.24	64,146.00	(3,266.24)
'6720-5-1	In House Claims-FR	17.27	825.00	807.73	45.55	2,475.00	2,429.45
'6736-5-1	Workmans Comp Ins: In&Sf-FR	6,965.72	6,023.00	(942.72)	18,036.42	18,069.00	32.58
'6752-5-1	Safety and Training - FR	-	562.00	562.00	1,770.00	1,686.00	(84.00)
'6800-1-1	Consumable Supplies: Garge-FR	480.45	560.00	79.55	3,136.66	1,680.00	(1,456.66)
'6800-2-1	Consumable Supplies: Trans-FR	-	55.00	55.00	-	165.00	165.00
'6800-6-1	Consumable Supplies: Admin-FR	534.56	650.00	115.44	1,872.60	1,950.00	77.40
'6850-6-1	Postage: Admin-FR	223.35	150.00	(73.35)	459.22	450.00	(9.22)
'6910-6-1	Professional Fees: Admin-FR	4,540.62	3,370.00	(1,170.62)	11,718.06	10,110.00	(1,608.06)
'6911-6-1	Legal Expense: Admin-FR	1,713.00	2,000.00	287.00	2,880.00	6,000.00	3,120.00



**Monroe County Transportation Authority**  
**Budget Variance Report for Shared Ride**  
**For the Three Months Ending September 30, 2018**

Account #	Account Name	Period to Date - September			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
4111-0-2	Farebox Shared Ride	11,068.95	11,823.00	(754.05)	30,205.95	35,469.00	(5,263.05)
4113-0-2	Billed Shared Ride	10,726.55	8,400.00	2,326.55	29,259.70	25,200.00	4,059.70
4170-0-2	Advertising SR	-	560.62	(560.62)	187.50	1,800.00	(1,612.50)
4520-0-2	Grants State Act 44-SR	9,984.92	9,984.92	-	32,130.54	32,451.00	(320.46)
4530-0-2	Grants State-SR	-	-	-	-	-	-
4553-0-2	Grants PWD-SR	27,178.40	26,456.31	722.09	81,110.40	85,983.00	(4,872.60)
4550-0-2	Grants Lottery - SR	75,534.40	71,849.54	3,684.86	234,647.60	233,511.00	1,136.60
4560-0-2	Medical Assistance Grant	70,170.00	70,170.33	(0.33)	210,510.00	210,511.00	(1.00)
4590-0-2	Other Revenue S/R	-	-	-	-	-	-
4996-0-2	Interest Income -SR	6.24	25.00	(18.76)	19.87	75.00	(55.13)
	<b>Total Revenue</b>	<b>204,669.46</b>	<b>199,269.72</b>	<b>5,399.74</b>	<b>618,071.56</b>	<b>625,000.00</b>	<b>(6,928.44)</b>
5010-1-2	Wages: Mechn-SR	11,998.09	11,603.08	(395.01)	38,117.22	37,710.00	(407.22)
5010-2-2	Wages: Drivr-SR	61,654.79	61,384.62	(270.17)	201,377.46	199,500.00	(1,877.46)
5050-1-2	Fica: Mechn-SR	1,014.08	1,094.00	79.92	3,249.50	3,282.00	32.50
5050-2-2	Fica: Drivr-SR	5,354.45	5,663.00	308.55	17,603.42	16,989.00	(614.42)
5052-1-2	PAUC: Mechn-SR	-	133.00	133.00	34.67	399.00	364.33
5052-2-2	PAUC: Drivr-SR	342.08	705.00	362.92	1,592.81	2,115.00	522.19
5096-1-2	Pension: Mechn-SR	741.64	754.00	12.36	2,327.90	2,262.00	(65.90)
5096-2-2	Pension: Drivr-SR	2,566.47	1,995.00	(571.47)	8,263.24	5,985.00	(2,278.24)
5320-2-2	MA Outside Transportation	1,435.00	1,250.00	(185.00)	3,745.00	3,750.00	5.00
5340-2-2	MA Mileage Reimburse-In County	2,819.52	2,250.00	(569.52)	7,163.64	6,750.00	(413.64)
5342-2-2	MA Mileage Reimburse-Out Cnty	1,166.32	1,250.00	83.68	3,443.96	3,750.00	306.04
5610-1-2	Parts: Garge-SR	4,843.99	3,750.00	(1,093.99)	15,801.66	11,250.00	(4,551.66)
5612-1-2	Filters: Garge-SR	203.59	250.00	46.41	451.59	750.00	298.41
5630-2-2	Purchased Tires: Trans-SR	10,854.76	2,500.00	(8,354.76)	10,784.85	7,500.00	(3,284.85)
5652-2-2	Fuel Expense: Trans-SR	9,067.84	16,000.00	6,932.16	44,891.22	48,000.00	3,108.78
5653-2-2	Taxes:Trans-SR	53.78	96.00	42.22	301.31	288.00	(13.31)
5654-2-2	Motor Oil: Trans-SR	-	577.00	577.00	1,335.79	1,731.00	395.21
5656-2-2	Antifreeze: Trans-SR	-	75.00	75.00	302.50	225.00	(77.50)
6010-6-2	Wages: Admin-SR	35,717.76	35,775.69	57.93	118,687.65	116,271.00	(2,416.65)
6030-1-2	Vacation Pay: Garge-SR	744.44	955.00	210.56	3,273.79	2,865.00	(408.79)
6030-2-2	Vacation Pay: Trans-SR	1,411.52	1,663.00	251.48	5,754.40	4,989.00	(765.40)
6030-6-2	Vacation Pay: Admin-SR	1,584.41	3,178.00	1,593.59	9,140.23	9,534.00	393.77
6032-1-2	Sick Pay: Garge-SR	-	188.00	188.00	69.18	564.00	494.82
6032-2-2	Sick Pay: Trans-SR	384.96	333.00	(51.96)	1,026.56	999.00	(27.56)
6032-6-2	Sick Pay: Admin-SR	75.72	581.00	505.28	502.22	1,743.00	1,240.78
6034-1-2	Holiday Pay: Garge-SR	636.78	465.00	(171.78)	1,328.91	1,395.00	66.09
6034-2-2	Holiday Pay: Trans-SR	1,026.56	665.00	(361.56)	2,558.40	1,995.00	(563.40)
6034-6-2	Holiday Pay: Admin-SR	1,938.81	1,434.01	(504.80)	4,668.21	4,302.02	(366.19)
6039-1-2	Other Paid Absences: Garge-SR	-	176.00	176.00	55.35	528.00	472.65
6039-2-2	Other Paid Absences: Trans-SR	-	333.00	333.00	-	999.00	999.00
6039-6-2	Other Paid Absences: Admin-SR	228.16	543.00	314.84	681.04	1,629.00	947.96
6050-6-2	Fica on Wages: Admin-SR	2,956.91	3,411.00	454.09	10,003.71	10,233.00	229.29
6052-6-2	PAUC on Wages: Admin-SR	67.00	388.00	321.00	187.99	1,164.00	976.01
6054-6-2	FICA on 3rd Party Sick Pay	-	40.00	40.00	-	120.00	120.00
6090-1-2	Hospitalization: Garge-SR	2,105.20	2,376.00	270.80	6,265.45	7,128.00	862.55
6090-2-2	Hospitalization: Trans-SR	2,674.87	2,927.00	252.13	7,644.44	8,781.00	1,136.56



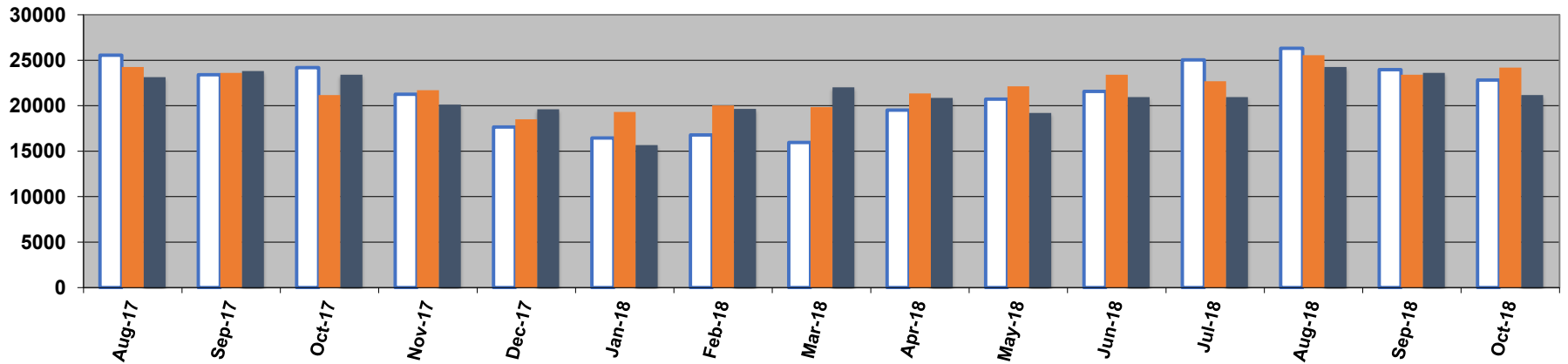
**Monroe County Transportation Authority**  
**Budget Variance Report for Shared Ride**  
**For the Three Months Ending September 30, 2018**

Account #	Account Name	Period to Date - September			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
6090-6-2	Hospitalization: Admin-SR	8,640.60	8,220.32	(420.28)	24,387.00	24,660.98	273.98
6092-1-2	Life Insurance: Garge-SR	122.42	180.00	57.58	367.26	540.00	172.74
6092-2-2	Life Insurance: Trans-SR	213.94	225.00	11.06	641.82	675.00	33.18
6092-6-2	Life Insurance: Admin-SR	256.26	275.00	18.74	797.71	825.00	27.29
6093-6-2	Employee Assistance Program SR	-	150.00	150.00	-	450.00	450.00
6094-1-2	Uniforms: Garge-SR	163.04	250.00	86.96	576.89	750.00	173.11
6094-2-2	Uniforms: Trans-SR	1,433.19	875.00	(558.19)	2,832.36	2,625.00	(207.36)
6096-6-2	Pension: Admin-SR	2,165.98	2,400.00	234.02	7,174.47	7,200.00	25.53
6098-1-2	Bonus/Gifts: Garge-SR	92.50	315.00	222.50	1,730.00	945.00	(785.00)
6098-2-2	Bonus/Gifts: Trans-SR	-	250.00	250.00	2,689.76	750.00	(1,939.76)
6098-6-2	Bonus/Gifts: Admin-SR	(150.00)	550.00	700.00	691.77	1,650.00	958.23
6253-6-2	Staff Seminars: Admin-SR	18.80	50.00	31.20	18.80	150.00	131.20
6310-6-2	Telephone: Admin-SR	222.13	50.00	(172.13)	440.81	150.00	(290.81)
6330-6-2	Electric: Admin-SR	1,379.49	880.00	(499.49)	2,119.29	2,640.00	520.71
6350-6-2	Non-Elec. Heat: Admin-SR	6,864.35	880.00	(5,984.35)	(411.80)	2,640.00	3,051.80
6360-6-2	Cable TV: Admin-SR	40.80	40.00	(0.80)	122.40	120.00	(2.40)
6370-6-2	Water Expense: Admin-SR	152.98	167.00	14.02	498.42	501.00	2.58
6390-6-2	Garbage Removal: Admin-SR	319.84	267.00	(52.84)	638.72	801.00	162.28
6550-4-2	Marketing: Promo-SR	132.41	-	(132.41)	132.41	-	(132.41)
6710-5-2	Vehicle Insurance: In&Sf-SR	2,951.32	3,761.00	809.68	9,360.39	11,283.00	1,922.61
6720-5-2	In House Claims-SR	2,287.56	539.00	(1,748.56)	221.68	1,617.00	1,395.32
6736-5-2	Workmans Comp Ins: In&Sf-SR	6,109.13	5,560.00	(549.13)	14,633.81	16,680.00	2,046.19
6800-1-2	Consumable Supplies: Garge-SR	218.07	250.00	31.93	1,480.97	750.00	(730.97)
6800-2-2	Consumable Supplies: Trans-SR	-	42.00	42.00	-	126.00	126.00
6800-6-2	Consumable Supplies: Admin-SR	367.15	550.00	182.85	1,389.13	1,650.00	260.87
6850-6-2	Postage: Admin-SR	95.72	325.00	229.28	646.09	975.00	328.91
6910-6-2	Professional Fees: Admin-SR	2,582.64	2,441.00	(141.64)	6,478.70	7,323.00	844.30
6912-6-2	Labor Attorney: Admin-SR	-	175.00	175.00	-	525.00	525.00
6913-6-2	Drug Screens - SR	264.00	275.00	11.00	528.00	825.00	297.00
6916-6-2	Auditor: Admin-SR	5,600.00	988.00	(4,612.00)	6,400.00	2,964.00	(3,436.00)
6930-1-2	Small Tools & Equip.: Garge-SR	156.20	50.00	(106.20)	552.95	150.00	(402.95)
6930-6-2	Small Tools & Service Agrmnts: Admin-SR	-	-	-	74.10	-	(74.10)
6951-1-2	Towing Expense: Garge-SR	-	200.00	200.00	500.00	600.00	100.00
6952-2-2	Licnese Renewals & Physicals: Trans-SR	724.50	350.00	(374.50)	829.50	1,050.00	220.50
6954-2-2	Communication: Trans-SR	437.93	675.00	237.07	1,477.69	2,025.00	547.31
6970-6-2	Dues/Memb/Subsc/: Admin-SR	145.83	300.00	154.17	448.51	900.00	451.49
7996-6-2	Bank Charges-SR	-	3.00	3.00	(24.50)	9.00	33.50
	<b>Total Expenses</b>	<b>209,678.28</b>	<b>199,269.72</b>	<b>(10,408.56)</b>	<b>623,080.38</b>	<b>625,000.00</b>	<b>1,919.62</b>
	<b>Net Income from Operations</b>	<b>(5,008.82)</b>	<b>-</b>	<b>(5,008.82)</b>	<b>(5,008.82)</b>	<b>-</b>	<b>(5,008.82)</b>

## MONROE COUNTY TRANSPORTATION **FIXED ROUTE** RIDERSHIP STATISTICS

17-18	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	18-19
<b>TOTAL FULL FARE</b>	6,981	6,165	6,380	5,676	5,598	5,347	4,791	4,818	5,591	6,585	6,873	6,295	6,594	6,102	6,016	
<b>TOTAL SENIORS</b>	2,862	2,554	2,656	2,307	1,774	1,482	1,497	1,567	2,000	2,328	2,250	2,221	2,426	2,117	2,321	
<b>TICKETS (BLUE)</b>	546	488	499	412	313	299	402	322	424	445	497	518	545	422	483	
<b>STUDENTS</b>	3,424	3,806	3,844	3,459	2,326	2,295	2,945	2,590	3,263	2,420	2,483	5,664	6,244	5,478	4,062	
<b>FEDERAL (GREEN)</b>	526	359	455	419	299	466	355	313	404	365	373	341	420	391	379	
<b>TRANSFERS (ON)</b>	4,663	4,578	4,725	4,113	3,155	2,855	3,298	2,725	3,571	3,466	3,400	3,498	3,858	3,739	3,965	
<b>MISC. TRIPS</b>	6,553	5,451	5,634	4,870	4,201	3,697	3,495	3,619	4,260	5,119	5,698	6,505	6,218	5,714	5,605	
<b>FARE CARD SOLD</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>TOTAL RIDERS</b>	<b>25555</b>	<b>23401</b>	<b>24193</b>	<b>21256</b>	<b>17666</b>	<b>16441</b>	<b>16783</b>	<b>15954</b>	<b>19513</b>	<b>20728</b>	<b>21574</b>	<b>25042</b>	<b>26305</b>	<b>23963</b>	<b>22831</b>	
	24251	23611	21161	21702	18500	19314	20038	19857	21358	22120	23402	22690	25555	23401	24193	
	23135	23816	23407	20117	19612	15666	19646	22018	20863	19208	20954	20954	24251	23611	21161	

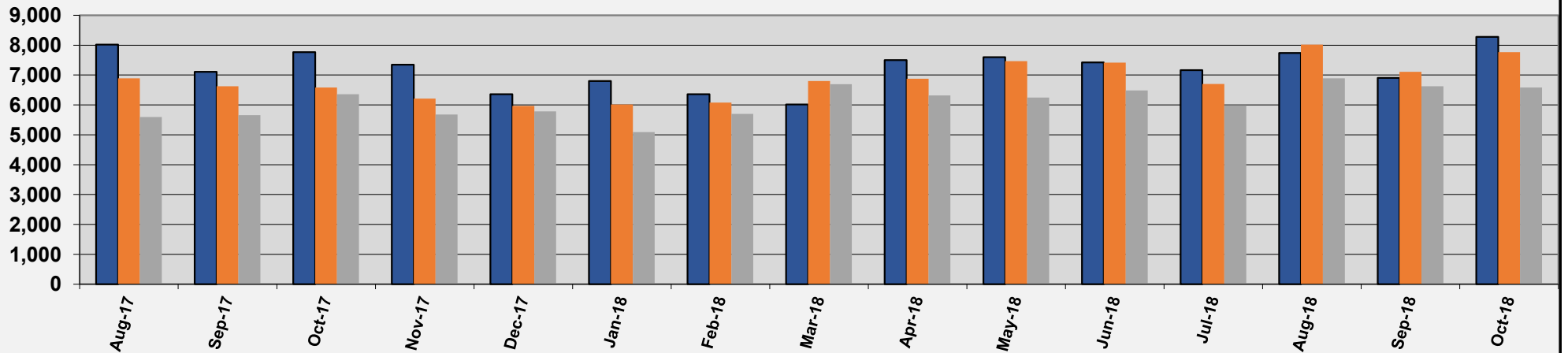
**TOTAL MONTHLY FIXED ROUTE TRIPS**



## MONROE COUNTY TRANSPORTATION **SHARED RIDE** RIDERSHIP STATISTICS

FY 17-18	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	FY18-19
<b>LOTTERY/SENIORS</b>	4,017	3,321	3,508	3,424	2,978	2,904	2,853	2,735	3,593	3,703	3,645	3,588	3,901	3,367	4,019	
<b>LOTTERY MA</b>	316	331	383	356	311	375	278	289	351	339	354	373	345	307	465	
<b>FULL FARE</b>	18	14	13	15	10	10	6	6	18	12	12	14	20	16	18	
<b>MISC. SUBSIDIES</b>	10	8	6	10	2	4	6	2	2	5	6	4	6	2	4	
<b>ADA</b>	341	339	330	314	286	331	334	349	389	344	290	333	367	335	401	
<b>PWD</b>	1,262	1,308	1,468	1,357	1,179	1,249	1,111	1,021	1,222	1,170	1,201	1,209	1,319	1,249	1,493	
<b>MATP</b>	2,052	1,782	2,057	1,864	1,588	1,924	1,773	1,604	1,926	2,023	1,905	1,627	1,773	1,622	1,863	
<b>MATPO</b>	0	4	5	4	4	6	0	6	2	6	8	14	6	4	12	
<b>TOTAL RIDERS</b>	8,016	7,107	7,770	7,344	6,358	6,803	6,361	6,012	7,503	7,602	7,421	7,162	7,737	6,902	8,275	
	6889	6622	6581	6213	5966	6013	6080	6802	6876	7465	7413	6701	8016	7107	7770	
	5598	5658	6358	5679	5782	5092	5699	6692	6315	6245	6484	5984	6889	6622	6581	

### TOTAL MONTHLY SHARED RIDE TRIPS





EXECUTIVE  
DIRECTOR'S  
REPORT



FIXED ROUTE				SEP 2018	SHARED RIDE				
VRH= 2,629	(Monthly)	Goals ↑ ↓	FY18/19 YTD Average		FY18/19 YTD Average	VRH= 3,701	(Monthly)	Goals ↑ ↓	
<b>1. RIDERSHIP 250,000/yr:</b>					<b>1. RIDERSHIP 87,000/yr:</b>				
Monthly Goal: 20,548	23,963	↑	25,091		7,267	Monthly Goal: 7,151	6,902	↓	
<small>(=250,000÷365 x 30)</small>						<small>(=87,000÷365 x 30)</small>			
<b>2. EXPENSE/VRH \$98.84:</b>					<b>2. EXPENSE/VRH \$57.31:</b>				
Monthly Goal: \$98.84	\$111.74	↑	\$101.73		\$54.94	Monthly Goal: \$57.31	\$56.65	↓	
<small>Same every month</small>						<small>Same every month</small>			
<b>3. \$3,464,307/yr. BUDGET:</b>					<b>3. BUDGET \$2,500,000/yr.:</b>				
Monthly Goal: \$284,737.56	103.17%	↑	102.28%		98.88%	Monthly Goal: \$205,479.45	102.04%	↑	
<small>(=3464307÷365 x 31)</small>						<small>(=2500000÷365 x 30)</small>			
<b>4. WHAT'S OUR RIDERSHIP MIX?</b>					<b>4. WHAT'S OUR RIDERSHIP MIX?</b>				
Senior	9%					Seniors	53%		
Students	23%					MATP	24%		
Full Fare	41%					PWD	18%		
Transfers	16%					ADA	5%		
Other (ie: Toby Express, Kids, ADA)	12%					Other (ie: Liberty, Full Fare)	0%		

**Committee Name:** Compliance Committee

Chairperson: John Hoback

MCTA Staff Liaison: Peggy Howarth

1. Members Present All
2. Members Absent None
3. Topics to be Discussed
  - a. FFY2018: #14 Enhanced Mobility of Seniors and Individuals with Disabilities Programs
  - b. FFY2018: #15 Rural Area and Appalachian Development Programs (Tabled to 0/15/18)
4. Task(s) Assigned & Follow up (Identify a committee member for each task).
  - a. Plan to (continue) review FFY2018: Certs and Assurances #15: Rural Area and Appalachian Development Programs
  - b. FFY2018: Certs and Assurances #16- Tribal Transit Programs (Public Transportation on Indian Reservations Programs)
  - c. Compliance Review with PennDOT for FY17/18 will take place in September- date and subject areas to be announced.
5. Next Meeting Date/Time: October 15, 2018 at 8:00am

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**Committees**

|                                                                                                                                                                                       |                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                              |                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b><u>Finance</u></b><br/>         JoAnn Baratta, Chair<br/>         Joan Davidge, Staff Liaison<br/>         Peggy Howarth, Ex officio<br/>         Rick Mutchler, Ex officio</p> | <p><b><u>HR/Personnel</u></b><br/>         Wayne Mazur, Chair<br/>         Bob Gress, Staff Liaison<br/>         Dave Edinger<br/>         Rick Mutchler, Ex officio<br/>         Peggy Howarth, Ex officio<br/>         Guy LaBar</p> | <p><b><u>Marketing</u></b><br/>         Bob Huffman, Chair<br/>         Rich Schlameuss Staff Liaison<br/>         Brian LaVacca<br/>         Tony Giudice<br/>         Michele Spradlin<br/>         Tanya Goode<br/>         Rick Mutchler, Ex officio<br/>         Peggy Howarth, Ex officio</p> | <p><b><u>Operations</u></b><br/>         Dave Edinger, Chair<br/>         Walter Quadarella, Staff Liaison<br/>         Wayne Mazur<br/>         Eric Koopman<br/>         Rich Schlameuss<br/>         Rick Mutchler, Ex Officio<br/>         Peggy Howarth, Ex officio</p> | <p><b><u>Compliance</u></b><br/>         John Hoback Chair<br/>         Vacant, Staff Liaison<br/>         Peggy Howarth, Ex officio<br/>         Rick Mutchler, Ex officio</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Committee Name:** Finance Committee

Date: 9/25/18 2:30 pm - 4:30 pm

Chairperson: JoAnn Baratta

MCTA Staff Liaison: Joan Davidge

1) Members Present: JoAnn Baratta, Peggy Howarth, Joan Davidge

2) Members Absent: \_\_\_\_\_

3) Topics Discussed:

a- Budget and Variance Report - July 2018 reviewed last month but not presented

b- Peggy and Joan are working on updating our schedules in DOTgrants

c- Peggy and Joan are working on MCTA's Management Discussion and Analysis

d- Discuss Line of Credit - may be needed until MCTA's Operating Grants is complete.

4) Task(s) Assigned & Follow up (Identify a committee member for each task):

a-

b-

5) Next Meeting Date/Time: November 13, 2018 2:30 P.M. to 4:30 P.M

## Committees

### Finance

JoAnn Baratta, Chair  
Joan Davidge, Staff Liaison  
Peggy Howarth, Ex officio  
Rick Mutchler, Ex officio

### HR/Personnel

Wayne Mazur, Chair  
Robert Gress, Staff Liaison  
Rick Mutchler, Ex officio  
Peggy Howarth, Ex officio

### Marketing

Robert Huffman, Chair  
Rich Schlameuss, Staff Liaison  
Brian LaVacca  
Anthony Giudice  
Tanya Goode  
Michele Spradlin  
Rick Mutchler, Ex Officio  
Peggy Howarth, Ex officio

### Operations

Dave Edinger, Chair  
Walter Quadarella, Staff Liaison  
Wayne Mazur  
Rick Mutchler  
Peggy Howarth, Ex officio

### Compliance

John Hoback, Chair  
, Staff Liaison  
Peggy Howarth, Ex officio  
Rick Mutchler, Ex officio

**Audio Committee Name:** HR/Personnel Committee                      4:00pm                      Date: September 27, 2018

Chairperson: Wayne Mazur

MCTA Staff Liaison: Bob Gress

1. Members Present: \_\_\_\_\_
2. Members Absent: \_\_\_\_\_
3. Topics Discussed:
  - a. Time checks/driver observations- (August) 4 completed
  - b. Employee Update:
    - i. Staffing- New Hires, call center temporary position, dispatch
    - ii. FMLA/STD/LOA\*/other-updates- WB, CJ, LA, CB
    - iii. Terminations/Separations/Resignation- CT
    - v. Employee training: SR/FR training for new hires
  - c. August: W/C – 0 new/3 open; PPL 3 new/8 open
  - d. Claims Updates- PLRB, W/C
  - e. Supreme Court- Janus decision
  - f. Job Descriptions Updates: IT Support, Board Member Job Description
  - g. Insurance update- Cyber Security, Life Insurance
  - h. Policy/Procedure Updates-
  - i. Title VI Program Update-
  - j. EEO Program Update-
  - k. Travel Training update- SR story boards
  - l. Performance Reviews- Signoff- PH
  - m. Executive Director Update- new report
  - n. Other-
4. Task(s) Assigned & Follow up (Identify a committee member for each task).
5. Next Meeting Date/Time: TBA

Committees

**Finance**

JoAnn Baratta, Chair  
Joan Davidge, Staff Liaison  
Peggy Howarth, Ex officio  
Rick Mutchler, Ex officio

**HR/Personnel**

Wayne Mazur, Chair  
Bob Gress, Staff Liaison  
Dave Edinger  
Guy LaBar  
Peggy Howarth, Ex officio  
Rick Mutchler, Ex officio

**Marketing**

Robert Huffman, Chair  
Rich Schlameuss, Staff Liaison  
Peggy Howarth, Ex officio  
Brian LaVacco  
Anthony Giudice  
Rick Mutchler, Ex Officio

**Operations**

Dave Edinger, Chair  
Walter Quadarella, Staff Liaison  
Peggy Howarth, Ex officio  
Wayne Mazur  
Rick Mutchler, Ex Officio

**Compliance**

John Hoback, Chair  
Staff Liaison  
Peggy Howarth, Ex officio  
Rick Mutchler, Ex officio





Additional notes:

Giddy Up and Go 'Ride and Seek'

Starts January 2, 2019 – January 31, 2019

Drawing – first week of February

Select Retailers: Find at least 12 willing partners - Possible – NY Pizza, Duncan Donuts, Nibors Coffee, ShopRite, Vincent's Deli, Libraries (Hughes, Pocono Mountain), Weis Markets, Jimmy's Ice Cream?, etc. ...

Media Requirements / Type

1. Cash wrap boards with 'card pockets' (Design: \$300, printing \$150, misc. \$50)
2. Bingo type game cards (Design \$50, printing \$200)
3. Window clings (Design \$100, printing \$150)
4. Stickers for bingo squares (Design \$300, printing \$500).

Media Placement – On the bus and at select retailers.

Key Concepts: Bingo Card type game with stickers available at retailers along the fixed route. Participants will fill the card with stickers earned at select retailers. A completed full card will be entered for a \$100 gift card. Not full cards, but at least three stickers will be entered for a \$25 gift card.

To be valid entries – cards must be signed by the bus driver and placed in the fare box on or before 31 January 2019.

Riding the bus to get to the locations is not required.

Design: \$750, Printing: \$1,000, Misc: \$50, Total Design / Printing Costs: \$1,800 Estimate

Awards: \$125

Vendors "Gets": 1) Listed with logos and web links on our website, 2) promotional consideration on marketing material on the interior of MCTA buses, 3) New customers!

ToDo's:

1. Develop creative to "sell" vendors.
2. Identify and Solicit Vendors.
3. Develop creative for Vendors
4. Develop rules and creative for "on the bus" promotion
5. Roll out program
6. Monitor ridership
7. Award winners