

## AGENDA

**Regular Board Meeting  
December 20, 2018  
5:30 P.M.  
MCTA Board Room, 1<sup>st</sup> Floor**

ROLL CALL

OPENING – Pledge Allegiance to the Flag

PUBLIC COMMENT –

MINUTES – Approve for November 29, 2018

EXECUTIVE DIRECTORS REPORT –

COMMITTEE REPORTS –

Finance Committee	JoAnn Baratta
* Financials for October 1-31, 2018	
* Financials for November 1-30, 2018	
* All Purchases subject to audit for November 1-30, 2018	
* All Purchases subject to audit for December 1-20, 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 –

EXECUTIVE SESSION –

RESOLUTIONS –

QUESTIONS/COMMENTS –

ADJOURNMENT –

\*\*The next meeting of the Board of Directors is scheduled for **January 31<sup>st</sup>, 2019**\*\*

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

Thursday, November 29, 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 5:32 P.M.

<b>BOARD MEMBERS PRESENT</b>	<b>STAFF PRESENT</b>
Wayne Mazur, 1 <sup>st</sup> Vice Chairman	Margaret Howarth, Executive Director
John Hoback, 2 <sup>nd</sup> Vice Chairman	Richard Schlameuss, Asst. Director
Eric Koopman, Asst. Treasurer	Joan Davidge, Chief Financial Officer
David Edinger, Secretary	Walter Quadarella, Rural Ops & Maint. Manager
Brian LaVacca, Asst. Secretary	Robert Gress, HR/Safety Manager
Robert Huffman	Guy LaBar, Shared Ride Manager
Maria Candelaria	Marc Wolfe, Solicitor
	Iris Rivera, Recording Secretary

**PUBLIC COMMENT:**

None

**AUDIT REPORT**

CPA Tim Kraft from Reinsel, Kuntz, Leshar presented the FY17/18 Audit Report to the Board for approval.

The minutes from September 27, 2018 were reviewed and approved.

**EXECUTIVE DIRECTOR'S REPORT:**

Peggy reported on Fixed Route & Shared Ride goals; SR is above goal in trips.

**FINANCIAL REPORT:**

Peggy reported that Fixed Route is over budget by about \$27,000. There are a few items causing this which include: fuel costs, insurance premiums, heating oil and audit fees. Joan said that they will be looking at adjusting the fuel budget allocation because FR is over budget while SR is under. Peggy reported that we'll be looking at doing a Fixed Route fare increase in 2019.

The **Capital Purchase Reports** for Period 3, September 1-30 2018 were reviewed and ratified, subject to audit.

The **Regular Purchase Reports** for Period 3, September 1-30 2018 were reviewed and ratified, subject to audit.

The **Regular Purchase Reports** for Period 4 October 1-31 2018 were reviewed and ratified, subject to audit.

**OPERATIONS:**

The Operations Committee did not meet but Dave reported that the ROW is waiting to be signed but that there is still an insurance concern. There are a couple of options for consideration before the agreement is signed. Walter reported that there are 3 Fixed Route buses and 11 Shared Ride buses on order.

**HUMAN RESOURCES:**

Bob reported that the internal reorganization and merging of the Call Center with the Shared Ride Department will be completed by January 7, 2019. The new FR Dispatcher will also be in her new position on January 7<sup>th</sup> with hours of 11:30am to 8:00pm. There were 4 W/C claims in October with minor injuries and 3 PPL's, 1 in September and 2 in October. The MCTA Christmas Party will be on December 8<sup>th</sup>.

**COMPLIANCE:**

The committee did not meet this month but will try to meet in December.

**MARKETING:**

Rich reported that the committee did not meet but they're working on a new campaign for the Fixed Route in 2019 called "Ride & Seek" (like a scavenger hunt) that hopefully will encourage ridership. The Marketing Committee is still working out the details. The plan is to launch the campaign sometime in February. Rich also reported that the FRITS implementation is moving along and that there are still a few bugs that they are working on.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

The approval of the 2019 Holidays and the 2019 Board Meeting dates

**EXECUTIVE SESSION:**

None

**RESOLUTIONS:**

None

**QUESTIONS/COMMENTS:**

None

**ADJOURNMENT:**

The meeting was adjourned at 6:50 p.m.

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

Secretary/Assistant Secretary

## **MOTIONS FROM November 29, 2018**

- 11-01-18 - Motion to approve the minutes from the September 27, 2018 Board Meeting,  
MOTION CARRIED- DE/JH
- 11-02-18 – Motion to approve the audit report for FY17/18 as presented by CPA Tim Kraft  
from Reinsel, Kuntz, Leisher  
MOTION CARRIED – JH/EK
- 11-03-18 – Motion to approve the Capital Purchases for September 1-30, 2018,  
Subject to audit  
MOTION CARRIED – JH/DE
- 11-04-18 – Motion to approve the Regular Purchases for September 1-30, 2018,  
Subject to audit  
MOTION CARRIED – JH/DE
- 11-05-18 – Motion to approve the Regular Purchases for October 1-31, 2018,  
Subject to audit  
MOTION CARRIED – JH/BL
- 11-06-18 – Motion to approve the Regular Purchases for November 1-29, 2018,  
Subject to audit  
MOTION CARRIED – JH/EK
- 11-07-18 - Motion to approve the Budget & Variance Report for Fixed Route for September 2018,  
Subject to audit  
MOTION CARRIED- JH/WM
- 11-08-18 – Motion to approve the Budget & Variance Report for Shared Ride for September 2018,  
Subject to audit  
MOTION CARRIED – JH/BL
- 11-09-18 – Motion to authorize Peggy to further negotiate & finalize the ROW Agreement.  
MOTION CARRIED – JH/BL
- 11-10-18 –Motion to approve the 2018 Christmas Bonuses  
MOTION CARRIED – RH/DE
- 11-11-18 – Motion to approve the MCTA Holidays for 2019  
MOTION CARRIED – JH/BL
- 11-12-18 – Motion to adjourn  
MOTION CARRIED – JH/EK

**Monroe County Transportation Authority**  
**Budget Variance Report for Fixed Route**  
**For the Four Months Ending October 31, 2018**

Account #	Account Name	Period to Date - October			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
'4111-0-1	Farebox Fixed Route	20,110.83	13,000.00	7,110.83	57,475.40	52,000.00	5,475.40
'4113-0-1	Billed Fixed Route	330.00	750.00	(420.00)	4,572.00	3,000.00	1,572.00
'4151-0-1	Office Sales - Tickets & Pass	6,028.50	7,000.00	(971.50)	32,599.50	28,000.00	4,599.50
'4170-0-1	Advertising Revenue FR	1,125.00	1,800.00	(675.00)	1,687.50	7,200.00	(5,512.50)
'4510-0-1	Grants Federal 5311	41,675.00	41,675.00	-	166,700.00	166,700.00	-
'4511-0-1	Grants Federal 5307	46,632.00	41,675.00	4,957.00	186,020.00	166,700.00	19,320.00
'4520-0-1	Grants State Act 44-FR	152,344.49	152,343.77	0.72	636,186.93	638,343.77	(2,156.84)
'4570-0-1	Grants Local F/R	14,277.25	14,277.25	-	57,109.00	57,109.00	-
'4590-0-1	Other Revenue F/R	100.00	6,500.00	(6,400.00)	33,359.50	26,000.00	7,359.50
'4996-0-1	Interest Income -FR	12.44	15.00	(2.56)	44.53	60.00	(15.47)
	<b>Total Revenue</b>	<b>282,635.51</b>	<b>279,036.02</b>	<b>3,599.49</b>	<b>1,175,754.36</b>	<b>1,145,112.77</b>	<b>30,641.59</b>
'5010-1-1	Wages: Mechn-FR	20,876.62	19,707.69	(1,168.93)	85,778.91	83,757.69	(2,021.22)
'5010-2-1	Wages: Drivr-FR	62,754.64	60,392.31	(2,362.33)	272,910.54	256,667.31	(16,243.23)
'5050-1-1	Fica: Mechn-FR	1,698.72	1,862.00	163.28	7,231.66	7,448.00	216.34
'5050-2-1	Fica: Drivr-FR	4,961.54	5,696.00	734.46	22,753.68	22,784.00	30.32
'5052-1-1	PAUC: Mechn-FR	-	171.00	171.00	59.04	684.00	624.96
'5052-2-1	PAUC: Drivr-FR	49.97	523.00	473.03	461.56	2,092.00	1,630.44
'5096-1-1	Pension: Mechn-FR	1,251.85	1,284.00	32.15	5,215.59	5,136.00	(79.59)
'5096-2-1	Pension: Drivr-FR	3,003.39	3,928.00	924.61	13,634.52	15,712.00	2,077.48
'5330-2-1	Complimentary Transportation-ADA	9,061.00	6,224.00	(2,837.00)	31,874.00	24,896.00	(6,978.00)
'5610-1-1	Parts: Garge-FR	12,087.18	6,250.00	(5,837.18)	26,259.30	25,000.00	(1,259.30)
'5612-1-1	Filters: Garge-FR	423.83	1,000.00	576.17	2,809.15	4,000.00	1,190.85
'5630-2-1	Purchased Tires: Trans-FR	5,030.79	2,250.00	(2,780.79)	14,762.16	9,000.00	(5,762.16)
'5652-2-1	Fuel Expense: Trans-FR	21,322.56	25,250.00	3,927.44	106,261.62	101,000.00	(5,261.62)
'5653-2-1	Taxes:Trans-FR	66.72	143.00	76.28	518.69	572.00	53.31
'5654-2-1	Motor Oil: Trans-FR	1,345.99	1,128.00	(217.99)	4,473.49	4,512.00	38.51
'5656-2-1	Antifreeze: Trans-FR	-	175.00	175.00	605.00	700.00	95.00
'5659-1-1	Other Fluids FR :Garage	533.48	475.00	(58.48)	1,631.56	1,900.00	268.44
'5910-6-1	Professional Fees: Transportation Study-FR	-	1,250.00	1,250.00	-	5,000.00	5,000.00
'6010-6-1	Wages: Admin-FR	40,710.01	35,774.77	(4,935.24)	159,397.65	152,042.77	(7,354.88)
'6030-1-1	Vacation Pay: Garge-FR	1,269.12	1,712.00	442.88	6,843.41	6,848.00	4.59
'6030-2-1	Vacation Pay: Trans-FR	1,344.64	2,750.00	1,405.36	17,926.48	11,000.00	(6,926.48)
'6030-6-1	Vacation Pay: Admin-FR	1,610.84	2,712.00	1,101.16	10,751.05	10,848.00	96.95
'6032-1-1	Sick Pay: Garge-FR	253.51	321.00	67.49	371.29	1,284.00	912.71
'6032-2-1	Sick Pay: Trans-FR	168.08	982.00	813.92	1,848.88	3,928.00	2,079.12
'6032-6-1	Sick Pay: Admin-FR	68.04	581.00	512.96	570.26	2,324.00	1,753.74
'6034-1-1	Holiday Pay: Garge-FR	-	770.00	770.00	2,262.77	3,080.00	817.23
'6034-2-1	Holiday Pay: Trans-FR	-	2,357.00	2,357.00	5,210.96	9,428.00	4,217.04
'6034-6-1	Holiday Pay: Admin-FR	17.42	1,395.00	1,377.58	4,685.62	5,580.00	894.38
'6039-1-1	Other Paid Absences: Garge-FR	-	250.00	250.00	94.25	1,000.00	905.75
'6039-2-1	Other Paid Absences: Trans-FR	1,008.48	425.00	(583.48)	1,675.52	1,700.00	24.48
'6039-6-1	Other Paid Absences: Admin-FR	301.89	550.00	248.11	982.91	2,200.00	1,217.09
'6050-6-1	Fica on Wages: Admin-FR	3,093.09	3,473.00	379.91	13,096.79	13,892.00	795.21

**Monroe County Transportation Authority**  
**Budget Variance Report for Fixed Route**  
**For the Four Months Ending October 31, 2018**

Account #	Account Name	Period to Date - October			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
'6052-6-1	PAUC on Wages: Admin-FR	77.82	319.00	241.18	265.80	1,276.00	1,010.20
'6054-6-1	FICA on 3rd Party Sick Pay	-	40.00	40.00	-	160.00	160.00
'6090-1-1	Hospitalization: Garge-FR	2,937.50	3,780.00	842.50	12,322.90	15,120.00	2,797.10
'6090-2-1	Hospitalization: Trans-FR	11,586.36	10,839.00	(747.36)	47,233.24	43,356.00	(3,877.24)
'6090-6-1	Hospitalization: Admin-FR	7,770.32	8,341.00	570.68	32,156.74	33,364.00	1,207.26
'6092-1-1	Life Insurance: Garge-FR	183.64	280.00	96.36	734.56	1,120.00	385.44
'6092-2-1	Life Insurance: Trans-FR	429.68	450.00	20.32	1,718.71	1,800.00	81.29
'6092-6-1	Life Insurance: Admin-FR	256.26	275.00	18.74	1,053.97	1,100.00	46.03
'6093-6-1	Employee Assistance Program FR	-	150.00	150.00	-	600.00	600.00
'6094-1-1	Uniforms: Garge-FR	229.06	472.00	242.94	1,211.33	1,888.00	676.67
'6094-2-1	Uniforms: Trans-FR	557.42	550.00	(7.42)	2,035.79	2,200.00	164.21
'6096-6-1	Pension: Admin-FR	2,238.90	2,400.00	161.10	9,413.37	9,600.00	186.63
'6098-1-1	Bonus/Gifts: Garge-FR	-	490.00	490.00	2,715.49	1,960.00	(755.49)
'6098-2-1	Bonus/Gifts: Trans-FR	-	175.00	175.00	315.11	700.00	384.89
'6098-6-1	Bonus/Gifts: Admin-FR	(120.01)	550.00	670.01	(97.76)	2,200.00	2,297.76
'6152-3-1	Building Contract Service-FR	1,266.04	1,750.00	483.96	7,843.17	7,000.00	(843.17)
'6153-3-1	Building Supplies & Materials-FR	-	125.00	125.00	63.57	500.00	436.43
'6154-3-1	Building:Repairs & Maintenance-FR	7,247.63	2,000.00	(5,247.63)	13,731.47	8,000.00	(5,731.47)
'6159-3-1	Building - Other FR	-	25.00	25.00	-	100.00	100.00
'6215-6-1	Staff Travel: Admin-FR	1,426.12	1,250.00	(176.12)	3,502.46	5,000.00	1,497.54
'6251-6-1	Board Seminars: Admin-FR	505.26	75.00	(430.26)	505.26	300.00	(205.26)
'6253-6-1	Staff Seminars: Admin-FR	448.96	575.25	126.29	665.16	2,301.00	1,635.84
'6310-6-1	Telephone: Admin-FR	1,093.49	487.00	(606.49)	4,327.54	1,948.00	(2,379.54)
'6330-6-1	Electric: Admin-FR	998.17	1,320.00	321.83	4,177.09	5,280.00	1,102.91
'6350-6-1	Non-Elec. Heat: Admin-FR	396.54	1,320.00	923.46	(221.17)	5,280.00	5,501.17
'6360-6-1	Cable TV: Admin-FR	79.57	60.00	(19.57)	263.14	240.00	(23.14)
'6370-6-1	Water Expense: Admin-FR	214.19	250.00	35.81	961.77	1,000.00	38.23
'6390-6-1	Garbage Removal: Admin-FR	483.17	400.00	(83.17)	2,239.43	1,600.00	(639.43)
'6530-4-1	Advertising: Promo-FR	-	225.00	225.00	-	900.00	900.00
'6531-4-1	Legal Notice Adv: Promo-FR	-	225.00	225.00	-	900.00	900.00
'6550-4-1	Marketing: Promo-FR	593.16	2,296.00	1,702.84	4,775.99	9,184.00	4,408.01
'6551-4-1	Schedules Expense: Promo-FR	-	1,375.00	1,375.00	1,835.00	5,500.00	3,665.00
'6552-4-1	Tickets & Passes: Promo-FR	-	450.00	450.00	1,050.00	1,800.00	750.00
'6710-5-1	Vehicle Insurance: In&Sf-FR	26,438.99	21,382.00	(5,056.99)	93,851.23	85,528.00	(8,323.23)
'6720-5-1	In House Claims-FR	-	825.00	825.00	45.55	3,300.00	3,254.45
'6736-5-1	Workmans Comp Ins: In&Sf-FR	6,064.13	6,023.00	(41.13)	24,100.55	24,092.00	(8.55)
'6752-5-1	Safety and Training - FR	1,770.00	562.00	(1,208.00)	3,540.00	2,248.00	(1,292.00)
'6800-1-1	Consumable Supplies: Garge-FR	1,124.05	560.00	(564.05)	4,260.71	2,240.00	(2,020.71)
'6800-2-1	Consumable Supplies: Trans-FR	-	55.00	55.00	-	220.00	220.00
'6800-6-1	Consumable Supplies: Admin-FR	329.58	650.00	320.42	2,202.18	2,600.00	397.82
'6850-6-1	Postage: Admin-FR	95.72	150.00	54.28	554.94	600.00	45.06
'6910-6-1	Professional Fees: Admin-FR	1,168.19	3,370.00	2,201.81	12,886.25	13,480.00	593.75
'6911-6-1	Legal Expense: Admin-FR	1,469.25	2,000.00	530.75	4,349.25	8,000.00	3,650.75

**Monroe County Transportation Authority**  
**Budget Variance Report for Fixed Route**  
**For the Four Months Ending October 31, 2018**

Account #	Account Name	Period to Date - October			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
'6912-6-1	Labor Attorney: Admin-FR	-	237.00	237.00	-	948.00	948.00
'6913-6-1	Drug Screens - FR	264.00	67.00	(197.00)	612.80	268.00	(344.80)
6915-6-1	Maintenance/Service Agreements:Admin-FR	2,730.24	3,000.00	269.76	10,920.96	12,000.00	1,079.04
'6916-6-1	Auditor: Admin-FR	1,110.00	1,317.00	207.00	10,710.00	5,268.00	(5,442.00)
'6930-1-1	Small Tools & Equip.: Garge-FR	-	87.00	87.00	2,788.08	348.00	(2,440.08)
'6930-6-1	Small Tools & Service Agrmnts: Admin-FR	1,105.79	1,375.00	269.21	9,688.86	5,500.00	(4,188.86)
'6951-1-1	Towing Expense: Garge-FR	575.00	75.00	(500.00)	1,325.00	300.00	(1,025.00)
'6952-2-1	License Renewals & Physicals: Trans-FR	94.50	300.00	205.50	892.50	1,200.00	307.50
'6954-2-1	Communication: Trans-FR	1,578.38	625.00	(953.38)	3,673.22	2,500.00	(1,173.22)
'6970-6-1	Dues/Memb/Subsc/: Admin-FR	1,048.75	900.00	(148.75)	5,423.29	3,600.00	(1,823.29)
'6999-6-1	Other Expense Admin - FR	(0.01)	300.00	300.01	3,416.01	1,200.00	(2,216.01)
'7996-6-1	Bank Charges-FR	139.88	75.00	(64.88)	439.12	300.00	(139.12)
'7996-7-1	Interest Expense - FR	316.42	20.00	(296.42)	316.42	80.00	(236.42)
	<b>Total Expenses</b>	<b>282,635.51</b>	<b>279,036.02</b>	<b>(3,599.49)</b>	<b>1,175,754.36</b>	<b>1,145,112.77</b>	<b>(30,641.59)</b>
	<b>Net Income from Operations</b>	<b>-</b>	<b>-</b>	<b>(0.00)</b>	<b>-</b>	<b>-</b>	<b>(0.00)</b>

**Monroe County Transportation Authority  
Budget Variance Report for Shared Ride  
For the Four Months Ending October 31, 2018**

Account #	Account Name	Period to Date - October			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
4111-0-2	Farebox Shared Ride	8,862.75	11,823.00	(2,960.25)	39,068.70	47,292.00	(8,223.30)
4113-0-2	Billed Shared Ride	9,353.15	8,400.00	953.15	38,612.85	33,600.00	5,012.85
4170-0-2	Advertising SR	375.00	560.62	(185.62)	562.50	2,360.62	(1,798.12)
4520-0-2	Grants State Act 44-SR	79.34	9,984.92	(9,905.58)	32,209.88	42,435.92	(10,226.04)
4530-0-2	Grants State-SR	-	-	-	-	-	-
4553-0-2	Grants PWD-SR	33,418.05	26,456.31	6,961.74	114,528.45	112,439.31	2,089.14
4550-0-2	Grants Lottery - SR	93,513.60	71,849.54	21,664.06	328,161.20	305,360.54	22,800.66
4560-0-2	Medical Assistance Grant	57,475.80	70,170.33	(12,694.53)	267,985.80	280,681.33	(12,695.53)
4590-0-2	Other Revenue S/R	-	-	-	-	-	-
4996-0-2	Interest Income -SR	5.02	25.00	(19.98)	24.89	100.00	(75.11)
	<b>Total Revenue</b>	<b>203,082.71</b>	<b>199,269.72</b>	<b>3,812.99</b>	<b>821,154.27</b>	<b>824,269.72</b>	<b>(3,115.45)</b>
5010-1-2	Wages: Mechn-SR	12,260.88	11,603.08	(657.80)	50,378.10	49,313.08	(1,065.02)
5010-2-2	Wages: Drivr-SR	68,114.64	61,384.62	(6,730.02)	269,492.10	260,884.62	(8,607.48)
5050-1-2	Fica: Mechn-SR	997.66	1,094.00	96.34	4,247.16	4,376.00	128.84
5050-2-2	Fica: Drivr-SR	5,992.32	5,663.00	(329.32)	23,595.74	22,652.00	(943.74)
5052-1-2	PAUC: Mechn-SR	-	133.00	133.00	34.67	532.00	497.33
5052-2-2	PAUC: Drivr-SR	403.21	705.00	301.79	1,996.02	2,820.00	823.98
5096-1-2	Pension: Mechn-SR	735.22	754.00	18.78	3,063.12	3,016.00	(47.12)
5096-2-2	Pension: Drivr-SR	2,596.03	1,995.00	(601.03)	10,859.27	7,980.00	(2,879.27)
5320-2-2	MA Outside Transportation	1,260.00	1,250.00	(10.00)	5,005.00	5,000.00	(5.00)
5340-2-2	MA Mileage Reimburse-In County	2,269.44	2,250.00	(19.44)	9,433.08	9,000.00	(433.08)
5342-2-2	MA Mileage Reimburse-Out Cnty	593.65	1,250.00	656.35	4,037.61	5,000.00	962.39
5610-1-2	Parts: Garge-SR	3,228.24	3,750.00	521.76	19,029.90	15,000.00	(4,029.90)
5612-1-2	Filters: Garge-SR	104.04	250.00	145.96	555.63	1,000.00	444.37
5630-2-2	Purchased Tires: Trans-SR	(260.39)	2,500.00	2,760.39	10,524.46	10,000.00	(524.46)
5652-2-2	Fuel Expense: Trans-SR	12,548.56	16,000.00	3,451.44	57,439.78	64,000.00	6,560.22
5653-2-2	Taxes:Trans-SR	44.48	96.00	51.52	345.79	384.00	38.21
5654-2-2	Motor Oil: Trans-SR	-	577.00	577.00	1,335.79	2,308.00	972.21
5656-2-2	Antifreeze: Trans-SR	-	75.00	75.00	302.50	300.00	(2.50)
6010-6-2	Wages: Admin-SR	43,327.32	35,775.69	(7,551.63)	162,014.97	152,046.69	(9,968.28)
6030-1-2	Vacation Pay: Garge-SR	745.36	955.00	209.64	4,019.15	3,820.00	(199.15)
6030-2-2	Vacation Pay: Trans-SR	384.96	1,663.00	1,278.04	6,139.36	6,652.00	512.64
6030-6-2	Vacation Pay: Admin-SR	1,610.85	3,178.00	1,567.15	10,751.08	12,712.00	1,960.92
6032-1-2	Sick Pay: Garge-SR	148.89	188.00	39.11	218.07	752.00	533.93
6032-2-2	Sick Pay: Trans-SR	513.28	333.00	(180.28)	1,539.84	1,332.00	(207.84)
6032-6-2	Sick Pay: Admin-SR	68.04	581.00	512.96	570.26	2,324.00	1,753.74
6034-1-2	Holiday Pay: Garge-SR	-	465.00	465.00	1,328.91	1,860.00	531.09
6034-2-2	Holiday Pay: Trans-SR	-	665.00	665.00	2,558.40	2,660.00	101.60
6034-6-2	Holiday Pay: Admin-SR	17.43	1,434.01	1,416.58	4,685.64	5,736.03	1,050.39
6039-1-2	Other Paid Absences: Garge-SR	-	176.00	176.00	55.35	704.00	648.65
6039-2-2	Other Paid Absences: Trans-SR	128.32	333.00	204.68	128.32	1,332.00	1,203.68
6039-6-2	Other Paid Absences: Admin-SR	301.90	543.00	241.10	982.94	2,172.00	1,189.06
6050-6-2	Fica on Wages: Admin-SR	3,093.09	3,411.00	317.91	13,096.80	13,644.00	547.20
6052-6-2	PAUC on Wages: Admin-SR	77.83	388.00	310.17	265.82	1,552.00	1,286.18
6054-6-2	FICA on 3rd Party Sick Pay	-	40.00	40.00	-	160.00	160.00
6090-1-2	Hospitalization: Garge-SR	1,986.33	2,376.00	389.67	8,251.78	9,504.00	1,252.22
6090-2-2	Hospitalization: Trans-SR	2,481.59	2,927.00	445.41	10,126.03	11,708.00	1,581.97



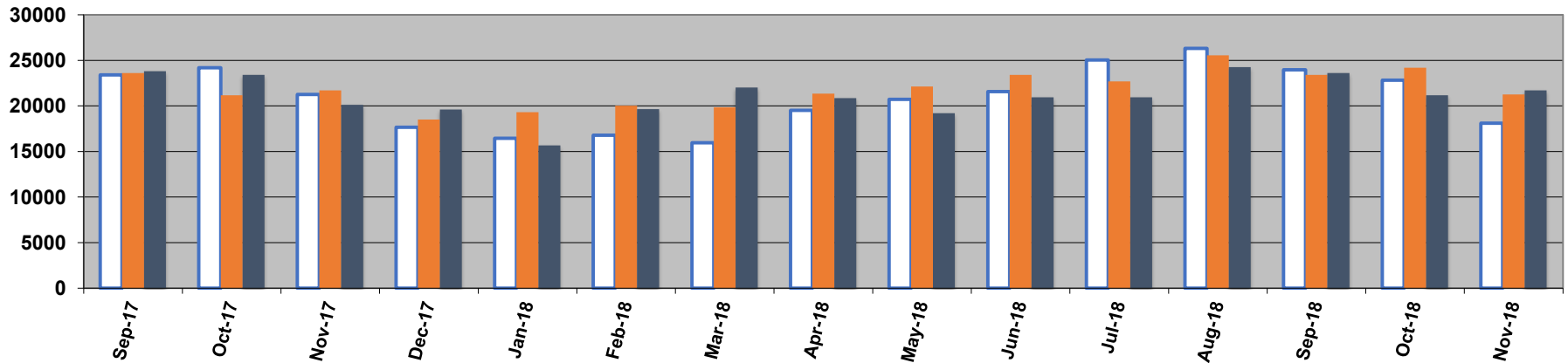
**Monroe County Transportation Authority**  
**Budget Variance Report for Shared Ride**  
**For the Four Months Ending October 31, 2018**

Account #	Account Name	Period to Date - October			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
6090-6-2	Hospitalization: Admin-SR	7,770.32	8,220.32	450.00	32,157.32	32,881.30	723.98
6092-1-2	Life Insurance: Garge-SR	122.42	180.00	57.58	489.68	720.00	230.32
6092-2-2	Life Insurance: Trans-SR	166.22	225.00	58.78	808.04	900.00	91.96
6092-6-2	Life Insurance: Admin-SR	256.26	275.00	18.74	1,053.97	1,100.00	46.03
6093-6-2	Employee Assistance Program SR	-	150.00	150.00	-	600.00	600.00
6094-1-2	Uniforms: Garge-SR	134.52	250.00	115.48	711.41	1,000.00	288.59
6094-2-2	Uniforms: Trans-SR	1,042.30	875.00	(167.30)	3,874.66	3,500.00	(374.66)
6096-6-2	Pension: Admin-SR	2,238.90	2,400.00	161.10	9,413.37	9,600.00	186.63
6098-1-2	Bonus/Gifts: Garge-SR	-	315.00	315.00	1,730.00	1,260.00	(470.00)
6098-2-2	Bonus/Gifts: Trans-SR	2,557.17	250.00	(2,307.17)	5,246.93	1,000.00	(4,246.93)
6098-6-2	Bonus/Gifts: Admin-SR	(120.02)	550.00	670.02	571.75	2,200.00	1,628.25
6253-6-2	Staff Seminars: Admin-SR	39.04	50.00	10.96	57.84	200.00	142.16
6310-6-2	Telephone: Admin-SR	121.50	50.00	(71.50)	562.31	200.00	(362.31)
6330-6-2	Electric: Admin-SR	665.45	880.00	214.55	2,784.74	3,520.00	735.26
6350-6-2	Non-Elec. Heat: Admin-SR	264.36	880.00	615.64	(147.44)	3,520.00	3,667.44
6360-6-2	Cable TV: Admin-SR	53.04	40.00	(13.04)	175.44	160.00	(15.44)
6370-6-2	Water Expense: Admin-SR	142.80	167.00	24.20	641.22	668.00	26.78
6390-6-2	Garbage Removal: Admin-SR	322.12	267.00	(55.12)	960.84	1,068.00	107.16
6550-4-2	Marketing: Promo-SR	(132.41)	-	132.41	-	-	-
6710-5-2	Vehicle Insurance: In&Sf-SR	4,665.72	3,761.00	(904.72)	14,026.11	15,044.00	1,017.89
6720-5-2	In House Claims-SR	-	539.00	539.00	221.68	2,156.00	1,934.32
6736-5-2	Workmans Comp Ins: In&Sf-SR	5,597.66	5,560.00	(37.66)	20,231.47	22,240.00	2,008.53
6800-1-2	Consumable Supplies: Garge-SR	481.74	250.00	(231.74)	1,962.71	1,000.00	(962.71)
6800-2-2	Consumable Supplies: Trans-SR	-	42.00	42.00	-	168.00	168.00
6800-6-2	Consumable Supplies: Admin-SR	261.87	550.00	288.13	1,651.00	2,200.00	549.00
6850-6-2	Postage: Admin-SR	235.00	325.00	90.00	881.09	1,300.00	418.91
6910-6-2	Professional Fees: Admin-SR	371.68	2,441.00	2,069.32	6,850.38	9,764.00	2,913.62
6912-6-2	Labor Attorney: Admin-SR	-	175.00	175.00	-	700.00	700.00
6913-6-2	Drug Screens - SR	943.20	275.00	(668.20)	1,471.20	1,100.00	(371.20)
6916-6-2	Auditor: Admin-SR	740.00	988.00	248.00	7,140.00	3,952.00	(3,188.00)
6930-1-2	Small Tools & Equip.: Garge-SR	74.10	50.00	(24.10)	627.05	200.00	(427.05)
6930-6-2	Small Tools & Service Agrmnts: Admin-SR	(74.10)	-	74.10	-	-	-
6951-1-2	Towing Expense: Garge-SR	300.00	200.00	(100.00)	800.00	800.00	-
6952-2-2	Licnese Renewals & Physicals: Trans-SR	94.50	350.00	255.50	924.00	1,400.00	476.00
6954-2-2	Communication: Trans-SR	2,805.78	675.00	(2,130.78)	4,283.47	2,700.00	(1,583.47)
6970-6-2	Dues/Memb/Subsc/: Admin-SR	159.58	300.00	140.42	608.09	1,200.00	591.91
7996-6-2	Bank Charges-SR	-	3.00	3.00	(24.50)	12.00	36.50
	<b>Total Expenses</b>	<b>198,073.89</b>	<b>199,269.72</b>	<b>1,195.83</b>	<b>821,154.27</b>	<b>824,269.72</b>	<b>3,115.45</b>
	<b>Net Income from Operations</b>	<b>5,008.82</b>	<b>-</b>	<b>5,008.82</b>	<b>-</b>	<b>-</b>	<b>(0.00)</b>

## MONROE COUNTY TRANSPORTATION FIXED ROUTE RIDERSHIP STATISTICS

17-18	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	Nov-18	18-19
<b>TOTAL FULL FARE</b>	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	5,509	
<b>TOTAL SENIORS</b>	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	1,490	
<b>TICKETS (BLUE)</b>	488	499	412	313	299	402	322	424	445	497	518	545	422	483	414	
<b>STUDENTS</b>	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	3,089	
<b>FEDERAL (GREEN)</b>	359	455	419	299	466	355	313	404	365	373	341	420	391	379	253	
<b>TRANSFERS (ON)</b>	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	3,061	
<b>MISC. TRIPS</b>	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	4,279	
<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>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>	<b>18095</b>	
	23611	21161	21702	18500	19314	20038	19857	21358	22120	23402	22690	25555	23401	24193	21256	
	23816	23407	20117	19612	15666	19646	22018	20863	19208	20954	20954	24251	23611	21161	21702	

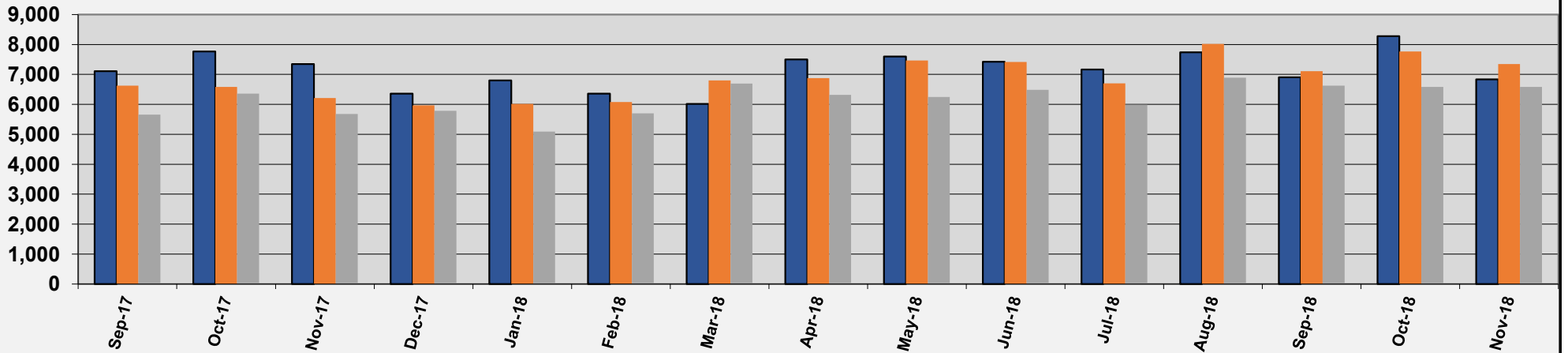
**TOTAL MONTHLY FIXED ROUTE TRIPS**



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

FY 17-18	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	Nov-18	FY18-19
<b>LOTTERY/SENIORS</b>	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	3,240	
<b>LOTTERY MA</b>	331	383	356	311	375	278	289	351	339	354	373	345	307	465	366	
<b>FULL FARE</b>	14	13	15	10	10	6	6	18	12	12	14	20	16	18	11	
<b>MISC. SUBSIDIES</b>	8	6	10	2	4	6	2	2	5	6	4	6	2	4	6	
<b>ADA</b>	339	330	314	286	331	334	349	389	344	290	333	367	335	401	332	
<b>PWD</b>	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	1,233	
<b>MATP</b>	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	1,641	
<b>MATPO</b>	4	5	4	4	6	0	6	2	6	8	14	6	4	12	5	
<b>TOTAL RIDERS</b>	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	6,834	
	6622	6581	6213	5966	6013	6080	6802	6876	7465	7413	6701	8016	7107	7770	7344	
	5658	6358	5679	5782	5092	5699	6692	6315	6245	6484	5984	6889	6622	6581	6581	

### TOTAL MONTHLY SHARED RIDE TRIPS





EXECUTIVE  
DIRECTOR'S  
REPORT



FIXED ROUTE				OCT 2018	SHARED RIDE			
VRH= 2,855	(Monthly)	Goals ↑ ↓	FY18/19 YTD Average		FY18/19 YTD Average	VRH= 4,198	(Monthly)	Goals ↑ ↓
<b>1. RIDERSHIP 250,000/yr:</b>					<b>1. RIDERSHIP 87,000/yr:</b>			
Monthly Goal: 20,548	22,923	↑	24,696		7,519	Monthly Goal: 7,151	8,275	↑
<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	\$99.00	↑	\$101.05		\$54.36	Monthly Goal: \$57.31	\$47.18	↓
<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: \$294,228.81	96.06%	↓	100.71%		97.47%	Monthly Goal: \$212,328.76	93.29%	↓
<small>(=3464307÷365 x 31)</small>						<small>(=2500000÷365 x 31)</small>		
<b>4. WHAT'S OUR RIDERSHIP MIX?</b>					<b>4. WHAT'S OUR RIDERSHIP MIX?</b>			
Senior	10%					Seniors	54%	
Students	18%					MATP	23%	
Full Fare	43%					PWD	18%	
Transfers	15%					ADA	5%	
Other (ie: Toby Express, Kids, ADA)	13%					Other (ie: Liberty, Full Fare)	0%	

**Committee Name:** Finance Committee

Date: 11/13/18 3:30 pm - 5:30 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 - Sept 2018

b- Review Audit

c- Personnel changes upcoming

d- Shared Ride zone/fare change - Revised August & Sept 2018 with adj in Oct 2018

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

a-

b-

5) Next Meeting Date/Time: December 18, 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

**Committee Name:** HR/Personnel Committee                      4:00pm                      Date: November 15, 2018

Chairperson: Wayne Mazur

MCTA Staff Liaison: Bob Gress

1. Members Present: \_\_\_\_\_
2. Members Absent: \_\_\_\_\_
3. Topics Discussed:
  - a. Time checks/driver observations- (September 9, October 7)
  - b. Employee Update:
    - i. Staffing- Reorganization of Call Center/Dispatch
    - ii. FMLA/STD/LOA\*/other-updates- CJ, CB
    - iii. Terminations/Separations/Resignation- KR, LA, SM, WQ
    - v. Employee training: November 17, 18 and 28<sup>th</sup>
  - c. September: W/C – 3 new/3 open; PPL- 1 new/9 open: October: W/C-1 new/4 open; PPL- 2 new/10 open
  - d. Claims Updates- PLRB, W/C
  - e. Union – Grievance on additional work
  - f. Christmas Party- December 8, 2018, Christmas Eve/New Year’s Eve - hours of service reduction
  - g. Holiday Bonus
  - h. Spotted Lanternfly Permit Training- Lancaster 12/5
  - i. Winter Kit/Supplies on vehicles, Narcam Training
  - j. Policy/Procedure Updates- Manager on Duty
  - k. Job Descriptions Updates: Board Member Job Description
  - l. Insurance update- Cyber Security
  - m. Title VI Program Update- translator service
  - n. EEO Program Update
  - o. Travel Training update- Video
  - p. Executive Director Update- new report
  - q. 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 LaVacca  
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