

AGENDA

**Regular Board Meeting
August 30, 2018
5:30 P.M.
MCTA Board Room, 1st Floor**

ROLL CALL

OPENING – Pledge Allegiance to the Flag

PUBLIC COMMENT –

MINUTES – Approve for July 26, 2018

EXECUTIVE DIRECTORS REPORT – Re-revised Version

COMMITTEE REPORTS –

Finance Committee	JoAnn Baratta
* Financials for July 1-31, 2018	
* All Purchases subject to audit for July 1-31, 2018	
* All Purchases subject to audit for August 1-30, 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 **September 27th, 2018**

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

Thursday, July 26, 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 9 Board Members in attendance. The meeting was called to order at 5:33 P.M.

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

PUBLIC COMMENT:

There were 2 guests at the meeting. Ms. Alberta Smiley told the Board that she is concerned about a Fixed Route driver who was driving erratically and that it has happened more than once. Ms. Florence Metzgar was complaining about Shared Ride drivers and Fixed Route drivers speeding. She also complained about Fixed Route drivers not stopping at designated points on the schedule. Ms. Metzgar also gave various Fixed Route and Shared Ride drivers kudos. All complaints & kudos will be logged, and complaints will be followed-up by a manager and resolved accordingly.

The minutes from June 28, 2018 were reviewed and approved.

FINANCIAL REPORT:

JoAnn reported that the Finance Committee met on Tuesday, July 24th. She also mentioned that the Finance Department will be getting a new Accounting Clerk because Shakur Trammel is relocating. Holly is working on our pre-audit preparation; the audit will be the week of August 6th. The Pocono Pony Trademark was renewed and is good for another 5 years. The expenses in Fixed Route were under budget for the end of FY17/18. In Shared Ride the driver wages continue to be monitored and since WGM is now out of business we will be looking at other options. The expenses were also under budget in Shared Ride at the close of FY17/18.

The **Regular Purchase Reports** for Period 12, June 1-30, 2018 were reviewed and ratified, subject to audit.

The **Regular Purchase Reports** for Period 1, July 1-26, 2018 were reviewed and ratified, subject to audit.

The **Budget & Variance Reports** for Shared Ride & Fixed Route for June 1-30, 2018, were reviewed and approved, subject to audit.

OPERATIONS:

The Operations Committee met on July 18th to discuss the ROW. The entire ROW agreement was re-done and made as streamlined as possible. At this point the committee is trying to make the ROW as simple as possible until the adjacent parcel is developed, when improvements will have to be made to MCTA Drive. The committee agreed that if the hotel wants to make improvements to their road they can do so on their own since that road is not part of MCTA Drive. The Operations Committee will be meeting again on August 15th.

HUMAN RESOURCES:

Bob reported that there were no worker's comp claims. There was one bus incident but no injuries. There are two people out on FMLA at the moment: 1 from Dispatch and 1 from the Call Center. Bob also reported that he was working on the Board Member assignment descriptions. He also mentioned the decision from the Supreme Court to overturn Janus and what it means to MCTA union employees. Wayne reminded the Board that they have to do the Executive Director's performance review.

COMPLIANCE:

The committee met on July 2nd to review Certs & Assurances #9-Alcohol & Controlled Substances Testing and #10 Fixed Guideway & Capital Improvement Grants Program. They also reviewed #11 State of Good Repair Program. The next meeting will be on August 13th and they will be reviewing Certs & Assurances #12 Grants for Buses and Bus Facilities and #13 Urbanized Area Formula Grants.

MARKETING:

We are working on getting 3 Shared Ride buses wrapped. One of the new wrapped buses will be parked at the West End Fair, promoting our Giddy Up & Go campaign. There are still volunteer spots open for the West End Fair; the schedule is posted for volunteers to sign up on our website. The marketing committee is also working on trying to put together a travel training video for Shared Ride.

OLD BUSINESS:

None

NEW BUSINESS:

Peggy presented the new approved fare structure for Shared Ride that will take effect on August 1st. Peggy also mentioned that our Compliance Review will be performed by PennDOT this Fall.

EXECUTIVE DIRECTOR'S REPORT:

Peggy reported on the goals for both FR & SR.

EXECUTIVE SESSION:

None

RESOLUTIONS:

None

QUESTIONS/COMMENTS:

None

ADJOURNMENT:

The meeting was adjourned at 6:46 p.m.

Signed by _____

Secretary/Assistant Secretary

MOTIONS FROM JULY 26, 2018

7-01-18 - Motion to approve the minutes from the June 28, 2018 Board Meeting,
MOTION CARRIED- WM/JH

7-02-18 – Motion to approve the Capital Purchases for June 1-30, 2018,
Subject to audit
MOTION CARRIED – DE/WM

7-03-18 – Motion to approve the Regular Purchases for June 1-30, 2018,
Subject to audit
MOTION CARRIED – DE/WM

7-04-18 – Motion to approve the Regular Purchases for July 1-26, 2018,
Subject to audit
MOTION CARRIED – WM/EK

7-05-18 – Motion to approve the Budget & Variance Report for Shared Ride for
Period ending June 30, 2018-Subject to audit
MOTION CARRIED – JB/JH

7-06-18 – Motion to approve the Budget & Variance Report for Fixed Route for
Period ending June 30, 2018-Subject to audit
MOTION CARRIED – JB/JH

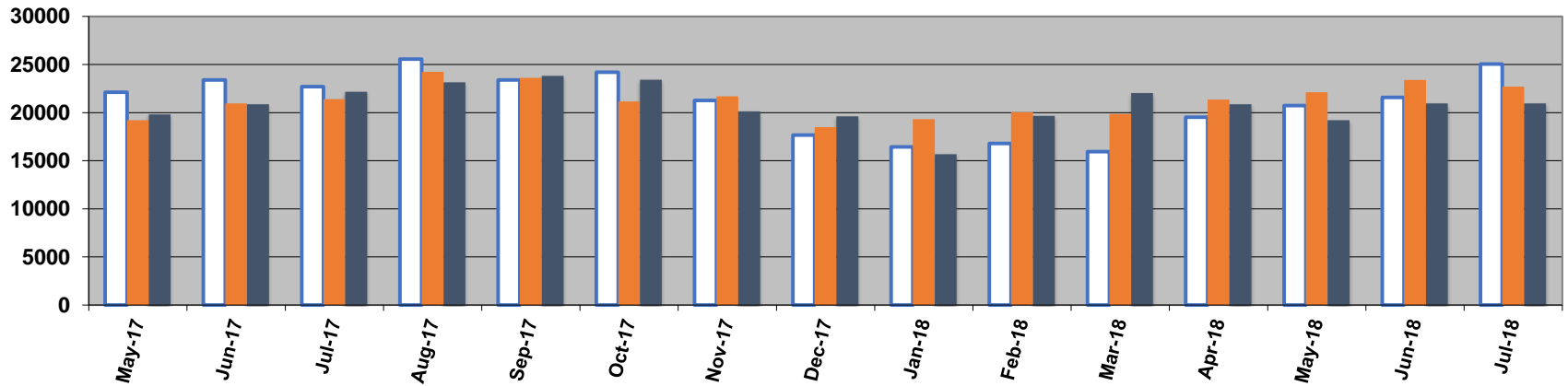
7-07-18 – Motion to approve Solicitor, Labor Attorney and Public Transportation Attorney
services each with a 3 year agreement thru June 30, 2021
with two 1 year options expected to be exercised at the end of the term.
MOTION CARRIED – WM/JH

7-08-18 – Motion to adjourn
MOTION CARRIED – DE/JH

MONROE COUNTY TRANSPORTATION **FIXED ROUTE** RIDERSHIP STATISTICS

16-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	18-19
TOTAL FULL FARE	6,470	6,935	6,272	6,981	6,165	6,380	5,676	5,598	5,347	4,791	4,818	5,591	6,585	6,873	6,295	
TOTAL SENIORS	2,707	2,842	2,605	2,862	2,554	2,656	2,307	1,774	1,482	1,497	1,567	2,000	2,328	2,250	2,221	
TICKETS (BLUE)	532	633	554	546	488	499	412	313	299	402	322	424	445	497	518	
STUDENTS	2,260	2,590	2,407	3,424	3,806	3,844	3,459	2,326	2,295	2,945	2,590	3,263	2,420	2,483	5,664	
FEDERAL (GREEN)	442	479	452	526	359	455	419	299	466	355	313	404	365	373	341	
TRANSFERS (ON)	4,281	4,272	3,997	4,663	4,578	4,725	4,113	3,155	2,855	3,298	2,725	3,571	3,466	3,400	3,498	
MISC. TRIPS	5,428	5,651	6,403	6,553	5,451	5,634	4,870	4,201	3,697	3,495	3,619	4,260	5,119	5,698	6,505	
FARE CARD SOLD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL RIDERS	22120	23402	22690	25555	23401	24193	21256	17666	16441	16783	15954	19513	20728	21574	25042	
	19208	20954	21397	24251	23611	21161	21702	18500	19314	20038	19857	21358	22120	23402	22690	
	19816	20863	22156	23135	23816	23407	20117	19612	15666	19646	22018	20863	19208	20954	20954	

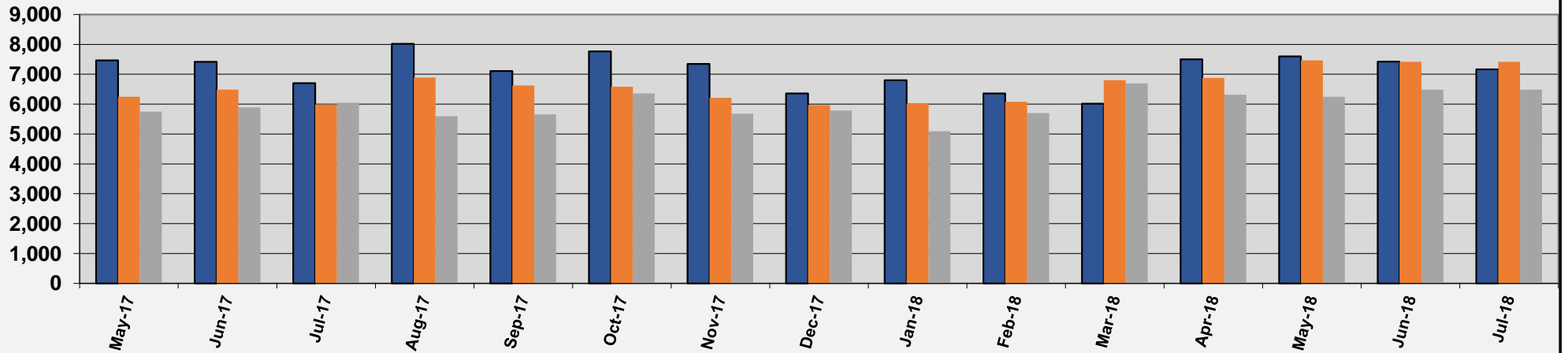
TOTAL MONTHLY FIXED ROUTE TRIPS



MONROE COUNTY TRANSPORTATION **SHARED RIDE** RIDERSHIP STATISTICS

FY 16-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	FY18-19
LOTTERY/SENIORS	3,476	3,506	3,345	4,017	3,321	3,508	3,424	2,978	2,904	2,853	2,735	3,593	3,703	3,645	3,588	
LOTTERY MA	310	329	280	316	331	383	356	311	375	278	289	351	339	354	373	
FULL FARE	18	18	14	18	14	13	15	10	10	6	6	18	12	12	14	
MISC. SUBSIDIES	2	4	4	10	8	6	10	2	4	6	2	2	5	6	4	
ADA	358	337	265	341	339	330	314	286	331	334	349	389	344	290	333	
PWD	1,326	1,272	1,128	1,262	1,308	1,468	1,357	1,179	1,249	1,111	1,021	1,222	1,170	1,201	1,209	
MATP	1,961	1,941	1,653	2,052	1,782	2,057	1,864	1,588	1,924	1,773	1,604	1,926	2,023	1,905	1,627	
MATPO	14	6	12	0	4	5	4	4	6	0	6	2	6	8	14	
TOTAL RIDERS	7,465	7,413	6,701	8,016	7,107	7,770	7,344	6,358	6,803	6,361	6,012	7,503	7,602	7,421	7,162	
	6245	6484	5984	6889	6622	6581	6213	5966	6013	6080	6802	6876	7465	7413	7413	
	5751	5889	6050	5598	5658	6358	5679	5782	5092	5699	6692	6315	6245	6484	6484	

TOTAL MONTHLY SHARED RIDE TRIPS



Committee Name: Finance Committee

Date: 7/24/18 3:30 pm - 4:30 pm

Chairperson: JoAnn Baratta

MCTA Staff Liaison: Joan Davidge

1) Members Present: JoAnn Baratta, Joan Davidge

2) Members Absent: Peggy Howarth

3) Topics Discussed:

a- Budget and Variance Report - June 2018

b- Interviewing for Accounting Clerk: Shakur's last day is Aug 3rd

c- Audit: Holly here 7/24 & 7/25 ; Auditors here Aug 6-10

d-

e-

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

a-

b-

5) Next Meeting Date/Time: August 28, 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: July 26, 2018

Chairperson: Wayne Mazur

MCTA Staff Liaison: Bob Gress

1. Members Present: _____
2. Members Absent: _____
3. Topics Discussed:
 - a. Time checks/driver observations- (June) 8 completed
 - b. Employee Update:
 - i. Staffing- New Hires/Summer NPS, dispatch, call center
 - ii. FMLA/STD/LOA*/other-updates- WB, CJ, LA
 - iii. Terminations/Separations/Resignation
 - v. Employee training: SR/FR training for new hires
 - c. May: W/C – 0 new/2 open; PPL 2 new/5 open
 - d. Claims Updates- PLRB, W/C
 - e. Supreme Court- Janus decision
 - f. Job Descriptions Updates: Operations Manager, PT Dispatcher, Board Member Job Description
 - g. Insurance update- Garage Keepers signoff
 - h.. Policy/Procedure Updates- PA Transit Authorities Boards
 - i. Title VI Program Update-
 - j. EEO Program Update-
 - k. Travel Training update- SR story boards
 - l. Performance Reviews
 - m. Executive Director Update-
 - n. Other- Attorney Proposals
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
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Peggy Howarth, Ex officio
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Compliance

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