

# AGENDA

**Regular Board Meeting  
October 27, 2011  
5:30 P.M.  
MCTA Administrative Office**

ROLL CALL

OPENING – Pledge Allegiance to the Flag

PUBLIC COMMENT –

SPECIAL PRESENTATION – Joshua Gillow, Partner/Designer, TimberRock Landscaping

SPECIAL GUESTS – Anthony Stever, Manager 5311 Rural Program/PennDOT &  
Bob Sharp, Chief-Rural and Intercity Division/PennDOT

MINUTES – Approve for September 29, 2011

COMMITTEE REPORTS -

Finance Committee	JoAnn Baratta
*Financials for September 1-30, 2011	
* All Purchases for September 1-30, 2011	
*Purchases for October 1-present, 2011	
Operations Committee	Dave Edinger
Human Resource Committee	Wayne Mazur
Compliance Committee	John Hoback
Marketing Committee	Robert Huffman

OLD BUSINESS –

NEW BUSINESS – November/December 2011 meeting schedule

EXECUTIVE DIRECTORS REPORT –

EXECUTIVE SESSION –

RESOLUTIONS –

ADJOURNMENT-

\*\*\*The next meeting of the Board of Directors will be announced\*\*\*

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

Thursday, September 29, 2011 @ 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. Eight Board members were in attendance. The meeting was called to order at 5:32 P.M.

**BOARD MEMBERS PRESENT**

**STAFF PRESENT**

Richard Mutchler, Chairman	Peggy Howarth, Executive Director
David Edinger, Assistant Treasurer	Rich Schlameuss, Asst. Executive Director
JoAnn Baratta, Treasurer	Walter Quadarella, Rural Oper./Trans. Mgr.
John Hoback	Chuck Margretta, HR & Programs Mgr.
Patty Fretz, Secretary	David Horvath, Solicitor
Robert Huffman, Asst. Secretary	
Eric Koopman	
Scott Detrich	Kathy Carfagno, Recording Secretary

There was no one attending for public comment.

Minutes were reviewed from the August 25, 2011 meeting and approved.

**FINANCIAL REPORT:**

The Purchase Reports from August 1-31, 2011 were reviewed and approved, subject to audit. The Purchase Reports from September 1-present, 2011 were reviewed and approved, subject to audit.

The Capital Purchase Reports for August 1-31/September 1-present, 2011 were reviewed and approved, subject to audit.

The Shared Ride Financial Reports for August 1-31, 2011, were reviewed and approved, subject to audit.

The Fixed Route Financial Reports for August 1-31, 2011, were reviewed and approved, subject to audit.

**OPERATIONS:**

The Operations committee was unable to hold a meeting for this month. The Board moved to approve a budget of \$112,000 up to \$145,000 for the narrow band radio project. New decals will be put onto the new high-tops near the end of September or early October. The air conditioning repairs should be completed by the end of October as well.

HUMAN RESOURCE :

The HR committee was unable to meet this month. A meeting is scheduled for October 13. Chuck Margretta reported that we have had a couple of resignations. A training class will begin in early October for new hires.

COMPLIANCE – The Committee met and reviewed (2) more certifications. Title 6 was approved. The National Transit Database certification was not approved. This makes a total of (20) with (4) more to go.

MARKETING –

Rich Schlameuss reported for the marketing committee. He said that we had very good interest at the West End Fair event. “Martha” the trolley was a big hit. Fair guests enjoyed being able to get on board, take a look around, as well as ring the bell. Ridership is up in general in both Fixed Route and Shared Ride. The Marketing Committee, particularly Jane and Tony have been instrumental in helping the seniors get together as groups to go to specific events and luncheons. Board member Scott Detrich mentioned that he will be presenting on October 17<sup>th</sup> at ESU regarding an art project in conjunction with the authority’s new bus shelters.

OLD BUSINESS – Peggy mentioned that the survey results are in for the Board to review.

NEW BUSINESS – PennDOT representatives will be visiting the Authority on October 27. The dedication of the “Featherman Wing” event went very well. The weather cooperated for nearly one hour; just enough time for the speakers and Mrs. Eileen Featherman to cut the ribbon. Everyone that attended had the opportunity to tour the completed facility.

EXECUTIVE DIRECTORS REPORT –

Peggy presented a newly formatted report on the Shared Ride and Fixed Route divisions’ goals and statistics to the Board.

EXECUTIVE SESSION – None

RESOLUTIONS – None

ADJOURNMENT – The meeting was adjourned at 6:59 pm.

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

Patricia Fretz, Secretary/or  
Robert Huffman, Asst. Secretary