

# AGENDA

**Regular Board Meeting  
September 29, 2011  
5:30 P.M.  
MCTA Administrative Office**

ROLL CALL

OPENING – Pledge Allegiance to the Flag

PUBLIC COMMENT –

MINUTES – Approve for August 25, 2011

COMMITTEE REPORTS -

Finance Committee	JoAnn Baratta
*Financials for August 1-31, 2011	
* All Purchases for August 1-31, 2011	
*Purchases for September 1-present, 2011	
Operations Committee	Dave Edinger
Human Resource Committee	Wayne Mazur
Compliance Committee	John Hoback
Marketing Committee	Robert Huffman

OLD BUSINESS –

NEW BUSINESS –

EXECUTIVE DIRECTORS REPORT –

EXECUTIVE SESSION –

RESOLUTIONS –

ADJOURNMENT-

\*\*\*The next meeting of the Board of Directors will be October 27, 2011\*\*\*

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

Thursday, August 25, 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. Four Board members were in attendance. The meeting was called to order at 5:34 P.M.

**BOARD MEMBERS PRESENT**

**STAFF PRESENT**

Richard Mutchler, Chairman	Peggy Howarth, Executive Director
Wayne Mazur, 1 <sup>st</sup> Vice Chairman	Rich Schlameuss, Asst. Executive Director
JoAnn Baratta, Treasurer	Joan Davidge, Chief Financial Officer
David Edinger, Asst. Treasurer	Walter Quadarella, Rural Oper./Trans. Mgr.
Patty Fretz, Secretary	Chuck Margretta, HR & Programs Mgr.
John Hoback, Asst. Secretary	Marc Wolfe, Solicitor
Robert Huffman	
Dr. Scott Dietrich	Iris Rivera, Recording Secretary
Eric Koopman	

Minutes were reviewed from the July 28, 2011 meeting and approved.

**FINANCIAL REPORT:**

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

The Capital Purchase Reports for July 1-31, 2011 were reviewed and approved, subject to audit.

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

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

Peggy informed the Board that the state is reducing the MA budget by 20% statewide. We will be losing \$184,000. This will bring the MA budget to \$690,000, which will take us through March 2012. Cost reducing ideas are being discussed, including a cut in the mileage reimbursement rate by 50%. Another way to reduce costs could be to implement a co-pay on Shared Ride. The auditors are still working on some adjustments and that the budget they had approved was revised. Joan reported that the building project has now concluded financially and will be closed for FY-10/11. There is a retainer being held for Potcher Construction in lieu of the sealing of the parking lot, the roof, and the heating/cooling/humidity issues. We are still waiting for parts for the system.

OPERATIONS:

Dave Edinger reported all the bus shelters are in place except (2). The dispatch office has been refurbished. Eric Koopman reported on the traffic study done at the bottom of MCTA drive regarding the number of trips by the general public and by MCTA alone. The narrow band radios should be completed by the end of September. The Authority will be purchasing some new vehicles, repairing some vehicles, and doing some work on the roof of the original structure. Peggy requested \$250,000 for a traffic light at the end of MCTA drive when she submitted the Capital Grant application for FY-11/12.

HUMAN RESOURCE:

Chuck Margretta reported that (4) part timers will be moving to full time status. A few new Drivers will also be hired.

COMPLIANCE:

The Committee met and approve (2) more certifications. One of the certs is on maintenance and the other on equal employment opportunity. This makes a total of (19) with (5) more to go.

MARKETING:

The committee did not meet this month however they will be meeting on /20 at 3:00p.m. Rich reported that the trippers on Shared Ride added 3% revenue the budget. The West End Fair will probably be extended for one more day due to the hurricane. The National Park will also be closed this week due to the storm. The solar vendors are not interested in a project at this time.

OLD BUSINESS – Peggy mentioned that (3) of our Board members have been reappointed by the commissioners for new terms. They are (Koopman, Fretz, & Huffman).

NEW BUSINESS – Nothing to report

EXECUTIVE DIRECTOR'S REPORT

Peggy reported on year end goals,(those that were reached and those not attained) New measures will be put into place for FY-11/12. Peggy mentioned the performance review that was done by consultants that PennDOT hired last year. They came back with a lengthy, scathing report. It was meant to be a tool so that transit agencies can set benchmarks over the next 5 years. PennDOT has since redone the report and this one is half the size and sets targets for you for next 5 years. PennDOT will be here on September 29<sup>th</sup> to present and explain the report to the Board and answer any questions the Board may have.

EXECUTIVE SESSION – None

RESOLUTIONS – None

ADJOURNMENT – The meeting was adjourned at 7:20 pm.

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

Patricia Fretz, Secretary/or  
John Hoback, Asst. Secretary