

AGENDA

**Regular Board Meeting
January 26, 2023
5:30 P.M.
MCTA Board Room, 1st Floor**

ROLL CALL

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – From December 15, 2022

EXECUTIVE DIRECTOR’S REPORT –

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

- ❖ Budget Variance Reports- November & December 2022 for Fixed Route & Shared Ride
- ❖ Balance Sheet- November & December 2022

Operations Committee

Dave Edinger

HR Committee

Wayne Mazur

Compliance Committee

John Hoback

Marketing Committee

Robert Huffman

OLD BUSINESS –

NEW BUSINESS –

EXECUTIVE SESSION –

RESOLUTIONS – Resolution 2023-1, MCTA Bylaws Update
Resolution 2023-2, Adopt MCTA Board Approved Action Plan

QUESTIONS/COMMENTS –

ADJOURNMENT –

The next meeting of the Board of Directors will be on **February 23, 2023**

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

Thursday, December 15, 2022 @ 5:30 P.M.

The scheduled meeting of the Monroe County Transportation Authority (MCTA) Board of Directors was held via Zoom after due and proper notice. There were 7 Board Members present. The meeting was called to order at 5:33 P.M.

BOARD MEMBERS PRESENT	STAFF PRESENT
Wayne Mazur, 1 st Vice Chairman	Margaret Howarth, Executive Director
John Hoback, 2 nd Vice Chairman	Richard Schlameuss, Asst. Exec Director
JoAnn Baratta, Treasurer	Joan Davidge, CFO
Eric Koopman, Asst. Treasurer	Walter Quadarella, Rural Ops & Maint. Manager
David Edinger, Secretary	Robert Gress, HR & Safety Manager
Robert Huffman	Guy LaBar, Shared Ride Manager
Mary Claire Megargle	Iris Rivera, Recording Secretary
	Helen Yanulus, Governmental Support Admin.
	Marc Wolfe, Solicitor

PUBLIC COMMENT:

None

APPROVAL OF MINUTES:

The minutes from the November 17, 2022 meeting were reviewed and approved.

EXECUTIVE DIRECTOR'S REPORT:

Peggy reported that we received our PennDOT performance review letter and we have the draft of the performance review report. We're working through it, and are required to put a draft Action Plan together which is due to PennDOT by January 5th, 2023. PennDOT will review our comments and get back to us; the Board will have to approve the Action Plan and it will then be returned to PennDOT by March 1st. The Triennial review email has been received. We will notify the Board when we receive the dates for our upcoming review.

FINANCIAL REPORT:

Peggy reported that in December a draft of the FY21-22 audit was presented to the Board due to an adjustment that needed to be made. There was a minor change to the FY21-22 audit report; a \$1,478 deduction was made for deferred capital asset proceeds that were used. The audit report will now be brought before the Board for approval. JoAnn reported that in Shared Ride the farebox for the month was good and less ACT44 was used. Expenses were under budget but fuel was a little over budget. In Fixed Route, revenue is a little under budget but the Micro Transit service is doing well. Driver wages a little over budget but diesel fuel is under budget thanks to the CNG's.

OPERATIONS:

The Operations Committee did not meet. There were some consultants from PennDOT doing a walk through in the adjacent property, so the project is moving along. Peggy mentioned that we won't hear anything about the application for local share funds until March 2023. Peggy will be reaching out to the commissioners in the new year for updates.

HUMAN RESOURCES:

Bob reported that the HR committee did not meet and that there were no W/C or PPL claims to report for November. There were 4 items brought before the Board for approval as follows: Safety Plan updates, EEO Plan updates, Title VI policy updates and the 2023 holiday schedule. All the previously mentioned policies are available for review in the Human Resources Department.

COMPLIANCE:

The Compliance Committee did not meet; there was nothing to report at the time of this meeting. The next Compliance Committee meeting is TBD.

MARKETING:

There was nothing to report at the time of this meeting.

OLD BUSINESS:

None

NEW BUSINESS:

The Board approved the Board meeting dates and MCTA holidays for CY 2023.

EXECUTIVE SESSION:

None

RESOLUTIONS:

Resolution 2022-8, Safety Plan update was adopted by the Board.

QUESTIONS/COMMENTS:

None

ADJOURNMENT:

The meeting was adjourned at 6:13 p.m.

Signed by _____

Secretary/Assistant Secretary

MOTIONS FROM December 15, 2022

01-12-2022 – Motion to approve the minutes from the November 17, 2022 Board Meeting,
MOTION CARRIED- EK/RH

02-12-2022 – Motion to accept the audit for FY21/22 as presented by the auditors from RKL.
MOTION CARRIED – RH/EK

03-12-2022 – Motion to approve the Shared Ride Budget Variance Report-October 1-31, 2022,
subject to audit.
MOTION CARRIED – JB/JH

04-12-2022 – Motion to approve the Fixed Route Budget Variance Report-October 1-31, 2022,
subject to audit.
MOTION CARRIED – JB/EK

05-12-2022 –Motion to approve the EEO Plan Updates.
MOTION CARRIED – RH/EK

06-12-2022 –Motion to approve the Title VI Policy updates.
MOTION CARRIED – RH/EK

07-12-2022 – Motion to name Richard Schlameuss as the Executive Director's (Peggy Howarth) successor.
MOTION CARRIED – WM/EK

08-12-2022 – Motion to approve the Board meeting dates and the holidays calendar for CY 2023.
MOTION CARRIED – JB/RH

09-12-2022 – Motion to adopt Resolution 2022-8, Safety Plan updates.
MOTION CARRIED – RH/EK

10-12-2022 – Motion to adjourn
MOTION CARRIED – DE/EK