

AGENDA

Regular Board Meeting

November 17, 2022

5:30 P.M.

MCTA Board Room, 1st Floor

ROLL CALL

OPENING – Pledge of Allegiance

AUDIT REPORT FY21-22 – Presented by auditors from Reinsel, Kuntz, Lesher

PUBLIC COMMENT –

MINUTES – From September 29, 2022

EXECUTIVE DIRECTOR’S REPORT – 1st QTR 2022

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

- ❖ Budget Variance Reports- September 2022 for Fixed Route & Shared Ride
- ❖ Balance Sheet as of September 30, 2022

Operations Committee

Dave Edinger

Human Resource Committee

Wayne Mazur

Compliance Committee

John Hoback

Marketing Committee

Robert Huffman

OLD BUSINESS –

NEW BUSINESS –

EXECUTIVE SESSION –

RESOLUTIONS – Resolution 2022-7, CCA FY22-23 Application & Local Match

QUESTIONS/COMMENTS –

ADJOURNMENT –

The next meeting of the Board of Directors will be on **December 15, 2022**

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

Thursday, September 29, 2022 @ 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 6 Board Members present. The meeting was called to order at 5:30 P.M.

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

PUBLIC COMMENT:

None

APPROVAL OF MINUTES:

The minutes from the August 25, 2022 meeting were reviewed and approved.

EXECUTIVE DIRECTOR'S REPORT:

In Fixed Route, ridership was a little low due to some service changes; expenses were a little high and revenue was above goal. Peggy reported that Shared Ride is exceeding goals in ridership thanks to trippers and the new Microtransit service; trips per revenue hour were just under goal.

FINANCIAL REPORT:

JoAnn reported that in Fixed Route we made some adjustments to the routes, so driver wages will be coming down; wages are also under budget in Admin. Vehicle insurance was budgeted low but we'll be watching it each month. Peggy added that we will probably need to do a budget revision because we didn't have all the numbers at the time the budget was created. Overall, we're under budget YTD in Fixed Route. In Shared Ride, driver wages continue to be under budget due to low ridership. In August Shared Ride saw improvements in revenue and we are using less ACT44 subsidy. Beginning October 1st, we will no longer be using Brinks to transport money to the bank. The MOU with Larry Shaub will be reviewed.

OPERATIONS:

The Operations Committee did not meet but Walter reported that the engineers are doing some soil samples and there will be a meeting the first week in October. Peggy added that the LSA application was submitted and that she spoke to the Commissioners about the need for local match for the project. Peggy added that PennDOT is having a sustainability meeting about Shared Ride, we don't know what changes are coming, but changes are coming for SR.

HUMAN RESOURCES:

Bob reported that we will be getting flu shots on October 4th. The Title VI, EEO Plan and Safety Plan are being finalized and will be presented to the Board at the December meeting. We will be polling the employees to see what they think about a Christmas party this year. There were 3 PPL claims in September.

COMPLIANCE:

The Compliance Committee met on September 15th and reviewed the Certs & Assurances; there were 4 major changes that the committee will be working on. The next Compliance Committee meeting is TBD.

MARKETING:

Rich reported that the West End Fair went very well due to the marketing efforts. The trippers and the NPS service are doing very well. We have been doing a lot of marketing for the new Microtransit service; numbers are showing that the service is really taking off.

OLD BUSINESS:

None

NEW BUSINESS:

None

EXECUTIVE SESSION:

An executive session was conducted from 6:10 p.m. to 6:26 p.m to discuss personnel matters.

RESOLUTIONS:

None

QUESTIONS/COMMENTS:

None

ADJOURNMENT:

The meeting was adjourned at 6:27 p.m.

Signed by _____

Secretary/Assistant Secretary

MOTIONS FROM September 29, 2022

01-09-2022 – Motion to approve the minutes from the August 25, 2022 Board Meeting,
MOTION CARRIED- WM/MCM

02-09-2022 – Motion to approve the Fixed Route Budget Variance Report
for July 1-31, 2022, subject to audit.
MOTION CARRIED – JB/DE

03-09-2022 – Motion to approve the Fixed Route Budget Variance Report
for August 1-31, 2022, subject to audit.
MOTION CARRIED – JB/WM

04-09-2022 – Motion to approve the Shared Ride Budget Variance Report
for July 1-31, 2022, subject to audit.
MOTION CARRIED – JB/DE

05-09-2022 – Motion to approve the Shared Ride Budget Variance Report
for August 1-31, 2022, subject to audit.
MOTION CARRIED – JB/DE

06-09-2022 – Motion to adjourn
MOTION CARRIED – WM/DE