

# **AGENDA**

**Regular Board Meeting  
December 16, 2021  
5:30 P.M.  
MCTA Board Room, 1<sup>st</sup> Floor**

ROLL CALL

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – Approve for November 18, 2021

EXECUTIVE DIRECTOR’S REPORT – October 2021

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

- ❖ Budget Variance Reports- October 2021 for Fixed Route & Shared Ride
- ❖ Capital & Operating Purchase Reports - November 1-30, 2021
- ❖ Capital & Operating Purchase Reports - December 1-16, 2021

Operations Committee

Dave Edinger

Human Resource Committee

Wayne Mazur

Compliance Committee

John Hoback

Marketing Committee

Robert Huffman

OLD BUSINESS –

NEW BUSINESS –

EXECUTIVE SESSION –

RESOLUTIONS –

QUESTIONS/COMMENTS –

ADJOURNMENT –

\*\*The next meeting of the Board of Directors will be on **January 27, 2022**\*\*

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

Thursday, November 18, 2021 @ 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 present. The meeting was called to order at 5:30 P.M.

<b>BOARD MEMBERS PRESENT</b>	<b>STAFF PRESENT</b>
Richard Mutchler, Chairman	Margaret Howarth, Executive Director
Wayne Mazur, 1 <sup>st</sup> Vice Chairman	Richard Schlameuss, Assistant Executive Director
John Hoback, 2 <sup>nd</sup> Vice Chairman	Joan Davidge, Chief Financial Officer
JoAnn Baratta, Treasurer	Walter Quadarella, Rural Ops & Maint. Manager
Eric Koopman, Asst. Treasurer	Robert Gress, HR/Safety Manager
David Edinger, Secretary	Guy LaBar, Shared Ride Manager
Robert Huffman	Iris Rivera, Recording Secretary
Maria Candelaria	Helen Yanulus, Governmental Support Administrator
Mary Claire Megargle	Marc Wolfe, Solicitor

**AUDIT REPORT:**

The FY20-21 audit report was presented by CPA's Tim Kraft & Luke Byrne from RKL.

**PUBLIC COMMENT:**

Public comment was given via Zoom about Featherman Street.

**APPROVAL OF MINUTES:**

The minutes from the September 30, 2021 meeting were reviewed and approved.

**EXECUTIVE DIRECTOR'S REPORT:**

Peggy presented the Executive Director's Report for Fixed Route and Shared Ride. In Fixed Route, trips and revenue were up considerably due to the Kalahari route guarantee. All first quarter goals were exceeded in FR also due to the route guarantee. In Shared Ride ridership and revenue continues to be low, were hoping that ridership increases with the launch of the new Microtransit service.

**FINANCIAL REPORT:**

The Finance Committee met on 11/16. JoAnn reported August & September numbers for Fixed Route & Shared Ride. In Fixed Route revenue was high in both August and September due to the route guarantee. In August, Shared Ride showed low ridership and revenue so we used ACT44 to help out. The CARES funds are about to run out, so we have to start using ACT44. In September Shared Ride was a little over budget in wages, but had a surplus in expenses due to the low ridership. We will be looking into the Safety Pool again to see if it will work for us.

The **Capital & Operating Purchase Reports** for Period 4, October 1-31, 2021 were reviewed and ratified, subject to audit.

The **Capital & Operating Purchase Reports** for Period 5, November 1-18, 2021 were reviewed and ratified, subject to audit.

The **Budget Variance Reports** for Period 2, August 1-31, 2021 for Fixed Route & Shared Ride were reviewed and approved subject to audit.

The **Budget Variance Reports** for Period 3, September 1-30, 2021 for Fixed Route & Shared Ride were reviewed and approved subject to audit.

**OPERATIONS:**

The Operations Committee did not meet. The committee will be looking into the issue with Featherman Street. Peggy gave an update about the LDP as follows: the engineering firm is working on a feasibility report to present to PennDOT, and they anticipate starting final design in Spring 2022. There will be some service changes to FR now that the route guarantee is done. We received four bids for the Microtransit project; the bids are being reviewed.

**HUMAN RESOURCES:**

We have completed most of the mandatory training for all safety sensitive employees, the last training class will be December 5<sup>th</sup>. MCTA will be closed on Christmas Eve and New Year's Eve this year because based on previous year's ridership numbers there was no merit to opening those two days.

**COMPLIANCE:**

The Compliance Committee did not meet. They have reviewed the bylaws and will be updating the code of ethics. The next project will be reviewing the new Certs & Assurances which will be out soon. The next Compliance Committee meeting is TBD.

**MARKETING:**

Rich reported that the committee is working on a new graphic design for the microtransit vehicles. A survey was sent out to get feedback from the public about the service. The four new CNG's have been named as follows: Dahlia, Basil, Aurora & Colonel Mustard. The last tripper of the year to Christkindlmarkt has sold out.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

The proposed Board meeting dates & MCTA holidays for CY2022 were approved by the Board.

**EXECUTIVE SESSION:**

None

**RESOLUTIONS:**

None

**QUESTIONS/COMMENTS:**

None

**ADJOURNMENT:**

The meeting was adjourned at 7:19 p.m.

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

Secretary/Assistant Secretary

## **MOTIONS FROM November 18, 2021**

01-11-2021 - Motion to approve the minutes from the September 30, 2021 Board Meeting,  
MOTION CARRIED- WM/DE

02-11-2021 – Motion to approve Capital Purchases for October 1-31, 2021, subject to audit.  
MOTION CARRIED – EK/WM

03-11-2021 – Motion to approve Operating Purchases for October 1-31, 2021, subject to audit.  
MOTION CARRIED – EK/WM

04-11-2021 – Motion to approve Capital Purchases for November 1-18, 2021, subject to audit.  
MOTION CARRIED – WM/JH

05-11-2021 – Motion to approve Operating Purchases for November 1-18, 2021, subject to audit.  
MOTION CARRIED – WM/JH

06-11-2021 – Motion to approve FR Budget Variance Report for August 1-31, 2021,  
Subject to audit  
MOTION CARRIED – JB/JH

07-11-2021 – Motion to approve the FR Budget Variance Report for September 1-30, 2021,  
Subject to audit  
MOTION CARRIED – JB/DE

08-11-2021 – Motion to approve the SR Budget Variance Report for August 1-31, 2021,  
Subject to audit  
MOTION CARRIED – JB/JH

09-11-2021 – Motion to approve the SR Budget Variance Report for September 1-30, 2021,  
Subject to audit  
MOTION CARRIED – JB/JH

10-11-2021 – Motion to approve the Board meeting dates for CY2022.  
MOTION CARRIED – WM/DE

11-11-2021 – Motion to approve the MCTA holidays for CY2022.  
MOTION CARRIED – WM/DE

12-11-2021 – Motion to accept the audit as presented by Tim Kraft & Luke Byrne from RKL.  
MOTION CARRIED – JH/EK

13-11-2021 – Motion to adjourn  
MOTION CARRIED – WM/EK