

# AGENDA

Regular Board Meeting

March 31, 2022

5:30 P.M.

MCTA Board Room, 1<sup>st</sup> Floor

ROLL CALL

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – Approve for February 24, 2022

EXECUTIVE DIRECTOR’S REPORT – February 2022

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

- ❖ Budget Variance Reports- February 2022 for Fixed Route & Shared Ride
- ❖ Capital & Operating Purchase Reports – February 1-28, 2022
- ❖ Capital & Operating Purchase Reports – March 1-31, 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 – Ratify Resolution 2022-1

Resolution to File Docs & FFY2022 Certs & Assurances

QUESTIONS/COMMENTS –

ADJOURNMENT –

\*\*The next meeting of the Board of Directors will be on April 28, 2022\*\*

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

Thursday, February 24, 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 8 Board Members present. The meeting was called to order at 5:32 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	Joan Davidge, Chief Financial Officer
John Hoback, 2 <sup>nd</sup> Vice Chairman	Walter Quadarella, Rural Ops & Maint. Manager
JoAnn Baratta, Treasurer	Robert Gress, HR/Safety Manager
Eric Koopman, Asst. Treasurer	Iris Rivera, Recording Secretary
David Edinger, Secretary	Helen Yanulus, Governmental Support Administrator
Robert Huffman	Marc Wolfe, Solicitor
Maria Candelaria	

**PUBLIC COMMENT:**

No public comment.

**APPROVAL OF MINUTES:**

The minutes from the January 27, 2022 meeting were reviewed and approved.

**EXECUTIVE DIRECTOR'S REPORT:**

Peggy reported that in Fixed Route, ridership and revenue continue to be up due to the Kalahari route guarantee and the NPS shuttle, which brought in additional revenues. In Shared Ride ridership is still low, we are working on getting the ridership back up. Expenses were slightly up and revenue is down due to seniors not riding.

**FINANCIAL REPORT:**

JoAnn reported that Fixed Route is doing well thanks to an extra \$65,000 in revenue from the Kalahari Route Guarantee and the NPS. Expenses were down; we're using less CNG and there is a \$30,000 surplus in worker's comp. There is also a surplus in marketing that will be used for the marketing plan. In Shared Ride, month-to-date we're under budget, but year-to-date we are over budget. We're using more Act44 due to senior ridership being low. Wages are also under budget due to low ridership. Expenses were a bit high due to the sick time buy back and the Shared Ride assessment completed in December.

The **Capital & Operating Purchase Reports** for Period 7, January 1-31, 2022 were reviewed and ratified, subject to audit.

The **Capital & Operating Purchase Reports** for Period 8, February 1-24, 2022 were reviewed and ratified, subject to audit.

The **Budget Variance Reports** for Period 7, January 1-31, 2022 for Fixed Route were reviewed and approved subject to audit.

The **Budget Variance Reports** for Period 7, January 1-31, 2022 for Shared Ride were reviewed and approved subject to audit.

**OPERATIONS:**

Peggy reported that there is another engineering group coming in March for the LDP. There were several concept plans viewed and discussed for the 32 acre parcel. The project could be between 25 & 35 million dollars. We will be discussing the next steps with PennDOT in March.

Walter reported that we will be installing 3 more building cameras to cover some blind spots that were missed in the first install. We will be acquiring 8 more AWD transit vehicles for Shared Ride.

**HUMAN RESOURCES:**

Bob reported that there were no W/C claims and only one PPL claim for January. The union contract ends June 31<sup>st</sup>; we're already working on the new contract which will be negotiated in May. A few seasonal drivers will be coming back for the NPS this season.

Peggy brought to the Board proposed changes to the clause in the pension plan that would allow employees who turn 62 to drawdown from their pensions while staying employed with MCTA, if they wanted to do that. The Board was in agreement with the changes to the pension plan.

**COMPLIANCE:**

The Compliance Committee did not meet. The new Certs & Assurances for FFY2022 have been received and the committee will start reviewing them soon. The next Compliance Committee meeting is TBD.

**MARKETING:**

Rich reported that the committee is working on the wrap designs for the 8 new Shared Ride vehicles. The online media campaign has been well received and continues daily. The NPS will be using four Shared Ride buses to run this summer. The microtransit pilot program will also be starting this summer in two designated areas. Tony is putting together three trippers for this Spring that look like will be sold out events. We're also doing more outreach to get more tripper ridership on the Shared Rider buses.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

None

**EXECUTIVE SESSION:**

None

**RESOLUTIONS:**

Resolution 2022-1: Resolution to file documents & FFY2022 Certs & Assurances was adopted and will be ratified at the March 31, 2022 Board meeting.

**QUESTIONS/COMMENTS:**

None

**ADJOURNMENT:**

The meeting was adjourned at 6:26 p.m.

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

Secretary/Assistant Secretary

## **MOTIONS FROM February 24, 2022**

01-02-2022 - Motion to approve the minutes from the January 27, 2022 Board Meeting,

MOTION CARRIED- RH/JH

02-02-2022 – Motion to approve the Capital Purchases for January 1-31, 2022, subject to audit.

MOTION CARRIED – JB/DE

03-02-2022 – Motion to approve the Operating Purchases for January 1-31, 2022, subject to audit.

MOTION CARRIED – JB/DE

04-02-2022 – Motion to approve the Capital Purchases for February 1-24, 2022, subject to audit.

MOTION CARRIED – WM/JH

05-02-2022 – Motion to approve the Operating Purchases for February 1-24, 2022, subject to audit.

MOTION CARRIED – WM/JH

06-02-2022 – Motion to approve the FR Budget Variance Report for January 1-31, 2022,

Subject to audit

MOTION CARRIED – JB/DE

07-02-2022 – Motion to approve the SR Budget Variance Report for January 1-31, 2022,

Subject to audit

MOTION CARRIED – JB/EK

08-02-2022 – Motion to adopt Resolution 2022-1, to File Docs & FFY2022 Certs & Assurances

MOTION CARRIED – JH/WM

09-02-2022 – Motion to adjourn

MOTION CARRIED – JH/WM



## Fixed Route Goals FY2021-2022

### 1 Ridership

	Total Trips	Operating Plan	GOAL
FEB	15,530	14,838	(4 wk)
JAN	14,941	14,838	(4 wk)
DEC	15,609	18,547	(5 wk)

<b>FY21-22 YTD</b>
<b>137,987</b>

### 2 Budget

	Actual Expense	MCTA Budget	GOAL
FEB	\$255,487	\$259,293	(4 wk)
JAN	\$267,319	\$259,293	(4 wk)
DEC	\$295,696	\$324,117	(5 wk)

<b>FY21-22 YTD</b>
<b>\$2,247,071</b>

	Actual Revenue	MCTA Budget	GOAL
FEB	\$39,925	\$20,098	(4 wk)
JAN	\$27,439	\$20,098	(4 wk)
DEC	\$18,977	\$25,122	(5 wk)

<b>FY21-22 YTD</b>
<b>\$280,300</b>

### 3 Trips/VRH

	Trips/VRH	PennDOT Performance	GOAL
FEB	9.02	8.70	(4 wk)
JAN	8.64	8.70	(4 wk)
DEC	9.16	8.70	(5 wk)

<b>FY21-22 YTD</b>
<b>9.36</b>

### 4 Road Calls by VRM

	Road Calls/VRM	Same as FY20/21 (12,000)	GOAL
FEB	2.00	2.47	(4 wk)
JAN	2.00	2.47	(4 wk)
DEC	2.00	2.45	(5 wk)

<b>FY21-22 YTD</b>
<b>32.00</b>



## Shared Ride Goals FY2021-2022

### 1 Ridership

**GOAL**

	Total Trips	Operating Plan	
FEB	3,852	5,250	(4 wk)
JAN	3,876	5,250	(4 wk)
DEC	4,698	6,563	(5 wk)

<b>FY21-22 YTD</b>
<b>37,340</b>

### 2 Budget

**GOAL**

	Actual Expense	MCTA Budget	
FEB	\$165,533	\$180,331	(4 wk)
JAN	\$193,687	\$180,331	(4 wk)
DEC	\$206,939	\$225,414	(5 wk)

<b>FY21-22 YTD</b>
<b>\$ 1,561,656</b>

**GOAL**

	Actual Revenue	MCTA Budget	
FEB	\$9,372	\$15,082	(4 wk)
JAN	\$9,104	\$15,082	(4 wk)
DEC	\$11,050	\$18,853	(5 wk)

<b>FY21-22 YTD</b>
<b>\$ 106,666</b>

### 3 Trips/VRH

**GOAL**

	Trips/VRH	Operating Plan	
FEB	2.12	2.00	(4 wk)
JAN	2.03	2.00	(4 wk)
DEC	2.18	2.00	(5 wk)

<b>FY21-22 YTD</b>
<b>2.13</b>

### 4 Road Calls by VRM

**GOAL**

	Road Calls/VRM	Same as FY20/21 (17,000)	
FEB	6.00	2.65	(4 wk)
JAN	2.00	2.65	(4 wk)
DEC	4.00	3.04	(5 wk)

<b>FY21-22 YTD</b>
<b>26.00</b>