

AGENDA

Regular Board Meeting

April 27, 2023

5:30 P.M.

MCTA Board Room, 1st Floor

ROLL CALL

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – From March 30, 2023

EXECUTIVE DIRECTOR’S REPORT – 3RD QTR

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

- ❖ Budget Variance Reports- March 2023 for Fixed Route & Shared Ride
- ❖ Balance Sheet- March 2023

Operations Committee

Dave Edinger

HR Committee

Wayne Mazur

Compliance Committee

John Hoback

Marketing Committee

Robert Huffman

OLD BUSINESS –

NEW BUSINESS –

EXECUTIVE SESSION –

RESOLUTIONS – Resolution 2023-5 Local Match Operating

QUESTIONS/COMMENTS –

ADJOURNMENT –

****The next meeting of the Board of Directors will be on May 25, 2023****

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

Thursday, March 30, 2023 @ 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 5:37 P.M.

BOARD MEMBERS PRESENT

STAFF PRESENT

Wayne Mazur, 1 st Vice Chairman	Margaret Howarth, Executive Director
John Hoback, 2 nd Vice Chairman (Via Zoom)	Richard Schlameuss, Asst. Exec Director
JoAnn Baratta, Treasurer	Joan Davidge, Chief Financial Officer
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
Maria Candelaria	Iris Rivera, Recording Secretary
Mary Claire Megargle	Helen Yanulus, Governmental Support Admin.
	Marc Wolfe, Solicitor

PUBLIC COMMENT:

None

APPROVAL OF MINUTES:

The minutes from the February 23rd meeting were reviewed and approved.

EXECUTIVE DIRECTOR'S REPORT:

Peggy reported that ridership is up in Fixed Route although there is no route guarantee. Expenses are under budget for the month and revenue is also under due in part that we lost the route guarantee trips. Road calls were over by 43%. YTD ridership and expenses are exceeding goal in FR. In Shared Ride, ridership is up due in part to the microtransit service. Expenses are down and revenue is still a little low due to the winter months. Road calls in Share Ride are at goal for the month and YTD.

FINANCIAL REPORT:

FR- (FEBRUARY)

JoAnn reiterated what Peggy said about the farebox being a little low in Fixed Route, due to less ridership caused by the loss of the Kalahari route guarantee. However, we did use less ACT44. Fuel consumption is low because we're using less diesel fuel as well. The insurance line was a little high due to the increase that was done a while back to included the part-timers.

SR- (FEBRUARY)

JoAnn reported that MA approved the budget revision for \$72,000 so that we can continue to provide service to that program. In Shared Ride there is a surplus in wages due to low ridership. Fuel was a little high and the vehicle insurance was high because we budgeted low for that line, so it's a little over budget.

OPERATIONS:

The Operations Committee did not meet. Peggy reported that Stantec came in the first week in March to show how they would phase the project according to budget. In the Fall of 2022, Stantec came in and showed the first draft for an 86,000 sq. ft. building, but when they presented it to PennDot they said that they wanted to see something more economical; so the design was cut back. The proposed new design is still being reviewed.

HUMAN RESOURCES:

Bob reported that we received a \$54,000 driver retention bonus from MATP, we will be distributing the bonus evenly to include all union employees. Wayne updated the Board in the progress of the transition; he explained that at PennDOT's advice the executive office will now be three tiered as follows: Chief Executive Officer, Chief Operating Officer & Chief Financial Officer. PennDOT has also provided a consultant to help with the transition process.

COMPLIANCE:

The Compliance Committee met and reviewed the FFY2023 Certs & Assurances and compared them to the previous year to see if there were any changes. John also provided great input for the transition process. The next Compliance Committee meeting is TBD.

MARKETING:

Rich reported that Employee Appreciation Day will be on April 19th. Rider Appreciation Day will be May 3rd; free rides for all on Fixed Route. The NPS River Runner will start Memorial Day weekend and the West End Fair will be the week of August 20th. The shift sign-up sheet will be coming soon.

OLD BUSINESS:

None

NEW BUSINESS:

The 2023 APTA Expo will be in Orlando, Florida this year, from October 9th to the 11th. Any Board members interested in attending should contact us by April 1st.

EXECUTIVE SESSION:

None

RESOLUTIONS:

None

QUESTIONS/COMMENTS:

None

ADJOURNMENT:

The meeting was adjourned at 6:40 p.m.

Signed by _____

Secretary/Assistant Secretary

MOTIONS
March 30, 2023

01-03-2023 – Motion to approve minutes from the February 23, 2023 Board meeting,
MOTION CARRIED- RH/DE

02-03-2023 – Motion to approve the Fixed Route Budget Variance Report, February 1-28, 2023,
subject to audit.
MOTION CARRIED – DE/EK

03-03-2023 – Motion to approve the Shared Ride Budget Variance Report, February 1-28, 2023,
subject to audit.
MOTION CARRIED – JB/DE

04-03-2023 – Motion to adjourn
MOTION CARRIED – EK/DE