

# AGENDA

## Regular Board Meeting

April 28, 2022

5:30 P.M.

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

ROLL CALL

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – Approve for March 31, 2022

EXECUTIVE DIRECTOR’S REPORT – 3<sup>rd</sup> QTR FY21-22

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

- ❖ FR & SR Budgets for FY22-23
- ❖ Budget Variance Reports- March 2022 for Fixed Route & Shared Ride
- ❖ Capital & Operating Purchase Reports – March 1-31, 2022
- ❖ Capital & Operating Purchase Reports – April 1-28, 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 2022-2** Authorizing Submittal/Modification of PennDOT DOTGRANTS objects

**Resolution 2022-3** Local match for State Operating Financial Assistance FY22/23

**Resolution 2022-4** Updates to the Monroe County Transit Bylaws

**Resolution 2022-5** Adopt policy for Board Member & Key Staff Standards of Conduct

**Resolution 2022-6** Approve change in terms to the revolving line of credit

QUESTIONS/COMMENTS –

ADJOURNMENT –

\*\*The next meeting of the Board of Directors will be on May 26, 2022\*\*

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

Thursday, March 31, 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 9 Board Members present. The meeting was called to order at 5:33 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, Asst 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                       | David Horvath, Solicitor                          |

**PUBLIC COMMENT:**

No public comment.

**APPROVAL OF MINUTES:**

The minutes from the February 24, 2022 meeting were reviewed and approved.

**EXECUTIVE DIRECTOR'S REPORT:**

Peggy reported that Fixed Route is doing great; ridership and revenue are still trending high due to the Kalahari route guarantee. In Shared Ride, expenses are down which is good, but there has been no increase in ridership or revenue. Road calls were bad in February due to inclement weather and bad road conditions.

**FINANCIAL REPORT:**

JoAnn reported that office sales are up in Fixed Route due to Kalahari purchasing Mogo cards for their employees. Expenses continue to be low in Fixed Route due to the low consumption of fuel thanks to the CNG's; to date we are \$6,000 under budget in fuel. In Shared Ride, the farebox and billed lines are under budget due to the low ridership. The hospitalization line is under budget in both Fixed Route and Shared Ride. We are changing the credit card payment system to Clover. This system will allow the credit card machine to be mobile so we can take it anywhere to make a transaction.

The **Capital & Operating Purchase Reports** for Period 8, February 1-28, 2022 were reviewed and ratified, subject to audit.

The **Capital & Operating Purchase Reports** for Period 9, March 1-30, 2022 were reviewed and ratified, subject to audit.

The **Budget Variance Reports** for Period 8, February 1-28, 2022 for Fixed Route were reviewed and approved subject to audit.

The **Budget Variance Reports** for Period 8, February 1-28, 2022 for Shared Ride were reviewed and approved subject to audit.

**OPERATIONS:**

Dave mentioned that the Rotary Club is doing a fund raiser that will benefit the Salvation Army and would like us to provide a vehicle. We may be able to provide service to that event using the Silver Route. Peggy reported that Stantec the new engineering firm hired by PennDOT for the LDP will be here on April 4<sup>th</sup> & 5<sup>th</sup> for the kick-off meeting. Peggy said that the 8 Shared Ride buses have been ordered and 13 of our existing Shared Ride buses will be getting new graphics.

**HUMAN RESOURCES:**

Bob reported that there were no W/C or PPL claims for February. There were two W/C claims in March but both employees are now back to work. We are looking into changing our insurance carrier and going back to Safety Pool; we should know for sure some time in April or May. We had a Fixed Route driver retire, so a Shared Ride driver will be moving up and taking that position. We also hired 4 new drivers; they will start training soon.

**COMPLIANCE:**

The Compliance Committee met via Zoom and compared the 2021 and 2022 Certs & Assurances and discovered that there are only a few changes. The committee will be reviewing everything to make sure that they are all updated; a few will need to be renumbered. The By Laws and the Standards of Conduct were also reviewed and updated. Peggy will be sending both documents to the Board for review before bringing them up for approval at the April Board meeting. The next Compliance Committee meeting is TBD.

**MARKETING:**

Rich presented the drafts for the wraps that will be installed on the 8 new Shared Ride buses. The West End Fair will be August 21<sup>st</sup> to August 27<sup>th</sup> this year. We will let everyone know when the volunteer sign-up sheet will be posted. All the trippers have been sold out. The NPS starts May 7<sup>th</sup> this year. The social media campaign has been successful and will continue.

**OLD BUSINESS:**

The Route 80 construction project will be starting phase 4 in 2024 at Prospect Street.

**NEW BUSINESS:**

Acknowledgement to our board member Bob Huffman who was given the Volunteer of the Year award. Congratulations!

**EXECUTIVE SESSION:**

None

**RESOLUTIONS:**

Resolution 2022-1: The resolution to file documents/FFY2022 Certs & Assurances was ratified.

**QUESTIONS/COMMENTS:**

None

**ADJOURNMENT:**

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

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

Secretary/Assistant Secretary

## **MOTIONS FROM March 31, 2022**

01-03-2022 - Motion to approve the minutes from the February 24, 2022 Board Meeting,  
MOTION CARRIED- WM/EK

02-03-2022 – Motion to approve the Capital Purchases for February 1-28, 2022, subject to audit.  
MOTION CARRIED – WM/JH

03-03-2022 – Motion to approve the Operating Purchases for February 1-28, 2022, subject to audit.  
MOTION CARRIED – WM/JH

04-03-2022 – Motion to approve the Capital Purchases for March 1-30, 2022, subject to audit.  
MOTION CARRIED – JH/RH

05-03-2022 – Motion to approve the Operating Purchases for March 1-30, 2022, subject to audit.  
MOTION CARRIED – JH/RH

06-03-2022 – Motion to approve the FR Budget Variance Report for February 1-28, 2022,  
Subject to audit  
MOTION CARRIED – JB/DE

07-03-2022 – Motion to approve the SR Budget Variance Report for February 1-28, 2022,  
Subject to audit  
MOTION CARRIED – JB/DE

08-03-2022 – Motion to ratify Resolution 2022-1 to File Docs & FFY2022 Certs & Assurances  
MOTION CARRIED – JH/EK

09-03-2022 – Motion to adjourn  
MOTION CARRIED – DE/JH



## Fixed Route Goals FY2021-2022

### 1 Ridership

|     |        | GOAL        |                |        |
|-----|--------|-------------|----------------|--------|
|     |        | Total Trips | Operating Plan |        |
| MAR | 20,153 | 18,547      |                | (5 wk) |
| FEB | 15,530 | 14,838      |                | (4 wk) |
| JAN | 14,941 | 14,838      |                | (4 wk) |

|                    |
|--------------------|
| <b>FY21-22 YTD</b> |
| <b>158,140</b>     |

### 2 Budget

|     |           | GOAL           |             |        |
|-----|-----------|----------------|-------------|--------|
|     |           | Actual Expense | MCTA Budget |        |
| MAR | \$288,307 | \$324,117      |             | (5 wk) |
| FEB | \$255,487 | \$259,293      |             | (4 wk) |
| JAN | \$267,319 | \$259,293      |             | (4 wk) |

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|--------------------|
| <b>FY21-22 YTD</b> |
| <b>\$2,535,378</b> |

|     |          | GOAL           |             |        |
|-----|----------|----------------|-------------|--------|
|     |          | Actual Revenue | MCTA Budget |        |
| MAR | \$29,702 | \$25,122       |             | (5 wk) |
| FEB | \$39,925 | \$20,098       |             | (4 wk) |
| JAN | \$27,439 | \$20,098       |             | (4 wk) |

|                    |
|--------------------|
| <b>FY21-22 YTD</b> |
| <b>\$310,002</b>   |

### 3 Trips/VRH

|     |       | GOAL      |                     |        |
|-----|-------|-----------|---------------------|--------|
|     |       | Trips/VRH | PennDOT Performance |        |
| MAR | 10.74 | 8.70      |                     | (5 wk) |
| FEB | 9.02  | 8.70      |                     | (4 wk) |
| JAN | 8.64  | 8.70      |                     | (4 wk) |

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|--------------------|
| <b>FY21-22 YTD</b> |
| <b>9.52</b>        |

### 4 Road Calls by VRM

|     |      | GOAL           |                          |        |
|-----|------|----------------|--------------------------|--------|
|     |      | Road Calls/VRM | Same as FY20/21 (12,000) |        |
| MAR | 3.00 | 2.68           |                          | (5 wk) |
| FEB | 2.00 | 2.48           |                          | (4 wk) |
| JAN | 2.00 | 2.47           |                          | (4 wk) |

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|--------------------|
| <b>FY21-22 YTD</b> |
| <b>35.00</b>       |



## Shared Ride Goals FY2021-2022

### 1 Ridership

|     | Total Trips | Operating Plan | GOAL   |
|-----|-------------|----------------|--------|
| MAR | 5,280       | 6,563          | (5 wk) |
| FEB | 3,852       | 5,250          | (4 wk) |
| JAN | 3,876       | 5,250          | (4 wk) |

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|--------------------|
| <b>FY21-22 YTD</b> |
| <b>42,620</b>      |

### 2 Budget

|     | Actual Expense | MCTA Budget | GOAL   |
|-----|----------------|-------------|--------|
| MAR | \$228,632      | \$225,414   | (5 wk) |
| FEB | \$165,533      | \$180,331   | (4 wk) |
| JAN | \$193,687      | \$180,331   | (4 wk) |

|                     |
|---------------------|
| <b>FY21-22 YTD</b>  |
| <b>\$ 1,790,288</b> |

|     | Actual Revenue | MCTA Budget | GOAL   |
|-----|----------------|-------------|--------|
| MAR | \$11,090       | \$18,853    | (5 wk) |
| FEB | \$9,372        | \$15,082    | (4 wk) |
| JAN | \$9,104        | \$15,082    | (4 wk) |

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| <b>FY21-22 YTD</b> |
| <b>\$ 117,756</b>  |

### 3 Trips/VRH

|     | Trips/VRH | Operating Plan | GOAL   |
|-----|-----------|----------------|--------|
| MAR | 2.16      | 2.00           | (5 wk) |
| FEB | 2.12      | 2.00           | (4 wk) |
| JAN | 2.03      | 2.00           | (4 wk) |

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

### 4 Road Calls by VRM

|     | Road Calls/VRM | Same as FY20/21 (17,000) | GOAL   |
|-----|----------------|--------------------------|--------|
| MAR | 3.00           | 3.54                     | (5 wk) |
| FEB | 6.00           | 2.57                     | (4 wk) |
| JAN | 2.00           | 2.65                     | (4 wk) |

|                    |
|--------------------|
| <b>FY21-22 YTD</b> |
| <b>29.00</b>       |