

# AGENDA

**Regular Board Meeting  
May 25, 2023  
5:30 P.M.  
MCTA Board Room, 1<sup>st</sup> Floor**

ROLL CALL

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – From April 27, 2023

EXECUTIVE DIRECTOR’S REPORT – APRIL 2023

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

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

Operations Committee

Dave Edinger

HR 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 **June 29, 2023**\*\*

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

Thursday, April 27, 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 6 Board Members present. The meeting was called to order at 5:38 P.M.

**BOARD MEMBERS PRESENT**

**STAFF PRESENT**

Richard Mutchler, Chairman	Margaret Howarth, Executive Director
Wayne Mazur, 1 <sup>st</sup> Vice Chairman	Richard Schlameuss, Asst. Exec Director
John Hoback, 2 <sup>nd</sup> Vice Chairman (Via Zoom)	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
	Iris Rivera, Recording Secretary
	Helen Yanulus, Governmental Support Admin.
	Marc Wolfe, Solicitor

**PUBLIC COMMENT:**

Public comment was provided by Janice McHughes and Florence Metzgar.

**APPROVAL OF MINUTES:**

The minutes from the March 30<sup>th</sup> meeting were reviewed and approved.

**EXECUTIVE DIRECTOR'S REPORT:**

Peggy reported that ridership is slightly low in Fixed Route causing revenue to be down due to the end of the route guarantee which was a great source of revenue. We're in talks with Great Wolf to see if we can start a new route guarantee with them. Road calls were down in Fixed Route this month but are not making goal YTD. In Shared Ride ridership continues to be high thanks to the Microtransit trips. Expenses in Shared Ride are down both monthly and YTD. Road calls were also down in Shared Ride. Overall, the third quarter has been good for Shared Ride.

**FINANCIAL REPORT:**

**FR- (MARCH)**

JoAnn reiterated that Fixed Route is showing low ridership and still not using much ACT44. Revenue was under month to date as well as YTD and Expenses were also low in Fixed Route. The insurance line was little high due to the increase that was made for life insurance. The air conditioning units were looked at and it was determined they have leaks; 3 of the 4 units can and will be repaired.

**SR- (MARCH)**

JoAnn reported that we received the additional \$72,000 from MA for the budget revision that was done and we'll be spreading that over the remaining 4 months to continue the program. Wages in Shared Ride were a little high due to the new mechanic that was hired. Fuel was under month to date but over budget YTD. Overall expenses are under budget in Shared Ride.

The Fixed Route and Shared Ride budgets for FY23/24 were presented to the Board for approval. Overall the Fixed Route budget for FY23/24 saw an increase of 2.5% which is about \$100,000, for a total of \$4,168,000. The Shared Ride budget for FY23/24 saw a 5.6% increase which is about \$141,000 for a total of \$2,640,000. The MATP budget for FY23/24 was also approved; it is about 15% higher than the previous year.

**OPERATIONS:**

The Operations Committee did not meet, the meeting for 4/27 was rescheduled. There will be a call with PennDOT on 5/1 to discuss MCTA's concerns with the facility project. On 5/2, we will be picking up four of the eight microtransit vehicles. Walter got a quote for \$194,000 to replace all four rooftop A/C units. Since the quote is higher than expected, Speer will be coming in to repair the rooftop A/C units.

**COMPLIANCE:**

The Compliance Committee met virtually and reviewed the first 7 of 21 Certs & Assurances for FFY2023. There was only one that was changed, all the other Certs & Assurances are good. The next Compliance Committee meeting is TBD.

**HUMAN RESOURCES:**

Bob reported that there were no W/C claims for March. There was a bad accident to report involving a Shared Ride vehicle; thankfully, both driver and passenger were wearing seatbelts. The job descriptions for the Chief Executive Officer, Chief Operating Officer & Chief Financial Officer were revised and are approved by the HR Committee. Insurance renewals are coming up; we will be getting new quotes.

**MARKETING:**

Rich reported that we are in talks with Great Wolf to provide service for them. We are getting everything together to start the National Park Service on Memorial Day weekend. Rider Appreciation Day will be on 5/3. The West End Fair will be from August 20<sup>th</sup> to August 26<sup>th</sup>. Rich will be sending out the link for the West End Fair sign-up sheet soon.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

None

**EXECUTIVE SESSION:**

None

**RESOLUTIONS:**

Resolution 2023-5 for Local Match Operating was adopted by the Board.

**QUESTIONS/COMMENTS:**

None

**ADJOURNMENT:**

The meeting was adjourned at 6:30 p.m.

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

Secretary/Assistant Secretary

**MOTIONS**  
**April 27, 2023**

01-04-2023 – Motion to approve minutes from the March 30, 2023, Board meeting,  
MOTION CARRIED – JB/EK

02-04-2023 – Motion to approve the Fixed Route Budget Variance Report, March 1-31, 2023,  
subject to audit.  
MOTION CARRIED – JB/DE

03-04-2023 – Motion to approve the Shared Ride Budget Variance Report, March 1-31, 2023,  
subject to audit.  
MOTION CARRIED – JB/EK

04-04-2023 – Motion to approve the Fixed Route Budget for FY23/24 as presented.  
MOTION CARRIED – EK/JH

05-04-2023 – Motion to approve the Shared Ride Budget for FY23/24 as presented.  
MOTION CARRIED – WM/EK

06-04-2023 – Motion to adopt Resolution 2023-5 Local Match Operating.  
MOTION CARRIED – WM/EK

07-04-2023 – Motion to adjourn.  
MOTION CARRIED – DE/WM